# Table of Contents

Accreditation ........................................................................................................... 2-3
In Dedication To Our Students ................................................................. 4-5
Welcome .............................................................................................................. 6-7
College Mission Statement & Goals .................................................. 8-9
Student Bill of Rights ............................................................................... 10
History of IRSC ......................................................................................... 11
IRSC Campuses and Provosts ......................................................... 12-23
Academic Calendar .............................................................................. 24-26

**Five Steps to Get Started** ............................................................................ 27
Select Your Program ................................................................................. 28
Board of Trustees ......................................................................................... 29
Administrative and Professional Staff .................................................. 30-32

**Important Services Just For You** ......................................................... 33-41
Campus Safety/Security ........................................................................ 42-43
   Parking & Traffic Regulations ............................................................... 44-45
Student Activities ..................................................................................... 46
   Campus Coalition Government & Student Clubs & Organizations ..... 47
RiverLife ........................................................................................................ 48
Leap Program & Men of Color Program ............................................ 49
Student Affairs ......................................................................................... 50

**Regulations & Board Policies** *(see Directory, pg. 51 for details)* .... 52
   Student Standards of Conduct ............................................................ 52
   Ombudsman/Student Advocate ........................................................... 54
Non-Discriminatory/Non-Harassment Policy Statement .................... 55
Official Notice of Non-Discriminatory Policies/Practices .................... 56
Reporting Procedures .............................................................................. 58
Notification of Social Security Number Collection/Usage ............... 67

**Some Other “A, B, C’s” for Navigating “The River”** ......................... 112-119
Athletic Department Directory .............................................................. 120
Pioneer Promise ....................................................................................... 121

**Academic Calendar/Planner** ............................................................. 123-175
Important Addresses & Phone Numbers .......................................... 176

**Department/Program Directory** ....................................................... 177-179
Alma Mater .............................................................................................. 180
Accreditation

Indian River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Baccalaureate Degrees.

Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Indian River State College.

additional program accreditations include:

Commission on Dental Accreditation
Dental Assisting and Dental Hygiene
211 East Chicago Ave., Chicago, IL 60611-2678 • Phone 312-440-4653
http://www.ada.org/100.aspx

The Indian River State College EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 • 727-210-2350
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088
214-703-8445 • FAX 214-703-8992 (www.coaemsp.org)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601 • Phone 312-233-1100
The IRSC Medical Assisting program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAME).

CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 • 727-210-2350 • 727-210-2350

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326 • Phone 407-975-5000

Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street, Alexandria, VA 22314 • Phone 703-684-2782
email: ‘accreditation@apta.org’; website: http://www.capteonline.org

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 • Phone 312-704-5300

Commission on Accreditation for Respiratory Care (CoArc)
Associate in Science in Respiratory Care
1248 Harwood Road, Bedford, TX 76021 • 817-283-2835
http://www.coarc.com

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ARC/STSA (arcst.org)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 • Phone 727-210-2350

And approved by:
The Florida State Board of Nursing
The Florida Department of Health - Division of Emergency Preparedness and Community Support - Bureau of Emergency Medical Oversight - EMS Program
In Dedication To Our Students…

- You are a student preparing for life…

  IRSC is a resource in your learning for life…
as we have been for over a million students before you.

- We are people providing a learning environment, and an
unparalleled spirit to support you in reaching your fullest
potential.

  Thoughtful people… giving of themselves the best they know
how.

  State of the art equipment and facilities… enabling you to
learn faster, better and with enduring value.

  An “up with student” spirit… so great and contagious it will
move you and always be with you.

- What you will find is… learning in an environment where
you are encouraged, challenged, and championed…

  Encouraged to explore and grow… discovering who you are
and building the foundation for your life.

  Challenged to stretch… to never, never, never give up in
becoming the very best you can be.

  Championed to reach… performance and goals you might not
have thought possible before joining our family.
We Commit To…

- Sustain our leading edge…
  
  we choose to continually assess our institutional relevance by sensing and responding to both the present and the future.

- Perpetually determine student skill and knowledge requirements in a fast changing world…
  
  and as a result optimize education within a superior learning environment.

- Create an all-encompassing environment where learning complements rather than complicates our lives…
  
  strengthening IRSC’s entrepreneurial and innovative posture in the communities we serve.

- Assure a culture throughout the College…
  
  where the dignity of every individual is honored and respected by deeds and subject-focused communication.

- A Strong and Viable College…
  
  through disciplined processes that provide for a consistent endeavor for excellence through intellectual investigation, interpersonal communication and pride in a set of shared values.

… Student Success is the Most Important Thing at Indian River State College …
Dear Students,

Welcome to Indian River State College.

On behalf of the faculty, staff, and District Board of Trustees, we are honored that you have chosen to pursue educational opportunities here at IRSC. Our College is highly respected throughout the nation for its high quality and affordable educational programs, world class facilities, and exceptionally qualified faculty. I am confident you will experience this reputation first-hand as a student with us.

At Indian River State College, helping each and every one of you attain your educational goals is paramount. We’re working diligently to ensure you have the optimal environment and guided pathway to succeed, from the moment you’re first enrolled to graduation and beyond. Because you have committed to us, we are fully committed to your success here.

IRSC is a learning environment where you are encouraged to explore and grow, stretch your abilities, and challenge yourself in ways you might not otherwise have thought possible. To make the most of the many educational opportunities available to you at IRSC, it is important for you to be aware of the various services, activities, resources, policies, and procedures of the College. The possibilities are limitless once you are aware of all we have to offer, so I hope you will take a few minutes to become familiar with the information included in this planner.

In addition to becoming informed, I would also encourage you to become involved. At IRSC, there are friends to be made, interests to discover, leadership skills to develop, and so much more, all through participation in our myriad of clubs and organizations. Without a doubt, making an effort to get involved will enrich your educational experience.

IRSC is more than a place; it is our people – students, teachers, administrators and staff – all working together as a community in support of learning. Without reserve, I know each of you will enjoy being a part of it, and once again, welcome to Indian River State College.

Sincerely,

Edwin R. Massey, Ph.D.
President
Dear Students,

Thank you for selecting Indian River State College as your college of choice. You are beginning an educational, social, and cultural journey that will change your life forever. Whether you are a freshman or a returning student, IRSC will be your academic home away from home for the next two to four years.

Student success begins with the individual and does not come without dedication and hard work. If you find that you need support and/or guidance, along your journey here at “The River,” we are ready and eager to help you in the best way we can.

In the interest of student success, all individuals taking classes at IRSC are expected to dedicate a minimum of two hours of out-of-class time for every one hour of direct instruction. Students who spend time outside of class studying, engaging in research, completing assignments, and getting involved in student life, typically have a higher success rate than students who do not practice the same level of dedication. I encourage you to take full advantage of what we offer in the classroom combined with student activities, clubs and organizations, athletics and community involvement to achieve the total college experience. This is essential in becoming a well-rounded person and productive member of society.

This Student Handbook/Planner will provide you with a wealth of information about available resources, student rights and responsibilities, and activities that are in place to help you achieve your highest potential. Please take the opportunity to explore this handbook and learn what is expected of you as a college student both in and outside the classroom.

Your new journey in life begins here, and we thank you for allowing IRSC to be that pathway to your future. We look forward to supporting your academic and personal success!

Sincerely,

Frank L. Watkins, Jr.
Vice President of Student Affairs
As a leader in education and innovation, Indian River State College transforms lives by offering high-quality, affordable and accessible education to the residents of Indian River, Martin, Okeechobee, and St. Lucie counties through traditional and online delivery. IRSC is a comprehensive college accredited to award Baccalaureate Degrees, Associate Degrees, and Career and Technical Certificates.

We commit to

- Sustain a learning environment that stimulates the intellect and inspires the imagination
- Provide a comprehensive support system for academic and career success
- Advance cultural awareness and appreciation of diversity
- Stimulate economic growth
- Develop a highly-skilled workforce
- Create partnerships to foster economic development and expand opportunities
- Provide cultural enrichment and lifelong learning
- Promote civic responsibility and community engagement
- Treat all students, employees, and community members fairly and with respect

Our Mission is fulfilled through the accomplishment of the following goals:

Educational Access: Provide open access to educational opportunities for members of our service region.

Student Success: Provide services and resources that promote student growth and achievement.

Student Development and Satisfaction: Enhance and enrich the student learning experience through comprehensive and accessible support services and co-curricular activities.

Educational Programs: Develop and deliver educational programs that lead to attainment of students’ educational and career goals and provide the knowledge and skills needed in the workforce.
ABOUT IRSC

**Cultural Enrichment:** Improve the quality of life and promote social interaction in our community by serving as a resource for cultural enrichment.

**Equity and Diversity:** Demonstrate our commitment to diversity and equity by ensuring that each individual receives the specific resources and services needed to achieve their educational and professional goals.

**Technology:** Maximize educational quality, student learning, efficiency of operations, and service to the community through the appropriate integration and utilization of technological resources and infrastructure.

**Fiscal Resources:** Ensure that all funding secured, received, and utilized by the College is effectively managed in alignment with the mission, goals, and priorities of the institution, as well as the educational needs of the community.

**Physical Resources:** Provide and maintain the necessary land, facilities, and physical resources to create an environment conducive to effective teaching and learning.

**Workforce Development:** Train and prepare a skilled, competent workforce aligned with current and future employment needs and opportunities in our community.

**Economic Development:** Collaborate with economic development stakeholders and leaders to implement bold initiatives and entrepreneurial opportunities for our service region.

**Employee Development:** Enrich the organizational culture and enhance employee performance through educational and professional growth opportunities.

**Service:** Provide informed, responsive, and respectful service to our students, employees, and community.

**Institutional Effectiveness:** Collect, analyze, and share performance and outcome data to support evidence-based decision-making.
Florida Community College Associate in Arts Degree graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1) Admission to one of the eleven (11) state universities, except to limited access programs which have additional admission requirements.

2) Acceptance of at least 60 credit hours by the state universities towards the Baccalaureate Degree.

3) Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.

4) Transfer of equivalent courses under the Statewide Course Numbering System.

5) Acceptance by the state universities of credit earned in accelerated programs (e.g. CLEP, AP, PEP, Dual Enrollment, Early Admission, AICE and International Baccalaureate).

6) No additional General Education Core requirements.

7) Advance knowledge of selection criteria for limited access programs.

8) Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established Appeal Procedures through the respective Articulation Officers.

The Student Handbook/Planner is an important document, which contains a general overview of Indian River State College policies and procedures. The College reserves the right to modify, delete or add any policies or provisions when such action will benefit the interests of the College or its students. This Handbook is to serve as a guide and may not contain every College policy in effect. Copies of the College policies are located in the Human Resources Department. The Student Handbook/Planner is not a contract but does bind the student to meet all requirements contained within. Please read the entire Student Handbook/Planner and visit www.irsc.edu for updates. If you have any questions or need further information, contact Student Affairs at 772-462-4706.
Indian River State College was authorized by the Florida legislature in 1959 and has grown from a one-building structure to the dominant educational and cultural center in the community. The College moved to its present campus on Virginia Avenue in 1963 after the City of Fort Pierce donated 87 acres of land to IRSC.

In 1965, with the advent of integration, Indian River Junior College and Lincoln Junior College merged, creating one College for all Treasure Coast students. As the College continued to grow in scope and role, the Board of Trustees felt a name representative of the college’s comprehensive service was appropriate and, in 1970, changed its name to Indian River Community College.

In June 2007, IRSC was accredited by the Southern Association of Colleges and Schools to offer Bachelor’s Degree programs in areas of regional need. In July 2008, Governor Crist signed into law a legislative bill that included Indian River in the State College Pilot Project, providing the newly named Indian River State College the opportunity to expand its Baccalaureate programs to meet both regional and statewide employment needs.

The past decades have been ones of notable growth at IRSC. IRSC has a reputation for quality that inspires over 29,000 people to enroll in classes each year. IRSC stands out as an institution of higher learning dedicated to serving the educational, career training, and cultural needs of its surrounding area. Although students from nearly every state and many foreign countries now attend the College, it has maintained its primary commitment to providing academic, occupational, technical, cultural and service programs that meet the needs of its four-county community. At IRSC, our priority is educational excellence.

Administered by a District Board of Trustees representative of the four-county area, IRSC maintains an open, innovative administration; a dedicated staff; and concerned, well-qualified faculty. College faculty and staff members contribute to their community through involvement in many local organizations.
Main Campus – 772-462-4772
3209 Virginia Avenue • Fort Pierce, FL 34981-5596

IRSC’s Main Campus encompasses 52 buildings on 362 acres. Outstanding facilities include the state-of-the-art Mary L. Fields Health Science Center, Brinkley Science Center and Hallstrom Planetarium, the Brown Center for Innovation and Entrepreneurship, McAlpin Fine Arts Center, gymnasium, world-class swimming complex, child development center, regional crime lab, large student center, WQCS, an FM public radio station, the Kight Center for Emerging Technologies, the Tomeu Center for Career and Academic Advancement and the Treasure Coast Public Safety Complex.
Chastain Campus – 772-419-5600
2400 S.E. Salerno Road • Stuart, FL 34997

The Chastain Campus offers a wide-range of courses during the day and evening hours leading toward completion of Associate and Bachelor’s degrees. Students may complete all the requirements for the A.A. Degree and other programs without leaving Martin County.

Customized training for businesses, an Academic Support Center (ASC), an IRSC Bookstore, GED® and ESL classes are also available along with select programs at the Career Training Center at Stuart Square and Indiantown Education Center. The Clare & Gladys Wolf High-Technology Center on the Chastain Campus provides a highly-sophisticated setting to prepare students for high-skill, high-wage careers along with a Business Conference Center for business and community use. The Morgade Library is a joint-use library partnering with the Martin County Library System.

Rounding out the campus is the Clark Advanced Learning Center, a high-performing “A”-graded high school for sophomores, juniors and seniors.

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LEGEND

A  Robert Morgade Administration Center/Enrollment & Student Services
B  William A. & Helen S. Thomas Career Tech Building
C  Clare & Gladys Wolf High-Technology Center
D  Clark Advanced Learning Center
Dixon Hendry Campus – 863-824-6000
2229 N.W. 9th Avenue • Okeechobee, FL 34972

The Dixon Hendry Campus offers a flexible schedule of classes leading toward Associate and Bachelor's degrees. Many special features enhance learning opportunities, including large classrooms equipped with state-of-the-art technology and an immense Academic Support Center (ASC) ready to assist with academic tutoring, distance learning, GED®, and ESL.

The Williamson Conference and Education Center supports academic, economic, community, cultural and business development in a technologically-sophisticated environment that includes nursing, biology and computer laboratories, strategic planning areas for business meetings and an auditorium, veranda and catering kitchen for conferences and community activities.

As a hub for workforce development and training in Okeechobee County, the Dixon Hendry Campus works closely with local businesses and agencies to develop customized training.

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DIXON HENDRY CAMPUS • OKEECHOBEE

LEGEND

A Classroom Building
B Administration & Classrooms (Enrollment & Student Services)
C Frank “Sonny” & Betty C. Williamson Conference and Education Center

N.W. 20th Lane
N.W. 9th Av.
Mueller Campus – 772-226-2500  
6155 College Lane • Vero Beach, FL 32966

The Mueller Campus offers daytime, evening and weekend classes leading toward the A.A. and A.S. Degree. Customized industry training, computer technology and professional certification programs are also available.

At the Schumann Center, students benefit from a one-stop location for all student services, including an Academic Support Center, educational/career counseling, financial aid assistance and a full-service bookstore.

The Richardson Center at the Mueller Campus is a unique entrepreneurial center offering high-tech facilities and services for business meetings, teleconferences, strategic planning sessions, customized business training and the home of the Culinary Institute of the Treasure Coast. The Brackett Library is a joint-use facility partnering with the Indian River County Library System.

In addition, the Mueller Campus offers art classes at the Vero Beach Museum of Art and provides outreach courses at the Gifford Youth Activities Center and GED®/ESL preparation in Fellsmere. North county residents can take classes at the Historic Sebastian School on Main Street.

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MUELLER CAMPUS • VERO BEACH

LEGEND

A Classroom Building
B McMullen Building
C Richardson Center
D Schumann Center
   (Enrollment & Student Services)
L Brackett Library

PARKING LOT

16th Street

College Lane

\{ 60 \}
The Pruitt Campus provides a student-friendly schedule of day, evening and Friday-only classes that apply toward the completion of Associate degrees. Associate in Science Degree programs available on the Pruitt Campus include Nursing and Landscape and Horticulture Technology.

The William and Helen Thomas STEM Center combines classrooms and laboratories for genetics, ecology, chemistry, molecular science and botany to prepare students for cutting-edge and high-paying jobs. Adult Education offers courses leading to a GED® while English as a Second Language (ESL) is available at the Prima Vista Adult Education Center located on Irving Street. The F-Building houses the Enterprise Hub, a one-stop shop for business assistance. The Pruitt Campus Library is a joint-use library partnering with the St. Lucie County Library System.

Student Services is located in the J-Building, which is a venue for admissions, registration, advising and cashiering needs. The Academic Support Center (ASC) and the Assessment Center can be found on the second floor. The ASC offers tutoring services and a public computer lab. An on-site bookstore is located in the A-building, and a print/electronic library is on the west side of the J-Building. The Provost’s Office is also located in the J-Building. You have an open invitation to see us with your concerns regarding the campus, either stop by J-328, or call us at 772-336-6210. We look forward to helping you accomplish your academic and career goals with IRSC.
Treasure Coast Public Safety Training Complex – 772-462-7150
4600 Kirby Loop Road • Fort Pierce, FL 34981
Location 6 on map

Providing public service education, the Treasure Coast Public Safety Training Complex serves as a state-certified regional training center for criminal justice and fire science training. Basic recruit training in fire, corrections and law enforcement provides students an opportunity to prepare for a career in these professions. A variety of advanced and specialized training courses enhance the professional certification of those employed in the field. In addition, the A.S. Degree programs in Criminal Justice; Emergency Management; Fire Science; Social and Human Services; and Paralegal Studies are available as well as Bachelor’s degrees in Criminal Justice and Public Administration.

Blackburn Educational Building – 772-462-7100
3002 Avenue D • Fort Pierce, FL 34947
Location 9 on map

A wide variety of classes and services are available daytime, evenings, and weekends at the Blackburn Educational Building. Adult Education programs include GED® and ESL. Classes are offered in mathematics, science, social science, early childhood education, office careers and administration, computer science, security guard training, construction trades, nursing, entrepreneurship and other programs that will prepare area residents for rewarding careers.

Hours of operation: Monday - Saturday, 8:00 a.m. to 9:00 p.m.

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IRSC 2018-2019 ACADEMIC CALENDAR

FALL 2018 ACADEMIC CALENDAR

July 12, Thursday—Priority deadline to complete the Baccalaureate application process, submit official transcripts, and complete New Student Orientation for Fall 2018 Schedule.

July 26, Thursday—Priority deadline to complete the Associate application process, submit official transcripts, and complete New Student Orientation for Fall 2018 Schedule.

August 1, Wednesday—++Registration Deadline – Last day to pay without late fee: Full Term Schedule. Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.

August 2, Thursday —++Late Registration begins – $30 late fee on or after this date: Full Term Schedule.

August 13, Monday—New Faculty report.

August 14, Tuesday—Returning Faculty report.

August 17, Friday —++Late Registration Deadline – Last day to pay all fees: Full Term Schedule. Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.

August 20, Monday—Classes begin: Full Term Schedule.

August 24, Friday—Last day to drop classes – NO REFUNDS after this date: Full Term Schedule.


September 4, Tuesday—++Registration Deadline – Last day to pay: Express Schedule. Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.

September 5, Wednesday—Classes begin: Express Schedule.

September 11, Tuesday—Last day to drop classes – NO REFUNDS after this date: Express Schedule.

October 29, Monday—Last day to withdraw with a “W”: Full Term AND Express Schedule classes.

October 30, Tuesday—First day to register: Spring 2019 Schedule.

November 12, Monday—*HOLIDAY* Veteran's Day observed. Official Holiday – All offices closed. No classes.

November 13, Tuesday—Deadline to apply/pay: Fall 2018 Commencement Ceremony participation.

November 19, Monday—Priority deadline to complete the Baccalaureate and Associate application process, submit official transcripts, and complete New Student Orientation and Initial Advising Session for Spring 2019.

November 21, 22, & 23—*HOLIDAY* Thanksgiving observed. All offices closed. No classes.

November 29, Thursday—Last day for total withdrawal from all classes.

December 5, Wednesday—Last day of classes and final exams: Full Term & Express Schedule.

December 6, Thursday—Grades due/entered by 8:00 p.m.

December 7, Friday—Grades available online.

December 12, Wednesday—Fall Commencement. ++Registration Deadline – Last day to pay without late fee: Full Term Schedule. Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their SPRING Full Term classes.

December 13, Thursday—++Late Registration begins – $30 late fee on or after this date: SPRING Full Term Schedule.

December 14, Friday—Faculty Service Day.

December 17 – 31—*HOLIDAY* Winter Break. All offices closed. No classes.

*Official Holiday – All offices closed. No classes.
++Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.
SPRING 2019 ACADEMIC CALENDAR

October 30, Tuesday—First day to register: Spring 2019 Schedule.

November 19, Monday—Priority deadline to complete the Baccalaureate and Associate application process, submit official transcripts, and complete New Student Orientation for Spring 2019 Schedule.

December 12, Wednesday—Fall Commencement.

++Registration Deadline – Last day to pay without late fee: Full Term Schedule. Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their SPRING Full Term classes.

December 13, Thursday—++Late Registration begins – $30 late fee on or after this date: SPRING Full Term Schedule.

January 1, Tuesday—*HOLIDAY* New Year's Day. All offices closed. No classes.

January 2, Wednesday—All Faculty Report.

Virtual Campus Student Information Session.

January 4, Friday—Last day to pay all fees: Full Term Schedule. ++

January 7, Monday—Classes begin: Full Term Schedule.

January 11, Friday—Last day to drop classes – NO REFUNDS after this date: Full Term Schedule.

January 18, Friday—++Registration Deadline – Last day to pay: Express Schedule.

Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.

January 21, Monday—*HOLIDAY* Martin Luther King, Jr. Day. Official Holiday – All offices closed. No classes.

January 22, Tuesday—Classes begin: Express Schedule.

January 28, Monday—Last day to drop classes – NO REFUNDS after this date: Express Schedule.

February 22, Friday—Professional Enhancement Day (No classes, day and night).

March 18-22, M – F—*HOLIDAY* Spring Break. All offices closed. No classes.

March 25, Monday—Last day to withdraw with a "W": Full Term AND Express Schedule classes.

TBA—First day to register: Summer and Fall 2019 Schedules.

April 1, Monday—Priority deadline to complete the Baccalaureate and Associate application process, submit official transcripts, and complete New Student Orientation and Initial Advising Session for Summer 2019.

April 5, Friday—Deadline to apply/pay for Spring 2019 Commencement Ceremony participation.

April 22, Monday—Last day for total withdrawal from all classes.

April 25, Thursday—Last day of classes and final exams: Full Term & Express Schedule.

April 26, Friday—Grades due/entered by 8:00 p.m.

April 27, Saturday—Grades available online.

April 29, Monday—Faculty Service Day

April 30, Tuesday—Instructional Closing the Loop Day. Faculty Service Day

May 1, Wednesday—Faculty Service Day

May 2, Thursday—Spring Commencement: Associate in Arts.

