# STUDENT HANDBOOK & PLANNER



# **Campus Directory**

Academic Hall (B/2) R/104

A       T	N 6 B 1/51 1 102 (222
Advanced Technology College	New Smyrna Beach/Edgewater
Daytona Beach Campus	Student Services Center (B/1) R/128
DeLand Campus	Athletics 506-3178
Deltona Campus	L. Gale Lemerand Athletic Center (B/310) R/235
Flagler/Palm Coast Campus	Bookstore
New Smyrna Beach/Edgewater Campus 423-6300	Daytona Beach 506-3234 & 506-3235
News-Journal Center	DeLand
Academic Advising	New Smyrna Beach/Edgewater
Daytona Beach	Flagler/Palm Coast
DeLand506-3661	Campus Safety506-4444
Student Services Center (B/7) R/138	<b>Career Services</b>
Deltona	Daytona Beach
Fathi Hall (B/1) R/216	L. Gale Lemerand Student Center (B/115) R/224
Flagler/Palm Coast	DeLand
Academic Hall (B/2) R/101	Student Services Center (B/7) R/138
New Smyrna Beach/Edgewater506-3661	Deltona
Student Services Center (B/1) R/110, A & B	Fathi Hall (B/1) R/216
Academic Support Center	Flagler/Palm Coast
Daytona Beach	Academic Hall (B/2) R/101
Baker Academic Support Center (B/500) R/124	New Smyrna Beach/Edgewater
506-3673	Student Services Center (B/1) R101
L. Gale Lemerand Student Center (B/115) R/320 506-4217	Center for Interactive Media/WDSC-TV 15
DeLand	506-4415
Bert Fish Hall (B/6B) R/217	Student Life Department
Deltona	Daytona Beach506-3366
Fathi Hall (B/1) R/104	L. Gale Lemerand Student Center (B/115) R/218
Flagler/Palm Coast	DeLand
Academic Hall (B/2) R/106	Student Services Center (B/7) R/148
New Smyrna Beach/Edgewater	Counseling & Accessibility Services 506-3238
Academic Hall (B/2) R/104	Wetherell Center (B/100 Annex) R/108
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Daytona Beach	Daytona Beach506-3040
Wetherell Center (B/100) R/118	Greene Center (B/300) R/122
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Fathi Hall (B/1) R/203	DeLand Campus, Bert Fish Hall (B/6A) R100
Flagler/Palm Coast	Financial Aid Offices
Academic Hall (B/2) R/100	Daytona Beach 506-3015
New Smyrna Beach/Edgewater 506-3642	Wetherell Center (B/100) R/104
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L. Gale Lemerand Athletic Center (B/310) R/125	Student Services Center (B/1)
Assessment/Testing	Fitness Center 506-4348
Daytona Beach	L. Gale Lemerand Athletic Center (B/310) R/101A
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### **How to Use Your Student Handbook**

The Student Handbook/Planner is a handy resource with information on college life, academic support programs, important dates and contact information you'll want to know while you're enrolled here at Daytona State College. A digital version of the Handbook/Planner is available for download on the DSC website.

The Handbook/Planner has three sections:

### **Campus Directory**

Have a question or need to get in touch with someone? The Campus Directory lists phone numbers for all major departments and campus facilities.

### Handbook

The Handbook contains information on – among other things – Admissions, Academic Advising, Financial Aid and where to get your student ID and parking passes, as well as how to access your DSC email account, what you need to transfer from another college or university and where to find tech support.

### Calendar/Planner

The Calendar/Planner includes important dates, including when the semesters begin and end, enrollment and graduation deadlines, campus events and activities, and recognized holidays. It includes room for you to add your personal appointments, assignment due dates, exams, etc.

**Please Note:** DSC policies, procedures and guidelines printed in this document were current through August 1, 2024, and are subject to change without notice.

### **Daytona State College Quick Links:**

- Admissions: DaytonaState.edu/Admissions
- · Academic Advising: DaytonaState.edu/Advising
- Academic Support Center: DaytonaState.edu/ASC
- Assessment: DaytonaState.edu/Assessment
- · Athletics: dscfalcons.com
- Bookstore: DaytonaState.edu/Bookstore
- Campus Safety: DaytonaState.edu/safety-and-security
- Career Services: DaytonaState.edu/advising/career-exploration
- Falcon HOPE Center: DaytonaState.edu/HOPE-Center
- Counseling and Accessibility Services: DaytonaState.edu/CAS
- Dining Services: DaytonaState.edu/Dining
- Falcon One Card: FalconCard.DaytonaState.edu
- · Financial Aid: DaytonaState.edu/Financial-Aid
- Library Services: DaytonaState.edu/Library
- · Residence Hall: DaytonaState.edu/Housing
- Scholarships: DaytonaState.edu/Scholarships
- Student Accounts: DaytonaState.edu/StudentAccounts
- Student Life: DaytonaState.edu/StudentLife
- Veterans Services: DaytonaState.edu/Veterans
- Writing Center: DaytonaState.edu/CWC

### Welcome to Daytona State College!

Congratulations on choosing Daytona State, one of Florida's highest ranked and innovative public colleges. Your success matters and we're excited to be an integral part of your journey as you progress on your education, career and life goals.

Here at Daytona State, you'll find a collegiate experience that's centered on you. Our faculty and staff are ready to provide support and guidance as you refine and advance your personal and professional plans. You will also have ample opportunity to broaden your horizons with art and cultural events, guest speakers, seminars, extracurricular activities and student organizations.

Students who get involved in student life activities are more likely to be successful in their careers and their lives. I encourage you to spend time in the L. Gale Lemerand Student Center – a place where you can find everything from one-on-one research assistance and tutoring, to making new connections with friends and classmates at Mori's Café or in the recreation and gaming area.

This handbook includes valuable information about resources, policies and procedures that will help you be successful. Here are some examples:

- Need help choosing a major? Our Academic Advisors can match your strengths, interests and passions with a program and career path that's right for you.
- You can earn while you learn! Our Financial Aid Services team is available to help you find a job on campus.
- Academic Coaches with our COMPASS program are ready to provide you with personalized coaching and mentoring to ensure your academic success.
- Need help with a class or have a question on an assignment? We have tutors available on all of our campuses. Stop by any of our Academic Support Centers to get started.
- College life is better when you get involved. Daytona State hosts more than 50 clubs and organizations. Connections you make with new friends here can last a lifetime
- Interested in playing an intramural sport or cheering on our student-athletes? We
  offer a variety of intramural and intercollegiate sports, including soccer, volleyball,
  cross country, basketball, golf, softball, baseball, flag football and Esports. As a
  student, you get free admission to all home games!

Again, welcome to Daytona State College! I wish you the best during your time with us and look forward to the day you join the ranks of the more than 126,000 alumni who have gone achieve great things and become leaders in our community.

2,8

It is a great day to be a Falcon!

Thomas LoBasso, Ed.D.

President, Daytona State College

# Marigating New Students to Success!



Coaching, Mentoring, Persistence and Student Success

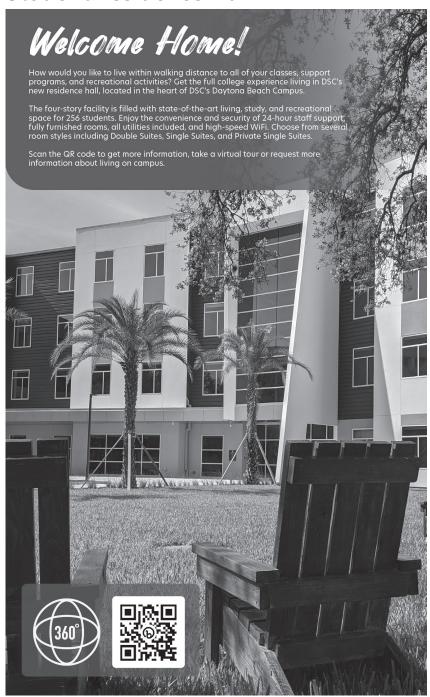
Have you heard about the new COMPASS Program?
COMPASS provides first-time-in-college students with Academic Coaching and Mentoring to ensure success during your college journey.

See your Academic Advisor today or scan the QR code below to learn more.





### **Student Residence Hall**



### Student Residence Hall

# DAYTONA STATE COLLEGE STUDENT RESIDENCE HALL

### STUDENT RESIDENCE HALL AMENITIES

- Secured access to each floor and unit
- · Study Rooms on each floor
- Student Lounges
- Large Screen TVs
- · Pool Table
- · Conference Room
- · Vending Area on each floor
- · Washers and Dryers on each floor
- WiFi and high-speed Ethernet access in every room
- Fully Furnished (XL twin bed, dresser, desk, chair, microwave, small refrigerator)
- Shower and Bathroom in each unit; weekly housekeeping/ cleaning in bathrooms and common area
- Campus Fitness Center & Pool (indoor, heated); nominal fee per semester
- Campus Recreational Field and Tennis Courts
- Campus Gym with Basketball / Volleyball Court

 New Student Center (with Dining Hall\*, Coffee Shop, Gaming/ Recreational area, Library, Academic Support Center, Writing Center, Career Center)

\*DSC Meal Plan Required

### DOUBLE SUITE



For more information about living on campus please contact us to learn more about why "You Belong Here" at Daytona State College: Housing@

DaytonaState.edu

### SINGLE PRIVATE SUITE



### SINGLE SUITE



### YOUR RESIDENT LIFE













### L. Gale Lemerand Student Center

### **Daytona Beach Campus**

### **First Floor**

Mori's Cafe (Coffee Lounge) Commons Area Conference Area Dining Area Event/Conference Hall Group Study Rooms

### **Second Floor**

Career Services Classrooms Conference Room Falcon Esports Facility Gaming Lounge Group Study Room Student Clubs & Organization Student Life Offices

### **Third Floor**

Academic Support Center Classroom Group Study Room Library Writing Center



# **SAVE THE DATE**

### **DAYTONA STATE COLLEGE**



**HOMECOMING** 

OCT. 3-5, 2024

Movie Night at the Landing
"Catch the Falcon" 5K Walk/Run
Family Friendly Tailgate Party (Students & Alumni)
Men's & Women's Soccer Games/Volleyball Games
Alumni Baseball & Softball Games
Alumni & Friends Golf Tournament
Games, Competitions and More!

See you there!



DaytonaState.Edu/Homecoming

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# **Getting Started**

# Surviving and Thriving in College

You should be proud that you have taken a step to becoming a college student. You might be a new student, returning student, or continuing student, but no matter what, you are furthering your learning and earning potential.

Take some time to think about your "why". Understanding your motivation and reason for attending college can give you that extra boost to succeed. If you need help identifying that "why" and creating short or long-term goals, don't wait any longer. Speak with an academic advisor, career advisor or academic coach for assistance.

Once you have established your educational and career goals, here are some things you can do every day to stay on track toward achieving them:

- Attend Class This seems simple enough but has a large impact with keeping you on track. Many times, life can get in the way, and when that happens just know your faculty, advisors and Daytona State team are here to help.
- Participate in class and take good notes - Staying engaged will dramatically increase how well you retain the information you receive. We offer many student life skill courses to help you learn which methods of note taking might be best for you. If you haven't taken SLS1122: Managing your Success, speak with an advisor to see if this would be a good fit for you!
- Establish a study schedule Use a calendar or planner to schedule study times throughout the week, whether you're at home or on campus in the Student Center, Academic Support Center, Writing Center, Mori's Café, or anywhere else.
- Get involved on campus Daytona State has many different clubs, organizations, and ways to get involved. Be proud to be a Falcon and get involved where you can!
- Be informed By attending college, you have already started the process of lifelong learning. Learn all you can not only about your classes, but

- the college policies, procedures, and everyday life on campus.
- Ask for help We are here for you.
   Advisors, faculty, administrators,
   counselors, academic coaches and
   staff are all here to ensure your
   educational journey is as smooth as
   possible. We want to help you succeed
   and will answer any questions you
   have.

### **Getting Started on Campus**

Daytona State College has a wide range of offices and support services to help you with college life. The following section provides an overview of each. We are here to help you resolve any issues and make the most of your time with us.

### Admissions

Admissions is your first stop for enrolling in courses at Daytona State College. Staff is available to answer questions about what you need to apply for college, residency requirements, transferring from another college or university and the documents needed – like transcripts – that become part of your student records

### **Online Admissions**

You can apply for admission online by selecting the "New Student Resources" and "Apply Now" option on the Daytona State College website or by clicking on the Admissions page. Remember, if you want to enroll in one of the College's bachelor's programs, you must be re-admitted to the College under the new program.

If you have previously attended another college or university, you are classified as a transfer student and are required to submit transcripts from those institutions to Admissions for evaluation by DSC. All grades you received – except for those in developmental courses – will be included in your cumulative grade point average (GPA).

Grades of "F" and "W" will not be transferred. More information on our transfer evaluation policies is available in the College Catalog, which is also available online in the Records and Registration section of the DSC website.

# **Getting Started**

### **Assessment Services**

Also known as the Testing Center,
Assessment Services is where you can
get information on (and schedule time to
take) any tests required for admissions
or enrollment to DSC's programs. In some
cases, the office is available to take makeup exams if you missed a class. It is also
used for some program certification exams.

### **Academic Advising**

Whether you are a new, continuing or returning student, Academic Advisors are available – in person, over email, on the phone or via video conference (by appointment) – to discuss your educational and career goals and create a course plan to achieve them.

Academic Advisors are here to:

- · Help with schedule building
- Help you understand your major, the classes required, and graduation requirements
- Connect you with support services like the Academic Support Center, the Writing Center, and Student Counseling and Accessibility Services
- · Explain rules, regulations, and policies
- · Update your major
- · Connect you with faculty and staff
- Identify requirements for transferring to other colleges or universities and determining what is required to meet the transfer requirements

To speak with an advisor, email Advising@ DaytonaState.edu and include your Student ID number or call 386-506-3661.

### **Question & Answer Center**

If you need help or have questions about support or services at Daytona State College, a good place to start is with the staff at the Question & Answer Center on the first floor of the Wetherell Center on the Daytona Beach campus. The Question & Answer staff also handles:

 Student ID cards and parking decals (available at the Falcon Center on regional campuses)

- Registration appeal and inquiries
- Assistance with all services available in the Falcon Center

### **Falcon Center**

The Falcon Center works with the Question & Answer Center to help you with the following services:

- · Printing class schedules
- Registering, adding, dropping, or withdrawing from classes
- Navigating the MyDaytonaState student portal, including help with enrollment verification, address changes, online orientation and requesting and printing transcripts
- Academic and grade disputes, student complaints (claims of mistreatment) and appeals, and Civil Rights Compliance concerns

If you are at a regional campus, you can get quick answers to most of your questions in the Enrollment Services Office.

### Student IDs

You need a Student ID to use the library, Academic Support Center, Aquatics and Fitness Center, meal plans and many other campus services. Get your free ID card by bringing your photo ID to the Question & Answer Center on the Daytona Beach Campus or to a Falcon Center at any of the regional campuses.

Student ID cards are also required for meal plans, Dining Dollars and Falcon Cash. For more information, visit the FalconCard Online Portal - FalconCard.DaytonaState. edu. Use the FalconCard Online Portal to deactivate your card if it is lost or stolen. Lost or stolen IDs can be replaced for a \$10 fee. Housing residents ID replacement fee is \$25.

### **Getting Books & Course Materials**

Daytona State College, in partnership with Follett Higher Education Group, operates the Daytona State College Bookstores. The DSC Bookstores are the authorized source for required course materials, recommended study aids, school supplies,

# **Getting Started**

course related uniforms (nursing, dental, culinary and cosmetology), all course related supplies (nursing, culinary kits, photography, etc.) and medical reference books, Daytona State clothing, gifts and more. College bookstores also accept Falcon Cash.

Store hours and services vary by campus. Call a DSC bookstore or visit the DSC Bookstore online at daytonastateshop.com. Don't have time to visit the bookstore? You can shop online 24/7 for all your textbook and school supply needs! The bookstore also offers buy online pick up in store or FREE shipping to your home.

### **Online Services**

Many Daytona State student services are available to you via the MyDaytonaState online portal. When you are accepted to DSC, you'll be assigned a Student Identification Number, FalconMail email address and a temporary password. These will get you access to the MyDaytonaState portal and other online services.

### **FalconMail**

All DSC students, faculty and staff are assigned an email address through the FalconMail system. You should check FalconMail regularly because this is the primary address the College will use to communicate with you.

You can access FalconMail by typing Outlook.DaytonaState.edu into your web browser and logging in using your FalconMail email address and password. In addition to email, accessing your FalconMail page gives you access to Microsoft 365 applications such as Word, Excel, PowerPoint, OneDrive, etc.

### Setting Up Your FalconMail Account: User Name

Your FalconMail email address is your User Name (e.g., jane\_smith344@DaytonaState. edu). If your name is already in use, the system will add a series of numbers after your last name.

### Setting Up Your FalconMail Account: Password

When your email account is created, you're assigned a temporary, default password. Your default password is in the following format: Dsc (Capital D, lowercase s, lowercase c) + Your birthdate in MMDDYY format + the last five digits of your Social Security Number (SSN).

For example: If you have a birthdate of January 1, 1990, with an SSN of 123-45-6789, the resulting password would be Dsc01019056789.

All students are required to enroll in "Self Service Password Reset" (SSPR) and set up Multi-Factor Authentication (MFA) to ensure your DSC account remains secure. After you have enrolled in the SSPR system, visit mypassword.daytonastate.edu to reset your password if you've forgotten it.

The minimum password length is 12 characters, and the password must meet these requirements:

- Not contain all or part of the user's account name
- Contain characters from three of the following four categories:
  - English uppercase characters (A Z)
  - English lowercase characters (a z)
  - Numerals (0 9)
  - Non-alphabetic characters (such as ! \$,#,%,@)

If you need help enrolling in the Self-Service Password Reset system or the Multi-Factor Authentication system, contact the IT Helpdesk at 386-506-3950 and select option #1 (accounts & passwords option).

