

# FLORIDA JUNIOR COLLEGE AT JACKSONVILLE 1969 - 1970

SERVING THE CITIZENS OF DUVAL AND NASSAU COUNTIES

DRAWINGS IN THE TEXT BY MR. DERBY L. ULLOA  
ART INSTRUCTOR

**FLORIDA JUNIOR COLLEGE  
AT JACKSONVILLE**

**JACKSONVILLE, FLORIDA**

**BULLETIN**

**1969-70**

**A COMMUNITY JUNIOR COLLEGE  
PUBLICLY SUPPORTED BY  
THE STATE OF FLORIDA  
THE COUNTY OF DUVAL  
AND  
THE COUNTY OF NASSAU**

**Dr. J. Bruce Wilson, President**



LUDLOW JUNIOR HIGH SCHOOL  
JACKSONVILLE  
1965

JACKSONVILLE  
KENNEL CLUB

COUNTY PARK  
FARM

LACKAWANNA  
POOL

GORRIE JR H S

ROBERT E LEX  
H S

TENNIS  
CLUB

GRAHAM BOAT YARD

LAKE SHORE  
IN H S

Florida Yacht Club





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FLORIDA  
COMMUNITY  
COLLEGE  

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AT JACKSONVILLE

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Florida Junior College  
At Jacksonville  
Board of Trustees



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*Chairman*



Mr. Donald T. Martin  
*Vice-Chairman*



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AT JACKSONVILLE

# CALENDAR OF INSTRUCTION

## 1969-1970

### FALL TERM

#### Term I (69/70)

1969

- |       |             |   |
|-------|-------------|---|
| Aug.  | 18(M)       | 8:00 AM — Reporting date for all faculty  |
| Aug.  | 20-21(W-Th) | 6:00 PM - 9:00 PM — Registration — Evening Division.  |
| Aug.  | 21(Th)      | 6:30 PM - 8:00 PM — Registration — Fernandina Beach Center for Fernandina Classes only.   |
| Aug.  | 21-22(Th-F) | 8:30 AM - 4:00 PM — Registration — Day Division.  |
| Aug.  | 25(M)       | 8:30 AM - 4:00 PM — Registration, — All Students.   |
| Aug.  | 28(Th)      | 7:00 AM — Classes Begin.  |
| Aug.  | 28-Sept. 3  | 8:30 AM - 11:30 AM<br>1:30 PM - 4:00 PM<br>6:30 PM - 8:30 PM — (Except Fri., Aug. 29) Late Registration. A \$5.00 late fee will be charged. |
| Sept. | 1(M)        | Holiday — Labor Day   |
| Sept. | 2(T)        | 7:00 AM — Classes Resume.   |
| Sept. | 3(W)        | 9:00 PM — Last time for approved Add/Drop form to be received in Office of the Registrar.   |
| Oct.  | 17(F)       | 4:00 PM — Advisory grades due in Office of the Registrar.   |
| Oct.  | 24(F)       | 5:00 PM — Last time to remove grade of "I" received during Term IV of the 1968/69 Academic Year.  |
| Nov.  | 19(W)       | 9:00 PM — Last time to apply for graduation at end of current term.   |
| Nov.  | 27-28(Th-F) | Holiday — Thanksgiving.   |
| Dec.  | 1(M)        | 7:00 PM — Classes Resume  |
| Dec.  | 19(F)       | 5:00 PM — Final Grades due in Office of the Registrar.  |
| Dec.  | 19(F)       | 5:00 PM — End of Term I.  |

### WINTER TERM

#### Term II (69/70)

1970

- |      |          |   |
|------|----------|---|
| Jan. | 5(M)     | 8:00 AM — Reporting date for all Faculty.   |
| Jan. | 5(M)     | 6:30 PM - 8:00 PM — Registration — Fernandina Beach Center for Fernandina Beach Classes only. |
| Jan. | 6-7(T-W) | 8:30 AM - 4:00 PM — Registration — Day Division   |
| Jan. | 6-7(T-W) | 6:00 PM - 9:00 PM — Registration — Evening Division.  |
| Jan. | 9(F)     | 7:00 AM — Classes Begin.  |

Jan.	9-13	8:30 AM - 11:30 AM 1:30 PM - 4:00 PM 6:30 PM - 8:30 PM — (Except Fri., Jan. 9) Late registration. A \$5.00 late fee will be charged.
Jan.	15(Th)	9:00 PM — Last time for approved Add/Drop form to be received in the Office of the Registrar.
Feb.	27(F)	4:00 PM — Advisory grades due in Office of the Registrar.
Mar.	13(F)	5:00 PM — Last time to remove grade of "I" received during Term I of the 1969/70 Academic Year.
Mar.	13(F)	5:00 PM — Last time to apply for graduation at end of current term.
Mar.	27(F)	Holiday — Good Friday.
Apr.	1(W)	Last date to apply for entrance into Alpha Program — Experimental College.
Apr.	6(M)	7:00 AM — Classes Resume.
May	1(F)	5:00 PM — End of Term.
May	1(F)	5:00 PM — Final grades due in Office of the Registrar.
May	1(F)	8:00 PM — Graduation and Convoca- tion.

### SPRING TERM

#### Term III (69/70)

May	4(M)	6:00 PM - 9:00 PM — Registration — Evening Division.
May	5(T)	8:30 AM - 3:00 PM — Registration — Day and Evening Division.
May	6(W)	7:00 AM — Classes Begin.
May	6-7(W-Th)	8:30 AM - 2:00 PM 6:00 PM - 8:30 PM — Late registra- tion. A \$5.00 late fee will be charged.
May	7(Th)	8:30 PM — Last time for approved Add/Drop form to be received in the Office of the Registrar.
June	16(T)	9:45 PM — End of Term III.
June	18(Th)	12:00 Noon — Final grades due in Office of the Registrar.

### SUMMER TERM

#### Term IV (69/70)

June	17(W)	6:00 PM - 9:00 PM — Registration — Evening Division.
June	18(Th)	8:30 AM - 2:00 PM — Registration — Day and Evening Division.
June	22(M)	7:00 AM — Classes Begin.
June	19-22	8:30 AM - 2:00 PM 6:00 PM - 8:30 PM — (Except Fri., June 20) Late registration. A \$5.00 late fee will be charged.

June	22 (M)	8:30 PM — Last time for approved Add/Drop form to be received in Office of the Registrar.
July	3 (F)	Holiday — Fourth of July.
July	6 (M)	7:00 AM — Classes Resume.
July	24 (F)	5:00 PM — Last time to remove grade of "I" received during Term II, 1969/70 Academic Year.
July	31 (F)	5:00 PM — Final grades due in Office of the Registrar.
July	31 (F)	5:00 PM — End of Term.

## DIVISION OF VOCATIONAL-TECHNICAL AND ADULT EDUCATION

### ALL CENTERS

#### FALL TERM

#### Term I (69/70)

#### 1969

Aug.	18	Faculty Reports
Aug.	27	Classes Begin
Sept.	1	Holiday — Labor Day
Oct.	17	Program Planning Day — Holiday for Students
Nov.	27-28	Holiday — Thanksgiving
Dec.	1	Classes Resume
Dec. 20-Jan.	2	Holidays — Christmas

#### 1970

Jan.	5	Classes Resume
Jan.	26	Program Planning Day — Holiday for Students
Jan.	26	End of Term I

#### WINTER TERM

#### Term II (69/70)

Jan.	27	Classes Begin
Mar.	27	Holiday — Good Friday
Mar.	31	Classes Resume
Apr.	24	Program Planning Day — Holiday for Students
Apr.	27	Classes Resume
June	9	End of Term II
June	10-17	Faculty Post Planning

#### SUMMER TERM

For schedule see summer term beginning on page 10.



