

**Catalog Supplement**  
**2017 Catalog, Volume 7**  
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**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.

**Effective July 24, 2017**

### **Patient Care Technician\***

#### **Diploma**

**42 Quarter Credits/ 36 Weeks**

**Fort Myers**

**Program Description:** The Patient Care Technician (PCT) program is a multi-occupational diploma program designed to prepare students for a number of entry-level healthcare career occupations. This program is taught through a combination of classroom, clinical lab, and externship experiences. Students

will learn to check vital signs, administer cardio-pulmonary resuscitation (CPR) and First Aid, assist in medical examinations, perform electrocardiograms (EKGs), conduct basic laboratory procedures, and will be trained in phlebotomy and venipuncture. During externship, students get the chance to observe and work alongside a professional healthcare team. Graduates will gain the practical knowledge and confidence necessary to pursue a career in healthcare.

Course Code	Course Title	Credits
PCT100	Patient Care Procedures	4.5
PCT101	Home Health Aide	4.5
PCT102	Electrocardiography Aide	4.5
PCT110	Articulated Nursing Assistant I	4.5
PCT111	Articulated Nursing Assistant II	4.5
PHB101	Phlebotomy	4.5
MED101	Medical Terminology	6.0
MED110	Foundations of Anatomy and Physiology	6.0
PCT113	Patient Care Technician Externship	3.0
	<b>Total Credits</b>	<b>42.0</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

**MED101 Medical Terminology 6.0 Credit Hours**  
 The student will study medical terminology including word components, definitions, spelling and pronunciation. This course will also include the use of medical references and resources for both research and practice. Pre-requisites: None

**MED110 Foundations of Anatomy and Physiology 6.0 Credit Hours**  
 This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination. Pre-requisites: MED101

**PCT100 Patient Care Procedures 4.5 Credit Hours**  
 This course teaches patient care procedures necessary for assisting pediatric patients, adult and geriatric patients in long term, community-based, acute care settings. The course also includes patient communication and interpersonal skills, legal and ethical responsibilities associated with the industry, and provides training in cardio-pulmonary resuscitation (CPR). Lab included. Pre-requisites: None

**PCT101 Home Health Aide 4.5 Credit Hours**  
 This course exposes the student to homemaking services, shopping and meal preparation, and personal care assistance. The course also covers stages of human growth and development, safety and infection control and common disorders relative to home health care. In addition, this course teaches home health care for the client with special needs. Lab included. Pre-requisites: MED101

**PCT102          Electrocardiography Aide**

**4.5 Credit Hours**

This course will academically and technically prepare individuals to accurately perform electrocardiograms as a supportive diagnostic procedure. Students will learn to recognize familiar EKG patterns including major life threatening rhythms. The course will consist of theory and lab experience to promote competence. Lab included. Pre-requisites: MED101

**PCT110          Articulated Nursing Assistant I**

**4.5 Credit Hours**

This course instructs students in the role of the nursing assistant as it relates to personal care skills for the patient in extended care facilities, acute and community based care settings. Lab included. Pre-requisites: MED101 and MED110

**PCT111          Articulated Nursing Assistant II**

**4.5 Credit Hours**

This course instructs students in the role of the nursing assistant as it relates to basic nursing skills for the patient in extended care facilities, acute and community based care settings. Lab included. Pre-requisites: MED101 and MED110

**PCT113          Patient Care Technician Externship**

**3.0 Credit Hours**

In this course, students will get the chance to observe and become part of a real-life healthcare team. Students complete a total of 90 externship/clinical hours in a designated off-site healthcare facility. A qualified medical professional supervises the student during this activity. Pre-requisites: Completion of all core coursework.

**PHB101          Phlebotomy**

**4.5 Credit Hours**

This course introduces the student to the performance of a variety of blood collection methods using proper techniques and standard precautions. Students will receive hands-on training in vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism and ethics. Lab included. Pre-requisites: None

**Effective, September 5, 2017**

**Refund Policy, page 26**

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.

**Effective September 14, 2017:**

**TECHNICAL COLLEGE**

**Catalog, Page 3, Quarterly Term Dates**

Due to Hurricane Irma, the summer and fall term dates currently published have been revised with the following:

June 18 - 25	Summer Break
June 26	Summer Term Begins
July 4	Independence day, College Closed
August 7	Mini-Term Begins
September 4	Labor Day, College Closed, No Classes
September 23	Summer Term Ends
September 24 – October 1	Fall Break
October 2	Fall Term Begins
November 6	Mini-Term Begins
November 23 – November 26	Thanksgiving, College Closed, No Classes
December 22, 2017	Fall Term Ends

**Catalog, Page 4, Modular Term Dates**

Due to Hurricane Irma, the summer and fall term dates currently published have been revised with the following:

	<b>Start Date</b>	<b>End Date</b>	
SUM A	06-26-17	07-20-17	Independence Day 07-04-17
SUM B	07-24-17	08-17-17	
SUM C	08-21-17	09-23-17	Labor Day 09-04-17
<b>Fall 2017</b>			
FALL A	10-02-17	10-27-17	
FALL B	10-30-17	12-01-17	Thanksgiving Day 11-23-17
FALL C	11-27-17	12-22-17	<b>Winter Break 12-22-17 to 01-07-18</b>

