

## INFORMATION

ST. JOHNS RIVER STATE COLLEGE

St. Johns River Junior College was established as a public institution in 1958 to serve the counties of Clay, Putnam, and St. Johns. It was one of several public junior colleges founded in accordance with legislation enacted by the 1957 session of the Florida Legislature.

Located in Palatka, the College was officially opened for organizational purposes on February 25, 1958. Dr. B. R. Tilley was appointed as the first president.

Classes for the 1958-59 school year were conducted in the educational buildings of the First Baptist Church of Palatka, and 191 students began the fall semester of 1958. In its second year of operation, the College moved to its new campus of 96 acres. At the end of the second year, the College graduated its first class of 22 students.

In compliance with a legislative act, a District Board of Trustees was organized in 1968 as the governing body of the College. This board is composed of two members each from Clay and St. Johns counties and three members from Putnam County.

When Collier-Blocker Junior College in Palatka closed in 1964, the College absorbed its operation and began offering classes at that facility in the fall of 1964. At the end of Term II, 1965, all classes were moved to the main campus. The Collier-Blocker plant reverted to Putnam County.

In 1972 Dr. Robert L. McLendon, Jr., vice president and dean of academic affairs, was appointed president.

In August of 1976, the Florida School of the Arts began full operation as a part of St. Johns River Junior College with a charter class of 51 students. The first state-supported professional arts school for high school and college students in Florida, the school has continued to grow as its curriculum has expanded. The Florida School of the Arts serves the entire state of Florida.

In 1977, the College underwent two major changes. The official name became St. Johns River Community College and SJRCC opened its first branch campus in Orange Park, a community in northern Clay County. The Orange Park Campus is now located on College Drive in the Doctors Inlet area. Construction of permanent facilities on that site began in 1987, and the College began operating in the new facility in 1989. A student center and expanded learning resources center were constructed in 1997.

In July 1986, the College opened its second branch campus, this time in St. Augustine in the Fullerwood School, a site made available by the St. Johns County School Board. After operating for more than nine years in the Fullerwood building, the St. Augustine faculty, staff, and students moved in January 1996 to the newly constructed campus located on State Road 16.

In 1997, Senate Bill 1688 authorized all community colleges to offer Workforce Development programs, to include Adult and Career Certificate Programs. This opened the door to SJR State becoming a fully comprehensive community college. The inaugural CC programs began in 1999 and included two criminal justice programs as well as apprenticeship programs in carpentry, electrical, and heating and air conditioning.

The College opened the Thrasher-Horne Center for the Arts on the Orange Park Campus in 2004. This complex hosts traveling art exhibits, theatrical shows and community events and serves as a meeting site for business conferences and events.

In 2008, Joe H. Pickens, J.D. was appointed as the College's fourth president.

The College was granted approval to offer its first baccalaureate degrees in 2010 by the State Board of Education and the Southern Association of Colleges and Schools Commission on Colleges, moving the College from a Level I to a Level II accredited institution. Classes for two bachelor's degree programs - Early Childhood Education and Organizational Management - began in January 2011.

Following legislation to rename the Florida Community

College System the Florida College System, Florida Statutes then authorized colleges accredited to award four-year degrees to change their names to better reflect their progression. A public name change survey was conducted in 2010, prompting College Trustees to change the institution's name to St. Johns River State College. A new College logo and Viking icon were unveiled when the College officially transitioned to SJR State in January 2011.

The College continues its comprehensive educational role by expanding its offerings in academic, workforce development and adult education areas, as well as continuing and community education, to better serve area residents.

### MISSION STATEMENT

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates, associate and baccalaureate degrees, and provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College creates a supportive learning environment that includes services and resources to enable students to meet their educational goals.

### COLLEGE VISION

To be a leader in student-centered education that inspires and transforms lives and communities.

### COLLEGE VALUES

St. Johns River State College is committed to following shared values in fulfilling our mission and vision:

- Academic Excellence—The College promotes academic rigor and exceptional performance through an engaged learning environment; high expectations for students, faculty and staff; and a focus on continuous improvement and achievement.
- Student-focused—Students are at the core of the College's mission as an educational institution. The College aligns its decisions, resources and environment to promote student learning, growth, and independence and empowers students to reach their educational goals.
- Integrity—The College promotes a culture of honesty, fairness, mutual respect and ethical conduct.
- Accountability—The College promotes a culture of personal and shared responsibility that allows for ownership, growth and leadership in the classroom, in the workplace and in the community.
- Diversity—The College fosters an inclusive learning community, which recognizes and respects the experience, values, and learning styles of all members of the College community.