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FLORIDA  
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COLLEGE  

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AT JACKSONVILLE



### OUR SEAL

The star shaped symbol eludes any barrier and constantly grows and develops. The points of the star, starting at the top and going clockwise, represent:

- Pt. 1. Constant concern for the development of the Student.
- Pt. 2. Insistence on master Teaching.
- Pt. 3. Drive for Achievement of college goals in our community, our state and our nation.
- Pt. 4. A college of Renown, known for its successes, leadership and services to the student, the community and the education profession.
- Pt. 5. A college of Service to the community, the state and the nation.

The five horizontal stars represent the major emphasis on each point of the star and in an abbreviated form create the word STARS.

The lamp and flame represent the right and the freedom to knowledge. The year 1965 was the year that the Florida Junior College at Jacksonville was established by the people of Duval and Nassau Counties.

## HISTORY

The Florida Junior College at Jacksonville was authorized by the 1963 Florida Legislature to provide a wide variety of educational services primarily for the people of Duval County and Nassau County. A College Advisory Committee was organized with Mr. Fred Kent as chairman and Mr. Donald Martin and Mr. Hugh F. Stone as co-chairmen. In December 1965, Dr J. Bruce Wilson was named as the first president and was commissioned to organize the college.

The College admitted a charter class of 2,610 students in August, 1966. In the second year of operation the student enrollment reached 6,030. In the third year of operation, 1968-69, the College accepted full responsibility for the operation of the Vocational, Technical and Adult Education program in Duval County. This program had formerly been under the direction of the Duval County Board of Public Instruction. As a result of this merger plus the addition of several new programs, the enrollment reached 11,724 students.

The College is accredited by the Florida Department of Education and maintains correspondent status with the Southern Association of Colleges and Schools.

Construction began on two permanent campuses this year. The first phase of construction on both campuses will be completed by the summer of 1970. The North Campus is a 160 acre location on Capper Road west of Lem Turner Road. The South Campus is one mile by one-half mile, 339 acre site on Beach Boulevard at Huffman Road. Each campus will be a comprehensive junior college campus accommodating 5,000 full-time day division students. The North Campus will also house the vocational center for the area.

### CUMBERLAND CAMPUS

The Cumberland Campus is located off Roosevelt Boulevard (Route 17) west of the St. Johns River in Jacksonville.

The 37 acre site was acquired in 1966 and since that summer some 90 duplex housing units have been converted into science laboratories, language laboratories, faculty offices and general purpose classrooms. The student will find a well-equipped library on this campus.

A wide variety of general education and specialized classes are available on this campus during the morning, afternoon and evening hours.

### SAN DIEGO CAMPUS

The San Diego Campus is located on San Diego Road in the Southside section of Jacksonville. The campus is easily accessible from either one of two main thoroughfares: Atlantic Beach Blvd. or U. S. Highway 1.

The campus first went into full operation in January 1969 with over 900 students in attendance. Consisting of 47 instructional areas the San Diego Campus contains laboratories or studios in such specialized areas as art, music, physical science, biology, typewriting, accounting, engineering drawing, drafting, civil engineering and mechanics.

The San Diego Campus also houses a library and a gymnasium.

### **SOUTHSIDE CAMPUS**

The Southside Campus is located on Flagler Avenue in Jacksonville and serves as a branch campus to the San Diego Campus.

It consists of 15 general purpose classrooms where a variety of courses are available morning, afternoons and evenings.

The campus houses a catered eating facility for students and an auditorium where many college-wide functions are held.



### **CENTRAL ADULT CENTER**

The Central Adult Center is located on East Church Street near the center of the downtown district of Jacksonville.

The center operates during the day and the evening and can accommodate up to 850 full-time students. Consisting of 28 rooms used for instructional purposes, the center houses laboratories for programs in chemistry, foods, and

clothing. There is one art studio and an industrial arts facility.

The student will also find a well-equipped reading laboratory, a library and food service.

### EVENING ADULT CENTERS

In addition to the full time day and evening centers, the Florida Junior College at Jacksonville also provides an extensive program of evening classes located in a number of high schools, junior high schools and elementary schools in Duval County. The schedule for the Winter Term of 1969 showed 44 such adult centers utilized with at least two of these centers offering some classes during the day in addition to the evening program. An evening center is operating in Fernandina Beach to serve that area of Nassau County.

### LIBRARY SERVICES

The purpose of library services at the Florida Junior College at Jacksonville is to extend and support the established aims of the total educational program by making available a variety of materials which fulfill the library needs of the student body and faculty.

Materials in the various libraries consist of books, periodicals and other printed materials, recordings, maps, microfilms, films, filmstrips, tapes and equipment necessary for their use.

In addition the student will find such other services as listening stations, approximately 400 periodicals, a microfilm service representing 162 titles of periodicals, copiers available for repro-





duction at a nominal charge and a reference selection built on the standards set by the **Book of College Libraries** published by the American Library Association.

The libraries of the College contain over 25,000 volumes and these are purchased on the recommendations of the faculty.

Library services as indicated may be found on the Cumberland Campus, the San Diego Campus, The Stanton Vocational Adult Center and Central Adult Center. The aim of the library is to provide comprehensive library services tailored to the needs of each center.

### **BOOKSTORE SERVICES**

Bookstore services are provided for the convenience of the students, faculty and staff of the College. A complete line of textbooks reflecting the curricular offerings of the College and standard supplies are available on a cash basis.

The student may locate bookstores on the Cumberland Campus in Building 27 and the Southside Campus in Room 13.

### **FLORIDA JUNIOR COLLEGE AT JACKSONVILLE — TOMORROW**

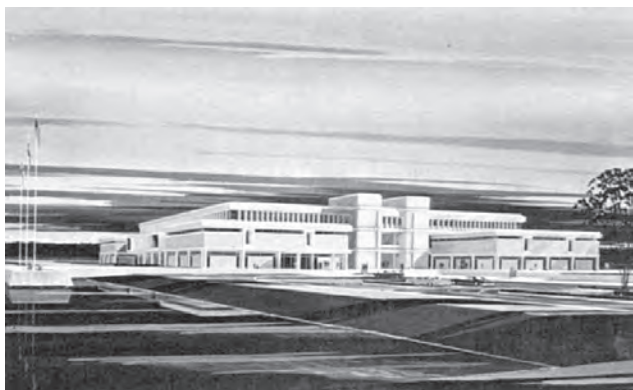


#### **North Campus**

Construction of the North Campus of the Florida Junior College at Jacksonville will mark the realization of a dream long held by the residents of Duval and Nassau Counties. Designed to support the theory that the learning process requires constant motivation and remotivation, construction of the North Campus incorporates the control of space and environmental characteristics, the maximum utilization of electronic media in the teaching process and immediate access to information at many places on the campus including the library.

In addition to general purpose classrooms, construction of the North Campus will accommodate a teaching auditorium, conference and seminar rooms, vocational, technical and science laboratories, technology laboratories, facilities for fine arts, languages, and physical education instruction, faculty offices, a student center and a library.

First phase of construction is expected to be completed by the summer of 1970. The North Campus is located on a 160 acre site on Capper Road between Lem Turner Road and the Interstate 295 right-of-way. When finally completed the campus should accommodate 5,000 full-time students.



### **South Campus**

Located on the largest community college site in Florida, the South Campus will provide long-needed educational services to the rapidly growing eastern portion of Duval County.

The 339 acre site is one mile in length and fronts a major traffic artery for one-half mile. The site is located on Beach Boulevard at Huffman Road midway between metropolitan Jacksonville and the beaches communities.

