Erwin Technical Center

a proud part of…

Hillsborough Technical Education Centers

STUDENT HANDBOOK
2012 - 2013

2010 E. Hillsborough Avenue Tampa, Florida 33610
Phone (813) 231-1815  Toll Free (877) 231-1815
Web site: www.erwin.edu
Institutional Accreditation by

Council on Occupational Education
Council on Accreditation & School Improvement, Southern Association of Colleges & Schools

Programmatic Accreditations by

Accrediting Bureau of Health Education Schools (MLT and ST programs)
Commission on Accreditation of Allied Health Education Programs (END program)
Commission on Dental Accreditation, American Dental Association (Dental Program)
Joint Review Committee on Education in Electroneurodiagnostic Technology (END program)

Approved for/by:

The National Automotive Technicians Education Foundation
The National Court Reporters Association
Training of Veterans
Florida State Board of Massage
Florida State Board of Nursing

Requests for additional information on the policies, standards, or procedures of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett, Executive Director
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898
FAX (770) 396-3790
www.council.org

Requests for additional information about SACS accreditation for all Hillsborough County School District schools, contact:

Mr. Dennis Holt
SACS Internal Facilitator
Hillsborough County Public Schools
901 E. Kennedy Blvd.
Tampa, FL 33602
(813) 272-4932
The School Board of Hillsborough County, Florida, will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity, or social and family background. Additionally, it will not discriminate in its employment policies, harassment and bullying policies, and practices.
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The announcements, information, policies, rules, regulations and procedures set forth in this catalog are for information only and are subject to review and change without notice. Every effort was made to ensure accuracy at the time of printing. Any policies not addressed would follow standard procedures set forth by the Hillsborough County School District.
HISTORY

The Erwin Technical Center can be traced back to 1925, when Dr. and Mrs. Henry W. Brewster played a major role in opening a school, which received their name. Brewster School operated as a vocational school under various names until July 1, 1979, when the Erwin Center officially came into being. All programs at Brewster were transferred to the Erwin Center. Many adult programs were transferred from Tampa Bay Vocational-Technical Center, and several new programs were originated to form Hillsborough County's first Adult Area Vocational-Technical Center. The center was named after David G. Erwin, who for many years contributed to the development of vocational education in Hillsborough County and Florida as a teacher, principal-director and assistant superintendent.

The Erwin Technical Center is comprised of 3 buildings with a total area of 50,000 square feet. An elevator services the second floor of the main building, and all areas are handicapped accessible.

MISSION STATEMENTS

Mission Statement: Erwin Technical Center will produce quality, productive team members for the workforce and for the community.

Vision Statement: Erwin Technical Center will:
- empower students to take ownership of their education;
- educate students to be highly-trained, productive members of society; and
- provide an environment for the achievement of higher education, focusing on technology, job preparation and personal growth.

School Motto: Learning for Everyone … Whatever it Takes!
Erwin offers both job preparation / occupational training programs for students to obtain entry-level employment related to their chosen field, as well as continuing education classes to update or enhance the students' current skills. Erwin’s educational programs are authorized through Hillsborough County Public Schools and the State of Florida Department of Education. Erwin’s job preparation programs are divided into Occupational Completion Points (OCPs.) OCPs are career ladders within programs. Students obtain competencies associated with job titles and employment opportunities that exist in training areas.

### CURRENT PROGRAM OFFERINGS

<table>
<thead>
<tr>
<th>PROGRAM TITLE</th>
<th>CLOCK HRS</th>
<th>APPROXIMATE LENGTH (Months)</th>
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<tbody>
<tr>
<td>Accounting Specialist (Accounting Operations)</td>
<td>900</td>
<td>10</td>
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<tr>
<td>Administrative Office Specialist</td>
<td>1050</td>
<td>12</td>
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<tr>
<td>Air Conditioning, Refrigeration &amp; Heating Technology Day / Evening</td>
<td>1350</td>
<td>15 / 24</td>
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<tr>
<td>Automotive Services Technology</td>
<td>1800</td>
<td>21</td>
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<tr>
<td>Barbering Evening only</td>
<td>1200</td>
<td>19</td>
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<tr>
<td>Building Maintenance (Building Construction Technologies)</td>
<td>1050</td>
<td>12</td>
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<tr>
<td>Carpentry</td>
<td>1200</td>
<td>14</td>
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<tr>
<td>Computer Repair and Networking (Wireless Telecommunications)</td>
<td>1500</td>
<td>17</td>
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<tr>
<td>Cosmetology</td>
<td>1200</td>
<td>14</td>
</tr>
<tr>
<td>Culinary Arts (Commercial Foods &amp; Culinary Arts)</td>
<td>1200</td>
<td>14</td>
</tr>
<tr>
<td>Dental Assisting Technology – ATD</td>
<td>1230</td>
<td>12</td>
</tr>
<tr>
<td>Drafting (Computer Aided Drafting)</td>
<td>1500</td>
<td>17</td>
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<tr>
<td>Electricity</td>
<td>1200</td>
<td>14</td>
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<tr>
<td>Electroneurodiagnostic Technology</td>
<td>1250</td>
<td>12</td>
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<tr>
<td>Floral Design and Marketing</td>
<td>600</td>
<td>7</td>
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<tr>
<td>Interior Decorating Services</td>
<td>1050</td>
<td>12</td>
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<tr>
<td>Massage Therapy</td>
<td>750</td>
<td>9</td>
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<tr>
<td>Medical Assisting</td>
<td>1300</td>
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<tr>
<td>Medical Coder/Biller – ATD</td>
<td>1000</td>
<td>11</td>
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<tr>
<td>Medical Clinical Laboratory Technician - ATD</td>
<td>1515</td>
<td>15</td>
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<tr>
<td>Nursing Assistant – Articulated</td>
<td>175</td>
<td>3</td>
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<tr>
<td>Plumbing Technology</td>
<td>960</td>
<td>11</td>
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<tr>
<td>Practical Nursing Day / Evening</td>
<td>1350</td>
<td>14 / 18</td>
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<tr>
<td>Solar Photovoltaic</td>
<td>600</td>
<td>7</td>
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<tr>
<td>Surgical Technology</td>
<td>1330</td>
<td>15</td>
</tr>
<tr>
<td>Welding (Applied Welding Technologies)</td>
<td>1170</td>
<td>13</td>
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ADMISSIONS

ADMISSIONS AND TESTING

Admission Requirements: Erwin Technical Center is an adult technical school designed to train full-time students who are at least 16 years of age and have a standard high school diploma* from an approved accredited institution, or a GED.

Completion of a standard, approved, high school program* or the equivalent may be required for individual programs. Note: Any transcripts, diplomas, or degrees from foreign institutions must be translated in English and certified as equivalent to a standard U.S. credential by a licensed foreign credential company. Passing TABE Test scores are also required when submitting an international diploma or degree.

*Lists of approved accrediting institutions are available at Erwin’s Student Services office.

TABE Testing and Remediation: The Florida Department of Education (FLDOE) has mandated that each student enrolled in a certificate/diploma program meet minimum basic academic skill levels in reading, mathematics, and language in order to receive a Certificate of Completion or Applied Technology Diploma. Prior to beginning vocational/technical training, most students take the Tests of Adult Basic Education (TABE), a test that measures the required basic academic skill levels. TABE results are reported in grade-level equivalents. (A prospective student with an Associate’s Degree or higher from a U.S. approved, accredited institution is exempt from testing.)

Erwin offers the TABE test in English. The test (TABE, Level 9D) begins promptly on Tuesday and Thursday evenings at 5:00 p.m. and Wednesday and Thursday mornings at 8:00 a.m. in Room 142. No appointment is necessary, but seating is limited to the first 20 who arrive and pay the $5 testing fee. Children should not accompany applicants, since the test takes approximately 3 hours. Picture IDs are required and social security numbers are requested at the time of testing. Cell phones are not permitted in the testing room.