May 3, Friday—Spring Commencement: Associate in Science/Applied Science & Bachelor's.

*Official Holiday – All offices closed. No classes.

++Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.
SUMMER 2019 ACADEMIC CALENDAR

TBA—First day to register: Summer and Fall 2019 Schedules.

April 1, Monday—Priority deadline to complete the Baccalaureate and Associate application process, submit official transcripts, and complete New Student Orientation for Summer 2019 Schedule.

May 6, Monday—Faculty report: Full Term Schedule and Session “A”. Virtual Campus Student Information Session.

May 7, Tuesday—++Registration Deadline – Last day to pay: Full Term Schedule AND Session “A”. Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.

May 8, Wednesday—Classes begin: Full Term Schedule AND Session “A”.

May 13, Monday—Last day to drop classes—NO REFUNDS after this date: Full Term Schedule AND Session “A”.

May 27, Monday—*HOLIDAY* Memorial Day. Official Holiday -- All offices closed. No classes.

June 4, Tuesday—Last day to withdraw with a “W”: Session “A”.

June 13, Thursday—Last day for total withdrawal from all classes: Session “A”.

June 19, Wednesday—Last day of classes and final exams: Session “A”.

June 20, Thursday—Grades due/entered by 8:00 p.m.: Session “A”.

June 21, Friday—Grades available online: Session “A”.

June 24, Monday—Faculty report: Session “B”.

June 25, Tuesday—++Registration Deadline – Last day to pay: Session “B”. Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.

June 26, Wednesday—Classes Begin: Session “B”.

July 1, Monday—Last day to drop classes – NO REFUNDS after this date: Session “B”.


July 9, Tuesday—Last day to withdraw with a “W”: Full Term Schedule.

July 11, Thursday—Priority deadline to complete the Baccalaureate application process, submit official transcripts, and complete New Student Orientation for Fall 2019 Schedule.

July 23, Tuesday—Last day to withdraw with a “W”: Session “B”.

July 25, Thursday—Priority deadline to complete the Associate application process, submit official transcripts, and complete New Student Orientation and Initial Advising Session for Fall 2019.

July 29, Monday—Last day for total withdrawal from all classes: Full Term Schedule.

July 31, Wednesday—Last day for total withdrawal from all classes: Session “B”.

August 7, Wednesday—Last day of classes and final exams: Full Term Schedule AND Session “B”.

August 8, Thursday—Grades due/entered by 8:00 p.m.: Full Term Schedule AND Session “B”.

August 9, Friday—Grades available online.

*Official Holiday – All offices closed. No classes.
++Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.
FIVE STEPS TO GET STARTED

2. Request your high school and previous college transcripts.
3. Apply for Financial Aid and Scholarships.
4. Sign up for New Student Orientation.
5. Meet with your Advisor and Register for classes.

CONNECT WITH YOUR ASSIGNED ADVISOR TO STAY ON TRACK

New degree-seeking students will receive an email notifying them of their Assigned Advisor. Your Advisor will help you develop your personal Academic Plan/Guided Pathway, saving YOU time and money. Your Advisor’s contact information and the link to schedule an appointment are available through MyPioneerPortal.

AFTER REGISTRATION

Go to KSU-112 for your Student ID. Bring a valid paid receipt for current classes and photo identification, such as a Driver License.

Get a parking decal (valid for all IRSC campuses).

Buy books and supplies (new, used, rent online).

VETERANS BENEFITS

If you are receiving Veterans Benefits, take a copy of your registration, paid receipt, and a Veterans information form to the Veterans Office located in Crews Hall/W-building.
SELECT YOUR PROGRAM AND GET STARTED

Indian River State College has a wide range of offerings

Associate in Arts Degrees with 50+ tracks
Associate in Science Degrees
Associate in Applied Science Degrees
Bachelor’s Degrees
Short-term Career Training Programs
Technical Certificates/Applied Technology Diplomas
Adult Education Programs

More information is available at www.irsc.edu.

For course descriptions, go to the IRSC Catalog at www.irsc.edu
PEOPLE TO KNOW AT IRSC

DISTRICT BOARD OF TRUSTEES

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Chair

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Vice President of
Academic Affairs

Christina T. Hart, Ph.D.
Vice President of
Enrollment &
Student Services

Barry A. Keim
Interim Vice President of
Financial Services, CFO

Paul R. O’Brien
Vice President of
Institutional Technology, CIO

Frank L. Watkins, Jr.
Vice President of
Student Affairs

Pamela Blake Welmon, D.Ed.
Vice President of
Applied Science
& Technology

Ann L. Decker
Executive Director of IRSC
Foundation

Anna B. Hubbard, D.N.P., Ed.D.
Dean of
Health Science

Donna D. Rivett
Dean of
Industrial Education
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Meredith B. Coughlin, Ed.D.
Associate Dean of
Enterprise Systems

Edith R. Pacacha
Associate Dean of
Finance

Kelly N. Amatucci, Ed.D.
Assistant Dean of
School of Education

Kevin E. Cooper, Ph.D.
Assistant Dean of
Advanced Technology

Sean C. Donahue, P.E.
Assistant Dean of
Facilities & Sustainability

Anthony B. Dribben, Ph.D.
Assistant Dean of
Mathematics & Natural
Sciences

Patricia A. Gagliano, Ph.D., R.N.
Assistant Dean of
Nursing

Prashanth Pilly
Assistant Dean of
Business Technology
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ADMINISTRATIVE AND PROFESSIONAL STAFF

Scott Stein, Psy.D.
Assistant Dean of Liberal Arts

Kendall E. St. Hilaire
Assistant Dean of IRSC Virtual Campus

Melissa P. Whigham
Assistant Dean of Human Resources

Andrew K. Treadwell
Administrative Director of Legislative & Executive Communications

Adriene B. Jefferson
Equity Officer/Title IX Coordinator

Suzanne Y. Seldes
Director of Communications & Brand Strategy

Christopher Puorro
WQCS Station Manager
IMPORTANT SERVICES JUST FOR YOU!

ENROLLMENT & STUDENT SERVICES - CREWS HALL

Under the Enrollment & Student Services “umbrella” are Advising Services, Student Records, Student Accessibility Services, Veterans Affairs, Financial Aid, Career & Transfer Services, Assessment Services, Student Enrollment Center and Curriculum Support. Each of these areas support students in their pursuit of academic success. New Student Orientation, course selection, online financial aid application, electronic loan interviews and career planning help ensure each student’s program of study will be uniquely suited to his/her interests and abilities.

CAREER & TRANSFER SERVICES - CREWS HALL

Career & Transfer Services at Indian River State College educates and assists students and alumni in effectively developing, evaluating and implementing their career plan, providing assistance with transfer services and assisting students with internship opportunities. Services available include: baccalaureate fairs, graduate school fairs, annual and mini job fairs, career forums, career and transfer services appointments, resume assistance, job searches, career assessment, career exploration, resume and interview skills workshops, transfer evaluations and job placement. For more information, call 772-462-7470 or visit our website at www.irsc.edu.

STUDENT ENROLLMENT CENTER - CREWS HALL

The Student Enrollment Center provides an area with technology where students may access all electronic student functions for onboarding and registration including applications, admissions, financial aid, web registration, grades, transcripts and academic progress reports. Professionally-trained staff and students are available to assist students with these services.
FINANCIAL AID - CREWS HALL

The Financial Aid Office provides access to federal, state and local resources for IRSC students. Services include assistance in obtaining and maintaining educational funding. Aid available includes Pell Grants, Florida Student Assistance Grants, on-campus student employment, scholarships and student loans. The Financial Aid application can be found online at www.fasfa.gov.

VETERANS AFFAIRS - CREWS HALL

The College is a state-approved provider for Veterans educational training. Benefits are available under Chapters 30, 31, 33, 35, 1606 and 1607. Counseling and other advisory services are available to all Veterans through the Veterans Affairs Office.

ASSESSMENT SERVICES CENTER - CREWS HALL

Indian River State College Assessment Services Center provide professional, secure testing services that promote equal opportunity for academic success, personal growth and career development in a welcoming and pleasant testing environment. Services include administering:

- Standardized tests and exams for IRSC online courses
- Makeup exams for students in traditional and blended classes
- Special needs testing for any student who has been approved for special accommodations through the Student Accessibility Services Department
- Exams for distance learners from other schools and organizations
LEARNING RESOURCES - IRSC Libraries offer students vital resources for academic success, including access to online databases, the Internet, e-books, traditional resources, research and reference assistance, research instruction, interlibrary loan service, access to library resources from branch campus libraries, APA and MLA documentation help, a series of electronic access to information and Internet research classes and more. Library hours and telephone numbers for all campus libraries are located at www.irsc.edu.

Charles S. Miley Library is located on the Main Campus and provides full service for using and accessing information resources in all formats. 772-462-7600.

Pruitt Campus Library, a joint-use library partnering with the St. Lucie County Library System, is a full-service library located on the Pruitt Campus. 772-336-6380.

Brackett Library, a joint-use library partnering with the Indian River County Library System, is located on the Mueller Campus. 772-226-3080.

Morgade Library, a joint-use library partnering with the Martin County Library System, is located on the Chastain Campus. 772-463-3245.

Dixon Hendry Library Collection is located at the Dixon Hendry Campus and offers convenient access to a small collection of library materials, as well as a wide array of online information resources. 863-763-8017.
ACADEMIC SUPPORT CENTER (ASC)
Located at each IRSC campus, Academic Support Centers offer support services in reading, mathematics, English and science. These FREE services include computer assistance, class support, on-the-spot tutoring, workshops, review sessions and essay assistance. The Math Department also provides a math lab located in Crews Hall (W-building) on the Main Campus.

Time to Study – In the interest of student success, all individuals taking classes at Indian River State College are expected to dedicate a minimum of two hours of out-of-class time for every one hour of direct instruction.

ADULT EDUCATION CENTER
IRSC offers Adult Basic Education (ABE) which provides a review of basic reading, writing and math skills as the first step toward a GED® (General Education Development) diploma. GED® preparation provides a self-paced review of high school subjects prior to taking the high school equivalency exam. Workplace literacy programs provide basic skills development training to meet the workplace needs of businesses, local agencies, ranches and groves.

The English as a Second Language program helps mainstream non-English speakers into productive employment through English language, literacy and U.S. citizenship instruction.

As required by state regulations, there is a $30 per semester tuition charge for GED®/ESL for Florida residents.
IMPORTANT SERVICES JUST FOR YOU!

CAREER DEVELOPMENT PROGRAM
The Career Development Program is a unique and supportive approach to education and career development where individuals gain the skills and confidence necessary to enter the workforce or to enter or return to the college environment. Most often the gap between dependence and independence is bridged through educational opportunities offered through this program. For more information, call 772-462-7686 or visit www.irsc.edu.

STUDENT SUPPORT SERVICES
The Student Support Services program (SSS) is a federally-funded grant program serving students identified as (1) low-income with verifiable financial need; (2) first generation in college; (3) a student with disabilities.

SSS is designed to maximize each student’s potential for success by providing academic advisement, career counseling, counseling for disabled students, educational and cultural events, faculty mentoring, financial aid assistance, informational seminars, instructional workshops, peer tutoring, personal counseling, study skills enhancement, transfer advisement, tutorial assistance and university trips.
HEALTH AND WELLNESS CENTER - U-BUILDING

All Health and Wellness Center services are available to students and employees of IRSC at no charge. Information on current hours and offerings is available in the Health and Wellness Center Office located in the U-Building next to the gymnasium. Call the Health and Wellness Coordinator at 772-462-7826.

**Student Health Insurance** – The Health and Wellness Center has information on access to student accident and illness insurance coverage offered to registered students. Insurance coverage is voluntary and subject to the terms of the specific plans.

**Pioneer Pantry** – The Pioneer Pantry is designed to meet the immediate food needs of current IRSC students by providing a variety of non-perishable food items and basic hygiene products at no charge. A variety of items are available to choose from, but supplies vary. Students must show their current IRSC Student ID in order to obtain pantry items. The Pioneer Pantry is located in the Health and Wellness Center on the Main Campus and is open daily during the regular IRSC hours of operation. Students attending classes at branch campuses who are in need of pantry items should contact the Health and Wellness Center directly at 772-462-7825.
IMPORTANT SERVICES JUST FOR YOU!

**Nursing Mother** – The following are designated spaces that provide a comfortable and private setting for nursing mothers who are on campus:

**Main Campus:** Health & Wellness Center (Monday to Friday, 8 a.m. - 5 p.m.)
**Main Campus:** Library, Room L-128 (Monday to Thursday, 7:45 a.m. - 9 p.m., Friday, 7:45 a.m. - 5 p.m., Sunday 1 - 5 p.m.)

*Branch campus accommodations are accessible anytime by request at the Welcome Desk, Student Services Office or Campus Security.*

**Mueller Campus:** Room A-115
**Dixon Hendry Campus:** Room B-140
**Chastain Campus:** Room D-218
**Pruitt Campus:** Room J113 (for access to J321 or S213)

During our normal operating hours, all Student Services staff will be directed to assist students in accessing the appropriate facilities. During evening/weekend hours when students may be on-campus to use the library and/or ASC centers, staff in these areas will be directed to open the facility or to contact Campus Security to open the designated rooms.

**STUDENT ACCESSIBILITY SERVICES – CREWS HALL**

Accommodations for IRSC students with disabilities are coordinated through Student Accessibility Services (SAS) located in the Advising Services area of Crews Hall (W-building) on the Main Campus in Fort Pierce. SAS advisors are uniquely qualified to explain the documentation needed to receive these special services. Advisors at each IRSC campus are also able to assist students with questions/concerns. For more information, call the SAS Office at 772-462-7782 or email accessibilityservices@irsc.edu.
IMPORTANT SERVICES JUST FOR YOU!

IRSC BOOKSTORES

Textbooks: Buy, Reserve, Rent, Sell, Swap
Jumpbooks, eTextbooks
Gifts items: Apparel, Diploma Frames, Alumni Gifts

Take a copy of your student schedule to the IRSC Bookstore at any campus. Bookstore staff will assist you in finding the required textbooks and materials for your classes.

IRSC River Shop has five locations:
- Main Campus in Fort Pierce, in KSU (River Commons)
- Chastain Campus in Stuart
- Pruitt Campus in St. Lucie West
- Dixon Hendry Campus in Okeechobee
- Mueller Campus in Vero Beach
Phone: 877-770-2665 | www.bookstore.irsc.edu

INDIAN RIVER STATE COLLEGE
PERFORMING & VISUAL ARTS DEPARTMENT

Performances, shows, concerts and musical theater offer memorable musicals, dramatic plays, holiday fun, music, dance and romantic comedies that audiences will enjoy.

Hallstrom Planetarium shows are presented on select Friday evenings at 6:00 & 7:30 p.m. and Saturday afternoons at 1:00 & 2:30 p.m.

IRSC Art Gallery – showcases a breadth of artwork from student work to the most innovative artists working in today's environment.
IMPORTANT SERVICES JUST FOR YOU!

ATHLETICS - Gymnasium

Seven sports make up the IRSC Intercollegiate Athletic Program: Baseball, Men’s & Women’s Basketball, Softball, Volleyball, Men’s & Women’s Swimming and Diving. Students may also participate in recreational sports and activities through the Intramural Program.

IRSC students can access these fitness areas:
- swimming pools
- tennis courts
- basketball court
- indoor racquetball courts
- student fitness gym

Hours of access are established each semester. Contact the Student Affairs Office or Athletic Director for more information.

Intramural Sports

The Intramurals Club provides recreational activities to currently enrolled IRSC students. Activities include basketball, flag football, kick ball, whiffle ball, racquetball, etc. based on student interest and demand.

Contact Diana Couch at 772-462-7714 or email: dcouch@irsc.edu.

Pioneer Closet

All currently registered students have access to borrowing athletic equipment, board games and other items through the Pioneer Closet on each IRSC campus. A student must have their current IRSC Student ID to access. For more information, call Student Affairs at 772-462-4706.
CAMPUS SAFETY AND SECURITY - The College employs proprietary and contract security officers to protect students, visitors, employees and College property. The College contracts with the Fort Pierce Police Department for a School Resource Officer at the Main Campus in Fort Pierce. Local police and sheriff’s departments provide patrol services and respond to calls for service at all other campuses and sites.

Campus Safety and Security officers are Board of Trustee authorized representatives of the Vice President of Student Affairs. They are empowered to enforce the safety and security rules and regulations of the College. Failure to obey the request or directive of a Campus Security Officer may result in formal disciplinary action for a student or employee as prescribed in either the Student or Employee Handbook or may result in criminal charges for a visitor.

Emergency Phone Numbers
Potentially dangerous, threatening or suspicious activities or situations should be immediately reported to Campus Safety and Security via:

Main Campus, Fort Pierce: 772-462-4755
Chastain Campus, Stuart: 772-419-5666
Dixon Hendry Campus, Okeechobee: 863-610-2090
Mueller Campus, Vero Beach: 772-226-2531
Pruitt Campus, Port St. Lucie: 772-336-6248

To update your emergency information, go to www.irsc.edu and log in to MyPioneerPortal.
SAFETY TIPS

1. Remain safety and security conscious. Safety is everyone’s concern.

2. Security officers are located at all IRSC campuses. On the Main Campus, contact Campus Safety and Security at 772-462-4755 for assistance. At the branch campuses, contact the Provost’s Office or Campus Security for assistance.

3. If you see a crime or an act of violence, call 911, then promptly contact Campus Safety and Security at 772-462-4755 (Main Campus), Campus Provost, and/or an appropriate administrator or instructor.

4. Report suspicious persons/incidents and all potentially dangerous/hazardous situations to Campus Safety and Security at 772-462-4755 (Main Campus), Campus Provost, and/or an appropriate administrator or instructor.

5. Keep your vehicle locked, and place valuables (GPS, bookbags, etc.) out of view/locked in trunk.

6. Park your vehicle only in authorized areas.

7. Observe the 15 mph speed limit on campus at all times.

8. Bicycles, skateboards, skates and roller blades are not permitted on campus.

9. Report all injuries to the Health and Wellness Center located in the U-Building on the Main Campus or by calling 772-462-7825.

10. Do not enter posted/unauthorized/restricted areas.

11. Obey all College rules and regulations as stated in the Student Handbook or Employee Handbook.

12. Do not leave valuables in the pool lockers or unattended.

13. When on campus at night, make it a point to walk in well-lighted main walkways with other students or staff. There is safety in numbers.

14. Review and make sure all contact information is up-to-date through MyPioneerPortal.

15. Visit the Campus Safety and Security webpage at www.irsc.edu for important information, security tips and guides.
IRSC parking and traffic regulations apply to anyone operating a motor vehicle on Indian River State College owned property. Parking regulations are enforced by Campus Safety and Security officers.

The College reserves the right to both reserve vehicle parking facilities for the exclusive use of selected individuals and/or groups and to deny parking privileges to any individual and/or group of individuals. REMEMBER: PARKING IS A PRIVILEGE, NOT A RIGHT.

Changes in the parking regulations are posted and/or published when feasible.

**VEHICLE REGISTRATION - PARKING DECALS**

Parking decals, available at all campuses and in the Vice President of Student Affairs Office (Main Campus), are required for student vehicles.

- RESERVED spaces are for employees only. Cars in violation will be ticketed and/or towed.
- STUDENT decals authorize the operator to park in student parking only.
- MOTORCYCLES AND SCOOTERS must have a decal displayed and may be parked in spaces designated MOTORCYCLE PARKING.

Decals must be removed from the vehicle when it is sold or traded.

Only one decal is to be displayed per vehicle. Place decal on the rear window, left-hand side.

Although reserved parking spaces are open for student parking AFTER 5:00 p.m., parking in handicapped spaces, fire lanes (along yellow curbs), loading zones, service vehicle spaces, on the grass and restricted zones is PROHIBITED at ALL times.

**DRIVING AND PARKING REGULATIONS**

All regulations embodied in the Statutes of the State of Florida and in the respective jurisdictions in which College campuses and sites reside, as appropriate, govern and regulate vehicular traffic on Indian River State College campuses and sites. In addition, the following regulations are unique to this institution and are enforced through ticketing and/or towing:

1) Loading Zones and No Parking areas are enforced at all times.
2) The maximum speed limit on campus is 15 miles per hour.
3) Movement of traffic is not to be obstructed by stopping in the parking aisles for any purpose other than parking.
4) Driving or parking on nonpaved areas is prohibited.
5) Motor scooters, motorcycles and bicycles must be parked in only those spaces reserved for them.
6) Pedestrians must be given the right of way.
7) All motor vehicle accidents occurring on College property must be reported to Campus Security.
8) Vehicles parked illegally, unregistered, with expired tags or abandoned on campus creating a hazard or constituting a nuisance are towed and placed in commercial storage at the owner’s expense.
9) All vehicles on campus must have an appropriate parking permit, except for visitors. Visitors must use spaces designated VISITORS. Vehicles displaying student or employee decals are prohibited from parking in visitors’ areas.
10) Vehicles must not park occupying more than one parking space.
11) Parking is prohibited against a yellow curb, in reserved parking or in an otherwise restricted area.
12) Loitering in cars or in the parking lots is prohibited. Littering of the parking lots is prohibited.
13) Vandalism of cars or mechanical difficulties should be reported to Campus Security.
14) No vehicle will be parked in such a way as to block any other vehicle in its parking space.
15) No vehicle will be backed into a parking space.

ENFORCEMENT PROCEDURES
1) Parking regulations are administered by Campus Safety and Security under the supervision of the Vice President of Student Affairs.
2) Campus Security officers issue citations to any vehicle in violation of the parking regulations.
3) Campus Safety and Security is responsible for the towing of illegally parked vehicles at the owner’s expense.
4) Indian River State College reserves the right to deny registration to any student until fines are paid. No transcript will be sent for any student having outstanding citations from the College.
5) All parking fines are $10 and are paid at the Cashier’s Office. Questions regarding tickets should be directed to the Student Affairs Office.

Bicycling, skating, rollerblading, skateboarding - Be aware that skating, rollerblading and skateboarding are prohibited on the walkways and parking lots of all Indian River State College campuses, at all times. Bicycle racks are conveniently located on all IRSC campuses, and no other area will be utilized for the parking of bicycles. Bicycling is only allowed in the parking lots.
STUDENT ACTIVITIES

STUDENT LEADERSHIP DEVELOPMENT/
STUDENT ACTIVITIES OFFICE

- Student Activities
- Pioneer Leadership Institute
- Campus Coalition Government (CCG)
- Student Clubs and Organizations
- Student Leadership Program
- RiverLife

PURPOSE STATEMENT

As leaders of the student body at Indian River State College, we partner with administration, faculty, and staff to educate students in a way that inspires them to reach out in service to one another and to make possibilities a reality. Our goal is to build a foundation that provides the tools necessary to encourage students to demand a high standard of personal excellence that will then empower them to transform their community.

STUDENT LEADERSHIP PROGRAM

The Student Leadership program was created to develop the leadership potential of IRSC students. It provides opportunities to develop the skills, values and expertise of effective leadership through trainings, conferences, workshops and special activities. Through the Student Leadership program, students develop leadership skills as they participate in a series of different workshops. Major topics include integrity, community involvement, goal-setting, peer pressure, take action/initiative, self-discipline, decision-making, time management, communication, parliamentary procedures, positive thinking and public speaking. For additional information, stop by the Student Activities Office in KSU-112 on the Main Campus.
CAMPUS COALITION GOVERNMENT (CCG)

The Campus Coalition Government (CCG) was initiated at IRSC in 1973. CCG is a concept of student government linking representatives from over 50 student clubs, organizations and athletic teams into a coalition reflecting the varied social, career and age interests of students in a state college. CCG exists to represent and act in the interest of all students at IRSC.