Along with the North Campus the South Campus is designed to be a comprehensive community college attempting to offer a wide variety of programs, courses, and services to serve the young people and adults of the community.

Construction of the South Campus incorporates flexibility in classroom arrangement, covered concourses within a massive three-story construction unit.

In addition to general purpose classrooms the campus will accommodate complete laboratories supporting the technical, business, language and science curriculums, a learning resources center, teaching auditorium, and television studios.

First phase of construction is expected to be completed by the summer of 1970. The campus, when completed, is designed to accommodate 5,000 full-time students.

## **PHILOSOPHY AND OBJECTIVES OF THE COLLEGE**

Recognizing the importance of the individual to the community and our democratic society as a whole, the Florida Junior College at Jacksonville seeks to help students develop into happier, more productive citizens by creating an environment

which will awaken and develop their talents to the fullest.

The College seeks to foster individual responsibility and leadership by:

1. Promoting educational experiences leading to the realization of personal goals.
2. Encouraging a sense of responsibility to oneself and others.
3. Promoting increased contact with an understanding of our cultural heritage.
4. Encouraging students to cultivate ever more compelling personal values and the skills of critical thinking so that they may face the challenges of the future with courage and creativity.

To implement this philosophy as a comprehensive community college, the Florida Junior College at Jacksonville, serving both Duval and Nassau Counties, seeks to achieve the following objectives:

1. To provide a general education program which forms the basic courses for other programs and is designed to help develop citizens who can function more effectively as individuals within families, and as responsible members of their society.
2. To provide up to two years of college courses for those students who wish to transfer to other colleges and universities.
3. To provide college education in the fields of technical and specialized education appropriate to the needs of the individual and the community.
4. To provide preparatory and supplementary vocational-technical education for those individuals who wish to upgrade themselves in their vocations.
5. To provide enrichment programs and courses given on a non-credit basis to enable adults or other students to become more effective in use of leisure time and/or occupational efficiency.
6. To provide Guided Studies programs which allow additional preparatory work for high school graduates who do not have an adequate background to do college work.
7. To provide and encourage use of a comprehensive guidance and counseling service for enhancement of personal and professional growth.
8. To provide as a community service activities to foster cultural and recreational development.
9. To provide educational leadership.

10. To provide master teachers oriented towards teaching rather than research.
11. To provide fundamental and literacy education for those adults in need through the Adult Basic Education Program.
12. To provide adult high school credit and equivalency programs for those wishing to complete their high school education.
13. To provide education for the aging, to assist the middle aged and older adults with information related to pre-retirement planning, psychological aspects, the role of the aged in the modern world, health, financial planning and other directly related programs.







## **PROGRAMS OF INSTRUCTION**

The Florida Junior College at Jacksonville, within the scope of its purposes and objectives, offers several major programs of instruction. These programs are identified as the University Parallel Program, the Career Program, the program in Vocational, Technical and Adult Education, the Community Services Program and the Guided Studies Program.

### **University Parallel Program**

The College offers a two-year program leading to the Associate in Arts degree. Usually referred to as the Transfer or University Parallel Program, it is designed for students who plan to complete their first two years of college work on the campus of the Florida Junior College at Jacksonville and then transfer as juniors to senior institutions of their choice. Earned credits may be transferred to these senior institutions and applied toward a Bachelor's degree.

### **Career Program**

One of the objectives of the Florida Junior College at Jacksonville is to develop a comprehensive series of business, health and technological courses designed to fulfill the occupational needs of the community's citizens and employers.

Advisory Committees help the Florida Junior College at Jacksonville create programs and courses to prepare today's youth and adults for the world of work. The Advisory Committees are made up of civic-minded representatives of business, industry, government, health agencies, public service and labor.

Individuals who seek to pursue a career as a technician, for example, or at the para-professional level, may enroll in a two-year program leading to the Associate in Science degree.

### **Vocational, Technical and Adult Education**

Consistent with the objectives of a comprehensive community college opportunities to broaden one's educational, vocational and aesthetic horizons are available to the adults of the community through the Division of Vocational, Technical and Adult Education.

Programs and courses are offered providing individuals with the opportunity to continue their education and to better realize their full potential. The primary purposes of these programs and courses are (1) to provide individuals with the necessary training and education to make them employable and (2) to provide the business and industrial community with trained and educated manpower to enhance their operational efficiency.

## Experimental College

Recognizing that the eternal search for better learning is essential to quality education, Florida Junior College at Jacksonville is committed to a major effort of seeking such quality through the Experimental College. Its concept emphasizes student learning "by doing" in an informal atmosphere created by minimum regularly scheduled classes, maximum seminar discussions, individual research, and intimate daily student-faculty relationship.

Creative young people are likely to turn from convergent thinking, resulting in a single answer, to divergent thoughts. That is, they may reject the single answer and seek others that may be superior. No single answer has been provided for the problem of enhancing the hidden and high hopes of creative people, but the Experimental College is designed to provide the germinal source for:

1. The student — to develop his abilities by challenging his interest, maturity, originality, and resourcefulness.
2. The college — to provide an educational environment for more intensive and extensive study of regularly presented material which will enrich the student's background and stimulate enthusiasm for learning those facets of knowledge normally beyond the reach of the average student.
3. The community — to enliven intellectual curiosity which will lead to deeper understanding of fundamental human problems.

## Guided Studies

The Guided Studies courses seek to help students develop academic skills necessary for successful attainments of work on the college level. The specific areas involved are: Mathematics, Communications, and Reading. Students with deficiencies may enroll in any or all of these courses before attempting college level work in any area.

The Guided Studies Institute is one aspect of the Guided Studies Program. The Institute is a diversified program tailored to give individual remedial instruction in the basic areas of general education and to offer an introduction to all facets of academic learning experiences. Special attention is given to the individual needs of the students in such areas as speech, reading skills, basic mathematics and language fundamentals. Counseling is an integral part of the program. Each student will benefit from both group and individual counseling procedures. The individual help for each student is balanced with a learning environment that incorporates all facets of cultural experience.

Special tutorial help is offered through the Guided Studies Department in the Programmed Learning Center. Here a student may receive individual programmed instruction and tutoring to improve his learning skills on any level. This service is offered to those students enrolled in college level work.

Under certain conditions, a student may be admitted only to Guided Studies.

1. An applicant for admission as a full-time student to the Florida Junior College at Jacksonville must have a composite Florida Twelfth Grade Placement Test Score of 125 or more or be admitted only to the Guided Studies Department.
2. Applicants for admission to the Florida Junior College at Jacksonville scoring below the fifteenth percentile in mathematics on the Florida Twelfth Grade Test will be admitted only to Guided Studies Mathematics.
3. Applicants for admission to the Florida Junior College at Jacksonville scoring below the fifteenth percentile in English on the Florida Twelfth Grade Test will be admitted only to Guided Studies 97 (English Fundamentals).
4. Applicants for whom English is a second language will be required to be screened for admission to English 101 or Guided Studies 97 by the Guided Studies Department.

