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C A T A L O G

Effective Fall Term



*Florida Junior
College*

at Jacksonville

Equal Access – Equal Opportunity

Florida Junior College at Jacksonville is an equal opportunity/affirmative action College in education and employment. The commitment of the District Board of Trustees and the College Administration to equal opportunity extends to all facets of governance, operational procedures, instructional programs, student activities and services. The admission and employment policies of the College provide equal access to educational services and equal opportunity

for employment within the College. The College is guided by the principle that no person who chooses to learn or work at FJC shall be treated differently because of race, color, religious beliefs, national origin, sex, or handicap. Inquiries or complaints may be addressed to the Director of Equal Access/Equal Opportunity, College Administration Building, 501 West State Street, Jacksonville, Florida, telephone (904) 632-3221.

This document has been prepared and is presented as an informational guide only. Course offerings, fee schedules and other representations provided herein are subject to change, amendment or deletion by the College as deemed appropriate. Although the information contained herein is generally derived from Board Rules and Administrative Procedures in effect at the time of publication, the Board Rules and Administrative Procedures represent the legal policies of the College and are controlling over this document in all instances.

Catalog 1984-1985

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

Administrative Offices

501 West State Street
Jacksonville, Florida 32202
904-632-3000

Downtown Campus

101 West State Street
Jacksonville, Florida 32202
904-633-8100

North Campus

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

Kent Campus

3939 Roosevelt Boulevard
Jacksonville, Florida 32205
904-387-8106

South Campus

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

ACCREDITED BY:
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Florida Junior College at Jacksonville

College Catalog 1984-85

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GENERAL INFORMATION

COLLEGE CALENDAR

1984 – 1985

Fall Term 1984

| | |
|----------------------|--|
| August 20 | |
| Monday, 8:00 a.m. | Reporting date for Faculty |
| August 21 | Convocation |
| Tuesday | |
| August 22 | |
| Wednesday | College credit classes begin |
| | Non-college credit classes on campus begin |
| August 25 | |
| Saturday | **Saturday classes begin |
| August 29 | |
| Wednesday, 7:00 p.m. | *Deadline for dropping classes |
| August 31 | |
| Friday | CLAST Registration Deadline |
| September 3 | |
| Monday | Holiday – Labor Day |
| September 4 | |
| Tuesday | Non-college credit classes at off-campus centers begin |
| September 29 | |
| Saturday | CLAST Administered |
| October 26 | |
| Friday, 5:00 p.m. | *Deadline for applying for graduation for the current term |
| November 12 | |
| Monday | Holiday – Veterans Day |
| November 16 | |
| Friday, 5:00 p.m. | *Deadline for paying \$10 graduation fee for current term |
| November 21 | |
| Wednesday, 5:00 p.m. | *Last time for withdrawing from college credit classes and receiving grade of "W" |
| November 21 | |
| Wednesday | Evening classes WILL NOT meet |
| November 22-23 | |
| Thursday-Friday | Holiday – Thanksgiving |
| December 6 | |
| Thursday | *Final Examination Period-Evening class exams begin |
| December 8 | |
| Saturday | *Final Examination Period-Day class exams begin |
| December 14 | |
| Friday | End of term for all College classes |
| December 14 | |
| Friday, 5:00 p.m. | Deadline for removing incomplete grade received in corresponding term of Academic Year 1983-84 |
| December 14 | |
| Friday | Last Faculty workday |
| December 14 | |
| Friday | Final grades due in to Campus Administrator |

*Dates apply to college credit classes only.

**Saturday classes WILL NOT meet November 24, 1984.

December 21
 Friday All College offices closed (through 8 a.m. January 2, 1985)

December 25
 Tuesday Holiday—Christmas

January 1
 Tuesday Holiday—New Year's

Winter Term 1985

January 2
 Wednesday, 8:00 a.m. . . . Reporting date for Faculty

January 3
 Thursday Convocation

January 7
 Monday College credit classes begin
 Non-college credit classes on campus begin

January 12
 Saturday **Saturday classes begin

January 14
 Monday Non-college credit classes at off-campus centers begin

January 14
 Monday, 7:00 p.m. *Deadline for dropping classes

February 8
 Friday CLAST Registration Deadline

March 1
 Friday, 5:00 p.m. *Deadline for applying for graduation for the current term

March 9
 Saturday CLAST administered

March 22
 Friday, 5:00 p.m. *Deadline for paying \$10 graduation fee for current term

April 4
 Thursday, 5:00 p.m. Last time for withdrawing from college credit classes and receiving grade of "W"

April 5
 Friday Holiday—Good Friday

April 8-12
 Monday-Friday Spring Break—College closed

April 25
 Thursday *Final Examination Period—Evening class exams begin

April 27
 Saturday *Final Examination Period—Day class exams begin

May 2
 Thursday, 8:00 p.m. Commencement

May 3
 Friday End of term for all college classes

May 3
 Friday Deadline for removing incomplete grade received in corresponding term of Academic Year 1983-84

*Dates apply to college credit classes only.

**Saturday classes WILL NOT meet April 6, 1985. Saturday classes WILL meet April 13, 1985.

May 3
FridayLast Faculty workday

May 3
FridayFinal grades due in to Campus Administrator

May 3
FridayCLAST registration deadline

Summer Term 1985

| | Classes Begin | Term Ends |
|--------------------------|---------------|-----------|
| Session A (6 week term) | May 6 | June 19 |
| Session B (6 week term) | June 20 | August 1 |
| Session C (9 week term) | May 6 | July 11 |
| Session D (12 week term) | May 6 | August 1 |

May 3
FridayCLAST registration deadline

May 6
Monday, 8:00 a.m.Reporting date for Faculty for Summer Sessions A,C,D

May 6
MondayCollege credit classes begin for Summer Sessions A,C,D
Non-college credit classes on campus begin
Non-college credit classes off-campus centers begin

May 8
Wednesday, 6:30 p.m.*Deadline for dropping classes for Summer Session A

May 11
SaturdaySaturday classes begin for Summer Session A,C,D

May 13
Monday, 6:30 p.m.*Deadline for dropping classes for Summer Sessions C,D

May 16
Thursday, 6:30 p.m.*Deadline for applying for graduation for Summer Sessions A and C

May 30
Thursday, 6:30 p.m.Last time for withdrawing from college credit classes and receiving grade of "W" for Summer Session A

June 1
SaturdayCLAST Administered

June 6
Thursday, 6:30 p.m.*Deadline for paying \$10 graduation fee for Summer Sessions A and C

June 17
Monday, 8:00 a.m.*Reporting date for Faculty for Summer Session B

June 18
Tuesday, 6:30 p.m.Last time for withdrawing from college credit classes and receiving grade of "W" for Summer Session C

June 19
WednesdayEnd of term for all college credit classes for Summer Session A

*Dates apply to college credit only

- June 19
Wednesday, 6:30 p.m. *Deadline for removing incomplete grade received in Summer Term Session A of Academic Year 1983-84
- June 20
Thursday *Final grades due in to Campus Administrator for Summer Session A
- June 20
Thursday College credit classes begin for Summer Session B
- June 20
Thursday *Last Faculty workday for Summer Session A
- June 25
Tuesday, 6:30 p.m. *Deadline for dropping classes for Summer Session B
- June 27
Thursday, 6:30 p.m. *Deadline for applying for graduation for Summer Sessions B and D
- July 3
Wednesday Evening classes WILL meet
- July 4
Thursday Holiday – Independence Day
- July 11
Thursday End of term for all college credit classes for Summer session C
- July 11
Thursday Last Faculty workday for Summer Session C
- July 11
Thursday Final Grades due in to Campus Administrator for Summer Session C
- July 16
Tuesday 6:30 p.m. Last time for withdrawing from college credit classes and receiving grade of "W" for Summer Sessions B, D
- July 18
Thursday, 6:30 p.m. *Deadline for paying \$10 graduation fee for Summer Sessions B and D
- August 1
Thursday End of term for all college classes for Summer Sessions B and D
- August 1
Thursday, 5:00 p.m. Deadline for removing incomplete grade received in Summer Term Sessions B, C, and D 1983-84
- August 1
Thursday Last Faculty Workday for Summer Sessions B and D
- August 1
Thursday Final grades due in to Campus Administrator for Summer Sessions B and D.

*Dates apply to college credit classes only.

Final exams for the Summer Term sessions will be given during the last class period. An examination schedule will not be published.

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 74,230 students during the 1982-83 academic year.

The College is accredited by the Southern Association of Colleges and Schools. A state-supported institution, it is governed by a District Board of Trustees comprised of local citizens appointed by the governor.

The College Today

Today, Florida Junior College accommodates the educational needs of nearly 75,000 students annually. Classes are held on four main campuses and more than 250 off-campus centers, assuring accessibility for students.

Last year almost 25,000 students enrolled in college credit classes at the College. The average age of students was 27.4 years, and 57.7 percent of these students were females.

In non-credit courses, over 49,000 students turned to FJC to learn new skills or expand their own personal horizons. Most of these students (56.2 percent) were female, and the average age was 36.5 years.

The College offers 38 associate degree programs covering a range of academic and technological specialties. In addition, students may elect to enroll in certificate programs, or may take classes for self-enrichment.

FJC students who elect to pursue advanced degrees at upper-level colleges and universities in Florida may transfer credits earned at the College. These students generally perform better than their peers, according to recent studies.

Administrative Offices

At 501 West State Street, the College Administration Building is a short walk from the Downtown Campus. By electing to build in this area, FJC serves as a vital component in Jacksonville's urban redevelopment plan. The new building was designed to allow modification for additional growth of 20-25 percent. Future plans for the 15-acre site include a continuing education center and a 5,000-seat gymnasium. The proposed complex has been master-planned, and

when completed will add another dimension to Jacksonville while serving as an effective northern perimeter for city growth.

