


ADMINISTRATIVE PROCEDURE MANUAL				
	SECTION TITLE		NUMBER	PAGE
	CENTER CODE ASSIGNMENTS		09-0908	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVIEWED	
	6Hx7-6.1 College Facilities		March 13, 2024	

Purpose

The purpose of this procedure is to detail the method of identifying and recording the locations where instruction may be offered by the College, and to establish and maintain administrative responsibility for the campus/centers.

Procedure

A. College-Owned Facilities:

1. Facilities shall assign a two-place numeric field (i.e. 01, 02, 03...) as the first character for each College-owned site (campus or center) for Florida State College at Jacksonville (FSCJ). Facilities shall also assign a two-digit code with the numeric character to designate the unique four-character campus/center code for each location.

B. Off-Campus Facilities:

1. The Registrar's Office shall assign the unique four-character campus/center code for locations, which are not owned by the College and offer instruction. Alpha characters of A, B, C, D, F, G, H, J or K may be used along with character Z. Departments are required to submit a completed "Request for Center Number" form to the Registrar's Office. When a request is received, the Registrar's office will determine if a campus/center code exists in the database. If not, a new center code will be created and entered into the administrative computing system. The requestor will be notified of the campus/center code. Requests will be kept on file in the Registrar's Office.
2. A listing of the active Center Master List will be available upon request from the Registrar's Office.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: July 14, 1986

Revision Date: December 14, 1995, March 10, 2014, November 7, 2017

Reviewed Date: March 13, 2024