



PENSACOLA STATE COLLEGE

Instructor Guidebook

2026-2027

Academic Year

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Pensacola Campus
1000 College Boulevard
Pensacola, FL 32504-8998
850-484-1000**

**Milton Campus
5988 Highway 90
Milton, FL 32583-1798
850-484-4400**

**Warrington Campus
5555 West Highway 98
Pensacola, FL 32507-1097
850-484-2200**

**Downtown Center
418 West Garden Street
Pensacola, FL 32502-4731**

**South Santa Rosa Center
5075 Gulf Breeze Parkway
Gulf Breeze, FL 32563-9334
850-471-4630**

**Century Center
440 East Hecker Road
Century, FL 32535-2819
850-471-4622**

**Commercial Vehicle Driving
Training Facility
5958 Jeff Ates Road
Milton, FL 32583-1798
850-484-1795**

**Pensacola State College Aviation
Maintenance Training Facility
Hangar 1, ST Engineering
1 Merlion Way
Pensacola, FL 32504
850-484-1686**

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WELCOME TO PENSACOLA STATE COLLEGE

Introduction

Pensacola State College, formerly Pensacola Junior College, serves Escambia and Santa Rosa counties and surrounding Alabama communities and was established as Florida's first public junior college by the state legislature in 1947. Classes were first offered in 1948 to 136 students. During the 2025-2026 academic year, Pensacola State College served 10,739 degree and certificate-seeking students.

Mission Statement

Pensacola State College is committed to providing quality, affordable, and accessible educational opportunities. The College, a member of the Florida College System, offers baccalaureate and associate degrees, workforce certificates, business and industry training, non-credit continuing education, and community outreach.

Vision Statement

Pensacola State College's innovative and supportive educational environment fosters students to become engaged, self-supporting, and self-governing citizens.

Institutional Accreditation

Pensacola State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Pensacola State College also offers credentials such as certificates and diplomas at approved degree levels. Each and every employee contributes to ensuring that the College maintains high standards. More information on accreditation can be found at the SACSCOC website <https://sacscoc.org/>.

GENERAL INFORMATION

This guidebook is intended to help PSC full-time and part-time faculty members become familiar with the College and understand their responsibilities. It is a collection of information and complements relevant source documents and other information provided by the academic department and the College. Please contact your department head with any questions or concerns.

Calendars and Schedules

Calendars and schedules for faculty and staff use can be found on PirateNet, the College's intranet, and the College website. Always review the [Academic Calendar for Internal Use](#), which is located on PirateNet; the [Final Exam Schedule](#), located on PirateNet and the College website; and the [Payroll Calendar](#), located on PirateNet. These resources identify important dates, such as the deadlines to Verify Participation and submit final grades. In addition, holidays, payroll dates, and the schedule for administering final exams are included. These resources may be accessed at <https://piratenet.pensacolastate.edu/calendars>. Calendars and schedules for student use are accessed through the College's website at <https://pensacolastate.edu/news/calendar/>. These include the Academic Calendar, Financial Aid Disbursement, and the Final Exam Schedule.

College Catalog

College Catalogs are available in an online format as well as PDF on the College's website at <https://www.pensacolastate.edu/about-psc/publications/college-catalog/>. Important policies and procedures are included here as well as academic program requirements and course descriptions.

College Closures

The College may be closed due to unanticipated circumstances or important or potentially dangerous situations beyond its control, such as severe weather events. PSC makes every effort to notify all students and employees in a timely manner when a College closure takes place. It is best practice to enroll in the PSC Alert System so that you can be notified immediately. For more information on the PSC Alert System, please refer to the Public Safety section of this handbook.

Please note that all assignment due dates that fall on an unplanned College closure must be rescheduled. For help with revising your course schedule, you are encouraged to reach out to your department head.

Directory Information

The Pensacola State College Faculty and Staff directory may be found on the College's website at <https://www.pensacolastate.edu/faculty-staff/facultystaffdept-directory/>. The directory provides a listing of phone numbers, email addresses, and office locations for faculty and staff. It is organized by Academic Department and includes an alphabetical listing of all departments for ease of use. The switchboard number for PSC is 850-484-1000 or toll-free at 888-897-3605.

PirateNet

PirateNet is the intranet website for the faculty and staff at Pensacola State College. Many of the documents, business tools, and resources for faculty and staff are located on this portal. This website is not accessible unless you are on a PSC campus or site. Please note that some information located within PirateNet can also be found on the College's website. <https://piratenet.pensacolastate.edu>

WORKDAY FOR INSTRUCTORS

Teaching and Curriculum

Starting with the admissions process and ending with the release of final transcripts, all student records are housed in Workday. Faculty must access the Teaching application in Workday to perform the following tasks: View My Teaching Schedule and Course Rosters, Verify Participation for My Course Section, Review My Attendance Verifications, and Assign Final Grades.

Familiarize yourself with Workday as soon as possible. Ensure that you can access Workday both on and off campus, as applicable. For more details regarding Workday and these Instructor Activities, access Workday Help on the College's website at <https://www.pensacolastate.edu/workday/>.

View My Teaching Schedule and Course Rosters

Use this report to review your teaching schedule for a specific Academic Period. Also, access your Class

Roster here by selecting the downward arrow next to the number in the Count column. This number represents the enrollment in this section. To view the roster, grab the lower right corner of the report and pull down.

The course roster provided to you in Workday is your official course roster. Review this roster daily during the drop/add period as it will likely change as students make schedule adjustments. Notify your department head if there are any inconsistencies between your official roster in Workday and the roster in your Canvas Course Shell.

Carefully review the information on the roster. In addition to each student's Legal Name, the following information is provided to you.

Information Title	Explanation
Preferred Name	Students may change their preferred name in Workday. A student record will display when you search by a student's legal name and preferred name.
Student ID	Students may have personal or identification information saved in Workday. Do not copy or disperse this information. Your primary method of contact with a student should be via their student email address or the messaging feature within Canvas.
Student Photo	
Student Cell Phone	
Student Home Phone	
Student Email Address	Use this information to contact a student.
Registration Status	This information indicates whether a student is registered or has withdrawn from a section. Students' registration status will read "Withdrawn" if they have withdrawn from the section or if the instructor has processed an Instructor Withdrawal that is approved by the department head.
Grading Basis	You must assign a final grade to all students who are marked as Graded. You will not assign a grade to students who are marked as Audit.
Registered Date	This information indicates when the student registered for the section.
Student Primary Program of Study	This information indicates the student's Primary Program of Study.
Military Relationship	This information indicates the student's military relationship.
Registered with ADA	Use this information to determine whether a student has registered with ADA. For more information on ADA resources, see ADA Services and Compliance under Additional Resources.
Advisor	You may contact the student's advisor for any non-academic concerns you may have.
First Term at PSC	Use this information and welcome new students to the College. New PSC students may not be aware of the myriad resources offered at PSC, so provide information as needed. The Student Resource Guide is a great place to start https://pensacolastate.edu/documents/student-resource-guide/ .
Student's Third Attempt	Students who are attempting a course for the third or more time

	cannot withdraw themselves and cannot be withdrawn by the instructor. Important: Before requesting to withdraw a student from a class section, review the section roster to ensure that the student is not in the third or more attempt of the course.
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Verify Participation for My Course Section

Use this report to verify the attendance for each section you are teaching for a specific Academic Period; complete this task before the deadline posted on the Internal Academic Calendar.

When the report prompt appears, select the appropriate term and session, for example, Fall 2026 Session A (08/16/2026). Now, select the specific section to verify the course participation and select OK. You will see your course sections when the Attendance Verification period has opened. The Attendance Verification is published on the Internal Academic Calendar.

The default Attendance Status for each enrolled student is Attending. You must review and identify any students who did not attend within the Attendance Verification window and change the status to Did Not Attend. Student names may populate onto a second page of this report. Make certain that you verify the attendance of all students on the roster.

Ensure that all students have been assigned an Attendance Status. Once you have completed verifying the attendance, click OK and then Done; in addition, you must review your completed verifications. Please see Review My Attendance Verifications section below to complete this step.

Note: Attendance Verification is required of all faculty. This process helps ensure that the College awards funds in compliance with all state and federal laws. Students who are marked as Not Attending are dropped from the section—removing the section from the student’s transcript—and are refunded all fees for the section. For guidance in defining participation in an online course, please see the Distance Learning section. For more guidance on attendance, please see the Attendance Policies and Verification section.

Review My Attendance Verifications

Use this report to ensure that you have verified attendance for each section you are instructing for a specific Academic Period. When the prompt appears, select the date you are accessing the report, which, in most cases, will also be the date you entered the attendance status for your course section. Now, your current course sections will appear on the left of the report, and on the right of the report, the total number of students in each section that have had their attendance verified will be listed.

Ensure that the Not Verified column has a total of 0 for each course section. If, in any section, a number higher than 0 is reported, you must then use the Verify Participation for My Course Section report and verify the attendance of each student. Repeat the steps detailed above to ensure that the Not Verified column has a total of 0 for each course section.

Assign Final Grades

Use this report to assign the final grades for each section you teach for a specific Academic Period; complete this task before the deadline posted on the Internal Academic Calendar. When the Assign Student Grades for Student Course Section prompt appears, select My Assigned Course Sections, and then select the appropriate term and session, for example, Fall 2026 Session A (08/16/2026). Now, select the specific section to assign final grades and select OK.

You will see your course sections only when the Final Grade period has opened. This period is published on the Internal Academic Calendar.

The Final Grade column contains the field where you will enter the final grade for each student. Select the symbol (☰) to expand the field, and then select the appropriate grade for the student.

