

Florida
Junior
College
Catalog
1973-74



FLORIDA JUNIOR COLLEGE AT JACKSONVILLE
JACKSONVILLE, FLORIDA

DONATED BY C. WILKES 8/95

CATALOG
1973 - 1974

**FLORIDA JUNIOR COLLEGE AT JACKSONVILLE
BOARD OF TRUSTEES**

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MR. ROBERT L. WATSON	Vice President for Administrative and Business Services
DR. HAROLD JAMES OWEN, JR.	Vice President for Campus Operations
DR. OLIVER R. FINCH	Provost, North Campus
DR. KERMIT C. MILLER	Provost, South Campus
DR. EDGAR C. NAPIER	Provost, Cumberland Campus

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FLORIDA JUNIOR COLLEGE HOLIDAYS

(College Closed)

Labor Day	September 3, 1973 (M)
Veterans Day	November 12, 1973 (M)
Thanksgiving	November 22, 23, 1973, (Th, F)
Christmas	December 21, 1973 — 5:00 p.m. to January 2, 1974 — 8:00 a.m.
Good Friday	April 12, 1974 (F)
Fourth of July	July 4, 1974 (Th)

Incomplete Grade Deadlines

Deadline for removing grade of
"I" received during Term III of
the 1972/73 academic year June 14, 1974 (F)

Deadline for removing grade of
"I" received during Term IV of
the 1972/73 academic year August 1, 1974 (Th)

Deadline for removing grade of
"IF" received during Term I of
the 1973/74 academic year Last day of Term I, 1974/75

Deadline for removing Grade of
"IF" received during Term II of
the 1973/74 academic year Last day of Term II, 1974/75

Deadline for removing grade of
"IF" received during Term III of
the 1973/74 academic year Last day of Term III, 1974/75

Deadline for removing grade of
"IF" received during Term IV of
the 1973/74 academic year Last day of Term IV, 1974/75

ACADEMIC CALENDAR

College Credit

	Fall Term '73 August 3 (F)	Winter Term '74 January 3 (Th) 8:00 a.m.	Spring Term '74 May 1 (W) 8:00 a.m.	Summer Term '74 June 14 (F) 8:00 a.m.
Deadline—Early Admission Applications '73/74	August 27 (M) 8:00 a.m.	January 3 (Th) 8:00 a.m.	May 1 (W) 8:00 a.m.	June 14 (F) 8:00 a.m.
Reporting date—all faculty.				
Registration by appointment only. Dates and times to be announced.				
Registration—Fernandina Beach Center for Fernandina Classes only.	August 22 (W)	January 2 (W)	None	None
Classes begin.	August 30 (Th)	January 8 (T)	May 6 (M)	June 19 (W)
Late Registration—a \$5.00 late fee will be charged.	August 31 (F) September 4, 5 (T, W)	January 9, 10 (W, Th)	May 7 (T)	June 20 (Th)
Saturday classes begin.	September 1 (Saturday)	January 12 (Saturday)	None	None
Deadline for dropping courses—the approved drop form must be received in the Office of the Registrar by close of office day.	September 6 (Th)	January 14 (M)	May 8 (W)	June 21 (F)
Deadline for changing to Audit. Approved audit form must be received in Office of the Registrar by close of office day.	October 11 (Th)	February 18 (M)	May 17 (F)	July 2 (T)
Last time to withdraw without penalty.	October 11 (Th)	February 18 (M)	May 17 (F)	July 2 (T)

ACADEMIC CALENDAR

College Credit

	Fall Term '73	Winter Term '74	Spring Term '74	Summer Term '74
Deadline for graduation evaluation appointment for current term and paying \$10 graduation fee.	November 2 (F) - 4:30 p.m.	March 15 (F) - 4:30 p.m.	May 31 (F) - 4:30 p.m.	July 19 (F) - 4:30 p.m.
Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for Term permitted after this time.	December 11 (T) 5:00 p.m.	April 22 (M) - 5:00 p.m.	June 11 (T) 7:00 p.m.	July 29 (M) 7:00 p.m.
Final examination period.	December 11 (T-eve) - 19 (W)	April 22 (M-eve)-30 (T)	June 12, 13 14 (W, Th, F)	July 30, 31 (T, W) August 1 (Th)
Final grades due into Division Chairmen.	December 19 (W) - 10:00 a.m.	April 30 (T) - 10:00 a.m.	June 14 (F) - 10:00 a.m.	August 1 (Th) - 10:00 a.m.
Final grades due into Office of the Registrar.	December 19 (W) - 1:00 p.m.	April 30 (T) 1:00 p.m.	June 14 (F) 1:00 p.m.	August 1 (Th) - 1:00 p.m.
End of Term.	December 19 (W) - 5:00 p.m.	April 30 (T) 5:00 p.m.	June 14 (F) - 5:00 p.m.	August 1 (Th) - 5:00 p.m.
Last faculty workday.	December 19 (W)	April 30(T)	June 17(M)	August 1 (Th)
Graduation and Convocation.		April 30 (T) 8:00 p.m.		