If a prospective student does not meet the basic requirements for a specific program, he/she is encouraged to begin remediation as soon as possible. Applicants are referred to The Learning Center (TLC) at Erwin for assistance. Test results are used to create an individual education plan for remediation. Students are accepted on a first-come, first-served basis in The Learning Center. Students testing below the fifth (5th) grade level in Reading are referred to other institutions for appropriate classes.

The Exit Standards chart (on the next page) shows the grade level equivalents required to receive a certificate or diploma, as measured by the Tests of Adult Basic Education (TABE). Exit standards are provided by the FLDOE. Some programs listed on the chart have school grade level equivalents higher than the state minimum standard requirements.
**Foreign Applicants:** At this time, Erwin does not accept International students. We will accept non-citizens who hold valid Alien Registration cards or who have received a current INS form I-797C, Notice of Action, noting that they have been fingerprinted and have passed a background screening.

### EXIT STANDARDS CHART
#### REQUIRED MINIMUM TABE SCORES

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<tr>
<th>Programs</th>
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<tbody>
<tr>
<td>Accounting Specialist <em>(Accounting Operations)</em></td>
<td>School</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>R  M  L</td>
<td>R  M  L</td>
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<tr>
<td>Administrative Assistant <em>(Administrative Office Specialist)</em></td>
<td>10 10 10</td>
<td>9 9 9</td>
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<tr>
<td>Air Conditioning, Refrigeration &amp; Heating Technology</td>
<td>10 10 9</td>
<td>9 10 9</td>
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<tr>
<td>Automotive Service Technology</td>
<td>10 10 10</td>
<td>9 10 9</td>
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<tr>
<td>Barbering</td>
<td>10 9 9</td>
<td>9 9 9</td>
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<tr>
<td>Building Maintenance <em>(Building Construction Technology)</em></td>
<td>9 9 9</td>
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<tr>
<td>Carpentry</td>
<td>9 9 9</td>
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<tr>
<td>Computer Aided Drafting <em>(Drafting)</em></td>
<td>10 10 9</td>
<td>9 10 9</td>
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<tr>
<td>Computer Repair &amp; Networking <em>(Wireless Telecommunications)</em></td>
<td>12 12 12</td>
<td>10 10 10</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>10 9 9</td>
<td>9 8 8</td>
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<tr>
<td>Culinary Arts <em>(Commercial Foods &amp; Culinary Arts)</em></td>
<td>9 9 9</td>
<td>9 9 9</td>
</tr>
<tr>
<td>Dental Assisting Technology &amp; Management - ATD</td>
<td>11 11 11</td>
<td>10 10 10</td>
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<tr>
<td>Electricity</td>
<td>10 10 9</td>
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<td>Electroneurodiagnostic Technology</td>
<td>12 12 12</td>
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<tr>
<td>Floral Design and Marketing</td>
<td>9 9 9</td>
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<tr>
<td>Interior Decorating Services</td>
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<tr>
<td>Massage Therapy</td>
<td>11 10 11</td>
<td>10 9 10</td>
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<tr>
<td>Medical Assisting</td>
<td>11 10 11</td>
<td>10 10 10</td>
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<tr>
<td>Medical Clinical Laboratory Technician - ATD</td>
<td>12 12 12</td>
<td>11 10 11</td>
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<td>Medical Coder/Biller – ATD</td>
<td>11 10 11</td>
<td>11 10 11</td>
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<tr>
<td>Plumbing Technology</td>
<td>9 9 9</td>
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<td>Practical Nursing</td>
<td>12 12 12</td>
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<td>Solar Photovoltaic</td>
<td>10 10 9</td>
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<tr>
<td>Surgical Technology</td>
<td>11 10 11</td>
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</tr>
<tr>
<td>Welding <em>(Applied Welding Technologies)</em></td>
<td>9 9 9</td>
<td>9 9 9</td>
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REGISTRATION

Applicants accepted for enrollment are usually scheduled to attend a registration session two to six weeks before classes begin. The registration process takes approximately two to three hours, and children should not accompany registrants. Applicants will receive correspondence from the program’s advisor/counselor regarding time and place of the registration session and items to bring.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Transfer of credit will be considered if a student previously attended a postsecondary institution that:

- Is fully accredited by a regional or national accrediting agency recognized by the U.S. Department of Education, and
- Participates in the statewide course numbering system*, and
- Credit was earned within two years of Erwin program entry.

*For additional information on statewide course numbering participating schools, please visit [http://scns.fldoe.org](http://scns.fldoe.org) and see information below. More information is provided in the General Policies and Procedures section of this book.

A student requesting transfer of credit must submit a copy of his/her official transcript before program registration or at the time of program registration. Transcripts will be reviewed by program instructors to determine credit transfer.

Students must complete a minimum of 50% of a program at Erwin Technical Center. Consequently, no more than 50% of the required hours/credit for program completion will be accepted as transfer credit toward graduation from Erwin.

Any student requesting transfer credit who will be receiving financial assistance (V.A., Pell, etc.) must also provide his/her records of prior training to the Financial Aid Office and/or the VA Certifying Official.

TRANSFER OF CREDIT BETWEEN ERWIN PROGRAMS

Credits previously earned at Erwin may be accepted for transfer into another Erwin program if:

- the State course number is identical (example: Basic Health Care Worker, HSC0003, 90 hours), and
- the State course was completed within the past 24 months, and
- the content of the course has not significantly changed.

Students should contact the counselor for the program they desire to enter. The counselor will forward the request to the program instructor, who will determine whether the transfer credit is appropriate and meets current course requirements.
CLASS SCHEDULES

Most classes meet from 8:00 a.m. to 2:00 p.m., Monday through Friday. Practical Nursing day programs generally meet from 7:30 a.m. to 1:30 p.m.

Programs with clinical training or an externship / practicum as part of the curriculum have varied schedules.

Programs in Practical Nursing; Air Conditioning, Refrigeration & Heating Technology; and Barbering are available in the evening.

LENGTH OF PROGRAMS AND TUITION CHARGES

The length of individual programs is based on clock hours. A chart listing programs offered at Erwin Technical Center, clock hours, and approximate months to complete the program can be found in the front of this book.

Tuition Rates: The current tuition rate for full-time job preparation vocational/technical programs is $2.68 per clock/clinical hour for Florida residents (proof of residency required). Non-Florida residents pay $10.72 per clock/clinical hour for job preparation programs. Students may pay tuition for the State Course in which they are enrolled, or they may pay for the total number of clock hours in the current grading period. All students must pay for the total number of clock hours in their program prior to graduation.

Florida Residents: Florida residents are assessed tuition by the clock hour at the current rate set by the Florida Legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. At registration, all students must complete a Florida residency affidavit and provide documents that prove residency. Tuition rates vary for part-time Continuing Education (CE) classes. See details for individual part-time classes at: www.erwin.edu.

FEES

Students are charged certain fees at the time of program registration. Students pay a non-refundable $5 student activity fee, a $10 application fee, and a $5 testing fee (if not previously paid). The activity fee includes a student I.D. card, a parking decal, and media center services. During registration, students will receive a Fee Sheet that lists all fees involved in the program, as well as required textbooks and supplies. Textbook ISBN numbers are included so that students have the option of purchasing their book in our bookstore or elsewhere.

REFUND POLICY

PSAV Programs: Tuition refunds will be processed according to the following policy in PSAV programs: A student who withdraws from a postsecondary adult vocational (PSAV) program will receive a refund of prorated tuition if the student withdraws on or before 10 percent of the scheduled course hours in the State Course or sequence number have commenced. After 10 percent of the scheduled course hours in the State Course or sequence number have
commenced, no refund will be provided. Tuition charged will be reviewed within 30 days of the student’s withdrawal. If a student is entitled to a refund, a check (if the student paid by cash, check or money order) or credit to the student’s credit card (if a credit card was used for payment) will be processed within 45 days.

The following fees will be refunded at 100 percent, if the fees have not already been disbursed to outside agencies: industry certification exam, accident insurance, liability insurance, and first aid certification. All other fees are non-refundable.