### COLLEGE CATALOG/STUDENT HANDBOOK

The College Catalog/Student Handbook is the official document of the College. Its policies and procedures take precedence over all other college documents. The College Catalog/Student Handbook, which is available on the College website at SJRstate.edu, details all the necessary academic information, including registration procedures, graduation requirements, complete divisional course listing, financial aid information, petition procedures, etc. Students are responsible for the information contained in the College Catalog/Student Handbook.

### SJR STATE COLLEGE NON-DISCRIMINATION STATEMENT

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis

of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

### **SJR STATE COLLEGE DECLARACIÓN DE NO DISCRIMINACIÓN**

St. Johns River State College no discrimina en contra de ninguna persona en sus programas, actividades, políticas o procedimientos por motivo de raza, etnia, color, origen nacional, estado civil, religión, edad, género, sexo, el embarazo, orientación sexual, identidad de género, información genética, discapacidad o estatus de ser veterano/a. Todas las preguntas o consultas sobre el cumplimiento de las leyes relacionadas con la política de no discriminación y las quejas relacionadas con la conducta sexual inapropiada o la discriminación, pueden dirigirse al Coordinador del Título IX / Oficial de Equidad, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

### **IDENTIFICATION AND NOTIFICATION OF COORDINATORS**

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status in its educational programs, activities, admissions policies and practices, or employment policies. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to:

Ginger C. Stokes  
Associate Vice President for Human Resources  
Title IX Coordinator/Equity Officer  
St. Johns River State College  
5001 St. Johns Avenue  
Palatka, Florida 32177  
(386) 312-4070

When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Student Affairs (office located in the Student Services building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127 to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

### **GENERAL COLLEGE POLICY**

The College reserves the right to change any of its policies, courses, regulations, and calendar of events without notice when it is considered in the best interest of the College.

### **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 (SSN). St. Johns River State College collects and uses your SSN for the following purposes in performance of the College's duties and responsibilities. To protect your identity, SJR State will secure your SSN from unauthorized access, strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at SJR State.

### **Employees**

#### **Human Resources**

Your SSN is used for legitimate business purposes for completing and processing the following:

- Federal I-9 (Department of Homeland Security), 8U.S.C.A. §132.4a
- Federal W4, W2, 1099 (Internal Revenue Service), 26 U.S.C.A. §6109
- Federal Social Security taxes (FICA), Title 26 of the United States Code
- Distributing Federal W2 (Internal Revenue Service)
- Unemployment reports (FL Dept. of Revenue), Florida Statute 443
- Florida retirement contribution reports (FL Division of Retirement)
- Worker's Comp claims (FCCRCM and Department of Labor), Florida Statute 440
- Direct deposit files
- New hire information report (FL Department of Revenue), 119.071(5)(a)6.b., F.S.
- 403b contribution reports
- Group health, life and dental coverage enrollment
- Supplemental insurance and deduction reports
- Work study work assignments
- Background checks – necessary for accurate identification for screening through the Florida Department of Law Enforcement (FDLE)
- FICA Alternative Plan participation for part-time employees (Bencor)
- Special pay plan participation for qualified, full-time retiring employees (Bencor)

Providing your Social Security number is a condition of employment at SJR State.

### **Students**

#### **Admissions**

Federal legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College for this purpose, but the IRS is then authorized to fine the student.

In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (Section 1008.386, F.S.). In a seamless K-20 system, it is beneficial for post-secondary 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 admission applications, affidavits regarding home schooling for admission to postsecondary educational institution, former high school or college transcript request forms, letters of intent for athletic scholarships, continuing workforce education (CC) registration/application forms, and the adult education registration/application forms will request the student's SSN.

#### **Financial Aid**

A student's SSN is required for the following financial aid purposes: The United States Department of Education's (USDOE) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study program and is required on all loan applications for use by the lender/servicer/guarantor. Forms for processing and reporting financial

aid include:

- Federal Work Study
- Financial Aid Consortium Agreement
- Authorization for Use of Federal Title IV Funds
- Appeal for Reinstatement of Financial Aid

SJR State collects a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website for reporting purposes.

### **Workforce Programs**

Programs funded through the Department of Economic Opportunity (DEO) use your SSN as an identifier for program enrollment and completion. Also, it is 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 programs, DEO requires that all participants and their program-related activities be recorded in the Florida state system (Section 1008.39 F.S.). In addition, Workforce programs requiring licensure or certification which may use SSN as an identifier include:

#### Corporate College

SJR State collects SSNs to send roster information to the Florida Financial Services Department for the students that have successfully completed a pre-licensing course for insurance.

#### Corrections

SJR State collects SSNs to verify eligibility of Corrections students to sit for the state correctional certification exam through the Florida Department of Law Enforcement.