The building has been designed so that areas generating the greatest traffic flow will be easily accessible to the public. With this goal in mind, student-oriented services occupy the first floor.

The second floor houses employee support services such as Staff and Program Development and Personnel and Data Processing. The third floor accommodates Educational Services and Finance and Facilities offices. The fourth floor provides space for the Office of the President, a Board Room, and College Relations and Development.

Downtown Campus

FJC's Downtown Campus, representing an investment of approximately \$15 million, is a vital segment of Jacksonville's downtown redevelopment. It 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 is 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 and one Automotive Trades Complex. The campus was designed with special features to facilitate movement by handicapped persons.

Expected to open in 1984 is the Lawrence R. Geis Southeast Marine Technical Center, under the administrative umbrella of the Downtown Campus. On a 15-acre riverfront site in North Jacksonville, the center will offer occupational training in shipyard and maritime skills.

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. A second phase of the campus opened in January, 1979. It provides additional classrooms, laboratories, a greenhouse, administrative offices,

student lounges, and a 308-seat general purpose auditorium.

The North Campus also offers college credit classes in Nassau County.

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. In October 1981 the College's first gymnasium was opened at South Campus, providing a home for various FJC sports teams. The \$5 million facility seats 2,000 spectators.

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

Fred H. Kent Campus

The newest campus facility of Florida Junior College at Jacksonville is the Fred H. Kent Campus, a

38-acre site off Roosevelt Boulevard (U.S.17). Acquired by the College in 1966, it was formerly known as the Cumberland Campus but was renamed in 1974 in honor of a 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.

After acquisition of the site, nearly 100 World War II duplex housing units were converted into temporary laboratories, general purpose classrooms, faculty and administrative offices, and library and audio-visual facilities. Those buildings have been phased out and replaced with modern structures embracing 291,000 square feet and costing approximately \$16.5 million. Classes began in the new facilities in the Fall Term, 1979.

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, business firms, agencies, churches, hospitals, and other institutions in Duval and Nassau counties. The College has utilized some 250 such adult centers during the year.



Philosophy and Mission

Philosophy

We of Florida Junior College at Jacksonville believe in the worth and dignity of each individual and in the importance of education to a democratic society. The College strives to provide an environment conducive to life-long learning, one in which individuals can attain knowledge and develop skills and attitudes to meet the ever-changing needs of daily living. We are committed to offering programs that prepare persons to grow culturally and occupationally, thus realizing their full potential, enriching the community and, ultimately, the nation.

Mission Statement

Florida Junior College at Jacksonville, a publicly supported, comprehensive community college, is a locally governed segment of the Florida higher education system with responsibilities for lower division college, occupational, and adult continuing education courses, programs and community services as provided by the State Board of Education and the District Board of Trustees.

We perceive our missions to be:

- (1) Fostering the realization of human potential by providing an educational environment in which individuals may:
 - a. participate in educational experiences leading to the acquisition of functional literacy skills;
 - b. be awakened to an understanding of their historical and cultural heritage;
 - c. discover opportunities for the realization and enrichment of personal, academic and career goals, and the creative use of leisure time;
 - d. cultivate values and skills in critical thinking, decision-making and problem-solving approaches to personal and societal dilemmas;
 - e. be awakened to an understanding of their relationship and responsibilities to family, community and society.
- (2) Determining the individual learning needs of students and attempting to meet these needs.
- (3) Promoting quality education for the individual and the community.
- (4) Developing and offering a comprehensive curriculum to address the diverse needs of the individual and the community.

- (5) Managing human and financial resources in order to provide optimum support for the College's educational goals.

Institutional Goals

Within the framework of America's democratic and free enterprise system, Florida Junior College will provide:

- (1) Fundamental and literacy education.
- (2) Opportunities for the further development and enrichment of aesthetic values.
- (3) Opportunities for an awareness of career choices so that individuals may be prepared for meaningful and productive life styles.
- (4) A forum for the exchange of ideas and attitudes and the development of critical, analytical and decision-making skills.
- (5) Counseling for academic, career and personal growth.
- (6) Citizenship education which enables participation in our society.
- (7) Innovation and experimentation in curriculum to meet individual and community needs.
- (8) Credit and equivalency programs for completion of high school education.
- (9) A general education program which meets the needs of each individual.
- (10) A developmental education program for college credit students who need further preparation for advanced courses.
- (11) Specialized fields of technical, vocational and occupational education for individuals choosing to develop and/or upgrade occupational skills.
- (12) Lower division academic courses which transfer to senior colleges and universities.
- (13) Continuing education services designed to meet specific community needs.
- (14) Health, physical, recreation and leisure education.
- (15) Development and assessment of credit for experience-based learning, such as cooperative education, proficiency exams, field study and similar programs.
- (16) Development of international/intercultural programs which promote increased understanding of the growing interdependence of our world.

- (17) Quality educational opportunities for all members of the community to the extent reasonably attainable through effective use of human and material resources.
- (18) A plan for College employees' personal and professional development.
- (19) Effective and efficient management of the College's financial resources.
- (20) Support services for students who require assistance in pursuing their educational goals.
- (21) A multi-media informational/community relations program sufficient in scope to apprise the citizens of the College district of all educational and other services offered by the College.



Student Development Services

Information

Congruent with the philosophy and mission of Florida Junior College at Jacksonville, a comprehensive program of student development services exists to support students in developing their full potential. While promoting development of the whole person, the major emphases of the student development services are related to students' career, academic and personal-social development goals. Following are descriptions of some of the programs and services available for students.

Advising

Entering college credit students receive academic advising from an advisor or counselor. These staff members assist students in selection of courses in their program of study which are necessary to satisfy their educational objectives. Students are encouraged to see their academic advisor any time they encounter academic problems or contemplate a change in educational goals. Appointments may be scheduled through the Student Development Office.

Counseling

Career, academic, and personal counseling services are provided by the Student Development Office. Counselors are available on each campus and students are encouraged to consult with counselors to discuss issues relating to interpersonal relations, study skills, or any life-coping concerns.

Career Planning

As part of the College's role of helping individuals reach their full potential, career planning services are offered through the Student Development Office. To assist students with the career development process, counselors offer courses in career planning, job search planning, resume and letter writing, interview techniques as well as other aspects of career planning and job search preparation.

A career-personal testing service is also offered to help students learn more about their interests and abilities.

Career Development Center

Students who are undecided about their future career plans are also encouraged to use the Career Center located on each campus. In addition to testing, the Career Development Center includes a career research section with up-to-date information on occupations, job requirements and career growth opportunities. Each campus Career Development Center has

available CHOICES, an easy to use computer program that helps students with career decisions. CHOICES contains information about some 1000 Florida careers, job openings from the Florida State Employment Service Job Bank, and school and training programs available in Florida. Lists of institutions offering specialized training for various careers, as well as catalogs from colleges and technical schools located throughout the United States and abroad, are also available in the Center.

Job Placement

Job Placement Services, in support of the College's commitment to meeting the educational needs of the community and to providing business, industry and government with trained personnel, assumes the responsibility of helping students make a smooth transition from college to meaningful employment. In addition to helping students and graduates locate jobs, the Job Placement Services helps students develop the skills necessary for successful job-hunting and job selection.

Special Services For The Handicapped

A variety of specialized support services are available for handicapped students at FJC. These services include:

Career Counseling

Tutorial Services

Reader Services (for visually impaired students)

Interpreter Services (for hearing impaired students)

Notetaker Services

Special Parking Permits (for mobility impaired students)

Special Early Registration Appointment

Job Placement Services

Loan Program for Talking Calculators, Brailers, etc.

For additional information, students should contact the Technical Assistant on the campus they plan to attend or call the Mainstreaming Center at 757-6366 voice or TTY.

Campus Registration Office

In addition to handling registration each term, the Campus Registration Office provides various serv-

ices for students. These include handling transcripts of students' academic records (official and student copies); verification and certification of enrollment status; processing grade changes; name and address changes; certification of Good Student Standing; as well as providing information relating to admissions, registration, transfer, graduation, student records, and credit-by-examination.

Testing Services

Credit-By-Examination

A student may earn up to 45 semester hours credit toward an associate degree through credit-by-examination. This may be a combination of Advanced Placement, College Level Examination Program, Subject Standardized Tests and/or transfer credit. Credit not counted within this 45 hour limit may be obtained by participation in the Proficiency Examination Program. For more information regarding the following tests, contact the Campus Registration Office.

ADVANCED PLACEMENT TEST (AP), is a nationally developed program for acquiring college credit while enrolled in high school. Credit is granted for scores of 3, 4, or 5 on approved tests. Fees are set by the College Entrance Examination Board.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP), is a nationally developed program for credit-by-examination. Credit may be granted for scores at or above the established criterion score on approved tests. Fees are set by the College Entrance Examination Board.

PROFICIENCY EXAMINATION PROGRAM (PEP), is Florida Junior College at Jacksonville's program for awarding college credit-by-examination. Fee: \$15.00 per test.

SUBJECT STANDARDIZED TEST (SST), is a program developed for military personnel by the Department of Defense for awarding credit-by-examination under the auspices of Defense Activity for Non-traditional Educational Support (DANTES). Credit on approved tests will be awarded for scores at or above levels approved by the State Board of Education. Information, applications and a list of approved tests may be acquired from the Navy Campus for Achievement (NCFA) offices on local Navy bases or Education offices in other branches of the military service. Fees are set by DANTES.

Achievement/Entrance Exams

Because some upper division institutions require entrance examinations, the Testing Office administers the American College Test (ACT). Information on this test may be obtained from the Testing Office or the Campus Registration Office.

In certain FJC programs (Allied Health), an academic skills test may be required. The program ad-

visor for each program has information on these test requirements.

