



Phone: 386.647.4200  
Fax: 386.364.4698



**RIVEROAK**  
TECHNICAL COLLEGE

# Student Catalog

## 2021 - 2022

415 SW Pinewood Drive SW, Live Oak, FL 32064



# earn a Career in 1 YEAR

## PROGRAMS

- + Automotive Collision Technology Technician
- + Automotive Service Technology I
- + Automotive Service Technology II
- + Brick and Block Masonry
- + Cosmetology
- + Digital Design I
- + Early Childhood Education
- + Electricity
- + Facials Specialty
- + Medical Administrative Specialist
- + Nails Specialty

- + Nursing Assistant\*
- + Patient Care Technician
- + Pharmacy Technician
- + Phlebotomy\*
- + Practical Nursing
- + Professional Culinary Arts & Hospitality
- + Surgical Technology
- + Welding Technology &
- + Welding Technology-Advanced

\*Workforce Education Program



**RIVEROAK**  
TECHNICAL COLLEGE



ACCREDITED BY  
COUNCIL ON OCCUPATIONAL EDUCATION, INC.  
7840 Roswell Road, BLDG. 300, Suite 325  
Atlanta Georgia 30350  
(770) 396-3898, (800) 917-2081

Any academic requirement, course or program offering, business policy, fee, or information contained in this publication are subject to change or revocation without notice.

**Administered by**

**Suwannee County School District**

**Ted Roush, Superintendent**

**Mary Keen, Principal &  
Director of Career, Technical & Adult Education**

**Suwannee County School  
Board Members**

**Jerry Taylor, District 1**

**Norman Crawford, District 2**

**Tim Alcorn, District 3**

**Ed da Silva, District 4**

**Ronald White, District 5**

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# DIRECTORY

## Important Numbers

### Office Hours (Day School)

Monday – Friday 8:00 a.m. – 4:30 p.m.

### Office Hours (Night School)

Monday & Tuesday 5:00 p.m. – 9:00 p.m.

Main Office.....	(386) 647-4200
Principal/Director CTE .....	(386) 647-4230
Student Services .....	(386) 647-4210
Coordinator of Career and Technical Education .....	(386) 647-4231
Bookkeeper .....	(386) 647-4201
Financial Aid and Veteran's Benefits Office .....	(386) 647-4211
Registrar.....	(386) 647-4214
Testing Center.....	(386) 647-4219
TABE Test Registration .....	(386) 647-4210
GED® Inquiries .....	(386) 647-4201
Community Relations.....	(386) 647-4208
Adult Basic Education Lab .....	(386) 647-4206
Auto Collision Technology Technician .....	(386) 647-4220
Auto Service Technology I & Auto Service Technology II .....	(386) 647-4222
Brick and Block Masonry .....	(386) 647-4236
Cosmetology .....	(386) 647-4205
DCT Program .....	(386) 647-4208
Digital Design I .....	(386) 647-4218
Early Childhood Education .....	(386) 647-4225
Electricity .....	(386) 647-4217
ESL Classroom .....	(386) 647-4229
Facials Specialty .....	(386) 647-4228
Medical Administrative Specialist .....	(386) 647-4224
Nails Specialty .....	(386) 647-4228
Practical Nursing .....	(386) 647-4238
Patient Care Technician .....	(386) 647-4216
Pharmacy Technician.. ..	(386) 647-4209
Surgical Technology .....	(386) 647-4221
Welding Technology & Welding Technology-Advanced .....	(386) 647-4215
Superintendent of Schools .....	(386) 647-4600
Director of Career and Technical Education .....	(386) 647-4200
Director of Curriculum and Instruction .....	(386) 647-4635
Personnel Department .....	(386) 647-4641
Director of Exceptional Education/Student Services .....	(386) 647-4630
Director of Finance .....	(386) 647-4608



# Welcome to RIVEROAK!

Welcome to RIVEROAK Technical College!

Congratulations on taking the next step in continuing your education! RIVEROAK offers 20 career and technical education programs and two workforce education courses to select from that lead to industry credentials. RTC offers high quality instruction, academic and financial advisement, mentoring and coaching to ensure your success in its programs.

Your handbook supplies information regarding rules, policies, and procedures that govern our college. Please familiarize yourself with it so that you understand our vision, mission, goals, and expectations. If you have not had an opportunity to visit our website, please visit RTC's site at: [www.riveroakcollege.com](http://www.riveroakcollege.com) and please follow RTC on Facebook, Twitter, and Instagram for up-to-date information, upcoming events, and student celebrations.

Thank you for choosing RIVEROAK Technical College in pursuing your educational goals! If there is anything I can assist you with, please feel free to contact me at 386-647-4200 or stop by my office while on campus. Wishing you a successful and enriching experience!

Welcome to the RIVEROAK family!

Sincerely,



Mary Keen, Principal

#GrowYourFutureWithUs



RIVEROAK  
TECHNICAL COLLEGE

# Vision



RIVEROAK Technical College will provide technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

## RIVEROAK Mission

RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

## Suwannee County School District Vision & Mission

**VISION:** Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success.

**MISSION:** Suwannee County Schools will educate all students in a safe and supportive learning environment.

## Title IX

RIVEROAK Technical College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior. Victims are encouraged to report or file a complaint of sex/gender discrimination or sexual misconduct immediately in order to maximize the School District's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation into the report or complaint. Failure to promptly report alleged sex/gender discrimination or sexual misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the School District's ability to carry out these procedures. The School District and Title IX Coordinator have jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by RTC faculty, staff, students and other members of the RTC Community that involve or invoke Title IX. RIVEROAK Technical College's Title IX Representative can be contacted as follows: Julie Ulmer Title IX Contact, Student Services Coordinator, RIVEROAK Technical College, 415 Pinewood Drive SW, Live Oak, Florida 32064, 386-647-4231, julia.ulmer@suwannee.k12.fl.us.

## Non-Discrimination Policy

The Suwannee County School Board advises that all vocational opportunities will be offered without regard to race, color, national origin, sex, and disability. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Program offerings include Adult Education; Business Management and Administration; Community Education; Health Sciences; Architecture and Construction Education; Transportation, Distribution and Logistics; and Hospitality and Tourism.

The RIVEROAK Technical College serves adults, high school students and dual enrollment students. Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school. Admission is also open to secondary students grades 9-12 as part of a regular secondary credit earning program.

Equity Coordinator contact information:

Ronald Gray  
Equity Coordinator  
Suwannee District Schools  
1740 Ohio Ave., S  
Live Oak, FL 32064  
(386) 647-4644

# CALENDAR

## Registration Dates

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Fall Registration .....July 1, 2021 - July 15, 2021  
Fall Term .....August 10, 2021 - December 17, 2021  
Spring Registration .....October 1, 2021 - December 11, 2021  
Spring Term .....January 4, 2022 - May 27, 2022

## Professional Development Days

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\*No school for students.

September 20, 2021  
November 12, 2021  
January 14, 2022  
February 18, 2022  
March 25, 2022  
April 25, 2022  
May 16, 2022

## Student Holidays

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September 6	January 1 - 3
September 20	January 14
October 11	January 17
November 11 - 12	February 18
November 22 - 26	February 21
December 20 - 31	March 14
	March 25
	April 15 - 25
	May 16

## Graduation & Awards Program



May 27, 2021

## 2021 - 2022 9-weeks

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1st 9-weeks: Aug. 10 - Oct. 8, 2021

2nd 9-weeks: Oct. 12 - Dec. 17, 2021

3rd 9-weeks: Jan. 4 - Mar. 11, 2022

4th 9-weeks: Mar. 15 - May 27, 2022



# SUWANNEE COUNTY SCHOOL DISTRICT SCHOOL CALENDAR 2021-2022

## MY CHOICE for High Quality Education!

July 2021					
July 1-31: Summer Work Schedule July 5: Holiday				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

January 2022					
Jan 3: Teacher Work Day Jan 4: Students Return Jan 14: PD Day Jan 17: MLK Holiday	<del>3</del>	4	5	6	7
	10	11	12	13	<del>14</del>
	17	18	19	20	21
	24	25	26	27	28
	30				

August 2021					
Aug 3-5: Pre-Planning Days Aug 10: First Day for Students	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

February 2022					
Feb 18: PD Day Feb 21: Presidents Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	<del>18</del>
	21	22	23	24	25
	28				

September 2021					
Sept 6: Labor Day Holiday Sept 20: County PD Day			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	<del>20</del>	21	22	23	24
	27	28	29	30	

March 2022					
Mar 15: End of Quarter 3 (45 days) Mar 14: Teacher Work Day Mar 25: PD Day		1	2	3	4
	7	8	9	10	11
	<del>14</del>	15	16	17	18
	21	22	23	24	<del>25</del>
	28	29	30	31	

October 2021					
Oct 8: End of Quarter 1 (90 days) Oct 11: Teacher Work Day					1
	4	5	6	7	8
	<del>11</del>	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

April 2022					
April 15: Good Friday Holiday April 18-22: Spring Break April 25: PD Day					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	<del>21</del>	<del>22</del>
	25	26	27	28	29


November 2021					
Nov 11: Veterans Day Holiday Nov 12: PD Day Nov 22-23: Thanksgiving Break	1	2	3	4	5
	8	9	10	11	<del>12</del>
	15	16	17	18	19
	22	23	24	25	26
	29	30			


May 2022					
May 16: PD Day May 25-27: Early Release May 27: End of Quarter 4 (45 days) May 31: Last Day for Students May 30: Memorial Day Holiday May 31: Post-Planning Day	2	3	4	5	6
	9	10	11	12	13
	<del>16</del>	17	18	19	20
	23	24	25	26	27
	30	31			

December 2021					
Dec 17: Early Release Dec 17: End of Quarter 2 (40 days) Dec 26-31: Christmas Break			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	<del>27</del>	<del>28</del>	<del>29</del>	30	31

June 2022					
June 1-30: Summer Work Schedule			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

 PD Day – Holiday for students.

 Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

 Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

 Holidays for ALL employees and students.

\* Early Release days may be subject to change with prior notice.  
\* PD Days may be converted to student days if needed for storm make-up days.

