

# STUDENT SERVICES

ST. JOHNS RIVER STATE COLLEGE

## ACADEMIC ADVISING SERVICES

Each of SJR State's campuses has an office housing its academic advising staff. Academic advisors and workforce outreach and success coordinators are available on each campus to help students identify personal, career and educational goals, navigate the college's myriad policies and procedures, understand degree requirements, test scores, transfer requirements for specific programs and serve as a resource and point of contact for students regarding many areas of the college.

The academic advisors are available to provide current and incoming students with services that academically contribute to their personal and career growth and development. The staff also facilitates academic success plans through one-on-one initial meetings and continues that personal relationship building process with a rich schedule of advisor appointment and walk-in availability throughout the semester.

In addition to the career development, exploration and advisement that our professional advisors offer daily, our career transitions specialist offers a variety of career employability services to students. These services include career assessment, resume development, mock interviewing skill development, guidance on job search and employment opportunities, maintaining our web presence as well as coordinating multiple career fairs and workshops throughout the year.

Students may schedule an appointment with their advisor or drop-in to have a quick question answered. We recommend scheduling an appointment for students who need to review graduation requirements, participate in career counseling, discuss academic program planning and/or change programs, discuss transitioning to a baccalaureate program, complete Financial Aid Satisfactory Academic Progress (SAP) appeals, or who have in-depth questions regarding a policy or process at SJR State.

Students are encouraged to meet with their advisor throughout their academic career at SJR state. Advising opportunities from admission to graduation include the following milestones:

- Mandatory initial academic advising prior to first term enrollment.
- New freshmen are encouraged to meet with their assigned advisor during their first term of enrollment.
- Students pursuing limited access A.S. degrees will receive a hold after completing 12-credit hours. Students must attend a special program meeting to remove the hold in order to register for future courses.
- Students pursuing the A.A. degree, non-limited access A.S. degrees or certain college credit certificates will receive a hold after completing 20-credit hours. Students must meet with their advisor to remove the hold in order to register for future courses.
- Students are encouraged to meet with an advisor the term prior to graduation. In addition to completing all degree requirements, students are responsible for the graduation application, paying all associated fees and meeting the graduation application deadline.

Academic advising staff is dedicated to providing students with quality academic support services that involve timely and accurate academic advising, career counseling, services for students with disabilities and appropriate referrals as needed.

## CAREER SERVICES

Career counseling services are available to all SJR State students via the webpage at [SJRstate.edu/careerservices](http://SJRstate.edu/careerservices). This site provides resources on career planning, job search strategies, the labor market, employment opportunities and work experiences, such as job shadow opportunities and internships. Workshops, such as resume writing, interviewing and career fairs are scheduled throughout the

year. Additionally, students can request personal advising with the College's career services coordinator at (904) 276-6779.

## MANDATORY HEALTH PROGRAM MEETING

Students who have declared their program in one of the pre-health areas of Health Information Technology, Nursing, LPN-ASN Bridge, Radiologic Technology, or Respiratory Care will have a hold on registration after earning 12 credit hours toward their program of study.

The 12 credit hour hold on registration is lifted when students have completed a health program meeting. The purpose of the meeting is to determine if the student is on track to apply for admission into a limited access program, complete the program of study, or if a change of program of study is required. This early checkpoint serves as a means to address specific issues related to program admission and if additional support systems need to be put into place to encourage student success. The meetings are currently offered online via Canvas and review some of the content from new student orientation and strategies for learning in healthcare programs.

## CAREER PATHWAYS

Career Pathways provides students who are completing career and technical education programs in high school with the opportunity to continue their studies in college in the same career cluster. In partnership with the Dual Enrollment department and in accordance with local and statewide articulation agreements, students have access to acceleration options, reducing the time and cost of their A.S. degree or certificate. Programs of study, from grade nine through postsecondary, are designed by the St. Johns River Career Pathways Consortium and guided by the workforce and economic development needs of business and industry.

Local and statewide articulation agreements afford additional opportunities for returning adults to transition into workforce development degree and certificate programs by providing academic credit for earned industry certification and licensure.

