GENERAL INFORMATION
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Mission Statement

The mission of Northwest Florida State College (NWFSC) is to provide quality educational programs and services which enable students to achieve their goals and which enhance the community through academic, career/technical, cultural, economic, and personal development opportunities.

Goals

- To provide an environment that promotes equity and access to college programs for all members of the community.
- To provide student services and activities that enhance student success.
- To provide programs of study at the high school, certificate, associate and baccalaureate levels.
- To provide certificate and degree programs that prepare students for employment and careers in the public and private sectors.
- To provide leadership and support for economic and workforce development.
- To provide college preparatory and basic skills instruction, literacy programs, English for Speakers of Other Languages (ESOL), adult secondary education and vocational preparatory instruction.
- To provide social, cultural and co-curricular opportunities.
- To provide a variety of continuing education, professional development, and leadership training opportunities.
- To promote the understanding, application, and use of technology.

State College Status

The 2008 Florida Legislature passed the historic State College Bill (SB 1716) to provide a new middle-tier system of higher education in Florida to maximize student access to baccalaureate degrees, respond to community needs for postsecondary education, and provide the degrees that best meet Florida’s employment needs. The bill was signed into law by Florida Governor Charlie Crist on June 12, 2008 at a ceremony held at the Mattie Kelly Fine and Performing Arts Center on the Okaloosa-Walton College Niceville Campus.

The State Colleges are eligible to expand more easily the number of bachelor’s degree programs they offer so more students in Florida will be able to access higher education degrees, especially in academic areas where the demand for educated workers is exceeding the supply. These baccalaureate programs are to be more affordable and cost-effective than those at the state university level – a benefit to both the taxpayers and the students.

In response to Okaloosa-Walton College’s new role as one of Florida’s first State Colleges, the OWC District Board of Trustees voted on July 8, 2008 to officially rename the 44-year-old institution as Northwest Florida State College (NWF State College) to most accurately represent the expanded mission and service district for the college. While the mission of the institution has expanded, NWF State College continues its long-standing commitment to open-door admissions, associate degree programs, adult education, certificate programs, and affordable tuition. NWF State College has also maintained the school’s traditional scarlet and silver colors and the Raiders name for sports programs.

As Okaloosa-Walton College was accredited in 2004 by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor’s degrees, the new state college status did not require re-accreditation of NWF State College. The college currently offers baccalaureate programs in Project Management, Nursing, Elementary Education, Middle Grades Math Education, and Middle Grades Science Education. Additional bachelor’s programs will be phased in over the coming years based on regional needs and feasibility. As NWF State College offers more four-year degrees in fulfilling its role as a state college, students will benefit from the opportunity to have accessible, low cost baccalaureate degrees that meet their aspirations as students and meet the needs of higher education in Florida.

Background

As part of Florida’s network of public state colleges, Northwest Florida State College offers postsecondary education opportunities to nearly 16,000 students annually. Located in the coastal heart of Northwest Florida, the college has earned a reputation for educational excellence and community involvement in its nearly 45-year history.

Most recently known as Okaloosa-Walton College, the Florida Legislature initially established the college as the 18th of the state’s eventual 28 community colleges in 1963. The institution was named Okaloosa-Walton Junior College in March 1964. The college’s District Board of Trustees changed the name to Okaloosa-Walton Community College (OWCC) in March 1988 to recognize the college’s expanded role in economic development, cultural programs and other endeavors.

Further expansion of the college’s mission occurred in April 2003 when the Florida State Board of Education authorized OWCC to develop baccalaureate degree programs. This was followed by a change in the college’s accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools to baccalaureate degree granting Level II status. The Florida Legislature officially changed the college name to Okaloosa-Walton College (OWC) in May 2004.

Following the creation of the new State College System by the 2008 Florida Legislature, the OWC District Board of Trustees changed the college’s name to Northwest Florida State College on July 8, 2008 to reflect the college’s expanded role as one of Florida’s new State Colleges.

In addition to a 264 acre campus in Niceville, Northwest Florida State College operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the
Background (continued)

Robert L. F. Sikes Education Center in Crestview and full-time centers at Eglin Air Force Base and Hurlburt Field. A seventh college location is currently under construction in South Walton County and is scheduled to open for classes in the Spring of 2010.