ACADEMIC CALENDAR ADULT FULL-TIME CENTERS

	Fall Term '73 August 27 (M)	Winter Term '74 January 3 (Th)	Spring Term '74 May 1 (W)	Summer Term '74 June 14 (F)
Reporting date for all full-time adult faculty.				
Registration begins- Day Program.	August 27 (M) 9 a.m.-1 p.m.	January 3 (Th) 9 a.m.-1 p.m.	May 2 (Th) 9 a.m.-1 p.m.	June 17 (M) 9 a.m.-1 p.m.
Registration begins- Evening Program.	August 27 (M) 4 p.m.-7:30 p.m.	January 3 (Th) 4 p.m.-7:30 p.m.	May 2 (Th) 4 p.m.-7:30 p.m.	June 17 (M) 4 p.m.-7:30 p.m.
Classes begin - Day and Evening Program.	August 30 (Th)	January 8 (T)	May 6 (M)	June 19 (W)
Last day to add/drop.	September 28 (F)	January 31 (Th)	May 10 (F)	June 25 (T)
End of Term.	December 19 (W)	April 30 (T)	June 14 (F)	August 1 (Th)
Last faculty workday.	December 19 (W)	April 30 (T)	June 17 (M)	August 1 (Th)
Graduation and Convocation.		April 30 (T) 8:00 p.m.		

ACADEMIC CALENDAR ADULT PART-TIME CENTERS

	Fall Term '73 September 5 (W) 7 p.m.-9 p.m.	Winter Term '74 January 3 (Th) 7 p.m.-9 p.m.	Spring Term '74 May 1 (W) 7 p.m.-9 p.m.	Summer Term '74 June 17 (M) 7 p.m.-9 p.m.
Registration begins.	September 10 (M)	January 7 (M)	May 6 (M)	June 19 (W)
Classes begin.	September 28 (F)	January 31 (Th)	May 10 (F)	June 25 (T)
Last day to add/drop.	December 14 (F)	April 30 (T)	June 14 (F)	August 1 (Th)
End of term.		April 30 (T) 8:00 p.m.		
Graduation and Convocation.				

HUMAN RIGHTS

Florida Junior College at Jacksonville is an equal opportunity employer. The College is guided by the principle that persons shall not be treated differently because of race, creed, color, or national origin and that equal opportunity and access to facilities shall be available to all. This principle is particularly applicable in the admission of students in all programs of the College, and in their academic pursuits. It is also applicable in co-curricular activities and all student services. It is a guiding policy in the employment of students by the College and in the employment of faculty, administrators, and career employees.

FJC — THEN, NOW, TOMORROW

History of the College

Florida Junior College at Jacksonville was authorized by the 1963 Florida Legislature to provide a wide variety of educational services primarily for the people of Duval and Nassau Counties. The College admitted a charter class of 2,610 students in August, 1966. In succeeding years it grew rapidly. All told, the college served in excess of 41,000 students in the 1971-72 academic year. From the standpoint of enrollment, this made Florida Junior College at Jacksonville the second largest institution of higher learning in the State of Florida.

The College is accredited by the Florida Department of Education and gained that recognition from the Southern Association of Colleges and Schools in December, 1969.

The College Today

NORTH CAMPUS

Classes in this ultra-modern, functional facility began in the fall term, 1970.

The suburban North Campus is located on a 160-acre wooded site on Capper Road between Lem Turner Road and the Interstate 295 right-of-way. Plans for future expansion to the master phase call for the North Campus to accommodate 5,000 full-time equivalent students.

SOUTH CAMPUS

This contemporary facility on 339 acres of lake-studded, tree-lined land off Beach Boulevard at Huffman Boulevard, opened its doors to the community for the Fall term, 1971.

The South Campus is capable of accommodating 2,296 students in classrooms and laboratories at any given moment throughout the day. The master plan calls for two more major complexes similar to the present Phase I, with the ability to serve 5,000 full-time equivalent students.

The South Campus is also the site of the Northeast Florida Criminal Justice Training and Education Center, a facility costing in excess of \$200,000. It is designed to provide training for law enforcement agencies in an eight-county section of Northeast Florida.

CUMBERLAND CAMPUS

This 37-acre site, off Roosevelt Boulevard (Route 17), was acquired by the College in 1966.

Since that summer, some 90 duplex World War II housing units have been converted into science laboratories, language laboratories, faculty and administrative offices, general purpose classrooms, and a well-equipped library.

DOWNTOWN CENTER

The Downtown Center is located on East Church Street near the center of the downtown district of Jacksonville.

