



Catalog Supplement
2018 Catalog, Volume 11
Effective Date: 12/3/18

Catalog, Page 5, Administration

The Administration for Southern Technical College has been updated to reflect the following changes:

- Mr. Pedro C. De Guzman..... Chief Executive Officer/President
- Mr. Reid Allison..... Chief Financial Officer/Executive Vice President
- Dr. Lori Moran..... Chief Operating Officer/Sr. Vice President
- Mr. Mike Rhodes..... Sr. Vice President, Admissions
- Mr. Richard Bennett..... Sr. Vice President, Financial Aid
- Mr. Sandeep Kaup..... Vice President, Marketing
- Ms. Andrea Mitchell..... Vice President of Career Services
- Ms. Sherry Parker..... Group Director of Education
- Ms. April Cortright..... Compliance Manager

Catalog, Page 15, Satisfactory Academic Progress

The following changes have been made to the 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 to remain as a regular student:

Degree Students

Credits Attempted	Minimum CGPA
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 CGPA
0 – 23.9	1.25
24 – 42.9	1.75
43 and up	2.00

Catalog, Page 35, Associate of Science in Applied Electronics Technology:

The Auburndale, Brandon, and Orlando campuses are no longer enrolling students in the Associate of Science in Applied Electronics Technology program. There are no active students in the programs and the programs have been taught-out.

Catalog, Page 36, Associate of Science in Electrical Trades Technology:

The Auburndale and Brandon campuses are no longer enrolling students in the Associate of Science in Electrical Trades Technology program. Both campuses are allowing existing students to complete the program as it is currently in teach-out. No additional students will be enrolled.

The Auburndale campus is no longer enrolling students in the Associate of Science in Electrical Trades Technology program. There are no active students in the programs and the programs have been taught-out.

Catalog, Page 37, Associate of Science in Medical Assisting:

The Auburndale, Brandon, and Sanford campuses are no longer enrolling students in the Associate of Science in Medical Assisting program. There are no active students in the programs and the programs have been taught-out.



Catalog, Page 38, Associate of Science in Medical Office Administration:

The Auburndale, Brandon, Orlando, and Sanford campuses are no longer enrolling students in the Associate of Science in Medical Office Administration program. There are no active students at the Auburndale, Brandon, Orlando, and Sanford campuses and the program has been taught-out.

Change GEN101 Professional Development Strategies to GEN101 Student Success Skills in the program outline.

The following courses are added to the program outline.

General Education Requirements:

ENG101 – English Composition I – 6 Quarter Credits

MAT105 – College Mathematics – 6 Quarter Credits

COM101 – Communications – 6 Quarter Credits

PSY107 – Introduction to Psychology – 6 Quarter Credits

Catalog, Page 44, Course Descriptions:

The credit hours have been modified in the catalog to reflect the correct quarter credits.

CON101 Introduction to Building Construction 6.0 credit hours

This course provides a study of Energy Efficient Building Construction and OSHA regulations. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and construction measurements. The student will learn basic construction mathematics and principles. Prerequisite(s): None

The course description has been modified:

COM101 Communications 6.0 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. Pre-requisite: None

Catalog, Page 47, Course Change in Credits

The following course credits have been corrected in the catalog.

MED242 – Fundamentals of Pharmacology – 6.0 Credit Hours

Supplement, Remove, 11/27/17:

Southern Technical College is no longer offering the following scholarships and grants:

- Law Enforcement and First Responder Scholarship
- Veteran and Military Scholarship
- High School and GED Community Scholarship
- Tuition Roll Back Grant
- Tuition Roll Back Scholarship

Effective March 5, 2018

Catalog, Course Descriptions, Page 51

The following course description is added to the catalog:

WLD261 – Pipe Welding II – 4.5 Credits

This course advances the student to the procedures and practices of Gas Tungsten Arc Welding (GTAW). In this course students learn the operation requirements for portable equipment, tungsten selection, equipment setup and maintenance procedures and testing approaches. Students perform mild steel and stainless TIG welding on plate in various positions (2F, 3F, 2G, 3G, and 4G) using TIG stringer, TIG root followed TIG and/or 7018 fill, and cap. Lab included. (Pre-requisites: WLD141)