You will always use your DSC email address and updated password to access:

- MyDaytonaState (My Academics and Falcon Self-Service)
- Falcon Online
- FalconMail/Microsoft 365
- · DSC Wi-Fi access
- Falcon Card Online

# **Getting Started/Financial Services**

### My Academics Tab in your MyDaytonaState Portal

The My Academics Tab in your MyDaytonaState portal is where you can access your student records, register for classes, apply for financial aid, and conduct transactions with the College.

### **Help Desk**

For technical assistance, please visit the DSC Service Portal at Services.DaytonaState.edu. It contains a Knowledge Base with answers to our most frequently asked questions, as well as a Services page that allows you to submit tickets for assistance to resolve any other issues. Please be sure to sign in for a complete list of services. If you cannot find the answers to your questions, or for any additional assistance, you can contact the FalconAid IT HelpDesk at 386-506-3935 or HelpDesk@DaytonaState.edu.

You can also visit the FalconAID Student Help Desk in person on the Daytona Beach Campus, Greene Center (Bldg. 300), Rm. 109. Visit online for hours of operations and locations at DaytonaState.edu/help-desk.

We offer technical assistance in areas such as:

- DSC-Wireless (students/faculty/staff Wi-Fi access)
- MyDaytonaState Student Portal and password help
- Setting up your multi-factor authentication methods
- Accessing Microsoft 365 through your student account
- Assistance with smart devices (i.e., laptops, tablets, smartphones) as they relate to college resources/services only
- · Falcon Online support
- Accessing and navigating Daytona State College's web-based student services, including Financial Aid, Admissions, Registration, etc.
- · Directions to academic departments
- And more as related to DSC's supported technology

### **Online Success Seminar**

This fully online, FREE 3-hour seminar will help you identify personal strengths and challenges to online learning. The seminar is available for all students, but for those students that have earned lower than a C in one of their online classes, it will be mandatory to attend the OSS prior to trying another fully online course in their enrollment path.

Once a student is identified as needing to complete the OSS, they will not be permitted to register for a fully online class without completing the OSS. If a student has preregistered prior to being identified as needing to complete the OSS, the student will be permitted to remain in that specific online course/section. These students will not be permitted to change their preregistered fully online course section to another fully online section. If the student was dropped for any reason from the preregistered fully online section, the student will only be able to register for a class that is not fully online within the registration time period.

### **Paying for Your Classes**

When you enroll in classes at Daytona State College, you can pay for your tuition and fees by cash, check or credit card, online, over the phone or in person at any DSC campus. You can check your tuition balance and due dates in the Falcon Self-Service section of the MyDaytonaState portal, by clicking on the Financials menu and selecting "What I Owe". Expand the term row to view outstanding balance due dates.

If you have not paid your tuition and fees by the due date, your registration will be cancelled, and you will no longer be enrolled in classes. Because many classes have waiting lists, there is no augrantee you will be reinstated even if your account is brought up to date. If you are facing financial challenges, please contact the DSC Financial Aid staff as early as possible. They have access to many options. including scholarships, grants, loans, and "earn while you learn" that may be able to help. If you are using your Florida Prepaid College Fund you will need to bring that information into the Office of Student Accounts every semester so that it can be applied to your account.

### **Financial Services**

### **Financial Aid**

Applying for financial aid is not as complicated as you might think. Aid is provided via federal and state programs and private sources and consists of grants, scholarships, loans, and work programs. The Financial Aid department will help you explore options for financing your education.

#### **Financial Aid Services**

The Financial Aid Services team is available to help you explore options for paying for your education using grants, scholarships, loans, and other programs. The first step is to complete the Free Application for Federal Student Aid (FAFSA). If you need help, the Financial Aid Services team is available to assist you in completing the form as accurately as possible.

You should apply for financial aid as soon as the FAFSA becomes available and no later than 6 weeks prior to the start of the semester. This will allow sufficient time for processing of financial aid prior to the first day of class. This will also allow time to submit any additional documentation that may be requested for financial aid processing.

To check your financial aid status, or to determine whether additional documents have been requested, log into your MyDaytonaState Student Portal and click on either the To-Do tile, or the Financial Aid tile. All communications are sent through your Daytona State email address.

### **Scholarships**

The Daytona State College Foundation provides numerous scholarship opportunities for new and continuing students attending part- or full-time. You can complete one annual application to be considered for Foundation scholarship support. Scholarships are awarded based on donor's specific criteria. The application is available at DaytonaState. edu/scholarships and for more information or assistance, email FinancialAid@ DaytonaState.edu or call 386-506-3015.

In addition, many state universities have designated scholarships for Daytona State College students who have completed an Associate of Arts degree and meet other criteria. For more information, visit the state university websites.

### Student Employment

Working on campus is another way to offset educational expenses. Not only can working on campus help you explore career options, but it can also help build an employment history. The Financial Aid Services office can help determine whether you qualify for federal or institutional student employment programs, as well as assist you in determining which offices have open positions.

#### Student Accounts

Whether you are receiving financial aid loans, grants, scholarships, waivers, or you are covering your own costs, all financial transactions between you and DSC occur through the Office of Student Accounts. This is also where your student financial account records are maintained.

All refunds, except credit card refunds, will be issued with BankMobile Disbursements. Refunds can be issued to existing bank accounts or to an account created with BankMobile. If you are anticipating a refund, it is important you contact the Office of Student Accounts and tell them your refund preference.

Adult Education and Continuing Workforce Education students are not refunded through BankMobile Disbursements.

#### Collections

Daytona State College uses outside collection agencies to collect money owed from students. If you have a past due balance on your account, you will be sent a bill and will be given a payment due date. If your past due balance is not paid, your account (and appropriate personal information) will be sent to one of the agencies and collection fees are added to what you owe. A hold is placed on your account that will affect records, diplomas, transcripts, and future registrations until the balance is paid.

# **Getting Help**

### **Returned Checks**

The College charges a statutory fee, based on the amount of the check, for all checks returned by the bank for non-payment. A hold will be placed on your account that will affect records, diplomas, transcripts, and future registrations until all associated fees are paid. Other legal actions may be taken if the amount is not paid in full within seven days.

### **Your Student Records**

The Federal Education Rights to Privacy Act (FERPA) protects your student records. The College will not release information about your grades, classes, etc. to your parents,

spouse, or anyone other than you without your permission.

If you want to share your records with someone, you must add that person as a delegate to your records. This can be done on your student portal under My Profile, then Share My Information. The FERPA law allows the College to release "Directory Information," which includes, but is not limited to, your name, dates of attendance, major status and degrees and honors.

If you do not want this information released, you must go to your student portal, My Profile, Share My Information, FERPA restrictions. Students are able to update their delegate information and FERPA restrictions at any time. To review the college's full FERPA statement, please see the College Catalog.

# Getting Help with Your Classes

It's not uncommon to feel stressed or overwhelmed with assignments, homework, or tests. We have many services available to help you understand new concepts, provide additional tutoring, conduct research, prepare for tests, and write reports.

### **Academic Support Center**

College can be challenging, especially for first-time students. The Academic Support Center is here to help! Visit us at one of

our six physical locations or online at DaytonaState.edu/ASC. The ASC offers personal attention in an environment where students, faculty, and staff collaborate to ensure student success.

We offer the following FREE to all currently registered DSC students:

- Tutoring is available in person and online to assist students with content challenges, assignment decoding, study skills, and digital literacy. No appointment needed.
- Workshops and Review Sessions are provided for course content and various standardized tests.
   Supplemental Instruction is a series of weekly review sessions for students taking historically difficult courses.
   Helpful resources, such as computer labs, study areas, mobile technology, textbooks, calculators, and more are available at the ASC

If you have any questions, please email ASC@DaytonaState.edu, call (386) 506-3620, or stop by any ASC location. We're looking forward to helping you succeed!

### The Writing Center

The Writing Center helps currently registered DSC students become more confident and effective writers and communicators. We can assist you with any stage of the writing process, whether it is brainstorming and outlining or editing and citation. We offer one-on-one appointments to help you with any type of communication or writing, course-related or personal, in all disciplines. Appointments lost up to 45 minutes and can be scheduled virtually or in-person up to three times per week.

Additional services offered:

- Quick help and scheduling via live chat: www.DaytonaState.edu/CWC.
- Resources on writing strategies and grammar are available at https://library.DaytonaState.edu/ WritingCenter.
- · Test preparation for the GKT or TEAS.
- VR, Podcasting, and 3-D Printing Equipment for multi-modal assignments.

# **Getting Help**

 Working with citation styles such as MLA, APA, Chicago, and more.

Job opportunities are available for students with excellent writing and communication skills who are interested in helping fellow students. Peer tutor positions are open throughout the academic year.

For more information on any of our services, call us at (386) 506-3297, email CWC@ DaytonaState.edu, or chat with us at www. DaytonaState.edu/CWC.

### **Library Services**

Library Services provides everything you need to jumpstart your research or spark your curiosity, including thousands of print and online resources. Through Library Services you have access to print books, eBooks, streaming videos, and online articles from newspapers, magazines, and research journals. Visit either of the two full-service libraries (DeLand and Daytona Beach), where you'll find books, magazines, and comfortable areas for work or study. The Daytona Beach location offers three private study rooms for quiet work or collaborating with classmates, as well as computer access, printing, and charging stations at all seats and cubicles.

Some of the Library Resources and Services that may be found in our Library website (https://library.DaytonaState.edu/):

- InfoGuides: https://library. DaytonaState.edu/infoguides
- Databases: https://library. DaytonaState.edu/az.php
- Assignment Scheduler: https://library. DaytonaState.edu/services/scheduler
- Study Rooms: https://library.
   DaytonaState.edu/services/rooms
- Library Instruction: https://library.
   DaytonaState.edu/services/instruction

Our helpful librarians can show you how to access these resources and effectively use the Internet to gather reliable information for better research papers.

Please stop by the Daytona Beach or DeLand Libraries or call, chat, or email a librarian through our website: https:// library.DaytonaState.edu/help/ask

### **SLS 1122-Managing Your Success**

Interested in learning time management, financial literacy and making smart career choices – while earning college credit? We offer a three-credit hour course – SLS 1122 – Managing Your Success – that does all this, plus shows you how to make the best use of DSC resources like the Academic Support Center, the Writing Center, and the library. Talk with your Academic Advisor to learn more

# Help with Overcoming Obstacles

There are many things that can hinder your progress toward your academic and career goals. We provide a number of free services to help you address issues, overcome challenges, and get back on track.

### Crisis Intervention

Daytona State College offers free, confidential, anonymous counseling for students. If you need help, please call Counseling Services at 386-506-3038.

If you are in immediate crisis, dial 988 or call Campus Saftey at 386-506-4444.

The College has trained staff members that serve as crisis intervention specialists for students. These individuals are available on each campus to help connect students to local community professionals or others who can help with treatment or other services.

### **Student Advocate**

The Student Advocate is the central point of contact who can offer informal and neutral assistance to resolve concerns, suggestions, or complaints.

The Student Advocate can:

- Listen to your concerns and serve as a student resource
- Assist you with the informal and formal complaint processes
- Identify and evaluate options, including appropriate appeal processes
- Connect you to the suitable faculty, staff or campus resources

# **Getting Help/Getting Involved**

 Clarify Daytona State College policies and procedures, and provide feedback to administration and recommend changes when appropriate

Email StudentAdvocate@DaytonaState.edu for more information.

### How to File a Complaint or Appeal

You may occasionally face a challenge or encounter an issue that requires help from one or more departments or individuals. We recommend starting with the staff in the Question and Answer Center, who will help you find the people and procedures to get your questions answered and your concerns resolved.

In most cases, students are encouraged to pursue an informal resolution to a complaint whenever possible. This would entail discussing the concern with the department or office where the issue originated. If the matter cannot be resolved through informal means, you may file a formal written complaint with the Student Advocate. The Student Advocate is located at the New Smyrna Beach Campus and can be emailed at StudentAdvocate@ DaytonaState.edu. Distance learnina students must follow the same procedure. Reasonable accommodations will be made for distance learning students who are unable to attend meetings at one of the College campuses.

If you have an unforeseen circumstance or situation that makes it difficult for you to continue your education at DSC, you can request consideration of your extraordinary situation by submitting an appeal. An appeal allows you to document your unforeseen circumstances according to DSC quidelines and criteria for appeals.

Types of appeals include but are not limited to:

- Academic Second Chance (Academic Amnesty)
- · Administrative Drop
- College Academic Suspension
- · Formal Grade Dispute
- · 4th (Final) Attempt
- · In-State Tuition for Third Attempt
- · Grade Change "F to W"
- Late Withdrawal

- Residency
- Other Complaints/Appeals

Appeal forms are available in the Question & Answer Center at the Daytona Beach Campus, the Falcon Center at any regional campus, or by visiting the Student Complaints and Appeals section of the DSC website. The Appeals Policies and Criteria are available on the DSC website. Please read them carefully before submitting an appeal request.

If you are receiving financial aid, we highly recommend you speak with your Financial Aid Advisor prior to submitting an appeal. Depending on the nature of the appeal and the outcome, it may affect your financial aid eligibility.

### **Grade Disputes**

If you want to dispute a grade you have received, you have the option of resolving the issue informally or formally.

The Student Rights and Responsibilities section of this Handbook explains both procedures in detail. We recommend contacting your instructor and attempting to resolve the issue informally before submitting a Formal Grade Change Appeal.

### Statement of Non-discrimination

Daytona State College prohibits discrimination and provides equal access, eaual educational opportunity and eaual employment opportunity to all persons regardless of age, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, preanancy, race, religion, sex, sexual orientation and veteran status. To obtain more information about the college's equal access and equal opportunity policies, procedures and practices, please call the Vice President of Student Development at (386) 506-3840 or write to mailing address: 1200 W. International Speedway Blvd., Daytona Beach, FL 32114.

# Getting Involved on Campus and Beyond

There are many reasons to get involved in campus life. It's a great way to explore and strengthen career skills while building

# **Getting Involved/Campus Life**

a network with other students, staff and faculty. Many graduates who have moved into successful careers are glad they took advantage of these opportunities. The Office of Student Life can connect you with many opportunities to get involved on campus and in the community.

### **Student Government Association**

The SGA represents you to the College administration and state lawmakers. SGA officers bring the student perspective into discussions about College policies and procedures and the future direction of the College. The SGA partners with student clubs and organizations to conduct College and community service projects. Some SGA positions are eligible for scholarships. Contact the Student Life Office if you are interested in an SGA position.

### **Student Clubs and Organizations**

Student clubs and organizations are open to all currently enrolled College credit students. Students can contact the club advisors for more information about membership requirements, meeting times, etc. Contact the Office of Student Life if you want to form a new club. Clubs that are not recognized by the College are not permitted to use College funds or facilities.

### **Intramural Sports**

Competitive and recreational sports activities are available to all currently enrolled students. Recreational activities include ping-pong, foosball and a variety of games and activities. The gym at the Daytona Beach Campus is open daily for currently enrolled students during posted hours for a nominal fee.

### **Student Publications**

Daytona State has two student publications for currently enrolled College credit students who can demonstrate writing ability, or who have the commitment to learn the skills needed to produce print and online publications. Contact the Student Life Office for more information.

### L. Gale Lemerand Student Center

At the Daytona Beach Campus, the L. Gale Lemerand Student Center (Bldg. 115) is a state-of-the art facility featuring classrooms, a cafeteria and coffee shop, game area and many academic support services.

You can reserve a group study room or just hang out in comfortable seating on the first, second and third floors. Brush up on your job skills in Career Services, or get some help with your classes in the Writing Center, the Academic Support Center or the Library.

### Fitness & Aquatics Centers

Improve your mind, body and spirit at the L. Gale Lemerand Athletic Center (Bldg. 310) on the Daytona Beach Campus. The Fitness Center includes a full complement of free weights and modern resistance training and aerobic equipment.

The Aquatic Center features an indoor, heated 25-yard by 25-meter swimming pool. To join, you can pay an annual or semester fee at the registration desk in the Aquatic Center, (Bldg. 310), Rm. 125. The student membership allows you access to the fitness and aquatic facilities as well as provides you with the opportunity to participate in group exercise classes.

### Intercollegiate Athletics

The Lemerand Athletic Center also is home to Falcon Athletics, which includes 12 intercollegiate teams: men's and women's basketball, men's and women's cross country, women's flag football, women's golf, women's softball, men's baseball, women's volleyball, men's and women's soccer, and Esports. Admission to Falcon athletic events is free for students and employees with a valid College ID.

### The Arts

At Daytona State College, we provide students with a vibrant and welcoming performing arts community. Participating in a performance ensemble can help you connect with the college community and provide a welcomed break from your academics. A multitude of courses in music, theater, dance or studio art taught by

# **Campus Life**

experienced faculty members can help you take your skills to the next level. Daytona State College performances are free for students and employees with a valid ID. Learn more at DaytonaState.edu/TheArts.

# Campus Life

### **Campus Operating Hours**

Regular campus operating hours are 6 a.m. to 10 p.m., Monday through Friday. Campus service office hours may vary. When the campus is closed, only authorized personnel are allowed on campus. Dining Services is open and available on weekends for brunch and dinner. On select weekends, DSC Bookstores will also be open.

### Student Residence Hall

How would you like to live within walking distance to all of your classes, support programs, and recreational activities? Get the full college experience living in DSC's new residence hall, located in the heart of DSC's Daytona Beach Campus.

The four-story facility is filled with state-ofthe-art living, study, and recreational space for 256 students. Enjoy the convenience and security of 24-hour staff support, fully furnished rooms, all utilities included, and high-speed WiFi. Choose from several room styles including Double Suites, Single Suites, and Private Sinale Suites.

