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Agenda

Summer Semester 2013
Tuesday, May 21
8:30 a.m.
College Cafetorium

WELCOME
Ms. Candice Whitman, SGA President
Other Student Leaders

INTRODUCTIONS
Dr. Helen McAlpine, President
Greetings/President’s Cabinet
Dr. Patricia Sims, Dean of Instruction

INFORMATION SESSION
Dr. Nicole Barnett
Student Services Management Director
Introduction of Departments in Student Services

FUN TIMES AT DRAKE STATE
Mr. Jon Stephenson, Career Coach

INTRODUCTION OF DIVISION CHAIRS
Dr. Kemba Chambers
Associate Dean of Instruction
Introduction of Advisors
Registration Process Begins
Welcome

On behalf of President Helen McAlpine, the entire administrative staff, faculty, and the student leaders of our campus, we are delighted you are allowing us to be part of your life’s journey. Our goal is to provide each student with the knowledge and educational experience to enjoy an enhanced quality of life, both personally and professionally. Our team has put together this collection of interesting facts.

❖ The Library – The S.C. O’Neal Sr. Library and Technology Center is the tallest building on campus. It is three stories tall and was opened in 2005. The building contains traditional books and periodicals, and it also houses a state of the art lecture hall, open access computers, and other classrooms. You will find offices for administrators such as the President and the Dean of Instructional and Student Services.

❖ Parking – The campus-issued parking decal allows students to park in any designated spaces across campus not reserved for administrators, faculty or visitors. The same decal allows students to park at the downtown instructional site free of charge in Parking Lot D.

❖ Area workforce development trends indicate a shortage of workers as the result of an aging workforce and the influx of jobs associated with BRAC (Base Realignment and Closure). Drake State offers programs to prepare students to meet the critical shortage of workers in the areas of: Advanced Manufacturing, Budget Analysis/ Financial Management, Industrial Engineering, Medical, Misc. Clerk/Secretarial Assistance, Telecom Installation/Repair and Computer Services.

❖ According to the Huntsville/Madison County Convention and Visitors Bureau, more than 14,000 people are employed as a result of travel and tourism in Madison County. There were 2.7 million visitors to Madison County in 2011, and those visitors spent just over $1 billion dollars. Drake State provides training to the restaurant and hotel industry through the Culinary Arts/Hospitality Management Program. Students may take courses in all areas of hospitality from different types of cooking, restaurant management, hotel management, to developing the business skills required to run a restaurant or hotel efficiently. Students may choose a short certificate program or an associate degree.

❖ Graduates of Drake State enjoy an 80 percent job placement rate.

❖ Tuition at Drake State is among the lowest in the state.

❖ Students from Drake State who choose to continue their education beyond an associate degree may transfer credit hours with ease to Alabama A & M University, Athens State University, and Oakwood University through articulation agreements.
New Student Orientation

Summer Semester 2013

May 21  New Student Orientation
May 21 - 22  Regular Registration for Summer
May 23  Classes begin
May 23 - 24  Late Registration - Drop/Add for Summer
May 27  Memorial Day Holiday (COLLEGE CLOSED)
June 18 - 29  Early Registration for Fall 2013 Semester
June 24 - 30  Midterm Exams
June 28  Last Day of 1st Mini-Term I
June 29  First Day of Mini-Term II
July 4  Independence Day Holiday (COLLEGE CLOSED)
July 5  60 Percent Completion Date for Title IV Funds
July 5  Last Day to Receive a “W”
July 13  Last Day to Receive a “WP” or “WF”
July 27 - August 2  Final Exams

Accredited by the Southern Association of Colleges and Schools Commission on Colleges

Equal Opportunity Education and Employment Institution

It is the official policy of J.F. Drake State Technical College that no person shall, on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity or employment.
Getting Started

Admissions
Submit an application for admission to the Office of Admissions with a valid ID and have your official high school transcript, GED documentation, and/or official transcripts from all colleges attended mailed to the Office of Admissions. Graduates of non-accredited high schools must also submit a composite ACT score of at least 16. All males between the ages of 18-26 must provide verification of Selective Service Registration. Applicants will not be allowed to enroll with the college until this requirement has been met. Students who apply for admission and reside in the Tennessee counties which border Madison County are extended in-state tuition. The state of Alabama requires proof of residency for twelve consecutive months in order to qualify for in-state tuition. The Alabama Department of Postsecondary Education also requires applicants to provide proof of citizenship or immigration status. A list of acceptable documents is available from the current course schedule or online at www.drakestate.edu.

