



Santa Fe College Rules Manual

Title: **Public Information** **Rule 2.1**

General Authority: FS 120.53

Law Implemented: FS 1001.64(4)(6); 28-101.001 FAC

Effective Date: May 19, 1983

Purpose: To provide information to the public regarding the College.

The street and mailing address of the College is 3000 N.W. 83rd Street, Gainesville, Florida 32606.

The "agency clerk" for Santa Fe College is the Secretary to the Board of Trustees, whose office is located in the Robertson Administration Building, Northwest Campus, telephone (352) 395-5164.

The following list of forms is authorized for use by the College in its operations with the general public. Copies of the following forms may be obtained without cost by writing Santa Fe College, c/o President's Office, 3000 N.W. 83rd Street, Gainesville, Florida 32606.

A. Admissions

Application for Admission - Credit*
Transfer Evaluation
Transcript Request
Fee Waiver
Non-Credit I.D. Card and Registration Fee

B. Comptroller's Office

Purchase Order
Request for Bid
Cash Receipt*
Invoice
Cash Receipt and Student I.D. Fee Card

C. Human Resources

Employment Applications: Career Service, Professional Specialist, Administrative, Faculty, Community Education Course Proposal: Community Education

E. Financial Aid

Application for Student Loan
Family Financial Statement Packet
General Information on Guaranteed/Federal Insured Student Loans
SEOG Bookstore Charge
Award Letter

F. Curriculum

Academic Advisement Planning Sheet
Permission to Add
Withdrawal from One Course
Withdrawal from the College
Application for Graduation: AS
Application for Graduation: AA
Program Change
Grade Change

G. Library services

Overdue Notice
Notice for Lost or Overdue Book

H. Miscellaneous

Reservation for Use of College Facilities
Work Exploration Referral

* Includes specialized forms for certain programs (health related, Institute for Public Safety, etc.)