



SOUTHERNTECH.EDU



2014-2015 CATALOG

**VOLUME 7
EFFECTIVE AUGUST 20, 2014**

SOUTHERN TECHNICAL COLLEGE

2014-2015 CATALOG

**"A JOB IS WHAT YOU DO WITH YOUR DAY.
A CAREER IS WHAT YOU DO WITH YOUR LIFE."**

This Catalog and any addendum produced subsequent hereto is an official publication of Southern Technical College and is subject to revision at any time. The College reserves the right to increase tuition and fees, withdraw or revise any course, program of study, provision or requirement described within the Catalog at any time and without prior notice. Students should read carefully and understand fully the policies, rules and regulations contained herein. Ignorance or lack of familiarity with the information does not serve as an excuse for noncompliance.

ACADEMIC CALENDAR

Term ID	Class Start Date	Class End Date	Enrollment/ Financial Aid Cut-off Date	Holiday/No School Day
WINTER 2013-14				
WIN A 13-14	01-06-14	01-30-14	12-31-13	
WIN B 13-14	02-03-14	02-27-14	01-28-14	
WIN C 13-14	03-03-14	03-27-14	02-25-14	Spring Break 03-31-14 to 04-03-14
SPRING 2014-15				
SPRG A 14-15	04-07-14	05/01/14	04-01-14	
SPRG B 14-15	05/05/14	05/29/14	04-29-14	Memorial Day 05-26-14 Summer Break 06-02-14 to 06-05-14
SPRG C 14-15	06-09-14	07-03-14	06-03-14	Independence Day 07-04-14
SUMMER 2014-15				
SUM A 14-15	07-07-14	07-31-14	07-01-14	
SUM B 14-15	08-04-14	08-28-14	07-29-14	
SUM C 14-15	09-02-14	09-25-14	08-26-14	Labor Day 09-01-14
FALL 2014-15				
FALL A 14-15	09-29-14	10-23-14	09-23-14	
FALL B 14-15	10-27-14	11-20-14	10-21-14	
FALL C 14-15	11-24-14	12-18-14	11-18-14	Thanksgiving 11-27-14 Winter Break 12-22-14 to 01-01-15

TABLE OF CONTENTS

COLLEGE INFORMATION	
COLLEGE POLICIES.....	
ADMISSIONS INFORMATION	
ACADEMIC INFORMATION	
FAILURE TO MEET SAP	
SAP EFFECT ON GRADES, CHANGE OF PROGRAM AND CREDITS.....	
PROGRAM CHANGES/ADDITIONAL STUDY	
GRADUATION REQUIREMENTS	
COMPLETION OF SECOND PROGRAM.....	
STUDENT GRIEVANCE PROCESS	
ATTENDANCE POLICY	
LEAVE OF ABSENCE & STANDARD PERIOD OF NON-ENROLLMENT	
STUDENT SERVICES.....	
FINANCIAL INFORMATION	
FINANCIAL AID.....	
PROGRAM INFORMATION - DIPLOMA PROGRAMS.....	
MEDICAL ASSISTING DIPLOMA	
HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (HVAC) DIPLOMA.....	
MEDICAL BILLING AND CODING DIPLOMA.....	
PROGRAM INFORMATION - DEGREE PROGRAMS.....	
ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ASSISTING.....	
ASSOCIATE OF SCIENCE DEGREE IN MEDICAL BILLING AND CODING	
ASSOCIATE OF SCIENCE DEGREE IN MEDICAL OFFICE ADMINISTRATION	
ASSOCIATE OF SCIENCE DEGREE IN APPLIED ELECTRONICS TECHNOLOGY	
ASSOCIATE OF SCIENCE DEGREE IN ELECTRICAL TRADES TECHNOLOGY	
PHLEBOTOMY TECHNICIAN	
COURSE DESCRIPTIONS	
ACADEMIC CALENDAR	

COLLEGE INFORMATION

HISTORY

Southern Technical College (STC) was founded to combine traditional and innovative teaching techniques in the areas of business, health sciences, and applied electronics technology. Delivered in a dynamic and professional environment, the curricula are designed to deliver intensive, hands-on training in core technical areas in combination with communication skills, interpersonal skills, and a broad-based general education. The College is licensed and accredited to provide postsecondary education at the diploma and associate's degree levels. The College was purchased by Southern Technical Institute, LLC in October 2012. The Chief Executive Officer of the College is Pedro C. De Guzman.

LICENSURE

The College locations are all licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

ACCREDITATION

Southern Technical College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and academic associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241.

MISSION STATEMENT

The mission of Southern Technical College is to provide education and training in a variety of medical and technical areas that enable graduates to obtain entry-level employment.

OBJECTIVES

The objectives of Southern Technical College are:

- To encourage the student's intellectual pursuits and meet the business and technology demands of the economy;
- To prepare men and women for entry level positions in various medical and technical fields; and
- To provide a highly qualified faculty and staff to meet the needs of the student body.

LEGAL OWNERSHIP / GOVERNING BODY

Southern Technical Institute, LLC is a privately held Florida corporation doing business as Southern Technical College. The College's governing board is the Board of Directors, located at 3490 N. Dean Road, Orlando, Florida 32817. The telephone number is 407-671-9922. The Members of the Board of Directors are:

Mr. Matthew E. Gormly III
Mr. Daniel L. Black
Mr. Pedro C. De Guzman

Mr. Daniel M. Kortick
Mr. Craig B. Klosk

Administration

Mr. Pedro C. De Guzman.....Chief Executive Officer
Mr. Christopher AbelExecutive Vice President/Chief Financial Officer
Mr. Mike RhodesSr. Vice President, Admissions
Mr. Richard BennettSr. Vice President, Financial Aid
Dr. Ilia Matos.....Vice President, Academic Affairs
Mr. Sandeep Kaup.....Vice President, Marketing
Dr. Lori MoranVice President, Operations
Ms. Andrea Mitchell.....Corporate Director of Career Services

Mr. Cliff Messina.....Associate Executive Director (Auburndale)
 Mr. Richard Covington.....Executive Director (Mount Dora)
 Mr. Greg FearsExecutive Director (Brandon)
 Mr. Alex RodriguezExecutive Director (Orlando)
 Mr. Jeff WitterExecutive Director (Sanford)

FACILITIES

The main campus of Southern Technical College is located in Orlando, Florida. The campus is within minutes of downtown Orlando, the International Airport, and scenic Winter Park. Restaurants, shopping centers, and ample and reasonable housing accommodations are within easy access of the campus.

The facility includes approximately 17,500 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical lab(s) provide settings where students can learn direct patient care techniques. The facility also includes a Learning Resource Center containing books and materials to aid the students with their studies. STC Orlando is located at 1485 Florida Mall Avenue, Orlando, FL 32809. The phone number is 407-438-6000.

The College also has an additional location in Auburndale, Florida. The facility includes approximately 12,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical lab(s) provide settings where students can learn direct patient care techniques. The facility also includes a Learning Resource Center containing books and materials to aid the students with their studies. STC Auburndale is located at 298 Havendale Boulevard, Auburndale, FL 33823. The phone number is 863-551-1112.

The College also has an additional location in Sanford, Florida. The facility includes approximately 22,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical lab(s) provide settings where students can learn direct patient care techniques. The facility also includes a Learning Resource Center containing books and materials to aid the students with their studies. STC Sanford is located at 2910 S. Orlando Drive (US 17-92) Sanford, FL 32773. The phone number is 407-323-4141.

The College also has an additional location in Mount Dora, Florida. The facility includes approximately 12,600 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical lab(s) provide settings where students can learn direct patient care techniques. The facility also includes a Learning Resource Center containing books and materials to aid the students with their studies. STC Mount Dora is located at 2799 S. Old Highway 441, Mount Dora, FL 32757. The phone number is 352-383-4242.

The College also has an additional location in Brandon, Florida. The facility includes approximately 28,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical lab(s) provide settings where students can learn direct patient care techniques. The facility also includes a Learning Resource Center containing books and materials to aid the students with their studies. STC Brandon is located at 608 E. Bloomingdale Avenue, Brandon, FL 33511. The phone number is 813-654-8800.

COLLEGE POLICIES

NON-DISCRIMINATION AND NON-HARASSMENT

Southern Technical College is committed to both equal employment and equal educational opportunities. No person shall be subject to discrimination on the basis of age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The following person has been designated to handle all inquiries regarding the College's non-discrimination policies, and who serves as the Title IX coordinator is: Vice President of Operations, 3940 North Dean Road, Orlando, FL 32817, (407) 671-9922.

The College's grievance procedures are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7(b)), and on the basis of age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25(b)).

Students of the College have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner. All students of Southern Technical College are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including expulsion from the College with no opportunity for re-entry, will be taken against any student who violates this policy.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship or vendors doing business with the College. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the College;
2. The harassment has the purpose or effect of interfering with the student's school performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The College remains watchful for inappropriate behavior or conduct; however, the nature of harassment or discrimination is such that it is often difficult for the College to detect. Therefore, if students believe that they are being subjected to, or witness any form of harassment or discrimination, it is their responsibility to immediately bring this to the attention of their Director of Education. If a faculty member is the person who is responsible for the harassment or discrimination, or if a student has reported such conduct to their Director of Education and no action appears to have been taken, then they are to report this situation to the Executive Director immediately.

Forms of Harassment

Forms of harassment may include but are not limited to:

1. Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-Verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering or obscene gestures;
3. Physical: unwanted physical contact including touching, interference with an individual work movement, or assault; and
4. Other: making or threatening reprisals as a result of negative response to harassment.

What you should do if you are believe you are a victim of harassment or discrimination.

Harassment of any type will not be tolerated by the College. If an employee or student becomes aware of any behavior that may constitute harassment, it is the responsibility of that person to report such conduct.

1. Do not remain silent. Tell the harasser that you find such conduct offensive and unwelcome and that you want the conduct to stop immediately.
2. You may find it helpful to keep a detailed log of all incidents noting the date, time, place, and persons involved and any witnesses to the event.
3. Employees should notify their immediate supervisor and/or the Director of Education.
4. Students should notify the Director of Education and/or the Executive Director at the numbers listed below:

Auburndale Campus	863-551-1112
Brandon Campus	813-654-8800
Mount Dora Campus.....	352-383-4242
Orlando Campus	407-438-6000
Sanford Campus	407-323-4141

Filing a Complaint

- An individual alleging discrimination or harassment files a complaint with their supervisor or the Director of Education, complaints may be written or verbal.
- Complaints must be filed within ninety (90) days of the last act of alleged discrimination or harassment or within ninety (90) days from becoming aware of the alleged act(s).

Investigation

- The supervisor or Director of Education will respond to the initial complaint within three (3) days of notification of the alleged act(s).
- If the allegations prove to have merit, the supervisor or Director of Education will conduct a formal investigation into the charges which will include interviewing witnesses, obtaining written and/or verbal testimony, other types of documentation or evidence, as well as other investigative techniques deemed appropriate. The investigation will be completed within thirty (30) days unless extenuating circumstances demand that an extension be granted by the Executive Director.

Response and Decision

- The supervisor or Director of Education will issue a written statement of the findings of the investigation within fourteen (14) days of the completion of the investigation. The Findings Statement will be sent to the Complainant and Respondent via certified return receipt through the U.S. Postal System.
- The Findings Statement will include a determination as to whether or not discrimination or harassment took place and any appropriate remedy or disciplinary actions up to and including termination of employment or expulsion from the College. Disciplinary actions shall be determined on a case-by-case basis. Discipline decisions that affect a student or students shall be made in accordance with the terms of the Student Code of Conduct found in the College's Catalog.