HIGH SCHOOL TESTING is required of high school completion students. Refer to the high school completion section of this Catalog for further details.

Other Testing Services

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST), is a test of college-level communication and computation skills developed by the State of Florida, and required of all sophomores before they may receive an Associate in Arts degree. Because this is a recent requirement, additional information on the test is presented here.

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally representative of the sophomore level of achievement. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered 3 times per year to community college sophomores who are:

- (1) completing the Associate in Arts degree; or completing the Associate in Science degree **and** who are seeking admission to upper level programs.

Students who do not take the test and achieve satisfactory scores will not be awarded the Associate in Arts degree, nor will they be admitted to upper division status in state universities in Florida. The CLAST requirements also apply to students transferring to community colleges from private colleges in Florida and from out-of-state colleges.

Effective Fall Term, 1984, the State Board of Education will establish minimum CLAST score standards for admission to upper division status in state universities in Florida. Cut-offs will also be applied to those students graduating at the end of Session B and D of the Summer 1984 Term, and all terms thereafter.

Additional information on CLAST is available in the Campus Registration Office and the Testing Office.

CAREER TESTING. Each campus offers a variety of aptitude, interest and personality testing which can provide information useful to career decision-making. Contact the Campus Testing Coordinator within the Student Development Office on each campus for further details.

ENTRY PLACEMENT TESTING will be required of new college credit students in order to assist them with course selection. Information is available from the Campus Testing Coordinator on any campus or from the Campus Registration Office.

Financial Aid and Veterans Affairs

Florida Junior College at Jacksonville is committed to providing eligible students with every opportunity to obtain financial assistance. The primary purpose of the Financial Aid and Veterans Affairs

Office is to aid eligible students in obtaining financial assistance. Proper registration is a prerequisite for all student financial aid and veterans assistance.

Financial Aid

Types of Aid:

Provided by Florida Junior College

– Academic Achievement Scholarship:

A \$1000 scholarship for the academic year to selected entering college students with a minimum 3.5 high school grade point average.

– General Academic Scholarships:

A \$500 scholarship for the academic year to selected entering college students with a minimum 2.75 high school grade point average.

– FJC/UNF Scholarships:

Pays tuition costs at FJC and UNF for one outstanding graduate from each public high school in Duval and Nassau Counties and designated accredited private high schools in Duval County. Student is recommended by the Principal.

– Talent Grants:

Pays tuition at FJC for those selected with outstanding talent in the areas of athletics, music, leadership, drama and forensics. Also provided to selected Student Government leaders on each campus.

– FJC Foundation Scholarships:

Each year, the FJC Foundation, Inc., provides funds for scholarships to selected students with defined academic abilities, talents or designated programs of study.

– Short-term Loans:

Available to students with documented need and ability to repay who have no other source of funds with which to meet temporary cost of education.

Provided by State of Florida

– Florida Academic Scholars' Fund:

Awarded to entering freshmen who are Florida residents, graduated in upper 2% of their high school class, scored at least 1200 on the SAT or 28 on the ACT, and have a 3.5 GPA. Maximum award for selected students is \$500 per term.

– Florida Student Assistance Grants:

Up to \$480 total for Fall and Winter Terms to Florida residents who demonstrate the greatest financial need and the most promise for academic success.

– College Career Work Experience Program:

Pays selected students with financial need, to work in their declared major area of study with qualified private and public employers.



– **Guaranteed Student Loans:**

Qualified students may borrow up to \$2,500 per academic year not to exceed educational costs.

Provided by Federal Government

– **Pell Grant:**

Awards are based on need and are up to one-half the cost of education for Fall and Winter Terms.

– **Supplemental Educational Opportunity Grant:**

Awards are available to those who have exceptional need. Awards range from \$200 to \$2,000 for the academic year.

– **College Work-Study**

Part-time employment up to 15 hours per week is available to those with financial need. Most jobs are on campus. Minimum wage is paid.

– **National Direct Student Loan:**

Low interest loans for those who qualify on the basis of family income. Loans are repayable in installments six months after the borrower is no longer enrolled in college at least half-time. Maximum is \$1,500 per academic year.

Application Process and Eligibility

The FJC Financial Aid application and the Federal Pell Grant application forms are used to determine eligibility for federal financial aid. These forms are available at the Campus Financial Aid Offices. Students should apply early, preferably before April 1st, and be aware that it takes approximately six weeks to process a Pell Grant.

When requesting aid from federal sources students need to provide documentation such as:

- IRS Forms 1040 or 1040A, or 1040EZ with all W-2 forms.
- For non-taxable income: written statements from agency providing funds (Social Security, AFDC, unemployment compensation, veterans disability or death benefits.)
- Written statement from employers of expected current year income.
- For alimony or child support: copy of divorce decree or separation order.

Once need has been established, a "package" of financial aid is offered. This package will usually include some combination of loans (which must be repaid), grants (which need not be repaid) and part-time employment. Assistance is provided without regard to race, sex, physical handicap, or age.

In order to be eligible for federal financial assistance, a student must be enrolled at least half-time in a college credit program or be in an eligible vocational program. A listing of eligible vocational programs is maintained in campus aid offices. The student must be full-time in order to qualify for aid

provided by Florida Junior College and the State of Florida.

Students admitted under the following classifications are NOT eligible for federal financial aid:

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

In order to be eligible for financial assistance, students must submit applications each year and maintain satisfactory progress.

Financial aid transcripts from other colleges attended are also required.

Academic Progress

Financial Aid standards of progress are maintained in the College Administrative Procedures Manual. The approved standards are published in the College Financial Aid Application and Student Consumer Information Booklet.

Copies of the Financial Aid Standards of Progress are available upon request from the Office of Financial Aid and Veterans Affairs or Campus Financial Aid Office.

Financial Aid Appeals

Any administrative action taken as a result of the application of the academic progress policy may be appealed by the student. Financial aid will be reinstated for students whose appeal is approved by the Financial Aid Advisory Committee. Information on the appeal procedure is available at campus Financial Aid offices. Termination of financial aid has no effect on the student's right to remain as a student at the College.

Veterans Affairs

A Veterans Affairs Office is maintained on each campus to provide forms and information pertaining to veterans' educational assistance. A veterans representative is available in these offices during certain hours each week. Students should call the campus Student Development office to ascertain when the veterans representative will be available.

Types of Programs, Eligibility and Benefits

Veterans Benefits are a form of financial aid which is awarded to eligible persons based on their military service. There are currently four programs provided under Title 38 of the United States Code which authorize payment of educational benefits to eligible persons.

Chapter 31 - Disabled Veterans

This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible a veteran must have a service-connected disability which entitles the veteran to disability compensation.

Chapter 32 - Veterans Educational Assistance Program

This program provides benefits to persons who initially entered service after December 31, 1976. Service persons who have contributed to the education fund will have their contribution matched by the VA at the rate of two dollars for every dollar contributed by the service person.

Chapter 34 - Vietnam Era Veterans

This Vietnam Era G.I. Bill provides benefit payments to veterans whose period of active service began after January 31, 1955 and prior to January 1, 1977. Veterans may be eligible if they had at least 181 days of continuous active service and were discharged/separated under conditions other than dishonorable. Certain veterans who enlisted under a delayed entry program may be eligible if active service began prior to January 2, 1978. The veteran has 10 years from the date of discharge or separation from active duty to use the entitlement. The final ending date for all Chapter 34 benefits is December 31, 1989.

VA Educational Benefits

| Type of Training | No Dep. | 1 Dep. | 2 Dep. | Ea. Add. Dep. |
|------------------|---------|--------|--------|---------------|
| Full-time | \$342 | \$407 | \$464 | \$29 |
| Three-quarter | 257 | 305 | 348 | 22 |
| Half-time | 171 | 204 | 232 | 15 |

Chapter 35 - Survivor and Dependents

Sons, daughters, spouses, and surviving spouses of veterans who died in service; who died as a result of a service-connected disability; who became permanently and totally disabled as a result of a service-connected disability or who died while a disability so evaluated was in existence, may be eligible for educational assistance. Benefits are paid at the single rate.

Application Process

- Students should go to the Veterans Affairs office on campus and complete the necessary applications.
- Provide copy of DD214 for veteran or Certificate of Eligibility from VA for survivor or dependents.
- Provide copy of marriage license and birth certificate, if applicable.
- NOTE: Temporary deferment of tuition charges is available for those who qualify.

Enrollment Restrictions

For an eligible student to receive VA benefits the student's enrollment must be certified by the College. There are restrictions as to the programs and courses for which a student may be certified.

1. A student may only be certified for programs, courses and terms that have been approved by the state approving agency.
2. A student may only be certified for courses which are required for graduation in an approved program. Veteran student enrollments are audited against program requirements.
3. A student may not be certified for any program or course after unsatisfactory progress until the cause of the unsatisfactory progress has been resolved through counseling.
4. A student may not be certified for an audit course, a course for which the student has previously received credit, or within one year, the repeat of an IF grade.
5. Veterans must follow the program of study outlined in their Graduation Status sheet.

Students are required to notify the Office of Financial Aid and Veterans Affairs each time they make a change in enrollment.

Standards of Progress

College Credit

In order to continue to be eligible for certification to receive benefits under Chapters 31, 32, 34 or 35, Title 38, U.S. Code, veterans and other eligible persons must achieve satisfactory progress toward educational goals by meeting the following standards.

1. Students who have attempted 20 but less than 30 semester hours must have an FJC cumulative grade point average of 1.50 as measured by the college credit grading system.
2. Students who have attempted 30 but less than 45 semester hours must have an FJC cumulative grade point average of 1.75 as measured by the college credit grading system.
3. Students who have attempted 45 or more semester hours must maintain an FJC cumulative grade point average of 2.00 as measured by the college credit grading system.
4. Students who fail to attain, or drop below, the required FJC cumulative grade point average will be placed on probation for one term.
5. Students who fail to attain the required FJC cumulative grade point average after being on probation for one term will be reported to the Veterans Administration as making unsatisfactory progress.