### **Parking Decal**

You must have a parking decal to park your car on campus. You can pick up a free decal from the Question & Answer Center on the Daytona Beach Campus or the Falcon Centers at any of our regional campuses. You must display a valid Daytona State College parking decal on the lower exterior of the back window on the driver's side.

### **Designated Parking Areas**

With a valid parking decal, you can park in any available parking space on campus as designated by signage. Areas that are off limits and enforced by state law include Fire Lanes (Yellow) and any spaces the College has temporarily restricted.

Handicap spaces (Blue) are off limits without a valid handicap parking tag. Parking in fire lanes and unauthorized parking in handicap spaces will result in State fines.

### Things to Do on Campus

### **Campus Clubs and Organizations**

Getting involved in clubs and organizations on campus is a great way to meet new people and gain leadership, planning, and social skills that are important for your career and your life. With more than 30 clubs and organizations to choose from, we have something for everyone.

Interested in community service and policy making? Our Student Government Association serves as the ligison between students, faculty, and the administration. is directly involved in the College policy making process, and members volunteer with community projects locally and statewide. Want to expand your network? Many of our academic disciplines support their own clubs and organizations. We host a vibrant theater arts program and offer a variety of intramural sporting opportunities. Ready to see the world? Join other students on a study abroad excursion. Or join our award-winning student newspaper, InMotion, or student literary magazine, Aeolus. And if you don't find anything you like, we can show you how to start your own club or organization!

#### **Campus Events**

In addition to student clubs and organizations, there are many free entertainment activities and events for students on campus. Check out events listed in the calendar section of this Handbook, the events calendar at DaytonaState.edu, DSC social media, as well as notices posted on bulletin boards and televisions on campus.

### **Cultural Programs**

Working under the direction of their instructors, students perform drama, dance, and music regularly at the College's News-Journal Center. Highlights include performances by the DSC Symphonic Band,

# **Campus Life**

Orchestra, Concert Choir, Jazz Ensemble and Dance Ensemble, as well as plays and musicals. These are all free to currently enrolled students

The News-Journal Center also features an active gallery that highlights student artwork every Spring along with rotating art shows throughout the year that are all free to the public. Scholarship auditions are also posted throughout the year.

### Southeast Museum of Photography

The internationally renowned Southeast Museum of Photography, located in the Hosseini Center on the Daytona Beach Campus, is one of the largest museums in the country devoted entirely to photography. The museum presents year-round exhibitions and programs featuring vintage and contemporary photography, as well as lectures, symposia. educational workshops, and community outreach programs. The museum is free and open to the public. There are many opportunities to gain career experience as a work study student assisting with visitor services and exhibition preparation. Visit the website for more information about the museum and current exhibitions: southeastmuseumofphotography.org.

### Center for Interactive Media/ WDSC-TV 15

The Daytona Beach Campus is home to WDSC-TV 15, an independent public broadcasting station with three broadcast channels. It houses a state-of-the-art digital television studio and editing facility along with the Instructional Resources Department. The station supports College productions and a variety of academic programs. Students enrolled in the Broadcast Production Program gain real-world experience in video production and related fields by working on live television shows and sports broadcasts.

### **Food On Campus**

### **Dining & Vending Services**

Metz Culinary Management operates food service, coffee shops, and concession locations on the Daytona Beach and Advanced Technology College (ATC) campuses.

At the Daytona Beach Campus in the Lemerand Student Center, you will find freshly made sandwiches, salads, grill items, pizzas, hot entrees, fresh pastries, Starbucks coffee, snacks, beverages, and grab 'n go items. Order online at DaytonaStateMetz.com for customized Boar's Head Deli sandwiches and salads. Select locations are open for breakfast, lunch and dinner seven days a week. Please visit the website for hours of operation. Falcon Dining Dollars and Falcon Cash are accepted at all dining and café locations.

The ATC Campus Café features Boar's Head deli sandwiches, salads, coffee, fresh baked goods, snacks, beverages, and grab 'n go items. Falcon Dining Dollars and Falcon Cash accepted.

In the Hosseini Center on the Daytona Beach Campus, the Culinary Program runs Café 101, which serves lunch and dinner by reservation. Reservations can be made by calling 386-506-3859.

Vending (snack and beverage) machines are located across all Daytona State campuses. Falcon Cash is accepted at all vending machines.

#### Meal Plans and Falcon Funds

Residential, commuter, and employee meal plans are available for purchase. Commuter students and employees should visit the Falcon Card Online portal to purchase meal plans. Please read the terms and conditions prior to purchasing.

Use the Falcon Card Online portal – FalconCard.DaytonaState.edu – to check your meal plan activity as well as your Dining Dollar and Falcon Cash history and balances.

Students and employees can purchase and add more Falcon Funds to your account and set up notifications to alert you when your account is running low. Note expiration dates for each account type in the Falcon Card Terms and Conditions Agreement.

### **Special Programs**

# Personal Care on Campus Barbering

Get a haircut, shave and clipper cut at a fraction of the cost at a commercial salon. Barbering students, supervised by their instructors, offer these services at the Daytona Beach Campus, with daytime and evening hours. For more info, call 386-506-3319.

### Cosmetology

Get a haircut, hair coloring, facial, nail service and other treatments right on campus at a fraction of the cost at a commercial salon. Cosmetology students, supervised by their instructors, offer these services at the Daytona Beach and Deltona campuses. For information about our Daytona Beach salon, call 386-506-3319. For our Deltona salon, call 386-789-7347.

### **Dental Hygiene Clinic**

The Dental Hygiene Program operates a dental hygiene clinic at the DeLand Campus, Bert Fish Hall. Dental hygiene students, under the supervision of licensed clinical instructors, provide oral examinations, oral cancer screenings, dental prophylaxis (cleanings), non-surgical periodontal treatments, dental X-rays, dental sealants and fluoride treatments. The clinic is open to students and the community and services are available for a nominal fee. For more information, call 386-785-2060.

### Massage Therapy Clinic

Massage clinic evening hours are offered during Fall and Spring semesters at the Daytona Beach Campus. Aspiring massage therapists, guided by their instructors, offer a multidisciplinary approach to not only relaxation massage but also the management of chronic pain conditions. A 50-minute wellness massage is offered for a fraction of the cost to allow our students manual and critical thinking skills upon graduation and passing of the state licensure exam. For more information, call 386-506-3229.

### Special Programs and Student Services

Students come to Daytona State College from a wide variety of backgrounds. There are many programs and services available to students who have special interests or needs.

# **Student Counseling & Accessibility Services**

The Counseling & Accessibility Services Office provides tools and resources to students with documented disabilities. Counselors are available on each campus to provide alternative support services for individuals with documented disabilities. Students who self-disclose a disability eligible under Section 504 guidelines and provide the required documentation to the Counseling & Accessibility Office can receive confidential and reasonable accommodations to assist in their academic success. Counselors work in partnership with students and faculty to provide reasonable academic accommodations. The office also provides voter registration services to eligible disabled students in accordance with state and federal laws.

Students are strongly encouraged to meet with a counselor prior to the start of the semester to arrange the accommodation. You may also refer to the Counseling & Accessibility website for more information regarding the intake process and documentation requirements.

Students with disabilities who petition to have a course substitution should contact the Accessibility Counselor or contact the Director to have the request processed. Appropriate documentation must be attached. The Course Substitution Committee will determine if the petition will be granted. An appeals/grievance procedure is available if a substitution is denied. You may refer to the Counseling & Accessibility website for more information on the course substitution process.

Currently enrolled students at Daytona State College can seek free counseling on a wide variety of subjects offered through short-term counseling and focused on helping students continue pursuing their academic goals. Counseling Services

# **Special Programs**

include personal counseling, assessments, crisis stabilization and community referrals.

### **Veterans Center and Services**

The College is committed to serving the needs of students who currently serve or have served in the U.S. military.

We provide educational resources and assistance for active military personnel, veterans, their spouses and dependents under the Department of Veteran Affairs Educational Benefits Program. Services provided through the Veterans Center include assistance with applying for various types of Veterans Administration (VA) benefits, certifying enrollment at the College, tuition deferments and VA workstudy programs.

We assist with the transition to student life and the Veterans Center is also a great place for veterans to relax, study and socialize.

The Veterans Center has been selected by Viqtory Media as a Military Friendly School 'Gold Award' recipient for 2024-2025.

# Falcon First-Generation Success Program

This program provides comprehensive support to first-generation college students in A.A. or A.S. degree programs and assists first-generation college students with college life at Daytona State and achieving their academic goals. Services offered include New Student Advising sessions, Academic Support services, referrals to college and community resources, mentoring opportunities, personal and professional development, and workshops.

#### **Falcon HOPE Center**

The Falcon HOPE Center prepares, empowers, and supports a diverse student population in achieving their educational, professional, and personal goals. Programs include a free transition program, a student-parent program with childcare assistance funding, and scholarship opportunities for textbooks, educational materials and supplies.

Programs within the Center focus on assisting students as they establish and

pursue career and educational goals.
Services include a free clothing closet, daily snacks and a food pantry, comprehensive homeless and foster youth services, emergency transportation assistance, and access to community and health resources.

### **TRiO Student Support Services**

The TRIO Student Support Services (SSS) program provides comprehensive support services to first-generation, low-income, and disabled students in order to maximize their academic potential.

SSS provides participants with academic coaching, one-on-one math, science and writing tutoring, financial and transfer advising, personal and career counseling, and other supports necessary to ensure students achieve their goals of earning a postsecondary education. Additionally, students have opportunities to experience free cultural enrichment trips, campus tours and events, and they may be eligible for grant scholarship funds.

### School of Adult Education

No matter your educational level, The School of Adult Education can help you increase your learning skills to complete a GED or attain English language proficiency. The School of Adult Education offers Adult Basic Education classes, GED preparation classes, and English for Speakers of Other Languages (ESOL). Students focus on their education while learning more about careers and transitioning to the College.

### **Quanta-Honors College**

Daytona State's Quanta-Honors College is a learning community that provides an alternative to regular College classes for highly motivated students who value academic achievement and want the competitive advantage that an Honors degree gives.

Quanta-Honors students take approximately half of their courses in honors course clusters. The other half are outside Quanta-Honors, focusing on electives and courses that meet pre-major requirements in their intended transfer pathways.

Each honors course cluster contains three courses and focuses on a special topic or theme. Recent themes have included "Rebirth," "Radical Communities," "Revolution," and "Original Research Edition."

Quanta-Honors courses are challenging, but in addition to high expectations, the program features extra support. Students have three professors in the classroom every day, and also dedicated tutors in writing and math courses. In addition, many assignments are completed in small groups and focus on discussing complex issues, exploring new ideas and applying these ideas to real-world problems.

### **Study Abroad Programs**

A variety of programs offer students the opportunity to earn College credit while studying in other countries. Programs are led by College faculty, international faculty from partner institutions, or both. Programs often incorporate visits to historic and notable sites, guest lecturers, service learning and cultural immersion.

#### International Student Services

The international student advisor in the Admissions Office can assist international students with enrollment issues, maintaining lawful status in the United States and employment authorization.

### **Staying Safe on Campus**

When on any Daytona State College campus, it's wise to be aware of your surroundings, walk with a friend and cover any personal belongings left in your vehicle. Campus Safety officers patrol all seven campuses and can be reached 24/7/365 by calling 386-506-4444. Officers are trained to respond to emergencies, provide CPR, investigate crimes and facilitate conflict resolution. Feel free to approach them with any safety concerns you may have. They are available at any time to provide an escort while on campus.

In addition, download the free FalconSafe App on your smart phone to access 24-hour safety options while on any Daytona State College campus. Features include the 911 emergency call button, campus safety panic button, virtual walk home, campus maps, and many more safety features.

### **Emergency Phones/Call Boxes**

Emergency phones and call boxes with direct access to the Campus Safety dispatcher are located on all Daytona State campuses and in all elevators. Familiarize yourself with their locations. When you activate an emergency phone or call box, the Campus Safety dispatcher will ask whether you need assistance. If you are suspicious about someone who enters an elevator with you, stand near the emergency phone.

### **Reporting Crimes and Emergencies**

To report an emergency or a crime in progress, call Campus Safety 24/7/365 at 386-506-4444. In the event of a power or network outage, call 386-258-7374. If there is an immediate threat to your safety, call 911. For more information visit DaytonaState.edu/safety-and-security.

### Notification -Emergencies and Ongoing Weather Issues

In the event of an immediate threat to our campus community, emergency alerts will be broadcast via the DSC Alert system (text message, phone call, email). Students are automatically enrolled in the DSC Alert system when they register for classes (students can update their contact information using Falcon Self-Service on the MyDaytonaState portal). Emergency messages may also be broadcast via DSC social media, DaytonaState.edu, and voice over IP speakers located throughout our campuses. For ongoing weather events such as hurricanes, the College may be temporarily closed before/during/after the event. Updates on the status of the College will be available at DaytonaState.edu and by calling 386-506-HELP (4357). If one or more campuses are closed, only authorized personnel will be allowed on College property until the closure order is lifted.

### **Lightning Warning System**

The Daytona Beach and DeLand campuses are equipped with outdoor alarms to warn of approaching lightning. One 30-second siren blast and a red beacon is the signal to take shelter. Three short blasts mean there is no longer an immediate threat from lightning.

# Sexual Misconduct and Interpersonal Violence

Daytona State College does not tolerate any form of sexual misconduct or interpersonal violence including sexual assault, sexual harassment, domestic violence, dating violence and stalking.

Daytona State College Policy 3.11, Policy 3.14 and Procedure 311 address the prohibition of and College response to sexual misconduct and interpersonal violence. These policies and more information can be found at DaytonaState.edu/safety-and-security/sexual-misconduct.

For more information including definitions, reporting, victims' rights and assistance, privacy, and disciplinary proceedings, view the Annual Security Report and Campus Safety Guide at DaytonaState.edu/safety-and-security/files/annual-security-report.pdf.

We encourage all members of the College community to report all sexual misconduct and interpersonal violence to Campus Safety or a Daytona State College Title IX Coordinator

Survivors of sexual misconduct or interpersonal violence who report to the College are guaranteed certain rights and assistance, including assistance identifying College and community resources such as crisis counseling, emergency shelter, legal assistance, and reasonable changes to academic, living and transportation situations. Both accuser and accused are guaranteed rights associated with the student disciplinary process.

Any report of sexual misconduct or interpersonal violence to any College official with responsibility for student activities, such a coach, residence coordinator, resident assistant, student life coordinator, faculty club advisor, etc.,

will be forwarded to Campus Safety and a Title IX Coordinator, and resources and assistance will be available.

The College will protect the privacy of all parties involved in a report of sexual misconduct or interpersonal violence in accordance with all state and federal law.

Confidential reports may be made to counselors in the Counseling and Accessibility Department.

When a report is received, information will be shared only with College employees who need to know in order to participate in the investigation and disciplinary process and to provide protective measures and reasonable accommodations. If the decision is made to pursue disciplinary action against a person accused of sexual misconduct or interpersonal violence, information related to the report will be shared with the accused.

Disciplinary proceedings for sexual misconduct and interpersonal violence will be fair and impartial from initial investigation to final result and will be conducted by officials who receive at least annual training on the issues related to sexual misconduct and how to conduct a process that protects the safety of victims and promotes accountability.

#### Sexual Harassment

Sexual harassment is conduct of a sexual nature or with sexual implications that interferes with a student's status or performance by creating an intimidating, hostile or offensive educational or working environment. This conduct may include, but is not limited to:

- Inappropriate and unwanted touching; the display of sexually explicit or suggestive materials
- Use of sexually explicit or suggestive language or gestures
- Subtle pressure for sexual activity, as well as demands for sexual favors, or physical assault

Students may report sexual harassment to the Title IX Coordinator, Campus Safety, or any College official. For more information visit DaytonaState.edu/civil-rights-compliance.

Upon receipt of an alleged violation, an investigation will be conducted. The complaint may be resolved by intervention or corrective action taken by an appropriate College official, or by official disciplinary procedures.

The complainant will be advised of the action taken by the College within 30 days of the complaint.