## COLLEGE TESTING

### The Testing Center

Testing for college placement, limited access programs, and other assessments are scheduled and administered through the Testing Center. These exams require an appointment made through the Testing Center in advance. Additionally, the Testing Center supports proctoring for distance learning exams from other institutions and many other third-party exams. Exams require a non-refundable administrative fee. Missed appointments may be rescheduled, when possible, within the fiscal year. Please see page 67 in the Catalog/Student Handbook for testing and examination fees.

The fee and process may vary by exam. For more information, visit [SJRstate.edu/testingcenter](http://SJRstate.edu/testingcenter), email the Testing Center at [TestingCenter@SJRstate.edu](mailto:TestingCenter@SJRstate.edu) or call one of the following Testing Centers: Palatka Campus (386) 312-4228, Orange Park Campus (904) 276-6793 or St. Augustine Campus (904) 808-7417.

NCCT - National Center for Competency Testing: Applied Health Certificates

**The security of our candidates and our test material providers require the following:**

All exams conducted by SJR State require a current government issued photo ID or College photo ID for admission. The following items are expressly prohibited during testing sessions unless otherwise stated in examination instructions:

- Firearms and weapons
- Bags, purses, backpacks (subject to inspection)
- Electronics (e.g. phones, iPods, tablets, laptops, earbuds, headphones, watches, gaming devices, etc.)
- Calculators
- Food and drink
- Outerwear: subject to inspections (e.g. coats, jackets, hoodies, scarves)
- Headwear: subject to inspection (e.g. hats, bandannas, headbands)
- Other items as identified at time of sign-in by the test administrator

All candidates will be cleared for foreign metallic objects by a hand-wand procedure before entering the testing environment.

### **HEALTH SERVICES**

The College does not maintain an infirmary or hospital. All injuries must be reported to the Office of Student Affairs on the Palatka campus or Security at the Orange Park and St. Augustine campuses. If the injury or illness appears to be serious, the College will immediately attempt to notify the family. Emergency treatment by a private physician is at the student's or parent's expense. Personal insurance is the student's responsibility.

### **PREGNANCY ACCOMMODATIONS FOR STUDENTS**

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex, including pregnancy and related conditions, in educational programs and/or activities.

St. Johns River State College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Prompt and appropriate communication by the student is necessary to ensure appropriate accommodations are provided.

Students needing assistance can seek accommodations from the Academic Counseling Office on any campus (Orange Park – 904-276-6855, Palatka – 386-312-4035, St. Augustine – 904-808-7402) or from the Title IX Coordinator Charles Romer at 386-312-4074.

### **SJR STATE STUDENT ASSISTANCE PROGRAM**

SJR State has a licensed mental health counselor on staff who is available to meet with students. The College has also established SJR State CARES, which was created to provide assistance to students who are experiencing issues such as anxiety, depression, mental health, and substance abuse. Faculty, staff and students can contact the SJR State CARE counselor at (386) 312-4305.

### **RISKS ASSOCIATED WITH DRUGS AND ALCOHOL**

The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Information regarding the possible side effects associated with the use and abuse of alcohol and certain drugs is available at any of the College counseling centers.

Almost all of these effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, increased blood pressure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, all of these drugs pose serious risks to the fetuses and nursing infants, up to and including death.

### **LOST AND FOUND**

The College maintains a lost and found property service located at the Security office at all three campuses.

### **VENDING MACHINE REIMBURSEMENT**

When individuals experience a vending machine malfunction resulting in the need for a reimbursement, please utilize the phone

number on the face of the machine to contact and report the malfunction as well as to initiate a refund.

When the individuals do experience any vending machine malfunctions, please also report the status of the machine to either the Bookstore Manager or the Director of Purchasing and Auxiliary Services.

### **BOOKSTORE**

A bookstore is located on each of the three campuses of St. Johns River State College. Students may purchase and/or rent textbooks and other materials for college classes. The bookstore will refund textbooks provided they meet the requirements listed below.

All refunds must be accompanied by a receipt. Refunds will be made by way of choice made by Student under the "Student Refund Options" section of this Catalog/Student Handbook or by credit to financial aid book card. NO CASH REFUNDS. Bookstore management reserves the right to determine the value of returned items based on salability and condition.