6. Non-punitive grades (NP or W) will be reported to the Veterans Administration.

Veterans reported for failure to attend class for two consecutive weeks will be contacted by the Director of Financial Aid and Veterans Affairs. In the absence of a satisfactory explanation and immediate resumption of attendance, the veteran 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.

Non-College Credit

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 by meeting the following standard:

The veteran must be evaluated by the professor as satisfactory at the end of each term. Grades "S" or "SI" are considered satisfactory progress.

Veterans are allowed three days of unexcused absences per calendar month. Excused absences are those occurring for the reasons cited hereafter, and officially accepted by the Director of Financial Aid and 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.

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.

All absences (excused or unexcused) are reported to the Veterans Administration. Partial days of absence are converted to full days. Persons terminated for excessive absence will be eligible for recertification at the beginning of the following term providing other enrollment criteria are met.

Non-College Credit Tardiness Policy

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

After 30 minutes the student is marked "absent".

Three tardies in one week will be counted as one day of absence.

Standards of Conduct

Conduct standards for Financial Aid and Veteran students are the same as those for all students, and are set forth in this Catalog.

Servicemembers Opportunity Colleges – SOC

SOC is a consortium of some 400 colleges and universities dedicated to meeting the voluntary educational needs of members of the military service. SOC member institutions act as "home campus" for service members who, by prior agreement, earn academic credits elsewhere. Service members desiring to participate in SOC may do so by contacting the Director of Military Programs, FJC Kent Campus.

Student Activities

The Student Activities Program is designed to offer opportunities for the social and cultural development of students, as well as for College staff and the community. Information about the program is published in the Student Activity Calendar and the Student Activity Newsletter.

Some of the programs offered each year include:

Artist Series – a wide range of professional events in the areas of musical theatre, pop, drama and dance;

Film Series – includes many film classics and a variety of contemporary and popular film selections;

Art Exhibits – include continuous student art exhibits in the Fine Arts area at the South Campus as well as numerous guest exhibits;

Special Events – include a variety of college-wide events such as the Talent Variety Show, the Christmas Dance, the Spring Dance, and the Miss FJC Pageant. In addition, numerous on-campus events are held each term, such as vaudeville acts, magicians, chess and billiard exhibitions.

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.

Performing Organizations

These organizations offer college credit or have emerged from college credit courses. A wide variety of quality educational offerings provide diverse activities that enrich individual students and the College at large, and contribute to the community. Included among these organization are the FJC Chorale, The Jazz Show Choir, FJC Players (drama), the Jacksonville Concert Chorale, the Jazz-Rock Ensemble and the Symphonic Band.

Student Government Association

Each campus has a Student Government Association (SGA) which is recognized as the official student organization representing students at the College. The SGA of each campus is charged with the responsibility of participating in the College governing process through the student, faculty, and administra-

tive 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 state-wide Florida Junior College Student Government Association.

Campus Organizations

Numerous campus student organizations are available at FJC. Some of the organizations include Phi Theta Kappa, an organization which recognizes academic achievement; Forensic Team; literary and art magazine; Brain Bowl Team; and the International Student Association. The Student Activities Office provides assistance and encouragement to those interested in starting new organizations, and support for existing organizations.

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

Intramural-Recreational Activities

Both group and individualized intramural-recreational activities are provided by the College. 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.

Intercollegiate Athletics

A diverse program of intercollegiate athletics is available at the College. Basketball (M), tennis (M&W), basketball (W), and golf (M) are sports activities based at the South Campus. North Campus is the location for baseball (M), softball (W), cross-country (M&W), and track (M&W).

Students may participate in the college-wide intercollegiate athletic program irrespective of the campus where they attend classes. Anyone interested in participation should contact the coach on the campus or the Director of Athletics.

The College is a member of the Mid-Florida Conference of the Florida Community College Activities Association, and the National Junior College Athletic Association.

Administrative Information For Students

Student Responsibility and Due Process Procedure

Attendance at the College is a privilege, and in order to maintain the College ideals of scholarship, character, and personality, the right is reserved by the College to establish rules and regulations to foster these ideals and protect the interest of the College. Each student is subject to federal and state laws, respective county and municipal ordinances and all rules and regulations of the College.

Violations of published laws, ordinances or rules and regulations may subject the violator to appropriate disciplinary action by the College authorities.

Prior to any disciplinary actions taken the student is entitled to procedural due process. This means that the student shall be provided:

Reasonable notice of the charges.

An opportunity to present his/her side of the controversy. Disciplinary action, unless otherwise provided by law, may include fines, the withholding of diplomas or transcripts (pending compliance with rules or payments of fines) and/or the imposition of probation, suspension, or dismissal.

The President, Executive Vice-President, Provost or an appropriate designated officer may, without a hearing, temporarily order the removal from College property of an individual charged with a suspendible offense that is deemed to present a clear and present danger to the welfare of the College. The student ordered removed will be required to remain off College property until a hearing is provided regarding the matter. This removal can last up to five (5) College days. In the event of the temporary removal, a written notice of a hearing will be mailed prior to the expiration of the five days.

Any act or behavior on the part of the student which tends to impair, interfere with or otherwise disturb or obstruct the orderly conduct, processes, functions and/or interests of the College is expressly prohibited. Such acts or behavior may include but are not limited to the following:

1. Consumption of alcoholic beverages on campus or at a College function.
2. Illegal use or possession of drugs or narcotics.
3. Cheating in any form.
4. The use of indecent or abusive language.
5. Gambling.
6. Hazing as defined in Chapter 240.326 Florida Statutes.

7. Vandalism or destruction of property.
8. Falsification of records or statement to the College.
9. Unauthorized use of the College name.
10. Lewd or indecent conduct.
11. Violence against any member or guest of the College community.
12. Theft or willful destruction of College property or of the property of members of the College.
13. Interference with the freedom of movement of any member or guest of the College.
14. Obstruction of the normal processes and activities of the College community.
15. Deliberate interference with the rights of others.
16. Violation of a federal or state law, a county or city ordinance.
17. Repeated offenses of a less serious nature.
18. Any other offense reasonably deemed to be contrary to the best interest of the College.

Instructions and guidelines for procedural due process are available in the campus Student Development Office. Students who have questions or are in need of assistance should contact the Dean of Student Development.

Student Appeals

The Student Appeals Review Committee is a standing committee within the College. This committee is composed of 12 members appointed by the President. The purpose of this committee is to hear and decide on requests for exceptions to approved rules 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.

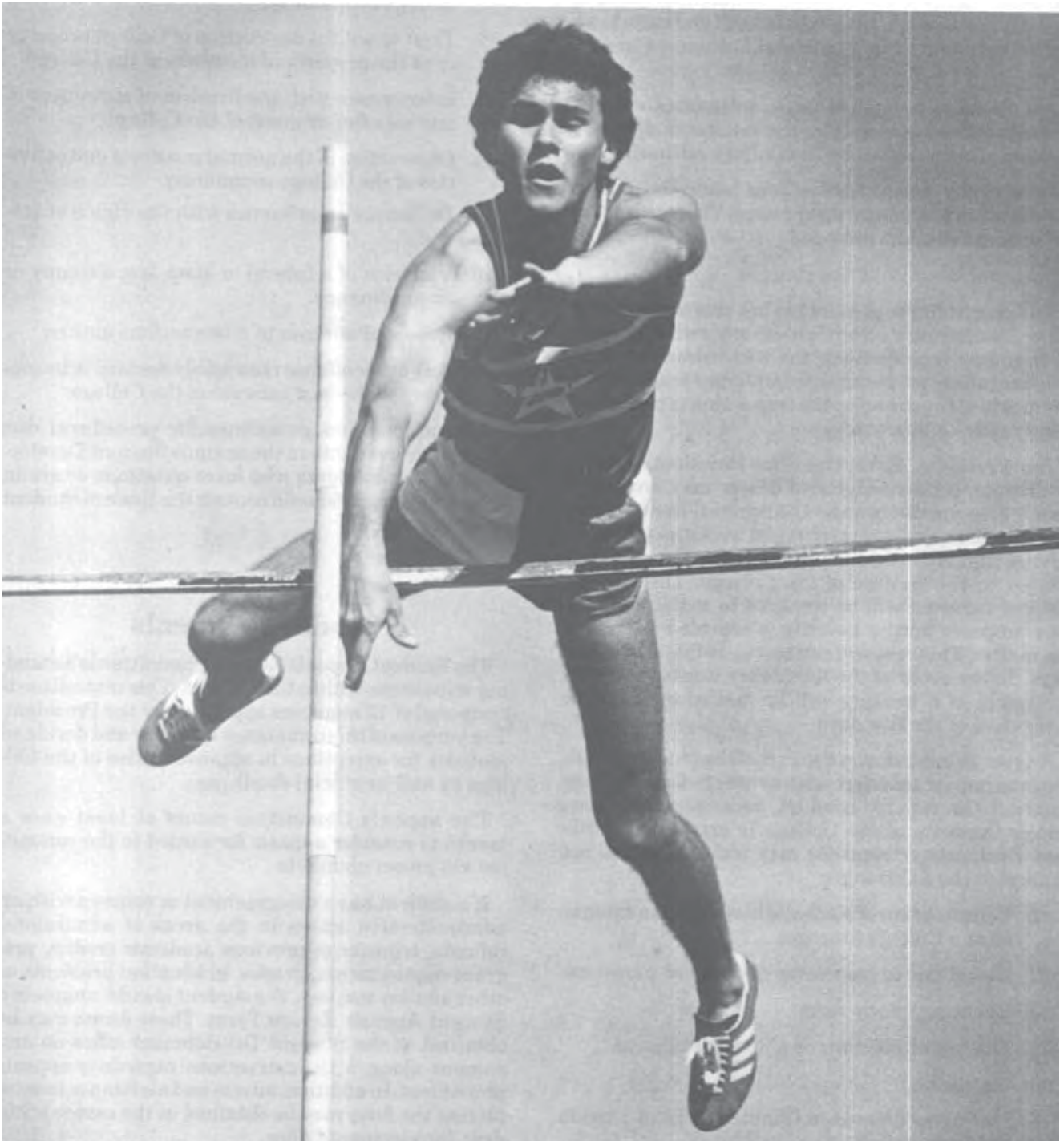
If a student has a disagreement or concern with an administrative action in the areas of admissions, refunds, transfer of previous academic credits, program requirements, grades, graduation problems or other similar matters, the student should complete a Student Appeals Review Form. These forms may be 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.