Grades	Explanation
A	Assign one of these letter grades based on the student's final course grade as determined by the Grading Calculation published on the course syllabus.
B+	
B	
C+	
C	
D+	
D	
I	An I represents an incomplete. Only students who meet the requirements below are eligible to be assigned an Incomplete: • The student must be passing the course. • The student must have completed at least 70% of the course requirements. • The student must have a reasonable chance of completing the course without further instructional contact. An Incomplete Grade Assignment Contract must be signed by the instructor, student, and department head and kept on file in the department office. When the student completes the course assignments or as soon as the deadline to complete the course assignments has passed, you must submit the Grade Change Form. Access the form on campus at https://piratenet.pensacolastate.edu/wp-content/uploads/2023/12/Incomplete-Grade-Form.pdf Contact your department head if you are off campus and need the form.
F1	The F1 represents the earned failing grade. When you enter an F1, you must also provide the LDA (last date of attendance) for the student. This date is consequential, so ensure that it is correct before entering.
F2	The F2 is the grade assigned to the student who has stopped attending class.

	The instructor may enter the F2 at the 70% point of the term or thereafter, as appropriate. When you enter an F2, you must also provide the LDA (last date of attendance) for the student. This date is consequential, so ensure that it is correct before entering. If you choose to assign an F2 to a student who has a Military Relationship as indicated on the roster, you must do so within 25 days of the student's last date of attendance in the class.
F3	The F3 is the grade assigned to the student for cheating or plagiarism. Before entering this grade, contact your department head for guidance.

Note: The numbers associated with each F grade above are for internal purposes only and do not appear on a student's final transcript.

Attendance Keeping

You are responsible for keeping thorough and accurate attendance records for each class you teach. Please refer to your course roster in Workday regularly to verify when students have dropped or added a class during the drop/add period and when students have withdrawn from your class.

Sign-in sheets alone are not an acceptable method for tracking daily attendance because individuals can easily sign in for someone else. A signature or handwritten name is not a verification of attendance. Discuss with your department head acceptable ways to take attendance; many faculty members use this task to engage students. Also, consider using the Canvas Roll Call Attendance tool for in-person courses, live online courses, and some clock-hour courses. And remember that your Workday roster is your official class roster, so you should consult Workday often. Students who withdraw or are withdrawn by the instructor are removed from the Canvas roster.

Credit Hour Attendance Policies

Provide a clear attendance policy for your students and discuss your policy with your department head before publishing it. Most departments have recommended policies. The *College Catalog* states the following: "Regular class attendance and consistent class participation are significant factors that promote student success. Each student is expected to attend all class meetings of all courses for which he or she is registered. The student is also expected to follow any attendance policy included on the course syllabus."

And the *College Catalog* states the following regarding absences: "Although instructors are not required to withdraw students for excessive absences, they may do so using the following guidelines. A student may miss one (1) class meeting beyond the number of times the class meets per week before being considered excessively absent. For example, if a student is enrolled in a class that meets three (3) times per week, the student may miss four (4) class meetings. If the student fails to attend a fifth class meeting, the student may be considered excessively absent and could be withdrawn by the faculty member. This policy may be followed for sixteen-week classes in the fall or spring term and twelve-week classes in the summer. These allowable absences should provide for student illness as well as permit the student to take care of emergencies and personal business. Absences during an eight-week session or a six-week summer session may be considered excessive if the student misses more than three (3) day classes or more than two (2) evening classes."

Note: For guidance with attendance keeping and attendance policies in a distance learning course, please refer to the Distance Learning section of this guidebook.

Clock Hour Attendance Guidelines

Attendance is required for all scheduled course meetings in clock-hour programs. Students are expected to be present for the entire scheduled class period. The instructor is responsible for ensuring that the attendance record in the Canvas course companion site is accurate, complete, and up-to-date.

- Attendance is recorded as either attended or missed.
- Each absence must be designated as either Excused or Unexcused.
- Each program will specify the number of hours that may be missed and if those hours need to be made up.

Pensacola State College recognizes the following as excused absences:

- Jury Duty or required court appearance.
- Documented illness of self, spouse, minor dependent child, parent, or household member. Any clinical site's refusal to allow a student to attend for health reasons is considered an illness of self.
- Established and recognized religious holidays.
- College-sponsored activities such as SkillsUSA, Health Occupation Student Association, or Student Government Association events.
- Death of an immediate family member or household member.

All documents supporting an excused absence request must be presented to the instructor prior to the absence, except in the case of illness or death. Documentation of illness, as defined above, must be presented to the instructor immediately upon return to class. Documentation of a required absence for religious reasons must be supported by a signed letter from the student's clergy member or religious leader affirming their association with the organization.

Recording Attendance for Clock Hour Courses in Canvas

Attendance is recorded and verified through the Canvas companion course. To use this feature, the instructor must activate the Clock Hour Attendance Tool within the Canvas course. For instructions on how to activate the tool, click on the PDF below or contact eLearning at 850-484-1238.



How to Activate.pdf

Attendance should be recorded using one of the following methods:

1. Student ID Badge Scan: The student scans their Pensacola State College ID badge at the classroom's aPlus+ wall-mounted kiosk or
2. Instructor Entry: The instructor manually records the student's attendance in Canvas.

To review or modify attendance records:

1. Open the Clock Hour Attendance tool within the Canvas course.

2. Select the student.
3. Open the desired class session.
4. Review or edit the attendance status and attendance time, as appropriate.

The screenshot shows the PSC Learning interface for the 'aPlus-ClockHour-Attendance-Test-Course'. The left sidebar contains navigation links like Home, People, Modules, PSC Library, and ClockHourAttendance. The main content area displays a table of students with their attendance status for the session 'Thu 10 Feb 10:01AM'. Red boxes highlight the 'Students' tab, the session date, and the 'ClockHourAttendance' link in the sidebar.

ID	Name	Attendance*
04479938	FLETCHER, LAURA	Attended
01113456	GOMEZ, ELIZABETH	Attended*
01120302	GONZALES, NEIL	no data
05536167	GREENE, BROOKE	no data
03989441	JOHNSTON, MICHAEL	no data
02831916	LINDSAY, ZACHARY	no data
A-Plus-Student	Student, A-Plus	(na)
01333864	WHITING, STEPHEN	no data

8 students Hide extraneous students W = Withdrawn

The screenshot shows the PSC Learning interface for the 'aPlus-ClockHour-Attendance-Test-Course' at the session 'Thu 10 Feb 2022, 10:01AM'. The left sidebar contains navigation links like Home, People, Modules, PSC Library, and ClockHourAttendance. The main content area displays a table of students with their attendance status and time in/out for the session. Red boxes highlight the 'Save' button, the 'Attended' status, and the 'Time in' field.

ID	Name	Attendance	Time in	Time out
04479938	FLETCHER, LAURA	Attended		
01113456	GOMEZ, ELIZABETH	Attended	12:03:00 PM	
01120302	GONZALES, NEIL	No data entered		
05536167	GREENE, BROOKE	No data entered		
03989441	JOHNSTON, MICHAEL	No data entered		
02831916	LINDSAY, ZACHARY	No data entered		
01333864	WHITING, STEPHEN	No data entered		

Session Information: Session # 28, Date: Thursday 10 Feb 2022, Time: 10:01AM, Status: In Progress, Location: MILTON/0044/4411 + MILTON/0044/4416, Duration: 180 min, Attendance Weighting: 1, Classes: -

Staff: FRANK ASPRER, WANDA EDWARDS, LAURA FLETCHER, ELIZABETH GOMEZ, NEIL GONZALES, BROOKE GREENE, MICHAEL JOHNSTON, ZACHARY LINDSAY, JOANNE ROZBORSKI, A-Plus Student, A-Plus Teacher, HOLLY VAUGHN, STEPHEN WHITING, Add...

Withdrawal Types

After the schedule adjustment or drop/add period ends and before the last date to withdraw as published

on the Academic Calendar, students may withdraw themselves from a course if they anticipate that they will not be able to complete the course. This type of withdrawal is a Student Withdrawal.

Faculty may withdraw a student who has excessive absences by submitting a request in Workday. These requests must be submitted before the last day to withdraw as published on the Academic Calendar. This type of withdrawal is an Instructor Withdrawal. Students who are in their third or more attempt of a course may not be withdrawn and must earn a grade for the course. Third attempt information is included on the section roster. For more guidance on completing an instructor withdrawal, visit the following support page: <https://pensacolastatecollege.freshservice.com/support/solutions/articles/19000101384-Instructor-Withdrawal-Request-for-Excessive-Absences>.

If you choose to assign an F2 to a student who has a Military Relationship as indicated on the roster, you must do so within 25 days of the student's last date of attendance in the class.

Note: A “withdrawal” is different from a “drop.” Before the schedule adjustment period ends as noted on the Academic Calendar, students may drop and add courses from their schedules with no penalty; any course which a student drops is removed from the student record, and refunds are processed for dropped courses. A withdrawal occurs after the schedule adjustment period and is noted on the final transcript with a W. No credit is awarded, and no refunds are processed for a withdrawal.

Workday Basics

You will regularly use Workday as an instructor. Below are some basic Workday terms you should know.

Academic Level

Currently, the College categorizes course offerings in Workday using the following Academic Levels:

Developmental Education: College preparatory courses

Undergraduate: College credit courses—courses offered in all Baccalaureate degree programs, the Associate in Arts degree, all Associate in Science degree programs, Applied Technology Diplomas, Advanced Technical Certificates, and College Credit Certificates

Vocational: Clock hour courses—courses offered in Career Certificate programs

Instructional Format

The College designates each course with one Instructional Format.

