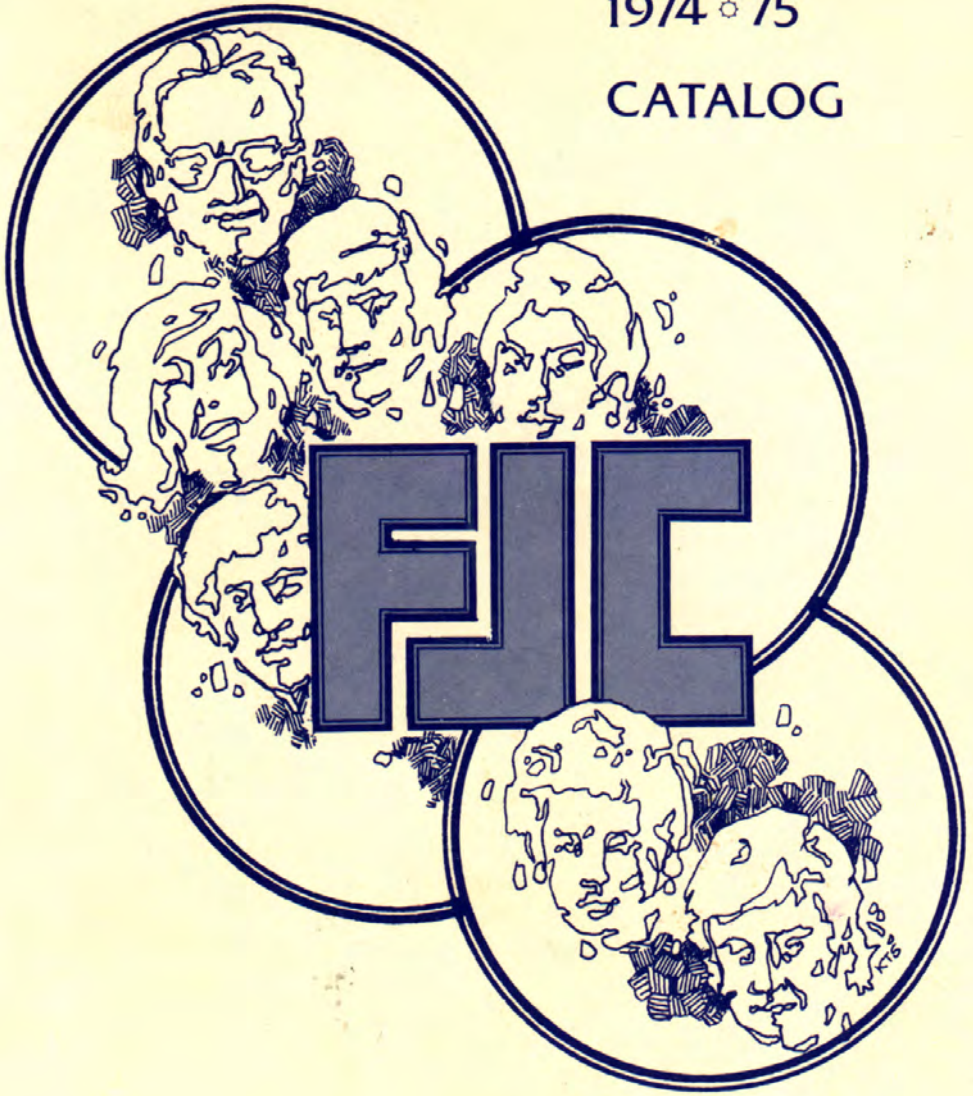


1974 • 75

CATALOG



FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE JACKSONVILLE, FLORIDA

**DISTRICT OFFICES
Jacksonville, Florida 32205
904—387-8011**

**North Campus
4501 Capper Road
Jacksonville, Florida 32218
904—757-6011**

**Downtown Campus
940 North Main Street
Jacksonville, Florida 32202
904—355-4666**

**Cumberland Campus
1246 Cumberland Road
Jacksonville, Florida 32205
904—387-8011**

**South Campus
11901 Beach Boulevard
Jacksonville, Florida 32216
904—646-2111**

CATALOG 1974-1975

**ACCREDITED BY: STATE OF FLORIDA, DEPARTMENT OF EDUCATION
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE DISTRICT BOARD OF TRUSTEES

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DR. EDGAR C. NAPIER, Provost, Cumberland Campus

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FLORIDA JUNIOR COLLEGE AT JACKSONVILLE HOLIDAYS 1974-75

LABOR DAYSEPTEMBER 2, 1974 (M)
VETERANS' DAYNOVEMBER 11, 1974 (M)
THANKSGIVINGNOVEMBER 28, 29, 1974 (Th, F)
CHRISTMASDECEMBER 23, 1974 - 5 P.M.
TO JANUARY 2, 1975 - 8 A.M.
(COLLEGE CLOSED - ALL OFFICES)
GOOD FRIDAYMARCH 28, 1975 (F)
FOURTH OF JULYJULY 4, 1975 (F)



FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

COLLEGE CALENDAR 1974/75

	Fall Term (I) '74 August 2 (F)	Winter Term (II) '75	Spring Term (III) '75	Summer Term (IV) '75
*Deadline—Early Admission Applications '74/75.	August 26 (M) 8:00 a.m.	January 2 (Th) 8:00 a.m.	April 30 (W) 8:00 a.m.	June 13 (F) 8:00 a.m.
Reporting date—all faculty.				
Registration—Dates and times to be announced.				
* Registration—Fernandina Beach Center for Fernandina Classes only.	August 21 (W)	January 2 (Th)	None	None
Classes begin for college credit courses; classes begin for non-college credit courses at full-time centers.	August 29 (Th)	January 7 (T)	May 5 (M)	June 18 (W)
Classes begin for non-college credit classes at part-time centers.	September 9 (M)	January 13 (M)	May 5 (M)	June 18 (W)

*Dates apply to college credit classes only.

COLLEGE CALENDAR, 1974/75—CONTINUED

	Fall Term (I) '74	Winter Term (II) '75	Spring Term (III) '75	Summer Term (IV) '75
* Late Registration/ Schedule Changes	August 30 (F), September 3, 4 (T, W)	January 8, 9 (W, Th)	May 6 (T)	June 19 (Th)
* Deadline for adding classes.	September 4 (W)	January 9 (Th)	May 6 (T)	June 19 (Th)
Saturday Classes Begin.	August 31 (Saturday)	January 11 (Saturday)	None	None
* Deadline for dropping courses—the approved drop form must be received in the Office of the Registrar by close of office day.	September 5 (Th)	January 13 (M)	May 7 (W)	June 20 (F)
* Deadline for changing to Audit. Approved audit form must be received in Office of the Registrar by close of office day.	October 10 (Th)	February 17 (M)	May 16 (F)	July 1 (T)
* Last time to withdraw without penalty.	October 10 (Th)	February 17 (M)	May 16 (F)	July 1 (T)
* Deadline for graduation evaluation appointment for current term and paying \$10 graduation fee.	November 1 (F) — 4:30 p.m.	March 14 (F) — 4:30 p.m.	May 30 (F) — 4:30 p.m.	July 18 (F) — 4:30 p.m.

COLLEGE CALENDAR, 1974/75—CONTINUED

	Fall Term (I) '74	Winter Term (II) '75	Spring Term (III) '75	Summer Term (IV) '75
* Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for Term permitted after this time.	December 10 (T) 5:00 p.m.	April 21 (M) 5:00 p.m.	June 10 (T) 7:00 p.m.	July 28 (M) 7:00 p.m.
* Final examination period	December 10 (T-eve) Through December 18 (W)	April 21 (M-eve) April 29 (T)	June 11, 12, 13 (W, Th, F)	July 29, 30, 31 (T, W, Th)
* Final grades due into Division Chairman.	December 18 (W) 10:00 a.m.	April 29 (T) 10:00 a.m.	June 13 (F) 10:00 a.m.	July 31 (Th) 10:00 a.m.
* Final grades due into Office of the Registrar.	December 18 (W) 1:00 p.m.	April 29 (T) 1:00 p.m.	June 13 (F) 1:00 p.m.	July 31 (Th) 1:00 p.m.
End Of Term for all college credit and non-college credit classes.	December 18 (W) 5:00 p.m.	April 29 (T) 5:00 p.m.	June 13 (F) 5:00 p.m.	July 31 (Th) 5:00 p.m.
Last faculty workday.	December 18 (W)	April 29 (T)	June 16 (M)	July 31 (Th)
Graduation and Convocation.	-	April 29 (T) 8:00 p.m.		

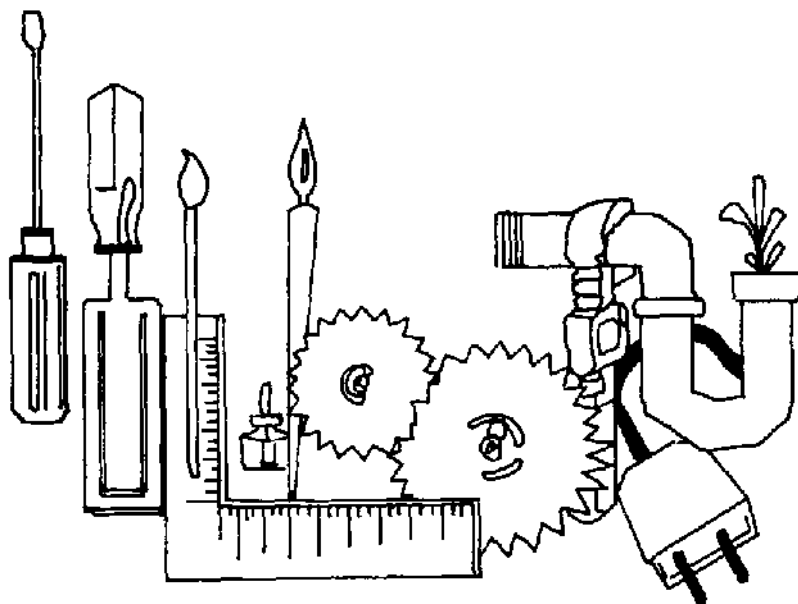
* Dates apply to college credit classes only.