Duties of the CCG include:

- Leadership Development.
- Promoting, coordinating and supporting campus-wide activities.
- Recommending students for College standing committees and special committees.
- Recommending allocation of CCG monies to cover on-campus activities and community activities.
- Providing suggestions for improving campus life.
- Serving as official representatives of Indian River State College student government at Florida College System Student Government Association conferences and meetings.
- CCG holds open meetings every alternate Wednesday during the Fall and Spring semesters from 12:30 – 1:30 p.m. in V-334 on the Main Campus and online via RiverLife.

STUDENT CLUBS AND ORGANIZATIONS

The purpose of clubs and organizations (see listing at www.irsc.edu) at IRSC is to provide students with a co-curricular experience which complements and enhances the training and instruction encountered in their courses. For more information, see Board Policy 6Hx11-7.81 on page 71 or stop by the Student Activities Office in KSU-112.
CONNECT! LEAD! GET INVOLVED!

RiverLife is your source to connect learning and involvement:

- Keep up-to-date on activities and events
- Join student organizations
- Network with other students and college departments
- Capture your student life experiences through reflections and pictures
- Access leadership development opportunities
- Develop your co-curricular transcript
- Track community service hours easily

To access RiverLife, visit https://irsc.okta.com. Enter your RiverMail address and password. Click the RiverLife logo.

For more information, contact: Erika L. Strowbridge, Coordinator of Student Activities at estrowbr@irsc.edu or 772-462-7788.
L.E.A.P. - LEADERSHIP, EMPOWERMENT, ACHIEVEMENT, PERSISTENCE

The L.E.A.P program stands for: Leadership, Empowerment, Achievement, and Persistence. Students accepted into the Indian River State College L.E.A.P program are provided assistance in developing a solid academic and social foundation to get the most from a college experience.

Monthly meetings, seminars and events help prepare participants for success. Students learn to handle the demands and challenges of college life, make connections with college staff and faculty, build positive relationships with other students and prepare for academic success at Indian River State College or for transfer to a university upon graduation.

For more information, call 772-462-7862 or email leapprogram@irsc.edu.

MEN OF COLOR

The Men of Color program seeks to identify the unique needs of our first generation and first-time in college minority male students. It is a mentoring program that implements various activities through educational channels that contribute to the social, economic and cultural growth of our students.

For more information, call 772-462-7473 or email ccesar@irsc.edu. The office is located on the IRSC Main Campus in the Student Affairs office, KSU-112.
STUDENT AFFAIRS

STUDENT AFFAIRS DIVISION

- Campus tours
- Student ID cards
- Parking decals
- Athletic facilities
  - Racquetball courts
  - Student fitness gym
  - Tennis courts
  - Basketball courts
  - Swimming pools
- Message Board approval
- Lost and Found
- Student Recommendations
- Student Discipline
- Student Grievance
  - Student Ombudsman
- Scheduling of Student Union facilities
- Health & Wellness Center
  - Pioneer Pantry
- Athletic Department
- Student Development/Activities
  - Pioneer Closet
- Security
- WQCS 88.9 FM

STUDENT IDENTIFICATION/ACTIVITY CARD - To receive a Student ID card, you must present a valid, paid receipt for the current semester and a photo identification (e.g., Driver License). An IRSC Student ID card serves as a source of identification.
- Use it to identify status as a student at The River Shop.
- Borrow material from the IRSC Libraries.
- Access computer labs or Assessment Centers.
- Receive student discounts or entry to College events and activities.
- Check out recreational equipment from the Pioneer Closet.
- Access recreational facilities, the pool and work-out room.

PARKING DECALS - Parking decals, are available at all IRSC campuses and are required for student vehicles. To apply, you will need your vehicle make, model, year and tag number.

LOST AND FOUND - If you lose something on the Main Campus, check Lost & Found located in the Student Affairs Office, KSU-112. Found items should be turned in to the Student Affairs Office or Security immediately after being found. Items that are turned in to Lost & Found will only be kept for 30 days. At all other IRSC campuses, contact the Provost’s office.
# Regulations & Board Policies

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Standards of Conduct</td>
<td>52-53</td>
</tr>
<tr>
<td>Ombudsman/Student Advocate</td>
<td>54</td>
</tr>
<tr>
<td>Non-Discrimination/Non-Harassment Policy Statement</td>
<td>55</td>
</tr>
<tr>
<td>Official Notice of Non-Discriminatory Policies/Practices</td>
<td>56-57</td>
</tr>
<tr>
<td>Reporting Procedures</td>
<td>58-66</td>
</tr>
<tr>
<td>Notification of Social Security Number Collection and Usage</td>
<td>67-69</td>
</tr>
<tr>
<td>Cell Phone Usage</td>
<td>69</td>
</tr>
<tr>
<td>Tobacco Free and Smoke Free Campus</td>
<td>69</td>
</tr>
<tr>
<td>Admissions</td>
<td>70-71</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>71</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>71</td>
</tr>
<tr>
<td>Animals, Pets, Service Animals</td>
<td>71-72</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>72</td>
</tr>
<tr>
<td>Public Exhibits, Displays and Presentations</td>
<td>72</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>73</td>
</tr>
<tr>
<td>Dissemination of Literature</td>
<td>73</td>
</tr>
<tr>
<td>Student Standards of Discipline</td>
<td>73-74</td>
</tr>
<tr>
<td>Administration of Student Discipline</td>
<td>74-76</td>
</tr>
<tr>
<td>Student Demonstrations and Assemblies</td>
<td>76-78</td>
</tr>
<tr>
<td>Alcohol/Drug Free Workplace/Study Place</td>
<td>78-79</td>
</tr>
<tr>
<td>Anti-Hazing Policy</td>
<td>79-80</td>
</tr>
<tr>
<td>Administrative Hearing Procedure</td>
<td>81</td>
</tr>
<tr>
<td>Student Grievance Policy and Procedure</td>
<td>82</td>
</tr>
<tr>
<td>Academic Review/Admission Committee</td>
<td>82</td>
</tr>
<tr>
<td>Appeals Committee</td>
<td>83</td>
</tr>
<tr>
<td>Scholarship/Financial Aid Committee</td>
<td>84</td>
</tr>
<tr>
<td>Student Affairs Committee</td>
<td>84</td>
</tr>
<tr>
<td>Athletic Committee</td>
<td>85</td>
</tr>
<tr>
<td>Safety Policy</td>
<td>85</td>
</tr>
<tr>
<td>Campus or Workplace Violence</td>
<td>85-86</td>
</tr>
<tr>
<td>Sexual Assault, Sexual Misconduct or Other Crimes of Violence</td>
<td>86-87</td>
</tr>
<tr>
<td>Procedures</td>
<td>87-92</td>
</tr>
<tr>
<td>Reporting</td>
<td>92-99</td>
</tr>
<tr>
<td>Crime Prevention</td>
<td>100</td>
</tr>
<tr>
<td>Firearms or Weapons</td>
<td>100</td>
</tr>
<tr>
<td>Emergency Situations</td>
<td>101-102</td>
</tr>
<tr>
<td>Code Blue Telephones</td>
<td>101</td>
</tr>
<tr>
<td>Sexual Predator/Offender Information and Notification</td>
<td>102</td>
</tr>
<tr>
<td>Violence Against Women Reauthorization Act requirements</td>
<td>110-111</td>
</tr>
</tbody>
</table>
STANDARDS OF CONDUCT

STUDENT STANDARDS OF CONDUCT

The College looks upon its students as mature individuals with responsibility for their own actions. The following regulations were designed by the students, staff and faculty in order to ensure compliance with state and county laws and to promote the safe, efficient operation of the College. Violations of these regulations will be referred to the Vice President of Student Affairs for appropriate action, which may include a Student Affairs Committee. Failure to respond to a summons by letter, telephone call or message delivered by an IRSC employee concerning a matter of conduct is considered a violation of the student code of conduct. (See Administration of Student Discipline, page 74.)

• Board Policy Number 6Hx11-7.24 Student Standards of Conduct— Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Students shall conduct themselves in a manner compatible with the College’s Mission to promote student success in its function as an educational institution.

Student Standards of Conduct are applicable on campus, at off-campus locations or activities, and while using College facilities or equipment. Each student shall assume responsibility for familiarity with College policies and agree to the highest moral and ethical standards of conduct including, but not limited to the following:

• To uphold and abide by all College policies and procedures including those of the Campus Coalition Government;
• To respect each student’s right to learn in all educational environments;
• To participate and contribute to class discussions and activities to the best of his or her ability;
• To make responsible use of all College facilities and equipment including electronic communications with faculty, staff, and other students;
• To demonstrate respect towards faculty, staff, administrators, and other persons employed by the College;
• To respect instructor grading policies and to adhere to the highest standards of academic honesty;
• To acknowledge and comply with reasonable requests for student assistance or service by College personnel whenever possible;
• To extend courtesy, integrity, and good citizenship to all individuals at the College;
• To refrain from engaging in activities or conduct that might discredit or disrupt the College or its employees, students, and visitors.
STANDARDS OF CONDUCT

Misconduct for which students are subject to discipline falls into the following categories:

A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
B. Forgery, alteration, or misuse of College documents, records, or identification.
C. Obstruction or disruption of teaching, research, administration of disciplinary procedures, or other College activities, including its public service functions, or conduct which threatens or endangers the health or safety of any such persons.
D. Theft or damage to property of the College or of a member of the College community or campus visitor.
E. Unauthorized entry to or use of College facilities.
F. Violation of College policies or of campus regulations including campus regulations concerning the registration of student organizations; the use of College facilities; or the time, place, and manner of public expressions.
G. Consumption, use, possession, distribution or involvement with alcohol, illegal drugs or substances, (e.g. heroin, cocaine, LSD, barbiturates, hallucinogenics, narcotics, marijuana) or presence when/where these substances are being used or consumed.
H. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College-owned property or at College-supervised functions.
I. Failure to comply with directions of College officials acting in the performance of their duties.
J. Conduct which adversely affects the student’s suitability as a member of the academic community. Students who aid others in disciplinary infractions are also subject to disciplinary action.
K. Acts of sexual assault/battery (rape) or other forms of sexual misconduct, including harassment, exploitation, intimidation, or coercion.
Indian River State College has an Ombudsman/Student Advocate who helps students to understand College policies and procedures, facilitates communication and assists in conflict resolution apart from engagement in the College’s formal grievance procedures. The Ombudsman/Student Advocate provides an initial point of contact to ensure student concerns and appeals regarding issues such as student access to courses, credit granted toward the degree and other matters are referred to the appropriate department to be resolved in a prompt, efficient and impartial manner. IRSC seeks to ensure that all students are treated in a fair and equitable manner.

The Ombudsman/Student Advocate assists students by:
- Listening and helping to resolve student concerns or complaints
- Clarifying College policies and procedures
- Answering questions
- Referring issues and concerns to the appropriate department or office
- Helping define available options
- Recommending revisions in College policies and procedures when appropriate
- Maintaining open and constructive communications
- Providing students with information and notification regarding opportunities for assistance and appeal, including the College’s formal grievance procedures

The IRSC Director of Student Development serves as the Ombudsman/Student Advocate and is accountable to the College President and Vice President of Student Affairs. The Ombudsman/Student Advocate can be reached at 772-462-7476 or rfinch@irsc.edu.

All students are encouraged to work through the Ombudsman/Student Advocate and the internal complaint and appeal process provided by Indian River State College. However, if students feel further investigation is warranted, they can contact The Florida College System (FCS) at http://www.fldoe.org/policy/cie/file-a-complaint.stml.
Non-Discrimination/
Non-Harassment Policy Statement

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free environment. Discrimination and harassment of any nature based on one’s race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations is strictly prohibited.

Title IX of the Educational Amendments of 1972 is a Federal Law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence.

Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC sponsored events.

Questions or concerns may be directed to:

Adriene B. Jefferson
Equity Officer/Title IX Coordinator
Indian River State College
3209 Virginia Avenue • Fort Pierce, FL  34981-5596
ajeffers@irsc.edu • 772-462-7156
OFFICIAL NOTICE OF NON-DISCRIMINATORY POLICIES/PRACTICES

The College Non-Discrimination and Non-Harassment Policy and related Reporting Procedures for both employees and students may be downloaded from the IRSC website at www.irsc.edu. Copies of the procedures are also available in the Equity/Title IX Office and the Office of Human Resources, both located at 3209 Virginia Avenue, Fort Pierce, Florida.

OFFICIAL NOTICE OF NON-DISCRIMINATORY POLICIES/PRACTICES

In compliance with various state and federal regulations, the District Board of Trustees of Indian River State College has approved non-discriminatory practices and policies concerning enrollment, admissions and equal opportunity employment. This includes an Affirmative Action Program. The following laws collectively prohibit decisions that adversely affect an individual:

**TITLE VII - CIVIL RIGHTS ACT OF 1964:** Prohibits discrimination in employment on the basis of race, color, religion, national origin, or sex. This covers all terms and conditions of employment, including recruitment, selection, discharge, promotion opportunities, training, wages, leave, retirement and fringe benefits.

**TITLE VII - CIVIL RIGHTS ACT OF 1964 AS AMENDED:** No persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education, and Welfare.

**TITLE IX - EDUCATIONAL AMENDMENTS OF 1972:** Prohibits Sex Discrimination in Education on the basis of sex in its employment practices for both academic and non-academic personnel, or in its admission of students, or in its educational programs or activities. Any inquiries concerning the applications of Title IX should be made to the Assistant Dean of Human Resources or to the Equity Officer.

**SECTION 504 - REHABILITATION ACT OF 1973:** Prohibits discrimination against handicapped persons on the basis of handicap. The provisions of this law are equally applicable to employees, employment applicants, students, and student admissions.
THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990: Protects persons with disabling conditions from discriminatory practices in public accommodations, employment, transportation, and telecommunications. The ADA extends the coverage of Section 504 of the Rehabilitation Act of 1973, beyond just those programs receiving federal funding.

THE FLORIDA EDUCATIONAL EQUITY ACT, Section 1000.05, F.S.: Prohibits discrimination against students and employees in the state system of public education, on the basis of race, sex, national origin, marital status, and handicap.

Other laws and regulations with which we are in compliance are The Equal Pay Act of 1963; Executive Order No. 1246: Title VIII, Public Health Service Act; Age Discrimination in Employment Act of 1967; the Florida Human Rights Act.

• Board Policy Number 6HxII-3.13—Non-Discrimination and Non-Harassment

Indian River State College (College) is committed to maintaining a fair and respectful employment and educational environment. In accordance with federal, state and local equal opportunity laws, Indian River State College prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

Scope of Policy:
This policy applies to all full-time, part-time, and temporary IRSC employees, including administrators, faculty and staff; employment applicants, students and prospective students; non-employee volunteers who work subject to the control of a College employee; guests, contractors, vendors and/or other affiliates for actions that occur in the course of official College business, events or programs.

Discrimination is an act or communication that interferes with an individual’s or group’s ability to participate fully in College programs, activities, or employment on the basis of race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information. Harassment is conduct and/or verbal action which, because of its severity and/or persistence, interferes significantly with an individual’s or groups’ work or education, or creates an intimidating or hostile academic or work environment. Harassment includes but is not
limited to: incitement to or threat of violence; epithets referring to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information; and/or physical conduct that is unwelcome, hostile or intimidating. College policy also recognizes conduct and/or verbal communication that are hostile, intimidating, violent, threatening, or ‘bullying’ as harassment. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in an educational course, program or activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or
3. Such conduct has the purpose or effect:
   a. Of interfering with the individual’s work or education performance;
   b. Of creating an intimidating, hostile or offensive working and/or learning environment; or
   c. Of interfering with or limiting one’s ability to participate in or benefit from an educational program or activity.

Prompt Reporting

Preventing harassment is the responsibility of the entire College. Accordingly, Indian River State College strongly encourages prompt reporting of all experienced or observed incidents of discrimination and harassment, including sexual assault, sexual misconduct and sexual harassment. Prompt reporting of such incidents through the process outlined in AP 3.13 makes investigation of the incident more effective and enhances the ability of the College to take action on a complaint.

Disciplinary Actions

Any employee, student or affiliate of the College who is found to have engaged in actions that violate this policy will be subject to disciplinary action(s) up to and including termination, suspension, and/or expulsion, within the provisions of applicable Board Policies. To discourage discrimination and harassment, the College will provide comprehensive educational programs to assure awareness within the College to attempt to prevent such conduct in the future.
Confidentiality
The privacy of all parties involved in a complaint of discrimination, harassment, sexual assault, sexual misconduct and other acts of violence must be respected, except insofar as it interferes with the College’s obligation to fully investigate allegations of discrimination and harassment. While confidentiality will be maintained to the extent possible while still meeting the requirements of conducting an appropriate investigation and reporting illegal acts to the appropriate authorities, the College cannot guarantee confidentiality.

Retaliation
No member of the College shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual who has filed a complaint, participated in an investigation, or openly opposed any unlawful or questionable practice. Such retaliation will subject the person who retaliates to disciplinary action.

Notice of Title IX Coordinator
The College Equity Officer serves as the Title IX Coordinator for the College, and is responsible for coordinating and ensuring that appropriate notices, training, reporting and complaint resolution procedures are in place to prevent or address issues that fall under this policy. Contact information for the Title IX Coordinator can be found on the IRSC website, employee, student, faculty and adjunct faculty handbooks, and pages 55, 63, 65 and 93 of this handbook.

Purpose
It is the policy of Indian River State College to maintain a fair and respectful employment and educational environment. In accordance with federal, state and local equal opportunity laws, Indian River State College prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

The College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon any employee,
employment applicant, student and prospective student, non-employee volunteers who work subject to the control of a College employee, guests, contractors, vendors, and/or affiliates engaged in conducting official College business, events, or programs.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., prohibits sex discrimination in all College programs and activities. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. (Also reference AP-3.151.)

The following procedures shall be used for a complaint investigation to allow all parties an opportunity to understand the general direction of the process of an investigation. These procedures apply to complaints of all applicable federal and state equal opportunity and discrimination violation allegations raised by employees, students or third parties against a faculty, staff member, or third party, such as a vendor or visitor to IRSC. These procedures are for the purpose of ensuring a prompt, thorough, and effective resolution of the matter at hand.

This procedure shall apply only to discrimination and/or harassment complaints, including complaints of sexual assault, sexual misconduct, or other acts of crimes of violence. Employee grievances, suspensions or terminations of employment are not covered by this procedure. The Employee Grievance Policy, 6Hx11-6.15 and Student Grievance Policy 6Hx11-7.26, guide these specific matters.

Definitions

Discrimination is an act or communication that interferes with an individual’s or group’s ability to participate fully in College programs, activities, or employment on the basis of race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

Harassment is conduct and/or verbal action which, because of its severity and/or persistence, interferes significantly with an individual’s or groups’ work or education, or creates an intimidating or hostile academic or work environment. Harassment includes but is not limited to: incitement to or threat of violence; epithets referring to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information; and/or physical conduct that is unwelcome, hostile or intimidating. College policy also recognizes conduct and/or verbal communication that are hostile, intimidating, violent, threatening, or ‘bullying’ as harassment.
Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, when: 1) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in an educational course, program or activity; 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or 3) Such conduct has the purpose or effect of: a) interfering with the individual's work or education performance; b) creating an intimidating, hostile or offensive working and/or learning environment; Interfering with or limiting one's ability to participate in or benefit from an educational program or activity.

Sexual Assault, Sexual Misconduct and Other Crimes of Violence may include the criminal offense of sexual battery (commonly known as rape), dating violence, assault, aggravated assault, battery, aggravated battery, stalking, domestic violence, and child abuse.

Depending on the particular circumstances, sex discrimination, sexual harassment or sexual assault may include, but is not limited to, the following: 1) Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body. 2) Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct. 3) Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions) or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual’s job or academic work more difficult because sexual conduct is rejected. 4) The use or display in the classroom or workplace, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification. 5) Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes,
questions, or comments about a person’s sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational or working environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of harassment.

**Reporting of a Complaint**
Overall, the College’s response to an allegation of violation of law or policy will be determined by the nature of the alleged violation and the totality of information available at the time of the alleged incident. Requests from complainants to “just record my concerns” or “not take any action at this time” may not be honored depending on the circumstances involved. If at any time the College feels an investigation is necessary, an investigation may proceed without the support of the potential complainant.

**Time Limit for Filing Complaint**
Complaints must be filed within 60 days of the most recent offending incident. The College reserves the right, in its sole discretion, to investigate and act on complaints involving incidents that have occurred beyond the time limit.

Supervisors who learn of incidents that may be a violation of the College's prohibition against discrimination or harassment are expected to promptly report the matter to the College’s Equity Officer and Title IX Coordinator.

**Support Persons**
An individual who is a Complainant or Respondent may have another member of the College community present during an investigation as a support person. That support person may not be an attorney and may be present in support of the Complainant or Respondent but may not participate in the investigative process. Faculty or staff who are members of a union will be informed that they may have a union representative as a support person. Individuals who are witnesses to the behavior in question may not serve as support persons. All are expected to maintain confidentiality regarding any and all exchanges of information during the investigation.

**Confidentiality**
The College will make every reasonable effort to maintain confidentiality and privacy of all parties involved to the extent allowable in accordance with state and federal laws and IRSC policy.
Timely cooperation is expected of all involved parties throughout the investigative process. All parties (complainant, respondent, witnesses, and support persons) are expected to be respectful and confidential during the process of an investigation.

Investigative Process
The College Equity Officer serves as the Title IX Coordinator for the College, and is responsible for coordinating and ensuring that appropriate notices, training, reporting, and complaint resolution procedures are in place to prevent or address issues that fall under the College Non-Discrimination and Non-Harassment Policy. Contact information for the Title IX Coordinator can be found below and on the IRSC website, and employee, faculty and adjunct faculty handbooks.

Adriene B. Jefferson
Equity Officer/Title IX Coordinator
Indian River State College
3209 Virginia Avenue • Fort Pierce, FL 34981-5596
ajeffers@irsc.edu • 772-462-7156

The College Equity Officer will notify the Student Affairs Office when complaints involve students and the Human Resources Office when complaints involve employees or applicants, so that complaint investigations may be coordinated. When Complainants go directly to the Office of Student Affairs or the Human Resources Office, each office will notify the College Equity Officer of such complaints so that investigations may be coordinated accordingly.

After a complaint is received, a fair, prompt, and thorough fact finding investigation will be conducted, which includes separate meetings with the Complainant, Respondent, and witnesses with first-hand knowledge of the situation. Relevant records related to the allegations will also be reviewed and analyzed.

The Complainant will be provided an opportunity to discuss his/her complaint with the investigator who will in turn determine if the complaint falls within the scope of the nondiscrimination/harassment procedures. The Complainant, Respondent, and witnesses will have the right to present evidence (including documents and names of witnesses) to the investigator. It will be within the investigator’s discretion to determine the weight of the evidence and whether it is necessary or appropriate to talk to all persons listed.
Participants in the process may be requested to document their statements. If a person declines to provide a written statement or sign a statement taken by the investigator that documents his/her account of the incident(s), the Equity Officer will conduct an investigation based upon available information. However, at all times, those involved will receive a procedurally fair, prompt, and thorough evaluation whose outcome is documented in writing. Upon completion of the investigation, the Complainant and the Respondent will be notified of the outcome.