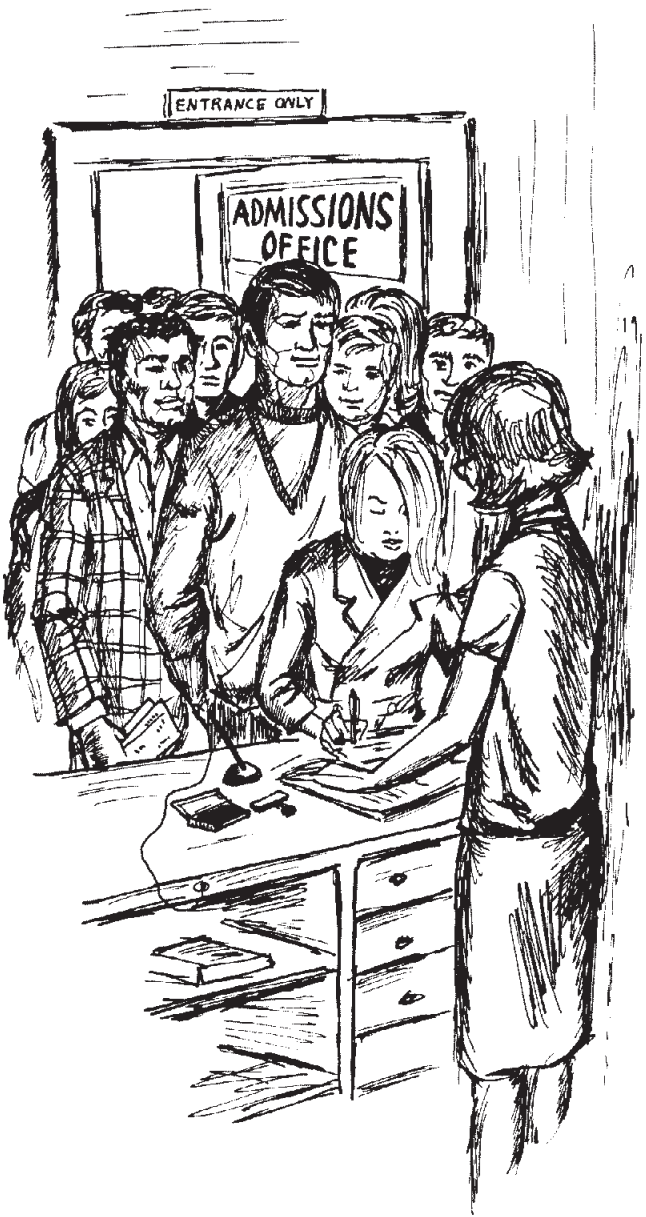
### **Community Services**

Through its program of community services, the College offers programs of study, institutes, short courses, seminars, workshops, clinics, and lectures to meet the educational needs of adult groups in the community.

Requests for such courses are encouraged by the College; consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of qualified personnel for instruction.

A minimum of 15 participants usually is required to initiate a non-credit course offering. Individual instructors or students initiate a request for such a course through the Director of Community Services, who develops the idea and then presents it to the College Administration, for approval. For those courses which involve payment for instruction, a registration fee is charged to cover the cost of offering the course.

All courses under the program of community services are taught or coordinated by certified and qualified personnel.



## ADMISSIONS AND RECORDS

### Admission Requirements

Students desiring to enter the Florida Junior College at Jacksonville should write, phone, or visit the Office of the Registrar to obtain their application for admission. The completed application, and proof of previous education, must be filed with the Registrar. The Office of the Registrar will notify the student concerning his acceptance by the college.

If advanced standing evaluation is requested, the applicant must provide an official transcript from EACH college or university from which he desires to transfer credits. Unofficial or student copies of transcripts are not acceptable. Foreign transcripts must be accompanied by certified English translations.

### New Students

Students who are taking college work for the first time are considered for acceptance if they have:

1. Graduated from an approved secondary school by the last date for completing admission files as specified in the college calendar, or
2. Completed the General Educational Development Tests and been granted a high school equivalency diploma by a State Department of Education — (information concerning G.E.D. Program can be obtained from the Guidance Director or from established testing centers throughout the State of Florida), or
3. Earned the United States Armed Forces Institute High School Diploma while a member of the armed services, with scores as high as those required by the State under the G.E.D. test requirements in Number 2.

These students are admitted for credit.

It is recommended that prospective students present scores on the American College Test at the time they apply for admission.

### Experimental College Admission

In addition to meeting admission requirements for the General College, students wishing to complete their General Education requirements through the Experimental College should apply for acceptance to the Dean of Special Education's office. This application should be made as early as possible, due to the limited enrollments of these programs.

ALPHA studies in the "Universal Man" program are open to students selected on the basis of (1) high academic ability, (2) demonstrated

talent or leadership qualities, and (3) special recommendation.

BETA studies in the "Universal Man" program are open to all entering students on a "first come — first served" basis.

### **Transfer Students**

Students who have previously attended other colleges or universities must show evidence of honorable termination at those institutions. For credit admission, an official transcript of the work completed at the last college attended must be filed with Office of the Registrar together with the application for admission. Students not eligible for re-admission to another college or university will not be considered for credit admission to the Florida Junior College at Jacksonville until they have been out of college for at least one term. **Non-attendance for the period of one six week summer term will not fulfill requirement.**

Test requirements for transfer students are the same as for new students.

Transfer of work completed at other institutions will be granted provided the grade of "C" or better, or its equivalent, has been attained. Students who have attended more than one college and who desire to transfer work from each college, must provide the Office of the Registrar with a transcript from each college, in addition to the transcript from the last college attended. If requested, the student must furnish a catalog of the institution from which he desires to transfer credits, marked to indicate the courses taken. Transfer students are normally admitted for credit.

For those applicants with previous college or university attendance: Colleges and universities are defined as regionally accredited institutions of higher learning. These do not include trade or business schools. For further information direct all inquires to the Office of the Registrar.

### **Special Students**

Admitted for credit — Students who have completed admission files for credit admission, but who do not plan to follow any prescribed course of study. Students in this category would include in-service teachers, junior college graduates taking extra courses, persons holding degrees higher than an associate degree, or persons taking courses for personal advancement. In-service teachers in Duval and Nassau Counties may provide proof of previous education by submitting to the Office of the Registrar, a letter from their principal or supervisor, stating their employment status.

### **Foreign Students**

Persons who are not residents of the United States are invited to apply for admission to



Florida Junior College at Jacksonville. Such applicants should follow the procedure outlined for New Students or Transfer Students, whichever would apply. If none of the criteria under these headings apply, foreign students are considered for admission on an individual basis.

In addition to the proof of previous education, the foreign applicant must:

1. Provide a certified English translation of any foreign transcript offered as proof of previous education.
2. Provide proof of proficiency in the use of the English language by either personal interview with a representative of the college or certification in writing of proficiency by the U. S. Consul in the student's home country.

Foreign students accepted for admission will be notified of their acceptance and will be provided with form 1-20A as required by the U. S. Department of Justice. Foreign students should apply for admission well in advance of their intended term of admission so as to allow time for the completion of all requirements.

### **Resident Classification**

A Florida student, if over twenty-one years of age, is one (1) whose parents are residents of Florida (or were at the time of their death) and who has not acquired residence in any other state; or (2) who, while an adult, has been a resident of Florida for at least twelve consecutive months immediately preceding his registration, provided such residence has not been acquired while attending any school or college in Florida; or (3) who is the wife of a man who has been a resident of Florida for at least twelve consecutive months preceding her registration; or (4) who is an alien who has taken out his first citizenship papers and who has been a resident of Florida for at least twelve consecutive months immediately preceding his registration.

Classification of residence does not change after the first registration except when parents of a minor move to and become legal residents of this state as defined above. Any request for change in residential classification will require legal proof of change.

### **Veterans Education**

The college is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veterans's training laws and dependents of deceased veterans who expect to enroll under the War Orphans Educational Assistance Act, should contact their area Veterans Administration Office or their county Veterans Office well in advance of registration.