Lecture: traditional lecture courses offered in various disciplines

Laboratory: biological and physical science labs, health science labs, engineering technology, culinary arts, and music and theatre lab courses

Combination: lecture and lab combination courses

Experiential: applied music lessons and physical education activity courses

Studio: art studio and music ensemble courses

Clinical: health science clinicals and practicum courses

Academic Periods

PSC courses are scheduled based upon the semester or term system: Fall, Spring, Summer. An Academic Period identifies a specific Fall, Spring, or Summer term, such as Fall 2026, Spring 2027, and Summer 2027. Note that each term is further divided into sessions.

Sessions for the fall and spring terms are as follows:

Session A = 16 weeks;

Session B = the first 8 weeks of the 16-week term;

Session C = 12 weeks (starts 4 weeks after the start of Session A); and

Session D = the last 8 weeks of the 16-week term.

The summer term extends across twelve weeks as follows:

Session A = 12 weeks;

Session B = the first 6 weeks of the 12-week term;

Session C = 8 weeks (starts 4 weeks after the start of Session A); and

Session D = the last 6 weeks of the 12-week term.

Delivery Mode

PSC offers classes using the following delivery modes. Not all classes are offered using each delivery mode. For more information regarding online courses, both synchronous and asynchronous, please see Distance Learning.

In-Person: Traditional, face-to-face classes meet on scheduled days at scheduled times and give students the traditional college experience of seeing their professor and peers in person.

Hybrid: Hybrid courses blend face-to-face and online delivery modes and offer the benefits of on campus learning and online learning. Discuss with your department head the requirements for the face-to-face and online portion of the course.

Live Online (synchronous): Students log in to their Live Online class held through Zoom from any location during the scheduled day(s) and time(s) and participate in class virtually. Students see and hear their instructor and peers in real time and experience similar engagement as on campus classes. Reliable Internet, a web cam, and a microphone are required. Faculty should require that students are on video during class time to ensure attendance of each registered student. Instructors should also record all class sections and make recordings available to students for review.

Online (asynchronous): Students log in to their class from any location and participate in the course without real-time interactions with the instructor and other students in the class. Reliable Internet is required. Instructors must participate fully in the course, engage each student, and track attendance.

Note: A faculty member must conduct a class in the delivery mode advertised in the schedule and may not change that delivery method.

SIMPLE SYLLABUS

Simple Syllabus is a centralized platform adopted by many higher education institutions to house all course syllabi. PSC transitioned to this interactive platform beginning in Fall 2026. Simple Syllabus allows faculty to quickly navigate to a section syllabus within the College’s infrastructure and make edits using a user-friendly, dynamic template.

After your name has been assigned to a section in Workday, you will have access to that syllabus in the Simple Syllabus app. Once there, you will see that much of the information has been prepopulated for you. Certain fields on the syllabus, such as Course Information, Course Learning Outcomes, Grading Scale, Student Expectations, Academic Dishonesty Statement, ADA Statement, Educational Materials Statement, Emergency Statement, Flexibility Statement, Non-Discrimination Statement, Security Statement, and Student Email Accounts do not allow you the ability to edit or revise. Other fields, such as Instructor Information, will allow you to edit so that you can add your office hours, for example.

You are required to add your reading assignments and a 2-3 sentence description of all graded assignments in the Student Assignments section of the syllabus. For the reading assignments, you must include the specific chapters, stories, articles, etc. that you are assigning from a specific textbook—it is not sufficient to cite the textbook only. You must also complete the Grading Calculation field.

State Board of Education Rule 6A-14.092 Florida Administrative Code requires that most all syllabi be published at least 45 days prior to the start of each term. Discuss any exemptions with your department head. Adhere to the deadlines below.

<i>Calendar of Dates for Simple Syllabus 2026 – 2027</i>			
Academic Period	Session	Faculty Deadline	45 Day Deadline
Fall 2026			
	Session A	June 21	July 3
	Session B	June 21	July 3
	Session C	July 13	July 25
	Session D	August 17	August 29
Spring 2027			
	Session A	November 9	November 23
	Session B	November 9	November 23
	Session C	November 30	December 15
	Session D	January 11	January 22
Summer 2027			
	Session A	March 15	March 29
	Session B	March 15	March 29
	Session C	April 12	April 27
	Session D	April 26	May 11

DISTANCE LEARNING

PSC offers Distance Learning (online) courses that require no on-campus visits. The College offers two types of online courses: Live Online (Synchronous), which meet virtually via Zoom at designated days and times, and Traditional Online (Asynchronous).

Zoom

Live Online courses are taught via Zoom. Access Zoom through My Apps or within your Canvas Course Shell. It is best practice to set up your recurring meeting through the Zoom app in Canvas to make the meeting accessible to students. Make sure to share this meeting information with your students prior to the class meeting time and ensure that the Zoom settings are set to record the meeting to the Cloud. Another best practice is to set up a waiting room and password as an additional safety measure in each Zoom meeting. For more guidance with Zoom, contact eLearning for access to our Online Teaching & Learning: Basics Canvas Course Shell.

Students enrolled in a Live-Online class are required to be on video and participate via Zoom throughout the class. Under most circumstances, students should have their camera on and be clearly visible. For safety reasons, do not allow students to attend class if they are driving a vehicle or operating heavy machinery.

Attendance Verification Quiz

For distance learning courses, completing the Attendance Verification Quiz with the Proctorio browser extension enabled is the only method for counting a student as attending, even if the student has participated in other graded course activities, by the Attendance Verification deadline.

The Attendance Verification Quiz's Proctorio Settings must be set to verify the student's ID, "Auto ID Check," as well as their desktop, video, and audio. Additionally, it is best practice to set the Recording Options to record the student's video, audio, screen, and web traffic. To ensure that students are completing the Attendance Verification Quiz by the Attendance Verification deadline, set the quiz's due date to midnight before the last day of the Attendance Verification deadline. It is recommended to take a screenshot of the Proctorio results for safekeeping in the case that students who were dropped from the course for non-attendance claim that they completed the quiz by the due date.

Most Master Course Shells for distance learning courses will have an Attendance Verification Quiz created for you that you can copy into your course section shell. For more help with your Attendance Verification Quiz, please contact your department head.

Defining Attendance in a Distance Learning Course

In asynchronous online classes, a student's regular participation in the course's schedule of events is considered attendance. A student who does not access the class through Canvas during the first week of class, does not take examinations by established due dates, or does not otherwise participate in the distance learning schedule of events weekly is subject to withdrawal or an assigned F according to the attendance

policies outlined below.

For Live Online courses, a student may miss one class meeting beyond the number of times the class meets per week before being considered excessively absent. For example, if a student is enrolled in a class that meets two times per week, the student may miss three class meetings. For Traditional Online courses, a student's attendance is defined by accessing course material, interacting with classmates, and submitting assignments at least two times per week.

For more guidance in defining attendance in a distance learning course, please reach out to eLearning to enroll in our Canvas Attendance Tools Training Shell.

Regular and Substantive Interaction (RSI)

The US Department of Education requires that all online instructors initiate Regular and Substantive Interaction (RSI) with students concerning their course material. It is essential that all online students are provided substantial opportunity for meaningful engagement with their course materials while simultaneously receiving the same high-quality instruction and interaction with their instructor as in-person students receive.

Some examples of instructor RSI include, but are not limited to, scheduled Zoom meetings, participation in discussion boards, recorded introductions and lectures, providing written feedback and weekly announcements, and engaging with students in office hours. For more guidance on RSI and establishing an online presence in your distance learning course, please reach out to eLearning to enroll in our Online Course Management Canvas Training Course.

INSTRUCTIONAL RESPONSIBILITIES

As a PSC instructor, you are responsible for providing excellence and quality in teaching and upholding the standards established by PSC. Specifically, your duties are to teach courses as assigned, to engage with students, and to follow College policies and procedures. Below are the essential responsibilities for faculty at PSC.

Before the First Class

1. Access your PSC Outlook email account; your department head requests this email account for you. Important departmental and College information is shared via this account. Your PSC Outlook email; PirateMail, the PSC student email system; and Canvas, the College's learning management system, are the acceptable methods of electronic communication with your students. It is recommended that you use Canvas's Inbox, Announcement, and Discussion features, which can be configured to create groups for student interaction or send class-wide and specific messages. Instructors may use only the approved PSC apps for communicating and messaging with students. **Instructor use of applications and services, such as GroupMe, Discord, Instagram, and texting via personal devices, to communicate with students is prohibited.**
2. Access and learn to use Workday as soon as possible.

3. Review the Internal Academic Calendar for faculty and staff for important deadlines you must meet. This calendar must not be shared with students. If you are on a PSC campus, you can access our internal website PirateNet to view the Internal Academic Calendar by following this link: <https://piratenet.pensacolastate.edu/calendars/>.
4. Access the PSC eLearning website at <https://elearning.pensacolastate.edu/>, register, and complete the Canvas Basics Online Workshop. You also have access to the following Canvas courses, which you are encouraged to review: Online Teaching & Learning Basics, Online Teaching & Learning, Intermediate Online Teaching & Learning, and Advanced Workday Training.
5. You must use a Canvas Companion Course for each face-to-face, hybrid, and Live Online section you teach. All asynchronous courses are taught in Canvas. Many departments have Canvas Master Course shells ready for you to use. Discuss Canvas requirements with your department head.
6. Create a calendar of topics, assignments, quizzes, tests, etc., adhering to the course description and addressing all relevant program learning outcomes as well as all course learning outcomes. You must include all methods of evaluation specified on the syllabus template.
7. Review the Simple Syllabus template for your course(s) and then enter the required information and materials for your course(s) by the provided deadline. Please see Simple Syllabus for more information.
8. Review the textbook(s) for the course and any other required and supplemental materials; your department head will provide these to you.
9. Review and understand the Family Educational Rights and Privacy Act (FERPA). FERPA states that education records are confidential and exempt from Florida's public records laws. Adhere to the following:
 - Grades can be posted only in Canvas and in Workday. You may not post student grades on an office door, bulletin board, or somewhere in the department office because grades are the private property of the student. The posting of grades with student names or student numbers without written permission from the student is a violation of FERPA.
 - Physical graded work must be handed to a student directly. Allowing students to pick up graded work from a stack of papers that includes graded work of other students is a FERPA violation.
 - You may discuss a grade with a student via the telephone only after you have confirmed the identity of the student.
 - Since email is not a secure medium, it is advisable not to provide student grades via email. You are encouraged to use the Canvas gradebook and communicate with students regarding grades via Canvas.
 - Do not share grade information with a student's parent, guardian, spouse, or any other person unless a notarized FERPA form is on file with the College. Always remember to check identification of the parent, guardian, spouse, or other person named on the FERPA form. The form is good for only one calendar year. Additionally, your department head will have access to any signed and uploaded FERPA release forms. Please contact your department head with any questions you may have about uploaded release forms.
 - If you are asked to provide any information about a student at PSC, refer the individual to the Registrar's Office. Notify your department head as soon as possible if anyone has asked you to

provide information about a student. Do not provide information to non-PSC employees.