COMPASS Entrance Exam
Report to Room 705—Testing will take approximately two hours.

The COMPASS placement test is required of all new degree-seeking or vocational/occupational applicants and any transfer student who has not been awarded an associate or higher degree. The following applicants are exempt from the assessment requirements: any student scoring 480 or above on the SAT verbal and 526 or above on the SAT math, or 20 or above on the ACT English and math who enroll in a System college within three years of high school graduation; students who have an associate degree or higher, and students who transfer degree-credible college-level English or mathematics courses with a grade of C or better; senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only; students in certain short certificate programs having no English or mathematics requirements; students who have completed required developmental course work at another Alabama College System institution within the last three years; audit students; students who can provide documentation of assessment (COMPASS) within the last three years; and transient students. Dually enrolled high school students in English or math may be exempt from the assessment requirements. Exemptions do not apply to LPN applicants.

Acceptance
Return to the Admissions Office - Room 704 after completing COMPASS Testing, return to admissions for acceptance confirmation.

Advising
See an advisor to enter your course schedule. You will receive the following from your advisor: Degree Plan, Class Schedule, and COE follow-up.

Pay Your Fees
If you are paying by Cash, Credit Card or Check, go directly to the Business Office (Room 504) to make your payment. (Be sure to obtain a receipt.)
Pay Your Fees - continued

Students who desire financial assistance toward a full or partial payment of tuition and fees must complete application procedures prior to registration. Students may complete the application for federal student aid online at www.fafsa.ed.gov or call the North Alabama Center for Educational Excellence (NACEE) at (256) 372-4600. NACEE will provide assistance in completing the financial aid application. Students must list J.F. Drake State Technical College and the Title IV school code (005260) on the application form in the "Releases and Signatures" section of the Student Aid Report for the institution to receive the report. Failure to list the school code will result in a delay in the processing of the application. (See page 12 of this packet for additional financial aid information.) Students must be admitted into a degree or certificate program to be eligible for a Pell Grant or other federal aid. The Student Aid Report and all applicable financial aid forms must be on file in the Financial Aid Office prior to registration. Students may also be required to submit tax return transcripts and other documents to the Financial Aid Office in order to qualify for aid.

Students with a conditional admission status are not eligible for Pell Grants until their admission status is confirmed. Students admitted with a conditional admission status must be prepared to pay tuition and fees from their own funds. If you are receiving financial assistance through PELL Grant, Scholarship, WIA, Veteran Administration, Free High School Summer Tuition—go directly to the Financial Aid Office after your advisor enters your schedule. Once the Financial Aid Office verifies your funds have been entered, please go to the Business Office for a receipt.

Important Note About Financial Aid
You must attend classes and make satisfactory academic progress to remain eligible for financial aid. Failure to attend classes or withdrawal from classes before completing 60 percent of the semester may result in an overpayment of aid. Because the college has received funding from the federal government to pay for your classes and books, if you do not complete the courses for which you registered, the federal government requires the unused portion of their money be returned. The college will bill the appropriate percentage of costs to the student's Drake State account. If you have an outstanding amount, you will not be allowed to register for another term until the outstanding balance is paid to the college.

Cost of Classes
With a tuition of $133 per credit hour, Drake State provides one of the most affordable educational options available in the state. Your fees will be calculated by multiplying the number of credit hours for which you register by $133. Some programs do require special supplies or uniforms which will add to the cost. Books are also extra.

