STUDENT HANDBOOK



2026 - 2027

VALENCIACOLLEGE

The Valencia College Student Handbook contains helpful resources to help you succeed academically and get involved in organizations and activities.

Additionally, this handbook details student policies and procedures related to student needs, academics, discipline and more.

WELCOME, NEW STUDENTS.



Welcome to Valencia College and the Puma family! We're glad you have chosen us to start (or continue) your college journey! Starting something new is both exciting and scary. Whether you are coming to Valencia College to prepare to transfer, training to go directly into the workforce, or upskilling to advance your career, Valencia College has the people and resources to support you.

Valencia College is rich with resources and support to ensure you have a successful college experience. This Student Handbook is filled with information and resources to help you be successful. I encourage you to consider getting involved in student leadership opportunities such as the Student Government Association, leadership programming and/or student clubs and organizations. Also, plan to take full advantage of the people and resources available to support you including your student success coach, tutoring, the library, the writing center and more. The faculty and staff at Valencia College are kind, caring and committed to supporting you each step of this journey.

Along the way, please let us know how we can continue to encourage, support and help you. I'm certain if you take advantage of all the resources and support at Valencia College, you will be successful. I'm glad you have chosen us to be part of your life journey. We take our role in that very seriously and will be with you every step of the way, all the way to graduation. I look forward to seeing you around and eventually crossing the graduation stage!

With Puma Pride!.



Dr. Lesley Frederick
Vice President, Student Affairs

MY VC is...

MyVC is the student and staff Engagement Hub for Valencia College. This one-stop-shop connects you with the systems, information, people and updates you'll need to succeed at Valencia College.

Use MyVC to:

- Access email, courses and academic support
- Manage your tasks and calendars
- Keep updated on announcements and alerts relevant to you
- Search staff, peers, systems, communities, posts, resources and more
- Connect with departments, services, organizations and peers
- Stay focused on your most important to-dos
- View personalized resources and content

GET INVOLVED

Student Development provides opportunities for personal and academic growth by focusing on leadership, wellness, personal engagement and fostering a strong sense of community among students—meaningful connections.

STUDENT INVOLVEMENT

Enhancing student success and transforming lives through offerings that focus on growth and holistic development.

BENEFITS OF GETTING INVOLVED

- Meet new people and make new friends
- Explore special interests
- Clarify your career goals
- Gain communication, technical and leadership skills, and experience
- Professional networking opportunities
- Enhance your resume through experiences and activities
- Community building
- Personal development
- Improve knowledge and concrete actions in the dimensions of wellness
- Maximize natural strengths and abilities



WAYS TO GET INVOLVED

ATTEND CAMPUS EVENTS AND ACTIVITIES

Common Events: The common events across all campuses are as follows:

- Weeks of Welcome
- Club, Organization, and Student Resource Fair
- Puma Day (Fall Term Only)
- Constitution Day (Fall Only)
- Finals Stress Relief
- Safe Spring Break (Spring Term Only)
- Gratitude Graffiti (Fall Term Only)
- Random Acts of Kindness (Spring Term Only)

MyVC Communities:
This is your guide to all activities.

- Events, RSOs, departments, free food and more
- Join groups, RSVP for the events you want to attend, and submit your volunteer hours

Student Government Association (SGA):
Serve as the voice of the students and provide representation, advocacy and service to the campus student body.

Community Engagement and Involvement:
Find opportunities for campus and community involvement.

- Discover one-time special event opportunities, as well as referrals to agencies and volunteer projects that best fit your needs and interests
- Use the Student Development Community page on MyVC to find opportunities and submit volunteer hours

Student Leaders (Paid Positions): Here to help you find opportunities on and off campus.

- First Stop Team: Ready to assist and direct you to various campus resources
- First Stop Lab Leaders: Help students with registration and other aspects of the student portal
- Programming Team: Develop and manage event programs that showcase vibrant campus life
- Downtown Campus, Student Life Board: Develop and manage event programs that showcase vibrant campus life
- Financial Learning Ambassadors: Teach sound money management and fiscal responsibility
- Orientation Team: Welcome new students to Valencia College by assisting with orientation and the information station
- Transitions Planning Team: Provide campus-based tours and immersive experiences for prospective students

REGISTERED STUDENT ORGANIZATIONS

Students are busy. There can be a lot to balance between classes, work, homework, family, and other commitments. So why would you suggest adding another thing to that list by joining a registered student organization? It can impact your career and student experience now and after college. You'll develop strengths and skills that could positively and broadly impact you as you enter the workplace.

The benefits of joining a club:

- Help you to make new friends
- Build/add on to your social network
- Improve your interpersonal and communication skills
- Expand your professional network
- Add club involvement to your resume
- And more

STUDENT CONDUCT BOARD

Join to develop leadership, critical thinking, and conflict resolution skills while playing a key role in maintaining a fair and respectful campus community.

- Assist the office of Student Rights and Responsibilities to review allegation(s) of misconduct
- Ensure that the review process is fair and in line with the Student Code of Conduct and Academic Integrity Policies
- Participate in student conduct board hearings, evaluate evidence, and make recommendations on sanction(s) if a finding of in violation is determined

VCENTIALS

VCentials is a free resource for food and services for all Valencia College students. VCentials is made possible through the generosity of the Florida Blue Foundation, Walt Disney World, Universal Orlando Foundation, Second Harvest Food Bank, various community partners and members of the Valencia College community. Each campus stocks a variety of shelf-stable foods and personal hygiene products with the West and Osceola locations offering an expanded selection of frozen and refrigerated items along with an assortment of fresh fruits and vegetables.

An upgraded VCentials market will be added to the East campus location in the future.

- Stop into your campus Student Development office today at East, Lake Nona, Winter Park, Poinciana and Downtown for services. On the West Campus, VCentials is located in Building 1, Room 142 and on the Osceola Campus in Building 4, Room 112. On East Campus, VCentials is located in Building 4, Room 134.
- Please bring your valid Valencia College ID to each visit.
- Sign up to become a VCentials volunteer.



CAMPUS	STUDENT DEVELOPMENT OFFICE LOCATIONS
East	Bldg. 5, Room 212
Lake Nona	Bldg. 1, Room 147
Osceola	Bldg. 2, Room 150 (VCentials located in Bldg. 4, Room 4-112)
Poinciana	Bldg. 1, Room 116
West	Bldg. 3, Room 147 (VCentials located in Bldg. 1, Room 142)
Winter Park	Bldg. 1, Room 200
Downtown	UnionWest Room 200 (Housed within the Student Engagement Offices)

VALENCIACOLLEGE

Student Development

GET INVOLVED

Valencia College offers more than 60 clubs and organizations to help you achieve a balance in your physical, mental, social, emotional, environmental and academic lives.

valenciacollege.edu/getin



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IDENTIFY YOUR CAREER AND MAJOR GOALS

Valencia College is committed to helping students become lifelong learners and be successful in their chosen majors that lead to fulfilling careers.

The Career Center services include:

Career Exploration

- Connect your personality, skills and values to your career interests.
- Discover career and major options.
- Identify factors to consider in making a career decision.

Job Search Skills

- Prepare a resume.
- Develop a cover letter.
- Practice interviewing techniques.
- Learn what prospective employers seek in a candidate.

Transfer Planning

- Access transfer information for colleges or universities.
- Research information about law, medical and other graduate school programs.

Co-Curricular Activities

- Workshops/Skillshops on career-related topics.
- Career Action Distinction. Through this program you will:
  - Explore career and major options.
  - Develop networking and employment readiness skills.
  - Connect your college experience to your career.
  - Make yourself more competitive in your job search.

Exploring your career and major goals early can help you to select a career path, develop a career plan and graduate on time. Your future is now.

For assistance, contact a Career Center.

- East Region | Bldg. 5-230
  East and Lake Nona Campuses
  407-582-2259
- Osceola Region | Bldg. 2-140
  Osceola and Poinciana Campuses
  407-582-4391
- West Region | Bldg. SSB-206
  West, Downtown, and Winter Park Campuses
  407-582-1464

You can connect with the Career Center team virtually, in person or by phone.

LEARNING SUPPORT

LIBRARY

At each campus library, librarians and other qualified staff can assist you with research and identifying the difference between disinformation and credible sources.

- The library provides books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs.
- The online resources are available off campus through the Search the Library link via your student portal.
- Your Valencia College ID is required to check out materials. You may also request materials from other libraries outside of Valencia College through interlibrary loan.
- Each campus library also provides computer workstations, laptops and iPads for check out; other devices may be available depending on the campus (i.e., calculators).
- Space is available for quiet study as well as group and individual study. WiFi is accessible for laptop and mobile devices.
- Printing, scanning and photocopying services are available. For additional information or help, including hours of operation, visit **the library website** or our Ask-a-Librarian service located in your student portal.
- Meet with a librarian to discuss your research needs such as narrowing a research topic, developing successful search strategies, finding quality sources and citing them correctly.

LEARNING SUPPORT

Each campus offers tutoring support and learning materials, as well as large study spaces for students to complete work individually or in groups.

- Most tutoring services are available on a drop-in basis, but some do require an appointment. Please check with your campus learning center for more information.
- Drop-in assistance is provided for a variety of subjects including but not limited to: anatomy and physiology, biology, chemistry, physics, accounting, economics, computer programming, office systems technology, foreign languages, writing and reading across the disciplines, speech, English for Academic Purposes (EAP) Lab and all levels of math (from developmental courses to differential equations). Please note that subjects may vary by campus. Check with your campus learning support center for more information.
- Online Tutoring is available at **valenciacollege.edu/tutoring**
- Additional 24/7 online tutoring is available through Brainfuse and can be found in Canvas

WRITING CENTER

Our mission is to help students become better writers. Our friendly staff consists of experienced writers, familiar with anything from mastering the basics of grammar to composing and documenting college-level essays. We are excited to help students with any writing assignment for any course.

- The Writing Center offers writing consultations that last between 15 and 30 minutes on a drop-in basis. Appointments are also available at the West campus.
- Students can submit essays for feedback from a writing consultant by using the Brainfuse link in Canvas.

TESTING AND ASSESSMENT CENTER

Students may use the Testing and Assessment Center for course make-up exams and accommodated testing, entry and course placement exams, civic literacy testing and other types of institutional testing.

- Students must make an appointment to take a test at the Testing and Assessment Center. **Visit the Testing and Assessment website** for more information on making an appointment and what to bring on test day.



STUDENT RESOURCES

We encourage all students to explore the various resources available to support their success. This section serves as a guide to finding answers to your questions. The descriptions provided will help you identify the best resources to meet your needs.

