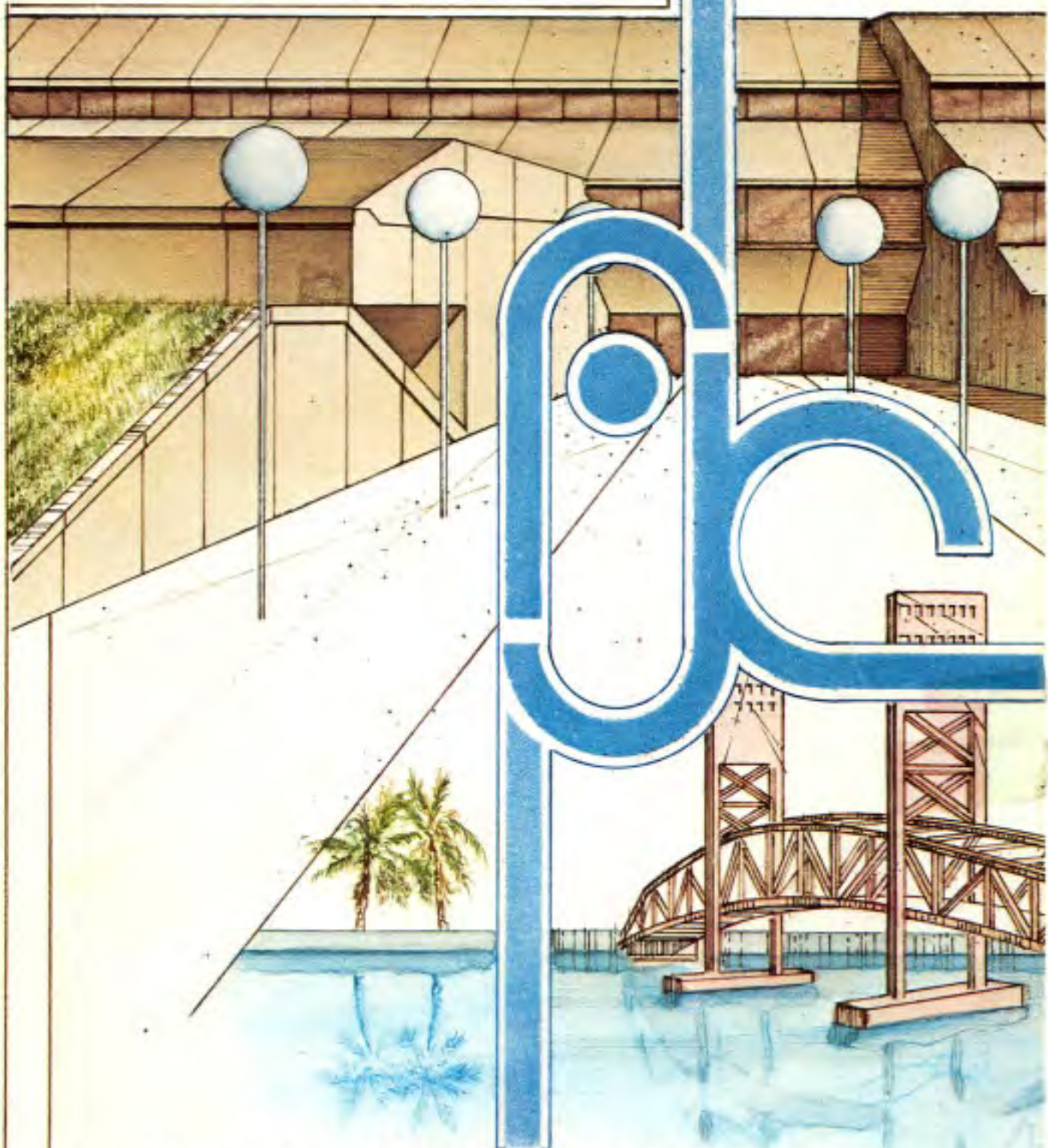


**BULLETIN**



**FLORIDA JUNIOR COLLEGE  
AT JACKSONVILLE**

1977-78 CATALOG ISSUE



# *FLORIDA JUNIOR COLLEGE AT JACKSONVILLE*

## **DISTRICT OFFICES**

21 West Church Street  
Jacksonville, Florida 32202  
904-358-1812

## *DOWNTOWN CAMPUS*

101 West State Street  
Jacksonville, Florida 32202  
904-633-8344 / 904-633-8266

## *FRED H. KENT CAMPUS*

1246 Cumberland Road  
Jacksonville, Florida 32205  
904-387-8106

## *NORTH CAMPUS*

4501 Capper Road  
Jacksonville, Florida 32218  
904-757-6011

## *SOUTH CAMPUS*

11901 Beach Boulevard  
Jacksonville, Florida 32216  
904-646-2111

## *CATALOG*

### *1977 - 78*

ACCREDITED BY:

STATE OF FLORIDA, DEPARTMENT OF EDUCATION  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

# GENERAL INFORMATION

## FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

### DISTRICT BOARD OF TRUSTEES

MR. DONALD T. MARTIN, Chairman

MRS. JEWELL F. HADDOCK, Vice-Chairman, Duval County

MR. JOSEPH M. RIPLEY, JR., Vice-Chairman, Nassau County

DR. ALBERT J. BAUKNECHT

MRS. PEGGY C. FRIEDMANN

MR. CLAUDE L. RUCKER, JR.

MR. CHARLES E. SIMMONS, JR.

MRS. SARAH P. SOVA

DR. BENJAMIN R. WYGAL, Executive Secretary

### CHIEF ADMINISTRATIVE OFFICERS

DR. BENJAMIN R. WYGAL, President

DR. HAROLD JAMES OWEN, JR., Vice-President for Campus Operations

MR. ROBERT L. WATSON, Vice-President for Administrative and Business Services

DR. EZEKIEL W. BRYANT, Provost, North Campus

DR. OLIVER R. FINCH, Provost, South Campus

DR. KERMIT C. MILLER, Provost, Fred H. Kent Campus

DR. EDGAR C. NAPIER, Provost, Downtown Campus

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# COLLEGE CALENDAR

## 1977-78

### HOLIDAYS

LABOR DAY .....SEPTEMBER 5, 1977 (M)  
 VETERANS DAY .....NOVEMBER 11, 1977 (F)  
 THANKSGIVING .....NOVEMBER 24, 25, 1977 (TH, F)  
 COLLEGE CLOSED—  
 ALL OFFICES .....DECEMBER 23, 1977 (F)—12:00 Midnight  
 TO JANUARY 2, 1978 (M)—12:00 Midnight  
 CHRISTMAS .....DECEMBER 26, 1977 (M)  
 NEW YEAR'S DAY .....JANUARY 2, 1978 (M)  
 GOOD FRIDAY .....MARCH 24, 1978 (F)  
 INDEPENDENCE DAY .....JULY 4, 1978 (T)

	Fall Term (I) '77	Winter Term (II) '78	Spring Term (III) '78	Summer Term (IV) '78
*Deadline—Early Admission applications 77/78	July 15 (F) 5:00 p.m.			
Reporting date—all faculty	August 22 (M) 8:00 a.m.	January 3 (T) 8:00 a.m.	April 27 (Th) 8:00 a.m.	June 14 (W) 8:00 a.m.
Tentative Registration Period for College Credit Courses	August 3 (W) to August 16 (T)	Dec. 5, '77 (M) to January 3, (T)	April 24 (M) to April 27 (Th)	June 6 (T) to June 12 (M)
*Registration—Fernandina Beach Center	August 17 (W)	January 3 (T)	April 26 (W)	June 12 (M)
Classes begin for college credit courses; classes begin for non-college credit courses at all four campuses	August 24 (W)	January 6 (F)	May 1 (M)	June 15 (Th)
Classes begin for non-college credit classes at off-campus centers	September 12 (M)	January 9 (M)	May 1 (M)	June 15 (Th)

\*Dates apply to college credit classes only.

## COLLEGE CALENDAR, 1977-78—CONTINUED

	Fall Term (I) '77	Winter Term (II) '78	Spring Term (III) '78	Summer Term (IV) '78
*Saturday classes begin	August 27 (S)	January 7 (S)	None	None
*Deadline for dropping courses	August 26 (F) 4:30 p.m. Exception: Deadline for Mon. eve. class Aug. 29, and Tues. eve. class, Aug. 30, is Aug. 31 (W) 7 p.m.	January 11 (W) 7:00 p.m. Exception: Dead- line for Wed. eve. class, Jan. 11, and Thurs. eve. class, Jan. 12, is Jan. 13 (F) 4:30 p.m.	May 3 (W) 7:00 p.m.	June 20 (T) 7:00 p.m.
*Deadline for applying for graduation for the current term	November 4 (F) 5:00 p.m.	March 17 (F) 5:00 p.m.	May 24 (W) 5:00 p.m.	July 14 (F) 5:00 p.m.
*Deadline for paying \$10 graduation fee for current term	November 18 (F) 5:00 p.m.	March 31 (F) 5:00 p.m.	May 31 (W) 5:00 p.m.	July 21 (F) 5:00 p.m.
*Last time for with- drawing from a course and receiving a grade of "W"	December 8 (Th) 5:00 p.m.	April 18 (T) 5:00 p.m.	June 8 (Th) 5:00 p.m.	July 25 (T) 5:00 p.m.
*Final examination period	December 8 (Th-eve) through December 16 (F)	April 18 (T-eve) through April 26 (W)	June 8 (Th-eve) through June 13 (T)	July 26, 27, 28 (W, Th, F)
End of term for all college classes	December 16 (F) 12:00 midnight	April 26 (W) 12:00 midnight	June 13 (T) 12:00 midnight	July 28 (F) 12:00 midnight
Deadline for removing grade of "IF" received in corre- sponding Term of Academic Year 1976/77	December 16 (F) 5:00 p.m.	April 26 (W) 5:00 p.m.	June 13 (T) 5:00 p.m.	July 28 (F) 5:00 p.m.
Last faculty workday	December 16 (F)	April 26 (W)	June 13 (T)	July 28 (F)
Final grades due into Division Chairmen	December 16 (F) 10:00 a.m.	April 26 (W) 10:00 a.m.	June 13 (T) 10:00 a.m.	July 28 (F) 10:00 a.m.
Final grades due into District Office of Records	December 16 (F) 1:00 p.m.	April 26 (W) 1:00 p.m.	June 13 (T) 1:00 p.m.	July 28 (F) 1:00 p.m.
Graduation and Convocation		May 1 (M) 8:00 p.m.		

\*Dates apply to college credit classes only.

# FJC — THEN AND NOW

## 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 nearly 70,000 students during the 1975-76 academic year.

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

## THE COLLEGE TODAY

### DISTRICT OFFICES

The District Administrative Offices of the College are located in the Universal Marion Building at 21 West Church Street, just a few blocks from the site of the new Downtown Campus.

The offices of the President, the Vice President for Campus Operations, and the Vice President for Administrative and Business Services, and supportive staff are located on the fifteenth floor.

The Procurement, Fiscal, Data Systems Services, Auditing and Security Offices are on the sixteenth floor. The ninth floor houses the Personnel and District Business Affairs offices as well as offices of Resource Development, Information Services, and the Florida Junior College at Jacksonville Foundation, Inc.

### DOWNTOWN CAMPUS

The newest facility of Florida Junior College at Jacksonville is the Downtown Campus, representing an investment of approximately \$15 million.

A vital segment of Jacksonville's urban renewal program, the Downtown Campus is located on a 21-acre, 10-block tract 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.

While the Downtown Campus is designed to offer a comprehensive curriculum, including academic courses, special emphasis will be placed on both college credit and non-college credit vocational and technical programs, with classes offered on a day and

night basis. The campus utilizes approximately 300,000 square feet of floor space, including multi-purpose classrooms and laboratories, in one main building of three stories, flanked by two single-story buildings. The campus was designed with special features to facilitate movement by handicapped persons.

