



COLLEGE of
CENTRAL
FLORIDA

TRICOUNTY COUNSELORS MEETING

Nov. 6, 2025
Appleton Museum



Welcome and Campus Updates

COLLEGE *of* CENTRAL FLORIDA

Dr. Jennifer Fryns, Vice President of Workforce Development and Innovation

Dr. Mark Paugh, Vice President of Academic Affairs



Hospitality and Tourism Management Program

COLLEGE *of* CENTRAL FLORIDA



Dr. Mohamed Mohsen, Program Manager

mohsenm@cf.edu



What is Hospitality and Tourism Management?

People-focused:

- Learn to provide great service to guests.

Dynamic industry:

- Opportunities in hotels, restaurants, event planning, travel and tourism.

Career potential:

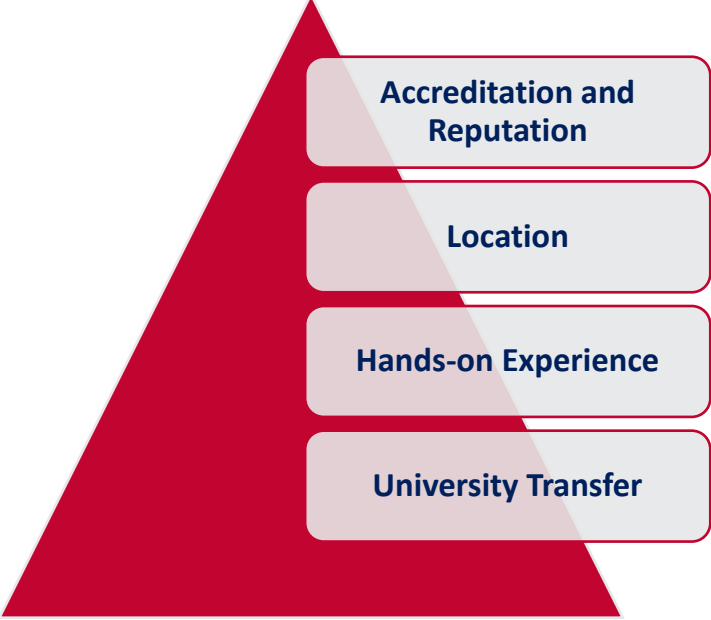
- High-growth jobs with global opportunities.

Creativity and Leadership:

- Develop skills to manage teams, events and guest experiences.



Why Choose CF's Hospitality and Tourism Management Program?



Accreditation and Reputation

Location

Hands-on Experience

University Transfer



**2025 TRICOUNTY
COUNSELORS MEETING**

What will students learn?

Core Courses:

- The Event Industry, Lodging Operations, Marketing, Management and Leadership, Sales and Revenue, Food Production, Food Service and Co-Op

Skills Developed:

- Customer service excellence, leadership, problem-solving, Operations Management and cross-cultural communication

Real-World Applications:

- Internships with local hotels, resorts or event management companies.



Careers in Hospitality and Tourism

Potential Careers:

- Hotel Manager, Travel Consultant, Event Coordinator, Resort Manager, Tourism Marketing Specialist, Cruise Director

Job Growth:

- Positive job outlook in hospitality and tourism, especially with the rise of travel and global tourism

Example Employers:

- Disney World, Hilton Hotels, Marriott Hotels, IHG Hotels, Cruise Lines and more.



AS and/or CCC

Associate in Science:

- Hospitality and Tourism Management
- 2-year
- 60 credits
- Hospitality Internship

College Credit Certificate:

- Guest Service Specialist
- 1-year
- 15 credits
- Hospitality Internship

Prepare for a career in one of the world's most exciting industries!

COLLEGE *of* CENTRAL FLORIDA



Dr. Mohamed Mohsen, Program Manager

mohsenm@cf.edu



Computer Information Technology

COLLEGE *of* CENTRAL FLORIDA

Amy Osborne, MS MIS

Program Manager, A.S. - Computer Information Technology



Stackable Pathways

- Start with short College Credit Certificates (CCCs)
 - Embedded within the A.S. Degree:
 - Computer Information Data Specialist (9-credit hours)
 - Help Desk Support Technician (18-credit hours)
 - IT Support Specialist (18-credit hours)
 - IT Analysis (27-credit hours)
- Students earn milestones along the way to the degree
- Allows students to enter workforce quickly, then build higher credentials

Certifications

- Coursework aligned with:
 - CompTIA A+
 - CompTIA Network+
 - CompTIA Security+
 - Microsoft Office Specialist (MOS) Excel Certification

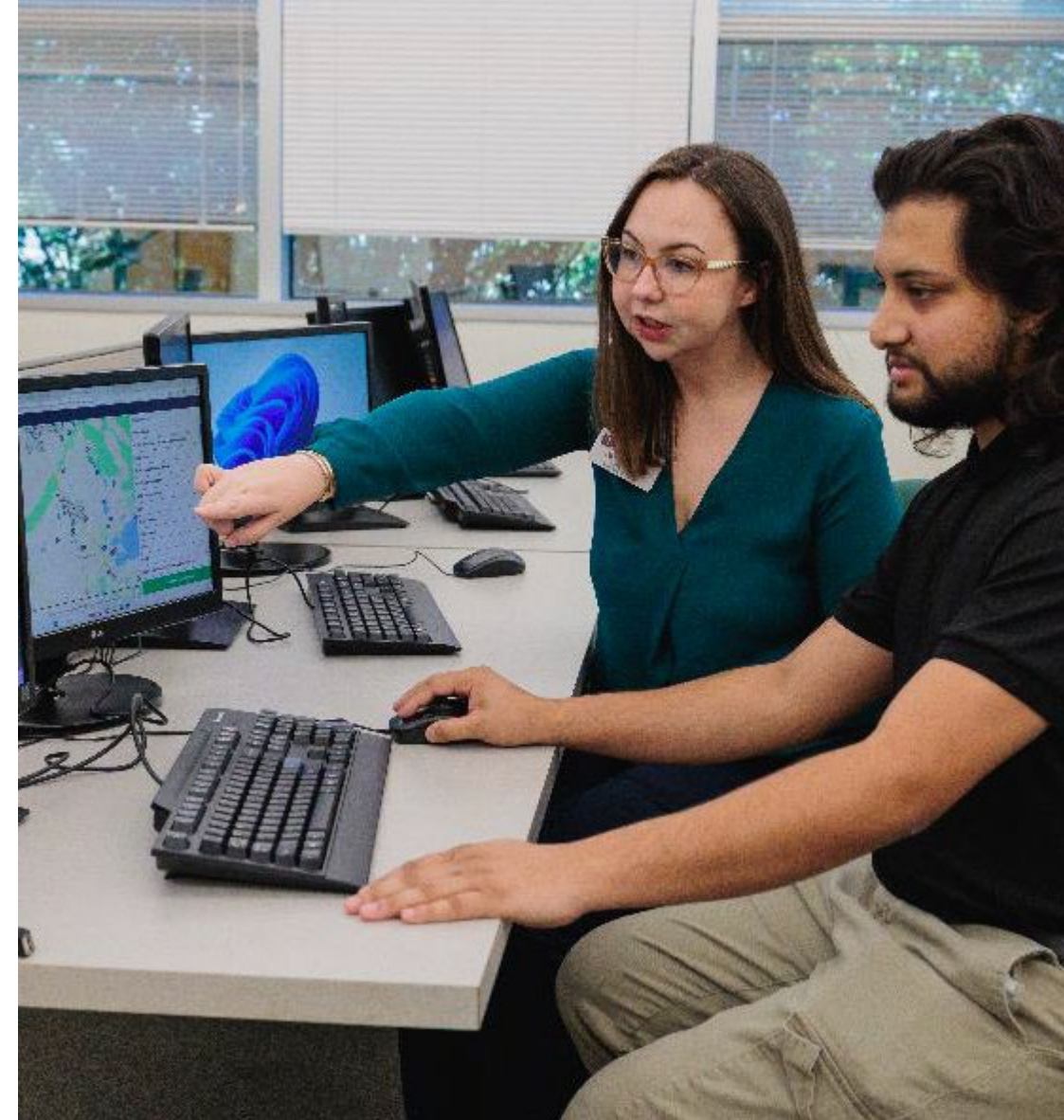


Direct evidence of job-ready skills, representing
3 or more years of experience in field

Employers recognize and value these
credentials

Pathway Track Options

- Students can choose a focus within the A.S. in CIT:
 - Network Security
 - Programming Specialist
- Earn additional College Credit Certificates in:
 - Network Security, CCC (30-credit hours)
 - Computer Programming Specialist (18-credit hours)
- New CCCs:
 - Geographic Information Systems, CCC (21-credit hours)
 - Artificial Intelligence Awareness, CCC (9-credit hours)



Hands-On Learning

- Students work in realistic IT labs
- Practice includes:
 - Troubleshooting
 - Configuring networks
 - Building and managing databases with SQL
 - Software Project Management and Design
 - Applying security skills
- Emphasis on practical application, not just theory



Career Alignment

- Prepares students for in-demand roles such as:
 - IT Support Technician
 - Help Desk Analyst
 - Data Analyst
 - Programmer
 - Network Support Specialist
 - Cybersecurity Analyst
 - GIS Mapping Technician
 - Roles widely available locally and statewide



Student Clubs

- Code Collective
- Cyber Sentinels



Employer Support

- Advisory Committee Guidance
- Annual IT Needs Assessment Survey
- Guest Speakers, content collaborators, student networking
- Hire student interns and graduates



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Click to watch this video: https://youtu.be/fyllxr_U8pc

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Job Growth & Demand

- Information Security Analysts (U.S.): +33% growth (2023–2033) – much faster than average
 - Citation: [bls.gov – Information Security Analysts](https://www.bls.gov/occupations/information-security-analysts)
- Software Developers (Florida): +35% growth (2023–2033)
 - Citation: [O*NET OnLine – Software Developers, Applications \(Florida trends\)](https://www.onetonline.org/occupations/software-developers-applications-florida-trends)
- Computer Occupations, Other (Florida): +11–21% growth depending on job group
 - Citation: [O*NET OnLine – Computer Occupations, All Other \(Florida trends\)](https://www.onetonline.org/occupations/computer-occupations-all-other-florida-trends)
- National IT Occupations overall growing “much faster than average”

Job Market Outcomes - Florida

- What Students (and Parents) Want to Know
 - Entry-level IT support roles: ~\$45K–\$60K average in Florida
 - Programmers / Developers: ~\$70K+ average in Florida
 - Cybersecurity analysts: ~\$85K+ average, with rapid growth
 - Source: [Glassdoor](#)
- Local demand is strong — roles are available in schools, hospitals, local government and business IT departments

Who Thrives in IT?