INCOMPLETE GRADE DEADLINES

Deadline for removing grade of
"IF" received during Term III of
the 1973/74 academic year June 13, 1975 (F)

Deadline for removing grade of
"IF" received during Term IV of
the 1973/74 academic year July 31, 1975 (Th)

Deadline for removing grade of
"IF" received during Term I of
the 1974/75 academic year End of Fall Term 1975/76



FJC — THEN, NOW, TOMORROW

HISTORY OF THE COLLEGE

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 and Nassau Counties. The College admitted a charter class of 2,610 students in August, 1966. In succeeding years it grew rapidly. In all, the College served 47,863 students during the 1972-73 academic year.

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

THE COLLEGE TODAY

NORTH CAMPUS

Classes in this ultra-modern, functional facility began in the Fall Term, 1970.

The suburban North Campus is located on a 160-acre wooded site on Capper Road between Lem Turner Road (S.R. 115) and the Interstate 295 right-of-way. Plans for future expansion to the master plan call for the North Campus to accommodate 5,000 full-time equivalent students.

SOUTH CAMPUS

This contemporary facility, on 339 acres off Beach Boulevard at Huffman Boulevard, opened its doors to the community for the Fall Term, 1971.

The South Campus is capable of accommodating 2,296 students in classrooms and laboratories at any given moment throughout the day. The master plan calls for two more major complexes similar to the present Phase I, with the ability to ultimately serve 5,000 full-time equivalent students.

The South Campus is also the site of the Northeast Florida Criminal Justice Training and Education Center, a facility costing in excess of \$200,000. It is designed to provide training for law enforcement agencies in an eight-county section of Northeast Florida.

CUMBERLAND CAMPUS

This 36-acre site, off Roosevelt Boulevard (U.S. 17), was acquired by the College in 1966.

Since the summer of that year, some 98 World War II duplex housing units have been converted into science laboratories, language laboratories, faculty and administrative offices, general purpose classrooms, and a well-equipped library. Master planning calls for the existing buildings to be phased out and modern facilities constructed to accommodate an ultimate full-time equivalent student capacity of 2,500. The master plan also envisions location of the district administrative offices on approximately 5 acres of the Cumberland Campus.

DOWNTOWN CAMPUS

Florida Junior College at Jacksonville presently offers a variety of courses and programs in several temporary downtown locations comprising the Downtown Campus, pending construction of permanent facilities mentioned hereafter under the caption, "The College Tomorrow."

One of these temporary facilities, the Downtown Center, is located at 345 East Church Street. The Center operates during the day and evening and can accommodate up to 1,500 full-time students. Consisting of more than 30 rooms used for instructional purposes, the Center houses laboratories for programs in science, social studies, communications, mathematics, and business education, and offers programs ranging from basic education and high school studies to college credit programs.

The Manpower Development and Training Center at 135 East Duval Street offers a number of programs, the majority consisting of federally-funded, occupational-related programs which are initiated with close cooperation with other manpower training agencies in the City and the State Employment Service.

The Automotive Trades Complex at 35 West State Street offers programs in automotive mechanics, automobile body repair, gasoline engine mechanics, and automotive trim and upholstery.

The Building Trades Complex at 1040 North Laura Street offers programs in carpentry, brick and blocklaying, painting and decorating, and roofing.

The Service Trades Complex at 1021 Hogan Street offers programs in construction electricity; air conditioning, refrigeration, and heating; plumbing and pipefitting; building maintenance; and drafting.

The Downtown Campus Administration Building at 940 North Main Street houses administrative offices for downtown operations, as well as classroom facilities for Downtown Campus students.

EVENING ADULT CENTERS

In addition to the full-time day and evening centers, Florida Junior College at Jacksonville also provides an extensive program of evening classes located in a number of senior high schools, junior high schools, elementary schools, community schools, churches, hospitals, and other institutions in Duval County. At times, more than 100 such adult centers have been utilized.

THE COLLEGE TOMORROW

When the North Campus and South Campus were under construction, it was considered by those concerned that those facilities, together with the other college centers, would meet the most pressing immediate needs of the community.

Increasing demands for the College's services, however, have led to planning for development of an urban campus to become part of an urban renewal project in cooperation with the City of Jacksonville. The 21-acre area for this urban campus is bounded on the East by Laura Street, except one block on Main Street; on the South by State Street; on the West by Pearl Street; and on the North by Caroline Street. The College's Board of Trustees has approved construction of a \$15 million campus on this site, with Fall, 1976 as the target date for completion of the first phase. It is anticipated that this facility will also be a comprehensive community college in itself, though emphasizing occupational education to meet the specific needs of industry and business, with the initial input being consolidation of the existing temporary downtown facilities into a modern, functional, and beautifully landscaped complex.

While some of the existing temporary downtown facilities will be phased out and consolidated with the construction of the permanent campus, the College—in keeping with its overall philosophy—will nonetheless continue to serve the community in an ever-increasing number of part-time locations.



PHILOSOPHY AND OBJECTIVES

Florida Junior College at Jacksonville recognizes the worth of the educated individual in a democratic community by providing an environment conducive to learning.

The College seeks to foster individual fulfillment, responsibility, and self-realization by:

1. Promoting educational experiences leading to the realization of personal goals.
2. Promoting an understanding of our cultural heritage.
3. Encouraging students to cultivate meaningful values and skills of critical thinking.

Florida Junior College at Jacksonville, a comprehensive community college serving both Duval and Nassau Counties, implements this philosophy by providing:

1. A general education program which forms the basic courses for other programs.
2. A two-year college parallel program of required courses which may be transferable to four-year institutions.
3. Two-year specialized programs in the fields of technical and vocational education.
4. Preparatory and supplementary vocational-technical education for individuals who wish to upgrade themselves in their vocations.
5. Enrichment programs and courses on a non-college credit basis to enable individuals to become more effective in the use of leisure time and/or in occupational efficiency.
6. Developmental programs for high school graduates needing additional preparation in order to complete college work successfully.
7. A comprehensive guidance and counseling service for enhancement of personal and professional growth.
8. Student activities to foster cultural and recreational development.
9. Fundamental and literacy education through the Adult Basic Education Program.
10. Adult high school credit and equivalency programs for those wishing to complete their high school education.
11. Support and opportunity for innovation, experimentation and development of new curricula, media, and approaches, through special programs.

HUMAN RIGHTS

Florida Junior College at Jacksonville is an equal opportunity employer. The College is guided by the principle that persons shall not be treated differently because of race, creed, color, or national origin and that equal opportunity and access to facilities shall be available to all. This principle is particularly applicable in the admission of students in all programs of the College, and in their academic pursuits. *It is also applicable in co-curricular activities and all student services.* It is a guiding policy in the employment of students by the College and in the employment of faculty, administrators, and career employees.



PROGRAM AREAS

INSTRUCTIONAL PROGRAMS

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 Education Program, and the Adult and Continuing Education Program.

Special Instructional Services include Cooperative Education; Developmental Education, North Campus; Individualized Studies, South Campus; Communications Laboratory, Cumberland Campus; and Community-based Interdisciplinary Studies (IDS).

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 at 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 EDUCATION PROGRAM

One of the objectives of Florida Junior College at Jacksonville is to develop a comprehensive series of business, health, technical, home economics, distributive, industrial, and other programs designed to fulfill the occupational needs of the community's citizens and employers.

Advisory committees help 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 at the technician or at the para-professional level may enroll in a two-year college credit program leading to the Associate in Science degree. For those persons desiring to spend less than two years in preparation, college credit certificate programs are available in several areas.

The College also offers a wide variety of preparatory and supplemental vocational-technical programs and courses on a non-college credit basis for individuals who wish to improve their vocational efficiency.

The primary purposes of these programs and courses are (1) to provide individuals with necessary skills to make them employable, (2) to provide individuals with training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and (3) to provide the business and industrial community with trained manpower.

ADULT AND CONTINUING EDUCATION PROGRAM

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

Programs and courses are offered providing individuals with the opportunity to pursue a high school education or adult basic education. Likewise, many general interest courses for self-improvement are offered through its program of continuing education.

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 20 participants usually is required to initiate a non-college credit course offering.

SPECIAL INSTRUCTIONAL SERVICES

COOPERATIVE EDUCATION (CO-OP)

Cooperative Education combines classroom learning with on-the-job experience in an integrated academic/career program. Students who participate in the program are placed in salaried jobs that relate directly to their career goals. In addition to gaining valuable practical experience while attending college, students receive academic credit for their supervised work experience.

Work and study schedules can vary to meet the needs of the students and the employers. Common work-study patterns include parallel work and study and alternating work and study. In the parallel plan, the student attends school and works at the same time. In the alternating program, the student works full time one semester and attends school full-time the next semester.

The Cooperative Education Program is open to all students in the college who have completed one semester of satisfactory college study. For additional information, contact the Director of Cooperative Education on South Campus or the Office of Student Development on any FJC Campus.

DEVELOPMENTAL EDUCATION

NORTH CAMPUS

Developmental Education courses are designed for students who need special assistance to realize their full potential and be academically successful. Courses are offered on a five day a week basis to provide more classroom time, classes are limited in size, instruction is individualized to fit the students' needs, and various instructional strategies are provided. Upon completion of any course offered in the program, regular college credit is awarded.

INDIVIDUALIZED STUDIES

SOUTH CAMPUS

The Individualized Studies Program on South Campus operates through a Communications Laboratory. It offers a diversified, dynamic, individualized program to provide free, tutorial assistance to students who want to improve their learning skills or who want to receive help with particular courses. The lab is open to the entire student body.