The Downtown Campus replaces a number of temporary facilities that housed various programs in the downtown area. The only one of these retained is the Automotive Trades Complex at 35 West State Street, offering programs in automotive mechanics and automobile body repair.

### NORTH CAMPUS

Classes in this modern, functional facility began in the Fall Term (I), 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 under 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 (I), 1971.

In 1975, tennis courts and a recreational facility, with showers and lockers, were constructed on the South Campus, and in the Winter Term (II) of 1977,



the construction of the Second Phase of the Campus was completed. This phase includes classrooms, faculty offices, a music suite, and a lounge and recreational area for students. Planning for the immediate future calls for construction of a gymnasium on the South Campus, the first such facility owned by the College.

The South Campus is also the site of the Northeast Florida Criminal Justice Training and Education Center. It is designed to provide training for law enforcement agencies in an eight-county section of Northeast Florida.

Under master planning, the South Campus will ultimately have the ability to serve 5,000 full-time equivalent students.

## FRED H. KENT CAMPUS

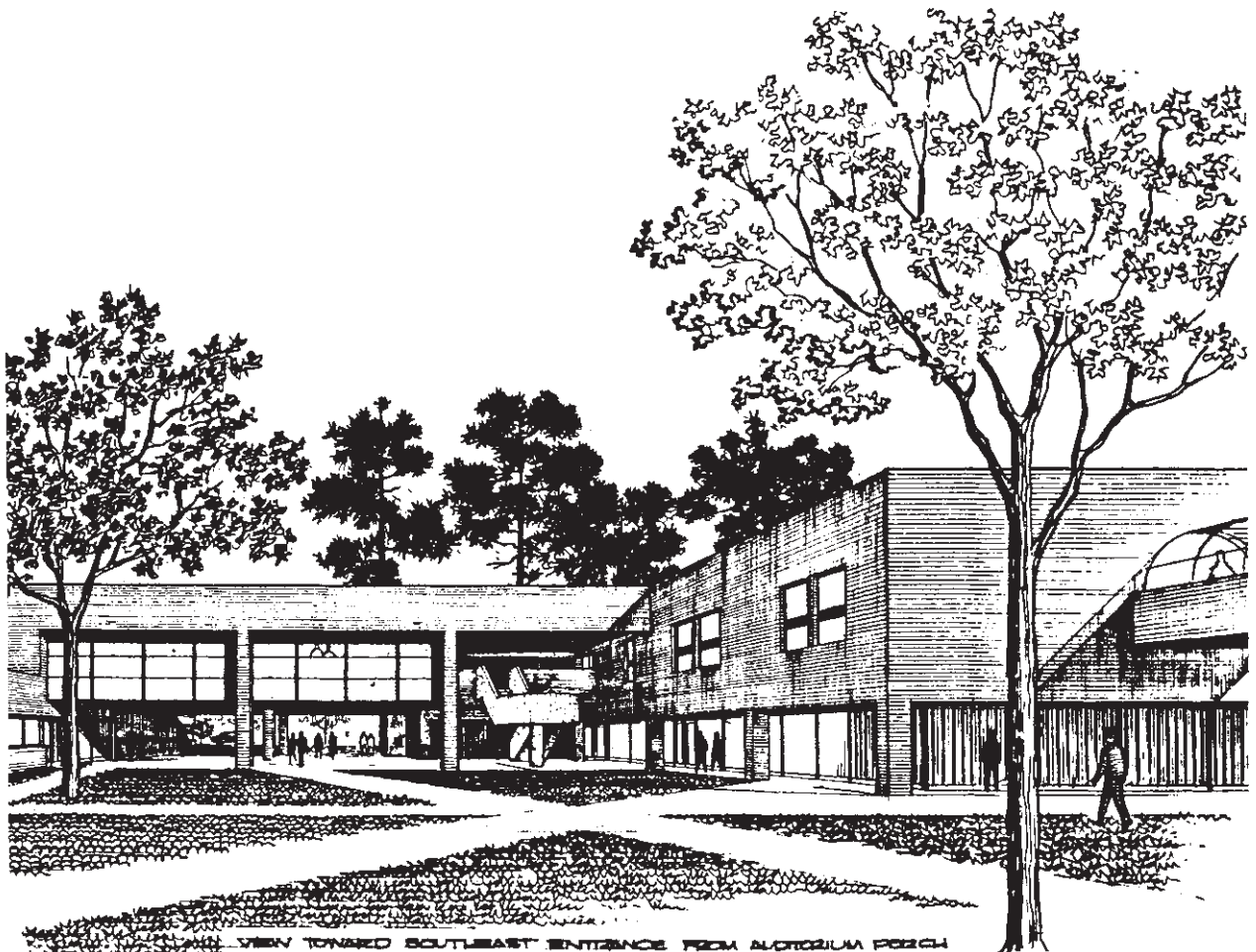
This 35-acre site, off Roosevelt Boulevard (U.S. 17), was acquired by the College in 1966. It was formerly known as Cumberland Campus but was renamed in 1974 in honor of the prominent Jacksonville attorney who has devoted many years of service to the cause of higher education in Florida and

who was the first chairman of the District Board of Trustees of Florida Junior College at Jacksonville.

Since the summer of 1966, some ninety-eight (98) World War II duplex housing units have been converted into temporary science laboratories, language laboratories, faculty and administrative offices, general purpose classrooms, and a well-equipped library. Master planning calls for existing buildings to be phased out and modern facilities constructed to accommodate a substantial increase in full-time equivalent student capacity within the next three (3) years.

## 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. The College has utilized up to 292 such adult centers during the year.



# 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 senior colleges and universities.
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, sex, age, creed, color, handicap, or national origin and that equal opportunity and access to facilities shall be available to all. This principle is particularly applicable to the admission of students in all programs of the College, and in their academic pursuits. It is also applicable to 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.



# STUDENT INFORMATION

## STUDENT COURSE LOAD

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

Students enrolled in either Spring or Summer Terms (III or IV) shall not attempt more than fourteen (14) semester hours across the two (2) terms. Except in cases where courses start in Spring Term (III) or end in Summer Term (IV), a student shall not attempt more than seven (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 college credit classes will be the responsibility of the professor and the professor will fully inform the students of such policy at the beginning of the term.

## GRADING SYSTEM

Florida Junior College at Jacksonville supports the philosophy of non-punitive grading. The grading system is designed to evaluate the performance of the student as fairly and equitably as possible. The principal features of the system are the W grade, the NP

grade, and the "forgiveness" policy, explained below.

Letter grades will be assigned for courses as follows:

- A Excellent
- B Good
- C Average
- D Poor
- NP Non-punitive, no credit or penalty
- F Failure
- W Withdrawal
- IF Incomplete with penalty
- X Audit

Students officially withdrawing from college credit courses after the add/drop period will receive the grade of W. The W grade is assigned after the student officially withdraws from the course and/or from the College. It is the responsibility of the student to follow the procedure set forth in the section of this catalog entitled "WITHDRAWAL." A student may withdraw at any time during a term beginning on the day following the "deadline for dropping courses" date indicated in the College Calendar, and extending up to and including the last scheduled class day as shown in the College Calendar.

The IF grade may be assigned by the professor when the student has not completed all requirements of the course on schedule. If not changed prior to the deadline, the IF grade becomes final. The IF grade is counted as an F (failure) and computed as such for purposes of grade point average and transcript.

This grade may be changed by the professor to A, B, C, D, F, or NP within the time limit indicated in the section of this catalog entitled College Calendar for "INCOMPLETE GRADE DEADLINES."



The NP grade is assigned by the professor to indicate neither credit nor penalty.

The X grade will be assigned to all audit students in college credit courses. It may not be changed to any other grade.

The Forgiveness Policy allows a student to repeat a course in an attempt to improve his grade in the course. The official grade will be that grade assigned for the last repetition of the course, if the last assigned grade is other than W or NP. This last grade will be used in the computation of grade point average, and any previous grade received in the same or an equivalent course will not be used in the computation. However, all courses attempted will appear on the transcript.

## GRADE POINTS

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

- A 4 grade points per semester hour.
- B 3 grade points per semester hour.
- C 2 grade points per semester hour.
- D 1 grade point per semester hour.
- F 0 grade points per semester hour.
- IF 0 grade points per semester hour.

The student's scholastic standing or grade point average is obtained by dividing the total number of grade points earned by the total number of semester hours attempted, for which the above grades have been assigned. A separate computation is made for credits earned only at Florida Junior College at Jacksonville, and for all college credits earned, including transfer credits from other institutions attended. Grades of W and NP are not used in the computation of grade point average. Grades of WP received in terms prior to Fall Term (I), 1977-78, are not used in computations of grade point average. Grades of WF received in terms prior to Fall Term (I), 1977-78, are not used in computations of grade point average. Grades of WF received in terms prior to Fall Term (I), 1977-78, are computed as 0 grade points per semester hour.

Once a final grade in a course has been reported to the Director of Records, District, it may only be changed as follows:

- (1) Upon recommendation of the professor who assigned the grade, with approval of the division chairman or director.
- (2) Upon recommendation by the division chairman or director, and approved by the dean, when the professor who assigned the grade is no longer a member of the faculty of Florida Junior College at Jacksonville.

## GRADUATION

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 may be graduated at the end of any term in which they complete the graduation requirements. Students graduating at the end of Fall, Spring or Summer Terms, (I, III or IV) may participate in the next formal commencement exercise. Students graduating at the end of Winter Term (II) are expected to attend all graduation rehearsals and ceremonies. 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 academic requirements for the degree or certificate for which the student is an applicant. 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 each student who has applied for graduation and has met the requirements for the degree or certificate for which the student is an applicant.

### Honors Graduation

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

With Honors.....	3.50-3.74
With High Honors.....	3.75 or higher

## 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. REFER TO SECTION OF THIS CATALOG REGARDING REFUND OF FEES.**

## SMOKING PROHIBITION

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

## ACCIDENT REPORTING

Any accident should be reported immediately to a security officer. Any driver of a vehicle involved in an accident resulting in injury, death, or property damage in any amount, must immediately notify a security officer who will contact the Sheriff's office for investigation and accident report.

## 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 by private means of transportation of the student's choice, or by the City Rescue Squad. Expenses incurred are the responsibility of the student.

## 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.

## SAFETY AND TRAFFIC CONTROL

Faculty members, staff and students shall obtain valid parking decals and affix same to the motor vehi-

cle which the individual operates, drives, or parks on facilities of the College.

The College shall publish:

The dates by which the valid parking shall be obtained.

The locations where the decal may be obtained.

The requirements for obtaining the parking decal, and

The location(s) on the motor vehicle where the decal(s) shall be placed.

Current automobile tag registration form or state inspection receipt which contains current tag number, shall be presented at time of applying for decal(s). The student is to provide the fee statement for the term during which the decal is requested.

Student decals will expire at the end of the Summer Term (IV) in August, except for the Downtown Campus, which decals will expire at the end of each term.

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.

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



## 12 /GENERAL—STUDENT INFORMATION

The following are violations of this Board rule for safety and traffic control:

### Non-moving Violations:

- a. Parking on wrong side of street.
- b. Parking in incorrect zone.
- c. Parking in a driveway.
- d. Double parking.
- e. Failure to obey a lawful order of a security officer.
- f. Parking too far from curb.
- g. Obstructing driveway.
- h. No decal.
- i. Parking too close to fire hydrant.
- j. Parking on a yellow curb.
- k. Improper parking.

### Moving Violations:

- a. Excessive speed.
- b. Driving the wrong way on a one way street.

