



Human Anatomy and Physiology I Course Syllabus Spring 2024

Course Information

Course Title: Human Anatomy and Physiology I

CRN: 20034

Course number with Section: BSC 2085 02

Course Description: An exploration of the structure and function of molecules, cells, tissues and organs comprising the human body will be emphasized.

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 am – 12:15 pm
Tuesday 9:00 am – 12:15 pm
Wednesday 9:00 am – 12:15 pm
Thursday 9:00 am – 12:15 pm
Friday None.

Phone Number: (850) 973-1687

Email: burkartc@nfc.edu

Instructor Response Time for Phone/Email: I will return your call or email within 48 hours of receipt, unless it's 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: Evaluations and grades for quizzes and tests will be posted on D2L within about 1 calendar week and grades for labs online assignments (on D2L) will be posted within about 2 1/2 weeks.

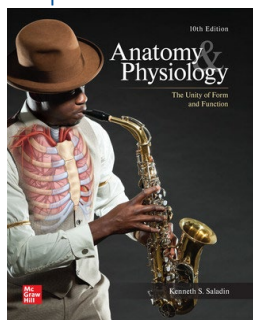
Department Chair: Dr. Guenter Maresch

Department Chair Email: mareschg@nfc.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>.

Required Textbook



Anatomy and Physiology: The Unity of Form and Function, 10th Edition by Kenneth Saladin (2024)

Choose one of the two options:

- McGraw Hill Connect (540 Days)
 - ISBN13: 9781266041846
 - **Digital access** to a comprehensive online learning platform
 - Includes **homework, study tools, eBook, and adaptive assignments.**
 - Download the **free** [ReadAnywhere app](#) to access the eBook offline
- Connect + Loose-Leaf
 - ISBN13: 9781265064709
 - Comprehensive online learning platform + unbound loose-leaf print text package
 - Connect includes **homework, study tools, eBook, and adaptive assignments.**
 - Download the **free** [ReadAnywhere app](#) to access the eBook offline

Required Course Materials/Supplies: Access to a reliable internet connection; free tutoring online is available through SMARTHINKING (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.
- 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 Connect 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 Connect 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 computerservices@nfc.edu for computer hardware, D2L and general email assistance.***
 - ***McGraw Hill Connect: Visit <https://mhedu.force.com/CXG/s/> for assistance to chat support, phone support, 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: Student grades will be kept in a D2L grade book. Students can access their grades anytime throughout the semester.

<i>Graded Assessment</i>	<i>Total % of Grade</i>
5 tests and the final exam (There is a chapter 1 quiz, four module quizzes, and an optional final exam. If you take all 5 quizzes, you will not be required to take the final exam. However, if you miss a quiz, you will be <u>required</u> to take the final exam.)	35%
Discussion Board Posts	25%
Connect assignments	15%
5 Lab reports / lab quizzes/worksheets/simulations	25%

Grade Scale

A letter grade will be given for the following percent: $\geq 89.5 - 100$ A
 $\geq 79.5 - 89.4$ B
 $\geq 69.5 - 79.4$ C
 $\geq 59.5 - 69.4$ 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 lab work is 50% up to 48 hours late. No lab work will be accepted after 48 hours of the due date and will receive a 0.

Turnitin Score Policy- Used as a diagnostic tool on dropbox submissions, where applicable. A score of 40% or higher similarity will automatically receive a 0 for the activity.

Turnitin Score Policy-Used as a diagnostic tool for initial discussion posts, assignments, and lab reports.

<i>Turnitin Score</i>	<i>Discussion Board Initial Post 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.

<i>Turnitin Score</i>	<i>Lab Report Score</i>
<40%: All answers original	Acceptable
<40%: 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.
41-50	Report Grade minus 20%
51-60	Report Grade minus 30%
≥ 61	Automatic 0

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 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 Sunday April 28 to **4:00 pm** Wednesday May 1.

Outcomes/Objectives

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

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

1. Demonstrate competence of written communication in the form of a formal Lab Report.
2. Demonstrate a mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams.
3. Demonstrate a knowledge of diversity in a classroom assignment.
4. Follow technical instructions and demonstrate the use of technology in methods required to successfully perform laboratory experiments.

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.
2	2	Students will demonstrate a broad set of biology knowledge by recognizing correct answers to 10 specific questions on the final 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 Tentative Schedule: This is a tentative schedule and is subject to change. Each module will include activities such as readings, activities, and/or discussions. Module Exams and other module-based submissions will always be due by 11:59pm on the date listed on the schedule.

