

# OKALOOSA-WALTON COLLEGE

## CATALOG AND STUDENT HANDBOOK

---

**2004-2005**

### **ACCREDITED BY**

THE COMMISSION ON COLLEGES OF THE  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
1866 Southern Lane, Decatur, Georgia 30033-4097  
Telephone Number (404) 679-4501

To Award Associate and Bachelor Degrees, Certificates and Diplomas

FLORIDA STATE DEPARTMENT OF EDUCATION

### **MEMBER**

AMERICAN ASSOCIATION OF COMMUNITY JUNIOR COLLEGES

SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

FLORIDA COMMUNITY COLLEGE ACTIVITIES ASSOCIATION

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

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### **DISTRICT BOARD OF TRUSTEES**

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Esteena "Teena" K. Wells

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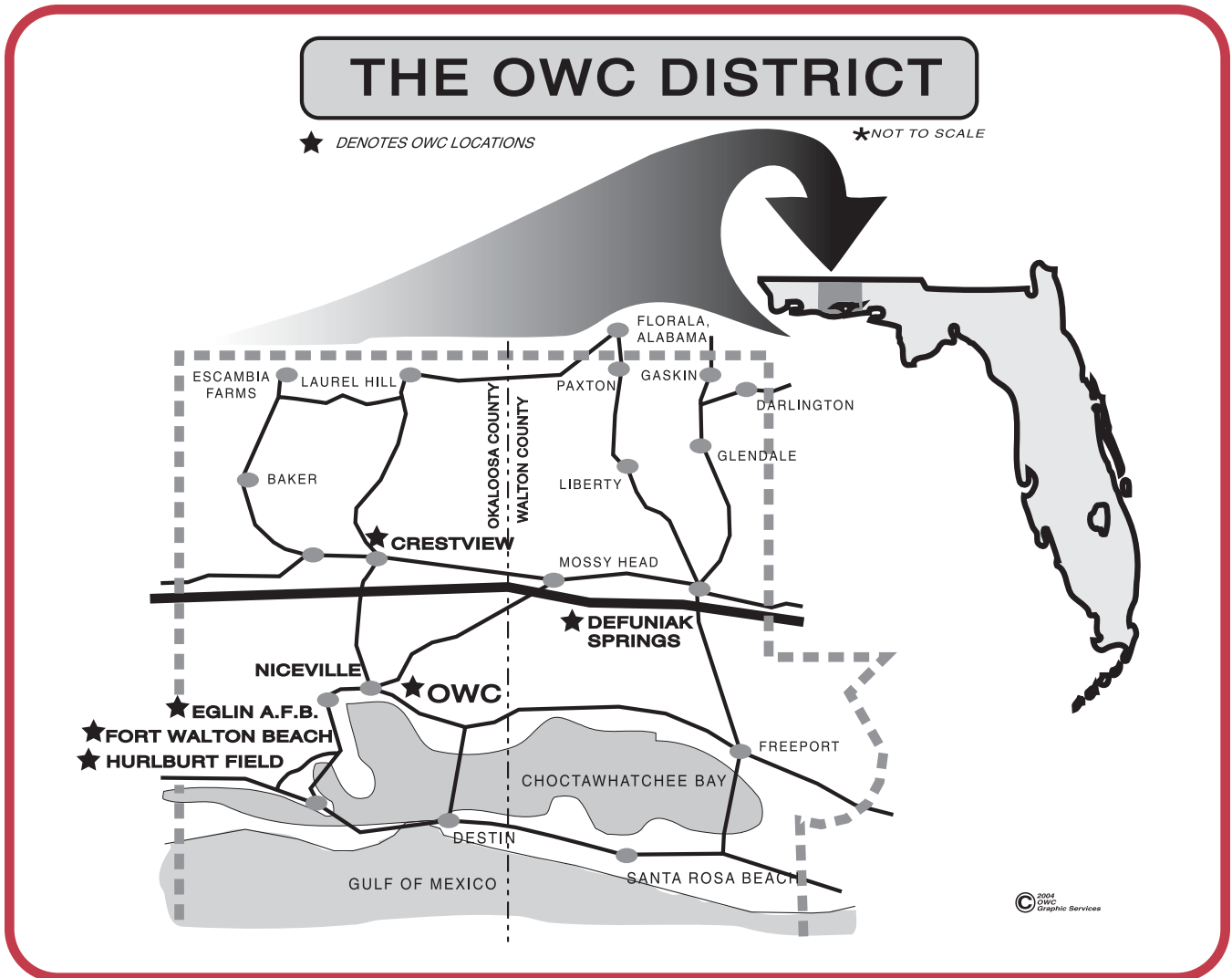
**Okaloosa-Walton College**  
**100 College Boulevard • Niceville, Florida 32578-1295**  
**www.owc.edu**

