

# 1985 • 1986 CATALOG 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 1985-1986**

# **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 1985-86

### Table of Contents

	Page
<b>General Information</b>	
College Calendar .....	4
FJC: Then and Now .....	8
Philosophy and Mission .....	10
 <b>Student Development Services</b>	
General Information .....	12
Services for Disabled Students .....	12
Testing Services .....	13
Financial Aid and Veterans Affairs .....	14
Student Activities .....	18
Intercollegiate Athletics .....	18
 <b>Administrative Information for Students</b>	
Student Responsibility and Due Process Procedure .....	19
Student Records and Privacy .....	20
Information .....	21
 <b>College Credit Information</b>	
Admissions .....	23
Academic Information for Students .....	27
Special Educational Services .....	30
Learning Resources .....	32
Financial Information .....	34
 <b>College Credit Programs of Study</b>	
The Associate in Arts Degree .....	37
University Parallel Graduation Requirements General Education Requirements	
The Associate in Science Degree .....	42
General Education and a Career Graduation Requirements General Education Requirements	
The Associate in Applied Science Degree .....	48
College Credit Technical Certificate .....	46

Table of Contents (continued)	Page
College Credit Programs of Study (continued)	
Program Areas .....	49
Programs of Study .....	50
Business Education	
Distributive Education	
Engineering and Industrial Related Education	
Health Education	
Home Economics Education	
Public Service Education	
Engineering and Industrial Related	
College Credit Course Descriptions .....	125
 <b>Non-College Credit Information</b>	
Admissions .....	190
Financial Information .....	192
 <b>Non-College Credit Programs of Study</b>	
Program Areas .....	198
Occupational Education Courses .....	205
Non-College Credit Course Descriptions .....	208
Occupational Education Courses	
Adult and Continuing Education Courses	
Community and Instructional Services Courses	
Recreational/Avocational Courses	
 <b>Faculty, Administrative and Professional Personnel .....</b>	<b>241</b>
 <b>General Index .....</b>	<b>254</b>

# GENERAL INFORMATION

## COLLEGE CALENDAR

### 1985 – 1986

#### Fall Term 1985

- August 22  
Thursday, 8:00 a.m. . . . . Reporting date for Faculty
- August 22  
Thursday . . . . . Convocation
- August 26  
Monday . . . . . College classes begin
- August 31  
Saturday . . . . . \*\*Saturday classes begin
- September 2  
Monday . . . . . Holiday – Labor Day
- September 3  
Tuesday, 7:00 p.m. . . . . \*Deadline for dropping classes
- September 6  
Friday . . . . . CLAST registration deadline
- October 5  
Saturday . . . . . CLAST administered
- October 25  
Friday, 4:30 p.m. . . . . \*Deadline for applying for graduation for the current term
- November 15  
Friday, 4:30 p.m. . . . . \*Deadline for paying \$10 graduation fee for current term
- November 15  
Friday, 4:30 p.m. . . . . \*Last time for withdrawing from college credit classes and receiving grade of “W”
- November 27  
Wednesday . . . . . Evening classes WILL NOT meet
- November 28-29  
Thursday-Friday . . . . . Holiday – Thanksgiving
- December 9  
Monday . . . . . \*Final examination period-Evening class exams begin
- December 11  
Wednesday . . . . . \*Final examination period-Day class exams begin
- December 17  
Tuesday . . . . . End of term for all College classes
- December 17  
Tuesday, 4:30 p.m. . . . . Deadline for removing incomplete grade received in corresponding term of Academic Year 1984-85
- December 17  
Tuesday . . . . . Last Faculty workday
- December 17  
Tuesday . . . . . Final grades due in to Campus Administrator
- December 23  
Monday . . . . . All College offices closed (through 8 a.m. January 2, 1986)
- December 25  
Wednesday . . . . . Holiday – Christmas

\*Dates apply to college credit classes only.

\*\*Saturday classes WILL NOT meet November 30, 1985.