The center operates during the day and the evening and can accommodate up to 1,500 full-time students. Consisting of more than 30 rooms used for instructional purposes, the center houses laboratories for programs in science, social studies, communications, mathematics, business education, ranging from basic education, and high school studies to college credit programs.

Additionally, many industrial education programs are being planned and implemented at the new Downtown Campus site - 940 N. Main Street.

MDTA CENTER

The Manpower Development and Training Center at 135 East Duval Street offers a number of programs, the majority consisting of federally funded occupational-related programs which are initiated with close cooperation with other manpower training agencies in the city and the State Employment Service.

EVENING ADULT CENTERS

In addition to the full-time day and evening centers, Florida Junior College at Jacksonville also provides an extensive program of evening classes located in a number of senior high schools, junior high schools, elementary schools, community schools, churches, hospitals, and other institutions in Duval County. The schedule for the Winter term for 1973 showed more than 100 such adult centers utilized.

The College Tomorrow

When the new North Campus and South Campus were under construction, it was considered by those concerned that those facilities, together with the other college centers, would meet the most pressing immediate needs of the community.

Increasing demands for the college's services, however, have led to early planning for development of an urban campus which would become part of an urban renewal project in cooperation with the City of Jacksonville. The area being considered for this urban campus is bounded on the East by Laura Street, except one block on Main Street; on the South by State Street, on the West by Pearl Street, and on the North by Caroline Street. The College's Board of Trustees has recently approved construction of a \$15 million campus on this site. It is anticipated that this facility would also be a comprehensive community college with the initial input being consolidation of the existing downtown centers into a modern, functional complex.

Additionally, study is being made of the feasibility of giving priority to the erection of modern and functional facilities on the existing Cumberland Campus, or, in the alternative, constructing a new suburban campus in West Jacksonville to accommodate the growing population in that area of the city.

PHILOSOPHY AND OBJECTIVES

Florida Junior College at Jacksonville recognizes the worth of the educated individual in a democratic community by providing an environment conducive to learning.

The College seeks to foster individual fulfillment, responsibility, and self-realization by:

1. Promoting educational experiences leading to the realization of personal goals.
2. Promoting an understanding of our cultural heritage.
3. Encouraging students to cultivate meaningful values and skills of critical thinking.

Florida Junior College at Jacksonville, a comprehensive community college serving both Duval and Nassau Counties, implements this philosophy by providing:

1. A general education program which forms the basic courses for other programs.
2. A two-year college parallel program of required courses which may be transferable to four-year institutions.
3. Two-year specialized programs in the fields of technical and vocational education.
4. Preparatory and supplementary vocational-technical education for individuals who wish to upgrade themselves in their vocations.
5. Enrichment programs and courses on an institutional credit and a non-college-credit basis to enable individuals to become more effective in the use of leisure time and/or in occupational efficiency.
6. Developmental programs for high school graduates needing additional preparation in order to complete college work successfully.
7. A comprehensive guidance and counseling service for enhancement of personal and professional growth.
8. Student activities to foster cultural and recreational development.
9. Fundamental and literacy education through the Adult Basic Education Program.
10. Adult high school credit and equivalency programs for those wishing to complete their high school education.
11. Support and opportunity for innovation, experimentation and development of new curricula, media, and approaches, through special programs.

PROGRAM AREAS

Instructional Programs

Florida Junior College at Jacksonville, within the scope of its purposes and objectives, offers several major programs of instruction. These programs are identified as the University Parallel Program, the Career Education Program and the Adult and Continuing Education Program.

UNIVERSITY PARALLEL PROGRAM

The College offers a two-year program leading to the Associate in Arts degree. Usually referred to as the Transfer or University Parallel Program, it is designed for students who plan to complete their first two years of college work at Florida Junior College at Jacksonville and then transfer as juniors to senior institutions of their choice. Earned credits may be transferred to these senior institutions and applied toward a Bachelor's degree.

CAREER EDUCATION PROGRAM

One of the objectives of Florida Junior College at Jacksonville is to develop a comprehensive series of business, health, technical, home economics, distributive, industrial, and other programs designed to fulfill the occupational needs of the community's citizens and employers.

Advisory committees help Florida Junior College at Jacksonville create programs and courses to prepare today's youth and adults for the world of work. The advisory committees are made up of civic-minded representatives of business, industry, government, health agencies, public service and labor.

Individuals who seek to pursue a career at the technician or at the para-professional level may enroll in a two-year college credit program leading to the Associate in Science degree. For those persons desiring to spend less than two years in preparation, college credit certificate programs are available in several areas.

The College also offers a wide variety of preparatory and supplemental vocational-technical programs and courses on an institutional credit and a non-college credit basis for individuals who wish to improve their vocational efficiency. The primary purposes of these programs and courses are (1) to provide individuals with necessary skills to make them employable, (2) to provide individuals with training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and (3) to provide the business and industrial community with trained manpower.