SCSB Approved: 07/14/2020  
Revised: 02/23/2021



# ADMISSION POLICY



## Florida Residency

To obtain in-state tuition and/or financial aid, proof of Florida residency must be provided. Two (2) copies of the following documents may be used (must be dated 12 months prior to enrollment): Voter's registration, driver's license, automobile registration, bank accounts, rent receipts, tax returns, home mortgages, financial aid and admission documents from previous years, employment documents, student loan notes, need analysis documents, utility receipts, and Florida state identification. For further information please contact the Financial Aid Specialist at (386) 647-4211.

## Transfer of Students Not Enrolled at RIVEROAK Technical College

Students, including VA, must report all previous post-secondary education. Upon receipt of a transcript from an accredited institution, occupational completion points or credits earned will be evaluated and applied to the course/program of enrollment, if comparable. Competence checks not included in an occupational completion point are also available for previously learned knowledge and skills. Students must contact Student Services for questions or assistance with transfers.

## Transfer of Students from Within RIVEROAK Technical College

Students may drop a class and enroll in any other class or program on a space available basis. Competencies earned prior to withdrawal are used to determine if the student has reached an occupational completion point or literacy completion point prior to withdrawal. Competencies may be transferred to the new course/program if appropriate. The attendance record will transfer to the new course/program. Students must contact Student Services for assistance with transfers.

## High School Admissions/Career Dual Enrollment

Public high school students may dual enroll at RTC. Tuition, fees, and textbooks are free for district students. High schools in our service area are responsible for fees and textbooks. Industrial programs may have equipment and/or uniform costs. Industrial programs require a minimum of two periods per day. Pharmacy Technician, Practical Nursing, Surgical Technology, and Phlebotomy programs are not available to high school students. Patient Care Technician is available for full-time dual enrollment to Seniors in the Spring Semester. Home school students can dual enroll with tuition waived, but will be responsible for fees and books. Private school students may enroll per articulation agreement between their school and RTC.

## High School Students Must:

1. Consult with a high school counselor regarding enrolling at RTC and obtain approval.
2. Have a GPA of 2.0 or higher and completed application.

# ADMISSION POLICY

## Enrollment

Programs require students to enter at the beginning of terms or at specified times during the year.

Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school.

Career dual enrollment is available to secondary students enrolled in post-secondary programs with the permission of the home school, private, or charter school and RTC.

## Adult Career Admission Check List

1. Complete an application/schedule form in the Student Services office.
2. Complete Test of Adult Basic Education (TABE) assessment test (if applicable and within first six weeks).
3. Schedule a conference with student services to discuss test results and class schedule.
4. Documentation of Florida Residency for in state tuition.
5. Pay application fees.
6. Apply for FAFSA. Financial aid students must complete all paperwork before entry into a program.
7. Obtain class schedule from student services.

## Diploma Policy

High school diplomas issued by any public funded state or government agency will be accepted for admission. High school diplomas issued by private schools must be accredited and recognized by the Florida Department of Independent Schools and Colleges. High school graduates that do not meet this criteria must pass the GED® test.

A.S. degrees or higher have to be issued by a public institution or accredited private institution. A.S. or higher degrees may be presented in lieu of TABE test requirements.

## TABE Exemption

Students who enroll in a Career and Technical Education (CTE) program offered for career credit of 450 hours or more must complete an entry-level examination (TABE) within the first six weeks after admission into the program.

Students are TABE exempt if:

- entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma
- earned a 150 on Mathematics and 150 on the RLA section of the 2014 GED® version (within the past 2 years)
- is serving as an active duty member of any branch of the United States Armed Services
- SAT Score Verbal - 440 and Math - 440 or Reading - 24 Writing - 25 Math - 24
- ACT Score Reading - 19, English - 17, Math - 19
- PERT Score Reading - 106, Writing 103, Math 114

# TUITION AND FEES

## Tuition & Fees

In accordance with the Florida Legislature and Suwannee County School Board, fees are charged for RTC attendance. Fees vary according to program length and include a tuition fee, financial aid fee, capital improvement fee, laboratory use fee, and textbook costs. Student financial aid and capital improvement fees are set by the Florida Legislature. The student financial aid fee is 10% of tuition cost. The capital improvement fee is 5% of tuition cost. The technology fee is 5% of tuition cost.

Other fees may be assessed as required by an individual program such as state board exam fees, liability insurance, drug tests, and motor vehicle reports. Due to price changes during the school year, fees may change without prior notice. Contact Student Services for a list of fees associated with each program.

Students returning to complete a program that is less than one semester of instruction may be eligible for pro-rated tuition. Students must be identified eligible prior to his/her return to receive pro-rated fees.



### Tuition & Fees Are As Follows:

- |  |                        |
|--|------------------------|
| 1. Resident: Adult Job Preparatory     | \$ 2.44 per clock hour |
| 2. Non-Resident: Adult Job Preparatory | \$ 7.32 per clock hour |
| 3. Adult General Education             | \$ 30.00 per term      |

\*Fee waivers and exemptions may be available for AGE tuition.

## Adult General Education Fees

Adult General Education fees are \$30.00 per semester. Courses listed for Adult General Education may receive a fee waiver except for students remediating above the literacy level required for vocational training programs, or remediation services above ninth grade level. Tuition and book fee waivers or exemptions apply to students who do not have a high school diploma or its equivalent, and are enrolled in adult basic education (ABE), adult secondary education (ASE), for the purpose of achieving basic literacy or receiving a high school diploma or its equivalent. See Student Services concerning fee waiver source 5.

Students who have a high school diploma or its equivalent and are enrolled in adult basic education (ABE), adult secondary education (ASE), or applied academics for adult education (AAAE), and possess basic skills at or below the eighth grade level may also be fee exempt for tuition and books.

## Fee Due Dates

RETURNED CHECK FEE: A \$25.00 fee will be assessed on returned checks.

All fees are due in full on the first day of class unless a payment plan has been arranged prior to the first day of class. Students will receive an itemized bill each term. Tuition and other fees must be paid in full before students enter class.

Fees may be paid with cash, check, bank debit or credit cards. The minimum charge on credit cards is \$20.00. Fees paid with a check cannot be refunded until after 10 days.

# TUITION AND FEES

## Non-Refundable Fees

A \$50.00 non-refundable administrative fee is due when the registration form is submitted for a program. If a class is canceled, the full deposit will be refunded. In addition to the administrative fee, there is a \$65.00 background screen fee for all new students. Medical programs also require a fee of \$45.00 for drug screening.

## Fee Deferment

Eligible fees may be deferred.  
Nonexempt, non-fee waived students in adult programs may have fees deferred:

## Co-op Fees

Industrial Cooperative Education (ICE) and Cooperative Diversified Education (CDE) students will be assessed tuition and other applicable fees at the above hourly rate for the periods that they are employed as part of their training program.

## Eligible Fee Deferment

1. When financial aid from a federal or state assistance program is delayed in transmission to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid.
2. When a veteran or other student eligible for benefits under Chapters 32, 34, or 35, Title 38, U.S. Code is delayed in the receipt of benefits for payment of tuition fees. The student must request the deferment. Veterans who provide a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 will be allowed to attend or participate in a course of education when VA payments are pending.
3. When the district has written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, nonprofit organization, or civic organization.
4. When fees are delayed because of a district-adopted installment payment schedule based on a criterion of need.

## Institutional Refund Policy

Textbooks and kits may not be returned. The amount of refund, if one is due, is determined by the criteria listed below. Refunds will be made within 45 days of the last day of attendance, if written notification was provided to the institution by the student or from the date the institution terminates the student or determines the student has withdrawn. A written request from the student is not required to receive a refund if a refund is due. Any student, except a student receiving Title IV financial assistance, may be eligible for a refund under the following guidelines:

## Refunds for Veterans and Other Eligible Students

1. A 100% refund (less an administrative fee not to exceed \$100.00) will be issued to all students who withdraw up to one week before or on the first day of class.
2. For withdrawal after the first day of class through the first 10% of the enrollment period, a 90% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
3. For withdrawal after the first 10% of the enrollment period through the first 25% of the enrollment period, a refund of 50% will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
4. For withdrawal after the first 25% of the enrollment period through the first 50% of the enrollment period, a 25% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment). No refund will be issued if a student completes 60% of the enrollment period for which he/she is charged.
5. When fees are paid by a 3rd party, refunds are issued to the 3rd party.

# FINANCIAL AID

For financial aid assistance,  
please contact the Financial Aid  
Specialist:

(386) 647- 4211

The first step to receive any type of financial aid is to apply for federal financial aid. RTC offers two types of federally funded financial aid: Pell Grant and FWEF. Some agencies which sponsor students such as the Workforce Development Board, may also require that the student submit the federal financial aid application.

## Pell Grants

Pell Grants help students pay for their education after high school. For many students, these grants provide a financial aid foundation to which aid from other sources may be added.

Unlike loans, grants do not have to be paid back. To apply go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (RTC school code is 016824)

## Withdrawals

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will submit a withdrawal form to the Student Services office. If you are receiving financial aid, you must notify the Financial Aid Office in writing of your reason for withdrawing, noting your last day of attendance. Failure to do this may disqualify you for future financial aid.

Verification is the process established by the US Department of Education to check the accuracy of a student's FAFSA information. Verification may occur at any time during the application or awarding process. In most cases, applicants are selected by US Department of Education. You will be notified by the federal processor and/or the RTC financial aid office. Students will be asked to provide additional documents. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

## Return to Title IV (R2T4)

If a student withdraws before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to the Title IV funds for the payment period.

The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office.

If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

# FINANCIAL AID

## Satisfactory Academic Progress (SAP)

To be eligible for Title IV Funds, a student must make satisfactory academic progress. The satisfactory academic progress policy includes the student's GPA, pace through the program, and attendance.

RTC is a clock hour school. Federal regulation mandates that students attend all hours of each Pell Grant Payment Period to be eligible for additional funding eligibility. Students also must maintain a minimum of a "C" (2.0 GPA) to remain eligible for Financial Aid, including VA benefits. Students will be evaluated after 450 clock hours. A student can be evaluated as many times as deemed necessary by Financial Aid while enrolled in their program. Please contact the financial aid office for further information and/or to review the policy.

### Financial Aid Warning

Pell and VA students who do not meet appropriate attendance and grade requirements at the end of the payment period will be issued a Financial Aid warning for the next payment period.

