

**Catalog Supplement**  
**2017 Catalog, Volume 10**  
**Effective Date: September 5, 2017**

**Effective July 1, 2017**

**Law Enforcement Professional and First Responder Scholarships**

The Law Enforcement Professional and First Responder Scholarships are offered to students who wish to pursue completion of any program, with the exception of the Diagnostic Medical Sonography Associate of Science degree program and the Nursing Associate of Science degree program, at Southern Technical College. These scholarships are available to new and continuing students and are awarded based on the student's entrance and academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.

- The STC Law Enforcement Professional and First Responder Scholarships are available only to full-time students at Southern Technical College.
- The recipient must meet all institutional and programmatic admissions requirements, including graduation from high school or its equivalent and the submission of a letter of recommendation from a high school counselor, community leader, supervisor or individual who can attest to the applicant's potential to succeed in the program of choice.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must maintain a cumulative grade point average of 2.5 at the end of every term.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The scholarship does not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.
- The scholarship for new and continuing students will be awarded for up to \$4000 and upon completion of a diploma program.
- The scholarship for new and continuing students will be awarded for up to \$6000 and upon completion of an associate's Degree program.
- The recipient must be a current or retired Law Enforcement Professional or First Responder, or must be an immediate family member of a current or retired Law Enforcement Professional or First Responder. The recipient must be able to provide official identification or documentation that displays current or retired status. If the recipient is an immediate family member, the recipient must be able to provide proof of relationship and the aforementioned identification or documentation of status of the sponsoring Law Enforcement Professional or First Responder.

**Veteran and Military Scholarships**

The Veteran and Military Scholarships are offered to students who wish to pursue completion of any program, with the exception of the Diagnostic Medical Sonography Associate of Science degree program and

the Nursing Associate of Science degree program, at Southern Technical College. These scholarships are available to new and continuing students and are awarded based on the student's entrance and academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.

- The STC Veteran and Military Scholarships are available only to full-time students at Southern Technical College.
- The recipient must meet all institutional and programmatic admissions requirements, including graduation from high school or its equivalent and the submission of a letter of recommendation from a high school counselor, community leader, supervisor or other individual who can attest to the applicant's potential to succeed in the program of choice.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must maintain a cumulative grade point average of 2.5 at the end of every term.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The scholarships do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.
- The scholarship for new and continuing students will be awarded for up to \$4000 upon completion of a diploma program.
- The scholarship for new and continuing students will be awarded for up to \$6000 upon completion of an associate's degree program.
- The recipient must be a veteran, reserve, or active member of any branch of the US military, or must be an immediate family member of a veteran, reserve, or active member of any branch of the US military. The recipient must be able to provide official identification or documentation that displays status. If the recipient is an immediate family member, the recipient must be able to provide proof of relationship and the aforementioned identification or documentation of status of the sponsoring veteran, reserve, or active member of any branch of the US military.

### **High School and GED Community Scholarships**

The High School and GED Community Scholarships are offered to students who wish to pursue completion of any program, with the exception of the Diagnostic Medical Sonography Associate of Science degree program and the Nursing Associate of Science degree program, at Southern Technical College. The scholarships are available to new students and are awarded based on the student's entrance and academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.

- The STC High School and GED Community Scholarships are available only to full-time students at Southern Technical College.
- The recipient must complete an essay of no more than 300 words explaining why he/she will be a terrific STC graduate.
- The recipient must meet all institutional and programmatic admissions requirements, including graduation from high school or its equivalent and the submission of a letter of recommendation from

a high school counselor, community leader, supervisor or other individual who can attest to the applicant's potential to succeed in the program of choice.

- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must maintain a cumulative grade point average of 2.5 at the end of every term.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The scholarships do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.
- The recipient must have earned a GED or Standard High School Diploma in 2016. Transcripts with a date of completion/ graduation are required.

### **Tuition Roll Back Grants**

The Tuition Roll Back (TRB) Grants are offered to students who were active students in the Medical Assisting diploma program or the HVAC diploma program at the Sanford or Mount Dora campuses as of February 27, 2017. Students from another campus who were actively enrolled in one of the three programs on February 27, 2017 and who later dropped, are eligible for Parts Two and Three of the grant if they reenter at the Sanford or Mount Dora campus. The grants are awarded based on the student's academic achievements. The grants are meant to help defray program costs for those recipients who complete their program of study.

- The STC TRB Grants are available only to full-time students at Southern Technical College at the Sanford or Mount Dora campus.
- The recipient must be an active student at the Sanford or Mount Dora campus currently maintaining satisfactory academic progress in the Medical Assisting or HVAC diploma program.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must achieve prescribed monthly grade point averages and attendance rates.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The grants do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.