Retaliation

The College strictly prohibits, and will not tolerate, reprisals against any individual due to the participation in this process. A claim of retaliation shall be treated as a separate allegation of discrimination.

STUDENT GRIEVANCE PROCESS

For all other grievances, students are advised that they are required to follow the grievance procedure step outlined below. The College seriously considers all student complaints concerning any aspect of the programs, campus, or other related services at the College. This grievance procedure has been provided to create a framework within which complaints may be resolved. This procedure is not meant as a substitute for other, more informal, means of resolving complaints or other problems. Students are encouraged to communicate any concerns to members of the College faculty and administration as needed.

All formal student complaints shall be handled as follows:

Step One: A student should attempt to resolve the issue in question with the campus instructor or employee with whom they have experienced a problem. If the matter cannot be resolved one on one in this manner, the student should schedule a meeting with the supervisor of the involved department.

Step Two: If the supervisor is unable to resolve the issue, the student should arrange to meet with the Director of Education to resolve academic related issues or with the Executive Director to resolve non-academic issues.

Step Three: If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Executive Director. The Executive Director will respond to the student in writing as soon as possible, pending any required investigation. Generally, the Executive Director shall respond in writing no more than ten (10) days from the date the written complaint was received. The Executive Director's reply shall include what, if any, corrective action has been proposed or accomplished. The Executive Director will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four: If the complaint is not resolved by the Executive Director, the student may submit the complaint in writing to the College's Chief Compliance Officer at 3940 North Dean Road, Orlando, FL 32817. The Chief Compliance Officer (or designee) will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, will be taken by the College to address the complaint.

Step Five: Students who feel a grievance is unresolved by the College after exhausting these steps may send their grievance in writing to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, #1414, Tallahassee, FL 32399-0400. The phone number is (888) 224-6684. Additionally, a student may contact the Accrediting Council for Independent Colleges and Schools, located at Suite 980, 750 First Street, NE, Washington, DC 20002-4241.

Drug Prevention

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the College requires all students to read and sign the Drug Free Schools statement presented during the application process. In addition to this statement, students will receive a description of the applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol; a description of health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students.

Drug Free College

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Southern Technical College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Information regarding drug and alcohol treatment, prevention and legal penalties can be found online at <http://www.southerntech.edu> under College Policies and Disclosures. In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

ARBITRATION OF CLAIMS

Every student and Southern Technical College (the College) agrees that any dispute or claim between the student and the College (or any company affiliated with the College, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at the College whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or the College's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational regulatory body or accreditor. The full Arbitration process and steps are contained in the College Catalog.

By signing an Enrollment Agreement, the student agrees that any dispute arising from his or her enrollment at the College, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act, conducted by the American Arbitration Association (AAA) in the city and county in which the College campus attended is located, under its Commercial Rules. All determinations as to the scope, enforceability, and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

I. Terms of Arbitration.

1. Both Student and the College irrevocably agree that any dispute between them shall be submitted to arbitration.
2. Neither the Student nor the College shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.
3. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
4. Any remedy available from a court under the law shall be available in the arbitration.
5. This arbitration provision shall survive the termination of a student's relationship with the College.

II. Procedure for Filing Arbitration.

1. Students are strongly encouraged, but not required, to utilize the Grievance Policy described in the Catalog, prior to filing arbitration.
2. A student desiring to file arbitration should first contact the College President, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association in the city and county in which the College campus attended is located, which will provide the appropriate forms and detailed instructions. The student should return this form to the AAA.
3. A student may, but need not, be represented by an attorney at the arbitration.

III. Acknowledgement of Waiver of Jury Trial and Availability of AAA Rules.

The student acknowledges that he/she understands that both the College and student are irrevocably waiving rights to a trial by jury and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding and not merely advisory. The student acknowledges that he or she may at any time, before or after admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the AAA. The website for the AAA is www.adr.org.

IV. Claims and Scope of Arbitrator's Authority.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

Drug and Alcohol Abuse Prevention Policy Statement

It is the policy of the College that the unlawful possession, use, or distribution of illicit drugs or alcohol by students on College property, or in conjunction with any College related activity, is strictly prohibited. Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and will be immediately suspended until the matter is resolved by the proper law enforcement agency. Only upon the presentation of written documentation indicating that the matter has been resolved to the satisfaction of the College will the College consider reinstatement of the student's enrollment. Additionally, it is a violation of the College policy for an employee to be under the influence of drugs or alcohol while on College property. Employees will be subject to the same disciplinary action for violations as students.

Student Right-To-Know and Campus Security Act of 1990

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous year. The College's Crime Awareness and Campus Security policy statement can be found online at <http://www.southerntech.edu> under College Policies and Disclosures.

The Family Educational Rights and Privacy Act (FERPA)

In accordance with FERPA regulations, the College has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by STC officials in the proper performance of duties; 2) Organizations conducting studies for educational and governmental agencies; 3) U.S. Government agencies as listed in Public Law 93-380; 4) Accrediting agencies; 5) Parents of dependent children as defined in the Internal Revenue Code of 1954; 6) Appropriate persons in connection with an emergency; 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution; 8) In connection with the award of financial aid; and 9) In response to legal court orders. Additional details on the College's FERPA policy may be found online at <http://www.southerntech.edu> under College Policies and Disclosures.

Campus Safety and Security Policy

Providing a safe campus environment for students and employees is important to Southern Technical College. With the cooperation of the administration, faculty, and student body, a safe campus environment can be maintained.

Firearms of any type are not permitted on Southern Technical College property. This policy applies to all students, staff, faculty, employees, as well as anyone visiting the College. The only exception to the policy is for "on duty" Florida law enforcement officers.

Staff, faculty and students are required to adhere to all local, state, and federal laws, statutes and ordinances, and College policy. The College is responsible for enforcing these laws and the rules of the College.

Sexual Assault Policy Statement

Sexual assault is an act of violence. College campuses are considered to be potentially hazardous areas as the environment and atmosphere creates a feeling of trust and comradeship. The accusation of any sexual offense will be immediately reported to the proper law enforcement agency.

The accuser and accused will also be brought before the proper College's Conduct Review Committee. The Conduct Review Committee may suspend or dismiss a student as the disciplinary action taken. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought forth which alleges a sexual assault. The Executive Director or Director of Education can provide students with information on existing counseling in the community for victims of sexual assault.

All instances of campus crimes and/or sexual offenses occurring on campus are to be reported immediately to the Executive Director or the Director of Education, who will in turn notify the local police. It is vital that a person of authority be notified immediately in an effort to preserve evidence as may be necessary to the proof of criminal action. We are each individually responsible for reporting criminal acts and suspicious behavior to provide a safe College environment.

Emergency Reporting

In case of an emergency, or to report an accident or the observation of a crime or accident, students and employees should notify the Executive Director. The Director's office is open between the hours of 8:30 am and 5:30 pm. Should an accident occur after 5:30 pm, faculty members are instructed to contact the Executive Director or a member of executive staff immediately.

ADMISSIONS INFORMATION

ADMISSION CRITERIA

To be admitted to Southern Technical College, a prospective student must complete an interview with a Southern Technical College Admissions Representative and submit a completed enrollment agreement. Only students who are legal residents of the United States and possess a high school diploma or GED shall be admitted to the institution. Any student may be asked to provide proof of graduation from his/her high school or GED program within fourteen (14) calendar days at any time during the course of his/her enrollment.

In addition to meeting the standard admission criteria described above for all students, all applicants to the HVAC, Medical Assistant or Medical Billing and Coding diploma programs must either hold an associate degree or have a recommendation from a sponsoring agency in order to be eligible for enrollment in these programs.

"Legal residents" is defined as a person who resides in the U.S. legally as a citizen, permanent resident or green card holder. Individuals holding work permits, student visas, tourist visas or other visas may not be eligible for admission. For questions regarding meeting this part of the admission criteria, please contact the admissions department.

REGISTRATION / ORIENTATION

Registration and orientation for new students is conducted the week before each class start. Please contact the Registrar for class start schedules and dates.

DROP / ADD PERIOD

The drop/add period is an initial period at the start of the student's first period of obligation. The drop/add period shall be the first three (3) days of the first quarter, for both new and continuing students.

COURSE CANCELLATIONS

Southern Technical College reserves the right to cancel any course for which there is insufficient enrollment. All tuition and fees related to the course will be returned to the student if there is a cancellation.

RE-ENTERING STUDENTS

A student who withdraws or is terminated from the College may, in most cases, apply for re-admission as a re-entry. Students will be permitted to re-enter twice with the approval of the Director of Education. If a student attempts to re-enter a third time, the approval of the Vice President of Academic Affairs will be required. Any student who is applying for re-admission must complete the entire application process. Re-entering students are required to sign a new enrollment agreement and both their financial aid status and satisfactory academic progress status will be reviewed and considered as part of the approval or denial process of the re-entry application. In addition, the student will be asked to satisfy all financial obligations from the previous enrollment periods to be considered for re-admission. A re-entry student does not have to pay the application fee. A student that re-enters the College after one year of their last day of attendance will be re-enrolled as a new student through the Admissions department. Re-entry students have a drop/add period of three (3) days. All fees and adjustments are allocated on the enrollment agreement. Students who were dismissed from the College as a result of Code of Conduct violations are not eligible for re-admission at any time.

ADVANCED STANDING

A student's time to complete their program of study may be shortened through transfer of credit, credit from standardized placement assessment, challenge examinations, or through Prior Learning Assessment (PLA). The maximum amount of advanced standing credit, regardless of source, cannot exceed 25% for a diploma program or 50% for a degree program of the total program length. Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average but is factored into the determination of the maximum time in which a program must be completed.

STANDARDIZED PLACEMENT ASSESSMENT AND CHALLENGE EXAMS

Students may achieve advanced standing in a degree program through credit by examination. This may be accomplished in one of two methods: institutional challenge examinations or third party testing.

The College awards credit for the successful completion of College Level Examination Program (CLEP) or DANTES subject testing, as well as for other professional certification examinations that are recognized by the American Council of Education. Official test scores must be sent to the Registrar.

Students enrolled in a degree program may request to take a challenge examination for any course in their program of study. Students must pay a fee of \$100 for each challenge examination. The examination fee must be paid prior to taking the examination and is non-refundable. The examination must be requested no less than five (5) days prior to the first day of class and must be approved and scheduled by the Director of Education. The examination must be completed prior to the start of the corresponding course. Challenge examinations may only be taken once. A minimum grade of "C" must be earned in order to successfully complete a challenge exam. If an exam is successfully completed, tuition is not charged for that course.

If the exam is not successfully completed the student must take the course and pay the tuition associated therewith. The grade reflected on the transcript from a successful challenge examination shall be recorded as an "S" grade for the class. The sum of credits obtained by challenge examinations may not exceed 50 percent of the degree program course requirements. Students must submit a signed request to take challenge examinations and proof of prior experience to the Registrar no less than five (5) days prior to the first day of class. Students pursuing a diploma program are not eligible to challenge STC courses via examinations.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment (PLA) provides adult learners with the opportunity to receive college credit through demonstration of prior college-level learning.

The PLA process helps to determine if academic credit can be awarded for the learning associated with life experiences. Such learning experiences may be associated with work, military service, professional training, hobbies, recreational activities, and other meaningful activities. These learning experiences are evaluated for their equivalency to specific Southern Technical College courses and/or the ability to satisfy institutional and degree requirements.