Suspension, Termination or Cancellation of Enrollment

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



Student Records and Privacy

Pursuant to federal law, students and their parents are advised of certain practices and procedures at Florida Junior College at Jacksonville which relate to student records.

Once a student reaches the age of 18, OR is enrolled in a post-secondary program, parents no longer have any rights to student information under this Act unless the student gives written consent to release the information to the student's parents, OR the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Under this Act, a student or parent (if eligible) will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College to permit the record to be reviewed in the presence of a representative of the custodian of the record. Either the student or parent (if eligible) has the right to challenge the content of any record he or she believes to be inaccurate, misleading, in violation of the student's rights or otherwise inappropriate, and to insert into the record any written explanation of any matter therein. The custodian of the record challenged shall conduct a hearing upon the matter, at a reasonable time and place, at which time the student or parent (if eligible) may present any evidence he or she may have in support of the challenge. If a record is challenged, the custodian of the record shall make a decision at the conclusion of the hearing. This decision

may be appealed by the student or parent (if eligible) through established procedures to the Student Appeals Review Committee. Action by the President on an appeal is final.

A student or parent (if eligible) must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed, dated, and must specify the information to be released, the reason for release, and the names of persons to whom the information is to be released.

The following records are maintained in the student's file: application for admission, transcripts from other colleges, academic history records, and general correspondence.

The following information about an individual student is classified as "Directory Information" and will be released upon request to any person. The individual student or parent (if eligible) has a right to submit a request in writing to the custodian of the student's record that all or any part of the directory information NOT be released. The request to withhold directory information must be submitted annually.

1. Name
2. Address
3. Major field of study
4. Dates of attendance
5. Degrees or awards received.



Information

Health Services

As a community-based institution, FJC relies on health services provided within the community for students. Various health agencies are brought to each campus periodically to make their services available to students. Arrangements and coordination are handled by the Student Development offices.

Emergencies and First Aid

The campus security officer should be contacted in situations requiring the rendering of first aid. 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.

Accident Reporting

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

Accident Insurance

Students are encouraged to purchase personal accident insurance coverage as accident insurance is not provided by the College.

Housing

The College does not maintain housing facilities for students, nor does it maintain a list of approved housing.

Parking

Faculty members, staff and students shall obtain valid parking decals and affix same to the motor vehicle which the individual operates, drives, or parks on facilities of the College. Decals are available at each campus Business Affairs office.

Bookstore

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 Services

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

Smoking

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.

Library and Audio-Visual Services

Learning Resources Centers housing library and media services are located on each 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.

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 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.

Student Travel

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.

Occupational Education Safety

Students enrolling in Associate in Science, Associate in Applied Science, or non-college credit industrial education programs are required to supply their own personal protection safety equipment, hand tools and tool belt or box by the third week of class. Personal protective safety equipment should comply with applicable industrial standards and hand tools should be of an industrial grade.

At the beginning of each term, faculty will provide students with shop safety rules and a list of required

personal protection safety equipment and hand tool requirements and their approximate costs. Obtaining required equipment and observing prescribed safety rules are mandatory for continued enrollment in industrial education programs.

Regulation Changes

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



College Credit Information

Admissions

Persons desiring to enter the College should write, phone, or visit a Campus Registration Office to obtain application forms. It is to the applicant's advantage to submit a completed application to the Campus Registration Office well in advance of the beginning date of the term the applicant plans to attend. The College will notify an applicant concerning action taken on an application.

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

The specific requirements for admission to the general College are listed in this section. Information regarding admission requirements to selective admissions programs, such as Nursing and Dental Hygiene are found under the College Credit Program area.

Degree Seeking Student

For the purpose of admissions counseling, degree seeking applicants are required to participate in the Florida Junior College Entry Advisement Program prior to their first registration. Information regarding this program will be provided upon application for admission.

Applicant Who Has Never Attended College

Applicant must submit:

1. Application for admission
2. Official proof of previous education – one of the documents described in (a), (b), or (c) as follows:
 - (a) Notarized affidavit as contained in the application for admission certifying that the student prior to the first day of classes for the term entering
 - (1) will have earned a high school diploma, or
 - (2) will have earned a high school equivalency diploma.
 - OR(b) Copy of high school equivalency diploma or high school diploma,
 - OR(c) A transcript of high school grades and credits with graduation date indicated.

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

Applicant Who Has Attended College

Applicant must submit:

1. Application for admission
2. An official transcript from each regionally accredited college or university previously attended reflecting all course work attempted. Transcripts must be mailed directly to the Student Records and Admissions Office by the institutions involved. Hand-carried documents will not be accepted. It is up to the applicant to initiate the request for the necessary transcripts.

Although all courses attempted at the freshman or sophomore levels will be calculated in the All College Cumulative Grade Point Average, only those courses in which grades of "D" or higher have been earned will be acceptable towards an Associate Degree or Technical Certificate. Upper division courses will only transfer when they are substantially equivalent to courses offered at Florida Junior College at Jacksonville. A maximum of 15 semester hours of correspondence and/or extension work may be applied towards any of the associate degrees.

Non-Degree Seeking Student

An applicant who wishes to earn college credit for self-enrichment, teacher certification, or transfer to another college may be admitted as a NON-DEGREE SEEKING student. The non-degree applicant:

1. must complete required sections of application,
2. must have completed high school or equivalent,
3. will not be required to submit transcripts from other colleges, and
4. cannot be certified for financial aid or veterans benefits.

If a student wishes to pursue a degree, the student must contact the Campus Registration Office and indicate a desire to be changed to a degree seeking status.

The student would then be required to complete the admissions counseling program and furnish the College the affidavit certifying high school completion and an official transcript from each college previously attended.

Special Student

An applicant 19 years of age or older who has not earned a high school diploma or a high school equivalency diploma may be admitted as a special student under the following conditions:

1. Applicant must submit an application for admission and complete a special student statement.

2. Student may enroll for up to 12 semester hours while in the special category.
3. Once a student has been enrolled for 12 semester hours, the student will not be re-admitted to any future term at Florida Junior College at Jacksonville in the College Credit Program until the student has:
 - a. earned a high school diploma or high school equivalency diploma
AND
 - b. presented a copy of high school diploma or equivalency diploma to the Registrar. Student will then be changed to degree-seeking admission status.
4. Student will be required to take necessary placement tests in order to be properly placed into approved level of course work.

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 semester hours per term for college credit while still enrolled in high school.

Applicant must submit application for admission which includes:

1. Recommendation from current high school principal.
2. High school transcript which shows completion of all requirements through the junior year.
3. Minimum grade point average of 2.00

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 30 semester hours or more of college credit class work and still graduate with the applicant's high school class. This applicant must have a high school grade point average of 3.25 or better; have a senior classification, and be approved by the applicant's high school principal. An interview with the Registrar may be required. This program is limited to students from participating high schools and to students enrolled in the High School Completion Program at Florida Junior College at Jacksonville.

Applicant must submit application for admission which includes:

1. Recommendation from current high school principal.
2. Transcript which shows completion of all requirements through the junior year and the required grade point average.

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 College to issue papers required by the Immigration and Naturalization Service. 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.

Applicant must submit:

1. Application for admission as a degree seeking student.
2. Proof of previous education as follows:
 - a. If student is high school graduate or equivalent, and has never attended college, a certified English translation of the record.
 - b. If a student has attended college previously, a certified English translation of the transcript(s) of all colleges attended.
3. Proof of proficiency in the use of the English language. Students from countries other than English speaking must submit to the Student Records and Admissions Office 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.
4. Statement showing that financial resources are available for travel, tuition, books, and living expenses while in school. The applicant may also be requested to show evidence that there is on deposit, in a United States bank, funds to cover these expenses.

No international applicant will be considered for admission until all information (Items 1-4) has been received. To be considered for any term, all items must be received at least 60 days prior to the student's initial term of admission. International students accepted for admission will be notified of their acceptance and will be provided with Form 1-20A as required by the U.S. Department of Justice. An international student should be enrolled and satisfactorily complete a minimum of 12 credit hours for the Fall and Winter Terms (I and II) and 6 credit hours for the Summer Term (III).

Residency Affidavit

Applicants for admission to the College are classified as Florida students and non-Florida students for tuition assessment purposes. To be eligible to sign the affidavit on the application for college credit admission as a Florida student for tuition purposes, an

applicant 18 years of age or older or the parent/legal guardian of an applicant less than 18 years of age and unmarried, shall have been a resident and domiciliary of the State of Florida for at least 12 consecutive months immediately preceding the first day of classes for the term the applicant enters the College. This previous statement applies to the applicant who has been admitted to this country as an immigrant and has been issued a resident alien number or as a refugee granted asylum or designated by the U.S. Immigration Service.

Other categories listed hereafter shall classify an applicant as a Florida resident for tuition purposes.