ADULT AND CONTINUING EDUCATION PROGRAM

Consistent with the objectives of a comprehensive community college, opportunities to broaden one's educational and aesthetic horizons are available to the adults of the community through the Adult and Continuing Education program.

Programs and courses are offered providing individuals with the opportunity to pursue a high school education or adult basic education.

Through its program of community services, the College offers programs of study, institutes, short courses, seminars, workshops, clinics, and lectures to meet the educational needs of adult groups in the community.

Requests for such courses are encouraged by the College; consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of qualified personnel for instruction.

A minimum of 20 participants usually is required to initiate a non-credit course offering.

Special College Credit Programs

INTERDISCIPLINARY STUDIES

The general purpose of the Interdisciplinary Studies program is to provide students with a core educational experience within their total academic program which focuses on the problems and possibilities of living in a mass-urban, technologically complex society. Emphasis is placed on learning a discipline such as psychology, sociology, political science, or biology by using that discipline to study various facets of the surrounding community. The disciplines are "combined" when two or more students taking different courses in the IDS program come together to study the same community problem or issue.

The IDS program emphasizes an informal learning atmosphere, discussions, individual research, and intimate daily student-faculty interactions. The courses in the IDS program are open to ALL students.

Courses taught in the IDS program are those listed in the General Education requirements for the Associate in Arts or Associate in Science degrees. Credit earned in each course taught in the IDS program is applied toward the academic program in which the student is enrolled. The specific courses to be offered as part of the Interdisciplinary Studies program each term will be identified in the class schedule given to students before registration. Assistance in selecting IDS courses may be obtained from counselors at the time of orientation and registration.

COOPERATIVE EDUCATION

Cooperative Education offers work-study opportunities to students in the college who have completed two semesters of full-time residence. Students in the program may alternate a semester of full-time study and a semester of full-time employment in an area of industry or public service commensurate with their career goals. Additional education and work patterns can be developed to meet the needs of students. The program is based on the philosophy that practical work experience integrated with theoretical classroom experience is a meaningful and valuable educational process. The alternating of classroom and work experience in students' chosen career fields enhances learning and career adaptation. A student enrolled in the program is expected to complete a minimum of two co-op experiences. Students may earn college credit for their co-op experiences. Students interested in such a program should contact the Director of Cooperative Education.

ADMISSIONS AND RECORDS

Admission To College Credit Programs

Application for admission to Florida Junior College at Jacksonville must be made to the Office of Registration and Records on the forms provided. It is quite permissible to visit or correspond with deans, division chairmen and directors, but such contact with Florida Junior College officials does not, in any way, eliminate the requirement for filing a formal application in the Office of Registration and Records.

Students desiring to enter Florida Junior College at Jacksonville should write, phone, or visit the Office of Registration and Records to obtain application forms. The completed application and proof of previous education, together with the Residency Affidavit, should be filed with the Office of Registration and Records well in advance of the time of registration. The College will notify the student concerning action taken on his application.

Minimum requirements for all applicants for credit admission with the exception of special admission are:

1. Application for admission
2. Residency affidavit
3. Proof of previous education

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

Students must have their admission files completed no later than 30 days after classes begin. If the admission file is not complete the student will not be allowed to reregister for subsequent terms or receive grades.

No applicant will be allowed to register until a completed application for admission is on file. An applicant who does not have a residency affidavit on file at the time he registers will be allowed to register but will be assessed an out-of-state tuition fee. This fee will be refunded provided the necessary affidavit is on file prior to the end of the applicant's first term of admission.

The specific requirements for admission for the first-time college applicant, transfer student, in-service teacher, or foreign applicant may be found in the following sections.

Admission To College Credit Programs For Non-High School Graduates

SPECIAL STUDENT STATUS

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

Requirements for admission are:

- A. Application for admission
- B. Residency affidavit

ACCELERATED HIGH SCHOOL PROGRAM

An applicant who has senior classification in high school, a 3.00 grade point average, and is approved by his high school, may be admitted to the college and take up to seven semester hours per term of courses for provisional college credit while still enrolled in high school. This credit is validated at the point that the student has graduated from high school and earned at least one additional credit hour at Florida Junior College at Jacksonville following high school graduation.

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Recommendation form.
- D. Parents' approval form.
- E. High school transcript which shows completion of all requirements through the junior year.

EARLY ADMISSION PROGRAM - PLAN A

An applicant who wishes to enter Florida Junior College at Jacksonville as a full-time student at the *end of his junior year in high school* may be admitted to earn 30 semester hours or more of college credit and still be graduated with his high school class. This student must have a high school grade point average of 3.25 or better, have senior classification, and be approved by his high school. This program is limited to students from participating high schools.

