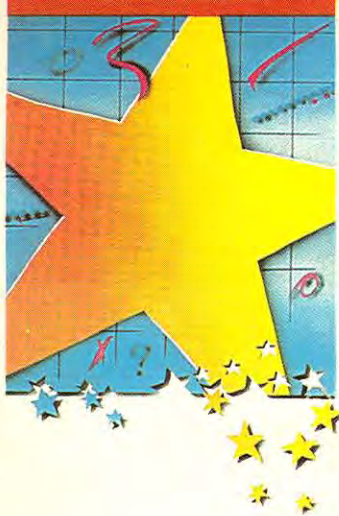


FCCJ

# CATALOG



A CATALOG FOR  
CURRENT AND  
PROSPECTIVE  
STUDENTS

1990-1991

## **Equal Access--Equal Opportunity**

*Florida Community 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 FCCJ shall be treated differently because of race, color, religious beliefs, national origin, sex, marital status or disability.*

*Inquiries or complaints may be addressed to the Director of Equal Access/Equal Opportunity, Florida Community College at Jacksonville, College Administration Building, 501 West State Street, Jacksonville, Florida 32202-4030. Or call (904) 632-3221 (voice) or 766-6766 (TTY).*

# FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

## **Telephone Information and Referral Center**

(904) 633-8300 (voice)

(904) 766-6766 (TTY)

## **Administrative Offices**

501 West State Street  
Jacksonville, Florida 32202-4030  
(904) 632-3000

## **Downtown Campus**

101 West State Street  
Jacksonville, Florida 32202-3056  
(904) 633-8100

## **North Campus**

4501 Capper Road  
Jacksonville, Florida 32218-4499  
(904) 766-6500

## **Kent Campus**

3939 Roosevelt Boulevard  
Jacksonville, Florida 32205-8999  
(904) 387-8106

## **South Campus**

11901 Beach Boulevard  
Jacksonville, Florida 32216-6624  
(904) 646-2111

## **Geis Marine Center**

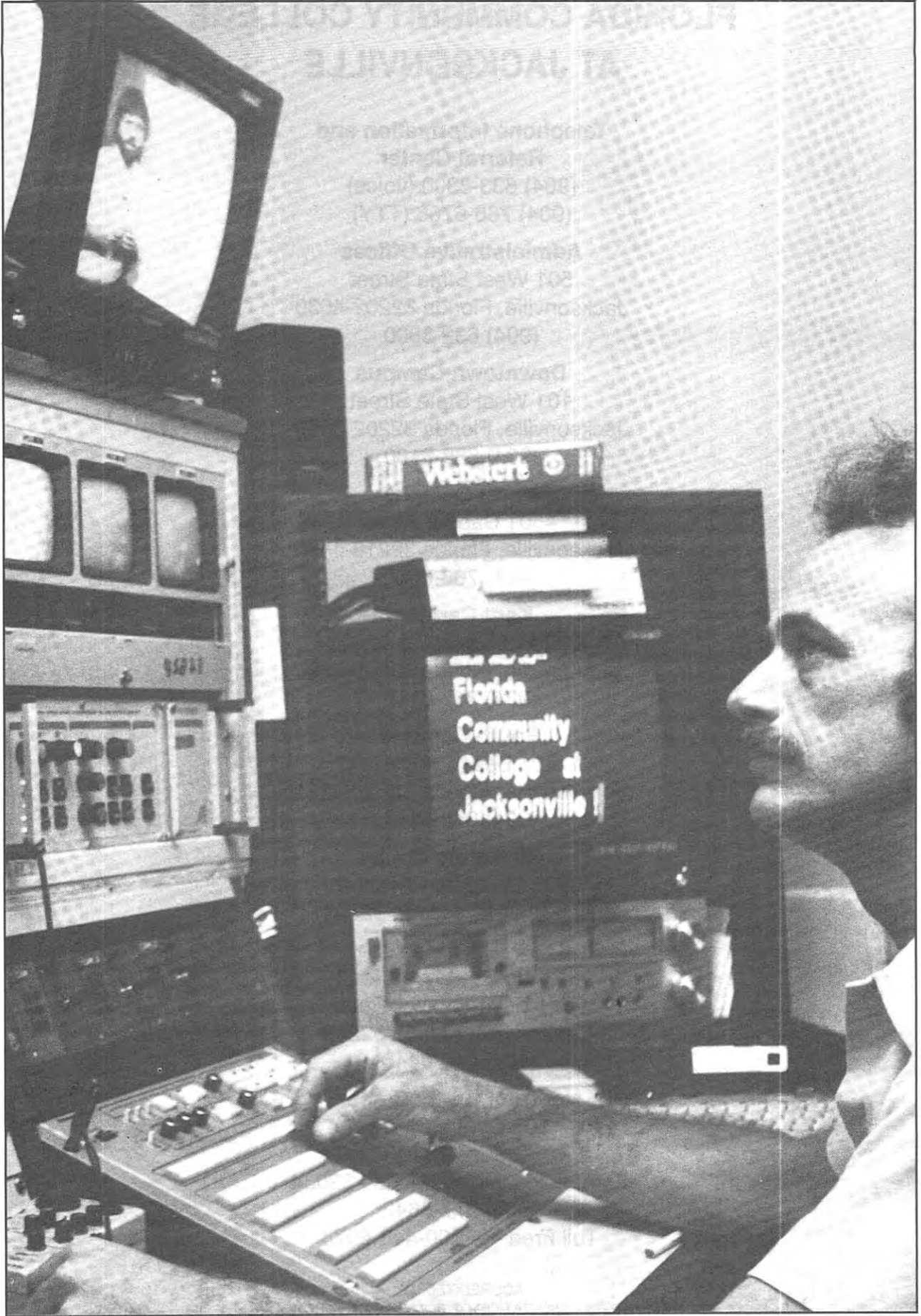
6935 Evergreen Avenue  
Jacksonville, Florida 32208  
(904) 766-2402

## **Grande Boulevard Mall**

9911 Baymeadows Road  
Jacksonville, Florida 32216  
(904) 642-8445

## **Nassau County Center**

303 Centre Street  
Suite 104  
Fernandina Beach, Florida 32034  
(904) 277-8642  
Toll Free – 1-800-448-5078



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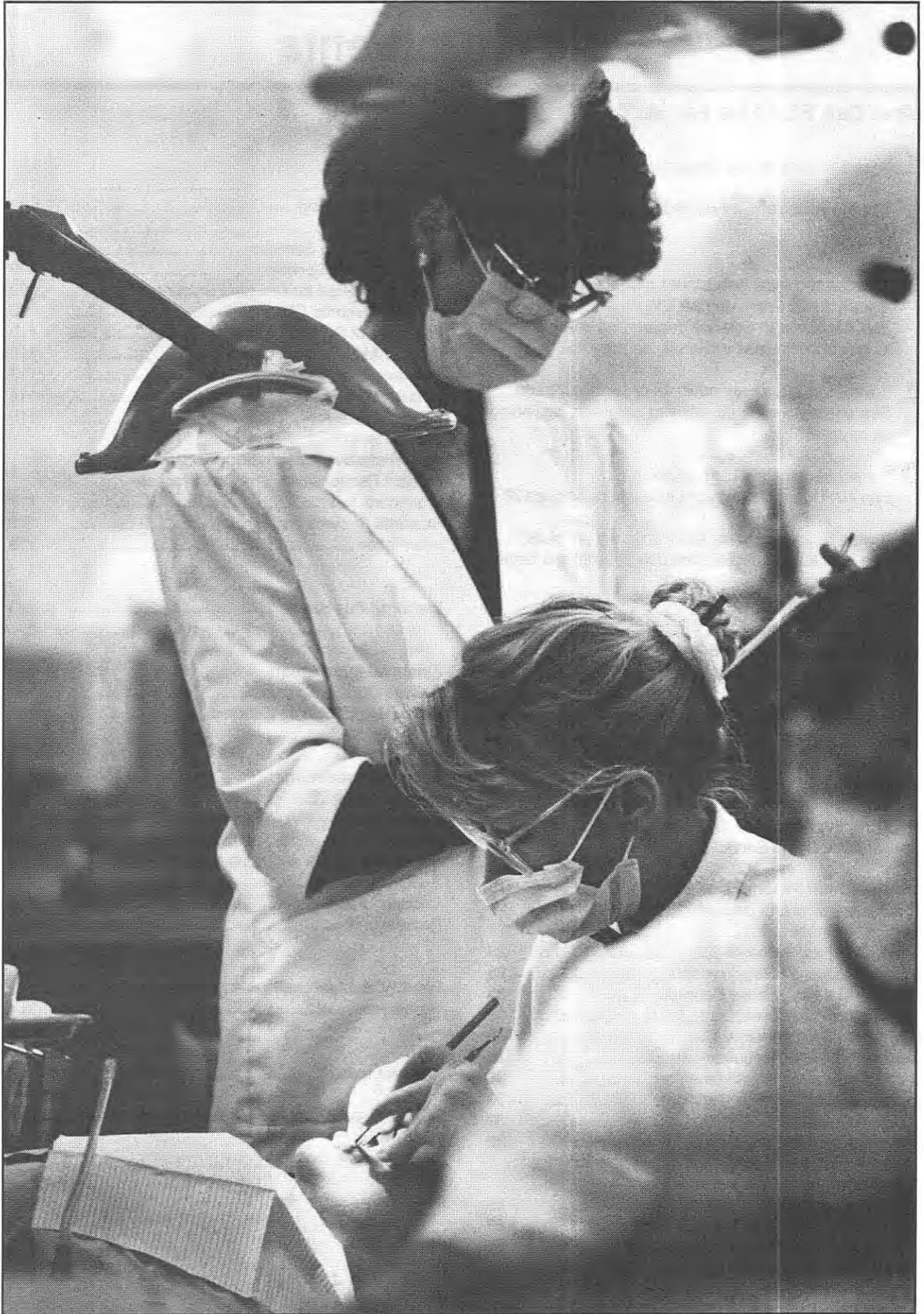
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NOTE: Subject to change—Board Action January 1990