The following pre-requisites are modified:

WLD280 Non-Ferrous Welding I 4.5 credits

This course is designed to introduce students to properties and techniques associated with working with one type of non-ferrous metal in the welding field. The course will focus on welding with aluminum. Lab included. Prerequisite(s): WLD100, WLD102 and WLD110 or WLD111

WLD284 Non-Ferrous Welding II 4.5 credits

This course is designed to introduce students to properties and techniques associated with working with one type of non-ferrous metal in the welding field. The course will be focus on welding with stainless steel (GTAW). Lab included. Prerequisite(s): WLD100, WLD102, and WLD110 or WLD111

Catalog, Career Pathways Program, Page 8

Remove Paragraph 3:

In addition to the scheduled hours for post-secondary instruction, students admitted to the CPP are required to attend a GED preparation course for a minimum of four hours per week, achieve an overall 75% attendance, and take the GED exam within six months of admission into the program. Weekly academic advising sessions are mandatory.

Replace Paragraph 3:

In addition to the scheduled hours for post-secondary instruction, students admitted to the CPP are required to attend a GED preparation course for a minimum of sixteen hours per module, achieve an overall 75% attendance, and take the GED exam by the end of their sixth month of attendance. Weekly academic advising sessions are mandatory.

Catalog, Page 9, Articulation Agreement

Southern Technical College has an articulation agreement with Valencia College.

Effective April 9, 2018

Catalog, Pages 1 and 3

“2017 Catalog” is changed to “2018 Catalog”.

Catalog, Page 5, Legal Ownership/Governing Body

Remove: Southern Technical Institute, LLC is a privately held Florida corporation doing business as Southern Technical College.

Add: Southern Technical Institute, LLC is a privately held Florida corporation doing business as Southern Technical College. Southern Technical Institute, LLC is a wholly owned subsidiary of Southern Technical Holdings, LLC.

Catalog, Page 9, Articulation Agreement

The Articulation Agreement with DeVry University is removed.

Catalog, Page 10, Add/Drop Period

The Add/Drop Period is removed.

Catalog, Page 12, Course Numbering System

The Course Numbering System is changed to the following:

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). Lower level courses are designated by 100 and 200 course numbers. Prerequisite(s) for any course may be waived with the written permission of the Director of Education or his/her designee and the designated corporate official. Course substitution requests must be approved by the Director of Education or his/her designee and the designated corporate official.



Maximum Time Frame, pg 14

Program	Graduation Requirement	Maximum Time Frame
HVAC (Diploma) (updated 11/27/17)	48 credits	65 credits
Medical Assisting (Diploma)	51 credits	76.5 credits
Patient Care Technician (Diploma)	42 credits	63 credits
Veterinary Assisting (Diploma)	52.5 credits	78.75 credits
Welding Technology (Diploma)	46.5 credits	67.75 credits
Heating, Ventilation and Air Conditioning / Refrigeration (Degree)	93 credits	139.5 credits
Electrical Trades Technology (Degree)	93 credits	139.5 credits
Medical Assisting (Degree)	96 credits	144 credits
Medical Office Administration (Degree)	93.5 credits	140 credits
Welding Technology (Degree)	93 credits	139.5 credits

Catalog, Page 18, Online Courses

The following is added:

Consortium Agreement

Southern Technical College – Fort Myers is approved to offer online courses via consortium agreement to the following Southern Technical College campuses: Auburndale, Brandon, Orlando, and Sanford.

Online Course Option

Students have the option to complete a portion of their program of study through online courses. Online courses are supported through services provided by a third-party. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses.

Order of Return of Student Federal Aid (SFA) Program Funds, Page 27

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 loans
2. Subsidized Direct 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, Page 21

When a student withdraws, or is terminated from the 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.

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. 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.

Catalog, Page 29, Refund Policy:

If a new student cancels before or any time during the applicable activation period, there will be no charges. The activation period shall be the first four (4) days of the first quarter for new students. Any monies paid by the student will be refunded in full excluding non-refundable fees and books, supplies, materials and/or kits. Cancellation may be submitted in writing or in person.