The amount of credit which may be earned depends upon the scope and depth of the learning in each specific area. The Prior Learning Assessment program is course-based, which means that credit may be earned for specific Southern Technical College courses as identified in the degree plan. Careful advising is required to assure that students do not duplicate any courses previously credited. Students must pay a fee of \$100 for each PLA portfolio submitted.

If the portfolio review is not successfully completed, the student must take the course and pay the tuition associated therewith. The grade reflected on the transcript from a successful prior learning assessment review shall be recorded as an "S" grade for the class. The sum of credits obtained by PLA may not exceed 50 percent of the program course requirements. Students must submit a signed request for PLA portfolio review and proof of prior experience to the Registrar no less than five (5) days prior to the first day of class. Students pursuing a diploma program are not eligible to seek advance standing through the Prior Learning Assessment portfolio review process.

TERMINAL DEGREE

In designing its programs, the College attempts to provide its students with a solid foundation of coursework to prepare them for entry into a particular career field. The College does not design its programs to facilitate transfer to other institutions but rather to facilitate the employment of its graduates. As such, all programs offered by the College are intended to be terminal in nature. Individuals who intend to further their education elsewhere do so at their own risk and assume any and all responsibility for consequences that may arise as it pertains to the transfer of their academic credit or admission into another institution.

TRANSFER OF CREDIT TO OTHER SCHOOLS

The College's programs are not designed to transfer to other institutions. The College does not represent or guarantee that its credits will transfer to another institution. Students are advised to check with the receiving institution they may desire to transfer to, as the acceptance of transfer credits is at the sole discretion of the receiving institution.

ARTICULATION AGREEMENT

Southern Technical College has an articulation agreement with DeVry University regarding the transfer of credits for STC graduates wishing to pursue additional degrees and training beyond the Associate degree. Additional information is available from the Registrar.

LICENSING AND CERTIFICATION

Many occupations require individuals to be licensed and/or certified to work in the field. Employment in these occupations often requires a combination of education, work experience, licensing or certification, and the successful completion of a national or state certification exam. The actual requirements for employment may vary from state to state. **INDIVIDUALS WHO INTEND TO WORK IN THESE REGULATED PROFESSIONS ARE STRONGLY ENCOURAGED TO FIRST RESEARCH THE REQUIREMENTS OF THE STATE IN WHICH THEY WISH TO BE EMPLOYED PRIOR TO SEEKING ADMISSION INTO THE PROGRAM. THE COLLEGE DOES NOT PROMISE, WARRANT, GUARANTEE OR IMPLY THAT GRADUATION FROM THE PROGRAM WILL SATISFY ANY OF THE SPECIFIC EMPLOYMENT REQUIREMENTS OF THE STATE IN WHICH THE INDIVIDUAL INTENDS TO WORK.**

CERTIFICATION TESTING

Students may be eligible to sit for certain state, national, or private certifications and/or licensure examinations at various times following completion of their program of study. Students are not automatically certified, licensed, or registered upon completion of a program of study. Students must submit an application and pay the applicable fees specified by the testing agency or organization, and if required, pass a written examination and/or practical skill set. The testing agency or organization establishes test dates and times. Completion of a program of study at Southern Technical College does not guarantee eligibility for, or a passing score on, any certification, licensure, or registration examination, nor does it guarantee employment.

DISCLOSURES – BACKGROUND CHECKS, DRUG TESTING, CERTIFICATION AND LICENSURE

The State of Florida and other agencies or employers may require a criminal background check and/or a drug test before a student can be placed into an externship, job or before taking certain professional licensing, certification or registration examinations. Students may be denied licensure, certification or registration based on criminal history or drug use, even if the examination is taken and successfully completed. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

ACADEMIC INFORMATION

CONCURRENT ENROLLMENT

Students attending Southern Technical College may not be concurrently enrolled at another college or university.

FULL-TIME AND PART-TIME STATUS

For purposes of tuition billing and financial aid eligibility, full-time status is determined each quarter and is defined as 12 or more quarter credits per term. Students carrying between nine (9) and eleven (11) quarter credits are considered three-quarter time, and those who carry between six (6) and eight (8) quarter credits are considered halftime. Students carrying five (5) quarter credits or less are considered part-time.

ACADEMIC RECORDS

The Registrar's office maintains a permanent academic record for all students. The academic record contains, among other things, transcripts, degree audits, scheduling information and the application for admission. Students needing an official transcript of their coursework must submit a transcript request form to the Registrar. The first three official transcript requests are free of charge. Any additional requests will be processed for a nominal fee. The College does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to the College, or if the student is in default on or owes refunds to any Title IV program. The Registrar will also provide enrollment verification information to insurance companies, banks, and other third parties upon the request of the student. Official transcripts or other third party documents provided directly to the College from other institutions or outside sources cannot be released to the student.

CONSUMER INFORMATION AND OTHER DISCLOSURES

Detailed information regarding Southern Technical College and its financial aid programs, Completion/Graduation rates and median debt of students who completed a program of study, and other important information related to student achievement, please visit our website at: www.southerntech.edu.

The Campus Crime Report can be obtained from the Learning Resource Center. In addition, the Learning Resource Center can provide information regarding the Family Educational Rights and Privacy Act (FERPA) and Drug and Alcohol Abuse Prevention. This information may also be viewed online at: www.southerntech.edu.

COURSE NUMBERING SYSTEM

Southern Technical College course numbers consist of a three letter alpha prefix followed by a three digit course number. The three letter alpha prefix identifies the academic discipline (see Course Descriptions). The level is specified by the first digit, as follows: 1 for freshman level and 2 for sophomore level. The last two digits are reserved for departmental use in indicating sequence of courses.

Prerequisites for any course may be waived with the written permission of the Director of Education or his/her designee. Course substitution requests must be approved by the Director of Education or his/her designee.

GRADING SYSTEM

Grades and grade points represent the final measure of a student's performance in a course. The following grades are used at Southern Technical College:

Grade	Percentage Equivalent	Credit Earned	Credit Attempted	Quality Grade Points	GPA Calculation	SAP Calculation
A – Excellent	90 - 100	Y	Y	4.0	Y	Y
B – Above Average	80 – 89	Y	Y	3.0	Y	Y
C – Average	70 – 79	Y	Y	2.0	Y	Y
D – Passing	60 – 69	Y	Y	1.0	Y	Y
F – Failing	Below 60	N	Y	0.0	Y	Y
I – Incomplete	N/A	N	N	N/A	N	N
P – Passing	70 – 100	Y	Y	N/A	N	Y
T – Transfer Credit	T	N	N	N/A	N	N
WP – Withdraw Passing	N/A	N	Y	N/A	N	Y
WF – Withdraw Failing	N/A	N	Y	0.0	Y	Y
S – Successful challenge Exam	N/A	Y	Y	N/A	N	Y

Upon approval from the instructor, an "I" may be assigned when course work is not completed due to circumstances beyond the student's control. The student has ten (10) business days after the end of the course to complete the course requirements. Any "I" not completed in ten (10) days converts to the grade earned in the course. A grade of "WP" is assigned when a student withdraws from a class while making satisfactory progress. The grade of "WP" carries no academic penalty. If the student's work is unsatisfactory at the time of withdrawal, the student will receive a grade of "WF". A "WF" has the same effect as an "F" grade in computing the GPA. Students who withdraw during the drop/add period will receive no grade in the course. Students may not withdraw from a course after the drop/add period without financial penalty.

Certain courses are available pass/fail. The "P" grade is not included in the calculation of the GPA. The "T" grade is used for transferred grades and is omitted from the calculation of the GPA.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is a weighted average of quality grade points earned. To compute the CGPA, each grade is assigned an appropriate number of quality grade points. Grade points are then multiplied by credits attempted to create quality grade points. The CGPA is then calculated as the total number of credits attempted divided into the total of all quality grade points earned. "S", "T" and "I" grades are not included in the computation. Credits for all courses attempted are counted when computing the CGPA with the exception that when a student re-takes a course, only the highest grade earned in that course is used to compute the CGPA. Credits for a course in which a grade of "WP" was earned are excluded from the calculation of the CGPA. Only passing grades count toward program completion requirements.

Credits – Award of Academic Credit

Southern Technical College operates on a quarter credit system. Credits are calculated on the following basis: 10 lecture hours = 1 credit; 20 lab hours = 1 credit; 30 externship hours = 1 credit.

Course Repetitions

A student may repeat any course in which a grade has been earned, provided he/she pays for the course if financial aid is not available. Financial aid may be available for one course repeat when a grade has been earned in a course, but is not guaranteed. Credits for all courses attempted are counted when computing satisfactory progress. Both grades shall remain on the student's academic record, but only the highest grade earned is used in the calculation of the CGPA. It is not recommended to repeat courses where a grade of "C" or better has been earned.

Satisfactory Academic Progress

All students must meet the following minimum Standards of Academic Progress (SAP) with regard to achievement and successful course completion while enrolled at Southern Technical College.

Maximum Time Frame

The College's standard academic year for credit hour students is defined as 36 quarter credit hours. The maximum time frame (MTF) is defined as 150 percent of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended.

Also, at the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further Federal Student Aid (FSA) eligibility for that program. The student must request in writing to remain enrolled in order to complete the program.

The maximum credits that may be attempted to complete each academic program are as follows:

Program	Graduation Requirement	Maximum Time Frame
HVAC (Diploma)	43.5 credits	65.0 credits
Medical Assisting (Diploma)	45.5 credits	68.0 credits
Medical Billing and Coding (Diploma)	44.0 credits	66.0 credits
Medical Office Administration (Diploma)	44.0 credits	66.0 credits
Applied Electronics Technology (Degree)	91.5 credits	137.0 credits
Electrical Trades Technology (Degree)	91.5 credits	137.0 credits
Medical Assisting (Degree)	93.5 credits	140.0 credits
Medical Billing and Coding (Degree)	93.5 credits	140.0 credits

Evaluation Points

SAP will be monitored at the end of each term/payment period. At the end of each term/payment period, students will be evaluated for the minimum CGPA and the rate of progression according to the standard as defined in the tables above.

Minimum CGPA Achievement

Each student must achieve the following minimum grade point averages based upon the number of credits attempted at the time of the evaluation in order to remain as a regular student:

Degree Students

Credits Attempted	Minimum GPA
0 – 23.9	1.00
24 – 47.9	1.25
48 – 71.9	1.50
72 – 89.9	1.75
90 and up	2.00

Diploma Students

Credits Attempted	Minimum GPA
0 – 23.9	1.00
24 – 42.9	1.50
43 and up	2.00

Successful Rate of Progression

Each student must meet minimum successful rate of completion at the evaluation periods specified above in order to remain as a regular student. The minimum acceptable completion rates are as follows:

Degree Students

Credits Attempted	Minimum GPA
0 – 23.9	30%
24 – 47.9	45%
48 – 71.9	60%
72 – 89.9	67%
90 and up	67%

Diploma Students

Credits Attempted	Minimum GPA
0 – 23.9	30%
24 – 42.9	60%
43 and up	67%

FAILURE TO MEET SAP

WARNING

This is the status assigned to a student who fails to make SAP at the end of any given payment period. A standard payment period is 12 weeks or 12 credits. However, a payment period may be fewer credits depending on a student's standing in their program and the remaining credits left to be earned in his/her last term. The student will be notified of warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next payment period. A "regular student" is defined as one who is achieving SAP. A student on warning status may receive FSA for one term/payment period despite the determination the student is not maintaining SAP. No appeal is necessary. A student who does not achieve SAP requirements by the end of the warning period will be dismissed unless he or she files an appeal and the appeal is granted (see SAP Appeal Process below). Students whose appeals are granted are placed in probation status.