- 1) A warning is an indication that the student is not progressing satisfactorily.
- 2) Students are permitted one warning payment period, and will remain Pell eligible at that time.

### Financial Aid Probation

Students who fail to meet Satisfactory Academic Probation (SAP) by the end of the second payment period will be placed on Financial Aid Probation. If it is determined that the student will require more than one payment period to meet Satisfactory Academic Probation (SAP), he/she may be placed on probation and develop an academic plan. A review of the student's progress at the end of one payment period is required of a student on Financial Aid Probation status, to determine if the student is meeting plan requirements. The student is eligible to receive Title IV aid as long as he/she continues to meet requirements and is reviewed according to his/her academic plan. Students enrolled in medical programs must maintain a minimum of 80% grade average. Students will be evaluated first term.

## Notice of Federal Student Financial Aid Penalties for Drug Law Violations

The Federal Drug-Free School Act is intended to inform students of the health risks associated with alcohol or drug abuse.

Penalties for those who violate school standards must be in place and consistently enforced.

State law prohibits the consumption or possession of alcoholic beverages by persons younger than 21 years of age.

The sale of alcoholic beverages to persons younger than 21 years of age is also prohibited.

## Eligibility

Students who do not have a high school diploma or a recognized equivalent (for example a GED®), or do not meet the home school requirements will not be eligible to receive Title IV student aid unless the student qualifies under the Ability To Benefit provision.



# VETERANS

In accordance with Title 38 US Code 3679 subsection (e), RTC adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

RTC will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## Florida Work Experience Program

Florida Work Experience Program (FWEP) provides jobs for students who need financial aid in order to attend a training program. Students earn money by working part-time for the school system. The total FWEP award depends on the student's needs and the amount of aid the student receives from other programs.



# FINANCIAL AID



RIVEROAK Technical College offers generous scholarships for current and future students.

RTC awards scholarships through an annual scholarship selection process. Scholarships are program specific. Students eligible for these scholarships are high school seniors and Career Certificate students.

Factors for selection include, but are not limited to, financial need, academic merit, leadership, and more.

Below are many of the scholarships offered at RTC.

Altrusa Naomi Hart Culinary Arts

Bernard Williams Memorial Scholarship

RTC Academic Development

Bright Futures

North Florida Community College

Lonnie Bob Hurst Scholarship

Suwannee Chamber of Commerce

Sabal Trail's Postsecondary Education  
Scholarship

Vincent M. Jones Achievement Award

RIVEROAK Merit Scholarship

PN Scholarships – Shands Ladies Auxiliary

- Honor of Ms. Elizabeth McMillan

RIVEROAK Academic Development Scholarship

- Memory of Margaret Boatright

- Memory of Wayne Corbin

Walter Doughty Memorial Scholarship

Altrusa of Live Oak Carol Herring

Rotary CTE Scholarship

Pat Collins Memorial Nursing Scholarship

For more information contact the Student Services Office at (386) 647-4210

# STUDENT INFORMATION

Students who enroll in a Career and Technical Education (CTE) program offered for career credit of 450 hours or more must complete a Basic Skills Examination within the first 6 weeks after admission into the program.

Each CTE program requires specific scores.

These scores must be met in order for the student to receive a certificate of completion. The TABE is used for this requirement.

There are exemptions to this requirement (listed below).

— Possesses a college degree at the associate in applied science level or higher.

— Demonstrates readiness for public postsecondary education pursuant to s.1008.30 and applicable rules adopted by the State Board of Education.

— Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma.

— Earned a 150 on Mathematics and 150 on the ELA section of the 2014 GED® version within 2 years.

Each test has different levels.

Survey Level D is used for students in CTE programs.

**\$30.00 charge for technical programs, job requirements, and enrollment venues. No charge for ABE and GED® TABE testers.**

## Grade Scale

90 - 100 -- A

80 - 89 -- B

70 - 79 -- C

60 - 69 -- D

0 - 59 -- F

## Grade Scale for Surgical Technology

90 - 100 -- A

80 - 89 -- B

0 - 79 -- Failing

## Grade Scale for Pharmacy Technician

93 - 100 -- A

83 - 92 -- B

75 - 82 -- C

0 - 74 -- Failing

## Grade Scale for Practical Nursing

93 - 100 -- A

85 - 92 -- B

80 - 84 -- C

0 - 79 -- Failing

## Grade Scale for Patient Care Technician

93 - 100 -- A

85 - 92 -- B

80 - 84 -- C

0 - 79 -- Failing

## Basic Skills Test Requirements for Completion

Class	Level	R	L	M
Automotive Collision Technology Technician	D	9	9	9
Automotive Service Technology I	D	9	9	10
Automotive Service Technology II	D	9	9	10
Brick and Block Masonry	D	8	8	9
Cosmetology	D	9	8	8
Digital Design I	D	10	10	10
Early Childhood Education	D	9	9	9
Electricity	D	9	9	9
Facials Specialty	No test required			
Medical Administrative Specialist	D	10	10	10
Nails Specialty	No test required			
Patient Care Technician	D	10	10	10
Pharmacy Technician	D/A	10	10	A 11
Phlebotomy	No test required			
Practical Nursing	A	11	11	11
Professional Culinary Arts & Hospitality	D	9	9	9
Surgical Technology	A	11	11	11
Welding Technology	D	9	9	9
Welding Technology-Advanced	D	9	9	9

R = Reading

L = Language

M = Total Math

Students entering a career program should demonstrate readiness to benefit from instruction in order to meet timelines and industrial exam requirements. The Basic Skills Exam is used to determine program participation readiness. The above chart assists students and counselors in designing a comprehensive program of study that may include academic readiness. Recommendations will not be used to deny admission into a program.

# STUDENT INFORMATION

## Institution

RIVEROAK Technical College (RTC) is a postsecondary technical training and adult education institution under the authority of Suwannee County School Board. The 20-acre campus is located in Live Oak, with easy access from U.S. Highways 129 and 90 and Interstates 75 and 10. Currently, 19 technical training programs are available. Basic skills remediation and GED® preparation are available through the comprehensive Learning Resource Center. Continuing Workforce Education courses are available as needed to businesses and individuals who are already employed and need technical updating or advanced training. Community Education courses are also offered. Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as physically handicapped, single parents, displaced homemakers, and academically or economically disadvantaged receive support from special programs located on campus and through collaborations with local agencies such as Workforce Development and Vocational Rehab.

## RTC MISSION

To provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident; and to encourage students to become highly productive citizens with positive values and a strong work ethic.



## Book Store

The book store is located in the Student Services office. Adults must purchase required texts. Textbooks are included in the fee statement provided to the students. Adult student textbooks and kits may not be returned if the student withdraws from RTC.

Books and some supplies are provided for high school students by Suwannee County School Board.

## A.L.I.C.E.

(Timely Warnings and Emergency Notifications)

In the event of an extreme, dangerous situation, involving people in a life or death conflict, actual death or hostage, a comprehensive plan of action is in place at the campus to deal with such matters. This will be reviewed during student orientation or by classroom teachers during the first week of class. Should the need arise, notify the instructor or nearest staff member immediately.

## Cell Phone Policy

Cell phones may be brought to class under the following conditions:

1. Cell phones must be turned off during class time and remain out of sight and kept secure.
2. Cell phone use must be limited to between classes.
3. The Principal shall have full authority to regulate the use of cell phones on school campus. Refer to School Board Policy 5.101.

## Medical Treatment Policy

Students may be treated for minor injuries on campus but no aspirin or similar drugs will be dispensed. All minor students must have an emergency authorization form on file for emergency transportation and care. All accidents or injuries must be reported to an instructor immediately.

## Bullying and Harassment

Suwannee County School District (SCSD) ensures all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. SCSD will not tolerate bullying and harassment of any type. School employees are required to report alleged violation of this policy. Students, parents, volunteers, etc. are encouraged to report any act that may be a violation of this policy either anonymously or in person to the Principal.



# STUDENT INFORMATION

## Americans with Disabilities Act

RTC complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. RTC also complies with Section 504 of the Vocational Rehabilitation Act Amendments (VRAA) of 1973 which states, "no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Reasonable accommodations will be provided for students with documented special needs.

As an Equal Access/Equal Opportunity institution, RTC assures students with disabilities equal access to all programs, activities, and services as described in Section 504 and 508 of the VRAA and in compliance with the ADA. Specialized services and counseling are provided by trained staff. Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with the counselor at the beginning of the term.

## Continuing Workforce Education

This course provides students with instruction that does not result in a Postsecondary Vocational Certificate, diploma, Associate in Applied Science degree, or Associate in Science degree. The content of the course may vary as a result of industry and student needs. Instruction in this course is for individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body; a new or expanding business, industry, and government agency whose products or services are changing so fast that retraining employees is necessary; or whose employees need training in specific skills to increase efficiency and productivity; and individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train, or to upgrade equipment.

## Accommodations for Special Needs

RTC makes every effort to accommodate the special needs of its students. Accommodations may include, but not be limited to, extended time for training, modified tools, special texts, and modified course content. Any student that may need accommodations should contact Student Services to identify strategies.

## Use of Technology

All students are issued an email account and password upon entry. Students use this email account to access CANVAS (RTC's instructional platform), FOCUS (RTC's grade and attendance platform) and to monitor communications from the college. Students will be given surveys in compliance with COE through this email also.

## Certificates of Completion

Certificates of Completion will be awarded to students who master program performance standards and meet state reading, language, and math minimum requirements for that program.



# STUDENT INFORMATION

For counseling services,  
please contact RTC  
Student Services:  
(386) 647- 4231

## Counseling

The Coordinator of Career and Technical Education Student and Community Affairs helps students and prospective students with academic or personal problems. Students returning to school who experience any anxiety or have to make difficult decisions may use all of the counseling services available. These include vocational guidance, career information, assistance with academic and study problems, specialized testing, and personal counseling. The Counselor works with students in a confidential relationship to explore aspirations, aptitudes, interests, and to help with special problems.