### Reporting Sexual Misconduct or Interpersonal Violence

If you report an incident of sexual misconduct or interpersonal violence Daytona State College will:

- Ensure that your immediate medical and safety needs are addressed
- Treat you with respect, dignity and sensitivity
- Notify you of your options for reporting to law enforcement and, if you wish to do so, assist you in making the report. (Campus Safety Officers do not have law enforcement authority and are not sworn law enforcement officers.)
- · Advise you on preserving evidence
- Notify you of your rights and help in obtaining College and community resources such as counseling, emergency shelter, legal assistance, academic, living, and transportation accommodations, financial aid assistance and other resources
- Ensure that a victim's advocate is available throughout the process to address your concerns as well as those of significant others
- Speak with you in a private location if possible and offer to have a person of the same gender speak with you
- Preserve any crime scene/evidence on College property until an investigation is completed
- Conduct a thorough, fair investigation performed by trained College officials

### Resources for Survivors of Sexual Misconduct

### Counseling, Health, Victim Advocacy, Protective Measures: College Resources

- Counseling and Accessibility Services 386-506-3038 DaytonaState.edu/CAS
- Campus Safety 386-506-4444
   DaytonaState.edu/safety-and-security
- Title IX Coordinator:
   Cerese Ramos, Vice President of
   Student Development
   Daytona Beach Campus, Wetherell
   Center (Bldg. 100), Office 210 C
   386-506-3840
   Cerese.Ramos@DaytonaState.edu
- Title IX Coordinator: Tanika Clemons, Associate Vice President of Human Resources
   Daytona Beach Campus, Wetherell Center (Bldg. 100), Office 303L 386-506-4473

   Tanika.Clemons@DaytonaState.edu
- Office of Student Development/Judicial Affairs 386-506-4510
- Human Resources Department 386-506-4505
- DSC Cares Program 386-506-3068
   DaytonaState.edu/HOPE-Center

### **Community Resources**

- Victim's Services State Attorney, 7th Circuit
   Volusia: 386-239-7720
   Flagler: 386-313-4300 - sao7.com/ victim-services/index
- Volusia Rape Crisis Center: Sexual Assault Helpline 800-503-7621 volusiarapecrisiscenter.org
- Beacon Center (Volusia County) Emergency shelter, advocacy, support
   groups, information and referral
   services, case management, court
   accompaniment, safety planning and

- other needed services to support survivors 386-255-2102 mybeaconcenter.com
- Flagler County Family Life Center 24 Hour Crisis Helpline 386-437-3505 familylifecenterflagler.org
- Stewart-Marchman ACT Behavioral Healthcare 24 Hour Hotline 800-539-4228 smabehavioral.org

### Local Non-Emergency Police/ Sheriffs Numbers

- Daytona Beach Police Department 386-671-5100
   Victim Advocate - 386-671-5235 codb.us/904/Victim-Advocate
- Volusia County Sheriff's Office 386-943-VCSO (8276) - West Volusia 386-239-VCSO (8276) - Daytona Beach 386-409-VCSO (8276) - NSB 407-323-0151 - South West Volusia
- Volusia County Sheriff's Office Investigative Services/Victim Advocate Program, 386-254-1537 volusiasheriff.gov/services/victimassistance.stml
- Flagler County Sheriff's Office 386-437-4116
- Flagler County Sheriff's Office Victim Services 386-586-4848 flaglersheriff.com/divisions/victimsservices and flaglersheriff.com/ domestic-violence-help
- Edgewater Police Department 386-424-2000 Option 3
- Edgewater Police Department Victim Services 386-424-2400, Option 1, Extension 2156 cityofedgewater.org/police/page/ victim-services
- New Smyrna Beach Police Department 386-424-2000
- New Smyrna Beach Police Department Victim Advocates 386-424-2269 or 386-424-2232 cityofnsb.com/745/Victim-Advocate-Program

- Clerk of Circuit Court Volusia County www.clerk.org/family-law.aspx Business Hours - 386-736-5915 After hours call Domestic Abuse Hotline 800-500-1119
- Flagler County Clerk of the Circuit Court 386-313-4491 flaglerclerk.com/courts/family-court/ domestic-violence

### State and National Resources

- Florida Council Against Sexual Violence Statewide Helpline 888-956-7273 fcasv.org
- Florida Department of Children and Families, Office of Domestic Violence Hotline 800-500-1119 myflfamilies.com/services/abuse/ domestic-violence
- Florida Abuse Hotline (Report abuse, neglect, or abandonment of a child or vulnerable adult) 800-96-ABUSE (22873) TTY 800-453-5145 myflfamilies.com/services/abuse/ abuse-hotline
- Florida Office of Attorney General Crime Victims Services – myfloridalegal.com/crime-victimsservices/crime-victims-services
- Stalking Prevention Awareness and Resource Center stalkingawareness.org Connect to resources: 855-4VICTIM or 855-484-2846
- National Sexual Assault Hotline 800-656-HOPE (4673) rainn.org/about-national-sexualassault-telephone-hotline
- National Domestic Violence Hotline 800-799-SAFE (7233) thehotline.org (Live chat available online)

# **Bachelor's Programs**

### Annual Security and Fire Safety Report

Daytona State College prepares the Annual Security and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Content addresses College policies, procedures and programs concerning safety and security and includes how to obtain information on sexual offenders and predators from the Florida Department of Law Enforcement.

Three year's worth of statistics are included for all fires known to have occurred in oncampus student housing and for certain types of crimes that were reported to have occurred on campus, at any Collegesponsored event, on off-campus property owned or controlled by the College and on public property within or immediately adjacent to the campus. The Annual Security Report and Campus Safety Guide is available at DaytonaState.edu/safety-and-security/files/annual-security-report. pdf. You may also request a paper copy at Campus Safety offices or by mail.

### Daytona State's Bachelor's Programs

Daytona State College is known for offering a broad range of certificate and associate degree programs that can be completed in one or two years. We offer a growing number of bachelor's degrees - in supervision and management, accounting, cardiopulmonary sciences, education, engineering technology, information technology and nursing - that allow you to complete all four years of college without having to transfer to a different school.

Once you have completed all of your prerequisites, you can apply for admission to one of the bachelor's programs and complete your degree either partially or entirely online. Your academic advisor and staff in each of the bachelor's programs can help you with the transition.

### Bachelor of Applied Science in Supervision and Management (BAS)

The BAS program broadens an individual's knowledge in applied management practices, which reflects the workplace management needs of local businesses, organizations, and industry. Students may choose one of the following concentrations:

- · Healthcare Management
- · Hospitality Management
- · Human Resource Management
- Management
- · Project Management
- · Supply Chain Management

Program requirements can be found in the academic catalog.

### **Bachelor of Science in Accounting**

The Bachelor of Science in Accounting program prepares graduates for positions in business and accounting in the private and public sectors.

Students will build a strong foundation in financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, business information systems, and applications to specific forprofit, public, and non-profit organizations. Program requirements can be found in the academic catalog.

# Bachelor of Science in Cardiopulmonary Science

The Daytona State College B.S. in Cardiopulmonary Science (BSCS) degree program is designed specifically to meet the needs of practicing respiratory therapists who wish to obtain advanced training in Respiratory Care. The program offers opportunities for students to apply respiratory care knowledge to changing healthcare environments amidst the rapidly expanding scope of practice. Program requirements can be found in the academic catalog.

# **Bachelor's Programs**

### **Bachelor of Science in Education**

The BSED programs fulfill the education courses, professional education competencies, and practical experience required to obtain a five-year Florida Professional Educator's Certificate. Elementary Education and Exceptional Student Education programs include state endorsements for Reading and English for Speakers of Other Languages (ESOL).

This degree is offered in seven areas:

- · Elementary Education K-6
- Exceptional Student Education K-12
- · Secondary Mathematics Education 6-12
- Secondary Biology Education 6-12
- Secondary Chemistry Education 6-12
- Secondary Earth/Space Science Education 6-12
- Secondary Physics Education 6-12

Program requirements can be found in the academic catalog.

### **Educator Preparation Institute**

This is a state-approved alternative certification program that fulfills the education courses, professional education competencies, and practical experience required to obtain a five-year Florida Professional Educator's Certificate for individuals already holding a four-year bachelor's degree (other than education).

### Alternative Certification or Renewal

Teachers holding a three-year temporary certificate can enroll in specific bachelor's level courses approved by the Florida Department of Education toward earning a five-year Florida Professional Educator's Certificate.

In addition, teachers looking to renew their current Florida Professional Educator's Certificate can enroll in qualifying courses, including a one-credit bachelor's level Students with Disabilities (SWD) course.

### Stand-Alone Reading Endorsement

The School of Education also offers a K-12 Reading Endorsement that allows Florida educators to meet the need for qualified teachers in reading, per the Florida Department of Education requirements under the Just Read. Florida! initiative.

The School of Education offers the opportunity to complete the five reading competencies through three rigorous online courses:

- · RED3012 Principles of Reading
- RED4519 Diagnosis, Intervention in Reading
- · RED4844 Reading Practicum

# Bachelor of Science in Engineering Technology

The BSET program prepares you for technical positions in the fields of industrial operations, mechanical design, construction, manufacturing, electronics and information technology. This degree is accredited by the Accreditation Board for Engineering and Technology (ABET). Program requirements can be found in the academic catalog.

### BSET - Electrical Engineering Technology Concentration

This concentration provides a broad foundation of theoretical and practical knowledge in the areas of electrical and electronics circuits, digital circuits, computers, power systems, programmable logic controllers, microprocessors, and control systems. This degree is ABET accredited. Program requirements can be found in the academic catalog.

### BSET - Industrial Engineering Technology Concentration

The Bachelor of Science in Engineering Technology Industrial Engineering Technology Concentration prepares graduates for technical positions in the expanding fields of industrial operations and manufacturing, and focuses on quality engineering, operations management,

# **Graduation and Beyond**

process improvement, and optimization. Career opportunities include areas such as healthcare, finance, entertainment, education, agriculture, and of course, manufacturing.

The program has a strong commitment to maintain standards of excellence in content and to continuously upgrade curriculum to meet industry needs. Program requirements can be found in the academic catalog.

# Bachelor of Science in Information Technology

The BSIT program prepares graduates for technical positions in the expanding fields of information systems management, network security, digital forensics, databases and programming.

Two specializations are offered in the BSIT: Cybersecurity/Cyberforensics and Web Systems Programming. This degree is ABET accredited. Program requirements can be found in the academic catalog.

### **Bachelor of Science in Nursing**

The Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program was developed for the new or working nurse interested in career advancement.

The program offers a flexible schedule for working adults. It is designed for nurses whose highest academic credential is an associate degree in nursing or diploma in nursing, and who possess a registered nursing license in their state of residence.

It provides a seamless transition from the associate degree to the baccalaureate degree and prepares graduates for a broader scope of nursing practice. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and is available 100% online with fall, spring, and summer classes available. Program requirements can be found in the academic catalog.

# Planning for Graduation and Beyond

You've worked hard in your courses, overcome many obstacles, and you're

getting closer to completion. What now? Step One is to talk with your academic advisor. Your advisor can help you with a degree audit, which compares the courses you have earned with those you need to complete your degree or certificate.

### **OnTime Finish Plans**

Daytona State's OnTime Finish plans give you a clear path to get the right classes and graduate on time with your Associate of Arts university transfer degree. You decide whether you want to complete your degree in two or three years, depending on your life circumstances, and we'll help you make sure it happens.

OnTime Finish plans feature:

- · Help setting your goals
- Pre-planned schedules
- · Guaranteed classes each semester
- Elective classes starting your first semester

With OnTime Finish plans, you'll get the advice and guidance you need, and a clear academic plan that guarantees the classes you need when you need them. Ask your academic advisor for details.

### Preparing to Transfer - You Can Start a Year in Advance

The Advising Center can show you college and university transfer information to help determine which schools offer what majors, admission requirements, etc. Remember to submit your application for state or private universities as early as possible - a year ahead of time is not too early.

### **University Partnerships**

Daytona State College has paths to multiple universities through partnerships that make it easy to get your A.A. and move on to a bachelor's and beyond with the degree of your choice. This partnership information can be found at DaytonaState. edu/Advising. Connect with an advisor to get more information on the best path for you.

 University of Central Florida Direct Connect to UCF

- University of Central Florida Burnett Honors College Transfer Agreement
- University of Florida 2 + 2 Agreement
- Stetson University Honors Program 2+2 Transfer Pathway
- Bethune-Cookman University Criminal Justice Agreement
- · Lynn University Transfer Agreement
- Embry-Riddle Aeronautical University Blue-Gold Connection
- Florida A&M University IGNITE Transfer Program
- New College of Florida 2+2 Agreement

### **Apply to Graduate**

In your last term within your program, you must apply for graduation. There is a one-time, non-refundable fee for each degree tier. Remember to submit your graduation application before the published deadline. This will make the process of getting your degree in hand much smoother.

### **Commencement Ceremony**

Daytona State College holds a commencement ceremony once each year. The ceremony includes Fall graduates, and Spring and Summer candidates. The commencement date and instructions to participate can be found online or you can contact the Records Office at 386-506-3876. Caps and gowns are available at the College bookstores.

### **Career Services**

The Career Services team is available to assist you with a variety of resources to help with the planning, preparation, and transition into your career. Career Services can also help you find employment in the local and surrounding areas while attending Daytona State College.

Students and alumni can also connect with employers through the online job board and many hiring events that take place throughout the year. Career Services offers the following services at all campuses:

- Resumé and cover letter writing assistance
- · Job search assistance
- · Interview preparation and simulation
- Career exploration
- · Job fairs

### Daytona State Association of Alumni, Former Students and Friends

Daytona State College's Association of Alumni, Former Students and Friends is comprised of all graduates, former students, and members of the community who self-identify as friends of the College. There is no membership fee, however we encourage everyone to make an annual, tax-deductible gift. The Alumni Association hosts an annual Homecoming Weekend each fall, as well as other events throughout the year. For more information or to make a gift, see DaytonaStateFoundation.org or call (386) 506-3195.

### Computer Network and Internet Acceptable Use Policy

# I. Definitions of Computer Network Policies

The purpose of the College network is to support the College's mission and goals by enhancing both internal and external communication and by providing network users access to a wide range of information sources, including the Internet.

Use of the Daytona State College network and the College's access to the Internet is a privilege; users of the network and Internet are responsible for following both the letter and the spirit of this acceptable use policy.

Students and the public are advised that the College computers and Internet networks are monitored to ensure compliance with the College acceptable use policy.

### II. Definition of Privileges

1) Daytona State College provides network users with access to resources and services on the network and through the Internet or other online services that are appropriate and necessary to their education and job function. All computer and Internet access must be specifically related to a student's academic assignment, research or project that is authorized or assigned by a College faculty member or College official.

Personal or unrelated use of the College computers and Internet access is prohibited. Students who violate this policy are subject to College disciplinary sanctions.

When using AI (Artificial Intelligence) in accordance with College Policy, Procedure or guidelines, adherence to 'fair use' principles is essential. This includes principles of attribution, originality, ethical use and academic integrity:

- Properly follow the AI guidance found within the course syllabus.
- Ensure that the output generated does not infringe upon copyrighted material or violate licensing terms.
- Avoid creating harmful, misleading or malicious content.
- Observe College policies, procedures and guidelines on using AI (Artificial Intelligence) and ML (Machine Learning.)

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

3) This policy protects freedom from reprisal for network users to examine all pertinent data, to question assumptions, to be guided by the evidence of scholarly

research, to teach and study the substance of a given discipline and to fully participate in the development and debate of institutional policy and procedures.

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

### III. Definition of Responsibilities

- 1) Use of the Daytona State College network or Internet or other online services in violation of local, state, or federal law or regulations, or Daytona State College Policies and Procedures, is prohibited it is the user's responsibility to familiarize themselves with these standards. Prohibited use includes, but is not limited to, copyright and trademark infringement, fraud, forgery, harassment, libel, or slander.
- 2) In accessing materials which might be deemed obscene, users of the Daytona State College network and the Internet or other online services should be guided by applicable laws which include tests of community standards, relationship to academic pursuits, and whether the material is "appropriate and necessary to job function."
- 3) Users of the Daytona State College network and the Internet or other online services are responsible for protecting the security of the network by keeping passwords confidential, not using another user's account and reporting any security problems to the IT HelpDesk right away.
- 4) In order to ensure data privacy and security, it is important that users safeguard personal data and sensitive information (this includes use of public online services such as ChatGPT.) Additionally, responsible users should actively strive to protect against data breaches, phishing attacks and other cybersecurity threats (use of the protected mode of Microsoft CoPilot is a more secure generative Al platform.)

- 5) Use of the network and the Internet or other online services for commercial, political or other personal use not related to the support of the mission and goals of Daytona State College is prohibited. Examples of prohibited use of the Daytona State College network, Internet or other online services include, but are not limited to:
  - playing computer games on the job or using other non-job or non-course related programs;
  - conducting personal business including mass emailing advertisements, solicitations or other unapproved job offers as defined by the Career Services department.
- 6) AI (Artificial Intelligence) and other automations can have a dramatic effect on the College network. Therefore, users must be sure to use these tools and methods in responsible, and ethical ways, avoiding harmful or malicious interactions.
- 7) Accessing non-job or non-course-related audio/video disks or other programs or materials is prohibited.
- 8) Network users are prohibited from creating or propagating viruses, disrupting services, damaging files or intentionally destroying or damaging equipment, software or data that belongs to others.

This incorporates all forms of malware and related activities including ransomware, scareware, spyware, adware, keystroke loggers, trojan horses, computer worms, rootkits, bootkits, exploits, malicious code/ scripts/macros, phishing, vishing, smishing, business email compromise, crypto miners, brute-force attacks and any other scams.

Similarly, cyberattacks and other malicious unsanctioned hacking efforts are prohibited. This includes any efforts that would threaten data confidentiality, integrity, or availability.

9) Network users must adhere strictly to all software license agreements and no software may be installed, copied, or used on the Daytona State College network except as permitted by the copyright owner of the software.

In addition, prior to installation on any computing devices, all software must be approved by the Information Technology department's Technical Review Committee. Consistent with state law, the downloading or use of software and applications from "foreign countries of concern" are prohibited.

**10)** All network and Internet or other online service users are expected to abide by accepted community standards of network etiquette.

# IV. Consequences of Violating the Policy

Failure to abide by the Daytona State College Network Acceptable Use Policy will result in the immediate loss of network privileges and /or other disciplinary or legal action. Allegations of misuse of these resources must be reported to the immediate supervisor and forwarded to the appropriate vice president. In addition, disciplinary recommendations may be made to the College Judicial Affairs Office.

### V. Internet Disclaimer

Internet and other online access are provided by the Daytona State College network.

However, Daytona State College has no control over the content of the Internet or other online services, some of which may be deemed controversial or offensive.

Daytona State College specifically disclaims any warranty as to the information's accuracy, authoritativeness, timeliness, usefulness, or fitness for a particular purpose. Daytona State College shall have no liability for any direct, indirect, or consequential damages related to the use of the information contained on the Internet or other online services.

### VI. Adaptation to Technological Advances

As existing technologies evolve and new technologies emerge, the principles of this acceptable use policy shall endure and be implicitly applied accordingly.

#### Infectious Disease

As an institution of higher education, Daytona State College has the

responsibility to inform students about potentially harmful infectious diseases such as H1N1 Flu, COVID-19, Human Immunodeficiency Virus (HIV) and Hepatitis B Virus, and to persuade students to protect themselves and others. The College will provide information on the prevention of such diseases. The College will not discriminate in educational access or employment on the basis of an individual's medical condition in accordance with federal and state laws and regulations. The College has a responsibility to protect the rights of students with potentially harmful infectious diseases, and to provide reasonable accommodation.