Parking and safety violations listed above which occur during a College year will subject the individual who is registered on the security files as the owner of the automobile or other vehicle to penalties as follows:

	<b>Paid Within 10 College Business Days</b>	<b>Paid After 10 College Business Days</b>
First Non-Moving Violation	\$1.00	\$2.00
Second Non-Moving Violation	\$2.00	\$3.00
Successive Non-Moving Violation(s)	\$3.00	\$5.00
Fourth and Subsequent	Revoking of parking privileges or other appropriate disciplinary action (to include towing away at owner's expense).	
Moving Violations	\$5.00	\$10.00

A penalty of \$10.00 shall be assessed and disciplinary action taken by the President or official designee, if warranted, for the following:

Giving false information or permitting another person to register the employee's or student's automobile or other vehicle.

Using a permit not properly issued.

Using a permit not entitled.

Any individual who has any outstanding penalty shall be subject to the following:

The student will be issued no transcript(s) and will be denied the privilege of registering for any subsequent course(s).

Any vehicle parked in a "No Parking" area will be towed away at the owner's expense.

The full responsibility for removal of the parking decal from the automobile or other vehicle when ownership changes rests with the individual who obtained the parking decal.

The Safety and Traffic Control penalties shall be paid in person or by mail at the Business Affairs Office and a receipt shall be issued for such payment.

## Refund Appeals

Any request for a refund not specifically authorized, or if based on dropping a course after the deadlines listed in the College Calendar, must be submitted to the Student Appeals Review Committee on forms available in each Student Development office.

## 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 concerning housing.

## 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.

with career information, and to provide up-to-date information on occupations, job requirements, and career growth opportunities.

## 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.

## CAMPUS REGISTRAR'S OFFICE

Each campus of Florida Junior College at Jacksonville has a Campus Registrar's Office. Information and forms relating to admissions, registration, and student records are available through this office.

## ADVISING

After test data and other records have been made available, entering college credit students will be seen by an advisor. This advisor will assist the student with proper course planning in the student's 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.

## VETERANS ASSISTANCE

The College Veterans Affairs Office is located on the Downtown Campus.

A Veterans Affairs Representative is located on each campus of Florida Junior College at Jacksonville. Veterans Administration forms and information pertaining to educational assistance may be obtained from the campus office.

## 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.

## 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 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 skills.

Job Placement information may be obtained at the following locations:

## CAREER DEVELOPMENT CENTER

Each campus of Florida Junior College at Jacksonville is equipped with a career development center which provides a comfortable setting in which students may analyze and develop career skills, ambitions, and aptitudes as they relate to their career interests. The center is equipped to provide the student

Fred H. Kent Campus—KC-60

North Campus—D-101

South Campus—E-101

Downtown Campus, Office of Student Development.

## STUDENT RESPONSIBILITY AND DUE PROCESS PROCEDURE

Attendance at the College is a privilege, and violations of the regulations and rules may lead to disciplinary probation, suspension, or permanent dismissal. A student may be suspended if the student behaves in a disruptive manner. The Vice-President for Campus Operations, the Vice-President for Administrative and Business Services, and the Provosts are authorized to recommend to the President suspension of a student from classes for disruptive behavior.

The following violations are outlined in the District Board of Trustees Policies, any of which may constitute a form of disruptive behavior. Such disruptive behaviors, if they take place on campus or at a College function, may lead to suspension or dismissal from the College. The violations:

1. Consumption of alcoholic beverages on campus.
2. Illegal use or possession of drugs or narcotics.
3. Illegal use or possession of a lethal weapon on campus.
4. Cheating in any form.
5. Stealing.
6. The use of indecent or abusive language.
7. Gambling.
8. Hazing.
9. Vandalism or destruction of property.
10. Falsification of records.
11. Unauthorized use of the College name.
12. Lewd or indecent conduct.
13. Behavior which intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College. This applies to acts conducted on or off campus when relevant to such orderly conduct, processes and functions. Disruptive conduct shall include, but not be limited to, the following:
  - (a) Violence against any member or guest of the College community.
  - (b) Theft or willful destruction of College property or of the property of members of the College.
  - (c) Interference with the freedom of movement of any member or guest of the College.

- (d) Obstruction of the normal processes and activities essential to the functions of the College community.
- (e) Deliberate interference with the rights of others.
- (f) Violation of a federal or state law, a county or city ordinance.
- (g) Repeated offenses of a less serious nature.

The following is a list of procedures which will provide due process for the accused student as required by the courts. These procedures shall be invoked when the student is accused of any of the foregoing violations and is subject to suspension or dismissal.

1. The administrator authorized to suspend a student from class will notify the President verbally, immediately and in writing, outlining the reasons for the action taken. This administrator will also notify professors involved.
2. The President will notify the student, in writing, by certified mail, of the charges and set forth the date, hour, and place for the hearing by the Student Appeals Review Committee. The student will be given a minimum of five (5) school days from receipt of the notice to ensure the opportunity of preparing for the hearing.
3. The student has the right to assistance in the student's defense by an advisor of the student's choice.
4. The burden of proof rests upon the administrators bringing the charge.
5. The student will be given an opportunity to testify and present evidence and witnesses. However, the student will not be required to give self-incriminating testimony.
6. The decision of the Student Appeals Review Committee will be based entirely upon evidence introduced at the hearing.
7. The hearing will be involved only with the student's actions while in attendance at Florida Junior College at Jacksonville. No civil or criminal legal action will be considered by the Committee. In the event that such actions would appear proper, the President will take the necessary steps after the conclusion of the hearing.
8. There will be a verbatim record, such as a tape recording, of the hearing.



9. A decision of the Student Appeals Review Committee will be final, subject to the student's right of appeal, within thirty (30) days to the President of the College.
10. The President will notify the student in writing of the results of the hearing.

## STUDENT APPEALS

The student appeals Review Committee is a standing committee within the College. This committee is composed of twelve (12) members appointed by the President. The purpose of this committee is to hear and decide on requests for exceptions to approved policies of the College as well as official deadlines.

The Appeals Committee meets at least once a month to consider appeals forwarded to the committee via proper channels.

If a student has a disagreement or concern with an administrative action in the areas of admissions, refunds, transfer of previous academic credits, program requirements, grades, graduation problems or other similar matters, the student should complete a Student Appeals Review Form. These forms may be obtained at the Student Development Office on any campus along with instructions regarding appeals procedures. In addition, advice and assistance in completing the form may be obtained in the campus Student Development Office.

The completed appeal form is to be filed with the Dean of Student Development on one of the College campuses. The Dean of Student Development will then forward the form to the appropriate authority for review as prescribed by appeals policy. Important: A student's appeal form will be considered only when it has been properly and fully completed. Grade changes will be made with the professor's consent. Changes without the consent of the professor will be made only under rare and unusual circumstances. The student will be advised of final action on the student's appeal.

Further information should be obtained from the Office of Student Development on any campus.

## BOOKSTORE SERVICES

The College's bookstores are operated by the Follett Stores Division of Chicago, Illinois. Textbooks, supplementary material, supplies and other items are available through each campus bookstore. Requirements for the course for which the individual is enrolled should be obtained prior to the purchase of books and supplies. Financial arrangements are matters between the individual and the bookstore.

## FOOD AND VENDING

A food service area as well as vending machines are located at each campus.



# STUDENT FINANCIAL AID

The Florida Junior College at Jacksonville Financial Aid Office attempts to assist all students and prospective students who are in need of funds to attend college. Once eligibility and need have been established, a "package" of financial aid is offered to the student. This package will include some combination of loan and grant assistance and possibly part-time campus employment. In a few cases, students with exceptional academic records may receive a scholarship. It is recommended that students who anticipate the need for financial assistance contact the Financial Aid Office on the campus at which they plan to enroll. Students who submit financial aid applications before April 15th will receive priority consideration for the academic year commencing the following September. Applications received on or after that date will be processed as funds become available.

In order to receive financial assistance, a student must be in a college credit degree-seeking program. (Students in certain vocational programs may be eligible for financial aid if the programs are of a six (6) month duration, twenty-four (24) clock hours per week, and lead to a certificate.)

In order to remain eligible for continued financial aid, a student must meet the requirements of academic good standing, defined as follows.

## ACADEMIC GOOD STANDING

Students enrolled in college credit courses:

- (1) Must maintain a cumulative grade point average (GPA) in accordance with the following scale:

No. of Semester Hours Earned	Required GPA
0-15	1.00
16-30	1.50
31-45	1.75
Over 45	2.00

- (2) Must **successfully complete** fifty percent (50%) of all credit hours attempted per term. A grade of A,B,C or D is required for successful completion. W, NP, F and IF grades are not considered completions.
- (3) Must **not** have earned in excess of seventy-five (75) semester hours total credit, including credits transferred from other colleges.

All three (3) of the above requirements must be met at the end of each term.

Students enrolled in the High School Completion Program:

- (1) Must successfully complete fifty percent (50%) of all credits attempted per term. A grade of A, B, C or D is required for successful completion. W, NP, F, and IF grades are not considered completions.
- (2) Must maintain satisfactory attendance by having not more than twelve (12) unexcused absences from all classes in one (1) calendar month. Absences may be excused only for the following reasons:
  - (a) Illness or injury, with doctor's statement
  - (b) Death in immediate family
  - (c) Jury duty, verified by court document

Students enrolled in non-college credit, occupational or vocational programs:

- (1) Must receive a satisfactory instructional evaluation at the end of each term.
- (2) Must maintain satisfactory attendance by having not more than three (3) days of unexcused absences in one (1) calendar month. Reasons for excused absence are the same as for High School Completion students.

In order to remain eligible to receive continued financial aid, a student must maintain academic good standing, as defined above. It should be noted that termination of financial aid eligibility has no effect on the student's right to remain as a student at Florida Junior College at Jacksonville.

Having lost financial aid eligibility for failing to remain in academic good standing, a student may regain eligibility as follows:

### 1. College Credit Students:

- (a) GPA Standard

Continue in college without financial aid until the GPA standard is met

- (b) Fifty percent (50%) Standard

- (1) Continue in college for one (1) term, during which the fifty percent (50%) standard is met, **or**

- (2) Remain out of college for one term

## (c) Seventy-five (75) Semester Hour Limit

No further financial aid will be granted.

## 2. High School Completion Students:

## (a) Fifty percent (50%) Standard

(1) Continue in the program for one (1) term, during which the fifty percent (50%) standard is met, or

(2) Remain out of the program for one (1) term

## (b) Attendance Standard

Loss of financial aid for one (1) term.

## 3. Non-College Credit Occupational/Vocational Students:

## (a) Satisfactory Evaluation Standard

Continue in program and receive a satisfactory evaluation from the professor

## (b) Attendance Standard

Loss of financial aid for one (1) term

## CHANGE OF STATUS PROCEDURES

**It may be determined that a student is not in good standing after he/she has registered on a financial aid authorization. In this case, the College will notify the student that he/she has been dropped from good standing and is no longer eligible for financial aid. The student will have ten (10) College Business Days from the date of the notification letter to pay all fees or he/she will be dropped from all classes for reason of non-payment of fees.**

**A student not in good standing may pay for a subsequent registration and then find that he/she is eligible to be in good standing and receive financial aid. If the student has a current financial aid application on file and requests financial aid before the end of the add-drop period, he/she may receive full payment for those awards to which he/she is entitled.**

**Any administrative action taken as a result of the application of the academic good standing policy outlined above may be appealed to the Financial Aid Board by the student. Information on the appeal procedure is available at the Financial Aid Office on all campuses.**

## FINANCIAL AID ELIGIBILITY

Students admitted under the following programs are **NOT** eligible for Federal and State financial aid:

Special student	Non-degree seeking
Accelerated high school	Audit
Early admission	

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

Financial Aid Office  
FJC, Downtown Campus  
101 West State Street  
Jacksonville, Fl. 32202  
Phone: 633-8241

Financial Aid Office  
Room D-102  
FJC, North Campus  
Jacksonville, Fl. 32218  
Phone: 757-6258

Financial Aid Office  
Building 60  
FJC, Fred H. Kent Campus  
Jacksonville, Fl. 32205  
Phone: 387-8277

Financial Aid Office  
Room E-203  
FJC, South Campus  
Jacksonville, Fl. 32216  
Phone: 646-2020

## SCHOLARSHIPS

### 1. ACADEMIC SCHOLARSHIPS

A limited number of scholarships are awarded to Florida Junior College at Jacksonville students under several different 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.