When its doors first opened in August of 1964 in a temporary campus of vacant buildings in Valparaiso, OWJC had a faculty of ten instructors, three support personnel and five administrators for the 309 full-time and 458 part-time students on hand. Now, nearly 45 years later, approximately 90 full-time and 173 part-time instructors, as well as 336 support staff and 12 administrators serve 16,000 students annually. Since its inception, more than 200,000 persons have been served by OWJC, OWCC, OWC and NWF State College.

Located between State Roads 85 and 285, the 264 beautifully wooded acres of the college’s main campus in Niceville were transferred to OWJC from the Eglin Air Force Reservation by an Act of Congress in January 1966. In 1989, another Act of Congress designated a permanent site for the Fort Walton Beach Campus. The 156 acre Fort Walton Beach Campus is a joint campus with the University of West Florida and includes coursework through graduate school.

Throughout the college’s history, NWF State College has maintained a consistent record of educational excellence. The median grade point average for NWF State College students who transfer to the State University System consistently ranks among the top five in the state. NWF State College professors have been recognized with numerous state and national level awards for instructional excellence. The college’s Forensics Debate team has achieved numerous state and national championships. NWF State College students and student athletes are also consistently named to the All-Florida Academic Teams.

In addition to a record of regional and national accolades, NWF State College offers state-of-the-art student computer labs, a top-rated sports complex, a full program of intercollegiate and intramural sports, an ROTC program, a child development center, and a criminal justice training center. The 120,000 square foot Mattie Kelly Fine and Performing Arts Center on the Niceville Campus provides students the finest in instructional facilities for dance, music, theater, the visual arts and the humanities.

Facilities

The Niceville Campus of Northwest Florida State College is located between State Roads 85 and 285 off of College Boulevard. Baccalaureate degrees, associate degrees, adult basic education, technical certificates, college and vocational preparatory programs, GED preparation and testing, and continuing education programs are offered in both day and evening classes. The Niceville Campus includes the following permanent facilities:

Administration (A): houses the executive and administrative offices, including instructional services, administrative and financial services, marketing/community relations, the College Foundation, the Alumni Association, and the Leadership Institute.

Technical Laboratories (B): contains drafting and design, laboratories for computer-assisted drafting and computer-aided manufacturing, computer engineering technology, Prometric Testing and the local CISCO Academy.

Student Services Center (C-1/C-2): houses admissions, registration, counseling, financial aid, advisement services, Veteran’s Affairs, testing services, recruitment, the Career Resource Center, AmeriCorps, Adult Basic Education and the Women’s Educational Resource Center.

Collegiate High School (D): houses the Collegiate High School Offices, classrooms and labs.

Learning Resources Center (LRC): contains a collection of more than 100,000 items. There are 90,000 books, 11,000 audiovisual items, 400 magazine and newspaper subscriptions, 400 electronic databases and websites with online full-text periodicals and over 20,000 ebooks. A statewide network provides access to the holdings of all 11 state university libraries and 28 community college learning resources centers, numerous electronic databases and worldwide information sources through the Internet. The LRC also contains conference room facilities, the college’s Learning Technologies Offices and the Teacher Education Resources Room.

Classroom Building (E): contains the Donald Gallimore Nursing and Allied Health Facilities and a variety of other instructional programs. Located on the upper north mezzanine levels is the Academic Success Center, three computer labs/classrooms and the Division of Communications and Social Sciences Office. The first floor level contains faculty offices, a computer lab, and classrooms. The College’s Nursing and Allied Health programs in registered nursing, radiography, and dental assisting are located in center core of this building. The Graphics Technology instructional program and the Adult General Education classes are located on the lower level.

Athletics and Physical Education (F): contains offices, classrooms, storage facilities for the Division of Athletics and Physical Education, and houses the Wellness Center.

 Reserve Officers’ Training Corps (ROTC) (F-1): contains ROTC Offices and classrooms.

ROTC Rappel Tower: is located north of the softball field.

Public Safety Driving Range (Q-2): is located behind building (M) on the northeast corner of the Niceville Campus.

Public Safety Fire Training Building: is located north of the softball field.

Public Safety Vehicle Storage Building (Q-3): is located behind building (Q) on the northeast corner of the Niceville Campus.

Utilities, Maintenance, and Receiving (G) and (G-1): houses the air conditioning and heating equipment, central services, maintenance, custodial, grounds functions and security office.

Gymnasium (H): a multi-purpose facility used to house all indoor physical education activities and indoor sports events.

