



## Introduction to Financial Accounting Syllabus Summer 2024

### Course Information

Course Title: Introduction to Financial Accounting

CRN: 30002

Course number with Section: ACG 2021 01

Course Description: This course is a comprehensive course providing students with the basic understanding of underlying principles, theories and concepts guiding the recording and analysis of business transactions and the preparation and interpretation of the principle financial statements. This course guides students through the complete accounting cycle for service and merchandising businesses.

Course Location: Online

Course Day and Time: Online

Prerequisites: There is no prerequisite for this course; however, students should have strong math skills including those in algebra. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

Corequisites:

### Instructor Information

Name: Sharon Brave Heart

Office Location: Online

Office Hours:

Virtual (designated for students in online courses needing virtual assistance)

T: 1:00pm-3:00pm

W: 1:00pm-3:00pm

R: 1:00pm-3:00pm

F: 1:00pm-3:00pm

Phone Number: 850-973-1619

Email: bravehearts@nfc.edu

Instructor Response Time for Phone/Email: Email questions should be limited to those regarding course grades or other private matters. General Course Questions should be posted in the appropriate discussion forum on D2L.

- The instructor will respond to emails received during the week (M-R) within 24 hours.
- The instructor does not hold office hours on the weekend, and therefore, checks emails periodically during this time. Those received during the weekend may not be responded to until the following Monday.
- If you do not receive a response within the allotted time, please either send a follow-up email or call the instructor. Please make sure you include the course you are inquiring about in your email to expedite response time. Phone messages will be returned during on campus office hours.
- Note: If you do not get a response from your instructor within the time frames specified above, please contact David Dunkle at [dunkled@nfc.edu](mailto:dunkled@nfc.edu), Associate Dean of Economic Development and Technical Education.

Response Time for Posting Grades on D2L: Grades will be posted to the D2L gradebook immediately upon completion and submission of assignment. Note: The grade on CengageNOW is NOT your current grade; see D2L for your current grade to date.

- Video and/or written responses/Discussions/projects: These will be graded within 72 hours of submission.
- Your current course grade is the Final Grade in the D2L gradebook. It is recommended you check your current course grade weekly.
- To calculate your grade, divide the top number by the bottom number and multiply by 100.

Department Chair: David Dunkle

Department Chair Email: [Dunkled@nfc.edu](mailto:Dunkled@nfc.edu)

## Required Curriculum/Textbook and Course Materials

Required Textbook: Corporate Financial Accounting, Warren & Jones, 16<sup>th</sup> Edition, CengageNOWv2. Students who purchase this textbook from an outside source (not the NFC bookstore) must purchase the Digital Platform with CengageNOWv2.

**Note:** 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>.

Minimum Technological Requirements and Skills:

- Must be able to perform general computer operations (i.e. turn computer on, use mouse, use keyboard)
- Must have access to a reliable computer, with reliable High-Speed Internet connection
- Must have access to Chrome or Mozilla FireFox; browsers must be updated with the latest JAVA setting (Note: CengageNOW does not integrate well with Internet Explorer/Microsoft Edge)
- Computer must be able to run CengageNOW program (a systems check will be required once you register with Cengage)
- Must be able to navigate through D2L

- Must be able to perform basic formula functions in Microsoft Excel
- Must be able to perform basic algebraic math functions (solving for x)
- Must be able to access NFC GoMail

NOTE: YOU MUST BE ABLE TO DEVOTE 7-10 HOURS PER WEEK TO THIS COURSE.

NOTE: Lack of any of the above listed requirements does not constitute an excuse for late, incorrect, or missing work since tutor assistance and ample open lab hours in a NFC computer lab are available each week at the campus library

For textbook questions, please visit: <https://customersupportcenter.highered.follett.com/hc/en-us>

## Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation: Course grading/evaluations:

Weekly Vocabulary Quizzes .....	12% of final grade (1.5% each)
Weekly Basic Exercises.....	12% of final grade (1.5% each)
Weekly Discussion Postings .....	20% of final grade (2.5% each)
Weekly Assignments .....	24% of final grade (3% each)
General Ledger/Comprehensive Problems.....	16% of final grade (4% each)
Exams .....	16% of final grade (4% each)

Grades for this course are based on a weighted percentage system. With weights per type of assignment as listed below. To determine the final course grade, the final percentages will be assigned the following letter grades:

90% or above =A 80-89.9% =B 70-79.9%=C 60-69.9% =D Below 60% =F

Mid Term and/or Final Exam Information: In lieu of a mid-term or final exam for this course you will complete three comprehensive problems and three exams covering multiple chapters.