No refunds will be made on books, supplies, and materials, unless the school deems them to be unused, current, and needed for resale.

**Continuing Education Classes:** A student who cancels registration from a Continuing Education (CE) course will receive a 100 percent refund of tuition, provided the student notifies the school at least one school day prior to the class start date. Tuition charges will be reviewed within 30 days of the student’s withdrawal. If the student is entitled to a refund, a check (if the student paid by cash, check or money order) or credit to the student’s credit card (if a credit card was used for payment) will be processed within 45 days.

No refunds will be made on books, supplies, and materials, unless the school deems them to be unused, current, and needed for resale.

**NSF CHECK POLICY**

All checks must include the following: check writer’s or business’ name and local address, and the student’s identification number. Checks will be submitted only one time to the maker’s bank. If the check is returned due to non-sufficient funds, it will automatically be routed to a collection company contracted by the School District to handle returned checks.

It is important to note that students whose accounts are given to the collection agency will not be able to write checks at any establishment that employs the services of the collection agency contracted by the district, including non-school related businesses. The originator will have to make payment to the collection agency, and if repayment is not received, the person’s name may be entered onto the District’s NSF list, and the District will no longer accept their checks. Only money orders will be accepted from the individuals whose names appear on that list until the collection agency notifies the District that NSF checks have been satisfied.

**GROUNDS AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM**

When the school finds it necessary to cancel or terminate a program, currently enrolled students, as well as those who have applied to that program, will be notified as soon as possible. Efforts will be made to continue the program for a sufficient period of time so that currently enrolled students may have an opportunity to complete the program. When this option is not viable, students will be counseled and assisted with enrollment into other programs available at Erwin Technical Center.
It is the veteran's responsibility to initiate all paperwork for Veterans Administration (V.A.) education benefits. In most instances, the veteran will need to submit all copies of all DD Form 214s to the office of Student Services.

After acceptance for a school training program, veterans may request that their first fractional (or full) month and the following full month of benefits be sent to the school prior to the beginning of their program enrollment date. This procedure is called Advance Payment and must be requested at least six (6) weeks prior to the veteran's enrollment date. When requesting Advance Payment, veterans need to be aware that their next benefit payment will not be received for at least two (2) months after their enrollment date. All benefit payments are sent directly to the veteran's residence except for the Advance Payment.

Veterans with previous education in the program in which they enroll will have this information evaluated for possible credit.

During the last week of each month of training, the veteran will receive a Pursuit or Attendance letter to indicate continued attendance at school. The veteran must sign and immediately return the letter to the required V.A. address. Veterans should then receive their benefits check within 10-14 days.

Cooperative training in Industrial areas may be available to the veterans. However, the veteran should be aware that participation in cooperative training could result in a reduction of education benefits. Veterans should see the VA Certifying Official in Student Services (Room 158) for additional information.

The Work Study program is not available at Erwin due to the lack of VA related work necessary to establish such a program.

Veterans are expected to adhere to the same attendance, progress and conduct policies as all students. These policies are stated in the individual program guide for each program. Progress reports are issued at the end of each grading period within the veteran's program and are maintained in central school records. The Veterans Administration will be notified promptly as to the last date of attendance whenever a veteran is withdrawn or withdraws from school.

A veteran who re-enters a program after being withdrawn for unsatisfactory attendance, progress or conduct must establish satisfactory attendance, progress or conduct for a minimum of one nine-week grading period before the school will submit a recertification of enrollment.

All of the previously stated policies will also apply to dependents eligible for benefits related to their parent(s) or spouse.
ATTENDANCE POLICIES

Students are expected to attend every scheduled school day unless an emergency exists that prevents attendance. All absences and tardies will be classified as non-documented. Emergencies may be taken into consideration. Certain programs have stricter guidelines, as documented in their Student Program Guide, that supersede the policies below. However, programs may not increase the number of allowable absences or tardies.

Erwin Technical Center follows the School District’s calendar, including holidays and early-release days. The regular day school scheduled is Monday through Friday from 8:00 a.m. to 2:00 p.m. (These times may vary during the Summer Session.) Evening school hours vary by program. Practical Nursing program hours are from 7:30 a.m. to 1:30 p.m. when students are in the classroom. Clinical hours for Practical Nursing and Allied Health students vary.

1. Tardies and half day absences are defined as follows:
   - Tardy: Less than 1 hour (1–59 min) missed in any AM or PM or full day instructional block
   - Half day absence: One hour or more (60 or more minutes) missed in any AM or PM or full day instructional block.

2. After the 10th absence in a program, the instructor will fill out and submit a student referral form. After the 10th tardy in a program, the instructor will fill out and submit a student referral form. The student will be counseled and placed on probation.

3. After the 15th absence in a program, the student will be subject to withdrawal. After the 15th tardy in a program, the student will be subject to withdrawal. A student may petition the Academic Affairs Committee (AAC) and request an exception to the absence policy or the tardy policy. Upon the completion of one year, three additional absences or tardies per grading period will be allowed for programs that exceed one year.

4. For programs of less than one year, the number of grading periods will be multiplied by 3 absences or 3 tardies per grading period to determine the maximums.

5. The number of absences or tardies will be limited by the student’s ability to maintain satisfactory progress. If absences or tardies prevent satisfactory progress, a student will be subject to withdrawal.

6. Students who find it necessary to leave school during the school day must obtain permission from the classroom instructor and/or clinical supervisor.

7. Students absent three (3) consecutive days without contacting their instructor (No Call – No Show) will be withdrawn on the fourth day of absence.

8. Students who are absent without contacting their instructor (No Call – No Show) three (3) days in any school year may be withdrawn.
**Effective Date of Withdrawals:**

1. Withdrawal for 3 consecutive days no contact = the next day (4th day absent)
2. Student notifies staff of intent to withdraw = last day of attendance
3. Graduation = last day of sequence number

**Religious Observances:** Absences and tardiness due to religious observances may be excused. Students observing religious holidays on scheduled school days should see their instructor prior to the absence to determine if documentation is needed. Any student who believes that he/she has been unreasonably denied an educational benefit due to his/her religious belief or practices may seek redress through the established grievance procedures.

**Make-up Work:** Students will have an opportunity to make up any tests, quizzes, or work missed due to absences or tardiness as a result of administratively-approved, nonscheduled, religious holidays. Absences/tardiness shall be noted on the attendance record, but they will not be counted toward determining accumulated absences or tardiness for withdrawal.

**GRADING SYSTEM**

**Grading Periods:** The school year is divided into five grading periods. Grades are submitted by the teachers approximately every 9 weeks. Students are issued report cards based on those grades. The grading system is as follows, with the letter grade and the corresponding weight: A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00. Transcripts are prepared and may be requested in the Main Office or online at www.erwin.edu.

Students are assigned courses within their program. A Certificate of Completion or Applied Technology Diploma (ATD) is awarded upon completion of all courses and all requirements within a program.

**Clock / Credit Hours:** Approximately 30 clock/contact hours equal one college semester credit hour. Credit hour equivalencies are available to assist students who wish to matriculate to other postsecondary institutions.

**GRADE POINT AVERAGE**

All Erwin Technical Center students shall be awarded letter grades in all courses scheduled to be completed during the grading period. Grades and their corresponding weighting for GPA purposes are shown on the chart on the next page.