Date	Module Topics/Discussion Topics	Tasks and Due Dates
Jan 8 - 12	Attendance, Contract/Pledge	<i>Attendance, Contract/Pledge Due: 11:59 pm Jan 12</i>
Jan 9 - 19	Module 1: Chapter 1 - Major Themes of Anatomy and Physiology Atlas A: General Orientation to Human Anatomy	<i>Chapter assignments and module test due: 11:59 pm Jan 19</i>
Jan 9 - 26	Discussion: Life Expectancy and Zip Code	<i>Initial posts due: 11:59 pm Jan 19</i>

<i>Date</i>	<i>Module Topics/Discussion Topics</i>	<i>Tasks and Due Dates</i>
		Response posts due: 11:59 pm Jan 26
Monday Jan 15 Dr. Martin Luther King Jr. Holiday School closed – no classes		
Jan 20 – Feb 2	Module 2: Chapter 2 - The Chemistry of Life Chapter 26 - Nutrition and Metabolism Chapter 3 - Cellular form and Function	Chapter assignments and module test due: 11:59 pm Feb 2
Jan 27 – Feb 23	Discussion: pH and the Body Function	Initial posts due: 11:59 pm Feb 9 Response posts due: 11:59 pm Feb 23
Feb 3 – Mar 1	Module 3: Chapter 4 – Genes and Cellular Function Chapter 29 – Human development and Aging Chapter 5 – The Human Tissues	Chapter assignments and module test due: 11:59 pm Mar 1
Monday Feb 19 Presidents' Day Holiday School closed – no classes		
Feb 24 – Mar 29	Discussion: Tissues	Initial posts due: 11:59 pm Mar 8 Response posts due: 11:59 pm Mar 29
Mar 2 – Apr 5	Module 4: Chapter 6 – The Integumentary System Chapter 7 – Bone Tissue Chapter 8 – The Skeletal System	Chapter assignments and module test due: 11:59 pm Apr 5
Mar 11 - 15 Spring Break Week No classes.		
Mar 30 – Apr 26	Discussion: Bones, Joints and Muscles	Initial posts due: 11:59 pm Apr 12 Response posts due: 11:59 pm Apr 26
Apr 6 - 29	Module 5: Chapter 9 - Joints Chapter 10 – The Muscular System Chapter 11 – Muscular Tissue	Chapter assignments and module test due: 11:59 pm Apr 29
Apr 28 – May 1	Online Cumulative Final Exam	On D2L: Test will be online from 12:01 am Sunday April 28 until 4:00 pm Wednesday May 1. You will have a two-hour time limit to complete the test.

Early Alerts: Full Term

#1: January 30th – 31st

#2: February 27th – 28th

Laboratory Reports and Worksheet Due Dates

<i>Due Date</i>	<i>Assignments</i>	<i>Tasks</i>
Jan 19	Introduction Lab (<i>simulation</i>)	<i>In Connect:</i> Complete the exercise by 11:59 pm
Jan 19	Graphing Exercise	<i>On D2L:</i> Submit your worksheet in the appropriate drop box by 11:59 pm
Feb 1	Anatomical Positions Lab (<i>full write-up</i>)	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Feb 8	Human Genetics Lab (<i>simulation</i>)	<i>In Connect:</i> Complete the exercise by 11:59 pm

Due Date	Assignments	Tasks
Feb 15	pH Worksheet	<i>On D2L:</i> Submit your worksheet in the appropriate drop box by 11:59 pm
Feb 29	Nutrition Lab (full write-up)	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Mar 7	Microscope Lab (simulation)	<i>In Connect:</i> Complete the exercise by 11:59 pm
Mar 21	Tissue Lab (full write-up)	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Mar 28	Integumentary Lab (full write-up)	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Apr 11	Articulation Lab (full write-up)	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Apr 12	Bone Quiz	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Apr 18	Muscle Lab	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Apr 22	Muscle Quiz	<i>On D2L:</i> Submit your lab report in the appropriate drop box by 11:59 pm
Apr 25	Muscle Electrical System (simulation)	<i>In Connect:</i> Complete the exercise by 11:59 pm

NFC Course Policy Statements

Course Policy:

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 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.

Module Tests: All module tests (taken in D2L not Connect) 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 five-module test. If you have taken all five tests 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 five module tests, you take the final exam and the grade for the final is higher than your lowest test grade, the final exam grade will replace the lowest test grade for the calculation of the final grade. If you miss a module test, 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 Tests: Module tests 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 tests if it is not completed by the date and time that the test goes offline. If you miss a module test, 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 Dropbox as well as to the discussion board.

Turnitin scores are used on initial discussion posts for the purposes of detecting plagiarism amongst students as well as outside sources. Scores should be no higher than 20% similarity to other sources if all answers are original. 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 answers, you should reword your report 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 0 (zero) 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.

Tutoring: Tutoring is available through the Academic Success Center (ASC) or online tutoring through Smarthinking.

Extension (Date/Time) Policy - There are no date extensions provided on any assignments or tests. Work not submitted by the due date will be given a grade of zero. Students will have the opportunity to submit discussion post, homework assignment for ½ credit on the scheduled makeup day.

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.

McGraw-Hill Connect: Each module will have a series of assignments on McGraw-Hill Connect. Assignments will go offline at 11:59 pm the date scheduled as the last day of the module. Additional material can be found on Connect to help you learn the material, but not all will result in a grade.

Late Work Policy- Maximum score on late lab report work is 50% if submitted within 48 hours past the due date and time. No work is accepted over 2 days late and will receive a 0 (zero). No online homework assignments will be accepted late and will automatically receive a grade of 0(zero). 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. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use 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):

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

Monday – Thursday 8:00 a.m. – 5:30 p.m.
Fridays 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 or (850) 973-1719 and/or Brianna Kinsey at 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
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / 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. Accommodations 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.

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 on the basis of 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.

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 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.