1. United States military personnel on active duty and stationed in Florida, including spouse, and dependent students as defined by Internal Revenue Code of 1954.
2. Full-time public elementary, secondary, and university faculty members and administrators under current contracts in the State of Florida, their spouses and dependent students as defined by the Internal Revenue Code of 1954.
3. Full-time faculty, administrative, professional, and career employees of the community college system, their spouses and dependent students as defined by the Internal Revenue Code of 1954.
4. Veteran of the United States Armed Forces retired with 20 years or more active service, including spouse and dependent students as defined by Internal Revenue Code of 1954. The veteran must be in Florida at the time of retirement or moved to Florida within one year following retirement and intend to make Florida a permanent home.

In addition to any other penalties which may be imposed, the District Board of Trustees 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 parents, or the spouse of the student, after having been a resident and domiciliary of Florida for 12 months(365 days) *prior to first day of classes* may apply to the Student Records and Admissions Office for reclassification PRIOR TO THE LAST DAY OF REGISTRATION FOR THE TERM IN WHICH THE STUDENT INTENDS TO BE RECLASSIFIED.

TO BE GRANTED RECLASSIFICATION OF RESIDENCY, THE INDIVIDUAL WILL BE REQUIRED TO SUBMIT ONE OF THE FOLLOWING FROM EACH CATEGORY A AND B AS DOCUMENTATION OF THE YEAR OF RESIDENCY:

CATEGORY A

1. VOTER REGISTRATION
2. FLORIDA DRIVER'S LICENSE
3. FLORIDA I.D. CARD
4. AUTOMOBILE REGISTRATION

CATEGORY B

1. TELEPHONE BILL RECEIPTS
2. UTILITY RECEIPTS
3. OTHER RELEVANT EVIDENCE THAT THE STUDENT IS QUALIFIED TO BE CLASSIFIED AS A FLORIDA STUDENT FOR TUITION PURPOSES.

Academic Information For Students

College Credit 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 Forgiveness Policy allows a student to repeat a course in an attempt to improve the grade. The official grade and the grade used in the computation of the grade point average will be that grade assigned for the last attempt of the course, provided the last assigned grade is other than W, NP, or X. However, all courses attempted will appear on the transcript.

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 |

NP Grade

The "NP" (Non-punitive) grade is given when a student has not completed the class and a professor does not wish to penalize the student. If the student wishes to earn credit for the class at a later date, the student must re-register for the class.

IF Grade

An "IF" grade may be assigned only when extenuating circumstances prevent a student from completing the course work during the regular term. To be eligible to receive an "IF" grade the student must have completed at least $\frac{3}{4}$ of the course work. The "IF" grade is computed as failure for purposes of grade point average and transcript.

Withdrawal Grade

Students officially withdrawing from college credit courses will receive the grade of "W". A student may withdraw at any time during a term beginning on the day following the "deadline for dropping courses" as indicated in the College Calendar, and extending up through the deadline date for withdrawing from classes as shown in the College Calendar.

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 Registration Office.
2. Complete the form(s), except for signatures of professor and Campus Registration Office representative.
3. Obtain the signature of the professor. If the professor is not available, take the form to the Director, Division Chairperson, or Dean who is responsible for that course.
4. Take form(s) to Campus Registration Office. After signature by Campus Registration Office representative, the student should be sure to retain one signed copy of the form.

Withdrawal by telephone is **not** accepted. If the student is unable to carry out the withdrawal procedure in person, the student may withdraw by letter. The letter should be addressed to:

Student Records and Admissions Office
Florida Junior College at Jacksonville
501 W. State Street
Jacksonville, Florida 32202

and received by that office not later than the deadline date prescribed for withdrawing from classes as shown in the College Calendar.

Audit Grade

Any student in the College may elect to audit a college credit university parallel course by completing the audit form at the time of registration. College Occupational courses (designated by an "O") and dual-purpose courses (designated by a "D") may not be taken by a student on an audit basis. A student may not change from Credit to Audit, or from Audit to Credit, after registration. A grade of X will be assigned for all courses taken in audit status.

No credit will be awarded and fees for college credit university parallel 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, FINANCIAL AID AWARDS, SOCIAL SECURITY CERTIFICATION, INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS, OR EARLY ADMISSION PROGRAM ENROLLMENT REQUIREMENTS.

Grade Change

Once a grade of A, B, C, D, NP, or F in a course has been reported to the Registrar, it may be changed only as follows:

1. Upon recommendation of the professor who assigned the grade, with approval of the Division Chairperson or Director.
2. Upon recommendation by the Division Chairperson or Director, and approved by the Dean, when the professor who assigned the grade is no longer a member of the faculty.

The IF grade may be changed by the professor to A,B,C,D, NP, or F within the time limit indicated in the College Calendar.

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 foregoing grades have been assigned. Grades of W, NP, and X are not used in the computation of grade point average.

Dean's List

The Dean's List is published at the end of each term and contains the names of all students who have earned a grade point average of 3.50 or above with no grade below C during the term. To be eligible, students must carry 12 or more semester hours during Term I (Fall) or Term II (Winter), and six or more semester hours during Term III (Summer) Sessions A & B, nine or more semester hours for Session C and 12 or more semester hours for Session D.

Honors Courses

As a part of the Program for Academic Excellence, specially designed learning opportunities are made available to high achieving students through "honors" courses.

Certain sections of courses offered in the college credit curriculum are designed as "honors" sections by an "H" in the section code. These courses are open to students with a cumulative grade point average of 3.20 in at least 12 semester hours of college credit. Students who are entering FJC may enroll in honors

courses if they have achieved at least a 3.20 cumulative grade point average in high school.

The honors courses in which the student enrolls at FJC will be identified with an "H" on the College transcript.

Students who enroll in honors courses will automatically become members of the Program for Academic Excellence (p.31).

Semester Hour

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

Institutional Credit

All institutional credit courses are considered to be below college level. They are not intended for transfer, are not counted for graduation, and are not calculated in total hours or in grade point average. However, these courses will count as hours enrolled and GPA will be calculated for veteran purposes, social security or other enrollment verifications. These courses are identified as institutional credit courses in the course description section.

Student Course Load

A full-time student is one who is enrolled as follows:

| | |
|--------|---|
| Fall | 12 or more semester hours |
| Winter | 12 or more semester hours |
| Summer | Contact a Campus Registration Office for a definition of full-time enrollment for the term. |

The suggested maximum load of an entering first term full-time freshman enrolled in day classes is 18 semester hours. The suggested maximum load for a full-time student who failed to maintain a C average for the preceding term is 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 21 semester hours.

To receive overload permission, the student must go to the office of Student Development and get approval from the Dean of Student Development.

Registration Appointments

Registration appointments indicating campus, date and time will automatically be issued to new students and to currently enrolled students. Appointments will also be mailed to any former students and Florida Junior College at Jacksonville graduates who request appointments.

Concurrent Registration

Concurrent registration is 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.

Schedule Changes

Schedule changes may be made during the announced schedule change period which will be prior to the Final Drop Day.

Level changes may be made after the Final Drop Day with the approval of the instructional dean concerned. These changes may take place not later than the eighth week of class in the Fall and Winter Terms (I & II) and the third week of class in the Sessions A, B, and C and the sixth week of class in Session D of Summer Term (III). If the deadline for final drop has occurred, a refund will not be authorized even if the level change should result in a reduction of fees. A student will not be allowed to change from one session class to a class in another session.

THE STUDENT MUST HAVE A COPY OF THE REGISTRATION FEE STATEMENT BEFORE THE STUDENT WILL BE ALLOWED TO MAKE A SCHEDULE CHANGE.

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. If a student does not elect another course, the student will automatically receive a refund.

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.

Transcript Requests

Upon request of the student, the College will provide to the student, or to a person or institution desig-



nated 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 Registration Office. No transcript request will be accepted by telephone.

NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR AND THE STUDENT'S ADMISSION FILE IS COMPLETE.

Students are advised to make requests for transcripts approximately two weeks before transcript is needed.

"Other" Registrations

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

Enrollment Certification for Educational Benefits

The Student Records and Admissions Office will verify enrollment for approved programs of study for external agencies for students eligible to receive educational benefits.

Inquiries relating to benefits should be directed to the agency giving the student benefits.

Credit for Non-College Sponsored Education

A person who has submitted an application for admission to the College as a degree-seeking student may request an evaluation of educational experiences in certain non-college sponsored programs. Credit for such educational experiences will be granted in accordance with the recommendations of the American Council on Education when applicable to the student's program of study. Information on the documentation required to apply for these credits may be obtained from the Student Records and Admissions office.

Military Service School Credits

A person who has submitted an application for admission to the College as a degree-seeking student may request an evaluation of educational experience during military service by submitting to the Campus Registration Office the 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.

Graduation

The College holds only one commencement exercise each year, at the end of the second academic term, generally in May. 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 or Summer Term, (I or III) 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 College term in which the student completes the academic 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

NOTE: Since the annual commencement program is printed prior to the recording of grades for the Winter Term, it is necessary to identify honors graduates for the Winter Term, for commencement program purposes only, based upon their all-college cumulative grade point average at the beginning of the Winter Term.

Special Educational Services

DELTA Program

The Developmental Education Link Through Achievement (DELTA) Program provides special courses and support services for those students who are in need of further preparation in writing, reading, and mathematics.

Through the entry assessment/placement program or additional assessment, a student who is identified as in need of further preparation in communication or computation skills will meet with a counselor to identify academic goals and the best curriculum to follow in order to achieve these goals.

The student may be required to enroll in one or more of the following courses:

| | |
|----------|-----------------------------|
| ENC 0002 | Introduction to Composition |
| REA 0305 | Developmental Reading |
| MAT 0003 | General Mathematics |
| MAT 0024 | Elementary Algebra |

These courses are designed to bring a student's skills in reading, writing, and computation to the minimum college entry level. ENC 0002, REA 0305, MAT 0003, and MAT 0024 do not count, therefore, in the total credit hours required for a degree.