## Dress Code

Students are expected to dress appropriately for their program. Dress and general grooming shall be consistent with the highest possible standards. Bare midriff, see-through clothing, halters, tube tops, tank tops, backless dresses/tops, biker shorts, and loose pants/shorts that fall below the natural waistline are examples of unacceptable dress. Shop classes may require work boots. Dresses/skirts are to be no shorter than three inches above the knee. Clothing with words/phrases, symbols, pictures, patches, or insignia which are offensive, obscene, profane, or alcohol/drug related are prohibited. Most programs have additional dress code requirements. Students must dress for success. Students not in compliance with the dress code will be required to leave campus.

## Change of Address

It is the responsibility of the student to notify Student Services of a change of address or other demographic information such as marital status or phone number. Students eligible for Pell Grant refunds will be notified by first class mail.

## COMMENCEMENT/GRADUATION

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for GED®, High School Diploma, and career certificate education programs. Friends and relatives of students graduating are invited to attend the formal ceremony.



## Drug-Free School Policy

RTC Drug-Free School Statement: Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by RTC students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Suwannee County Public School owned and controlled property or as part of any of its activities. Any RTC student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Dept. of Education. In order to comply with the Federal Drug-Free Schools Act.



# STUDENT INFORMATION

## Electronic Devices

RTC is not responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

## Facility Care

Students are expected to help maintain the professional look of their campus by refraining from littering, parking on the grass, or marking on desks, equipment, or walls. Trash receptacles are conveniently located throughout the campus.

## Grievance Procedure

Persons who feel deprived of any personal rights by students, personnel, or policies of RTC are encouraged to pursue grievance through due process procedures as set forth:

- + Attempt to communicate your position to the person most directly involved. If not resolved
- + Explain the situation to a counselor. If not resolved
- + Make an appointment to discuss the problem with the building administrator. If not resolved
- + File a formal grievance petition. Forms are available in the Student Services office. A hearing will be held. Other resources are available for persons having special concerns including Civil Rights discrimination:

Local: (386) 364-2629 State: 1-800-342-8170

For cases where the grievance is not resolved at the institution level, the student may contact:

The Council on Occupational Education  
7840 Roswell Road., Bldg. 300, Suite 325 Atlanta, Georgia 30350  
(770) 396-3898 or (800) 917-2081  
website: [www.council.org](http://www.council.org)

## GED® Testing

RTC is an approved GED® Testing Center. Details of testing, costs, and dates may be obtained by calling (386) 647-4210.

The GED® test is only available in computer format.

To register for this test go [GED.com](http://GED.com).

The GED® is administered at RTC every Wednesday.

## Food Services



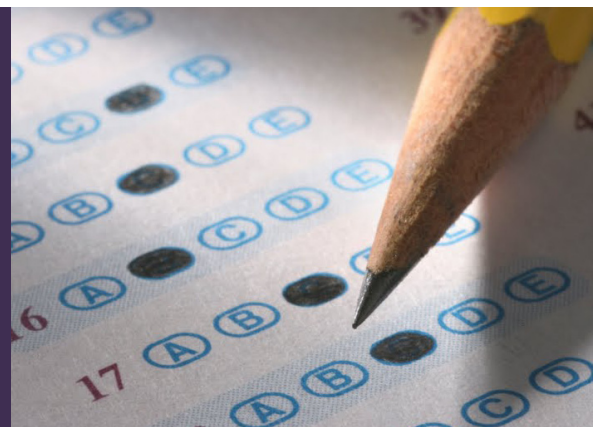
Food and drink machines are available in the Student Center. Suwannee High School students must eat lunch in the high school cafeteria. Meals may also be purchased from the Culinary Arts Program.

## Lost & Found

Please go to student services or the administration office to report anything missing or return found items so the proper owner can be notified.

## Messages

Only incoming emergency messages to the school will be taken for you and given to your instructor. Classes will not be interrupted for phone calls except in case of an emergency.



# STUDENT INFORMATION

## Immunization

In accordance with Florida Statute 1003.22, all students under 21 years of age must show proof of immunization from communicable diseases. Exemptions may be available under special circumstances outlined in statute.

## Honor Roll

Each nine-week grading period, students are identified for Honor Roll and recognized at the Honor Roll breakfast.

To be selected, the student must meet the following criteria:

1. Enrolled in two (2) or more grading periods.
2. Must have a 3.0 GPA average in all RTC classes.
3. Missed no more than three (3) days in the nine-week grading period for any reason, including Administrative Excused Absences.
4. Practical Nursing has different standards for honor roll. Refer to the specific program student handbook.



## Parking

All vehicles must display a valid parking permit. Students must park in designated student parking areas. Students may not park in unauthorized areas or in the shop compound without instructor or administrative permission. Adult parking permits may be purchased from Student Services for \$10.00 for the entire school year. No parking permits will be issued to high school students taking less than two periods per semester. High school parking permits may be purchased for \$10.00 per year. Vehicles without permits will be towed at the owner's expense.

## Live Work Policy

RTC accepts live work in Automotive Collision Technology Technician, Automotive Service Technology I, Child Care, Cosmetology, Brick and Block Masonry, and Professional Culinary Arts and Hospitality, Electricity and Welding. All services are provided by students. Work Orders are used to bill for materials, shop use fees, or services. Some shops have special conditions to accept live work. All work accepted must be with the approval of the instructor. The Program Advisory Committees approve a fee schedule for live work. School Board vehicles are not maintained or repaired by RTC programs. Vehicles left for repair will be charged \$5.00 per day storage beginning five (5) school days after owner is contacted for removal.

## Insurance

Students enrolled in industrial and health programs are required to purchase school accident insurance, provide evidence of coverage by some private accident policy, or sign a waiver declaring responsibility for their own medical bill(s) if an accident occurs. Health Science students must also purchase personal liability insurance for liability they may incur during clinical practice.



# STUDENT INFORMATION

## Orientation

Orientation occurs during the first week of each semester. Sessions are conducted during each of the periods throughout the day. Students are informed about rules and regulations, parking, food services, attendance, counseling, financial aid, programmatic information, the use of technology, and career pathways.

## Placement

RTC Student Services make every effort to help students obtain a job related to their training. Local employers contact RTC when job openings arise and RTC attempts to match student skills to job needs.



## Records & Transcripts

Student records are maintained in the Student Services office for five years. Records dating back more than five years are sent to the district records department where student data is recorded on microfilm. For information on student records, transcripts, and GED® records, contact RTC Student Services at 647-4210.

Requests for transcripts must be made in writing to RIVEROAK Technical College Student Services. The request must identify the student's full name or name at time of enrollment, date of birth, social security number, program of enrollment, and last date of attendance.

## Schedule Changes

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. The instructor will then arrange for a student to speak to the counselor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by student services.

## Visitors

Visitors must sign in at Student Services and obtain a visitor's pass before visiting the campus or classrooms. Visitors will have to have a photo ID that will be screened using the Raptor System. Administrator and instructor approval must be secured prior to classroom visits.

## Student Records, Directory Information

Under state and federal regulations, Suwannee County School Board is required to inform all students of policies protecting the confidentiality of students' educational records.

Directory information is a part of a student's educational records and includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards received, and most recent previous educational agency of institution attended by the student. Directory information will be deemed public and may be distributed upon request or may be published unless the principal of the school is informed in writing within (10) calendar days of the beginning of school by the concerned party that any or all of the information is not to be released or published.

# STUDENT INFORMATION

## Rules of Conduct

- + Students will keep work areas clean and in good order.
- + Profanity and rudeness will not be allowed.
- + Public display of affection or sexually explicit conduct will not be permitted on campus.
- + Sale, purchase or possession of non-prescribed drugs, alcohol, or other controlled substances will not be tolerated. Law enforcement will be contacted.
- + Fighting will not be allowed on campus.
- + Horseplay in classrooms or shops will not be tolerated.
- + Firearms, knives, razors, and other cutting instruments and/or weapons will not be allowed on campus.
- + Cell phones, CD players, mp3 players, radios, sunglasses, hats, etc., will not be used inside buildings.
- + Loitering in entry ways and hallways will not be allowed.
- + Any adult student leaving or returning to RTC is required to sign in/out. High school students must be checked out by a parent or guardian, in person, and also sign out at Suwannee High School (SHS) attendance office. Photo ID is required for the person checking out a high school student.
- + Students who willfully destroy or abuse property will be required to pay for damages.
- + No open food/drink containers will be allowed in classrooms or halls. All litter will be placed in containers.

## Tobacco Use

Smoking and use of tobacco products on RTC campus, in RTC buildings, or surrounding areas is strictly prohibited. Florida Statute 386.212 states it is unlawful for persons under 21 years of age to smoke or possess tobacco products. This law applies to any student – high school or adult. In addition to disciplinary action by RTC, local law enforcement will be contacted to issue a ticket for smoking or possession of tobacco products by a minor.

## Social Security Number, Collection & Use

In compliance with Florida Statute 119.071(5), Suwannee County School Board (SCSB) issues this notification regarding the purpose of the collection and use of your Social Security Number.

SCSB recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, as required by Florida Statute 1008.386, the Board must request that each student enrolled in the district provide his or her social security number and must use the Social Security Number in the management information system.

SCSB further recognizes that under certain circumstances, as an employer and an education institution, the collection of social security numbers is necessary to properly perform its duties and functions accurately and efficiently. Due to the sensitive nature of an individual's social security number, SCSB will secure Social Security Numbers from unauthorized access and never release them to unauthorized parties. Each student and employee will be issued a unique identification number for reporting purposes unless otherwise prescribed by law.

SCSB collects your social security number only for the following purposes: Identification and verification; benefit processing; data collection, reconciliation and tracking; tax reporting; criminal background checks; billing and payments; payroll administration; garnishments; state and federal education and employment reporting; financial aid programs; vendor applications; independent contractors; and employment and volunteer applications.

Additionally, Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for RTC to collect the Social Security Number of every postsecondary student enrolled. A student may refuse to disclose his/her Social Security Number to RTC, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

All Social Security Numbers are protected by federal regulations and are never released to unauthorized parties. (SCSB 10/28/08)



# STUDENT INFORMATION

## Student Organizations

Career and Technical Student Organization activities are an integral part of the vocational curriculum in Florida. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and vocational understanding. Students who participate in the activities of a Vocational Student Organization are better prepared to take their places in the world of work. The organizations provide opportunities for members to participate in activities which relate to actual or anticipated employment.

