



## Survey of the Human Body Course Syllabus Summer 2024

### Course Information

**Course Title:** Survey of the Human Body

**CRN:** 30006

**Course number with Section:** BSC 1084 01

**Course Description:** This class will introduce students to the structure and function of the human body. Emphasis will be placed on current medical issues and diseases affecting our society today.

**Course Location:** online

**Course Day and Time:** online

**Prerequisites:** Successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**Corequisites:** None.

### Instructor Information

**Name:** Dr. Carol Burkart

**Office Location:** #34/104

**Office Hours:** Monday - 9:00 to 11:00 am

**Phone Number:** (850) 973-1687

**Email:** [burkartc@nfc.edu](mailto:burkartc@nfc.edu)

**Instructor Response Time for Phone/Email:** I will return your call or email within 48 hours of receipt, unless it is on the weekend or a holiday and then I will return your call or email on the next business day.

>>When sending an email:

1. The subject line must include your course name
2. Your full name in the body of the email
3. Send your email from your official NFC student account.

>>When leaving a voice mail: include the name of your course, your full name and your phone number.

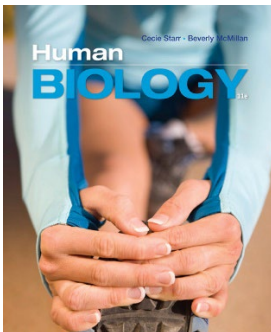
**Response Time for Posting Grades on D2L:** Exam grades and quiz grades will be posted upon submission. Online homework on D2L will be graded and posted within about 1 week from due by date.

Department Chair: Dr. Guenter Maresch

Department Chair Email: [mareschg@nfcc.edu](mailto:mareschg@nfcc.edu)

## Required Curriculum/Textbook and Course Materials

**Required Textbook:** Your course is included in the Follett Access Program. You will receive an email regarding your textbook from Follett, the NFC bookstore. Through Follett Access, your textbook and materials are less costly, and they are automatically in your D2L course on the first day of class. If you choose to opt out of this program, you will need to follow the process on the email you receive and you will be responsible for purchasing all required materials for this course. If you have any questions regarding this process, please contact support at <https://customersupportcenter.highered.follett.com/hc/en-us>.



**Human Biology** by Starr and McMillan, 11<sup>th</sup> edition.

- Online Learning Platform—MindTap
- ISBN-13: 9781305270220
- This textbook through MindTap will provide online homework and assessment, videos, study tools and seamless access to the eBook—inside or outside of D2L.

### Required Course Materials/Supplies:

Access to a reliable internet connection; free tutoring online is available through Turot.com (accessed through NFC's My Info Network).

### Minimum Technological Requirements and Skills:

#### Technological Requirements:

- Students will need Internet access to use D2L to access required course materials and submit assignments during non-school hours or make provisions to complete all work during campus hours. The campus will be open Monday through Thursday.
- Students must also have the ability to access NFC GoMail via the NFC web portal for communications with the instructor.
- Assignments will require the use of word processor, spreadsheet, and presentation software. Assignments **must** be submitted in Microsoft Word, Excel, or PowerPoint compatible formats. The required format for each assignment can be found in the instructions for the assignments. Assignments submitted in other file formats will not be accepted.

- Homework will be completed using the Cengage/MindTap website which requires an internet browser with pop-ups disabled, a pointing device (mouse or touch screen), and current versions of Flash, Shockwave, and Java installed on your computer. You should access all assignments through the D2L links.
- Preferred browsers for D2L and Cengage websites is Firefox/Mozilla/Chrome with all plug-ins up to date for D2L, Safari (Apple devices) may not work well in some instances.
- Student will need Office 365 (specifically PowerPoint, Word and Excel) – available free to registered NFC students, works with Mac and PC but not very well with Chromebooks.
- Online Homework will be completed using the textbook publisher website which requires an internet browser with pop-ups disabled, a pointing device (mouse or touch screen), and current versions of Flash, Shockwave, and Java installed on your computer. You should access all assignments through the D2L links provided.
- LockDown Browser is required for all exams – students will ensure they have downloaded and performed system checks for the LockDown Browser before their first module exam.
- Any technical issues should be troubleshooted immediately
  - ***NFC Technical Support: Contact NFC Computer Services at (850) 973-1672 or email [help@nfcc.on.spiceworks.com](mailto:help@nfcc.on.spiceworks.com) computer hardware, D2L and general email assistance.***
  - ***Cengage Technical Support: Visit <https://cengage.force.com/s/login/> for assistance to chat support, phone support, social media, case management or personalized help content. You can also find a link to Student Start Guides and Trouble Shooting and User Guides.***

### Skill Requirements:

Students should be able to:

- Update browser settings, including updating necessary plug-ins and turning on (and off) popups.
- Download files and save files in various formats
- Create and edit PowerPoint, Word and Excel files

Use their NFC email account to send communication using correct email use and protocol outlined in the Course Email Policy below.