<b>CENTERS</b>	<b>(Area Code 850)</b>	<b>NUMBERS</b>
Niceville .....		678-5111
(from Walton County) .....		892-8190
(from North Okaloosa County) .....		689-7870
OWC/UWF Fort Walton Beach Campus		
(Day) .....		863-6500
(Night) .....		863-6520
OWC Chautauqua Center, DeFuniak Springs .....		892-8100 or 729-5344
OWC Robert L.F. Sikes Education Center, Crestview .....		689-7911 or 729-5346
OWC Eglin AFB Center .....		678-1717 or 729-5343
OWC Hurlburt Field Center .....		884-6296 or 729-5345

**Telephone Device for the Deaf (TDD) #'s:**

Florida Telecommunication Relay Service		
Voice .....		711 or 1-800-955-8770
TDD .....		711 or 1-800-955-8771

<b>Student Employment Job Line</b> .....	729-5264
<b>Enrollment Services Information</b> .....	729-6922



# OKALOOSA-WALTON COLLEGE ACADEMIC CALENDAR • 2004-2005

	FALL 2004			SPRING 2005			SUMMER 2005		
	<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>	<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>	<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>
Faculty Returns	August 16			January 4			May 9		
Staff Returns				January 3					
Classes Begin	August 23	August 23	October 14	January 5	January 5	February 28	May 9	May 9	June 21
Schedule Adjustment (Drop/Add) Period Ends	August 30	August 30	October 21	January 12	January 12	March 7	May 16	May 16	June 28
Mid-Term Advisory Grades Due in Registrar's Office	October 20	n/a	n/a	March 4	n/a	n/a	n/a	n/a	n/a
Last Day to Withdraw With a "W" or Change to "Audit"	November 3	September 27	November 18	March 18	February 9	April 15	July 5	June 7	July 20
Final Exams	December 11-16	October 13	December 10	April 28-30 May 2,3	February 25	Apr 27	August 2	June 20	August 2
Last Day of Classes	December 10	October 13	December 10	April 27	February 25	April 27	August 2	June 20	August 2
Last Day of Term for Students	December 16	October 13	December 10	May 3	February 25	April 27	August 2	June 20	August 2
Last Day of Term for Faculty	December 17	October 14	December 17	May 4	February 28	May 4	August 3	June 21	August 3
Final Grades Due in Registrar's Office	December 17	October 14	December 17	May 4	February 28	May 4	August 3	June 21	August 3
Graduation Application Deadline	December 3			April 8			July 22		
CLAST Registration Deadline	September 3			January 21			May 6		
CLAST Examination	October 2			February 19			June 4		
Graduation Ceremony	n/a			May 5			n/a		
Student Holidays	Sept, 6 (Labor Day) Nov, 11 (Veteran's Day) Nov, 24-27 (Thanksgiving) Dec, 18-Jan 4 (Holiday)			Jan, 17 (M.L. King Day) Mar, 26-Apr, 1 (Spring Break)			May 30 (Memorial Day) July 4 (Independence Day)		
College Closed	Sept, 6 (Labor Day) Nov, 11 (Veteran's Day) Nov, 24-27 (Thanksgiving) Dec, 18-Jan 2 (Holiday)			Jan, 17 (M.L. King Day) Mar, 30-Apr, 1 (Spring Break)			May 30 (Memorial Day) July 4 (Independence Day)		

## WHERE TO GO FOR ASSISTANCE

[www.owc.edu](http://www.owc.edu)

**Student Services (850) 729-6922; FAX: (850) 729-5323**

### Academic Advising

Web .....	<a href="http://www.owc.edu">www.owc.edu</a> or <a href="http://www.FACTS.org">www.FACTS.org</a>
Chautauqua Center, DeFuniak Springs/Advising .....	892-8100
Eglin AFB Center/Advising .....	678-1717
Fort Walton Beach Campus/Advising .....	863-6508
Hurlburt Field Center/Advising .....	884-6296
Niceville Campus/Advising, Bldg, C-1 .....	729-6922
Sikes Education Center, Crestview/Advising .....	689-7911