COMMUNICATIONS LABORATORY

CUMBERLAND CAMPUS

The Communications Laboratory on the Cumberland Campus presently has a staff of five instructors. Lab instructors provide free, individualized tutorial assistance to students who wish to improve their reading, writing, and speaking skills. The lab is open to the entire student body.

COMMUNITY-BASED INTERDISCIPLINARY STUDIES (IDS)

The Community-based Interdisciplinary Studies program provides students with opportunities to explore research and social interests in their local community. The course is implemented through an interdisciplinary studies seminar (IDS 140) which combines seminar instruction, close faculty-student interaction, and independent study.

Students who contemplate majors in either social or behavioral sciences are encouraged to participate in the IDS program. Additional information is available from the Division Chairman, Social Sciences, South Campus.

LIBRARY AND AUDIO-VISUAL SERVICES

Learning Resources Centers housing library and media services are located on the Cumberland Campus, the North Campus, the South Campus, and the Downtown Center.

The Centers contain collections of books, periodicals, microfilm, and pamphlet material designed to support college instructional programs. Group instruction and individual assistance in library usage are provided by an experienced professional staff. Each center provides audio-visual materials, equipment, and media production assistance for the students, faculty, and administration in its geographical area.

ADMISSIONS AND RECORDS

ADMISSION TO COLLEGE CREDIT PROGRAMS

Application for admission to Florida Junior College at Jacksonville must be made to the Office of Registration and Records on the forms provided. It is permissible to visit or correspond with deans, division chairmen and directors, but such contact with Florida Junior College at Jacksonville officials does not, in any way, eliminate the requirement for filing a formal application in the Office of Registration and Records.

Students desiring to enter Florida Junior College at Jacksonville should write, phone, or visit the Office of Registration and Records to obtain application forms. The completed application and proof of previous education, together with the Residency Affidavit, should be filed with the Office of Registration and Records well in advance of the time of registration. The College will notify the student concerning action taken on his application.

Minimum requirements for all applicants for college credit admission with the exception of special admission are:

1. Application for admission
2. Residency affidavit
3. Proof of previous education

No application for admission will be considered or processed more than six months in advance of the date on which classes are scheduled to start for the term the student desires admission.

Students must have their admission files completed no later than 30 days after classes begin. If the admission file is not complete the student will not be allowed to reregister for subsequent terms or receive grades.

No applicant will be allowed to register until a completed application for admission is on file. An applicant who does not have a residency affidavit on file at the time he registers will be allowed to register but will be assessed an out-of-state tuition fee. This fee will be refunded provided the necessary affidavit is on file prior to the end of the term for which the refund is being requested.

The specific requirements for admission for the first-time college applicant, transfer student, in-service teacher, or foreign applicant may be found in the following sections.

ADMISSION TO COLLEGE CREDIT PROGRAMS FOR NON-HIGH SCHOOL GRADUATES

SPECIAL STUDENT STATUS

An applicant 19 years of age or older who has not completed high school may be admitted as a special student and will remain in this category until such time as he provides a high school diploma, an equivalency diploma, or completes 12 or more credit hours of degree level courses and is in good academic standing. Students on special status must petition the Office of Registration and Records for a change in status. Good academic standing is defined as a 2.00 cumulative grade point average.

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.

ACCELERATED HIGH SCHOOL PROGRAM

An applicant who has senior classification in high school, a 3.00 grade point average, and is approved by his high school, may be admitted to the college and take up to seven semester hours per term for provisional college credit while still enrolled in high school. This credit is validated at the point that the student has graduated from high school and a transcript reflecting this graduation has been received by the Office of Registration and Records.

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Recommendation form.
- D. Parents' approval form.
- E. High school transcript which shows completion of all requirements through the junior year.

EARLY ADMISSION PROGRAM — PLAN A

An applicant who wishes to enter Florida Junior College at Jacksonville as a full-time student at the *end of his junior year in high school* may be admitted to earn 30 semester hours or more of college credit and still be graduated with his high school class. This student must have a high school grade point average of 3.25 or better, have senior classification, and be approved by his high school. This program is limited to students from participating high schools and to students enrolled at Florida Junior College at Jacksonville in the High School Completion Program.

Requirements for admission are:

- A. Application for admission by deadline in college calendar.
- B. Residency affidavit.
- C. Recommendation form.
- D. Parents' approval form.
- E. Transcript which shows completion of all requirements through the junior year and the required grade point average.
- F. Interview with college Director of Admissions.

EARLY ADMISSION PROGRAM — PLAN B

A student who has *completed* his/her high school graduation requirements is allowed to enter the Florida Junior College at Jacksonville college credit program. High school graduation requirements must be completed prior to the 1st day of class for the term the student wishes to enter Florida Junior College at Jacksonville. However, college credits earned prior to the student's high school *graduation* date will be earned on a provisional basis only. This provisional credit will be validated for degree and transfer purposes at the point the high school graduation date is reached.

Requirements for admission are:

Applicant must have completed all requirements for high school completion prior to the term he/she wishes to enroll in college credit classes.

- A. Application for admission.
- B. Residency affidavit.
- C. Parent or guardian permission form.
- D. High School transcript reflecting completion date and graduation date.

ADMISSION TO COLLEGE CREDIT PROGRAMS FOR HIGH SCHOOL GRADUATES

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Official proof of previous education as follows:
 1. A transcript of high school grades and credits with graduation date indicated.
- OR, 2. Photostat of high school equivalency diploma.
- OR, 3. Official Score Report of the United States Armed Forces Institute (USAFI) high school equivalency test containing scores which are equal to or exceed those required to obtain a State of Florida High School Equivalency Diploma. Minimum scores required are an average standard score of 45 on all tests with no standard score lower than 40.
- OR, 4. Notarized affidavit certifying student is a high school graduate. This affidavit is available in the Office of the Registrar.

It is the applicant's responsibility to arrange for the high school or issuing agency to forward the required credentials directly to the Office of Registration and Records.

TRANSFER OR TRANSIENT STUDENTS

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.

C. Official completed proof of previous education as follows:

1. *Transfer Students*. Students who transfer to Florida Junior College at Jacksonville must provide transcripts from all colleges previously attended. A student with a bachelor's degree or higher may submit only the transcript showing the degree. A student's admission file is not complete until all official transcripts have been received.
2. *Transient Students*. Students in good standing at other accredited institutions of higher learning may attend Florida Junior College at Jacksonville during Terms III and IV by submitting a letter of good standing from the parent institution. A letter of good standing is good only for the initial spring and/or summer terms. Should the student desire to continue during any following term, he must provide an official transcript from all colleges previously attended. It is recommended that transient students be advised by the parent institution of courses to take.

Florida Junior College at Jacksonville accepts for transfer credit only freshman and sophomore level courses completed at other accredited institutions in which grades of "D" or higher have been earned.

It is recommended that all transfer students schedule an interview with a counselor prior to the student's first term registration.

IN-SERVICE TEACHERS

Requirements for admission are:

- A. Application for admission.
 - B. Residency affidavit.
 - C. Proof of previous education as follows:
 1. Notarized affidavit certifying student is under a current teaching contract.
- OR, 2. A letter from the principal or supervisor stating the employment status of the teacher for teachers under current teaching contracts in the State of Florida.

NOTE: All certified employees of Florida Junior College at Jacksonville need complete only requirements A and B above. The instructor is advised to notify the Office of Registration and Records that he is employed as a teacher in one of the programs at the College.

INTERNATIONAL STUDENTS

Requirements for admission are:

- A. Application for admission.
- B. Proof of previous education as follows:
 1. If high school graduate or equivalent, a certified English translation of the record.
 2. If college, a certified English translation of the transcript(s) of all colleges attended.

- C. Proof of proficiency in the use of the English language. Students from countries other than English speaking must submit to the Admissions Office satisfactory scores on the TOEFL examination (Test of English as a Foreign Language). This test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.

No international applicant will be considered for admission until all information (Items A - C) has been received. To be considered for any term all items must be received at least 60 days prior to the student's initial term of admission. International students accepted for admission will be notified of their acceptance and will be provided with Form I-20A as required by the U.S. Department of Justice. An international student must be enrolled for a minimum of 12 credit hours for the fall and winter terms and six credit hours for the spring and/or summer terms.

International students are advised that Florida Junior College at Jacksonville does not maintain housing facilities for students. It is the responsibility of the student to arrange for housing once the applicant is accepted by the College. The College does not maintain a list of approved housing and cannot make a recommendation in this area.

ADMISSION TO NON-COLLEGE CREDIT PROGRAMS

An individual desiring to enroll in non-college credit programs should contact the administrator of the center or the campus offering the subjects of his choice and may be admitted if he/she meets the following eligibility requirements:

1. Be an adult—by Florida School Law, sixteen (16) years of age.
2. Have a Social Security number.
3. Furnish proof of age, if asked.
4. Complete an application for admission.
5. In addition, High School Completion Program students must:
 - A. Furnish copies of previous high school transcripts.
 - B. Show proof of withdrawal from high school.

Completion of high school is not required for enrollment in most non-college credit courses and/or programs.

RESIDENCY AFFIDAVIT

All applicants who are bona fide residents of Florida are required to execute a notarized residency affidavit and to submit it with their application for admission to Florida Junior College at Jacksonville. Tuition assessments are based on the applicant's residence or the legal residence of his parent or legal guardian if the applicant is less than 18 years of age and unmarried.

A BONA FIDE resident, as used herein, is interpreted to mean that the applicant, or if the applicant is less than 18 years of age and unmarried his parent or legal guardian, must be a United States citizen or has been admitted to this country as an immigrant and has been issued a resident alien number and shall have resided and had his habitation, domicile, home, and permanent abode in Florida for at least 12 months immediately prior to the first day of classes of the term he enters Florida Junior College at Jacksonville.