The Veterans Administration Office for the Jacksonville area is located in the main Post Office Building, 311 West Monroe Street, Jacksonville, Florida. Upon enrollment, Veterans and Veteran Dependents are required to pay all regular fees and charges, just as other students. Educational allowance is paid monthly to the student for training time computed as follows:

14 or more semester hours .....	Full Time
10 thru 13 semester hours	$\frac{3}{4}$ Time
7 thru 9 semester hours .....	$\frac{1}{2}$ Time
1 thru 6 semester hours ...	Less than $\frac{1}{2}$ Time

### **Selective Service**

When requested by the student or board and sufficient information is given, the college provides to the Selective Service Board, proof of a student's registration. The college assumes no responsibility in interpreting existing regulations under the Selective Service Act. The college serves only as a reporting agency. It is the responsibility of the student to interpret the regulations of the Selective Service System as they apply to him.

### **Concurrent Registration**

A student registered at the Florida Junior College at Jacksonville may not receive credit at this college for work taken concurrently at another college or university without prior written approval of the appropriate dean.

### **Course attendance at more than one campus.**

Students may enroll for and attend classes at more than one campus. In these instances students should follow the same procedures for admission and registration and merely select the courses they desire at the time of registration. Transportation between campuses is the responsibility of the student.

### **Credit Limitations**

A maximum of fifteen college hours of acceptable correspondence and/or extension work, approved by the college registrar, may be applied to the associate degree. Such work must be a freshman or sophomore level.

When submitted to fulfill degree requirements, credits more than ten years old will be re-evaluated.

### **Identification Card**

Any student who enrolls at the Florida Junior College at Jacksonville is required to have an official student I. D. card. Registration is not complete until the student has been photographed or otherwise satisfied the requirement.

## **Grade Reports**

The college will furnish the student with mid-term grade reports and with end-of-term grade reports. It will be the general practice of the college to mail these grade reports to the parents or guardians, whenever this is applicable.

## **Auditing of Courses**

Any student of the college may elect at the time of registration to enroll in a course for audit. A grade of X will be assigned to all audit students enrolled in college courses carrying semester hours credit and to all credit students who either elect at the time of registration to audit a course or who are permitted to audit a course by the end of the sixth week of class. To change from credit to audit after registration, a student must process the change through the professor, the advisor and the appropriate dean. Any request for change from credit to audit must be presented to the Registrar no later than the end of the sixth week of class. Fees for credit courses taken on an audit basis are the same as those taken on a credit basis. Courses taken for audit do not count as hours enrolled for Veteran purposes or for Selective Service deferments.

## **Add/Drop**

Except in the case of cancelled classes, schedule changes are made at the convenience of the college. Students desiring to change their schedules must follow the procedure as adopted.

## **Withdrawal**

To withdraw from college, or from a course, the student will use the following procedure:

1. Obtain withdrawal form from the Registrar.
2. Complete student portion of form and obtain signature of faculty advisor and members of the teaching faculty involved if partial withdrawal.
3. If full withdrawal, in addition to requirements in item #2, obtain signatures of Librarian, Business Manager, and the Dean of Guidance.
4. Turn in the form to the Office of the Registrar.

No withdrawal is official until withdrawal form has been received in the Office of the Registrar. It is the student's responsibility to process the withdrawal form. Any student who does not follow the procedure as outlined above, will receive a failing grade in each subject affected, and this action will become part of his permanent record.

## Guided Studies Courses

The Guided Studies program is not intended for transfer or graduation.

## Time Limit for Graduation

If a student does not graduate within five years of the date of his original enrollment at the Florida Junior College at Jacksonville, he must meet the requirements of the catalog in effect for the year in which graduation occurs.

## Physical Education

Students who plan to graduate from Florida Junior College at Jacksonville must satisfactorily complete four terms of physical education unless excused for one of the following reasons:

1. Reached the age of 25.
2. A veteran of two years active duty or a disabled veteran.
3. Is currently on active military duty.
4. Has been excused by medical certificate; however special programs are provided students with physical or medical handicaps in the adaptive physical education courses.

Students with medical problems, excuses, limitations, and handicaps may enroll in the PEC Adaptive Physical Education Program to fulfill the college physical education requirement.



## FEE SCHEDULE

### Registration Fees

For students enrolled for twelve (12) or more semester hours credit, or audit

	Fall Term	Winter Term
Students from Duval and Nassau Counties		
Matriculation	\$100	\$100
Florida students from other counties		
Matriculation	100	100
Tuition	15	15
Non-Florida students		
Matriculation	100	100
Tuition	75	75

Matriculation fee includes \$15.00 for student activities and \$10.00 for reserve.

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For students enrolled for less than twelve (12) semester hours credit, or audit

	Per College Hour
Students from Duval and Nassau Counties	\$ 8.50
Florida Students from other counties	10.00
Non-Florida students	16.00

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For students enrolled in non-credit courses

	Per Course
Non-laboratory courses	\$ 2.00
Laboratory courses	4.00
Typewriting and Business Machines Courses	5.00
Community Service Short Courses	5.00

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### Special Fees

Late registration applicable to credit courses	\$ 5.00
Music — one applied lesson per week by college instructor	25.00
Music — additional lessons per week by college instructor	15.00
Art fee — art classes with studio application	5.00
Laboratory fee	5.00
Graduation fee	10.00
Activity card fee for part-time students (optional)	2.50
Physical Education — Golf, Bowling, Camping, each	8.00

*Note: All fees are due and payable at time of registration.*

*Fees for seminars, institutes and workshops shall be sufficient to cover anticipated costs and shall be determined by the director of community services.*

### Refunds

No refunds are automatic; this applies to courses which are cancelled as well as those that are not. Requests for refunds should be initiated at the Office of the Registrar.

Should the student officially withdraw from college, refunds of all fees, except the late registration fee, will be made on the following basis:

If official withdrawal is made before classes begin ..... 100%

If official withdrawal is made during the first two weeks of classes for terms I and II or the first week of classes for terms III and IV ..... 70%

withdrawal after above ..... None

Any request for refund after refund deadline must be directed to the Appeals Board.

Full refunds will be paid if the college finds it necessary to cancel a course for which the student has paid.

Fees for General Adult Courses and Community Service Courses are non-refundable except as authorized by the appropriate Dean or Director.



# ACADEMIC REGULATIONS

## General Education

General Education, as conceived at the Florida Junior College at Jacksonville, is concerned with responsible citizenship in a democratic situation. It is formulated to develop skills, attitudes, and understandings.

General Education provides a broad background of knowledge which should enable the student to appreciate and value interests other than his own and to cope successfully with personal, family, and community problems.

General Education is considered the core of a liberal education and emphasizes human achievement. Liberal education should produce graduates who can think critically and understandingly, can communicate clearly and concisely, and can make decisions wisely. It deals with many aesthetic forms, such as music, art, and literature, and seeks a synthesis of technical, emotional, and intellectual experiences, past and present.

## GENERAL EDUCATION REQUIREMENTS

### Associate in Arts Degree

1. The General Education program for the Associate in Arts degree shall consist of a minimum of 42 college hours of work.
2. For the purpose of certification in General Education, no course with a grade of less than "C" will be counted as a part of the 42 required credits.
3. In order to qualify for General Education Certification on his permanent record, the student shall meet Graduation Requirements at the Florida Junior College at Jacksonville.
4. The following subject areas shall be included in the program in the manner specified below:

Area I. Communications ..... Nine (9) college hours  
EH 101-102 — English Composition ..... 6 hrs.  
SCH 105 — Fundamentals of Speech ..... 3 hrs.

Area II. Humanities ..... Eight (8) college hours  
HS 203-204 — Humanities ..... 8 hrs.

Area III. Mathematics ..... Three (3) college hours  
MS 101 — College Mathematics ..... 3 hrs.  
or any course designated MS except MS 127,  
TEG 101, TEG 102, and TEG 201.