### Academic Standing, Probation, Suspension, Reinstatement

Collegewide/Director Enrollment Services, Niceville Campus, Bldg C-1, Room 106 .....	729-4901
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### Adult General Education & Literacy

Niceville Campus, A Bldg .....	729-5387
Chautauqua Center, DeFuniak Springs .....	892-8100
Ft. Walton Beach Campus, Bldg 3, Room 305 .....	863-6534

### Alumni Association

Collegewide, Niceville Campus, Bldg. A .....	729-5357
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### American's with Disability Act (ADA) Coordinator

Niceville Campus, Bldg. A .....	729-5364
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### AmeriCorp/Service Learning

Niceville Campus, Bldg K, Room 154 .....	729-6037
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### Adding, Dropping, Changing or Withdrawing from a Course

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

### Admissions, Registration, Academic Records

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

### AIDS Information

Collegewide/Coordinator of Special Needs Services, Niceville Campus, Bldg C-1 .....	729-6079
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### Allied Health Programs

Collegewide/Director of Nursing, Niceville Campus, Bldg E .....	729-6400
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### Athletics

Web .....	<a href="http://raider.owc.edu">http://raider.owc.edu</a>
Collegewide/Dean of Students/Director of Athletics, Niceville Campus, Bldg F, Room 101 .....	729-5379

### Baccalaureate Programs

Web .....	<a href="http://www.owc.edu/Bachelor/">www.owc.edu/Bachelor/</a>
BAS – Bachelor of Applied Science in Project & Acquisitions Management, Office of Professional & Technical Programs, Niceville Campus, Bldg A, Room A-0207 .....	729-4900
BSN – Bachelor of Science in Nursing, Director of Nursing, Niceville Campus, Bldg. E .....	729-6400

### Books & Classroom Supplies

Web .....	<a href="http://www.bookstore.owc.edu">www.bookstore.owc.edu</a>
Fort Walton Beach Campus/College Store, Bldg 2 .....	863-6511
Niceville Campus/College Store, Bldg K .....	729-5384

### Campus Security

“911” .....	At any location “9+911”
Niceville Campus Security .....	582-9119
FWB Campus Security .....	582-9112
Crestview Center (Security Guard on Campus 5:00 pm – 10:00 pm) .....	682-2055 or 911
Chautauqua Center, DeFuniak Springs (Security Guard on campus 2:00 pm – 10:00 pm) .....	892-8513 or 911
Hurlburt (night monitor) .....	884-6296 or 911
Eglin, Security Police .....	882-2502

### Career Information

Web .....	<a href="http://www.FACTS.org">www.FACTS.org</a>
Collegewide/Student Jobs Center, Niceville Campus, Bldg C-2, Room 201 .....	729-5227
Chautauqua Center/DeFuniak Springs, Bldg 2, Room #204 .....	892-8100

### Catalogs

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

### Change of Address

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

**Change of Major**

Chautauqua Center, DeFuniak Springs/Advising .....892-8100  
 Eglin AFB Center/Advising .....678-1717  
 Fort Walton Beach Campus/Advising Bldg 4, Room 417 .....863-6508  
 Hurlburt Field Center/Advising .....884-6296  
 Niceville Campus/Advising, Bldg, C-1 .....729-6922  
 Sikes Education Center, Crestview/Advising .....689-7911

**Change of Name**

Chautauqua Center, DeFuniak Springs/Registration .....892-8100  
 Eglin AFB Center/Registration .....678-1717  
 Fort Walton Beach Campus/Registration, Bldg 1 .....863-6504  
 Hurlburt Field Center/Registration .....884-6296  
 Niceville Campus/Registration, Bldg C-1 .....729-6922  
 Sikes Education Center, Crestview/Registration .....689-7911

**Clubs, Organizing or Joining**

Collegewide, Student Activities, Niceville Campus,  
 Bldg K, Room 136 .....729-5348

**Child Care Center**

Collegewide, Niceville Campus, Bldg M .....729-6081

**Collegiate High School**

Web ..... [www.owcollegiatehigh.org](http://www.owcollegiatehigh.org)  
 Collegewide, Niceville Campus, Building P .....729-4949