In accordance with policy adopted by the Florida Junior College at Jacksonville District Board of Trustees, the categories listed below may classify a student as a Florida resident for tuition purposes only:

1. Military personnel on active duty and stationed in Florida.
2. Dependent of military personnel on active duty stationed in Florida.
3. Public elementary, secondary, university and junior college faculty members currently employed in the state system of public education.
4. Full-time faculty and career employees of the public junior college system and their immediate families. (This is construed to exclude the spouses of students.)
5. Veterans of the Armed Forces of the United States of America with twenty (20) years or more active service including members of their immediate families who are in Florida at the time of retirement or moved to Florida within one (1) year following retirement and intend to make Florida their permanent home.

In addition to any other penalties which may be imposed, the Board may deny college credits for work done by the student at the institution if it finds that the applicant has made false or fraudulent statements in his application or accompanying documents or statements in connection with, or supplemental to, this application for admission, concerning applicant's legal residence or applicant's intention as to legal residence.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida students. Any request for change in residential classification will require legal proof of change.

MILITARY SERVICE SCHOOL CREDITS

A student enrolled in a recognized program at Florida Junior College at Jacksonville may translate his military service school credits by making formal application to the Office of Registration and Records and submitting an official copy of the Department of Defense Form 295. Up to a maximum of twelve semester hours of college credit at Florida Junior College at Jacksonville may be awarded for military service school credits.

TRANSCRIPT REQUESTS

Upon request of the student, Florida Junior College at Jacksonville will provide to the student or to a person or institution designated by the student an official transcript of the student's academic record. Transcript requests can be made in person or in writing to the Office of Registration and Records. No transcript request will be accepted by telephone.

NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR. IF A STUDENT HAS NOT COMPLETED HIS ADMISSION FILE, HIS TRANSCRIPT WILL NOT REFLECT GRADES.

Transcript requests are processed twice a week. Students are advised to make requests approximately two weeks before the transcript is needed.

SOCIAL SECURITY INFORMATION

Inquiries relating to Social Security benefits should be directed to the student's local Social Security Office.

The Office of the Registrar will submit enrollment certificates, issued by the Social Security Administration, for students eligible to receive educational benefits under the Social Security Act, providing the student registers for twelve semester hours or more.

CORRESPONDENCE/EXTENSION LIMITATIONS

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

AUDITING OF COLLEGE CREDIT COURSES

Any student in the College may elect to audit a college credit course by completing the audit form at the time of registration.

To change from college credit to audit after registration, a student must process the change through the instructor for approval. Any request for change from college credit to audit must be presented to the Registrar no later than the end of the sixth week of class during the fall and winter terms and the end of the second week of class during the spring and summer terms.

A grade of X will be assigned to all audit students enrolled in college credit courses carrying semester hours credit and to all college 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 in the fall and winter terms and the second week of class in the spring and summer terms. Fees for college credit courses taken on an audit basis are the same as those taken on a college credit basis. COURSES TAKEN FOR AUDIT DO NOT COUNT AS HOURS ENROLLED FOR VETERAN PURPOSES, SOCIAL SECURITY, SELECTIVE SERVICE DEFERMENTS, INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS, OR EARLY ADMISSION PROGRAM — PLAN A STUDENTS.

SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

Florida Junior College at Jacksonville has been designated a "Servicemen's Opportunity College" by the American Association of Community and Junior Colleges. This designation is a recognition of efforts made by the College to meet the educational needs of military service personnel.

The College has the desire and the capability of bringing a wide selection of courses—both college and pre-college level—to the Naval bases in and around Jacksonville and is currently doing so. Counseling is available for service personnel who are undecided about school or career goals. Tutoring is also available at locations both on base and on campus.

For more information contact the Education Services Officer on base or the Office of Student Development, Cumberland Campus.

SERVICEMEN'S AND VETERANS' INFORMATION

The College is approved for training of veterans by the State Department of Education and the Veterans Administration. Veterans who plan to attend under any of the various veteran training laws, such as Chapter 31 (Vocational Rehabilitation), Chapter 34 (Veterans' Education Assistance), and Chapter 35 (War Orphans' and Widows' Educational Assistance) should contact an area Veterans Assistance Office or the Veterans Administration Regional Office, Post Office Box 1437, St. Petersburg, Florida 33731, well in advance of the date of their intended registration. Students expecting to receive benefits under one of these programs must file, with the Office of the Registrar, their Certificate of Eligibility which is issued by the Veterans Administration. All veterans are required to notify the Veterans Administration Office at the above address any time they make a change in enrollment. While the College certifies according to VA rules and regulations, benefits are determined by the Veterans Administration.

COLLEGE CREDIT ENROLLMENT

Educational allowances are paid monthly to the college credit student for training time computed as follows:

12 or more semester hoursFull-time
9 to 11 semester hours3/4 time
6 to 8 semester hours1/2 time
1 to 5 semester hoursless than 1/2 time

NON-COLLEGE CREDIT ENROLLMENT

Florida Junior College at Jacksonville provides a wide variety of non-college credit educational programs and courses for veterans. Most widely attended are the Accelerated General Education Program (High School Completion/G.E.D.) and courses in the Industrial Education area.

Veterans without a high school diploma may enroll in the Accelerated General Education Program to earn course credits or, after improving proficiency, take the G.E.D. Test. Twenty-five contact hours per week is considered full-time enrollment in this area. A veteran can receive benefits when enrolled in this program and may enroll at any time.

Enrollment for courses in the Industrial Education non-college credit area is normally completed at the beginning of each term. Thirty contact hours per week is considered full-time.

Many classes in the Industrial Education area are approved for veterans' training. Interested persons should make reservations early as these classes are quite popular. Waiting lists are maintained for those courses which are usually over-subscribed.

All veterans receive every consideration for their needs as evidenced by a wide variety of educational opportunities and modest tuition costs.

Contact the Florida Junior College at Jacksonville Office of Veteran Affairs, 940 North Main Street, Jacksonville, 32202, for additional information.

REGISTRATION/ATTENDANCE AT MORE THAN ONE CAMPUS

Students are encouraged to establish a home campus. However, 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 course they desire at the time of registration. Transportation between campuses is the responsibility of the student.

WITHDRAWAL

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

- I. Partial Withdrawal
 - A. Obtain withdrawal form(s) from the Office of the Registrar or Student Development.
 - B. Complete student portion of form(s) and obtain signature of instructor(s).
 - C. Return form to the Office of the Registrar or Student Development.
- II. Complete Withdrawal
 - A. Obtain withdrawal form(s) from the Office of the Registrar or Student Development.
 - B. Complete student portion of form(s) and obtain signature of instructor(s).
 - C. On one of the withdrawal forms, obtain the signature of the Dean of Student Development or of his designee.
 - D. Return form(s) to the Office of the Registrar or Student Development.

No withdrawal is official until the withdrawal form has been received in the Office of the Registrar. The form must be received in the Office of the Registrar within five class days from the date of the instructor's signature. However, if the form is obtained from the Registrar's Office within the last five (5) days of class, it must be completed and returned to the Registrar's Office by the end of the last class day.

Students may withdraw from class(es) through the end of the last class day prior to the beginning of the first day of final examinations. The withdrawal form must be received in the Office of the Registrar by the end of the last day of classes. No withdrawal will be permitted during the final examination period, and no withdrawal form will be accepted after the end of the last scheduled class day.

CANCELLATION OF A COURSE BY THE COLLEGE

If it becomes necessary for the College to cancel a course, students will be given an opportunity to substitute an alternate section or an additional course in its place. Students should return to one of the registration areas with their previously issued registration receipt to accomplish this change in schedule.

TESTING

A student may earn up to 45 semester hours of the total number of semester hours of work required for an Associate Degree through the Florida Junior College at Jacksonville program of Credit-by-Examination. It may be necessary to change test dates and locations previously established; therefore, any interested students should contact the Testing Office for the exact test dates. A list of courses available through testing may be acquired from the Office of Student Development, or, the Testing Office.

ADVANCE PLACEMENT TEST (A.P.), is offered by various High Schools throughout the county. Students desiring to take this test would have to be enrolled in Advanced Placement Classes in one of these schools. Florida Junior College at Jacksonville grants college credit through this program for grades of 3, 4, or 5.

AMERICAN COLLEGE TEST (A.C.T.), is offered by Florida Junior College at Jacksonville on the National Testing dates as indicated by A.C.T. Students interested in taking this test should come by the Testing Office on Cumberland Campus, or, the Office of Student Development on North Campus and South Campus for applications.

CALIFORNIA ACHIEVEMENT TEST (C.A.T.), is offered on Thursday morning of the first full week of the month and the first Tuesday night of each month at the Downtown Center. Those students interested in taking the test must sign up at least two (2) days prior to the testing date at the Downtown Center, Registrar's Office. (No fee for Veterans presently enrolled at FJC.)

COLLEGE LEVEL EXAMINATION PROGRAM TEST (CLEP), (nationally developed test for Credit-by-Examination), is not given by this college. However, students interested in taking this test may acquire an application at any of the Offices of Student Development, or, the Testing Office on Cumberland Campus. Florida Junior College at Jacksonville will grant college credit for scores at the 50 percentile or above.

HIGH SCHOOL CREDIT-BY-EXAMINATION TEST is offered for High School students at the Downtown Center each Tuesday night except the first Tuesday of each month. These tests are also available during the first full week of each month. Those students interested must sign up at least two (2) days prior to the test at the Downtown Center, Registrar's Office.

HIGH SCHOOL EQUIVALENCY PROGRAM TEST (G.E.D., GENERAL EDUCATION DEVELOPMENT), is offered once a month on North Campus and Cumberland Campus and every other month on South Campus. Students desiring to take this test must register by the 20th of the preceding month at the Adult Education Department on either North Campus or South Campus, or, the Testing Office on Cumberland Campus.