The College will take interim measures as necessary to prevent the Complainant from being subjected to discrimination or harassment during the investigative process. The College will take steps to ensure that any interim measures taken do not adversely affect the Complainant.

Pre-Investigation Process
During the pre-investigation evaluation period, the investigator will determine if:

- The complaint is timely
- The situation described in the complaint arose in the course of a College program or activity
- The complaint is directed against a College employee, student, administrative unit, or visitor
- If factually supported, the alleged behavior could constitute unlawful discrimination or retaliation

If the complaint does not meet the above criteria or establish a violation of a law or policy, the office may close the case.

Informal Resolution Process
The Investigator will have 21 days from receipt of a complaint to evaluate the complaint, contact the Respondent and Complainant and attempt to resolve the complaint if informal resolution is possible. The informal resolution process is an abbreviated process for less complicated matters that can be quickly resolved to the satisfaction of both parties. An example of such a matter might be a single comment that the complainant deemed objectionable and either a clarification or an apology would resolve the matter. The informal process is completed voluntarily, and both parties must agree to it. The Complainant has the right in every case to insist on a formal investigation and findings. The College recognizes that there may be certain complaints, for example those involving sexual assault, where the informal process will never be appropriate.
How and Where to Lodge a Complaint

A person wishing to file a complaint should submit a written statement to the College Equity Officer at the following mailing address. Email and phone contact information are also provided below:

Adriene B. Jefferson
Equity Officer/Title IX Coordinator
Indian River State College
3209 Virginia Avenue • Fort Pierce, FL 34981-5596
ajeffers@irsc.edu • 772-462-7156

Forms are available to report such complaints in writing on the College website (www.irsc.edu). The complaint should specify:
1. The name of the individual(s) against whom the complaint is made
2. The nature of the alleged offense (discrimination based on a protected criteria, harassment, disability, etc.)
3. The specifics of the offending incident(s) with precise details (what happened, who was present, when, where, any reasons why they believe the action was taken)
4. The date and signature of the person making the complaint

Evidentiary Standard

The investigator shall determine there is unlawful discrimination based upon a “preponderance of evidence” standard. This standard means that it is more likely than not that the unlawful discrimination occurred.

Investigative Time Frames

The Investigator will create a written report describing the findings. The Investigator will strive to complete the investigation within 90 days of receipt of the complaint. Both parties will receive notification of the outcome within seven days of the completion of the report. This period may be extended should it take a longer period of time to properly investigate a complaint.

Prohibition Against Retaliation

Retaliation against persons who participate in the complaint procedure is prohibited by federal and state law, including Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972. Retaliation exists when action is taken against a participant which affects his or her employment, academic, or business status which is motivated in whole or
in part by his or her participation in the process. Retaliation may be found even where the underlying complaint is found to have no merit. Persons who feel that they have been subject to such retaliation may file a complaint under this procedure.

Corrective Action

If a final report finds that unlawful discrimination or harassment occurred, the College will determine appropriate corrective action. The College will take steps to prevent reoccurrence of any discrimination with remedies including discipline up to and including discharge for the Respondent. The College will also provide remedies to the Complainant, as deemed appropriate.

Guests and other persons who violate the policy are subject to corrective action, which may include removal from campus and termination of contractual agreements. The College may also decide to take action if a Respondent is found to have engaged in inappropriate workplace behavior. Disciplinary action will be determined in accordance with Human Resources practice and any applicable collective bargaining agreement.

Filing a False Complaint

Any individual who knowingly files a false complaint under this policy, or who knowingly provides false information to or intentionally misleads College officials who are investigating a complaint, may be subject to disciplinary and/or corrective action.
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or if it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Student Records Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of $100 per incorrect document.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant’s financial aid record with the student record, and help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.
Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Department of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant’s project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

Continuing Education, Corporate & Community Training Institute (CCTI)

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

State and Federal Reporting

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

Testing

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBET.

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.
**Miscellaneous**

It is mandatory to collect Social Security numbers for agency third party billings (including Florida Prepaid), payment collections, state and federal data collection, tracking, benefit processing, tax reporting (including 1098-T), and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

**• Cell Phone Usage**—The use of cell phones is prohibited during class at IRSC. All cell phones must be set on silent or vibrate during the class period. Any student who uses a cell phone to make or answer a call, or send and read text messages or emails, other than IRSC emergency messages, during class time, may be asked to leave and may be considered absent for that class. No student has the right to disturb the teaching and learning process.

**• Board Policy Number 6Hx11-3.212—Tobacco Free and Smoke Free Campus**

IRSC District Board of Trustees prohibit smoking and the use of smokeless tobacco products in all facilities and areas owned and/or leased by the College. All members of the College Community which include all employees, students, guests, and members of the public are required to adhere to this policy.

**Tobacco Products** includes all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (Vaporizers), electronic hookahs, any other forms of loose leaf and all forms of smokeless tobacco including but not limited to chew, orbs, snuff, sticks and strips and all future nicotine devices and products.

**Sales and Distribution of Tobacco Products**—The sale of cigarettes and other tobacco products and the free distribution of tobacco products are prohibited at IRSC.

**Exceptions**—Permission for exceptions to this policy for educational research activities and theatrical performances must be granted by the Vice President of Student Affairs to ensure the health and safety of any participants.

**Prevention and Cessation Programs**—The College is committed to student success and the health of our “College Community” and actively promotes smoking prevention and cessation assistance programs for all employees and
students who wish to stop using tobacco or nicotine products through the College’s Health and Wellness Center and other College sponsored programs.

• **Board Policy Number 6Hx11-7.11—Admissions**

The Indian River State College District Board of Trustees seeks to promote a culture focused on student success and provide an environment free of unlawful discrimination and harassment for all students and applicants for admission to the College.

The District Board of Trustees supports an open-door admissions policy, and authorizes the President or designee to establish standards and procedures for admission of any student including those in any protected class (as defined in Board Policy 3.11 and protected under applicable federal, state, and local civil rights laws, rules and regulations) who desires to enroll at Indian River State College.

Any person sixteen (16) years of age or older who has met the requirements indicated in AP-7.11 may be admitted. Persons under the age of sixteen (16) may be admitted pursuant to AP-7.11, Procedures and Guidelines for Admissions. Special instructional and enrichment programs may be provided to groups of students under the age of sixteen (16) with Board approval.

Admission to Baccalaureate and Associate degree programs, including admission counseling and placement testing, is subject to federal regulations, Florida Statutes, and State Board of Education requirements. Admission to college credit programs shall require official documentation of one of the following:

• A valid high school diploma which meets the validation standards identified in AP-7.11
• A high school equivalency diploma (GED) as prescribed in F.S. 1003.435
• A high school certificate of completion as prescribed in F.S. 1003.433(2) (b)
• Previously demonstrated competency in college credit postsecondary coursework
• A signed affidavit of high school completion submitted by the home schooled student’s parent or legal guardian, pursuant to the requirements of F.S. 1002.41.

Additional admission criteria may be required to enter Baccalaureate degree programs and selective admission programs.

The College reserves the right to grant probationary admission, or at its discretion, to deny and/or revoke admission to any applicant whose record of behavior indicates the likelihood that he or she would disrupt the orderly process of the College’s programs or interfere with the rights and privileges of other students.
The Admissions Committee may recommend exceptions to the requirements of admission on a case-by-case basis to the President, whose decision shall be final.

• **Board Policy Number 6Hx11-7.61—Student Financial Aid**  
The District Board of Trustees authorizes the President to administer student financial aid, which includes, but is not limited to federal grants, federal loans, state scholarships or aid, and College scholarships, for the purpose of assisting qualified students in obtaining equal access and equal opportunity to higher education.  
The administration of federally-subsidized financial aid shall adhere to federal and/or state regulations and the guidelines as outlined by the granting agency.  
The Board authorizes the President to offer special College scholarships and loans that are funded from sources including, but not limited to the Student Financial Aid Fee and profits from College auxiliary enterprises. Resource allocation will focus on the advancement of student success.  
The Director of Financial Aid is responsible for maintaining procedures for the administration of all student financial aid or student loan funds.

• **Board Policy Number 6Hx11-7.81—Student Organizations**  
The District Board of Trustees encourages the formation of student organizations that provide students with co-curricular experiences that enhance and complement the educational programs of the College and support student success while developing leadership skills and the attributes necessary for success in the workplace. Each student organization must be formally recognized before beginning operations under the auspices of IRSC. The President shall have the authority to develop standards and procedures for the establishment of student organizations.  
All student organizations are expected to adhere to Board policies, College procedures and regulations, and state and federal law. Membership in student organizations shall not be limited on the basis of any Protected Class (as defined in Board Policy 3.11, and protected under applicable federal, state, and local civil rights laws, rules and regulations).

• **Board Policy Number 6Hx11-8.52—Animals, Pets, Service Animals**  
To provide a safe and a healthy environment conducive to learning and working effectively, animals (including pets) are prohibited on any IRSC-owned or IRSC-controlled property.  
Exceptions to this policy include service animals for persons with disabilities, laboratory animals, and animals to be used for previously-approved instructional...
or special programs and events. Animals are not to be left in vehicles or tethered to any College property.

Indian River State College complies with the Americans with Disabilities Act (ADA) in allowing use of service animals by students, staff and visitors. ‘Service animal’ means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Miniature horses that have been individually trained to do work or perform tasks for people with disabilities will be permitted where reasonable and based on the assessment factors identified in AP-8.52.

Service animals whose behavior poses a direct threat to the health or safety of others or are disruptive to the IRSC learning environment may be prohibited, regardless of training or certification.

The feeding and/or handling any stray, feral or wild animals that appear on college property is prohibited unless specifically authorized by the President or designee.

• **Board Policy Number 6Hx11-7.91—Intercollegiate Athletics**

  Intercollegiate athletics are authorized student activities and shall be consistent with the basic purposes of the College to promote student success through co-curricular athletic involvement. The College adheres to regulations established by the National Junior College Athletic Association, the Florida College System Activities Association, and the rules of the State Board of Education. The College’s intercollegiate athletic program is subject to all District Board of Trustee Policies. Student athletes shall comply with all College policies relating to admission, financial aid, academic standards, and program completion and shall adhere to the Student Standards of Conduct, 6Hx11-7.24.

  The District Board of Trustees authorizes a drug-testing program for all College athletes to promote the health, safety, and welfare of student athletes as stated in AP-7.91, Athletes Drug Testing Program.

• **Board Policy Number 6Hx11-3.221—Public Exhibits, or Displays** - Indian River State College encourages the creation and presentation of various forms of artistic expression as a means to enhance student success and the educational and cultural opportunities available to our students and community.

  This policy recognizes and affords due consideration and respect to the diversity of legitimate views that exist within the community. Procedures for the presentation of public exhibits are set forth in AP 3.221(a) Fine Arts Public Exhibits, Displays and Presentations and AP 3.221(b) Student Public Exhibits, Displays, and Presentations.
NOTE: Procedures for the Public Exhibits, Displays and Presentations can be obtained from the Student Affairs Office located in KSU-112.

• **Board Policy Number 6Hx11-3.25—Intellectual Property** - Indian River State College has established Board Policy 6Hx11-3.25 (Intellectual Property) specifying all rights and obligations of the College and any student or employee in regard to the creation and security of intellectual property. For the purpose of this policy, Intellectual Property shall refer to creations of the mind, including, but not limited to, industrial property (inventions (whether patented or not), trademarks, industrial designs, and geographic indications of source) and copyrightable property (literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs.) It is the responsibility of all students and employees to become familiar with, and observe, IRSC's policy on Intellectual Property, which can be found, in its entirety, in hard copy from the Office of the Vice President of Student Affairs.

• **Board Policy Number 6Hx11-3.223—Dissemination of Literature** - Indian River State College encourages the exchange of written ideas. It is the intent of the College to assure freedom of speech in accordance with public laws and the mission of the College. Printed materials such as flyers, notices, signs, and posters may be posted and distributed in designated areas of College campuses according to AP 3.223 as established by the Department of Student Affairs.

NOTE: Procedures for the Dissemination of Literature can be obtained from the Student Affairs Office located in KSU-112.

• **Board Policy Number 6Hx11-7.25—Student Standards of Discipline**
  A student charged with misconduct shall receive notice and shall have the opportunity for a hearing conducted by the Student Affairs Committee. The hearing shall be scheduled as promptly as possible without prejudicing the rights of the accused. The final decision regarding disciplinary action is the responsibility of the President.

  The Vice President of Student Affairs, or other designee indicated by the President, is authorized to administer all phases of student discipline including, but not limited to, the following:
  1) Receive all complaints against students;
  2) Notify a student of any charges filed against him or her;
  3) Determine on a case by case basis any off-campus activity in which College jurisdiction should be asserted;
4) Provide a student charged with misconduct the opportunity for a hearing;
5) Recommend disciplinary action to the Student Affairs Committee;
6) Implement sanctions for misconduct.

The President, or designee, shall have the authority to take immediate action to discipline students as deemed necessary, including the discretionary authority to impose warning, suspension, or recommend expulsion of a student pending a hearing or investigation.

Standards and guidelines established to assist students involved in the disciplinary process are described in AP-7.25, Student Disciplinary Guidelines and Procedures.

ADMINISTRATION OF STUDENT DISCIPLINE PROCEDURE

1. As the President’s designated representative, the Vice President of Student Affairs, in accordance with campus regulations on disciplinary procedures, may impose discipline for violation of College-wide policies or campus regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.
2. Any student, faculty member, or administrator may file a written complaint against a student with the Vice President of Student Affairs and request the Student Affairs Committee to convene to consider the complaint.
3. The committee shall take measures it deems necessary to assure that sufficient time has elapsed for the accused to prepare his defense. However, the committee shall retain the right to be the judge of whether said sufficient time has elapsed or not.
4. Both the accused and the accuser shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses. Upon certification of due and proper notice to the accused on the date and time the meeting is to be held, and if the accused fails to appear, the committee has the right to assume the accused has made the decision not to appear, and thereby waives the privilege of both statements in extenuation and rebuttal, all questioning of witnesses, and presentation of witnesses on his behalf.
5. Any member of the College faculty, staff, or any student or student group, may appear only with prior permission of the Vice President of Student Affairs or the committee.
6. The Vice President of Student Affairs may make a recommendation to the committee.
7. A student may be disciplined for off-campus conduct if such conduct affects his suitability as a student.
8. The Vice President of Student Affairs may appoint such faculty, student, other advisory committees, or individual advisors as he desires. The responsibility for the implementation of sanctions for misconduct rests with the Vice President of Student Affairs in his capacity as delegated representative of the President. The final responsibility for the determination of sanctions for student misconduct is under state statute and Board policy, the final decision is the responsibility of the President. The Student Affairs Committee is the committee that hears student disciplinary cases at the College for the purpose of investigation and the search for truth.
9. As the delegated representative of the President, the Vice President of Student Affairs, at his discretion may immediately impose warning, suspension or recommend dismissal of a student pending investigation. Other standards of discipline can be executed by the Vice President of Student Affairs.
10. During the term of any discipline which does not terminate student status, students continue to be subject to College policies and campus regulations.
11. Within seven days after a student has been disciplined he may, if he wishes a review of his case, appeal to the Appeals Committee.
12. The accused student shall be notified of the date, time, and room set for the committee to convene for consideration of his case; and he shall be notified by return receipt mail, courier delivered written notice, or authorized telephone notice with commensurate documentation of same.

TYPES OF DISCIPLINE
A. **Warning**: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
B. **Censure**: Written reprimand for violation of specified regulation.
C. **Disciplinary Probation**: Exclusion from participation in privileges or extracurricular college activities as set forth in the notice of disciplinary probation for a specified period of time.
D. **Restitution**: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
E. **Interim Suspension**: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
F. **Suspension**: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
G. **Expulsion:** Permanent termination of student status without possibility of readmission.

H. **Other:** Other types of discipline as set forth in campus regulations.

## STUDENT DEMONSTRATIONS AND ASSEMBLIES

Indian River State College recognizes a fundamental obligation to encourage the pursuit of truth and to provide maximum opportunities for self-fulfillment of individuals, for these are requisite factors in an environment for educational excellence and are basic elements in a society dedicated to the concept of human freedom. The opportunity for freedom in any meaningful sense depends essentially upon an enlightened, responsible citizenry. The freedom enjoyed by any individual can be attained only through respect for the rights and freedom of others.

Indian River State College is thus committed to respect the rights of minorities, majorities, and individuals and to zealously guard these rights through every means at its disposal. An environment for educational excellence involves the free exchange of ideas, and inevitably, invites differences of opinion. The right to differ in opinion is a right which is not only respected but encouraged when responsibly exercised through rational and fair expression, provided it does not disrupt or interfere with orderly processes of the College or in any other manner infringe upon the rights of others.

Student concerns and dissent are best expressed through the established processes of college student government, which offer a means for appropriate hearing of grievances, study, and recommendation for change. Unfortunately, tragic incidents elsewhere have made it necessary for all colleges in Florida to establish policies and procedures to treat those situations where responsibilities are not met and disorders threaten the rights of others or the orderly processes of the institution.

1. To assure that the resolves and functions of the College shall not be frustrated by disorderly activities, the right of orderly dissent on College property must be restricted to members of the College community. Persons not officially related to the College will be directed to leave the campus immediately or be subject to arrest on a charge of trespass.

2. The following specific guidelines will be observed by those members of the College community who choose to express their opinions through picketing, demonstrating, or other forms of public expression. Their purpose is to maintain a climate of freedom on the campus through orderly procedures, not to prevent the expression of opinion.
a. All forms of public expression, including picketing and demonstrating, must be peaceful at all times and in no way disrupt public order or safety or interfere with the legitimate educational or institutional processes.
b. Public expression of opinion should not violate the rights of others. In particular, such expressions and demonstrations should not violate the rights of others to assemble or the rights of speakers to free expression.
c. Activities and noise levels must not interfere with the integrity of the classrooms, the privacy of the neighboring homes, or the functioning of the College offices.
d. College property, including structures, grounds, and equipment must not be damaged, defaced, or otherwise abused.
e. Violations of College regulations will be treated according to the procedures defined in the Code of Student Conduct.
f. Any campus assembly, which in the judgement of a College official violates or threatens to violate College regulations shall disband upon the request of such officer. Designated officials: President, Vice Presidents, Deans, Associate Deans, Provosts, Assistant Deans, Division Directors.

3. In the event of non-compliance, the President or his designated representative may enlist the assistance of appropriate law enforcement agencies to restore order.

4. A student who fails to observe College regulations may, after notice of charges and a hearing thereon, be suspended or expelled by the President if he shall be found to have committed an act which disrupts or interferes with educational or orderly processes or operation of the College.

5. In situations where there is persistent non-compliance with College regulations or where immediate action appears necessary to prevent injury to person or property, the President has the discretionary power to suspend a participating student pending a hearing to be scheduled after such action. Such hearing shall be held as soon as possible without prejudicing the rights of the student. All College administered financial support of a student so suspended or so expelled shall be terminated as of the date of the suspension or expulsion.

6. Students are reminded that they are subject to federal and state law and that violation will make them liable to arrest and prosecution. Conviction of a student for a criminal offense involving personal misconduct of a kind which interferes with the orderly process or operation of the College.
or of a kind which, if condoned by the College, would reflect dishonor or discredit on the college shall be sufficient grounds for suspension or expulsion of such student.

**ALCOHOL/DRUG FREE WORKPLACE/STUDYPLACE**

Indian River State College recognizes the responsibility of maintaining an educational environment conducive to academic achievement and student growth in the development of mature and responsible adult behavior. Therefore, the following policy is formulated to discourage the use and sale of alcoholic beverages and/or illegal drugs on College property or at any College-sponsored activity off the immediate campus. The regulation applies even if the student is 21 years of age or older.

- **Board Policy Number 6Hx11-3.14—Alcohol/Drug-Free Policy**

  The District Board of Trustees intends to provide a safe and drug-free work environment and encourage personal health among its employees and students. The College is committed to maintaining a drug-free workplace in order to attain, support and preserve high standards of excellence consistent with the College mission and goals.

  The manufacture, distribution, dispensing, possession, use or being under the influence of alcoholic beverages, drugs and/or other controlled substances by students and employees is prohibited on college owned property, unless specifically authorized through Administrative Procedure 3.145. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of alcoholic beverages, drugs and/or other controlled substances by students and employees is prohibited at off campus sponsored student functions of Indian River State College. A drug abuse education, prevention, and rehabilitation referral and employee assistance program shall be operated and publicized for use by students and employees.

  Any person determined to be in violation of this policy or the procedures promulgated in furtherance thereof shall be subject to suspension, termination, probation, participation in a drug rehabilitation program, and/or such other action the College deems appropriate.

  Employees convicted of a criminal drug statute violation must notify the College within five (5) working days following the conviction. In the case of employment under grants or special programs, the College will notify the grantor agency within ten (10) days of receipt of notification as stated above. Within thirty (30) days of receiving an employee notification of conviction, the College shall review the circumstances of the case and take action that it deems appropriate (up to and including termination). Such action will be formalized at the next regular meeting of the Board of Trustees.
The President, or designee, shall develop procedures and guidelines to implement the provisions of the Policy. The procedures shall include the following:

A. Provisions for drug testing:
   (1) the finalist for each full-time employment position;
   (2) student athletes; Fine Arts scholarship students; and pre-admission students for specifically designated programs;
   (3) current College employees upon reasonable suspicion that the employee is using or has used drugs in violation of this policy; and
   (4) routine fitness for duty, as required by specified positions.

B. Provision for availability to all employees and students the text of this policy, the applicable legal sanctions for drug and alcohol abuse, the risks associated with such use, and a description of drug or alcohol counseling treatment, rehabilitation or re-entry programs available.

C. Provisions for controlling alcohol consumption on College property except as to approved and required curriculum related activities: e.g. breathalyzer training program in law enforcement training.

The President, or designee, may waive this policy in writing on a case-by-case basis with regard to the sale and serving of alcoholic beverages on College property by organizations or individuals. Refer to AP-3.145, Procedure for Waiving Alcohol/Drug-Free Workplace/Studyplace Policy. These exceptions shall not be interpreted as modification or relaxation of standards of conduct for students or employees relative to alcoholic beverages as set forth in this policy.

**Board Policy Number 6Hx11-3.213—Anti-Hazing Policy**

In an effort to promote a healthy environment which fosters student success the College shall not tolerate hazing, as defined below, at or on any College property or at any College-sponsored or College-affiliated event, on or off any campus or center.

1) Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College, hereinafter referred to as a “College organization.” Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics; exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social
contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this policy, any activity as described above upon which the initiation or admission into or affiliation with a College organization is directly or indirectly conditioned shall be presumed to be a “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

2) This policy shall apply to students, to College organizations, and to other persons associated with a College organization who are not students.

3) Any violation of this policy by individual students shall be considered a violation of Board Policy, 6Hx11-7.24, Student Standards of Conduct, and shall be enforced in accordance with F.S. 1006.63(II), Board Policy 6Hx11-7.25, Student Standards of Discipline, and established procedures for administering student discipline.

4) In addition to criminal penalties pursuant to F.S. 1006.63, College imposed penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the policy or pending payment of fines; and the imposition of probation, suspension, or dismissal.