FIRST STOP

First Stop is where all student service activities begin, including discussions about enrollment, financial aid, Florida residency for tuition purposes, document submission, and deadlines. An Enrollment Navigator will meet with a student visiting First Stop to assist in the following areas:

- Admissions and Records: Application, documentation requirements and deadlines
- Financial Aid: Award information, documentation requirements and deadlines
- Florida Residency: Application, documentation requirements, and deadlines
- Transcripts: High school, college and test scores
- Graduation: Graduation application, documentation requirements, commencement information and deadlines
- Referrals: Referrals to other offices (as necessary)

STUDENT SUCCESS COACHING SERVICES

Valencia College student success coaching provides holistic and transformative support through a collaborative student and coach relationship that fosters student learning and creates conditions leading to the achievement of academic and career goals. Students will be supported through developmental coaching which includes life, career and education planning; interpretation of assessments; strategies to address academic and personal challenges; programs to encourage student success skills; information about graduation requirements and academic policies. Coaching also assists with course selection for degree pathways and technical certificates; preparation for transition into bachelor programs; and assistance with financial aid. Check the student portal for your assigned coach. Student Success Coaches are available on campus or virtually to assist with program planning and answer specific questions about requirements and program completion.

OTHER SUPPORT SERVICE AREAS

First Stop Lab

First Stop Labs are a resource for assistance with online tools and services related to your student portal. The staff assists with course registration, completion of applications and student forms, managing other account information related to admissions, Florida residency and financial aid.

BayCare Student Assistance Services

Valencia College has contracted with a private and confidential mental health therapy service to provide short-term assistance to students who need to address concerns that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression and gender issues.

Students who are experiencing any of these issues and who are enrolled in classes at Valencia College should call the toll-free number **1-800-878-5470** to speak to a licensed therapist. If needed, the Valencia counselor may refer the student to appropriate resources or to speak face-to-face with a mental health therapist. For more information, call or visit a Valencia counselor on any campus or visit **valenciacollege.edu/baycare**

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at **(800) 878-5470** or via email at **BayCareSAP@baycare.org**

Business Office

Students may visit the Business Office to pay tuition, fees, library and parking fines as well as to inquire about account balances and financial holds. The Business Office can also assist with questions regarding 1098Ts, Florida Prepaid, TIPs and any other 3rd party payments.

Career Center

Students can go to this office to get assistance with making career decisions, setting career goals and preparing for a job search. The Career Centers are located on the following campuses: East, West and Osceola. Students can visit with a Career Advisor on campus or virtually.

Counseling Services

Valencia College Counseling Services provide emotional and academic support that empowers students to succeed in college and in life. Valencia counselors provide this via short-term, solution-focused, private counseling sessions focusing on personal, academic and career concerns. Valencia counselors also provide students with support through crisis intervention, case management and community/college referrals.

Valencia counselors help students with a variety of concerns including:

- Symptoms of anxiety, stress and depression
- Time management
- Relationships
- Uncertainty with future; career and/or major
- Financial distress
- Food insecurity
- General well-being

For support and to connect with a Valencia counselor, visit valenciacollege.edu/counselingservices

Seneff Honors College

The Seneff Honors College helps students develop knowledge, mindsets, and skills needed to thrive in the 21st century through in-class and co-curricular opportunities. Broader, deeper, and more complex than the college's standard curriculum, honors experiences engage students as partners in the learning process, often through pedagogies such as inquiry-based learning, community-based learning, and project-based learning. The Seneff Honors College admits new students each fall semester. Information about each fall admissions cycle becomes available in early spring (typically February). To learn more and apply: valenciacollege.edu/honors

International Student Services (ISS)

The ISS office offers international students on an F or J visa specialized support, application processing, advising and cultural programming. The Coordinators of International Student Success assist current international students to maintain their student status and provide academic and personal advising.For more information, visit: international.valenciacollege.edu

Internship and Workforce Services

The Internship and Workforce Services (IWS) team is dedicated to educating and preparing Valencia students for Central Florida's dynamic job market. We provide support and assistance to students pursuing internships and work-based learning experiences. Internships allow students to integrate knowledge learned in the classroom with hands-on experience learned at the internship site. We partner with employers to provide high-quality internships, employment, and networking opportunities for students. Lastly, we use Navigator, (valencia-csm.symplicity.com) our online job/internship posting platform, which allows current students and alumni to search for employment and internship opportunities. valenciacollege.edu/internship

Office for Students with Disabilities

Valencia College is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) provides individual assistance to students with documented disabilities based upon the need and impact of a student's specific disability. In order to receive accommodations, students must provide current documentation to the OSD. To learn more about the Office for Students with Disabilities, visit valenciacollege.edu/OSD

Office of Veterans Affairs

The Office of Veterans Affairs is responsible for providing veterans and their eligible dependents assistance that will enable them to maximize their veteran's educational entitlement. For new and returning VA students, please visit valenciacollege.edu/veterans-affairs. If you are a new student to Valencia College or first time using benefits, follow the steps under "First Time Using Benefits at Valencia College." If you are a returning student, select the recertification option.

After certifying or recertifying your veteran's educational benefits with the Office of Veterans Affairs, the accounts receivable office will apply your approved tuition assistance to your student account. For additional information regarding tuition assistance processing, please contact accountsreceivable@valenciacollege.edu

Office of Student Rights and Responsibilities

The Office of Student Rights and Responsibilities is dedicated to enforcing the Student Code of Conduct and managing the student conduct review process for both individual students and registered student organizations. They provide workshops for faculty, staff, and students focused on topics such as integrity, civility, and other essential values. The office also processes requests for disciplinary records, assisting students with transfers to other institutions or job applications. To promote a positive and safe learning environment, they offer remedial measures to address student behavior and encourage personal growth. Through these resources, the office aims to foster accountability, integrity, and respect within the campus community.

Calming Room

To provide a quiet, comfortable space for students to step away from the hustle of college life and recharge, a Calming Room is available at the West Campus.

Location: West Campus, Student Services Building (SSB), Room 206

For more information and to schedule your time in the room, visit **valenciacollege.edu/counselingrooms**

Religious Accommodations

Valencia College respects the religious beliefs and practices of students. At the beginning of each term, students are responsible for reviewing syllabi to identify course expectations that may be impacted by their observance of a religious holy day(s) and to notify their instructor(s) of any requests for accommodations. For more information, see College Policy 6Hx28: 02-08 Accommodation of Religious Observances. (**valenciacollege.edu/policy)**

In recognition and support of the diversity of beliefs within our community, Valencia strives to support the religious observances, practices and beliefs of students and employees. Accordingly, spaces have been identified at the following locations for use by students and employees who wish to have a quiet location for prayer or meditation.

Prayer Space Locations:

Downtown Campus: UnionWest 314
East Campus: Visit 4-234
Lake Nona Campus: Visit 1-330 to reserve a room
Osceola Campus: Visit 4-202 to reserve a room
Poinciana Campus: Visit 1-103 to reserve a room
West Campus: 5-135
Winter Park Campus: Visit 1-210 to reserve a room



CAMPUS STORE



The Campus Store at Valencia College is your one-stop shop for all instructional materials, supplies and spirit gear. Owned and operated by the college, we cater to students, faculty and staff with a wide range of products and services. Enjoy free shipping to the VC Vault and convenient on-campus pickup options. Our store also offers notary services, and passport application assistance. Explore our promotional items and branded merchandise to show your school spirit. Visit us at any of our campus locations for exceptional customer service and support.

CAMPUS STORE	LOCATION
East Campus	Building 5-120
Lake Nona Campus	Building 1-135
Osceola Campus	Building 4-105
West Campus	Building 2-121

ONLINE BOOKSTORE

The Valencia College Online Bookstore operates completely online where you can order online and have your instructional materials shipped to your home, or to the VC Vault with digital instructional materials emailed. You can select from new, used, eBook, and rental options and find great deals on marketplace items. A Customer Experience team works for you year-round with 24/7, bilingual support. You can also sell your books back on the website at any time of the year and receive quotes instantly.

How do I order?

1. Visit the website and log in with your Valencia College credentials to see a personalized page.
2. Select from new, used, eBook, rental, and marketplace options.
3. Check out and complete your order in 5-10 minutes.

When should I order?

The earlier you order, the more chances you have to find the best deals.
It's recommended that you order 2-3 weeks before the term begins.

FOOD SERVICES

From smart markets to cafés, you have a variety of offerings to choose from. For menus, hours, nutrition info and more, visit **valenciacollege.edu/dining**

Cafés are located on East, Osceola and West campuses. Our cafés serve a full range of fare, from breakfast and coffee to sandwiches and pizza to grill selections and sweets.

CAFÉ LOCATIONS	
East Campus	Building 5
Osceola Campus	Building 4
West Campus	Building 2

The cafés are open Monday through Thursday. For hours, visit valenciacollege.edu/dining
On Fridays, only grab-and-go items are available in the Campus Store.

We proudly serve Starbucks at coffee counters in the East Cafe and Osceola Cafe. These counters are open from 8:00 a.m. to 3:00 p.m. On the West campus, we proudly serve Starbucks at the coffee cafe in Building 11, open from 8:00 a.m. to 3:00 p.m.

Cafés are cashless and accept credit and debit cards only. Students and employees may place orders and pay through the touch-screen kiosks in the cafés or fine-tune your pick-up game using the Grubhub app so there's no need to wait in line for food. Just activate "Campus Dining" on the Grubhub app to order food from the East, Osceola and West campus VC cafés. Place your order, pick it up and chow down. The Grubhub app can be found on Google Play or the Apple App Store.

Food trucks will visit East, Osceola and West Campuses every Friday from 10:30 a.m. to 2 p.m. on a rotating basis. Specific food trucks and hours of operation are subject to change depending on availability, weather or other factors.

FOOD TRUCK LOCATIONS	
East Campus	Parking Lot B, Sidewalk
Osceola Campus	Clock Tower Circle
West Campus	Parking Lot D, SSB

ADDITIONAL FOOD SERVICE OPTIONS

Vending machines are available across all Valencia College campuses.

At the Valencia College Downtown Campus, a campus shared with the University of Central Florida, nearby food and snack options are abundant. Vending machines are available across all Valencia College campuses.

HOW TO FIND ADDITIONAL MONEY FOR COLLEGE

Scholarships are awarded primarily based on financial need, however, some scholarship programs may not require need. Other factors are also considered, which may include academic talent, performing talent, participation in certain activities or special interest. Scholarship requirements and application procedures vary depending on the criteria set by the scholarship provider.

