

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

# Catalog



A CATALOG FOR CURRENT AND  
PROSPECTIVE STUDENTS 1992-1993

## **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 Assistant to the President for Equal Access/Equal Opportunity, Florida Community College at Jacksonville, Downtown Campus, Room 1097, 101 W. State St., Jacksonville, FL 32202. Or call (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.

# Florida Community College at Jacksonville

## ***MISSION***

We are dedicated to meaningful learning and excellent teaching, enabling individuals to achieve their hopes, dreams and full potential, and to being a leading partner in creating a dynamic, prosperous community of enlightened leaders and thoughtful, effective, global citizens.

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### **DOWNTOWN CAMPUS**

101 W. State St.  
Jacksonville, FL 32202  
(904) 633-8100

### **KENT CAMPUS**

3939 Roosevelt Blvd.  
Jacksonville, FL 32205  
(904) 381-3400

### **SOUTH CAMPUS**

11901 Beach Blvd.  
Jacksonville, FL 32216  
(904) 646-2111

### **NORTH CAMPUS**

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

### **OPEN CAMPUS**

101 W. State St.  
Jacksonville, FL 32202  
(904) 633-8321

### **MARTIN CENTER FOR COLLEGE SERVICES**

501 W. State St.  
Jacksonville, FL 32202  
(904) 632-3000

### **FCCJ COLLEGE CENTER**

at Grande Boulevard Mall  
9911 Baymeadows Road  
Jacksonville, FL 32256  
(904) 646-2224

### **FCCJ NASSAU COUNTY OFFICE**

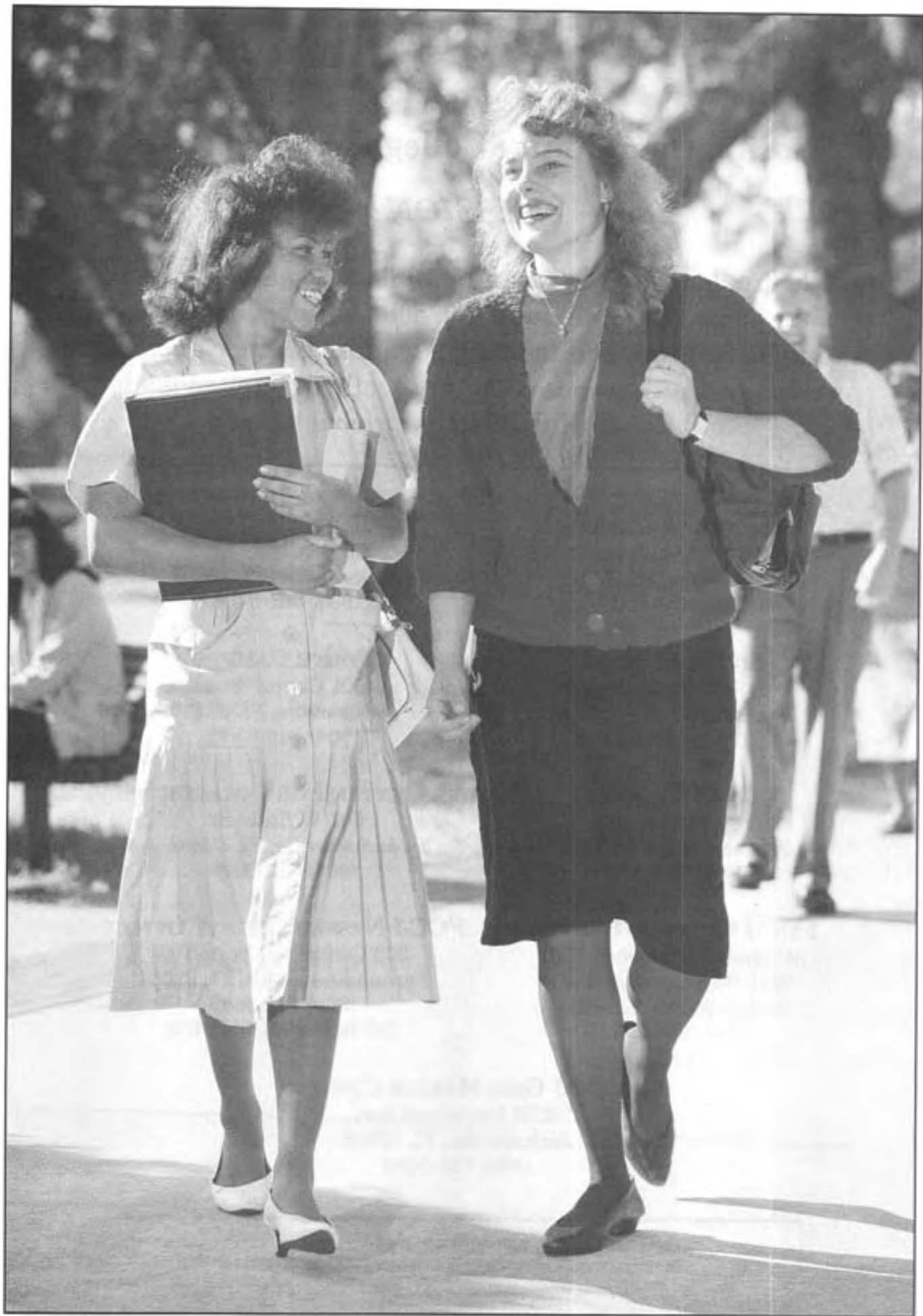
303 Centre St., Suite 104  
Fernandina Beach, FL 32034  
(904) 277-8642  
Toll free (800) 448-5078