**Calculation of Grading Period GPA:** A student's grading period GPA will be calculated by adding all quality points earned for courses completed during that grading period and dividing by the total number of credit hours assigned to the courses completed during that grading period. There are four grading periods (approximately nine weeks in length) and one summer term (about 7 weeks in length); however, this will vary according to the current SDHC calendar.
**Calculation of Cumulative GPA:** A student’s overall, cumulative GPA will be calculated by adding all quality points for courses completed in the program of study and dividing by the total number of credit hours assigned to all courses completed during that program of study.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weight</th>
<th>Remarks</th>
<th>Percentage and/or Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
<td>60-69% Considered the lowest passing grade</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
<td>0-59%</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>Will be used only when a student who is in good standing misses an exam that is required for a final grade due to an extreme emergency. If the work is completed as scheduled by the instructor, the grade will replace the “I” on the Academic Record.</td>
</tr>
<tr>
<td>WP</td>
<td>N/A</td>
<td>Withdrawn Passing</td>
<td>Will be used when a student who is passing withdraws before the end of the grading period. Course must be completed upon re-entry.</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawn Failing</td>
<td>Will be used when a student who is not passing withdraws before the end of the grading period. Course must be repeated upon re-entry.</td>
</tr>
<tr>
<td>X</td>
<td>N/A</td>
<td>Transfer / Test Out</td>
<td>Will be used when credit is given for courses transferred from other schools or other Erwin Technical Center programs or as a result of testing out.</td>
</tr>
</tbody>
</table>

**Retakes:** Any Course that is failed must be retaken and passed. If a student receives an “F” in a scheduled course, the student must retake that course in the next available grading period following the term in which the “F” was earned. If a student successfully retakes the previously failed course, the new grade received will be as follows:

<table>
<thead>
<tr>
<th>Earned Academic Retake Grade</th>
<th>Retake Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or B</td>
<td>C</td>
</tr>
<tr>
<td>C or D</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

**Minimum Satisfactory GPA:** To remain in good standing, a student must maintain an overall, cumulative GPA of 2.0. (See additional information under Satisfactory Academic Progress section.) Only students in good standing shall be eligible for a diploma.
Minimum Academic GPA – Academic Probation: A student will be placed on academic probation if the student’s cumulative GPA falls below 2.0. To clear an academic probation, the student must raise his/her cumulative GPA to a 2.0 or better during the next grading period.

Minimum Academic GPA -- Academic Withdrawal: A student failing to raise his/her cumulative GPA to 2.0 or better during the next grading period shall be subject to withdrawal for academic reasons.

A student who is subject to academic withdrawal may petition the Academic Affairs Committee (AAC), if he/she feels extenuating circumstances have affected his/her grades.

Students who are withdrawn for academic reasons shall follow the established policy for re-entry which states students may re-apply for admission after thirty (30) school days or when the conditions set forth by the AAC are complete. If re-entry is approved, it would take place when the state course in which the student was studying at the time of withdrawal is offered again, on a space-available basis.

PROGRESS REPORTS

The school year is divided into five grading periods. Grades are submitted by the teachers approximately every 9 weeks. Students are issued report cards based on grades earned in all courses completed during that grading period. Progress reports will be distributed to students, through their program instructor, approximately three weeks after the end of the previous grading period.

GRADUATION REQUIREMENTS

A diploma or certificate from any training program at Erwin Technical Center will be issued only when a student has:

- Achieved a satisfactory score on the TABE (state approved Basic Skills Exam), and
- Satisfactorily completed all courses required in their training program, and
- Achieved an overall, cumulative GPA of 2.0 or better at the end of their training, and
- Cleared all financial obligations incurred at the school.

To receive a diploma or certificate, a student must complete an exit interview process and obtain all applicable signatures on an Application for Graduation. The students will be notified about procedures and deadlines. The name on the diploma must be the same as the name on student records.

Diploma Honors Designation: Students completing a program with a 3.5 overall, cumulative GPA or better will have honors status noted on their diplomas.
EMPLOYMENT GUARANTEE DISCLAIMER

Erwin Technical Center makes no guarantee and provides no warranty in reference to securing employment upon completion of a job preparatory program. Successful completion of a job preparatory program at Erwin Technical Center provides students with the education necessary for an entry-level position in his/her chosen field. An employment readiness unit or an employability skills unit is a component included in the curriculum for our job preparatory programs. The school will assist students with job placement as follows: As job leads become available through employers, this information is made available to students (who are completing or who have graduated from the program) through his/her instructor and through postings available via the “Job Placement Assistance” link on the homepage of the Erwin Online website: www.erwinonline.org.

WITHDRAWALS

Students who are absent three consecutive days without contacting their instructor will be withdrawn on the fourth day of absence.

Students who voluntarily withdraw, or are procedurally withdrawn by virtue of Erwin attendance or academic policies, from the same program two times will not be re-admitted into that program.

Students may enter a maximum of three different programs within a two-year period.

Refer to the Student Program Guide for information specific to each program.

RE-ENTRY OF FORMER STUDENTS

Students who wish to re-enter training into the same program at Erwin Technical Center will submit a new application and an application for re-admission. Students must be withdrawn a minimum of sixty (60) calendar days before being re-admitted. The Academic Affairs Committee (AAC) will review the application and render a decision.

Generally, a student may re-enter only when the State course in which the student was enrolled at the time of withdrawal is offered again. Re-entries are on a space available basis. Students may be required to re-take certain Erwin classes they already may have passed if the instructor so determines.

If the student was withdrawn due to excessive absences/tardies, he/she will re-enter on an attendance contract to be determined by the Academic Affairs Committee.

If a student who re-enters wishes to receive financial aid or veterans benefits, he/she must make arrangements with the Veteran’s Administration office, Erwin’s financial aid office, and Erwin’s VA Coordinator. These awards will not automatically be renewed. Students must pay any previous account balances and make good any NSF checks before re-entry will be allowed.
Erwin Technical Center offers a wide range of financial aid to full-time students who qualify. Financial Aid counselors are available to assist in exploring these many options. Prospective students may visit the Financial Aid office during school hours. The Financial Aid office is open to all currently enrolled students before school, during their designated program lunch time, and after school. The office generally is open two evenings per week. Please call 813-231-1908 to verify.

Tuition and other fees will be deducted, as necessary, from award payments. Financial Aid eligibility is limited to the number of clock hours specified in each training program.

**First Payment Period of Enrollment:** All eligible students will receive payment on the last day of their first grading period. An overall Grade Point Average of 2.0 or less at the end of their first grading period of enrollment will place a student on automatic financial aid probation.

**On-going Grading Periods of Enrollment:** An overall, cumulative Grade Point Average of 2.0 or more is considered Satisfactory Academic Progress for future payments. (See more information in “Standards of Academic Progress for Disbursement of Financial Aid” section.)

### TYPES OF FINANCIAL ASSISTANCE

**Federally Funded Title IV Grants:**
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

For details on eligibility and applications, ask for the financial aid brochure at the time of testing, or call 231-1908. (See “Pell Grants” later in this section for additional information.) Students must apply online for Federal Aid at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**State Funded Grants:**
- District Financial Aid
- FSAG - Florida Student Assistance Grant
- FWEP - Florida Work Experience
- Bright Futures

**Indian Affairs:** Please call 1-800-322-9186 for information.

**Workforce Investment Act:** Persons residing within Hillsborough County should call (813) 930-7400 for information. Pasco-Hernando County residents should call One Stop Centers in New Port Richey, Dade City, or Brooksville. Polk county residents should call (863) 683-5627.

**Veterans Administration:** All Erwin full-time programs are approved for veterans training. Eligible persons may receive information by calling the Veterans Administration at 1-888-442-4551.
**Vocational Rehabilitation:** The Department of Health and Rehabilitative Services (HRS) sponsors eligible disabled students who need training or retraining to secure suitable employment. For detailed information, please call (813) 930-7494.

**STANDARDS OF ACADEMIC PROGRESS (SAP) FOR DISBURSEMENT OF FINANCIAL AID**

A student is considered to be making satisfactory academic progress if he/she successfully completes course hours (clock hours), achieves a specific cumulative grade point average (GPA), and does not exceed the maximum time limits to complete his/her course of study. Students’ Satisfactory Academic Progress (SAP) will be checked prior to each financial aid disbursement. (No SAP is required prior to the first financial aid disbursement in a program.)

- Students must maintain an overall, cumulative GPA of at least 2.0 on a 4.0 scale.
- Students are allowed up to 150% of the scheduled clock hours to complete their program, but they may only receive financial aid for 100% of the program hours.
- Students must complete the required number of competencies within the time frame as defined by the individual’s program guidelines for the evaluation period.