PROBATION

This is the status assigned to a student who fails to make SAP in the payment period following the payment period in which the student was placed on warning status and who has successfully requested an appeal. If a student is granted an appeal, the student will be placed on probation status for one additional payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's academic plan. A student on probation status is eligible to receive FSA. Failure to make SAP by the next payment period or to comply with the academic plan designed by the College will result in the student's dismissal from the College as a regular student.

SAP APPEAL PROCESS

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Director of Education for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal must be submitted to the Director of Education within three (3) business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation. When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is accepting only that, because of the circumstances identified in the appeal, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

The appeal process will also consider if the student will meet SAP standards after the subsequent payment period or the academic plan with the student will ensure that the student meets SAP standards by a specific point in time. The Director of Education and the Executive Director will conduct the review of the appeal and will make the final determination on approving or denying the appeal. Should the appeal be granted, the student will receive one additional payment period in which to regain SAP OR meet the requirements as specified in the student's academic plan. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System. A student may be granted more than one probation period.

ACADEMIC PLAN

Once a student is placed on probation an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan will be designed by the Director of Education and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. While on an Academic Plan, the student is required to attend academic advising sessions. An Academic Plan may span multiple pay periods, so long as the Academic Plan allows for graduation from the program within the Maximum Time Frame (MTF) and the student stays in compliance with the objectives of the Academic Plan.

SAP EFFECT ON GRADES, CHANGE OF PROGRAM AND CREDITS

TRANSFER CREDIT

Southern Technical College evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical and business schools. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at STC in order to receive transfer credit. The College will accept no more than 50% of transfer credits into a given program. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Criteria for acceptance for transfer of credit are as follows:

- a. The courses for transfer are similar in objectives and content to those offered by STC.
- b. The courses for transfer can be applied toward graduation requirements.
- c. The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better).
- d. Core Skill or Technical courses must have been taken within the last five (5) years to be considered for transfer or may require passing a competency test in that subject.
- e. Credits transferred from institutions operating on quarters of ten (10) to twelve (12) weeks are accepted as direct equivalent credits. Semester credits are multiplied by one and one-third to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.

The decision of the Director of Education is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript from the institution awarding the credits is received by Registrar and approved by the Director of Education.

Any student that transfers in credit from another school or transfers to another program shall have their satisfactory progress calculations reduced proportionately to the amount of credits transferred. For example, if a student transferred in 10 credits toward completion of a 90 credit program, the remaining credits to be attempted would be 80 credits and the maximum time frame would be reduced from 135 credits to 120 credits (80 credits X 1.5 = 120 credits).

EXTENDED ENROLLMENT STATUS

Students who have been dismissed due to failure to maintain the qualitative or quantitative minimums outlined above may apply to continue their studies at the College in an Extended Enrollment Status. During this time, the student is not eligible to receive FSA and must attempt to improve the deficient areas that led to the dismissal. The student will be responsible for all costs incurred while in Extended Enrollment Status. At the completion of this term/payment period(s), a student who has established satisfactory academic progress in accordance with the SAP requirements may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Director of Education and the student applying for re-establishment to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on FA Warning for one term/payment period and will regain eligibility for FSA.

PROGRAM CHANGES/ADDITIONAL DEGREES

Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College's policy. More than two changes from one program to another will require permission from the Director of Education. The College will transfer all relevant courses into the new program. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations.

GRADUATION REQUIREMENTS

A student must meet the following requirements in order to qualify for graduation from any program of study:

1. Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher;
2. Meet or exceed the minimum standards of satisfactory academic progress (SAP);
3. Satisfy any programmatic requirements; and
4. Satisfy all financial obligations to the College

COMPLETION OF A SECOND PROGRAM

Upon completion of their initial program a student may elect to re-enroll in a second program of study. The length of this second program of study may be reduced proportionately based on any credits transferred in from the previously completed course. All maximum time frame calculations would be adjusted accordingly in the same manner described when a student changes from one program to another. All GPA and course completion requirements will be recalculated based on the start date of the second program and evaluated moving forward.

ATTENDANCE POLICY

Southern Technical College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each class session.

Any student who does not attend classes for fourteen (14) consecutive calendar days will be removed from enrollment and dropped from all courses for that quarter. Students who are removed from enrollment prior to Week 3 will earn a WP on their transcript. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for the term for failure to attend classes for fourteen (14) consecutive days may be permitted to apply for re-entry in the subsequent quarter, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent term will be required to follow all re-entry guidelines.

ABSENCES

Absences will count from the first official day of classes and not from the first day the student attends. Excused absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Excused absences provide the student with the opportunity to make up missed work. At the discretion of each instructor, students may or may not be permitted to make up work for unexcused absences. Refer to each course syllabus for details on the individual instructor policies regarding tardiness and make-up work.

Excused absences are granted at the discretion of the instructor. A student should request an excused absence in advance whenever possible, and should be accompanied by any relevant supporting documentation. If advance notice is not possible, the student should call the campus as soon as possible to notify the instructor that they will not be present for class in order to preserve the opportunity for being granted an excused absence.

Excessive absenteeism may result in course failure or withdrawal from the institution. Students who have attendance below 60% for more than one consecutive course may be suspended or dismissed.

TARDINESS AND MAKE UP WORK

Attendance is taken in the beginning of class. A student who arrives after attendance is taken may be marked as tardy. If a student is not present in class when attendance is taken, it is his/her responsibility to notify the instructor at the break that he/she is present in class. The student will be marked present, but tardy, for that class. Attendance, timeliness and class participation together, count as 15% of the total grade. Therefore, it is important that student's take his/her commitment to scheduled class time seriously.

LEAVE OF ABSENCE AND STANDARD PERIOD OF NON-ENROLLMENT

Students may not take a Leave of Absence. Any student who needs to interrupt continuous enrollment will be withdrawn as an active student and will be required to apply for re-entry upon his/her return to the College.

Standard Period of Non-Enrollment (SPN) is the status assigned to a student who, in the event the next course required towards completion of his/her program is not available as part of the College's schedule of course offerings in the next module, is required to sit out a module.

Students are advised that any interruption in continuous enrollment may affect their financial aid and course availability upon re-entry. Students should consult with the Registrar regarding any interruption in continuous enrollment.

CLASS SCHEDULE

Classes are scheduled Monday through Thursday. Day classes start at 8:30 am and dismiss at 12:20 pm. Evening classes start at 6:00 pm and dismiss at 9:50 pm. The schedule for externship courses will vary depending on the schedule of the externship site. Students are advised that externships are scheduled for daytime working hours.

STUDENT CODE OF CONDUCT

The College is proud of its academic standards. Professional conduct is a critical factor in obtaining and keeping employment. The College emphasizes regular attendance, promptness, honesty, and a positive professional attitude. Students are held responsible for the following rules:

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through alteration or falsification, or misuse of College documents;
- Theft, deliberate destruction, damage, misuse, or abuse of College property or the property of private individuals associated with the College;
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other College activities;
- The use of alcoholic beverages or controlled substances on College property or clinical or externship sites, including the purchase, consumption or possession or sale of such items;
- The use of any tobacco products in College buildings and eating or drinking in hallways, classrooms or any area, other than those designated for such purpose;
- Failure to comply with College officials acting within the scope of their employment responsibilities;
- Bringing animals onto College property is expressly prohibited. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects;
- Bringing children into College teaching areas is expressly forbidden. The College does not provide childcare facilities and cannot be responsible for their health, safety or security;
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations;
- Failure to comply with any regulation not contained within official College publications but announced as administrative policy by a College official or other person authorized by the Executive Director of the campus;
- Bringing dangerous items such as explosives, firearms, chemical or biological agents, other weapons, whether concealed or exposed onto College property;
- Violence or threats of violence towards persons or property of students, faculty, staff or the College;
- Improper use of e-mail and internet access;
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

The Code of Conduct applies to students at all times while on the College campus, as well as to students during their participation in College sponsored events, including, but not limited to, externship and field trips. Students are subject to federal, state, and local laws as well as the regulations of the College. The breach or violation of any of these laws or College regulations may result in a written warning and may produce disciplinary action up to and including suspension or dismissal from the College. Students who are dismissed for violations of student conduct rules may not be eligible for re-admission. Students are expected to maintain good grooming and behavioral standards, and to meet the student dress code. Those students who fail to do acceptable work, have excessive absences, or who conduct themselves in a manner deemed unacceptable by the College may be terminated.

The College reserves the right to suspend or dismiss a student if such actions are considered to be in the best interest of the student or the College, or if it has been found that the student has gained admission or financial assistance through false records or fraud.

ACADEMIC DISHONESTY

Students must realize that success in their studies depends entirely upon their own efforts. Consequently, plagiarism and any other forms of academic dishonesty are not tolerated. Plagiarism is the conscious or unintentional use of the words, phrasing or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness.

As outlined by the College's plagiarism policy, first time violators will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution.

UNIFORM POLICY

Any student who attends class not dressed in the designated uniform, as outlined in the policy, will receive a verbal warning without penalty for the first infraction. Any additional infractions of the Uniform Policy will result in the student being sent home, which will count as an unexcused absence.

1. Students are required to wear their College-provided uniforms every day, beginning on the first day of class.
2. Students who do not meet the uniform requirement are prohibited from attending class and/or participating in other College-sponsored activities occurring on campus the day and evening of the date of violation.
3. Students are required to wear their uniforms regardless of the class they are taking. Any exceptions, such as participation in field trips, must be made in writing by the instructor after consultation with the campus Executive Director/DOE.
4. Instructors will strictly enforce the uniform policy and will include any student absence that results due to a violation of this policy in the calculation of the professional performance portion of the student's course grade.
5. Absences due to a violation of the Uniform Policy may impact a student's course grade in accordance with the Attendance Policy published in the College's Catalog.

ANTI-HAZING POLICY

Southern Technical College strictly prohibits any form of hazing. Hazing shall include but not be limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or infringe on the rights of an individual.

Any allegations of hazing will result in an investigation by the administration. Any student found guilty of hazing will be disciplined by the administration in a manner consistent with the severity of the activity up to and including termination of enrollment. If any hazing activity appears to have violated any federal, state, or local laws, the results of the investigation will be provided to the appropriate legal authority.

STUDENT SERVICES

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

In accordance with the Americans with Disabilities Act (ADA) the College has made appropriate accommodations such as special parking facilities, ramped entrances, and accessible water fountains and restrooms. The College will make additional reasonable accommodations to meet the needs of any student with disabilities.

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), the College provides equal opportunity for qualified persons with disabilities. As appropriate, the College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services. A reasonable accommodation is defined as an adjustment that allows a student with a disability to participate fully in the College educational experience.

It is the responsibility of the student to inform the College of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. All requests for accommodation must be made in writing to the Director of Education using the Accommodation Request Form. The Accommodation Request Form may be obtained from the Director of Education or may be found online at <http://www.southernitech.edu> under College Policies and Disclosures.

CAREER SERVICES ASSISTANCE

Career assistance is provided to advise students concerning careers and to assist graduates in finding employment for which the student has been trained. Career assistance is comprised of two features: (i) professional preparation seminars that are held throughout the academic year; and (ii) job placement assistance through the Career Placement Assistance Center. It is strongly recommended that each student meets with a Career Services Advisor for an exit interview and to have a resume on file with the Career Placement Assistance Center to qualify for commencement and placement assistance. The College will assist the student with setting employment interviews, resume writing, and interview preparation. The College does not guarantee employment opportunities for students or graduates.