# College Calendar 1990–1991

## Fall Term 1990

August 20  
Monday.....Convocation

August 23  
Thursday.....Classes begin

August 25  
Saturday..... \*\*Saturday classes begin

August 30  
Thursday, 6:30 p.m..... \*Deadline for dropping classes

September 3  
Monday..... Labor Day—college closed

September 7  
Friday.....CLAST registration  
deadline

September 21  
Friday, 4:30 p.m..... \*Deadline for applying for  
graduation for the current term  
diploma order

October 6  
Saturday..... CLAST administered

October 18  
Thursday..... Midpoint Fall Term

November 9  
Friday, 4:30 p.m..... \*Last time for withdrawing from  
college credit courses and  
receiving grade of "W"  
(See note)

November 21  
Wednesday..... Evening classes WILL NOT  
meet

November 22-23  
Thursday-Friday..... Thanksgiving—college closed

December 6  
Thursday..... \*Final examination period—  
evening class exams begin

December 8  
Saturday..... \*Final examination period—  
day class exams begin

December 14  
Friday..... End of term for all classes

December 14  
Friday, 4:30 p.m..... Deadline for removing incom-  
plete grade received in corre-  
sponding term of Academic  
Year 1989-90

December 21  
Friday, 5:00 p.m..... College closed from 5:00 p.m.,  
December 21, 1990 through  
January 1, 1991

\*Dates apply to college credit classes only.  
\*\*Meeting dates for Saturday classes will be advertised by  
open campus.

## Winter Term 1991

January 7  
Monday..... Classes begin

January 12  
Saturday..... \*\*Saturday classes begin

January 14  
Monday, 6:30 p.m..... \*Deadline for dropping classes

January 21  
Monday..... Martin Luther King Day—  
college closed

January 25  
Friday, 4:30 p.m..... \*Deadline for applying for  
graduation for the current term  
diploma order

January 25  
Friday..... CLAST registration deadline

February 23  
Saturday..... CLAST administered

March 4  
Monday..... Midpoint Winter Term

March 22  
Friday, 4:30 p.m..... \*Last time for withdrawing from  
college credit courses and  
receiving grade of "W"  
(See note)

March 25-30  
Monday-Saturday..... Spring break—college closed

March 29  
Friday.....Good Friday—college closed

April 25  
Thursday.....\*Final examination period—  
evening class exams begin

April 27  
Saturday.....\*Final examination period—  
day class exams begin

May 3  
Friday.....End of term for all college  
classes

May 3  
Friday.....Deadline for removing  
incomplete grade received  
in corresponding term of  
Academic Year 1989-90

May.....Commencement—Date in  
May—To be announced

May 3  
Friday.....CLAST registration deadline

Note: withdrawal deadline for special mini courses is two  
weeks prior to last day of classes.

### Spring Term 1991

May 6  
Monday.....Classes begin for Spring and  
Cross Terms

May 8  
Wednesday, 6:30 p.m.....\*Deadline for dropping classes  
for Spring Term

May 9  
Thursday, 6:30 p.m.....\*Deadline for applying for  
graduation for Summer Term  
diploma order

May 11  
Saturday..... Saturday classes begin

May 13  
Monday, 6:30 p.m.....\*Deadline for dropping classes  
for Cross Term

May.....Awards Ceremony for Adult  
Developmental Studies  
Date in May—To be  
announced

May 23  
Thursday, 6:30 p.m.....\*Last time for withdrawing from  
college credit classes and  
receiving grade of "W" for  
Spring Term

May 27  
Monday..... Memorial Day—college  
closed

May 28  
Tuesday..... Midpoint Spring Term

June 1  
Saturday.....CLAST administered

June..... Adult High School Program  
Graduation Date in June—  
To be announced

June 13  
Thursday.....\*Final examination period—  
evening class exams begin

June 17  
Monday.....\*Final examination period—day  
class exams begin

June 18  
Tuesday.....End of term for all college credit  
classes for Spring Term

June 18  
Tuesday, 6:30 p.m.....\*Deadline for removing incom-  
plete grade received in Spring  
Term of Academic Year  
1989-90

\*Dates apply to college credit classes only.  
\*\*Meeting dates for Saturday classes will be advertised by  
open campus.

### Summer Term 1991

June 19  
Wednesday.....College credit classes begin for  
Summer Term

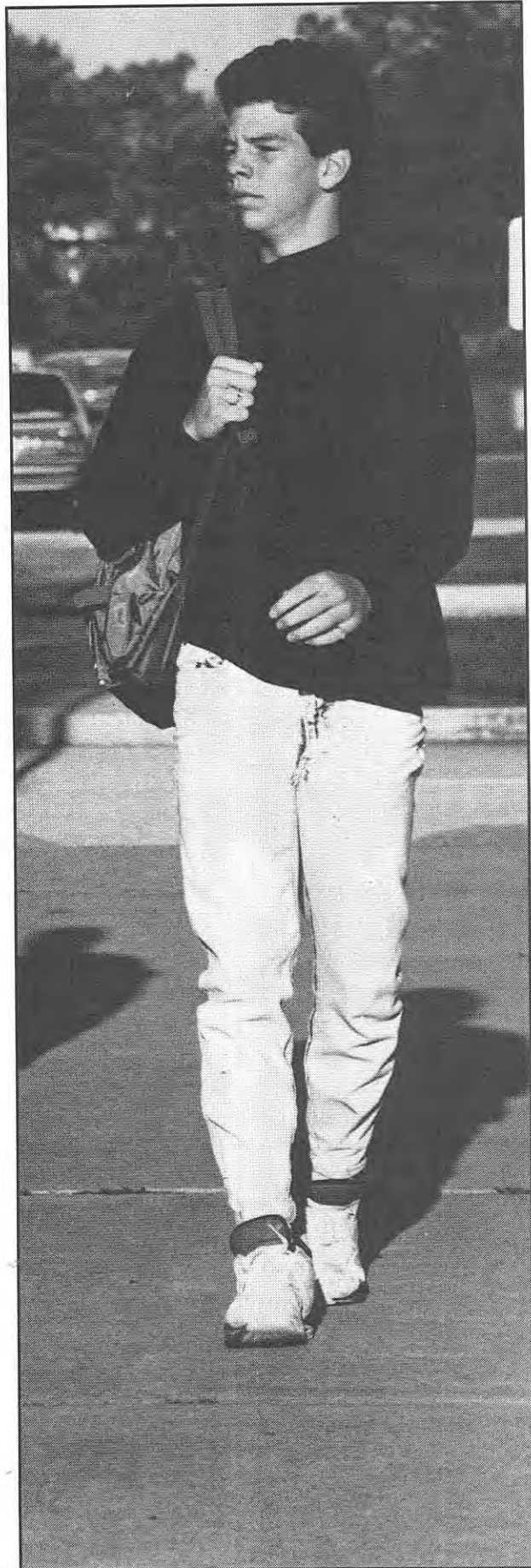
June 19  
Wednesday.....Midpoint Cross Term

June 20  
Thursday, 6:30 p.m.....\*Deadline for applying for  
graduation for Summer and  
Cross Terms diploma order

June 24  
Monday, 6:30 p.m.....\*Deadline for dropping classes  
for Summer Term



- July 4  
Thursday..... Independence Day—college  
closed
- July 11  
Thursday..... Midpoint Summer Term
- July 11  
Thursday, 6:30 p.m..... Last time for withdrawing from  
college credit classes and re-  
ceiving grade of "W" for  
Summer and Cross Terms
- July 30  
Tuesday..... \*Final examination period—  
evening class exams begin for  
Summer Term
- July 31  
Wednesday..... \*Final examination period—day  
class exams for Summer Term
- August 2  
Friday..... End of term for all college  
classes for Summer and Cross  
Terms
- August 2  
Friday, 4:30 p.m..... Deadline for removing incom-  
plete grade received in Sum-  
mer and Cross Terms,  
1989-1990





# FCCJ: Past and Present

## History

In 1963, Florida Community College at Jacksonville (formerly Florida Junior College) 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, FCCJ has nearly tripled in enrollment. During 1988-89, more than 80,000 students enrolled in the College.