**Community Relations & Marketing**

Collegewide, Office of Marketing/Community Relations,  
 Niceville Campus, Bldg A .....729-5362

**Computer/Learning Labs/Tutoring**

E-mail/Help Online ..... [asctutor@owc.edu](mailto:asctutor@owc.edu)  
 Web ..... <http://learningsupport.owc.edu/>  
*Chautauqua Center, DeFuniak Springs*  
 Skills Lab, Room 202 .....729-5344 or 892-8100  
*Fort Walton Beach Campus*  
 Computer Lab Bldg 7, Room 752 .....863-6530  
 English Tutor, Bldg 4, Room 421 .....863-6520  
 Math Lab, Bldg 4, Room 403 .....863-6520  
*Niceville Campus*  
 Academic Success Center, Bldg E, Room 149 .....729-5389  
 Computer Lab, Bldg R, Room 102 .....729-5330  
 CAD Lab, Bldg B, Room 108 .....729-5218  
 CISCO Lab, Bldg B, Room 120 .....729-5217  
 Math Lab, Bldg L, Room 131 .....729-5377  
 Networking Lab, Bldg B, Room 103 .....729-5217  
 Science Computer Tutorial Lab, Bldg D, Room 120 .....729-5376  
*Sikes Education Center, Crestview*  
 Computer Lab, Rooms 109 & 303 .....729-5346 or 689-7911

**Continuing Education**

Collegewide, Office of Continuing Education,  
 Niceville Campus, Bldg K .....729-6085

**Criminal Justice Center**

Collegewide, Public Safety Building,  
 Niceville Campus, Building L .....729-5378

**Disability Support Services**

Collegewide/Niceville Campus, Coordinator for Students  
 With Special Needs, Building C-1 .....729-6079

**Distance Learning**

Web ..... [www.distancelearning.owc.edu](http://www.distancelearning.owc.edu)  
 Collegewide/Niceville Campus, LRC Bldg,  
 Room 113-114 .....729-6464

**Dual Enrollment**

Web ..... [www.owc.edu/dual](http://www.owc.edu/dual)  
 Collegewide/Niceville Campus, Dual Enrollment,  
 Bldg C-1 .....729-5205

**Enrollment Verification**

Collegewide/Niceville Campus, Office of  
 Enrollment Services, Bldg C-1 .....729-4901

**Equal Access-Equal Opportunity**

Collegewide/Niceville Campus, Human Resources,  
 Bldg A .....729-5365

**Financial Aid**

Web ..... [www.owc.edu](http://www.owc.edu)  
 Financial Aid E-mail ..... [financialaid@owc.edu](mailto:financialaid@owc.edu)  
 Collegewide, Niceville Campus, Office of  
 Financial Aid, Bldg C- 1 .....729-5370

**Foundation, OWC**

Collegewide, Niceville Campus, Bldg. A .....729-5357

**Graduation**

Chautauqua Center, DeFuniak Springs/Advising .....892-8100  
 Eglin AFB Center/Advising .....678-1717  
 Fort Walton Beach Campus/Advising .....863-6508  
 Hurlburt Field Center/Advising .....884-6296  
 Niceville Campus/Advising .....729-6922  
 Sikes Education Center, Crestview/Advising .....689-7911

**I.D. Cards**

Collegewide, Student Activities Office,  
 Niceville Campus, Bldg K .....729-5348  
 Fort Walton Beach, Bldg 1 .....863-6504

**International Student Services**

Collegewide, Enrollment Services, Niceville Campus,  
 Bldg C-1 .....729-5319

**Intramurals**

Collegewide, Athletics, Health & Fitness,  
 Niceville Campus, Bldg "F" .....729-5379

**Kids on Campus Summer Program (KOC)**

Collegewide, Office of Continuing Education,  
 Niceville Campus, Bldg K .....729-6086

**Libraries (Learning Resource Centers)**

Web ..... [www.owc.edu](http://www.owc.edu)  
 Help Online (ask-a-Librarian) ..... [www.lrc.owc.edu](http://www.lrc.owc.edu)  
 Niceville Campus .....729-5318  
 Fort Walton Beach Campus .....863-6578

**Lost & Found**

Collegewide, Student Activities Office, Niceville Campus,  
 Bldg K .....729-5348  
 Fort Walton Beach Campus, Bldg 1 .....863-6504