At the same time, the College has a responsibility to protect, as far as it is able, the well-being of the entire College community. The College has adopted procedures for infectious diseases in accordance with federal and state laws and regulations. A student may be referred (at their own expense) to a medical provider for clearance.

The medical provider must verify in writing (on letterhead) that the student does not pose a danger to themselves or others. Depending on the nature of the incident, the student may be required to leave a course, program or the College until written medical clearance is received by the student's medical provider.

### **Religious Observances**

The College shall reasonably accommodate the religious observances, practices, and beliefs of individual students regarding admissions, class attendance and the scheduling of examinations and work assignments. It is the responsibility of the student to notify instructors in writing ten (10) days in advance of absences to observe religious holidays in their own faith. The student is required to provide the instructor documentation on letterhead from a religious leader or licensed clergy member. Upon such reasonable notification, such absences shall be excused without penalty. If the absences are not excused by the instructor, the student may file an appeal to the appropriate department chair. Upon such reasonable notification, such absences shall be excused without penalty. The student shall be responsible for submitting

any material covered, missed assignments or exams/quizzes during the period of observance. The student shall be provided with an alternative time to complete all make-up assignments. All assignments and make-up work must be completed by the last day of the semester in question.

# First Amendment Rights and Responsibilities

Daytona State College recognizes and upholds the constitutional rights of freedom of assembly, speech, and expression. However, the College reserves the right to place reasonable time, place and manner regulations on activities that take place on College property. Limitations on these activities shall be content neutral and based upon the College's institutional responsibility to maintain a safe, respectful, and supportive learning environment for its students, employees, and visitors.

### **Student Conduct**

# Student Rights and Responsibilities

Daytona State College is responsible for providing a safe learning environment in which all of its students can realize their academic and career goals and participate in the teaching and learning experience. All students are expected to abide by and are held accountable for violations of the College Student Code of Conduct rules.

Students who choose to be members of the College community accept the responsibility to be informed and acquainted with College regulations, to comply with these regulations and to respect the personal rights and property of other members or guests of the College community.

Daytona State College reserves the right to determine when its Student Code of Conduct rules have been violated and to administer disciplinary actions for conduct that is inconsistent with the College's acceptable behavioral policies, procedures, and practices.

The College is committed to providing a learning environment for its students that is safe, secure, and respectful. This means an environment that is free from threats

of violence and violence of any kind. Behaviors and actions that are indicative of threats and/or violence that are potentially damaging to College employees, students, quests, or property are strictly prohibited.

The College reserves unilaterally an unlimited right to waive, suspend, alter, or amend any policies, procedures, or guidelines to ensure the safety of students, employees, guests and the community. The College reserves the right to refer any violations of civil and/or criminal law to the appropriate court or law enforcement agencies for disposition.

# I. Student Code of Conduct Process Office of Judicial Affairs:

The receipt, review, and processing of complaints for violations of the Student Code of Conduct shall be administered by the Office of Judicial Affairs. There will be a determination made by the Office of Judicial Affairs if sufficient information exists to file charges against a student for violations of the Student Code of Conduct. The Office of Judicial Affairs may convene an Incident Review Committee to assist in the decision.

### Informational Meeting

The Office of Judicial Affairs will conduct a meeting to inform the student of the complaint and the disciplinary process. Information related to the student's rights and responsibilities in the process will be provided to the student.

#### **Conflict Resolution and Mediation**

The Office of Judicial Affairs may utilize voluntary informal conflict resolution, mediation, and mutual agreement to resolve certain complaints of student misconduct to the extent permitted by law. If the complaint is not resolved, the Office of Judicial Affairs will determine whether to file formal charges against a student.

### **Student Discipline Committee (SDC)**

The Student Discipline Committee (SDC) is established and responsible for

adjudicating allegations of misconduct against students. The Committee shall conduct the hearing and render a written decision. The student will be provided with the following:

- 1) The right to timely written notice. The College must provide a student or student organization with timely written notice of the student's or student organization's alleged violation of the code of conduct. The notice must include sufficient detail and be provided with sufficient time to prepare for any disciplinary proceedings.
- 2) The written notice must include the allegations to be investigated, the citation to the specific provision of the code of conduct at issue, the process to be used in determining whether a violation has occurred and associated rights, and the date, time, and location of the disciplinary proceeding.
- 3) The written notice is considered timely if it is provided at least 7 business days before the disciplinary proceeding and may be provided by delivery to the student's College address, and if the student is under 18 years of age, to the student's parent or to the student organization's address.
- 4) At least 5 business days before the disciplinary proceeding, the College must provide the student or student organization with:
  - **4.1)** A listing of all known witnesses that have provided, or will provide, information against the student or student organization.
  - **4.2)** All known information relating to the allegation, including inculpatory and exculpatory information.
  - **4.3)** The right to presumption that no violation occurred. The College has the burden of proving, by a preponderance of the evidence, that a violation has taken place. Preponderance of the evidence means that the information presented supports the finding that it is more likely than not that the violation of the code of conduct was committed by the student or student organization.
  - **4.4)** The right to an impartial hearing officer.
  - **4.5)** The right against self-incrimination and the right to remain silent. Such

silence may not be used against the student or student organization.

- **4.6)** The right to present relevant information and question witnesses.
- **4.7)** The right to an advisor or advocate who may not serve in any other role including as an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or any appeal.
- **4.8)** The right to have an advisor, advocate, or legal representative, at the student's or student organization's own expense, present at any proceeding, whether formal or informal. Such a person may directly participate in all aspects of the proceedings, including the presentation of relevant information and questioning of witnesses.
- 4.9) The right to appeal the final decision of the hearing officer, or any committee or panel, directly to the Chief Student Development Officer or any other senior administrator designated by the code of conduct, who must hear the appeal and render a final decision. The Chief Student Development Officer or person designated by the code of conduct to hear the appeal may not have directly participated in any other proceeding related to the charged violation.
- **4.10)** The right to an accurate and complete record of every disciplinary proceeding relating to the charged violation of the code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student or student organization.

# The Student Discipline Appeal Committee

The Student Discipline Appeal Committee is established and responsible for reviewing the appeals of misconduct and rendering a decision. A student may file an appeal from an adverse decision by the Disciplinary Hearing Committee. An Appeal Committee will render a decision based upon their review of the record and documents. The decision of the Appeal Committee is final.

### Student Code of Conduct

The Student Code of Conduct is subject to and governed by federal and state laws, rules, and regulations. Accordingly, the Student Code of Conduct is subject to change and the most recent version of the Student Code of Conduct is located on the College website at DaytonaState.edu/files/student-handbook.pdf

The Student Code of Conduct rules are a set of common behavioral guidelines for all students attending and participating in the teaching and learning opportunities at Daytona State College. Students who violate the Student Code of Conduct rules are subject to disciplinary sanctions.

Violations of the Student Code of Conduct rules do not exempt or excuse students from any academic or classroom policy, make-up work because of missed classes, program requirements, lab assignments, financial aid or veteran regulation requirements, financial obligations or student accounts holds or any debts owed to the College. The items that follow are meant to serve as rules for appropriate behavior.

It is important to note that students who are accused of code of conduct violations and are subsequently restricted from the College are solely responsible to notify their instructors and are responsible to complete any make-up assignments at the discretion of the instructor. College restrictions or other sanctions may not be used as a reason for any College or financial aid appeal.

The Student Code of Conduct rules apply to all College-sponsored activities, including College-sponsored student travel and onsite or off-site housing and hotels.

The following behaviors are unacceptable at the College. The violations listed are not all-inclusive, but serve as examples of some of the prohibited conduct and therefore must be broadly read and interpreted.

#### Misconduct

Violations include, but are not limited to the following:

- 1) Violation of the rights and welfare of all members of the College community, including visitors. Interference with the freedom of movement of any member or guest of the College, obstruction of the normal processes and activities essential to the functions of the College community. Deliberate interference with the rights of others.
  - 1.1) Interfering with and obstructing the teaching, learning and office process of the College, faculty and staff.
  - 1.2) Physical acts of violence, or threats of violence, verbal threats of violence, electronic or written intimidation, cyber bullying, threatening behavior, hazing or aggression toward others of any kind. Lewd or indecent conduct or violence against any member or guest of the College community.
  - **1.3)** Disruptive, disorderly, belligerent and/or inappropriate behavior of any kind
  - 1.4) Harassment, mistreatment, bullying or stalking of any kind, including acts committed in person, in writing, social media, cell or telephones or via electronic means such as the Internet or texting.
  - 1.5) Entering College buildings, offices, and all locations after closing or before opening to the public is prohibited. Unauthorized entry into areas not commonly open to the public or unauthorized use of College facilities or property is prohibited.
  - 1.6) Willfully entering restroom or changing facility designated for the opposite sex and refusing to depart when asked to do so is prohibited. Florida law defines a person's sex as that assigned at birth, either male or female. Students born with a medically verifiable genetic disorder of sexual development under treatment by a physician, with specified conditions are excluded. (Per Section 553.865, Florida Statutes (F.S.) Facility Requirements Based on Sex)
  - 2) Violation of all laws and rules of city, county, state, and federal governments.

Repeated offenses of a less serious nature.

- 2.1) Sexual misconduct, sexual harassment, sexual assault, bystander observance, or accessing pornographic material using College equipment, computers or resources, gender stereotyping and Title IX violations.
- 2.2) Unauthorized use, theft, vandalism, or destruction of any personal or College property or of the property of members of the College. This includes but is not limited to unauthorized use of food, equipment, copy machines, materials and personal property without permission.
- 3) Honesty is the cornerstone of responsible student behavior. Students who engage in dishonest behavior of any kind will be held accountable. The following violations of honesty are prohibited:
  - 3.1) Academic dishonesty in a classroom, laboratory or online instruction and cheating of any kind; plagiarism, bribery, conspiracy, misrepresentation or using works of any individual or group, including Internet sources, without giving proper credit.
  - **3.2)** Falsification, altering, intentionally omitting required information, or misrepresenting and tampering with official documents/records, transcripts, tax returns or any documents used in the College admissions, financial aid, or enrollment process. Falsification of records; unauthorized use of the College name including unauthorized use of College letterhead or documents.
- **4)** Violation of the College internal policies and procedures for acceptable behavior.
  - **4.1)** Use of the College computer network is a privilege for all Daytona State students. Violation of the College network, Internet Use College policy, computer labs and online procedures is strictly prohibited. Drone flight on Daytona State College property is prohibited. For questions, please contact Campus Safety at 386-506-4444.

- **4.2)** Violation of the College Bookstore and cafeteria policies and procedures.
- **4.3)** Violation of student government, student life, athletics, student clubs, organizations and student housing policies and procedures.
- **4.4)** Violation of the College Adult Education academic and behavioral policies and procedures.
- 4.5) Consumption of alcoholic beverages or narcotics; use or possession of any synthetic substances that mimic the effects of alcohol or any illegal drugs; illegal use or possession of drugs or narcotics, possession, sale, promotion, distribution or manufacture of alcoholic beverages and all illegal drugs and substances are prohibited on College property or at all Collegesponsored events and activities, whether these events occur on or off campus. Students who are suspected of use are subject to required drug testing at their own expense.
- 4.6) Possession of drug paraphernalia (as defined by state law) is prohibited on College property and at all Collegesponsored events and activities, whether these events occur on or off campus.
- **4.7)** Unauthorized solicitation, vending or sales of goods, services or products on College property or at all College sponsored activities are prohibited.
- **4.8)** All students must maintain appropriate attire at all times. Additional restrictions may be imposed by faculty and College officials for safety and community concerns.
- 4.9) Violation of the College academic, program, lab or clinical experience, student employment, educational internship, co-op experience, dual enrollment, early College, HIPPA and FERPA regulations or additional program, state, and federal requirements. Students who violate these regulations will be subject to the College disciplinary process and will be removed from participation and student employment immediately.
- 5) Violation of Campus Safety instructions or failure to comply with Campus Safety

restriction and police trespass notices upon request. Staff members of the Office of Judicial Affairs and Campus Safety are authorized to issue an immediate restriction from the College until an informational meeting is held in cases involving violations of the Student Code of Conduct rules.

This restriction may be from a specific classroom, building, campus, or the entire College depending on the nature of the concern. In some cases, law enforcement officers are involved, and a College trespass notice will be issued to protect the safety of the College community, students, staff, or College property.

- 5.1) Failure to provide accurate photo or personal identification upon request by College officials acting in performance of College responsibilities. Providing false information to a College official or using another person's identification to use College resources are prohibited.
- 5.2) Violation of the College rules and procedures for safe driving and parking vehicles of any kind on any College campus. This includes the violation of speed limitations, reckless driving, parking in unauthorized areas and traffic directions. All students are expected to know and comply with College parking and driving privileges.
- **5.3)** Violation of the College rules for a safe right of way and walkway. This includes the restriction of skates, skateboards, hover boards, bicycles, tricycles or any objects that block the mobility and safety of student, faculty, staff or guest foot traffic, wheelchair, or disability access on the College property.
- 6) Unauthorized or illegal possession of firearms, ammunition, knives, weapons, firecrackers explosive, toxic or dangerous chemicals or any other dangerous substances, compounds, devices of any kind are strictly regulated on all College property and at College-sponsored events. Use of any firearms, knives, weapons, or explosive devices of any kind is strictly prohibited.

Law enforcement officers are exempted when acting in the performance of their duties and official capacity or if they

are participating in a regulated training program or authorized course of study at the College.

6.1) Tobacco, Smoke & Vapor Free Campus: Smoking or any use of tobacco products is prohibited on all College property and buildings. The prohibition includes the use of any smokeless tobacco product, electronic devices such as e-cigarettes or any other device that simulates smoking or produces any form of vapor on any campus or property owned or operated by the College. The prohibition does not include the use of tobacco products in an individual's personal vehicle on College property. The prohibition includes all College employees. students, and persons on College property. Smoking is defined as using any tobacco or any type of material in any form, in any equipment and in any object or device intending to simulate such use, including but not limited to cigarettes, electronic cigarettes, pipes and/or vaping devices of any kind. Tobacco Products means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes (any device intended to simulate smoking) and the variety of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches and any other form of loose-leaf, smokeless tobacco and the use of unlit cigarettes, cigars, and pipe tobacco.

7) Prohibition Against School Violence: Students must not engage in any behaviors that are or could be perceived as harassing, intimidating, dangerous or threatening to themselves or others. This includes but is not limited to stalking, cyber-bullying or social media threats, excessive telephone or cell phone calls, emails, texting, violations of restraining orders or injunctions for protection orders and any form of dating or domestic violence. Students who engage in this type of behavior will be subject to College disciplinary action and law enforcement intervention.

7.1) Making a false report: You are required to refrain from making false or misleading information or unfounded complaints against others. Any student

who is found to knowingly make a false or unfounded complaint will be subject to College disciplinary actions.

8) Dating & Domestic Violence and Stalking: Students who are victims of dating and domestic violence, stalking, cyberbullving, sexual harassment, excessive unwanted contact, or intimidation are stronaly encouraged to report this offense to local law enforcement and campus authorities immediately. If an incident occurs on campus, you may contact the Campus Safety Office or any campus authority on any campus location. You are also encouraged to pursue an injunction for a protection order with court officials. If you choose to pursue this option, list Daytona State College as a restricted location and provide a copy to the Campus Safety Office on any campus location.

8.1) Violence Against Women Act: The College will comply with the provisions of the Violence Against Women Act. The College will comply with all court ordered injunctions (restraining orders) that involve Daytona State College. Students are hereby informed that Daytona State College is required to report to the appropriate authorities any known or suspected incidents of dating, domestic violence, or stalking incidents. The College will provide victims with information about the College and community victim services and local community referral services.

9) Vulnerable Persons Act Protection: All students are hereby informed that Daytona State College is under a continuing obligation to report to the appropriate authorities any known or reasonable suspected child abuse, child sexual abuse, neglect, abandonment and any conduct or behavior that causes harm or may pose a threat of harm to a minor child.

All suspected violations will be reported to the Department of Children & Families (DCF) Abuse Hotline and to local law enforcement agencies.

10) Sexual Predators - Any person designated by Florida law as a "sexual predator" is not eligible for admission and enrollment at Daytona State College.

**10.1)** Sexual Offenders - Special admissions and enrollment procedures apply to any person designated by

Florida law as a "sexual offender." This includes a requirement to submit a required application with appropriate documentation and complete a personal interview with the College Judicial Affairs Office prior to consideration for admission and enrollment. Failure to register with the local Sheriff's Office is a criminal violation and will be reported to law enforcement officials. Sexual offenders are required to inform faculty and staff of their offender status. Depending on the circumstances, sexual offenders listed on the Florida Department of Law Enforcement website may be restricted from certain areas on campus at the discretion of the Judicial Affairs and Campus Safety Officials. A judicial hold may be applied to the sexual offender records to monitor compliance with College procedures. All sexual offenders are restricted from participation in student government. student clubs, student employment, student internships, athletic or intramural sport competition or any paid, temporary, or volunteer position at the College. Depending on the circumstances, sexual offenders may be restricted from all computer or College network access.

- 11) Any unauthorized use of electronic or other devices to make an audio or video recording of any person while on the College premises without effective consent where there is reasonable expectation of privacy and where consent is required by law. Please refer to FAQ Regarding Recording Lectures in Classes.
- 12) Students participating in off-campus clinical or internships must obtain prior approval in writing from the off-campus site administrator prior to making any recordings.
- 13) Violation of the student housing/ residence hall rules and regulations. All student housing residents are subject to all College Code of Conduct rules.

#### **Disciplinary Action**

A student violating the rules and regulations of the College shall be subject to disciplinary action(s) determined by the nature of the offense, and the student's

previous conduct record. Disciplinary action includes, but is not limited to the following: warning, reprimand, probation, restriction(s), registration block, restitution, administrative withdrawal, suspension, permanent dismissal, and disciplinary action set forth in board Policy 7.01.