Area IV. Natural Sciences ..... Nine (9) college hours  
SC 101 — Life in its Biological Environment .... 3 hrs.  
SC 102-103 — Life in its Physical Environment 6 hrs.

*NOTE: Laboratory courses may be elected in natural science in place of the above-listed courses in order to fulfill specific laboratory course requirements of senior institutions to which students intend to transfer. SC 104 is recommended for students transferring to a university requiring a laboratory science course.*



Area V. Social Science ..... Six (6) college hours  
SLS 101-102 — Origins of American Society .... 6 hrs.

Area VI. General ..... Three (3) college hours  
PSY 105 — General Psychology ..... 3 hrs.

Area VII. Physical Education .. Four (4) college hours  
Any four activity courses unless excused ..... 4 hrs.

*NOTE: Completion of the "Universal Man" interdisciplinary studies through the Experimental College will satisfy General Education requirements for the Associate in Arts degree. Physical Education requirements in Area VII must be elected in addition to the 38 credits of the ALPHA program. The BETA program of 42 credits includes the scheduling of physical education.*

## Associate in Science Degree

1. The General Education program for the Associate in Science degree shall consist of a minimum of 12 college hours of work.
2. The following subject areas shall be included in the program in the manner specified below:

Area I. Communication ..... Three (3) college hours  
EH 103 — English Composition ..... 3 hrs.  
or EH 101-102 ..... 6 hrs.

Area II. Humanities ..... Three (3) college hours  
HS 201 — Humanities ..... 3 hrs.  
or HS 203-204 ..... 8 hrs.

Area III. Social Science ..... Three (3) college hours  
SLS 103 — Human Institutions ..... 3 hrs.  
or SLS 101-102 ..... 6 hrs.

Area IV. General ..... Three (3) college hours  
PSY 101 — Human Relations ..... 3 hrs.  
or PSY 105 ..... 3 hrs.

## Maximum and Minimum Student Course Load

The maximum load for an entering first term regular day division freshman is 18 college hours. The maximum load for a regular day division student who failed to maintain a "C" average for the preceding term or summer session is 15 college hours. The maximum load for a regular day division student who has an average "B" or above during the preceding term or summer session is 21 college hours. A full time student is defined as one who has enrolled for 12 or more college hours.

Students who are enrolled only in the evening division are limited to a maximum of 12 college hours. Evening students on probation are limited to a maximum load of 8 college hours. A maximum of 12 college hours will be observed for any evening student. There is no minimum load.

Term III and IV students shall not earn or attempt more than 14 college hours across the two terms. Except in cases where courses start in Term III and end in Term IV, a student shall not earn or attempt more than 7 college hours per term.

## Class Attendance, Absences and Tardies

No absences or tardies are excused by the college. Each instructor will determine his policy on absences up to 25%. A grade of E will result in any class from which a student is absent twenty-five percent (25%) or more.

## Grading System

Letter grades will be assigned for all courses for which students have registered as follows:

A	Excellent
B	Good
C	Average
D	Poor
E	Failure — Non Attendance
F	Failure — Academic
WP	Withdrawal — Passing
WF	Withdrawal — Failing
I	Incomplete
NC	Non-Credit Courses
X	Audit

Satisfactory grades are A, B, and C. Most colleges and universities will not accept a transfer of D.

Students officially withdrawing from credit courses after the add/drop period will receive a grade of WP or WF. Until the end of the sixth week of class a student may withdraw without penalty and will receive the grade WP. Students must process the withdrawal form and must present the form to the Registrar's Office no later than the end of the sixth week of class. Students withdrawing after the end of the sixth week must have a grade stated on the form in addition to the faculty member's signature. A grade of WP will be given in each course from which a student withdraws after the sixth week of class providing instructor writes PASS on form at the time of withdrawal. A grade of WF will be given if FAIL is written on form.

At the prerogative of the faculty member concerned, a grade of I may be assigned in each course in which a student does not finish his work on regular schedule. Incomplete grades must be changed to grades other than WP, WF, E, X, or NC by the date published in the college calendar. Incomplete grades count as F until changed. If not changed by the date in the calendar, the student's record will be changed to reflect F. For purposes of computing grade point average, Dean's List, Probation, and Suspension, the grade of I is considered to be F until it is removed. The grade of X will be assigned to all audit students in college credit classes and to credit students auditing credit courses and to credit students who have not filed necessary proof of their previous education.

Once a final grade in a course has been reported to the Registrar by the member of the teaching faculty, it can be changed only by the faculty member's recommending such change

and receiving the endorsement of the Division Director and Dean. Such recommendations must be made on the proper form.

### Quality Points

To evaluate the scholastic standing of students, the following points are assigned to grades:

- A — 4 quality points per credit hour
- B — 3 quality points per credit hour
- C — 2 quality points per credit hour
- D — 1 quality point per credit hour
- E — 0 quality point per credit hour
- F — 0 quality point per credit hour
- WF — 0 quality point per credit hour
- I — 0 quality point per credit hour

The student's scholastic standing or quality point average is obtained by dividing his total number of quality points by the total number of college hours for which the above grades are assigned. A course repeated is counted as many times as such grades are recorded.

### Dean's List

The Dean's List is published at the end of Terms I and II and contain the name of all students carrying 12 or more semester hours who have earned a grade point average of 3.5 or above during the term and who have received no grade below C.

### Probation and Suspension

The following academic probation and suspension policy is used at the Florida Junior College at Jacksonville:

The cumulative grade point average will be used in determining the academic status of the student. Any term in which the student has completed ten or more semester hours, or in which the part-time student has completed a block of ten or more hours, the academic status of the student shall be computed.

Students must meet the following criteria:

Term or Block	Cumulative G.P.A.
2nd 10 or more hours	1.25
1st 10 or more hours	1.50
3rd 10 or more hours	1.75
4th 10 or more hours	2.00

The first term or block in which the student does not achieve the above G.P.A., he shall be placed on probation. If the G.P.A. is not raised to the required level by the next term or block, the student shall be suspended for one semester, providing he does not make a 2.00 G.P.A. in the course(s) for which he is enrolled during the term. Students achieving a 2.00 G.P.A. for the term will be allowed to remain at the college on a probationary status.

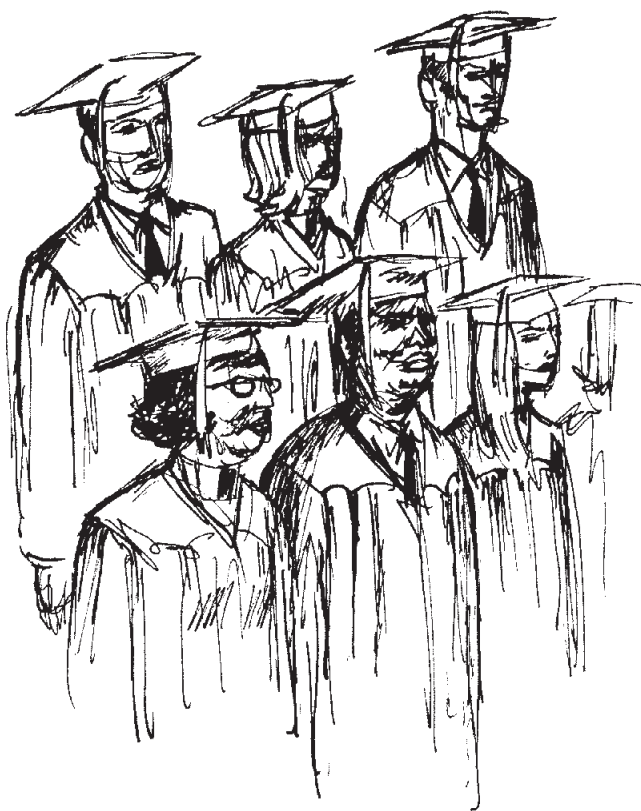
Students who are suspended cannot earn credit for one full term. Non-attendance during one summer term does not fulfill this requirement.