Visit **valenciacollege.edu/scholarships** to learn more about available scholarship opportunities. The scholarships page offers students a variety of scholarship opportunities from Valencia College Foundation, Valencia College Alumni, private scholarship donors, free scholarship search links and other great scholarship information.

Research local scholarships first.
In general, the smaller the geographical area a scholarship covers, the better your chances of winning. Begin your search with the Valencia College Foundation Scholarships by visiting **the Scholarships webpage** then check out **Financial Aid** on the Valencia College Scholarship page.

Your next stop should be the college aid section of your public library. Most libraries will have a number of books about financial aid, including scholarship guides, such as the College Board's Scholarship Handbook. They also may have information on local scholarships.

Check membership organizations and employers. Organizations of all types and sizes sponsor scholarships, so leave no stone unturned. Explore categories you might not have considered, such as religious, community service, fraternal, military, union and professional.



Many large companies offer scholarships or tuition programs for children or spouses of employees. If you are uncertain about this option ask your family members to check with their Human Resources department.

Use a free online scholarship search.
A scholarship search usually collects information on hundreds of awards and compares your student characteristics with scholarship restrictions. Based on your answers to a questionnaire, you will receive a list of possible scholarships.

REMEMBER:
You should never have to pay for scholarship information. If you're asked to pay a fee for "exclusive" scholarship leads, there's a good chance the scholarship service is really a scholarship scam.

Most of the information you will be asked for on a scholarship search questionnaire will be easy to come up with: year in school, citizenship, state of residence, religion, ethnic background, disability, military status, employer, membership organizations and so forth.

Beyond those questions, you will have to give some thought to your academic, extracurricular and career plans. You should ask yourself:

- Do I want to participate in a competition? If so, what are my talents and interest?
- What subject do I plan to major in?
- What career do I plan to pursue?
- Do I want to apply for all types of aid or only scholarships?

Your answers to these questions will help determine your scholarship eligibility. Take your time brainstorming and don't overlook anything. The more personal characteristics you discover, the more scholarships you could potentially apply for.

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE STUDENT SUCCESS GUIDE

STUDENT SUCCESS COACH RESPONSIBILITIES

- My goal is to make sure you understand all you need to know about your Valencia College degree requirements.
- I will provide a safe space for you to discuss your concerns and I will listen and be present, respectful and genuine.
- The resources of the college are endless—I will always point you in the right direction if you connect with me.
- I will help you with your questions about colleges and universities you are thinking about transferring to and what it takes to get there.
- Helping you find a major and a career that is right for you is my goal. I will provide you with information and support you along the way.
- This is your journey, but you are not alone. I will help you select your courses, understand your prerequisites, create your plans and set goals.

STUDENT RESPONSIBILITIES

- I will connect with my Student Success Coach every semester.
- When I schedule an appointment, I will start thinking about what I want to talk about.
- I will bring my "note-taking tools" with me to my appointments (e.g., phone, tablet or good old paper and pen).
- We will be going over important information, so I will keep all of it handy and refer to it often.
- If my Student Success Coach refers me to any resources, I will be sure to follow through and I will stay in touch.
- I will take responsibility to know the deadlines, ask questions, stay on track and be the one to know what to do.

ASSOCIATE IN ARTS STUDENT SUCCESS COACHING CHECKLIST

◆ This symbol represents actions that you should take at every credit hour benchmark

0 – 12 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Check if your meta-major matches your career of interest and change it if necessary. ◆
- ☐ Learn about the resources available to you, such as the Learning Support Center, Tutoring, Counseling, Career Advising and your student portal. For more information, go to the Student Services page on the Valencia College website.
- ☐ Explore and research your career interests by visiting the Career Center website or connecting with the Career Center team.
- ☐ Research colleges and universities of interest and the admission requirements.
- ☐ Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, connect with a Student Success Coach. ◆
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- ☐ Visit the Career Center website to learn how to create your resume and connect with the Career Center team for feedback.

12 – 30 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Confirm that your meta-major matches your career of interest and change it if necessary. ◆
- ☐ Explore your major and career interests by considering volunteering, employment, internships, job shadowing and service learning.
- ☐ Decide on a major and your transfer university of interest. If you are still undecided, meet with a Student Success Coach or the Career Center team.
- ☐ Run your degree audit and use your catalog to help you choose the right classes. For assistance, connect with your Student Success Coach. ◆
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities.
- ☐ Keep your resume current by reviewing it every semester and consider scheduling a practice interview. For assistance, visit the Career Center website or connect with the Career Center team. ◆

30 – 45 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Confirm that your meta-major matches your career of interest and change it if necessary. ◆
- ☐ Decide on your educational goals by the time you complete 45 credit hours.
- ☐ Research colleges and universities of interest, including the admission requirements, application deadlines, housing options, campus tours and connect with the academic departments.
- ☐ Consider exploring graduate school (e.g., master's degree, medical or law school), advanced training, certifications and licenses.
- ☐ Run your degree audit to confirm you are on track for graduation. For assistance, connect with your Student Success Coach. ◆
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- ☐ Enhance your work experience and skills by volunteering, employment, internships, service learning and job shadowing.
- ☐ Keep your resume current by reviewing it every semester and consider scheduling a practice interview. For assistance, visit the Career Center website or connect with the Career Center team.

45 – 60 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Confirm that your meta-major matches your career of interest and change it if necessary. ◆
- ☐ Run your degree audit to confirm you are on track for graduation. For assistance, connect with your Student Success Coach. ◆
- ☐ If you are ready, submit your graduation application by the deadline.
- ☐ Explore housing options, develop a financial plan, schedule campus tours and connect with the academic departments.
- ☐ Submit your admissions applications early to your colleges/universities of interest (and any other materials, such as transcripts and recommendation letters, if required).
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- ☐ Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- ☐ Keep your resume current by reviewing it every semester and consider scheduling a practice interview. For assistance, visit the Career Center website or connect with the Career Center team.

ASSOCIATE IN SCIENCE STUDENT SUCCESS COACHING CHECKLIST

◆ This symbol represents actions that you should take at every credit hour benchmark

0 – 12 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Check if your degree program matches your career and academic goals and update it, if necessary. ◆
- ☐ Learn about the resources available to you, such as Learning Support Center, Tutoring, Counseling, Career Advising and your student portal. For more information, go to the Student Services page on the Valencia College website.
- ☐ Explore and research your career interests by visiting the Career Center website or connecting with the Career Center team.
- ☐ Discuss career credentials with your Student Success Coach if applicable (e.g., award of credit, industry certification requirements, etc.).
- ☐ Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, connect with your Student Success Coach. ◆
- ☐ Begin to explore or verify technical certificate programs.
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- ☐ Visit the Career Center website to learn how to create your resume and connect with the Career Center team for feedback.

12 – 30 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Confirm that your degree program matches your career and academic goals and update it, if necessary. ◆
- ☐ Explore and research your career interests by considering volunteering, employment, internships, job shadowing and service learning.
- ☐ Visit the Internship and Workforce Office to inquire about internship requirements and opportunities. Consider volunteering, service learning or relevant employment in your field of interest.
- ☐ Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, connect with your Student Success Coach. ◆
- ☐ Verify technical certificate completion if applicable. ◆
- ☐ Verify your address is correct in your student portal. Technical Certificates are sent via mail.
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- ☐ Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the Career Center website or connect with the Career Center team.

30 – 45 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Confirm that your degree program matches your career and academic goals and update it, if necessary. ◆
- ☐ Decide on your career and educational goals by the time you complete 45 credit hours.
- ☐ Research bachelor's programs at Valencia College and other state colleges, if applicable. Remember to review admissions requirements to ensure you are in the right program.
- ☐ Run your degree audit to confirm you are on track for graduation. For assistance, connect with your Student Success Coach. ◆
- ☐ Verify technical certificate completion if applicable. ◆
- ☐ Consider exploring advanced training, certifications and licenses.
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- ☐ Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the Career Center website or connect with the Career Center team.

45 – 60 CREDIT HOUR CHECKLIST

- ☐ Check your student portal email daily. ◆
- ☐ Confirm that your degree program matches your career and academic goals and update it if needed. ◆
- ☐ Run your degree audit to confirm that you are on track for graduation. For assistance, connect with your Student Success Coach. ◆
- ☐ Verify technical certificate completion if applicable. ◆
- ☐ If you are ready, submit your graduation application by the deadline.
- ☐ Start your job search using Navigator, the Valencia College job search tool.
- ☐ Submit your admissions applications early to Valencia College or other state colleges of interest, if furthering your education is in your career plan.
- ☐ Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- ☐ Apply for scholarships by visiting the Financial Aid Services website. ◆
- ☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- ☐ Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- ☐ Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the Career Center website or connect with the Career Center team.

GET TO KNOW YOUR CATALOG

IT'S ONLINE



Visit the Valencia College catalog at **valenciacollege.edu/catalog**

The college catalog that is in effect when you first enroll at Valencia College will be your governing catalog—valid for five academic years. It will serve as your official guide to course information, academic policies, and important dates and deadlines.

LEARN SOME VALENCIA COLLEGE LINGO:

Co-requisite (Co-req) – A course required to be taken at the same time as another course.

Drop – Refers to the action students take to remove themselves from enrollment in a course. The drop period is scheduled at the beginning of each term. "Dropped" courses are removed from registration records, do not receive academic credit, and do not have financial obligation.

Flex Start/Parts of Term – Schedule of all classes that start on a day other than the official first day of classes for any Fall, Spring, or Summer Full Term.

General Education (Gen Ed) – Specific number of credits of basic liberal arts courses required as foundation in university parallel A.A. degree. General education courses also are required in A.S. degree programs.

Governing Catalog – The Valencia College Catalog goes into effect for degree-seeking students at the time of their initial enrollment in associate degree credit courses. A governing catalog is valid for five years provided students maintain continuous enrollment at the college. Any program of study added to a student's record after the initial enrollment at Valencia College will follow the catalog in effect at the time of the change.

My Education Plan – A Valencia College web-based educational planning tool in your student portal that allows students to plan their degree completion requirements, determine course sequence and project the time it will take to complete a degree.

No-show – Students who do not participate the first week will be withdrawn by the college. When you are withdrawn, you are still financially responsibile for the course, and it counts as a course attempt on your transcript. Faculty must report students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date as a "no-show" by the end of the No-Show Reporting Period. If you are reported as a "no-show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Prerequisite (Pre-req) – Course which must be satisfactorily completed before a higher-level related course can be taken.

Withdrawal – Refers to the action students take to remove themselves from a course during the withdrawal period (following the drop/refund period), and before the student withdrawal deadline for each term. Withdrawing from a course may have academic and financial obligations; academic consequences include receiving a "W" for the course (which appears on student transcripts). At Valencia College, a grade of "W" will not impact GPA and does not count as completed credit toward a degree; however, a withdrawal will count as an 'attempt.