Requirements for admission are:

- A. Interview with the Early Admissions counselor at his high school.
- B. Application for admission by deadline in college calendar.
- C. Residency affidavit.
- D. Recommendation form.
- E. Parents' approval form.
- F. Transcript which shows completion of all requirements through the junior year and the required grade point average.

EARLY ADMISSION PROGRAM - PLAN B

A student who has *completed* his/her high school graduation requirements in one of the Florida Junior College at Jacksonville high school completion programs is allowed to enter the Florida Junior College credit program. However, college credits earned prior to the student's high school *graduation date* will be earned on a provisional basis only. This provisional credit will be validated for degree and transfer purposes at the point the high school graduation date is reached.

Requirements for Admission are:

Applicant must have completed all requirements for high school completion *prior* to the term he/she wishes to enroll in college-credit classes.

- A. Application for admission
- B. Residency affidavit
- C. Parent or guardian permission form
- D. High School transcript reflecting completion date *and* graduation date

Admission To College Credit Programs For High School Graduates

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Official proof of previous education as follows:
 - 1. A transcript of high school grades and credits with graduation date indicated.
- OR, 2. Photostat of high school equivalency diploma.
- OR, 3. Official Score Report of the United States Armed Forces Institute (USAFI) high school equivalency test containing scores which are equal to or exceed those required to obtain a State of Florida High School Equivalency Diploma. Minimum scores required are an average standard score of 45 on all tests with no standard score lower than 40.

It is the applicant's responsibility to arrange for the high school or issuing agency to forward the required credentials directly to the Office of Registration and Records.

TRANSFER OR TRANSIENT STUDENTS

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Official completed proof of previous education as follows:
 1. **Transfer Students.** Students who transfer to Florida Junior College at Jacksonville must provide transcripts from all colleges previously attended. A student with a bachelor's degree or higher may submit only the transcript showing the degree. A student's admission file is not complete until all official transcripts have been received.
 2. **Transient Students.** Students in good standing at other accredited institutions of higher learning may attend Florida Junior College at Jacksonville during Terms III and IV by submitting a letter of good standing from the parent institution. A letter of good standing is good only for the initial spring and/or summer terms. Should the student desire to continue during any following term, he must provide an official transcript from all colleges previously attended. It is recommended that transient students be advised by the parent institution of courses to take.

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

It is recommended that all transfer students schedule an interview with a counselor prior to the student's first term registration.

IN-SERVICE TEACHERS

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Proof of previous education as follows:

A letter from the principal or supervisor stating the employment status of the teacher for teachers under current teaching contract.

NOTE: All certificated employees of Florida Junior College at Jacksonville need complete only requirements A and B above. The instructor is advised to notify the Office of Registration and Records that he is employed as a teacher in one of the programs at the College.

FOREIGN STUDENTS

Requirements for admission are:

- A. Application for admission.
- B. Proof of previous education as follows:
 1. If high school graduate or equivalent, a certified English translation of the record.
 2. If college, a certified English translation of the transcript(s) of all colleges attended.
- C. Provide proof of proficiency in the use of the English language by submitting to the Admissions Office satisfactory scores on the TOEFL examination (Test of English as a Foreign Language). This test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.

No foreign applicant will be considered for admission until all information (Items A-C) has been received. To be considered for any term all items must be received at least 60 days prior to the student's initial term of admission. Foreign 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. A foreign student must be enrolled for a minimum of 12 credit hours for the fall and winter terms and six credit hours for the spring and/or summer terms.

Foreign students are advised that Florida Junior College at Jacksonville does not maintain housing facilities for students. It is the responsibility of the student to arrange for housing once the applicant is accepted by the college. The college does not maintain a list of approved housing and can not make a recommendation in this area.

Residency Affidavit

All applicants who are bona fide residents of Florida are required to execute a notarized residency affidavit and to submit it with their application for admission to Florida Junior College at Jacksonville. Tuition assessments are based on the applicant's residence or the legal residence of his parent or legal guardian if the applicant is less than 18 years of age and unmarried.

A BONA FIDE resident, as used herein, is interpreted to mean that the applicant, or if the applicant is less than 18 years of age and unmarried his parent or legal guardian, must be a United States citizen or has been admitted to this country as an immigrant and has been issued a resident alien number and shall have resided and had his habitation, domicile, home, and permanent abode in Florida for at least 12 months immediately prior to the first day of classes of the term he enters Florida Junior College at Jacksonville.