Student ID and Parking Decal
Take a copy of your receipt to Room 702 (Room 711 during Registration) to obtain a student ID card and parking decal. A copy of the required form is available on page 19 of this guide. Please have your license tag number and your schedule ready!!
J. F. Drake State Technical College strives to provide a safe and secure environment during your matriculation. In an effort to facilitate this endeavor, the college operates an around-the-clock security force. The security officers are contracted through an outside agency (Dynamic Security), but adhere and enforce the rules and regulations outlined by the college’s administration. The security force reports to the Director of Operations.

Contact Security
On Campus—ext. 209
Direct dial 256.551.5223
Office is located in Building 600.
Security Cell number 256.683.2303
Times Building 256.603.1496
Director of Operations 256.551.5047

Calling 911
If there is a situation of eminent danger to you or the institution, dial 9-911 from any campus telephone.

When calling 911, please provide the following:
❖ Always identify yourself to the operator
❖ Provide the operator with your location
❖ Provide the operator with the nature of the call (i.e. medical, etc.)
❖ Be prepared to give a description of the individual or individuals involved
❖ Stay on the telephone until the operator terminates the telephone conversation

All accidents and incidents should be reported to security so that a campus incident report can be completed. If you are unable to contact security or the Operations Director, please feel free to inform any J.F. Drake State Technical College employee of your concern. Security cameras are installed on campus for your safety and the protection of your personal property.

Drake Alert
The college has implemented an emergency communications system known as Drake Alert. This system allows students, faculty, and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. Once you are fully enrolled in the college, the IT department will send a temporary password and instructions to your Drake State e-mail account. This will allow you to determine which phone numbers and personal e-mail accounts you would like to include in the emergency notification system. If you have any problems related to the Drake Alert System, please contact the IT department at 256.551.3126.

Inclement Weather
Though DRAKE ALERT is the preferred method of notification for weather and emergency updates, the college also utilizes other forms of communication to update the community at large. When weather conditions or other emergencies prevent the opening of the College or cause delayed opening of the College, every effort will be made to make announcements via J.F. Drake State College Web site (www.drakestate.edu), the college’s Facebook page, and on the following radio and TV stations by 6 a.m. for that day:
Radio
WZYP—104.3
WDRM—102.1
WAHR - 99.1
WEUP - 102.9
WRSA - 96.9
Television
WAFF—CHANNEL 48
WHNT—CHANNEL 19
WAAY—CHANNEL 31

Evacuation
When required to evacuate a building located on the College campus, the following instructions should be followed: Don’t Panic; Walk Don’t Run; Walk Briskly, In Single File; Know Your Exit Route; All Classes Stay Together; Assemble In The Designated Zones Identified For Your Respective Building

Alarm Notifications
Weather Alert - Message #1
Fire - Message #2
Lockdown - Message #3
Suspicious Package - Message #4
Shelter in Place - Message #5
New Student Orientation

Campus Map

BUILDING 100
- Nursing Assistant
- Practical Nursing

BUILDING 200
- Electrical Technology
- Electrical Engineering Technology
- Industrial Systems Technology
- Machine Tool Technology
- Robotics

BUILDING 300
- General Assembly / Cafetorium
- Culinary Arts / Hospitality Management

BUILDING 400
- Automotive Technology
- General Education
- Director of Operations
- Welding Technology
- Robotic Welding and Plasma Cutter

BUILDING 500
- Bookstore
- Business Office
- Accounting Technology
- Computer Information Systems Technology
- Medical Assisting
- Microsoft Certification
- Nursing Assistant
- Office Systems Technology
- CISCO Academy

BUILDING 600
- Barbering Technology
- Cosmetology / Salon Technologies
- Storage
- Student Activities Center

BUILDING 700
- Admissions
- Counseling
- Financial Aid
- General Education: English/Humanities/Social Sciences
- General Education: Mathematics/Natural Sciences
- Information Technology Services
- Outreach & Placement
- Public Relations
- Testing Center
- Tutoring Services
- Transitional Studies / Math Lab