HIGH SCHOOL GRADE PLACEMENT TEST (F.E.T., 10th GRADE EQUIVALENCE), is offered to students that are required to have a 10th grade education or the equivalent. This test is offered the first Tuesday night of each month at the Downtown Center. Those students interested in taking this test must sign up at the Registrar's Office, Downtown Center at least two (2) days prior to the test.

PROFICIENCY EXAMINATION PROGRAM TEST (P.E.P.), internally developed tests for Credit-by-Examination in selected courses. These tests are offered once each term (except for the summer term) one month prior to the end of the term. Students interested in taking tests in a selected course must come by the Testing Office on Cumberland Campus to sign up at least three (3) weeks prior to the test.

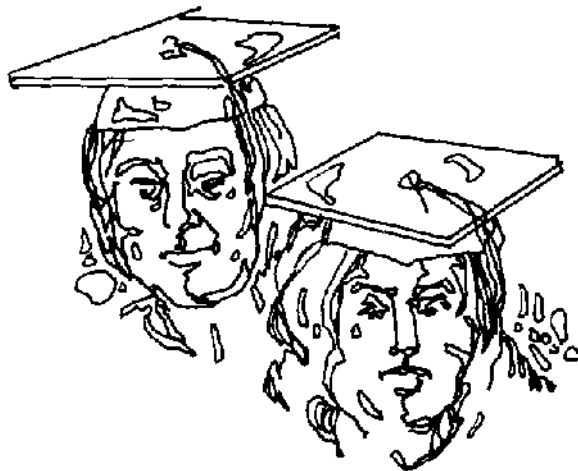
TEST OF ENGLISH AS A FOREIGN LANGUAGE (T.O.E.F.L.), is not offered by this institution. However, those students interested in taking this test may acquire an application at the Testing Office on Cumberland Campus.

UNITED STATES ARMED FORCES INSTITUTE (U.S.A.F.I.). Those students interested in acquiring course work through this program should contact the Educational Officer on the base to which they are assigned. College credit may be granted for scores at the 50 percentile or above.

OTHER TESTS

The Office of Student Development offers a program of group and individual testing designed to serve students. General Scholastic Ability Test, Interest Inventories, and Ability Tests are available to students seeking information in these areas. Tests will be administered by members of the counseling staff, who will interpret scores in individual conferences with students.

TEST FEES: Refer to Testing Fees under the Financial Information Section.



FINANCIAL INFORMATION

FEES FOR ALL FLORIDA JUNIOR COLLEGE AT JACKSONVILLE COURSE OFFERINGS

COLLEGE CREDIT COURSES — REGISTRATION FEES

For students enrolled for twelve (12) or more semester hours of college credit, audit, and the following college credit courses: APM 061, MUS 012, 013, 015, 016.

	FALL/WINTER PER TERM
Students from All Florida Counties	
Matriculation	\$100.00
Non-Florida Students	
Matriculation	\$100.00
Tuition	75.00

For students enrolled for less than twelve (12) semester hours of college credit, audit, and the following college credit courses: APM 061, MUS 012, 013, 015, 016.

	PER SEMESTER HOUR
Students from all Florida Counties	\$ 8.50
Non-Florida Students	16.00

COLLEGE CREDIT COURSES — ADDITIONAL FEES

All college credit courses which have a fee in addition to the matriculation fee are listed here.

COURSE	ADDITIONAL FEES
All science labs	\$ 5.00
Applied Music MUS 017, 140, 141, 240, 241, each ..	25.00
Applied Music MUS 012, 013, 018, 019, 150, 151, 160, 161, 250, 251, 260, 261, each	50.00
Ceramics—	
APD 230, 231, 232, 233, 234	10.00
Physical Education—Bowling PED 106, Golf PED 112*, Camp Counseling REM 210	8.00
Graphics—	
APD 280, 281	10.00

*Fees may be waived when course is taught on campus.

CAREER EDUCATION — NON-COLLEGE CREDIT COURSE FEES

All courses except as listed below\$ 2.00 per course

BUSINESS EDUCATION

Introductory Computer Concepts BDP 070	\$ 5.00	per course
Key Punch BDP 001	20.00	full-time— per month 30 hrs. per week
Key Punch BDP 001	10.00	half-time— per month 15 hrs. per week
Machine Shorthand STS 015 (only when machine is furnished by Florida Junior College at Jacksonville)	75.00	per term
North Campus Office Occupations Program (includes Business English APC 011, Typing TYG 011, Shorthand STS 033, Business Math APM 011, Office Machines FMC 012, Office Practice FMC 011, Bookkeeping AAC 011)	5.00	

DISTRIBUTIVE AND MID-MANAGEMENT

Banking Related	\$ 5.00	per course
Insurance Related	5.00	per course
Management Related	10.00	per course
Property & Casualty Insurance	15.00	per course
Real Estate Related	25.00	per course
Sales Related	10.00	per course
Seminars & Workshops ...	Amount assessed to cover estimated cost	
Transportation Related	5.00	per course

HEALTH

Medical Assisting MEA 001	20.00	per course
Nurse Assistant NUA 031	5.00	per course
Practical Nursing PRN 037	25.00	per course
Surgical Technician STO 031	20.00	per course
Unit Clerk HSM 031	5.00	per course

HOME ECONOMICS

Advanced Cake Decorating FSM 031	10.00	per course
Advanced Floral Design HEF 052	*15.00	per course
Advanced Reupholstery HEF 053	10.00	per course
Cake Decorating FSM 030	5.00	per course
Catering FSM 014	10.00	per course
Floral Design HEF 030	*15.00	per course
Food Service Supervisor FSM 064	5.00	per course
Gourmet Foods FON 006	20.00	per course
Reupholstery HEF 033	10.00	per course

*\$30.00 if more than 15 hours per week.

INDUSTRIAL

	*Full-Time	*Part-Time
Air Conditioning, Refrigeration and Heating (excluding apprenticeship) AIC 030	\$40.00 per term	\$20.00 per term
Auto Body Repair ABF 030	20.00 per term	10.00 per term
Auto Mechanic AUM 033	20.00 per term	10.00 per term
Auto Trim & Upholstery UPH 034	10.00 per term	5.00 per term
Blueprint Reading BLR 031	10.00 per term	5.00 per term
Bricklaying (excluding apprenticeship) MAY 030	20.00 per term	10.00 per term
Building Maintenance Mechanic BCN 001	20.00 per term	10.00 per term
Carpentry (excluding apprenticeship) CAP 031	30.00 per term	15.00 per term
Commercial Art COA 031	20.00 per term	10.00 per term
Cosmetology COY 031	5.00 per term	
Diesel Mechanic DIM 031	20.00 per term	10.00 per term
Drafting DTG 031	10.00 per term	5.00 per term
Electricity-Industrial, Construction (excluding apprenticeship) IEL 031	20.00 per term	10.00 per term
Electronics—Radio & TV RTV 031	40.00 per term	20.00 per term
Gasoline Engine Mechanics ENR 031	10.00 per term	5.00 per term
Machine Shop MSH 032	20.00 per term	10.00 per term
Meatcutting QFO 025	10.00 per term	5.00 per term
Painting (excluding apprenticeship) PDE 031	20.00 per term	10.00 per term
Photography PTY 031, 032	30.00 per term	15.00 per term
Plumbing & Pipefitting (excluding apprenticeship) PPF 031	30.00 per term	15.00 per term
Roofing ROO 031	10.00 per term	5.00 per term

Sheetmetal (excluding apprenticeship) SHM 031	30.00 per term	15.00 per term
Shoe Repair LTW 031	10.00 per term	5.00 per term
Steel Fabrication MEW 001	30.00 per term	15.00 per term
Tailoring TPF 031	20.00 per term	10.00 per term
Upholstery UPH 031	20.00 per term	10.00 per term
Welding (excl. MDTA) (provide own gloves and helmet) WEL 031 .	50.00 per term	25.00 per term

*Full-time more than 15 hours per week; Part-time 15 hours or less per week.

Career Education course fees for Terms III or IV will be one-third (1/3) the normal course fee, rounded to the nearest dollar, for the same course and class hours of instruction in Term I or II, with a minimum charge of \$2. This is to avoid any overcharge to the student for college services during short terms.

ADULT-CONTINUING EDUCATION — NON-COLLEGE CREDIT COURSE FEES

All courses\$ 2.00 per course

RECREATION, AVOCATION, ENRICHMENT COURSE FEES

All courses\$20.00 per course

NO REGISTRATION FEES

No registration fees are charged for the following:

- Adult Basic Education (ABE)
- Civil Defense Education (non-college credit)
- Corrections Education (non-college credit)
- Incarcerated Individuals (non-college credit)
- Law Enforcement Education (non-college credit)
- MDTA (Manpower Development Training Center)—and other outside agencies which contract for services
- Programs for Severely Handicapped (non-college credit)
- Program for Residents of Homes for the Aging (non-college credit)
- Engineering Refresher Courses (non-college credit)
- Power Squadron Courses (non-college credit)
- Former Prisoners of War—Vietnam

PROFESSIONAL MALPRACTICE INSURANCE

RISK COVERAGE FEES

COLLEGE CREDIT COURSES

Dental Assisting DEA 290, 291	\$ 5.00	per course
Dental Hygiene DEH 163	10.00	per course
Emergency Medical Technology EME 160, 170 ..	5.00	per course
Medical Lab. Technology MLT 173, 174, 295, 297	5.00	per course
Nursing NUR 175, 176, 293, 294	5.00	per course

NON-COLLEGE CREDIT COURSES

Cosmetology COY 031	10.00	per course
Medical Assisting MEA 001	5.00	per course
Nurse Assistant NUA 031	3.00	per course
Practical Nurse PRN 037	10.00	per course
Surgical Technician STO 031	5.00	per course
Unit Clerk HSM 031	3.00	per course

TESTING FEES

College Level Examination Program (CLEP)	\$15.00
(2 or more General CLEP Examinations)	30.00
General Education Development Test (Battery) (G.E.D.)	7.50
General Education Development (one test)	2.00
General Education Development Test Diploma through U.S.A.F.I. Scores (G.E.D.)	5.00
High School Credit-by-Examination (Per Test)	2.00
High School Grade Placement (F.E.T.)	4.00
Proficiency Test (P.E.P.)	15.00

ADDITIONAL FEES

Activity card fee for part-time students (optional)	\$15.00
Graduation fee (Associate Degree)	10.00
Each Additional Degree	3.00
Late Graduation Fee	5.00
To replace identification card/registration receipt	5.00
State Scholarship fee applicable per term to students enrolled for twelve (12) or more semester hours credit	4.50
Check, given to the College in payment of a debt, which is dishonored by the bank on which the check is drawn	5.00

REFUNDS

No refund is automatic except as provided in the class schedule. This applies to courses which are cancelled by the College as well as those dropped by the student. Requests for refunds should be initiated at the Campus Student Development Office or at the Office of Registration and Records—District. It is the responsibility of the student to notify the College that he is officially dropping from college or from a course. The refund will be determined by the date of official notification.