### **Fall/Spring Term Refunds**

- A 30 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
- Textbooks for the fall and spring term may be returned for a full refund (original resalable condition) during the first two weeks of class.
- New textbooks beyond the first two weeks of this 30 day period will be refunded at the used price (75% of new).
- No refunds are allowed after this 30 day refund period.

### **Summer Term Refunds**

- A 10 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
- Textbooks for the summer term may be returned for a full refund (original resalable condition) during the first week of class.
- New textbooks beyond the first week of this 10 day period will be refunded at the used price (75% of new).
- No refunds are allowed after this 10 day refund period.

To acquire a 100% refund for books purchased with shrink-wrap, the books must be returned as sold without the shrink-wrap opened. At any time, a used book may be returned for a new book when the customer is willing to pay the difference in price. Also, defective books may be exchanged for a non-defective book.

### **Digital Content Refunds**

Digital content purchases are not refundable after 14 days, or if 10% or greater of the content is accessed, or if any portion of the content is printed.

### **Textbook Rentals**

The SJR State Bookstore offers a textbook rental option for several courses. By renting, students can save up to 60% on the cost of textbooks.

### **Textbook Rental Agreement Terms and Conditions**

- You must be at least 18 years of age.
- You will enter into a Textbook Rental Agreement ("Agreement") with the St. Johns River State College Bookstore at your own free will. You must currently be a student at St. Johns River State College and currently enrolled in the course(s) that require(s) the rented material(s).
- Rental Return Due Date - You will rent the course material(s) for the duration of a single semester. You must return the exact material(s) that you rented to the SJR State Bookstore by the rental return deadline noted on your Agreement. The SJR State Bookstore is not responsible for reminding you of the rental

- return deadline.
- Failure to Return - If you fail to return the rented material(s) by the rental return due date, you will be charged a late fee of \$5 per book per business day until the rented material(s) is/are returned. The late fee per book will not exceed the list price of the book, less the rental charge, plus a \$10 transaction fee. After 10 business days of non-return status, a charge is placed on your student account for the list price of the book, less the rental charge plus a \$10 transaction fee. Your student account will also be placed on hold until you pay all fees due. Once an account is charged due to non-return status, the book is no longer returnable or eligible for sale to the Bookstore during book buy-back.
- Condition Upon Return- The rented material(s) is/are the property of the SJR State Bookstore. You are responsible for the condition of the rented material(s) and bear full responsibility for the condition of the rented material(s) in salable condition. The SJR State Bookstore has the right to deem the rented material(s) non-returnable pursuant to the following guidelines: (1) any writing, (2) excessive highlighting, (3) damage above normal wear and tear, (4) removal of the rental sticker and (5) any type of water (or other liquid) damage. You must pay the current list price, less the rental charge, plus a \$10 transaction fee for every rented material that is lost, stolen, or deemed non-returnable for any reason covered in the Agreement.
- Refund - The rented material(s) may be returned to the Bookstore for a full refund through the date noted on the Agreement, as long as the materials are in the same condition as issued. After that time, no refunds will be issued for the rental material(s). Students withdrawing from one or more courses after the drop/add date may return rented books at any time up until the last day of class, but no refunds will be issued.
- Tax - Normal tax rates apply.

### Online Bookstore

Go to Bookstore.SJRstate.edu for information on textbooks and course materials, merchandise, store contacts, locations, and hours.

### ORGANIZING A NEW CLUB OR ORGANIZATION

Students are encouraged to organize and/or join associations or clubs that promote a free society, pursue scholarly interests, and/or promote the interests of St. Johns River State College. All student associations or clubs must include an anti-hazing policy in its bylaws and must be democratically operated. The procedures for establishing a new association or club are available from the Office of Student Affairs and the campus Student Engagement Office. Memberships in any organizations or clubs shall be open to all students without respect to race, creed, sex, disability, or national origin.