Mattie Kelly Fine and Performing Arts Center (J): consists of two theaters, (the Mainstage Theater and the Sprint Theater), Tyler Recital Hall, Holzhauer Gallery, McFroy Gallery, Frances Smith Herron Dance Studio, and choral and musical studios. An amphitheater is located adjacent to the center’s Marie Snow Greene Visual Arts Building.

Visual Arts (I): a unique circular building in the Mattie Kelly Arts Center complex that houses instructional art programs in pottery, drawing and painting is named for arts patron Marie Snow Greene.

College Mall (K): contains the Student Activities Offices including Student Government, food services, the College Store, lounges, meeting rooms, recreational areas, and houses the Continuing Education Department.

Mathematics (L): provides offices, classrooms, and specialized laboratories for the mathematics department.
Facilities (continued)

Child Development Education Center (M): contains the Mary Lou O’Connor Child Development Education Center.

Business and Computer Technology (P): provides facilities for instructional programs in business education, business administration, computer science, mid-management and the Bachelor of Applied Science in Project Management.

Graphic Services and Public Safety (Q): houses Graphic Services and the facilities, offices, classrooms, and specialized laboratories for programs offered by the Florida Criminal Justice Training Center No. 21 and the college’s Public Safety Division, including the college’s EMS/EMT/Paramedic programs.

Computer Services (R): houses the college’s Information Technology staff.

Robert E. Greene Science Building (S): is comprised of classrooms and laboratory facilities for programs in biology, physics, physical sciences, chemistry.

Observatory (S-T): located on the northwest corner of the Niceville Campus, the Observatory houses an 18” automated reflective telescope, complete with a CCD camera and software to allow the location and recording of events in the sky and a classroom for Astronomy classes.

The Sports Complex: is located on the west side of the Niceville Campus and contains field houses for men’s and women’s baseball and softball, two diamonds, bleachers, and a Strength Training Center.

The college operates instructional sites throughout the two county area, making the programs and services of NWFSC easily accessible to the entire community.

The Northwest Florida State College and the University of West Florida Fort Walton Beach Campus

is a fully combined joint campus which provides higher education opportunities ranging from Associate to Doctoral degree programs, as well as non-credit and adult basic education programs. In addition, the campus houses various economic development programs including: the Economic Development Council of Okaloosa County, the Technology Coast Manufacturing & Engineering Network, the Quality Institute and the Northwest Florida Manufacturing Technology Center. The campus is located on a 156-acre wooded site on Martin Luther King, Jr. Boulevard, and includes the following permanent facilities:

- Administration (1): houses administrative offices and the business and registration offices of both institutions, a large community meeting room, and two conference rooms.
- Student Services (2): contains the campus College Store, student center and student government offices.
- Classroom Building (3): houses classrooms and the adult basic education offices.
- Classroom Building (4): comprised of faculty offices, classrooms, a reading improvement laboratory, some tutoring services and the NWF State College academic counseling/advising office.
- Utilities and Maintenance Building (5): houses the air conditioning and heating equipment, central services, maintenance, and custodial/grounds functions for the campus.
- Science Building (6): contains science laboratory facilities for programs in earth science, biology, chemistry, and physics.
- Computer Labs (7): houses computer laboratories, the Math Lab, classrooms, and various Economic Development programs.
- Library, Fitness Center, Auditorium (8): contains a 14,391 volume graduate level library operated by the University of West Florida, a fitness center, and a 230 seat lecture auditorium.
- The Chautauqua Center (N): located on 90 wooded acres along Highway 90 West in DeFuniak Springs, offers a full range of college services and programs. Diversified college credit and non-credit programs including Associate degrees, adult education/ GED preparation, college preparatory, and recreational/leisure courses are offered in day and evening classes. The center provides admissions/registration, financial aid information, placement testing and academic counseling services. The center houses two computer labs, a career center, small conferencing facilities and a child care center.
- The Robert L. F. Sikes Education Center (I): in Crestview is located on East James Lee Boulevard (State Highway 90 East). The full-service center offers college credit, adult basic education and other courses and provides placement testing, advising and program planning, registration, and financial aid services. The center houses two computer labs, classrooms, and administrative/student services space.
- The South Walton Center: located on Greenway Trail, just off Highway 331 South in Santa Rosa Beach, is scheduled to open offices in the Fall of 2009 and begin classes in the Spring of 2010. The center will house the offices of the college’s Choctawhatchee Basin Alliance (CBA) and the Allyn C. Donaldson Entrepreneurial Center which is part of the college’s Leadership Institute.