BUILDING 800
- Adult Education
- Biology
- Engineering Graphics Technology
- Heating & Air Conditioning Technology
- Office Systems Technology

S.C. O’NEAL SR. LIBRARY & TECHNOLOGY CENTER
- President’s Office
- Dean of Instructional & Student Services
- Director of Human Resources
- Director of Student Services Management
- Director of Accreditation /
- NSF Grant Project Office/Title III Projects Office
- Library / Media Center
- Director of Institutional Effectiveness
New Student Orientation

Advising Locations

The college utilizes a centralized registration process. During registration, the advisors are relocated to classrooms closer to the student service offices in buildings 700 and 500. Their regular office locations are available at www.drakestate.edu.

ACCOUNTING TECHNOLOGY
Diann Hammon - 511A
diann.hammon@drakestate.edu
256.551.3150

AUTOMOTIVE SERVICE TECHNOLOGY
Scotty McLaughlin - 710
scotty.mclaughlin@drakestate.edu
256.551.3143

BARBERING TECHNOLOGY
Ben Battle - 612
ben.battle@drakestate.edu
256.551.1702

COMPUTER INFORMATION SYSTEMS TECHNOLOGY
Deloris Smothers - 510A
deloris.smothers@drakestate.edu
256.551.3155

Ronald Egson - 508A
ronald.egson@drakestate.edu
256.551.3128

COSMETOLOGY TECHNOLOGY
Nicole Bell - 611
nicole.bell@drakestate.edu
256.551.1718

COSMETOLOGY INSTRUCTOR TRAINING
Nicole Bell - 611
nicole.bell@drakestate.edu
256.551.3129

CULINARY ARTS/HOSPITALITY SERVICES MANAGEMENT
Darrell Echols - 609
darrell.echols@drakestate.edu
256.551.5204

ELECTRICAL TECHNOLOGY
Lardell Goodloe - 709
lardell.goodloe@drakestate.edu
256.551.3157

ENGINEERING GRAPHICS
Robert Grissim - 709
robert.grissim@drakestate.edu
256.551.3145

ENGLISH/HUMANITIES/SOCIAL SCIENCES
Symmetris Gohanna - 702D
symmetris.gohanna@drakestate.edu
256.551.3115

HEATING AND AIR CONDITIONING
Dexter Henry - 710
dexter.henry@drakestate.edu
256.551.3138

INDUSTRIAL SYSTEMS TECHNOLOGY
Christine Davis - 202E
christine.davis@drakestate.edu
256.551.7272

MACHINE TOOL TECHNOLOGY
Adam Clark - 710
adam.clark@drakestate.edu
256.551.3144

MATHEMATICS/NATURAL SCIENCES
Joyce Rentz - 709A
joyce.rentz@drakestate.edu
256.551.3149

MEDICAL ASSISTING
Ava Farr - 515A
ava.farr@drakestate.edu
256.551.5239

NURSING ASSISTANT
Jan Hyman - 104A
jan.hyman@drakestate.edu
256.551.3156

OFFICE SYSTEMS TECHNOLOGY
Deloris Smothers - 510A
deloris.smothers@drakestate.edu
256.551.3155

Gwendolyn Pope - 515
gwendolyn.pope@drakestate.edu
256.551.3147

Verlindsey Stewart - 515
verlindsey.stewart@drakestate.edu
256.551.3139

PRACTICAL NURSING
Deborah Milling - 104D
deborah.milling@drakestate.edu
256.551.3158

Mattie Davis - 105C
mattie.davis@drakestate.edu
256.551.3159

Vickie Green - 515B
vickie.green@drakestate.edu
256.539.8161 ext. 378

Doris Hinton - 104B
New Nursing Student Advisor
doris.hinton@drakestate.edu
256.551.1715

Thuy Lam - 102A
thuy.lam@drakestate.edu
256.551.1706

WELDING TECHNOLOGY
Ryan Green - 710
ryan.green@drakestate.edu
256.551.3103

Fred Pruitt - 710
fred.pruitt@drakestate.edu
256.551.3152
The Office of Counseling Services offers a variety of services to provide students with the opportunity to succeed both educationally and personally. The Office of Counseling Services coordinates the orientation to college courses, workshops, tutorial services, and provides accommodations for students with special needs.