#### **Part One:**

- Eligible students will receive a \$120 credit for current or past mods during which the student achieved a modular grade point average of at least 3.0, and achieved a modular attendance rate of at least 75%, and had no documented behavioral issues.

#### **Part Two:**

- Eligible students will receive a \$120 for any future module during which the student achieves a modular grade point average of at least 3.0, and achieves a modular attendance rate of at least 80%, and has no documented behavioral issues.

Part Three:

- Eligible students will receive up to a \$360 credit towards any remaining balance if the student is placed in a full-time training related job that can be verified by a third party selected by the institution within 30 days after graduation.

### **Tuition Roll Back Scholarships**

The Tuition Roll Back (TRB) Scholarships are offered to students who were active students in the Medical Assisting diploma program or the HVAC diploma program at the Auburndale, Brandon, or Orlando campuses as of April 6, 2017. Students from another campus who were actively enrolled in one of the three programs on April 6, 2017 and who later dropped, are eligible for Parts Two and Three of the scholarship if they reenter at the Auburndale, Brandon, or Orlando campus. The scholarships are awarded based on the student's academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.

- The STC TRB Scholarships are available only to full-time students at Southern Technical College at the Auburndale, Brandon, or Orlando campus.
- The recipient must be an active student at the Auburndale, Brandon, or Orlando campus currently maintaining satisfactory academic progress in the Medical Assisting or HVAC diploma program.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must achieve prescribed monthly grade point averages and attendance rates.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The scholarships do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.

Part One:

- Eligible students will receive a \$120 credit for current or past mods during which the student achieved a modular grade point average of at least 3.0, and achieved a modular attendance rate of at least 75%, and had no documented behavioral issues.

Part Two:

- Eligible students will receive a \$120 for any future module during which the student achieves a modular grade point average of at least 3.0, and achieves a modular attendance rate of at least 80%, and has no documented behavioral issues.

Part Three:

- Eligible students will receive up to a \$360 credit towards any remaining balance if the student is placed in a full-time training related job that can be verified by a third party selected by the institution within 30 days after graduation.

Course Code	Course Description	Credits
-------------	--------------------	---------

Effective August 7, 2017

**Welding Technology\***

**Sanford**

**Diploma**

**46.5 credit hours/40 weeks**

The Welding Technology curriculum provides students with a sound understanding of the science, technology and applications essential for successful employment in the welding and metalworking industry. Key welding processes include SMAW (stick), GMAW/FCAW (MIG/Fluxcore), and GTAW (TIG) welding procedures. Students learn welding safety, torch cutting processes, proper arc welding equipment setup, important welding control techniques, fundamental welding processes, and basic welding metallurgy. This residential program offers a combination of classroom theory, demonstration and practice. Primary emphasis is placed on hands-on development of critical welding skills.

Graduates of the Welding Technology program may be employed as entry level-technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, and

Course Code	Course Description	Credits
	<b>Core Courses</b>	
WLD100	Introduction to Welding	4.5
WLD102	Fillet Welding	4.5
WLD110	Structural Welding	4.5
WLD120	SMAW Groove Welding	4.5
WLD140	Basic Pipe Welding	4.5
WLD150	Pipe Welding I	4.5
WLD160	Pipe Welding II	4.5
WLD180	Non-Ferrous Welding I	4.5
WLD184	Non-Ferrous Welding II	4.5
SLS110	Career Preparation	6.0
	<b>Total Credits</b>	<b>46.5</b>

welding-related self-employment. Graduates may be eligible to sit for certifications in welding skills.

*\*This program is not Title IV eligible, as of the time of this publication.*

**Veterinary Assisting\***

**Orlando**

**Diploma**

**52.50 Quarter Credits/40 weeks**

The diploma program in Veterinary Assisting is designed to prepare students for entry-level employment as an assistant to a Veterinarian or Veterinary Technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program includes a clinical externship experience.