#### **Disciplinary Sanctions**

A disciplinary sanction is a consequence for violations of the Student Code of Conduct rules. Disciplinary sanctions will be determined and administered by College officials in order to encourage greater adherence to the Student Code of Conduct.

The purpose of applying sanctions is to hold violators accountable and to promote a safe learning environment for the whole College community. Violations may be recorded in the student's electronic records. This information will be available for review by College staff that need to know.

Depending on the circumstances, a student accused of a violation of the Student Code of Conduct rules will be subject to the following disciplinary procedures:

#### 1) Case Dismissed/No Violation Found

A report of a violation has been determined to be unfounded, or the student has otherwise been determined to be cleared of a violation.

#### 2) Judicial Warning

A verbal or written notice for minor

incidents given to the student that a specific behavior is a violation of the Student Code of Conduct and a warning not to repeat the behavior.

#### 3) Judicial Holds

The following holds may be implemented as part of a sanction or agreement.

#### **Judicial Registration Hold**

Restricts a student from registration or continued enrollment at the College for a specific time.

#### Judicial or Law Enforcement Trespass Hold

Removes a student from a specific location, campus or the entire College for a specific time. If the student violates this restriction, the student will be subject to arrest. A

student who has a judicial hold from the College will be responsible for any financial or academic obligations to the College. It is the sole responsibility of the student to consult with the Office of Financial Aid Services, their faculty members and the Office of Student Accounts to determine responsibility for payment or classroom requirements.

#### 4) Judicial Agreement

A specific written mutual agreement between the student and College is designed to resolve a violation of the Student Code of Conduct rules.

#### 5) Judicial Probation (Disciplinary)

A written sanction whereby the student will be required to comply with certain conditions to maintain enrollment or to re-enroll at the College. A registration hold will be added to a student's record during the term of probation to ensure compliance with probationary conditions.

#### 6) Suspension (Disciplinary)

Removal from College property and termination of enrollment and exclusion from participation in College activities and College-sponsored events/activities for a specified period of time. Specific terms for re-enrollment will be outlined to ensure compliance with the Student Code of Conduct rules. A registration hold will be added to a student's record to ensure compliance with suspension conditions;

**6.1)** A student who is suspended or dismissed from the College will be responsible for any financial obligations to the College, if any. It is the responsibility of the student to consult with the Office of Financial Aid Services and the Office of Student Accounts to determine responsibility for payment, if any.

#### 7) Permanent Dismissal (Disciplinary)

A permanent removal, termination of enrollment and exclusion from all College property and activities due to the violation of the Student Code of Conduct. There will be no possibility to return to the College.

A judicial trespass hold will be added to a student's record to ensure compliance with permanent dismissal conditions.

#### 8) Academic Fraud

Students who are found in violation of academic fraud that resulted in a diploma, certificate or degree being granted by the College may have that credential revoked and rendered invalid. This notation may be reflected on the student's official academic records. Subsequently, the student may also not be permitted to transfer course work from another institution back to Daytona State College to be granted a diploma, certificate, or degree.

### FAQ Regarding Recording Lectures In Classes

### Do I need my professor's consent to record class lectures?

No, so long as you are enrolled in the class and are recording the lecture for one of the permitted purposes listed in the statute. You have the right to record class lectures for one of three purposes: (1) your own personal educational use; (2) in connection with a complaint to the College; or (3) as evidence in, or preparation for, a civil or criminal proceeding. If you are making the recording for one of these purposes, you do not need the faculty member's consent to record the class lecture. But keep in mind that recordings may not be used to engage in academic dishonesty, or as a substitution for participation in class.

#### What is a "class lecture"?

A class lecture is defined as a formal or methodical oral presentation as part of a College course is intended to present information or instruct enrolled students about a particular subject.

A class lecture will occur most often in a course identified by the College as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section.

# My professor usually combines class lectures with a group discussion. Can I record this group discussion?

No. The definition of class lecture does not include other class activities such as class discussions, unless those discussions are incidental to, and incorporated within, a class lecture. That means that auestions asked by enrolled students and answers given by faculty members during the lecture portion of a class may be recorded, while a discussion portion of a class following the class lecture may not. A class lecture also does not include student presentations (whether individually or part of a group). lab sessions, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member or invited guest speakers during a class session unless you have the quest speaker's consent. These activities may not be recorded without the express consent of all participants. Your faculty members may or may not announce when the lecture portion of a class has ended. but it is up to you to ensure that you do not record at an impermissible time.

## My friend was sick and missed class. Can I share my recording of the class lecture with them?

No, not without the faculty member's written consent. While you may record the class lecture, you may not publish the recording without permission. In this context, the word "publish" means to share, transmit, circulate, distribute, or otherwise provide access to the recording, regardless of format or medium, to another person (or other persons), including but not limited to another student in the class.

Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.

# Are there any places I can share the recording without my faculty member's permission?

Yes, you may publish the recording to College officials or state and federal government officials in connection with a complaint made to or against the College, or you may publish the recording as evidence during civil or criminal legal proceedings. If you wish to make a complaint to the College, please contact the Student Advocate (DaytonaState.edu/student-service-departments).

# What happens if I share my recording of a class lecture without getting permission first?

If you do publish your recording of a class lecture without the faculty member's written permission, and it is not in connection with a College complaint or as evidence in a criminal or civil legal proceeding, you could face severe legal and/or disciplinary consequences. Per Section 1001.03, F.S., your unauthorized use of the recording allows the faculty member to take you to court for damages, including attorneys' fees, totaling as much as \$200,000.00.

Additionally, you may be referred to the Office of Judicial Affairs for a potential violation of the Student Code of Conduct.

# How does Section 1001.03, F.S. affect my accommodation granted through the Office of Counseling & Accessibility Services?

If you have an accommodation through the Office of Counseling & Accessibility Services, to record class activities, that will not change. However, you should be sure not to share the recordings without the faculty member's written consent.

Contact the Office of Counseling & Accessibility Services with questions on your accommodation (DaytonaState.edu/CAS).

#### **Academic Grade Disputes**

#### Informal Grievance Process for Academic Disputes

The College provides an informal procedure to assist faculty and students in resolving academic or grade disputes. The teaching faculty is authorized to issue grades based on their assessment of the student's level of performance, attendance, participation, academic progress, and quality and quantity of work. However, students who believe a faculty member has issued an incorrect grade(s) based on written documentation may seek assistance through the Informal Academic Dispute Process.

Students must assume complete responsibility for complying with the informal process and attempt to resolve the academic grade dispute at the lowest level possible within 30 calendar days after the end of the term in which the grade was issued. This means that students are strongly encouraged to discuss any concern with a faculty member or with whom the issue originated. Students are expected to use good faith and respectful dialogue in their informal discussions.

Students are also expected to present information and documentation that there was an attempt to resolve the dispute at the lowest level possible. Reasonable accommodations will be made for Distance Learning students who are unable to attend meetings on one of the College campuses.

If the student and the instructor agree on the terms and conditions of a grade change or grade dispute, the matter will be resolved. If the matter is not resolved with the instructor, the next step is to contact the appropriate school chairperson. The chairperson may arrange a meeting with the student and the instructor to resolve the dispute. If the issue remains unresolved, the matter moves to the Formal Grievance Process.

#### Formal Grievance Process for Academic Grade Disputes

If the academic grade dispute is not resolved through the informal process (described above), the student may submit a formal grade appeal or grievance in

writing to the Question & Answer Center, who will forward it to the appropriate academic associate vice president for review and resolution. If a resolution cannot be reached at this stage, the matter moves to the administrative review process (described next.)

#### Administrative Review Process for Academic Grade Disputes

The student may submit a written request for an administrative review to the Office of the Provost explaining the reason for requesting the administrative review. The Provost or their designee reserves the option to uphold the previous decision or render an alternate decision. If there is any change of a grade through the formal processes, a Grade Change Form will be submitted to the Records Office and a confirmation notice will be sent to the student via FalconMail.

#### **Academic Integrity Code**

Daytona State College is committed to providing students with quality instruction, guidance, and opportunities for academic and career success by fostering academic excellence in a supportive and personalized learning environment.

Maintaining high standards of academic honesty and integrity in higher education is a shared responsibility and an excellent foundation for assisting you in making honorable and ethical contributions to the profession for which you are preparing.

To preserve academic excellence and integrity, the College expects you to know, understand and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be accurate and true reflections of the coursework produced and submitted by you.

Unless otherwise explicitly instructed, students are not allowed to use any alternative/Artificial Intelligence (AI) generation tool (including, but not limited to, ChatGPT) for any type of submission or assessment.

Faculty reserve the right to use Artificial Intelligence (AI) detection software to find instances of AI-generated writing in student submissions.

Suspected violations of the student academic dishonesty code will be handled by individual instructors as outlined in their course syllabus. An instructor who finds that a student has violated Academic Integrity may apply an academic consequence ranging from a zero for the assignment, up to and including failure for the entire course

Instructors are encouraged to report cases of academic integrity violations to their academic department chairperson and to the Office of Judicial Affairs to help track habitual violations of academic integrity and for review and possible additional academic consequences.

In addition, some students may be referred to the student disciplinary process for appropriate disciplinary resolution.

#### **Honor Code**

As members of the Daytona State College community, students are expected to be honest and respectful in all their College activities. Therefore, students are asked to follow the Honor Code.

The expectations of this code are:

- 1) Students are expected to show respect in all their written and verbal communications and behaviors toward each other and toward all College personnel;
- 2) Students are expected to respect and protect the identity and personal information of others;
- **3)** Students are expected to avoid all forms of academic dishonesty;
- 4) Students are expected to submit academic work that is the result of their own thought, research, or self-expression;
- 5) Students are expected to use College equipment and software ethically and lawfully; and
- 6) Students are expected never to intentionally commit or to help another to commit any illegal offense(s) or

offense(s) which violates College policies or procedures.

#### **Honor Pledge**

Instructors will ask students to take the honor pledge:

I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work, nor will I present another's work as my own, nor will I tolerate anyone who does.

#### Forms of Academic Dishonesty

Academic dishonesty is defined as, but not limited to, receiving or giving unauthorized assistance on a quiz, test, exam, paper or project, or unauthorized use of materials; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else, or allowing someone else to do the same for you.

#### **Plagiarism**

Submitting work in which words, facts or ideas from another source are used without acknowledging that the material is borrowed, whether from a published or unpublished source. For specific instructions on how to document information from other sources, students should consult with their instructors, academic departments, or the Student Academic Support Center for reference.

In addition, students can plagiarize themselves. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment. Turning in the same assignment for two separate classes means receiving credit TWICE for a single effort. Students are encouraged to talk to their instructors concerning any questions about self-plagiarism.

#### **Fabrication**

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

#### Other Academic Misconduct

Other academic misconduct includes, but is not limited to:

- Impersonating a College faculty, student, or staff member;
- Attempting to access, procure or distribute restricted College educational and instructional materials;
- In a testing situation, including testing done electronically within online classes in face-to-face courses, proctored, or online, conduct such as: looking at a classmate's test, talking to a classmate or leaving the classroom without the instructor's or test proctor's permission;
- Obtaining by theft/purchase or selling/ giving a test, in part or in whole; accessing unauthorized websites to facilitate cheating, receiving unauthorized help from others, or any other forms of academic dishonesty that would be considered cheating within a traditional classroom or in the online class environment;
- Altering or attempting to alter academic records of the College which relates to grades; being an accessory to same;
- Use of unauthorized materials or electronic devices during testing in any of the College Assessment Centers,
- College approved off-campus testing locations, or during online testing/ assessment completion;
- Violation of copyright laws and/ or unapproved use of intellectual property;
- Refusal to comply with state, College and/or faculty testing policies and practices.

### Student Rights and Grievance Procedure

Students who perceive that they have been mistreated by College staff or faculty may register their academic or other grievance in writing with a College supervisor, administrator, or academic department chair. Distance Learning students must follow the same procedures. Reasonable accommodation will be made for Distance Learning students who are unable to

attend meetings on one of the College campuses. Students must assume complete responsibility for complying with the informal grievance procedure and attempt to resolve their grievance at the lowest level possible.

### The Resolution for Academic Dishonesty

The professor or instructor conducting the course must notify the student and complete the violation of academic integrity form that the student is suspected of academic dishonesty and issue an academic consequence or resolution. A student may also schedule a meeting with the Student Advocate (located in the Question-and-Answer Center), who will listen to the complaint, situation, problem and issues involving the matter and help in order to resolve the matter.

If the student agrees with the academic consequence issued by the instructor, the matter will be resolved. The instructor will send notice of the situation to his or her school chairperson and to the Office of Judicial Affairs for documentation.

If the matter is not resolved with the instructor, the student may be referred to the appropriate school chairperson.

The student is required to provide written evidence in response to an allegation of academic dishonesty and present the information to the school chair to ensure that there was an attempt to resolve the matter with the instructor.

The Chair will review the matter and offer a resolution or academic consequence.

If the matter is not resolved with the school chair, the student may be referred to the academic associate vice president of the area.

The academic associate vice president may uphold the previous decision by the school chair or render an alternate academic decision. This ends the process for resolving issues of academic dishonesty.

The student must submit a written request and explain the reason for the administrative review within 30 days of the incident or report. The academic associate vice president will review the written request and make the appropriate final decision.

#### Student's Grade During Review

The faculty member will assign a grade for the test or project in question, which will stand until a decision is rendered.

The student may appeal his or her grade using the procedures outlined above. If the student is found not in violation of academic dishonesty, the test/project may be re-graded, and a grade change submitted by the instructor or chair to the Office of Records.

If it is determined that the student is in violation of academic dishonesty, the grade of "0" or "F" originally assigned will stand. Additional disciplinary sanctions may be administered via the student disciplinary process.

#### Statement of Non-discrimination

Daytona State College prohibits discrimination and provides equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation and veteran status.

To obtain more information about the College's equal access and equal opportunity policies, procedures and practices, please contact:

Cerese Ramos, Vice President of Student Devlopment, Student Title IX Coordinator, Civil Rights Compliance Officer

Location: Daytona Beach Campus, Wetherell Center (Bldg. 100), Office 210C Phone: 386-506-3840

Email: Cerese.Ramos@DaytonaState.edu

Tanika Clemons, Associate Vice President of Human Resources, Employee Title IX Coordinator, Civil Rights Compliance Officer

Location: Daytona Beach Campus, Wetherell Center (Bldg. 100), Office 303L Phone: 386-506-4473

Email: Tanika.Clemons@DaytonaState.edu

#### **Drug & Alcohol Policies**

In compliance with the Federal Drug Free Schools and Campuses Regulations (34 CFR Part 86), Daytona State College prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campuses or at any College-related activities.

Any student who reports for class or performs his/her duties while under the influence of alcohol or other drugs will be in violation of this policy.

This policy applies to all employees and students. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, termination, probation, loss of financial aid and/ or a requirement of satisfactory participation in a College-approved alcohol or drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

The College will impose sanctions consistent with local, state and federal law upon all employees and students who violate these standards of conduct.

Students who violate this policy will be referred to the Vice President of Student Development and/or Enrollment Management for appropriate disciplinary action.

Employees will be referred to the human resources officer for appropriate disciplinary action. Drug testing may be required if the College develops a "reasonable suspicion" that the employee has used drugs in violation of the campus policy.

Reasonable suspicion will be based upon objective facts such as causing or contributing to an accident at the College, exhibiting abnormal conduct, erratic behavior, or manifestations of using drugs or being under the influence of a drug.

Students will be referred to the Judicial Affairs Office, which will consult with appropriate officials to determine the need for drug testing.

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

#### **Drug and Alcohol Laws**

#### Alcohol: Local

Municipal and county ordinances prohibit the consumption or possession of alcoholic beverages in most public places, including Volusia County beaches, or on any public-school property. Local laws also forbid the possession of alcoholic beverages in open containers on any public street, thoroughfare, sidewalk, or any public or semi-public parking facility. The consumption of alcohol is prohibited during specific hours in clubs and certain premises open to the public. Penalties for violations of local laws regarding alcoholic beverages include fines of up to \$500 and/or imprisonment for terms of up to 60 days.

#### Alcohol: State

Florida law prohibits the sale of alcoholic beverages to persons under twenty-one (21) years old and the possession of alcohol by anyone under twenty-one (21). It is unlawful for any person to misrepresent or misstate his or her age in order to buy alcoholic drinks. This includes the manufacture or use of false identification.

Use of forged identification for the purpose of procuring alcoholic beverages is a felony.

State law also makes it illegal to possess open containers of alcoholic beverages or consume alcohol in moving or standing vehicles. Under Florida law, driving under the influence of alcohol or any controlled chemical substance (DUI) is an offense evidenced by impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher. All provisions of Florida's DUI law can be found online at: https://www.stateofflorida.com/dui-information/.

#### Alcohol: Federal

The regulation of alcoholic beverages generally is given over to state and local control.

#### **Drugs: Local**

City and county laws prohibit the possession or consumption of illegal drugs or intoxicating substances in public parks.

#### **Drugs: State**

In Florida it is a crime to possess,

manufacture, deliver, sell, or possess with the intent to sell certain controlled substances, including illicit drugs such as cocaine, opium and hallucinogens.

Trafficking in illegal drugs constitutes a felony. It is a felony to sell, purchase, manufacture or deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, or within one thousand (1,000) feet of the real property comprising a public or private elementary, middle, secondary school, community, or state College or university. Felony level penalties include substantial terms of imprisonment, civil fines, and civil forfeiture of all real or private property used in the illegal activity or obtained with the proceeds of the illegal activity.

#### **Drugs: Federal**

Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one (1) year to life imprisonment and/or fines up to \$10 million.

Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and lneligibility to receive or purchase a firearm.

Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand (1,000) feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines.

#### **Health and Behavioral Risks**

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of alcohol and other drugs may cause blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information:

and psychological problems including depression, psychosis, and severe anxiety.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drownings, and other injuries; Contracting sexually transmitted infections including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to individuals. Patterns of risk-taking behavior and dependency not only interfere in the lives of the abusers, but can also have a negative impact on the affected students' academic work, emotional well-being and adjustment to College life.