- Curious, enjoys problem-solving and hands-on work
- Likes working with technology, gaming and tinkering in labs
- Doesn't need to be a “math genius” — persistence and troubleshooting mindset matter more.
- No prior coding experience required — we start with fundamentals
- Success comes from persistence, teamwork and a “can-do” mindset

The Next Step After Graduation

- Workforce entry with support
 - Work Readiness Department
 - Handshake
 - TalentCenter
- BAS – Management Information Systems Track



Preparing students for growing, high-demand roles in IT

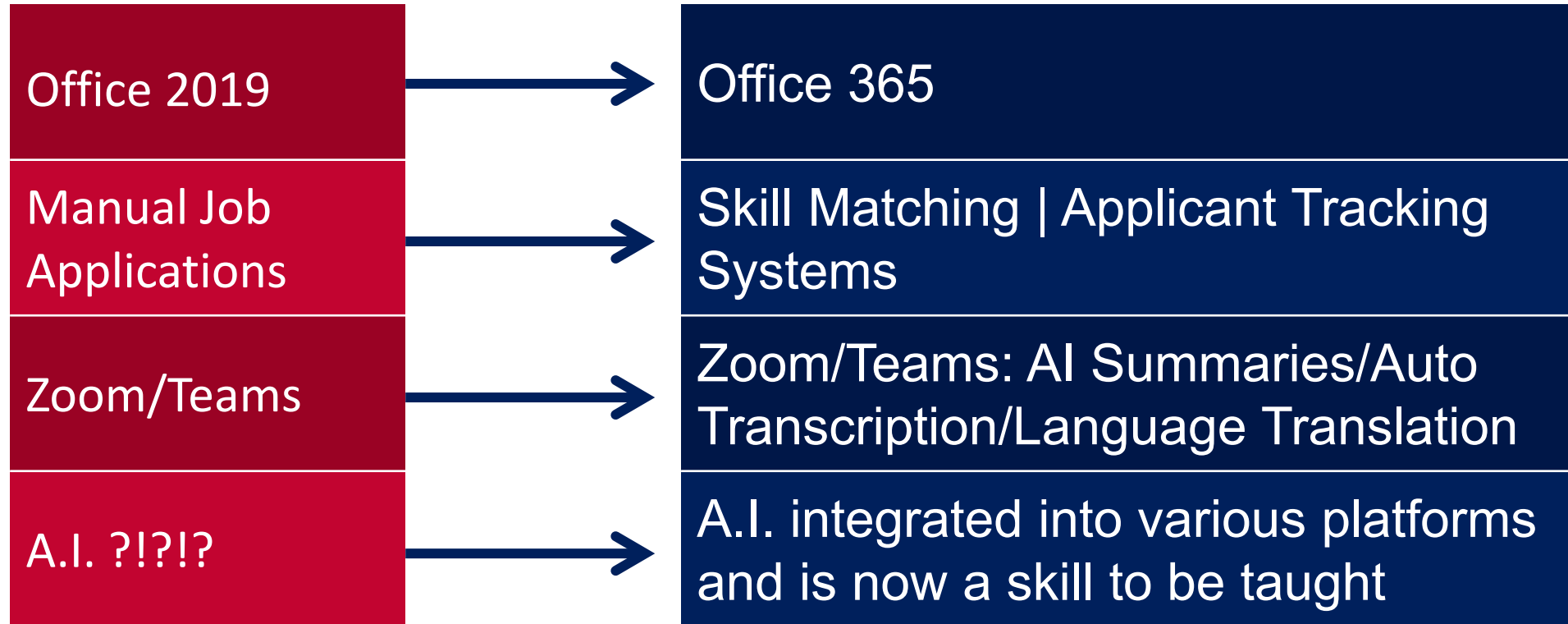
- CF's IT program offers a clear, stackable pathway from short certificates to a degree, with embedded certifications that employers know and value.
- More information: www.CF.edu/IT
- Amy Osborne osbornea@cf.edu

Office Administration

COLLEGE *of* CENTRAL FLORIDA

**Nancy Abshier, Senior Professor, Program Manager, Office Administration, A.S.,
Program Chair, Business and Organizational Management, B.A.S.**

FLASHBACK: 5 Years Ago!



Administrative Assistant Skills



Customer
Service



Written
Communication



Verbal
Communication



Independent
Workers



Organizational
Skills



Time
Management



Technology Skills



Problem Solving



Attention to
Detail

Reasons to Consider Office Administration

- Versatility | Mobility
- Allows Student to Follow Their Passion
- Need Remains Strong for Quality Administrative Assistants
- Ease of Program Entry
- Student Choices!!!



Curriculum Overview



Office Administration: All about CHOICES!



Office Administration: Program Options

- Obtain a Certificate
- 12-Hour Office Support (Certificate)
- 18-Hour Office Specialist (Certificate)
- 27-Hour Office Management (Certificate)
- Pursue an AS Degree (60 hour)
- Office Administration: Office Management
- Office Administration: Legal Office Specialization
- Medical Office Administration



Courses Leading to Certification

Microsoft Word Associate

Intro to Word OST1100

Microsoft Word Expert

Intermediate Word
OST1110

Microsoft Excel Associate

Spreadsheet
Applications CGS2103

Microsoft Outlook Associate

Office Admin: Proc
OST2401

Microsoft PowerPoint Associate

Office Admin: Sim
OST2402

Microsoft Access Expert

Database Management
CGS2540

QuickBooks

Integrated Accounting
ACG2450

Value of Certifications

- Global Recognition
- Role Specific Skills
- Up-To-Date Expertise
- Higher Earning Potential
- Increased Productivity

...CF is doing it RIGHT!

2025 TRICOUNTY
COUNSELORS MEETING



Nancy Webb-Abshier

Professor, Program Chair
College of Central Florida
Ocala, FL

Challenge

After consecutive semesters with minimal engagement from her students, Nancy Webb-Abshier realized that, in an age of technological advancement, the skills she teaches need to change at a quick pace to remain relevant.

Solution

MindTap Collections | SAM

Results

Nancy incorporated existing SAM keyboarding drills (KSAM)

In a constantly evolving technological landscape, keeping instruction on computer programs current is difficult. The task is made far easier with *MindTap Collections | SAM*, as it offers customizable and up-to-date learning paths that teach students hard and soft skills simultaneously.

The Challenge

Evolving tech and changing student needs makes teaching difficult

Webb-Abshier kicked off her relationship with Cengage in 2017 with the Keyboarding and Word Processing course, a requirement for Associate in Science (A.S.) students at the College of Central Florida. While this shift was a massive upgrade from the previous learning management system (LMS) used by her department, Nancy knew she could take the departmental improvements further. MS Word skills are applicable to students in every major and degree path, not just A.S. students. It was her goal to create accessible, effective course offerings teaching MS Word skills to a broader range of students. But she knew she'd need to find a customizable blend of Cengage offerings to suit a wider variety of needs, interests, learning styles and backgrounds.

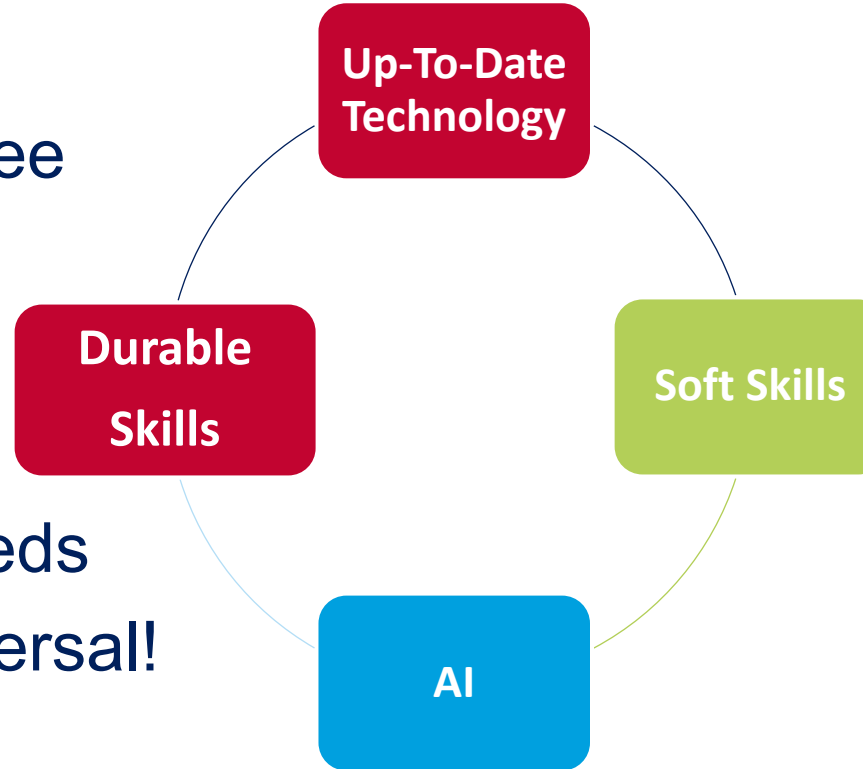
The Solution

***MindTap Collections | SAM* offers opportunities for engagement, certification and feedback**

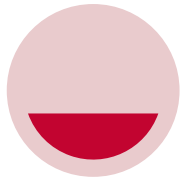
In 2019, Webb-Abshier found the Cengage New Perspectives Collection that teaches Microsoft Office Specialist (MOS) skills using case-based business scenarios. She incorporated the *MindTap Collections | SAM* (Skills Assessment Manager) MOS Certifications, which motivates students to do well while also teaching them about formatting.