### **FCCJ GEIS MARINE CENTER**

6935 Evergreen Ave.  
Jacksonville, FL 32208  
(904) 766-5580

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ACCREDITED BY:  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS



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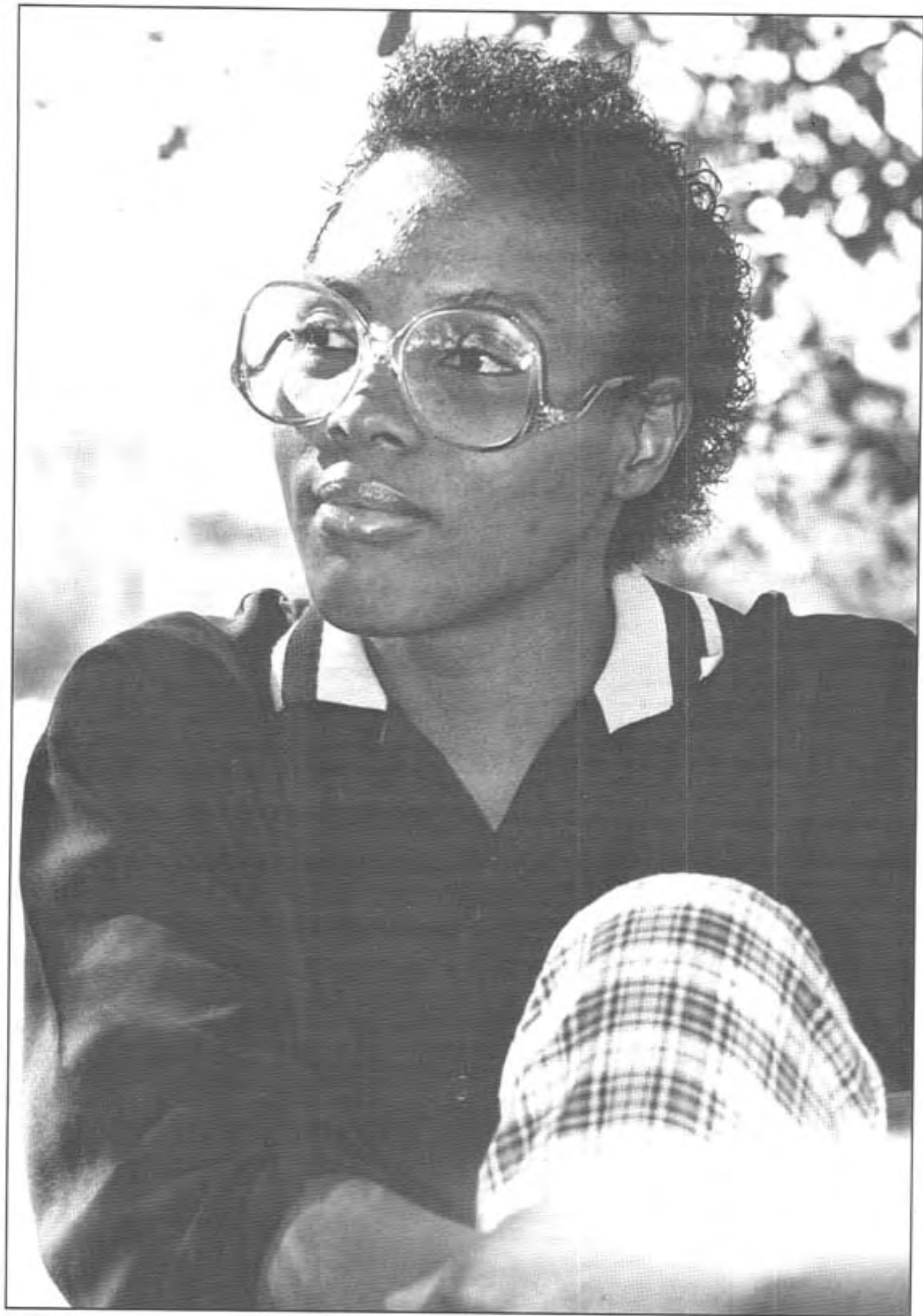
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# College Calendar 1992-1993

## Fall Term 1992

August 24  
Monday.....Reporting date for faculty

August 24  
Monday.....Convocation

August 26  
Wednesday.....Classes begin

August 29  
Saturday.....\*\*Saturday classes begin

September 2  
Wednesday, 6:30 p.m.....\*Deadline for dropping classes

September 4  
Friday.....CLAST registration deadline

September 7  
Monday.....Labor Day—College closed

September 18  
Friday, 4:30 p.m.....\*Deadline for applying for graduation for the current term diploma order

September 30  
Wednesday.....Level change deadline

October 3  
Saturday.....CLAST administered

October 21  
Wednesday.....Midpoint Fall Term  
(Deadline to withdraw from college preparatory courses without consideration for three-term limitation rule.)