The following services are available to students through the College Counselor's Office:

- Facilitation of reasonable and appropriate academic accommodations to college students with disabilities in compliance with American with Disabilities Act
- Steps to Registering at the College
- Assistance with program selection
- Personal Counseling (Referrals are made to appropriate agencies when needed)
- Personal Improvement Workshops

Please contact Denise Gaymon at 256.551.1710 or denise.gaymon@drakestate.edu. Ms. Gaymon's office is located in Room 706.

Student Support Services - Providing Tools for Success

The Student Support Services program is designed to expand support services in such areas as counseling, academic advising, mentoring and tutorial services utilizing a grant from the Federal Government. Studies show, first-generation college students often arrive at the institution without the necessary prerequisite skills, supportive role models, and social competencies essential to graduate. The Student Support Services program allows the college to employ additional staff members who can address these needs both through specifically designed programs as well as augment existing services.

Mr. Richard Collie is the Director of Student Support Services and is responsible for ensuring eligible students have the opportunity to participate in the program. Students who are the first in their family to attend college (first-generation college students), are from low-income families, or who have a documented disability may be eligible for participation.

The overall goal is to increase the number of students who maintain good academic standing and are retained, graduate, and transfer to four-year institutions to pursue baccalaureate degrees. If you are interested in participating in this program or want to know if you qualify, stop by Room 708 to complete an application and speak to a member of the Student Support Services Team.

Our Graduates Work!
Equal Opportunity in Education and Employment

The following policy reflects J. F. Drake State Technical College’s commitment to equal opportunities in education and employment:

No person shall be denied employment, excluded from partaking in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.

J. F. Drake State Technical College complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8, which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; and Title VI, which prohibits discrimination based on race, color, or national origin, and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college’s Title IX and Age Discrimination Act Coordinator Dr. Alice Raymond at 256.551.3148 or the Section 504 (ADA) and Title II Coordinator Ms. Denise Gaymon at 256.551.1710.

Computer Support

Computer support is available to students who require assistance with Blackboard, e-mail, or general computer-related issues.

The computer tutor is available to assist with logging into Blackboard and to provide general support for software related problems. The computer tutor is available during posted hours on the lower level of the library. See the library for his hours during the semester.

The IT Department at Drake State provides support to students who need assistance accessing campus e-mail and Drake Alert. To request assistance contact: help@drakestate.edu or call 256.551.3126.

FERPA? Do you know your rights?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. Visit www.drakestate.edu and click on privacy/security at the bottom of the page to view Drake State’s privacy policy.
Drake Online Services (DOLS)

Drake Online Services is your one-stop shop for accessing any online services offered by the college such as Email, Blackboard, Web Registration/Student Records, and Drake Alert.  http://www.drakestate.edu/dols

Computer Services
Username & Password
Your username is the first letter of your first name, your last name and the month and day you were born.
Example: If your name were Joe Student and you were born on April 3rd, your user name would be jstudent0403

Your password is your six digit date of birth.
Example: If you were born on April 3rd, 1985, your initial password would be 040385
Use your username to login to: E-mail, Blackboard, and computers in the Library.

E-mail Address
Your e-mail address is your username@drakestate.edu. Example: If your username is jstudent0403, your e-mail address is jstudent0403@drakestate.edu

Your Drake State e-mail address is the official electronic communication method for anything related to the college. You are encouraged to check your student e-mail often for news, information, and events.

Web Registration/Student Records
Use the Web Registration/Student Records link to check your grades, unofficial transcript, and to register for classes after your first semester.
User ID: Your student number, or social security number. Check your schedule after you register for your student number.
PIN: The same as your password. You must change your PIN number after your first login to the system.