## Outcomes/Objectives

### PROGRAM LEARNING OUTCOMES

Associate in Science Business Administration

1. Students will demonstrate the ability to apply critical thinking in resolving business-related issues.
2. Students will demonstrate the ability to utilize appropriate technologies to retrieve, organize, critically evaluate and/or present information from a variety of sources as applied within the business environment.
3. Students will demonstrate competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.
4. Students will demonstrate the ability to appropriately apply underlying business principles within the business environment.

Associate in Science Accounting Technology

1. Students will demonstrate the ability to prepare and communicate financial information in accordance with the appropriate rules and regulations that govern reporting.

2. Students will demonstrate the ability to integrate and apply appropriate technologies to retrieve, organize, critically evaluate and/or present information to users of financial information within the business environment.
3. Students will demonstrate competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.

## Course Level Student Learning Outcomes/Goals

1. Students will demonstrate an understanding of the role of accounting in business and the importance of financial information for decision making by defining and explaining the fundamental principles, concepts and elements of financial accounting and identifying the role of financial accounting in supporting decision-making within business organizations.
2. Students will demonstrate proficiency in applying Generally Accepted Accounting Principles (GAAP) to prepare accrual-based financial statements for service-based and merchandising businesses through creating a comprehensive set of financial statements, including an income statement, statement of stockholders' equity/retained earnings, balance sheet and statement of cash flows.
3. Students will demonstrate the ability to apply Generally Accepted Accounting Principles (GAAP) to record business transactions and events utilizing the steps in the accounting cycle.
4. Students will demonstrate an understanding of estimation methods for assets and liabilities through application of appropriate accounting standards and estimation techniques to record and report current and long-term assets, such as accounts receivable, notes receivable, bad debt expense, amortization, depletion and depreciation, and current and long-term liabilities, such as notes payable, accounts payable, bonds payable accurately.
5. Students will demonstrate the ability to apply accounting standards to accurately account for stockholders' equity transactions through identifying and explaining the different types of stockholders' equity, such as common stock, retained earnings and paid-in capital, and accurately preparing the stockholders' equity section of the balance sheet.

Course Level SLO #	Gen Ed/Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	A.S., B.A., 3, A.S., A.T., 3	Exam 1
2	A.S., B.A., 3, A.S., A.T., 3	Comprehensive Problem 1
3	A.S., B.A., 3, A.S., A.T., 3	Comprehensive Problem 1
4	A.S., B.A., 3, A.S., A.T., 3	Comprehensive Problem 2
5	A.S., B.A., 3, A.S., A.T., 3	Comprehensive Problem 3

# Course Content and Schedule

## CNOWv2 Activities and Assessments Description

### Learning Activities (Not Graded)

- **Chapter readings** are essential to understanding material. We perform a lot of applications in this course; however, understanding the concepts behind the application is essential. You need to know the "why" as well as the "how". Within the e-book students can highlight, make notes and create and use flashcards to enhance studying and interactivity with the readings. Students should devote a minimum of 60 minutes reading each chapter.