#### Emergency Medical Technician

SJR State collects SSNs to verify eligibility of Emergency Medical Technician students to sit for the National Registry Emergency Medical Technician Basic (NEMT-B) through the Florida Department of Health and Human Services.

#### Law Enforcement

SJR State collects SSNs to verify eligibility of Law Enforcement students to sit for the state law enforcement exam through the Florida Department of Law Enforcement.

#### Nursing

SJR State collects SSNs to verify eligibility of nursing students to sit for the state licensure exam for the State Board of Nursing.

#### Paramedic

SJR State collects SSNs to verify eligibility of Paramedic students to sit for the National Registry Emergency Medical Technician Basic (NEMT-B) through the Florida Department of Health and Human Services.

#### Radiography

SJR State collects SSNs to verify eligibility of radiography students to sit for the national certification exam for the American Registry of Radiologic Technologists (ARRT).

#### Respiratory Care

SJR State collects SSNs to verify eligibility of respiratory care students to sit for the national credentialing exam administered by the National Board of Respiratory Care (NBRC).

### **Contractors**

SJR State collects contractor SSN information in order to file the required information returns with the Internal Revenue Service, as required and authorized by Federal law.

### **Generated ID Numbers**

The College has transitioned from the use of SSNs to generated ID numbers as unique identifiers. However, a variety of forms in the area of Admissions, Financial Aid, and Human Resources ask for either a generated ID or SSN. For statutory reference see Appendix I.

Amended 4/18/12, 6th revision



**Appendix I**  
**State and Federal Statutes and Regulations**  
**that Mandate or Authorize the Use of Social Security Numbers**

<b>General Purpose</b>	<b>Use of SSNs</b>	<b>Authorized or Required</b>	<b>Statute or Regulation</b>
Employment	Federal I-9 Form	Authorized	Immigration Reform and Control Act of 1984, Pub. L. 99-603 8 USC 1324a(b)
Employment	Federal W4, W2	Required	Internal Revenue Code, Sections 3402(f)(2)(A); 6109, and 6051(a)(2)
Employment (Contractor)	Federal W9, 1099	Required (if no FEIN provided)	Internal Revenue Code, Section 6109; Title 26 US Code
Employment	Federal Social Security Taxes (FICA)	Required	Internal Revenue Code, Section 6051(a)(2); 26 CFR 31.6011(b)2
Employment	Distributing Federal W2	Required	Internal Revenue Code, Sections 6051(a)(2); 26 CFR 31.6011(b)2
Employment	Unemployment Reports	Required	Florida Unemployment Compensation Law, Florida Statutes, CH. 443
Employment	Florida Retirement Contribution Reports	Required and Authorized	Florida Division of Retirement Public Records Policy; Florida Statutes, CH 443; 119.071(5)(a)6.b., F.S.
Employment	Workers Compensation Claims	Required	440.185, F.S.
Employment	403(b) Contribution Reports	Required	US Tax Code 501(c)(3)
Employment	Background/Employees Related Use	Required	8 USC 1324(a) and 42 USC 653(a)
Employment	Group Health, Life and Dental Coverage Enrollment	Authorized	119.071(5)(a)6.b., F.S.
Employment	Work Study Work Assignments	Required	Higher Education Act of 1965, Sections 483 and 484
Student Accounts	Debt Collections Financial Aid/Loans	Authorized	119.071, F.S.; 15 USC §1681
Student Financial Aid	FAFSA-Free Application for Federal Student Aid	Required	Higher Education Act, Section 483 and 484(p); 34 CFR 668.32(i), 668.36
Student Financial Aid	Federal Work Study Program- Dept. of Homeland Security's Investigation of Citizenship Status (FASFA)	Required	Higher Education Act of 1965, Sections 483 and 484(p); 34 CFR 668.16, 34 CFR 668.32-36; 20 USC Sections 1090, 1091, 1092
Student Financial Aid	Institutional Scholarship Applications	Authorized	1009.22 and 1009.23, F.S
Student Financial Aid	State Grants or Scholarships	Authorized	1009.22 and 1009.23, F.S
Student Admissions	Hope Tax Credit IRS Form 1098-T	Authorized	Fine for Non-Reporting, 26 USC 6050S
Student Admissions	Use of SSN as Student Identifier in K-20 System	Authorized	1008.386, F.S.
Workforce Programs	Agency for Workforce Innovation (AWI)-Reporting	Required	119.071(5)(a), F.S.
Student Veteran's Benefits	Enrollment Verified	Required	38 USC 3471
Student	College Reachout Program	Authorized	1007.34, F.S.
Student Loans	Report Loan Interest	Authorized	26 CFR 1.6050
Foundation/Alumni Affairs	Facilitating Alumni Relations	Authorized Business Imperative	119.071(5), F.S.
Adult Education	Federal/State Reporting (WIOA Compliance).	Authorized	1008.386, F.S.