5) For any College organization or any person associated with a College organization that authorizes or participates in hazing in blatant disregard of this policy, penalties may also include probation from operating as a College organization or rescission of permission for that organization to operate on College property or to otherwise operate under the sanction of the College. The Vice President of Student Affairs, or designee, shall handle organizational violations. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.

6) In determining the appropriate disciplinary action relating to a hazing violation, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.

7) All College organizations are required to include the above anti-hazing policy in the by-laws of such organization.

8) The College shall inform students of the College’s anti-hazing policy and penalties through publication in the Student Handbook or College newspaper.
ADMINISTRATIVE HEARING PROCEDURE

Any student enrolled at Indian River State College who is formally charged by a proper prosecuting attorney for the unlawful possession or sale of drugs shall be duly dealt with by the Drug Abuse Committee, consisting of students, faculty, and the College attorney. The latter will be present only when the College President requests his presence.

The following procedural steps will be adhered to:

1. The Vice President of Student Affairs will present facts about the case to the College President and the Drug Abuse Committee in a preliminary briefing session, and have the College attorney secure a certified copy of the student’s charges.

2. A date will be set for the administrative hearing, which should be held after the formal charges have been filed by the County Solicitor.

3. Notify the student involved in the hearing and state clearly the charges against him, in letter form.

4. Inform the student that he/she is at liberty to be present at the administrative hearings and may bring his or her lawyer as a silent observer.

5. For suspension to be effected, an affirmative recommendation must be made at the administrative hearing by the Drug Abuse Committee. Suspension will be in effect until the student’s case is adjudicated. The student must be informed of the decision made by the Drug Abuse Committee after each of the administrative hearings and the action taken by the Board of Trustees.

6. If an adjudication of guilt is rendered, the student is expelled automatically, in accordance with Florida Statutes, for a period of one year.

7. If the student is suspended from classes, his parents, or persons in loco parentis, shall be notified of the suspension and the reason therefor.

8. Notification of expulsion shall be forwarded to other public institutions of higher education.

NOTE: If the involved student withdraws, the administrative hearing shall be conducted in absentia.
STUDENT GRIEVANCE POLICY AND PROCEDURE

- **Board Policy Number 6Hx11-7.26 & A.P. 7.26 Student Grievance**

  The District Board of Trustees recognizes the right of individual students to seek redress of grievances and authorizes the President, or designee, to develop and implement procedures to assist students and faculty in resolving students’ grievances while facilitating and supporting student success. Students who have grievances shall have an opportunity to express them through proper channels. The President has established the following review committees to handle all forms of student grievances:

  - Academic Review/Admissions Committee
  - Appeals Committee
  - Scholarship/Financial Aid Committee
  - Student Affairs Committee
  - Athletic Committee

  Students in the Criminal Justice Institute do not come under the jurisdiction of the review committees named in the previous paragraph. Criminal Justice students must follow the Process for Disciplinary Review as described in the Criminal Justice Policy Manual.

**Procedure for submitting a grievance per 7.26 is as follows:**

Other students seeking review of a grievance should make a written request for review to the:

- Vice President of Student Affairs for grievances related to the Student Standards of Conduct
- Assistant Dean of Enrollment & Student Services for grievances related to scholarship/financial aid
- Vice President of Enrollment & Student Services for grievances related to academic concerns
- Vice President of Enrollment & Student Services for grievances related to admissions or requesting an appeal to an earlier grievance.

**Academic Review/Admission Committee**—This committee handles investigations into instructional matters, including but not limited to consideration of the waiver of academic rules. It is a committee which is established to hear cases and requests involving, among other things, petitions referred to the committee by any member of the College community and/or student body and also acts on all cases in which students do not meet stated requirements in matters concerning admissions or readmissions. The committee’s primary function is investigative; the committee makes no decision in the case of student petitions, but serves the sole purpose of
recommending to the President various actions and conclusions including a candidate’s appeal for readmission.

The procedures and actions of this committee are established at the pleasure of the committee membership and generally follow the principles of Roberts Rules of Order. The committee may entertain information from any resource it deems appropriate. This committee comprises one element in an established procedure for the purpose of due process at IRSC. In the course of its investigations the committee may bring to light other individuals or issues which it may decide are relevant and should be brought to bear on the case at hand.

A student, faculty member, or other member of the College community initiates an investigation by this committee by presenting a petition to the Vice President of Enrollment & Student Services for Academic Review, Admissions or Appeals, for permission to present his case to the committee. The petition must state clearly in writing the petitioner’s reasons for requesting an investigation. The Chair of the Academic Review Committee is the Vice President of Student Affairs and the Chair of the Admissions Committee is the Vice President of Enrollment & Student Services who serves in that capacity without vote.

The quorum shall be three-quarters of the membership. The committee’s recommendation is sent to the President or his designated representative. The individual who initiated the investigation may appeal the committee’s recommendation by petitioning the Appeals Committee through the Vice President of Enrollment & Student Services. (See following Appeals Committee description for conditions under which an appeal may be instituted.)

Appeals Committee—This committee considers appeals from individuals who have been subject to actions that are a result of recommendations from the Student Affairs Committee, the Academic Review Committee, and other committees. This committee will hear appeals on only two conditions:

a. If the subsidiary committee has violated its own due process procedures.

b. If there is substantive new evidence to be presented which was not available to the subsidiary committee.

An individual seeking a hearing before this committee must state clearly in writing to the Vice President of Enrollment & Student Services, his/her reasons for appeal. If the committee members decide that the appeal is sufficiently based on one of the two aforementioned conditions, they may decide to hear the appeal. This committee’s function is investigative and it makes no decision in the case of petitions, but serves the sole purpose of recommending to the President one of two available options. If an appeal is heard, the committee may recommend:
a. That the action of the subsidiary committee be upheld, or
b. That the case be returned to the subsidiary committee for additional consideration of the new evidence.

This committee’s procedures and actions are established at the pleasure of the membership and generally follow the principles of Roberts Rules of Order. Material witnesses, resource persons, and the individuals making appeals may be present during the hearing, up to the point of committee deliberations. The Chair of the Appeals Committee is the Vice President of Applied Science & Technology. Attorneys may attend the committee hearing, but only as silent observers. If attorneys are to be present, the committee will meet only in the presence of the Board of Trustee’s legal counsel. Recommendations of the committee will be sent in private directly to the President of the College, and all activities and information within the committee hearing are completely confidential. This committee’s activities are not subject to the Florida Sunshine Law as determined by a ruling of the Attorney General of the State of Florida.

The membership of this committee is appointed by the President or his designated representative. The membership is anonymous and remains anonymous.

**Scholarship/Financial Aid Committee**—This committee formulates and administers policies governing all financial assistance to students, including assisting the Financial Aid Office in defining academic policies regarding Federal Financial Aid.

The committee meets to review appeals from students who have been suspended from financial aid participation due to poor academic performance or misuse of funds.

Membership on the committee includes the Executive Director of the IRSC Foundation (or appointee) and the Director of Financial Aid (or appointee), as well as appointed members of the faculty.

**Student Affairs Committee**—This is an administrative hearing committee which investigates student affairs, including, but not limited to, disciplinary issues. Issues may be referred to this committee by any member of the College community. Three faculty members and three student members and their alternates are chosen by the Vice President of Student Affairs. The Chair is the Vice President of Enrollment & Student Services, who serves in that capacity without vote. A quorum shall be the entire membership. The Vice President of Student Affairs prepares the agenda for and is present at each meeting to serve as a resource person for the committee. The committee is a recommending body that reports directly to the President. As a result of the committee’s recommendations or other information at
his disposal, the President may act to exonerate, to warn, to censure, to reprimand, to place on probation, to suspend, to recommend expulsion or other actions he deems appropriate to the issues and findings. The Student Affairs Committee is an investigative and recommending group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this body. Procedures are set by the committee. This committee is one element in an established procedure for due process at Indian River State College. In the course of investigation the committee may bring to light other individuals or issues which may become a matter of investigation. If the student whose case was reviewed by the Student Affairs Committee wishes to pursue the issue further, he may petition the Appeals Committee. See the description of the Appeals Committee for the restrictions and limitations which apply.

Athletic Committee—This committee serves as an advisory board to the College’s athletic program. It may recommend policies and guidelines on conduct, studies, and surveys. The committee supports athletic activities at the College. At least one member of the Athletic Department shall be a member of the committee and the Director of Athletics is to be ex-officio member.

Safety Policy

• Board Policy Number 6Hx11-3.15—Campus or Workplace Violence

Indian River State College is committed to supporting a violence-free workplace/study place for all full-time, part-time, and temporary IRSC employees, administrators, faculty, staff; employment applicants; students and prospective students; non-employee volunteers who work subject to the control of a College employee; guests, contractors, vendors and/or other affiliates for actions occurring in the course of official College business, events or programs.

Any acts of violence, threatening behavior, harassment, stalking or other actions that disrupt an individual’s work performance or educational activities or the College’s ability to execute its mission are prohibited. Threats, threatening behavior, acts of violence, and disruptive acts directed toward IRSC employees, student and affiliates engaged in the conduct of official College business are violations of this policy. This includes prohibited actions executed on College property, in buildings and/or property that the College controls, or made via telephone, fax, electronic or conventional mail, or any other communication medium.
Violation of this policy may result in disciplinary actions such as suspension, expulsion or termination, as well as appropriate actions by law enforcement and/or governmental agencies.

**Board Policy Number 6Hx11-3.151—Sexual Assault, Sexual Misconduct or Other Crimes of Violence**

The District Board of Trustees prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence, as defined by law, upon any full-time, part-time, and temporary employee, including administrators, faculty, and staff; employment applicants; students and prospective students; non-employee volunteers who work subject to the control of a College employee; guests, contractors, vendors, and/or affiliates engaged in conducting official College business, events or programs.

- Crimes of violence, or other acts of violence, as defined by law that are prohibited under this policy shall include, but not be limited to: “sexual assault,” which shall include the criminal offense of “sexual battery,” (commonly known as “rape”) as defined in Subsection 794.011(1)(h), Florida Statutes; “dating violence” as defined by Florida Statutes Subsection 784.046(1)(d); “assault,” as defined in Section 784.011, Florida Statutes; “aggravated assault,” as defined in Section 784.021, Florida Statutes; “battery,” as defined in Section 784.03, Florida Statutes; “aggravated battery,” as defined in Section 784.045, Florida Statutes; “stalking,” as defined in Section 784.048, Florida Statutes; and “domestic violence” as defined in Florida Statutes Section 741.28; and “child abuse” as defined in Section 39 Florida Statutes.

The commission of crimes or other acts of violence covered under this Policy are prohibited on any IRSC-owned and IRSC-controlled property and/or in connection with any College-related or College-sponsored event. Violations of this Policy may result in disciplinary action(s) up to and including suspension, termination, or expulsion, and/or other sanctions.

In compliance with Florida Statutes, the College shall refer all sexual assault, sexual misconduct, suspected child abuse and other crimes of violence occurring on its campuses, in its facilities, or at its functions, to local and state law enforcement agencies and applicable governmental agencies and will cooperate fully in the enforcement of federal, state, and/or local laws. College disciplinary proceedings may proceed before, during, or after criminal proceedings.
As appropriate, the College will also refer incidents to the Sexual Assault Assistance Program to discuss the victim’s options for prosecution and for other action. The College will provide a comprehensive educational program to increase awareness of the problems of sexual assault, sexual misconduct, and other acts of violence; to discourage and attempt to prevent such assaults, and to encourage reporting and the receipt of assistance by victims.

PROCEDURES REGARDING SEXUAL ASSAULT, SEXUAL MISCONDUCT, OR OTHER CRIMES OF VIOLENCE

Introduction
Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., prohibits sex discrimination in all College programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Members of the ‘College Community,’ which includes all full-time, part-time, and temporary employees, including administrators, faculty, staff, employment applicants, students and prospective students, non-employee volunteers who work subject to the control of a College employee, guests, contractors, vendors and/or other affiliates for conduct that occurred in the course of official College business, have the right to be free from sexual discrimination, sexual assault, misconduct or violence.
Definition of Terms:

**Consent:** “Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender (F.S. 794.011). In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Non-verbal consent is not as clear as verbal consent. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence, without actions demonstrating permission, cannot be assumed to show consent.

Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age.

**Force:** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes: threats, intimidation (implied threats) and coercion.

**Coercion:** Unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered coercive resistance.

**Incapacitation:** A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This procedure also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

**Use of Alcohol and/or Drugs:** The use of alcohol or other drugs will never function as a defense to a violation of this procedure. When alcohol or other drugs are being used, a person might be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this procedure, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “No.”
Positions of Authority and Consensual, Amorous Relationships

The College’s mission is to foster an educational climate characterized by professional and ethical behavior free of discrimination and conflicts of interest in faculty, staff, and student relationships. Actions of faculty, staff, and students that harm this atmosphere undermine professionalism and hinder fulfillment of the College’s mission.

Amorous relationships defined as consensual relationships of a romantic or sexual nature between College employees and other persons within the ‘College Community’ may impair or undermine the learning and work environments when the relationship is based on unequal authority or power, and/or when one person in the relationship is evaluating the other. Accordingly, it is the policy of IRSC that an employee shall not engage in an amorous relationship with another person within the ‘College Community’ over whom the employee exercises supervisory authority or educational or professional responsibility. Students taking a class with faculty with whom they are romantically involved are prohibited.

An employee who is involved in such an amorous relationship must recuse himself/herself from an authoritative or evaluative role with respect to the other person. In rare cases where this would not be possible, arrangement must be made, in consultation with the appropriate supervisor, to ensure that the relationship does not threaten the integrity of the educational process and/or impair the work environment.

Sexual Violence and Risk Reduction

Suggestions to avoid committing or becoming a victim of a non-consensual sexual act are offered below:

- If you have limits, make them known as early as possible. Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a person impaired by alcohol or drugs as a sexual opportunity.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- Don’t make assumptions about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you do not have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Never take advantage of someone who is impaired by alcohol or drugs.
- You may have a power advantage simply because of your gender or size. Don’t abuse that power. Realize that your potential partner could be intimidated by you, or fearful.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

The following are prohibited under Board Policies 6Hx11-3.151 and 6Hx11-3.15:

**Discrimination** is an act or communication that interferes with an individual’s or group’s ability to participate fully in College programs, activities, or employment on the basis of race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

**Harassment** is conduct and/or verbal action which, because of its severity and/or persistence, interferes significantly with an individual’s or groups’ work or education, or creates an intimidating or hostile academic or work environment. Harassment includes but is not limited to: incitement to or threat of violence; epithets referring to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information; and/or physical conduct that is unwelcome, hostile or intimidating. College policy also recognizes conduct and/or verbal communication that are hostile, intimidating, violent, threatening, or ‘bullying’ as harassment.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, when: 1) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in
an educational course, program or activity; 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or 3) Such conduct has the purpose or effect of: a) interfering with the individual's work or education performance; b) creating an intimidating, hostile or offensive working and/or learning environment; or c) interfering with or limiting one's ability to participate in or benefit from an educational program or activity. (Reference Non-Discrimination and Non-Harassment Policy 6Hx11-3.13 and Procedures AP-3.13)

Sexual Assault, Sexual Misconduct and Other Crimes of Violence: These may include the criminal offense of sexual battery (commonly known as rape), dating violence, assault, aggravated assault, battery, aggravated battery, stalking, domestic violence, and child abuse.

Depending on the particular circumstances, sex discrimination, sexual harassment or sexual assault may include, but is not limited to, the following:

1) Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body.

2) Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.

3) Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions) or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because sexual conduct is rejected.

4) The use or display in the classroom or workplace, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.

5) Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational or working
environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of harassment.

What to Do If You Are Raped, Sexually Assaulted, or Assaulted

If you are on campus or at a College function:
- Get to a Place of Safety.
- Immediately call the Police (911).
- Call Campus Safety and Security, 772-462-4755.
- Contact the IRSC Health & Wellness Center 772-462-7825.
- Go to, or seek assistance in getting to, the Health & Wellness Center, the Student Affairs Office or Provost’s Office.
- Do not destroy any physical evidence.
- Do not douche, use the toilet, shower, change your clothes or disturb the crime scene.

What to Do If You Witness a Rape, Sexual Assault or Assault, or If One is Reported To You:

If you are on campus or at a College function:
- Get to a Place of Safety.
- Immediately call the Police (911).
- Call Campus Safety and Security 772-462-4755.
- If possible, escort the alleged victim to the Health & Wellness Center or to the Office of the Vice President of Student Affairs.
- Contact the IRSC Health and Wellness Center at 772-462-7825.
- Make sure you do not destroy any physical evidence.
- Tell the victim not to douche, use the toilet, shower, change clothes or disturb the crime scene.

How to Report a Complaint or Incident

Indian River State College has designated a Title IX Coordinator and Deputy Title IX Coordinators who will address complaints of sexual harassment, sexual violence, sex discrimination and gender equity. Should a student, employee and/or visitor experience sexual harassment and/or sexual assault, sexual misconduct, other acts or crimes of violence, stalking and/or retaliation on one of IRSC’s campus locations, they may report the incident to one of the Deputy Coordinators (listed below) who in turn will immediately forward the complaint to the Equity Officer/Title IX Coordinator. A copy of the complaint will be forwarded to the Office of the Vice President of Student Affairs.
Should the complaint involve an employee or visitor alleging sexual harassment and/or sexual assault, sexual misconduct, other acts or crimes of violence, stalking and/or retaliation on one of IRSC’s campus locations, the Equity Officer/Title IX Coordinator will immediately forward it to the Assistant Dean of Human Resources to conduct the investigation.

Should the complaint involve a student, the College Equity Officer will immediately forward the complaint to the Vice President of Student Affairs to conduct the investigation.

Complaints and reports should be made as soon as immediately possible after an incident. All questions and/or complaints pertaining to sexual harassment and/or sexual assault, sexual misconduct, other acts or crimes of violence, stalking and/or retaliation should be directed to:

IRSC Title IX Coordinator:

Adriene B. Jefferson
Equity Officer/Title IX Coordinator
3209 Virginia Avenue, Fort Pierce, FL 34981 • 772-462-7156
ajeffers@irsc.edu

IRSC Deputy Title IX Coordinators:

Melissa P. Whigham
Assistant Dean of Human Resources
3209 Virginia Avenue, Fort Pierce, FL 33981 • 772-462-7282
mwhigham@irsc.edu

Elizabeth A. Gaskin, Provost - Martin County
Chastain Campus
2400 S.E. Salerno Road, Stuart, FL 34997 • 772-419-5604
egaskin@irsc.edu

Dr. Harvey E. Arnold, Provost - Port St. Lucie/St. Lucie West
Pruitt Campus
500 N.W. California Blvd., Port St. Lucie, FL 34986 • 772-336-6210
harnold@irsc.edu

Russell P. Brown, Provost - Okeechobee County
Dixon Hendry Campus
2229 N.W. 9th Avenue, Okeechobee, FL 34972 • 863-824-6004
rbrown@irsc.edu
“Responsible Employees” - Reporting Sexual Assault, Sexual Misconduct and other Acts or Crimes of Violence

In the event that any member of the ‘College Community’ receives a complaint concerning sexual harassment, sexual assault or sexual misconduct or other acts or crimes of violence directly from any other member of the ‘College Community’, he/she shall make a formal report of the incident(s) to the Equity Officer/Title IX Coordinator (EO). Should a College Vice President, Provost (Deputy Title IX Coordinator), Dean, or other Administrator with supervisory responsibilities and/or Campus Safety and Security receive a complaint concerning sexual assault and/or sexual misconduct, it must be reported to the (EO). The College considers these people to be "Responsible Employees." Notice to them is official notice to the Institution.

Incidents of sex-based discrimination, sexual harassment, sexual assault and/or sexual misconduct and other acts or crimes of sexual violence are taken seriously by the College, and when formally reported, are investigated and properly resolved through administrative procedures. ‘Formal Reporting’ means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Mandatory Employee Reporting of Sex-based Discrimination, Sexual Harassment and Sexual Misconduct Involving Students and the ‘College Community’

In order to enable the College to respond effectively and to stop instances of sex-based discrimination, sexual harassment and sexual misconduct involving students and/or employees at IRSC, students, staff, faculty and administrators who become aware of conduct that might violate these policies must promptly report the conduct to the to the Equity Officer/Title IX Coordinator (EO) or any of the Deputy Title IX Coordinators. Employees who are statutorily prohibited from reporting such information
are exempt from these reporting requirements, including licensed health-care professionals. IRSC prohibits retaliation against anyone for making a complaint of discrimination or harassment, for assisting someone else in making such a complaint, or for participating in an investigation of discrimination or harassment.

Upon receiving a report of an alleged or possible sex-based discrimination, sexual harassment, sexual assault, or sexual misconduct, the Equity Officer/Title IX Coordinator (EO) (or for employees or visitors the Assistant Dean of Human Resources) will evaluate the information received and determine what further actions should be taken. The EO will follow the procedures described in the Non-Discrimination and Non-Harassment Procedures (AP-3.131). The EO (or for employees or visitors the Dean of Human Resources) will take steps, either directly with the complainant or through a reporting employee, to provide information about the College's Non-Discrimination and Non-Harassment Procedures, as well as available health and advocacy resources and options for criminal reporting.

Bystanders

Bystanders that observe and/or witness harassment, discrimination, sexual assault, sexual misconduct and other acts or crimes of violence are strongly encouraged to intervene and prevent harm when there is a risk for these offenses, including reporting these incidents to the Equity Officer/Title IX Coordinator (EO), the Deputy Title IX Coordinators, Responsible Employees, Campus Safety and Security and/or local law enforcement.

Filing a Sexual Assault, Sexual Misconduct, Other Acts or Crimes of Sexual Violence Complaint

For procedures to file a sexual discrimination or harassment, sexual assault, sexual misconduct, other acts or crimes of sexual violence complaint, refer to IRSC Administrative Procedure AP-3.131. In determining whether the alleged conduct constitutes sexual assault, sexual misconduct, other acts or crimes of sexual violence, a preponderance of the evidence will be used (i.e., it is more likely than not that sexual harassment or violence occurred). If the complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the College's ability to respond may be limited.
Confidentiality
The privacy of all parties to a complaint of discrimination, harassment, sexual assault, sexual misconduct and other acts of violence must be respected, except insofar as it interferes with the College’s obligation to fully investigate allegations of sexual misconduct. While confidentiality will be maintained to the extent possible while still meeting the requirements of conducting an appropriate investigation and reporting illegal acts to the appropriate authorities, the College cannot ensure confidentiality. The College will weigh the request of confidentiality against the following factors: the seriousness of the alleged harassment; the claimant’s age; whether there have been other harassment complaints about the same individual; and the alleged perpetrator’s rights to receive information about the allegations if the information is maintained by the College as an “education record” under the Family Educational Rights and Privacy Act (FERPA). Witnesses interviewed will be advised and charged with confidentiality as well. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused may lead to disciplinary action by the College.

Education and Prevention
The College will maintain ongoing educational programs for new and existing students and employees to foster the awareness of rape, domestic violence, dating violence, sexual assault, sexual misconduct and other acts or crimes of sexual violence.