### SkillsUSA

SkillsUSA is for students in Automotive Collision Technology Technician Automotive Service Technology, Digital Design I, Professional Culinary Arts and Hospitality, Cosmetology, Early Childhood Education, Medical Administrative Specialist, Electricity, Welding Technology and Brick and Block Masonry. The organization provides leadership opportunities and skill enhancement.



### Licensed Practical Nurses Association of Florida (LPNAF)

LPNAF is an organization for students enrolled in the Practical Nursing program.

LPNAF provides motivation for establishing and elevating professional standards.

Through LPNAF, licensed practical nurses work for the improvement of practical nursing, the general welfare of licensed practical nurses, and the health needs of Florida citizens.

Membership fees are included in enrollment fees for the Practical Nursing program.

### Students Right To Know

Student Right-To-Know (SRTK) and Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act (DCSCCSA)

The SRTK requires institutions to disclose specific information on the general student population. The DCSCCSA requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. RTC publishes these reports to the faculty, staff and students to comply with the provisions of the law.

Student Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment: Harassment of any kind (sexual, racial, religious or national origin) whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students is illegal and will not be tolerated. If you feel you are being harassed, contact a school official.

Family Educational Rights and Privacy Act

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. Suwannee District School policies regarding student records are in accordance with these regulations.

# ATTENDANCE POLICY

## General Attendance Provisions

Good attendance and punctuality are important keys to career success. Business and industry can function only when employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits. These are the minimum requirements for all programs. Attendance policies may be more stringent in some programs.

NOTE: Attendance policies for secondary students are established by the Suwannee County School Board.

## Absences

The Attendance Policy is monitored by nine (9) week grading periods. The following policies apply to full-time and part-time adult students:

- + Students registered for day classes, three (3) periods or more, Monday through Friday (five (5) days a week) will be allowed up to six (6) absences per term. On the seventh absence, the student will be withdrawn from school.
- + Students registered for day or night classes, two (2) periods per day, two (2) evening classes, or less than 10 hours a week, will be allowed up to two (2) absences in any one (1) nine-week grading period. On the third absence, the student will be withdrawn from school.
- + Students in the Practical Nursing program must adhere to the specific attendance policies of the program. Refer to the Practical Nursing Student Handbook.
- + Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- + Suspensions are counted as absences.
- + There will be no "excused" or "unexcused" absences, except Administrative Excused Absences.
- + Students withdrawn for unsatisfactory attendance may re-enroll on a space available basis.
- + In calculating absences for withdrawal purposes, excessive absences in any one period of instruction will constitute withdrawal from all classes. Three (3) tardies will constitute an absence for that period.
- + Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed five (5) days. (Documentation may be required.) It will be the responsibility of the student to complete classroom or clinical training missed due to absences.
- + Full time ABE/GED® students enrolled in courses will be automatically withdrawn after six (6) consecutive absences. Students attending evening classes will be automatically withdrawn after three (3) consecutive absences.



# ATTENDANCE POLICY

## Withdrawals

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will submit a withdrawal form to the Student Services office.

If you are receiving financial aid, you must notify the Financial Aid Office in writing of your reason for withdrawing, noting your last day of attendance.

Failure to do this may disqualify you for future financial aid.



## Administrative Withdrawal

Adult students may be withdrawn immediately by the administration for the following reasons:

- + Discipline referral.
- + Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration.
- + Unsatisfactory progress.
- + Drug and/or alcohol abuse.

Students may not reapply for admission until the beginning of the next semester upon approval of the administration.

The student may appeal the disciplinary action. The student must make a request in writing to student services within five (5) days. If the student is dissatisfied with the decision of the appeal, the student may appeal through the Superintendent's Office, (386) 647-4600.

## Tardies & Early Dismissals

Tardies will be calculated on a 15 minute cycle: students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes and 46-60 minutes will be docked one (1) hour. Three (3) tardies, 15 minutes or less, will constitute an absence for that period.

## Administrative Excused Absences

If a student experiences a life-altering event and provides documentation within two days of returning to school, the student will be administratively excused for the following reasons:

- + Hospital confinement for the adult student, spouse, or children,
- + Court appearances,
- + Death in the immediate family (spouse, children, parents, siblings)
- + Extended illnesses (example: chemotherapy, severe diabetes, an illness that may require numerous doctor visits and can be documented).

Documentation is defined as:

- + For hospital stay: a statement from the doctor and/or hospital indicating the date of the admission and the date of dismissal.
- + For court appearance: a subpoena or a letter from the attorney representing the student.
- + For death in the immediate family: an obituary, a funeral program, or newspaper article about the deceased.
- + Contact RTC Principal, Mary Keen, to apply for Administrative Excused Absence.

# ATTENDANCE POLICY

## Leave of Absence

In order for an adult student to qualify for a leave of absence, the student must apply for the leave of absence prior to the requested time. The leave of absence will be considered for a period of days (minimum of five (5) days and no more than thirty school days) and not for sporadic absences over a period of time. In the event of an emergency absence, the student may be covered by the administrative excused absence.

A "Request for Leave" form must be filed with the Student Services Office. Student will be notified once a decision has been made. Contact student services to apply for a leave of absence.

NOTE: No more than one leave of absence will be granted in an academic semester. Veteran's benefits will be terminated and financial aid payments will be reduced. Extraordinary circumstances will be considered.

## Petition for Readmission

Once a student has been withdrawn from classes, the student may apply for readmission by completing a "Petition for Readmission" form. The student must present documentation to account for as many of the absences as possible. (Example: a student may have been sick for a few days and has a doctor's note to indicate the illness.) Each case will be reviewed by student services. It is the student's responsibility to keep all documentation and present it at the time of petition for readmission.

After an adult student has filled out a "Petition for Readmission" form and supplied as much documentation as possible, student services will review the information with input from the student's teachers and make a determination on readmission.

Should the student be allowed to return to school in the same semester, the adult student will be limited to no more than one additional absence and one additional tardy during the remaining time in the nine-weeks, and must be progressing toward the established educational goals for the student. Special conditions for readmission may be established.

Should the adult student fail to meet the above stated requirements, the adult student will be withdrawn from school and may not re-enter until the next semester, on a space available basis. This policy includes voluntary withdraw.

NOTE: No more than one petition for readmission will be granted per semester. Contact student services to petition for readmission.



# ADULT GENERAL EDUCATION

RTC is dedicated to providing technical training that will ensure success in today's rapidly changing, high technology work place. Employers stress that the most important ingredients for success are basic literacy skills. The ability to read and comprehend printed material, to write clearly and effectively, and to calculate math accurately are basic requirements for any technical training program or entry-level job. RTC offers several basic skills courses tailored to specific needs.

## Adult Basic Education (ABE)

Program Number 9900000

9900001 Adult Basic Education Mathematics

9900002 Adult Basic Education Reading

9900003 Adult Basic Education Language Arts

This program provides literacy instruction for students preparing to enroll in diploma seeking courses, to meet the academic standards of technical training programs at RTC or local community college, or to prepare for employment. This course is for students scoring below 9.0 in any area of the TABE.

## Adult English for Speakers of Other Languages (ESOL)

Program Number 9900040

The ESOL class serves individuals who need basic skill building in the English language. Students in this program may be served through this special class or through the other adult general education programs.

Emphasis is placed on speaking and reading the English language. Proof of residency not required for Adult Basic Education or ESOL courses. Day and night classes available. CASAS testing required.

## Applied Academics for Adult Education (AAAE)

AAAE provides basic skills remediation and the integration of academic skills in association with vocational instruction. The AAAE system is based upon the assessed needs of the individual, and the academic and employability requirements related to Florida's comprehensive vocational education programs. The program is characterized by open entry/open exit, self-paced instructional modules, flexible schedules, and performance-based evaluation. As a result, a variety of multimedia equipment and materials are used. Programs are available day and evening. Students who need AAAE in more than one curriculum area will be enrolled in the comprehensive course.

## GED®-I:

The GED® Integrated course is available for students simultaneously enrolled in both a CTE program and GED® instruction. Students must meet the criteria described below. Students must pay the \$30 per term fee for the Adult basic education class. They are also responsible for the tuition and fees for the CTE program they are enrolled in. If the student qualifies for a PELL Grant under the Ability to Benefit clause they must pay for the first 225 clock hours of the program out of pocket, take the Accuplacer Exam and have a clearly defined Career Pathway plan in place.

Determining eligibility for enrollment:

- Must be 16 years of age or older
- Formally withdrawn from the secondary school with the exceptions noted in Rule 6A-6.014, FAC.
- Student does not have a State of Florida diploma and pursuing a GED®
- Student must pretest at or above the 9th grade level in at least two of the content areas (reading, language arts, or mathematics).

Program Number S990001

S990011 AAAE Math

S990031 AAAE Reading

S990021 AAAE Language

S990041 AAAE Comprehensive

Pre Applied Academics for Adult Education

Program Number S990000

S990051 Pre-AAAE Math

S990071 Pre-AAAE Language

S990061 Pre-AAAE Reading

S990081 Pre-AAAE Comprehensive

## High School Diploma (GED®) Option

Program Number 9900020

RTC is a test site for the GED® exam. Contact Student Services for specific criteria for testing. Persons 16 years of age or older and seeking assistance to prepare for the GED® exam may enroll in the course General Education Development. A ninth grade TABE score is required to be enrolled in a GED® class. Students below ninth grade on TABE will prepare for the GED® with a pre-GED® class called Adult Basic Education. The program is self-paced, and available in day and night classes. Content in the GED® preparation course includes the four areas of the GED® exam: reasoning through language arts, mathematical reasoning, science, and social studies. Adult students who have never taken the GED® will be enrolled in the GED® Preparatory Comprehensive course. Students who have taken the GED® will be referred to the subject matter specific courses to prepare for retesting.

# BUSINESS, MANAGEMENT & ADMINISTRATION

## Medical Administrative Specialist (MAS)

Program Number: B070300 CIP Number: 0551071603 1,050 Hours

Pell Eligible

### Program Description

The Medical Administrative Specialist program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers as an information technology assistant, front desk specialist, medical office technologist, and medical administrative specialist. This program provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the business, management, and administration career cluster.

This program is eligible for full time or part time enrollment.