### 2. ATHLETIC SCHOLARSHIPS

Athletic scholarships are awarded to students recommended by athletic coaches.

### 3. INSTRUMENTAL AND CHORAL SCHOLARSHIPS

Scholarships are awarded to students recommended by the Director of the Chorale and Director of the Band on the South Campus.

### 4. DRAMA AND FORENSICS SCHOLARSHIPS

Scholarships are awarded to students recommended by the Director of Drama and Director of Forensics on the South Campus.

## 5. FEDERAL NURSING SCHOLARSHIPS

Limited funds are available to provide scholarships (grants) to students in the Technical Nursing Program who demonstrate exceptional financial need. These scholarships are usually combined with Federal Nursing Loans or some other form of aid to meet the student's need.

## GRANTS-IN-AID

### 1. BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG)

BEOGs of up to one-half the cost of educational expenses 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 counselors. **ELIGIBLE 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 BEOG application forms may be obtained at any of the four campus Financial Aid Offices.

### 2. FLORIDA STUDENT ASSISTANCE GRANTS

This program provides grants of up to \$600 per term (total \$1,200) for Fall Term (I) and Winter Term (II) 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.

### 3. SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

These grants are in amounts of up to \$1,500 per 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.

### 4. LAW ENFORCEMENT EDUCATION 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 for part-time students.

## LOANS

### 1. 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 lent 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. 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 Florida Junior College at Jacksonville with Federal funds.

### 2. Federal Nursing Loan

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

### 3. Federally Insured Student Loan

Students may borrow up to \$2,500 per academic year, not to exceed educational costs. Borrowers from middle and low income families receive a partial interest subsidy. Loan applications are processed by Campus Financial Aid Offices and submitted to banks and credit unions. Repayment is in monthly installments commencing nine (9) months after graduation with interest at seven percent (7%).

### 4. Florida Insured Student Loan

These loans are available to Florida residents. They are similar in most respects to the Federally Insured Student Loan except that the State of Florida acts as lender instead of a bank or other lending institution. Applications should be submitted two (2) months prior to the beginning date of the first term for which assistance is requested.

## 5. SHORT TERM LOAN

Florida Junior College at Jacksonville operates a Short Term Loan Fund to provide assistance to students who need small amounts of money for a brief period of time for registration costs or for emergency purposes. A limited amount of money is available in this fund. Loans are repayable within sixty (60) days.

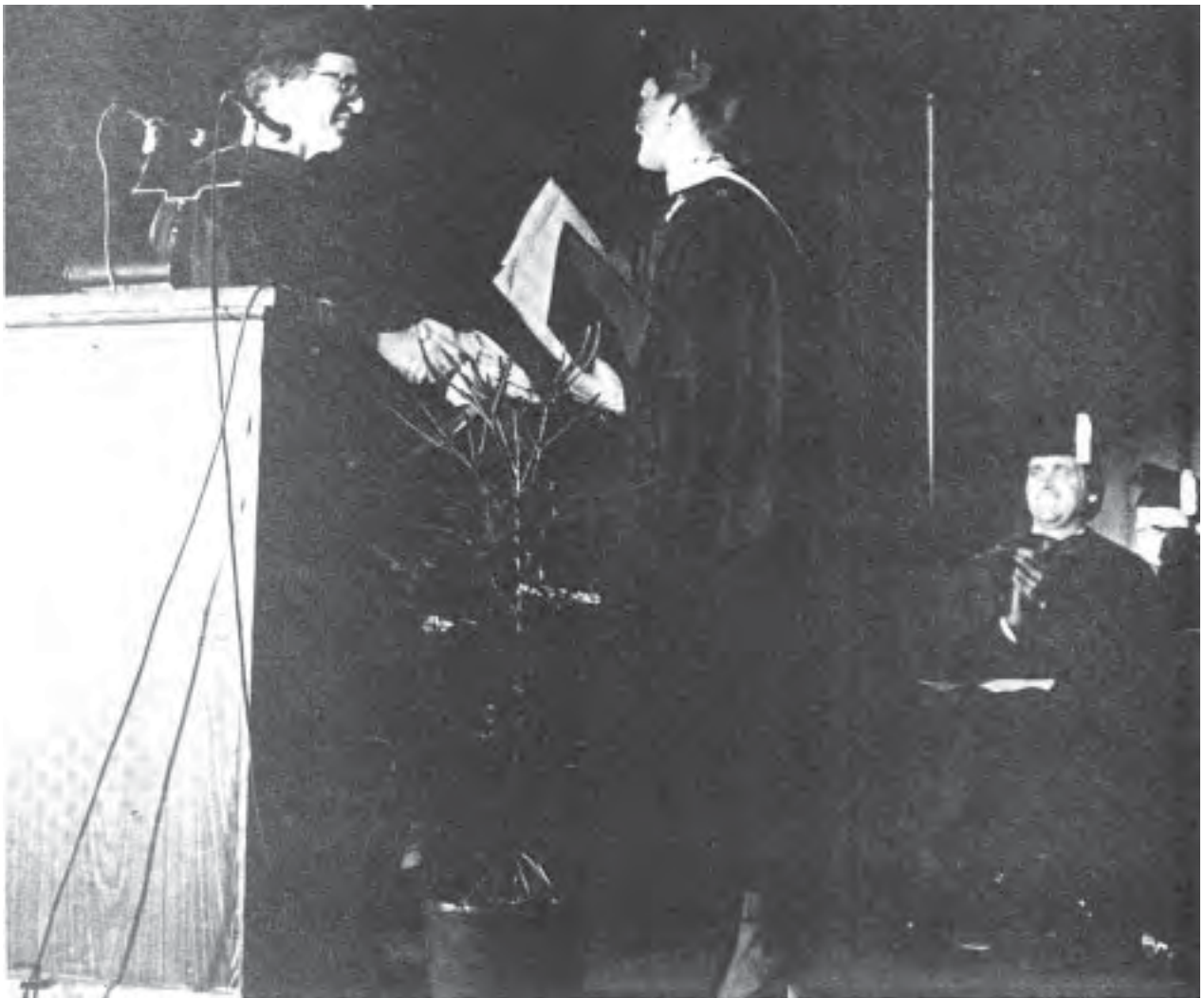
## STUDENT EMPLOYMENT

Student employment programs, sponsored by both the Federal Government and the College, provide assistance to students who qualify on the basis of need and who are capable of maintaining good academic standing while employed. Employment is normally limited to fifteen (15) hours per week and may be less in the case of some students. Pay is at or above the minimum wage law requirement and may be up to \$1,100 for a school year. Also, the Campus Place-

ment Offices maintain a listing of off-campus job opportunities.

## FLORIDA JUNIOR COLLEGE AT JACKSONVILLE FOUNDATION, INC.

The Florida Junior College at Jacksonville Foundation, Inc., is a non-profit organization established to receive and manage cash contributions, deferred gifts, and equipment and supplies for charitable, scientific, and educational purposes. The Foundation spends its money on scholarships, loans, program support, professional development, work-study programs, workshops and seminars, and public relations. The Foundation's funds are derived from employees, private foundations, corporations and businesses, conferences and workshops, special projects, and memorial programs. Administration of the Foundation is overseen by a Board of Governors whose names appear on page 187 of this catalog.



# STUDENT ACTIVITIES

## STUDENT ACTIVITY CALENDAR

The Student Activity Calendar is published each semester during the Fall and Winter Terms (I and II) 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 also are 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 (registration receipt) for each term at the time of registration. 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 their registration receipt to pick up tickets. Students must pick up their 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 (I and II). 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 1977-78 Fall and Winter Term (I and II) Student Activity Calendars for the current season's program of events in the Artist-Lecture Series.



## FILM AND VIDEOTAPE SERIES

The Film and Videotape Series of events includes many of the film classics and a variety of contemporary and popular film selections. In addition, special videotape programs on topics of contemporary interest also are presented.

## SPECIAL EVENTS

A variety of events are presented during the Fall and Winter Terms (I and II), 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.

## 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 by the Director of Student Activities. Only those students with at least a 2.00 grade point average will be considered.

## 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), Forensics, the Jacksonville Concert Chorale, the Jazz-Rock Ensemble, the Music Workshop, 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 golf, 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 Executive Board, thus coordinating the College-wide needs of students. Each campus SGA is a member of the statewide 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.

## 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 in advance. The Student Activities Office will provide to students lists of 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.

## FORMATIONS 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.





## HEALTH SERVICES

Florida Junior College at Jacksonville is a community 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.

## LIBRARY AND AUDIO-VISUAL SERVICES

Learning Resources Centers housing library and media services are located on the Fred H. Kent Campus, the North Campus, the South Campus, and the Downtown Campus.

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.

## INTERCOLLEGIATE ATHLETICS

A diverse program of intercollegiate athletics is available to students attending the College. Basketball, golf, volleyball, 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 Fred H. Kent Campus. Students interested in participating in intercollegiate athletics should contact their Student Activities Office. Florida Junior College at Jacksonville is a member of the Florida Community College Activity Association, the National Junior College Athletic Association, and the Florida Association of Intercollegiate Athletics for Women.



# TESTING

A student may earn up to forty-five (45) hours of the total number of semester hours required for an Associate degree through the credit-by-examination program at Florida Junior College at Jacksonville. Interested students should contact the Registrar's Office on any campus for test dates and a list of courses available through credit-by-examination.

**ADVANCED PLACEMENT TEST (AP)**, is offered by various high schools throughout the country. 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 will grant, on approved test, college credit for a grade of 3, 4, or 5. A list of approved tests is available at each Campus Registrar's Office. A fee of \$27.50 is charged by the testing institution.

**AMERICAN COLLEGE TEST (ACT)**, is offered by Florida Junior College at Jacksonville on the national testing dates as indicated by ACT. Students interested in taking this test should contact the Campus Registrar's Office for an application. A fee of \$7.50 is charged by the testing institution.

**CALIFORNIA ACHIEVEMENT TEST (CAT)**, Level 5, (entrance examination for Allied Health Programs), is offered Fall, Winter, and Spring Terms (I, II, III) on Kent Campus. Those students interested in taking the test must apply at the North Campus Registrar's Office. The first registration and test is free. However, anyone failing to take the test on the scheduled date, without proper notification, will be charged a \$2.00 fee for the second registration within the same term. This test may be taken only once within a six-month period and scores are good for two (2) years only. Level 4 (no fee for Veterans enrolled at FJC; \$4.00 fee if not enrolled).

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**, (nationally developed test for college credit-by-examination), is given by Jacksonville University. Students interested in taking this test may acquire an application and a list of approved tests from any Florida Junior College Campus Registrar's Office. Florida Junior College at Jacksonville will grant college credit for scores at the fifty (50) percentile or above on approved tests. A fee of \$20.00 for one test, \$30.00

for two tests, \$40.00 for three, four or five tests and \$60.00 for six tests will be charged by the testing institution.

**DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES), AND UNITED STATES ARMED FORCES INSTITUTE (USAFI), DANTES**, the successor agency to USAFI, holds USAFI records. Students seeking the award of credit from this program must have DANTES send official transcripts to the Director of Testing, Florida Junior College at Jacksonville, for evaluation. A list of approved subject standardized tests and acceptable scores may be acquired at the Registrar's Office on any campus.