January 1  
Wednesday . . . . .Holiday – New Year's

## Winter Term 1986

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

January 2  
Thursday . . . . .Convocation

January 6  
Monday . . . . .College classes begin

January 11  
Saturday . . . . .\*\*Saturday classes begin

January 13  
Monday, 7:00 p.m. . . . .\*Deadline for dropping classes

February 7  
Friday . . . . .CLAST registration deadline

February 28  
Friday, 4:30 p.m. . . . .\*Deadline for applying for graduation for the current term

March 8  
Saturday . . . . .CLAST administered

March 21  
Friday, 4:30 p.m. . . . .\*Deadline for paying \$10 graduation fee for the current term

March 28  
Friday . . . . .Holiday – Good Friday

March 31-April 4  
Monday-Friday . . . . .Spring Break – College closed

April 11  
Friday, 4:30 p.m. . . . .\*Last time for withdrawing from college credit classes and receiving grade of "W"

April 28  
Monday . . . . .\*Final examination period – Evening class exams begin

April 29  
Tuesday . . . . .\*Final examination period – Day class exams begin

May 6  
Tuesday, 8:00 p.m. . . . .Commencement

May 5  
Monday . . . . .End of term for all college classes

May 5  
Monday . . . . .Deadline for removing incomplete grade received in corresponding term of Academic Year 1984-85

May 6  
Tuesday . . . . .Last Faculty workday

May 6  
Tuesday . . . . .Final grades due in to Campus Administrator

## Summer Term 1986

	Classes Begin	Term Ends
Session A (6 week term)	May 7	June 23
Session B (6 week term)	June 24	August 8
Session D (12 week term)	May 7	August 8

\*Dates apply to college credit classes only.

\*\*Saturday classes WILL NOT meet March 29, 1986. Saturday classes WILL meet April 5, 1986.

6 GENERAL INFORMATION – CALENDAR

May 7

Wednesday, 8:00 a.m. . . . .Reporting date for Faculty for Summer Sessions A,D

May 7

Wednesday . . . . .College classes begin for Summer Sessions A,D

May 9

Friday, 4:30 p.m. . . . . \*Deadline for dropping classes for Summer Session A

May 9

Friday . . . . .CLAST registration deadline

May 10

Saturday . . . . .Saturday classes begin

May 14

Wednesday, 6:30 p.m. . . . . \*Deadline for dropping classes for Summer Session D

May 14

Wednesday, 6:30 p.m. . . . . \*Deadline for applying for graduation for Summer Session A

May 26

Monday . . . . .Holiday – Memorial Day

May 30

Friday, 4:30 p.m. . . . . \*Last time for withdrawing from college credit classes and receiving grade of "W" for Summer Session A

June 4

Wednesday, 6:30 p.m. . . . . \*Deadline for paying \$10 graduation fee for Summer Session A

June 7

Saturday . . . . .CLAST administered

June 18

Wednesday . . . . . \*Final examination period – Evening class exams begin

June 23

Monday . . . . . \*Final examination period – Day class exams begin

June 23

Monday . . . . .End of term for all college credit classes for Summer Session A

June 23

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

June 23

Monday, 6:30 p.m. . . . . \*Deadline for removing incomplete grade received in Summer Term Session A of Academic Year 1984-85

June 24

Tuesday . . . . . \*Final grades due in to Campus Administrator for Summer Session A

June 24

Tuesday . . . . . \*Last Faculty workday for Summer Session A

June 24

Tuesday . . . . .College credit classes begin for Summer Session B

June 25

Wednesday, 6:30 p.m. . . . . \*Deadline for applying for graduation for Summer Sessions B and D

June 26

Thursday, 6:30 p.m. . . . . \*Deadline for dropping classes for Summer Session B

\*Dates apply to college credit only



- July 3  
Thursday . . . . . Evening classes WILL meet
- July 4  
Friday . . . . . Holiday – Independence Day
- July 16  
Wednesday, 6:30 p.m. . . . . \*Deadline for paying \$10 graduation fee for Summer Sessions B and D
- July 18  
Friday, 4:30 p.m. . . . . Last time for withdrawing from college credit classes and receiving grade of “W” for Summer Sessions B, D
- August 5  
Tuesday . . . . . \*Final examination period – Evening class exams begin for Summer Session B
- August 7  
Thursday . . . . . \*Final examination period – Day class exams for Summer Session B
- August 8  
Friday . . . . . End of term for all college classes for Summer Sessions B and D
- August 8  
Friday, 4:30 p.m. . . . . Deadline for removing incomplete grade received in Summer Term Sessions B and D 1984-85
- August 8  
Friday . . . . . Last Faculty Workday for Summer Sessions B and D
- August 8  
Friday . . . . . Final grades due in to Campus Administrator for Summer Sessions B and D.