- **Note:** In some instances, a student may sign a release form, allowing their information to be shared with specific individuals. Please note that a student does not need a release form to invite a witness to attend a face-to-face meeting.
10. If you are teaching a general education course, meet with your department head to discuss requirements and procedures for participating in the General Education Learning Outcomes assessment process. Please see Additional Resources for more information.
 11. If you are teaching a career or technical course, meet with your department head or program coordinator to discuss requirements and procedures for participating in the Program Student Learning Outcomes (PSLO) assessment process.
 12. Regularly review each class roster in Workday because students may make schedule adjustments without penalty during the drop/add period. The roster may also change after the attendance verification period has ended.

During Class

13. Take thorough and accurate attendance each class period using your class roster in Workday. For more guidance with attendance taking, please refer to the Attendance Taking and Distance Learning sections of this guidebook.
14. Provide each student with a syllabus for your course, which includes all required information, and acquaint all students with course requirements and outcomes.
15. Clearly explain grading procedures and standards and apply them fairly.
16. Present course material in a clear and coherent manner, using various methods of presentation based upon content and student needs. Engage each student.
17. Manage your class by ensuring that students stay focused and engaged throughout the duration of your scheduled time. Also, ensure that students comply with your Course Policies and the regulations outlined in the Code of Student Conduct located at <https://www.pensacolastate.edu/current-students/student-services/studentconduct/>. In Distance Learning courses, ensure that students are following Online Netiquette. If there has been a violation of academic or student code of conduct, please file a Maxient report. More information can be found regarding Maxient under Additional Resources.

Throughout the Semester

18. Meet each assigned class at the scheduled time and for the scheduled duration. In other words, start all classes on time and do not dismiss classes early. The College-wide practice is “No canceling of classes.” See Instructor Absence for more information.
19. Verify attendance before the deadlines. See Workday for more information.
20. Do not change the scheduled location of a class, even temporarily, without the approval of the department head.
21. Do not change the designated method of delivery (instructional method) for any section you teach.
22. Provide all documented accommodations for students who are registered with the Student Resource Center for ADA services. Contact Kathryn Coxwell for questions at 850-484-1637 or kcoxwell@pensacolastate.edu. For more information regarding ADA, please see ADA

Compliance under Additional Resources.

23. Design tests and assignments that are related to the material covered in the class and the textbook and provide students with regular, detailed feedback regarding their performance.
24. Maintain accurate records for student attendance and grades. You may be asked to justify your attendance records and your grades.
25. Respond to all student communication in a timely fashion. It is best practice to respond no later than 48 hours after a student attempts to contact you.
26. Communicate on a regular basis with your department head and academic administrative assistant.
27. Check your PSC email account regularly, daily if possible.
28. Attend meetings scheduled by your department head.
29. Enter your midterm grades, prior to the deadline, in Canvas.
30. Administer your final exam(s) during the scheduled day and time, following the College final exam schedule. Final exam schedules for fall and spring semesters of the current academic year are posted on both the PSC website and PirateNet. Final exams must be administered during the specified day and time. Do not administer a final exam early. Contact the appropriate department head regarding any exam conflicts or questions regarding the schedule. Additionally, all in-person makeup exams must be given at the Testing Center.
31. Submit all final grades in Workday by the posted deadline.
32. If you have received approval from your department head to give an Incomplete (I) grade to a student, provide a copy of the Incomplete Contract to the student and to your department head. For more information regarding the Incomplete grade, please see the Grade Explanation in this guidebook under Workday.
33. Present problems, recommendations, and reports related to courses and instruction to the appropriate department head.

At the End of the Semester

34. Contact your department head regarding the return of any textbooks or other materials.
35. Contact your department head regarding the submission of your gradebook, attendance records, and final exams.

Instructor Absence

In the event you must be absent from your class, contact your department head as soon as possible with the course title and meeting time of your absence. It is best practice to attach any prepared materials for your class. If you have not already identified and obtained a substitute, your department head will arrange for a substitute instructor to lead your class in your absence, take roll, and teach any materials you may provide. Once you have returned, you may pick up your substitute's roll call sheet and any notes they may have left for you regarding your class's behavior from your department's front office. If you teach a synchronous distance learning course, those materials will be emailed to you. Under no circumstance should you cancel your class meeting time or fail to notify your department head of your absence.

Note: Being absent for any class meeting time will result in reduced activity pay. You will receive a new Activity Pay contract in Workday.

Classroom Visitors

Only registered students may attend class meetings. Contact your department head with any requests to bring a non-registered individual into your classroom.

ADDITIONAL RESOURCES

Acceptable Use of IT Services

Pensacola State College provides a variety of IT resources administered by Information Technology Services (ITS) that are intended to support the academic and business functions of the College. The appropriate platforms for instruction and communication with students can be found within MyApps from the College's website.

All IT resources are property of the College and are subject to PSC policies concerning the general use of facilities, services, and equipment. The College's policies for academic freedom and responsible, considerate, legal, and ethical behavior also extend to using these resources.

Storing or sharing College information using the cloud resources of third-party vendors with which the College has no formal agreement, such as Dropbox, Google Drive, Google Docs, Gmail, YouTube, Facebook, etc., may constitute a severe violation of College security policy and is not permitted unless officially authorized. There may be no assurance that a non-sanctioned third-party cloud vendor will respect the confidentiality and integrity of College data or accept legal or regulatory liability concerning HIPAA, FERPA, and other state or federal data protection laws specific to educational institutions. College users should only utilize only cloud resources provided by College business partners as sanctioned by the College.

PSC will make reasonable efforts to maintain the integrity and effective operation of its electronic messaging systems, such as email and instant messaging. Still, users are advised that those systems should not be regarded as secure media for communicating sensitive or confidential information. Use of applications and services such as GroupMe, Discord, and texting via personal devices are prohibited.

To see a full list of Unacceptable IT Uses and more information to privacy and data protection, visit the following website: <https://pensacolastate.edu/about-psc/psc-college-notices-disclosures/#IT-Acceptable-Use-Policy>.

Acceptable Use of AI for Students and All PSC Employees

It is general policy that no faculty should use generative or agentive AI in replacement of their duties, including, but not limited to, the creation of assignments, readings, and Canvas course materials; grading student assignments; automation of student feedback; and communication with students.

The College offers the use of Copilot for work-related AI use. You can access Copilot through MyApps. Use of other generative or agentive AI technologies at PSC must strictly adhere to the following guidelines to ensure the security and integrity of our data and technological resources.

Approaches to Syllabus Policies on the Use of Artificial Intelligence

Faculty members should carefully consider the pedagogical goals of their courses when determining appropriate policies governing student use of AI tools. Clear, consistent syllabus statements and assignment-specific guidance are essential to establishing expectations for responsible AI use. Below are suggested approaches that instructors may adopt when developing AI policies for their courses.

Use Prohibited

In courses where independent student work is a core learning objective, instructors may prohibit the use of generative or agentic AI tools. Such policies should be communicated clearly in the course syllabus and reinforced through assignment instructions. Faculty should explain the educational rationale for prohibiting AI, emphasizing the importance of independent work in developing the knowledge, skills, and competencies expected within the discipline. Transparent discussion of these expectations helps students understand the academic, professional, and ethical standards that govern the course.

Use with Permission

In some courses, generative or agentic AI may be appropriate for selected assignments or activities but prohibited for others. In these instances, instructors should explicitly specify when AI tools may or may not be used and clearly describe the process for obtaining permission when required. Faculty are encouraged to explain the pedagogical reasons for allowing AI in certain contexts while restricting its use in others, thereby helping students understand how AI supports, rather than replaces, intended learning outcomes.

Use with Acknowledgment

In courses where collaboration and the use of AI tools are encouraged, instructors may permit students to use generative or agentic AI throughout the course, provided that its use is appropriately disclosed. Syllabi and assignment guidelines should specify when and how students are expected to acknowledge or cite AI-generated content, including any required citation format or documentation standards. Such transparency promotes academic integrity while encouraging responsible use of AI technologies.

Use Freely Permitted

In some courses, the routine use of generative or agentic AI tools may align with disciplinary practice and professional expectations. In these circumstances, instructors may permit unrestricted AI use without requiring formal acknowledgment. Even when disclosure is not required, students should receive guidance regarding the ethical, responsible, and appropriate use of AI technologies, including their limitations, potential biases, and risks.