VALENCIA COLLEGE FOUNDATION SCHOLARSHIPS



The Valencia College Foundation offers a number of privately funded scholarships that are donated by individuals and organizations interested in supporting Valencia College students.

APPLY TODAY

by visiting valencia.org/scholarships
or email **foundation@valenciacollege.edu**

VALENCIA COLLEGE FOUNDATION

YOUR CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY

THURSDAY	FRIDAY	SATURDAY

NOTES:

To view a list of important dates and deadlines, visit the Valencia College Academic Calendar.



SAFETY AND SECURITY

VALENCIA COLLEGE SAFETY MOBILE APPLICATION

Valencia College Safety is the official safety app of Valencia College. It is the only app that integrates with our safety and security systems. Safety, Security and Risk Management has worked to develop a unique app that provides students, faculty and staff with added safety on the Valencia College campus. The app will send you important safety alerts and provide instant access to campus safety resources.

Valencia College Safety app features include:

- **Mobile Bluelight:** In case of a crisis, access Help Now to send your location to Valencia College Security in real time.
- **Emergency Contacts:** Contact the correct services for the Valencia College area in case of an emergency or a non-emergency concern.
- **Tip Reporting:** Multiple ways to report a safety/security concern directly to Valencia College security.
- **Safety Notifications:** Receive instant notifications and instructions from Campus Safety when on-campus emergencies occur.
- **Chat with Security:** Communicate live with safety staff at Valencia College via chat.
- **Campus Maps:** Find your way around the Valencia College campuses.
- **Campus Safety Resources:** Access all important safety resources in one convenient app.

Please download the FREE Valencia College Safety App under Valencia College Safety in the app section of your smartphone—
valenciacollege.edu/safetyapp

SEXUAL OFFENDERS/PREDATORS

To search the FDLE website for Sexual Offenders/Predators please see **offender.fdle.state.fl.us/offender/sops/search.jsf** or call **888-357-7332**.

VALENCIA COLLEGE ALERT EMERGENCY MESSAGING SYSTEM

Sign up for Valencia College alerts—if there is ever a crisis or emergency on campus, find out right away. Receive instant notifications via e-mail or text message. To register, look for the Valencia College Safety alerts link in your student portal.

Campus security personnel are on duty day and night to control traffic and parking, and to provide for the safety and welfare of students, faculty and staff. Security will assist with vehicle services, which include unlocking vehicle doors and providing a jump-start. REMEMBER, security is everyone's responsibility, so please lock your vehicle and safeguard your property. Report all suspicious activities to the Security Office.

RESPONSE TO AN ACTIVE THREAT

Be sure to familiarize yourself with your surroundings. Shelter in Place is used when it is safer to stay inside a building—weather-related, ongoing police action, etc.

Note the nearest exit and parking lot for emergency evacuations.

THE CLERY ACT

Valencia College prepares an annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act. The Annual Security Report is prepared by Valencia College's Safety, Security and Risk Management department through cooperation of all local law enforcement jurisdictions surrounding our campuses. Crime, arrest and referral statistics are collected from these law enforcement agencies including Valencia College's Safety, Security and Risk Management department. These statistics are published annually and are available on Valencia College's Annual Security Report webpage.

Enacted in 2025, the Stop Campus Hazing Act requires colleges and universities to 1) include all statistics on hazing incidents reported to campus security authorities or local law enforcement in the Annual Security Report, 2) publish information related to hazing incidents in a newly established

Campus Hazing Transparency Report and 3) publish specified information related to anti-hazing policies and hazing prevention programs. Valencia College Hazing Policy: 6Hx28:8-12.

SAFETY AND SECURITY

Downtown Campus has emergency call boxes throughout the campus, which UCF Police Department has jurisdiction over—responding to all emergencies or calls for service.

SUSPICIOUS ACTIVITY

If you see criminal/disruptive/suspicious behavior occurring on campus, notify your campus Security Office. If you would like to report it anonymously, complete the Silent Witness form at: **valenciacollege.edu/students/security/silent-witness.php**

LOST AND FOUND

A lost and found depository is maintained in the Security Office on every campus. All found articles should be turned in to the campus Security Office.

For Downtown Campus, lost and found items should be turned into the security desk. UCF Police Department holds the items for a period of time; however, any unclaimed items are moved to UCF's main campus.

SAFETY WALK

Have a security officer accompany you any time of day, if for any reason, you feel you need one. In the case of Downtown Campus, UCF handles escort procedures.

Wherever you are—walking between classes, in the library, shopping, driving—stay alert and tuned into your surroundings.

- Watch your purse, backpack, briefcase, cell phone, etc.—don't leave them behind.
- Walk with a friend whenever possible.
- Practice the buddy system, which includes letting someone know where you are going; when you plan to return; what routes you will take and how to reach you.
- Stick to well-lit, well-traveled areas.
- Studying late? Call a friend or the Campus Security when you are ready to leave.

For additional information concerning security, visit **valenciacollege.edu/security**



STUDENT IDS

Student IDs are issued at all campus Security Offices, with the exception of Downtown Campus which are issued by UCF Card Services.

SECURITY WEBSITE

For additional information concerning security, visit **valenciacollege.edu/security**

PARKING—IT'S FREE*

Students should:

- Obtain a parking decal for each vehicle they may drive to and park on campus.
- Familiarize themselves with parking regulations, locations and restrictions.
  - Student parking is designated with white stripes.
  - Failure to park in designated spots will result in a parking fine.
  - Decals give the holders privilege of parking on campus, but regretfully we cannot guarantee the holder a specific parking space.
  - A lack of space is not considered a valid excuse for violation of any parking regulation.
  - Valencia College assumes no responsibility for loss or damage to any vehicle, or its contents, while operated or parked on college property.

To obtain a parking permit, go to any campus Security Office with:

- Government-issued identification
- Current vehicle registration
- Parking Permit Application
  - Log into your MyVC account
    - » Tools
      - » Campus Services menu
        - » Parking Permits

Parking decals are good for two years and will need to be replaced by August, every other year. Students will need to follow the above steps for each vehicle.

*There is a parking fee for Downtown Campus, which is enforced by UCF Parking Enforcement.

SECURITY PHONE NUMBERS

Campus	Phone Number
Downtown (handled by UCF Police Department)	407-823-5555
East	407-582-2000
Lake Nona	407-582-7000
Osceola	407-582-4000
Poinciana	407-582-6500
School of Public Safety	407-582-8000
West	407-582-1000
Winter Park	407-582-6000

POLICIES AND PROCEDURES

For a complete list of official policies and updates, please visit the **valenciacollege.edu/policies**

STUDENT RIGHTS AND RESPONSIBILITIES

Valencia College is an educational institution committed to providing students with involvement in institutional decision making. This involvement takes many forms. Student Government leaders are elected on the campuses and serve as the official voice of the students to the administration on matters important to students. Students serve as voting members on collegewide and campus committees. The college offers a student leadership development program that not only trains current and potential student leaders, but solicits student input on issues related to student life. College leaders meet regularly with students to obtain feedback on college operations and how they impact campus life for students. A survey is conducted regularly asking currently enrolled students about their perceptions of the specific services and programs offered by the college. Students are continually encouraged to contact their Student Government officers or campus student development assistant directors to volunteer to become active in college committees and/or activities. These and other initiatives by Valencia College staff and student leaders assist the college in being proactive in evaluating and acting on student needs.

In addition to the numerous opportunities for involvement in and impact on institutional decision making at the college, Valencia College students are also responsible for adhering to applicable federal, state, local and college laws, ordinances and policies. The purpose of this section of the planner is to clarify, as much as possible, what you and the college should expect of each other in the areas of student rights, responsibilities and conduct.

ACADEMIC INTEGRITY

(College Policy 6HX28:08-11)

All violations of the Academic Integrity Policy 8-11 are explicitly prohibited within the College community. Definitions and examples of such violations can be found within the Academic Integrity Policy (6Hx28:8-11). If a faculty member or instructor concludes a student has violated this policy and/or its procedures, the faculty member/instructor may choose from the following options:

1. The Faculty member may use the violation as an opportunity to discuss with the student how failing to act with integrity can have a negative impact in the workplace, school, or broader community;
2. The Faculty member may consider the violation to represent poor academic work and assign academic penalties; and/or
3. As circumstances may warrant, the Faculty member may refer the matter to the student conduct review process in accordance with the College Policy (6Hx28: 8-03), Student Code of Conduct.

A full list of potential academic penalties can be found under the Academic Integrity Policy's Procedure Section IV (6Hx28:8-11).

If the student disagrees with the decision of the faculty member/instructor, the student may seek a review of the decision, subject to and in accordance with College Policy (6Hx28: 8-10), Student Academic Dispute and Administrative Complaint Resolution.

Anyone observing an act of academic dishonesty may refer the matter to the faculty member/instructor, as an academic violation, and/or to the Assistant Vice President of Holistic Support, or designee, as an alleged violation of the Student Code of Conduct (6Hx28:8-03).

AIDS POLICY

(College Policy 6HX28:02-04)

Valencia College recognizes that discrimination against individuals diagnosed as having Acquired Immune Deficiency Syndrome (AIDS); Acquired Immune Deficiency Syndrome Related Complex (ARC); or a person determined to be positive for the Human Immunodeficiency Virus (HIV) is expressly prohibited by Florida law under the provisions of the Human Rights

Act of 1977, as amended by Section 760.50, Florida Statutes, 1988, which accords to such infected individuals every protection made to handicapped persons under Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112).

In accordance with the law, Valencia College will offer students and employees with AIDS the same opportunities and benefits offered to other students and employees while at the same time attempting to balance their rights to an education and to employment against the rights of other students and employees to an environment in which they are protected from contracting the disease.

DRUGS AND ALCOHOL

Drug-Free Campuses and Workplace Policy Statement:

I. Valencia College ("college") is committed to providing a safe academic and workplace environment in compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989 and applicable local, state, and federal laws, rules and regulations. The unlawful manufacture, selling, dispensation, possession, use, distribution of or being under the influence of illicit (illegal) drugs and/or alcohol by Valencia College students or employees on college premises or as part of any college activity is prohibited. The college can make available external resources for students and employees to seek counseling, treatment, rehabilitation, and education regarding alcohol abuse and illicit drug use.