\*Dates apply to college credit classes only.

# FJC: Then and Now

## History of the College

In 1963, Florida Junior College at Jacksonville was authorized by the Florida Legislature to provide a wide variety of educational services, primarily for the residents of Duval and Nassau Counties. The college admitted a charter class of 2,610 students in August, 1966. In succeeding years, the institution grew rapidly, serving more than 25,000 students within two years. Since then, FJC has nearly tripled in enrollment. During the 1983-84 year, 70,526 students were served by the college.

Florida Junior College is accredited by the Southern Association of Colleges and Schools. One of 28 state supported two-year institutions in Florida, the college is governed by a District Board of Trustees comprised of local citizens appointed by the governor.

## The College Today

Today, Florida Junior College at Jacksonville is comprised of four modern campuses and a central administration complex. In addition, classes are held at more than 250 off-campus centers, assuring accessibility for students.

Last year more than 25,000 students enrolled in college credit courses, and nearly twice that many took advantage of FJC's self-enrichment classes, occupational education programs and other non-college credit offerings. The average age of college credit students was 28 years old, and 58 percent were women. The average age of non-credit students was 36, and 57 percent were women.

Students who receive an Associate in Arts (AA) Degree at FJC are automatically accepted at any upper division university in Florida. Recent studies have shown that FJC graduates rank among the top of transfer students from the state's community colleges.

The College offers 32 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.

## Administrative Offices

The Administrative Services building is located at 501 West State Street, across the street from Downtown Campus. FJC elected to build in this area to lend its support to Jacksonville's downtown redevelopment efforts. The building was designed so that areas generating the greatest traffic flow are easily accessible to the public. For this reason, student-oriented services occupy the first floor. The second floor houses such employee support services as Staff and Program Development, Personnel and Data Proc-

essing. Educational Services, Finance and Planning and Development occupy the third floor, while the fourth floor is the home of the President's Office, a Board Room, and News and Publication Services.

Opened in March 1982, the Administrative Services building was designed to allow for 20-25 percent expansion. Future plans call for the 15-acre site to include a continuing education center and a 5,000 seat gymnasium.

## Downtown Campus

Opened in 1977, Downtown Campus is located on a 21-acre tract in the heart of urban Jacksonville. At Downtown Campus, special emphasis is placed both on college credit and non-credit occupational and technical programs. Housed in 300,000 square feet of space, the campus includes classrooms and laboratories for instruction in such programs as building trades, engineering technology, automotive technology, and metal trades.

The Continuing Education Department at Downtown Campus reaches out to the many different segments of the community through programs for widowed persons, senior adults, displaced homemakers and other groups. The Business and Industry Outreach program offers customized training programs in-house to local employers.

Also at Downtown Campus is a modern television studio where students learn television production techniques and programs are broadcast on cable television in Duval and Nassau Counties.

## Lawrence R. Geis Marine Center

Opened in 1984 under the administrative umbrella of Downtown Campus was the Lawrence R. Geis Marine Center which offers occupational training in a variety of marine trades. The new riverfront facility is located five miles north of Downtown Campus on the St. Johns River.

## North Campus

The suburban North Campus is located on 160-acres between Capper Road and Lem Turner. A comprehensive mix of specialized educational programs is offered at North Campus in addition to the basic general studies coursework. Built in 1970, North Campus is the site of FJC's medical and health programs. A modern Data Processing Lab opened on the campus in 1983, bringing 50 new computer terminals on line and giving FJC one of the largest training facilities in the Southeast.

The Mainstreaming Center, which provides college-wide services to disabled students, operates out of North Campus.

North Campus is also the site of many of FJC's athletic facilities. The college's upgraded baseball field

and Chevron track are located at North Campus as is the softball field.