Contact Information
The IT Department is located in Building 500 across from the Business Office.
Please give us your name, date of birth, and a good contact number so we may better serve your needs.

E-mail: help@drakestate.edu
Phone: 256-551-3126
Dates To Remember

Compass Testing Times

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>May 21</td>
<td>9:30 a.m. &amp; 2 p.m.</td>
<td>New Student Orientation/Registration</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 22</td>
<td>8:30 a.m. &amp; 2 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 23</td>
<td>8:30 a.m. &amp; 2 p.m.</td>
<td>Late Registration</td>
</tr>
<tr>
<td>Friday</td>
<td>May 24</td>
<td>8 a.m.</td>
<td>Late Registration</td>
</tr>
</tbody>
</table>

The Testing Center is located in Building 700, Room 705. Appointments are not needed but if you would like to schedule an appointment, please call 256.551.3116.

During non-registration periods, the Compass Test is given on the following schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m. - 12:30 p.m. &amp; 2:00 p.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m. - 12:30 p.m. &amp; 2:00 p.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 a.m. - 12:30 p.m. &amp; 2:00 p.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>by appointment only</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. - 11:15 a.m.</td>
</tr>
</tbody>
</table>

Late Registration Drop/Add

May 23 - 24
A late fee will be charged beginning at 8 a.m. on the first day of class.

Office Hours for Student Services

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30 a.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 - 11:30 a.m.</td>
</tr>
</tbody>
</table>

S.C. O'Neal Sr. Library and Technology Center

Hours of Operation

Summer 2013

Monday – Thursday
7:30 a.m. – 7 p.m.
Friday
7:30 – 11:30 a.m.
Closed Saturday and Sunday

S.C. O’Neal Sr. Library and Technology Center
The library provides a number of traditional printed resources such as periodicals, magazines, newspapers, and journals. However, you will also find computer labs, copy services, and study rooms for your use. For a complete list of services available, visit www.drakestate.edu.
Federal Pell Grant
The Pell Grant is a federally funded grant program for undergraduate students who have not earned a bachelor’s or professional degree. Pell Grant awards vary in amount each year and are based on financial need and hours enrolled.

Federal Supplemental Educational Opportunity Grant
The Federal Supplemental Educational Opportunity Grant (FSEOG) program is a federally funded and campus-based grant program. Awards are made to early applicants demonstrating the greatest financial need. Recipients are selected by the Office of Financial Aid from applications submitted by the deadline.

Federal Work Study
The Federal Work Study (FWS) program is a federally funded program available to qualified students who demonstrate financial need. Students are employed on campus 10 to 19 hours per week. When possible, students are assigned jobs that are related to their major or area of interest.

Veteran’s Affairs
For more than twenty years, Drake State has provided services to veterans of United States Armed Forces. The college continues its partnership with the Department of Veteran’s Affairs by providing specialized assistance for those eligible to receive veteran’s assistance. Visit the financial aid office to discuss options to help maximize the available VA Benefits.

Student Eligibility
Policies that govern student eligibility are established by both the U. S. Department of Education and postsecondary institutions. The federal policies are the same regardless of the institution one attends, but institutional policies vary and are not always the same. However, to be eligible for most financial aid programs, you must:
1. Demonstrate financial need; Have a high school diploma or a GED certificate; Be enrolled as a regular student working toward a degree or certificate in an eligible program. You may not receive aid for telecommunications courses unless they are part of an associate degree program; Be a U. S. citizen or eligible non-citizen; Maintain satisfactory academic progress according to the institutional policy; Not be in default on a Direct Stafford Loan or Federal Family Education Loan (FFEL); Not owe a repayment on any federal financial aid program.