### Occupation Description

Graduates of this program are able to perform administrative duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
OTA0040	A	Information Technology Assistant	150	
OTA0041	B	Front Desk Specialist	300	
OTA0631	C	Medical Office Technologist	300	
OTA0651	D	Medical Administrative Specialist	300	
		Total	1,050	\$4,705.10

### Mission Statement

Medical Administrative Specialist Program offers a broad foundation of knowledge and skills expanding the traditional role of the Medical Administrative Specialist.

### Industry Certification

Micro0069 Microsoft Office Specialist (Bundle 3 of 6)

Micro0069 Microsoft Office Specialist (Bundle 3 of 6)

NATHA003 - Certified Medical Admin. Ast. CMAA

NATHA003 - Certified Medical Admin. Ast. CMAA

# BUSINESS, MANAGEMENT & ADMINISTRATION

## Digital Design I

Program Number: K700100 CIP Number: 0510030307 600 Hours

Pell Eligible

### Program Description

The Digital Design program offers a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. This program is designed to prepare students for employment as an information technology assistant, production assistant, digital assistant designer, graphic designer, and multi-media designer. The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic skills design, preparation of electronic layouts and illustrations, electronic scanning, as well as development of specialized skills in multimedia presentations. Over the course of the program, the students will create a series of projects that will serve in the development of both printed and digital portfolios.

This program is eligible for full-time or part-time enrollment.

### Occupation Description

The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, electronic scanning, as well as development of specialized skills in multimedia presentations. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the digital publishing industry: planning, management, finance, technical and production skills with underlying principles of technology and design.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
OTA0040	A	Information Technology Assistant	150	
GRA0024	B	Production Assistant	150	
GRA0025	C	Digital Assistant Designer	300	
		Total	600	\$2,531.70

### Mission Statement

The Business Program offers opportunities for quality education and training. The Digital Design and Medical Administrative Specialist programs provide students with transferable skills allowing them to become competent and employable in the business community.

### Industry Certification

Micro0069 Microsoft Office Specialist (Bundle 3 of 6), ADOBE010 Adobe Certified Associate (ACA), Dreamweaver, ADOBE020 Illustrator, ADOBE021 ACA-InDesign, ADOBE022 ACA - Photoshop, ADOBE010 Adobe Certified Associate (ACA), Dreamweaver, ADOBE020 ACA Illustrator, ADOBE021 ACA - InDesign, ADOBE022 ACA - Photoshop



# EDUCATION & TRAINING

## Early Childhood Education

Program Number: E300100 CIP Number: 0419070913 600 Hours

Pell Eligible

### Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster. Students will earn the Early Childhood Professional Certificate (ECPC). This program requires students to obtain 480 hours of direct work experience with children 5 years old or younger while enrolled in the program. Students will complete this practical experience in our two onsite childcare labs.

The program is full time enrollment with two enrollment options in the Fall or Spring semester. Fall semester begins in August and Spring semester begins in January. Program hours are Monday - Friday 8AM – 12:50PM

### Occupation Description

This program is approved by the Florida Department of Children and Families (DCF) as meeting the training requirements for child care personnel/ preschool teachers. The content includes but is not limited to competencies related to the following elements of the early childhood education industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight.

### Program Structure

The following table illustrates the postsecondary program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
HEV0870	A	Child Care Worker 1	150	
HEV0871	B	Child Care Worker 2	150	
HEV0872	C	Teacher Aide (Preschool)	150	
HEV0873	D	Preschool Teacher	150	
		Total	600	\$2,872.20

### Mission Statement

The mission of the Early Childhood Education Program is to prepare students for initial employment as child care providers, child care attendants, and child care aides or to provide supplemental training for persons previously or currently employed in these occupations.



# HEALTH SCIENCE

## Patient Care Technician

Program Number: H170694 CIP Number: 0351390205 600 Hours  
Pell Eligible

### Program Description

This program is designed to prepare students for employment as advanced cross trained certified nursing assistants and home health aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for acute and long term care settings along with home health; EKG performance and readings; phlebotomy; and rehabilitation assisting.

This program requires full-time enrollment.

### Occupation Description

**Home Health Aide:** Provide routine individualized healthcare, such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

**Nursing Assistant:** Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, move patients, or change linens. May transfer or transport patients. Patient Care Technicians also assist nurses, doctors and other health care professionals. They perform duties of a CNA, but are also trained to perform some basic medical duties such as EKG readings and phlebotomy. The laws of each state determine the extent of technician duties.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90	
HCP0121	B	Nurse Aide & Orderly (Articulated)	75	
HCP0332	C	Advanced Home Health Aide	50	
HCP0020	D	Patient Care Assistant	75	
HSC0016	E	Allied Health Assistant	150	
MEA0580	F	Advanced Allied Health Assistant	100	
PRN0094	G	Patient Care Technician	60	
		Total	600	\$3,833.93

### Mission Statement

The mission of the Patient Care Technician Program is to fulfil the need for cross-trained adults working in patient care by assessing, preparing, and placing students in a rewarding and successful career.

### Industry Certification

FDMQA002 Certified Nursing Assistant, NATHA002 Certified EKG Tech, NATHA007 Certified Phlebotomy Technician, NATHA006 Certified Patient Care Technician

# HEALTH SCIENCE

## Pharmacy Technician

Program Number: H170700 CIP Number: 0351080507 1,050 Hours

Pell Eligible

### Program Description

Pharmacy Technician prepares students for employment as pharmacy technicians. The content includes, but is not limited to, metric system, medical terminology, medicinal drugs, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, and health and safety, including CPR.

This program requires full-time enrollment.

### Occupation Description

Prepare medications according to prescription orders.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90	
PTN0084	B	Pharmacy Technician 1	360	
PTN0085	B	Pharmacy Technician 2	300	
PTN0086	B	Pharmacy Technician 3	300	
		Total	1,050	\$5,440.69

### Mission Statement

The mission of the Pharmacy Technician Program is to provide an excellent education with comprehensive, quality training and clinical experiences for students to obtain their Registered Pharmacy Technician licensure and National Certified Pharmacy Technician credential.

### Industry Certification

PTCBD001 Pharmacy Technician

# HEALTH SCIENCE

## Phlebotomy

Program Number: H170302 CIP Number: 0351100901 165 Hours

Not Pell Eligible

### Program Description

Students are given classroom experiences which prepares them for national certification as a licensed phlebotomist. This program is only offered in the evening.

### Occupation Description

The program is accredited with the American Society of Phlebotomy Technicians, Inc. Students have the option of taking the national board written and practical exam. National licensure is not required by the State of Florida but is requested by employers.

### Special Considerations

This program is scheduled in the evenings. Classes usually meet two nights per week and up to two Saturdays per month. Must present proof of high school diploma or GED®. Must be 18 years old. Must have background check and drug screening completed by RTC. Must present a copy of your immunization for clinical sights.

### Program Structure

Fees for the National Board Exam are the responsibility of the student.

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90	
MEA0520	B	Phlebotomist	75	
		Total	165	\$1,135.38

### Mission Statement

Educate people to be productive members of the community with compassion, dedication and kindness towards everyone they meet.

\*Workforce Education Program

# HEALTH SCIENCE

## Practical Nursing

Program Number: H170607 CIP Number: 0351390101 1,350 Hours

Pell Eligible

## Program Description

Becoming a Licensed Practical Nurse (LPN) is the quickest way to enter a nursing career. It requires three regular semesters for full time day students. Practical nurses must be very compassionate and patient, and be excellent caregivers. LPNs perform a variety of tasks, including monitoring patients and medical equipment, gathering and recording information from patients, administering medications, and patient care.

## Occupation Description

Provide basic nursing care under the direction of registered nurses and supervisors. Licensing required.

## Program Admission Requirements

Practical Nursing students are required to submit an application packet prior to enrollment.

AGE: 18 years or older at time of program completion

DIPLOMA: Standard High School or Graduate Equivalency Diploma (GED®)

TABE:

Math – 11.0

Language – 11.0

Reading – 11.0

Or met other basic skill requirements

ADDITIONAL TESTING: HESI

Students must also provide: Immunization records from birth, physical exam or waiver on file, current Hepatitis B immunization or a signed waiver on file, current negative TB Skin Test.

## Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
PRN0098	A	Practical Nursing Foundation 1	300	
PRN0099	B	Practical Nursing 2	300	
PRN0290	B	Medical Surgical Nursing 1	300	
PRN0291	B	Medical Surgical Nursing 2	300	
PRN0690	B	Comprehensive Nursing and Transitional Skills	150	
		Total	1,350	\$8,575.36

# HEALTH SCIENCE

## Practical Nursing (Continued)

### Certification Requirements

- Students must maintain a minimum of a C average (80 or higher) in each course.
- Students must meet attendance requirements according to LPN Student Handbook.
- Excused absences must be made up in the amount of hours missed.
- Students must receive satisfactory clinical evaluations (85 or higher).

### Industry Certification

NCSBN002 National LPN (NCLEX-PN)





# HEALTH SCIENCE

## Surgical Technology

Program Number: H17021    CIP Number: 0351090905    1,330 Hours

Pell Eligible

### Program Description

The Surgical Technology program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The content includes but is not limited to communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, employability skills, and basic computer literacy.

The program is full time enrollment with two enrollment options in Fall or Spring semester. Program hours are Monday- Friday 8AM - 4PM.

### Occupation Description

Graduates of this program will be prepared for employment as surgical technologists. They will possess the knowledge of and assist with surgical procedures. They will demonstrate an understanding of legal and ethical responsibilities specific to surgical technology as well as recognize and practice infection control procedures. Students will test for two national Surgical Technologist certifications.

### Program Structure

The following table illustrates the postsecondary program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90	
STS0015	B	Central Supply Technician	210	
STS0010	C	Surgical Technologist 1	343	
STS0011	C	Surgical Technologist 2	343	
STS0012	C	Surgical Technologist 3	343	
		Total	1,330	\$5,844.05

### Mission Statement

To prepare individuals for employment as Surgical Technologists and encourage each student to become highly productive citizens with strong work ethics and positive values. Each graduate will be an advocate for the patient and an asset to the surgical community.