### Graded Assessments

- **Weekly Vocabulary Quizzes**-These quizzes are formative assessments helping students assess their understanding terminology and concepts learned during the week. These quizzes will help guide discussions during the synchronous class meeting. Students will have unlimited attempts at these quizzes, since they are a learning tool, and no time limit. The highest score will be posted to the gradebook in D2L. *12% of final grade (1.5% each)*
- **Weekly Basic Exercises**-These exercises are formative assessments helping students assess their understanding on how to apply concepts learned each week. This assessment will help guide discussions during the synchronous class meeting. Students will have two attempts on this assessment, and access to "Check my Work" feature (three attempts), which will tell you what you have gotten wrong, so you can correct it. Please note, numbers will regenerate with each attempt. The highest score will be posted to the D2L gradebook. You will also have access to all learning resources. To enter and exit the assignment select "Save". To submit the assignment, select "Submit Assignment for Grading". *12% of final grade (1.5% each)*
- **Weekly Assignments**-These assignments consist of more intensive problem sets designed to assess your ability to apply concepts learned at a higher level of thinking. You will have access to the "Check my Work" feature (three attempts), which will tell you what you have gotten wrong, so you can correct it. Correcting mistakes is part of the learning process; you are encouraged to contact your instructor if you have not gotten the correct answer after the second check. You will also have two attempts to complete the assignments. Please note, numbers will regenerate with each attempt. The highest score will be posted to the D2L gradebook. You will also have access to all learning resources. To enter and exit the assignment select "Save". To submit the assignment, select "Submit Assignment for Grading". *24% of final grade (2.5% each)*
- **Exams**-These exams are summative assessments consisting of multiple-choice and essay type questions administered to assess students' ability to apply course learning outcomes from multiple chapters. Exam 1 will consist of chapters 1-4; exam 2 consists of chapters 5-7, exam 3 consists of chapters 8-9, and exam 4 10-12. These exams are not timed; however, you may **NOT** exit and re-enter exams. Exams must be completed in one session. Be sure you select a quiet location, with no distractions, and good internet connection to complete the exams. You will have access to the eBook. *16% of final grade (4% each)*.
- **General Ledger/Comprehensive Problems**-These are problem-based summative assessments evaluating students on concepts from multiple chapters. There will be three general-ledger problems. You will have access to the "Check my Work" feature (three attempts). Please note, in this system, the "Check my Work" feature reviews the problem in its entirety, not in parts as in your other assessments. Students will only have one attempt to complete this assessment. Instructor assistance will be limited as this is a summative assessment. Students will have access to the eBook and videos. *16% of final grade (4% each)*

### **D2L Assessments/Activities (Graded)**

- **Getting Started Activities**-These activities are found under the Welcome News Item, and include registering your textbook, taking the course syllabus quiz, taking the course content quiz and introduction discussion. *2% Bonus grade*
- **Discussions**-These discussion boards are designed to engage students in academic conversations based on content learned in the course through written collaboration with peers. Discussions are administered through D2L. Students are required to submit a written or video post relating to concepts learned during the week. Students are also required to post two written peer reviews. *20% of final grade (2.5% each)*. The following requirements must be met to receive full credit for postings:
  - Initial Post
  - Substantial peer review (minimum 2)
  - Meeting the required deadlines for all postings.

*\*\*\*Important note: You will only need to use the registration link found in Step 3 of Getting Started to initially access your course materials. After you have used this link, you may either use the links provided in D2L-Content, or you may log onto Cengage directly to access your course materials and assessments. NO EXTENSIONS ON CENGAGE ASSESSMENTS WILL BE GIVEN DUE TO D2L OUTAGES!*

<b>ACG 2021 Tentative Course Schedule</b>		
<b>Summer 2024</b>		
Week 1 May 20-26	Review Chapters 1&2	<b>Due Thursday, May 23, 2024, 11:55pm, EST</b>
		Week 1 Vocabulary Quiz Ch 1&2
		Week 1 Discussion Posting-Initial Posting
		Week 1 Basic Exercises Ch 1&2
		<b>Due Monday, May 27, 2024, 11:55pm, EST</b>
		Week 1 Discussion Posting-Response to Peers
		Week 1 Homework Assignments, Ch 1&2
Week 2 May 27-June 2	Review Chapters 3&4	<b>Due Thursday, May 30, 2024, 11:55pm, EST</b>
		Week 2 Vocabulary Quiz Ch 3&4
		Week 2 Discussion Posting-Initial Posting
		Week 2 Basic Exercises Ch 3&4
		<b>Due Monday, June 3, 2024, 11:55pm, EST</b>
		Week 2 Discussion Posting-Response to Peers
		Week 2 Homework Assignments, Ch 3&4
Week 3 June 3-9	Review Chapter 5	<b>Due Tuesday, June 4, 2024, 11:55pm, EST</b>
		<i>Exam 1, Ch 1-4 (Opens 5/27/2024)</i>
		<i>General Ledger Problems Ch. 1-4 (Opens 5/27/2024)</i>
		<b>Due Thursday, June 6, 2024, 11:55pm, EST</b>
		Week 3 Vocabulary Quiz Ch 5
		Week 3 Discussion Posting-Initial Posting