Drake State requires a student complete 2/3 of the classes for which he/she registers and maintain a minimum of a 2.0 grade point average to continue receiving financial aid. Failure to comply may result in the loss of financial aid. All students intending to apply for financial assistance toward a full or partial payment of tuition and fees must have all applicable forms and the "Student Aid Report" on file in the Financial Aid Office prior to registration. You may also be required to submit your tax return transcripts and other documents to the Financial Aid Office in order to qualify for aid.

Financial Aid Check Disbursement
Financial aid will be posted to your Student Account. Your Federal Financial Aid will credit toward your Tuition/Fees at registration. If money from your Federal Financial Aid and other aid exceeds charges owed, the Business Office will disburse any excess monies by the 14th day of class. Excess funds will be sent to your bank account if you authorize Direct Deposit. If you do not authorize direct deposit, any excess funds will be available for pickup in the Business Office (Building 500) after e-mail notification. Paper checks will not be mailed.
Buying Books
Students may purchase required books and supplies from the bookstore located next to the Business Office in Building 500 during the hours posted. Financial aid and agency sponsored students may receive their required books and supplies beginning the first day of class of each term if an appropriate authorization form from the sponsor is on file in the financial aid office, and if a first class attendance certification (obtained from each instructor on the first day of class) is submitted to the bookstore. A certification must be submitted from each class attended in order to receive books for that class with financial aid. Major credit card and debit cards are accepted for purchases. All checks must be made payable to J.F. Drake State Technical College Bookstore for the amount of purchase only. There will be a $25 fee for any check returned to the bookstore.

Students eligible to receive books on programs such as Veterans, Veteran’s Certificate, State Vocational Rehabilitation, WIA, TRA, and miscellaneous scholarships/programs must have authorization prior to receiving books. Books and supplies may be charged to Pell Grants (Federal Financial Aid) at the beginning of each term. The last day to charge books and/or supplies to financial aid sponsors for each term is normally ten business days from the first day of the term. The final charge date will be posted each term in the business office and bookstore. Charges to financial aid will not be possible after this date.

A FULL REFUND WILL BE GIVEN ON NEW TEXTBOOKS IF:
- You present your cash register receipt and current Student ID card
- You DO NOT mark or write in your textbooks; return new textbooks in brand new-clean condition
- Wrapped or boxed merchandise is unopened
- You return textbooks for fall or spring semester by the END OF THE THIRD WEEK from the start of that respective term.
- You return textbooks for the summer term BY THE END OF THE SECOND WEEK from the start of summer semester.

The Business Manager reserves the right to decide on the condition or salability of the merchandise.
Refund Policy: No Receipt - No Return
Questions?

This is a guide with some common concerns and the department responsible for addressing each one.