**DENTAL HYGIENE APTITUDE TEST (DHAT)**, is the entrance examination for the Dental Hygiene Program. It is offered by Florida Junior College at Jacksonville on the national test dates as indicated through the Dental Hygiene Association. Students interested in taking this test should contact the campus Registrar's Office for an application. A fee of \$13.00 is charged by the testing institution.

**FUNDAMENTALS EVALUATION TEST, 10TH GRADE EQUIVALENCY (FET)**, is offered to students who are required to have certification of a tenth grade education. This test is offered each month at the Downtown Campus. Those students interested in taking this test must apply at least one (1) week prior to the test at the Registrar's Office on North, South or Downtown Campus. A fee of \$4.00 is charged.

**GENERAL EDUCATION DEVELOPMENT, HIGH SCHOOL EQUIVALENCY TEST (GED)**, is offered on North, South, and Kent Campus, as well as on local military bases. Students desiring to take this test may contact the Registrar's Office on any campus or the Navy Campus for Achievement Office on local navy bases. A fee of \$2.50 is charged for one (1) test or \$10.00 for the total battery.

**HIGH SCHOOL CREDIT-BY-EXAMINATION TEST (HSCBE)**, is offered for high school students at the Downtown Campus on a day and evening schedule. Those students interested must apply at least one (1) week prior to the test at the Registrar's Office on North,

South, or Downtown Campus. A fee of \$4.00 per test is charged, unless the student is enrolled in the High School Credit Program at North, South, or Downtown Campus, in which event the fee is waived.

**PROFICIENCY EXAMINATION PROGRAM (PEP)**, internally developed tests for college credit-by-examination in selected courses. These tests are offered once each term (except for the Summer Term (IV)). Students interested in taking this test may apply at the Registrar's Office on any campus. Credit will be awarded for a grade of C or better. A fee of \$15.00 per test is charged.

**SCHOOL AND COLLEGE APTITUDE TEST (SCAT)**, is offered at North, South and Kent Campuses. Students desiring to take this test may contact the Student Development Office at one of those campuses. There is no fee for this test.

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)**, is offered by the University of Florida. Those students interested in taking the test may acquire an application from the Registrar's Office on any Florida Junior College at Jacksonville campus. This test is required of all "International Applicants" from other than English speaking countries. A fee of \$17.00 is charged by the testing institution.

## TEST AND EXAMINATION FEES

California Achievement Test (CAT).....	No fee
Fundamentals Evaluation Test (FET), (10th Grade Equivalency Test).....	\$4.00
General Education Development Test (GED) (High School Equivalency)	
One (1) test.....	\$2.50
Total battery.....	\$10.00
Validation of GED scores from out of state, United States Armed Forces Institute (USAFI) or DANTES (includes diploma, if entitled) .....	\$5.00
High School Credit by Examination (HSCBE).....	\$4.00
Fee waived for students in High School Completion Program	
Proficiency Examination Program (FJC PEP)..... per test	\$15.00
School and College Aptitude Test (SCAT)....	No Fee

Test fees are to be paid at time of making application for the test.



# VETERANS INFORMATION

## 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 Director of Military Programs, Fred H. Kent Campus.

## SERVICEMEN'S AND VETERANS INFORMATION

The College is approved for training of veterans and eligible persons by the State Department of Education. Veterans who plan to attend under any of the various veteran training laws, such as Chapter 31 (Vocational Rehabilitation), Chapter 34 (Veterans Educational Assistance), and Chapter 35 (Survivors' and Dependents' Educational Assistance) should contact a Veterans Affairs Office Representative, located on each of the campuses, well in advance of the date of their intended registration. In addition, an official representative of the Veterans Administration is available on a full-time basis in the Downtown Campus Veterans Affairs Office. All veterans are required to notify the Veterans Administration Office 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. Changes in enrollment status may be accomplished through the Campus Veterans Affairs Representative.

## LIMIT ON VETERAN ENROLLMENT

A veteran or eligible person cannot be certified for educational assistance benefits when more than eighty-five percent (85%) of the class enrollment is

comprised of veterans or persons with a Basic Economic Opportunity Grant (BEOG) or Supplementary Educational Opportunity Grant (SEOG).

Percentages are calculated for each vocational class, day separate from night, for each Associate in Science degree, based on College-wide enrollment, and for the College-wide Associate in Arts degree program.

The Veterans Affairs Office, located on the Downtown Campus, will provide information relative to certification approval for educational objectives.

## VETERANS FEE DEFERMENTS

Veterans are entitled by law to defer payment of fees up to sixty (60) days or the end of the academic term, whichever comes first. The due dates for veterans are as follows:

Fall Term (I)	October 31, 1977
Winter Term (II)	March 13, 1978
Spring Term (III)	June 13, 1978
Summer Term (IV)	July 28, 1978

## VETERANS CERTIFICATION PERIODS

Veterans Administration educational benefits are paid to veteran students as prescribed by law. These benefits vary with the number of dependents the veteran has and the full-time/part-time certification of the student, as follows:

FALL TERM (I), or WINTER TERM (II) Classification	SPRING TERM (III) or SUMMER TERM (IV) Semester Hours
Full-time.....12	or more.....4 or more
¾ time.....9	to 11.....3
½ time.....6	to 8.....2
Less than ½ time.....1	to 5.....1

## VETERANS ADVANCE PAY POLICY

Effective June 1, 1977, payment of monthly educational assistance will be made after the month for which payment is due.

## VETERANS COLLEGE CREDIT ACADEMIC PROGRESS POLICY

In order to continue to be certified for eligibility to receive benefits under Chapters 31, 34, or 35, Title 38, U.S. Code, veterans and eligible persons must achieve satisfactory progress toward educational goals by meeting the following standards:

1. Students who have attempted twenty (20) but less than thirty (30) semester hours must have a cumulative grade point average (GPA) of 1.5. (SEE NOTES BELOW)
2. Students who have attempted thirty (30) but less than forty-five (45) semester hours must maintain a cumulative grade point average (GPA) of 1.75. (SEE NOTES BELOW)
3. Students who have attempted forty-five (45) or more semester hours must maintain a cumulative grade point average (GPA) of 2.0 (SEE NOTES BELOW)

### NOTES:

- a. All hours attempted after conclusion of the drop/add period will be used in computing the GPA. This date is shown in the College Catalog as the deadline for dropping college credit courses.
- b. Grades and grade points will be computed as follows:

GRADE	POINT VALUE
A	4
B	3
C	2
D	1

- c. Any grade other than an A, B, C or D will be computed as zero points in computing the grade point average (GPA).
- d. Students failing to meet any of the above GPA's will be maintained on probation for one semester prior to application of the decertification procedure. The required cumulative GPA must be attained at the end of the probationary semester.
- e. The Spring and Summer Terms III and IV will be considered as a single term when evaluating grades for academic progress.
- f. The GPA will be based on hours attempted at this Institution.

- g. A student who withdraws from all hours attempted after the drop/add period will not be considered as having made satisfactory progress, except when there is a showing of extenuating circumstances.

PUBLIC LAW 94-502 INCLUDED THE FOLLOWING PROVISION: CLARIFIED THE DEFINITION OF "UNSATISFACTORY PROGRESS" TO INCLUDE THOSE SITUATIONS WHERE A VETERAN IS NOT PROGRESSING AT A RATE WHICH WILL ALLOW THE VETERAN TO GRADUATE WITHIN THE NORMAL PERIOD OF TIME FOR COMPLETION OF STUDIES (UNLESS THE ADMINISTRATION FINDS THAT THERE ARE MITIGATING CIRCUMSTANCES).

## VETERANS COLLEGE CREDIT ATTENDANCE POLICY

Each professor is requested to notify the Director of Veterans Affairs if a veteran fails to attend a class for two successive weeks. Veterans reported in this manner will be contacted by the Director of Veterans Affairs, and in the absence of a satisfactory explanation and immediate resumption of attendance, will be reported to the VA as having terminated attendance in that course as of the beginning date of the two-week period of absence.

## VETERANS COLLEGE CREDIT COURSE APPROVALS

1. A veteran may only take courses that will fulfill the requirements of the degree in which certified. This applies to all veterans and eligible persons who wish to draw educational assistance benefits from the Veterans Administration.
2. The Program Director may prescribe deficiency courses which are necessary for successful completion of the Associate in Science degree. A copy of the Director's recommendation must be on file and the course or courses certified as deficiency to the Veterans Administration.
3. The Program Director may approve another elective or professional course not listed as an approved elective in the Associate in Science degree curriculum which will apply toward Associate in Science degree graduation requirements. Documentation that the substitute elective or professional course has been approved will be maintained in the veteran's file.

4. Students may not be certified for repeating a course.
5. **A veteran or eligible person may only take courses required to meet the educational objective in which certified.**

**NOTE:** Changes under 2 and 3 must have written approval of the State Approving Agency prior to registration of the student concerned.

## LIMIT ON CREDIT FOR TELEVISION COURSES FOR VETERANS

Veterans Administration regulations authorize, for purposes of educational benefits, the inclusion of semester hours for courses taken by open-circuit television, subject to the following restrictions:

1. More than one-half of the hours required for certification must be in conventional classroom (residence) courses.
2. No more than six (6) semester hours in open-circuit TV courses may be utilized for certification during any one term. This is not to be construed to mean that a veteran is limited to enrollment in six (6) semester hours of open-circuit TV courses.

## INDEPENDENT STUDY FOR VETERANS

If one-half or a greater portion of the credit hours attempted are independent study, the independent study program shall be measured as less than one-half time training. In order to draw benefits under independent study, a major portion of the credit hours attempted must be taught through conventional classroom procedures.

## VETERANS NON-COLLEGE CREDIT ENROLLMENT

Florida Junior College at Jacksonville offers a wide variety of non-college credit educational programs and courses for veterans. Among these State approved programs for veterans are many in Occupational Education and the High School Completion Program.

Veterans without a High School Diploma may enroll in a program to earn necessary High School credits leading toward the award of a diploma. Twenty-five (25) contact hours per week is considered full-time enrollment in the High School Program and the veteran may normally enroll at any time.

**A veteran or eligible person may only be certified for courses required to meet the objective of a High School Diploma.**

Veterans may enroll in a number of State approved Occupational courses at the North and Downtown Campuses. Thirty (30) contact hours per week is considered full-time enrollment, and normally the veteran may enroll at the beginning of each term.

## ADMISSION TO NON-COLLEGE CREDIT PROGRAMS FOR VETERANS

High School Completion Program.

1. Documentation Required.
  - a. Transcript from last High School attended, or
  - b. Official letter from the last school or Board of Education certifying the High School status.

**or**

  - c. Waiver of (a) or (b) above from Student Appeals Review Committee. Appeal Form may be obtained from and submitted to the Office of Veterans Affairs, Downtown Campus, or any Student Development Office.
2. Evaluation Required.

Each veteran must have a Student Evaluation Form completed by a counselor, based on proof of previous education, in order that the veteran may be scheduled for the required courses.

Occupational Programs.

Veterans may be admitted to certain State approved Occupational Programs under conditions set forth in the College catalog. Any Student Development Office can advise the veteran which programs are approved for veterans education.

**No non-college credit veteran will be certified as eligible to receive VA educational assistance until the requirements outlined above in Documentation and Evaluation Required are satisfied.**

## VETERANS' NON-COLLEGE CREDIT ACADEMIC PROGRESS POLICY

In order to continue to be certified to receive VA educational benefits, a veteran must achieve satisfactory academic progress toward the declared and

approved educational goal. Satisfactory progress is defined as follows:

1. High School Completion Program.  
The veteran must complete fifty percent (50%) or more of all courses attempted, with a passing grade.
2. Occupational Programs.  
The veteran must be evaluated by the professor as satisfactory at the end of each term.