AI Detection Software

Pensacola State College provides instructors with access to AI detection technologies, including Turnitin, to support the promotion of academic integrity. Turnitin analyzes submitted assignments using models designed specifically for educational writing and provides indicators that may suggest AI-generated content. These tools may assist faculty in identifying submissions that warrant additional review; however, they should not be considered definitive evidence of unauthorized AI use.

Faculty should recognize that AI detection technologies have inherent limitations and are subject to both false positives and false negatives. Consequently, AI detection results should be used only as one component of a broader evaluation process and should always be interpreted using professional judgment.

Guidelines for the Use of AI Detection Software

AI detection software should never serve as the sole basis for determining academic misconduct. While these technologies provide valuable information, they must be used in conjunction with instructor expertise, institutional policy, and established procedures for ensuring due process. The use of AI detection should support, rather than replace, educational practices that promote trust, integrity, and student learning. Faculty are encouraged to use the following best practices when using AI detection technologies.

Transparent Use

Clearly communicate to students when AI detection tools will be used, explain their purpose and limitations, and outline institutional expectations regarding academic integrity. Transparency promotes trust and helps students understand the role of these technologies in the evaluation process.

Comprehensive Review

Use AI detection results as one component of a comprehensive academic integrity review. Faculty should evaluate all available evidence, including the quality and characteristics of student work, revision histories, assignment context, and other relevant information. Because AI detection tools may generate both false positives and false negatives, instructor judgment remains essential.

Academic Misconduct Procedures

Students should be afforded the opportunity to respond to concerns regarding potential academic misconduct, including cases in which AI detection tools have identified possible unauthorized AI use. Faculty should follow the Pensacola State College process for reporting academic misconduct and submit reports through the institution's Maxient reporting system whenever academic misconduct is suspected.

Additional Guidance for Students

AI usage by students is covered in the student handbook under sections related to the Code of Conduct, Plagiarism and Academic Cheating, and Academic Honesty. These restrictions protect PSC's proprietary and confidential information from unauthorized access and ensure compliance with our data governance policies. Users should consult with Technology Operations if they need clarification on the correct and authorized tools for their work. More information regarding student use of AI can be found within Additional Resources, Turnitin within this guidebook.

ADA Services and Compliance

The Student Resource Center for ADA Services oversees the College's interactive process for students with disabilities to provide equal access toward degree and non-degree programs and services. The ADA Services office will assist you with implementing any student accommodations as well as testing services to accommodate extended time, reduced distractions, readers, and scribes.

Students must inform the ADA Services Office when tests are scheduled, and ADA Services will contact you for the test and instructions. They will proctor the test and return the completed test to you. If a student discloses a disability to you or requests accommodations from you, refer them to the ADA Services office. An instructor has the right to challenge accommodation requests that would result in a fundamental alteration of the program and/or threaten the academic standards or integrity of the course. More information regarding ADA resources can be found here: <https://pensacolastate.edu/current-students/student-services/student-resource-center-for-ada-services/#1688394848228-0c1f9fe7-3ac3>

To comply with ADA Title II regulations, all course materials and content, including, but not limited to, Canvas pages, syllabi, access to readings and materials, links to resources, font and font size and color, and formatting of headings must meet accessibility standards. Canvas has a built-in accessibility tool, which will populate an Accessibility Report for all pages, assignments, links, and more. This tool will also guide you to correct non-compliant materials with a user-friendly interface. You must ensure that each Accessibility Report receives a score of 100%.

Note: There is a series of training videos available for your use. Please contact ADA Services and your department head for available training materials and upcoming workshops.

Classroom Technology

The College strives to equip all classrooms with basic needs to ensure academic success. For specific requests regarding your classroom or classroom needs, please contact your department head. For help with technology, please contact our help desk at (850) 484-1702 or visit the following website: <https://pensacolastatecollege.freshservice.com/support/home>.

DocAccess

The College uses the integrated software DocAccess to automatically convert PDFs to be ADA-compliant and reader-friendly. The software will populate a Print-Friendly View and an Accessible Transcript View. Within the software, you can Ask a Question, view a Document Outline, Translate, and receive live Disability Assistance.

eLearning

The eLearning department assists faculty and students with Canvas, the College learning management system. The department is available to resolve technical issues, assist with the development of Canvas courses, and provide training. If you need assistance from the eLearning department, you are encouraged to complete the eLearning Support Request Form. Access eLearning at this link <https://elearning.pensacolastate.edu/>.

FERPA

The Family Educational Rights and Privacy Act (FERPA) regulates and protects students' rights with respect to their educational records. It is important to become familiar with FERPA compliance. If you are located on a PSC campus, you can access the College's intranet, PirateNet, where a FERPA resource is available for review under the section Instructor Resources: <https://piratenet.pensacolastate.edu/FERPA/ferpa.html>. If you have questions regarding FERPA compliance, these questions should be directed to the Registrar's office

or your department head.

General Education Learning Outcomes (GELO) Assessment Resources

The General Education Learning Outcomes Assessment covers five outcomes: critical thinking, communication, scientific and mathematical literacy, information literacy, and cultural literacy. Each student who completes the general education program at PSC will have achieved these outcomes. A GELO Assessment Canvas course is available, and the link to the course shell is under Instructor Resources on PirateNet. If you work remotely, not on a PSC campus, contact eLearning to get access to the Canvas course shell.

Library Resources

Access your library account from myPSC Apps: Library. The College's library offers access to in-house resources as well as a Statewide Catalog and peer-reviewed publications. The library also provides research guides. If you teach an in-person course, you can schedule to bring your class to the library for an instructional lesson led by a librarian. Speak to a librarian at your location to schedule your class visit. For more information, visit the following website.

https://psc-flvc.primo.exlibrisgroup.com/discovery/search?vid=01FALSC_PSC:PSC.

Maxient

The College uses the software Maxient to report cases regarding academic misconduct, student conduct violations, and students of concern. The reports are sent to the Office of Student Conduct and then disseminated to the necessary personnel depending on the claim(s). There are two separate reports for your use: Academic Misconduct Reporting Form and Student Conduct Incident Reporting Form. You are encouraged to submit either report in the case of alleged violence, cheating, plagiarism, academic integrity issues, or general student conduct violations within the classroom, but this list is not exhaustive. The Academic Misconduct Reporting Form will give you two reporting options: 1. "For Reporting Purposes Only" 2) "For Student Conduct Review." Please reach out to your department head for guidance before submitting a report. The reports can be found on the Student Conduct page on the College's website:

<https://pensacolastate.edu/current-students/student-services/studentconduct/#about-us>.

Proctorio

Proctorio is a remote test proctoring software and is installed as an LTI in Canvas. Instructors must use Proctorio for all assessments in all asynchronous online courses. Proctorio must also be used to administer the Attendance Verification Quiz; instructors will use the successful completion of this quiz to verify that a student has attended the class. See your department head for more details regarding this process.

Proctorio runs through an extension that is added to the Chrome browser. This means instructors will need to use Chrome to set up exams to use Proctorio and to see student exam submissions. It also means students will need to use the Chrome browser to take a Proctorio-enabled exam. Students will also need a webcam, a microphone, and will need to use a computer (not a mobile device) to take an exam.

For more information, please submit an eLearning Support Request ticket and ask to be added to the Proctorio Training Course.

Staff Professional Development

The office of Staff Professional Development (SPD) provides a variety of College-wide training opportunities for faculty and staff. SPD develops and coordinates related events, including Convocation, Professional Development Day, and Adjunct Orientation. In addition, full and part-time employees can access online webinars and resources on topics such as teaching and learning, leadership, health and wellness, technology, and compliance from the SPD website: <https://pensacolastate.edu/spd/>. SPD also manages the Adjunct Orientation and Incentive Plan Canvas course. Contact your department head if you would like access to this Canvas course. In addition, contact your department head if you are interested in the Adjunct Incentive Plan.

More information is provided in this guide in the Human Resources Benefits section.

Student Resource Guide

The College publishes a Student Resource Guide yearly, and this guide is tailored to familiarize students with the many resources offered at the College as well as locally and globally. For more information on the Student Resource Guide, visit the following website: <https://pensacolastate.edu/documents/student-resource-guide/>.

Testing Center

The Testing and Assessment Department supports the mission, philosophy, and vision of Pensacola State College by offering comprehensive testing and assessment services to students, academic departments, and the local community. By following the *National College Testing Association (NCTA) Professional Standards and Guidelines*, the department ensures that examinations are administered professionally, equitably, and fairly in a courteous, confidential, and secure environment. For more information on the tests offered at the Testing Center, how to schedule a test, or how to contact the Testing Center, visit the following website: <https://testing.pensacolastate.edu/>.

Turnitin

The College offers a plug-in feature, Turnitin, to assist students with their writing assignments and ensure they are crediting sources correctly. When creating a writing assignment in Canvas, instructors can select Turnitin as the submission type. In addition, all PSC instructors have access to Turnitin Feedback Studio. This online service is designed to assist in the detection of plagiarism and provide a convenient and efficient venue for delivering feedback and grading narrative assignments.

Turnitin also has an AI detector that is visible to instructors only. You are advised to consider the given AI score while also drawing on your own knowledge of the student's skill level and progression through your course. Turnitin will often assign a 100% AI Score to assignments that have been processed through Grammarly and other grammar and revision-based programs designed to help students. For this reason, you are encouraged to suggest that your students save their drafting history and any resources they used while completing their assignment to aid in your understanding of their Turnitin AI score.

YuJa Lumina Video Platform

The College offers a plug-in feature, YuJa, to provide instructors and students with an ADA-compliant and reliable tool for recording video content within Canvas, such as lectures. YuJa has built-in tools for automatic captioning, processing, streaming, editing, searching within videos, and analytic tools for instructors to

receive real-time feedback regarding their student engagement. It is recommended that you utilize YuJa to record your course video content.