### Industry Certification

NSTSA001 Certified Surgical Technologist (CST)

# TRANSPORTATION, DISTRIBUTION, & LOGISTICS

## Automotive Collision Technology Technician

Program Number: T401300 CIP Number: 0647060306 1,400 Hours

Pell Eligible

### Program Description

The Automotive Collision Technology Technician program offers a sequence of courses that provides rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster. It provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the automotive paint, refinishing and repair field. The content includes but is not limited to basic trade skills; refinishing skills; sheetmetal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

The program is full time enrollment with two enrollment options in the Fall or Spring semester. Fall semester begins in August and Spring semester begins in January. Program hours are Monday - Friday 9AM - 3PM.

### Occupation Description

Graduates of the Automotive Collision Technology Technician program will be prepared for employment in paint and collision repair facilities. They will be able to proficiently explain and apply required shop and personal safety tasks relating to the automotive collision industry. Students will be able to apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive collision industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues.

### Program Structure

The following table illustrates the postsecondary program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
ARR0140	A	Automotive Collision Repair & Refinishing Helper/Assistant	150	
ARR0141	B	Automotive Collision Refinishing Technician	450	
ARR0312	C	Non-Structural Damage Repair Technician	300	
ARR0022	D	Damage Analysis & Estimating	75	
ARR0112	E	Automotive Collision Welding, Cutting, and Joining	75	
ARR0295	F	Structural Damage Repair Technician	350	
		Total	1,400	\$6,479.60

### Mission Statement

The Auto Collision Technology Technician Program prepares students to be self-sufficient as an entry-level employee in the Auto repair and refinishing industry.

### Industry Certification

NIASE029 ASE Coll. Repair & Refinishing Painting & Refinishing (B2), NIASE018 ASE Coll. Repair & Refinishing Tech Non-Structural Analysis (B3), NIASE019 ASE Damage Analysis & Estimating (B6)

# TRANSPORTATION, DISTRIBUTION, & LOGISTICS

## Automotive Service Technology I

Program Number: T400700 CIP Number: 064706041 1,050 Hours

Pell Eligible

### Program Description

The Automotive Service Technology I program trains the student with the latest software, simulators, and diagnostic equipment in all phases of automotive services and electronics technologies. The program combines classroom instruction with hands-on laboratory training in the troubleshooting, service and repair of automotive systems as well as a platform for continuing education or employment in a rewarding, high-wage career. The program provides comprehensive skills enhancement training in the following automotive service areas: engine repair, braking systems, suspensions/steering systems, and electrical/electronic systems. Program provides a gateway for current and qualifying future technicians with practical exercises in a wide range of electronics fundamentals as it applies to today's technologically sophisticated simulators and vehicles featuring electronic fuel injection, computerized controlled ignitions systems, starting systems, accessory systems, anti-lock braking systems, and electronic emission control systems. This program develops a mastery of the applications of electronics through practical skills training, problem solving methods, real-time simulation and live work experience. Valid Driver's License required for all students.

This program is eligible for full-time and part-time enrollment.

### Occupational Description

Diagnose, service, repair, or overhaul automotive vehicles.

Economic Opportunities: Engine Performance Technician, Automatic/Manual Transmission Technician, heating and Air Conditioning Technician, Electrical Technician, Brake Technician, Engine Technician, Steering/Suspension Technician, Automotive Technician, General Service Technician, Maintenance and Light Repair Technician, Service Writer/Customer Service Consultant, Automotive Shop Foreman, and Automotive Parts Salesperson.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
AER0014	A	Automobile Services Assistor	300	
AER0418	B	Automotive Brake System Tech	150	
AER0453	C	Automobile Suspension & Steering Technician	150	
AER0360	D	Automobile Electrical/Electronic System Technician	300	
AER0110	E	Engine Repair Technician	150	
		Total	1,050	\$5,305.60

### Mission Statement

The Automotive Service Technology I Program prepares students with entry-level skills to repair automobiles in five Automotive Service Excellence (ASE) certification areas.

### Industry Certification

NIASE013 ASE Automobile Service Consultant (C1), NIASE010 ASE Engine Repair (A1), NIASE076 ASE Auto Maintenance & Light Repair (G1), NIASE016 ASE Brakes (T4), NIASE033 ASE Suspension & Steering (T5), NIASE007 ASE Brakes (A5), NIASE008 Electrical/Electronic Systems (T6), NIASE011 ASE Heating & A/C (A7), NIASE009 ASE Engine Performance (A8)

# TRANSPORTATION, DISTRIBUTION, & LOGISTICS

## Automotive Service Technology II

Program Number: T400800 CIP Number: 0647060412 750 Hours

Pell Eligible

### Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

This program is eligible for full-time and part-time enrollment. Must complete Automotive Service Technology I to take this program.

### Occupational Description

Diagnose, service, repair, or overhaul automotive vehicles.

Economic Opportunities: Engine Performance Technician, Automatic/Manual Transmission Technician, heating and Air Conditioning Technician, Electrical Technician, Brake Technician, Engine Technician, Steering/Suspension Technician, Automotive Technician, General Service Technician, Maintenance and Light Repair Technician, Service Writer/Customer Service Consultant, Automotive Shop Foreman, and Automotive Parts Salesperson.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
AER0503	A	Automotive Engine Performance Technician	300	
AER0257	B	Automatic Transmission and Transaxle Technician	150	
AER0274	C	Manual Drivetrain and Axle Technician	150	
AER0172	D	Automotive Heating and Air Conditioning Technician	150	
		Total	750	\$3,604.00

### Mission Statement

The Automotive Service Technology II Program prepares students with entry-level skills to repair automobiles in five Automotive Service Excellence (ASE) certification areas.

### Industry Certification

NIASE013 ASE Automobile Service Consultant (C1), NIASE010 ASE Engine Repair (A1), NIASE076 ASE Auto Maintenance & Light Repair (G1), NIASE016 ASE Brakes (T4), NIASE033 ASE Suspension & Steering (T5), NIASE007 ASE Brakes (A5), NIASE008 Electrical/Electronic Systems (T6), NIASE011 ASE Heating & A/C (A7), NIASE009 ASE Engine Performance (A8)

# ARCHITECTURE & CONSTRUCTION

## Brick and Block Masonry

Program Number: I463112    CIP Number: 064601010    1,650 Hours

Pell Eligible

### Program Description

The Brick and Block Masonry program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills to the masonry field.

The program is full time enrollment with two enrollment options in the Fall or Spring semester. Fall semester begins in August and Spring semester begins in January. Program hours are Monday - Friday 9AM - 3PM.

### Occupational Description

Graduates of this program will be prepared for employment in the brick, block, and concrete masonry industry. Follow safety practices relevant to the masonry industry. Describe the properties, characteristics and uses of brick and concrete block be able to safely and effectively use both power and hand tools relevant to the masonry industry. Read measurements, drawings and specifications. Demonstrate mathematics knowledge and skills. Apply construction techniques and moisture control for foundations.

### Program Structure

The following table illustrates the postsecondary program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
BCV0330	A	Masonry Tender	450	
BCV0360	B	Bricklayer Helper	300	
BCV0362	C	Brickmason 1	450	
BCV0363	C	Brickmason 2	450	
		Total	1,650	\$7,122.80

### Mission Statement

The mission of the Masonry Program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the masonry and building construction professions.

### Industry Certification

NCCER235 Masonry - Level 1

NCCER236 Masonry - Level 2

NCCER237 Masonry - Level 3



# ARCHITECTURE & CONSTRUCTION

## Electricity

Program Number: I460312    CIP Number: 0646030202    1,200 Hours

Pell Eligible

### Program Description

The Electricity program prepares students for employment as an electrician's helper, residential electrician, and commercial electrician.

This program is eligible for full-time or part-time enrollment.

### Occupation Description

Specialized classroom instruction and laboratory practical applications trains the student in the installation and maintenance of electrical wiring an equipment such as motors, motor controls, and power and lighting systems in residential, commercial, and industrial applications. Students learn how to locate and correct electrical and equipment malfunctions using electrical test instruments such as the ammeter and voltohmmeter.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
BCV0603	A	Electrician Helper	300	
BCV0640	B	Residential Electrician	450	
BCV0652	C	Commercial Electrician	450	
		Total	1,200	\$6,057.39

### Mission Statement

The mission of the Electricity Program at RIVEROAK Technical College is to provide NCCER certified programs that include but are not limited to theoretical and experiential courses that prepare students for employment,

workplace advancement, and/or personal enrichment.

### Industry Certification

NCCER208 Electrical Level 1

NCCER209 Electrical Level 2

NCCER210 Electrical Level 3

# HUMAN SERVICES

## Cosmetology

Program Number: D500100 CIP Number: 06120401102 1,200 Hours  
Pell Eligible

### Program Description

The Cosmetology program is designed to prepare students for employment as a licensed hairdresser and cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a cosmetology license. Specialized instruction and practical experience in hair, nail, and skin care procedures; related chemistry; anatomy; physiology; safety; and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates a "cutting edge" in the cosmetology industry.

This program requires full-time enrollment.

### Occupation Description

There is a variety of employment opportunities upon successful completion of the cosmetology program and licensure. Graduates can pursue jobs as nail technicians, facial specialists, estheticians, hairstylists, makeup stylists as well as many other careers in the design and entertainment industries.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
CSP0009	A	Grooming and Salon Services, Facials and Nails	225	
COS0002	A	Cosmetologist and Hairdresser 1	300	
COS0003	A	Cosmetologist and Hairdresser 2	300	
COS0009	A	Cosmetologist and Hairdresser 3	375	
		Total	1,200	\$6,176.20

### Mission Statement

The mission of the Cosmetology Program is to prepare students for employment and to be competent in the skills and knowledge needed to successfully pass the Florida Cosmetology license examination or obtain a registration from the State Board of Cosmetology.

### Industry Certification

FLDOP002 Cosmetologist

# HUMAN SERVICES

## Facials Specialty

Program Number: I120425    CIP Number: 0612040806    260 Hours

Not Pell Eligible

### Program Description

The Facials Specialty program is designed to prepare students for employment as a certified facial/skin care specialist. Instruction is designed to qualify students for employment upon successfully obtaining a manicure, pedicure, nail specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in various facial and skin care procedures, the art of makeup, related chemistry, anatomy, physiology, safety, sanitation, and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates with a "cutting edge" in the skin care industry.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
CSP00265	A	Facials/Skin Care Specialists	260	\$1,383.56

### Mission Statement

The mission of the Facials Specialty Program is to prepare students for employment and to be competent in the skills and knowledge needed to obtain a specialty registration in the field of Facials Specialty from the State Board of Cosmetology.