## GRADUATION REQUIREMENTS

Florida Junior College at Jacksonville holds only one commencement exercise each year, at the end of the second academic term, generally in May. However, students will be graduated at the end of any term in which they complete the requirements. Students graduating at the end of Term I, III, or IV, may participate in the next formal commencement exercise. Florida Junior College at Jacksonville will award the Associate in Arts degree or the Associate in Science degree to all students who satisfy the following requirements:

1. The student must be in attendance the term he is to graduate.
2. Complete the courses offered in one of the curriculums of the college.
3. Earn a cumulative grade point average of 2.00 (C) on all college credit courses.
4. Complete an application for graduation and return it to the Office of the Registrar before the date published in the catalog. Students must make application during the term in which they expect to be graduated, regardless of previous applications made.
5. Complete the last 15 college hours in residence at the Florida Junior College at Jacksonville.
6. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and services.
7. Fulfill all financial obligations to the college.
8. Complete at least 60 college hours of course work plus Physical Education.
9. Complete the general education requirements or one of the transfer or terminal programs offered by the college.
10. Complete four terms of Physical Education, unless excused for one of the following reasons: reached the age of twenty-five, is a veteran of two years active duty or a disabled veteran with less than two years active duty, is currently on active military duty, has been excused by medical certificate.
11. Evening students must complete all requirements 1 through 10 except that, for each 15 academic hours completed at night, the student may substitute one (1) academic credit in place of the physical education requirement. Evening students not exempted from physical education by Item 10 must present at least 64 college hours for graduation.

12. A course may be taken for credit any number of times but will be counted as credit toward a degree only once; however, grade point average will be computed each time a course is taken. This applies to the general education requirements as well as the elective hours a student must earn.
13. a. No more than four hours in PHYSICAL EDUCATION activity-type courses may apply towards graduation.
- b. No more than four hours from music and speech activity courses may be applied towards graduation.



## **STUDENT PERSONNEL SERVICES**

The Offices of Student Personnel Services are designed to assist the student in maximizing his college experience. Offices are located on the Cumberland Campus, the Southside Campus, and the San Diego Campus.

### **Entering Students**

For use in its advising program, Florida Junior College at Jacksonville requires scores from the Florida Twelfth Grade Test Program or the American College Test Program (ACT) on all entering day students. Results are not used in selecting students for admission, but as an aid in better advising students. Florida Twelfth Grade Test Program scores are routinely received for all graduates of Florida high schools who took this test in their senior year. Graduates of Florida high schools who have not taken this test and all out-of-state students should make arrangements to take the American College Test prior to program counseling or scheduling classes. The ACT is given several times a year in centers throughout the United States. Application forms for this test are available from high school counselors and through the Admissions Office or Student Personnel Services Offices.

### **Vocational Placement**

A list of current job opportunities is available in the Student Personnel Services Offices. Students interested in part-time work while attending the college or placement after completing their program at Florida Junior College at Jacksonville should contact the counselor in charge of this service.

### **Testing Services**

The Office of Student Personnel Services offers a program of group and individual testing designed to serve students. General scholastic ability tests, interest inventories and aptitude tests are available to students seeking information in these areas. Faculty and administration may refer students for individual testing at any time. Tests will be administered by members of the counseling staff who will interpret scores in individual conferences with students.

### **Advising**

After Test data and other records have been made available, each entering day student will be assigned a faculty advisor. This advisor will assist the student with proper course planning and placement in the college curriculum. Every student is expected to arrange at least one interview with his advisor each term.

## **Counseling**

Vocational, academic and personal counseling services are provided by the Office of Student Personnel Services. Members of the Student Personnel Services staff are available on the three major campuses and students should feel free to consult with these counselors at any time.

## **Orientation**

The Office of Student Personnel Services will conduct orientation programs for new students. The programs are designed to acquaint the student with the services, regulations, and policies of the college.

## **Financial Aids**

A program of financial aids to assist qualified students toward their educational goals has been developed as a function of the Office of Student Personnel Services. Through the use of scholarships, loans, and student employment, it is possible for deserving students with limited resources to attend the college. Applicants must have been admitted to the college, with all previous school records on file on the Office of the Registrar before financial aid applications can be approved. Deadline for application for Fall Term, July 15, for Winter Term, November 15.

## **Scholarships**

Scholarships are available in limited numbers to full-time students whose academic records demonstrate above-average ability and whose family or personal circumstances make financial assistance necessary. Following is a list of the scholarships for the 1968-69 academic year which were given by local organizations for students attending the Florida Junior College at Jacksonville:

- \*Administrative Management Society  
American Business Women's Association  
Crown Chapter
- \*Art League of Jacksonville
- \*Ray K. and P. N. Coleman Foundation
- \*Data Processing Management Association
- \*Executives' Secretaries, Inc.  
First National Beach Bank
- \*FJC Womans Club  
Forest Dale Woman's Club
- \*Gateway Business and Professional Club
- \*Joseph M. Glickstein
- \*W. W. Gay Mechanical Contractor, Inc.  
Jacksonville Beach Jaycees
- \*Jacksonville Beaches Women's Club
- \*Jacksonville Business and Professional  
Woman's club



General Foods Corporation, Maxwell House  
 Division  
 Mental Health Clinic of Duval County  
 Motor Finance Loans  
 National Secretaries Association  
 Navy Relief Society  
 North Jacksonville Civitan Club  
 Port of Jacksonville Pilot Club  
 Regents Scholarships, State of Florida  
 Ribault Senior High School  
 St. Johns Park Baptist Church  
 \*South Jacksonville Civitan Club  
 \*Southside Jr. Woman's Club  
 \*Stokesia Garden Circle  
 \*George S. Trotter, M. D.  
 Robert E. Lee Chapter, United Daughters of  
 the Confederacy  
 Winn-Dixie Stores Foundation  
 \*Woman's Club of Jacksonville  
 YWCA, O. P. Woodcock

*\*The money for these scholarships was given to the Florida Junior College at Jacksonville to be administered by the Financial Aid Committee.*

## Loans

Federal and state scholarship loans are available for students whose records indicate ability to succeed in their chosen fields of study.

### National Defense Student Loans

The Florida Junior College at Jacksonville cooperated in the program of loans under Title II, National Defense Education Act of 1958. These loans, repayable over a 10 year period starting 9 months after completion of studies, are made available by the U. S. Government.

### Federally Insured Loans

Students in attendance or accepted for admission and carrying at least six semester hours may be eligible for a Federally Insured Loan. These loans are made by banks, credit unions, savings and loan associations, and insurance companies. Students may borrow up to \$1,000 per year. Repayment begins nine months after the borrower completes his course of study and may extend over a 10 year period. During the repayment period, the Federal Government pays part of the interest (3%) on the unpaid balance, and the student pays 4%.

### Florida Student Scholarship Loan

Full-time students who have been legal residents of Florida for the past three years and whose records indicate ability to succeed are eligible to receive a long-term loan for the

amount of the tuition and books for an entire academic year. The loan is to be repaid at the rate of 4% per year beginning at the time of graduation or termination as a full-time student. Efforts will be made to continue the loan, once approved, for the duration of the student's need. Special consideration will be given when transfer is made to a senior college or university.