		Week 3 Basic Exercises Ch 5
		<b>Due Monday, June 10, 2024, 11:55pm, EST</b>
		Week 3 Discussion Posting-Response to Peers
		Week 3 Homework Assignments, Ch 5
Week 4 June 10-16	Review Chapter 6&7	<b>Due Thursday, June 13, 2024, 11:55pm, EST</b>
		Week 4 Vocabulary Quiz Ch 6&7
		Week 4 Discussion Posting-Initial Posting
		Week 4 Basic Exercises Ch 6&7
		<b>Due Monday, June 17, 2024, 11:55pm, EST</b>
		Week 4 Discussion Posting-Response to Peers
		Week 4 Homework Assignments, Ch 6&7
Week 5 June 17-23	Review Chapters 8&9	<b>Due Tuesday, June 18, 2024, 11:55pm, EST</b>
		<i>Exam 2, Ch 5-7 (Opens 6/10/2024)</i>
		<i>GL/CP Ch. 5-7 (Opens 6/10/2024)</i>
		<b>Due Thursday, June 20, 2024, 11:55pm, EST</b>
		Week 5 Vocabulary Quiz Ch 8&9
		Week 5 Discussion Posting-Initial Posting
		Week 5 Basic Exercises Ch 8&9
		<b>Due Monday, June 24, 2024, 11:55pm, EST</b>
		Week 5 Discussion Posting-Response to Peers
		Week 5 Homework Assignments, Ch 8&9
Week 6 June 24-30	Review Chapters 10	<b>Due Tuesday, June 25, 2024, 11:55pm, EST</b>
		<i>Exam 3, Ch 8-9 (Opens 6/17/2024)</i>
		<i>Comprehensive Problems Ch. 8-9 (Opens 6/17/2024)</i>
		<b>Due Thursday, June 27, 2024, 11:55pm, EST</b>
		Week 6 Vocabulary Quiz Ch 10
		Week 6 Discussion Posting-Initial Posting
		Week 6 Basic Exercises Ch 10
		<b>Due Monday, July 1, 2024, 11:55pm, EST</b>
		Week 6 Discussion Posting-Response to Peers
		Week 6 Homework Assignments, Ch 10
Week 7 July 1-7	Review Chapter 11	<b>Due Thursday, July 4, 2024, 11:55pm, EST</b>
		Week 7 Vocabulary Quiz Ch 11
		Week 7 Discussion Posting-Initial Posting
		Week 7 Basic Exercises Ch 11
		<b>Due Monday, July 8, 2024, 11:55pm, EST</b>

		Week 7 Discussion Posting-Response to Peers
		Week 7 Homework Assignments, Ch 11
Week 8 July 8-15	Review Chapter 12	<b>Due Thursday, July 11, 2024, 11:55pm, EST</b>
		Week 8 Vocabulary Quiz Ch 12
		Week 8 Discussion Posting-Initial Posting
		Week 8 Basic Exercises Ch 12
		<b>Due Monday, July 15, 2024, 11:55pm, EST</b>
		Week 8 Discussion Posting-Response to Peers
		Week 8 Homework Assignments, Ch 12
Final Week July 16-17		<b>Due Wednesday, July 17, 2024, 11:55pm, EST</b>
		<i>Exam 4, Ch 10-12 (Opens 7/8/2024)</i>
		<i>GL Problems Ch 10-12 (Opens 7/8/2024)</i>
<b>Note: We will not cover all of the learning objectives for each chapter. See D2L checklists for specific outcome for each chapter.</b>		

Early Alerts: June 11-12

## NFC Course Policy Statements

At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete the attendance quiz by May 22, 2024, 11:59pm.

### NETIQUETTE

Collaboration is essential to learning in an online environment. To create a collaborative environment that fosters learning, all students are expected to conduct themselves in a professional, respectful and civilized manner in all collaborative learning activities and assessments.

#### Hyflex Classroom

Virtual meetings are designed to give students the opportunity to interact live with each other and the instructor to support learning and teaching. Students are not required to attend, but it is highly recommended. To ensure civility and respect for your fellow learners and instructor in the virtual meetings, all students are expected to:

- Be on time. Sessions will begin at the designated time. If you choose to attend, you should log on five minutes early to ensure you are ready to go when the session begins.
- Be in a distraction-free environment. If you are on video, you should ensure your environment is free of distractions (animals, kids, televisions, etc.) and you are in a quiet location. You should also refrain from engaging in other tasks during the online session.
- Use an appropriate background. IF you are participating via video, please ensure your background (picture or not) is appropriate and does not contain any offensive pictures/items. You should have a plain wall as a background when available.