Florida Community 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 composed of local citizens appointed by the governor.

## FCCJ Today

Today the permanent facilities of FCCJ include five campuses, a central administration building and a maritime training center. In addition, classes are held at more than 250 off-campus centers, assuring accessibility for students throughout northeast Florida.

In 1988-89, approximately 27,500 students enrolled in FCCJ's college credit courses, and nearly twice that many took advantage of continuing education offerings. The average age of our college credit students is 28 years old. The average age of our continuing education students is 36.

Students who receive an associate in arts (A.A.) degree at FCCJ are readily accepted at any state university in Florida. Recent studies have shown that FCCJ graduates rank among the top of transfer students from the state's community colleges.

The College offers Associate in Science (A.S.) degree programs for in-depth training in more than 38 fields to prepare students for employment after two years of study. In addition, students may choose to enroll in certificate programs or take classes for self-enrichment.

In the area of adult education, the College offers adult basic education and courses leading to the high school diploma or the GED diploma at all campuses and at many off-campus locations.

FCCJ has approximately 2,200 employees, including approximately 1,150 faculty members, and among those more than 800 adjunct. Of the full-time faculty, 90 percent have their master's degree or higher, and 23 percent have a doctorate.

## Administrative Offices

The College Administration Building is located at 501 West State Street, near Downtown Campus. FCCJ chose to build in this area to lend its support to Jacksonville's

downtown redevelopment. The building opened in March 1982 and was designed so that areas generating the greatest traffic flow are easily accessible to the public. For this reason, student services offices, such as Student Records/Registration, and Admissions and Student Aid, occupy the first floor. Also housed in the four-story building are Staff and Program Development, Human Resources (Personnel), Instructional Affairs, Finance, Marketing and Public Relations, the President's Office, Institutional Advancement and the FCCJ Foundation.

## Downtown Campus

Downtown Campus is just a few blocks from The Jacksonville Landing, the heart of urban Jacksonville. The campus, which opened in 1977, is located at 101 West State Street between Main and Pearl streets.

At Downtown Campus, special emphasis is placed on college credit, and continuing education and occupational skills training programs. The campus includes classrooms and laboratories for instruction in such programs as building trades, engineering technology, automotive technology, and electrical and metal trades — and English as a second language.

Downtown Campus reaches out to many different segments of the community through programs for widowed persons, senior adults, displaced homemakers and blind adults. Major adult basic education, adult high school and GED offerings are available, too. The business and industry outreach program offers customized training programs on campus and in-house to local employers.

In addition to its academic program, Downtown Campus has a modern television studio where students can learn television production techniques and where programs are broadcast on cable television in Duval and Nassau counties.

## Kent Campus

Kent Campus opened in 1979 at 3939 Roosevelt Boulevard at Park Street. Formerly called Cumberland Campus, Kent Campus was renamed to honor Fred H. Kent, a prominent Jacksonville attorney who was the first chairman of the Board of Trustees at FCCJ. The campus was originally composed of nearly 100 World War II duplex housing units.

In addition to academic programs in the arts and sciences, Kent Campus has a number of special emphasis areas: real estate, banking, marketing, insurance, transportation and other business-related programs, Legal Assisting and Aviation Administration. The FCCJ consumer and human services department includes 12 well-equipped labs in areas such as food preparation, interior design, clothing construction, fashion merchandising and more. A large cosmetology lab open to the public is located at Kent.

The Institute of the South for Hospitality and Culinary Arts, presently housed at Kent, is scheduled to move to North Campus in July of 1990.

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

## North Campus

Surrounded by hundreds of towering pine trees, North Campus is located just eight miles north of downtown Jacksonville on Capper Road between Lem Turner and Interstate 295. It is easily accessible by either I-295 (Exit 12), the Dames Point Bridge, I-95 (Lem Turner Road North Exit) or Dunn Ave.

Built in 1970, North Campus is the primary center for the health-related programs, such as nursing, nursing-related, dental hygiene, dental assisting, medical laboratory technology, respiratory therapy and emergency medical services. A wide variety of courses is offered in liberal arts and sciences, basic studies and preparation for occupational careers, including general business and office systems, desktop publishing, printing/graphic arts and child care training. North Campus is noted for having one of the largest computer training facilities in the Southeast. North also has the only PLATO site in northeast Florida. A user-friendly computer-assisted learning system, PLATO accesses thousands of programmed lessons, including business, nursing, psychology, language and math. PLATO stands for Programmed Learning for Automatic Teaching Operations.

The Disabled Student Services Center at North Campus provides collegewide services to disabled students at all campuses.

A major sports center for the College is at North Campus, where the baseball, softball, track and field, and cross country teams compete. In addition, all students have access to the recreational complex which includes a track, softball and baseball diamonds, a soccer field, courts for tennis and racquetball, and fishing ponds.

A new Student Center is scheduled to open at North Campus in 1990. The center will include the Institute of the South for Hospitality and Culinary Arts, which is presently located at Kent.

## South Campus

South Campus, which opened in 1971, is located at Beach Boulevard and Huffman Boulevard, east of St. Johns Bluff Road. The campus serves an area that includes a major corporate headquarters center, the Mayo Clinic, the University of North Florida and the beaches.

South is the primary center for art, music and theater at FCCJ, housing an art gallery, auditoriums, recital hall, practice rooms, and a music rehearsal suite. The art gallery brings exhibits of artists from across the country.

South Campus is also the site for the Northeast Florida Criminal Justice Training Center and the Jacksonville Fire/Rescue Training and Education Center.

Like the other three campuses, South Campus has courses for associate degree programs, adult high school completion, GED certificate, and training programs.

South Campus is home to the men's and women's basketball and tennis teams, women's volleyball team, and the men's golf team. The basketball teams compete in modern facilities that include a 2,000-seat gymnasium. Thirteen tennis courts are also a part of the athletic complex. South Campus is the home of the Mid-Florida Conference All Sports champions for seven consecutive years.

## Geis Marine Center

The Lawrence R. Geis Marine Center opened in 1984 and offers job entry-level training in a variety of maritime trades, and aircraft airframe repairs trades, as well as courses in the repair, operation and maintenance of recreational boats, and courses for the professional preparation of captains and mates.

The facility is located on the St. Johns River at 6935 Evergreen Avenue, five miles north of Downtown Campus. In addition to classroom and laboratory space, the center includes a 600-foot dock with a 200-foot T-pier, floating finger piers and a boat ramp.

The center is named for the late Rear Admiral Lawrence R. Geis, who capped a distinguished Navy career by serving as Commander, Fleet Air Jacksonville. Upon retirement from the Navy, he was special assistant to the president of FCCJ and in that role was instrumental in the development of the marine center.

## Open Campus

Florida Community College at Jacksonville began its "Open Campus" in 1987. "Open Campus" is more of a concept or an idea than an actual place — the "Open Campus" programs reach out to the community in every possible way, from the scope of its classes to the location of its centers. Its programs include nontraditional delivery of college credit and continuing education courses and activities. "Open Campus" also serves the entire northeast Florida area through its educational centers on the three military bases, at Grande Boulevard Mall, Weekend College, and in Nassau County.

Additionally, "Open Campus" offers more than 20 credit and continuing education telecourses over educational access cable TV stations. "Open Campus" provides continuing education. "Open Campus" also offers the Women's Center, professional development seminars and workshops, community education programs, the Widowed Persons program, small business education workshops, video productions, TV informational programs and teleconferencing.

"Open Campus" also supports economic development in its service to business and industry.

## College Center at Grande Boulevard Mall

FCCJ reaches out to the growing Southside area with a College Center in Grande Boulevard Mall at Southside Boulevard and Old Baymeadows Road. The center contains twelve classrooms and offers credit classes of interest to the degree seeking and non-degree seeking student. The range of continuing education courses is

extensive and open to all adults. Day and evening classes are taught by certified faculty who enjoy teaching the part-time student in a unique setting.

## Evening Adult Centers

FCCJ provides an extensive program of evening classes in a number of convenient community locations such as schools, community centers, churches, business firms, hospitals and other institutions in Duval and Nassau counties. The College uses more than 250 of these centers during the year.