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

- a) Prior to the start of the quarter, 100% of any paid tuition and/or fees will be refunded;
 - b) Withdrawal after attendance has begun, through 60% completion of the quarter, will result in a Pro Rata refund computed on the number of calendar days completed to the total calendar days in the quarter. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition and/or fees charged for the quarter.
1. Withdrawal date: The withdrawal date is the date that either of the following occur, whichever is earlier:
 - a) The date the student notifies the College of the student's withdrawal
 - b) The date when the College terminates the student's enrollment.
 2. Refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.
 3. Optional Student Service and/or Non-refundable Fees:

The fees charged by the College are as follows:

Additional Official Transcript Fee	\$10.00
Bad Check Fee	\$30.00
Challenge Examination Fee – per exam	\$100.00
Replacement Diploma Fee	\$25.00

1. Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation. Students must be current with all financial obligations to the College in order to receive his/her official transcript and diploma upon graduation. The additional transcript fee applies to any additional copies of official transcripts.
2. Students must satisfy all financial obligations to the College in order to receive an official transcript and their diploma. Students may obtain unofficial transcripts at any time at no cost.
3. The bad check fee is charged for any check that is returned unpaid.

Catalog, Page 35, Heating, Ventilation and Air Conditioning / Refrigeration

The program name, Applied Electronics Technology is changed to Heating, Ventilation and Air Conditioning / Refrigeration.

The Program Description for the Associate of Science in Heating, Ventilation and Air Conditioning / Refrigeration is changed to:

The Associate of Science degree program in Heating, Ventilation and Air Conditioning / Refrigeration 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.



Catalog, Page 36, Electrical Trades Technology

The following course codes are changed:

- EIT260 – Principles and Applied Practices of Residential Wiring is changed to EIT218
- EIT240 – Commercial Wiring is changed to EIT228.

Catalog, Page 45, Course Descriptions:

The following course codes are changed:

- EIT260 – Principles and Applied Practices of Residential Wiring is changed to EIT218
- EIT240 – Commercial Wiring is changed to EIT228.

The following prerequisites are modified:

- EIT220 – Advanced Residential Circuit Installation – New Prerequisite: EIT218
- EIT230 – Service Installation and Troubleshooting – New Prerequisite: EIT228

Effective April 10, 2018

Catalog, Independent Study

The following is added to the catalog:

The campus' independent study courses are designed to be the exception and not the rule to fulfill the student's academic objectives. Thus, the number of courses that a student may be allowed to take is limited. Approval for independent study courses occurs during the continuing student registration process, and it may be acceptable under the following circumstances:

- The independent study course must be requested by the student.
- The course will better fulfill the student's educational needs.
- The course will help the student fulfill graduation requirements within the time limit.

The availability of independent study courses is limited:

- A student must submit a request for independent study.
- No more than 10% of any program may be offered via independent study.
- A student may not register for an independent study course, if the proposed independent study course's prerequisite(s) was also fulfilled through an approved independent study course, unless this situation approved by the Director of Education.
- Only general education or program core courses may be approved as independent study courses.
- Courses with a clinical lab or externship component cannot be completed as an independent study course.
- Rare exceptions to these policies may be approved by the designated Main Office personnel in the event of a teach-out.

Catalog, Page 17, Standard Period of Non-Enrollment (SPN)

The following language is removed from the catalog as SPN will no longer be offered to students:

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

Catalog, Page 42, Patient Care Technician

The Patient Care Technician Diploma program in Orlando is in teach-out. The Orlando campus is allowing existing students to complete the program. No additional students will be enrolled.



Effective August 7, 2018

Catalog, Page 4, Accreditation

Southern Technical College's accreditation is changed to:

Southern Technical College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award Associate's degrees and diplomas. The Accrediting Commission of Career Schools and Colleges 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. ACCSC may be contacted at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. The telephone number is (703)-247-4212.