PARKING

Southern Technical College provides ample free parking for all students. Unauthorized automobiles and those not properly parked may be ticketed and towed. Reckless or negligent driving while on the College's property will result in the loss of parking privileges and possible suspension.

The College assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available.

STUDENT LOUNGE

Vending machines are located in the student lounge and provide drinks and snacks. However, food and beverages must be consumed in the student lounge. Food should not be consumed in the classroom. Smoking is only permitted outside the building in designated smoking areas.

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center at each location are available to provide students and faculty with the resources and services necessary to support the mission of the College. The Learning Resource Center is committed to helping students reach their academic and professional goals.

The purposes of the Learning Resource Center are:

- To provide learning resources that directly supports and appropriately supplements the Southern Technical College curriculum for students and faculty;
- To provide library services that effectively instruct and help all library patrons to find, evaluate and use the information sources they need.

RESOURCES

Military Student Policies and Information

Veterans Benefits

The College is approved to offer designated programs for veterans training. Veterans may apply for benefits at the College or by contacting the Department of Veterans Affairs, via the VONAPP site. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through the College must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript. The VA Coordinator is Pat Sharp. Ms. Sharp is located at the Sanford Campus and may be reached at (407) 323-4141.

VA Academic Year: The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

Attendance Policy for Military Students

Students whose unexcused absences exceed 15% in a quarter WILL BE TERMINATED from Veterans' benefits for unsatisfactory attendance.

Excused absences will be granted for extenuating circumstances only and those excused absences will be substantiated by entries in the students' files. Students attending under the provision of the Veterans' Administration are required to report to the College immediately upon withdrawal or dropping of courses.

Excused Absences will be granted for extenuating circumstances only. Excused absences must be sustained by supporting documents, which will be made a part of the student's file. Excused absences are granted at the discretion of the Instructor.

Excused absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Excused absences provide the student with the opportunity to make up missed work. At the discretion of each instructor, students may or may not be permitted to make up work for unexcused absences. Refer to each course syllabus for details on the individual instructor policies regarding tardiness and make-up work.

Attendance is taken in the beginning of class. A student who arrives after attendance is taken may be marked as tardy. If a student is not present in class when attendance is taken, it is his/her responsibility to notify the instructor at the break that he/she is present in class. The student will be marked present, but tardy, for that class. Attendance, timeliness and class participation together, count as 15% of the total grade. Therefore, it is important that student's take his/her commitment to scheduled class time seriously.

FINANCIAL INFORMATION

REFUND POLICY

If a student should be terminated or cancels for any reason, all refunds will be made according to the refund policy specified below:

1. Cancellation must be submitted to the College in writing. Cancellations shall be submitted to the Registrar. The written cancellation notice must be submitted in person or by certified mail.
2. The application fee is non-refundable.
3. An administrative fee of \$100.00 will be charged to students who withdraw from the College after the drop-add period.
4. Withdrawal date: The withdrawal date is the date that any of the following occur:
 - The date the student notifies the College of the student's withdrawal, or the date of withdrawal, whichever is earlier; or
 - The date when the College terminates the students' enrollment.
5. Refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.
6. First-time students of the College are subject to the following refund percentages:
 - A. Prior to the start of the period of obligation, 100% of any paid tuition will be refunded;
 - B. During the Drop/Add period, 100% of any paid tuition will be refunded.
 - C. After the Drop/Add period has ended and through 9.99% of the period of obligation, 90% of any paid tuition will be refunded;
 - D. Thereafter, through 19.99% of the period of obligation, 80% of the charged tuition will be refunded;
 - E. Thereafter, during 20.0% through 29.99% of the period of obligation, 70% of the charged tuition will be refunded;
 - F. Thereafter, during 30.0% through 39.99% of the period of obligation, 60% of the charged tuition will be refunded;
 - G. Thereafter, during 40.0% through 49.99% of the period of obligation, 50% of the charged tuition will be refunded;
 - H. Thereafter, during 50.0% through 59.99% of the period of obligation, 40% of the charged tuition will be refunded;
 - I. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the period of obligation.
7. Returning students of the College are subject to the following refund percentages:
 - A. Prior to the start of the period of obligation, 100% of any paid tuition will be refunded;
 - B. During the first 9.99% of the period of obligation (Drop/Add period), 90% of any paid tuition will be refunded;
 - C. Thereafter, during 10.0% through 19.99% of the period of obligation, 80% of the charged tuition will be refunded;
 - D. Thereafter, during 20.0% through 29.99% of the period of obligation, 70% of the charged tuition will be refunded;
 - E. Thereafter, during 30.0% through 39.99% of the period of obligation, 60% of the charged tuition will be refunded;
 - F. Thereafter, during 40.0% through 49.99% of the period of obligation, 50% of the charged tuition will be refunded;

- G. Thereafter, during 50.0% through 59.99% of the period of obligation, 40% of the charged tuition will be refunded;
- H. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the period of obligation.

In cases of prolonged illness, accident, death in the family, military duty or other circumstances that make it impractical to complete the student's program or study, a refund that is reasonable and fair to both parties will be computed, at the discretion of the College.

ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING

The Department of Education requires that any student receiving a Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Financial Aid Department prior to withdrawal or graduation for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Financial Aid Department, a letter regarding the need for an exit interview will be delivered via regular mail to the physical address on file for the student. The exit interview packet mailed out will provide detailed information regarding any refunds that have been made and an estimated payment schedule.

RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or are dismissed prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five (5) days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within one hundred and twenty (120) days of the student's withdrawal.

ORDER OF RETURN OF SFA PROGRAM FUNDS

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Direct Stafford loans
2. Subsidized Direct Stafford loans
3. Federal Direct PLUS loans (Parent PLUS)

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.
3. Other assistance under this Title for which a return is required students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material.

Refunds to any of the Title IV or state programs will be paid within thirty (30) days from the date of determination.

WITHDRAWAL OR TERMINATION

When a student withdraws or is terminated from College after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed.

The withdrawal is determined on the first day of the next course start date for which a student does not return with an effective date of the student's last date of attendance. Any student who cannot attend the next scheduled course, other than due to unavailability of a course as part of the College's course offering in a specific module, is required to withdraw and then re-apply for re-entry to the program. A student who cannot attend due to the College not offering a required course is deemed in a Standard Period of Non-Enrollment, as earlier defined in this Catalog.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Deposits are not refundable. Refunds will be calculated within thirty (30) days of the withdrawal date if verifiable written notification of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within thirty (30) days of the date that the College determines the student withdrew. In either case, the refund will be made no later than thirty (30) days after the date of determination to the appropriate SFA program.

NOTE: *Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at the College.*

FINANCIAL AID

U.S. citizens and eligible non-citizens must file the Free Application for Federal Student Aid (FAFSA) to be considered for federal financial aid. The FAFSA is used to determine eligibility for Pell Grants and Federal Stafford Loans. When students and parents sign the FAFSA, they agree to provide a certified copy of their latest federal income tax return, plus any other documentation that may be required. To verify or clarify information for the aid application(s) it is common practice for the College to request a copy of the federal tax return (Form 1040, 1040EZ or 1040A) as well as W-2 Form and Verification Worksheet forms. Submission of these forms is required within two weeks of the request or the student may lose eligibility for federal financial aid programs. The College will refer all cases of purposeful submission of inaccurate information on any application to the Office of the Inspector General, United States Department of Education for resolution. Students must meet all eligibility requirements in order to receive (and to continue to receive) federal financial aid, including citizenship, income, and academic progress requirements. Male students born after December 31, 1959, who are not currently a member of the United States Armed Forces and who have attained the age of 18 years, must be registered for selective service in order to qualify for federal financial aid.

SFA – GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG);
2. Have a high school diploma or the equivalent;
3. Be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;

4. Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;
7. Have a valid Social Security Number;
8. Have borrowed less than the annual aggregate loan limits for the Title IV financial aid programs;
9. Be registered for the Selective Service, if required; and
10. Sign an updated Statement of Educational Purpose/Certification Statement on refunds and default.

BORROWER RIGHTS AND BORROWER RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how the charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving college:

1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student's loan; and
6. A statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

1. Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
2. Make payments on the student loan even if the student does not receive a bill or repayment notice;
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status, changes his/her name, address, or Social Security Number, or transfers to another institution;
5. Receive entrance counseling before being given the loan disbursement and to receive exit counseling before leaving school; and
6. Know that student loans are not dischargeable in bankruptcy. Late payments may affect future federal aid and applications for federal employment as well as the student's credit rating or credit scores.

POLICIES AND PROCEDURES FOR VERIFICATION

1. All selected applicants will be verified.
2. Selected applicants must submit required verification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
4. The Financial Aid department reserves the right to make exceptions to the above stated policies due to extenuating circumstances on a case-by-case basis.
5. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
6. The College will inform students in a timely manner of the consequences for failing to complete the verification requirements.
7. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
8. Students will be notified if the results of verification change the student's scheduled award.
9. The College will assist the student in correcting erroneous information.
10. Any suspected case of fraud will be reported to the Regional Office of the Inspector General; or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
11. No interim disbursements of Title IV funds will be made prior to the completion of verification.

FINANCIAL AID HISTORY (NSLDS)

Students who have previously attended other colleges may have a financial aid history that affects their current eligibility for FSA funds. The College can review a student's financial aid history by using the National Student Loan Data System (NSLDS). When the FAFSA is processed, the Central Processing System (CPS) matches the student against the NSLDS to see if the student is in default or is owed an overpayment. NSLDS will also indicate whether a student has exceeded the loan limits.

FINANCIAL AID PROGRAMS

General

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work Study) with the exception of requirements set forth in Section 682.604 of current federal guidelines. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants

In accordance with Federal Regulation 668.43 (b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor degree and students who are enrolled in an eligible post-baccalaureate teacher certification program if they meet certain requirements. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid department at the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system, which will determine the applicant's Expected Family Contribution.

As part of the recently enacted Consolidations Act of 2012, all students are subject to a Pell Lifetime Eligibility Limit. Students are not eligible to receive more than 600% of Pell Grants over their lifetime. For additional information, visit the Financial Aid office.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need and students with the lowest expected family contribution (EFC). The FSEOG gives priority to Federal Pell Grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest EFC who will also receive a Federal Pell Grant in that award year. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

Veterans Benefits

The College is approved for veterans training. Applications for veterans benefits are available at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. For more detailed information, refer to the section of this Catalog titled: Veterans Benefits and Assistance.

William D. Ford Federal Direct Loan Program

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans.

Direct Subsidized Stafford Loans

Direct Subsidized Stafford Loans are low-interest loans made to eligible students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you are in school at least half-time, for the first six (6) months after you leave school, and during certain other periods. For loans first disbursed on or after July 1, 2013, a Subsidized Stafford Loan made to any borrower will have a fixed interest rate of 3.86%. For loans first disbursed on or after July 1, 2014, a Subsidized Stafford Loan made to any borrower will have a fixed interest rate of 4.66%. Federal loans first disbursed on or after December 1, 2013 have a 1.072% loan fee deducted from the principal. Those disbursed on or after October 1, 2014 will have a 1.073% loan fee deducted from the principal.