## Grading Policy and Assessment Methods

### Course Grading/Student Performance Evaluation:

#### Lecture Grade

Graded Assessment	% Total Grade
<b>Module Quizzes and Final Exam</b> (There are 8 modules quizzes and an optional final exam. If you take all 8 module quizzes, you will not be required to take the final exam. However, if you miss a module quiz, you will be <u>required</u> to take the final exam.)	40%
<b>Discussion Board/Activities</b>	35%
<b>Cengage MindTap Exercises</b>	25%

Student grades will be kept in a D2L grade book. Students can access their grades anytime throughout the semester.

#### Grade Scale

A letter grade will be given for the following percent:

>89.5 –100	.....A
>79.5 -89.4	.....B
>69.5 -79.4	.....C
>59.5 -69.4	.....D
0 -59.4	.....F

If your final grade is on the borderline between two grades, strict rounding rules will be followed to determine the letter grade (\_\_\_9.5 and above round up to the next grade, \_\_\_9.4 and below round down).

**LATE WORK POLICY**-Maximum score on late work is 50% up to 24 hours late. No work will be accepted over 2 days late and will receive a 0 (zero). (This does not include test.)

**Turnitin Score Policy**-Used as a diagnostic tool for initial discussion posts.

Discussion Board Turnitin Score:

<i>Turnitin Score</i>	<i>Assignment Score</i>
<20%: All answers original	Acceptable
<20%: 90% similarity on one or more question responses	Automatic 0 (zero) on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.
21-30	Report Grade minus 20%
31-40	Report Grade minus 30%
>41	Automatic 0 (zero) on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.

**Module Exams and Lockdown Browser:** This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

### Download Instructions

- Select the quiz in the course
- Under Quiz Requirements you will see "To take this quiz you must use the Respondus LockDown Browser"
- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and then follow the instructions
- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions
- Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz
- Select "Launch LockDown Browser"
- The quiz will now start

**Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.**

When taking an online quiz, follow these guidelines:

- Select a location where you won't be interrupted.
- Before starting the test, know how much time is available for it (60 minutes for Module exams and 120 minutes for the Final Exam), and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area

- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product. If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

**Note: The Respondus Lockdown browser will work if you are using an iPad, but it may or may not work with a Chromebook. Contact NFC computer support and Respondus tech support for assistance.**

Mid Term and/or Final Exam Information:

**Midterm:** None

**Final Exam:** Cumulative final exam will be available from 12:01 am Tuesday July 16 to **4:00 pm** Wednesday July 17.

## Outcomes/Objectives

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### General Education Program Learning Outcomes

1. Communication Skills: Students will demonstrate competence and understanding in both oral and written expression.
2. Critical Thinking: Students will demonstrate mastery of discipline-specific problem-solving skills.
3. Diversity: Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. Technology: Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

## Course Level Student Learning Outcomes/Goals

### Course Level Student Learning Outcomes

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Students will demonstrate written communication in the form of successful completion of a discussion post.
2. Demonstrate a broad set of biology knowledge by recognizing correct answers to 10 specific questions on the final exam.
3. Demonstrate a knowledge of diversity in a classroom assignment.
4. Demonstrate mastery of interpretation of scientific data by successfully interpreting and/or creating a graph from obtained data.

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education competency)
1	1	Students will demonstrate written communication in the form of successful completion of a discussion post

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education competency)
2	2	Students will demonstrate a broad set of biology knowledge by recognizing correct answers to 10 specific questions on an exam.
3	3	Students will demonstrate an understanding of diversity in science by successfully completing an assignment.
4	2, 4	Interpret and/or produce a graph from data provided in the semester.

## Course Content and Schedule

### Course Content and Schedule (Tentative)

#### Course Content and Schedule:

This is a tentative schedule and is subject to change. Each module will include activities such as readings, activities, and/or discussions. Module tests and other module-based submissions will always be due by 11:59pm on the date listed on the schedule.