### South Campus

South Campus is located on 339 acres of North Florida woodland off Beach Boulevard at Huffman Boulevard. Opened in 1971, South Campus is FJC's largest campus.

South Campus is a complete community college within itself, offering all the required basic studies courses and a strong academic program. South Campus is the primary center for the arts at FJC and is the home of the college's musical, theatrical and visual arts programs. South Campus also houses training programs in criminal justice, law enforcement and fire science training.

One of the major sports centers at the college, South Campus is the site of FJC's 2,000-seat gymnasium and 13-court tennis complex. Recently opened at South Campus was a new student activities center and cafeteria, as well as additional classroom space.

### Fred H. Kent Campus

The newest of FJC's campuses, Kent Campus opened in 1979 on 38 acres at Roosevelt Boulevard and Park Street. Formerly called Cumberland Cam-

pus, Kent Campus was renamed to honor a prominent Jacksonville attorney who was the first Chairman of the Board of Trustees at FJC. The campus was originally composed of nearly 100 World War II duplex housing units.

In addition to the strong academic program in the arts and sciences at Kent, the campus has a number of special offerings. Real estate, banking, marketing, insurance and transportation are offered through the distributive education program. FJC's home economics program includes 11 well equipped labs in such areas as food preparation, interior design, clothing construction and fashion merchandising. A large cosmetology laboratory is located at Kent.

The Kent Gallery exhibits work by local, regional and national artists and craftsmen and is open to the public.

### Evening Adult Centers

Florida Junior College at Jacksonville provides an extensive program of evening classes in a number of convenient community locations such as high schools, junior high schools, elementary schools, churches, business firms, hospitals and other institutions in Duval and Nassau Counties. The college uses as many as 250 of these 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

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 Services

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 Services

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 Disabled Students

A variety of specialized support services are available for disabled 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

The purpose of the Campus Registration Office is to provide information regarding registration, admissions, graduation, etc. The Office also accepts applications for admission, transcript requests, enrollment verification requests, and student record changes such as address, name, grades, etc.

## 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. Students may submit credit earned through DANTES for Florida Junior College credit evaluation through the Testing Office. Credit for approved tests will be awarded for scores at or above levels approved by the State Board of Education.

### Achievement/Entrance Exams

The Testing Office administers the American College Test (ACT) on nationally scheduled test dates. 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 California Achievement Test (CAT) is one such test. The program advisor for each program has information on these test requirements.

**ENTRY PLACEMENT TESTING** is 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.

**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 statewide 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.

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 (2) completing the Associate in Science degree **and** who are seeking admission to upper level programs.

*Effective August 1, 1984, students who do not take the test and achieve satisfactory scores will not be awarded the Associate in Arts degree.* Students who have passed three of the four CLAST subtests may enroll in a state university for up to 36 semester credits in upper division before being required to pass the fourth subtest. The CLAST requirements also apply to students transferring to community colleges from private colleges in Florida and from out-of-state colleges.

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

**CAREER TESTING** is available at each campus. Aptitude, interest and personality tests are available which can provide information useful to career decision-making. Contact the Campus Career Development Counselor for further details.

**COMMUNITY SERVICE TESTING** is provided for the following examinations:

ACT-PEP is a national program to provide credit-by-examination. Credit for this exam is not accepted by FJC. Information for the ACT-PEP may be obtained in the Testing Office.

**DENTAL CERTIFICATION EXAMINATION** is administered through the Dental Assisting National Board, Inc. for certification of Dental Assistants. For application and information concerning fees, contact the Dental Program at the North Campus.

**INSTITUTIONAL TESTING** is provided to those persons who need secure testing conditions, such as testing for a correspondence course. Arrangements for testing services must be made through the Testing Office in advance of testing date.

**MULTI-STATE INSURANCE LICENSING** is provided to those persons wishing to enter the insurance profession. The test is developed, administered and scored through the Educational

Testing Service. Applicants must apply to the State Insurance Commission for authorization to test.

**NURSING ASSISTANT CERTIFICATION EXAM** is given to those persons employed or to be employed as nursing assistants in nursing homes. Fee is \$10.00 for the written examination and \$40.00 for oral exams. Registration for the test is through 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.
- **Vocational Student Organization Scholarship:**  
Pays tuition and approved course fees for full-time Duval and Nassau County students who win first place in an Official State Vocational Student Organization contest.
- **Talent Grants:**  
Pays tuition at FJC for those selected with outstanding talent in the areas of athletics, music, leadership, drama, Brain Bowl, art 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 \$540 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.