November 6  
Friday, 4:30 p.m.....\*Last time for withdrawing from college credit courses and receiving grade of "W" (See note)

November 11  
Wednesday.....Veterans' Day—College closed

November 25  
Wednesday.....Evening classes WILL NOT meet

November 26-27  
Thursday-Friday.....Thanksgiving—College closed

December 10  
Thursday.....\*Final examination period—  
evening class exams begin

December 11  
Friday.....\*Final examination period—  
day class exams begin

December 18  
Friday.....End of term for all classes

December 18  
Friday.....Deadline for removing  
incomplete grade received in  
corresponding term of  
academic year 1991-92

December 18  
Friday.....Last contract day for faculty

December 23  
Wednesday, 5 p.m.....College closed from 5 p.m.,  
December 23, 1992 through  
January 3, 1993

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

## Winter Term 1993

January 4  
Monday.....Reporting date for faculty

January 6  
Wednesday.....Classes begin

January 9  
Saturday.....\*\*Saturday classes begin

January 13  
Wednesday, 6:30 p.m.....\*Deadline for dropping classes

January 18  
Monday.....Martin Luther King Day—  
College closed

January 22  
Friday, 4:30 p.m.....\*Deadline for applying for graduation for the current term diploma order

January 22  
Friday.....CLAST registration deadline

February 10  
Wednesday.....Level change deadline

February 20  
Saturday.....CLAST administered

March 1 Monday	Midpoint Winter Term (Deadline to withdraw from college preparatory courses without consideration for three-term limitation rule.)
March 8-13 Monday-Saturday	Spring break—College closed
March 19 Friday, 4:30 p.m.	*Last time for withdrawing from college credit courses and receiving grade of "W" (See note)
April 9 Friday	Good Friday—College closed
April 28 Wednesday	*Final examination period— evening class exams begin
April 29 Thursday	*Final examination period— day class exams begin
May 6 Thursday	End of term for all college classes
May 6 Thursday	Deadline for removing incomplete grade received in corresponding term of academic year 1991-92
May 6 Thursday	Last contract day for faculty
May	Commencement— Date to be announced

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

## Spring Term 1993

May 5 Wednesday	CLAST registration deadline
May 7 Friday	Reporting date for faculty
May 10 Monday	Classes begin for Spring and Cross terms
May 11 Tuesday, 6:30 p.m.	*Deadline for applying for graduation for Summer Term diploma order
May 12 Wednesday, 6:30 p.m.	*Deadline for dropping classes for Spring Term

May 15 Saturday	**Saturday classes begin
May 17 Monday, 6:30 p.m.	*Deadline for dropping classes for Cross Term
May 24 Monday	Level change deadline— Spring Term
May	Awards Ceremony for Adult Developmental Studies Date to be announced
May 27 Thursday, 6:30 p.m.	*Last time for withdrawing from college credit classes and receiving grade of "W" for Spring Term
May 31 Monday	Memorial Day—College closed
June 1 Tuesday	Midpoint Spring Term (Deadline to withdraw from college preparatory courses without consideration for three-term limitation rule.)
June 5 Saturday	CLAST administered
June 7 Monday	Level change deadline— Cross Term
June	Adult High School Program Graduation Date to be announced
June 17 Thursday	*Final examination period— evening class exams begin
June 21 Monday	*Final examination period— day class exams begin
June 22 Tuesday	Midpoint Cross Term (Deadline to withdraw from college preparatory courses without consideration for three-term limitation rule.)
June 22 Tuesday	End of term for all college credit classes for Spring Term
June 22 Tuesday, 6:30 p.m.	*Deadline for removing incomplete grade received in Spring Term of academic year 1991-92



June 24  
Thursday.....Last contract day for faculty

\*Dates apply to college credit classes only.

\*\*Meeting dates for Saturday classes will be advertised by  
Open Campus.

## Summer Term 1993

June 21  
Monday.....Reporting date for faculty

June 23  
Wednesday .....College credit classes begin  
for Summer Term

June 24  
Thursday, 6:30 p.m. ....\*Deadline for applying for  
graduation for Summer and  
Cross terms diploma order

June 28  
Monday, 6:30 p.m. ....\*Deadline for dropping classes  
for Summer Term

July 5  
Monday.....Independence Day—  
College closed

July 7  
Wednesday .....Level change deadline

July 8  
Thursday, 6:30 p.m. ....Last time for withdrawing from  
college credit classes and  
receiving grade of "W" for  
Summer and Cross terms

July 14  
Wednesday .....Midpoint Summer Term  
(Deadline to withdraw from  
college preparatory courses  
without consideration for  
three-term limitation rule.)