### Industry Certification

FLDOP009 Facial Specialist

# HUMAN SERVICES

## Nails Specialty

Program Number: I120415    CIP Number: 0612041005    240 Hours

Not Pell Eligible

### Program Description

The Nails Specialty program is designed to prepare students for employment as a certified nail specialist. Instruction is designed to qualify students for employment upon successfully obtaining a manicure, pedicure, nail specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in manicuring, pedicuring and various nail extension procedures, related chemistry, anatomy, physiology, safety, sanitation and Florida Cosmetology Law are combined with communication and leadership skills to provide out graduates with a “cutting edge” in the nail care industry.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
CSP0015	A	Manicurist and Pedicurist	240	\$1,356.92

### Mission Statement

The mission of the Nails Specialty Program is to prepare students for employment and to be competent in the skills and knowledge needed to obtain a specialty registration from the State Board of Cosmetology.

### Industry Certification

FLDOP008 Nail Specialist

# HOSPITALITY & TOURISM

## Professional Culinary Arts & Hospitality

Program Number: N100500 CIP Number: 0412050312 1,200 Hours

Pell Eligible

### Program Description

The Professional Culinary Arts & Hospitality Program offers a sequence of courses that provide relevant content aligned with challenging academic standards, necessary technical knowledge and skills to prepare students for further education and careers in the hospitality and tourism industry. The program also provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, problem solving skills, work attitudes, technical and occupational-specific skills, as well as knowledge of all aspects of the industry.

The content includes, but is not limited to, preparation, presentation and serving of a wide variety of foods, leadership, communication skills and safe/efficient work practices. This coursework prepares students for employment in the local food service/hospitality industry.

This program is eligible for full-time and part-time enrollment.

### Occupation Description

Students prepare for a variety of careers in the culinary arts profession and for advanced education at other culinary institutions. Career paths include dinner cook, institutional cook, cook's helper, baker's helper, fry cook and short order cook.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
HMV0100	A	Food Preparation	300	
HMV0170	B	Cook, Restaurant	300	
HMV0171	C	Chef/Head Cook	300	
HMV0126	D	Food Service Management	300	
		Total	1,200	\$5,891.40

### Mission Statement

Aspires to be recognized as providing the best possible training for the future of our students.

- Intensive hands-on training
- Low student/teacher ratio
- Challenging students to learn maximum in a minimum amount of time
- Classic and innovative training from internationally experienced chef instructors
- Helping each student to reach his/her professional potential
- Preparing students in leadership and management positions
- Applying its philosophy of tradition, quality, and respect

### Industry Certification

NRAEF003 Certified Food Protection Manager



# MANUFACTURING

## Welding Technology

Program Number: J400400    CIP Number: 0648050805    1,050 Hours

Pell Eligible

### Program Description

Welding Technology prepares students in the basic and the necessary advanced skills in the welding field. The program teaches welding techniques used in the workforce such as: SMAW-shielded metal arc welding, GMAW-gas metal arc welding, FCWA-flux core arc welding, and GTAW-gas tungsten arc welding. Different types of oxygen and acetylene cutting and welding techniques and proper safety precautions are also covered. The program is certified through the AWS (American Welding Society).

This program requires full-time enrollment.

### Occupation Description

The Welding Technology program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the welding industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
PMT0070	A	Welder Assistant 1	150	
PMT0071	A	Welder Assistant 2	150	
PMT0072	B	Welder, SMAW 1	150	
PMT0073	B	Welder, SMAW2	150	
PMT0074	C	Welder	450	
		Total	1,050	\$6,545.96

### Mission Statement

The Welding Program covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

### Industry Certification

NCCER263 - Welding Level 1

NCCER264 - Welding Level 2

NCCER265 - Welding Level 3

# MANUFACTURING

## Welding Technology-Advanced

Program Number: J400410   CIP Number: 0648050806   750 Hours

Pell Eligible

### Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problemsolving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

This program requires full-time enrollment. Must complete Welding Technology to take this program.

### Occupation Description

The Welding Technology program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the welding industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

### Program Structure

The following table illustrates the PSAV program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
PMT0075	A	Advanced Welder 1	600	
PMT0076	B	Advanced Welder 2	150	
		Total	750	\$5,381.40

### Mission Statement

The Welding Program covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

### Industry Certification

NCCER263 - Welding Level 1

NCCER264 - Welding Level 2

NCCER265 - Welding Level 3

# EVENING CLASSES

## Adult Basic Education

Adult Basic Education (ABE) classes teach and upgrade students' basic skills in reading, math, and language, and prepare students to take the GED® exam. A TABE test is required prior to entry into these programs in order to individualize each student's need.

English Spoken as the Other Language (ESOL) teaches students to speak, understand, read, and write English in order to enter vocational programs that will prepare them for employment.

## Business Education

Classes are offered in Microsoft Word, Excel, and Windows.

## Health Science

IV Therapy course is a 30-hour class for LICENSED LPN's.  
Phlebotomy course is a 165-hour class.

## Welding Technology

Welding Technology covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

## Business & Computer Classes

Intro to Computer Keyboarding is designed for the beginner. The course will cover the basics of the computer keyboard and typing skills. This course is required for advanced levels of training.

Microsoft Office 2010 includes key terms; business scenarios; and coverage of Word, Excel, Access, and PowerPoint. Internet and integration exercises are incorporated into each lesson.

Microsoft Excel 2010 is a spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data, develop professional looking reports, publish organized data to the web, and access real time data from web sites. Four major parts of Excel are worksheets, charts, databases, and web support.

## Hobby and Special Interest Classes

Basic Cake Decorating is learning to decorate cakes using the implements necessary to make intricate designs. Be proud of the cakes you create!

Conversational Spanish is designed to learn to speak, write, and read Spanish. For beginners only.

Cooking: Various techniques and recipes designed to enthuse and delight your taste buds!

Floral Designing is learning to make your own arrangements in silk, fresh, and dry flowers.

Sign Language is learning the basics of sign language.

Evening classes are offered based on interest. A minimum of 15 students must sign-up in order for the class to begin. Classes are usually one night per week for six to eight weeks. Call 647-4202 to sign-up.

# FACULTY & STAFF



**Mary Keen**

Principal, RIVEROAK Technical College

Director of Career, Technical & Adult Education,  
SCSD

A.A. Florida Gateway College

B.S. Florida State University

M.A.G. University of Florida

Ed.S. Nova Southeastern University

# STUDENT SERVICES STAFF



**Julie Ulmer**

Coordinator of Student  
Services & Community Affairs  
B.A. University of Florida



**Jennifer Floyd**

Administrative Assistant  
Suwannee High School



**Heymi Jimenez**

Registrar  
Miami Sr. High



**Ashley Kirby**

Financial Aid Specialist  
A.A. NFCC



**Jeff Lee**

Career Pathways Coordinator  
B.S. University of Florida



**Tommy Miller**

Administrative Assistant  
B.A. St. Leo University



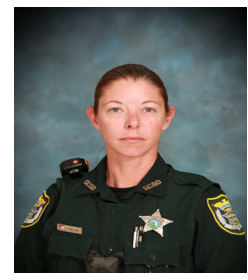
**Dana Tidwell**

Bookkeeper  
A.A. NFCC



**TJ Vickers**

Community Relations Specialist  
B.S. University of Florida



**Maggie Mouton**

School Resource Officer



# FACULTY & STAFF



**Derwin Bass**  
Brick and Block Masonry  
Vocational Certification



**BJ Blackmon**  
Automotive Service Technology I  
Vocational Certification



**Cynthia Frye**  
ABE/GED® Prep  
B.A. Nova S.E. University



**Theresa Gill**  
Medical Administrative Specialist  
B.S. University of S. Mississippi



**Claudes Ivey**  
Head Custodian  
Suwannee High School



**Mona Kelley**  
Professional Culinary Arts & Hospitality  
Johnson & Wales



**Janie Maxwell**  
Cosmetology  
St. Petersburg College



**Kevin Mercer**  
Welding  
Vocational Certification



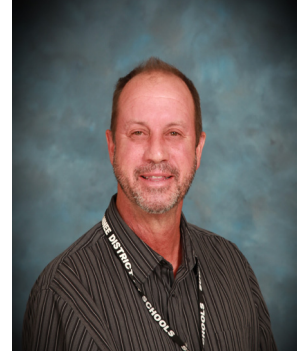
**Katie Miller**  
Pharmacy Technician  
B.A. St. Leo University



**Susan Morgan**  
Practical Nursing  
A.S. Nursing Lake City Community College



**Pam Poole**  
Digital Design I  
B.S. Valdosta State University  
M.A. Nova S.E. University



**Joe Ragan**  
Auto Collision Technology Technician  
Vocational Certification



**52 Damien Rickett**  
Custodian  
Suwannee High School



**John Sinclair**  
Professional Culinary Arts & Hospitality  
Vocational Certification



**Jenna Stratton**  
Patient Care Technician  
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**Patricia Sullivan**  
Cosmetology  
A.A. Florida Gateway College



# FACULTY & STAFF



**Kimberly Thomas**  
Early Childhood Education  
B.A. Florida State University



**Greta Thornton**  
Nails Specialty & Facials Specialty  
A.S. LCCC



**Maria Toledo-Gracia**  
ESL Instructor  
B.A. St. Thomas University



**Jeremy Ulmer**  
Electricity  
B.A. University of Florida



**Traci West**  
Surgical Technology  
Wiregrass Technical College



**Suzanne Wilson**  
Patient Care Technician & Practical Nursing  
M.A. Western Governors University

## Part Time Instructors



**Donna Bass**  
Community Education Coordinator  
Suwannee High School



**Tammy Cunningham**  
Surgical Technology Clinical Instructor  
Vocational Certification



**Kelly Grimes**  
Practical Nursing  
Vocational Certification



**Angie Hester**  
Adult Education Instructor  
Andrew Jackson High School



**Shari Scena**  
Phlebotomy  
Vocational Certification



**Tommy Taylor**  
Welding  
Andrew Jackson High School

# CAMPUS MAP