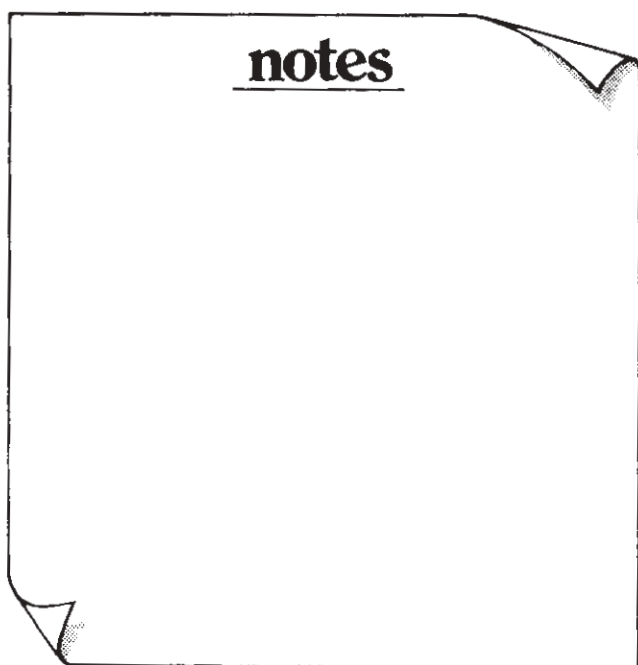
In order to be eligible for federal financial assistance, a student must be enrolled at least half-time in a college credit program or be in an eligible vocational program. A listing of eligible vocational programs is maintained in campus aid offices. The student must be full-time in order to qualify 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.
6. An individual who enrolls exclusively in Independent Study courses, including cablevision courses, will be ineligible for benefits.

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.

## Deferment and Short-Term Loan Due Dates

Your VA deferment and short-term loan due date is determined as follows:

1. If the term is at least sixty (60) calendar days in length, the obligation must be cleared not later than sixty (60) calendar days from the beginning date of the term.
2. If the term is for less than sixty (60) calendar days, the obligation must be cleared not later than ten (10) calendar days from the end of the term.

NOTE: If the date falls on a Saturday, Sunday or holiday, it may be paid the next work day.

notes

## 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 administrative Campus Councils. Each campus SGA also participates in the SGA Executive Board, thus coordinating the College-wide needs of students. Each campus SGA is a member of the 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&W), tennis (M&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, a 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

Every reasonable attempt should be made to resolve informally any dispute between a student and the College at the level at which the dispute arises. Recognizing that such matters can not always be resolved informally, FJC provides a formal process through which students can appeal the application of certain College rules and regulations and the assignment of final grades. In all cases, it is the intent of the College to assure the fair and equitable treatment of students.

The following is provided as a guide to initiate student appeal actions. *Instructions on the student appeals process and assistance in completing the Student Appeals Review form are available in the Student Development office.*

**General Appeal** – This is an appeal related to admissions, the audit grade, graduation requirements, residency requirements, repeat of courses, withdrawals past deadline, and any other academic appeal not defined herein. *Forms for this appeal are available in the Student Development office.*

**Grade Appeal:** This is an appeal for change of a grade assigned by an instructor. – (Note: A grade change that has the instructor's consent is not considered a grade appeal). *Forms for appealing grades are available in the Division Chairperson and Program Director's offices.*

**Finance Appeal:** This is an appeal relating to financial matters such as refund of fees, dishonored checks, cancellation of veteran's deferment, library and parking fines, National Direct Student Loans (NSL) and short-term loans. *Forms for filing this appeal are available in the business office on each campus and Finance Department in College Administration.*

**Selective Admissions Appeal:** An appeal of a program admission decision that is based on requirements such as achievement test scores, rank in high school class, and selective admission criteria. Typically, these programs have an admission appeals process that must be exhausted prior to consideration by the Student Appeals Review Committee. *Forms for filing this type of appeal are available in the Program Director's office.*

**Appeals Process:** The Student Appeals Review Committee, a 12-member committee appointed by the President, and whose membership includes students, faculty and administrators, meets once a month to consider appeal recommendations by administrators which are petitioned by students. A student may request a review of an administrator's recommendation by writing to the Vice President of Student Services and Development, who is chairman of the Student Appeals Review Committee. The recommendations of the Committee, which are reviewed by the President, are the final step in the student appeals review process. The Committee's review of a request normally takes two to six weeks. Student appeals recommendations by administrators and the Student Appeals Review Committee are communicated to the student in writing.