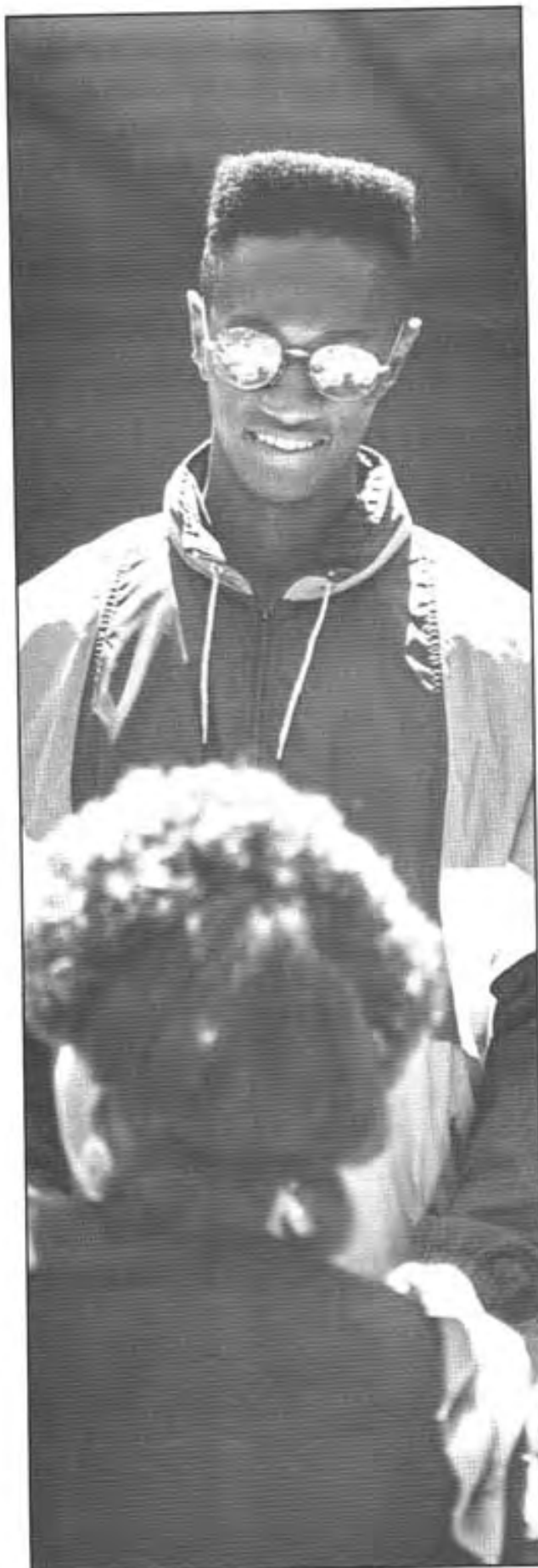
August 4  
Wednesday .....\*Final examination period—  
evening class exams begin for  
Summer Term

August 5  
Thursday.....\*Final examination period—day  
class exams for Summer Term

August 6  
Friday.....End of term for all college classes  
for Summer and Cross terms

August 6  
Friday, 12:00 p.m. ....Deadline for removing incom-  
plete grade received in Summer  
and Cross terms, 1991-92

August 6  
Friday.....Last contract day for faculty





# FCCJ: Past and Present

## History

Since the first day of classes, Florida Community College at Jacksonville has been making history. When Florida Junior College, as it was then known, opened its doors in August 1966, it did so to a record number of students. FJC's charter class of 2,610 students was reported to be the largest beginning class for any institution in the nation, according to the Florida Times-Union. Two temporary facilities—Cumberland Campus (now Kent Campus) on Roosevelt Boulevard and Southside Campus on Flagler Street—served students that first term. By the next August, the number of students enrolled doubled, and the College was pronounced a success.

In 1968, FJC continued to make history, expanding its mission with the addition of vocational and adult education programs, which were previously administered by the Duval County School Board. The College held its first commencement that May.

Today, nearly 90,000 students are enrolled in a variety of education, training and enrichment courses and programs at FCCJ, making it the second largest community college in the state and tenth largest in the nation. FCCJ prepares individuals for: 1. upper division college education, 2. a high school diploma, 3. skilled employment, and 4. personal and career self-enrichment. Graduates of FCCJ's college transfer program are guaranteed acceptance as a junior at any of the nine state universities under a comprehensive articulation agreement.

One of 28 community colleges in Florida, FCCJ is accredited by the Southern Association of Colleges and Schools. The College is governed by a local District Board of Trustees, which is appointed by the governor.

## FCCJ Today

Today, the permanent facilities of FCCJ include four campuses, a central administration building, a maritime training location and two college centers. In addition, classes are held at more than 100 off-campus centers, assuring accessibility for students throughout Northeast Florida.

In 1990-91, more than 30,000 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; the average age of our continuing education students is 35.

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 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 40 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 2,500 employees, including approximately 1,500 faculty members, and among those more than 1,100 adjuncts. Of the full-time faculty, nearly 90 percent have their master's degree or higher; 22 percent have a doctorate.

## Administrative Offices

The Donald T. Martin Center for College Services is located at 501 W. State St., 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 enrollment services, admissions and student aid, occupy the first floor. Also housed in the four-story building are staff and organizational 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 W. State St. between Main and Pearl streets.

At Downtown Campus, special emphasis is placed on college credit, 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, 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 visually impaired 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 programs and classes are broadcast on cable television in Duval and Nassau counties.

## Kent Campus

Kent Campus opened in 1979 at 3939 Roosevelt Blvd. 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 District Board of Trustees at FCCJ. The campus originally comprised 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 Department of Consumer and Human Services includes 12 well-equipped labs in areas such as food preparation, interior design, clothing construction and fashion merchandising. 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 Avenue.

Built in 1970, North Campus is the primary center for the health-related programs, such as nursing, nursing-assisting, 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 Campus is also the only site in the College for PLATO, a user-friendly computer-assisted learning system which accesses hundreds of programmed lessons in English, mathematics, science, social studies, and computer science. (PLATO stands for Programmed Learning for Automatic Teaching Operations.)