Amended 5/18/2017, 8th Revision



## **CAMPUSES**

### **PALATKA CAMPUS**

5001 St. Johns Avenue, Palatka, FL 32177  
(386) 312-4200

The 93-acre Palatka Campus is located in the west section of Palatka, near the junction of State Highways 19 and 20. Campus buildings include the main administration building, a student services building that houses the student center, bookstore, cafe, admissions, advising and financial aid office, and a learning resources center/library complex that also houses nursing and allied health programs. Laboratories and specially equipped classrooms are provided for science, mathematics, social science, computer science, and business education. Facilities also include a gymnasium, weight room, and an athletic complex, which includes baseball and softball fields.

Florida School of the Arts, Florida's first state-supported arts school, was established in 1974 on the Palatka Campus and specializes in preparing students for successful careers in the visual and performing arts. The fine arts complex includes a 500-seat auditorium, an art gallery, studio theatre and specialized labs and classrooms.

### **ORANGE PARK CAMPUS**

283 College Drive, Orange Park, FL 32065  
(904) 276-6800

The Orange Park Campus, located on College Drive in Orange Park, consists of 96 acres containing general purpose classrooms, a teaching auditorium, business education laboratories, library, science laboratories, computer laboratories, and a student center. The student center includes a food service outlet, student activity area, advisor offices, bookstore, testing facility, and a community room.

The Orange Park Campus is the location of the Thrasher-Horne Center for the Arts. This \$21 million performing and visual arts and conference center opened in 2004 and hosts traveling art exhibits, theatrical shows and community events. The center includes a 1,750 seat main performance hall, a 202 seat studio theater and two art galleries. The conference center serves as a meeting site for business conferences and events.

In 2008, the College opened the Health-Sciences Building on the Orange Park Campus. This two-story 52,000 square foot facility provides nursing students with a state-of-the-art environment designed to simulate a hospital. The facility also accommodates the health information technology and related allied health programs as well as science labs for physics, chemistry, microbiology, biology, and anatomy and physiology.

### **ST. AUGUSTINE CAMPUS**

2990 College Drive, St. Augustine, FL 32084  
(904) 808-7400

The St. Augustine Campus, located on State Road 16, is the newest of the three campuses. First occupied in January 1996, the campus includes covered walkways that link all buildings, man-made lakes, classrooms, a science building, a library that includes computer laboratories, a student services building, and an administration building.

The St. Augustine Campus is the location of the Workforce Training facility. The Higgins-Solomon Criminal Justice Center opened in 2003. The facility houses the criminal justice and radiologic technology programs. The center includes defensive tactics and medical first responder laboratories. In addition, classrooms and a multi-purpose room are wired for and utilize the latest state-of-the-art instructional systems.

In 2011, the College opened the Health-Sciences building on the St. Augustine Campus. This two-story 32,000 square foot facility provides allied health students with an environment designed to simulate a hospital. The facility also accommodates classrooms and laboratories for anatomy and physiology and microbiology. Furthermore, this is the first Green Globes certified building in the Florida College System. This facility is a model of energy efficiency and has been constructed using state-of-the-art sustainable methods and materials.

### **ST. JOHNS RIVER STATE COLLEGE FOUNDATION**

The mission of the St. Johns River State College Foundation, Inc. is to support the growth and development of SJR State in whatever ways are beneficial to its students, faculty, staff and campus facilities. We will fulfill this mission by actively encouraging private gifts from individuals, alumni, businesses, associations and service organizations. The Foundation is a 501(c)3, not-for-profit corporation.

Scholarship opportunities are offered by the Foundation each semester. Scholarship applications are accepted between October 1 through April 1 and are typically awarded in early summer for the following fall semester. For more information about scholarships, contact the SJR State Foundation office at (386) 312-4100 or visit our website at: [SJRstate.edu/foundation](http://SJRstate.edu/foundation).

### **COLLEGE WEBSITE**

SJR State's website has invaluable information about the College. Future students and their parents can learn about college programs and the steps for applying for admission. They may also apply for admission online. Current students and the general public can keep informed about ongoing and future events. There is also contact information for faculty and staff as well as a current listing of all open positions for employment.

Other resources for students include links to our online library and the College catalog. Additionally, students can find out about the requirements for workforce programs and test dates for admission to those programs.

Students may register online and access their information through the College's Web portal, MySJRstate. The portal provides access to class schedules, unofficial transcripts, financial information, email, grades, and more from one secure, customized location.