What gives CF the EDGE?

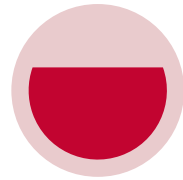
- Strong Advisory Committee
- Marketing
- Hold Events
- Flexible for Students
- Receptive to Student Needs
- Skills We Teach are Universal!
- WE CARE!



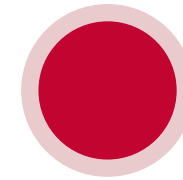
We have FLEXIBLE Class Formats!



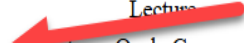
**Live/Online:
15%**



**Live:
35%**



**Online:
50%**

OST1100 01 Introduction to Word Lectures Ocala Campus | 0001 Staff 2 / 24 3.00 [View](#) [View](#) 01/07/2026 - 05/07/2026 _M_W__ 11:00a 12:15p 0040 309 WC \$119
Comments: LIVE Class.  Meets on Ocala Campus (see times above). Take MOS Word Assoc Exam on 4/28, at any CF Testing Center. Course fee covers exam/proctoring cost. Go to MyCF Academics tab to login to Canvas. More info: cf.edu/elearning. Email DLhelp@cf.edu for help.

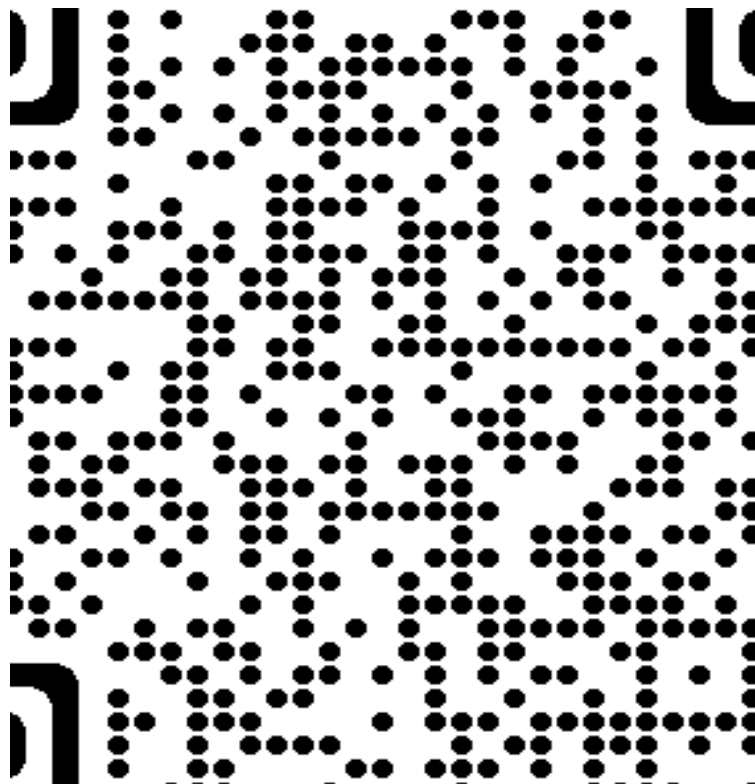


Students can continue at CF!

- Business and Organizational Management
- Agribusiness Management
- Management Information Systems
- Health Care Management
- Public Safety Administration
- Logistics & Supply Chain Management
- Equine Studies
- Accounting
- Human Resources Management

**2025 TRICOUNTY
COUNSELORS MEETING**

Information Sessions & Events!



2025 TRICOUNTY COUNSELORS MEETING

A banner for a virtual session. It features a laptop screen displaying a Zoom meeting with nine participants. The College of Central Florida logo is on the left. A red diagonal banner in the top right corner says "Virtual Session".

Office Admin. Open House

Wednesday June 18, 2025 12:30 pm - 1:30 pm

Join us for a Virtual Office Administration Open House. At this session, we will discuss curriculum and highlight the variety of employment opportunities awaiting you in this ever-changing world of office administration.

Registration is required for this session.

Whether you're beginning on a new educational journey or seeking to enhance your existing skill set, this session promises invaluable insights and guidance.

To Register for this event go to:

<https://cfpatriots.zoom.us/meeting/register/tJlIdumuqjwH9d28W9kdnuj8FDs76RnSbJI>

Sami Bowman

After graduating with her AS in Office Administration, Sami “spread her wings” and completed her bachelor’s degree in Business and Organizational Management.

- Administrative Manager/Fellowship Program Coordinator
- Pediatric Emergency Medicine
- University of Oklahoma Health Sciences Center

CF Graduate

Office Administration, AS

Business and Organizational Management, BAS

BONUS: Tip #1 of the Day

AA and AS Students | Get SKILLS on Day 1

- Proves Computer Competency
- Designated as a Dual (D) Course
- Improves Keyboarding Technique
- Covers Language Arts
- Office 365
- Document Formatting
- Incorporation of A.I./Co-Pilot
- Leads to MOS Word Associate Certification



Introduction to Word
OST1100

BONUS #2: Tip of the Day

Help your Students Learn MORE about their courses!

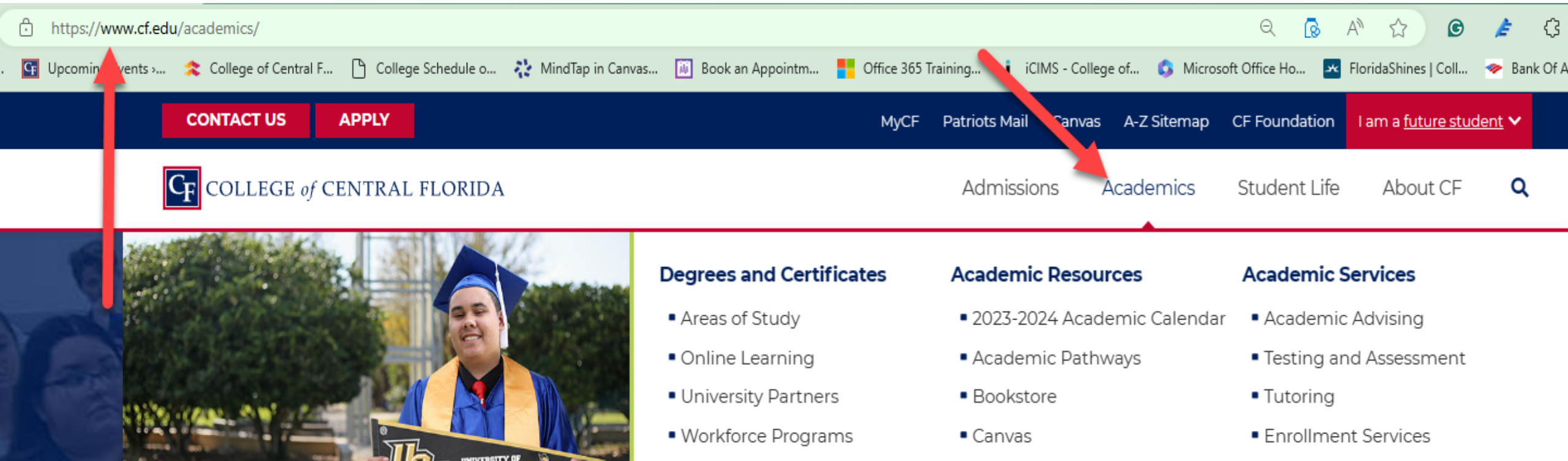
www.CF.edu

Academics Tab

Academic Resources

Course Syllabi

Encourage them to do their RESEARCH!



The screenshot shows the homepage of the College of Central Florida. A red arrow points to the address bar showing the URL <https://www.cf.edu/academics/>. Another red arrow points to the 'Academics' link in the top navigation menu. The page features the college logo, navigation buttons like 'CONTACT US' and 'APPLY', and a list of links including 'Admissions', 'Academics', 'Student Life', and 'About CF'. Below the navigation, there are three columns of links: 'Degrees and Certificates', 'Academic Resources', and 'Academic Services'. A photo of a graduate is also visible on the left side of the page.

<https://www.cf.edu/academics/>

CONTACT US **APPLY**

MyCF Patriots Mail Canvas A-Z Sitemap CF Foundation I am a [future student](#) ▼

CF COLLEGE of CENTRAL FLORIDA

Admissions **Academics** Student Life About CF

Degrees and Certificates

- Areas of Study
- Online Learning
- University Partners
- Workforce Programs

Academic Resources

- 2023-2024 Academic Calendar
- Academic Pathways
- Bookstore
- Canvas

Academic Services

- Academic Advising
- Testing and Assessment
- Tutoring
- Enrollment Services

**2025 TRICOUNTY
COUNSELORS MEETING**



Find out WHO is scheduled to teach, textbooks, and more about the course!