## Center for Economic Development

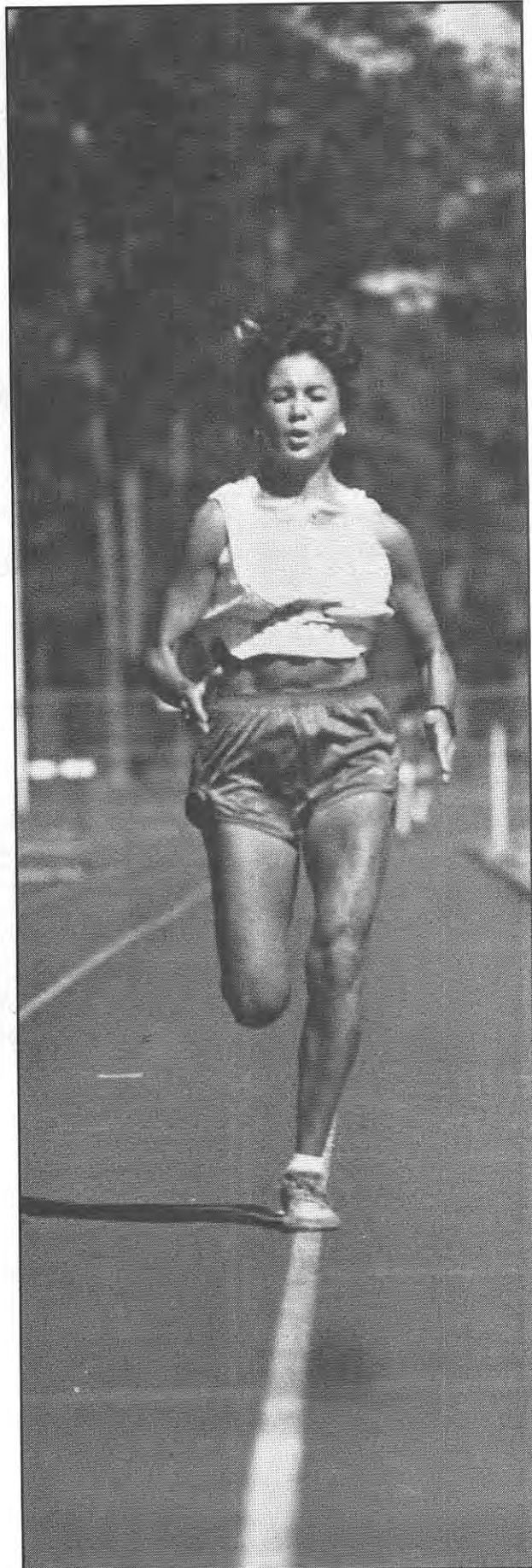
FCCJ established the Center for Economic Development to provide business and industry with a highly skilled work force—capable of efficient production in a complex and rapidly changing environment. Designed to meet specific needs, the Center provides quality controlled, customized programs and services to meet requirements for specific training.

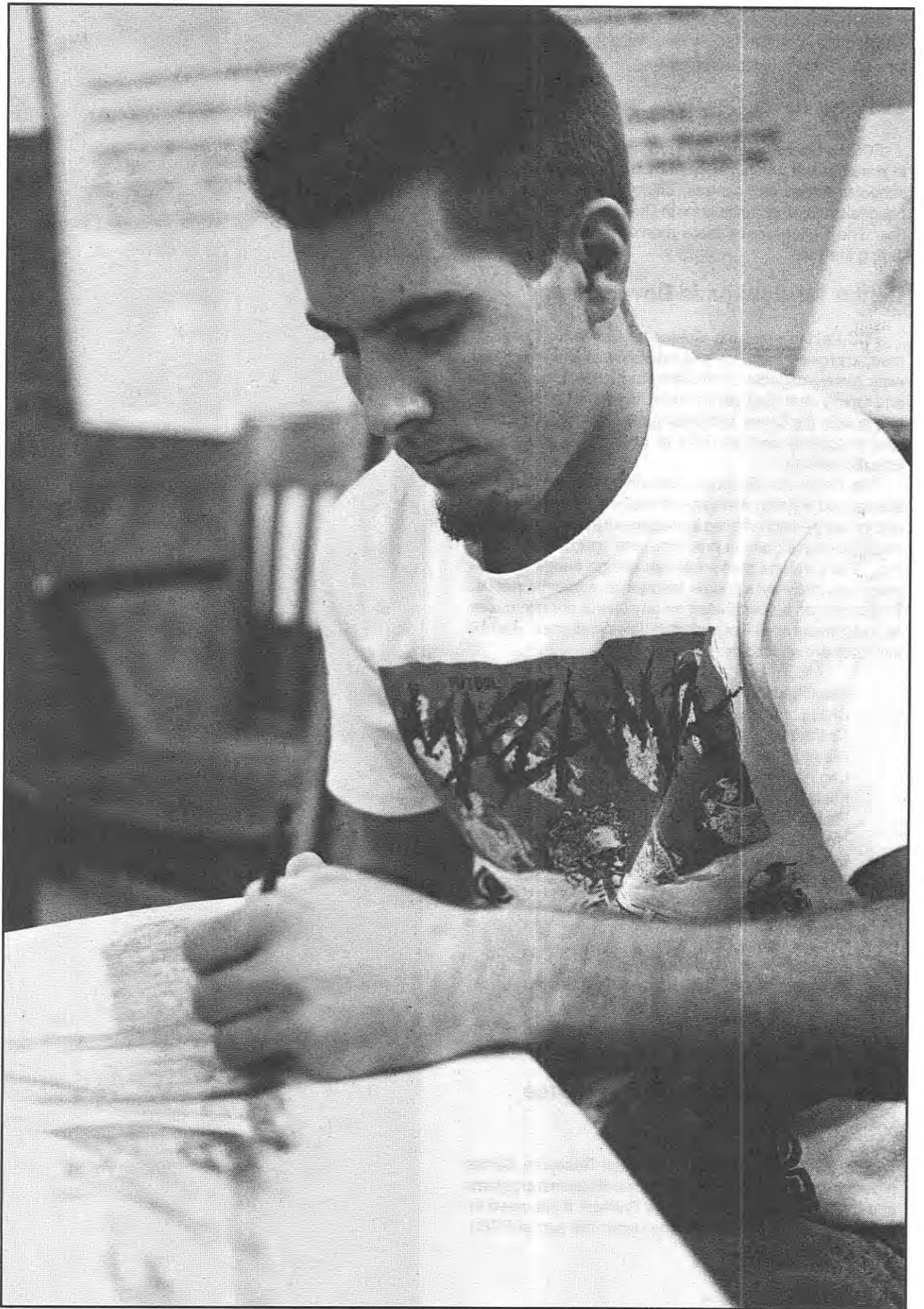
The Center for Economic Development comprises 18 specialized training institutes in major fields of business and industry—each offering management training programs, employee development programs and special skills training. The Center's personnel can design needs assessment and delivery systems tailored to a client's needs. Programs can be conducted on any one of our campuses or on business sites—at preferred dates and times. The 18 institutes are as follows:

- Banking and Finance Institute
- Child Care Institute
- Cosmetology Institute
- Dietetics and Nutrition Institute
- Engineering and Technology Institute
- Fashion Merchandising Institute
- Health Care and Wellness Institute
- Hospitality Institute
- Industrial Safety and Security Institute
- Insurance Institute
- Interior Design Institute
- Management Institute
- Marine Industry Institute
- Office Technology Institute
- Restaurant and Food Service Institute
- Small Business Development Institute
- Vocational and Industrial Trades Training Institute
- Institute for Continuing Education and Training

## Collegewide Information Resource Center

The FCCJ Collegewide Information Resource Center provides information about numerous educational programs and other services offered by the College. If you need information about almost anything under the sun at FCCJ, call (904) 633-8300.





# Philosophy and Mission

## Philosophy

We of Florida Community 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 lifelong 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 assuring equity in the learning process and to the student as the focal point of learning. We are vitally concerned with offering programs and services that foster intellectual, social, cultural, and career development, thus allowing students to realize their full potential to enrich their lives, the community, the nation, and the world.