To access YuJa within a course shell in Canvas, navigate to your desired course and then, in the navigation section to the left of the course's home page, click the YuJa page. You will then be directed to the YuJa plug-in within Canvas, and you can click Create Recording to begin filming any video content for your courses. To share the video content with your students, you can add the lecture to your Module's page in Canvas by selecting External Tool, or you can navigate to a specific course section by clicking All Channels within the YuJa page.

HUMAN RESOURCES

The following information is not exhaustive. For full-time faculty, please consult the Employee Handbook and the Collective Bargaining Agreement for additional guidance.

Onboarding and Hiring Information

Criminal Background Check Requirement

All new adjunct faculty members must complete a Level 2 background check. New faculty will receive an email with instructions to visit the Public Safety department in building 5 at Pensacola campus for fingerprinting on live scan equipment. Faculty with one or more years' break in service must discuss what process is needed with Human Resources. The College pays the cost of the background check and will administer a renewal every five years. Questions regarding background checks should be directed to the Human Resources Director at 850-484-1766.

Drug Screening (based on position need)

Required drug screenings will be processed for adjunct faculty members who are health field-related employees participating in clinical education at a facility requiring a 10-panel drug screening result or are employed as bus and/or truck drivers who are required under the Department of Transportation for a five-panel result.

To access the drug screening process, Human Resources will provide the employee with a chain of custody form via email with directions of the facility locations of where the screening is performed. Results will be electronically submitted to the Director of Human Resources.

Official Transcripts

In order to comply with credentialing requirements, the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC) requires Pensacola State College to provide evidence of official transcripts for all instructional personnel. It is the responsibility of each faculty member to request official transcript(s) from all educational institutions attended (i.e., not just the highest degree earned). Transcripts may be submitted to Human Resources electronically or in hard copy format by delivery in person to Human Resources or via email HumanResources@pensacolastate.edu. A number of colleges and universities require a transcript fee prior to the release of the transcript. The faculty member must remit payment to the institution. In assignments requiring certifications or alternative qualifications, the department head will specify the requirements that need submitted to HR.

Parking Decal

All employees must have a valid decal to park on campus. Decals are free to the employee. A request for a parking decal may be made in Workday. For this process, go to the search box, type Request Parking Decal, and select the Task. Verify that your name is correct at the top and enter or select the required details about your vehicle. Attach a copy of your vehicle registration and an image of your vehicle. Select your delivery option. Click OK or the Done button. Once submitted, you can visit the campus location selected on the delivery option drop-down, where a decal number will be assigned and issued. If you

requested the mail option, confirm your address is correct in Workday. Both mail and campus pick-up are available within two business days. The parking decal should be placed on the passenger side rear window of your vehicle. Faculty and staff parking areas are designated by signage and are painted dark green on the curb above the space.

PSC ID Card

After the second week of employment, an employee may obtain a PSC ID card by submitting a request in Workday. Instructions and locations for ID issuance will be provided to newly hired faculty. When your request is complete, you will receive a notification in Workday with details about availability and can pick it up from the location you requested. To verify your identity, take a valid government-issued ID to pick up your ID. If you prefer having your photo taken and printed simultaneously, visit the front desk at the Registration Center in building 2 on the Pensacola Campus.

Pay and Time Keeping

Pay is processed bi-weekly with pay dates specified on the College's Payroll Calendar. This calendar is located on the PSC Intranet ([PirateNet](#)) and may be accessed by clicking Calendars and selecting the current year document. Paycheck details are available on the employee's Workday profile page under "Pay." Payroll deductions are authorized by the employee or court-mandated. For the employee's convenience, the College provides direct deposit of checks, and employees may designate up to three financial institutions in Workday by completing the function, "Payment Elections." For the few exceptions of direct deposit, paychecks are mailed to the employee's home address on record.

Credit Union Membership

College employees are eligible for membership at Members First Credit Union and Pen Air Federal Credit Union. Employees may direct funds to either or both credit unions by completion of their "Payment Elections" option in Workday. Information is available from Human Resources.

Activity Pay

The department will submit activity pay through Workday by the established deadlines. Activity pay contracts must be approved by the department head before the funds are paid to the employee. If any changes are made to the employee's activity pay, the changes must be approved by the department head before the funds are paid.

Pay for Attendance to Meetings for Adjunct Faculty

Adjunct faculty members may be eligible for up to four hours per term of paid attendance at departmental meetings or professional development sessions offered by the College. Adjunct faculty should discuss this opportunity with the specific department head.

Resignation

To process a resignation of an assignment prior to the end of an academic term, notification must be provided to the department head in a letter of resignation or email. In the academic environment, it is expected that faculty members complete the current term with resignation effective after final grades are submitted. All keys and other College property assigned must be returned to the College upon

departure. Employees will be charged for non-return of keys. Workday access will be provided for 24 months from the last date of employment to access tax documents, change contact information, and review and print pay slips.

Social Security Withholdings for Adjunct Faculty

PSC does not withhold Social Security taxes from the pay of an adjunct faculty member. However, you will participate in the mandatory Social Security alternative plan with BENCOR. The Omnibus Budget Reconciliation Act of 1990 introduced Federal Legislation (Internal Revenue Code Section 312(B)(7)(F)) which allows the deposit of money into a private retirement plan instead of Social Security for part-time employees. The Social Security Alternative Plan provides for a contribution of 7.5% of your earnings. A deposit is made for this amount into an account in your name. No taxes are paid on your contributions or the earnings in your account until you withdraw funds from the plan, and Social Security taxes are never paid on the funds. When an adjunct faculty member is no longer an employee, he or she is eligible for a distribution of the account and may contact 866-296-9712 or online at <https://bencorplans.com> or the Human Resources Department at 850-484-1763.

Workers' Compensation

Florida's Workers' Compensation Law is intended to facilitate an employee's return to gainful employment and ensure a cost-effective delivery of appropriate payments to an employee injured in the normal course of duties. Regardless of where or how it occurs, all on-the-job illnesses and/or injuries must be reported immediately to the employee's immediate supervisor and the Human Resources Director at 850-484-1766. Human Resources will create a medical referral for treatment and provide follow-up with the facility, the worker, and the supervisor. Lost time or lost wages will be coordinated by Human Resources with the department head and injured worker.

Out-of-state workers must be provided with the specific state-required poster of workers' compensation. Contact the Human Resources Director to acquire the state poster.

Benefits

Adjunct Faculty Incentive Plan

PSC has a voluntary Professional Development Incentive Plan designed specifically for adjunct faculty members. The plan provides a means for adjunct faculty to become acquainted with PSC policies and procedures while enhancing their teaching techniques. Upon completion of the plan, you may apply for a \$ 2.00-per-hour pay increase. Upon approval, the pay increase becomes effective in the term following the completed plan. Specific information and forms related to the Incentive Pay Plan are found within the Adjunct Incentive Plan course shell in Canvas. This incentive does not apply to all adjunct faculty; therefore, it is important to contact your department head to see if the incentive pay benefit applies to you.

Florida Retirement (FRS) Re-employment Rules

As a result of the passage of [Senate Bill 7022](#), the Division of Retirement (Florida Retirement System [FRS]) has updated and suggested the process below for *Certification Form and Reemployment (state of Florida only)*:

- When a prospective employee signs a Certification Form, he or she is certifying that he or she has not retired from any State of Florida-administered retirement plan.
- Each prospective employee must sign and date this Certification Form before the hiring process is completed.
- The signed form will be kept in the employee's personnel file and not sent to the FRS.
- The form is available online at <https://www.myfrs.com/pdf/forms/cert.pdf> and is the second attachment provided for your convenience.
- The agency (PSC) will check online to see if the prospective new hire has received a state of Florida Investment Plan distribution or retired from the Pension Plan before hiring is completed. You may contact PSC's Benefits Administrator for specific account information obtainable from the FRS.
- Our College could be jointly liable for repayment of funds paid out if a retiree is rehired in violation of re-employment after retirement provisions.

According to the FRS guideline, "you must have a bona fide termination by terminating all employment relationships with and ceasing to provide services to all FRS employers for the first six calendar months of your retirement or the first six calendar months after your DROP termination date.

An employment relationship with an FRS employer in any capacity during this six-calendar month period may void your retirement, and you and your FRS employer will be held jointly and severally liable for repayment of all retirement benefits received, which include any DROP accumulation or payout. This means that each party can be held fully responsible for the repayment of the total amount of retirement benefits. There are no exceptions to the six-calendar-month termination requirement. Voiding your retirement applies even if the position you hold is not covered by the FRS but is with an FRS employer. This requirement also applies to employment with the same employer if the employer withdrew from the FRS effective Jan. 1, 1996, for newly hired employees. Beginning the 7th calendar month following your retirement or your DROP termination date, there are no limitations on receiving your retirement benefit while working for an FRS employer. Beginning July 1, 2023, Volunteer Services in accordance with section 121.091(15), Florida Statutes, do not constitute employment by or provision of services to an FRS employer."

Membership in the Association of Florida Colleges

Faculty members may join the PSC Chapter of the Association of Florida Colleges (AFC) for \$25 annually. Benefits include access and discounts to various companies and services as outlined on [their website](#). Additionally, members may participate in professional development to develop and hone skills in leadership, public speaking, advocacy, and interpersonal relationships; have available information on issues and programs that affect higher education and the state college system; develop connections with colleagues both at their college and colleges around the state; provide a voice in issues that affect their college and them as college employees or retirees; attend AFC meetings; be part of the collaboration in advocacy efforts; establish lifelong friendships with others having the same interests; and participate in opportunities to give back through local and statewide service projects.