II. The college president or a designee is authorized to impose disciplinary actions for students and employees (consistent with local, state, and federal law), up to and including expulsion for students or dismissal from employment for employees, and referral to law enforcement for violations of standards of conduct required by this policy. For the purposes of this policy, the college may impose in its discretion a disciplinary sanction that may include the completion of a drug assistance or rehabilitation program approved for such purposes by the Federal, State or local health, law enforcement, or other appropriate agency.

III. The President or designee shall establish appropriate programs and procedures to implement this policy. Policy History: Adopted 10-17-90; Amended 11-18-92; Amended 12-02-21; Formerly 6Hx28:04-41; Formerly 6Hx28: 10-08.1 Related Documents/ Policies: Amends Policy 6Hx28: 10-08.1 and Combines Policy 6Hx28: 10-08.2 (repealed 12-02-2021) College Policy 6Hx28: 3D-06.2 Fitness for Duty College Policy 6Hx28: 3E-08 Disciplinary Action College Policy 6Hx28:8-03 Student Code of Conduct

PROCEDURES:

I. Each employee and each student enrolled in one or more classes for any type of academic credit (regardless of the length of the student's program of study) shall be provided an annual notice that includes the following:

   A. Standards of conduct for students and employees on a college campus/property, at college-sponsored events, or as part of any college activities, that prohibit at a minimum:

      1. Being under the influence of alcohol, illicit drugs, and/or prescription medication without a prescription; and/or

      2. The unlawful manufacture, selling, dispensation, possession, use, or distribution of illicit drugs (including drug paraphernalia and prescription medication without a prescription) and/or alcohol. The college is permitted to serve alcohol as part of its official programs and activities in accordance with applicable laws.

Note: As a recipient of federal funding and to comply with Drug-Free Schools and Communities Act regulations (Education Department General Administrative Regulations-EDGAR Part 86), Valencia College is required to continue to prohibit the use, possession, and distribution of all federally controlled substances, including marijuana. Although state law may permit the use of medical marijuana, federal law prohibits marijuana use or possession. State law does not require Valencia College to accommodate the medical use of marijuana in the classroom, in the workplace, or by individuals attending class or working while under the influence of marijuana. The manufacture, selling, dispensation, possession, use, distribution, or being under the influence of marijuana for medical purposes is not allowed on any college property, at any college-sponsored event, or as part of any college activities for any purpose by employees or students.

B. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

C. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

D. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

E. A statement that the college will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion for students or dismissal from employment for employees and referral to law enforcement for violations of the standards of conduct required by this policy. For the purpose of this policy, the college may impose at its discretion a disciplinary sanction that may include the completion of a drug assistance or rehabilitation program approved for such purposes by the Federal, State or local health, law enforcement, or other appropriate agency.

II. Students

A. Students are responsible for adhering to applicable college policies including the student code of conduct. Students who violate standards of conduct required by this policy and/or procedure may receive disciplinary action up to and including expulsion from the college in accordance with College Policy (8-03) Student Code of Conduct in addition to referral to law enforcement which may result in criminal sanctions under applicable federal, state, and local laws.

B. Students seeking professional resources for alcohol and/or drug-related issues are encouraged to contact BayCare assistance services at (800) 878-5470 to speak to a professional counselor or through Video Relay Interpreters, Telecommunications Relay Service (TRS); or via email at BayCareSAP@baycare.org. If needed, the student may be referred to other appropriate external resources.

III. Employees

A. As a condition of employment, employees must abide by the terms of this policy and related procedures to include reporting to work fit for duty and performing their jobs in a safe manner. If there is reasonable cause when an employee is exhibiting patterns of behavior which suggest impairment in violation of this policy, the employee may be placed on an administrative leave of absence until an assessment is made to determine if an employee's continued presence at the workplace may pose a safety concern to themselves, others, or property, or may interfere with the college's ability to effectively provide services. For additional information, see College Policy (6Hx28: 3D-02) Leaves of Absence and College Policy (6Hx28: 3D-06.2) Fitness for Duty.

B. Employees seeking professional resources for alcohol and/or drug-related issues are encouraged to contact their health care provider and/or the college's Employee Assistance Program (EAP). For more information regarding EAP services and/or local resources, employees are encouraged to contact Organizational Development and Human Resources (ODHR) at **407-299-5000** extension 4748 (HR4U) or **HR4U@valenciacollege.edu** during normal business hours.

C. Employees are required to notify their supervisor as soon as possible of any alcohol or drug-related arrest, notice to appear, or information filed against an employee by a prosecuting official on an alleged violation of the law arising from the use of drugs and/or alcohol in the workplace, while engaged in offsite work, or while off duty. Upon receiving such notification, the supervisor must immediately notify Organizational Development and Human Resources at **407- 299-5000** extension 4748 (HR4U) or **HR4U@valenciacollege.edu** for a collaborative evaluation of appropriate next steps.

1. Employees who are arrested or indicted are not subject to discipline solely on the basis of an arrest. Incidents shall be evaluated including information not limited to:

a. circumstances surrounding the arrest and/or work relatedness;

b. Drug Free Workplace Act regulation obligations; and/or

c. any other relevant information.

2. Employees are required to notify their supervisor as soon as possible of the case disposition of any alcohol or drug-related charge(s). Upon receiving such notification, the supervisor must immediately notify Organizational Development and Human Resources at **407-299-5000** extension 4748 (HR4U) or **HR4U@valenciacollege.edu** for a collaborative evaluation of appropriate next steps.

a. In compliance with the Federal Drug Free Workplace Act, a federal grant employee is required to notify their supervisor within five calendar days of any alcohol or drug-related conviction arising from the use of drugs and/or alcohol in the workplace. If a federal grant employee has an alcohol and/or drug-related conviction, the college shall notify the appropriate Federal Grant Agency within ten (10) days from the employee notification. Within thirty (30) days of receiving an employee's notification of a criminal drug conviction resulting from behavior that occurred in the workplace, the college will evaluate the circumstances and impose appropriate action.

D. Employees who violate this policy and/or procedure may receive disciplinary action up to and including dismissal from employment and/or applicable criminal sanctions provided by applicable federal, state, and local laws. For additional information, see College Policy (6Hx28: 3E-08) Disciplinary Action.

1. The employee procedure shall apply when a student is working as an employee at the time an applicable incident occurs or when an employee is also enrolled in a class at the time an applicable incident occurs, which may result in sanctions affecting employment and/or enrollment.

IV. A biennial review shall be conducted by the college of its program to:

A. Determine its effectiveness and implement changes to the program if they are needed; and

B. Ensure that the disciplinary sanctions described in the procedures of this policy are consistently enforced.

For more information on resources and penalties associated with illegal drug and/or alcohol use, please see **the Drug Free Campuses and Workplace Policy**.

EQUAL OPPORTUNITY

Valencia College is an equal opportunity institution. It is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the college, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, genetic information, sexual orientation, gender identity, pregnancy, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations, (collectively referred to as Protected Status).

The college will review all allegations of discrimination and harassment in accordance with the College's policy on Discrimination, Harassment and Related Misconduct. Concerns should be directed to the college's Director of Equal Opportunity. More information and resources can be found at: **valenciacollege.edu/EO**

TITLE IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex- and gender-based harassment, and discrimination in any education program or activity. Title IX states "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Sexual harassment, sexual assault, sexual misconduct, dating and domestic violence, and stalking are prohibited under Title IX.

We strongly encourage all members of our college community to seek support for and report all sex discrimination and sexual misconduct to the Title IX coordinator, the Equal Opportunity team, Campus Security, or any named Title IX deputy coordinator. The roles and responsibilities of these individuals are to assist in removing the misconduct, preventing its recurrence, and addressing the effects. All complaints, regardless of where reported, will be relayed to and evaluated by the college's Title IX coordinator.
Dr. Trisha Charles
1800 S Kirkman Rd. Orlando, FL 32811
Email: **tcharles13@valenciacollege.edu**
Telephone: **407-582-3867**

For confidential support resources external to the college, you may reach out to Bay Care Student Assistance program at **1-800-878-5470** for support, advice, or someone to listen. Victim Service Center of Central Florida **407-500-4325**, Harbor House of Central Florida **407-886-2856** and Help Now of Osceola **407-847-8562** are additional resources available to members of the community. These services are available 24 hours a day, seven days a week.

WHO CAN I CALL?

We strongly encourage all members of our college community to seek support for and report all sex discrimination and sexual misconduct to the Title IX Coordinator; or the Equal Opportunity team. The roles and responsibilities of these individuals are to assist in eliminating the misconduct, preventing its recurrence, and addressing the effects. All reports of Title IX Sexual Misconduct must be relayed to the Title IX Coordinator who will review the report and discuss the availability of supportive measures with the complainant.

Valencia College values your privacy. Under these guidelines, Title IX reports will be shared only with individuals with a need to know, or as required by law or college policy and practice. A list of all reporting resources can be found at **valenciacollege.edu/EO**

SMOKE-FREE POLICY:

(College Policy 6Hx28:10-05)

Valencia College is proud to be 100% smoke-free.

We are committed to providing a safe and healthy learning environment for our students, employees and visitors. In recent years, we have made improvements toward healthier campuses with the implementation of LEED-certified buildings, employee wellness programs and recycling efforts. Smoke-free campuses will further promote the health, safety and well-being of members of the Valencia College community by reducing exposure to secondhand smoke on Valencia College campuses. As of August 2012, all of Valencia College campuses are smoke-free. This includes all property and facilities owned, leased or operated by Valencia College, including buildings, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, on-campus LYNX bus stops and shelters, exterior open spaces and personal vehicles in these areas.

PRIVACY RIGHT OF STUDENTS (STUDENT RECORDS)

(College Policy 6HX28:7B-02)

You have the right to review your records. Statute 20, United States Code, section 1232g and regulations adopted pursuant thereto, hereafter referred to as the Code, requires that each student be notified of the rights accorded to him/her by the Code. The following is provided as basic general information relative to the Code.

The Code provides for a category of student information termed "directory information." Directory information will be available to all persons upon request unless the student places a "confidential hold" on his/her records. Valencia College has identified the following as directory information.

1. Student's name
2. Major field of study
3. Dates of attendance
4. Dates of degrees, honors and awards received

If you refuse to permit Valencia College to release directory information, you must inform the Admissions/Records Office in writing. Your decision to refuse the release of directory information also means that your name will not appear on recognition lists or in news releases, etc. You must give written consent for the release of information to third parties. The confidential hold will remain on your record until you submit written consent to release the hold.

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent

records, student placement records and other personally identifiable information shall be open for inspection only to the student and members of the professional staff of Valencia College who have responsibility for working with the student, and, when appropriate, to the parents or guardian of the student. Such information will not be released to third parties without the written consent of the student. Once a student reaches the age of 18 or is enrolled in a post-secondary program, parents no longer have any right under the Code unless (1) the student gives written consent to release the information to the student's parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code of 1954.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon subpoena by a court of competent jurisdiction.