Learning Laboratories

Each campus provides learning laboratories in which a student may utilize special equipment, materials, and tutoring assistance with the courses listed above as well as with other courses in the areas of communication and computation.

Program for Academic Excellence

The College has developed a series of special learning opportunities, incentives, and activities designed to encourage excellence in scholarship and to recognize superior student accomplishments.

The various kinds of educational activities and incentives planned include:

Honors Courses

Certain sections of courses in the regular college credit curriculum are designated as honors (H) courses. Entering students who have a 3.20 grade point average in high school or currently enrolled students who have a 3.20 grade point average in at least 12 semester hours of college-level courses and who meet course prerequisites are eligible to enroll in the honors courses. A student who enrolls in an honors course automatically becomes a participant in the Program for Academic Excellence. (See p.28 for further information about honors courses.)

A core curriculum, which consists of an interdisciplinary honors course emphasizing international/intercultural topics, is a special feature of the Program for Academic Excellence each Fall Term and Winter Term. Top people in the featured topic are brought to FJC as a part of a speakers series linked to this honors course, and a number of expert faculty members join the instructor in the class to bring their specialized knowledge to the students.

Scholarships

Through the Program for Academic Excellence, the College offers Academic Achievement Scholarships to entering college students who have achieved a 3.5 grade point average in high school, who have followed an academic curriculum, and who have been recommended by their high school principal or counselor. (See p. 14 for a description of requirements for the Scholarship.)

Special Activities

Special activities designed to involve and recognize superior students include lectures/seminars by outstanding practitioners in a given field, projects for the academically talented, study/travel abroad, and various social events.

Descriptions of the special learning opportunities, incentives, and activities for excellent students may be obtained from Professor Sara Boucher, Coordinator of the Program for Academic Excellence, 632-3328 or 646-2282.

Experience-Based Education

Experience-based education encompasses educational alternatives designed to integrate academic study with practical experiences while encouraging maximum self-discovery learning. The focus of learning is normally undertaken in an off-campus setting under the sponsorship of a mentor.

Experience-based education includes a variety of forms such as cooperative education, prior learning assessments, internships, practicums, on-the-job training, and field research.

Nursing Continuing Education

A continuing education service is planned to meet the needs of nurses in updating knowledge and skills essential in professional practice. Continuing education courses are designed to enhance nursing practice and to help ensure the public high quality nursing care.

Nursing practice is based on a continuously expanding body of knowledge and skills which prepares nurses to function effectively as members of the health care team.

Reassessment and ongoing evaluation are done to determine continuing education offerings.

International/Intercultural Education

International Education

Florida Junior College at Jacksonville is committed, through its College Mission Statement and Institutional Goals and Objectives, to develop international/intercultural programs that promote increased understanding of the growing interdependence of our world and to internationalize the College's curriculum. The International Education Program's goals include:

- the development and implementation of the International/Intercultural Studies Program
- the study of foreign and domestic societies, languages and cultures
- education about national and foreign policies and international relations of the governments of nation-states
- education for responsible citizenship involvement and effective participation in a global society
- providing mid-level manpower training and technical assistance to developing nations throughout the world
- involving faculty, staff and students in international experiences which contribute to their professional enrichment

- providing American students with the opportunity to broaden their cross-cultural understanding

The Office of International Education coordinates all College related International Education programs and activities. For additional information, contact the Director of International Education, College Administration.

Undergraduate International Studies

Florida Junior College, in conjunction with the University of North Florida, has developed the Undergraduate International Studies. It is a (2+2) program in which the student earns an Associate in Arts degree at Florida Junior College and a Bachelor of Arts degree at the University of North Florida. The program provides students with a contemporary and historical perspective of the world community through an interdisciplinary, global approach. It aids the student to acquire a basic understanding of one or more world cultural areas, including: Africa, Asia, Europe, Latin America, and the Middle East.

The program also helps the student prepare for continued study in intercultural areas at upper division colleges and universities, prepare for meaningful travel to and living in countries outside the United States, and learn a foreign language that will be useful in future studies, work and travel. The program serves as a beneficial minor for students majoring in other disciplines, such as government service or business-oriented studies. It also serves as a cultural and economic enrichment for students whose formal studies previously excluded particular world areas. For further information, contact the International Studies Director at the South Campus.

Ethnic Studies

Ethnic Studies offers students the opportunity to explore American cultural pluralism by studying the social, political and economic experiences of dominant American ethnic groups. Ethnic Studies also provides students with an international perspective of ethnicity through the study of ethnic groups in other countries.

Inherent in the study of ethnic groups in this country and abroad is the development of a greater understanding of group conflicts and their possible resolutions. Students also will enhance their self-perceptions, knowledge and appreciation of their own culture as well as that of others, and develop cross-cultural communication skills. These studies prepare students to travel and live in diverse regions of the United States and abroad. They enable students to increase occupational efficiency in the liberal arts where knowledge of cultural differences is a prerequisite and in technical areas where the ability to adapt to different cultural settings is necessary.

The Ethnic Studies offerings fall into two categories: general survey and language courses, and specialized courses in African/American history, culture, and literature and American Indian history. These courses are offered on a college credit and non-college credit basis. To augment instruction, student and faculty study/travel tours, seminars, and exchange programs to local, regional, and international sites of cultural significance are conducted.

Study/Travel Abroad Programs

Florida Junior College at Jacksonville sponsors a variety of study/travel abroad programs offering college credit. These programs are centered around the cultural meccas of the world and include field experiences and on-site lectures and discussions.

Orientation meetings and regular classes designed to make the tours valid educational experiences are held during the weeks prior to trip departures.

Class attendance and participation in the scheduled events of the tours are mandatory for students taking the courses for credit. Regular admission policies of the College must be followed to enroll in the program. Students are expected to pay their own transportation and other charges.

The following study/travel abroad programs are offered based on student interest and enrollment:

Europe

The study/travel abroad program to Europe offers students a humanities itinerary centered around the cities and countries of the tour. The students will visit great European cities where special attention will be given to the forces contributing to the culture of these nations. The students will gain an understanding and appreciation of great and vital ideas through on-site study within the political, economic and social historical framework in art, music, literature, architecture, philosophy and religion in the cultural heritage of Western civilization.

England

The College offers two study/travel abroad programs to England. One program centers around the cities of England from London to Manchester and includes field experiences, lectures and discussions. Students also have the option of traveling for a weekend to various cities in Scotland. A unique feature of this program is that students have the opportunity of living with British host families during the period of study in England. Orientation meetings and regular classes designed to make the tours valid educational experiences are held during the weeks prior to trip departures.

The second tour centers around the theater district of London. This tour provides the students with an opportunity to study first-hand British theater, con-

temporary and Elizabethan. Acting classes in the British tradition and attending performances in London and Stratford-upon-Avon are also included as part of the program. Students interested in drama and the theater will find this tour to be an enlightening experience.

Greece/Italy

Students participating in this study/travel abroad program will have the opportunity to experience firsthand the cultural heritage of Greece and Italy through on-site field visits, lectures and discussions. This educational activity is designed to increase the student's knowledge and appreciation of the cultural aspects of Greece and Italy which contributed so significantly to the development of Western civilization.

Students will be exposed to classical archaeology and architecture, classical art (paintings and sculptures), roots of Western civilization, Greek theater (ancient and modern), modern Greek and Italian culture and lifestyles.

Orient

The College's study/travel abroad program to Japan allows students to earn college credits in the social sciences. Students study first hand the historical sites, economic opportunities, social, political and religious institutions, as well as the contemporary life-style of Japan. Countries visited in the Orient will vary from year to year.

International Student Advisor

Each international student has the opportunity to counsel with an International Student Advisor, located on each campus, to discuss any concerns or problems regarding housing, transportation, insurance, immigration regulations and anything pertaining to the student's adjustment to academic, personal and community life.

English as a Second Language

As a part of the College's Adult and Continuing Education Program, non-college credit English courses are taught for those whose native language is not English. The fee for the course is \$4.00. For further information, contact the Adult Education Office at any campus.

International Students

International students are an integral part of the College's academic programs, student life, and cross-cultural activities. International students bring an added dimension to the College's learning environment by their direct participation in the College's activities. With the growing interdependence of nations, it is becoming increasingly important that people develop greater tolerance of cultural differences and a greater awareness that the quality of our

lives is related to a world's willingness to share its natural resources. Through international students, the College community may learn better ways to realize these aims.

The College supports the role of international students in its academic programs and therefore invites international students to apply for admission to the College through the College Administration Student Records & Admissions Office. College support activities include the International Education Office, the International Student Advisor, and the International Student Association.

International Lyceum Series

Through the International Education Office, the College offers an International Lyceum Series. The purpose of the Series is to bring to the College nationally- and internationally- known individuals who have demonstrated considerable expertise in their field. These individuals may be scholars, politicians and performing artists in music, art, drama and athletics. This Series is designed to contribute to the international/intercultural dimension of students' learning experiences while at the College.

Local International Studies Consortium

Florida Junior College at Jacksonville has joined with Edward Waters College, Jacksonville University, and the University of North Florida to increase the availability of course offerings with an international/intercultural scope and related activities such as study/travel abroad opportunities and the presence of international scholars on campus.

Army ROTC—South Campus

Army ROTC is open to all students who wish to acquire a basic military education which, in conjunction with other college disciplines, develops individual character and those attributes essential to an officer.

Upon completion of the basic courses offered at FJC, a student is eligible for selection into the advanced program at any university with an ROTC program. A student enrolled in the advanced program will receive a daily monetary subsistence allowance amounting to \$100 for each academic month.