## Mission Statement

Florida Community College at Jacksonville is a publicly supported, locally governed, comprehensive community college which exists to be responsive to the educational needs and interests of the communities of Duval and Nassau counties by providing the following:

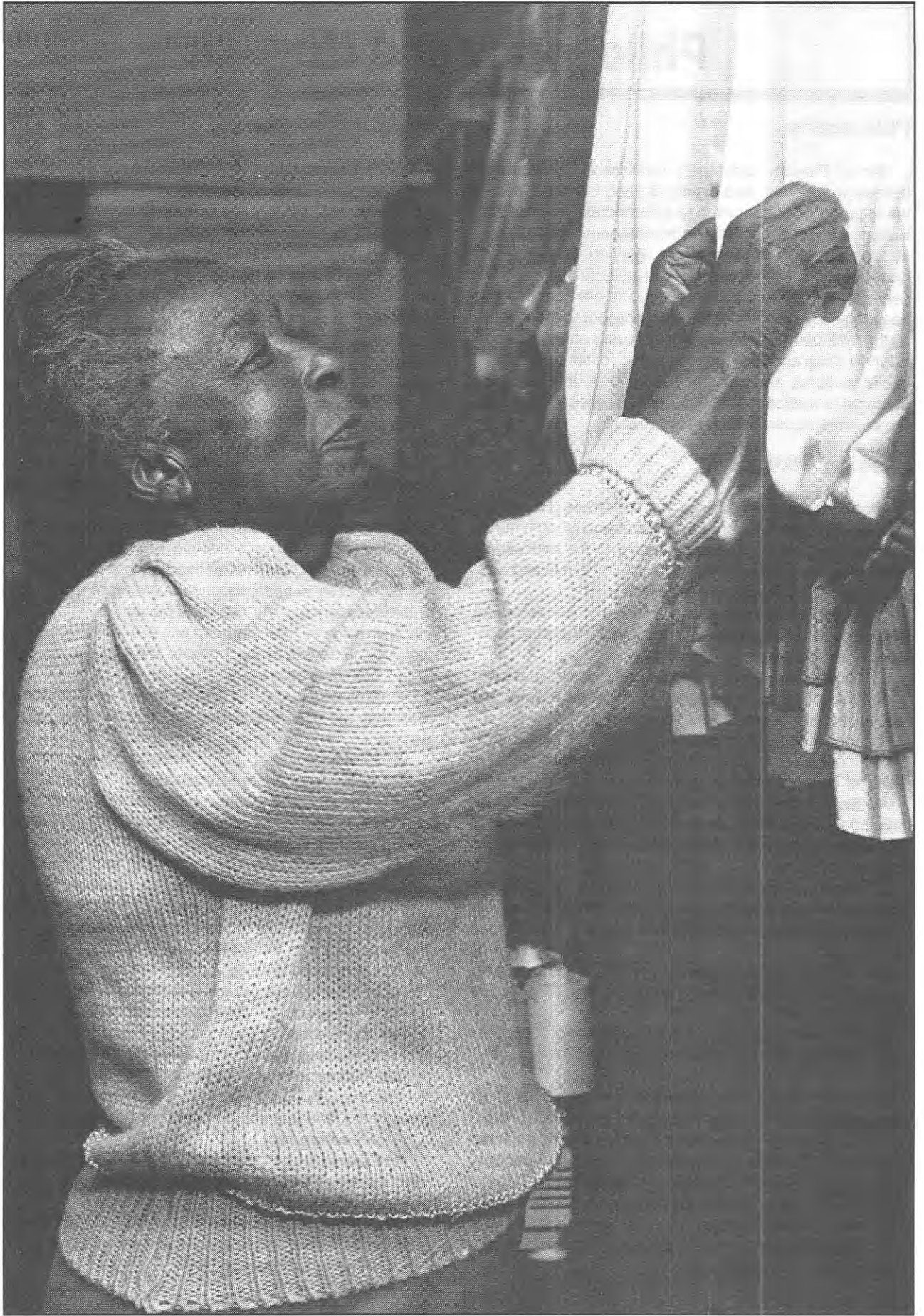
1. The freshman and sophomore years of undergraduate education for students who plan to continue studies toward a baccalaureate;
2. College-level technical and occupational courses and programs for students who plan to prepare for entry into employment or upgrade their occupational skills;
3. Vocational instruction for students who plan to prepare for entry into employment, upgrade their occupational skills, or improve their job performance;
4. College preparatory instruction, where necessary, for students to have the opportunity to fulfill their educational objectives in a college credit course or degree/certificate program;
5. Adult general education instruction for students who desire to receive a high school diploma, prepare for a high school equivalency examination, or improve their literacy skills;
6. Community instructional services in order to help people understand and solve problems significant to the community; and,
7. Recreation and leisure time instruction for students who seek additional personal skills and enrichment.

The programs, courses, services, and resources of the College shall be designed and carried out in such a manner that all of the above constituencies shall be served equitably and efficiently regardless of sex, race, religion, age, national origin, or disability. Additionally, the College recognizes its responsibility to provide community services and resources for special needs to the citizens of Duval and Nassau counties and to the business and industry needs of the north Florida region.

## Institutional Goals

Within the framework of its Philosophy and Mission, Florida Community College at Jacksonville shall continue to offer education to its students that will increase their opportunities for advancement and excellence. To meet these purposes, the College will seek to:

1. Provide a general education core curriculum designed to develop responsible citizens in a democratic society;
2. Provide students with a background of technical knowledge and general education for employment and career advancement;
3. Cultivate and encourage a productive and responsive relationship with the public, private businesses, and corporate communities to provide technical instruction;
4. Provide resources and assistance to the economic life of the community through services to the public, business, industry, and labor;
5. Provide resources to appropriate organizations in addressing and resolving community issues;
6. Promote awareness of international and intercultural differences to increase understanding of the growing interdependence of the people of the world;
7. Provide cultural opportunities to enrich the lives and values appropriate to the interests and needs of students and a changing community;
8. Provide students and the community with opportunities that will continue to develop and enrich aesthetic values;
9. Promote student and community involvement with active participation in College affairs;
10. Provide services which will assist students with their personal, social, academic and career development, and which promote student success;
11. Maintain admission, counseling, and financial aid practices that are sufficiently flexible to encourage high school graduates and others who may profit from instruction to pursue studies of their choice to the full extent of their interests and willingness;
12. Inform the students and community about educational and service opportunities available at the College;
13. Respond to the diverse instructional and curricular needs of the students by providing flexibility in the teaching and learning environment and close cooperation between the instructor and students;
14. Provide comprehensive materials, information, equipment, and learning resource services to support the College's programs;
15. Develop a professional faculty, management team, and exhibit efficient and effective educational and fiscal leadership;
16. Create an environment of mutual respect wherein excellence is encouraged and ideas are exchanged among the College's students and staff.





# College Credit Information

## Admissions

Persons desiring to enter the college should write, phone, or visit a campus Admissions and Student Aid Office to obtain application forms. It is to the applicant's advantage to submit a completed application to the college 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 appropriate program of study area of this catalog.

## Degree Seeking Student

### Applicant Who Has Never Attended College

Applicant must submit:

1. Application for admission
2. Application Fee:
  - A. U.S. Citizens \$10.00
  - B. Foreign Students \$50.00
3. Official transcript (see \*note below) — one of the documents described in (a) or (b) as follows:
  - (a) A transcript of high school grades and credits with graduation date indicated.
  - (b) Copy of high school equivalency diploma,

### Applicant Who Has Attended College

Applicant must submit:

1. Application for admission
2. Application Fee:
  - A. U.S. Citizens \$10.00
  - B. Foreign Students \$50.00
3. An official transcript (see \*note below) from each regionally accredited college or university previously attended reflecting all course work attempted. Transcripts must be mailed directly to the Student Records and Registration 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.

All courses attempted at the freshman or sophomore levels will be calculated in the All College Cumulative Grade Point Average. Upper division courses will only transfer when they are substantially equivalent to courses offered at Florida Community College at Jacksonville. A maximum of 15 semester hours of correspondence and/or extension work may be applied towards any of the associate degrees. Credit from institutions outside the United States will be considered on an individual basis.

\* NOTE: If the applicant graduated from a public Duval County, Clay County, or Nassau County high school, FCCJ will request the record.

## Course Placement Testing and Entry Placement Advising

To assist new students with the proper selection of courses, and with their adjustment to college life, Course Placement Testing and Entry Placement Advising programs are offered. New students will first receive information about the Course 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 entry placement advising session. In addition, the Entry Placement Advising Program provides new students with information about scheduling classes, the registration process, and special services and programs available for enrolled students. New degree seeking students must attend Entry Placement Advising before registration.

## 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 Records and 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 official documentation of 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 readmitted to any future term at Florida Community 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 College Program

This program is designed for high school students who have sophomore classification or higher and a 3.0 grade point average. If approved by the high school principal, these students may be admitted to the college and take up to seven semester hours per term for college credit while still enrolled in high school. Each term the student must have permission from the high school to continue registration.

The student must submit:

1. an accelerated College Application,
2. a recommendation from the high school's principal, (included on the application), and
3. a transcript reflecting a minimum 3.0 grade point average.

## Early Admission

An applicant who wishes to enter Florida Community 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 admissions officer 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 Community College at Jacksonville. The student does not have to pay tuition. The student is responsible for the purchase of textbooks.

Applicant must submit application for admission which includes:

1. a recommendation from current high school principal, and
2. a transcript which verifies 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 FCCJ. Students in this program do not have to pay tuition or purchase textbooks. For information contact the college admissions officer.