Foundation

The Northwest Florida State College Foundation, Inc. is a non-profit organization which seeks tax deductible contributions to help the college promote academic excellence through scholarships, instructional improvements, and educational equipment acquisition.

The Foundation was established in 1988 to give individuals, organizations and businesses the opportunity to directly invest in the educational mission of the college. As an IRS 501(c)(3) organization, donations to the Foundation are tax deductible and may be eligible for matching funds. The Dr. Philip Benjamin Matching Grant Program matches private contributions to community colleges for endowments on a $3 to $2 ratio for programs and equipment and $1 to $1 ratio for scholarships when state funds are available. The Foundation has a 23 member Board of Directors comprised of business and community leaders in Okaloosa and Walton counties.

The Foundation is vitally important to the quality and diversity of higher education in our community. The foundation operates under the philosophy of building principal and using the interest to support various NWFSC endeavors. To further the mission of NWFSC, no donations to the Foundation are used for the foundation’s operating expenses. Annual pledges of $50 to the Foundation President’s Club help underwrite these operational expenses. For information, contact the Foundation Office at (850) 729-5357 or visit www.nwfsfoundation.org.
Alumni Association

The Northwest Florida State College Alumni Association provides all former students and graduates with an organization to promote the interests of the college. Alumni help support causes which enhance educational opportunities and perpetuate the friendships made while attending NWFSC.

Membership in the Alumni Association is open to all graduates of NWFSC and to any student who has attended the college.

The Alumni Association, in cooperation with NWFSC, participates in various activities and sponsors events. It encourages creation of Alumni chapters at senior institutions. The association attempts to provide resources to help in scholarships and other program support beneficial to the college.

For additional information about the NWF State College Alumni Association contact the NWF State College Foundation and Alumni Office at (850) 729-5357.

Mattie Kelly Cultural and Environmental Institute

The Mattie Kelly Cultural and Environmental Institute was established in 1997. The institute is a partnership of NWF State College, the NWF State College Foundation, and the Choctawhatchee Basin Alliance of NWF State College, dedicated to the cultural, environmental, historical and instructional goals set forth for the institute by the late Mattie M. Kelly of Destin. The objectives of the institute are: biology and marine science studies associated with Choctawhatchee Bay and the Gulf of Mexico; display of the cultural heritage of Northwest Florida; instruction in the Fine & Performing Arts and Environmental Sciences; to provide a location for fine arts groups and performing groups; and to provide a location for conferences and seminars offered through NWFSC. For information, contact (850) 729-5357.

Choctawhatchee Basin Alliance (CBA)

The Choctawhatchee Basin Alliance (CBA), under the auspices of NWF State College, is an organization committed to sustaining and providing optimum utilization of the Choctawhatchee Basin watershed. CBA provides opportunities for citizens, educators, and technical experts to promote the health of the Choctawhatchee Basin watershed.

For more information on CBA visit www.basinalliance.org or call (850) 729-6456.

Year-Round Opportunity

The college’s programs of continuing study vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous community services and certificate programs are offered on demand as sufficient requests occur. Special programs are announced as they are developed. The public is especially invited to request short or extended offerings in areas of need or interest.

Composition of Student Body

NWF State College is a coeducational institution serving approximately 16,000 students annually. Students age 16 to 24 comprise 57 percent of the student body. Students age 25 to 34 comprise 22 percent and students 35 to 49 comprise 18 percent. Other age students comprise the remainder of the student population.

Accreditation

Northwest Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees, certificates and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northwest Florida State College.

Equal Rights

Northwest Florida State 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, handicap, marital status, national origin, race, religion, or sex in its employment practices or in the admission and treatment of students. The Equity Coordinator may be contacted through the Office of the Director of Human Resources, Niceville Campus, extension 6365. The coordinator is designated to coordinate compliance with the Florida Educational Equity Act and information about the availability of the college’s Grievance Procedure. The Equity Coordinator is also Coordinator of Title IX of the Education Amendments of 1972.

Student Records and Transcripts

Student Records

The Office of Enrollment Services oversees both admissions and registration at NWF State College. All permanent, official, and final records of students who have attended NWFSC are housed in and released by this office located on the Niceville Campus. A student who submits an application for admission and official transcripts to the college and fails to enroll within one year must re-submit original documents upon re-entry to the college. Information is released only upon the written request of the student in accordance with Federal laws.