### **State of Florida Teaching and Nursing Scholarship Loans**

The State of Florida offers a number of scholarship loans for Florida residents who are planning to become teachers or nurses in Florida. Competitive examinations for these awards are held in October under the supervision of the local superintendent of schools.

### **College Work — Study Program**

The College Work — Study program is designed to assist students with their college financing through part-time work. This work is on campus and students approved for this program may work from 10 to 15 hours per week at the rate of \$1.25 per hour.



## STUDENT ACTIVITIES

A comprehensive program of co-curricular activities will be available to students of the Florida Junior College at Jacksonville. The development of the co-curricular program is based on the concept that a successful student is a well rounded student. Diversified activities in a field of interest encourage growth and maturity, and serve to complement the intellectual and academic values of the college.

Student needs and initiative will play a significant role in the development of the program of co-curricular activities.

Questions concerning the co-curricular activities should be directed to the Student Activities Office. Activities include:

### Intramurals

Flag Football	Archery
Volleyball	Softball
Badminton	Soccer
Basketball	Table Tennis
Tennis	

### Inter-Collegiate Athletics

Basketball	Track and Field
Cross Country	Tennis
Golf	

### Clubs and Organizations

Afro-American League For Cultural Enrichment	Mamas and Papas
Astronomy	Psychology
Baptist Student Union	Semi-annual Magazine (Stella Omnes)
Cavaliers	Society for Advancement of Management
Cheerleaders	Starliters
Civitan	Student Government Association
Circle K	Student Newspaper (Alpha)
Compass Club	The Association
Council on Ethnic Affairs	The Masques
Debate	W.O.M.E.N.
Engineering Technologies	Young Democrats
Future Secretaries	Young Republicans
Inter-Club Council	
Judo Club	
Literary Magazine	

### Academic Organizations

The following organizations offer college credit or emerge from credit courses. A wide variety of high quality educational offerings provides diverse activities that enrich individual students and the college-at-large, and contribute significantly to the community.

Chorale	Orchestra
Chorus	Stage Band
Concert Band	String Ensemble
Music Workshop	Music Ensemble
Drama Workshop	

### College-wide Activities

Artist Series	Dances
Film Series	Special Events
Talent Show	Celebrity Series
Festivals	S.G.A. Retreat
Visiting Lecture Series	Junior College Week
Miss F.J.C. Pageant	Exploration 2,000

## **Accident Reporting**

Any accident should be reported immediately to any faculty member or administrator and an accident report should be filed with the Office of Student Personnel Services.

## **Activity Calendar**

In order to promote effective communications among organizations and to avoid conflicts of student programs, a calendar is maintained in the Student Activities Office, listing time and place for all approved activities.

Time and location of a co-curricular or extra-curricular activity must be cleared through the Student Activities Office before it may be placed on the college calendar.

## **Activity Periods**

Time periods are set aside each week for on-campus student activities. Special programs ranging from film presentations to lectures and performing student groups are made available to all students. Clubs and organizations conduct their meetings during these periods.

## **Chaperones**

Each social event must be chaperoned by at least one man and one woman and one of these must be a member of the full time faculty or administration. All chaperones should mail the completed chaperone's evaluation report to the Director of Student Activities no later than the Monday following the event.

## **Conventions, Conferences, and Trips**

Trip approval and travel requests may be obtained through the Student Activities Office.

Trips that interfere with any individual student's classroom responsibilities will be discouraged.

The faculty advisor should accompany the group or organization on all trips.

The advisor should submit a list of instructors' names who need to be informed that their students are attending an official college sponsored activity. The list should be submitted to the Student Activities Office two (2) days prior to leaving on a trip.

## **Contests**

Any student who enters a beauty contest or in any way serves as a representative of the Florida Junior College at Jacksonville in an off-campus activity, must have prior clearance of the Dean of Guidance. Only those students with at least 2.0 average and a satisfactory citizenship record will be considered for clearance.

## **Distribution of Leaflets, Posters, etc.**

Students who want to distribute any kind of printer matter, such as posters, leaflets, or flyers, among the student body on campus must secure the approval of the Student Activities Office in advance. This office will furnish students certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc., must be approved by the Student Activities Office. All materials will be placed in those areas specified.

Student organizations and individuals are responsible for removing all materials when they have served their objective. Materials may not be attached in such fashion as to damage or deface the college property or campus.

## **Dress Code**

All students attending the Florida Junior College at Jacksonville should dress in good taste.

## **Falsification of Records**

Falsification of records (including registration cards, health records, I.D. cards, etc.) will result in disciplinary action.

## **Financial Policies of Campus Organizations**

The organization advisor, president, and treasurer should contact the Accounting Office for complete information before any financial transactions are initiated or any membership dues are collected.

## **Formation of New Organizations**

Applications and procedures to follow are available in the Student Activities Office. Assistance in preparing a constitution or charter, meeting places, obtaining a sponsor and additional guidelines are available.

## **Identification Card**

Any student who enrolls at the Florida Junior College at Jacksonville is required to have an official student I.D. card. Registration is not complete until the student has been photographed or otherwise satisfied the requirements.

The identification card is necessary for student elections and for college-wide activities.

## **Smoking**

Smoking is not permitted in classrooms, laboratories, libraries, auditorium, or gymnasium. This applies to both the Day and Evening College.

## **Standards of Acceptable Behavior**

The conduct of students, both in and out of college, is expected to be honorable and dignified. College students are considered to have reached the age of responsibility and discretion and should realize that the responsibility for success in college rests largely upon themselves.

The college reserves the right to dismiss any student whose behavior, on the campus or off the campus, is considered undesirable or harmful to the college.

## **State Beverage and Gambling Laws**

The use or possession of alcoholic beverages in any college facility or at any college function, on or off campus, is prohibited.

Under the laws of the State of Florida, it is unlawful (a) for any person or firm to sell, give, serve, or permit to be served, alcoholic beverages, including beer and wine, to persons under 21 years of age; (b) for any person to misrepresent or misstate his or her age, or the age of any other person for the purpose of inducing a licensee, his agent or employees, to sell, give or deliver any alcoholic beverages to a person under 21 years of age. Any person under the age of seventeen years violating these provisions shall be within the jurisdiction of the juvenile court.

Minors are not permitted under the laws of Florida on any premises where there is betting and gambling.

Gambling of any kind is prohibited on campus.

## **Student Activities Newsletter**

The weekly newsletter is placed in distribution boxes in the Student Centers and other locations on both campuses each Friday. Items contained in the newsletter include:

- Academic or registration instructions
- College policy announcements
- Student events, including meetings
- Special contests or opportunities
- Special announcements

The purpose of the newsletter is to provide a communications vehicle for important announcements to all students. Feature and in-depth reporting will be functions served by **Alpha 69**, the College newspaper. Announcements requiring immediate attention will be read to all classes by the professors.

Announcements to be included in the newsletter should be typed and submitted to the Student Activities Office on the Tuesday preceding the week the item is to be carried.

## **Student Activity Program Development Committee**

The committee is a recommending body charged with the following responsibilities:

1. Special polls and specific polling of students, faculty used to select programs for the artist series, lecture series, and special programs or events.
2. Recommendations to maintain student morale and college spirit on the campuses.
3. Analysis of student public relations with the faculty, administration and the community. The five committee members are selected by the student body in a general election each fall. Recommendations are made to the Director of Student Activities.

## **Student Services Committee**

This committee is composed of joint faculty-student membership. The committee reviews and makes recommendations concerning non-classroom activities to the Administrative Council.

## **Changes**

The college reserves the right to change rules, regulations, and policies at any time.



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COMMUNITY  
COLLEGE  

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AT JACKSONVILLE