The Disabled Student Services Center at North Campus provides collegewide services to students with disabilities 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 an all-weather track, softball and baseball diamonds, soccer field, tennis and racquetball courts, and fishing ponds. Also available is a state-of-the-art Nautilus "Next Generation" exercise equipment room and other indoor recreational facilities.

The H.D. "Bo" Cotton Student Center houses the entire student affairs operation, including the Institute of the South for Hospitality and Culinary Arts. This unique institute offers associate in science and certificate programs in Hotel/Motel Management, Restaurant Management, Dietetic Technician and Culinary Arts in ultra-modern facilities.

## South Campus

South Campus, which opened in 1971, is located at Beach Boulevard and Huffman Road, 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.

As the primary center for art, music and theater programs at FCCJ, South Campus houses an art gallery, auditoriums, recital hall, practice rooms and a music rehearsal suite. The art gallery brings exhibits of artists from across the country. Students who are looking for a unique training opportunity in the computer field, on the other hand, will benefit from IBM Application System/400 (AS/400), based at South Campus.

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 diploma 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 was 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 entry level job training in a variety of maritime trades including container repair 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.

## Nassau County Center

In Nassau County, college classes currently are held at Fernandina Beach High School, as development of a permanent FCCJ center continues. The new facility, to be located near Yulee, will be a scenic setting for classes, outdoor recreational activities and a regional conference center. The College's Fernandina Beach office on Centre Street provides residents a convenient location for placement testing, advising and on-site registration.



## 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, in Nassau County and Weekend College.

Additionally, Open Campus offers more than 20 credit and continuing education telecourses over educational access cable TV stations. Open Campus provides continuing education and 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.

## The College Center at Grande Boulevard Mall

FCCJ reaches out to the growing Southside area with The College Center at 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. Day and evening classes are taught by certified faculty who enjoy teaching all students in a unique setting. Some continuing education (non-credit) classes are offered for personal enrichment or leisure learning.

## 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 100 of these centers during the year.

## Center for Economic Development

Established to provide business and industry with a highly skilled work force FCCJ's Center for Economic Development is 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

## Urban Resource Center

The Urban Resource Center exists to provide all levels of employment training, from basic job skills to executive training, for current and future FCCJ students, the unemployed and underemployed, the currently employed and other special needs groups. It will meet the demonstrated need of the Northeast Florida community for an educational center that can adapt to the changing demands of the workplace and vastly enhance, through education and training, the area's potential for economic prosperity. The Urban Resource Center, currently under construction, is being developed and operated through full partnership between business, civic and government leaders of Northeast Florida and FCCJ to ensure that it meets the specific requirements of FCCJ students and the community. The Urban Resource Center is scheduled to open in early 1993.

# College Credit Information

## Admissions

Persons desiring to enter the College should write, phone or visit a campus enrollment services 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

**An applicant who has never attended college must submit:**

1. application for admission,
2. application fee, (a non-refundable processing fee which will remain in effect for one full year for U.S. citizens only.)
  - a. U.S. citizens \$20,
  - b. international students \$75, and
3. official transcript, (see \*note) — one of the following documents described in "A" or "B."
  - a. a transcript of high school grades and credits with graduation date indicated, or
  - b. copy of high school equivalency diploma.

**An applicant who has attended college must submit:**

1. application for admission,
2. application fee, (a non-refundable processing fee which will remain in effect for one full year for U.S. citizens only.)
  - a. U.S. Citizens \$20,
  - b. international Students \$75, and
3. official transcript (see \*note) from each regionally accredited college or university previously attended, reflecting all course work attempted and mailed directly to the Student Enrollment Services 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's 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 Orientation

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 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. New degree seeking students must attend orientation 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 seeking 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 enrollment services 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 18 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 earned a high school diploma or high school equivalency diploma and



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 his/her junior year in high school may be admitted to earn 30 semester hours or more of college credit class work and still graduate with his/her 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 his/her high school principal. An interview with an 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. An 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 high schools whose county or school, if private, 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, bringing an added dimension to the College's learning environment by their direct participation in the College's activities. With the growing inter-

dependence of nations, it is becoming increasingly important that people develop greater understanding 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 campus enrollment services office in the Martin Center for College Services. College supported 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. application fee of \$75, (a non-refundable, non-transferable processing fee)
3. proof of previous education as follows:
  - a. A high school graduate or equivalent who has never attended college requires a certified English translation of the transcript.
  - b. A student who attended college previously, requires a certified English translation of the transcript(s) of all colleges attended.
4. proof of proficiency in the use of the English language, and (Students from countries other than English speaking must submit to the College admissions office an original copy of satisfactory scores on the TOEFL [Test of English as a Foreign Language] examination. This test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.)
5. 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 I-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 six credit hours for the spring term (III). For information, contact the campus enrollment services office.

## 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 non-resident 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 enrollment services 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. The forgiveness policy does not apply to courses repeated after the term in which the A.A. degree is awarded.

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 enrollment services office.
2. Complete the form(s), except for signatures of professor and campus enrollment services 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 enrollment services office. (After signature by campus enrollment services 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 St.  
Jacksonville, FL 32202

and postmarked no 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 or
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**

Students who achieve academic excellence during a term are recognized by being placed on the President's or Dean's lists. This is done at the completion of the fall and winter terms, and in August for the spring, summer and cross terms. The criteria of eligibility for each list are listed below:

#### **President's List**

1. minimum enrollment of at least three credit hours, (excluding college preparatory classes)
2. minimum of 12 credit hours earned at FCCJ, (excludes transfer work)
3. FCCJ cumulative GPA of 2.5, and
4. term GPA of 3.75-4.0, with no grade of "I," "NP," "AW" or "W."