Term

2024FA, 2024SU, 2024-SP

MAN494Q

1 Filters

Select school

Arts and Sciences

Career and Technical Education

Syllabus Library

College of Central Florida

Internship in Business and Organizational Management

Syllabus 2024-SP

MAN494Q-01

Course Information

Course Title: Internship in Business and Organizational Management

Course Number: MAN494-01

Credits: 3.0

Class Location: On-Campus via Zoom (see below for details)

Meeting Days and Times: Tuesdays, 10 am-12:30 pm (see class details)

Course Meeting Dates: January 13, February 6, March 2 and April 12

Instructor Information

Dr. Tracy Miller

Office Location: Building 40, Room 208

Telephone Number: 352-694-2222

Extention: 2267

Email: tracy.miller@ccf.edu

2024-SP • MAN 4940 01

College of Central Florida

Internship in Business and Organizational Management

Syllabus 2024-SP

MAN494Q-15

Course Information

Course Title: Internship in Business and Organizational Management

Course Number: MAN494-15

Credits: 3.0

Class Location: On-Campus via Zoom (see below for details)

Meeting Days and Times: Tuesdays, 10 am-12:30 pm (see class details)

Course Meeting Dates: March 13, March 26, April 9 and April 23 utilizing any personal meeting room

Instructor Information

Dr. Tracy Miller

Office Location: Building 40, Room 208

Telephone Number: 352-694-2222

Extention: 2267

Email: tracy.miller@ccf.edu

2024-SP • MAN 4940 15

College of Central Florida

Internship in Business and Organizational Management

Syllabus 2024-SP

MAN494Q-25

Course Information

Course Title: Internship in Business and Organizational Management

Course Number: MAN494-25

Credits: 3.0

Class Location: On-Campus via Zoom (see below for details)

Meeting Days and Times: Tuesdays, 10 am-12:30 pm (see class details)

Course Meeting Dates: March 13, March 26, April 9 and April 23 utilizing any personal meeting room

Instructor Information

Dr. Tracy Miller

Office Location: Building 40, Room 208

Telephone Number: 352-694-2222

Extention: 2267

Email: tracy.miller@ccf.edu

2024-SP • MAN 4940 25

College of Central Florida

Internship in Business and Organizational Management

Syllabus 2024-SP

MAN494Q-26

Course Information

Course Title: Internship in Business and Organizational Management

Course Number: MAN494-26

Credits: 3.0

Class Location: On-Campus via Zoom (see below for details)

Meeting Days and Times: Tuesdays, 10 am-12:30 pm (see class details)

Course Meeting Dates: March 13, March 26, April 9 and April 23 utilizing any personal meeting room

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Telephone Number: 352-694-2222

Extention: 2267

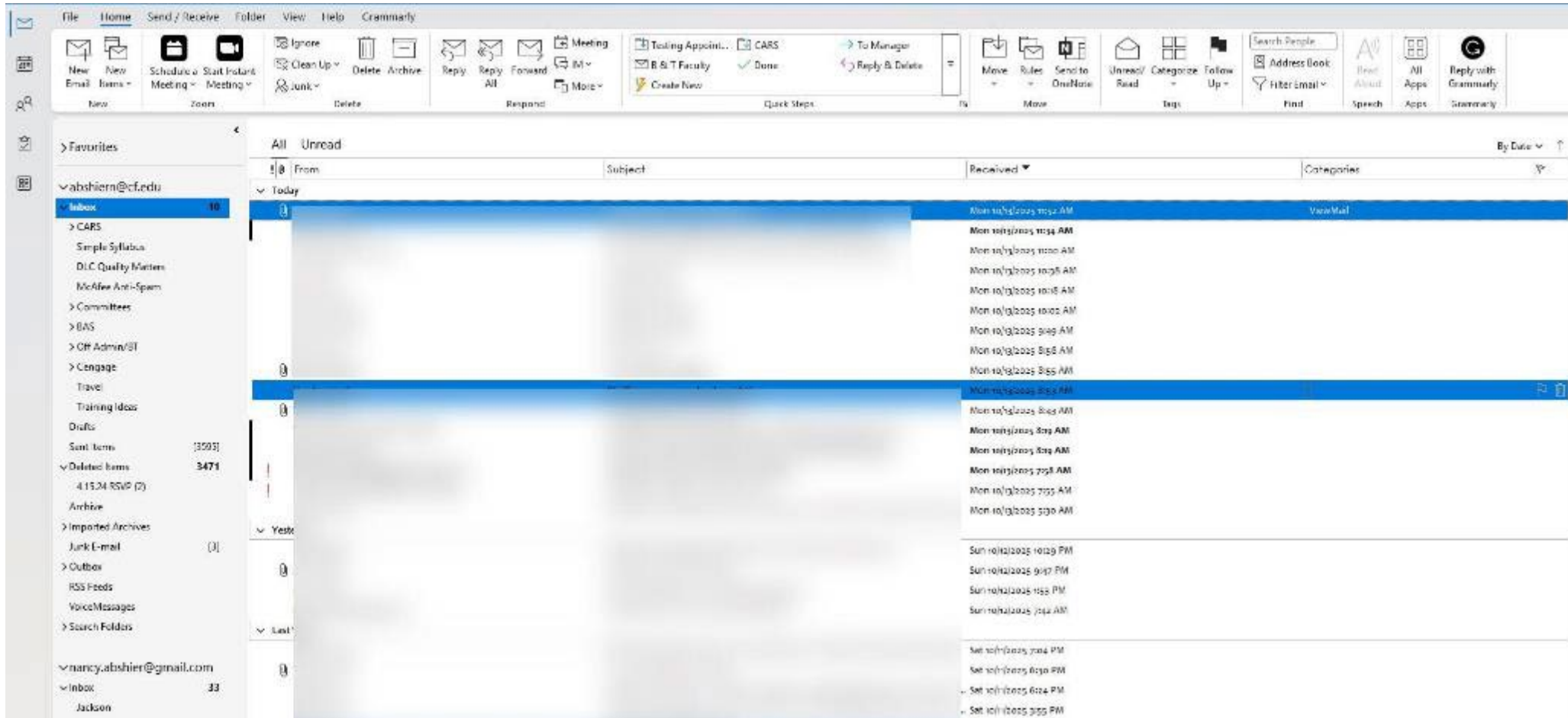
Email: tracy.miller@ccf.edu

2024-SP • MAN 4940 26

2025 TRICOUNTY
COUNSELORS MEETING



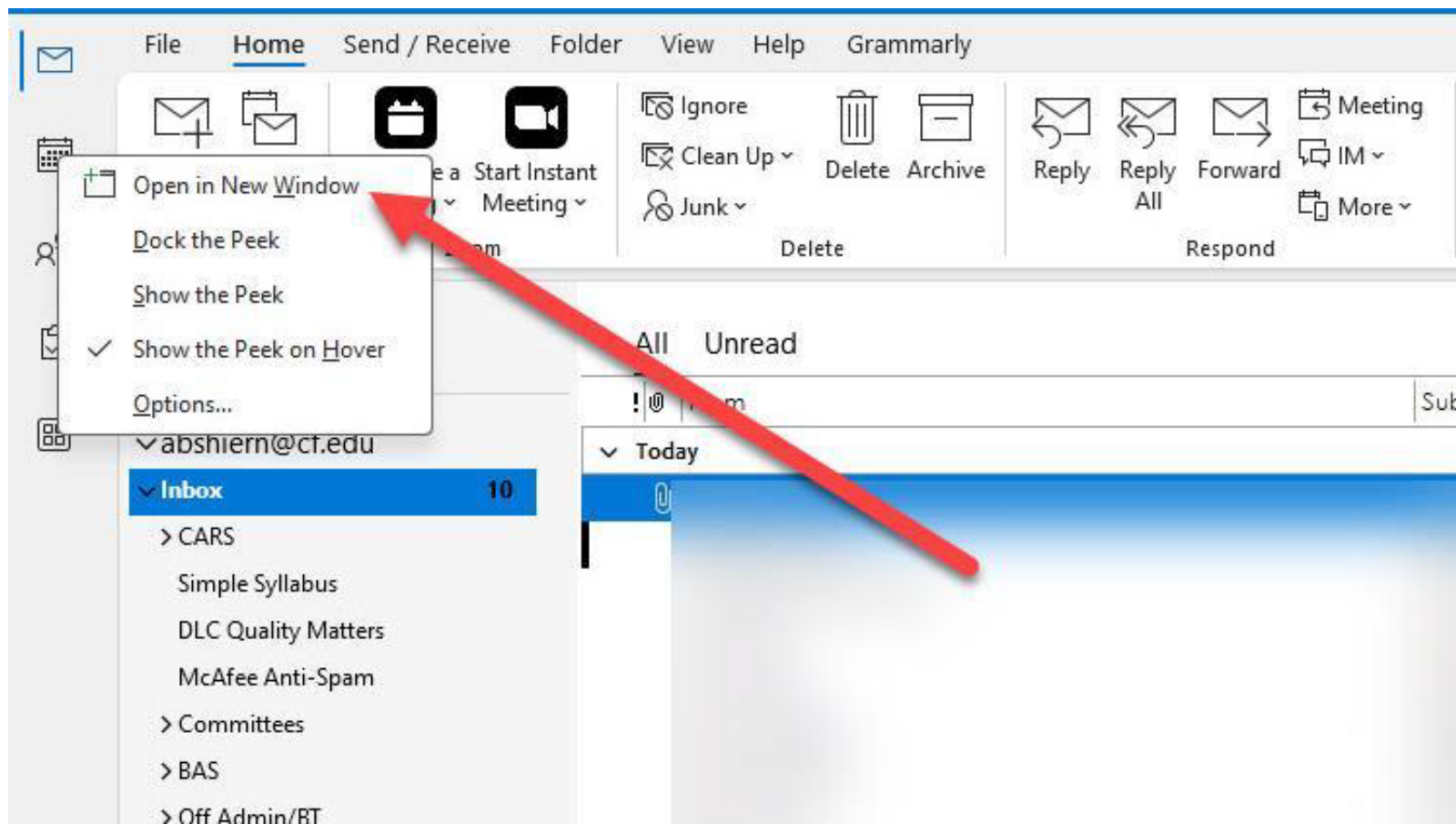
BONUS: Tip #3 of the Day | For YOU!