The professor will advise the veteran promptly at any time the professor is of the opinion or is able to reach the conclusion through normal methods of evaluation that the student is not maintaining satisfactory progress.

## VETERANS NON-COLLEGE CREDIT ATTENDANCE POLICY

The official policy of the College, approved by the State Department of Education, permits a veteran three (3) days of unexcused absences per calendar month. Excused absences are those occurring for the reasons cited below, and officially accepted by the Director of Veterans Affairs:

1. Personal Illness.  
Must be supported by a physician's signed statement on letterhead stationery, specifying the dates the student was incapable of attending classes and the nature of illness.
2. Death in Family.  
Pertains to death of parent, spouse, children, brothers, or sisters only. Must be supported by valid evidence which indicates date of death and relationship of deceased person to the veteran.
3. Jury Duty.  
Must be supported by a document from the Court showing dates of jury service.

**Documentation of excused absences must be submitted not later than the tenth calendar day of the month following the month in which the absences occurred.**

Action will be taken by the College to terminate the veteran's VA education allowance under one or more of the following circumstances:

1. More than three (3) days of *unexcused absence* in one (1) calendar month.
2. Fifteen (15) or more days of absence (excused or unexcused) during any calendar month.

3. Thirty (30) or more days of absence (excused or unexcused) during any period of three (3) consecutive calendar months.

All absences (excused or unexcused) are reported to the Veterans Administration. Partial days of absences are converted to full days. For example, a vocational student who is absent two (2) one-half days would have this reported as one (1) full day in addition to any complete days missed. Another example is the full-time High School Student who has a grade of (1/8) hours of partial absence. This would be converted to four (4) full days since a full day for these students is five (5) hours. Three (3) days equals fifteen (15) hours and the remaining three (3) hours (being over half a day) would be converted to another day of absence.

## VETERANS NON-COLLEGE CREDIT TARDY POLICY

One-Hour Classes.

Up to ten (10) minutes late the student is marked "tardy".

After ten (10) minutes the student is marked "absent".

Two-Hour Classes.

Up to twenty (20) minutes late the student is marked "tardy".

After twenty (20) minutes the student is marked "absent".

Three-Hour or Longer Classes.

Up to thirty (30) minutes late the student is marked "tardy".

After thirty (30) minutes the student is marked "absent".

Three (3) tardies in one week will be counted as follows:

1. Full-time Occupational Programs: One (1) day of absence.
2. One-Hour Classes: Two (2) hours of absence.
3. Two-Hour Classes: Three (3) hours of absence.
4. Night Programs: One (1) day of absence.

## NON-COLLEGE CREDIT PROGRAM HOURS FOR VETERANS

The award of contact hours for completion of the non-college credit objective is based as follows:

1. High School Completion
  - a. Academic Diploma.
 

Sixteen (16) credits x 144 hours	
per credit	<b>2,304 hours of participation</b>
  - b. Academic Diploma with vocational Electives.
 

Eight (8) credits academic	
x 144 hours per credit	1,152
Eight (8) credits vocational	
x 180 hours per credit	1,440
	<b>2,592 hours of participation</b>
2. Occupational Courses.

The approved hours for training vary according to the course in which enrolled/certified. The course length is normally 1,300 or 1,400 hours.

**NOTE: Allowable credit is determined after an evaluation of previous education**

## STANDARDS OF CONDUCT FOR VETERANS

Conduct standards for veterans are the same as those for all students, and are set forth in the College Catalog. If a veteran is suspended or dismissed from College, action will be taken by the College to terminate the veteran's VA educational allowance.

## EFFECT ON SCHOOL ENROLLMENT FOR VETERANS

It should be noted that termination of veterans educational allowances for any of the reasons mentioned above, except **misconduct**, has no effect on the student's right to remain as a student at Florida Junior College at Jacksonville.

## VETERANS RECERTIFICATION

### Regulatory Requirements for Recertification.

Veterans Administration regulations establish the following conditions for re-entrance to an approved educational program after a student has been discontinued because of unsatisfactory conduct or progress:

1. The cause of the unsatisfactory conduct or progress has been removed, and
2. It is deemed through counseling that the program which the veteran or eligible person now proposes to pursue is suitable to the student's aptitudes, interests, and abilities.

### Removal of Cause.

Florida Junior College at Jacksonville is responsible for determining if the cause of the unsatisfactory conduct or progress has been removed. Accordingly, the following procedure is established for determining that the cause has been removed:

1. College Credit Unsatisfactory Progress.
 

The student completes one or more terms subsequent to discontinuance, at Florida Junior College at Jacksonville, and meets the established Academic Progress Standard.
2. Non-College Credit Unsatisfactory Progress.
  - a. The student completes one or more terms subsequent to discontinuance, at Florida Junior College at Jacksonville, and meets the established Academic Progress Standard, or,
  - b. The student remains out of the non-college credit program for one or more terms subsequent to discontinuance.
3. Unsatisfactory Conduct.
 

Removal of Cause is determined through the "Due Process Procedure" outlined in the College Catalog.



### VA Counseling.

The requirement for VA counseling can be fulfilled as follows:

1. The student may complete VA Form #4138, Statement in Support of Claim, and request counseling. This can be done at the office of the Veterans Representative on any campus or at the Veterans Affairs Office, Downtown Campus.
2. The VA Regional Office will schedule an appointment with a counseling psychologist in Jacksonville and notify the student by mail.
3. Student must keep the appointment and be counseled.
4. Counseling psychologist sends a report to the VA Regional Office.
5. The VA Regional Office considers the

counseling psychologist's report in deciding whether to approve or disapprove the student's request for recertification.

6. Student must reapply for certification at the Veterans Affairs Office, Downtown Campus.

## VETERANS APPEALS

Decisions by the Director of Veterans Affairs may be appealed to the Student Appeals Review Committee. The Appeals Committee may, based upon the merits of the case, direct the Director of Veterans Affairs to recertify veterans and eligible persons for educational assistance. Forms for this purpose are available in each Student Development Office. In completing the form, the veteran should take care to state exactly what action is being appealed, and to state the reasons for appeal. The completed form should be turned in to the Veterans Representative at any campus. Appeals must be submitted no later than the last day of the term following the term in which the administrative action was taken.



# 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.

**CLASS SECTION** — A symbol located in the class schedule (examples: NO1, SO1, CO1) that corresponds to a particular time the class meets, the room number, and the professor.

**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.

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

**CEU-CONTINUING EDUCATION UNIT** — Intended to serve all interests in continuing education as a unit of measurement for participation in a non-college credit educational instruction/activity. Ten contact hours equal one CEU.

**COREQUISITE** — A course which a student should take at the same time another course is taken. Thus, the two courses are companion courses.

**COURSE DESCRIPTION** — A short statement, describing a course and identifying its contents, prerequisites, and corequisites, if any.

**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 (PEP) are examples of Credit-By-Examination.

**CREDIT HOUR** — See semester hour.

**CURRICULUM** — A sequence of planned learning experiences designed to prepare a student in a specific

area. (Example: The curriculum for the nursing program.)

**DROP** — Refers to disenrollment from a course before the deadline for dropping classes. This action completely removes the course from the student's record, no grade will be assigned and a full refund of fees is authorized.

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

**EMPLOYERS' CLASSES** — Classes offered by the College at various times and places to meet expressed training needs of employers.

**FRESHMAN** — A college credit student who has completed less than twenty-four (24) semester hours of college work.

**FULL-TIME COLLEGE CREDIT STUDENT** — A student enrolled for twelve (12) or more semester hours during Fall Term (I) or Winter Term (II), or four (4) or more semester hours during Spring Term (III), or Summer Term (IV). Students receiving financial aid must enroll for six (6) semester hours during the Spring Term (III) or the Summer Term (IV), or a total of twelve (12) hours over the two terms to be classified as full-time students.

**GPA-GRADE POINT AVERAGE** — A numerical average computed at the end of term indicating the degree of the student's success in college. (A-4 grade points, B-3 grade points, C-2 grade points, D-1 grade point, F-0 grade points.)

**IN-STATE STUDENT** — See Residency Affidavit, page 34 of this catalog.

**NON-COLLEGE CREDIT COURSES** — Courses for which no college credit is given. Non-college credit courses include some occupational education courses, adult education courses, continuing education courses, and community services courses.

**OCCUPATIONAL EDUCATION PROGRAM** — College credit and non-college credit programs offered by the College in specialized areas designed to prepare the student for immediate employment. Associate in Science degrees or certificates are awarded upon successful completion of these programs.

**OUT-OF-STATE STUDENT** — A student who does not meet the definition of an in-state student, as defined in the residency affidavit on page 34 of this catalog.

**PART-TIME COLLEGE CREDIT STUDENT** — A student enrolled for less than twelve (12) semester hours during Fall Term (I) or Winter Term (II), or less than four (4) semester hours during Spring Term (III), or Summer Term (IV).

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

**REGISTRATION FEE** — Fee paid by all students upon enrollment.

**SEMESTER HOUR** — Also called credit hour. This measure corresponds, in actual time requirements in class, to one fifty (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 three (3) semester hour course requires at least three (3) fifty (50)-minute periods of actual class time per week. Laboratory Biology, on the other hand, a four (4)

semester hour course, requires six (6) in-class hours. Semester hours can be converted to quarter hours (the 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 (24) or more semester hours of college work.

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

**VETERAN** — A person who served on active duty for a period of more than 180 consecutive days under other than dishonorable conditions. For the purposes of this catalog, the term also applies to eligible persons such as survivors, dependents, veterans vocational rehabilitation, and active duty personnel using veterans educational assistance.

**WITHDRAWAL** — Refers to disenrollment from a course after the deadline for dropping classes. This action does not remove the course from the student's record. A grade of W will be assigned for the course, and a refund of fees is not authorized.



# COLLEGE CREDIT GENERAL INFORMATION

## ADMISSIONS

Application for admission to Florida Junior College at Jacksonville must be made to the Campus Registrar's Office 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.

Students desiring to enter Florida Junior College at Jacksonville should write, phone, or visit a Campus Registrar's Office to obtain application forms. The completed application and proof of previous education should be filed with the Campus Registrar's Office well in advance of any deadline established by the College. The College will notify the student concerning action taken on an application.

No application for admission will be considered or processed more than six (6) months in advance of the date on which classes are scheduled to begin for the term the student desires admission.

Students must complete their admission files within the first term of admission. If the student's admission file is not complete, the student will not be allowed to reregister for subsequent terms or receive grades.

The specific requirements for admission may be found in the following sections.

### 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 a legal residence of the applicant's parents or legal guardian if the applicant is less than eighteen (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 eighteen (18) years of age and unmarried, the applicant's parent or legal guardian, is (a) a bona fide citizen, resident and domiciliary of the

state of Florida; or (b) admitted to this country as an immigrant and has been issued a resident alien number; or (c) a Cuban or other foreign refugee, regardless of refugee status; and shall have resided and had habitation, domicile, home and permanent abode in Florida for at least twelve (12) months immediately prior to the first day of classes for the term entering Florida Junior College at Jacksonville as a bona fide resident.

In accordance with policy adopted by the District Board of Trustees of Florida Junior College at Jacksonville, 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, including dependent members of their immediate families.
2. Full-time public elementary, secondary, and university faculty members under current teaching contracts for the state of Florida, their spouses and members of their immediate families. This does not include a daughter-in-law or son-in-law of such faculty members.
3. Full-time faculty and career employees of the community college system, their spouses and members of their immediate families. This does not include a daughter-in-law or son-in-law.
4. Veterans of the United States of America Armed Forces retired with twenty (20) years or more active service, including dependent members of their immediate families, who are in 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 an application or accompanying documents or statements in connection with, or supplemental to, 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.