## 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.

## General 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.

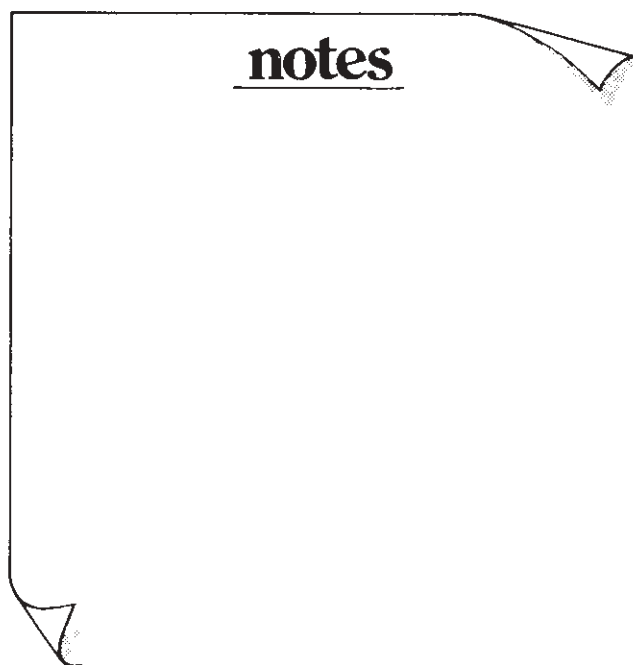
## Occupational Education Safety

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.

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 of this catalog.

### Degree Seeking Student

Materials gathered during the admission process are used to help new students make a smooth transition into the College. The required materials are listed below:

#### 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), or (b) as follows:
  - (a) Copy of high school equivalency diploma,
  - (b) 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.

#### Entry Placement Testing and Orientation

To assist new students with the proper selection of courses, and with their adjustment to College life, Entry Placement Testing and Orientation programs are offered. New students will first receive information about the Entry Placement Testing program, and will visit the College to complete tests in mathematics, English, and reading.

The test results are used to guide students' course selections, and are reviewed with students during an Orientation session. In addition, the Orientation Program provides new students with information about

scheduling classes, the registration process and special services and programs available for enrolled students.

## 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 transcript 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

This program is designed for high school students who, if approved by the 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. For additional information contact the College Registrar.

## 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.

## Dual Enrollment

This program is open only to students enrolled in public high schools whose county has a state approved Dual Enrollment Plan with FJC. For information contact the College Registrar.

## 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 qualify as a resident for tuition purposes:

1. A person, or, if a dependent child, his/her parent or parents, shall have established and maintained legal residence in Florida for at least 12 months immediately prior to the student's qualification.

However, a dependent child who has lived with an adult relative other than the child's parent for five years may qualify for in-state tuition purposes if the adult relative is a legal resident who has maintained legal residence in Florida as described above.

2. An individual shall not be eligible to receive the in-state tuition rate, until he/she has provided such evidence related to legal residence and its duration as required by officials of the institution of higher education.
3. The legal residence of a dependent child's parent or parents shall be evidence of the individual's legal residence. However, if the legal

residence of the parent or parents is outside this state, the individual who has lived in this state for five (5) consecutive years prior to enrolling may apply for the in-state tuition rate.

4. Any nonresident person who marries a legal resident of this state may, upon becoming a legal resident of this state, receive the benefit of the spouse's residency status.
5. No person shall lose his or her resident status by reason of serving, or, if a dependent, by his/her parent serving, in the Armed Forces outside this state.
6. The legal residence of a dependent whose parents are divorced, separated, or otherwise living apart shall be deemed to be Florida if either parent is a legal resident of Florida.