**Financial Aid Disbursement Policies**

**Proof of SAP:** Documentation of the above guidelines will be collected from instructors, department heads or other authorized individuals on a Satisfactory Academic Progress form, or by other official Erwin forms of communication. Documentation will include student name, program and confirmation of progress meeting above guidelines.

**Each term of enrollment:** If a student meets above guidelines, they are in compliance with the Satisfactory Academic Progress policy. Not meeting these guidelines will place a student on Financial Aid Probation status.

**Probation:** A student will be placed on Financial Aid Probation status for the grading period following his/her first "Unsatisfactory" Academic Progress Report. Students receive a federal financial aid payment only if they meet the SAP standards listed above prior to the next PELL payment period for that student.

**Forfeiture of Payment:** Students will forfeit their financial aid on the disbursement date for their second successive "Unsatisfactory" Academic Progress Report.

**Reinstatement of Financial Aid Eligibility:** Students must achieve a "Satisfactory" Academic Progress Report, as defined above, for the grading period following the forfeiture of aid.
Students’ Rights & Responsibilities with SAP

All students are responsible for maintaining Satisfactory Academic Progress (SAP) in their course of study. Students who fail to maintain SAP will need to abide by the following guidelines in order to regain their Federal Student Financial Aid standing:

**Notification of Financial Aid - Academic Probation:** Students who are not meeting the standards, as listed above and documented by teachers submitting an unsatisfactory SAP, will be placed on academic probation. They will receive a letter from the Financial Aid Department which lists the students’ options for appeal. The standards they need to meet in order to be removed from academic probation, and how the academic probation will affect their financial aid package, will be listed. Students placed on Academic Probation will be given to the end of the next grading period to improve their standing. If they improve to a satisfactory level, they will receive their disbursement; if they do not improve, they will lose their financial aid eligibility.

**Academic Probation Appeals Process:** Students placed on Academic Probation, or withdrawn due to academics, may appeal to the Academic Affairs Committee (AAC). If a student has an unusual or extraordinary situation that affected the student’s progression toward the successful completion of his/her program of study, he/she must submit a written request for appeals, outlining the situation and providing documentation where possible. The committee will review the appeal request in a timely fashion and notify the student of the outcome. Possible situations that can be considered for an Academic Appeal include: medical problems, illness, learning disability, handicap, death in the family, relocation, or employment changes. If a student finds the decision unsatisfactory, the student may appeal to the School Administrator.

**Professional Judgment:** A financial aid administrator may decide that special circumstances differentiate an individual student from a class of students in regards to the established SAP policy. In this instance, the financial aid administrator can deviate from the institution’s established SAP policy, based on unusual or extraordinary circumstances for a particular student. These situations will be documented in the student’s file.

**Academic Probation Status, Denial Status, and Reinstatement of Financial Aid:** Probation status will not prevent the student from receiving financial aid. The probationary period (one grading period, approximately nine weeks) is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the Satisfactory Academic Progress standards after the probationary period, denial status will be imposed. Denial status will prevent the student from receiving any Federal Title IV, state, or institutional financial assistance for future enrollment, until such time as the student meets all Satisfactory Academic Progress standards. A student’s financial aid will be reinstated once he/she meets all Satisfactory Academic Progress standards.
PELL GRANTS

*Maximum Eligibility:* Federal guidelines have changed regarding the maximum amount of Pell grants a student may receive. Starting with the 2012-2013 school year, a student may receive a total lifetime maximum of 6 years of Pell grants (known as 600%), combining all postsecondary institutions the student has attended. Erwin’s Financial Aid department will monitor each Pell student’s status and will notify any students who are nearing their maximum allotment.

If a student reaches 600% of Pell eligibility, no further Pell disbursements can be made through Erwin or any other postsecondary institution. Students who reach 600% will be responsible for paying their own tuition.

For new students entering Erwin on or after July 1, 2012: Once the 600% is reached (either prior to enrollment or during enrollment) students will be attending on a self-paying basis. Tuition is due at the beginning of each State course, as outlined on the Fee Sheet.

For continuing students who began their program at Erwin prior to July 1, 2012: If their 600% is reached before graduating from their current program, Erwin will work with those students to help them apply for full or partial grants to cover their remaining tuition in that particular program. If a student withdraws or transfers to another program, the student will be cash-paying upon re-entry or transfer.

*Discontinuation of Ability-to-Benefit Eligibility:* Federal guidelines have changed regarding Ability-to-Benefit eligibility. Students who began a program at Erwin on July 1, 2012 or after, who have never attended Erwin or another postsecondary institution, or who cannot prove (with documentation) that they had attended a postsecondary institution as an ATB student, will not be eligible to receive a Federal Pell Grant to attend Erwin.

Students enrolled in a program at Erwin prior to July 1, 2012, and qualifying as ATB students (by passing an ATB exam or by successfully completing 225 hours of instruction) will be allowed to continue to receive Federal Pell funding, when qualified to do so.

ATB exams will not be given to students at Erwin after July 1, 2012, nor will students be able to complete 225 hours of instruction to meet the eligibility requirement for ATB after July 1, 2012, in order to receive a Federal Pell Grant.

SCHOLARSHIPS

Scholarship Information is available on Erwin’s online education portal. To view scholarships available to Erwin students and apply for those scholarships, follow the steps below. For additional assistance, contact Ms. Gleason in the Student Services office.

- Visit: [www.erwinonline.org](http://www.erwinonline.org)
- Log in or create a user account
- Click on “Check for new scholarship opportunities”
- Follow guidelines for specific applications
SPONSORING AGENCIES

There are many agencies that sponsor students at Erwin Technical Center. Students are encouraged to check with individual agencies to determine the criteria for qualifying. Some of these agencies are:

- CARIBE  (813) 231-1972
- Tampa Housing  (813) 253-0551
- Vocational Rehab  (813) 930-7494
- Veteran’s Administration  1-888-442-4551
- WIA – Hillsborough County  (813) 930-7400
- WIA – Pasco-Hernando County  (813) 377-1300, ext. 3431
- WIA – Polk County  (813) 683-5627
ACADEMIC AFFAIRS COMMITTEE (AAC)

Due Process: The AAC is designed to permit a student or staff member the opportunity to review concerns involving a student’s attendance, performance, or behavior. The AAC also ensures all students will receive due process in all disciplinary matters.

The AAC is comprised of at least two of the following: an administrator, the program instructor, the student's program advisor/counselor, and/or department head. A student may petition the AAC to review circumstances that may have affected the student's training process. These circumstances may include a student's attendance, academic or clinical performance, or classroom behavior. The student and any individual the student designates may attend the review. Following the AAC's review, recommendations will be made concerning the student’s future educational plans.

ACADEMIC DISHONESTY

In an attempt to clarify possible misunderstandings, Hi-TEC faculty and staff have developed some definitions and examples of two types of academic dishonesty: cheating and plagiarism.

Cheating is defined as giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

Plagiarism, or literary theft, is appropriating the literary composition of another person, including parts, passages, or language of that writing, and passing off that material as one’s own. Plagiarism is the failure to give proper credit or citation to one’s sources of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student.

As with other violations of student conduct, cheating and plagiarizing may result in disciplinary action. Any student caught cheating or plagiarizing will receive a zero for that assignment and may involve additional disciplinary actions.
DISCIPLINARY ACTIONS

*Probation* is an official warning that the student is in violation of Erwin Technical Center’s policies and that continued enrollment depends upon satisfactory attendance, performance, or behavior during the period of probation.

*Suspension* is the temporary removal of a student from Erwin Technical Center's campus for a period not to exceed ten days. A student who is suspended will receive a zero grade for any test or quiz given during the time of suspension. Days suspended are reported as unexcused (undocumented) absences and are counted in the accumulated total of absences for withdrawal purposes.

*Withdrawal* is the removal of the student from Erwin Technical Center’s campus for the length of time determined by the Academic Affairs Committee (AAC).