2025 TRICOUNTY
COUNSELORS MEETING



BONUS: Tip #3 of the Day | For YOU!



BONUS: Tip #3 of the Day | For YOU!

The image displays two side-by-side screenshots of the Microsoft Outlook application interface.

Left Screenshot (Email View):

- Top Ribbon:** Includes tabs for Home, Send/Receive, Folder, View, and Help. The Home tab is active, showing groups for New, Delete, Respond, Quick Steps, Move, Tags, Find, Read Aloud, All Apps, and Reply with Grammar.
- Left Navigation Pane:** Shows the 'Favorites' section with two email accounts:
 - abshiern@cf.edu:** Includes folders like Inbox (10), CARS, Simple Syllabus, DLC Quality Matters, McAfee Anti-Spam, Committees, BAS, Off Admin/BT, Cengage, Travel, Training Ideas, Drafts, Sent Items (3595), Deleted Items (3471), Archive, Imported Archives, Junk E-mail (3), Outbox, RSS Feeds, VoiceMessages, and Search Folders.
 - nancy.abshier@gmail.com:** Includes folders like Inbox (33), Jackson, and [Gmail].
- Main Content Area:** Displays a list of emails under the 'Inbox' of 'abshiern@cf.edu'. The email body is heavily blurred.

Right Screenshot (Calendar View):

- Top Ribbon:** Includes tabs for Home, Send/Receive, Folder, View, and Help. The View tab is active, showing groups for New, Schedule a Meeting, Start Instant Meeting, Meet Now, Teams Meeting, Go To, Arrange, Manage Calendars, Share, and Find.
- Left Navigation Pane:** Shows the 'Calendar' view with a sidebar for Today, Previous, Next, and Work Week.
- Main Content Area:** Displays a calendar grid for November 3 - 7, 2025. The calendar shows days of the week (Monday to Friday) and times (8 AM to 7 PM). The calendar grid is heavily blurred.

Nancy Abshier

Senior Professor

Program Manager,
Office Administration, A.S.

Program Chair, Business and
Organizational Management, B.A.S.

Building 40 | Office 105B

abshiern@cf.edu

352-854-2322, x. 1387



**2025 TRICOUNTY
COUNSELORS MEETING**



Activity

COLLEGE *of* CENTRAL FLORIDA

Audriana Webber, Admissions and School Relations Specialist



If I were a bird, I'd be...

- A hawk – I'm direct, competitive and results-driven
- A peacock – I'm creative and an entertaining storyteller
- A dove – I'm empathetic, a great collaborator and team player
- An owl – I'm detailed-oriented, precise and accurate

I have...

- One child
- Two children
- Three or more children
- Fur babies

If you had a star role in a movie, what genre would it be?

- Romantic comedy
- Action/adventure
- Science fiction
- Horror

I would rather...

- Curl up with a good book
- Go skydiving
- Host a dinner party for friends
- Work on a personal hobby

The most important issue facing high school students

- Time management and juggling multiple things
- Challenging coursework
- Paying for College
- Something else

The best part about working with high school students is...

- Helping them decide what they want to do
- Changing lives
- Giving them the tools they need to be successful
- Something else

Collegiate Academy / Dual Enrollment

COLLEGE *of* CENTRAL FLORIDA

Sarah Sandford, Dual Enrollment Coordinator

Dr. Allan Danuff, Associate Vice President of Arts and Sciences

Dr. Raphael Robinson, Director of Admissions and Student Recruitment



Dual Enrollment Program at CF

- Supporting Students' Futures –Together
- Dual Enrollment Updates for 2025
- What's Changing and How it Impacts Your Students



Dual Enrollment Program at CF

- Important Dates and Deadlines:
- Information Session Dates Scheduled through November 2025
- **Packet Submission Deadlines**
 - Spring 2026-November 21, 2025
 - Summer 2026-April 24, 2026
 - Fall 2026- June 5, 2026



Dual Enrollment: Updates Overview

- **New Procedures**

- New Admission Requirements
- Updated Petition Procedures
- Collegiate Academy Enrollment Procedures

- **New Forms**

- Collegiate Academy Form
- New FERPA Form for DE Students

- **New Resources**

- DE Brochure
- DE Presentation Materials



Dual Enrollment: New Admission Requirements

Testing Requirement Updates

- Students applying for Collegiate Academy must have all 3 passing test scores to be eligible for the program.
- All Citrus County, Private and Homeschool students are required to have all 3 passing test scores to be eligible for the program.

Dual Enrollment: New Admission Requirements

Testing Requirement Updates Continued:

- MCPS & Levy County students are eligible to enroll in Traditional Dual Enrollment with 2 passing test scores.
- Once students obtain 12 credit hours they will not be allowed to continue taking classes until that 3rd test score is submitted.



Dual Enrollment: Collegiate Academy Enrollment

- To ensure students have completed 9th & 10th Grade requirements, HS Counselors are required to sign the Collegiate Academy form.
- Parent/Guardian must sign the Collegiate Academy form.
- Submitted to Dual Enrollment office and the CF Advisor is alerted.

**2025 TRICOUNTY
COUNSELORS MEETING**

Dual Enrollment: Withdrawal Petitions

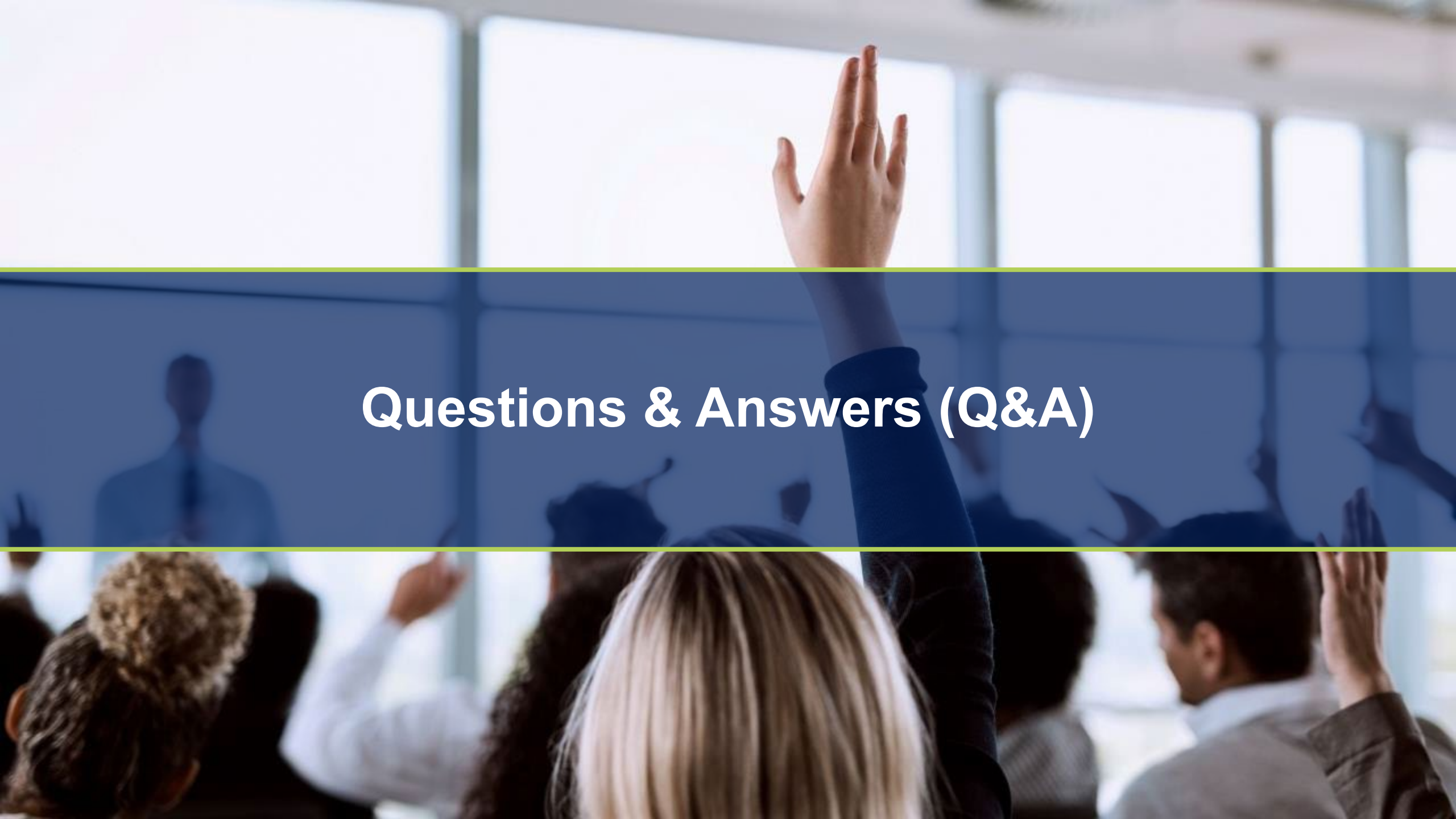
- Students have 5 days from the day the grades post to apply for an appeal to enter the following semester.
- They must email appeals@cf.edu to begin the process.
- Decisions are made by the Appeals committee which meets only 3-4 times per year.