A non-Florida student, or if a minor, the student's parent, after having been a resident and domiciliary of Florida twelve (12) months, may apply for and be granted reclassification PRIOR TO THE FIRST DAY OF CLASSES FOR ANY SUBSEQUENT TERM. No student will be reclassified for the current term after the term has begun. **THE APPLICATION FOR RECLASSIFICATION OF RESIDENCY MUST BE ACCOMPANIED BY A CERTIFIED COPY OF A DECLARATION OF DOMICILE FILED WITH THE CLERK OF THE CIRCUIT COURT. THE CERTIFIED COPY MUST BE TURNED IN WITH THE APPLICATION FOR RECLASSIFICATION OF RESIDENCY. THIS COPY MUST HAVE THE AFFIXED SEAL OF THE CLERK OF THE CIRCUIT COURT. THE APPLICANT SHOULD BE PREPARED TO PAY A FEE TO THE CLERK'S OFFICE.**

## Non-High School Graduates

### SPECIAL STUDENT

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

Requirement for admission:

- A. Application for admission

### ACCELERATED HIGH SCHOOL

An applicant who has senior classification in high school, and who is approved by a high school principal, may be admitted to the College, and take up to seven (7) semester hours per term for college credit while still enrolled in high school.

Requirements for admission are:

- A. Application for admission
- B. Recommendation form from principal
- C. High school transcript which shows completion of all requirements through the junior year

- D. Minimum grade point average of 2.00 is required

## EARLY ADMISSION

An applicant who wishes to enter Florida Junior College at Jacksonville as a full-time student at the end of the applicant's junior year in high school may be admitted to earn thirty (30) semester hours or more of college credit class work and still graduate with the applicant's high school class. This student must have a high school grade point average of 3.25 or better, have a senior classification, and be approved by the student's high school principal. 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. Recommendation form
- C. Transcript which shows completion of all requirements through the junior year and the required grade point average
- D. Interview with college Director of Records

## High School Graduates

### NON-DEGREE SEEKING STUDENT

An applicant (who is a high school graduate and not seeking a Florida Junior College at Jacksonville Associate degree) may be admitted as a non-degree seeking student. The applicant must indicate eligibility for and agree to the criteria listed below for this program:

1. **STUDENT MUST HAVE COMPLETED HIGH SCHOOL OR THE EQUIVALENT PRIOR TO ENTERING FLORIDA JUNIOR COLLEGE AT JACKSONVILLE.**
2. **TRANSCRIPTS FROM OTHER COLLEGES WILL NOT BE REQUIRED NOR WILL THEY BE EVALUATED WHILE STUDENT IS ON NON-DEGREE STATUS.**
3. An international student may not be admitted under the non-degree status.
4. A student receiving financial assistance requiring college certification of enrollment may not enter under non-degree status.

5. At the point a student wishes to pursue a degree, the student must contact the Campus Registrar's Office and indicate a desire to be changed to credit degree status.

The student would then be required to furnish the College the appropriate proof of previous education.

Requirement for admission:

- A. Application for admission

## DEGREE SEEKING STUDENT

### FIRST TIME COLLEGE APPLICANT:

Requirements for admission are:

- A. Application for admission
- B. Official proof of previous education as follows:

1. Notarized affidavit as contained in the application for admission certifying student is a high school graduate

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 forty-five (45) on all tests with no standard score lower than forty (40)

OR, 4. A transcript of high school grades and credits with graduation date indicated.

It is the applicant's responsibility to furnish the required credentials.

### TRANSFER APPLICANT:

Requirements for admission are:

- A. Application for admission
- B. Proof of previous education as follows:  
Students who transfer to Florida Junior College at Jacksonville to pursue an Associate degree must provide an official transcript from each college previously attended. A student's admission file is not complete until all official transcripts have been received.

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

## International Applicant

For admission purposes, an applicant is classified as an international student only if the applicant requires, or will require, at any time the Florida Junior College at Jacksonville to issue papers required by the U.S. Department of Justice. An applicant who has been admitted to the United States as an immigrant and has been issued a resident alien number will not be classified as an international student for admission purposes.

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 District Office of Records an original copy of 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 sixty (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 1-20A as required by the U.S. Department of Justice. An international student must be enrolled for a minimum of twelve (12) credit hours for the Fall and Winter Terms (I and II) and six (6) credit hours for the Spring and/or Summer Terms (III and/or IV).

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 regarding housing.

## Military Service School Credits

A student who has submitted an application for admission to Florida Junior College at Jacksonville may request college credits for the military service schools attended by submitting to the Campus Registrar's Office Department of Defense Form 295 - Application for the Evaluation of Educational Experiences During Military Service. This form, and assistance in completing it, may be obtained from the nearest military installation.

## 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 may be made in person or in writing to the Campus Registrar's Office. 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 THE ADMISSION FILE, THE STUDENT'S TRANSCRIPT WILL NOT REFLECT GRADES.**

Transcript requests are processed twice a week. Students are advised to make request approximately two (2) weeks before the transcript is needed.

## Social Security Benefit Information

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

The District Office of Records 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 (12) semester hours or more for the Fall and Winter Terms (I and II) and six (6) semester hours or more for the Spring and/or Summer Terms (III and/or IV).

## Correspondence/Extension Limitations

A maximum of fifteen (15) college hours of acceptable correspondence and/or extension work, approved by the College Director of Records, may be applied to the Associate degree. Such work must be on a freshman or sophomore level.

## Auditing

Any student in the College may elect to audit a college credit course by completing the audit form at the time of registration. A student may not change from Credit to Audit, or from Audit to Credit after registration. A grade of X will be assigned to all audit students.

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 THE FOLLOWING AREAS: VETERAN CERTIFICATION, SOCIAL SECURITY CERTIFICATION, INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS, OR EARLY ADMISSION PROGRAM ENROLLMENT REQUIREMENTS.**

## 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 Procedure

To withdraw officially from one or more courses (withdrawal from all courses constitutes withdrawal from the College), the student must follow this procedure:

1. Obtain Withdrawal Form(s) from Campus Registrar's Office.
2. Complete the form(s), except for signatures of professor and Campus Registrar's representative.
3. Obtain the signature of the professor. If the professor is not available, take form to the division chairman, director, or dean who is responsible for that course.
4. Take form(s) to Campus Registrar's Office. After signature by Campus Registrar's representative, the student should be sure to retain one signed copy of the form.

If the student is unable to carry out the withdrawal procedure in person, due to having left the city or being incapacitated because of illness or injury, the student may withdraw by letter, setting forth all circumstances. The letter should be addressed to:

Director of Records  
Florida Junior College at Jacksonville  
21 West Church Street  
Jacksonville, Florida 32202

Withdrawal by telephone is **not** accepted. The deadline date for withdrawal is the last class day prior to the first day of examinations. No withdrawal is permitted during the final examination period, and no withdrawal form will be accepted after the last scheduled class day. Refer to section of this catalog regarding refund of fees.

## 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. Refer to section of this catalog regarding refund of fees.

### Registration Periods

The regular registration period for any term shall begin on a date to be specified by the President and shall end on a day specified by the President that shall be no later than the day preceding the first day of classes. The Registration Period established by the President may vary by campus.

Registration appointments for a campus, date and time, will be issued to all students enrolled for designated terms, to any other former students who request appointments and to new applicants. All appointments will be within the announced regular registration period.

Appointment priority will be given to previous students on the basis of the number of credit hours earned (FJC credit and transfer credit). Appointment priority for new students will be given on a first-come, first-served basis.

At least one day shall be provided during the regular registration period for persons without appointments and also for persons who have not previously been accepted for admission to the college. Additional such days may be provided should the President deem it desirable. These days are commonly referred to as "walk-in registration."

### Late Registration

Late registration is any registration after the close of regular registration. Late registration may be

scheduled as directed by the President, and normally will not be later than the fifth class day of the term. Appointments will not be given for late registration.

### Schedule Changes

Schedule changes may be made on a day or days, designated by the President as Add/Drop Day(s), between the end of the regular registration period and the final drop day.

Schedule changes may be made after final drop day only with approval of the instructional dean concerned and the dean of student development. Such schedule changes include, but are not limited to, what are commonly known as level changes, and may take place not later than the eighth week of class in the fall and winter terms, and the third week of class in the spring and summer terms.

### Other Registrations

Other Registrations, as authorized in State Board of Education Rules, may be scheduled as necessary during a term, by the President or his designee.

### Suspension, Termination or Cancellation of Enrollment

The college reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for any of the following reasons.

Disciplinary reasons.

Non-payment of registration and course fees when payment is due, including non-payment resulting from dishonored checks.





# FINANCIAL INFORMATION

## REGISTRATION FEES

The registration fee for College Credit Courses shall be:

	Per Semester Hour
Florida Residents	\$12.00
Non-Florida Residents	\$24.00

## STUDENT FINANCIAL AID TRUST FUND

Pursuant to Florida Statutes and applicable to a student registered during any term for twelve (12) credit hours or more of course work. Currently..... \$7.00 per term

## ADDITIONAL FEES

	Per Course
Science Laboratory Fee	
APB 2190 (ANA 216), APB 2200 (ANA 215), BOT 1010 (BOT 101), BOT 2140 (BOT 201), BSC 1012 (BIO 102), CHM 1034 (CHE 101), CHM 1035 (CHE 102), CHM 1041 (CHE 110), CHM 1042 (CHE 111), CHM 2210 (CHE 220), CHM 2211 (CHE 221), MCN 2010 (BIO 241), OCB 2602 (BIO 250), OCE 2005 (OCE 201), OMT 2211 (OCE 261), OMT 2223 (OCE 262), PHY 2040 (PHY 210), PHY 2041 (PHY 211), PHY 2050 (PHY 201), PHY 2051 (PHY 202), ZOO 1010 (ZOO 101), ZOO 2450 (BIO 260), ZOO 2713 (ANA 205).	\$6.00

	Per Course
Fine Arts Fee	
All applied music courses, one (1) credit hour.....	\$30.00
All applied music courses, two (2) or three (3) credit hours.....	\$50.00
ART 1100 (APD 101), (APD 102).....	\$7.50
ART 2400 (APD 280), ART 2401 (APD 281), (APD 282), (APD 283).....	\$12.00
ART 2100 Series (Ceramics).....	\$15.00

## GRADUATION FEES AND FEES FOR CEREMONIES CONDUCTED FOR SPECIAL PROGRAMS

### GRADUATION FEE

Associate Degree.....	\$10.00
Each additional Associate Degree.....	\$5.00

### FEES FOR CEREMONIES CONDUCTED FOR SPECIAL PROGRAMS

The President or official designee shall determine the items to be purchased by the College which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the Health Related Education area. The charge to the student shall not exceed the cost of the items purchased for each student.

## DUPLICATE REGISTRATION RECEIPTS

Each duplicate of College Credit Identification Card/Registration Receipt.....	\$5.00
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## PROFESSIONAL MALPRACTICE AND LIABILITY INSURANCE RISK COVERAGE FEES

College Credit Courses	Per Course
Dental Assisting DEA 2800 (DEA 290), DEA 2801 (DEA 291).....	\$7.00
Dental Hygiene DEH 1001 (DEH 168), DEH 1002 (DEH 169), DEH 2800 (DEH 281), DEH 2802 (DEH 282).....	\$7.00
Emergency Medical Technology EMT 1116 (EME 160), EMT 1185 (EME 170), EMT 2208 (EME 260), EMT 2287 (EME 270), EMT 2806 (EME 280).....	\$7.00
Medical Lab Technology MLS 1010 (MLT 173), MLS 1400 (MLT 174), MLS 2802 (MLT 295), MLS-2804 (MLT 297).....	\$7.00

Nursing NUU 1140 (NUR 175), NUU 1141 (NUR 176), NUU 2222 (NUR 293), NUU 2223 (NUR 294).....	\$7.00
Respiratory Therapy RET 1024 (INT 120), RET 1274 (INT 121), RET 2844 (INT 292), ——— (INT 291).....	\$7.00
Underwater Diving Skills PEN 1135 (PED 141).....	\$10.00

The Risk Coverage Fee is non-refundable, if the student withdraws after the official close of the drop/add period for the term.