Individuals concerned about their own health or that of a friend should consult a physician or mental health professional. Health and behavioral risks of some commonly abused drugs include the following:

#### **Amphetamines:** Cocaine, Crack

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

#### Other Amphetamines: Ritalin, Speed Methamphetamine, Ecstasy

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

#### Hallucinogens: Peyote, PCP, Mescaline

Hallucinogens produce hallucinations, panic, confusion, suspicion, anxiety, loss

of control, flashbacks and an altered perception of time and distance. They produce a blocking of pain receptors and affect the center of the brain that controls intellect and keeps instincts in check. The use of hallucinogens can cause death.

#### Marijuana

Medical researchers stress that marijuana is a complex drug that affects people in diverse ways. Classified as a hallucinogen, marijuana use can cause euphoria, relaxed inhibitions, fatigue, paranoia, altered sense of time, reduced coordination, increased appetite, impaired comprehension, and memory. Some users of more concentrated forms of marijuana have had psychotic reactions. The immune system of users is lowered and there is an increased risk for lung diseases for those who smoke marijuana.

Certain components of marijuana are being used to treat various medical conditions and Florida is among the states that have legalized medical use of marijuana under strict regulations.

Use of marijuana, outside of legal medical use, remains illegal in Florida. Students should note that the use of medical marijuana is not accepted in most allied health and nursing programs.

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Use of marijuana, outside of legal medical use, remains illegal in Florida. Students should note that the use of medical marijuana is not accepted in most allied health and nursing programs.

#### Steroids

Steroids have many legitimate health benefits in the hands of medical professionals. However, abuse of these powerful drugs can cause irreversible damage to your body. Androgenic steroids, which are related to male sex hormones, are commonly abused for the purpose of gaining muscle mass and enhancing athletic performance.

Well-documented research shows that the long-term health risks of taking these drugs far outweigh any athletic benefits. Health risks include testicular atrophy, reduced sperm count and increased risk of prostate cancer for men. For women, the risks include growth of facial hair, malepattern baldness, changes in or cessation of the menstrual cycle. Liver tumors and kidney damage in both men and women have been linked to steroid use. Aggressive behavior and other psychiatric side effects have also been documented in both men and women steroid abusers.

#### Depressants: Valium, Librium, Phenobarbital, Roofies, Quaaludes

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

#### Alcohol

Although responsible and legal consumption of alcohol is a common social custom in America and many other countries, alcohol is also considered one of the most widely abused drugs in the world. Classified as a depressant, alcohol affects the nervous system, impairing speech, vision, and other motor skills. It can impair judgment and abstract mental functioning, including the ability to learn and remember. Alcohol abuse has been associated with increased violent or aggressive acts such as spouse/child abuse, sexual assaults, vandalism, and fights.

Consumption of large quantities of alcohol (binge drinking) can cause fatal alcohol poisoning. Alcohol is highly addictive, and its withdrawal can be life threatening. Use during pregnancy can cause permanent birth defects.

Children of alcoholics are at greater risk for alcoholism. Alcohol abuse can cause permanent damage to vital organs, such as the brain and liver and has been associated with several types of cancers.

#### Opiates: Demerol, Dilaudid, Heroin, Methadone, Codeine, Morphine, Oxycontin

Opiates are narcotics, painkillers, which cause diminished perception of pain, euphoria, drowsiness, nausea, constricted pupils, reduced heart rate and depression. Narcotics are highly addictive, and an overdose can result in death.

#### Inhalants: Paint, Glue

Inhalants can cause nosebleeds, nausea, loss of consciousness and with prolonged use cause damage to the nervous system and other organs. High doses can result in loss of consciousness. The use of inhalants is psychologically addicting.

#### **Tobacco Products**

Although state law defines legal uses of tobacco products, health-care experts consider tobacco use to be the leading preventable cause of disability, disease and death in the United States. Nicotine, the active drug in all tobacco products, is considered as addictive as heroin and cocaine.

### Drug & Alcohol Community Resources

Stewart-Marchman-Act Behavioral Healthcare (SMA) 800-539-4228 150 Magnolia Ave., Daytona Beach

Volusia County Intergroup (AA) 888-756-2930 1635 S Ridgewood Ave. # 107, South Daytona

Methadone Treatment Center 386-254-1931 1823 Business Park Blvd., Daytona Beach

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

SAAFE Health Services, LLC 386-873-2963 201 W Plymouth Ave., DeLand

FREE Quit Smoking Now Classes 877-848-6696 Toll Free 877-784-8486 2223 Oak St., Jacksonville



Scan this QR code to access the Falcon Card Online portal to manage your Meal Plans, Dining Dollars, and Falcon Cash.

The portal will allow you to:

- View available balances
- View transaction history
- Set up notifications
- Purchase additional Dining Dollars\* and Falcon Cash
- \* Purchase \$100 or more in Dining Dollars and receive 10% bonus



Falcon Card Terms & Conditions agreement will apply. .og in using your DSC login credentials. See the IT Helpdesk, Greene Center (Bldg. 300), for any issues logging in.

## **Daytona State College**

### Calendar/Planner Pages & Important Student Dates

Fall 2024	Full Term	A Term	B Term
Fall Classes Begin	Aug. 26	Aug. 26	Oct. 21
Last Day to Change Major	Aug. 26	Aug. 26	Aug. 26
Last Day to Add or Drop Classes	Aug. 28	Aug. 27	Oct. 22
Labor Day Holiday (College Closed)	Sep. 2		
Homecoming	Oct. 3-5		
Advising Week - Spring 2025 Registration	Oct. 21-25	Oct. 21-25	Oct. 21-25
Advance Registration for Spring 2025	Oct. 28	Oct. 28	Oct. 28
(currently enrolled students based on priority)			
Open Registration for Spring 2025	Oct. 31	Oct. 31	Oct. 31
Thanksgiving Holiday (College Closed)	Nov. 27-29	(begins noon	Wed. Nov. 27)
Last Day to Apply for Fall 2024 Graduation	Nov. 27	Nov. 27	Nov. 27
Spring 2025 Dual Enrollment Deadline	Dec. 6	Dec. 6	Dec. 6
Fall Classes End	Dec. 18	Oct. 17	Dec. 17
Winter Holidays (College Closed)	Dec. 20-Jar	n. 1	

Spring 2025	Full Term	A Term	B Term
Advising Week - Spring 2025 Registration	Oct. 21-25	Oct. 21-25	Oct. 21-25
Advance Registration for Spring 2025	Oct. 28	Oct. 28	Oct. 28
(currently enrolled students based on priority)			
Open Registration for Spring 2025	Oct. 31	Oct. 31	Oct. 31
Spring 2025 Dual Enrollment Deadline	Dec. 6	Dec. 6	Dec. 6
College Opens	Jan. 2	Jan. 2	Jan. 2
Martin Luther King Holiday (College Closed)	Jan. 20		
Spring Classes Begin	Jan. 21	Jan. 21	Mar. 24
Last Day to Change Major	Jan. 21	Jan. 21	Jan. 21
Graduation Application Open to Apply for	Jan. 21	Jan. 21	Jan. 21
Spring/Summer 2025 Graduation			
Last Day to Add or Drop Classes	Jan. 23	Jan. 22	Mar. 25
Spring Break (College Closed)	Mar. 17-21		
Advising Week - Summer/Fall 2025 Registration	Mar. 24-28	Mar. 24-28	Mar. 24-28
Advance Registration for Summer/Fall 2025	Mar. 31	Mar. 31	Mar. 31
(currently enrolled students based on priority)			
Awards Convocation	Apr. 9	Apr. 9	Apr. 9
Open Registration for Summer/Fall 2025	Apr. 3	Apr. 3	Apr. 3
Last Day to Apply for Spring 2025 Graduation	April 25	April 25	April 25
Summer 2025 Dual Enrollment Deadline	May 5	May 5	May 5
Spring Classes End	May 8	Mar. 13	May 8
Commencement Ceremony	May 13	May 13	May 13

Summer 2025	Full Term	A Term	B Term
Graduation Application Open to Apply for	Jan. 21	Jan. 21	Jan. 21
Summer 2025 Graduation			
Advising Week - Summer/Fall 2025 Registration	Mar. 24-28	Mar. 24-28	Mar. 24-28
Advance Registration for Summer/Fall 2025	Mar. 31	Mar. 31	Mar. 31
(currently enrolled students based on priority)			
Open Registration for Summer/Fall 2025	Apr. 3	Apr. 3	Apr. 3
Summer Classes Begin	May 19	May 19	Jul. 2
Last Day to Add or Drop Classes	May 20	May 20	Jul. 3
Fall 2025 Dual Enrollment Deadline	May 30	May 30	May 30
Memorial Day (College Closed)	May 26		
Independence Day (College Closed)	Jul. 4		
Last Day to Apply for Summer 2025 Graduation	Jul. 31	Jul. 31	Jul. 31
Summer Classes End	Jul. 29	Jun. 30	Aug. 13

### July/August

Mon **29** 

Tue **30** 

Wed

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Thu **01** 

Fri **02** 

Sat 03

Sun **04** 

### **August**

Mon **05** 

Tue **06** 

Wed **07** 

Thu **08** 

Fri **09** 

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JUL 25

### **August**

Mon 12

Tue **13** 

Wed

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Thu 15

Fri **16**  **Sat 17** 

Sun

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### **August**

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### **August/September**

Mon Fall Classes Begin (Full/A Term)

26 Last Day to Change Major (Full Term/A Term/B Term)

Tue

Last Day to Add/Drop Classes (A Term)

Wed Last Day to Add or **Drop Classes** (Full Term)

Welcome Back (NSB)

11 a.m. - 1 p.m. New Smyrna Beach/ **Edgewater Campus:** Courtyard

Fri

Get into the Arts!

Daytona State College's performances are free with DSC student ID. Scan the code below for a calendar of events.



Sat

Sun

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**JAN 25** 

### September

Mon

Labor Day (College Closed)

02

Tue

Welcome Back (FPC) 11 a.m. - 1 p.m. Flagler/Palm Coast Campus: Awning Area

Wed

Thu

Welcome Back (Deltona) 11 a.m. - 1 p.m. Deltona Campus: Behind Fathi Hall

Fri

**Club Funding Workshop** 3 - 4 p.m. **Teams Meeting** 

Sat

Sun

30 31

FEB 25

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JUL 25

### September

Mon 09 Tue

Welcome Back (DeLand) 11 a.m. - 1 p.m. DeLand Campus: Courtyard

Wed

11

Thu **12**  Welcome Back (Daytona) & Club Rush 11 a.m. - 1 p.m.

Daytona Beach Campus: Nunamann Landing and ECHO Plaza

Fri 13 Sat

Sun 15

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**JAN 25** 

### September

Mon 16

Tue **17** 

Student Discussion: Constitution Day 11 a.m. - 1 p.m. Mori Hosseini Center, Madorsky Theater

Wed

18

Thu 19

Fri 20 Sat **21** 

Sun **22** 

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## September/October

Mon 23

Tue **24** 

Wed **25** 

Thu **26** 

Fri **27** 

**Sat 28** 

Sun **29** 

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Mon **30** 

Tue **01** 

Wed 02

Thu 03

Homecoming (Oct. 3 - Oct. 5) Daytona Beach Campus: Various Locations and Times

Homecoming S'mores and Movie Night 6 - 9 p.m. Daytona Beach Campus: ECHO Plaza and Lemerand Student Center, Rm 119

Homecoming (Oct. 3 - Oct. Daytona Beac Various Locat

(Oct. 3 - Oct. 5)
Daytona Beach Campus:
Various Locations and Times

Homecoming Ball-Dance Club 7 - 10 p.m. Daytona Beach Campus: Mori Hosseini Center

30 31

Sat **05** 

Homecoming (Oct. 3 - Oct. 5) Daytona Beach Campus: Various Locations and Times

Homecoming 5K and Festival 7 a.m. - 3 p.m. Daytona Beach Campus: Soccer Stadium

Sun **06** 

Mon **07** 

Tue **08** 

Wed

09

Thu

10

Hispanic Heritage Day

Noon - 2 p.m.
Daytona Beach Campus:
Lemerand Student Center,
2nd Floor

Fri **11** 

Get into the Arts!

Daytona State College's performances are free with DSC student ID. Scan the code below for a calendar of events.



Sat

**12** 

Sun 13

**AUG 24** SEP 24 OCT 24 NOV 24 **DEC 24 JAN 25** SMTWTFS SMTWTFS SMTWTFS SMTWTFS SMTWTFS 1 2 3 1 2 3 4 5 6 7 4 5 6 7 8 9 10 8 9 10 11 12 13 14 1 2 3 4 5 6 7 8 9 10 11 12 13 14 1 2 3 4 1 2 3 4 5 1 2 6 7 8 9 10 11 12 3 4 5 6 7 8 9 5 6 7 8 9 10 11 11 12 13 14 15 16 17 15 16 17 18 19 20 21 13 14 15 16 17 18 19 20 21 13 14 15 16 17 18 19 10 11 12 13 14 15 16 16 17 18 19 20 21 12 13 14 15 16 17 18 18 19 20 12 23 24 22 23 24 25 26 27 28 20 31 29 30 27 28 29 30 31 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 31

Mon 14

Tue 15

16

Wed Abilities Awareness
Day Event **Day Event** 11 a.m. - 1 p.m. Daytona Beach Campus: Nunamann Landing

and ECHO Plaza

Thu **17** 

**Fall Classes End** (A Term)

Fri 18 Sat 19

Sun 20

FEB 25	MAR 25	APR 25	MAY 25	JUN 25	JUL 25
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Mon

**Fall Classes Begin** (B Term)

21

**Advising Week for Spring** 2025 Registration (Oct. 21 - Oct. 25) College Wide

Tue 22

Last Day to Add or Drop Classes (B Term)

**Advising Week for Spring** 2025 Registration (Oct. 21 - Oct. 25)

College Wide

Wed Advising Week for Spring 2025 Registration (Oct. 21 - Oct. 25) College Wide

> **Falcon Fall Fest** Daytona Beach Campus: 11 a.m. - 1 p.m. Nunamann Landing and

ECHO Plaza

Thu 24 **Advising Week for Spring** 2025 Registration (Oct. 21 - Oct. 25) College Wide

Fri

**Advising Week for Spring** 2025 Registration (Oct. 21 - Oct. 25) College Wide

Sat 26

Sun **27** 

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### October/November

Mon Advance Registration for Spring 2025 (currently enrolled students based on priority) (Full Term/A Term/B Term)

> **National First Responders Day**

Noon - 2 p.m. ATC Campus: Atrium Tue

29

Wed

30

Thu 31

Open Registration for Spring 2025 (Full Term/A Term/B Term)

Fri

Sat 02

Sun

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### November

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Tue 05

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06

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07

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Get into the Arts!

Daytona State College's performances are free with DSC student ID. Scan the code below for a calendar of events.



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Sun 10

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### **November**

### Mon

#### Veterans Day (Daytona)

11:30 a.m. - 1 p.m. Daytona Beach Campus: Nunamann Landing & **Building 200** 

### Tue

**12** 

#### Veterans Day (NSB)

11:30 a.m. - 1 p.m. New Smyrna Beach/ **Edgewater Campus:** Flagpole between Buildings 1 & 2

Wed Veterans Day (Deltona) 10:30 - 11:30 a.m.

Deltona Campus: Front of Fathi Hall, by the flagpole

#### Veterans Day (DeLand)

1 - 2 p.m. **DeLand Campus:** Building 7, by the flagpole

### Thu

International **Cultural Festival** 

11 a.m. - 1 p.m. Daytona Beach Campus: Nunamann Landing and ECHO Plaza

Veterans Day (ATC) 11:30 a.m. - 1 p.m.

### Fri 15

Sat

# Sun

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JUL 25

### **November**

18

Mon Veterans Day (FPC) 11:30 a.m. - 1 p.m. Flagler/Palm Coast Campus: Building 2, Awning Area

Tue 19

Wed Native American Day Noon - 2 p.m. Daytona Beach Campus: Lemerand Student Center (2nd Floor)

Thu 21

Fri 22 Sat 23

Sun 24

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### November/December

Mon 25

Tue 26

Wed **27** 

**Thanksgiving Holiday** Begins noon (College Closed)

Thu 28

**Thanksgiving Holiday** (College Closed)

Fri 29 Thanksgiving Holiday (College Closed)

Sat 30

Sun

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JUL 25

### **December**

Mon 02 Tue 03

Wed Annual SGA Tree Lighting and Winter Celebration -**Ping Pong Tournament** 11 a.m. - 1 p.m. Daytona Beach Campus: Lemerand Student Center

Thu 05

Fri

Spring 2025 Dual Enrollment **Application Deadline** (Full Term/A Term/B Term)

Sat

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### December

Mon **09** 

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Thu **12** 

Fri **13** 

Sat 14

Sun **15** 

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JUL 25

### December

Mon 16

Tue **17** 

Fall Classes End (B Term)

Wed Fall Classes End (Full Term) 18

Thu 19

Fri 20

Winter Holidays College Closed (Dec. 20 - Jan. 1) Sat 21

Winter Holidays College Closed (Dec. 20 - Jan. 1)

Sun 22 Winter Holidays College Closed (Dec. 20 - Jan. 1)

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#### **December**

Mon Winter Holidays **College Closed** (Dec. 20 - Jan. 1)

Tue 24 Winter Holidays College Closed (Dec. 20 - Jan. 1)

Winter Holidays College Closed (Dec. 20 - Jan. 1) Thu 26 Winter Holidays College Closed (Dec. 20 - Jan. 1)

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Winter Holidays College Closed (Dec. 20 - Jan. 1)

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Winter Holidays College Closed (Dec. 20 - Jan. 1)

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Winter Holidays **College Closed** (Dec. 20 - Jan. 1)

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Mon Winter Holidays College Closed (Dec. 20 - Jan. 1)

Tue 31

Winter Holidays College Closed (Dec. 20 - Jan. 1)

Wed Winter Holidays College Closed (Dec. 20 - Jan. 1) Thu

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Tue **07** 

Wed **08** 

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Tue **14** 

Wed

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Fri **17** 

Get into the Arts!