Title IX Coordinators, Investigators, and Adjudicators and any other employees who are involved in processing, investigating, or resolving complaints of sexual harassment or sexual violence will be provided training and continuing education in the following:

• The College’s Title IX responsibilities to address allegations of sexual harassment or violence;
• What constitutes sexual harassment, including sexual violence, and that they understand the College’s grievance procedures;
• Information on the link between alcohol and drug abuse and sexual harassment or violence and best practices to address that link;
• Handling complaints of sexual harassment and sexual violence;
• How to conduct Title IX investigations; and
• Applicable confidentiality requirements.
The College offers free training on sexual misconduct issues to Students and the ‘College Community’:

**Health and Wellness Director and Staff will:**

- Offer counseling, health, mental health, or other holistic and comprehensive victim services to all students, employees and visitors affected by sexual harassment or sexual violence, and notifying students, employees and visitors of campus and community counseling, health, mental health, and other student services;
- Be “on call” to assist victims of sexual harassment or violence whenever needed
- Provide presentations, training, and workshops to students, faculty, staff and administrators on:
  - Sexual violence prevention;
  - Bystander intervention;
  - Healthy sexuality; and
  - Responding to disclosures of sexual violence.

**Office of the Equity Officer/Title IX Coordinator will:**

**Provide free training to:**

- Students, faculty, staff and administrators;
- Orientation programs for new students, faculty, staff, and administrators;
- Campus Safety and Security personnel on the College’s Title IX responsibilities and handling of sexual harassment or violence complaints;
- All employees who interact with students regularly on recognizing and appropriately addressing allegations of sexual harassment or violence under Title IX; and
- Students informing them of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by school employees in notifying those authorities;
- Student athletes and coaches; and
- School assemblies.
Provide free training on:

- Sexual Assault, Sexual Misconduct, or and Other Crimes of Violence;
- College policies and procedures regarding Sexual Assault, Sexual Misconduct, or and Other Crimes of Violence
- How to identify and report sexual harassment and violence;
- Sexual harassment prevention; and
- Prevention of all forms of discrimination and harassment.

Timely Warning Reporting Obligations

Those who report incidents of sexual misconduct should also be aware that the College must issue immediate timely warnings for incidents reported that are confirmed to pose a substantial threat of bodily harm or danger to members of the ‘College Community’. IRSC will make every effort to ensure that the reporter’s name and other identifying information are not disclosed, while still providing enough information for ‘College Community’ members to make safety decisions in light of the danger.

Enforcement

In the event that sexual assault, sexual misconduct, other acts or crimes of sexual violence occur on any one of the College campuses, sites and/or locations or off-campus locations, local law enforcement agencies with jurisdiction are responsible for investigating the crime and making any subsequent arrests, in collaboration with IRSC Campus Safety and Security. The College will cooperate fully in the enforcement of federal, state, and/or local laws. The existence of criminal proceedings will not necessarily delay or interrupt the procedures outlined in this procedure, unless the law enforcement agency or prosecution requests that the College procedures be suspended, in which case the College will determine whether and for how long to suspend its procedures. However, once notified that law enforcement has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the College must promptly resume and complete its fact-finding for the Title IX investigation.

The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct when there is an alleged violation of sexual assault, sexual misconduct, or other acts or crimes of sexual violence. The College reserves the right to take whatever measures it deems necessary to protect the rights and personal safety of members of the ‘College Community,’ while taking steps to minimize the burden on the complainant. The College may prohibit the alleged perpetrator from having any contact with the complainant pending the results of the College's investigation. Written notice will be provided to employee and/or student
victims of options for, and available assistance in, avoiding contact with the alleged perpetrator and/or changing academic or living and working situations as appropriate, or providing transportation, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety and Security or local law enforcement.

Any member of the ‘College Community’ found in violation of the College’s Board Policy 6Hx11-3.151 and the Administrative Procedures set forth above, will be subject to appropriate statutory authority and College disciplinary action(s) including termination and expulsion to reasonably ensure that such actions are not repeated.

**Retaliation**

No member of the ‘College Community’ shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual who has filed a complaint, participated in an investigation, or openly opposed any unlawful or questionable practice, and will subject the person who retaliates to disciplinary action.
CRIME PREVENTION

For additional information please contact the Student Development/Activities Office or Campus Safety and Security at 462-4755 (Main Campus).

Indian River State College offers programs and seminars throughout the year on safety and crime prevention strategies.

• Board Policy Number 6Hx11-3.152—Firearms or Weapons

Florida Legislative Authority: Per section 790.33, Florida Statutes, Indian River State College recognizes the Florida Legislature’s comprehensive regulation of firearms, weapons, and ammunition. As such, the institution also acknowledges that in the case of any inconsistencies between the intended allowances and proscriptions of Florida Statutes and IRSC District Board of Trustee policy, Florida law shall preempt College policy.

Prohibition of Firearms or Weapons; Exceptions:
The possession or discharge of firearms or weapons, as defined in sec. 790.001, F.S., by College employees, students, or visitors on any College property and/or at any College-sponsored activity or event is strictly prohibited pursuant to sec. 790.115, F.S. The following persons are exempt from this policy:
  • Law enforcement officers acting within their official capacity;
  • Students that are currently enrolled in a criminal justice class at the Treasure Coast Public Safety Training Complex (TCPSTC); these students may possess a firearm at the TCPSTC, as such times required by the course curriculum. This exception does not apply to any other IRSC campus, site, building or location.
  • Individuals granted a waiver by the President or Dean of Public Service Education.
  • Registered students, employees, or faculty members of IRSC, if licensed to carry a concealed weapon under 790.06, F.S., are permitted to carry and conceal a weapon only if such weapon meets the requirements of 790.06 (12)(a)13, F.S.

Penalties:
Violation of this policy may subject an employee or student to disciplinary procedures, up to and including termination or expulsion, as well as appropriate charges by law enforcement. College visitors in violation of this policy may also be subject to appropriate charges by law enforcement.
EMERGENCY SITUATIONS

CODE BLUE TELEPHONES

For your protection, CODE BLUE emergency phones are installed at all campuses. The two options are HELP in the case of an emergency and INFO for directions.

CODE BLUE phones on Main Campus, Fort Pierce:
- NE corner of R-Building
- NW corner of E-Building
- SE corner of N-Building (Science Center)
- SW corner of H-Building (Health Science Center)
- NE corner of V-Building (Kight Center)
- SE corner of C-Building (Tomeu Building)
- Y Building (Brown Center) Parking Lot (2)

Location of the CODE BLUE phones at branch campuses

- **Chastain Campus, Stuart** - North parking lot of the Wolf Building and northwest and southeast corner of the Clark Advanced Learning Center
- **Dixon Hendry Campus, Okeechobee** - Southeast corner of the B Building.
- **Mueller Campus, Vero Beach** - On the sidewalk between the A and B buildings.
EMERGENCY SITUATIONS (CONTINUED)

Potentially dangerous, threatening, suspicious activities or situations should be reported.

- Code Blue phones are located as noted on the previous page.
- Dial 7777 on any phone at the Main Campus.
- Reach the on-duty Campus Safety and Security Officers by dialing:
  - Main Campus, Fort Pierce: 772-462-4755
  - Chastain Campus, Stuart: 772-419-5666
  - Dixon Hendry Campus, Okeechobee: 863-610-2090
  - Mueller Campus, Vero Beach: 772-226-2531
  - Pruitt Campus, Port St. Lucie: 772-336-6248

SEXUAL PREDATOR/OFFENDER INFORMATION AND NOTIFICATION

The Federal Campus Crime Prevention Act of 2000 requires Higher Education Institutions to issue a statement informing the College Community where they may obtain information compiled by the state regarding Sexual Offenders and Predators. The act also requires registered Sexual Offenders/Predators to provide to appropriate state officials (Florida Department of Law Enforcement) notice of each institution of higher education at which to offender/predator is employed, carries on a vocation, or is a student.

Information regarding Sexual Offenders and Predators is available at:

- FDLE website http://offender.fdle.state.fl.us/
- or FDLE toll-free at 1-888-357-7332
- or local law enforcement agency having jurisdiction.

Information on accessing Florida’s Sexual Offender/Predator database is available at:

- IRSC Student Affairs office, Main Campus (KSU-112)
ANNUAL REPORT OF CRIME STATISTICS


IRSC Campuses:

Main Campus: 3209 Virginia Avenue, Fort Pierce, FL 34981
Chastain Campus: 2400 S.E. Salerno Road, Stuart, FL 34997
Dixon Hendry Campus: 2229 N.W. 9th Avenue, Okeechobee, FL 34972
Mueller Campus: 6155 College Lane, Vero Beach, FL 32966
Pruitt Campus: 500 N.W. California Blvd., Port St. Lucie, FL 34986
Blackburn Educational Building: 3002 Avenue D, Fort Pierce, FL 34947

Security Officer and Fire Safety Officer:
Alan Montgomery, Administrative Director – Chief of Campus Safety/Security
3209 Virginia Avenue, Fort Pierce, FL 34981
Phone: (772) 462-7860
### REGULATIONS & BOARD POLICIES

MAIN CAMPUS: 3209 Virginia Avenue, Fort Pierce, FL 34981

**Additional information regarding statistical information can be viewed at [www.irsc.edu](http://www.irsc.edu) IRSC Department of Campus Safety and Security and on the U.S. Department of Education website at [ope.ed.gov/security](http://ope.ed.gov/security).**

### Stats of On-Campus Buildings or Property

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### Stats of Campus Safety

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<th>Year</th>
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<th>Manslaughter</th>
<th>Forcible Rape</th>
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<th>Robbery</th>
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<th>Arson</th>
<th>Motor Vehicle Theft</th>
<th>Hate Crimes (by prejudice)</th>
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### Stats of Total Crimes Reported

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### CHASTAIN CAMPUS: 2400 S.E. Salerno Road, Stuart, FL 34997

Additional information regarding statistical information can be viewed at [www.irsc.edu](http://www.irsc.edu) IRSC Department of Campus Safety and Security and on the U.S. Department of Education website at [ope.ed.gov/security](http://ope.ed.gov/security).
### REGULATIONS & BOARD POLICIES

**DIXON HENDRY CAMPUS:** 2229 N.W. 9th Avenue, Okeechobee, FL 34972

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### REGULATIONS & BOARD POLICIES

**MUELLER CAMPUS:** 6155 College Lane, Vero Beach, FL 32966

Additional information regarding statistical information can be viewed at [www.irsc.edu](http://www.irsc.edu) IRSC Department of Campus Safety and Security and on the U.S. Department of Education website at [ope.ed.gov/security](http://ope.ed.gov/security).
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<tr>
<td>Murder</td>
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<tr>
<td>Arson</td>
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<td>Motor Vehicle Theft</td>
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<td>Hate Crimes (by prejudice)</td>
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<td>Race</td>
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<td>Sexual Orientation</td>
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<tr>
<td>Disability</td>
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<tr>
<td>Number of Arrests/Referrals - Select Offenses</td>
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<td>Total Crimes Reported</td>
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Additional information regarding statistical information can be viewed at [www.irsc.edu](http://www.irsc.edu). IRSC Department of Campus Safety and Security and on the U.S. Department of Education website at [ope.ed.gov/security](http://ope.ed.gov/security).
### REGULATIONS & BOARD POLICIES

BLACKBURN EDUCATIONAL BUILDING: 3002 Avenue D, Fort Pierce, FL 34950

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**On-Campus Buildings or Property**

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**Offense Type**

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**Offense Type**

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**Total Crimes Reported**

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**Number of Arrests/Referrals - Select Offenses**

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Additional information regarding statistical information can be viewed at [www.irsc.edu](http://www.irsc.edu)  
NEW REQUIREMENTS IMPOSED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT

The Violence Against Women Reauthorization Act ("VAWA"), imposes new obligations on colleges and universities under its Campus Sexual Violence Act. This Act includes and pertains to all persons regardless of gender identity or sexual orientation.

Under VAWA colleges and universities are required to:

• Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
• Adopt certain student discipline procedures, such as for notifying purported victims of their rights
• Adopt certain institutional policies to address and prevent campus sexual violence, such as to train, in particular respects, pertinent institutional personnel

I. New Reporting Requirements

VAWA’s SaVE Act provision imposes new reporting requirements:

A. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assaults. VAWA’s SaVE Act provision adds domestic violence, dating violences, and stalking to the categories that, if the incident was reported to a campus security authority/policy agency, must be reported under Clery. These offenses are defined as follows:

• “Domestic violence” includes violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

• “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

• “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.
B. The provision adds “national origin” and “gender identity” to the hate crime categories, involving selection of a victim based on actual or perceived characteristics that must be reported under the Clery Act.

C. The provision requires, with respect to the “timely reports” the Clery Act mandates for crimes considered a threat to other students and employees, that victims’ names be withheld.
ADVISORS – Students should meet with their advisor during their first term of enrollment to develop an Academic Plan/Guided Pathway. Degree-seeking students will receive an email informing them of the name and contact information of their assigned advisor when their Admission is complete. This information is also on available through MyPioneerPortal.

An Academic Plan/Guided Pathway outlines the courses students need to complete in order to earn their degree and the sequence in which they should be taken. Students should meet with their assigned advisor during the first semester of enrollment to develop an Academic Plan/Guided Pathway and to discuss their transfer and/or career goals. The advisor can answer questions about prerequisites needed for specific majors and will work with students to make sure they are on track to meet admission requirements for their chosen program and transfer school.

ALUMNI RELATIONS – A student’s affiliation with Indian River State College continues well after Commencement. In fact, graduation signifies that an important time in one’s life when the title of IRSC student is exchanged for that of alumnus of Indian River State College. You are urged to join the Alumni Association and keep the Foundation Office informed of special events, important activities and achievements, and to provide updated contact information after you graduate. You can provide scholarships for future IRSC students, and as an IRSC graduate, leave your mark on Main Campus by purchasing a Commemorative Brick through the Alumni Row program. Contact the Alumni Development Coordinator at (772) 462-7254, visit the Alumni section of the Foundation website at www.irscfoundation.org or email IRSCAlumni@irsc.edu for additional information. The Foundation Office is located on the Main Campus in the Ben L. Bryan, Sr. Administration Building.

CAREER & JOB OPPORTUNITIES – There are several program-specific job opportunities available throughout the year. Contact Career & Transfer Services at 772-462-7470 for more information.

Resume Assistance – Set up an appointment through the Career Center not only for assistance with your resume, but with interview skills and job search assistance.

Salary Survey – For the latest salary information using a computer-guided approach, access the Career Coach online at www.irsc.edu.

Student Employment – Access the IRSC Job Bank online at www.irsc.edu to post resumes, look for jobs, research employers, view upcoming announcements and more.
Job Placement assistance is provided to IRSC students and alumni through Career & Transfer Services in Crews Hall on the Main Campus and on the Chastain and Mueller campuses. Job placement assistance is provided free of charge. For more information, visit www.irsc.edu.

COLLEGE AWARDS CEREMONY – is held during the spring semester of each school year. The purpose of the ceremony is to honor those students or members of our academic community who have excelled in some manner throughout their time of study or service at IRSC. Recipients of these awards are selected by a College committee who review nominations submitted by college faculty, staff and administration.

COMMENCEMENT – Graduation from college is a noteworthy event, and IRSC holds Commencement ceremonies at the end of each spring and fall semester to mark this milestone. Degrees are awarded by the College President. To participate in Commencement, students submit an online Commencement application and pay the fee by the deadline indicated in the College Catalog and website. The Commencement Fee covers the cost of all graduation regalia. Diplomas are mailed to graduates from the Student Records Department after final grades are submitted and degrees are posted on the student’s transcript.

DECA BAZAAR – takes place on the IRSC Main Campus each fall semester and is hosted by Delta Epsilon Chi (DECA), the official student organization for the Business Administration and Marketing Management Department. Many vendors and College clubs participate in this daylong event of food, fun and festivities. A portion of the proceeds from the DECA Bazaar is donated to the President’s Scholarship Fund.

DRESS CODE – Students are reminded that cleanliness of body and clothing are considerations for fellow students and faculty members that must be taken. With this in mind, students should be neatly dressed and well-groomed. All students are required to be fully clothed at all times on campus, except when participating in athletic events, intramurals or other recreational activities at which time the proper dress will be prescribed by the instructor/sponsor. Footwear must be worn at all times while on campus. Faculty members are authorized to prohibit any student whose dress or appearance is deemed offensive or distasteful to the class or to a faculty member from attending their class.
DROPPING A CLASS – If you need to drop a class, be advised that you must OFFICIALLY drop the class, online at www.irsc.edu or by calling 1-866-792-4772. Failure to OFFICIALLY drop the class will result in you being charged fees and receiving a failing grade.

A student with an outstanding financial obligation will have his/her grades, transcripts, and registration withheld until the outstanding balance is paid in full. An outstanding balance could consist of a returned check, deferment, fee deficiency, Financial Aid overaward, or other financial obligation. The College will make every effort to notify the student of the obligation. It is the student’s responsibility to make sure the College has the correct mailing information and that the student reviews his/her College assigned email for notification of outstanding balances. If the student does not respond, the College reserves the right to send all accounts deemed delinquent to an external collection service. The student will be responsible for all collection costs incurred.

EXCESS HOURS ADVISORY STATEMENT – Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a Baccalaureate Degree at a Florida public university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. “Excess hours” are defined as hours that go beyond 110% of the hours required for a Baccalaureate Degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% times 120 hours). All students whose educational plan may include earning a Bachelor’s Degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a Florida public university should identify a major or “transfer program” early and by the time the student earns 30 semester hours of college credit be advised of admission requirements for that program, including approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

SOME OTHER “A, B, C’s” FOR NAVIGATING “THE RIVER”
FINANCIAL AID AND SCHOLARSHIPS – To be considered for financial assistance, students should complete the Free Application for Federal Student Aid (FAFSA). FAFSA online at www.fafsa.gov.

IRSC’s Financial Aid school code is 001493. You must **re-apply every year** for Financial Aid.

For more information, call 462-7450 from St. Lucie County or toll-free 1-866-900-FAID (3243) from Martin, Indian River and Okeechobee counties.

WITHDRAWAL FOR NON-ATTENDANCE – Students who do not attend classes during the first week are subject to being withdrawn for non-attendance. If receiving financial aid, this withdrawal will result in a reduction of aid awarded.

GRADES – You may access your grades online at www.irsc.edu by logging in to MyPioneerPortal. Grades are available the day following the grade deadline published in the Academic Calendar. To protect your privacy, grades are not provided over the telephone.

Criteria for final grade determination and assignment are the prerogative of the instructor of record for all College courses. Only the primary instructor can change the final grade. Students who are not satisfied with their grade should first consult with their instructor to resolve the grade dispute.

If this step has been taken and the matter remains unresolved, the student may then meet with the instructor’s Department Chair or Instructional Dean to have their grades reviewed and explained to them. After completing the above process, students who still wish to appeal their grade must submit their request in writing to the Vice President of Academic Affairs. If the Vice President of Academic Affairs finds the request reasonable and appropriately substantiated, the Vice President of Academic Affairs may refer the matter to the Academic Review Committee. A formal meeting will be scheduled to review the student’s case, review any pertinent documentation and make an objective determination regarding the student’s final grade. The student may elect whether to attend the meeting or not. After the review is completed, the Academic Review Committee will make a recommendation to the College President who will notify the student in writing of the College’s final decision.
GRADUATION – Students do not need to apply to graduate. Students who are in their final semester will be notified via email that if they successfully complete their classes, they will graduate. A follow-up email will confirm their graduation, and the degree or certificate they have earned will be posted to their transcript.

There is no fee to graduate and receive a diploma. However, there is a $50 fee to participate in a Spring or Fall Commencement Ceremony. This fee covers the cost of a cap, gown, hood, tassel, zipper pull and diploma cover.

INDIAN RIVER STATE COLLEGE FOUNDATION, INC. – Since 1965, the Indian River State College Foundation has been enhancing access and quality of education for students of Indian River State College. Its focus is to attract and manage private contributions from individuals, corporations and private foundations to support the IRSC’s mission. Managed by a voluntary Board of Directors, including business and civic leaders from all four counties served by IRSC, the Foundation is a private, non-profit entity recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization and by the State of Florida as a direct-support organization for the benefit of IRSC.

The Foundation has awarded more than $3 million in scholarships to assist students in gaining a college education. Affordable, convenient student housing is provided by the Foundation at “The River Hammock,” an IRSC on-campus, student residence facility. Instructional program support, faculty support, educational facilities and the Fielden Institute for Lifelong Learning are additional ways the Foundation benefits IRSC and the community. To learn more about the IRSC Foundation, visit www.irscfoundation.org.

NEW STUDENT ORIENTATION provides information, answers questions and explains the many resources available and tools that will enhance your success at IRSC. It is required for all first-time in college students seeking a degree and new transfer students. There is a choice of attending face-to-face or online.

**Face-to-face Orientation** is a live, interactive session available on all campuses. You are only required to attend one session.

**Online Orientation** is an online class through Blackboard that is made up of a series of video modules.

New Student Orientation (Course: ORI0003) is free and no textbooks are required. It only takes about two hours to complete. You need to complete. Orientation in order to register for your second semester and in order to receive financial aid.
PLACEMENT TEST – P.E.R.T. - IRSC strongly encourages all students to take advantage of placement testing to ensure appropriate assignment into developmental or college-level courses in English, reading, and math. The P.E.R.T. is administered by IRSC for this purpose.

Students with ACT scores listed below may be exempt from taking the P.E.R.T.:
- ACT scores of Reading 19, English 17, Math 19 or higher
- SAT scores taken before March 5, 2016 of Verbal 440, Math 440 or higher
- SAT scores taken after March 5, 2016, Reading 24, Writing & Language 25, Math 24 or higher

Placement scores are only valid for two years, and placement score requirements are subject to change. Check the IRSC Assessment Services webpage for updates at www.irsc.edu.

Students who graduated from a Florida public high school since 2007 and students who are serving as an active duty member of any branch of the United States armed services are exempt from mandatory placement testing.

The P.E.R.T. is offered daily at each campus. Testing schedules are available at www.irsc.edu and at all IRSC campuses. Students must arrive with a paid receipt and a valid photo ID no later than three (3) hours prior to the established closing time.

- Main Campus – Room W109 • 772-462-7585
- Dixon Hendry Campus – Room B130 (ASC lab) • 863-824-6009
- Mueller Campus – Room D122 • 772-226-2527
- Chastain Campus – Room A104A • 772-419-5607
- Pruitt Campus – Room J216 (Assessment Center) • 772-336-6233

REGISTER AND PAY ON TIME – Registration is not complete until all fees are paid. Late registration will result in the assessment of a $30 late fee. You may not pay for classes once they have begun.

The College accepts payments with cash, check or e-check, credit card (VISA, MasterCard, American Express and Discover). Deadline dates for payment are listed in the College Catalog. Refer to the section entitled Academic Calendar.

Fees can also be paid by financial aid, scholarship and third party. IRSC also offers, through Nelnet Corporation, a tuition payment plan that allows payments to be spread over several months, interest free. Upon completion of payment, students will receive a receipt as validation of payment and completion of registration. For more information, visit www.irsc.edu.
SOME OTHER “A, B, C’s” FOR NAVIGATING “THE RIVER”

RESIDENCY – Per Florida Statute, a student must prove U.S. citizenship or an eligible immigration status to be considered for in-state tuition. The student, (or if under 24, their parent) must demonstrate that Florida is their primary residence for at least 12 months before the first day of classes of the term for which Florida resident status is sought. Two valid 12-month documents from the Statute Approved List are required to establish in-state residency. For additional information, contact Student Records at 772-462-7460.

RIVERSUPPORT is a collaborative system utilized by your professors and advisors to provide you with immediate support if you are having academic or other difficulties. RiverSupport also has a list of resources that students may access directly from the IRSC website at www.irsc.edu.