A dependent undergraduate student may borrow up to:

- \$5,500 if he/she is a first-year student enrolled in a program of study that is at least a full academic year: at least \$2,000 of this amount must be in unsubsidized loans.
- \$6,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year: at least \$2,000 of this amount must be in unsubsidized loans.

The Federal Stafford Loan is deferred while the student is enrolled in college for at least half time status and for a period of six (6) months beyond the student's last date of attendance. Deferments after students drop below half time status are not automatic, and students must contact the lender concerning their loan. For additional information on deferment, contact the Financial Aid department.

Direct Unsubsidized Stafford Loans

Direct Unsubsidized Stafford Loans are low-interest loans for undergraduate and graduate students. There is no requirement to demonstrate financial need. Students are responsible for the interest over the life of the loan, including time when they are in school.

If the student is an independent undergraduate student or a dependent student whose parents are unable to borrow the PLUS loan, he/she may borrow up to:

- \$9,500 if he/she is a first year student enrolled in a program of study that is at least a full academic year: at least \$6,000 of this amount must be in unsubsidized loans.
- \$10,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year: at least \$6,000 of this amount must be in unsubsidized loans.

For periods of academic study that are less than one academic year, the amount a student can borrow will be less than those previously listed. Please see the Financial Aid department for details. Total allowed indebtedness for an independent undergraduate student is \$57,500: no more than \$23,000 of this amount may be subsidized loans.

For loans first disbursed on or after July 1, 2013, an Unsubsidized Stafford Loan made to any borrower will have a fixed interest rate of 3.86%. For loans first disbursed on or after July 1, 2014, an Unsubsidized Stafford Loan made to a borrower will have a fixed interest rate of 4.66%. Federal loans first disbursed on or after December 1, 2013 have a 1.072% loan fee deducted from the principal. Those disbursed on or after October 1, 2014 will have a 1.073% loan fee deducted from the principal.

Direct PLUS Loan

Direct PLUS Loans are loans that parents of dependent students can use to help pay education expenses that are not covered by other aid. Parents may borrow up to the cost of attendance minus other aid received by the student. The interest rate is fixed at 6.41% for all loans disbursed on or after July 1, 2013 and 7.21% for those first disbursed on or after July 1, 2014. Direct PLUS loans first disbursed on or after December 1, 2013 have a 4.288% loan fee deducted from the principal. Those disbursed on or after October 1, 2014 will have a 4.292% loan fee deducted from the principal.

Direct Subsidized and Unsubsidized Loans have a six-month grace period that starts the day after the student graduates, leaves school, or drops below half-time enrollment. There is no grace period for a Direct PLUS Loan, and repayment begins sixty (60) days after the last installment of the loan for that school year is received.

FIRST TIME BORROWERS

If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, the College may not disburse the first installment of the Direct Loan until thirty (30) calendar days after the student's actual attendance in the program of study begins.

NON-FEDERAL GRANTS AND SCHOLARSHIPS

Southern Technical College is an approved provider for Workforce Central Florida tuition scholarships. Students should contact Workforce Central Florida directly to inquire about use of scholarships at Southern Technical College. The College also participates in the following Florida scholarship and grant programs: Bright Futures, Florida Student Assistant Grant, and Children and Spouses of Deceased and Disabled Veterans. The College also accepts Florida Prepaid college funds.

COMMUNITY FUNDING SOURCES

There are many other local sources of financial assistance for students, including community agencies, foundations, corporations, unions, religious organizations, business and professional clubs, and civic groups. It is recommended that students contact their high school guidance office or the College's Financial Aid department or more information on the programs offered.

TRANSCRIPT AND DIPLOMA POLICY

No official transcripts or diplomas will be issued to a student or graduate with any outstanding debt to the College. Unofficial transcripts are available at any time upon request. All requests for transcripts or diplomas should be made with the campus Registrar.

COLLECTIONS

In the event a student's account becomes thirty (30) days past due, it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

PROGRAM INFORMATION - DIPLOMA PROGRAMS

MEDICAL ASSISTING DIPLOMA

45.5 Quarter Credits

The 36 week Medical Assisting diploma program is designed to prepare students for positions as entry-level medical assistants in a physician's office, or other medical facility. This program focuses on providing instruction, through a combination of classroom, laboratory and clinical experiences, in the skills necessary to assist physicians in both the administrative and clinical duties of a medical facility.

Course Number	Required Courses	Quarter Credits
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
MED220	Anatomy and Physiology II	6
MED233	Medical Procedures	4.5
MED241	Introduction to Pharmacology	4.5
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED264	Medical Assisting Externship	5
Total Credits		45.5

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Registered Medical Assistant (RMA) or Certified Clinical Medical Assistant (CCMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (HVAC) DIPLOMA

43.5 Quarter Credits

The 36 week diploma program in HVAC is designed to prepare students for entry-level employment as HVAC technicians by providing students with a foundation of knowledge and technically oriented experiences in the application of relevant technology systems. The HVAC program curriculum includes learning experience intended to prepare a successful graduate to install and service residential and light commercial air conditioning, heating and refrigeration systems.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
GEN102	Professional Development and Success	6
EIT115	Basic Electricity and Electronics (Includes Safety & CPR)	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
CON103	Introduction to Building Construction	6
HAC130	Introduction to Brazing	4.5
HAC150	Air Conditioning and Refrigeration Theory	4.5
HAC170	Air Conditioning	4.5
Total Credits		43.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

MEDICAL BILLING AND CODING DIPLOMA

44 Quarter Credits

The objective of the 36 week Medical Billing and Coding diploma program is to prepare students to enter the medical field with the skills and knowledge needed to be effective in today's modern medical environment. The curriculum is designed to provide students with the opportunity to obtain the skills needed to seek entry level employment in medical billing and coding, such as business communications, medical office administration, keyboarding and computer applications, medical terminology, medical transcription, medical insurance procedures, medical coding and computerized medical billing.

Note: This program is not offered at the Mount Dora and Sanford campuses.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
MOS203	Medical Coding and Insurance I	4.5
MOS210	Medical Billing and Claims Management	4.5
MOS220	Medical Coding and Insurance II	4.5
MOS225	Case Management	4.5
MOS264	Billing and Coding Externship	5
Total Credits		44.0

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Certified Coding Associate (CCA) or Certified Professional Coder (CPC).

The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

PROGRAM INFORMATION - DEGREE PROGRAMS

DEGREE PROGRAMS - GENERAL INFORMATION

Southern Technical College offers associate's degrees in the following programs: Medical Assisting, Medical Billing and Coding, Medical Office Administration, Electrical Trades Technology and Applied Electronics Technology.

All of Southern Technical College's general policies and procedures as identified in the catalog apply to students enrolled in the Associate of Science degree programs, with specific reference to admissions policies; attendance policies; conduct and standards of behavior; financial aid; standards of satisfactory progress; grievance resolution; and refund policies. In addition, the following specific information applies.

GENERAL EDUCATION REQUIREMENTS FOR DEGREE PROGRAMS

Southern Technical College believes that students must achieve a certain level of competency in areas such as communications, mathematics and natural sciences, social sciences and humanities in order to complement their technical skills and to achieve workplace success. To this end, the College requires that each student complete a minimum number of general education and/or liberal arts classes to qualify for graduation. Associate of Science degree candidates must complete a minimum of 22.5 quarter credits.

General Education and Liberal Arts Courses

Course Number	Communications	Quarter Credits
ENG101	English Composition I	6
COM101	Communications	6
Natural Science and Mathematics		
MAT105	College Mathematics	6
Social Sciences		
PSY107	Introduction to Psychology	6

Other Required Degree Program Courses

In addition to the general education courses outline above and the degree specific courses outlined in each program's curriculum, the College requires students to take one or more of the following courses in life skills and employment skills.

- GEN101 Student Success Skills 3 credits
- GEN102 Professional Development and Success 6 credits
- GEN103 Professional Development Strategies 3 credits

These credits do not count toward general education or major requirements.

ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ASSISTING

The Associate of Science degree program in Medical Assisting is designed to provide students with the skills and knowledge needed to pursue employment as entry-level Medical Assistants. The curriculum includes coursework in the basic skills of medical assisting, in both the administrative and clinical components of a health care facility. Graduates of this program should also have the skills necessary to function as phlebotomists, ECG technicians, hospital ward clerks, insurance coders, hospital admissions assistants and chiropractic assistants. Qualified graduates from this program may be eligible to take the certification exam required to become a Registered Medical Assistant.

This version of the Medical Billing and Coding program will no longer accept new enrollments after the April 2014 start for this program. This program version is being taught out and has been replaced with a new program version, and renamed Medical Office Administration, starting with programs in the May 2015 start.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
MED220	Anatomy and Physiology II	6
MED231	Clinical Skills for Medical Assistants	4.5
MED233	Medical Procedures	4.5
MED241	Introduction to Pharmacology	4.5
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED264	Medical Assisting Externship	5
MOS203	Medical Coding and Insurance	4.5
MOS224	Medical Office Administrative Procedures	4.5
Total Major Course Requirements		63.5
General Education Requirements		24
GEN102	Professional Development and Success	6
Total Credits for A.S. Degree in Medical Assisting		93.5

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

ASSOCIATE OF SCIENCE DEGREE IN MEDICAL BILLING AND CODING

The objective of the Associate of Science in Medical Billing and Coding is to prepare students to enter the medical field with the skills and knowledge needed to be effective in today's modern medical environment. The program curriculum includes coursework intended to develop skills and knowledge in areas such as: business communications, medical office administration, keyboarding and computer applications, medical terminology, medical transcription, medical insurance procedures, medical coding and computerized medical billing. The Associate of Science degree in Medical Billing and Coding is meant for students who wish to combine obtaining skills in billing and coding with achieving the benefits of an academic associate of science degree. The program requires a minimum of 93.5 credits to complete.

This version of the Medical Billing and Coding program will no longer accept new enrollments after the April 2014 start for this program. This program version is being taught out and has been replaced with a new program version, and renamed Medical Office Administration, starting with programs in the May 2015 start. Associate Degree in Medical Office Administration.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
MED220	Anatomy and Physiology II	6
MOS203	Medical Coding and Insurance	4.5
MOS204	Introduction to Electronic Health Records	4.5
MOS206	Practice Management and Electronic Health Records	4.5
MOS207	Practice Management and Electronic Health Records II	4.5
MOS210	Medical Billing and Claims Management	4.5
MOS220	Medical Coding and Insurance II	4.5
MOS225	Case Management	4.5
MOS264	Billing and Coding Externship	5
Total Major Course Requirements		63.5
General Education Requirements		24
GEN102	Professional Development and Success	6
Total Credits for A.S. Degree in Medical Billing and Coding		93.5

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Certified Coding Associate (CCA) or Certified Professional Coder (CPC). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

ASSOCIATE OF SCIENCE DEGREE IN MEDICAL OFFICE ADMINISTRATION

The objective of the Associate of Science in Medical Office Administration is to prepare students to enter the medical field with the skills and knowledge needed to be effective in today's modern medical environment. This program is designed to provide training in skills such as business communications, medical office administration, keyboarding and computer applications, medical terminology, medical insurance procedures, medical coding and computerized medical billing and case management. This program offers an externship course, whereby students receive hands-on exposure to a medical office environment.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
COC110	Keyboarding	4.5
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6.0
MED120	Anatomy and Physiology I	6.0
ACG100	Bookkeeping	3.0
MOS202	Medical Insurance and Coding	4.5
MOS204	Introduction to Electronic Health Records	4.5
MOS224	Medical Office Administrative Procedures	4.5
MOS210	Medical Billing and Claims Management	4.5
MED241	Introduction to Pharmacology	4.5
MOS225	Case Management	4.5
MOS264	Billing and Coding Externship	5
MOS208	Computerized Practice Management	3
Total Major Course Requirements		63.5
ENG101	English Composition	6
COM101	Communications	6
MAT105	College Mathematics	6
PSY107	Introduction to Psychology	6
Total General Education Requirements		24
GEN101	Student Success Skills	3
GEN103	Professional Development Strategies	3
Total Credits for A.S. Degree in Medical Office Administration		93.5