Academic Advisement
Advisor's Office
256.539.8161

Absences – Instructor
Instructor’s Office
256.539.8161

Academic Probation or Suspension
Admissions, Room 704
256.551.3109

Adding a Class
Advisor’s Office
256.539.8161

Admissions/Regist./Enrollment
Admissions, Room 704
256.551.3109

Adult Educ. Svcs (GED)
Adult Education Office
Room 804
256.551.5212

Auditing a Course
Advisor’s Office
256.539.8161

Books & Supplies
Bookstore, Room 503
256.551.5222

Change of Address
Admissions, Room 704
256.551.3109

Change in Schedule
Admissions, Room 704
256.551.3109

Club Meetings
Sponsor's Office
256.539.8161

Counseling
Counseling, Room 706
256.551.1710

Dropping a Class
Admissions, Room 704
256.551.3109

Final Examinations
Instructor's Office
256.539.8161

Financial Aid
Financial Aid Office
Room 703
256.551.7270

Forming a Club
Director of Student Svcs
Library, 2nd floor
256.551.5219

Grades
Admissions, Room 704
256.551.3109

Graduation
Admissions, Room 704
256.551.3109

Grievance Procedure
Director of Student Svcs
Library, 2nd floor
256.551.5219

Insurance Verification
Registrar, Room 704
256.551.3109

Job Placement
Placement Specialist
Room 702
256.551.7264

Library Services
Media Center
256.551.5208

Lost & Found
Business, Room 504
256.539.8161

Orientation
Counseling, Room 706
256.551.1710

Parking Permits
Public Relations, Room 702
256.551.3136

Placement Tests
Testing Center, Room 705
256.551.3116

Refunds
Business, Room 504
256.539.8161

Scholarships
Financial Aid Office
Room 703
256.551.3124

Student Government
Counseling, Room 706
256.551.1710

Transcripts (e-transcripts)
Admissions, Room 704
256.551.3109

Transfer Credit Problems
Admissions, Room 704
256.551.3109

Transferability of Courses
Advisor’s Office
256.539.8161

Tuition & Fees
Business, Room 504
256.551.3103

Tutorial Services
Testing Center
Room 705
256.551.5203

Undecided Majors
Counseling, Room 706
256.551.1710

Veterans’ Services
Financial Aid Office
Room 703
256.551.3124

Withdrawal From School
Advisor’s Office
256.539.8161

Work Study
Financial Aid Office
Room 703
256.551.3127
## New Student Orientation

### Important Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Building 700 Rm. 704</td>
<td>256.551.3110</td>
<td>256.551.3142</td>
<td><a href="mailto:admissions@drakestate.edu">admissions@drakestate.edu</a></td>
</tr>
<tr>
<td>Adult Education</td>
<td>Building 800 Rm. 804</td>
<td>256.551.3196</td>
<td>256.551.5217</td>
<td><a href="mailto:nicole.barnett@drakestate.edu">nicole.barnett@drakestate.edu</a></td>
</tr>
<tr>
<td>College Outreach/Retention</td>
<td>Building 700 Rm. 705</td>
<td>256.551.7265</td>
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<tr>
<td>Counseling Services</td>
<td>Building 700 Rm. 706</td>
<td>256.551.1710</td>
<td></td>
<td><a href="mailto:denise.gaymon@drakestate.edu">denise.gaymon@drakestate.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Building 700 Rm. 703</td>
<td>256.551.3125</td>
<td>256.551.3123</td>
<td><a href="mailto:jennifer.olinger@drakestate.edu">jennifer.olinger@drakestate.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Building 700 Rm. 703</td>
<td>256.551.3125</td>
<td>256.551.3123</td>
<td><a href="mailto:bruce.morrison@drakestate.edu">bruce.morrison@drakestate.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Building 700 Rm. 703</td>
<td>256.551.3125</td>
<td>256.551.3123</td>
<td><a href="mailto:wendy.roberts@drakestate.edu">wendy.roberts@drakestate.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Building 700 Rm. 703</td>
<td>256.551.3125</td>
<td>256.551.3123</td>
<td><a href="mailto:neoka.ivey@drakestate.edu">neoka.ivey@drakestate.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Building 700 Rm. 703</td>
<td>256.551.3125</td>
<td>256.551.3123</td>
<td><a href="mailto:help@drakestate.edu">help@drakestate.edu</a></td>
</tr>
<tr>
<td>IT Support</td>
<td>Building 500</td>
<td>256.551.3126</td>
<td>256.551.3142</td>
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<tr>
<td>Job Placement</td>
<td>Building 700 Rm. 702A</td>
<td>256.551.3122</td>
<td>256.551.3151</td>
<td><a href="mailto:taska.clark@drakestate.edu">taska.clark@drakestate.edu</a></td>
</tr>
<tr>
<td>Public Relations</td>
<td>Building 700 Rm. 702B</td>
<td>256.551.3136</td>
<td></td>
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<tr>
<td>Student Support Services</td>
<td>Building 700 Rm. 708</td>
<td>256.551.5203</td>
<td>256.551.5218</td>
<td><a href="mailto:donyale.jones@drakestate.edu">donyale.jones@drakestate.edu</a></td>
</tr>
<tr>
<td>Testing Center</td>
<td>Building 700 Rm. 705</td>
<td>256.551.3136</td>
<td>256.551.3128</td>
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</tbody>
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