If one of your instructors notices that you are having a challenge in class, your instructor will send a “ReachOut” to your assigned advisor. Your advisor will then contact you regarding the “ReachOut.” In order to assist you, it is very important you respond to your advisor’s attempts at contact. Together, you and your advisor will assess the challenges you are experiencing and determine a plan of action to help you succeed.

TRANSCRIPTS (new students) – Request your high school and previous college transcripts. IRSC has an “open-door admissions policy.” High school graduates and GED ® diploma recipients are guaranteed admission to IRSC upon presentation of transcripts and appropriate test scores. IRSC does not accept faxed, emailed, or open copies of transcripts. In order to complete the Admissions process, final official transcripts from all prior institutions must be sent directly to IRSC.

Some “Selective Admissions” programs may have other requirements for acceptance. Consult the IRSC catalog online at www.irsc.edu or see a counselor/advisor for more specific program information. Contact Student Records at (772) 462-7460 for additional details.
**SOME OTHER “A, B, C’s” FOR NAVIGATING “THE RIVER”**

**TRANSCRIPTS (current students)** – Students may view their unofficial transcript or request an official transcript online. Visit www.irsc.edu and log in to MyPioneerPortal. Complete the form indicating where the transcript needs to be sent. There is no fee, and your transcript will be sent out the next business day. To protect the privacy and security of transcripts, IRSC does not fax transcripts. IRSC does not provide copies of transcripts from other institutions.

**To request a transcript request by mail:**
Office of Student Records  
Indian River State College  
3209 Virginia Avenue  
Fort Pierce, FL 34981-5596

**TUITION AND FEES** for any current year may be viewed at www.irsc.edu. In accordance with state law, the third time students register for the same college developmental education class or college credit class, they will be assessed the full instructional cost.

**Fees** – There is no application fee for Associate degrees or Certificate programs. Baccalaureate level programs require a one-time $30 application fee. Certain “Selective Admissions” programs also have application fees.

For all students who are applying for GED®/ESL, there is a $30 per semester tuition charge.

There is a $30 application fee for international students due to the additional requirements related to foreign students’ processing and tracking. For more information on foreign student admissions, contact Alex Anez at (772) 462-7784.

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Services LLC under license. This material is not endorsed or approved by ACE or GED testing Service.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director</td>
<td>Scott Kimmelman</td>
<td>772-462-7760</td>
<td><a href="mailto:skimmelm@irsc.edu">skimmelm@irsc.edu</a></td>
</tr>
<tr>
<td>Head Swim Coach</td>
<td>Sion Brinn</td>
<td>772-462-7775</td>
<td><a href="mailto:sbrinn@irsc.edu">sbrinn@irsc.edu</a></td>
</tr>
<tr>
<td>Diving Coach</td>
<td>David Suba</td>
<td>772-462-7765</td>
<td><a href="mailto:dsuba@irsc.edu">dsuba@irsc.edu</a></td>
</tr>
<tr>
<td>Head Baseball Coach</td>
<td>TBA</td>
<td>772-462-7737</td>
<td></td>
</tr>
<tr>
<td>Head Softball Coach</td>
<td>Dale Atkinson</td>
<td>772-462-7419</td>
<td><a href="mailto:datkinso@irsc.edu">datkinso@irsc.edu</a></td>
</tr>
<tr>
<td>Head Men’s Basketball Coach</td>
<td>Charlie Wilson</td>
<td>772-462-7766</td>
<td></td>
</tr>
<tr>
<td>Head Women’s Basketball Coach</td>
<td>Diana Couch</td>
<td>772-462-7714</td>
<td><a href="mailto:dcouch@irsc.edu">dcouch@irsc.edu</a></td>
</tr>
<tr>
<td>Head Volleyball Coach</td>
<td>Stephanie Skidmore</td>
<td>772-462-7763</td>
<td><a href="mailto:sskidmor@irsc.edu">sskidmor@irsc.edu</a></td>
</tr>
</tbody>
</table>

For upcoming games and meets, check the IRSC Athletics webpage at www.irsc.edu.
Integrity, respect, scholarship and community are the core values that guide our conduct, performance and decisions at IRSC. As an IRSC student, I promise the following:

1. **Integrity**
   I will lead by example and practice personal and academic honesty.

2. **Respect**
   I will support the learning community by recognizing and respecting the rights and contributions of others.

3. **Scholarship**
   I will value learning as my primary purpose of being a member of the IRSC community.

4. **Community**
   I will strive to give back and embrace diversity through service and compassion for others.
THINGS EVERY FIRST YEAR SHOULD DO

Why 60?
Indian River State College was founded in 1960.

See what other students have done and document your own progress via social media by posting your pictures online.

#Pioneers60.

See how many you can complete!

- Get your FREE student ID & parking decal in Student Affairs
- Get your FREE student handbook/planner
- Meet with your academic advisor
- Attend a Week of Welcome event
- Join a student organization or create one
- Get to know your professors
- Explore your career options by taking the Career Coach Assessment
- Study in the Library
- Attend the Leadership Conference
- Activate your RiverMail & check it frequently
- Attend a Campus Coalition Government (CCG) meeting
- Become a student leader
- Follow us on social media
- Volunteer on/off campus
- Read your textbooks
- Show your Pioneer Pride by wearing an IRSC shirt while out of town
- Sit in the front of class at least once—your professor will like the view
- Keep a journal for reflections
- Do your research before you register for a class
- Review one week’s lecture notes with your professor
- Sign up for a mock interview in Career & Transfer Services
- Attend an athletic game
- Meet with a tutor in the Academic Support Center
- Have your picture taken with the CCG President & know his/her name
- Use your student ID card for a discount at a local business
- Visit the River Shop
- Complete a random act of kindness
- Attend a student club/organization meeting—until you find your favorite
- Participate in the Emerging Leaders Program
- Explore RiverLife to find out about student life opportunities
- Enjoy a fine arts event in the McAlpin or Black Box Theater
- Learn the Alma Mater
- Visit your local beach
- Utilize the library resources/databases for your papers
- Attend club rush
- Visit Health & Wellness
- Complete the Building Excellence (BE) Learning Styles Assessment
- Do something outside of your comfort zone
- Create a Vision Board with your long-term goals
- Find a mentor and/or become one
- Introduce yourself to a College Administrator
- Make time for YOU & have FUN
- Fully explore the campus & resources available to you
- Register to Vote & ROCK the VOTE
- Find things to do in your community
- Find your ideal study place
- Stay physically active—visit the student workout room or take a stroll on campus
- Plan to succeed & stay on track by following your Academic Plan
- Apply for scholarships through the IRSC Foundation
- Start assignments the day they are assigned
- Ask for help when you need it (by whoever you need it by)
- Visit an IRSC campus where you don’t take classes
- Network—It’s not what you know, it’s who you know
- Attend a Planetarium show
- Be part of a study group or organize one
- Talk to the person sitting next to you in class
- Go to class (on time & stay)
- Make a list of things to do every semester
- Go to a Health Fair on campus
- Have school spirit

For more information, contact studentactivities@irsc.edu
**August 13 - August 19**

<table>
<thead>
<tr>
<th>Week’s Goal:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - August 13</td>
<td></td>
</tr>
<tr>
<td>Tuesday - August 14</td>
<td></td>
</tr>
<tr>
<td>Virtual Campus Student Information Session</td>
<td></td>
</tr>
<tr>
<td>Wednesday - August 15</td>
<td></td>
</tr>
<tr>
<td>Thursday - August 16</td>
<td></td>
</tr>
<tr>
<td>Friday - August 17</td>
<td></td>
</tr>
<tr>
<td>Late Registration Deadline - Full Term Schedule</td>
<td></td>
</tr>
<tr>
<td>Last day to pay all fees.</td>
<td></td>
</tr>
<tr>
<td>Saturday - August 18</td>
<td></td>
</tr>
<tr>
<td>Sunday - August 19</td>
<td></td>
</tr>
</tbody>
</table>
## August 20 - August 26

### NOTICE:

**IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.**

<table>
<thead>
<tr>
<th><strong>Monday - August 20</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue &amp; Gold Volleyball Game</td>
</tr>
<tr>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>Gymnasium</td>
</tr>
<tr>
<td><strong>Classes Begin - Full Term Schedule</strong></td>
</tr>
</tbody>
</table>

**IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.**

<table>
<thead>
<tr>
<th><strong>Tuesday - August 21</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lip Sync Battle</td>
</tr>
<tr>
<td>2:00 - 4:00 p.m.</td>
</tr>
<tr>
<td>KSU</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Wednesday - August 22</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Rush</td>
</tr>
<tr>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td>Pavilion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Thursday - August 23</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pioneers Give Back</td>
</tr>
<tr>
<td>1:00 - 3:00 p.m.</td>
</tr>
<tr>
<td>KSU</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Friday - August 24</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last day to drop classes - Full Term schedule</strong></td>
</tr>
<tr>
<td><strong>NO REFUNDS after this date.</strong></td>
</tr>
<tr>
<td>Movie Night</td>
</tr>
<tr>
<td>7:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Saturday - August 25</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4th Saturday of Giving</strong></td>
</tr>
</tbody>
</table>

| **Sunday - August 26** |
## Week of Welcome

### Monday - August 27

Welcome to "The River"
11:00 a.m. - 1:00 p.m.
Mueller Campus, Richardson Center

### Tuesday - August 28

Welcome to "The River"
11:00 a.m. - 1:00 p.m.
Mueller Campus, Richardson Center

### Wednesday - August 29

Welcome to "The River"
11:00 a.m. - 1:00 p.m.
Pruitt Campus, G-Building Lobby

### Thursday - August 30

Welcome to "The River"
11:00 a.m. - 1:00 p.m.
Chastain Campus, C-Building Auditorium

### Friday - August 31

### Saturday - September 1

### Sunday - September 2
**September 3 - September 9**

<table>
<thead>
<tr>
<th><strong>NOTICE:</strong></th>
<th>IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday - September 3</strong></td>
<td></td>
</tr>
</tbody>
</table>
| ![Image](44x454 to 93x495) | HOLIDAY  
No Classes - All offices closed. |
| **Tuesday - September 4** | Registration Deadline - Express Schedule  
Last day to pay. |
| **Wednesday - September 5** | Classes Begin - Express Schedule  
IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.  
CCG General Assembly Meeting  
12:30 - 1:30 p.m.  
W-242 |
| **Thursday - September 6** | Welcome to "The River"  
4:00 - 6:00 p.m.  
Dixon Hendry Campus, B-Building Atrium |
| **Friday - September 7** | |
| **Saturday - September 8** | |
| **Sunday - September 9** | |
### Week’s Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>September 10</td>
<td></td>
</tr>
</tbody>
</table>
| Tuesday   | September 11 | **Last day to drop classes - Express Schedule**  
(NO REFUNDS after this date.) |
| Wednesday | September 12 |                                                                           |
| Thursday  | September 13 | **Flu Shot Clinic**  
10:00 a.m. - 1:00 p.m.  
Main Campus/TCPSTC PS1-138  
Dixon Hendry Campus |
| Friday    | September 14 |                                                                           |
| Saturday  | September 15 |                                                                           |
| Sunday    | September 16 |                                                                           |
### Week’s Goal:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 17</td>
<td>&quot;We the Pioneers&quot; Constitution Day</td>
</tr>
<tr>
<td></td>
<td>12:30 p.m. - 2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>KSU</td>
</tr>
<tr>
<td>September 18</td>
<td></td>
</tr>
<tr>
<td>September 19</td>
<td>CCG General Assembly Meeting</td>
</tr>
<tr>
<td></td>
<td>12:30 - 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>W-242</td>
</tr>
<tr>
<td></td>
<td>Flu Shot Clinic</td>
</tr>
<tr>
<td></td>
<td>10:00 a.m. - 3:00 p.m.</td>
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<tr>
<td></td>
<td>Main Campus, U Building</td>
</tr>
<tr>
<td>September 20</td>
<td>Flu Shot Clinic</td>
</tr>
<tr>
<td></td>
<td>11:00 a.m. - 1:00 p.m.</td>
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<tr>
<td></td>
<td>Mueller Campus - Schumann Center</td>
</tr>
<tr>
<td>September 21</td>
<td></td>
</tr>
<tr>
<td>September 22</td>
<td>4th Saturday of Giving</td>
</tr>
<tr>
<td>September 23</td>
<td></td>
</tr>
</tbody>
</table>
## Week’s Goal:

### Monday - September 24

### Tuesday - September 25

### Wednesday - September 26

### Thursday - September 27

Flu Shot Clinic
11:00 a.m. - 1:00 p.m.
Chastain Campus - A-105

### Friday - September 28

Leadership Conference
8:00 a.m. - 3:00 p.m.
V-110

### Saturday - September 29

### Sunday - September 30
<table>
<thead>
<tr>
<th>Week's Goal:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday - October 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday - October 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday - October 3</strong></td>
<td>CCG General Assembly Meeting 12:30 - 1:30 p.m. • W-242</td>
</tr>
<tr>
<td><strong>Thursday - October 4</strong></td>
<td>Flu Shot Clinic 10:00 a.m. - 2:00 p.m. Pruitt Campus, E-222 4:00 - 6:00 p.m. Dixon Hendry Campus</td>
</tr>
<tr>
<td><strong>Friday - October 5</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Saturday - October 6</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sunday - October 7</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Week’s Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday -</td>
<td>October 8</td>
</tr>
<tr>
<td>Tuesday -</td>
<td>October 9</td>
</tr>
<tr>
<td>Wednesday -</td>
<td>October 10</td>
</tr>
<tr>
<td>Thursday -</td>
<td>October 11</td>
</tr>
<tr>
<td>Flu Shot Clinic</td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Main Campus/TCPSTC PS1:138</td>
</tr>
<tr>
<td>Friday -</td>
<td>October 12</td>
</tr>
<tr>
<td>Saturday -</td>
<td>October 13</td>
</tr>
<tr>
<td>Sunday -</td>
<td>October 14</td>
</tr>
</tbody>
</table>
## Week’s Goal:

<table>
<thead>
<tr>
<th>Monday - October 15</th>
<th></th>
</tr>
</thead>
</table>
| Tuesday - October 16 | Diversity Awareness Day  
11:00 a.m. - 2:00 p.m.  
Pavilion |
| Wednesday - October 17 | CCG General Assembly Meeting  
12:30 - 1:30 p.m.  
W-242 |
<p>| Thursday - October 18 |  |
| Friday - October 19 |  |
| Saturday - October 20 |  |
| Sunday - October 21 |  |</p>
<table>
<thead>
<tr>
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</tr>
<tr>
<td><strong>Tuesday - October 23</strong></td>
<td></td>
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<tr>
<td><strong>Wednesday - October 24</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Thursday - October 25** | **Bactober Fest**  
9:00 a.m. - 1:00 p.m.  
Main Campus  
KSU |
| **Friday - October 26** | **Fall Festival**  
6:00 - 9:00 p.m.  
TCPSTC Bailey Auditorium |
| **Saturday - October 27** | **4th Saturday of Giving** |
| **Sunday - October 28** |  |
**October 29 - November 4**

### Week’s Goal:

<table>
<thead>
<tr>
<th>Monday - October 29</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Last day to withdraw with a &quot;W&quot; - Full Term and Express Schedule</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday - October 30</th>
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</thead>
<tbody>
<tr>
<td>First day to register for Spring 2019</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday - October 31</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CCG General Assembly Meeting</td>
<td></td>
</tr>
<tr>
<td>12:30 - 1:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>W-242</td>
<td></td>
</tr>
<tr>
<td>First day to apply for IRSC Annual, Transfer, Health Science and Bachelor's Degree Scholarships at <a href="http://www.irscfoundation.org">www.irscfoundation.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday - November 1</th>
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<table>
<thead>
<tr>
<th>Friday - November 2</th>
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</table>

<table>
<thead>
<tr>
<th>Saturday - November 3</th>
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</table>

<table>
<thead>
<tr>
<th>Sunday - November 4</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Daylight Savings Ends</td>
<td></td>
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</tbody>
</table>
# INTERNATIONAL EDUCATION WEEK

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Monday - November 5</td>
<td>Cultural Diversity Day</td>
<td>November 5</td>
</tr>
<tr>
<td>Tuesday - November 6</td>
<td></td>
<td>November 6</td>
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<tr>
<td>Wednesday - November 7</td>
<td></td>
<td>November 7</td>
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<tr>
<td>Thursday - November 8</td>
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<td>November 8</td>
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<td>Friday - November 9</td>
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<td>November 9</td>
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<tr>
<td>Saturday - November 10</td>
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<td>November 10</td>
</tr>
<tr>
<td>Sunday - November 11</td>
<td></td>
<td>November 11</td>
</tr>
</tbody>
</table>
## Week’s Goal:

### Monday - November 12

**HOLIDAY - VETERANS DAY observed**
No Classes - All offices closed.

### Tuesday - November 13

**Deadline to apply/pay for Fall 2018 Commencement Ceremony participation**

### Wednesday - November 14

**CCG General Assembly Meeting**
12:30 - 1:30 p.m.
W-242

### Thursday - November 15

### Friday - November 16

### Saturday - November 17

### Sunday - November 18
# Week’s Goal:

## Monday - November 19

Priority Deadline for Spring 2019 Baccalaureate and Associate applications. Submit official transcripts, complete New Student Orientation & Initial Advising Session.

---

## Tuesday - November 20

---

## Wednesday - November 21

HOLIDAY
No Classes - All offices closed.

---

## Thursday - November 22

HOLIDAY
No Classes - All offices closed.

THANKSGIVING

---

## Friday - November 23

HOLIDAY
No Classes - All offices closed.

---

## Saturday - November 24

---

## Sunday - November 25

---
**November 26 - December 2**

<table>
<thead>
<tr>
<th>Week’s Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - November 26</td>
</tr>
</tbody>
</table>

| Tuesday - November 27 |

<table>
<thead>
<tr>
<th>Wednesday - November 28</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCG General Assembly Meeting</strong></td>
</tr>
<tr>
<td>12:30 - 1:30 p.m.</td>
</tr>
<tr>
<td>W-242</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday - November 29</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last day for total withdrawal from all classes</strong></td>
</tr>
<tr>
<td>Comfort Zone</td>
</tr>
<tr>
<td>9:00 a.m. - 12:00 Noon</td>
</tr>
<tr>
<td>All Campuses</td>
</tr>
</tbody>
</table>

| Friday - November 30    |

| Saturday - December 1   |

<p>| Sunday - December 2     |</p>
<table>
<thead>
<tr>
<th>Week’s Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - December 3</td>
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<tr>
<td>Tuesday - December 4</td>
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<tr>
<td>Wednesday - December 5</td>
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<tr>
<td>Thursday - December 6</td>
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<tr>
<td>Friday - December 7</td>
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<tr>
<td>Saturday - December 8</td>
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</tbody>
</table>

**December 3 - December 9**

Week’s Goal:

Monday - December 3

Tuesday - December 4

Wednesday - December 5

Last day of Full Term and Express Schedule classes and final exams

Thursday - December 6

Grades due/entered by 8:00 p.m.

Friday - December 7

Grades available online

Points Due

Saturday - December 8

Sunday - December 9
### Week’s Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Events</th>
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</thead>
<tbody>
<tr>
<td>Monday - Dec 10</td>
<td></td>
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<tr>
<td>Tuesday - Dec 11</td>
<td></td>
</tr>
<tr>
<td>Wednesday - Dec 12</td>
<td>Fall Commencement - Fenn Center</td>
</tr>
</tbody>
</table>
| Thursday - Dec 13 | Late Registration - $30 late fee on or after this date for Full Term Schedule  
                     Instructional Review and Realignment Day |
<p>| Friday - Dec 14 | Faculty Service Day                                                    |
| Saturday - Dec 15 |                                                                        |
| Sunday - Dec 16 |                                                                        |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 17</td>
<td>Monday - WINTER BREAK All offices closed</td>
</tr>
<tr>
<td>December 18</td>
<td>Tuesday - WINTER BREAK All offices closed</td>
</tr>
<tr>
<td>December 19</td>
<td>Wednesday - WINTER BREAK All offices closed</td>
</tr>
<tr>
<td>December 20</td>
<td>Thursday - WINTER BREAK All offices closed</td>
</tr>
<tr>
<td>December 21</td>
<td>Friday - WINTER BREAK All offices closed</td>
</tr>
<tr>
<td>December 22</td>
<td>Saturday</td>
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<tr>
<td>December 23</td>
<td>Sunday - WINTER BREAK All offices closed</td>
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<tr>
<td>Day</td>
<td>Date</td>
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</tr>
<tr>
<td>Monday - December 24</td>
<td>WINTER BREAK All offices closed.</td>
</tr>
<tr>
<td>Tuesday - December 25</td>
<td>WINTER BREAK All offices closed.</td>
</tr>
<tr>
<td>Wednesday - December 26</td>
<td>WINTER BREAK All offices closed.</td>
</tr>
<tr>
<td>Thursday - December 27</td>
<td>WINTER BREAK All offices closed.</td>
</tr>
<tr>
<td>Friday - December 28</td>
<td>WINTER BREAK All offices closed.</td>
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<tr>
<td>Saturday - December 29</td>
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<tr>
<td>Sunday - December 30</td>
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</tbody>
</table>
### Week's Goal:

<table>
<thead>
<tr>
<th>Monday - December 31</th>
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</thead>
<tbody>
<tr>
<td><strong>WINTER BREAK</strong></td>
</tr>
<tr>
<td>All offices closed.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday - January 1 (2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW YEAR'S DAY</strong></td>
</tr>
<tr>
<td>All offices closed.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday - January 2</th>
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</thead>
<tbody>
<tr>
<td>All Faculty Report</td>
</tr>
<tr>
<td>Virtual Campus Student Information Session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday - January 3</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Friday - January 4</th>
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</thead>
<tbody>
<tr>
<td>Late Registration Deadline - Full Term Schedule</td>
</tr>
<tr>
<td>Last day to pay all fees.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Saturday - January 5</th>
<th>Sunday - January 6</th>
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</tbody>
</table>
# Week of Welcome

## Monday - January 7

**Classes Begin** - Full Term Schedule

*IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.*

Welcome Back Breakfast  
9:00 a.m.  
KSU

## Tuesday - January 8

Pioneer Game Night  
2:00 - 4:00 p.m.  
KSU

## Wednesday - January 9

Club Rush  
12:30 - 2:30 p.m.  
Pavilion

## Thursday - January 10

Throwback Thursday  
12:30 - 2:30 p.m.  
Pavilion

## Friday - January 11

Just Dance  
6:00 - 9:00 p.m.  
KSU

*Last day to drop classes - Full Term Schedule  
NO REFUNDS after this date.*

## Saturday - January 12

## Sunday - January 13
### Week of Welcome

**Monday - January 14**
Welcome to "The River"
11:00 a.m. - 1:00 p.m.
Pruitt Campus, G-Building Lobby

**Tuesday - January 15**

**Wednesday - January 16**
CCG General Assembly Meeting
12:30 - 1:30 p.m.
W-242

**Thursday - January 17**
Welcome to "The River"
11:00 a.m. - 1:00 p.m.
Chastain Campus, Wolf High-Technology Auditorium

**Friday - January 18**
Registration Deadline - Express Schedule classes
Last day to pay.

**Saturday - January 19**

**Sunday - January 20**
January 21 - January 27

NOTICE: IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BEewithdrawn.

Monday - January 21

OFFICIAL HOLIDAY
No Classes - All offices closed.