ADULT-CONTINUING AND CAREER EDUCATION

No refund will be granted for courses in the area of Adult-Continuing and Career Education unless the student officially drops from the class on or before the first day of class. Refunds will be granted for those courses which the College finds it necessary to close. Requests for refund after deadline dates must be processed as a student appeal.

COLLEGE CREDIT AND AUDIT

Should the student officially drop from college or from a course, refunds of all fees will be made on the following basis:

If an official drop from college or from a course is made before the deadline date listed below at the office of Registration and Records—District or Campus Student Development Office, there will be a 100 percent refund.

Fall Term I deadline for dropping class(es)September 5, 1974
Winter Term II deadline for dropping class(es) . . .January 13, 1975
Spring Term III deadline for dropping class(es)May 7, 1975
Summer Term IV deadline for dropping class(es) . . .June 20, 1975

There will be no refunds for dropping classes or from college after the above dates except for incapacitating illness as described below.

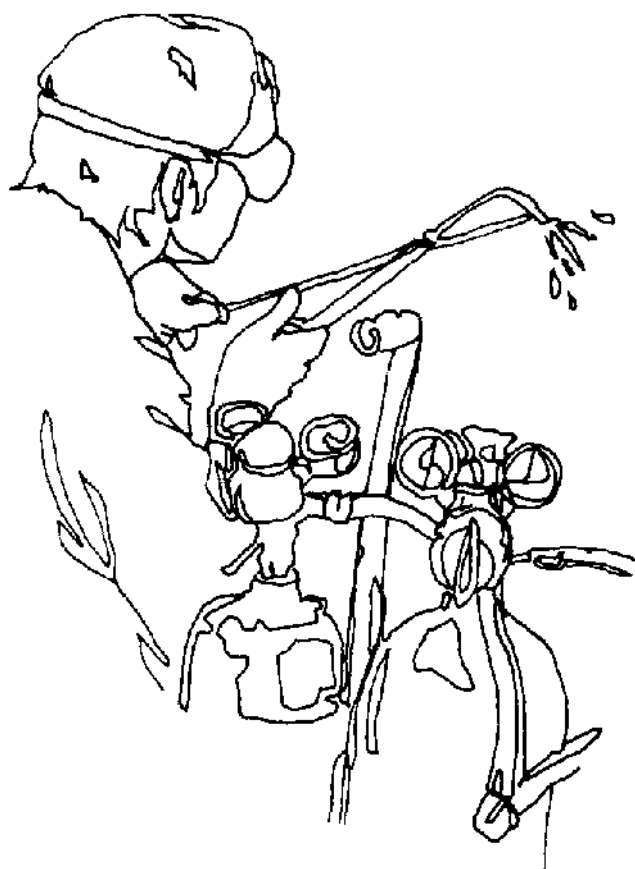
Where a student contracts an incapacitating illness of such duration and severity as to prevent the successful completion of the academic program for the term enrolled and causes him to drop from class(es), a fee refund will be made on the following schedule:

Fall Term I dropped by September 19, 197470% refund
Fall Term I dropped by October 3, 197450% refund
Winter Term II dropped by January 27, 197570% refund
Winter Term II dropped by February 10, 197550% refund
Spring Term III dropped by May 14, 197570% refund
Spring Term III dropped by May 21, 197550% refund
Summer Term IV dropped by June 27, 197570% refund
Summer Term IV dropped by July 7, 197550% refund

No refund will be given for any reason after the dates listed above.

Any refund request for medical reasons must be accompanied by a statement from a licensed medical doctor indicating the inclusive date on which a student was unable to attend class and also indicating that the illness was of such severity that the student would not be able to complete the term for which the refund request is being made.

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



HOUSING

Students are advised that the College does not maintain housing facilities for students. It is the responsibility of the student to arrange for housing once the applicant is accepted by the College. The College maintains no list of approved housing and can make no recommendations in this area.



GRADUATION REQUIREMENTS

Florida Junior College at Jacksonville holds only one commencement exercise each year, at the end of the second academic term, generally in April. 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. A student's graduation date will be the date of the end of the Florida Junior College at Jacksonville term in which the student completes the graduation requirements. Florida Junior College at Jacksonville will award the Associate in Arts Degree, the Associate in Science Degree, or the College Credit Certificate as applicable to all students who have met the following requirements:

ASSOCIATE IN ARTS DEGREE

1. Earn a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of courses designated as occupational in this catalog and exclusive of physical education activity courses.
2. Earn a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville exclusive of courses designated as occupational in this catalog and exclusive of physical education activity courses.
3. Complete at least 1/4 of the total hours required for a degree in residence at Florida Junior College at Jacksonville.
4. Complete 60 semester hours of academic work exclusive of occupational courses and physical education activity courses and complete the general education requirements.
5. Apply no more than four hours from music and speech activity courses towards graduation.
6. Designate the catalog under which the graduation evaluation is to be made at the time the student applies for graduation. A student may elect this catalog from any year during his period of enrollment. The date of the catalog chosen must be within ten years of the student's graduation date.
7. Fulfill all financial obligations to the college.
8. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and ceremonies.
9. All graduates receiving an Associate in Arts Degree are required to pay a \$10.00 Graduation Fee.

ASSOCIATE IN SCIENCE DEGREE

1. Earn a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.
2. Complete at least 1/4 of the total hours required for a degree in residence at Florida Junior College at Jacksonville.
3. Complete the general education requirements and required courses as set forth in the college catalog or as approved by the Director of the program. A minimum of 60 semester hours is required for this degree.
4. Designate the catalog under which the graduation evaluation is to be made at the time the student applies for graduation. A student may elect this catalog from any year during his period of enrollment. The date of the catalog chosen must be within ten years of the student's graduation date.
5. Fulfill all financial obligations to the college.
6. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and ceremonies.
7. All graduates receiving an Associate in Science Degree are required to pay a \$10.00 Graduation Fee.

COLLEGE CREDIT CERTIFICATE

1. Earn a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.
2. Complete the required courses as set forth in the college catalog or as approved by the Director of the program.
3. Complete at least 1/4 of the total hours required for a certificate in residence at Florida Junior College at Jacksonville.
4. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and ceremonies.
5. Fulfill all financial obligations to the college.

HONORS GRADUATION

Honors Graduation is determined by the student's cumulative grade point average at the end of the term prior to the term the student graduates as follows:

With Honors3.50-3.74
With High Honors3.75 or higher

POLICIES AND REGULATIONS

STUDENT COURSE LOAD

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

Students enrolled in either Terms III or IV shall not earn or attempt more than 14 semester hours across the two terms. Except in cases where courses start in Term III or end in Term IV, a student shall not earn or attempt more than 7 semester hours per term. To receive overload permission, the student must go to the Office of Student Development and get approval from the Dean of Student Development.

CLASS ATTENDANCE

The policy on attendance for each class will be the responsibility of the instructor and the instructor will fully inform the students of such policy at the beginning of the term.

GRADING SYSTEM

Letter grades will be assigned for courses as follows:

- A Excellent
- B Good
- C Average
- D Poor
- F Failure
- WF Withdrawal — Failing
- WP Withdrawal — Passing
- IF Incomplete with penalty. Time limitation for changing.
- NP Non-punitive grade which indicates the student received neither credit nor penalty.
- X Audit

Students officially withdrawing from college credit courses after the add/drop period will receive the grade of WP or WF. Until the end of the sixth week of class during Terms I and II, and the end of the second week of class during Terms III and IV, the student may withdraw without penalty and receive a WP. Students must process a withdrawal form and must present the form to the Campus Student Development Office no later than the end of the sixth week of class for Terms I and II, or the end of the second week of class for Terms III and IV.

Students withdrawing after that period must have a grade of PASS or FAIL stated on the form in addition to the faculty member's signature. The form must be submitted to the Campus Student Development Office no later than five class days after the date of the faculty member's signature. No withdrawal form, however, will be accepted after the last day of classes for any term. If the instructor indicates PASS on the withdrawal form, a grade of WP will be given. If the instructor indicates FAIL on the form, a grade of WF will be given.

NO WITHDRAWAL IS PERMITTED DURING THE FINAL EXAMINATION PERIOD. NO WITHDRAWAL FORM WILL BE ACCEPTED AFTER THE LAST CLASS DAY PRIOR TO THE BEGINNING OF FINAL EXAMINATIONS. At the prerogative of the faculty member concerned, a grade of IF 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, or X by the date published in the college calendar. Incomplete grades count as failure unless changed and are computed as such for purposes of figuring grade point average and Dean's List.

The grade of X will be assigned to all audit students in college credit classes and to college credit students auditing college credit courses.

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 chairman or director. 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
- F — 0 quality points per credit hour
- WF — 0 quality points per credit hour
- IF — 0 quality points per credit hour

The student's scholastic standing or quality point average is obtained by dividing his total number of college hours attempted for which the above grades are assigned, transfer credits included. If a student has repeated a course the last grade completed will be the only grade utilized in the computation of the grade point average (transfer credits included).