<i>Date</i>	<i>Module Topics</i>	<i>Due Dates and Times</i>
May 20 - 23	Attendance quiz, Contract/Pledge, Technology Survey, Meet and Greet	Attendance, Contract/Pledge, Technology Survey, Meet and Greet due: 11:59 pm Thursday May 23
May 20 - 24	Module 1: Chapter 1 - Introduction Scientific Method	Module 1 Due: 11:59 pm Friday May 24
May 20 – June 1	<b>Discussion Topic: Diabetes</b>	Initial posts due: 11:59 pm Saturday May 25 Response posts due: 11:59 pm Saturday June 1
May 27	<b>Memorial Day Holiday</b>	<b>Campus closed</b>
May 25 – 31	Module 2: Chapters 2 & 3 – Chemistry Cells	Module 2 due: 11:59 pm Friday May 31
June 2 – 15	<b>Discussion Topic: Dementia</b>	Initial posts due: 11:59 pm Saturday June 8 Response posts due: 11:59 pm Saturday June 15
June 1 – 7	Module 3: Chapters 19, 20 & 22 – Genetics	Module 3 due: 11:59 pm Friday June 7
June 8 - 14	Module 4: Chapters 4, 5 & 6 – Tissues Skeletal and Muscular Systems	Module 4 due: 11:59 pm Friday June 14
June 16 - 24	Module 5: Chapters 7, 8, 9 & 10 – Circulatory & Respiratory Systems	Module 5 due: 11:59 pm Monday June 24
June 16 – June 29	<b>Discussion Topic: CRISPR</b>	Initial posts due: 11:59 pm Saturday June 22 Response posts due: 11:59 pm Saturday June 29
June 19	<b>Juneteenth National Holiday</b>	<b>Campus closed</b>
June 25 – July 1	Module 6: Chapters 11 & 12 – Digestion & Urinary System	Module 6 due: 11:59 pm Monday July 1
July 4	<b>4<sup>th</sup> of July Independence Day Holiday</b>	<b>Campus closed</b>

<i>Date</i>	<i>Module Topics</i>	<i>Due Dates and Times</i>
June 30 - 13	<b>Discussion Topic: Life Expectancy and Zip Code</b>	Discussion posts due: 11:59 pm Saturday July 6 Response post due: 11:59 pm Saturday July 13
July 2 - 8	Module 7: Chapters 13 & 14 - Nervous System	Module 6 Due: 11:59 pm Monday July 8
July 9 - 15	Module 8: Chapters 15 & 16 – Endocrine & Reproductive Systems	Module 8 due: 11:59 pm Monday July 15
July 16 - 17	<b>Cumulative Final Exam</b>	Available: 12:01 am Tuesday July 18 to 4:00 pm Wednesday July 19

#### Early Alerts: Full Term

June 11<sup>th</sup> – 12<sup>th</sup>

## NFC Course Policy Statements

### Course Policy:

**Module Quizzes:** All module quizzes (taken in D2L not MindTap) are timed 60 minutes for completion and are approximately 50-55 questions long. Once you start the exam you cannot stop until you finish, otherwise time will run out. You can use 1 page of notes written. You should treat these exams as you would in a face-to-face course.

**Final Exam:** The cumulative final exam for this course is optional if you have taken **all** eight module quizzes. If you have taken all eight quizzes and are happy with your final grade at the end of the semester (on the last day of the class), you can opt out of the final exam. If you have taken all eight module quizzes, you take the final exam and the grade for the final is higher than your lowest quiz grade, the final exam grade will replace the lowest quiz grade for the calculation of the final grade. If you miss a module quiz, you **must** take the final exam and that grade will be used to calculate your final grade.

**Testing and Respondus Lockdown Browser:** Tests will be taken online and will require the Respondus Lockdown Browser. Please note: the lockdown browser may or may not work with Chromebooks. It is the student's responsibility to arrange for a testing location with reliable Internet service and a compatible computer before the last day to complete the Module 1 Quiz. If a student misses the Module 1 Quiz due to not having a computer that works with the Respondus Lockdown Browser, they will receive a grade of zero (0) for the test and will automatically be required to take the cumulative final exam at the end of the semester.

**Missed Module Quizzes:** Module quizzes will be open starting the first day of the semester, so students can work ahead if their schedule permits. You will not be permitted to make up a module quiz if it is not completed by the date and time that the quiz goes offline. If you miss a module quiz, you will be required to take the cumulative final exam. The grade for the final will be substituted for the missed test when the final grade is calculated.

**Discussion Boards:** Before starting any discussion, carefully read the General Guidelines first. Each discussion post has different requirements so carefully read the specific post instructions. Discussions have 2 parts –an Initial post and replies to classmates, each with a specific due date. All

references should be primary resources properly cited in APA format. Initial posts for all discussion post must be submitted to the appropriate drop box as well as to the discussion board.

Turnitin scores are used on initial discussion posts for purposes of plagiarism amongst students as well as outside sources. Scores should be no higher than 20% similarity to other sources if all answers are original. In addition, no sentence should have a similarity of 90% or higher to a single source. If a sentence does, you will receive a grade of zero (0) and a warning on the first offence and be reported on the second offence. You should submit early enough (24-48 hours) to allow the score to appear. If the score is high, and/or you have 90% similarity on one or more sentences, you should reword your posts and resubmit (again allowing enough time for the score to appear).