Dual Enrollment: Exceed Credit Limit Petitions

- Will be reviewed on a case by case basis as they are submitted.
- If further review is required, appeals will be referred to the committee.
- Decisions are made by the Appeals committee which meets only 3-4 times per year.

Dual Enrollment: New FERPA Form

- Provides students specific permission to grant access to parents and/or guardians.
- Students should fill out one form for each parent, guardian, or adult they'd like to give access to their information.
- Only those authorized can access the student record via the Dual Enrollment office or the CF Advisor.

A photograph of a person's hand raised in a meeting room. The hand is positioned in the upper center of the frame, with fingers slightly spread. The background shows large windows with bright light coming through. A dark blue horizontal band with white text is overlaid across the middle of the image. Below the band, the back of a person's head with blonde hair is visible, and other people's hands are seen raised in the background.

Questions & Answers (Q&A)

Financial Aid

COLLEGE *of* CENTRAL FLORIDA

Jean Imes, Director of Financial Aid
Sherie Whitehead, Assistant Director of Financial Aid



Veterans Services

COLLEGE *of* CENTRAL FLORIDA

Eric Zimmer, Veterans Affairs Coordinator



Accessibility and Counseling Center (ACC)

COLLEGE *of* CENTRAL FLORIDA

Cindy Pfriender, Director of ACC

Accessibility and Counseling Center

- Who is eligible for services
- What services are available
- Where students apply
- When students register
- Why is accessibility important



**2025 TRICOUNTY
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Who is Eligible for Services

- Any student with a documented disability.
- Section 504 defines a disability as a condition that substantially limits one or more life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working.

**2025 TRICOUNTY
COUNSELORS MEETING**

Accessibility and Counseling Center

EXAMPLES OF DISABILITIES

Learning Disability

Speech Impairment

Anxiety

ADHD

Depression

Autism Spectrum Disorder

Deaf/Hard of Hearing

Visually Impaired

Orthopedic Impairment

What Kinds of Services do Students Receive?

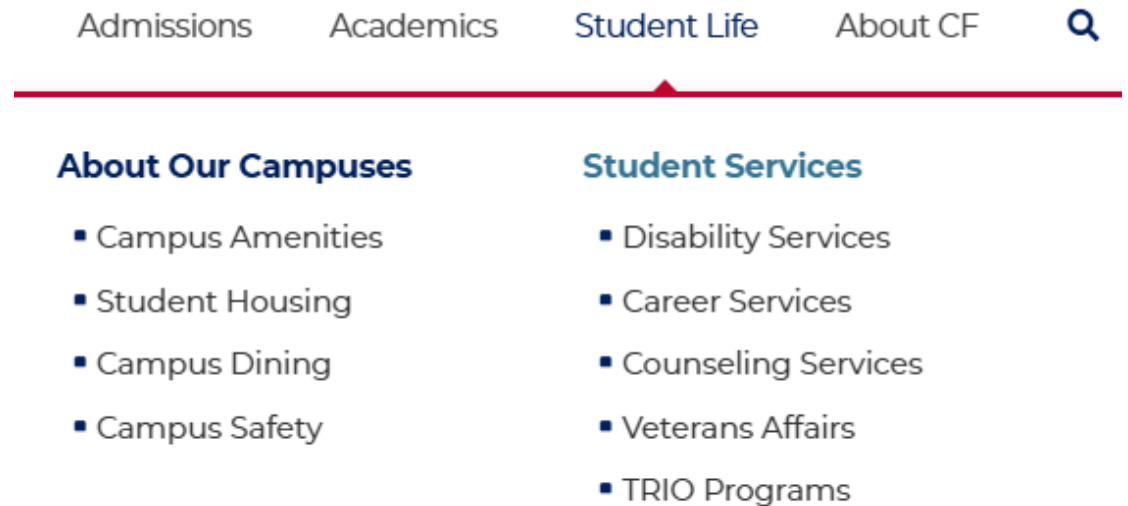
- Assistance with admissions and financial aid applications
- Appropriate classroom and testing accommodations
- Academic, career, and personal coaching
- Sign language interpreters
- Adapted computer access

Types of Available Accommodations

- Classroom accommodations
 - Copy of notes, audio record lectures, extra time on assignments, alternative presentation format, permission for medical entry and re-entry.
- Testing accommodations
 - Additional time (time and a half or double time), reader, scribe, a separate, distraction-reduced testing environment, adaptive equipment and technology..

Where Should Students Apply for Accessibility Services?

- Applications for accessibility services are available online (under the Student Life tab for CF.edu)
- Students can pick up an application at any of the three campuses: Ocala, Citrus or Levy



When Should Students Apply For Accessibility Services?

- Once the student has been accepted into the College of Central Florida they can begin the registration process for Accessibility Services.

Application Process

Step 1: APPLY

Complete the application at the Accessibility office (bldg. 5, rm. 204) or complete online at CF Disability website.

Step 2: PROVIDE DOCUMENTATION

1. Provide a copy of the most recent IEP/504 Plan
2. Letter from licensed professional including, diagnosis, the impact of disability, treatments, and credentials of the licensed professional.
3. Documentation Verification Form (provided by staff/website)

Step 3: ATTEND INTAKE

Students meet with staff to discuss and review rules and regulations for the testing site and discuss appropriate accommodations for developing their FAN (Faculty Accommodation Notice).

Fan (Faculty Accommodation Notice)

This document lists/explains the accommodations the student will be receiving in the classroom (both online and face-to-face) and for testing.

Accessibility Services
Academic Accommodations for Students with Disabilities

PLEASE REVIEW THIS ACCOMMODATION NOTICE CAREFULLY.

Dear Professor and Student:
Testing may be handled through the Accessibility and Counseling Center (ACC) to better serve faculty, staff, and students. Students and Faculty will want to contact the ACC at disability@cf.edu, or stop by to schedule and drop off tests in building 5, room 204.

XXXXXXXX is eligible to receive accommodations for classes this semester.

Classroom Accommodations

- ❖ NOTE: No additional notifications from the student to the instructor to implement or maintain these accommodations during the semester are required. However, the student is encouraged to provide notifications to the instructors as a helpful and courteous reminder.
- ❖ The student is encouraged to engage in tutoring. Go to tutoring@cf.edu, or to Smart thinking online. You may also call Ocala: 352-854-2322, ext. 1246, Citrus: 352-249-1204, Levy: 352-638-4077, to make an appointment. This information may also be found on Canvas.
- XXX
- XXX

Testing Accommodations

- ❖ NOTE: Any student wishing to take an exam in the Accessibility and Counseling Center must notify the Assessment and Accommodations Specialist at least three days in advance, and also advise the instructor. Failure to do so may result in loss of extended time on exams.
- ❖ Extended time also applies to online tests and quizzes, and should be added by the instructor. Faculty can consult the Distance Learning Help Desk at ext. 1317.
- ❖ Extended time does not apply to classroom pop quizzes, tests given in a laboratory environment, or oral tests for foreign language classes.
- ❖ Extended exam time is not permitted in the traditional classroom setting; these tests must be taken at the Accessibility and Counseling Center at the Ocala campus or the testing centers at the Citrus or Levy campuses, or when testing remotely.
- XXX
- XXX

Other Information

Contact the Accessibility and Counseling Center (ACC) for the continuation of the accommodations above. Students remain responsible for meeting the requirements of their classes and understand that accommodations are provided as long as they do not alter the essential content or academic integrity of the course. If you have any questions or would like assistance with this process, you may contact the Director of Accessibility and Counseling at 352-854-2322, ext. 1580 or Accessibility Services Staff Assistant at ext. 1209.

Once the FAN has been completed, ACC Staff will email the FAN to the student and their Instructors.

Accommodations for Testing

- Students must schedule tests in advance with ACC Testing Center
- We have two private rooms and 1 large testing room with computers.
- We provide proctors, scribes, headphones, screen enlargers, etc. for testing needs.



WHY IS ACCESSIBILITY
IMPORTANT?

It ensures equal
access for students
with disabilities
and protects them
against
discrimination.

Accessibility and Counseling Center

CF.edu

Disability@cf.edu

352-854-2322, ext. 1580

Homeless and Foster Care Youth Updates

COLLEGE *of* CENTRAL FLORIDA

Keith Bracey, Coordinator of Educational Opportunity Center
Marissa Brown, Assistant Director of Admissions and Student Recruitment



Independent

Florida Residency Declaration

Section 3: Dependency Type

Page 3 of 6

Florida Residency Classification

[Classification Information](#)

1. Please choose the student's Florida Residency Classification.

*Required

- ☐ Dependent (under 24 years of age). Parent or legal guardian completes form.
- ☒ Independent (24 years of age or older). Student completes form.
- ☐ Qualification by Exemption. Student completes form.

2. Please choose a dependency type

*Required

- ☐ I am 24 years of age or older and I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months.
- ☐ I am under 24 years of age and I am self supporting. My income exceeds 50 percent of the estimated cost of attendance as determined by Financial Aid. (Required: most current tax return.)
- ☐ I am under 24 years of age and I have a child (or other dependent) who is claimed as a dependent on my most recent tax return. (Required: copy of prior years tax return). If the child was born after Jan. 1 of the current year, please provide birth certificate.
- ☐ I am under 24 years of age and I was a ward of the State of Florida and have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver from Department of Children and Families.)
- ☐ I am under 24 years of age and I was adopted from the Department of Children and Families. I have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver from Department of Children and Families.)
- ☐ I am under 24 years of age and I have been honorably discharged from the armed forces of the United States. (Required: copy of DD214)
- ☐ I am under 24 years of age and I am homeless. (Required: documentation for proof of homeless status.)