STUDENT ACADEMIC DISPUTE AND ADMINISTRATIVE COMPLAINT RESOLUTION

(College Policy: 6Hx28: 8-10)

FINAL GRADE DISPUTES:

If you think that your final course grade was assigned in an arbitrary or capricious manner, in violation of college policy, or was not calculated in accordance with the grading system as defined by your faculty member, you shall have recourse through the Student Academic Dispute Resolution process to seek a fair determination for the assignment of a final course grade. However, final grades of "W" and "I" based upon administrative reasons may not be grieved to the to the dean, provost, or Student Final Grade Dispute Resolution Committee. The academic prerogatives of a professor at Valencia College regarding specific course assignments or stated policies on a syllabus or other formal course-related materials cannot be challenged or appealed through this process.

All concerns will be addressed in a timely and private manner. You can provide as much or as little information as you like. Your name and all other personal details will only be used to contact you in order to proceed with resolving your concern.

NON-FINAL GRADE AND OTHER ACADEMIC DISPUTES:

Valencia College offers you the opportunity to express concerns privately with a faculty member serving as a Student Ombudsman. The Ombudsman does not replace or substitute formal grievance, investigative, or appeal processes made available by the college. For more information, visit **valenciacollege.edu/ombudsman**

STUDENT ADMINISTRATIVE COMPLAINT RESOLUTION:

Students seeking assistance in resolving non-academic matters through informal means can expect to be treated with respect and dignity, receive a timely response, and have the issues handled in a private as possible manner. You are encouraged to report problems early and provide clear and detailed information, while following applicable policies and procedures.

For more details on submitting an administrative complaint, visit the Valencia College **Student Disputes website**.

STUDENT CODE OF CONDUCT

(College Policy 6Hx28:8-03)

The Office of Student Rights and Responsibilities under the Assistant Vice President of Holistic Support is responsible for upholding the College's Student Code of Conduct Policy (6Hx28: 8-03). A detailed and most up-to-date version can be found found by visiting **valenciacollege.edu/conduct**

The office of Student Rights and Responsibilities holds students and registered student organizations accountable as outlined in the Student Code of Conduct for the purpose of creating a safe learning environment by facilitating an educational process whereby students learn civility, social responsibility and integrity.

More information about the office of Students Rights and Responsibilities can be found at **valenciacollege.edu/students/student-rights-and-responsibilities.**

Faculty, staff, students and community members are encouraged to submit an incident report (**valenciacollege.edu/students/student-rights-and-responsibilities**) to the office of Student Rights and Responsibilities should they observe a Valencia College student or registered student organization engage in allegedly violating the College's Student Code of Conduct (6Hx28: 8-03) and/or Academic Integrity Policy (6Hx28:8-11). An incident report will begin the student conduct review process as outlined in the Student Code of Conduct (6Hx28: 8-03). The College has two (2) semesters upon receiving the report to administer a Rule of Conduct charge to a student or registered student organization. A student or registered student organization referred to the office of Student Rights and Responsibilities can find the student conduct review process outlined in the Student Code of Conduct (6Hx28L: 8-03) Procedures Section III.

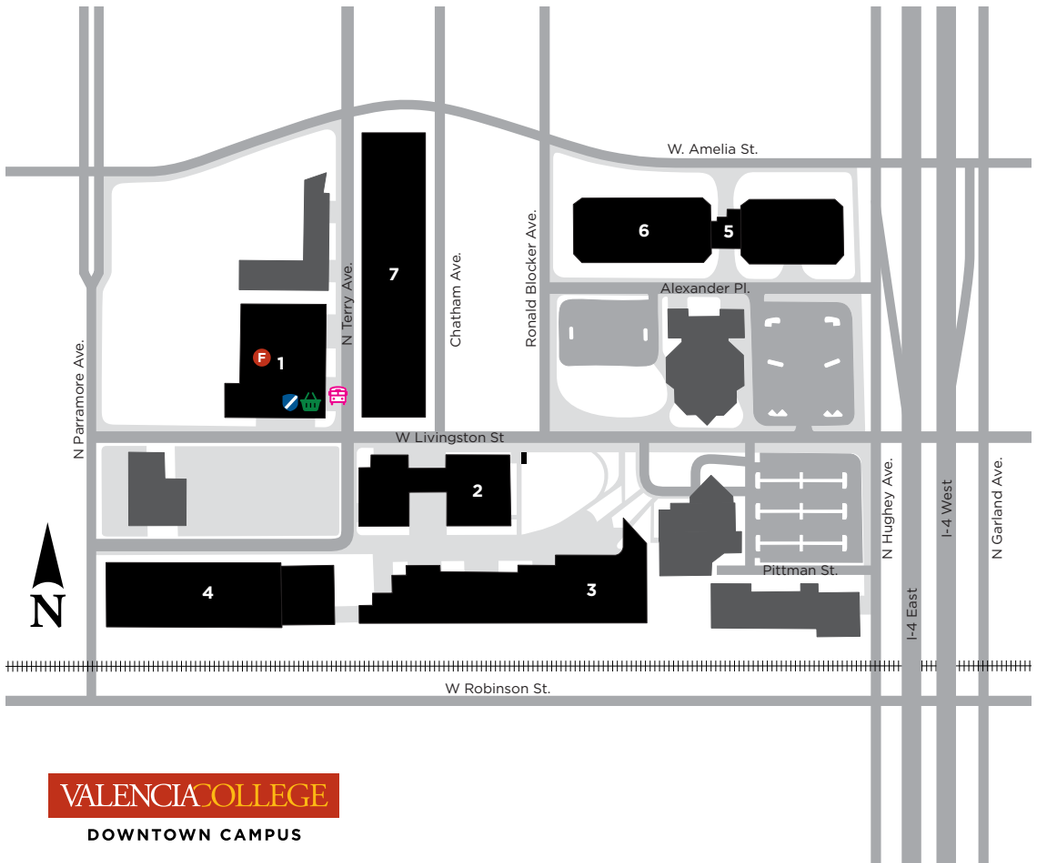
A student or registered student organization found in violation of the Rules of Conduct may receive administrative and/or educational sanctions. Administrative sanctions related to individual students may include disciplinary warning, disciplinary probation, deferred disciplinary suspension, disciplinary suspension, dismissal and/or expulsion. Administrative sanctions related to a registered student organization may include organizational warning, organizational probation, organizational deferred suspension, organizational suspension, recommendation to Student Development of revocation of Valencia College registration and/or recommendation to Student Development for charter revocation.

Students and registered student organizations that receive an administrative sanction of separation from the College are eligible to submit an appeal. If the separation results from an academic dishonesty violation, the appeal will be reviewed by the Vice President, Academic Affairs and Institutional Effectiveness and Planning or designee. All other violations of the Student Code of Conduct that result in separation will be reviewed by the Vice President, Student Affairs or designee.

Questions or concerns may be directed to the Director of Student Rights and Responsibilities, Mary Zuchovicki, **lzuchovicki@valenciacollege.edu**



	East	Lake Nona	Osceola	Poinciana	West	Winter Park	Downtown
Financial Aid	Bldg. 5-210	First Stop	Bldg. 2-105	First Stop	SSB-106	First Stop	First Stop
First Stop	Bldg. 5-211	Bldg. 1-149	Bldg. 2-105	Bldg. 1-101	SSB-106	Bldg. 1-210	UnionWest, 105
First Stop Lab	Bldg. 5-213	Bldg. 1-149	Bldg. 2-105	Bldg. 1-102	SSB-172	Bldg. 1-217	UnionWest, 105
Business Office	Bldg. 5-214		Bldg. 2-110		SSB-101		
Pounce Café	Bldg. 5-110		Bldg. 4		Bldg. 2		
Campus Store	Bldg. 5-120	Bldg. 1-135	Bldg. 4-105	Online Only	Bldg. 2-121	Online Only	Dr. Phillips Academic Commons, 151
Career Center	Bldg. 5-230		Bldg. 2-140		SSB-206		
Center for Accelerated Training			CAT Bldg.	CAT Bldg.			
Computer Access Lab	Bldg. 4-212	Bldg. 1-236			Bldg. 6-118		Dr. Phillips Academic Commons, 330
Dental Hygiene Clinic					AHS-126		
Food Service		Vending machines in student lounge		Vending machines in student lounge		Vending machines in student lounge	UnionWest, 1st Floor
International Student Services	Bldg. 5-217		CIT Bldg., Ste. 100		SSB-142		UnionWest 217
Internship and Workforce Services	Bldg. 5-230		Bldg. 2-125		SSB-235		UnionWest, 2nd Floor
Library	Bldg. 4-201	Bldg. 1-330	Bldg. 4-202	Bldg. 1-331	Bldg. 6	Bldg. 1-140	Dr. Phillips Academic Commons, 265
Math Lab	Bldg. 4-102b	Bldg. 1-230	Bldg. 4-121		Bldg. 7-241	Bldg. 1-138	Dr. Phillips Academic Commons, 330
Office for Students with Disabilities	Bldg. 5-216		Bldg. 2-102		SSB-102		UnionWest, 210
Security	Bldg. 5-220	Bldg. 1-150	Bldg. 2-109	Bldg. 1-103	SSB-170	Bldg. 1-100	Centroplex Building
Student Development	Bldg. 5-212	Bldg. 1-147	Bldg. 2-150	Bldg. 1-116	Bldg. 3-147	Bldg. 1-200	UnionWest, 2nd Floor
Student Services				Bldg. 1-101		Bldg. 1-210	UnionWest, 105
Student Success Coaching Services	Bldg. 5-210	Bldg. 1-149	Bldg. 2-140	Bldg. 1-101	SSB-110	Bldg. 1-210	UnionWest, 105
Testing and Assessment Center	Bldg 4-123	Bldg. 1-206	Bldg. 4-248	Bldg. 1-325	Bldg. 11-142 or SSB 171	Bldg. 1-104	UnionWest, 210
Tutoring Services	Bldg. 4-101	Bldg. 1-230	Bldg. 4-121 and Bldg. 3-100	Bldg. 1-231	Bldg. 7-240		Dr. Phillips Academic Commons, 330K
Veterans Affairs					SSB-203	Bldg. 1-136	
Writing Center	Bldg. 4-120	Bldg. 1-230	Bldg. 4-121 and 3-100		Bldg. 5-155	Bldg. 1-136	Dr. Phillips Academic Commons, 330K