An applicant should be aware that a false statement regarding residency status is punishable as a misdemeanor under Section 837.06, Florida Statutes. If a statement is determined to be false, the student shall be subject to discipline by the District Board of Trustees which may include expulsion and the withholding of credit.

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 *prior to the last day* of registration may apply to the campus Registration 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 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 stu-



dent 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 course by completing the audit form at the time of registration. A student may not change from Credit to Audit, or from Audit to Credit, after registration. A grade of X will be assigned 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, 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.

### **College Preparatory Credit**

All college preparatory 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 for financial aid/veteran purposes, social security or other enrollment verifications. These courses are identified as college preparatory 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 and B, 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 ses-

sion 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 designated by the student, an official transcript of the student's academic record. Transcript requests may be made in person or in writing to the Campus 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 a 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**

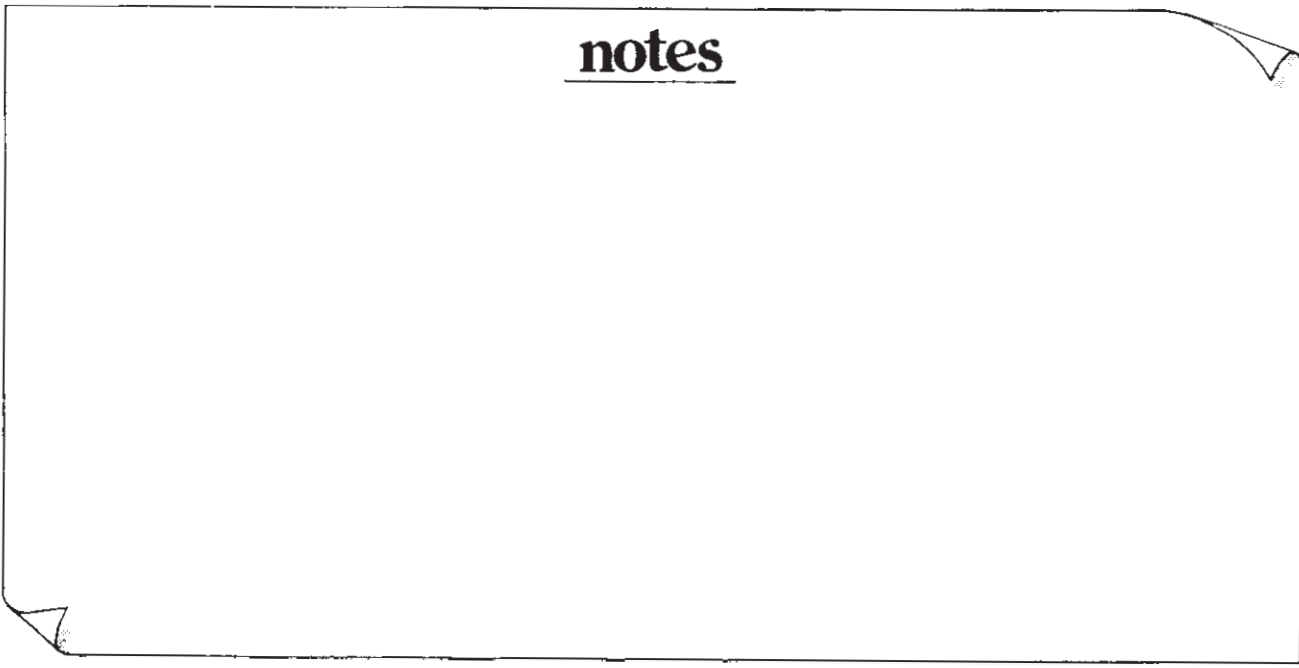
Honors Graduation is determined by the student's all-college cumulative grade point average at the end of the term the student graduates as follows:

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.

## notes



# Special Educational Services

## College Preparatory Studies

College preparatory studies provide special courses and support services for those students who are in need of further preparation in writing, reading, and mathematics.

Through the entry placement testing 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 0010	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 0010, 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. 27 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 the Coordinator of the Program for Academic Excellence, 632-3328 or 632-3309.