## 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 International Student Advisor's Office in the College Administration Building. College support activities include the Global Friendship Club, the Global Education Program and the campus Student Affairs Offices.

## 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 the student is a high school graduate or equivalent, and has never attended college, a certified English translation of the transcript must be submitted.
  - b. If a student has attended college previously, a certified English translation of the transcript(s) of all colleges attended must be submitted.
3. Proof of proficiency in the use of the English language. Students from countries other than English speaking must submit to the College 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 Spring Term (III). For information, contact the International Student Advisor.

## 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 enrollment.

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. However, any period of time in which the student resides in this state primarily for educational purposes may not be counted towards residency status.

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 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 first day of classes for the term he/she wishes to reclassify may apply to the campus Records and Registration Office for reclassification by drop deadline for the term.

## Academic Information For Students

### College Credit Grading System

Florida Community 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 AW, W, I, 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

I = Incomplete

X = Audit

AW = Administrative Withdrawal

### NP Grade

The "NP" grade may be given when a student has not completed a class. If the student wishes to earn credit for the class at a later date, the student must re-register for the class.

### I Grade

An "I" grade may be assigned when extenuating circumstances prevent a student from completing the required course work during the regular term. The "I" grade shall remain in force for no more than one year, during which time the student must complete the required work. During that year, the "I" grade shall not affect the student's GPA; however, after the year expires, the student shall receive a grade of "F" automatically if the required course work has not been completed.

### 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 Records and Registration Office.

2. Complete the form(s), except for signatures of professor and Campus Records and Registration Office representative.

3. Obtain the signature of the professor. If the professor is not available, take the form to the Department Chair who is responsible for that course.

4. Take form(s) to Campus Records and Registration Office. After signature by Campus Records and Registration Office representative, the student should be sure to retain one signed copy of the form.

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

Student Records Office  
Florida Community College at Jacksonville  
501 W. State Street  
Jacksonville, Florida 32202

and postmarked 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 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.**

### **AW Grade**

The AW grade will be administratively assigned when the instructor reports the student has not attended class by the fourth week of the term. The AW grade will not be used to calculate the grade point average (GPA).

### **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 Department Chair or Program Manager.
2. Upon recommendation by the Department Chair or Program Manager, and approved by the Assistant Dean, when the professor who assigned the grade is no longer a member of the faculty.

The I 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.

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 I, W, AW, NP, and X are not used in the computation of grade point average.

## **President's List and Dean's List**

The President's List and Dean's List will be published at the end of Fall and Winter terms and combined lists will be published in August for Spring, Summer, and Crossterms. To be eligible, a student must:

1. be enrolled in at least 3 credit hours (excludes college preparatory classes.)
2. have earned a minimum of 12 credit hours at FCCJ (excludes transfer work)
3. not receive a grade of I, NP, AW, or W in the term
4. earn 3.75 - 4.00 GPA for President's List or 3.50 - 3.74 for Dean's List.

## **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 designated 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 FCCJ may enroll in honors courses if they have achieved at least a 3.20 cumulative grade point average in high school.

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

## **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 by multiplying the number of semester hours earned by 1.5.

## **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
Spring/ Summer	Contact a Campus Records and 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 get approval at the office of Student Development.

## Standards For Student Success

The college is dedicated to providing its students with the highest quality educational experience possible. The Standards for Student Success were developed to help assure this quality and to communicate the College's minimum expectations of reasonable academic progress.

### Students Who Will Be Affected

College credit students enrolling for the first time during or after the Fall 1990 term will be affected by this policy. Also, any student receiving financial assistance, except scholarships and veteran's benefits (which have their own set of standards—see appropriate catalog sections), will be affected by this policy. Students affected by this policy will be notified of their status with each grade report they receive. The standards of this policy are as follows:

#### Specific Standards

Cumulative Semester Hours Of FCCJ Enrollment	Required Percentage Of Hours Successfully Completed at FCCJ	Required FCCJ Cumulative GPA
12	50%	1.00
13-24	55%	1.25
25-36	60%	1.50
37-48	65%	1.75
49-60	70%	2.00
61-72	75%	2.00
73-84	80%	2.00
85 OR MORE	85%	2.00

College preparatory courses (those with a leading zero in the course number) are covered by a separate policy (see section on "College Preparatory Studies") and will not be included in the determination of a student's status in relationship to these standards.

**Satisfactory Progress.** Students who meet or exceed the above standards will be considered to be making satisfactory academic progress.

**Academic Warning.** Students who fall below either the completion percentage or the GPA criteria will initially be placed on academic warning. Students so warned should immediately meet with a College counselor or student affairs advisor to determine what action is necessary to return to the satisfactory progress category by the following term. The College has many resources to provide assistance in this effort.

**Probation.** Students who are on academic warning and who do not meet the standards at the end of the next term of their enrollment will be placed on probation. Students on probation will be limited in the number of hours for which they may register (12 credit hours during Fall or Winter terms or Spring/Summer cross term; 6 credit hours for

Spring or Summer term alone). Again, every resource of the College will be available to such students to assist them in reestablishing satisfactory progress.

**Suspension.** Students who are on probation for a semester and who do not meet the standard for satisfactory progress at the end of that term will be suspended from the College and will not be allowed to enroll for one full semester. During this period of suspension, such students will be encouraged to remedy the causes of their lack of progress. College counselors and student affairs advisors can be quite helpful in this process.

**Reinstatement.** After one full semester of suspension, students may apply for reinstatement by completing the required forms, available within the campus student affairs office, at least two weeks prior to the beginning of classes. Students who are approved for reinstatement and who do not meet the terms of this reinstatement will be suspended once again, this time for two semesters. Such students will be encouraged to consider other educational, training and/or work options that may better meet their goals. Students who wish to return after two semesters of suspension must reapply for reinstatement once again. Students who have questions about any part of this policy are encouraged to seek the assistance of a counselor, student affairs advisor, or their campus dean of student affairs.

## Registration Date

Registration dates are advertised in the newspaper schedule. Registration using touchtone telephone is available daily (except Sunday) for any college credit student with a clear record. New degree seeking students may register by telephone after attending an advising session.

## Concurrent Registration

Concurrent registration is permitted between Florida Community 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.

## Prerequisites/Corequisites

Some college credit course descriptions include specific requirements which must be met prior to enrollment. Specific requirements may include prerequisites (course(s) which must be satisfactorily completed prior to enrollment), corequisites (courses which must be taken at the same time of enrollment), or other specific conditions.

## Schedule Changes

Schedule changes may be made on any registration day prior to the first day of classes.

Level changes may be made after the Final Drop Day with the approval of the cognizant assistant dean. These changes may take place not later than the eighth week of class in the Fall and Winter Terms and the third week of class in the Spring and Summer Terms, and the sixth week of class in Cross Term. A student will not be allowed to change from one term class to a class in another term.

## **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. 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 Records and Registration Office.

**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 the transcript is needed.

## **Evaluation of Other College Transcripts**

Transcripts from other colleges attended will be evaluated for degree seeking students only. Evaluations are initiated **ONLY** when all transcripts are on file at FCCJ. FCCJ does not evaluate transcripts solely for convenience of external agencies.

## **"Other" Registrations**

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

## **Enrollment Certification for Educational Benefits**

The Student Records and Registration 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.

Verification of enrollment will be done after the published deadline to drop and receive a refund.

## **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 Registration 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, or other documentation of military schools attended.

## **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 Assistant Dean of Military Extension Education, FCCJ Downtown Campus.

## **Servicemembers Opportunity Colleges Navy — SOCNAV**

SOCNAV is a network of some 26 colleges agreeing to accept in transfer, with previous approval, courses applicable to the student's degree program.

All SOCNAV students/applicants must coordinate all activities (student agreement forms, transfer advising, and possible rating credit) through the FCCJ office at any of the Navy bases or through the Military Education Institute office at the FCCJ Downtown Campus.

## **Commencement**

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, Spring, or Summer Terms, may participate in the next formal commencement exercise. Students graduating at the end of Winter Term are expected to attend all graduation rehearsals and ceremonies. A student's graduation date will be the date of the end of the college term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant.