## WAIVER OF FEES

The following classifications of individuals are eligible for waiver of tuition and fees:

Former Prisoners of War — Vietnam (Credit).

Individual(s) who were Prisoners of War — Vietnam. Copy of discharge is to be attached to fee statement.

Senior Citizens (College Credit).

A senior citizen, who is sixty (60) years or older and who provides proof of age, which may be social security card, driver's license or Jacksonville Transportation Authority Pass, may be enrolled for one (1) College Credit Course per term. The certification or proof is to be submitted with the fee statement.

### Final Drop Day

Final Drop Day is the last day upon which a student may drop a course and be eligible for a full refund of fees paid for that course. Courses officially dropped will be removed from the student's record. The final drop day will be scheduled so that every student will have an opportunity to drop a course on or after the first scheduled class meeting. Refer to the College Calendar for this deadline date for dropping courses each term.

### Special Drop

Special Drop is a date after Final Drop Day, on or before which a student may drop *all* courses in which enrolled, and receive a 50% refund of fees. The student must make application for special drop; such application will be approved *only* for the following reasons:

Death of the student.

Involuntary recall of the student to active duty in the Armed Forces.

Incapacitating illness or injury of such duration and severity as to preclude successful completion of the

student's academic program. This section applies to illness or injury of the student only, not family, friends or relatives.

Documentation of applications for special drop must be supplied, such as proof of death, copy of military orders; doctor's statement describing the injury or illness, to include beginning date of same.

Changes in employment are not acceptable as reasons for special drop.

Deadlines for application for special drop are as follows:

Fall Term (I)	September 28, 1977
Winter Term (II)	February 9, 1978
Spring Term (III)	May 17, 1978
Summer Term (IV)	July 3, 1978

### Cancellation of Classes

If the college cancels a class at any time prior to its completion, the student's enrollment in that class will be canceled and he will be entitled to a 100% refund of fees paid for that class, less any indebtedness to the College. The College will notify the student, and the College will initiate the refund process.

## REFUNDS — STUDENT FEES AND TUITION

### Requirements

Written application for refund must be received at the Business Affairs Office at the full-time Campus by 7 p.m. of the College business day established in the Board approved academic calendar as final drop day or as approved by the President and posted in the Campus Business Affairs Office. (See College Calendar, page 5 of this Catalog.) The written application shall:

Contain the student's full name, social security number, student number (if assigned), the complete address to where the refund is to be mailed, the student's signature, and an indication of whether or not the address presented is a change of address.

Be accompanied with the valid fee receipt, and a copy of the validated receipt for the Credit Card Account, if payment was made by credit card.

### Amounts and Conditions of Refunds or Credit Memorandum

No refund will be made for a fee of \$5.00 or less, unless the College cancels the class.

The State Scholarship Fee, currently \$7.00, is non-refundable if the student applies for refund after Final Drop day for the current term.

If a veteran's deferment is authorized and a student

drops on or before the Final Drop day, the veteran's deferment will be reduced by the fees for the class(es) dropped.

For each class a student drops during the **Special Drop Period**, the amount of the refund will be 50% of the fees for the class(es) authorized for **Special Drop**.

If a veteran's deferment is authorized and a student drops during the period specified under Special Drop, 50% of the fees deferred for the class(es) will be due and payable at the Business Affairs Office at the time of dropping the class(es).

If a veteran's deferment is authorized and the College cancels the class(es) or the registration of a student is cancelled, the deferment will be reduced by the amount of the cancelled class(es) for a student.

No refund will be made until the check involved has cleared the listed bank. In the case of local banks, this period will be fifteen (15) days or less under normal circumstances.

Amounts due the College will be deducted before any check or credit memorandum to the Credit Card Account is issued.

If the College cancels the class and the student is placed in another class, no refund is authorized.

If the College cancels the class or the student's registration, the College will initiate the refund without written application by the student.

### Payment Dates

Refund checks or credit memoranda to Credit Card Accounts will be made in accordance with the schedule established by the Vice President for Administrative and Business Services.

## SCHEDULE FOR PAYMENT OF FEES

In order for registration to be valid, fees must be paid, by mail or in person, by the dates published for the appropriate term.

Fees may be paid by cash, check (subject to being honored by the bank on which drawn), credit card account (currently Master Charge) or financial aid authorization. Only deferments of fees authorized by the Board of Trustees under board rule for deferred payment status will be honored.

Registration will be cancelled for any student who has not paid the fees in full by the date indicated.

## CHECK PRIVILEGE.

The College offers the privilege of using checks for payments under the following conditions:

The College will accept personal checks for account due the College. The choice of commercial banks for personal financial arrangements is the responsibility of the individual.

Responsibility for the validity of the check rests with the person for whose account the check is tendered for payment.

The College will accept only checks made payable to the College, unless the check is drawn by the College and is being used by the payee to pay an account with the College.

All checks presented for payment are subject to being honored by the bank on which drawn. No account will be considered paid until the check involved has cleared the listed bank. In the case of local banks this period will be fifteen (15) days or less under normal circumstances.

All checks returned by the bank for any reason must be cleared within ten (10) College business days from the date of notification to the individual, including a five dollar (\$5.00) service charge. The service charge will **not** be assessed only if the individual presents to the Business Affairs Office a letter from the bank that refused payment on the check, which letter **certifies the bank was in error**.

Only cash, cashier's check, certified check or money order may be issued to clear a dishonored check and the service charge.

Failure to comply in clearing the dishonored check issued for tuition or related registration fees, as required above, is non-completion of registration and will result in cancellation of the student's registration.

The individual's financial obligation for the dishonored check, service charge or other debt shall be maintained on the official records of the College until satisfied.

Any person who has given the College for any reason two (2) checks which have been dishonored by the bank during a fiscal year will be denied the privilege of using a check for payment one (1) full fiscal year. The College will follow the provisions of the Commercial Code in the Florida Statutes in obtaining payment on accounts and dishonored checks and service charges.

## CREDIT CARD ACCOUNTS.

The College is authorized to honor credit card accounts (currently Master Charge) under the following conditions.

The signature of the holder of the card is required to honor the credit card in charging the amount of the invoice to the applicable credit card account.

The card holder may authorize another person to use the holder's credit card by submitting written authorization which identifies the person by name and contains the signature of the person who can charge.

The total amount to be paid at one time must be charged to the credit card account.

Payments made by mail through use of the credit card must contain the credit card account number, expiration date, amount charged and the signature of the card holder as well as the student's name, social security number and identification of the College invoice.

Any refund due the holder, after deducting obligations due the College, will be made by credit memorandum to the card holder's credit card account.

## PAYMENTS OF STUDENT ACCOUNTS DUE THE COLLEGE

The Board of Trustees prohibits the registration of, release of transcripts to, or the issuance of a certificate of completion or diploma to any student whose account with the College is delinquent.

Charges to students for loss, breakage, or damage of College equipment, books or other property; penalties, loans, or other charges are to be paid within ten (10) College business days of notification.

Payments should be brought in to the Business Affairs Office at one of the campuses. Payments may be mailed to Fiscal Officer, Florida Junior College at Jacksonville, Jacksonville, Florida 32202.

The student is responsible for insuring payment is made.

The President's official designee(s) may consider failure of the student to pay charges to the student's account as sufficient cause for cancellation of registration.

## DEFERRED PAYMENT STATUS

Deferred payment status may be awarded based upon written application by the student on grounds of:

Eligibility for the sixty (60) day or end of term deferral guaranteed to students receiving veterans educational assistance benefits, or

Contractual or other formal arrangements made with the College for payments by an acceptable third party, among which includes the United States govern-

ment, the government of the State of Florida or the government of the consolidated City of Jacksonville.

## STUDENT FINANCIAL AID AWARDS — PAYMENT TO STUDENT

### Authorization

Financial aid must be authorized by the Office of Financial Aid located at the campus. This applies to funds administered by the College as well as funds provided by other agencies.

Veterans' deferments must be authorized by the Office of Veterans Affairs.

### Notes

Notes are subject to the documentary stamp tax. The present rate of tax is fifteen cents (15c) per \$100, or each fraction thereof. Documentary stamp tax will be deducted from the proceeds of the note.

### Amounts due the College

Before any amount which may be due the student from financial aid award(s) is paid by the College, the amounts due the College for any reason will be deducted to the extent possible. The student will be billed for any outstanding amount, if any, which must be paid within ten (10) College business days. If the outstanding amount is for tuition or related registration fees and the student fails to pay within the ten (10) College business days, the student will be disenrolled.

### Payments

Authorized financial aid for grants, loans or scholarships shall be disbursed to the student on a scheduled basis, credited to the student's account or a combination of these methods.

Payments for financial aid shall be based upon fulfillment of laws, regulations and rules governing the financial aid program, which have been certified to by the person(s) authorized by the College and the student.

Payments to the extent of the authorized award shall be made in the following order of priority:

Amount due the College for fees and/or other outstanding obligations at the time payment is to be made.

## Short Term Loans

Deductions for short term loans will be made after fulfilling the above provisions for payment.

If the amount of the award remaining to be paid for the current term is more than the outstanding amount of the note, the outstanding amount of the note will be deducted on a near equal basis from each of the remaining payment(s).

If the amount of the award remaining to be paid for the current term is less than the outstanding amount of the note, the outstanding amount will be deducted to the extent possible, and the student will be invoiced for the balance of the amount due on the note.

The student is required to pay the invoice at the Business Affairs Office at the full-time campus within ten (10) College business days from the date of the invoice.

## Drops

If the student drops during the drop/add period, the amount of the award may be adjusted by the Financial Aid Office and the adjustment promptly reported to the Fiscal Office.

If the student is approved for drop during the special drop period, the amount of the award may be adjusted by the Financial Aid Office and the adjustment promptly reported to the Fiscal Office. Any outstanding amount of a short term loan will be due and payment is to be made at the Business Affairs Office at the full time campus upon notification.

## Withdrawals

If the student withdraws or is withdrawn from the course(s), the balance of the award to the student may be adjusted by the Financial Aid Office and the adjustment promptly reported to the Fiscal Office.

The provisions contained in this rule for short term loans shall apply.

# STUDENT FINANCIAL AID — STUDENT EMPLOYMENT PROGRAM

## Authorization

The College is authorized to operate student employment programs to provide assistance to students who qualify on the basis of need and who are capable of maintaining good academic standing while employed. Employment will normally be limited to fif-

teen (15) hours per week and may be less in the case of some students.

## Employment

The Financial Aid Office will be responsible for determining the needs of the College for student employment and in placing qualified financial aid students.

Each student employed shall have a work schedule established covering the number of hours to be worked per week, which is approved by the immediate supervisor and the Financial Aid Office. The student's signature is to be affixed to denote understanding and agreement. The work schedule will be placed in the student's official personnel file and copies are to be provided as required.

## Payroll Deduction

The College is authorized to make payroll deductions from the salary to be paid to the student for the purpose of repaying the College the amount(s) of loans (s) granted to the student, which loans are required to be repaid to the College.

A written authorization signed by the student is required for the payroll deduction.

The payroll deduction is to be applied to each payday of the student and is to be in an amount which permits the student to repay the loan on or before the due date, provided the student works and earns sufficient salary.

If the student is unable or does not work sufficient hours to earn salary and repay the loan through payroll deduction, the student is required to make the necessary financial arrangements for payment by the due date.