Students enrolled in the basic program incur no obligation towards the military.

Navy ROTC

The College maintains an agreement whereby students interested in Navy ROTC programs may enroll in the appropriate Naval Science courses. FJC students interested in considering the Navy ROTC may

contact the Navy ROTC office at Jacksonville University for additional information.

Telecourses Via Cable Television

Florida Junior College at Jacksonville offers a variety of general education courses via cable television. A telecourse is an exciting alternative to the traditional instruction provided on campus for a college credit course. A telecourse combines televised lessons, related readings in a student study guide and textbook, faculty interaction and testing. Lessons are viewed at home on local cable companies or in a Learning Resources Center at a campus. The student is required to come to campus only for testing, about three or four times during a term.

A telecourse can be a helpful alternative to the classroom for working students, students with family obligations or handicapped students. Not only may students save time, but with fewer trips to campus, students may save money too.

The successful telecourse student is a self-motivated, independent person. These courses are not easier than traditional campus classes, just potentially more convenient.

For additional information, contact the Coordinator, Telecourse Program; at Downtown Campus—Telephone (904) 633-8172.

Weekend College

In order to better serve the needs of working students and those with small children, as well as students needing schedule flexibility, Florida Junior College at Jacksonville offers college credit classes in the Weekend College program.

Over two dozen classes are held on Saturdays at the Kent Campus. The Learning Resources Center and the Computer Laboratory at the Kent Campus are also open to afford students a full learning experience.

For further information, review the details provided in the College Credit Class Schedule or telephone 387-8138 or 387-8163.

Learning Resources

Learning Resources Centers

A Learning Resources Center (LRC), offering a full range of assistance to students, faculty and staff in the learning process, is located on each of FJC's four campuses. The wide variety of materials found in the LRCs consists of carefully selected books, periodicals, pamphlets, microforms, films, filmstrips, slides, records, audio and visual tapes. These materials support the instructional programs found on the respective campuses as well as the research, enrichment, and recreational needs of the students and faculty.

LRC Services

The LRCs provide competent library services through knowledgeable, courteous librarians and staff who assist users with the materials and equipment. The open stack design of each LRC also allows library users the opportunity to browse through the print collection and locate needed materials on their own.

Available services in the LRCs include circulation, reference, reserve, reader's services, and interlibrary and intracampus loans. Several LRCs have group study rooms and individual study carrels available for student and faculty use. Listening and viewing equipment and facilities are available, as well as facilities for handicapped users. Assistance and facilities for faculty are available for the design and production of a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, audio and video tapes.

LRC Features

Various LRCs also are equipped with typing rooms, conference rooms, copying machines and outside book return drops. A Union Catalog provides access to the materials located in all four of the LRCs. In addition, the College is a member of the Southeastern Library Network (SOLINET), and most of the centralized technical processing of library materials done at the College utilizes the features of that automated system.

Students are urged to familiarize themselves with the rules which have been established in the interest of ALL who use the LRCs. These procedures, along with other information designed to aid the student, will be found in the Library Handbooks and other printed materials distributed through the respective LRCs.

Hours of operation are posted at each LRC and generally correspond with the campus hours of operation.

Learning Laboratories For Individualized Instruction

Each campus has a fully staffed learning laboratory for individualized instruction open for student use on a drop-in basis. In these labs, students may pursue self-paced instruction through a variety of learning aids and may receive assistance from tutors in a number of subjects. Students may stop in during day or evening hours (hours are posted at the learning lab) and consult a tutor, use the various learning aids, and review for one or more of their courses.

In addition, practice tests and learning materials are available to assist students in assessing their readiness to take the College Level Academic Skills Test and preparing to increase their performance on this statewide test.



Financial Information

College Credit Registration Fees

The registration fee for college credit courses shall be:

| | *Per Semester Hour |
|-----------------------|--------------------|
| Florida Residents | \$ 18.00 |
| Non-Florida Residents | \$ 38.00 |

Additional Fees

Science Laboratory FeePer Course

| | |
|--|---------|
| APB 1220C; APB 2190C; APB 2191C; BCH 2010C; BOT 1010C; | \$ 6.00 |
| BOT 2140C; BSC 1011C; CHM 1040C; CHM 1041C; CHM 1045C; CHM 1046C; CHM 2210C; HOS 1010; MCB 2013C; OCB 2602C; OCE 2005; OMT 2211; MTE 2610; PHY 2048C; PHY 2049C; PHY 2053C; PHY 2054C; ZOO 1010C; ZOO 2450; ZOO 2713C. | |

Fine Arts FeePer Course

| | |
|---|----------|
| All applied music courses, one credit hour | \$ 30.00 |
| All applied music courses, two or three credit hours | \$ 50.00 |
| ART 1101C; ART 1130C | \$ 7.50 |
| ART 1134C; ART 1135C; ART 1136C | \$ 10.00 |
| ART 2400C; ART 2401C | \$ 12.00 |
| ART 2100 Series (Ceramics), ART 1600C; ART 1601C; | |
| ART 2701C; ART 2702C | \$ 15.00 |

Materials feePer Course

| | |
|----------------------|----------|
| ART 2510C; ART 2520C | \$ 15.00 |
| HHD 1360, 1365, 1500 | \$ 10.00 |
| HHD 1510, 1511 | \$ 20.00 |

Graduation Fees and Fees for Ceremonies Conducted for Special Programs

Graduation Fee

| | |
|----------------------------------|----------|
| Associate Degree | \$ 10.00 |
| Each additional Associate Degree | \$ 5.00 |
| Late Fee | \$ 5.00 |

*NOTE: Fees listed herein are subject to legislative budget constraints or as otherwise deemed appropriate by the College. Current fees shall be posted at the time of any given registration.

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 Diplomas

| | |
|------------------------|---------|
| Each duplicate Diploma | \$ 5.00 |
|------------------------|---------|

Duplicate Registration Receipts

| | |
|---|---------|
| Each duplicate of College Credit Identification Card/ Registration Receipt | \$ 5.00 |
|---|---------|

Returned Check Fee

Checks returned by the bank \$ 5.00
This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and \$5.00 service charge are paid in full on or before the prescribed deadline, the student will be disenrolled from all classes affected by this returned check. For one full calendar year, the College will not accept a check from the student.

Professional Malpractice and Liability Insurance Risk Coverage Fees

| | Per Course |
|---|------------|
| Dental Assisting | |
| DEA 2800C; DEA 2801 | \$ 7.00 |
| Dental Hygiene | |
| DEH 1800C; DEH 1802C; DEH 2804C; DEH 2806C | \$ 7.00 |
| Emergency Medical Technology | |
| EMS 1119L, 2231L, 2232L, 2233L | \$ 7.00 |
| Food Service Systems | |
| FSS 1304, FSS 1306, FSS 2302 | \$ 7.00 |
| Medical Lab Technology | |
| MLS 1010C; MLS 1400C; MLS 2802L; MLS 2804 | \$ 7.00 |
| Nursing | |
| NUR 1200C; NUR 1040C; NUR 1052C; NUR 1059C | \$ 7.00 |
| NUR 2120C; NUR 2133C | \$ 3.50 |
| NUR 2220C | \$ 5.25 |

| | |
|--------------------------------------|---------|
| NUR 2310C..... | \$ 1.75 |
| Radiologic Technology | |
| RTE 2587 | \$ 7.00 |
| Respiratory Therapy | |
| RET 1024 | \$ 7.00 |
| RET 1244; RET 1276 | \$ 3.50 |
| RET 2272; RET 2274L; RET 2285L | \$ 7.00 |
| Underwater Diving Skills | |
| PEN 1136C | \$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 (College Credit).

Individual(s) who were Prisoners of War – Vietnam.

Copy of discharge is to be attached to fee statement.

Senior Adults (College Credit).

A senior citizen, who is 60 years or older and who provides proof of age, which may be driver's license or Jacksonville Transportation Authority pass, may be enrolled for one college course per term on a space available basis. Proof is to be submitted to the campus Financial Aid office prior to registration.

Employee Reimbursement

FJC full-time regular employees and their dependents may be reimbursed for courses taken at FJC. The employee or dependent must pay his or her own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 per cent of registration fees, limited to six semester hours per term.

Fee Refunds College Credit Courses

Requirements

Refunds for cancelled classes will be processed automatically on a timely basis by the Finance Department.

Students who wish to drop a class to receive a refund or clear their financial aid must report to the Campus Registration office no later than the Final Drop Day.

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.

If the College cancels a class at any time prior to its completion, the student's enrollment in that class will be cancelled and the student will be entitled to a 100 percent 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.

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.

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

If a veteran fails to pay the deferred fees by the deferment date established by the College, the student will be placed on the College's Bad Debt List.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College, generally two weeks following the last day to drop.

Schedule for Payment of Fees

In order for registration to be complete, fees must be paid at the time of registration.

Fees may be paid by cash, check (subject to being honored by the bank on which drawn), credit card account (currently Master Card, VISA), or financial aid authorization. Only deferments of fees authorized by the District Board of Trustees under Board Rule for Deferred Payment Status will be honored.

Credit Card Accounts

The College is authorized to honor credit card accounts (currently Master Card, VISA,) 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 certifi-

cate of completion or diploma to, any student whose account with the College is delinquent.

Payment should be brought in to the Business Affairs Office at one of the campuses, or mailed to: Finance Office, Florida Junior College at Jacksonville, 501 W. State Street, Jacksonville, Florida 32202. The student is responsible for ensuring payment is made.

Agency Sponsored Payments

In instances in which a sponsoring agency or organization has agreed in writing to reimburse FJC for the registration fees and/or books for a particular student and does not render payment to the College in the prescribed manner, the sponsored student(s), will be liable for any charges incurred on his/her behalf and will be billed by the College. The student will be required to render payment within 10 days of the billing date.