ARTICULATION AGREEMENTS

The Erwin Technical Center has agreements with several institutions which make it possible for an Erwin graduate to receive college credits toward an Associate’s Degree in certain college programs. Receiving schools ultimately make the final decision regarding credit acceptance, and students are responsible for initiating the request. An official transcript will be forwarded to the appropriate institution(s) upon our receipt of the formal transcript request in Erwin’s Registrar’s Office.

Note that many state community colleges and private institutions will “bridge” or “transition” graduates of accredited institutions such as Erwin’s without individual school to school agreements. We strongly suggest that Erwin graduates inquire about transfer credits before pursuing further education.

Erwin currently participates in formal school-to-school agreements with Hillsborough Community College (HCC). All programs classified as having an Applied Technology Diploma (ATD) are guaranteed transfer of credit to any community or junior college in Florida offering the same program progression.
<table>
<thead>
<tr>
<th>Erwin Program</th>
<th>A.S. or A.A.S. Degree Program</th>
<th>College</th>
<th>Credits</th>
<th>Time Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Specialist (Accounting Operations)</td>
<td>Office Administration</td>
<td>Statewide Community Colleges</td>
<td>6</td>
<td>3 years</td>
</tr>
<tr>
<td>Administrative Assistant (Administrative Office Specialist)</td>
<td>Office Administration</td>
<td>Statewide Community Colleges</td>
<td>18</td>
<td>5 years</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>Automotive Service Management Technology</td>
<td>Statewide Community Colleges</td>
<td>19</td>
<td>*</td>
</tr>
<tr>
<td>Building Maintenance (Building Construction Technologies)</td>
<td>Building Construction Technologies</td>
<td>Statewide Community Colleges</td>
<td>3</td>
<td>*</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Building Construction Technologies</td>
<td>Statewide Community Colleges</td>
<td>3</td>
<td>*</td>
</tr>
<tr>
<td>Computer Aided Drafting (Drafting)</td>
<td>Architectural Design and Construction Technology</td>
<td>HCC</td>
<td>25</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Drafting and Design</td>
<td>Statewide Community Colleges</td>
<td></td>
<td>3 years</td>
</tr>
<tr>
<td>Computer Repair &amp; Networking (Wireless Telecommunications)</td>
<td>Networking Services Technology</td>
<td>Statewide Community Colleges</td>
<td>9-15</td>
<td>3 years</td>
</tr>
<tr>
<td>Dental Assisting Technology &amp; Mgmt (ATD Program)**</td>
<td>Dental Assisting Technology &amp; Mgmt</td>
<td>Statewide Community Colleges</td>
<td>37</td>
<td>3 years</td>
</tr>
<tr>
<td>Medical Coder/Biller (ATD Program)**</td>
<td>Health Information Management of Office Systems Technology</td>
<td>Statewide Community Colleges</td>
<td>26</td>
<td>3 years</td>
</tr>
<tr>
<td>Medical Clinical Laboratory Technician (ATD program)**</td>
<td>Medical Laboratory Technology</td>
<td>Statewide Community Colleges</td>
<td>40</td>
<td>3 years</td>
</tr>
<tr>
<td>Plumbing Technology</td>
<td>Building Construction Technologies</td>
<td>Statewide Community Colleges</td>
<td>3</td>
<td>*</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Nursing</td>
<td>N.W.F State College</td>
<td>20</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
<td>Pasco-Hernando CC</td>
<td>17</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
<td>St. Petersburg CC</td>
<td>12</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Registered Nursing</td>
<td>Statewide Community Colleges</td>
<td>10</td>
<td>5 years</td>
</tr>
</tbody>
</table>

Community Colleges and/or Universities have additional admission requirements prior to the awarding of credits. Please contact the institution of interest for their specific requirements.

*If a number is indicated, the Erwin graduate must enter the designated Associate Degree program within the specified number of years of his/her Erwin completion date. Students are encouraged to contact the institution of interest at the point of Erwin program completion to obtain specific articulation requirements including but not limited to time factors.

**ATD (Applied Technology Diploma) guarantees transfer of credit statewide to any community or junior college offering the same program.
STATEWIDE COURSE NUMBERING SYSTEM (SCNS)

Official course numbers at the Erwin Technical Center are identified by prefixes and numbers that were assigned by Florida’s SCNS. This common numbering system is used by all public postsecondary institutions in Florida. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

The course prefix and each digit in the course number have meaning in the SCNS. The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy”. Descriptions of the courses are referred to as “course equivalency profiles”. Each participating institution controls the title, level, credit and content of its own courses. Course prefixes and the last three digits of the course numbers are assigned by the Florida Department of Education in Tallahassee.

GRIEVANCE PROCEDURES

A grievance is a situation occurring in the course of the school’s operation which causes students to consider themselves legally wronged. Schools are responsible for providing procedures for the expression and resolution of grievances (see HCPS procedures below).

Students who believe they have been aggrieved should first take their complaint/concern to their Program Counselor/Advisor and request that a Pre-Grievance Conference be scheduled with the Program Counselor/Advisor, the Program Instructor, and an Administrator.

If the grievant is not satisfied with the results of the Pre-Grievance conference, he/she should see the Principal’s Secretary to receive a copy of the Hillsborough County Public Schools Formal Grievance form (SB60801 form). The grievant should complete items 1 – 7 and attach a written statement, as stated below.

The Principal will investigate the alleged incident and talk to the necessary witnesses. The Principal will complete the requirements for a Level 1 Grievance and will respond, in writing, to the grievant within 10 school days from the date the form was received at the site.

See the grievance form procedures, provided below, for details regarding additional recourse.

If after exploring all possible solutions to a problem with the School District staff, a student may contact the Accrediting Commission of the Council on Occupational Education. Inquiries should be addressed to:

Dr. Gary Puckett, Executive Director
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898
FAX: (770) 396-3790

The official procedure for filing a written, formal grievance within Hillsborough County Public Schools is listed on the next page.
A grievance subject to this procedure is a complaint of an alleged violation of federal, state or local laws applicable to the School Board including, but not limited to, claims of unlawful discrimination, harassment, retaliation, or violation of specific School Board policy(ies) or procedures(s). All other complaints may be addressed to the appropriate principal, immediate supervisor, or site administrator. The grievance process is not intended to replace other processes available because of various laws.

Pre-Grievance Conference: When an individual feels that he or she has a complaint or grievance (as defined above) he or she shall discuss the complaint or grievance with the individual, the principal of the school, the immediate supervisor, or that person’s supervisor as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis.

Completing a Formal Grievance Form (SB60801, Rev. 01/2010 form): Request the official grievance form from the Principal’s secretary. These are the instructions that are printed on the back of the form:

Submit completed form and attachments to:

  Original:   General Manager of Employee Relations/Equity Coordinator
  Copy 1:   Principal or Site Administrator’s office    Copy 2:   Grievant

1. Person(s) filing a Level 1 grievance must complete items numbered 1 – 7 of the Grievance Form and attach a written statement (see item number 6). A copy should be retained by the grievant. A grievance shall be presented within 60 days after the aggrieved person knows of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered waived. A Level 1 grievance must be precluded with a “pre-grievance conference.”

2. Person receiving the grievance form shall complete item number 8.

3. The principal/site administrator rendering the Level 1 decision shall respond in writing to the grievant within ten (10) school or work days from the date the form was submitted/received at the site.

4. The principal or site administrator rendering the Level 1 written response must complete item 9 of the form and forward a copy with attachments (see items 6 and 10) to the grievant and to the General Manager of Employee Relations/Equity Coordinator at the address above within ten (10) school or work days from the date they received the Level 1 decision from the principal or site administrator.

5. Person(s) wishing to appeal their grievance to Level 2 must complete the “Level 2 Grievance” section of the Formal Grievance (see items numbered 11 and 12) and submit documents to the General Manager of Employee Relations/Equity Coordinator at the address on the previous page within ten (10) school or work days from the date they received the Level 1 decision from the principal or site administrator.