Optional Retirement Savings

As a PSC adjunct faculty member, you may participate in voluntary payroll deductions toward retirement savings through 403(b) or 457(b) plans at the College. Deductions must be made on a percentage basis. Information regarding approved suppliers can be obtained via Human Resources. In Workday, the adjunct can designate their retirement savings, but must have an established account with their provider. Instructions for participation will be on the applicable Benefits page in Workday.

Pensacola State College Alumni Association

The Pensacola State College Alumni Association serves as a vital link between Pensacola State College and its network of alumni and friends.

You are invited to become a member of the Pensacola State College Alumni Association. As a faculty member, you interact closely with our students and future alumni. You are an important part of Pensacola State College, and we hope you will stay connected with the College for life. Through unique alumni services, news, programs, and special events, the Alumni Association reinforces lifelong ties among and with our alumni.

To join and find out more, go to <https://alumni.pensacolastate.edu/> or email alumni@pensacolastate.edu or call 850-484-1714.

United Way Campaign

Faculty members may authorize a donation to the annual United Way campaign by completing the ballot provided during the course of the campaign. Questions may be directed to the campaign chair for that particular year or to Human Resources at 850-484-1760.

PUBLIC SAFETY

Emergency Situations on Campus

If a minor emergency occurs during a daytime class, contact the department head or department administrative assistant immediately. If necessary, send a student to notify the department head so that you can remain with the student in crisis. Should the emergency occur during an evening or night class, regardless of the campus location, call PSC Public Safety at 850-484-2500 immediately. In case of an extreme medical emergency (e.g., possible cardiac condition, choking, possible drowning, or other life-threatening situations), call 911 immediately, and contact your department head as soon as possible.

Once on the scene, public safety officials will want to speak with you. Following any emergency situation, an Accident-Incident Report must be prepared by you or your supervisor and forwarded immediately to the Vice President, Academic and Student Affairs, who in turn will forward the report to the Risk Management Coordinator. Any information relative to the injury or disposition of the case should be communicated to PSC Public Safety at 850-484-2500.

In the event of a theft of College property or criminal damage to College property, PSC Public Safety should be notified so that staff can respond to the scene and make a criminal offense report.

PSC Alert System

The PSC Alert system allows any current student, faculty, or staff member to go online and designate several ways to receive emergency alerts, including SMS text messaging and voice messaging via any telephone number. Messages may also be sent to any email address. Note: you must go online and set up your account to specify where you want to receive messages; otherwise, you will only receive alerts via your PSC email address. To set up your profile, click this link <https://pensacolastate.edu/pscalert/>.

Personal Safety

Every effort is made to make PSC a safe working environment. However, protection of personal property and safety cannot be guaranteed at all times. Consequently, it is not advisable to leave your personal items unattended or visible in your vehicle. Likewise, it is advisable to leave the building with your class rather than to remain alone or with a single student. Spending time alone with a student in a non-public space, regardless of the time of day, is not advisable.

GLOSSARY

Academic Progress (Degree Audit): Workday provides the formal list of course requirements a student has completed and still must complete in order to satisfy the course requirements for a specific degree or certificate program. Students can view their Academic Progress (degree audit) in Workday at any time. Depending upon the program of study, graduation requirements, in addition to course requirements, may appear in the Academic Progress.

Academic Year: A school year consisting of the fall, spring, and summer terms.

Accreditation: Certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies. PSC's institutional accrediting agency is the Southern Association of Colleges and Schools-Commission on Colleges (SACSCOC).

Adult Education: Non-credit classes for adults who want to improve basic academic skills, prepare for the General Education Development (GED) examination, or learn English.

Advanced Technical Certificate (ATC): Designed for the student who has completed an associate degree and wants more specialized knowledge and an additional academic credential. PSC offers several ATDs.

Applied Technology Diploma (ATD): Prepares the student for immediate entry into the workforce. Each ATD requires prescribed technical courses. Credits earned in an ATC may be used towards an Associate in Science degree.

Advisor: A PSC staff member who assists students with career planning, setting and meeting academic goals, course selection, and transfer requirements.

Articulation Agreement for the AA Degree: Agreement between Florida's public colleges and universities assuring junior-level status to students who complete the community

college general education and graduation requirements in university parallel (AA degree) programs.

Associate in Arts Degree (AA): Designed to prepare a student for entry into the junior year in an appropriate baccalaureate degree program. The AA degree is a university parallel, college transfer degree comprised of 36 general education credits and 24 college elective credits. The Associate in Arts (AA) degree is a single degree issued by the College. The College has designed several areas of concentration to assist the student in transferring to a baccalaureate program.

Associate in Science Degree (AS): Designed to prepare a student for immediate entry or advancement into employment requiring specialized skills. The programs consist of at least sixty (60) credits in two basic areas. One area will be specialized courses in the career area, and the second will be general education courses.

Audit: A grade option that reflects a student's enrollment in a course but does not carry course credit or count for enrollment verification, cannot be used to meet prerequisite or corequisite requirements, and does not reflect competency in a course.

Bachelor of Applied Science (BAS): Prepares the student for entry or advancement in the workforce. PSC offers two(2) BAS degrees. The Marjan Mazza BAS in Business and Management offers concentrations in graphic design management, health care management, human resources management, entrepreneurship, organizational administration, project management, and public safety management. PSC also has the BAS in Cybersecurity with concentrations in

information security and cyber forensics.

Bachelor of Science in Nursing (BSN):

Prepares the student to succeed and be promoted within the nursing profession. The program is designed for the graduate of an Associate Degree in Nursing (ADN) program who has a Registered Nursing (RN) license. The BSN offers skills in management, leadership, theory, research, and evidence-based practice.

Canvas: PSC's learning management system, which delivers all online and hybrid courses as well as course companion websites.

Career Certificate (CC): The Career Certificate programs, also called vocational certificate programs or clock hour programs, prepare the student for careers and direct entry into the workforce. The programs require prescribed vocational clock hour courses, and the student is required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Education (TABE) before graduation.

Career Pathways: Groupings of programs of study to assist the student in selecting the appropriate program.

Catalog and Student Handbook: A document published annually. It contains the College calendar, policies, procedures, regulations, programs, and course descriptions.

This document may be modified during the academic year.

Civic Literacy Competency: In accordance with the State Board of Education Rule 6A-10.02413, prior to the award of an Associate in Arts, Associate in Science, or baccalaureate degree, first-time-in-college students and students initially entering a Florida College System institution must demonstrate competency in civic literacy. The academic year during which a student enters the Florida College System institution determines the specific requirements. See the Rule for details.

Clock Hours: The unit of study for technical courses. In these areas, a technical credit equals 30 clock hours in class during the term; two technical credits equal 60 clock hours.

Common Prerequisites: Courses, identified by the State of Florida for all public baccalaureate degree programs, which must be completed by all students entering a specific program of a state college or university.

Commencement: Held twice a year at the close of the fall and spring terms (semesters) for graduates from all campuses to celebrate their academic achievement. There is no cost to participate other than the cost of the required cap and gown, which can be purchased at any PSC bookstore.

Note: Participating in the Commencement ceremony does not ensure graduation. Graduation requirements must be satisfied in order for graduation to be completed and a diploma issued.

Companion Websites: Web-based resources, located in Canvas, used to supplement and support traditional on-campus courses. Instructors of all course sections should utilize Canvas and make resources, such as the course syllabus and calendar, as well as Canvas features, such as the gradebook, available to students.

Concentration: An area of emphasis or specialty within a program of study.

Corequisite: A course that is required to be taken in combination with another course. Often a lab is the corequisite for a lecture, for example. A student who withdraws from one of a pair of corequisite courses may be required to withdraw from the other as well.

Course ID: A designation consisting of a 3-letter discipline abbreviation followed by a 4-digit number. For example, MAC 1105 is

College Algebra.

Course Load: The number of credit hours a student is enrolled in each term (semester).

Course Substitution: The process through which a student petitions the College for a replacement of a required course with a course that meets similar learning outcomes. The course must be completed at a regionally-accredited post-secondary institution with evidence of common content and learning outcomes.

Credit Hour: A unit of measurement for courses. The minimum amount of time associated with a credit hour is dependent upon the type of course: lecture, lab, studio, clinical, vocational, etc. At PSC, for example, each hour of credit in a lecture class requires a minimum of 750 minutes of instruction, given this example uses 50 minutes of instruction for 15 total credit hours.

Days of the Week: M denotes Monday, T denotes Tuesday, W denotes Wednesday, R denotes Thursday, S denotes Saturday, and U denotes Sunday.

Department Exemption Exam: An examination and credit used to demonstrate proficiency in a particular course.

Developmental Course: A course that is designed to prepare students for college-level work.

Distance Learning: Also referred to as “online,” courses that require no on-campus visits. PSC offers 2 types of online courses: Live Online and Asynchronous or Traditional Online. A Live Online class is scheduled like a traditional face-to-face class with the same content and experiences. The difference is that students and the professor are not in the same location. Students in a Live Online class must log in to the class via the internet during the scheduled day(s) and time(s). Students see and hear the instructor and classmates and participate in the class virtually. Reliable internet access, a webcam, and a microphone are required. Live Online is sometimes called

Synchronous Online. A Traditional Online class is not scheduled during specific days and times. Although students may complete the coursework when they desire, they must make certain to meet all deadlines established by the professor. Reliable internet access, a webcam, and a microphone are required. Traditional Online is sometimes called Asynchronous Online.

Note: Although no on-campus visits are required for a Live Online or Traditional Online class, proctored testing using Proctorio is required; additional proctoring is available on a PSC campus or under the supervision of a mutually acceptable proctor living anywhere in the world.