SCHEDULE CHANGES

Except in the case of cancelled courses, schedule changes are made at the convenience of the college. Students desiring to change their schedules must follow the procedures adopted. **NO SCHEDULE CHANGES WILL BE MADE WITHOUT AN ACCOMPANYING FEE STATEMENT.**

SMOKING PROHIBITION

Smoking is not permitted in classrooms, laboratories, libraries, auditoriums, or gymnasiums. This applies to both the day and the evening classes.

ACCIDENT REPORTING

Any accident should be reported immediately to a security officer. In addition, an accident report must be filed with the Campus Office of Student Development and the Director of Plant Operations.

EMERGENCIES AND FIRST AID

The campus security officer should be contacted in situations requiring the rendering of first aid to anyone. In the case of emergencies involving students who have no physician on record, whose physician cannot be contacted, or whose families do not reside in this area, the student will be transported to the emergency room of a nearby hospital. Medical expenses incurred by the student will be a matter for collection by the hospital and/or attending physician.

CONCURRENT REGISTRATION

Concurrent registration is permitted among the campuses at Florida Junior College at Jacksonville. However, students are cautioned to use discretion when registering for courses on more than one campus and should allow for sufficient travel time between the campuses.

Concurrent registration is also permitted between Florida Junior College at Jacksonville and senior universities. Students interested in this type of registration are urged to contact the senior university that they plan to attend.

CAMPUS TRAFFIC REGULATIONS

Neither the College nor the District Board of Trustees shall be responsible for damage to automobiles or other vehicles parked or operated on College property. Faculty members, staff, and students will obtain parking decals and affix the same to the motor vehicle which the individual operates, drives, or parks on facilities of the College.

All city and state regulations and rules and all directive signs governing the use of motor vehicles shall be observed at all times.

The following are considered traffic violations:

- Parking on wrong side of street
- Parking in incorrect zone
- Parking in driveway
- Double parking
- Failure to obey a lawful order of a security officer
- Parking too far from curb
- Obstructing driveway
- No decal
- Parking too close to fire hydrant
- Excessive speed

PENALTIES:

A penalty of \$10.00 and disciplinary action, if warranted, for the following:

Giving false information or permitting another person to register the faculty member's, staff member's, or student's automobile.

Using a permit not properly issued or entitled.

Violation of parking and traffic regulations during a College year will subject the operator to fines as follows:

	Paid within 7 days	Paid after 7 days
First violation	\$1.00	\$2.00
Second violation	2.00	3.00
Third violation	2.00	3.00
Fourth and subsequent	Revoking of parking privileges or other appropriate disciplinary action	
Moving violations	5.00	

An individual who has any outstanding fine shall be subject to the following:

A student will be issued no transcript(s) and will be denied the privilege to register for any subsequent course(s).

The President or his designee is authorized to establish procedures for notifying individuals who fail to respond to a traffic citation within seven (7) days and to administer the provisions of this policy.

Any vehicle parked in a "no parking" area will be towed away at the owner's expense, and as directed by the Director of Plant Operations or his designee.

The President may designate the Director of Plant Operations and/or the Security Chief to waive a fine or penalty.

REGULATION CHANGES

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



STUDENT DEVELOPMENT

ORIENTATION

The Office of Student Development conducts a program of orientation for new students. The programs are designed to acquaint the student with the services, regulations, and policies of the College, as well as provide advising for the student's educational program.

COUNSELING

Vocational, academic, and personal counseling services are provided by the Office of Student Development on each campus. Members of the Student Development staff are available on each campus and students should feel free to consult with these counselors at any time. All counseling sessions are private and all conversations are held confidential.

ADVISING

After test data and other records have been made available, entering students will be seen by an advisor. This advisor will assist the student with proper course planning in his prospective curriculum area. Additional sessions may be scheduled by the Office of Student Development. However, students should seek assistance at any time it is desired.

CAREER - PERSONAL TESTING

The Office of Student Development offers a program of group and individual testing designed to serve students. General scholastic ability tests, interest inventories, personality, and aptitude tests are available to students seeking information in these areas. Tests will be administered by members of the Counseling staff, who will interpret scores in individual conferences with students.

CAREER DEVELOPMENT CENTER

Each campus of the Florida Junior College at Jacksonville is equipped with a career development center which provides a comfortable setting in which the student can analyze and absorb career skills, ambitions, and aptitudes as they relate to his career interests. The center is equipped to expose the student to broad files of career information, and to provide him with up-to-date information on occupation, job requirements, and career growth opportunities.

JOB PLACEMENT

Florida Junior College at Jacksonville maintains a placement service which is part of the student development program. The job placement service seeks to assist students and alumni in attaining positions which will best utilize their education, training, experience, and abilities.

The most important function of the Job Placement Office is to assist students in finding part-time employment to provide them with sufficient funds in order to continue their educational process. A current record of employment opportunities in the community is maintained and students are placed according to their acquired skills.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student or the student body. Specific processes and regulations for student conduct, grievances, petitions, appeals, and disciplinary procedures are available in each campus Student Development Office.

SELECTIVE SERVICE INFORMATION

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.

BOOKSTORE SERVICES

Bookstore services are provided for the convenience of the students, faculty, and staff of the College. A complete line of textbooks, workbooks, used books, laboratory manuals, supplemental paperbacks, materials, and supplies is available on a cash basis. Textbooks which will be used in subsequent instructional periods are purchased from the students. Bookstores are located on each campus and stock the textbooks required for that campus only. The hours of operation are posted at each bookstore.

FOOD AND VENDING

Self service food facilities are available at all campuses.

FINANCIAL AID

The Florida Junior College at Jacksonville Student Financial Aid Office attempts to assist all students and prospective students who are in need of funds to attend college. In order to determine eligibility for the various types of financial assistance, a single application form is used for most types of aid. When this form is completed properly and submitted prior to the deadline date, it is possible to establish the amount of each student's financial need and to ascertain what types of aid he is eligible to receive. Once eligibility and need have been established, a "package" of financial aid is offered to the student. Typically this package includes a loan, a grant, and some form of student employment. For students with exceptional academic records, a scholarship may be included. For students who plan to attend Florida Junior College at Jacksonville, and need financial assistance, it is recommended that they contact the Financial Aid Office on the campus at which they plan to enroll and ask for a Financial Aid Application form. If they are in doubt about which campus they will attend, it is suggested they contact the Cumberland Financial Aid Office. For students enrolling for either the Spring and Summer Terms or the Fall and Winter academic year, the Financial Aid Application form should be completed and submitted prior to March 1st in order to receive priority consideration. In the event this deadline is not met, the student may find it necessary to make other arrangements for the payment of education expenses.

For further information, students should write, visit, or telephone any of the Financial Aid Offices listed below:

Financial Aid Office
Building 9
FJC Cumberland Campus
Jacksonville, Florida 32205
Telephone: 387-8277

Financial Aid Office
Room D-102
FJC North Campus
Jacksonville, Florida 32218
Telephone: 757-6258

Financial Aid Office
Room E-110
FJC South Campus
Jacksonville, Florida 32216
Telephone: 646-2020

1. SCHOLARSHIPS

ACADEMIC SCHOLARSHIPS

Academic scholarships are awarded to Florida Junior College at Jacksonville students under a number of separate programs. The qualifying criteria for these scholarships are different in almost every case. In general, however, a student must be attending on a full-time basis, be of good character, and must maintain at least a "C" average. Students are selected for academic scholarships on the basis of information contained in their financial aid application forms, as well as information obtained from other sources.

ATHLETIC SCHOLARSHIPS

Athletic scholarships for baseball, basketball, cross country, track, and tennis are awarded to students selected by athletic coaches.

2. GRANTS-IN-AID

BASIC EDUCATIONAL OPPORTUNITY GRANTS

B.E.O.G.'s of up to \$1,400/year or one-half the cost of educational expenses (whichever is less) are available to students who qualify on the basis of need. Application is made to the U.S. Office of Education on forms provided by campus financial aid offices or high school guidance offices. Students are urged to apply for this aid at the same time they apply for aid from Florida Junior College at Jacksonville. Florida Junior College at Jacksonville and B.E.O.G. application forms may be obtained at any of the three campus financial aid offices.

FLORIDA STUDENT ASSISTANCE GRANTS

This program provides grants of up to \$1,200/year to Florida residents who demonstrate the greatest financial need and the most promise for academic success. Additional information and application forms are available in the campus financial aid offices and high school guidance offices. Students are urged to apply for a Florida Grant in addition to FJC assistance and the BEOG program. By doing so, the student improves his chances of obtaining sufficient funds to meet his educational expenses through one, or a combination of these programs.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

These grants are in amounts of up to \$1,500/year and are made available from funds provided by the Federal Government to the College for the purpose of assisting students who qualify on the basis of exceptional need. Grants must be matched, dollar for dollar, by money from some other source, such as qualifying scholarship, work award, or loan.

LAW ENFORCEMENT EDUCATIONAL GRANTS

These grants are available to in-service law enforcement officers who wish to broaden the scope of their knowledge by taking courses related to their profession. Typically, grants cover tuition and books for part-time students.

3. LOANS

Several different types of long-term student loans are available. Generally students must maintain a "C" average in order to qualify for or to renew these loans.

NATIONAL DIRECT STUDENT LOAN

This program provides three percent (3%) interest loans to students who qualify on the basis of family income. The amount that can be loaned is dependent upon the student's financial need and will usually not exceed \$1,250 per academic year. These loans are repayable in installments commencing one year after graduation and

spread over a period of up to ten years. Borrowers may have a portion of their loan cancelled if they subsequently become teachers of low income or handicapped students. This program is operated by FJC with Federal funds.