In accordance with policy adopted by the Florida Junior College at Jacksonville District Board of Trustees, the categories listed below may classify a student as a Florida Resident for tuition purposes only: 1. Military personnel on active duty and stationed in Florida. 2. Dependent of military personnel on active duty stationed in Florida. 3. Public elementary, secondary, university and junior college faculty members currently employed in the state system of public education. 4. Full-time faculty and career employees of the public junior college system and their immediate families. (This is construed to exclude the spouses of students.) 5. Veterans of the United States of America with twenty (20) years or more active service including members of their immediate families who are in Florida at the time of retirement or moved to Florida within one (1) year following retirement and intend to make Florida their permanent home.

In addition to any other penalties which may be imposed, the board may deny college credits for work done by the student at the institution if it finds that the applicant has made false or fraudulent statements in his application or accompanying documents or statements in connection with, or supplemental to, this application for admission, concerning applicant's legal residence or applicant's intention as to legal residence.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida students. Any request for change in residential classification will require legal proof of change.

Credit By Examination

Students may earn credit by examination through the following methods:

1. College Level Examination Program (CLEP).
2. Advanced Placement (AP).
3. Proficiency Examination Program (PEP).

For further information regarding the above, contact the Director of Testing, Registrar's Office, Cumberland Campus.

Military Service School Credits

A student enrolled in a recognized program at Florida Junior College at Jacksonville may translate his military service school credits into college credits by making formal application to the Office of Registration and Records and submitting an official copy of the Department of Defense Form 295. Up to a maximum of twelve semester hours of college credit at Florida Junior College at Jacksonville may be awarded for military service school credits.

Transcript Requests

Upon request of the student, Florida Junior College at Jacksonville will provide to the student or to a person or institution designated by the student an official transcript of the student's academic record. Transcript requests can be made in person or in writing to the Office of Registration and Records. No transcript request will be accepted by telephone.

NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR. IF A STUDENT HAS NOT COMPLETED HIS ADMISSION FILE, HIS TRANSCRIPT WILL NOT REFLECT GRADES.

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

Servicemen's And Veterans' Information

The college is approved by the State Department of Education and the Veterans Administration for training and is a Serviceman's Opportunity College. Veterans who plan to attend under any of the various veteran training laws, such as Chapter 31 (Disabled Veterans), Chapter 34 (Cold War, GI Bill), and Chapter 35 (Children of Deceased or Disabled Veterans) should contact their area Veterans Administration Office or the Veterans Administration Regional Office, Post Office Box 1437, St. Petersburg, Florida, 33731 well in advance of the date of the registration. Students expecting to receive benefits under one of these programs must file, with the Office of the Registrar, their Certificate of Eligibility which is issued by the Veterans Administration. No certification can be made until the Certificate of Eligibility is on file, plus all transcripts from all colleges and/or high school transcripts.

Benefits are determined by the Veterans Administration and the college certifies according to VA rules and regulations.

Educational allowance is paid monthly to the student for training time computed as follows:

12 or more semester hours Full-time
9 to 11 semester hours $\frac{3}{4}$ time
6 to 8 semester hours $\frac{1}{2}$ time
1 to 5 semester hours less than $\frac{1}{2}$ time

Social Security Information

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

The Office of the Registrar will submit enrollment certificates, issued by the Social Security Administration, for students eligible to receive educational benefits under the Social Security Act, providing the student registers for twelve semester hours or more.

Selective Service Information

When requested by the student or board and sufficient information is given, the College provides to the Selective Service Board proof of a student's registration. The College assumes no responsibility in interpreting existing regulations under the Selective Service Act. The College serves only as a reporting agency. It is the responsibility of the student to interpret the regulations of the Selective Service System as they apply to him.

Course Attendance At More Than One Campus

Students are encouraged to establish a home campus. However, students may enroll for and attend classes at more than one campus. In these instances, students should follow the same procedures for admission and registration and merely select the courses they desire at the time of registration. Transportation between campuses is the responsibility of the student.

Correspondence/Extension Limitations

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

Auditing Of Courses

Any student in the college may elect to audit a course by completing the audit form at the time of registration.

To change from credit to audit after registration, a student must process the change through the instructor for approval. Any request for change from credit to audit must be presented to the Registrar no later than the end of the sixth week of class during the fall and winter terms and the end of the second week of class during the spring and summer terms.

A grade of X will be assigned to all audit students enrolled in college courses carrying semester hours credit and to all credit students who either elect at the time of registration to audit a course or who are permitted to audit a course by the end of the sixth week of class in the fall and winter terms and the second week of class in the spring and summer terms. Fees for credit courses taken on an audit basis are the same as those taken on a credit basis. **COURSES TAKEN FOR AUDIT DO NOT COUNT AS HOURS ENROLLED FOR VETERAN PURPOSES, SOCIAL SECURITY, SELECTIVE SERVICE DEFERMENTS, OR FOREIGN STUDENT ENROLLMENT REQUIREMENTS.**

Schedule Changes

Except in the case of cancelled courses, schedule changes are made at the convenience of the college. Students desiring to change their schedules must follow the procedures adopted. **NO SCHEDULE CHANGES WILL BE MADE WITHOUT AN ACCOMPANYING FEE STATEMENT.**

Withdrawal

To withdraw from college, or from a course, the student will use the following procedure:

- I. **Partial Withdrawal**
 - A. Obtain withdrawal form(s) from the Office of the Registrar or Student Services.
 - B. Complete student portion of form(s) and obtain signature of instructor(s).
 - C. Return form to the Office of the Registrar or Student Services.