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Certified Coding Associate (CCA) or Certified Professional Coder (CPC). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

ASSOCIATE OF SCIENCE DEGREE IN APPLIED ELECTRONICS TECHNOLOGY

The Associate of Science degree program in Applied Electronics Technology – HVAC Major - is offered with the intent of preparing students for entry-level employment to install and service residential and light commercial air conditioning, heating, and refrigeration systems. The program is designed to provide students with a foundation of knowledge and technically oriented experiences in the application of HVAC systems. The program requires a minimum of 91.5 credits to complete.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
CON103	Introduction to Building Construction	6.0
BUS103	Introduction to Business	6.0
EIT115	Basic Electricity and Electronics	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
EIT215	Programmable Logic Controllers and DDC	4.5
CON210	System Controls	4.5
HAC130	Introduction to Brazing	4.5
HAC150	Air Conditioning and Refrigeration Theory	4.5
HAC170	Air Conditioning	4.5
HAC200	Applied Heating	4.5
HAC230	HVAC System Design	4.5
Total Major Course Requirements		61.5
General Education Requirements		24
GEN102	Professional Development and Success	6
Total Credits for A.S. Degree in Applied Electronics Technology		91.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

ASSOCIATE OF SCIENCE DEGREE IN ELECTRICAL TRADES TECHNOLOGY

The Associate of Science degree program in Electrical Trades Technology is designed to train students for entry level positions as electrician helper, residential electrician, or commercial electrician. The program provides students with a foundation of knowledge and technically oriented experiences in the application of technology systems. The program requires a minimum of 91.5 credits to complete.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
CON103	Introduction to Building Construction	6.0
BUS103	Introduction to Business	6.0
EIT115	Basic Electricity and Electronics	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
EIT215	Programmable Logic Controllers and DDC	4.5
EIT220	Advanced Residential Circuit Installation	4.5
EIT230	Service Installation and Troubleshooting	4.5
EIT240	Commercial Wiring	4.5
EIT250	Motors and Controls	4.5
EIT260	Principles and Applied Practices of Residential Wiring	4.5
EIT270	Industrial Maintenance	4.5
Total Major Course Requirements		61.5
General Education Requirements		24
GEN102	Professional Development and Success	6
Total Credits for A.S. Degree in Electrical Trades Technology		91.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

SHORT-TERM, NON-CREDIT PROGRAM

The College also offers one Short-term, Non-credit Program

PHLEBOTOMY TECHNICIAN

Program Description

The objective of this course is to prepare students with adequate knowledge needed to perform duties and responsibilities of the phlebotomist. It prepares the learner to collect blood specimens for laboratory analysis. Learners apply medical terminology, basic anatomy and physiology, infection control, safety, communication and professionalism as they relate to the role of the phlebotomist in the medical laboratory. Specimen collection equipment and venipuncture are used.

Course Number: PHB100 Phlebotomy

Course Days/Hours: 80 hours, 10 day course for 8 hours on Fridays and Saturdays, for a total of 5 weeks.

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

COURSE DESCRIPTIONS

NOTE: The term "advanced standing" refers to the status of a student who has completed at least half of the required credits for a program.

ACG100 Bookkeeping

3.0 credit hours

A course introducing the concepts of bookkeeping. The correct posting of business transactions and the creation of financial reports and payroll for small businesses will be emphasized. Prerequisite: None

APP202 Spreadsheets for Business and Accounting

4.5 credit hours

This course provides the student with an understanding of the advanced features use of electronic spreadsheets in the business and accounting environment. This course includes worksheet basics, data entry, formatting, file handling, printing and spreadsheet programming, macros, use of functions and auditing procedures. Lab included. Prerequisite: COC100.

BUS103 Introduction to Business

6 credit hours

This course provides an introduction to functional areas and environments of business administration, including a study of the role of financial accounting and reporting, production and operations, marketing, management, and human resource management in organizations. An overview of legal, economic, ethical, and social/cultural aspects of business in domestic and global markets is also presented. Prerequisite: None.

BUS131 Business Computer Applications

4.5 credit hours

This course is designed to give students the skills and knowledge to use word processing software to create business documents. Use of spreadsheet software, presentation software and the Internet for business communication and information processing is also included. Lab included. Prerequisite: COC100 or permission of the instructor.

COC100 Computer Concepts

4.5 credit hours

This course introduces the student to computer terminology and concepts. This course includes a history of computer, computer components, and an introduction to common operating systems. In addition, the course includes a hands-on introduction to the Windows operating system and word processing, spreadsheet, database and presentation graphics applications programs. Lab Included. Prerequisite: None.

COC110 Keyboarding**4.5 credit hours**

This course is designed to help students develop efficiency and accuracy in keyboarding. The course utilizes a systematic approach to developing the knowledge, skills and muscle memory needed in becoming an effective keyboarder. The course uses technology to develop the keyboarding skills as well as building effective word processing skills, building high value skills for any administrative setting or task. Prerequisite: None.

COC301 Internet Research and Computing**4.5 credit hours**

This course introduces the student to the resources available on the Internet for both academic and business research. The course includes function and organization of the Internet, history of Internet computing, and use of databases for Internet research. Lab included. Prerequisite: COC100.

COM101 Communications**6 credit hours**

This course is an introduction to the spoken message, and includes the study of the design and delivery of oral communications. Students will gain experience in preparing and delivering a variety of formal and informal presentations. Prerequisite: none.

CON103 Introduction to Building Construction**6 credit hours**

This course provides a study of Energy Efficient Building Construction; 29 CFR 1926 OSHA Construction Industry Regulations; MFPA-90A & B, NFPA-01 & 96 and how they apply to buildings and systems designs; and Contractors Accounting Practices. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction. Prerequisite: None.

CON210 System Controls**4.5 credit hours**

A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. Lab included. Prerequisite: none.

ECO100 Principles of Economics**6 credit hours**

This course focuses on the vocabulary and analytical tools of economics. It covers topics such as supply and demand and their elasticity, fiscal and monetary policies and macroeconomic measurement, taxation and welfare, production, growth and unemployment, energy, GNP and alternative systems. Prerequisite: None.

ECO221 Microeconomics**6 credit hours**

This course examines consumer behaviors that influence consumer-buying decisions. Topics include pricing, costs, and distribution. Prerequisite: MAT105

EIT115 Basic Electricity and Electronics**4.5 credit hours**

Electrical principles and applications are introduced. Topics include electrical parameters and units, direct and alternating current, series and parallel circuits, resistance, capacitance, inductance, magnetism, and equivalent circuits. Lab included. Prerequisite: None.

EIT125 Alternating Current and Passive Devices**4.5 credit hours**

This course is designed to give students a solid knowledge of alternating current. It introduces the theory and application of varying sine wave voltages and current. Topics include: AC wave generation factors such as peak, peak to peak, average, and RMS values of AC voltage and current; frequency and phase relationship in resistive, RL, RC, and RLC circuits; and impedance, admittance, and conductance power factors calculated from given and/or measured data. Lab included. Prerequisite: EIT115.

EIT190 Semiconductor Electronics**4.5 credit hours**

This introductory semiconductor fundamentals course is designed to provide a solid foundation in semiconductor devices with their applications. Topics such as: semiconductor construction, diode circuits, power supply theory and design, transistor circuits, op-amps, FET's, SCR's, triacs, transducers, component packaging and testing, soldering and de-soldering will be covered in detail. The lab component of this course is designed to reinforce topical theories and provide applications by means of "hands-on" lab procedures and computer-based lab experiments. Students will build, test and troubleshoot variable DC power supply kits. Lab included. Prerequisite: EIT115.

EIT201 Residential Electronic Systems**4.5 credit hours**

This course provides instruction in home automation technology, including home security, audio/video, computer networks, structured wiring, controls (lighting, HVAC, water), cable/satellite, baseband video, telecommunications and broadband. The student will learn to plan, install, test, troubleshoot and trim-out the various home automation systems. Lab included. Prerequisite: None.

EIT202 Systems Infrastructure and Integration**4.5 credit hours**

This course continues the study of electrical systems integration for the residential and commercial environments. This course covers integration of Home Security, Audio/Video, Computer Networks, Electrical Wiring, HVAC (Heating/Air Conditioning Systems), cable/satellite, broadband, telecommunications and structured wiring. The emphasis of this course is on the installation of structured wiring (high and low voltage) and the systems integration utilizing various user interfaces and control processors. Lab included. Prerequisite: EIT201.

EIT215 Programmable Logic Controllers and DDC**4.5 credit hours**

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, programming a Programmable Logic Controller (PLC), Input/Output devices and troubleshooting digital I/O. The student will be familiar with the hardware and programming of PLC type Controllers as they are used in an industrial process. Lab included. Prerequisites: EIT125 and EIT115.

EIT220 Advanced Residential Circuit Installation**4.5 credit hours**

This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring and the National Electrical Code. Lab included. Prerequisite: EIT201.

EIT230 Service Installation and Troubleshooting**4.5 credit hours**

This course is a continuation of electrical residential wiring. The focus of the practical experiences and problem solving is on panel board selection, electric service and over-current protection such as fuses and circuit breakers. This course is designed to give the student an understanding of electric services, system transformers and the principals of grounding and bonding electrical systems. Lab included. Prerequisite: EIT125.

EIT240 Commercial Wiring**4.5 credit hours**

This course is an introduction to commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, safety, and commercial installations. Lab included. Prerequisite: EIT125.

EIT250 Motors and Controls**4.5 credit hours**

Motors and Controls is intended to assist the student to learn how AC motors operate and how to install them. The course will give the student an understanding of how motor controls are designed and installed to provide control schemes. Efforts will be made to keep the course practical, yet to provide the theory about why a motor and an associated control system works. Lab included. Prerequisite: EIT125.

EIT260 Principles and Applied Practices of Residential Wiring**4.5 credit hours**

This course will provide information on conductor ratings, wiring styles, grounding, and practical experience in basic residential electrical wiring. Students will be exposed to advanced practical experience in lighting branch circuits and special purpose circuits. Lab included. Prerequisite: EIT125.

EIT270 Industrial Maintenance**4.5 credit hours**

This course covers the service and repair principles and practices for industrial electrical systems and industrial electronic devices including PLC's, boilers, HVAC, and mechanical and fluid power systems. Lab included. Prerequisite: EIT240.

ENG101 English Composition I**6 credit hours**

In this course students learn basic English composition skills including grammar, punctuation, paragraph development and other writing skills. Prerequisite: None.

GEN101 Student Success Skills**3.0 credit hours**

This course presents students with practical hands-on, strategies that create personal success. Time management, study skills, stress and problem-solving skills are also presented. Prerequisite: None.

GEN102 Professional Development and Success**6.0 credit hours**

This course enhances the student's learning experience and prepares the student for personal and professional success. The concepts presented include, among other things, managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, stress and stress reduction skills are also presented. The students will learn resume writing, interviewing, and employee success skills. Prerequisite: None.