Additional information on student records, the procedures for accessing records, appealing record contents, receiving restricted records, and other rights of the Family Education Rights and Privacy Act of 1974 are available from the Office of Enrollment Services.

Student Transcripts

A transcript of a student’s academic record is kept in electronic files, filed in a permanent record folder or housed on an archival record medium in the Office of Enrollment Services. Transcripts that are being sent directly to another educational institution may be requested by submitting written request to the Office of Enrollment Services, an e-mail to transcripts@nwfsc.edu or at www.nwfsc.edu. Students requiring a personal copy of their transcript, or a copy for a third party other than an educational institution, must submit their request in writing by completing the Transcript Request Form or by submitting a signed statement to the Office of Enrollment Services in person, via U.S. Mail or by fax.

Transcripts and other official student information will not be released if the student has an outstanding obligation to the college (financial obligation or an incomplete admission file). Under most circumstances, transcript requests are processed within 24 hours after the request. However, transcripts will be sent within seven (7) working days of the request.

Release of Student Information

Although the following information may be released at the discretion of NWF State College, the college does not routinely release such information to third parties:

Directory Information: name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, enrollment status, degrees and awards received, and the most previous education agency or institution attended.
In addition to directory information, NWFSC is required by law to release to the United States Armed Forces student recruiting information which may include the student’s name, address, phone number, date and place of birth, level of education, most recent previous institution attended, major field of study, and degrees received.

In an emergency, the college may disclose personally identifiable information to protect the health or safety of students or other individuals to appropriate parties such as law enforcement officials, public officials or trained medical personnel without the consent of the student. In addition, NWFSC may disclose information from education records to parents in the event of a health or safety emergency.

Access & Review of Records
A student or parent* will be accorded access to the student’s record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made to permit the record to be reviewed in the presence of a representative of the custodian of the record.

*Rights of parents: Once a student reaches the age of eighteen, or is enrolled in a postsecondary program, parents no longer have any rights under the Privacy Act unless:

- The student gives written consent to release the information to the student’s parents, or
- The parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1986, or
- The student is a high school student enrolled in an accelerated program, such as Dual Enrollment, Early Admissions or Concurrent Enrollment, or
- The health or safety emergency involves their son or daughter, or
- The student is under the age of 21 and has violated any law or college policy concerning the use or possession of alcohol or a controlled substance.

A student has the right to request the amendment of their educational record that they believe is inaccurate or misleading. The student should write to the College Registrar, clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA compliance is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

Protection of Privacy
Under the Family Education Rights and Privacy Act of 1974 (Public Law 93-380), students may request that no information, including “Directory Information”, be released except as required by law, by obtaining a Notification to Deny Disclosure of Directory Information form from the Dean of Students. This form must be signed and submitted to the Dean. Note: A student’s request to prevent the release of informational items may result in preventing the publication of all items including graduation, honors, and awards. Students are encouraged to contact the Dean of Students or the Associate Dean, Student Services/Registrar with any concerns about confidentiality of records and release of information. The custodian of student records may release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction except as required by the President in the discharge of his/her duties as authorized by law, the state, and the board.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a student serving on an official committee; such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Enrollment and Degree Verification
NWF State College has authorized the National Student Clearinghouse to provide enrollment and degree verifications for the purposes of employment or background screening. The National Student Clearinghouse can be contacted at:

Web: www.degreeverify.com
Phone: (703) 742-4200
E-mail: degreeverify@studentclearinghouse.org
Address:
National Student Clearinghouse
2300 Dulles Station Blvd., Suite 300
Herndon, VA 20171

Free student self-service enrollment verification is provided by the National Student Clearinghouse. Students can print enrollment verification certificates, including enrollment dates and target graduation dates for use in obtaining military ID cards, health insurance and other items. To access enrollment verification log onto the RaiderNet at www.nwfsc.edu.

The college utilizes the services of the National Student Clearinghouse to automatically process enrollment verifications for student loans.

Change of Contact Information
(Address, Telephone Number)
It is the student’s responsibility to keep information current by officially notifying the college. The student’s signature is required to make such changes in person, or students may make changes electronically by using the college’s RaiderNet system. Forms to change residence, mailing address, telephone number, etc. are available from the Office of Enrollment Services, (850) 729-5374.