## **Honors Graduation**

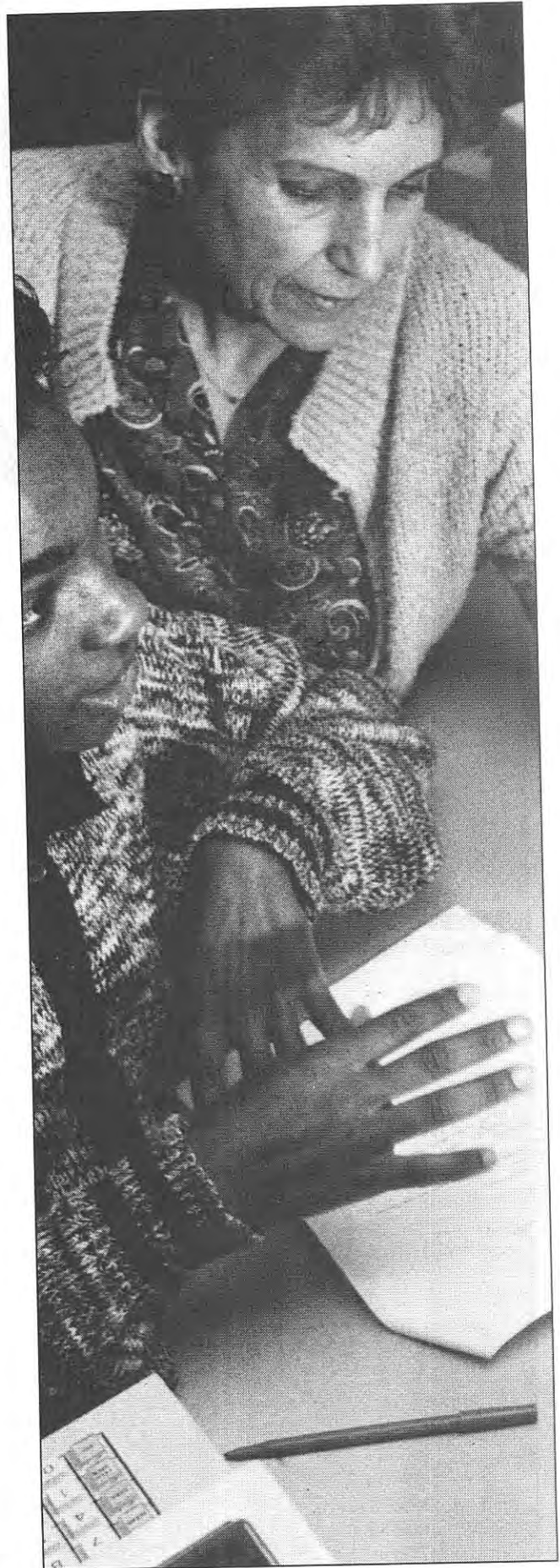
Honors Graduation is determined by the student's all college cumulative grade point average at the end of the

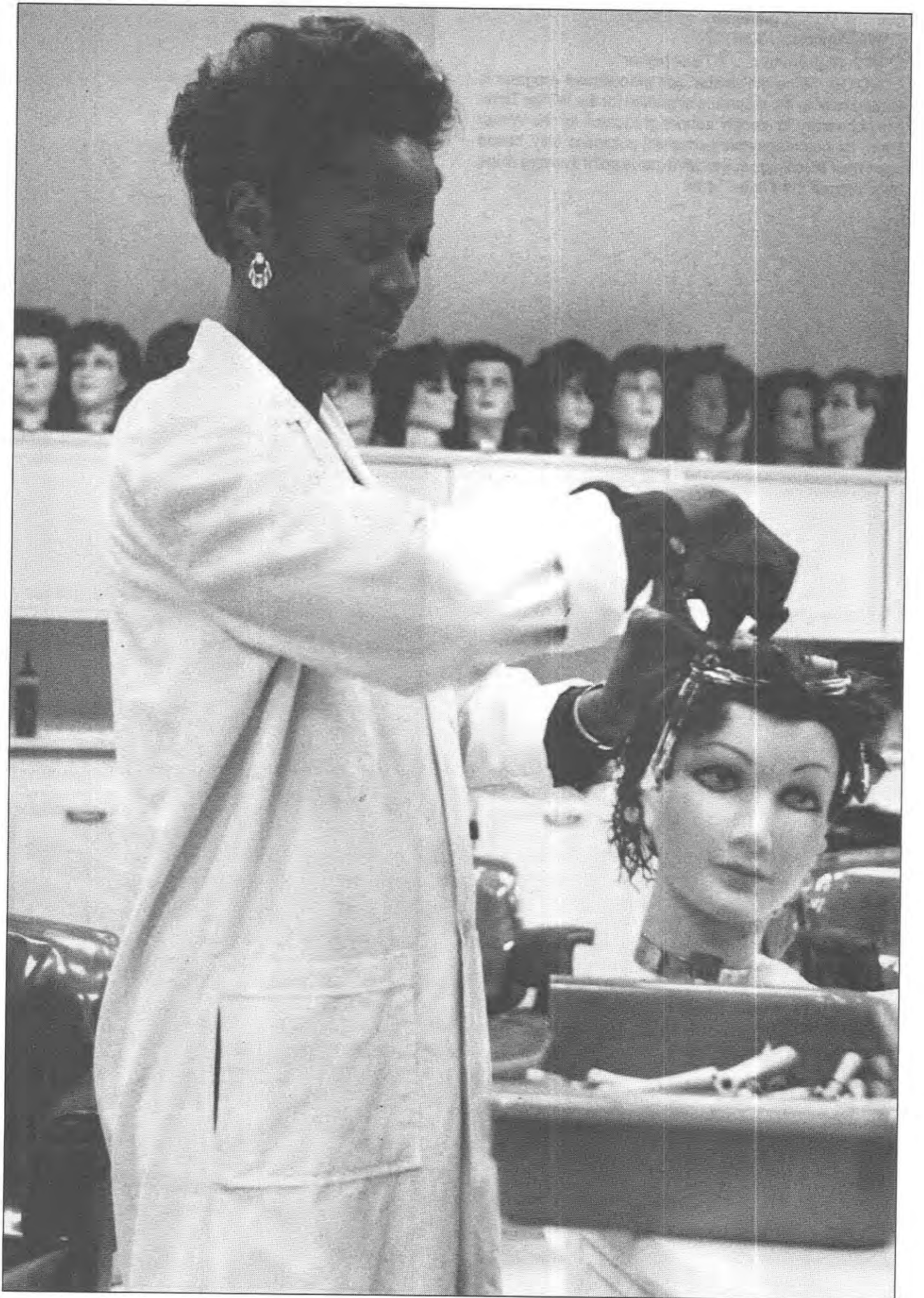
term the student graduates, as follows:

With Honors.... 3.50-3.74

With High Honors.... 3.75 or higher

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







# Special Educational Services

## 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 course placement testing program or additional assessment, a student who is identified as in need of further preparation will meet with a counselor to identify academic goals and the best curriculum to follow in order to achieve these goals.

All college preparatory studies 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 studies courses in the course description section.

Students whose test scores indicate that they need college preparatory studies courses must take at least one of these courses each time he or she registers until all courses are successfully completed.

ENC 0010 Introduction to Composition

ESL 0101 ESL Speech - Level I

ESL 0121 ESL Reading - Level I

ESL 0141 ESL Writing - Level I

ESL 0161 ESL Structure - Level I

ESL 0181 ESL Combined Skills - Level I

MAT 0002 Basic Mathematics

MAT 0024 Elementary Algebra

REA 0010 Introduction to Reading Techniques

These courses are designed to bring a student's skills to the minimum college entry level.

STATE BOARD OF EDUCATION RULE 6A-10.0315  
LIMITS ENROLLMENT IN EACH SKILL AREA OF WRITING, READING, AND MATHEMATICS TO THREE (3) SEMESTERS.

Students who withdraw officially from college preparatory courses before the midpoint of a semester may be considered to have not enrolled that semester for purposes of the three-term limitation rule. Students who withdraw officially at or after the midpoint of a semester shall be considered to have enrolled that semester unless the withdrawal can be documented as due to reasons of personal hardship or disability, or under major extenuating circumstances. Such exceptions require approval under guidelines established by the boards of trustees or the Board of Regents.

## Program for Academic Excellence

Highly motivated, intellectually gifted students need and deserve a progressive course of study that provides new challenges to their exceptional abilities. FCCJ has always attracted serious students in the pursuit of academic excellence, and educators at the college are dedicated to

presenting students with the most stimulating educational experiences possible.

The philosophy of the Program for Academic Excellence at FCCJ is threefold:

- \* To encourage students to become independent learners, capable of critical thinking and self-expression.

- \* To enable students to see connections in learning that allow them to integrate their classroom learning into a common whole.

- \* To allow students to explore facets of learning and materials that are usually left out in regular classroom situations.

Any student who has achieved a 3.2 grade point average in high school, or who has achieved a 3.2 average after 12 semester hours of college level courses, may join the program.

Honors courses are special sections of the regular college curriculum. They offer unique learning opportunities. Course work is more individually structured and presentations have an innovative approach. For further information on honors courses refer to page 18.

Each honors student is required to take a "core curriculum" course, which is an in-depth study of an international, intercultural, or current affairs topics. Past core curriculum topics have included a study of the culture, history, government and economics of such countries as Japan and Russia. Other subjects explored were bio-medical ethics, community economic development, and political science.

In addition to the core curriculum course, honors students must take one other honors course in a selected subject. Honors courses are designated by an (H) in the printed class schedule.