## 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/Global Education

### International Education

Florida Junior College at Jacksonville has as an institutional goal the development of international/global programs and services that promote increased understanding of the growing interdependence of our world.

To meet this goal, the College provides special programs and activities such as the following:

- 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
- provision of mid-level manpower training and technical assistance to developing nations
- involvement of faculty, staff and students in international experiences which contribute to their professional enrichment
- provision of the opportunity for students to broaden their cross-cultural understanding

International/global education programs and activities in the instructional area are coordinated through the Educational Services Department, College Administration (632-3328).

### Study/Travel Abroad Programs

Florida Junior College at Jacksonville sponsors a variety of study/travel abroad programs offering college credit. These programs are focused on certain aspects of selected foreign countries and include field experiences and on-site lectures and discussions. Study at a university in the foreign country is also a part of some study/travel abroad programs.

Orientation meetings and structured classes designed to strengthen educational experiences are held during the length of the student's enrollment in the activity.

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.

Study/travel abroad programs are offered based on student interest and enrollment.

Examples of previous study/travel abroad programs include Europe, England, Greece, Italy, and the Orient.

### International Student Advisor

Each international student has the opportunity to counsel with the International Student Advisor, located in college administration, 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 Student Records & Admissions Office. College support activities include the International Student Association (South Campus), the International/Global Education Program (College Administration) and the Student Services & Development Office.

### Local International Studies Cooperation

Florida Junior College at Jacksonville cooperates 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 pro

gram. 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.

Veterans benefits and financial aid may be affected by telecourses. Students receiving such payments are advised to see a counselor/advisor before enrolling.

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.

A list of all Weekend College Credit Courses appears each term in the College Credit Class Schedule. For more information 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

**notes**



ties 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:

	<b>*Per Semester Hour</b>
Florida Residents	\$ 18.00
Non-Florida Residents	\$ 38.00

## Additional Fees

### Science Laboratory Fee .....Per Course

APB 1220C; APB 2190C; APB 2191C; BCH 2010C; BOT 1010C;	\$ 6.00
BOT 2140C; BSC 2010C; BSC 2011C; CHM 1040C; CHM 1041C; CHM 1045C; CHM 1046C; MCB 2013C; OCB 2602C; MTE 2610; PHY 2048C; PHY 2049C; PHY 2053C; PHY 2054C; ZOO 1010C; ZOO 2713C.	

### Fine Arts Fee.....Per 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 2510C; ART 2520C; ART 2701C; ART 2702C.....	\$ 15.00

### Materials fee .....Per Course

ART 2510C; ART 2520C; MUM 1600; MUM 1601 .....	\$ 15.00
HHD 1360C, 1365C, 1500C .....	\$ 10.00
HHD 1510C, 1511C .....	\$ 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

### 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.

## Replacement Diplomas

Each replacement 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.

\*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.

## Professional Malpractice and Liability Insurance Risk Coverage Fees

	<b>Per Course</b>
<b>Dental Assisting</b> DEA 2800C; DEA 2801 .....	\$ 7.00
<b>Dental Hygiene</b> DEH 1800C; DEH 1802L; DEH 2804L; DEH 2806L.....	\$ 7.00
<b>Emergency Medical Technology</b> EMS 1119L, 2231L, 2232L, 2233L .....	\$ 7.00
<b>Food Service Systems</b> FSS 1304, FSS 1306, FSS 2302 .....	\$ 7.00
<b>Medical Lab Technology</b> MLS 1010C; MLS 1400C; MLS 2802; MLS 2804 .....	\$ 7.00
<b>Nursing</b> NUR 1200C; NUR 1040C; NUR 1059C .....	\$ 7.00
NUR 2120C; NUR 2133C.....	\$ 3.50
NUR 2220C.....	\$ 5.25
NUR 2310C.....	\$ 1.75
<b>Radiologic Technology</b> RTE 2587 .....	\$ 7.00
<b>Respiratory Therapy</b> RET 1024 .....	\$ 7.00
RET 1244; RET 1276 .....	\$ 3.50

RET 2272; RET 2274L; RET 2285L . . . . . \$ 7.00

### **Underwater Diving Skills**

PEN 1136 . . . . . \$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 certificate 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.