GEN103 Professional Development Strategies**3.0 credit hours**

This course enhances the student's learning experience and prepares the student for personal and professional success. Emphasis in this course is placed on skills related to acquiring a position using the skills and knowledge developed through the program of study. Prerequisite: None.

HAC130 Introduction to Brazing**4.5 credit hours**

This course introduces the brazing theory, safety, equipment, gas laws and temperature/pressure relationship. AC&R piping and tubing will be discussed along with connection techniques, flaring and ARI standards. Students will complete various brazing and flaring exercises and compressor change-out. Lab Included. Prerequisite: none.

HAC140 Introduction to Welding**4.5 credit hours**

This course introduces the Brazing and Welding theory, safety, equipment, gas laws and temperature/pressure relationship. AC&R piping and tubing will be discussed along with connection techniques, flaring and ARI standards. Students will complete various brazing and flaring exercises and compressor change-out. Lab Included. Prerequisite: none.

HAC150 Air Conditioning and Refrigeration Theory**4.5 credit hours**

This course introduces the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, refrigerant safety, refrigerants, refrigerant cylinders, and refrigeration components. Lab included. Prerequisite: none.

HAC170 Air Conditioning**4.5 credit hours**

This course applies the theories introduced in HAC 150 and CON 210 it expands on components, applications and installation of mechanical refrigeration and air conditioning systems. ARI standards are introduced and used in the troubleshooting and repair of air conditioning systems. EPA regulations are studied and used in recovery, charging and evacuation procedures for Type I, Type II, and Type III systems. Coursework includes hands on applications in recovery, evacuation, and charging techniques. Lab included. Prerequisite: HAC150.

HAC200 Applied Heating**4.5 credit hours**

Heat pumps will be introduced and a study of the procedures and principles used in serving heating systems to include gas, electric, and hydronic systems. This course is concluded with EPA review and Testing for EPA Technician Certification. Lab included. Prerequisite: HAC150.

HAC230 HVAC System Design**4.5 credit hours**

This course provides a study of the properties of air and results of cooling, heating, humidifying, or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Heat Load Calculations will be studied and applied in the design of refrigeration systems. The course is concluded with EPA review and Testing for EPA Technician Certification. Lab included. Prerequisite: HAC170.

HLT101 Introduction to Health Careers**4.5 credit hours**

This course describes health care delivery system and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include: recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, cardio-pulmonary resuscitation, OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. Lab included. Prerequisite: None.

HUM101 Introduction to Humanities**6 credit hours**

This course compares and contrasts the main ideas of eastern and western thought, art and ideas by exploring various cultures and traditions. Prerequisite: None.

HUM110 Introduction to Philosophy**6 credit hours**

This course introduces the student to the issues of human existence. Primarily focusing on the great western philosophers, it covers the development and expression of philosophy from the Greeks through Sartre. Prerequisite: None

HUM117 Introduction to Music**6 credit hours**

This course introduces the student to the basic concepts of western music and music history. The course presents an overview of the basic music styles from simple polyphony to the symphony, and an examination of the influences on modern music. Prerequisite: none

MAT105 College Mathematics**6 credit hours**

This course provides a study of algebra, right triangle trigonometry, coordinate systems, and numerical computations. Prerequisite: None.

MAT205 College Algebra**6 credit hours**

This course covers concepts and practice of algebra and trigonometry skills. This course includes factoring, logarithmic and exponential equations, algebraic fractions, vectoring and graphing functions. Prerequisite: MAT105

MED101 Medical Terminology**6 credit hours**

The student will study medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice. Prerequisite: none.

MED120 Anatomy and Physiology I**6 credit hours**

This course presents a study of the structure and function of the human body in health and disease. Topics include cell structure and function, homeostasis, and instruction in the various body systems, including the integumentary, musculoskeletal, nervous, endocrine, circulatory, lymphatic, respiratory and digestive. Prerequisite: MED101 or HLT101.

MED220 Anatomy and Physiology II**6 credit hours**

This course presents a study of the structure and function of the 12 body systems. Topics include cardiovascular conduction system, circulatory route and function, musculoskeletal internal and external function, the nervous system and the effects on the brain, lung structure of the respiratory system. The importance of maintaining normal homeostasis. Prerequisite: MED120.

MED231 Clinical Skills for Medical Assistants**4.5 credit hours**

This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included. Prerequisite: MED220.

MED233 Medical Procedures**4.5 credit hours**

This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. Lab included. Prerequisite: MED220.

MED241 Introduction to Pharmacology

4.5 credit hours

This course is designed to develop a basic understanding of the principles of pharmacology and nutrition for medical professionals. Topics covered in this course include study of drugs, dosage calculations, drug toxicity, drug abuse, legal regulations and standards and inventory procedure. Lab included. Prerequisite: MED101 and HLT101.

MED251 Allied Health Clinical Skills

4.5 credit hours

This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included. Prerequisite: MED220.

MED253 Allied Health Laboratory Procedures

4.5 credit hours

This course involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Lab included. Prerequisite: MED220.

MED264 Medical Assisting Externship

5 credit hours

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Consult with the Registrar before enrolling.

MED265 Medical Assisting Externship

6 credit hours

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Consult with the Registrar before enrolling.

MOS202 Medical Insurance and Coding

4.5 credit hours

This course is designed to introduce the student to coding and classification systems and nomenclatures, indexes, registers, and registries, and to teach the basic principles placed on the use of diagnostic coding/ICD-9 codes. Students will practice using the correct application of ICD-10 codes as they relate to describing diagnoses, procedures, services, supplies, and injection, as well as the terminology associated with each. Lab included. Prerequisite: MED100.

MOS203 Medical Coding and Insurance I

4.5 credit hours

This course is designed to introduce the student to coding and classification systems and nomenclatures, indexes, registers, and registries, and to teach the basic principles and use of each. Lab included. Prerequisite: MED101.

MOS204 Introduction to Electronic Health Records

4.5 credit hours

This course is designed to introduce the student to practice management and Electronic Health Records to include coding in the medical practice. Lab included. Prerequisite: MOS202 or MOS203.

MOS205 Medical Coding / HCPCS

4.5 credit hours

This course is a continuation of coding using HCPCS. Identifying the breakdown of the levels, categories, process and steps of how to correctly code. Treat and understand the principles and use of each with particular emphasis placed on the use of diagnostic and procedure coding. Students will practice using the correct application of submitting a correct coding process and using the correct and official guidelines as they relate to describing diagnoses, procedures, services, supplies, as well as the terminology associated with each. Lab included. Prerequisite: MOS203.

MOS206 Practice Management and Electronic Health Records

4.5 credit hours

This course is a continuation of coding using HCPCS, identifying the breakdown of the levels, categories, process and steps of how to correctly code, treat and understand the principles and use of each with particular emphasis placed on the use of diagnostic and procedure coding. Students will practice using the correct application of submitting a correct coding process and using the correct and official guidelines as they relate to describing diagnoses, procedures, services, supplies, as well as the terminology associated with each. Lab included. Prerequisite: MOS204.

MOS207 Practice Management and Electronic Health Records II**4.5 credit hours**

This course provides a focus on financial and clinical reports using the PM/EHR from patient encounter and collection of time of service (TOS) payments, create and follow-up claims, to post payments from payers and patients to create patient statements. The course also covers the final steps in the PM/EHR cycle using all source documents – patient information forms, electronic encounter forms, and remittance advice forms. Lab included. Prerequisite: MOS206.

MOS208 Computerized Practice Management**3.0 credit hours**

This course is a continuation of coding using HCPCS. Student will learn to identify the breakdown of the levels, categories, process and steps of how to correctly code. Students will also understand the principles and use of each with particular emphasis placed on the use of diagnostic and procedure coding. Students will practice using the correct application of submitting a correct coding process and using the correct and official guidelines as they relate to describing diagnoses, procedures, services, supplies, as well as the terminology associated with each. Lab included. Prerequisite: MOS202.

MOS210 Medical Billing and Claims Management**4.5 credit hours**

This course provides a practical approach to medical processing, and develops an appreciation for accounts receivable responsibilities in the health care provider setting. Specific instruction is provided in the preparation of the claim forms for Medicaid, CHAMPUS, Worker's Compensation, Medicare, and Blue Cross and Blue Shield. Additional instruction is provided in common claims adjudication problems and electronic submission of claims forms. Case studies are provided. Lab included. Prerequisite: MOS203.

MOS220 Medical Coding and Insurance II**4.5 credit hours**

This course is a continuation of coding and classification systems and nomenclatures, indexes, registers, and registries, and to teach the basic principles and use of each with particular emphasis placed on the use of diagnostic coding/ICD-9 codes. Students will practice using the correct application of ICD-9 codes as they relate to describing diagnoses, procedures, services, supplies, and injection, as well as the terminology associated with each. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Lab included. Prerequisite: MOS203.

MOS224 Medical Office Administrative Procedures**4.5 credit hours**

This course provides instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement. Lab included. Prerequisite: HLT101, MED101 or MOS202.

MOS225 Case Management**4.5 credit hours**

This course provides instruction in the monitoring of existing insurance claims, the appeal process, denying and closing cases and researching patient claims. The student will learn techniques for determining patient eligibility for pre-existing conditions, researching workmen's compensation claims, and incident reports. Lab included. Prerequisite: MOS210.

MOS264 Billing and Coding Externship**5 credit hours**

This course provides 160 hours of experience in selected Physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. The externship will cover both clinical and administrative functions. Prerequisite: Completion of medical billing and coding coursework, recommendation of the faculty, and completion of all pre-clinical requirements. Consult with the Registrar before enrolling.

MOS265 Billing and Coding Externship**6 credit hours**

This course provides 180 hours of experience in selected Physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. The externship will cover both clinical and administrative functions. Prerequisite: Completion of medical billing and coding coursework, recommendation of the faculty, and completion of all pre-clinical requirements. This course may be substituted for MOS264. Consult with the Registrar before enrolling.

PHB100 Phlebotomy**No Credit**

The objective of this 80 clock-hour course is to prepare students with adequate knowledge needed to perform duties and responsibilities of the phlebotomist. It prepares the learner to collect blood specimens for laboratory analysis. Learners apply medical terminology, basic anatomy and physiology, infection control, safety, communication and professionalism as they relate to the role of the phlebotomist in the medical laboratory. Specimen collection equipment and venipuncture are used. Lab Included: Prerequisite: None.

PSY107 Introduction to Psychology**6 credit hours**

This course introduces the student to the fundamental concepts and methods of psychology examined from the major schools – biological, learning, cognitive, socio-cultural, and psychodynamic. Prerequisite: None.

SOC111 Introduction to Sociology**6 credit hours**

This course introduces the student to the general concepts of social behavior and development. Topics include: aggression, altruism, morality, prejudice, racism, sex role stereotypes and sex appropriate behavior, peer relationships, and the parent – child relationship. Prerequisite: None.



SOUTHERNTECH.EDU

9 CONVENIENT LOCATIONS SERVING FLORIDA:

***Auburndale** 298 Havendale Boulevard, 33823

Bonita Springs 24311 Walden Center Drive, Ste. 101, 34134

***Brandon** 608 East Bloomingdale Avenue, 33511

Fort Myers 1685 Medical Lane, 33907

***Mount Dora** 2799 Old US Highway 441, 32757

***Orlando** 1485 Florida Mall Avenue, 32809

Port Charlotte 950 Tamiami Trail, #109, 33953

***Sanford** 2910 S. Orlando Drive, 32773

Tampa 3910 Riga Boulevard, 33619

*Represents campuses which are covered in this catalog.