Ward of the State

- Select Independent residency classification
- A list of dependency type options will appear
- Select the one that states “I am under 24 years of age and I was a ward of the State of Florida and have an Independent Waiver from Department of Children and Families.

Admissions Forms

Florida Residency Declaration

Section 3: Dependency Type

Page 3 of 6

Florida Residency Classification

[Classification information](#)

1. Please choose the student's Florida Residency Classification.

*Required

☐ Dependent (under 24 years of age). Parent or legal guardian completes form.

☒ Independent (24 years of age or older). Student completes form.

☐ Qualification by Exemption. Student completes form.

2. Please choose a dependency type

*Required

☐ I am 24 years of age or older and I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months.

☐ I am under 24 years of age and I am self supporting. My income exceeds 50 percent of the estimated cost of attendance as determined by Financial Aid. (Required: most current tax return.)

☐ I am under 24 years of age and I have a child (or other dependent) who is claimed as a dependent on my most recent tax return. (Required: copy of prior years tax return). If the child was born after Jan

☒ I am under 24 years of age and I was a ward of the State of Florida and have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver from Department of Ch

☐ I am under 24 years of age and I was adopted from the Department of Children and Families. I have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver

☐ I am under 24 years of age and I have been honorably discharged from the armed forces of the United States. (Required: copy of DD214)

☐ I am under 24 years of age and I am homeless. (Required: documentation for proof of homeless status.)

Note

If the above does not apply to your situation please change your answer to question 1 in this section before proceeding.

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Save and Finish Later

DCF Waivers

- Select Independent residency classification
- A list of dependency type options will appear
- Select the one that states “I am under 24 years of age and I was adopted from the from Department of Children and Families. I have an Independent Waiver from Department of Children and Families.

Admissions Forms

Florida Residency Declaration

Section 3: Dependency Type

Page 3 of 6

Florida Residency Classification

[Classification information](#)

1. Please choose the student's Florida Residency Classification.

*Required

☐ Dependent (under 24 years of age). Parent or legal guardian completes form.

☒ Independent (24 years of age or older). Student completes form.

☐ Qualification by Exemption. Student completes form.

2. Please choose a dependency type

*Required

☐ I am 24 years of age or older and I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months.

☐ I am under 24 years of age and I am self supporting. My income exceeds 50 percent of the estimated cost of attendance as determined by Financial Aid. (Required: most current tax return.)

☐ I am under 24 years of age and I have a child (or other dependent) who is claimed as a dependent on my most recent tax return. (Required: copy of prior years tax return). If the child was born in Florida, please provide a copy of the child's birth certificate.

☒ I am under 24 years of age and I was a ward of the State of Florida and have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver from Department of Children and Families.)

☐ I am under 24 years of age and I was adopted from the Department of Children and Families. I have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver from Department of Children and Families.)

☐ I am under 24 years of age and I have been honorably discharged from the armed forces of the United States. (Required: copy of DD214)

☐ I am under 24 years of age and I am homeless. (Required: documentation for proof of homeless status.)

Note
If the above does not apply to your situation please change your answer to question 1 in this section before proceeding.

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[Save and Finish Later](#)

Required Documents

- If filing as a Ward of the State or Adopted by the State, Admissions will need a copy of your Independent Waiver from the Department of Children and Families and a copy of your driver's license or state issued ID.
- If filing via Homeless status, Admissions will need verification of homeless status from your school (McKinney-Vento) or submission of the CF Affidavit of Homeless State for Tuition Waiver and a copy of your driver's license or state issued ID.

CF Affidavit of Homeless Status for Tuition Waiver

 **COLLEGE of
CENTRAL
FLORIDA**
an equal opportunity college

**AFFIDAVIT OF HOMELESS STATUS FOR
TUITION WAIVER**
Florida Statute 1009.26(1)(f)

Name of Student: _____ CF ID No.: _____
Telephone No.: _____
Term of Enrollment: ☐ Spring 20 _____ ☐ Summer 20 _____ ☐ Fall 20 _____

1. Where are you currently residing? _____
2. Are their services considered: ☐ Emergency Shelter (ES) ☐ Transitional Housing (TH) ☐ N/A
☐ Homeless Services (HS) ☐ Permanent Supportive Housing (PSH)
3. How long have you stayed at this location? _____
4. How long can you remain at this location? _____
5. Are you allowed to keep your belongings at this location? ☐ Yes ☐ No
6. Do you pay rent or utilities? ☐ Yes ☐ No If yes, how much? _____

You must reside in a local Florida county and provide documentation from a local county homeless organization. Please attach a letter from the shelter (this should be on their letterhead) verifying the above information and include in the letter, date letter was written, the name of the shelter, date of stay, contact information, and signature of a shelter representative.

AFFIDAVIT
In accordance with Florida Statute 1009.26 (1)(f), I certify that I am a homeless student, as defined below:
"A student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence, a public or private transitional living program, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."
I understand that I must apply each term for the exemption and that this Affidavit must be submitted to the campus Admissions and Records Office no sooner than one month prior to the first day of the term. The agency letter needs to be dated no more than 30 days before the start of the term.

Student Signature: _____ Date: _____

Office Use Only
☐ Approve ☐ Deny
Current Residency Status: _____
Date of Letter: _____ Received By: _____ Date: _____
Director of Enrollment Services: _____ Date: _____

College of Central Florida does not discriminate against any person on the basis of race, color, ancestry, religion, gender, age, marital status, sexual orientation, gender identity, sexual orientation, disability, or other characteristics. For more information, contact the Office of Diversity, Equity, and Inclusion at (407) 941-2000. This document is a form of the College of Central Florida. Form 1009.26(1)(f) - 01/2020. Page 1 of 1.

Florida Prepaid/ Take Stock in Children

- Select the Qualification by Exemption residency classification
- A list of dependency type options will appear
- Select the one that states “*I am a qualified beneficiary under the Florida Pre-paid Post-Secondary Expense Program, F.S. 1009.97 and F.S. 1009.98*”

1. Please choose the student's Florida Residency Classification.

*Required

☐ Dependent (under 24 years of age). Parent or legal guardian completes form.

☐ Independent (24 years of age or older). Student completes form.

☒ Qualification by Exemption. Student completes form.

2. Please choose a dependency type

*Required

☐ Exception: I am married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)

☐ Exception: I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residency. (Required: official verification from institution.)

☐ Exception: I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a FL resident.)

☐ Exception: I am residing in Florida and I am an active duty member of the Armed Forces of the United States or the spouse or a dependent child of an active duty member of the Armed Forces of the United States or I am an active drilling member of the Florida National Guard. (Required: copy of military orders, DD214, or DD2058 showing home of record.)

☐ Exception: I am an active duty member of the Armed Forces of the United States or the spouse or a dependent child of an active duty member, and I am attending a Florida College System institution or state university within 50 miles of the military establishment where the member is stationed, and that military establishment is within a county contiguous to Florida. (Required: copy of military orders, DD214)

☐ Exception: I am an active duty member of the Canadian Military or the spouse or a dependent child of an active duty member of the Canadian Military and I am residing or stationed in Florida under the North American Air Defense (NORAD) agreement, attending a Florida College System institution or state university within 50 miles of the military establishment where the member is stationed. (Required: Proof of active duty membership for specified purpose.)

☐ Exception: I am an active duty member of a foreign nation's military serving as a liaison officer or the spouse or a dependent child of the officer and I am residing or stationed in Florida and I am attending a Florida College System institution or state university within 50 miles of the military establishment where the liaison officer is stationed. (Required: Proof of active duty membership for specified purpose.)

☐ Exception: I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education, or I am the employee's spouse or dependent child. (Required: copy of employment verification.)

☒ Exception: I am a qualified beneficiary under the Florida Pre-paid Post-Secondary Expense Program, F.S. 1009.97 and F.S. 1009.98 (Required: copy of signed card.)