Daytona State College's performances are free with DSC student ID. Scan the code below for a calendar of events.



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Mon

Martin Luther King, Jr. Holiday (College Closed)

Tue 21

Spring Classes Begin (Full Term/A Term)

Last Day to Change Major (Full Term/A Term/B Term)

22

Wed Last Day to Add or Drop Classes (A Term)

Thu 23 Last Day to Add or Drop Classes (Full Term)

Welcome Back (NSB) 11 a.m. - 1 p.m. New Smyrna Beach/ **Edgewater Campus:** 

Courtyard

Fri 24 **Club Funding Workshop** Noon - 2 p.m. **Teams Meeting** 

Sat 25

Sun 26

30 31

FEB 25

MAR 25 APR 25 2 3 4 5 6 7 8 9 10 11 12 13 14 15 9 10 11 12 13 14 15 13 14 15 13 14 15 16 17 18 19 11 12 13 14 15 16 17 18 19 20 21 13 14 15 16 17 18 19 16 17 18 19 20 21 22 16 17 18 19 20 21 22 20 21 22 23 24 25 26 27 28 29 27 28 29 27 28 29 30 31 25 26 27 28 29 27 28 29 30 31 27 28 29 30 31 27 28 29 30 31

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## January/February

Mon **27** 

Tue **28** 

Welcome Back (DeLand)

11 a.m. - 1 p.m. DeLand Campus: Courtyard

Wed **29** 

Thu **30** 

Welcome Back (Deltona)

11 a.m. - 1 p.m. Deltona Campus: Behind Fathi Hall

Fri **31** 

Sat 01

Sun **02** 

### **February**

Mon **03** 

Tue **04** 

Welcome Back (FPC) 11 a.m. - 1 p.m. Flagler/Palm Coast Campus: Awning Area

Wed 05

Thu **06** 

Welcome Back & Club Rush (Daytona) 11 a.m. - 1 p.m. Daytona Beach Campus: Nunamann Landing and ECHO Plaza

Fri **07** 

Sat **08** 

Sun **09** 

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### **February**

Mon 10

Tue 11

Wed

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Thu

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Fri

Get into the Arts!

Daytona State College's performances are free with DSC student ID. Scan the code below for a calendar of events.



Sat

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Sun 16

AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	JAN 25
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## **February**

Mon **17** 

Tue 18

Wed Engineering Exploration Day 11 a.m. - 1 p.m. ATC Campus: Atrium Thu 20

Fri 21 Sat 22

Sun 23

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## February/March

Mon 24

Tue 25

Wed Black History Month: **Event** 

26 11 a.m. - 1 p.m. Daytona Beach Campus: Lemerand Student Center, Second Floor, Rm 218K

Thu **27** 

Fri 28 Sat 01

Sun 02

AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	JAN 25
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
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Mon 03 Tue **04** 

Wed Falcon Spring Fest 11 a.m. - 1 p.m. Daytona Beach Campus:
Nunamann Landina and ECHO Plaza

Thu 06

Fri 07 Sat 08

Sun

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Mon 10

Tue 11

**12** 

Wed Women's History Student Discussion and Event 11 a.m. - 1 p.m. Daytona Beach Campus: Lemerand Student Center

Thu 13

**Spring Classes End** (A Term)

Fri 14 Sat 15

Sun 16

AUG 24 SEP 24 OCT 24 NOV 24 **DEC 24 JAN 25** SMTWTFS SMTWTFS SMTWTFS SMTWTFS SMTWTFS SMTWTFS 1 2 3 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 8 9 10 8 9 10 11 12 13 14 6 7 8 9 10 11 12 3 4 5 6 7 8 9 1 2 3 4 5 6 7 1 2 3 4 8 9 10 11 12 13 14 5 6 7 8 9 10 11 1 2 11 12 13 14 15 16 17 15 16 17 18 19 20 21 13 14 15 16 17 18 19 20 21 13 14 15 16 17 18 19 10 11 12 13 14 15 16 16 17 18 19 20 21 12 13 14 15 16 17 18 18 19 20 21 22 23 24 22 23 24 25 26 27 28 29 30 31 29 30 27 28 29 30 31 29 30 27 28 29 30 31 26 27 28 29 30 31 29 30 27 28 29 30 31 26 27 28 29 30 31 26 27 28 29 30 31 26 27 28 29 30 31

Mon Spring Break College Closed (Mar. 17 - Mar. 21)

Tue 18 Spring Break College Closed (Mar. 17 - Mar. 21)

Wed Spring Break College Closed (Mar. 17 - Mar. 21)

Thu

Spring Break College Closed (Mar. 17 - Mar. 21)

Fri 21 **Spring Break** College Closed (Mar. 17 - Mar. 21)

Sat 22

Sun 23

FEB 25										
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Mon Advising Week for Summer/Fall 2025 Registration (Mar. 24 - Mar. 28) College Wide

> **Spring Classes Begin** (B Term)

Tue 25 Advising Week for Summer/Fall 2025 Registration (Mar. 24 - Mar. 28) College Wide

Last Day to Add or Drop Classes (B Term)

Wed Advising Week for Summer/ Fall 2025 Registration (Mar. 24 - Mar. 28) College Wide

Thu 27

**Advising Week for** Summer/Fall 2025 Registration (Mar. 24 - Mar. 28) College Wide

Asian Pacific Islander **Event** 

Noon - 2 p.m. Daytona Beach Campus: Lemerand Student Center 2nd Floor

Fri

**Advising Week for** Summer/Fall 2025 Registration (Mar. 24 - Mar. 28) College Wide

Sat 29

Sun

AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	JAN 25
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25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31

Mon **31** 

Advance Registration for Summer/Fall 2025 (currently enrolled students based on priority) (Full Term/A Term/B Term) Tue **01** 

Wed

02

Thu **03** 

Open Registration for Summer/Fall 2025 (Full Term/A Term/B Term)

Fri

Sat **05** 

Sun **06** 

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FEB 25

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	27	28	29	30	31		

Mon 07 Tue 80

Wed Awards Convocation

1 - 3 p.m.

Daytona Beach Campus: Lemerand Athletic Center Gymnasium

Thu

10

Fri

Get into the Arts!

Daytona State College's performances are free with DSC student ID. Scan the code below for a calendar of events.



Sat

12

Sun

13

AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	JAN 25
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25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31

Mon 14

Tue 15

SGA - Club Banquet 6 - 8 p.m. Daytona Beach Campus: Lemerand Student Center

Wed

16

Thu **17** 

**PTK Induction Ceremony** 6 - 7 p.m. Daytona Beach Campus: Lemerand Student Center,

Fri 18

Sat 19

Sun 20

FEB 25

MAR 25 APR 25 S M T W T F S S 9 10 11 12 13 14 15 9 10 11 12 13 14 15 13 14 15 13 14 15 16 17 18 19 11 12 13 14 15 16 17 18 19 20 21 13 14 15 16 17 18 19 16 17 18 19 20 21 22 16 17 18 19 20 21 22 20 21 22 23 24 25 26 27 28 29 27 28 29 27 28 29 30 31 25 26 27 28 29 27 28 29 30 31 27 28 29 30 31 27 28 29 30 31

30 31

MAY 25

**JUN 25** 

Mon **21** 

Tue **22** 

Wed 23

Thu **24** 

Fri **25** 

Last Day to Apply for Spring 2025 Graduation (Full Term/A Term/B Term)

**Sat 26** 

Sun **27** 

AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	JAN 25
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## **April/May**

Mon 28

Tue 29

Wed

30

Thu

**Falcons Take Flight** 10 a.m. - 4 p.m. Daytona Beach Campus: Lemerand Student Center Rms 281K & 281H

Fri 02 Sat

03

Sun

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APR 25

MAY 25

**JUN 25** 

## May

Mon

Summer 2025 Dual **Enrollment Deadline** (Full Term/A Term/B Term) Tue **06** 

Wed 07 Thu 80 **Spring Classes End** (Full Term/B Term)

Fri 09 Sat 10

Sun

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## May

Mon 12

Tue **13** 

Commencement Ceremony (College Wide) Ocean Center

Wed

14

Thu 15

Fri **16**  **Sat 17** 

Sun 18

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#### May

Mon Summer Classes Begin (Full Term/A Term)

19

Tue 20 Last Day to Add or Drop Classes

(Full Term/A Term)

Wed

21

Thu 22

Fri 23

Sat 24

Sun 25

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## May/June

Mon Memorial Day (College Closed)

26

Tue **27** 

Wed

28

Thu 29

Fri 30 Fall 2025 Dual Enrollment **Deadline** 

(Full Term/A Term/B Term)

Sat 31

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Wed

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Fri **20** 

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APR 25

MAY 25

**JUN 25** 

Mon Summer Classes End (A Term)

Tue 01

Wed Summer Classes Begin (B Term)

02

Thu

Last Day to Add/Drop Classes

(B Term)

Independence Day Holiday July 4 (College Closed)

Sat

Sun 06

AUG 24

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### July/August

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**Summer Classes End** (Full Term)

Wed 30 Thu 31

Last Day to Apply for Summer 2025 Graduation

(Full Term/A Term/B Term)

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#### **Daytona State College Student Life Events**

# Fall 2024

ACTIVITY	LOCATION	DATES & TIMES	LOCATION
Welcome Back	NSB/ Edgewater Campus	Thur. Aug. 29, 11 a.m 1 p.m.	Courtyard
Welcome Back	Flagler/Palm Coast	Tue. Sept. 3, 11 a.m 1 p.m.	Awning Area
Welcome Back	Deltona Campus	Thur. Sept. 5, 11 a.m 1 p.m.	Behind Fathi Hall
Club Funding Workshop	Daytona Beach Campus	Fri. Sept. 6, 3 - 4 p.m.	Teams Meeting
Welcome Back	DeLand Campus	Tue. Sept. 10, 11 a.m 1 p.m.	Courtyard
Welcome Back and Club Rush	Daytona Beach Campus	Thur. Sept.12, 11 a.m 1 p.m.	Nunamann Landing and ECHO Plaza
Student Discussion - Constitution Day	College Wide	Tue. Sept. 17, 11 a.m 1 p.m.	Mori Hosseini Center Madorsky Theater
Homecoming S'mores and Movie Night	Daytona Beach Campus	Thur. Oct. 3, 6 - 9 p.m.	ECHO Plaza and Lemerand Student Center (Rm 119)
Homecoming Ball - Dance Club	Daytona Beach Campus	Fri. Oct. 4, 7 - 10 p.m.	Mori Hosseini Center
Homecoming - 5K and Festival	Daytona Beach Campus	Sat. Oct. 5, 6:30 a.m 3 p.m.	Soccer Stadium
Hispanic Heritage Day Event	Daytona Beach Campus	Thur. Oct. 10, 12 noon - 2 p.m.	Lemerand Student Center (2nd Floor)
Falcon Fall Fest	Daytona Beach Campus	Wed. Oct. 23, 11 a.m 1 p.m.	Nunamann Landing and ECHO Plaza
National First Responders Day	ATC Campus	Mon. Oct. 28, 12 noon - 2 p.m.	Atrium
International Cultural Festival	Daytona Beach Campus	Thur. Nov. 14, 11 a.m 1 p.m.	Nunamann Landing and ECHO Plaza
Native American Day Event	Daytona Beach Campus	Wed. Nov. 20, 12 noon - 2 p.m.	Lemerand Student Center (2nd Floor)
Tree Lighting and Winter Celebration - Ping Pong Tournament	Daytona Beach Campus	Wed. Dec. 4, 11 a.m 1 p.m.	Lemerand Student Center

#### **Daytona State College Student Life Events**

# Spring 2025

ACTIVITY	LOCATION	DATES & TIMES	LOCATION
Welcome Back	NSB/ Edgewater Campus	Thur. Jan. 23, 11 a.m 1 p.m.	Courtyard
Club Funding Workshop	Daytona Beach Campus	Fri. Jan. 24, 12 noon – 2 p.m.	Teams Meeting
Welcome Back	DeLand Campus	Tue. Jan. 28, 11 a.m 1 p.m.	Courtyard
Welcome Back	Deltona Campus	Thur. Jan. 30, 11 a.m 1 p.m.	Behind Fathi Hall
Welcome Back	Flagler/Palm Coast- Campus	Tue. Feb. 4, 11 a.m 1 p.m.	Awning Area
Welcome Back and Club Rush	Daytona Beach Campus	Thur. Feb. 6, 11 a.m 1 p.m.	Nunamann Landing and ECHO Plaza
Engineering Exploration Day	ATC	Wed. Feb. 19, 11 a.m 1 p.m.	Atrium
Black History Month Event	Daytona Beach Campus	Wed. Feb. 26, 11 a.m 1 p.m.	Lemerand Student Center (2nd Floor and Rm 218K)
Falcon Spring Fest	Daytona Beach Campus	Wed. March 5, 11 a.m 1 p.m.	Nunamann Landing and ECHO Plaza
Women's History Student Discussion and Event	Daytona Beach Campus	Wed. March 12, 11 a.m. – 1 p.m.	Lemerand Student Center (Rm 119)
Asian Pacific Islander Event	Daytona Beach Campus	Thursday, March 27, Noon - 2 p.m.	Lemerand Student Center (2nd Floor)
Awards Convocation	Daytona Beach Campus	Wed. April 9, 1 - 3 p.m.	Lemerand Athletic Center (Gymnasium)
Club Banquet	Daytona Beach Campus	Tue. April 15, 6 - 8 p.m.	Lemerand Student Center (Rm 119)
PTK Induction Ceremony	Daytona Beach Campus	Thur. April 17, 6 - 7 p.m.	Lemerand Student Center (Rm 119)
Falcons Take Flight	Daytona Beach Campus	Thur. May 1, 10 a.m. – 4 p.m.	Lemerand Student Center (Rms 218K & 218H)
College Commencement	College Wide	Tue. May 13	Ocean Center



#### Statement of Non-discrimination

Daytona State College prohibits discrimination and provides equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation and veteran status.

To obtain more information about the college's equal access and equal opportunity policies, procedures and practices, please telephone the Vice President of Student Development at 386 506-3840 or write to mailing address: 1200 W. International Speedway Blvd., Daytona Beach, FL 32114.

#### **Accreditation Statement**

Daytona State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Daytona State College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Daytona State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

#### Mission Statement

Daytona State College, founded with innovation at its core and within a culture of continuous improvement, provides open access to educational programs that transform students' lives and communities we serve.

## **Campus Directory** (Cont.)

International Student Advisor	Falcon HOPE Center CCAMPIS/Fresh Start/New Directions Daytona Beach
Library	Forough B. Hosseini Hall (B/130)
Daytona Beach	Program Information506-3068
L. Gale Lemerand Student Center (B/115) R/314	Fresh Start506-4377
Reference Desk	DeLand
DeLand	Student Services Center (B/7) R/136
Learning Resources Center (B/1) R/115	Deltona
Palcon First-Generation Success Program  Daytona Beach	Flagler/Palm Coast246-4824 Academic Hall (B/2) R/101H
Office of Student Accounts	TRiO Student Support Services506-3634
Daytona Beach	TRIO Talent Search
Records & Registration	Daytona Beach
Daytona Beach (Records)506-3876	Baker Academic Support Center (B/500) R/124
Wetherell Center (B/100) R/208	506-3673
Daytona Beach (Registration)506-3136	L. Gale Lemerand Student Center (B/115) R/320
Wetherell Center (B/100) R/119	506-4217
DeLand506-3136	DeLand
Student Services Center (B/7) R/103	Bert Fish Hall (B/6) R/217
Deltona	Deltona
Fathi Hall (B/1) R/203	Fathi Hall (B/1) R/104
Flagler/Palm Coast	Flagler/Palm Coast
Academic Hall (B/2) R/100	Academic Hall (B/2) R/104 246-4814
New Smyrna Beach/Edgewater	Smolen Center (B/1) R/122
Student Services Center (B/1) R/105	New Smyrna Beach/Edgewater
Recreational Sports Office	Academic Hall (B/2) R/104
Daytona Beach	The DSC Writing Center
L. Gale Lemerand Student Center (B/115) R/218	Daytona Beach 506-3297
Cosmetology Salon	L. Gale Lemerand Student Center (B/115) R/321
Daytona Beach506-3319	DeLand
Cosmetology Hall (B/510)	Library (B/1), R/113A
Southeast Museum of Photography	Deltona
Daytona Beach506-3894	Flagler/Palm Coast506-4803
Hosseini Center (B/1200)	Academic Support Center (B/2) R/106B
Counseling & Accessibility Services	New Smyrna Beach/Edgewater
Daytona Beach	Academic Support Center (B/2) R/116
Wetherell Center (B/100) Annex	
DeLand	Veterans Services Offices           ATC
Student Services Center (B/7) R/136785-2082	R/215P
Deltona 506-7316	Daytona Beach
Fathi Hall (B/1) R/231	Wetherell Center (B/100) R/205
Flagler/Palm Coast	DeLand
Academic Hall (B/2) R/101H246-4824	Student Services Center (B/7) R/132
New Smyrna Beach/Edgewater	Deltona
Student Services Center (B/1) R/133 423-6312	P/2 R/102
Student Employment Office	Flagler/Palm Coast246-4841
Daytona Beach	Academic Hall (B/2) R/130
Wetherell Center (B/100) R/104	
Student Civil Rights Compliance	
Daytona Beach506-3840	
Wetherell Center (B/100) R/210	
Student Judicial Affairs506-4510	T4400450D 031 04/35