	<b>Core Courses</b>	
VAT100	Introduction to Veterinary Assisting	6
VAT110	Medical Terminology	6
VAT120	Anatomy and Physiology	6
VAT130	Laboratory Procedures	4.5
VAT140	Pharmacology	4.5
VAT150	Radiology	4.5
VAT170	Veterinary Clinical Procedures	4.5
VAT180	Hospital and Surgical Procedures	4.5
VAT200	Externship	6
SLS110	Career Preparation	6
	<b>Total Credits</b>	<b>52.50</b>

*\*This program is not Title IV eligible, as of the time of this publication.*

*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**

#### **VAT100 Introduction to Veterinary Assisting 6 credit hours**

This class will introduce students to the role of the Veterinary Assistant as a member of an animal care team. Emphasis will be on OSHA, safety protocols, cleaning and disinfection. This class is designed to familiarize students with general veterinary office procedures. Students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. Topics in human-animal bond, professional and appropriate appearance and language in the workplace are discussed. Students will also learn the correct use of electronic communication in the veterinary care center. Pre-requisites: None

#### **VAT110 Medical Terminology 6 credit hours**

Students will learn the structure of medical terms and abbreviations. Large and small breed recognition, identifying normal and abnormal animal behavior, and proper restraint of large and small animals are also discussed. Pre-requisites: None

#### **VAT120 Anatomy and Physiology 6 credit hours**

In this course, student will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course. Pre-requisites: VAT110

#### **VAT130 Laboratory Procedures 4.5 credit hours**

In this course, students will learn how to properly obtain and handle voided urine and fecal samples, assist in obtaining blood samples for procedures, and how to prepare and set up various laboratory tests and laboratory equipment. Handling of deceased animals will also be covered in this course. Lab included.

Pre-requisites: None

**VAT140                      Pharmacology                      4.5 credit hours**  
In this course, an overview of drugs will be discussed to familiarize students with common generic and brand name medications. Classes of medications and medical abbreviations associated with prescriptions, reading and filling prescriptions, and dosing and dispensing will be discussed. Students will also learn basic administration of medications. Lab included. Pre-requisites: None

**VAT150                      Radiology                      4.5 credit hours**  
Students will learn the safety measures related to diagnostic imaging, as well as, labeling, filing, processing and development of images for diagnostic purposes. Lab included. Pre-requisites: VAT110

**VAT170                      Veterinary Clinical Procedures                      4.5 credit hours**  
In this course, students will understand and learn the proper procedure to perform a physical examination on an animal. Students will also learn how to assist in the restraint and positioning of animals. Basic nursing skills such as nail trims, external anal gland expressions, external ear cleaning, and bathing will be discussed. Animal CPR is also taught. Lab included. Pre-requisites: VAT110

**VAT180                      Hospital and Surgical Procedures                      4.5 credit hours**  
In this course, students will understand basic surgical preparation, including equipment, sterilization methods, asepsis, common surgical instruments and suture material, positioning, scrubbing, maintenance of surgical logs, and proper operating room sanitation and etiquette. In the course, students will also learn about basic cleanliness and orderliness of a veterinary facility. Lab included. Pre-requisites: VAT110

**VAT200                      Veterinary Assisting Externship                      6 credit hours**  
In this course, students will work in a live animal care setting for 180 hours. A qualified veterinary care professional supervised the student during this activity. Pre-requisites: Completion of all core courses, including all pre-clinical requirements.

**Effective September 5, 2017**

**Career Pathways Program, pg. 7**

The program is limited to the following programs and campus locations, and it replaces the information published in the current catalog:

	<b>Auburndale</b>	<b>Brandon</b>	<b>Mount Dora</b>	<b>Orlando</b>	<b>Sanford</b>
<b>Programs:</b>					
Diploma in HVAC	X	X	X	X	X
Diploma in Medical Assisting	X	X	X	X	X
Diploma in Patient Care Technician	X	X	X	X	X

## Refund Policy, page 19

The following language shall replace the section published in the current catalog:

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 may be submitted in writing or in person.
2. If a student cancels before or any time during the Drop/Add period, there will be no charges. Any monies paid by the student will be refunded in full.
3. Withdrawal date: The withdrawal date is the date that any of the following occur:
  - a. The date the student notifies the College of the student's withdrawal, or the date of withdrawal, whichever is earlier; or
  - b. The date when the College terminates the students' enrollment.
4. Refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.
5. First-time students of the College are subject to the following refund percentages:
  - a. Prior to the start of the payment period, 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 payment period, 90% of any paid tuition will be refunded;
  - d. Thereafter, through 19.99% of the payment period, 80% of the charged tuition will be refunded;
  - e. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
  - f. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
  - g. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
  - h. Thereafter, during 50.0% through 59.99% of the payment period, 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 payment period.
6. Returning students of the College are subject to the following refund percentages:
  - a. Prior to the start of the payment period, 100% of any paid tuition will be refunded;
  - b. During the first 9.99% of the payment period, 90% of any paid tuition will be refunded;
  - c. Thereafter, during 10.0% through 19.99% of the payment period, 80% of the charged tuition will be refunded;
  - d. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
  - e. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
  - f. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
  - g. Thereafter, during 50.0% through 59.99% of the payment period, 40% of the charged tuition will be refunded;

Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the payment period.