II. Complete Withdrawal

- A. Obtain withdrawal form(s) from the Office of the Registrar or Student Services.
- B. Complete student portion of form(s) and obtain signature of instructor(s).
- C. On one of the withdrawal forms, obtain the signature of the Dean of Student Services or of his designee.
- D. Return form(s) to the Office of the Registrar or Student Services.

No withdrawal is official until the withdrawal form has been received in the Office of the Registrar. The form must be received in the Office of the Registrar within five class days from the date of the instructor's signature. However, if the form is obtained from the Registrar's Office within the last five (5) days of class, it must be completed and returned to the Registrar's office by the end of the last class day.

Students may withdraw from class(es) through the end of the last class day prior to the beginning of the first day of final examinations. The withdrawal form must be received in the Office of the Registrar by the end of the last day of classes. No withdrawal will be permitted during the final examination period, and no withdrawal form will be accepted after the end of the last scheduled class day.

Institutional Semester Hour Credit

Institutional semester hour credit is a unit of semester hour credit assigned to certain courses not necessarily intended for transfer.

FEE SCHEDULE

Standard Fees for All Florida Junior College Course Offerings REGISTRATION FEES—COLLEGE CREDIT COURSES

For students enrolled for twelve (12) or more semester hours of college credit, audit, and the following institutional credit courses: APM 061, MUS 012, 013, 015, 016.

	FALL TERM	WINTER TERM
Students from All Florida Counties		
Matriculation	\$100	\$100
Non-Florida students		
Matriculation	\$100	\$100
Tuition	75	75

(Matriculation fee may include an amount not to exceed \$15 for student activities.)

For students enrolled for less than twelve (12) semester hours of college credit, audit, and the following institutional credit courses: APM 061, MUS 012, 013, 015, 016.

	PER COLLEGE HOUR
Students from all Florida Counties	\$ 8.50
Non-Florida Students	16.00

SPECIAL COLLEGE CREDIT COURSE FEES

All college credit courses having a special fee are listed here. All special fees are in addition to the standard matriculation fee.

COURSE	SPECIAL FEES
All science Labs	\$ 5.00
Applied Music MUS 140, 141, 240, 241, each	25.00
Applied Music MUS 150, 151, 160, 161, 250 251, 260, 261, each	50.00
Ceramics—	
APD 230, APD 231 (Hand Building I, II), each	10.00
APD 234 (Glaze Exploration)	10.00
APD 232, APD 233 (Wheel Throwing I, II)	10.00
Physical Education—Golf*, Bowling, Camp Counseling	8.00
APD 280, APD 281 (Printmaking I, II), each	10.00

*Fees may be waived when course is taught on campus.

Special Institutional Credit and Non-College Credit Career Education Course Fees

All institutional credit and non-college credit courses in the Division of Career, Adult, and Continuing Education, except APM 061, Adult Basic Education (ABE), Manpower Development Training (MDTA) and Civil Defense Education must bear a \$2.00 registration fee. Additional fees for the cost of required accessories and materials may be charged as follows:

BUSINESS EDUCATION

COURSE	SPECIAL FEES
Certified Professional Secretary	\$ 5.00
Introductory Computer Concepts	3.00 Per Course
Key Punch	20.00 Full Time—Per Month 30 hrs. Per Week
Key Punch	10.00 Half Time—Per Month 15 hrs. Per Week
Machine Shorthand (only when machine is furnished by Florida Junior College)	20.00 Per Month

DISTRIBUTIVE AND MID-MANAGEMENT

Accounting and Finance	8.00 Per Term
Advanced Estate Planning	8.00 Per Term
Advanced Life Insurance	3.00 Per Term
Analyzing Financial Statements	3.00 Per Term
Apartment Management	8.00 Per Term
Automobile Sales	8.00 Per Term
Bank Business Administration	3.00 Per Term
Bank Communications	3.00 Per Term
Bank Home Mortgage Loan	3.00 Per Term
Bank Investments	3.00 Per Term
Bank Letters and Reports	3.00 Per Term
Bank Management	3.00 Per Term
Bank Public Relations and Marketing	3.00 Per Term
Banking/Accounting	3.00 Per Term
Banking/Business Math	3.00 Per Term
Banking/Commercial Law	3.00 Per Term
Banking Economics	3.00 Per Term
Banking Principles	3.00 Per Term
Banking Psychology	3.00 Per Term
Banking/Trust Function Services	3.00 Per Term
Business Insurance	8.00 Per Term