**Direct Quote Policy:** No more than one direct quote will be accepted in discussion posts and must be linked to its source. Failure to identify the source and/or using more than one direct quote in a post could result in a zero (0) on the writing assignment.

**Word Count Requirements:** Both the initial and response posts have a required word count. Direct quotes, restated questions for the discussion topic and references do not count towards the total word count. Word count for the initial post is 350 words. Word count for the response posts is 100 words.

**Tutoring:** Tutoring is available through the Academic Success Center (ASC) or online tutoring through [www.Tutor.com](http://www.Tutor.com).

**Attendance for Online Courses:** At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete the Attendance Quiz and Orientation items listed in the welcome announcement posted in the newsfeed. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

I expect all students to:

1. Follow the NFC policies on Academic Dishonesty. All students need to read the NFC Catalog (available online), which defines the forms of academic dishonesty and the associated penalties.
2. To check go.nfc.edu email 2-3 times per week for any updates.
3. To be prepared to participate fully in the class, including all discussions and group projects. For college level online courses, you should plan on spending at least three hours per week per credit hour on course related work.
4. To have completed readings, assignments, handouts, and reviewed lecture PowerPoints prior to participating in class discussions, group projects, and attempting online quizzes
5. To know when assignments, quizzes, exams and homework assignments are due, and to complete all required work on time.
6. Be courteous at all times to other members of the academic community. This includes but is not limited to showing respect for other students.

You can expect from me:

1. To come prepared to present the course content in a way that will help you learn the material.
2. To facilitate your learning process but remember I can't make you learn anything.
3. Exams and quizzes will be graded and posted to D2L within 7 days of submission.
4. I will always try to return emails as soon as possible, but always within 48 hours.
5. I will not knowingly waste your time. If I am covering a topic, it's because I feel it is important.
6. To treat you with respect



**Course Participation Policy:** Student is responsible for logging in every 1-2 days, checking course News Feed notices, checking emails, and ensuring all assigned tasks are completed on or before the due date for each module.

**Extension (Date/Time) Policy** - There are no date extensions provided on any assignments or quizzes. Cengage/MindTap assignments will be accepted for 24 hours past the due date for half credit.

**Email Policy** – All email should be sent and received via the NFC email account and should have your course name in the subject. Communication from personal email accounts is not acceptable and may not be answered due to spam and junk mail filters. You are expected to check your NFC email regularly (at least once every day or two) – this is my main mode of communication for online courses.

Email messages are a form of **formal communication** (not a messaging app), which means I expect to see:

- A subject line which includes your course name and a very brief summary of topic
- The body should include a greeting and then your inquiry – be specific again to your course name as well as the file/exam name. Please limit the use of SMS texting language and use proper sentence structure (Capitals, comma's, periods etc).
- You should always end your message with your name, preferably including your last name

**Redo Policy:** There will be **no do overs** in this class for quizzes or assignments.

### If You Are Repeating This Course:

If you are repeating this course, old assignments will not be accepted in part or in full and will result in a grade of 0 (zero) and the student will be contacted by the instructor regarding NFC Academic Honesty Policy.

**MindTap:** Each module will have a series of assignments on MindTap. Assignments are due by 11:59 pm on the due date. The assignments will be available for 24 hours after the due date for half credit. Assignments will go offline at 11:59 pm at the end of the 24-hour period. Other material can be found on MindTap to help you learn the material, but not all will result in a grade.

**Late Work Policy**- Only MindTap work will be accepted late. Work submitted late will receive a grade of zero (0). No online (D2L) homework assignments will be accepted past the 24 hour grace period and will automatically receive a grade of zero (0). The assignment rubric will not apply to any late work submissions.

## NFC Information and Policy Statements

### Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

### **Attendance Policy**

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance.** This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

### **Textbook Purchases**

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

### **Used Book Purchases**

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

### **Students/Visitors: Where to Park on Campus**

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:** If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

### **Campus Security**

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

### **Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at [library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

### **Academic Success Center**

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**Walk-in and by appointment services:** Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

### Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

**For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Brianna Kinsey at [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu) or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu)
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu)

### **Americans with Disabilities Act**

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

### **Technology Access**

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

### **Student Ombudsman**

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or [paulkd@nfc.edu](mailto:paulkd@nfc.edu).

### **Equal Opportunity Statement**

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email [equity@nfc.edu](mailto:equity@nfc.edu).

### **Student Rights**

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.

2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

### **Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.