Dropping Courses: Permitted only during Schedule Adjustment (drop/add) periods, which are posted on the Academic Calendar. Students may drop a course in Workday; when they do so, no record of the course appears on the student transcript, and there is no charge for the course. “Dropping” a class is different from “withdrawing” from a class.

Dual Enrollment: A program in which eligible high school and other students can enroll at PSC and earn both high school and college credit.

eLearning: A broad term referring to distance learning, Live Online and Traditional Online courses, hybrid courses, and course companion websites.

Elective: A program credit requirement that allows the student to choose from a variety of approved courses or discipline areas.

Fee Pay Day: The date by which students who have registered for classes must pay for those classes. Students who do not pay all required fees by this date will be removed automatically from all classes for which they have not paid. Fee Pay Day is also referred to as the Purge Date.

Financial Aid: Sources of monetary assistance for students seeking to enroll in a

college or university. Typically, financial aid includes such help as grants, loans, and on-campus employment.

FloridaShines.org: The State of Florida's website about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, financial aid, scholarships, students' academic records, degree audits, transfer requirements, and being a transient student at a Florida public institution.

Foreign Language Competency: In accordance with Florida Statute 1007.25, students initially entering a Florida College System Institution in 2014-2015 and thereafter must demonstrate competency in a foreign language pursuant to guidelines set in Florida Statute 1007.262. The Foreign Language Competency Requirement may be fulfilled by 2 years of the same high school foreign language, or documented foreign language proficiency through testing (for example, CLEP), or 2 semesters of the same college level foreign language (level II proficiency), or level II proficiency; this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language competency requirement.

FTIC: Abbreviation for First Time in College, referring to those students who currently are in their first term as a college student after high school.

Full-Time Status: A schedule of 12 or more credit hours per term (semester). PSC highly recommends enrollment in at least 15 credit hours per term (semester) to help ensure timely program completion.

GED: General Education Development diploma, considered the equivalent of a high school diploma.

General Education Courses: Courses that may be used to satisfy five general education categories mandated by the state of Florida: communications, mathematics, social sciences, natural sciences, and humanities. These categories form the common basis of all associate degrees.

General Education Learning Outcomes

(GELOs): The five outcomes—critical thinking, communication, scientific and mathematical literacy, information literacy, and cultural literacy—which each student who completes the general education program at PSC will have achieved.

Gordon Rule: State Board of Education Rule 6A-10.030, now named Other Assessment Procedures for College-Level Communication and Computation Skills, requires students to successfully complete 12 credit hours of course work in which they must demonstrate writing skills and 6 credits of mathematics course work at the level of college algebra or higher. A grade of C or higher is required in each course to satisfy the requirement. At PSC, the writing requirement is referred to as the Writing Emphasis Requirement, and courses that fulfill this requirement are referred to as writing emphasis courses.

Grade: A letter grade of A, B+, B, C+, C, D+, D or F that represents the level of academic success in the course. The letter grade is used in calculating the grade point average. See the College Catalog for additional grades which may be used for specific courses and with specific students.

Grade Point Average (GPA): An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade and then dividing by the total number of hours.

Graduation: Official confirmation of the completion of a certificate or degree program.

Graduation is dependent upon the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

Grade Forgiveness: Refers to one grade in a course replacing another grade in the same course when certain conditions are met.

Hybrid Course: A course that combines face-to-face classroom instruction and online internet-based teaching and learning.

Late Registration: Registration for courses after the fee payment deadline during which a late registration fee may be assessed.

Live Online: A class that has no on-campus visits and is scheduled like a traditional face-to-face class with the same content and experiences. The difference is that students and the professor are not in the same location. Students in a Live Online class must log in to the class via the internet during the scheduled day(s) and time(s). Students see and hear the instructor and classmates and participate in the class virtually. Reliable internet access, a webcam, and a microphone are required. Live Online is sometimes called Synchronous Online.

Major: A specific program of study consisting of a specific group of courses designed to provide intensive education or training in a specialized area and leading to a certificate and/or associate degree.

Maxient: The system used by PSC to report student conduct violations and students of concern.

Meta-Majors: The collections of Associate in Science degree majors that have related courses. Meta-Majors cluster groups of majors that fit within a career area. There are eight Meta-Majors used by colleges in the state of Florida. Within each Meta-Major are degrees and certificates that have related courses.

The intent of selecting a Meta-Major is to help you choose a major and degree based on your

interests, knowledge, skills, and abilities. Selecting a Meta-Major will also help you select classes that relate to a specific degree. The eight Meta-Majors are Arts, Humanities, Communication and Design; Business; Education; Health Sciences; Industry/Manufacturing and Construction; Public Safety; Science, Technology, Engineering, and Mathematics; and Social and Behavioral Sciences and Human Services. With a Meta-Major, you can narrow down your major choice and begin developing an educational plan that will help lead you to degree completion.

Non-Degree Student: A student who does not wish to earn a certificate or degree.

Orientation: The College offers Pirate Path Orientation Sessions.

Part-Time Status: A schedule of fewer than 12 credit hours per term (semester).

PERT (Postsecondary Education Readiness Test): Entry testing used for placement in English, reading, and mathematics.

PIN: A student's personal identification number used to access PSC's secure online systems.

PirateMail: PSC's official student email system. All students are given a PirateMail account when they apply and are accepted. In addition to email, PirateMail allows students to make appointments, organize tasks, and send files. PirateMail should be checked often.

Plagiarism: Presenting someone else's work (whether it consists of words, research, images or other work) as your own without proper acknowledgment of the true author. Plagiarism is a serious violation of academic rules and carries consequences ranging from failure to expulsion from a course.

Prerequisite: A specific requirement that must be successfully completed before a student

may enroll in a course.

Prior Learning Assessment (PLA): A process by which students may demonstrate proficiency in a particular course, whether or not that proficiency has been gained in an academic setting.

Program Student Learning Outcomes (PSLOs): The knowledge and skills that graduates of baccalaureate programs, Advanced Technical Certificates, Associate in Science programs, Applied Technical Diplomas, and Career Certificates will have upon completion of the program.

Purge Date: The date by which students who have registered for classes must pay for those classes. Students who do not pay all required fees by this date will be removed automatically from all classes for which they have not paid. The Purge Date is also referred to as Fee Pay Day.

Registration: The process of selecting courses and class times for an academic term (semester).

Registration Fee: A processing fee assessed to each student for the semester.

Schedule: A published list of classes to be offered in the upcoming term that includes course number, day/time and location, and information about admission, payments, and registration.

Scholarships: A form of financial assistance that does not have to be repaid. Scholarships may be awarded on the basis of merit and/or need.

Section: Refers to a specific offering of a course.

Section Number: A four-digit course reference number, assigned to each course offering in the schedule of classes and used in registration. The section number designates the specific day(s), time(s), and location where a class will meet. In addition, each online class section is designated its own section number.

Session: The shorter segments within each term (semester). For example, each fall and spring term has within it an A session (16 weeks), B session (the first 8 weeks of the term), C session

(a 12-week segment), and D session (the last 8 weeks of the term).

Suspension: Student status under which a student is not permitted to attend college for a specific period of time.

Technical Certificate (TC): Prepares the student for immediate employment. Each Technical Certificate requires prescribed technical courses. College credit hours earned in a TC are embedded in an Associate in Science degree, except for hours earned in the Crime Scene Technician Technical Certificate. Also referred to as a College Credit Certificate.

Term: The academic year at PSC is divided into segments called terms, which are also known as semesters. The fall and spring terms last 16 weeks. The summer term lasts 12 weeks. Within each term are shorter segments called sessions. PSC is on a semester system, though we usually speak of the fall term, spring term, and summer term.

Traditional Online: A class that has no on-campus visits and is not scheduled during specific day(s) and time(s). Although students may complete the coursework when they desire, they must make certain to meet all deadlines established by the professor. Reliable internet access is required. Traditional Online is sometimes called Asynchronous Online.

Transcript: An official educational record of a student's enrollment at a college, showing courses attempted, completed, final grades, and GPA.

Transfer Credits: Credits for courses taken at another institution and counted toward a PSC certificate or degree.

Transfer Student: Student who attended a college or university before coming to PSC.

Transient Student: Student who takes one or more courses at PSC to apply to academic

requirements at another institution, or a PSC student who takes one or more courses at another institution to apply to degree requirements at PSC. Information for students who wish to attend a Florida public institution as a transient student is available at floridashines.org.

Tuition: Cost of courses based on the number of credit hours attempted plus any special course fees. Tuition is classified as in-state tuition or out-of-state tuition.

Veteran Benefits: Financial and other assistance from the government to certain qualifying veterans and dependents of veterans to provide for educational training toward a career.

Virtual Tutoring: Live online tutoring offered in multiple disciplines. Virtual tutoring is fully interactive and, depending on the discipline, offered during day, evening, late night, and weekend hours.

Vocational Certificate (VC): See Career

Certificate.

Waiver: An approved exemption from a PSC requirement.

Workday: The Enterprise Resource Planning System (ERP) which PSC began using July 1, 2020. Payroll, accounting, and HR tasks take place within this system.

Workday Student: The PSC student records system. All PSC students began using Workday Student to register, drop/add courses, pay fees, request transcripts, download schedules, and apply for graduation in Fall 2022.

Writing Emphasis Requirement: See Gordon Rule.

Zoom: The video-conferencing platform used by the College. All Live Online classes use this platform via Canvas. Virtual office hours also take place using Zoom via Canvas.

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Pensacola State College does not discriminate against any person on the basis of race, color, ethnicity, religion, sex (as defined by applicable federal and state law), national origin, age, disability, genetic information, pregnancy, or marital status in its educational programs, activities, or employment. For inquiries regarding the College's nondiscrimination policies, contact the Civil Rights Compliance Officer at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.