REV. DR. MARTIN LUTHER KING, JR. DAY

Tuesday - January 22

Classes Begin - Express Schedule

IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.

Welcome to "The River"
11:00 a.m. - 1:00 p.m.
Mueller Campus, Richardson Center

Wednesday - January 23


Thursday - January 24

Welcome to the River
4:00 - 6:00 p.m.
Dixon Hendry Campus, B-Building Atrium

Friday - January 25


Saturday - January 26

4th Saturday of Giving

Sunday - January 27


# Week’s Goal:

## Monday - January 28

Last day to drop classes - Express Schedule
NO REFUNDS after this date.

## Tuesday - January 29


## Wednesday - January 30

CCG General Assembly Meeting
12:30 - 1:30 p.m.
W-242

## Thursday - January 31

Deadline to apply for IRSC Annual, Transfer and Bachelor’s Degree Scholarships at [www.irscfoundation.org](http://www.irscfoundation.org)

## Friday - February 1


## Saturday - February 2


## Sunday - February 3


**Week’s Goal:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>February 4</td>
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<tr>
<td>Tuesday</td>
<td>February 5</td>
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<tr>
<td>Wednesday</td>
<td>February 6</td>
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<td>Thursday</td>
<td>February 7</td>
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<td>Friday</td>
<td>February 8</td>
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<tr>
<td>Saturday</td>
<td>February 9</td>
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<tr>
<td>Sunday</td>
<td>February 10</td>
</tr>
</tbody>
</table>
# Week’s Goal:

**Monday - February 11**

**Tuesday - February 12**

**Wednesday - February 13**

CCG General Assembly Meeting  
12:30 - 1:30 p.m.  
W-242

**Thursday - February 14**

VALENTINE’S DAY

**Friday - February 15**

**Saturday - February 16**

**Sunday - February 17**
# Week's Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>February 18</td>
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<tr>
<td>Tuesday</td>
<td>February 19</td>
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<tr>
<td>Wednesday</td>
<td>February 20</td>
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<tr>
<td>Thursday</td>
<td>February 21</td>
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<td>Friday</td>
<td>February 22</td>
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<tr>
<td>Saturday</td>
<td>February 23</td>
</tr>
<tr>
<td>Sunday</td>
<td>February 24</td>
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</tbody>
</table>

**Friday - February 22**

*Professional Enhancement Day*

*No classes, day or night.*

- 4th Saturday of Giving
## Week’s Goal:

<table>
<thead>
<tr>
<th>Monday - February 25</th>
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<tr>
<td>Tuesday - February 26</td>
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<tr>
<td>Wednesday - February 27</td>
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<tr>
<td>Thursday - February 28</td>
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<tr>
<td>Friday - March 1</td>
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<tr>
<td>Saturday - March 2</td>
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<tr>
<td>Sunday - March 3</td>
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</tbody>
</table>

**February 25 - March 3**

### February 27
CCG General Assembly Meeting
12:30 - 1:30 p.m.
W-242
<table>
<thead>
<tr>
<th>Week’s Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - March 4</td>
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<td>Tuesday - March 5</td>
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<tr>
<td>Wednesday - March 6</td>
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<tr>
<td>Thursday - March 7</td>
</tr>
<tr>
<td>Spring Fling</td>
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<tr>
<td>12:30 - 2:30 p.m.</td>
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<tr>
<td>Pavilion</td>
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<tr>
<td>Friday - March 8</td>
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<tr>
<td>Saturday - March 9</td>
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<tr>
<td>Sunday - March 10</td>
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<tr>
<td>Daylight Savings Begins</td>
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</tbody>
</table>
### Week’s Goal:

<table>
<thead>
<tr>
<th>Monday - March 11</th>
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<tbody>
<tr>
<td>Tuesday - March 12</td>
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<tr>
<td>Wednesday - March 13</td>
</tr>
</tbody>
</table>
| **CCG General Assembly Meeting**  
  12:30 - 1:30 p.m.  
  W-242 |
| Thursday - March 14 |
| Friday - March 15 |
| Saturday - March 16 | Sunday - March 17 |
## Spring Break

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - March 18</td>
<td>March 18</td>
<td>Spring Break, All offices closed.</td>
</tr>
<tr>
<td>Tuesday - March 19</td>
<td>March 19</td>
<td>Spring Break, All offices closed.</td>
</tr>
<tr>
<td>Wednesday - March 20</td>
<td>March 20</td>
<td>Spring Break, All offices closed.</td>
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<tr>
<td>Thursday - March 21</td>
<td>March 21</td>
<td>Spring Break, All offices closed.</td>
</tr>
<tr>
<td>Friday - March 22</td>
<td>March 22</td>
<td>Spring Break, All offices closed.</td>
</tr>
<tr>
<td>Saturday - March 23</td>
<td>March 23</td>
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<tr>
<td>Sunday - March 24</td>
<td>March 24</td>
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</tbody>
</table>
Week’s Goal:

Monday - March 25

Last day to withdraw with a "W" - Full Term AND Express Schedule classes

Tuesday - March 26


Wednesday - March 27

CCG General Assembly Meeting
Meet the Candidates
12:30 - 1:30 p.m.
W-242

Thursday - March 28


Friday - March 29

Club Points Due

Saturday - March 30


Sunday - March 31


**Week’s Goal:**

<table>
<thead>
<tr>
<th>Monday - April 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Priority deadline for Summer 2019 Baccalaureate and Associate applications.</em></td>
</tr>
<tr>
<td><em>Submit official transcripts, complete New Student Orientation &amp; Initial Advising Session.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday - April 2</th>
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<table>
<thead>
<tr>
<th>Wednesday - April 3</th>
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</thead>
<tbody>
<tr>
<td><em>CCG Elections Voting via River Life</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday - April 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>CCG Elections Voting via River Life</em></td>
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</table>

<table>
<thead>
<tr>
<th>Friday - April 5</th>
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<tbody>
<tr>
<td><em>Deadline to apply/pay for Spring 2019 Commencement Ceremony participation</em></td>
</tr>
<tr>
<td><em>CCG Elections Voting via River Life</em></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Saturday - April 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>CCG Elections Voting via River Life</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday - April 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>CCG Elections Voting via River Life</em></td>
</tr>
</tbody>
</table>
## Week’s Goal:

### Monday - April 8
CCG Elections Voting via River Life

### Tuesday - April 9
CCG Elections Voting via River Life

### Wednesday - April 10
CCG General Assembly Meeting  
12:30 - 1:30 p.m.  
W-242

### Thursday - April 11


### Friday - April 12


### Saturday - April 13


### Sunday - April 14
# April 15 - April 21

## Week’s Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday -</td>
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<tr>
<td>April 15</td>
<td></td>
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<tr>
<td>Tuesday -</td>
<td></td>
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<tr>
<td>April 16</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>CCG Banquet</td>
</tr>
<tr>
<td>April 17</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>TCPSTC/Bailey Auditorium</td>
</tr>
<tr>
<td>Thursday</td>
<td>Comfort Zone</td>
</tr>
<tr>
<td>April 18</td>
<td>9:00 - 12:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>All Campuses</td>
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<tr>
<td></td>
<td>Athletic Banquet</td>
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<td></td>
<td>5:30 p.m.</td>
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<td>KSU</td>
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<tr>
<td>Friday</td>
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<tr>
<td>April 19</td>
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<tr>
<td>Saturday</td>
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<td>April 20</td>
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<tr>
<td>Sunday</td>
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<td>April 21</td>
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</tbody>
</table>
# Week’s Goal:

## Monday - April 22

*Last day for total withdrawal from all classes*

## Tuesday - April 23


## Wednesday - April 24


## Thursday - April 25

*Last day of Full Term and Express Schedule Classes and Final Exams*

## Friday - April 26

*Grades due/entered by 8:00 p.m.*

## Saturday - April 27

*Grades available online*

## Sunday - April 28


## April 29 - May 5

### Week’s Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - April 29</td>
<td>Faculty Service Day</td>
</tr>
<tr>
<td>Tuesday - April 30</td>
<td>Instructional Closing the Loop Day</td>
</tr>
<tr>
<td>Thursday - May 2</td>
<td>Spring Commencement: Associate in Arts Degree Graduates</td>
</tr>
<tr>
<td></td>
<td>Fenn Center</td>
</tr>
<tr>
<td>Friday - May 3</td>
<td>Spring Commencement: Associate in Science/Applied Science &amp; Bachelor’s Degree Graduates</td>
</tr>
<tr>
<td></td>
<td>Fenn Center</td>
</tr>
<tr>
<td>Saturday - May 4</td>
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</tr>
<tr>
<td>Sunday - May 5</td>
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<tr>
<td>Date</td>
<td>Events</td>
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<tr>
<td>May 6 - May 12</td>
<td><strong>NOTICE:</strong> IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.</td>
</tr>
</tbody>
</table>
| Monday - May 6 | Faculty Report: Full Term Schedule and Session "A"  
                | Virtual Campus Student Information Session |
| Tuesday - May 7 | Registration Deadline - Last day to pay: Full Term Schedule and Session "A" |
| Wednesday - May 8 | Classes Begin - Full Term Schedule AND Session "A"  
                      | IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN. |
| Thursday - May 9 |                                      |
| Friday - May 10 |                                      |
| Saturday - May 11 |                                      |
| Sunday - May 12 |                                      |
### Week’s Goal:

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>Monday - May 13</td>
<td>Last day to drop classes - Full Term Schedule and Session &quot;A&quot;</td>
</tr>
<tr>
<td></td>
<td>NO REFUNDS after this date.</td>
</tr>
<tr>
<td>Tuesday - May 14</td>
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<tr>
<td>Wednesday - May 15</td>
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<td>Thursday - May 16</td>
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<td>Friday - May 17</td>
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<tr>
<td>Saturday - May 18</td>
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<td>Sunday - May 19</td>
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**Week’s Goal:**

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<th>Monday - May 20</th>
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<td>Tuesday - May 21</td>
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<tr>
<td>Wednesday - May 22</td>
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<td></td>
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<tr>
<td>Thursday - May 23</td>
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<td></td>
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<tr>
<td>Friday - May 24</td>
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<tr>
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<tr>
<td>Saturday - May 25</td>
</tr>
</tbody>
</table>
Week’s Goal:

Monday - May 27

MEMORIAL DAY (OBSERVED)

Tuesday - May 28

Wednesday - May 29

Thursday - May 30

Friday - May 31

Saturday - June 1

Sunday - June 2

May 27 - June 2

HOLIDAY. No classes. All offices closed.
<table>
<thead>
<tr>
<th>Week's Goal:</th>
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</thead>
<tbody>
<tr>
<td>Monday - June 3</td>
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<tr>
<td>Tuesday - June 4</td>
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<tr>
<td>Last day to withdraw from Session &quot;A&quot; classes with a &quot;W&quot;</td>
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<tr>
<td>Wednesday - June 5</td>
</tr>
<tr>
<td>Thursday - June 6</td>
</tr>
<tr>
<td>Friday - June 7</td>
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<tr>
<td>Saturday - June 8</td>
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<td>Sunday - June 9</td>
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### Week’s Goal:

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<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
<td>June 12</td>
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<tr>
<td>Thursday</td>
<td>June 13</td>
<td>Last day for Total Withdrawal from all Session &quot;A&quot; classes</td>
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<tr>
<td>Friday</td>
<td>June 14</td>
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<tr>
<td>Saturday</td>
<td>June 15</td>
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<tr>
<td>Sunday</td>
<td>June 16</td>
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## Week’s Goal:

**Monday - June 17**

**Tuesday - June 18**

**Wednesday - June 19**
- Last day of Session "A" classes and final exams

**Thursday - June 20**
- Grades due/entered by 8:00 p.m.: Session "A"

**Friday - June 21**
- Grades available online: Session "A"

**Saturday - June 22**

**Sunday - June 23**
<table>
<thead>
<tr>
<th>Day</th>
<th>Events</th>
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<tbody>
<tr>
<td>Monday - June 24</td>
<td><strong>NOTICE:</strong> IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN.</td>
</tr>
</tbody>
</table>
| Tuesday - June 25 | Faculty Report: Session "B"  
                             Virtual Campus Student Information Session |
| Wednesday - June 26 | Registration Deadline - Session "B"  
                             Last day to pay. |
| Thursday - June 27 | Classes Begin - Session "B"  
                             IF YOU DO NOT ATTEND THE FIRST WEEK OF CLASS, YOU WILL AUTOMATICALLY BE WITHDRAWN. |
| Friday - June 28 |                                                                        |
| Saturday - June 29 |                                                                        |
| Sunday - June 30 |                                                                        |
### Week’s Goal:

**Monday - July 1**

Last day to drop Session "B" classes. **NO REFUNDS after this date.**

**Tuesday - July 2**


**Wednesday - July 3**


**Thursday - July 4**

**HOLIDAY**

No Classes – All offices closed.

**INDEPENDENCE DAY**

**Friday - July 5**


**Saturday - July 6**


**Sunday - July 7**


## Week’s Goal:

### Monday - July 8

### Tuesday - July 9

_Last day to withdraw from Full Term Schedule with a "W"

### Wednesday - July 10

### Thursday - July 11

_Priority deadline for Fall 2019 Baccalaureate applications. Submit official transcripts, complete New Student Orientation and Initial Advising Session._

### Friday - July 12

### Saturday - July 13

### Sunday - July 14
## Week’s Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
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<tr>
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<td>Tuesday</td>
<td>July 16</td>
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<td>Wednesday</td>
<td>July 17</td>
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<td>Thursday</td>
<td>July 18</td>
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<td>Friday</td>
<td>July 19</td>
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<tr>
<td>Saturday</td>
<td>July 20</td>
</tr>
<tr>
<td>Sunday</td>
<td>July 21</td>
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# Week’s Goal:

<table>
<thead>
<tr>
<th>Monday - July 22</th>
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<table>
<thead>
<tr>
<th>Tuesday - July 23</th>
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</thead>
<tbody>
<tr>
<td>Last day to withdraw from Session &quot;B&quot; classes with a &quot;W&quot;</td>
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</table>

<table>
<thead>
<tr>
<th>Wednesday - July 24</th>
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</table>

<table>
<thead>
<tr>
<th>Thursday - July 25</th>
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</thead>
<tbody>
<tr>
<td>Priority deadline for Fall 2019 Associate applications. Submit official transcripts, complete New Student Orientation &amp; Initial Advising Session.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Friday - July 26</th>
</tr>
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</table>

<table>
<thead>
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<th>Saturday - July 27</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Sunday - July 28</th>
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</thead>
</table>
# July 29 - August 4

## Week’s Goal:

### Monday - July 29

*Last day for Total Withdrawal - Full Term Schedule classes*

### Tuesday - July 30

### Wednesday - July 31

*Last day for Total Withdrawal - Session "B" classes*

### Thursday - August 1

### Friday - August 2

### Saturday - August 3

### Sunday - August 4
### Week’s Goal:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>August 5</td>
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<tr>
<td>Tuesday</td>
<td>August 6</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 7</td>
</tr>
<tr>
<td></td>
<td>Last day of classes and final exams: Full Term Schedule AND Session &quot;B&quot;</td>
</tr>
<tr>
<td>Thursday</td>
<td>August 8</td>
</tr>
<tr>
<td></td>
<td>Grades due/entered by 8:00 p.m.: Full Term Schedule AND Session &quot;B&quot;</td>
</tr>
<tr>
<td>Friday</td>
<td>August 9</td>
</tr>
<tr>
<td></td>
<td>Grades available online</td>
</tr>
<tr>
<td>Saturday</td>
<td>August 10</td>
</tr>
<tr>
<td>Sunday</td>
<td>August 11</td>
</tr>
</tbody>
</table>
IMPORTANT ADDRESSES & PHONE NUMBERS

Main Campus
3209 Virginia Avenue • Fort Pierce, FL 34981-5596
772-462-4772
Information Call Center | 1-866-792-4772

In case of hurricane or other emergency, monitor www.irsc.edu or WQCS 88.9 FM.

Chastain Campus
2400 S.E. Salerno Road
Stuart, FL 34997
772-419-5600

Dixon Hendry Campus
2229 N.W. 9th Avenue
Okeechobee, FL 34972
863-824-6000

Mueller Campus
6155 College Lane
Vero Beach, FL 32966
772-226-2500

Pruitt Campus
500 N.W. California Blvd.
Port St. Lucie, FL 34986
772-336-6200

Historic Sebastian School Site
1235 Main Street
Sebastian, FL 32958
772-226-2525

Indiantown Education Center
15655 S.W. Osceola Street
Indiantown, FL 34956
772-597-5130

IRSC Blackburn Educational Building
3002 Avenue D
Fort Pierce, FL 34947
772-462-7100

Prima Vista Adult Education Center
419 Irving Street
Port St. Lucie, FL 34983
772-343-9553

Stuart Square Site
1994 SE Federal Hwy.
Stuart, FL 34994
772-283-6550

Treasure Coast Public Safety Training Complex
4600 Kirby Loop Road
Fort Pierce, FL 34981
772-462-7150

To report any potentially dangerous, threatening or suspicious situation, call Security.

Main Campus 772-462-4755
Chastain Campus 772-419-5666
Dixon Hendry Campus 863-610-2090
Mueller Campus 772-226-2531
Pruitt Campus 772-336-6248
# Department / Program Directory

<table>
<thead>
<tr>
<th>DEPARTMENT / PROGRAM</th>
<th>ROOM / PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Center (ASC) Main Campus</td>
<td>L-212 / 462-7625</td>
</tr>
<tr>
<td>Accounting</td>
<td>B-216 / 462-7670</td>
</tr>
<tr>
<td>A/C, Refrigeration &amp; Heating Technology</td>
<td>O-503 / 462-7746</td>
</tr>
<tr>
<td>Adult Education</td>
<td>Tomeu Center / 462-7486</td>
</tr>
<tr>
<td>Advising Services</td>
<td>Crews Hall / 462-7800</td>
</tr>
<tr>
<td>Affirmative Action/ADA 504 Compliance Coordinator</td>
<td>F-152 / 462-7282</td>
</tr>
<tr>
<td>Agriculture Production Technology</td>
<td>Pruitt Campus / 336-6211</td>
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<tr>
<td>Alumni Relations</td>
<td>A-130 / 462-7254</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Pruitt Campus, E-211 / 336-6270</td>
</tr>
<tr>
<td>Architectural Design &amp; Construction</td>
<td>Brown Center / 462-7575</td>
</tr>
<tr>
<td>Art/Art Education</td>
<td>L-114 / 462-7824</td>
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<tr>
<td>Assessment Services (Testing)</td>
<td>W-109 / 462-7585</td>
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<tr>
<td>Athletic Department</td>
<td>G-214 / 462-7760</td>
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<tr>
<td>Automotive Services Technology</td>
<td>O-304 / 462-7617</td>
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<tr>
<td>Biological Sciences</td>
<td>N-220 / 462-7503</td>
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<tr>
<td>Bookstore (River Shop)</td>
<td>KSU / 1-877-770-2665 / 462-7700</td>
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<tr>
<td>Box Office</td>
<td>McAlpin / 462-4750</td>
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<tr>
<td>Building Construction Technology</td>
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<tr>
<td>Career Development Program</td>
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<td>Cashier's Office</td>
<td>Crews Hall / 462-7330</td>
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<tr>
<td>Chemistry</td>
<td>N-307 / 462-7855</td>
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<tr>
<td>Child Development &amp; Education</td>
<td>ES / 462-7728</td>
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<tr>
<td>Computer Information Technology</td>
<td>Brown Center / 462-7575</td>
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<td>Computer Science</td>
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<tr>
<td>Corporate &amp; Community Training Institute (CCTI)</td>
<td>Brown Center / 462-7630</td>
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<tr>
<td>Cosmetology/Barbering</td>
<td>EN / 462-7286</td>
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<tr>
<td>Criminal Justice</td>
<td>TCPSTC / 462-7150</td>
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<tr>
<td>Culinary Arts</td>
<td>Richardson Ctr. / 226-2528</td>
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<tr>
<td>Dental Assisting</td>
<td>H-218 / 462-7530</td>
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<tr>
<td>Dental Clinic</td>
<td>H-220 / 462-7524</td>
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<tr>
<td>Dental Hygiene</td>
<td>H-217 / 462-7523</td>
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<td>Drafting and Design Technology</td>
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<tr>
<td>Drama</td>
<td>R-120 / 462-7696</td>
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<tr>
<td>Economics</td>
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<tr>
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<tr>
<td>Electronics Engineering &amp; Technology</td>
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<tr>
<td>Emergency Management</td>
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<td>EMT/Paramedic</td>
<td>H-114A / 462-7531</td>
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<tr>
<td>English as a Second Language</td>
<td>Blackburn Educational Bldg. / 462-7487</td>
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<tr>
<td>English/Communications/Modern Languages</td>
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<td>Enrollment Center</td>
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<td>Equity Officer/Title IX Coordinator</td>
<td>W-207 / 462-7156</td>
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<td>Financial Aid Office</td>
<td>Crews Hall / 1-866-900-3243</td>
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<td>Fire Science</td>
<td>TCPSTC / 462-7150</td>
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<td>Foreign Language</td>
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<td>Health Information Technology/Coding</td>
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<td>Health Science Center</td>
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<td>Health &amp; Wellness</td>
<td>U Bldg. / 462-7825</td>
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<td>History</td>
<td>R-204 / 462-7680</td>
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<td>Honors Program</td>
<td>E-121 / 462-7481</td>
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<td>Humanities</td>
<td>R-204 / 462-7680</td>
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<td>Human Services</td>
<td>TCPSTC / 462-7947</td>
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<td>Industrial Technology</td>
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<td>Interior Design Technology</td>
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<td>L.E.A.P Program</td>
<td>KSU-112 / 462-7862</td>
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<td>Library</td>
<td>L-100 / 462-7600</td>
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<td>Marine Science</td>
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<td>Men of Color Program</td>
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<td>Music (Education, Performance, Theory)</td>
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<td>Nursing (RN, LPN, NA)</td>
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<td>Ombudsman/Student Advocate</td>
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<td>Radio Station/WQCS</td>
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<td>Reading/Communications</td>
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<td>Respiratory Care</td>
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<td>Restaurant Management</td>
<td>Richardson Ctr. / 226-2528</td>
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<td>River Hammock (Student Housing)</td>
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<td>School of Business</td>
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<td>School of Education</td>
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<td>Security</td>
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<td>Service Learning</td>
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<td>Student Accessibility Services</td>
<td>Crews Hall / 462-7782</td>
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<td>Student Activities</td>
<td>KSU-112 / 462-7788</td>
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<td>Student Affairs</td>
<td>KSU-112 / 462-4706</td>
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<tr>
<td>Student Records</td>
<td>Crews Hall / 462-7460</td>
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<tr>
<td>Student Support Services</td>
<td>E-103 / 462-7480</td>
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<tr>
<td>Surgical Technology</td>
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<td>Virtual Campus</td>
<td>V-309 / 462-7063, 462-7119</td>
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<tr>
<td>Welding</td>
<td>O-205 / 462-7742</td>
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</tbody>
</table>
Indian River State College

Alma Mater

Pioneers

Along the Indian River’s Shores
Our College Walls Will Stand.
Where Scholarship and Fellowship
Go Forward Hand in Hand.
Devotion to a Way of Life
With Purpose Strong and Bold,
We’re Loyal to the Pioneers
All Hail the Blue and Gold.

Words and music by
L.H. Whipple
September 24, 1961
Revised April, 2000