The following steps are to be taken when forming a new organization:

1. Contact the campus Student Activity Coordinator to facilitate the process of starting a club.
2. Secure a faculty member who is willing to serve as a sponsor.
3. Obtain temporary approval from the Office of Student Affairs to develop a constitution or body of governing rules.
4. Present the constitution or body of governing rules to the Student Government Association (SGA) and seek the recommendations for approval from the group.

The SGA makes recommendations to the Office of Student Affairs, who in turn presents written recommendations to the President of the College. The President has final authority in the authorization to operate as an approved student club or organization on campus. Approval may be withdrawn by the Office of Student Affairs or the

President.

Students are urged to participate in student activities that encourage the development of leadership, personal growth, and school spirit. Some of these organizations are a portion of class activities; others have been chartered by the SGA, but may be inactive during some years.

### STUDENT GOVERNMENT ASSOCIATION (PALATKA, ORANGE PARK, AND ST. AUGUSTINE)

All registered students of SJR State are represented by the Student Government Association (SGA) and are governed by its constitution. SGA sponsors a variety of campus events. Students have access to the policy-making bodies of the College primarily through the Student Government Association, whose meetings are open to all students and faculty of SJR State. Students can also bring issues to the attention of the SGA members; after discussion, the chairperson or sponsor of SGA can take the concern or issue to the Office of Student Affairs or directly to the President, either of whom may then take the issue in recommended policy form to the Board of Trustees for approval.

### PHI THETA KAPPA (PALATKA, ORANGE PARK, ST. AUGUSTINE)

Membership for this community college scholastic honorary society for students is by invitation. The Palatka Campus chapter is named Chi Tau; the Orange Park chapter is Alpha Epsilon Lambda; and the St. Augustine chapter is Alpha Xi Eta. Several scholarships are available to members for senior universities. Students must have an acceptable GPA.

### CLUBS AND ORGANIZATIONS

Students are encouraged to participate in extracurricular activities which include academic, service, religious, and special interest clubs and organizations. These organizations are largely student-initiated and controlled. A complete listing of clubs and organizations can be found online at SJRstate.edu/studentlife.

### CLUBS AND ORGANIZATIONS AT SJR STATE:

#### **PALATKA**

Bass Fishing Club  
Fellowship of Christian Athletes  
Film Club  
La Vida De Arte  
Model UN Club  
Musical Theater Club  
Phi Theta Kappa  
Psychology Club  
Student Government Association  
Student Nurses Association

#### **ORANGE PARK**

Business Club  
Dual Enrollment Club  
Film Club  
Gamers' Guild  
Model UN Club  
NEST (Nature Club)  
Phi Theta Kappa  
Student Government Association  
Student Nurses Association  
Students Focused on Christ

#### **ST. AUGUSTINE**

Business Club  
Health Information Technology  
Medical Education Club  
Model UN Club  
Phi Theta Kappa  
Ping Pong Club  
Psychology Club  
Radiology Club  
Respiratory Care Club  
Rotaract Club  
Student Government Association

**OFFICIAL CALENDAR OF EVENTS**

All extracurricular campus activities must have the approval of the Office of Student Affairs. Organizations wishing to place an activity on the calendar must request approval no later than 10 days prior to the event. Once the activity has been posted on the official calendar, only the advisor of the sponsoring group and/or the Office of Student Affairs may authorize removal or change. In the event of a conflict on dates and facilities use, all persons involved will be contacted in an attempt to effect a change of dates.

**CULTURAL EVENTS****Florida School of the Arts**

Located on the Palatka Campus, the Florida School of the Arts presents a wide variety of cultural activities in the arts including dramas, dance and musical presentations, and art exhibits.

**Thrasher-Horne Center**

Located on the Orange Park Campus, the Thrasher-Horne Center hosts traveling art exhibits, theatrical shows and community events and serves as a meeting site for business conferences and events.

**ATHLETICS**

St. Johns River State College is a charter member of the Florida College System Activities Association, the governing body for intercollegiate competition within the state. The College provides intercollegiate baseball for men and intercollegiate softball and volleyball for women.

The College is a member of the National Junior College Athletic Association and participates in Region VIII of this organization.

**STUDENT IDENTIFICATION**

While on College property, students should possess an SJR State student identification card. Students can secure this card from the library on each campus during operating hours when classes are in session.