## Program for Academic Excellence Scholarships

There are two different scholarships open to honors students. One is for entering freshmen, based on high school performance. The other is open to any FCCJ student who has achieved academic excellence in college.

- \* Academic Achievement Scholarship - Entering college students who achieved a 3.5 grade point average in high school in an academic curriculum and who are recommended by the high school principal or counselor may apply for this \$1,100 scholarship. The scholarship may be renewed for a second year based on academic performance at FCCJ. The scholarship covers the cost of tuition, books and other incidental expenses.

- \* Scholars Award - Any student who has completed 12 hours of course work at FCCJ and has maintained at least a 3.5 grade point average may apply for a Scholars Award of \$850. The scholarship covers the cost of tuition, books and other incidental expenses.

## **Program for Academic Excellence Mentor Program**

The Mentor Program is a special part of the Program for Academic Excellence in which an honors student may work with a "mentor" from the community in a chosen field of interest. Students spend 15 hours working with and observing a professional in the community to see exactly what is involved in the career field they are considering. The program is not required, and students receive neither pay nor college credit for participating. Participation is strictly a matter of personal choice for experience and personal growth.

## **Admission to the Program for Academic Excellence**

If you are qualified, interested, willing to accept the challenge, and you are an entering student, you should contact the Office of Admissions and Student Aid, 501 W. State St., Jacksonville, Fla. 32202, or call (904) 632-3354. Currently enrolled students should contact Dr. Jim Mayes, Coordinator of the Program for Academic Excellence, at 387-8151.

## **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, 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 high quality nursing care for the public.

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.

## **Global Education**

Florida Community 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 nations

\* 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

## **Global Studies Abroad**

Florida Community College at Jacksonville sponsors a variety of study abroad courses offering college credit. These courses 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 abroad courses.

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. Regular admission policies of the college must be followed to enroll in the courses. Students are expected to pay their own transportation and other charges.

Global studies abroad courses are offered based on student interest and enrollment.

Examples of the countries of focus for previous study abroad include England, Greece, Italy, France and the Orient.

## **English as a Second Language**

Florida Community College at Jacksonville has developed a special English as a Second Language (ESL) program which is specifically designed for non-native students who are preparing themselves for academic study and who must develop native proficiency in the English language to succeed in their course work. In addition, any non-native community resident who has a high school diploma and wants to increase proficiency in English language skills is eligible to enroll. Some exemptions apply to applicants who do not yet have a high school diploma.

Prior to registration, students take a placement test to determine which level of instruction is most appropriate. Students are assigned to College Preparatory (Level 1) which is designated by courses with the ESL prefix, Intermediate (Level 2) or Advanced Intermediate (Level 3) courses, both of which are designated with the ENS (English for Non-Native Speakers) prefix. Each level consists of courses in:

Reading/Vocabulary  
Writing/Composition  
Speaking/Listening  
Structure/Grammar  
Combined Skills

Level one classes are college-preparatory classes, not intended for transfer, not counted for graduation, and are not calculated in total hours or in grade point average. Level two and three classes receive transferable credit. Up to nine semester hours of credit can apply towards the AA degree as elective credits. Courses at each level involve 15 contact hours per week, which is a full course load. Students may take less than a full load of classes each term if desired. Upon completion of the ESL courses, degree-seeking students, and/or those wishing to take college-credit English, Reading or Math courses, are advised from the ESL office into the entry placement testing program for native students. Exiting ESL students then participate in the native student entry placement testing.

For additional information, contact the ESL office at the Downtown Campus — telephone (904) 633-8484.

In addition to academic English language instruction in the college credit program, continuing Education literacy English courses at four levels of instruction are taught for those whose native language is not English. For further information, contact the ESL office at the Downtown Campus — telephone (904) 633-8484.

## Army ROTC

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

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

## Navy ROTC

The College maintains an agreement with Jacksonville University whereby FCCJ students interested in a commission as an officer in the United States Navy or the United States Marine Corps may enroll in the basic NROTC College Program and take Naval Science courses at Jacksonville University. Students who successfully complete the basic course are eligible to enter the advanced program at any university that offers NROTC. Students in the basic course may also be eligible for selection to the NROTC Scholarship Program. For complete information on NROTC contact the Navy ROTC office at Jacksonville University (904-744-3950 ext. 5390).

## Courses Via Cable Television

Florida Community College at Jacksonville delivers college credit courses to homes, jobs, campuses, and other convenient sites by utilizing a new medium — the telecourse. The thirty minute lessons are aired several times weekly. The student goes to campus only for an initial meeting and for three or four tests per term. Telecourse

content and college credit hours are equivalent to on-campus courses. Each course is a combination of televised lessons, study guide and textbook readings, faculty interaction and testing.

Family responsibilities and work obligations often prevent students from attending college. Telecourses provide an opportunity for such students to continue their education, and they often save time and money as well.

The successful telecourse student is a self-motivated, independent person. These courses are as demanding as campus classes but offer more convenience.

Veterans benefits may be affected by telecourses. Students receiving such payments are advised to see a counselor/advisor before enrolling. For additional information, contact the telecourse office at the Downtown Campus — Telephone (904) 633-8281.

## 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 Community 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.

At the centrally located Downtown Campus, the ACCESS (Accelerated College Education Schedule) Program provides a variety of college courses in an intensive Friday night/Saturday format. Designed primarily for the working adult student, this format allows students the opportunity to complete a course over a period of five to six weeks. For more information, call 633-8114.

Weekend classes also are held at the College Center at Grande Boulevard; information on these classes is available by calling 642-8445.

## The Nassau Center

To serve Nassau County residents, Florida Community College offers a variety of college credit courses each term at Fernandina Beach High School. Registration services, admissions counseling and academic advising are regularly scheduled at the college's Nassau office, 303 Centre Street, Fernandina Beach; information on these classes is available by calling 277-8642 or 633-8114.

## LAWRENCE R. GEIS MARINE CENTER

### MISSION

The Lawrence R. Geis Marine Center (Geis Marine Center) exists to be directly responsive to specialized educational needs and interests of Duval and Nassau counties for technical and applied career technology training, with a specialized focus upon maritime and marine technology industries and businesses and upon recreational and avocational boating instruction.

## PURPOSES

The Geis Marine Center shall address this mission through provision of:

1. Entry level, cooperative, and licensure training in selected marine and marine-related vocations and trades, for students preparing to enter the marine and related industry careers and workforce.
2. Supplemental and apprenticeship training to upgrade the skills or improve work performance and technical applications of those employed in marine and related industry careers and workforce.
3. Specialized and contract training as requested by governmental, corporate, and community service agencies, relating to marine industry skills and career preparation.
4. Leisure, recreational, and avocational boating training and educational services to enhance practical, safety, and seamanship skills for community residents.
5. Supplemental, vocational, technical, and apprenticeship training and educational services focused on occupational and applied technical trades.
6. Facility and site resources for the College and community use in offering educational services such as specialized courses and seminars and for community development activities.

## COLLEGE CENTER AT GRANDE BOULEVARD MALL

### MISSION

The College Center at Grande Boulevard Mall (College Center) exists to be directly responsive to the specialized educational needs and interests of individuals in the Southside area of Jacksonville who prefer college credit and continuing education (non-college credit) courses offered at a site convenient and accessible to their residence or enroute to and from the place of employment.

For more information, call 642-8445.

### PURPOSES

The College Center shall address this mission through provision of:

1. Transfer and associate degree elective courses for students intending to complete the general education core and elective courses for university parallel study.
2. College credit courses, with emphasis upon general business and information systems, for students pursuing degree study or continuing education.
3. Specialized college credit courses for employed students desiring to upgrade career and occupational skills or work performance.
4. College credit and non-college credit postsecondary education courses for students seeking personal enrichment.
5. Seminars, workshops, and specialized educational services for business and industry personnel seeking in-house training and professional development opportunities.

6. Self-supporting recreational and avocational courses for residents seeking leisure and community-oriented educational opportunities.

7. Focused student support resources (testing, counseling, registration) for enrolled students to further their learning objectives.

## MILITARY EDUCATION INSTITUTE

### MISSION

The Military Education Institute exists for the purpose of increasing availability of educational opportunities for military service personnel, their dependents, and federal government employees at the Jacksonville area Naval bases and other military service facilities. To accomplish this mission the college provides:

1. College credit courses, with an emphasis on the General Education requirements, offered at each base during FCCJ'S regular terms and additional six-week terms.
2. Classes offered on base in a sequential program, enabling enrollment throughout the year in the Associate in Arts and Associate in Science programs.
3. A full range of counseling, registration, and orientation services, including entry placement testing.
4. Liaison with the military Educational Service Officers to assist students in the use of the military service financial aid programs.
5. Non-college credit courses for students desiring to upgrade career and occupational skills or seeking personal enrichment.