Effective September 14, 2018

Catalog, Page 6 and Back Cover, Locations/Facilities

The address for STC Auburndale is changed to 450 Havendale Blvd., Auburndale, FL 33823.

Catalog, Page 29, All Formal Complaints Shall Be Handled As Follows

Step Five is changed to the following:

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, schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

Catalog, Associate of Science in Welding Technology, Page 39

Southern Technical College – Auburndale is approved to offer the Associate of Science in Welding program.

Catalog, Associate of Science in Welding Technology, Page 39 and Course Descriptions, Page 51

The following course codes are changed as of October 29, 2018:

WLD151 – Pipe Welding I is changed to WLD251.

WLD161 – Pipe Welding II is changed to WLD261.

WLD180 – Non-Ferrous Welding I is changed to WLD280.

WLD284 – Non-Ferrous Welding II is changed to WLD284.

Effective November 1, 2018

Catalog, Page 8, Transfer of Credit/Standardized Placement Assessment and Challenge Exams

The Transfer of Credit and Standardized Placement Assessment and Challenge Exams Policies have been changed to the following:



STC evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical or 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 to receive transfer credit. The College will accept no more than 50% of transfer credits into a given degree 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. Advance standing through transfer credit does not apply to students pursuing a diploma program.

Criteria for acceptance of transfer credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by STC.
- The courses for transfer can be applied toward graduation requirements.
- 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).
- Core skill or technical courses must have been taken within the last five (5) years to be considered for transfer.
- General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
- 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 the Registrar and approved by the Director of Education.
- If a student does not agree with the Director of Education's decision on the granting or placement of credit that was earned at another institution, the student has the right to submit an appeal to the Executive Director. The student will be required to provide reasonable material to support their case, such as the course materials or syllabus in question.
- Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Department to discuss their requirements.
- College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces.org), or Association of International Credential Evaluators (AICE).

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: third party testing or institutional challenge examinations.

The College awards credit for the successful completion of College Level Examination Program (CLEP) or the Defense Activity for Non-Traditional Education Support (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 prior to the student being enrolled in the course.

Students may request to take a challenge examination for certain courses in their program of study. Courses that may be challenged are listed in the *Challenge Exam Eligibility* document.

- Students must pay a fee of \$100 for each challenge examination.
- The fee must be paid prior to taking the examination and is non-refundable.
- The examination must be requested no less than five days prior to the first day of the corresponding course and must be approved and scheduled by the Director of Education.
- Challenge exams may only be taken once.
- A challenge exam cannot be taken after the course has been attempted.
- 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.
- The grade reflected on the transcript from a successful challenge examination shall be recorded as a "CX" grade for the course.
- If the exam is not successfully completed, the student must take the course and pay the associated tuition.



- The sum of credits obtained by challenge examinations and other transfer credit may not exceed 50 percent of the degree program course requirements.
- Student pursuing a diploma program are not eligible to challenge STC courses via examinations or third party testing.

Catalog, Page 3, Academic Calendar

The 2019 Academic Calendar is added:

Term ID	Class Start Date	Class End Date	Holiday / No Classes
Winter 2019			
WIN A	January 7, 2019	January 31, 2019	Martin Luther King Jr. Day, January 21, 2019
WIN B	February 4, 2019	February 28, 2019	
WIN C	March 4, 2019	March 28, 2019	Spring Break, March 29-April 7, 2019
Spring 2019			
SPRG A	April 8, 2019	May 2, 2019	
SPRG B	May 6, 2019	May 30 2019	Memorial Day, May 27, 2019
SPRG C	June 3, 2019	June 27, 2019	Independence Day, July 4, 2019 Summer Break, June 28-July 7, 2019
Summer 2019			
SUM A	July 8, 2019	August 1, 2019	
SUM B	August 5, 2019	August 29, 2019	Labor Day, September 2, 2019
SUM C	September 3, 2019	September 26, 2019	
Fall 2019			
FALL A	September 30, 2019	October 24, 2019	
FALL B	October 28, 2019	November 21, 2019	
FALL C	November 25, 2019	December 19, 2019	Thanksgiving, November 28, 2019