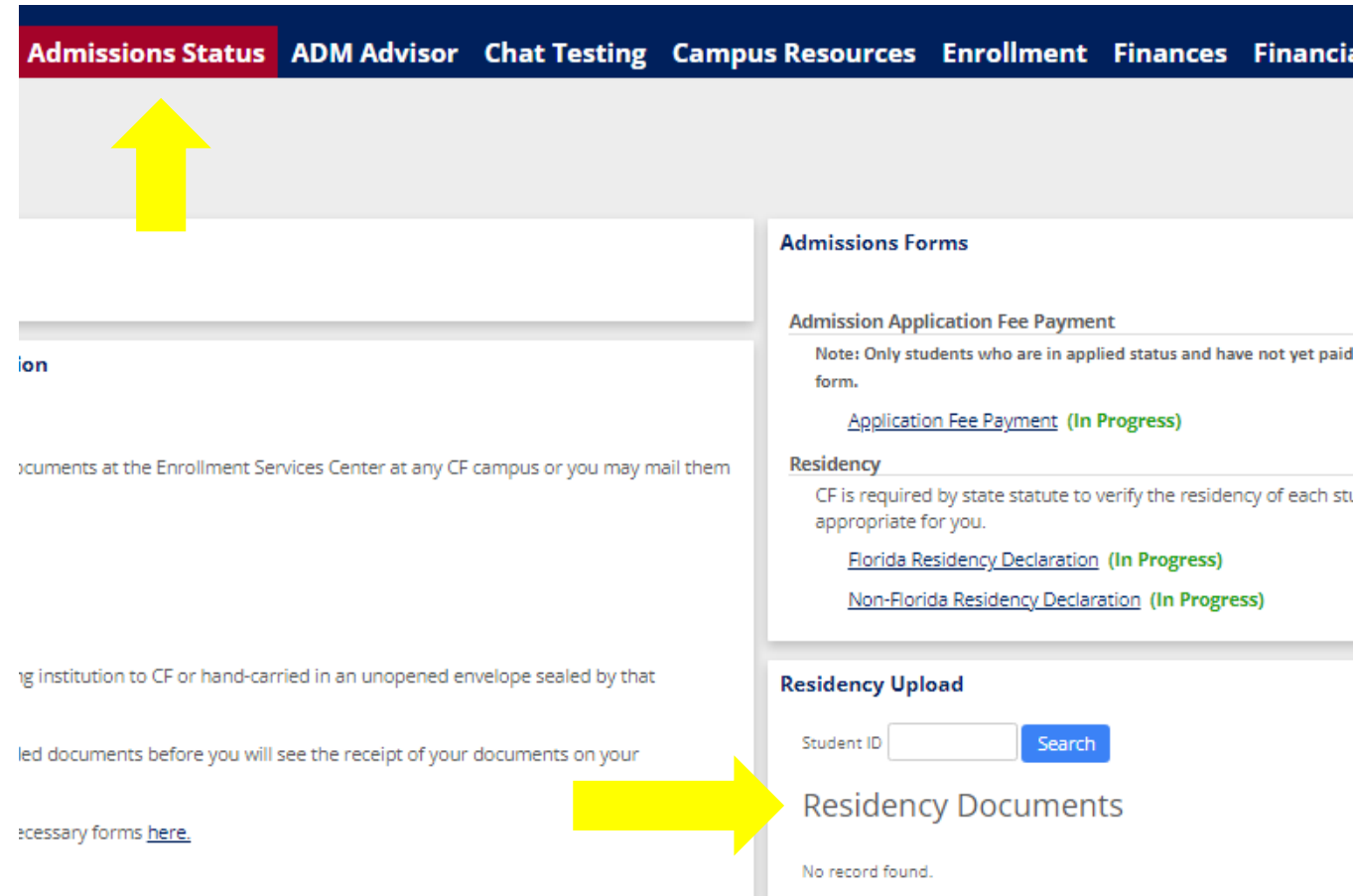
☐ Exception: I am a United States citizen living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student's spouse or dependent child. (Required: college transcript and copy of marriage certificate or proof of dependency.)

☐ Exception: I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or correction training. (Required: copy of employment verification/payment agreement.)

Note
If the above does not apply to your situation please change your answer to question 1 in this section before proceeding.

Submitting Documents

- You can submit documents by:
- Uploading them to MyCF by clicking the residency tab (Residency Upload) under Admissions Status
- Bring copies to the Admissions office at your campus
- Emailing them to residency@cf.edu with your name and CF ID number.



The screenshot shows the MyCF website interface. At the top is a navigation bar with tabs: Admissions Status (highlighted in red), ADM Advisor, Chat Testing, Campus Resources, Enrollment, Finances, and Financial. Below this is a main content area. On the right side, there is a sidebar with sections: Admissions Forms, Residency, and Residency Upload. The Residency Upload section contains a form with a Student ID input field and a Search button. A yellow arrow points from the Residency Upload section to the main content area. Another yellow arrow points from the top navigation bar to the Admissions Status tab.

Admissions Status ADM Advisor Chat Testing Campus Resources Enrollment Finances Financial

Admissions Forms

Admission Application Fee Payment

Note: Only students who are in applied status and have not yet paid form.

[Application Fee Payment](#) (In Progress)

Residency

CF is required by state statute to verify the residency of each student appropriate for you.

[Florida Residency Declaration](#) (In Progress)

[Non-Florida Residency Declaration](#) (In Progress)

Residency Upload

Student ID [Search](#)

Residency Documents

No record found.

Regional Campus Updates

COLLEGE *of* CENTRAL FLORIDA

**Leah Gamble, Dean of Jack Wilkinson Levy Campus
Sonya Warden, Associate Dean of Student Affairs
Wilton Simpson Citrus Campus**



Jack Wilkinson Levy Campus

- Welding
- EMT every Spring
- AA degree
- Fiber Optics Boot Camp
- Pilot CDL, Class B Summer '25
- Student Activities Board/events
- Vet Services once a month
- Open House, 12/2, 3-6 p.m.



**2025 TRICOUNTY
COUNSELORS MEETING**

Wilton Simpson Citrus Campus

- Academic Highlights
- Scholarships
- Student Support & Resources
- Student Life & Engagement
- Community Outreach
- Open House, 12/1, 3-6 p.m.





Lunch

LUNCH
TIME

Advising Update

COLLEGE *of* CENTRAL FLORIDA

Chenita Hart, Director of Academic Advising



General Education Requirements for A.A. Pink Sheet

- General Education courses are reviewed by state annually
- 36 credits
 - 15 credits State Core
 - 3 credits English, Math, Science, Humanities, and Social Science
 - 21 credits institutional
 - 3 credits Communications, Oral Communications, Math, Science, Humanities, Social Science and Personal Development
- All requirements and competencies listed as well
 - Civic Literacy course and exam, Foreign Language, and Computer

General Electives for A.A. Degree Blue Sheet

24 Credits

- Courses must be classified Dual or Parallel – Baccalaureate and Occupational courses will not satisfy
- Any General Education course not satisfying a General Education requirement can be used as an elective
- Used to satisfy needed Bachelor's program prerequisites
- College level Foreign Language courses
- Computer competency course



Breakout Session



Appleton Museum

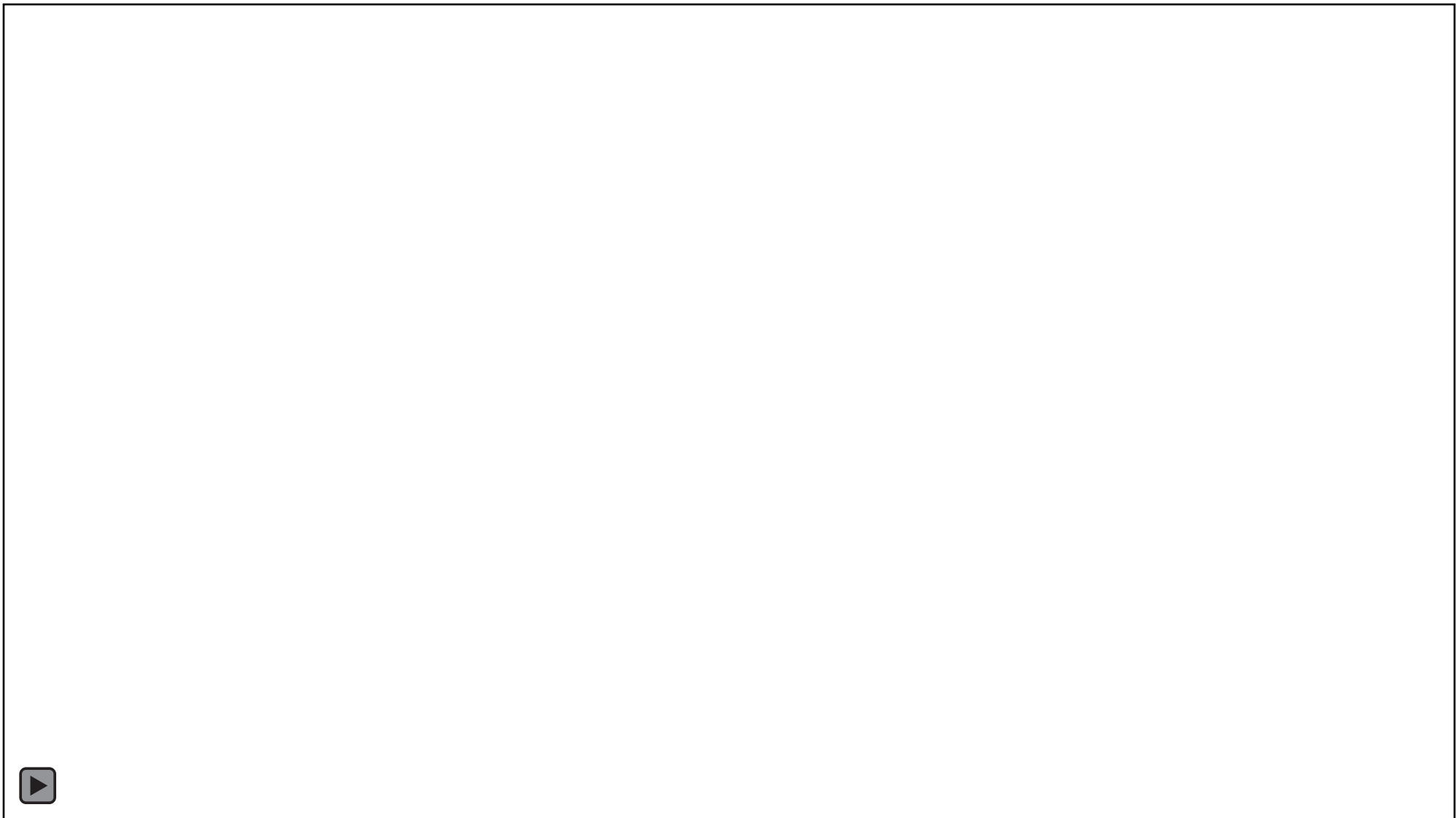
COLLEGE *of* CENTRAL FLORIDA

Jason Steuber, Director of Appleton Museum



Words of Appreciation





2025 TRICOUNTY COUNSELORS MEETING



Closing Remarks

COLLEGE *of* CENTRAL FLORIDA

Dr. Vernon Lawter, Vice President of Regional Campuses