FEDERAL NURSING LOAN

These are loans with provisions similar to those of the National Direct Student Loan described above and are available to students who have been accepted into the Nursing Program. Cancellation of this loan is possible by subsequent employment as a nurse.

FLORIDA STUDENT LOAN

Florida Student Loans are awarded in amounts of up to \$1,800 to students who qualify on the basis of need. Repayment, with interest at four percent (4%), commences six months after completion of Bachelor's degree or termination of education, whichever occurs first.

FEDERALLY INSURED STUDENT LOAN

Students may borrow up to \$2,500/academic year. Borrowers from middle and low income families receive a partial interest subsidy. Loan applications are filed with financial aid offices and processed through commercial banks. Repayment is in monthly installments commencing nine months after graduation with interest at seven percent (7%).

FLORIDA INSURED STUDENT LOAN

These loans are available to Florida residents. They are similar in most respects to the Federally Insured Student Loans except that the State of Florida acts as lender instead of a bank or other lending institution. Loans are limited to \$2,000/year.

SHORT TERM LOAN

Florida Junior College at Jacksonville operates a Short Term Loan Fund designed to provide assistance to students who need small amounts of money for a brief period for registration costs or for emergency purposes. A limited amount of money is available in this fund, and priority is given to veterans who are awaiting G.I. Bill checks. Loans are limited to \$155.00 for sixty days.

4. STUDENT EMPLOYMENT

Student employment programs sponsored by both the Federal Government and the College provide assistance to students who qualify on the basis of need and are capable of maintaining good academic standing while employed. Employment is normally limited to 15 hours per week and may be less in the case of some students. Pay is \$1.90 per hour and may be up to about \$900 for a school year. Also, the campus Placement Office maintains a listing of off-campus job opportunities.

STUDENT ACTIVITIES

STUDENT HANDBOOK

A Student Handbook is published annually. The handbook is designed as a general information reference and in no way replaces this college catalog. Any statement of policy not found in the Student Handbook is either found in this college catalog or other publications available to all students.

STUDENT ACTIVITY CALENDAR

The Student Activity Calendar is published each semester during the Fall and Winter Terms and is available from the Student Activities Office on each campus. All major events including the Artist, Lecture and Film Series, and College performing organizations are listed in the Calendar. In addition, pertinent academic information and deadlines are also published.

STUDENT ACTIVITY NEWSLETTER

The weekly Newsletter is placed in distribution boxes in the Student Centers and other locations on campuses each Friday. Items contained in the Newsletter include: academic or registration instruction, college policy announcements, student events, including meetings, special contests or opportunities, and special announcements.

STUDENT ACTIVITY CARD

All College credit students receive activity cards for the Fall and Winter Terms. This card is required to pick up tickets for the Artist & Lecture Series events and for special discount passes available from the Student Activities Offices. Non-College credit students must show proof of registration to pick up tickets. Each student is required to pick up his own tickets.

ARTIST-LECTURE SERIES

A wide range of performing artists including the areas of classical, pop, and drama are presented throughout the Fall and Winter Terms. In addition, distinguished national personalities are presented as part of the Lecture Series in a wide range of topics of contemporary interest. Students should consult the 1974-75 Fall and Winter Term Student Activity Calendars for the current season's program of events in the Artist and Lecture Series.

FILM AND VIDEO TAPE SERIES

The film and video tape series of events includes many of the film classics and a variety of contemporary and popular film selections. In addition, special video tape programs on topics of contemporary interest are also presented.

SPECIAL EVENTS

A variety of events are presented during the Fall and Winter Terms including the Talent Variety Show, the Christmas Dance, the Spring Formal, "Mini-Concerts," and the Miss FJC Pageant. Students interested in participating in these events should contact the Student Activities Office on their campus.

SOCIAL EVENTS

Each approved social event must have at least one member of the full-time faculty or administration in attendance.

CONTESTS

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

ART EXHIBITS

Continuous student art exhibits are part of FJC's Fine Arts Area located at the South Campus. A variety of faculty, student, and guest exhibits are also available for viewing at the South Campus Learning Resources Exhibit Area from time to time, as announced, during the academic year.

PERFORMING ORGANIZATIONS

These organizations offer college credit or emerge from college credit courses. A wide variety of high quality educational offerings provide diverse activities that enrich individual students and the College at large, and contribute tremendously to the community. Included among these organizations are the College Chorale, Chorus, FJC Players (Drama), the Jacksonville Concert Chorale, the Jazz-Rock Ensemble, the Music Workshop, and the Symphonic Band, and the Florida Junior College at Jacksonville Community Orchestra.

INTRAMURAL - RECREATIONAL ACTIVITIES

Both group and individualized intramural-recreational activities are provided by the College. These activities include flag football, volleyball, badminton, basketball, archery, soccer, softball, tennis, bowling, table tennis, horseshoes, billiards, and golf. Special discount passes to a variety of community recreational facilities, including bowling, golf, driving range, putt-putt, and movies are also available at substantial savings from each campus' Student Activities Office.

STUDENT GOVERNMENT ASSOCIATION

Each campus has its own Student Government Association (SGA) which is recognized as the official student organization representing the student body of Florida Junior College at Jacksonville. The SGA of each campus is charged with the responsibility of participating in the College governing process through the student, faculty, and administrative Campus Councils. Each campus SGA also participates in the SGA High Council; thus, coordinating the College-wide needs of students. Each campus SGA is a member of the state-wide Florida Junior College Student Government Association.

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 normally conduct their meetings during these periods.

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 will accompany the group or organization on all approved 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 at least two (2) days prior to leaving on a trip.

DISTRIBUTION OF LEAFLETS AND POSTERS

Students who want to distribute any kind of printed 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.

FINANCIAL POLICIES OF CAMPUS ORGANIZATIONS

The organization advisor, president, and treasurer should contact the Student Activities 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, finding meeting places, and obtaining a sponsor is available.

DRESS CODE

All students who attend Florida Junior College at Jacksonville should dress in good taste.

HEALTH SERVICES

Florida Junior College at Jacksonville is a commuting institution. Health Services are planned only as a supplement to the services of a family physician. Various health agencies are brought to each campus periodically to make their services available to students. For emergency situations refer to the section on Emergencies and First Aid.

INTERCOLLEGIATE ATHLETICS

A diverse program of intercollegiate athletics is available to students attending the College. Basketball, golf, and tennis are based on the South Campus. Baseball is based at the North Campus, and Cross-Country and Track and Field are based at the Cumberland Campus. Students interested in participating in intercollegiate athletics should contact their Student Activities Office. Florida Junior College at Jacksonville is a member of both the Florida Junior College Conference and the National Junior College Athletic Association.



DEFINITION OF TERMS

ADDITIONAL FEES — Supplemental fees paid by students taking certain courses, e. g. laboratory sciences, applied music. These fees cover the cost of additional materials and services required in these courses.

CAREER EDUCATION PROGRAM — Programs offered by the college in specialized areas designed to prepare the student for immediate employment. Degrees or certificates are awarded upon successful completion of these programs.

CLASS SECTION — A symbol located in the class schedule (examples: N01, S01, D01) that corresponds to a particular time the class meets, the room number, and the instructor.

COOPERATIVE EDUCATION — A program in which a student receives academic credit for work experiences directly related to his career goal while also enrolled in college courses.

COREQUISITE — A course which a student is strongly advised to take at the same time he takes another course. Thus the two courses are companion courses.

COURSE DESCRIPTION — A short statement, located in the back of the catalog, identifying the content of a course.

CREDIT-BY-EXAMINATION — A method by which a student may receive college credit without actually having attended the class. The College Level Examination Program (CLEP) and Proficiency Examination Program (P.E.P.) are examples of *Credit-By-Examination*.

CREDIT HOUR — See semester hour.

CURRICULUM — A group of courses designed to educationally prepare a student in a specific area. (Example: The curriculum for the nursing program.)

ELECTIVE — A course, other than that which is required, chosen by the student or suggested to fulfill curriculum requirements.

FRESHMAN — A college credit student who has completed less than twenty-four semester hours of college work.

FULL TIME STUDENT — A student enrolled for twelve or more semester hours during fall term or winter term.

G.P.A. — Grade Point Average. A numerical average computed at the end of term symbolizing the student's success in college gradewise.

I.D.S. — The *Interdisciplinary Studies Program*. A program designed to integrate the disciplines (psychology, sociology, political science, etc.) by having students from the I.D.S. sections meet together for informal discussions of individual research and community-based projects.

IN-STATE STUDENT — See Residency Affidavit, pages 21-22 of this catalog.

MATRICULATION FEE — Fee paid by all students upon enrollment.

NON-COLLEGE CREDIT COURSES — Courses below college level for which no credit transferable to another college or university is given. Non-college credit courses include career education, adult education, continuing education, and community services courses.

OUT-OF-STATE STUDENT — A student who does not meet the definition of an in-state student.

PART-TIME STUDENT — A student enrolled for less than twelve semester hours during fall term or winter term.

PREREQUISITE — A course which a student is strongly advised to complete before enrolling in a second, more difficult course, the knowledge and skills taught in the first course being necessary for the second.

QUALITY POINTS — A numerical value given each grade for the purpose of computing a grade average. (A-4 quality points, B-3 quality points, C-2 quality points, D-1 quality point, F-0 quality points.)

SEMESTER HOUR — Also called credit hour. This measure corresponds, in actual time requirements in class, to one 50-minute class period per week for one semester. The exceptions to this rule are found in laboratory courses, music activity courses, and studio art courses. For example, a 3 semester hour course requires at least 3 (three) 50-minute periods of actual class time. Laboratory Biology, on the other hand, a 4 semester hour class, requires 6 in class hours. Semester hours can be converted to quarter hours (University of Florida is on the quarter system) by multiplying the number of semester hours earned by 1.5.

SOPHOMORE — A college credit student who has completed twenty-four or more semester hours of college work.

TRANSCRIPT — The official record of a student's academic standing. This record also includes biographical and test data.