6. Person(s) wishing to appeal their grievance to Level 3 must complete the “Level 3 Grievance” section of the Formal Grievance (see item 13) and submit documents to the General Manager of Employee Relations/Equity Coordinator at the address on the previous page within ten (10) school or work days from the date they received the Level 2 decision from the Superintendent.
SPECIAL SERVICES

ADMINISTRATIVE ASSISTANCE

School administrators (principal and assistant principals) are available to help you. However, please observe the following steps to seek resolution before bringing your issue or concern to an administrator. First, speak to your instructor. If you feel your issue or concern remains unresolved, please see the department head for your program. If you feel your issue or concern remains unresolved, please see your program advisor/counselor or an administrator.

CAREER PLANNING

Career Planning and academic advising is provided to help individuals choose or confirm realistic career goals. Information is provided about Erwin’s training programs through classroom visits and discussions with program advisors and instructors. Erwin’s Career Planning Center also provides information concerning local job markets, pay scales, and any limitations imposed by working conditions. Recommendations are then made regarding technical training or upgrading of academic skills.

SERVICES FOR DISABLED STUDENTS

Student Services’ program advisors/counselors and The Learning Center (TLC) personnel work jointly to serve the needs of students with disabilities. Students must self identify their needs and provide current documentation and vocational recommendations from professionals as to their limitations and expected reasonable accommodations. We encourage students to meet with Erwin staff before entering programs so that we may plan accordingly.

Erwin is a two-story building with wide corridors and an elevator that accommodates wheelchairs. The Learning Center is equipped with special equipment for vision impaired and hearing impaired students. An Interpreter for hearing impaired students is available with advanced notice. A Special Needs Coordinator is located in The Learning Center.
THE LEARNING CENTER

The Learning Center provides tutoring and support services for Erwin’s training programs. Adult students who have decided on a technical goal, but lack the necessary basic skills may enroll in the program. The Learning Center provides continuing support once students are enrolled in technical training.

The Learning Center is a student-oriented lab that offers the resources necessary to help students become workplace-ready. Services provided:

- TABE retesting preparation for Erwin’s programs
- GED preparation
- Assistance for students with special needs including hearing impaired and Specific Learning Disabilities
- Continued academic support for students enrolled in occupational training
- Internet access
- Technical Math
- ESOL Services (non-English speaking students)

The Learning Center offers flexible scheduling for busy adults. Enrollment is open entry, open exit. All instruction is individualized and self-paced. Day and evening classes are offered on a space available basis.

**Tuition Fees for The Learning Center**: A flat $45 fee, per block (usually per semester), is charged for Florida residents. Students must provide proof of Florida residency upon registration. A flat $180 fee, per block (usually per semester), is charged for non-Florida residents.
ACTIVITIES CALENDAR

A calendar for school activities is kept in the Administrative Office. Any organization planning an activity must clear it with the Administrative Office before scheduling an event.

BOOKSTORE

The bookstore is open daily during scheduled school days from:

- 7:15 a.m. - 8:00 a.m.
- 10:00 a.m. - 12:00 noon
- 1:15 p.m. - 2:15 p.m.

**Books/Supplies:** Textbooks and classroom supplies are available for purchase in the bookstore. Erwin T-Shirts are available for sale in a variety of styles and colors.

**Refunds:** Returns can be made only if the book is unused, current and needed for resale. After five (5) working days, a refund check may be picked up from the bookkeeper in the main office. Refunds are available only for self-paying students.

**Methods of Payment:** Cash, checks, or credit cards are accepted as payments. To write a check, a Florida driver’s license is necessary.

An approved fee sheet issued through Financial Aid is necessary to purchase items from the bookstore for students receiving grants and/or financial aid.

CELL PHONE POLICY

Cellular phones must not interrupt class. Follow the guidelines below. Abuse of these policies will result in disciplinary action.

- Calls may not be received or placed during class hours.
- Phone will be in silent mode during class hours.
- Phones may be on your person or in your purse; not on your desk.
- Calls and texting will be done during morning break and lunch.
- Phones must not be on your person during a test.
- An instructor should be informed of an expected emergency call.
- Blue Tooth and similar devices are not allowed to be worn in class.
CHEMICALLY IMPAIRED OR MENTAL/PHYSICAL ILLNESS

Based upon behavior or reasonable suspicion indicative of chemical abuse, emotional illness, and/or any other conditions (including contagious diseases) that affect the student’s suitability or ability to complete the program, the student will be referred for intervention/evaluation (at the student’s expense).

This intervention or evaluation should be made by a qualified health professional, and a written recommendation should be submitted to Student Services as to the safety and suitability of the continuance of the student in his/her Erwin program.

Random screening tests may be done (at the student’s expense) in Practical Nursing and Allied Health programs and must remain negative for the student to continue in the program. Clinical agencies may impose routine/random drug toxicology screening requirements as a condition of a student’s participation in clinical experiences in their facilities. These tests may or may not be at the student’s expense. If such testing is imposed, the student must submit the results to the program prior to beginning or continuing the clinical rotation.

COOPERATIVE EDUCATION

Industrial Cooperative Education (ICE) provides opportunities for qualified students to experience their chosen vocation through on-the-job training linked with classroom instruction.

Students attend classes until they have completed a minimum 50 to 75 percent of their course work before entering the work force on a part-time or full-time basis. Credit toward graduation may be earned when course competencies are met on-the-job.

Qualifications for the ICE program are based on the following factors: program instructor’s recommendation, grade point average, and attendance. Students receiving financial aid should see a Financial Aid counselor before beginning ICE.
CODE OF CONDUCT

Common courtesy is the code of the Erwin Technical Center. Students are expected to be punctual so as to maximize their learning experiences. Students are also expected to refrain from causing interruptions that affect the learning experiences of others. Examples of interruptions include but are not limited to, sleeping in class, conversations in a language other than English, talking on a cellular device, use of profanity, etc.

1. All students are expected to conduct themselves in an acceptable manner and reflect their goals and the purpose of ETC in their campus behavior.

2. Cheating on any work assigned for a class (class work, homework, major or minor tests) is considered a serious offense, which will result in a zero for that assignment and the possibility of suspension.

3. Possession of, sale and/or being under the influence of alcohol or narcotic drugs, including marijuana, is a violation of Hillsborough County School Board Policy (Section C-4, 7 and 8). Students found violating this policy are subject to withdrawal and referral to the appropriate law enforcement agency.

4. Possession at school, and/or school activities of knives, firearms, weapons, ammunition, and/or other explosive devices is prohibited. Violations of this policy may result in suspension and other disciplinary action and/or referral to the law enforcement agencies.

5. MAJOR STUDENT VIOLATIONS: The following are very serious violations and will likely result in 10 day suspension, with a possibility of withdrawal. This is not an all inclusive list.
   a. Threatening, assaulting, battering, or physically injuring students or school personnel.
   b. Theft, extortion, damage or misuse of school and private property.
   c. Noncompliance with instructions of administrators, teachers or other school personnel.
   d. Unlawful protest, marches and picketing.
   e. Anyone contributing to the delinquency of a minor.
   f. Illegal possession or use of alcoholic beverages, drugs or narcotics.
   g. Use of profane or abusive language.
   h. School disruptions.
   i. Carrying or using weapons and dangerous instruments.
   j. Sending false fire alarms or bomb threats.
   k. Vandalism and defacing school property.
   l. Inappropriate use of attendance scanning devices (scanning in for another student and/or asking another student to scan in for you)
DRESS CODE

All students and visitors entering our building must abide by these policies set forth by Hillsborough County Public Schools and Erwin Technical Center:

Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and are not allowed. Lace-up shoes shall be tied.

Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt.

- Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. (This includes see-through or mesh garments.)
- Underwear shall not be visible.
- Clothing shall not expose the mid-chest area.
- Clothing not properly fastened or with tears that are indecent shall not be worn.
- Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- All pants shall be secured at the waist.
- Men’s shirts shall have sleeves.
- Shorts are not permitted.
- Mini skirts or mini dresses are not permitted.
- Hemlines shall be no shorter than fingertip length.

Hair shall be clean and neatly groomed. Head coverings (hats, caps, do-rags, etc.) shall not be worn in the building unless required for religious observance or health-related reasons.

Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school shall not be worn. Wallet chains (or spike or other potentially threatening belts or jewelry) shall not be worn.

Uniforms are required in some programs and specific policies are in place. Students are notified of the uniform style and color requirements at registration.
JOB PLACEMENT ASSISTANCE

The school will assist students with job placement as follows: As job leads become available through employers, this information is made available to students (who are completing or who have graduated from the program) through his/her instructor and through postings available via the “Job Placement Assistance” link on the homepage of the Erwin Online website: www.erwinonline.org.

MEDIA AND INFORMATION CENTER

The Hub is located on the second floor and is open various hours throughout the week. A wide range of materials is available for student check-out, including fiction, non-fiction, reference books, magazines, video and audio tapes. Most books and audio media can be checked out for two weeks; reference books, magazines and video tapes circulate for 2 nights.

Computers, which have CD capability and have Internet accessibility, are available for use in The Hub. Several newspapers are provided for leisure reading.

LOST AND FOUND

All articles found on campus are to be turned in to the Administration office. Lost articles not claimed may be disposed of after 30 days.

LUNCH INFORMATION

Food, beverages, and snacks are to be consumed in the cafeteria or outside patio area, not in classrooms or hallways. All students are responsible for cleaning their eating area. Trays, dishes, silverware, and trash should be returned to the proper areas.

A private catering company sells hot and cold food and beverages in the cafeteria during breakfast and lunch hours. Vending machines are available in the cafeteria. Students may leave campus during lunch break.

The Culinary Arts program prepares and sells food in the Pavilion area of the cafeteria most Thursdays and Fridays during lunch. In addition, the Culinary Arts program offers a three-course meal many Tuesdays throughout the school year in Café Erwin. Reservations are required for Café Erwin, and announcements will be made when Café Erwin is scheduled.
NATIONAL TECHNICAL HONOR SOCIETY

To be considered for nomination to the Honor Society, a student must have a cumulative grade point average (GPA) of at least 3.5 out of a possible 4.0. Candidates must have completed at least 30% of his/her program, but a minimum of two grading periods. Students must also have demonstrated leadership skills, service to others, above-average interpersonal relationships, and good attendance, and be recommended by their instructor. A student could not have been on attendance or academic probation, suspended for any reason, or withdrawn for academic reasons within the past two years.

PARKING

Student vehicles driven to school must be registered in the Administration Office. A parking decal will be issued that must be displayed in the vehicle at all times the vehicle is on campus. Unauthorized vehicles will be towed away at the owner’s expense.

Parking areas are designated for staff, students, and visitors. The primary student parking lot is located across 20th Street on the west side of the building. Limited student parking spaces are available on the east side of the building and in the eastern half of the front parking lot. The western half of the front parking lot is for staff and visitors. Observe all posted signs. Maximum speed limit on the school grounds is 10 miles per hour.

No one will be permitted to loiter in the parking area during school hours. Sitting in cars, is not permitted at any time, including during lunch breaks.

PERSONAL PROPERTY

Students are responsible for keeping up with their personal property and textbooks. You can help in the following ways:

- Do not leave books or personal property lying around.
- Report all missing items to the Administration office.
- Check with the Administration office for missing items that have been turned in.
- If you observe anyone taking items that do not belong to them, report it immediately.
- Do not carry large sums of cash.
SAFETY AND SECURITY

All personnel receive Emergency Action Checklists which outline School District procedures to be followed in the event of an emergency. Emergency drills, such as Fire Drills and Tornado Drills, will be held periodically. An alarm will sound when evacuation of the building is necessary. Evacuation maps are posted in all rooms. Students should move quickly, calmly, and quietly out of the building and proceed to designated areas during evacuations.

East and west doors are to be locked after 9:00 a.m. Students are not to prop open those doors. All staff and students are to wear school-issued picture ID badges at all times they are on campus. Badges are to be worn above the waist with the photo visible.

Erwin Technical Center has full-time security. Immediately report to the Administrative office or the nearest staff member any suspicious activity and any person without a school-issued ID badge. Make your instructor and Administrators aware of any potential domestic problems you may be experiencing, in case someone comes to campus looking for you. No information is given to callers or visitors regarding a student’s whereabouts.

Keep all valuables on your person or secure them, out of sight, in locked vehicles.

SERVICES AVAILABLE

The following programs offer limited services for Erwin students, school district staff, and the public:

- Automotive Repair    (813) 231-1800, ext. 1321    Call during school hours
- Barbering            (813) 231-1800, ext. 2124    Call after 5:00 p.m., Mon - Thurs
- Computer Repair      (813) 231-1800              Call during school hours
- Cosmetology          (813) 231-1800, ext. 2124    Call Wed, Thurs, or Friday
- Dental Clinic        (813) 238-7725               Call during school hours
- Floral               (813) 233-3360, ext 291       Call during school hours

SMOKING POLICY

There will be no smoking and no use of tobacco products inside the building, in designated non-smoking areas, nor near doors/entrances to the building. The state law on a smoke-free workplace will be enforced.

Students who do not observe this policy will be subject to disciplinary action. Please use the provided receptacles for cigarettes. The receptacles are located in the designated smoking permitted area. Smoking is only permitted outside, on the northwest side of the building.
STUDENT ADVISORY COMMITTEE

The purpose of the Student Advisory Committee (SAC) is to act in an advisory capacity to the Erwin Technical Center administrative staff. The committee will meet on a monthly basis to provide student input in developing an administration/student team approach to solving problems, making improvements, and arriving at decisions in areas affecting the student body.

The Student Advisory Committee, in addition to its general advisory function, shall have the specific responsibility to assist the administration in the following areas:

- Encouraging student participation in school clubs and school sponsored activities.
- Implementing a program of education and service for students enrolled at Erwin Technical Center.

Any student with suggestions for improving Erwin Technical Center should give them to the Student Advisory Committee representatives.

STUDENT PROFESSIONAL ORGANIZATIONS

Students are encouraged to join their program’s professional organization. Students in these organizations may enter competitions with other schools in regional, state, and national contests.

Student Organizations at Erwin Technical Center are as follows:

Industrial.................................................................SKILLS USA

Business.................................................................Phi Beta Lambda (PBL)

STUDENT INFORMATION BULLETIN BOARD

A bulletin board is located in the cafeteria for students to share information such as a desire for carpooling or sale of textbooks. All students are free to use the bulletin board. However, all bulletin board displays/announcements must be dated and approved by Administration.

TELEPHONE MESSAGES

Students should inform all relatives and friends that they should not be contacted at school unless an emergency arises. In case of emergency, they should call the Administrative Office: (813) 231-1800. Phone calls will not be transferred to students and messages will only be taken when the nature of the emergency is known. The main office will notify students to return their emergency call.
TOURS

Many times during the school year we are visited by groups of students from other schools, school officials, and educators from other school systems. Please extend all courtesies to these guests. Our center is a showcase, and we are proud to display it and our students. All arrangements for group tours are scheduled through the Student Services Office.

TRANSCRIPTS

To obtain a transcript of school records, a Request for Transcript Form must be submitted to the Main Office. The form is available from the receptionist or online at: www.erwin.edu. Requests cannot be taken by telephone. The student's account must be cleared, with no outstanding debts to the school, in order for the transcript to be released. The first transcript is free. The fee for each additional transcript is $2.

TRANSPORTATION

It is the student's responsibility to provide his/her own transportation to school, clinical facilities, and job sites assigned during the year.

HART monthly bus passes are available in the Administrative office for Erwin students to purchase at a discount.

VISITORS

Children are not to accompany Erwin students to school; school board policy permits only registered students to be on campus. Visitors to the campus must report to the Administration office. A visitor's pass will be issued to those persons having legitimate business with the school. It is the responsibility of Erwin Technical Center students to notify their guests of the visitor's permit requirements and procedures. Persons on campus without a visitor's pass will be asked to leave. If a second violation should occur, law enforcement personnel may be summoned to remove the trespasser from campus.