#### **Dean's List**

1. minimum enrollment of at least three credit hours, (excluding college preparatory classes)
2. minimum of 12 credit hours earned at FCCJ, (excludes transfer work)
3. FCCJ cumulative GPA of 2.5, and
4. term GPA of 3.5-3.74, with no grade of "I," "NP," "AW" or "W."

### **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 3.2 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 3.2 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. Semester hours can be converted to quarter 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 .....	6 or more semester hours
*summer .....	6 or more semester hours
*Cross-term semester hours will count one-half for spring and one-half for summer.	

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 from the campus dean of student affairs.

## 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 specific standards of this policy are as follows:

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 studies 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 fail 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 adviser 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; six credit hours for spring or summer term alone). Again, every resource of the College will be available to such students to assist them in re-establishing 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 advisers can be quite helpful in this process.

**Reinstatement.** Reinstatement will not be considered until the student has completed a one semester suspension. Students who have been suspended for academic reasons must complete the following procedure:

1. The student must make application for reinstatement at least two weeks prior to the beginning of classes in the semester for which the student is eligible to return by completing the required appeals form in the campus student affairs office.
2. An appointment to appear before the Academic Standards Appeal Committee will be given when a completed appeals form along with documentation is submitted to the campus student affairs office.
3. Failure to keep the appointment to appear before the Academic Standards Appeal Committee or apply by the deadline will result in having to reapply and wait until the next semester.
4. Written notification of the Academic Standards Appeal Committee's decision will be given within five days following the appeals hearing.

## Registration Date

Registration dates are advertised in the college credit schedule. Registration using Touchtone telephone is available daily (except Saturday and 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 universities.

Students interested in this type of registration are urged to contact the 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 (courses 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/Level 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 appropriate assistant dean. These changes may take place no later than the end of the fifth week of class in the fall and winter terms and the end of the second week of class in the spring and summer terms, and the end of the fourth week of class in cross term. A student will not be allowed to change from a course in one term to a section in another term, other than from a spring term course to a like course scheduled in the concurrent cross 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 enrollment services 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 enrollment services 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 enrollment services 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 enrollment services office the Department of Defense Form 295 — Application for the Evaluation of Educational Experiences During Military Service, or other documentation of military schools attended.

## **Service Members 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, at the Downtown Campus.

## **Service Members 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 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 term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant.

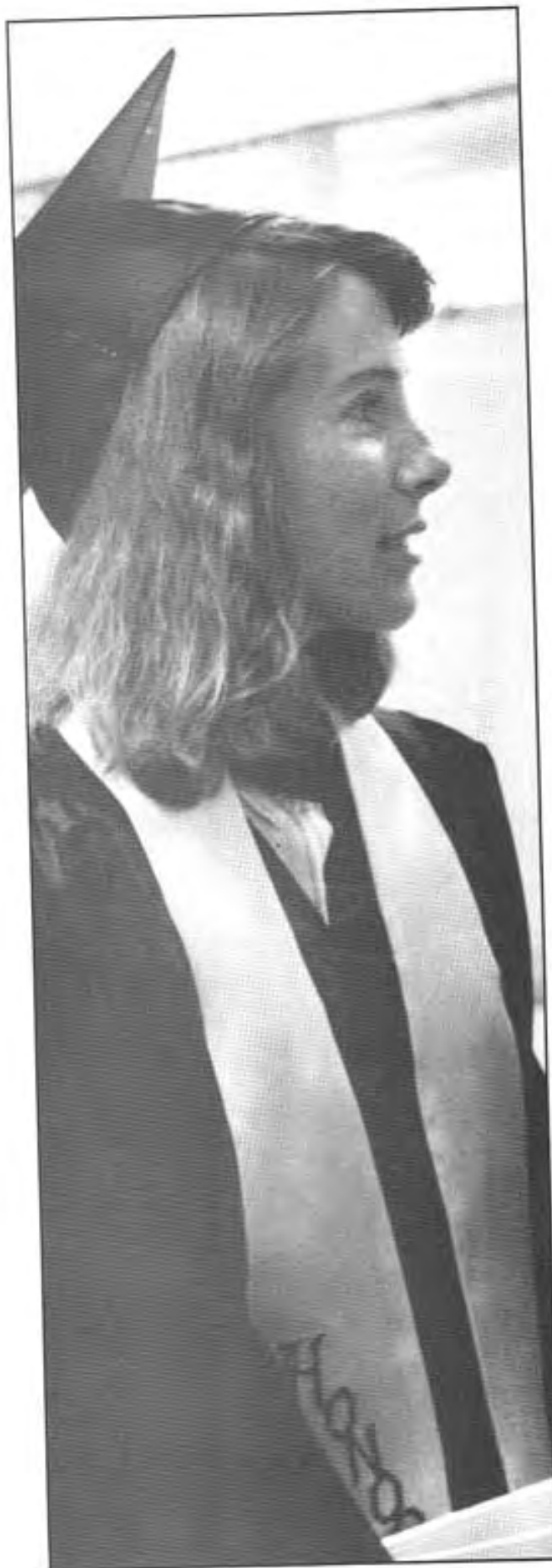
## Honors Graduation

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:

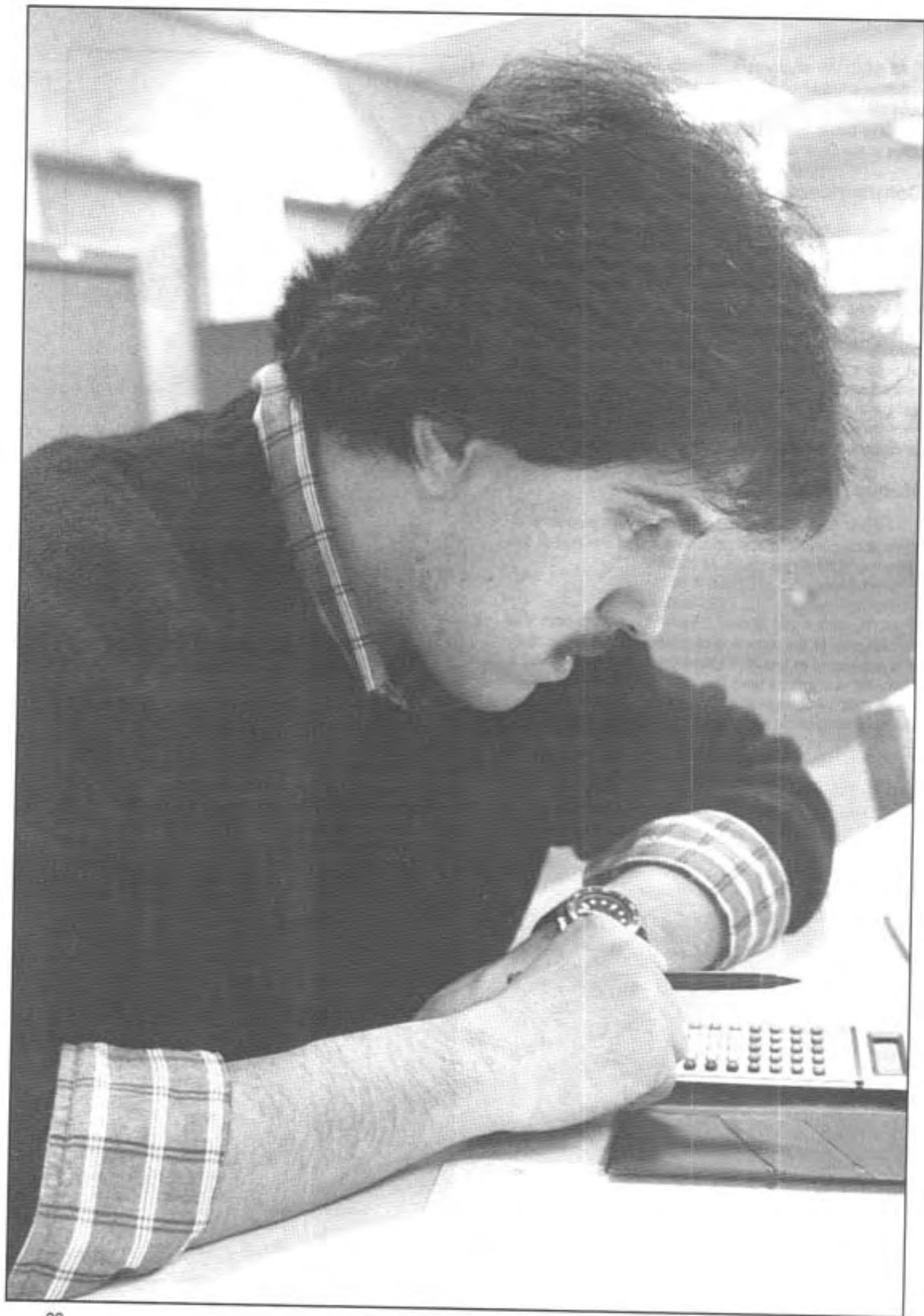
with honors.....3.5-3.74

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.

The following college preparatory studies courses are designed to bring a student's skills to the minimum college entry level:

ENC 0001 Introduction to Composition A  
ENC 0011 Introduction to Composition B  
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 0008 Reading Skills  
REA 0010 Introduction to Reading Techniques

Students who test into one or more of these college preparatory studies courses must successfully complete the course(s) before enrolling in college credit courses in that skill area.

Full-time students who test into ENC 0001 and REA 0008 must take these two courses in their first term of enrollment. Full-time students who test into ENC 0001, REA 0008 and MAT 0002 must take all three of these courses in their first term of enrollment. Part-time students are required to take these college preparatory studies courses in the following order: reading, English and mathematics.

Students who test into ENC 0011, REA 0010, and MAT 0002 or MAT 0024 must enroll in at least one of these college preparatory studies courses each term until they have completed all such required courses.

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

Students who withdraw officially from college preparatory studies courses before the midpoint of a semester shall be considered 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 enrolled that semester unless the withdrawal can be documented as due to reasons of personal hardship, disability or major extenuating circumstances. Such exceptions require approval under guidelines established by the District Board 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:

1. to encourage students to become independent learners, capable of critical thinking and self-expression,
2. to enable students to see connections in learning that allow them to integrate their classroom learning into a common whole, and
3. 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 16.