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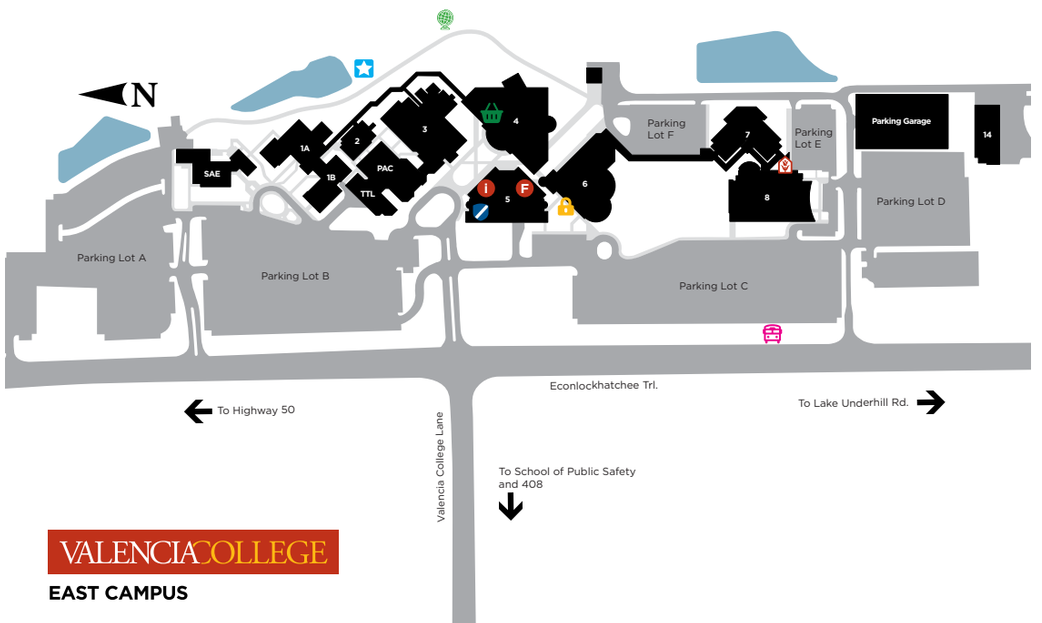
DOWNTOWN CAMPUS

LEGEND

Get around easier: **valenciacollege.edu/map**

1 **Downtown Student Engagement Office | UnionWest at Creative Village | Student Services | Walt Disney World Center for Culinary Arts and Hospitality**
2 **Dr. Phillips Academic Commons**
3 **Communications and Media Building**
4 **Parramore Parking Garage**
5 **UCF Police Department**
6 **Amelia I Parking Garage**
7 **Luminary Green Park**

Bus Stop
First Stop (First floor)
Security (First floor)
Downtown Campus Pantry (Second floor)



VALENCIACOLLEGE

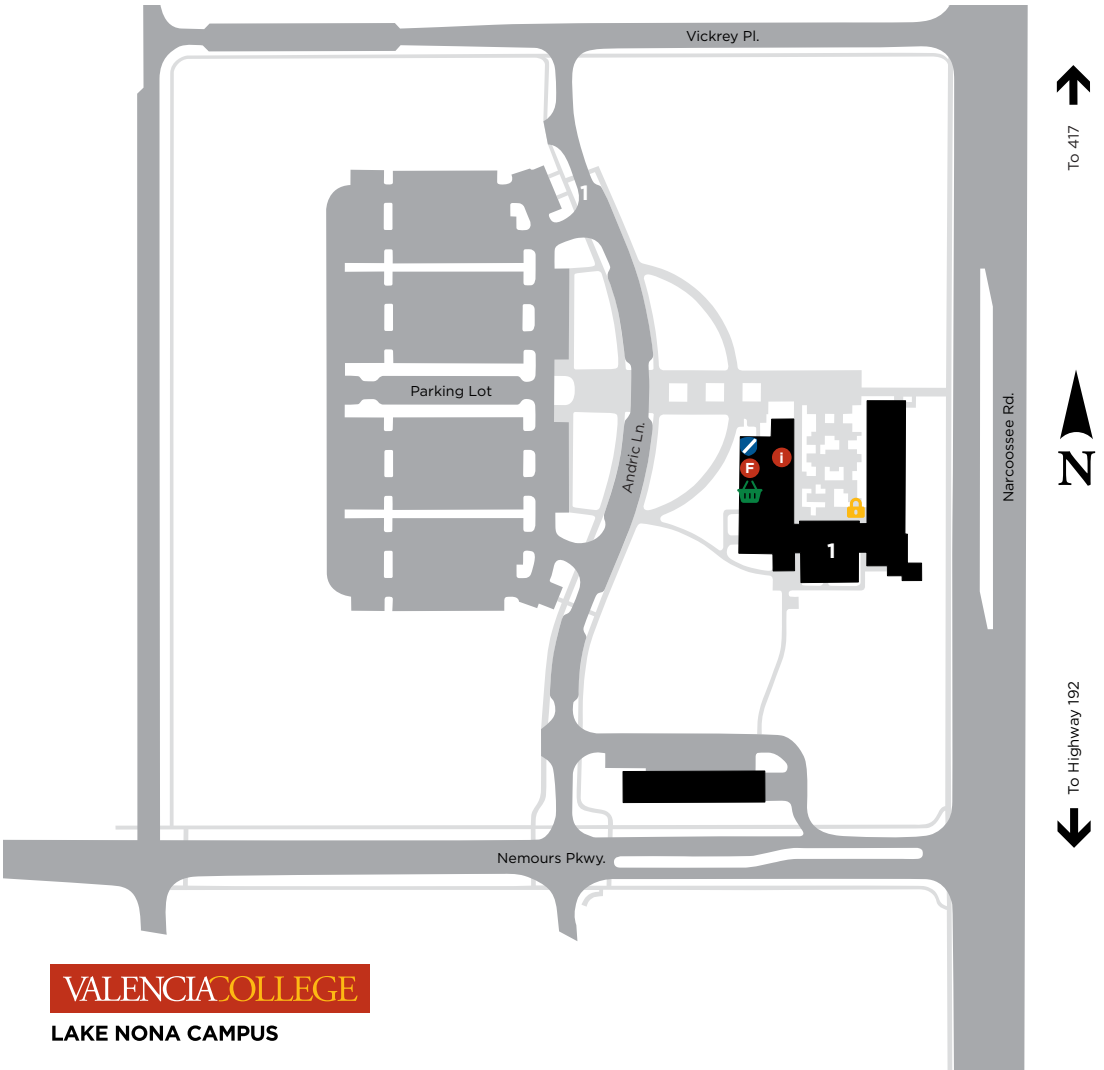
EAST CAMPUS

LEGEND

Get around easier: **valenciacollege.edu/map**

PAC **Performing Arts Center**
SAE **School of Arts and Entertainment | Film Production | Audio Technology and Sound Production**
TTL **Theatre Technology Lab**
1A **Science | Graphic Design | Classrooms**
1B **UCF Connect | Classrooms**
2 **Classrooms**
3 **Arts and Entertainment | Black Box Theater**
4 **Library | Learning Support | VCentials | CareerSource Central Florida**
5 **Student Development | Student Services | Pounce Café | Campus Store**
6 **Dance | Humanities | Gym | Fitness Center | Classrooms**
7 **Mathematics | Communications**
8 **Social Science | Business | Computer Science**
14 **Facilities Services | Shipping and Receiving**

Information Station (Building 5, first floor)
First Stop (Building 5, room 211)
Security Office (Building 5, second floor, room 220)
Outdoor Classroom
Greenhouse
Pulse Memorial
Bus Stop
VC Vault
VCentials



VALENCIACOLLEGE

LAKE NONA CAMPUS

LEGEND

Get around easier: **valenciacollege.edu/map**

1

- **Assessment**
- **Campus Store**
- **Library**
- **Student Development**
- **Student Services**
- **Testing Center**
- **Tutoring Services**

- **Information Station** (First floor)
- **First Stop** (First floor)
- **Security Office** (First floor)
- **VC Vault**
- **VCentials**



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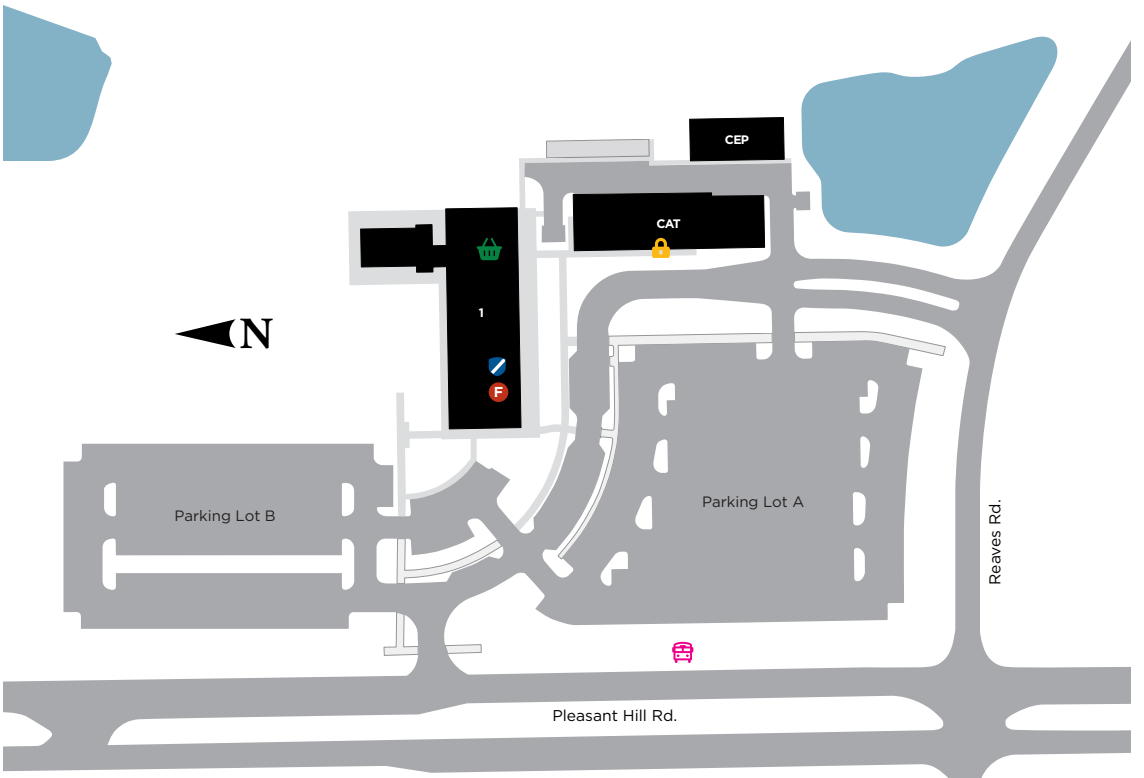
OSCEOLA CAMPUS