College Website
The website for Northwest Florida State College (www.nwfsc.edu) supports the mission of the college by providing worldwide access to NWFSC information, registration, financial aid, student services, distance learning instruction and support, academic resources and more. The website is the gateway to subordinate websites affiliated with the college such as those maintained by individual NWFSC instructors or organizations. The privacy of users is upheld through the standards in force for public institutions in Florida, and privacy policies are posted on the site.
RaiderNet

RaiderNet is the student on-line information and registration system. This web based system provides students on-line access to register for classes, view their term grade report, unofficial student transcript, enrollment verification, view financial information such as payment due dates and fees owed, financial aid status, run a degree audit and allows students to update directory information such as a change of address. RaiderNet provides access via a personal identification number (PIN) to ensure that only the student has access to his or her own student information. The system is available via the internet worldwide at www.nwfsc.edu. Questions regarding RaiderNet should be referred to (850) 729-6922.

Student E-Mail Accounts

Students are assigned a NWFS e-mail account when they apply for admission. In order to stay informed and aware, students are encouraged to check their account on a regular basis. Students may choose to forward their college assigned e-mail account. This e-mail service is reserved for college business. For more information on student e-mail accounts at Northwest Florida State College, log onto www.nwfsc.edu or contact the student e-mail/IT helpdesk during regular business hours, at (850) 729-5396.

FACTS

FACTS, the Florida Academic Counseling and Tracking for Students system, allows access to student services and resources for Florida public community colleges and universities, and many private institutions. Students may apply for admission, register for classes, apply for transient status, view their student transcripts, run a degree audit or track progress toward graduation. FACTS can be accessed via the NWFS internet site or directly through the FACTS website at www.facts.org.

Solicitation/Promotions

Agencies or organizations that request permission to display, distribute, or present programs that are not within the educational mission of Northwest Florida State College must submit a request in writing at least two weeks prior to the proposed activity. This request shall contain the name of the organization, the proposed time, date, and location, and the topic of the items to be displayed or distributed. The agency or organization must complete an Events Proposal form which will be routed for review and approval to the Vice President of Administration for final approval by the college president or his designee. The college reserves the right to determine the time, place, and manner of the presentation.

Drug-Free Workplace

NWF State College is firmly committed to maintaining a drug-free workplace. Employees and volunteers are prohibited from engaging in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace while officially representing the college. Violation of this policy will subject the employee or consultant to appropriate disciplinary action up to and including termination of employment. Violators may also be required to participate in an approved drug abuse assistance or rehabilitation program. Compliance with this policy statement is a condition of employment with NWF State College as an organization receiving federal grants and contracts.

College Name Usage

The name “Northwest Florida State College” and the names/titles of the college’s recognized student and other organizations are owned by the college. Students or others shall not organize independent groups of the same name nor function as a group independent of the college utilizing the name of Northwest Florida State College or of a NWFSC organization. The official college seal, college logo, and the logos of college organizations are also restricted and may only be used with permission.

Notification of Social Security Number Collection and Use

In compliance with Florida Statute 119.071(5), Northwest Florida State College issues this notification regarding the purpose of the collection and use of your Social Security Number.

The college collects your Social Security Number for use in the performance of the college’s duties and responsibilities. To protect your identity, the college will secure your Social Security Number from unauthorized access. The college will never release your Social Security Number to unauthorized parties. Each student will be assigned a unique student identification number. Your unique student identification number is used for all educational purposes at Northwest Florida State College including registration, access of your online record, and more.

Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to the college, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security Numbers as student identifiers. This use is authorized by Florida Statute 229.559 and in School Code Section 1008-396. In a seamless K-20 education system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one education level to the next.

All Social Security Numbers are protected by federal regulations and are not released to unauthorized parties.

Copyright Statement for College Publications

College policy (Policy No. 6Ftx17-9.03) states that employees and students will comply with the U.S. Copyright Law (Title 17, U.S. Code, Section 101). Employees and students may use, perform, or reproduce copyrighted works when authorized by (1) licenses or written permission from copyright owner; (2) the fair-use guidelines (available from the Learning Resources Center); (3) the principle of fair use; (4) specific documented exemptions in the copyright law. Copyright items include print, video, electronic data, performances, music, and computer software.

Employees and students who willfully disregard this policy or the specific provisions set forth in the College Copyright Manual (available in the Learning Resources Center) are subject to state and federal penalties as well as college disciplinary action. The college will refuse to grant a request to copy material if fulfillment of the request might lead to a violation of the copyright law. Further information is available from the Office of the Director of Learning Resources, (850) 729-5392.