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 \$1,250 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 \$1,000. 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, and 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, FL 32202, or call (904) 632-3354. Currently enrolled students should contact coordinator of the Program for Academic Excellence at 381-3451.

### **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 prepare 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:

1. study of foreign and domestic societies, languages and cultures,
2. education about national and foreign policies and international relations of the governments of nations,
3. education for responsible citizenship involvement and effective participation in a global society,
4. provision of mid-level manpower training and technical assistance to developing nations,
5. involvement of faculty, staff and students in international experiences which contribute to their professional enrichment, and
6. 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/travel 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/travel 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/travel abroad courses are offered based on student interest and enrollment.

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

### **English as a Second Language**

Florida Community College at Jacksonville has programs which are specifically designed for non-native students whose first language is not English. The academic ESL program is designed for 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 through rigorous study 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 studies (Level I) which is designated by courses with the ESL



prefix, Intermediate (Level II) or Advanced Intermediate (Level III) 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 (designed for special program needs)

Level I classes are college preparatory studies classes, not intended for transfer, not counted for graduation and not calculated in total hours or in grade point average. Level II and III classes receive transferable credit. Up to nine semester hours of credit can apply towards the A.A. degree as elective credits. Courses at each level involve 12 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 mathematics 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 (904) 633-8484.

In addition to the academic/college credit ESL program, the Adult Education ESL program offers classes for community residents whose native language is not English and desire to learn and/or improve their English language skills. Instruction involving listening, speaking, reading and writing skills are combined into one class at each of seven levels. Instruction at the first level is designed for students who speak no English at all. Registration is open-entry and students may advance into the next level as their language skills progress. Classes are offered both day and evening. Prior English skills are not required for entry; however, a placement test must be taken prior to class attendance. For further information, contact the ESL office at the Downtown Campus (904) 633-8484.

## Army ROTC

Army ROTC is offered through a cross enrollment agreement with the University of North Florida, and is open to all students who wish to acquire a basic knowledge about the military and possibly earn a commission as a 2nd Lieutenant, in conjunction with earning a degree in their college discipline. The program is a four-year program where students take one course per semester. The course is designed to develop leadership skills, individual character, and other attributes essential to being an officer. All classes are held at the UNF campus.

The program is open to male and female students. The Army ROTC Program consists of two separate phases: the Basic Course and the Advanced Course. The basic course is oriented toward the freshman and sophomore levels and the advance course is geared toward the junior and senior level.

**Basic Course** While attending FCCJ, students may take the 1000 and 1020; (MS1) and 2400 and 2621; (MS2) level courses. The 1000 (MS1) level courses are designed

for freshman or students taking the class for the first time, and the 2000 (MS2) level courses are for sophomores and those who have had previous ROTC classes. Upon completion of the basic course at FCCJ students can transfer the credits for these courses to any senior college or university which has ROTC. While in the basic program, students incur no military obligation and the course is considered as a normal college elective. Prior military service will substitute for the two-year requirement in the basic course.

**Advanced Course** Upon entry into a senior university, students can enter into the advanced course; taking the 3000 (MS3) level courses during their junior year and 4000 (MS4) level courses for their senior year. Students must receive departmental approval in order to get into the 3000 level course (MS3). To enter into the advanced program, students must sign a contract in which they do incur some obligation. Students also receive a \$100 a month stipend payment each month while they are in the advanced program.

Scholarships are available for four, three and two years. Students should apply as early as possible for selection. Applications are available at the UNF ROTC office; Room 2101, Bldg. 11, (904) 646-2813/2814.

## 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 telecourses. Telecourse lessons are aired several times weekly and the telecourse 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, written assignments, 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, often saving time and money as well.

The successful telecourse student is a self-motivated, self-directed and independent learner who is committed to self-education and self-development. Telecourses are as demanding as on-campus classes. However, they are more convenient and offer educational experience at a place of the student's choosing.

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

For additional information, contact the telecourse office at the Downtown Campus, 633-8281.

## **Weekend College**

To serve the needs of working students and those with young children, as well as students needing schedule flexibility, Florida Community College at Jacksonville offers college credit classes in the Weekend College program.

A variety of classes is available on Saturdays at the Kent Campus. The Learning Resources Center and the Computer Laboratory at the Kent Campus also are open to afford students a full learning experience.

The ACCESS (Accelerated College Education Schedule) program provides 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 three credit course over a period of five to six weeks. For more information, contact the weekend college office at 633-8253.

Information on Grande Boulevard Mall weekend classes is available by calling 646-2224.

## **LAWRENCE R. GEIS MARINE CENTER**

### **MISSION**

The Lawrence R. Geis Marine Center (FCCJ 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, and
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 their place of employment. For more information, call 646-2224.

### **PURPOSES**

The College Center shall address this mission through provision of:

1. transfer and associate degree courses for students intending to complete the general education core and elective courses for university parallel study,
2. college credit courses 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. self-supporting recreational and avocational courses for residents seeking leisure and community-oriented educational opportunities, and
6. focused student support resources (testing, counseling, registration) for enrolled students to further their learning objectives with special emphasis on assistance for returning students.

## **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 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 selected associate in science programs,
3. a full range of advising, 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, and

5. non-college credit courses for students desiring to upgrade career and occupational skills or seeking personal enrichment.