- Students will be muted upon entry. If you have a question you will need to “raise your hand” using the icon, or, type your question in the comments area. Questions will be addressed throughout the session.

### **Class Discussions**

Class discussions are designed to engage students in academic conversations with other learners and the instructor based on content learned in the course. To accomplish this, students should:

- Keep course discussions civil and respectful to all fellow learners and instructor, and relevant to topic of discussion.
- Be respectful of differing opinions; you can dissent but do so respectfully.

Any deviation from these standards will be handled as follows:

- Minor infraction-Instructor will contact students privately and recommend corrections to the posting.
- A moderate infraction-instructor will contact students privately, hide student post from view until recommended action is taken.
- Major infractions-instructor will contact students privately, delete students' post, and issue a grade of zero to the student. The instructor will also recommend corrective action for future postings.
  - Note: If the student continues to be inappropriate in discussions they will be disallowed to post, and administrative action will be taken.

### **LATE ASSESSMENTS**

This course allows one late assignment submission (for weeks 1-7 only) with no questions asked. This does not include discussion questions. You'll need to request a late extension via e-mail to me either prior to the due date of the assignment or within 7 days after the due date. I'll reply with the final deadline to submit. There is only one free pass opportunity so please be mindful and only use it when necessary.

### **USING GENERATIVE AI**

The use of generative AI tools, such as Googles Bard and ChatGpt are allowed for use as a research tool in this course. Their use should be viewed as any other online research tool being utilized, such as Google, wherein the student gathers information to synthesize into their writings, citing sources used in their writing with in-text citations, as well as in their works cited/references page. Failing to do so is an act of plagiarism, the use of someone else's work or ideas without giving proper credit or attribution.

Student's using a Generative AI tool must:

- Disclose the use of any generative AI tools in their assignment submissions.
- Identify any content that was generated by an AI tool and cite it appropriately.
- Paraphrase AI-generated content in their own words, rather than copying it directly.
- Use their own knowledge and understanding of the topic to evaluate and edit the AI-generated content.

Failure to follow these guidelines may result in plagiarism violation and will be reported to the Department of Academic Affairs.

### **INCOMPLETES**

An Incomplete grade “I” is given only in those rare situations where the course cannot be completed for a valid reason and the student is passing the course. An “I” grade, if granted, must be completed in the next semester of enrollment. An “I” grade cannot be used as a means of avoiding a poor course grade.

### **TECHNOLOGY ISSUES**

If you have a question regarding technology, such as inability to access assigned videos, you should contact the textbook's technical support team FIRST, at 1-800-354-9706, then contact your instructor. If you have not contacted technical support first, you will be advised to do so when contacting the instructor. D2L issues should be emailed to D2LHelp@nfc.edu.

*Technological issues with your computer, Internet, etc. are NOT an acceptable excuse for submitting work late. There are various resources for those without a computer, such as local libraries and labs on campus. Please make use of these resources to complete assignments in instances where your personal technology is not available to you.*

### **TEXTBOOK ISSUES**

The inability to access your course textbook resources (i.e. MindTap, CengageNow, etc.) due to late entry into the course, inability to purchase materials or purchasing materials late is not an acceptable excuse for submitting late work. Please ensure you are purchasing materials in a timely manner.

## **NFC Information and Policy Statements**

### **Academic Honesty**

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

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

### **Attendance Policy**

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

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

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

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

### **Textbook Purchases**

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

## Used Book Purchases

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

## Students/Visitors: Where to Park on Campus

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

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

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

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

## Campus Security

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

## Library Services

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

Fall/Spring Term

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

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

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

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

### **Academic Success Center**

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

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

Fall/Spring Term

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

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

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

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

### Tutor.com Online Tutoring

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

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

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

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

### **Americans with Disabilities Act**

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

### **Technology Access**

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

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

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

### **Student Ombudsman**

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

### **Equal Opportunity Statement**

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

### **Student Rights**

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

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.

- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

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

Students are

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

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

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

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

### **Vulnerable Persons Act**

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