LEGEND

Get around easier: **valenciacollege.edu/map**

1	**Auditorium | EMT/Paramedic | Offices for Humanities and Social Sciences | Graphics**
2	**Student Services | Business Office | Student Development**
3	**Nursing | Writing Support | Offices for Communications and A.S. Degree Programs**
4	**Pounce Café | Campus Store | Library | Tutoring | Testing | Offices for Math and Science | UCF Connect | VCentials**
14	**Plant Operations | Maintenance**
CEP	**Central Energy Plant | Shipping and Receiving**
CIT	**Careers in Industry and Technology | CareerSource Central Florida | Continuing Education Student Services | International Student Services**
CAT	**Center for Accelerated Training**

A	**Art Gallery**
C	**UFit Gym**
D	**UFit Gym**
i	**Information Station** (Building 2, first floor)
F	**First Stop** (Building 2, first floor)
	Security Office (Building 2, first floor)
	Bus Stop
	VC Vault
	VCentials



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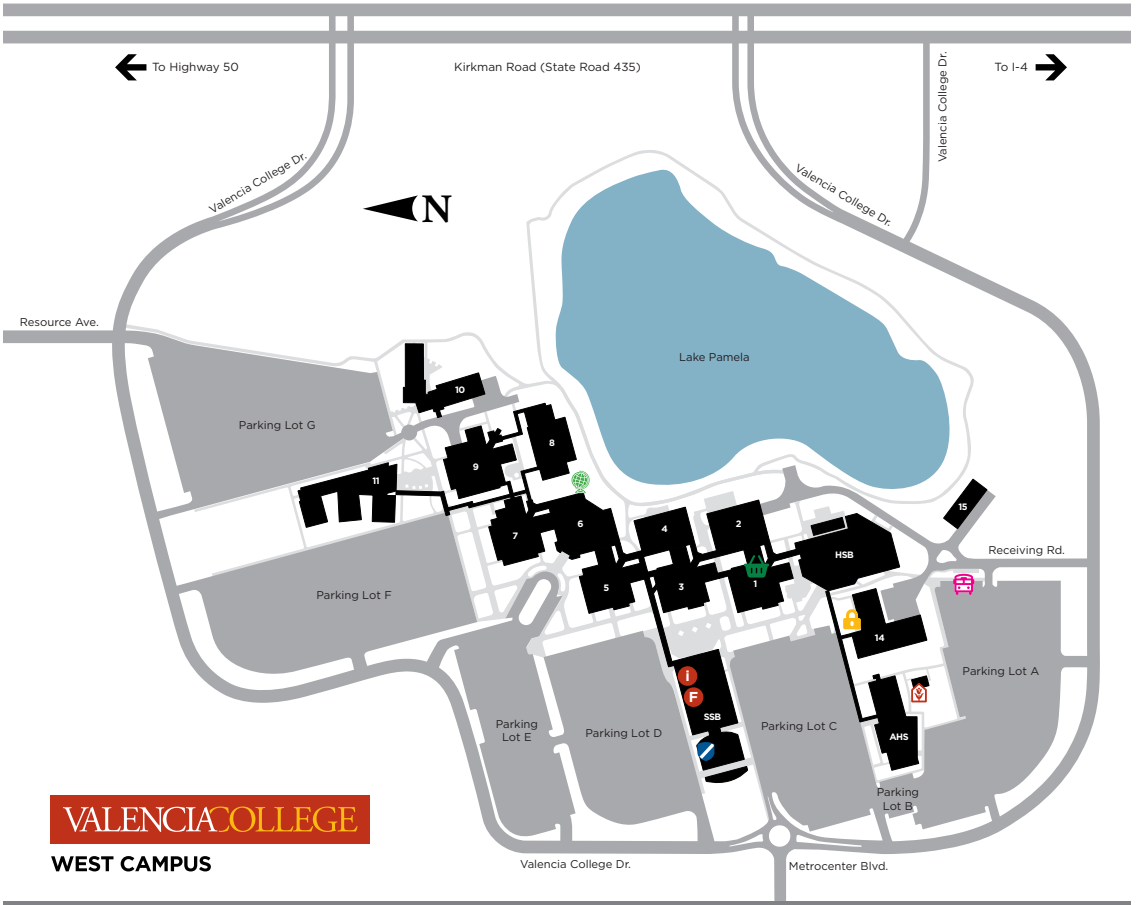
POINCIANA CAMPUS

LEGEND

Get around easier: **valenciacollege.edu/map**

CAT	**Center for Accelerated Training**
CEP	**Central Energy Plant**
1	**Student Services | Student Development | Library | Tutoring | Testing**

- **First Stop** (First floor)
- **Security Office** (First floor)
- **Bus Stop**
- **VC Vault**
- **VCentials** (First floor)



VALENCIA COLLEGE

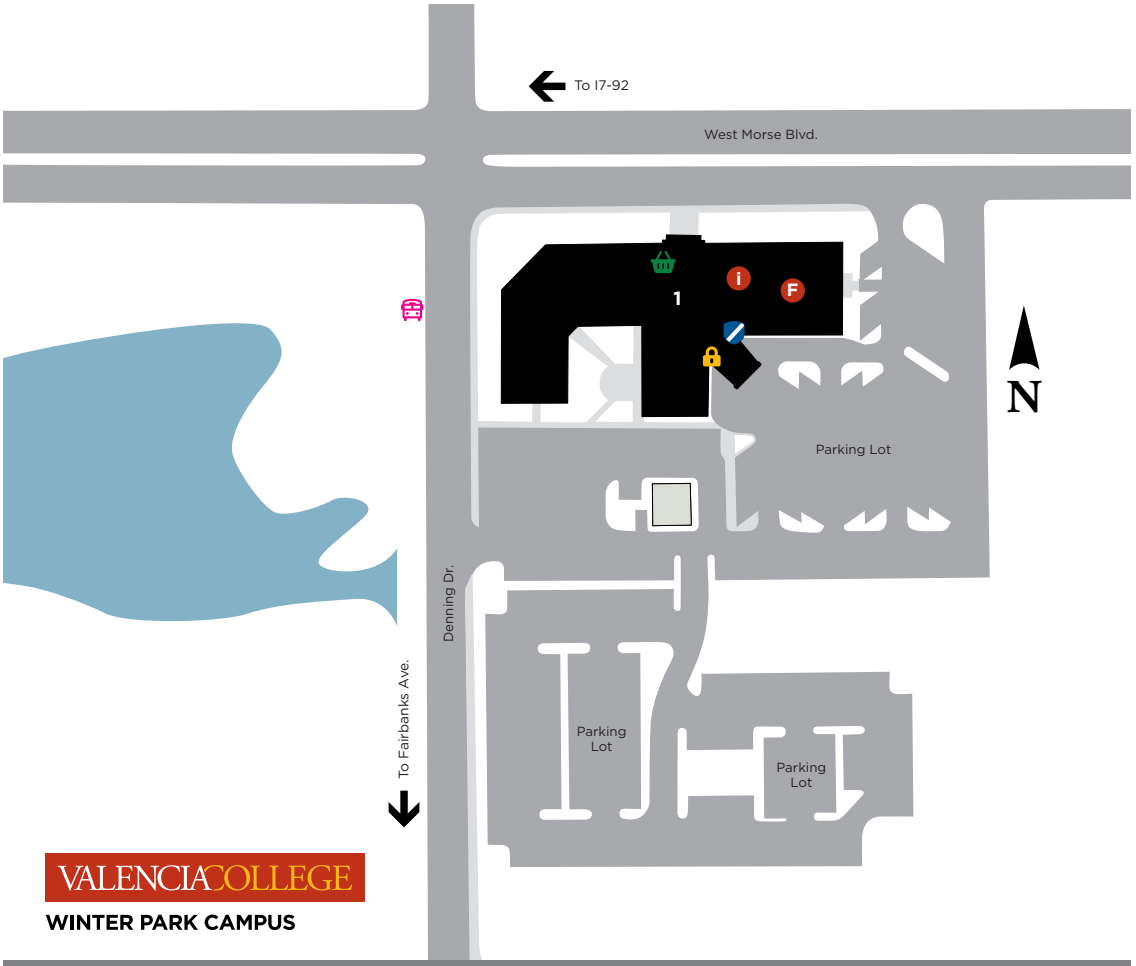
WEST CAMPUS

LEGEND

Get around easier: **valenciacollege.edu/map**

AHS	**Dental Hygiene Clinic | Science**
HSB	**Nursing | Fitness Center | Dance Studio**
SSB	**Student Services | Assessment Testing | Business Office | Security**
1	**VCentials**
2	**Campus Store | Pounce Café | Physics**
3	**Auditorium | Student Development | Graphics**
4	**Auditorium | Student Lounge**
5	**Auditorium | Communications and Writing Support | Art**
6	**Library | Center for Teaching and Learning Innovation**
7	**General Tutoring | Math Tutoring Center**
8	**Special Events Center**
9	**Architecture | Electronic Labs**
10	**Collaborative Design Center | Global Continuing Education**
11	**Engineering | Testing Center | UCF Connect**
14	**Facilities | Plant Operations | Shipping and Receiving**
15	**Grounds**

- **Information Station** (SSB, first floor)
- **First Stop** (SSB, first floor)
- **Security Office** (SSB, first floor)
- **Outdoor Classroom**
- **Greenhouse**
- **Bus Stop**
- **VC Vault**
- **VCentials**



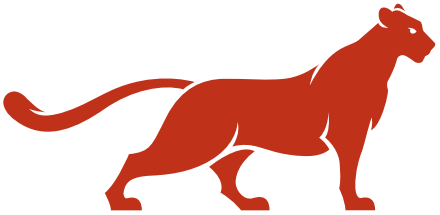
LEGEND

Get around easier: **valenciacollege.edu/map**

1

- **Assessment Center**
- **Communication Student Support Center**
- **Library**
- **Math Support Center**
- **Student Development**
- **Student Lounge**
- **Testing Center**
- **Center for Teaching and Learning**
- **Student Services**
- **Learning Support Lab**
- **Administration**

- **Information Station** (First floor, room 121)
- **First Stop** (Second floor, 210)
- **Security Office** (First floor, main entrance)
- **Bus Stop**
- **VC Vault**
- **VCentials** (Second floor, room 200)



Better Tomorrows Start Today.

Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the college or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.

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