**Orientation**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Advising.....	892-8100
Eglin AFB Center/Advising.....	678-1717
Fort Walton Beach Campus/Advising.....	863-6508
Hurlburt Field Center/Advising.....	884-6296
Niceville Campus/Advising.....	729-6922
Sikes Education Center, Crestview/Advising.....	689-7911

**Parking Permits**

Collegewide, Student Activities Office, Niceville Campus, Bldg K.....	729-5348
Chautauqua Center, DeFuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration Bldg 1.....	863-6508
Hurlburt Field Center/Registration.....	884-6296
Sikes Education Center, Crestview/Registration.....	689-7911

**Payment for Classes/Obligations**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Business Office E-mail.....	<a href="mailto:businessoffice@owc.edu">businessoffice@owc.edu</a>
Chautauqua Center, DeFuniak Springs/Cashier.....	892-8100
Eglin AFB Center/Cashier.....	678-1717
Fort Walton Beach Campus/Business Office, Bldg 1.....	863-6504
Hurlburt Field Center/Cashier.....	884-6296
Niceville Campus/Business Office, Bldg A.....	729-5385
Sikes Education Center, Crestview/Cashier.....	689-7911

**PRIME Time Program**

Collegewide, Office of Continuing Education, Niceville Campus, Bldg K.....	729-6085
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**Prometric Testing**

Niceville Campus, Manufacturing & Technology Department, Bldg B, Room 100A.....	729-6499 or 729-5218
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**Registration**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Registrar E-mail.....	<a href="mailto:registrar@owc.edu">registrar@owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1.....	863-6504
Hurlburt Field Center/Registration.....	884-6296
Niceville Campus/Registration, Bldg C-1.....	729-6922
Sikes Education Center, Crestview/Registration.....	689-7911

**Reserving College Facilities**

Collegewide, Niceville Campus, Bldg. A.....	729-5357
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**Scholarships**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Collegewide, Niceville Campus, Office of Financial Aid, Bldg C- 1.....	729-5370
OWC Foundation, Niceville Campus, Bldg A.....	729-5357

**Student Grievances/Harassment**

Collegewide, Dean of Students, Niceville Campus, Bldg F.....	729-5379
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**Student Work Off Campus**

Collegewide/Student Jobs Center, Niceville Campus, Bldg C-2, Room 201.....	729-5227
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**Student Work On Campus**

Collegewide, Niceville Campus, Office of Financial Aid, Bldg C- 1.....	729-5370
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**Technical/Vocational Education**

Collegewide, Niceville Campus, Office of Professional & Technical Programs, Bldg. A.....	729-5366
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**Testing (Placement, CLEP, TABE, CLAST etc.)**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, Defuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1.....	863-6504
Hurlburt Field Center/Registration.....	884-6296
Niceville Campus/Testing Center, Bldg C-1.....	729-6922
Sikes Education Center, Crestview/Registration.....	689-7911

**Transcripts**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
E-Mail (between institution requests).....	<a href="mailto:www.transcript@owc.net">www.transcript@owc.net</a>
Official: Collegewide/Niceville Campus, Office of Enrollment Services, Bldg C-1.....	729-4901
<i>Transcript Requests may be obtained &amp; submitted at any College Location</i>	

**Transient Student**

Collegewide/Niceville Campus, Office of Enrollment Services, Bldg C-1.....	729-4901
<i>Transient Student Forms may be obtained &amp; submitted at all College Locations</i>	

**Vehicle Registration**

Collegewide, Student Activities Office, Niceville Campus, Bldg K.....	729-5348
Chautauqua Center, DeFuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1.....	863-6508
Hurlburt Field Center/Registration.....	884-6296
Sikes Education Center, Crestview/Registration.....	689-7911

**Veteran's Affairs**

Collegewide, Niceville Campus, Office of Financial Aid, Bldg C- 1.....	729-5375
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**Veteran's Upward Bound**

Collegewide, Niceville Campus, Bldg K.....	729-4999
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**Vocational Testing (Hogan, FBAT, Critical Thinking Skills)**

Collegewide, Assessment Center, Niceville Campus, Bldg C-2.....	729-6059
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**Women's Educational Resource Center**

Collegewide, Niceville Campus, Bldg C-2.....	729-5291
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