COURSE

SPECIAL FEES

Business Management	8.00 Per Term
Cashier/Sales/Checker Training	13.00 Per Term
Casualty Insurance	13.00 Per Term
Credit Administration	3.00 Per Term
Disability Income Insurance	8.00 Per Term
Economics	8.00 Per Term
Economics of Transportation	23.00 Per Term
Establishing and Operating A New Business	23.00 Per Term
Estate Planning	8.00 Per Term
Executive Housekeeping	3.00 Per Term
Export-Import Practices	8.00 Per Term
Fire Agent Allied Lines	13.00 Per Term
Fire and Casualty Solicitors Inc.	13.00 Per Term
Grocery Merchandising	8.00 Per Term
Group Insurance and Social Insurance	8.00 Per Term
Income Tax	8.00 Per Term
Income Estate and Gift Taxation	8.00 Per Term
Individual Life and Health Insurance	8.00 Per Term
Installment Credit	3.00
Insurance Soliciting	23.00 Per Term
Interstate Commerce Law	3.00 Per Term

Investments and Family Financial Management	8.00 Per Term
Investments and Securities — Business	13.00 Per Term
Commercial Law & Banking	3.00 Per Term
Legal Aspects of Life Insurance	3.00 Per Term
Life Insurance Accounting	3.00 Per Term
Life Insurance Law and Company Operations	8.00 Per Term
Marketing Principles of Life and Health Insurance	3.00 Per Term

COURSE

SPECIAL FEES

Mathematics of Life Insurance	3.00 Per Term
Merchandising and Buying	8.00 Per Term
Money and Banking	3.00 Per Term
Mortgage Broker in Mortgage Lending	18.00 Per Term
Motor Fleet Safety Supervisor	23.00 Per Term
Occupational Safety Course for Supervisors	3.00 Per Term
Office Administration	3.00 Per Term
Personal Insurance	8.00 Per Term
Pension Planning	8.00 Per Term
Principles of Casualty Insurance Bonding	23.00 Per Term
Principles of Health Insurance	3.00 Per Term
Principles of Insurance	3.00 Per Term
Principles of Insurance Adjustment	3.00 Per Term
Principles of Life Insurance	3.00 Per Term
Principles of Retailing	8.00 Per Term
Rate Clerk	3.00 Per Term
Real Estate Appraisal	13.00 Per Term
Real Estate License Law	13.00 Per Term
Real Estate Law	13.00 Per Term
Real Estate Principles and Practice	22.00 Per Term
Real Estate Sales Promotion	13.00 Per Term
Route Selling	8.00 Per Term
Savings and Loan Principles	3.00 Per Term
Service Station Management	8.00 Per Term
Supervision and Personnel Administration	3.00 Per Term
Techniques of Selling	13.00 Per Term
Transportation and Traffic Management I, II, III, IV	3.00 Per Term

HEALTH

Nurse Assistant	3.00 Per Course
O.R.T. Surgical Assistant	58.00 Per Course
Practical Nursing	58.00 Per Course
Surgical Technician	30.00 Per Course
Unit Clerk	5.00 Per Course
Medical Assisting	22.00 Per Course

INDUSTRIAL

COURSE

SPECIAL FEES

	30 Hours Per Week	15 Hours Per Week	6 Hours Per Week
Air Conditioning & Refrigeration (Excluding Apprenticeship)	48.00	24.00	12.00
Auto Body	18.00	9.00	4.00
Auto Mechanic	18.00	9.00	4.00
Auto Trim	18.00	9.00	4.00
Bricklaying (Excluding Apprenticeship)	16.00	8.00	3.00
Building Maintenance	20.00	10.00	4.00

Carpentry (Excluding Apprenticeship)	28.00	14.00	6.00
Commercial Art	18.00	8.00	5.00
Diesel Mechanic	18.00	9.00	4.00
Drafting	5.00	2.00	1.00
Electricity—Industrial, Construction (Excluding Apprenticeship)	20.00	10.00	4.00
Electronics—Radio & T. V. (Excluding Apprenticeship)	38.00	18.00	10.00
Painting	14.00	7.00	3.00
Photography	38.00	15.00	8.00
Plumbing & Pipefitting (Excluding Apprenticeship)	30.00	15.00	6.00
Roofing (Excluding Apprenticeship)	14.00	7.00	3.00
Sheetmetal (Excluding Apprenticeship)	30.00	15.00	6.00
Shoe Repair	12.00	—	—
Small Gas Engine	6.00	3.00	1.00
Steel Fabrication	38.00	20.00	8.00
Tailoring	12.00	6.00	3.00
Truck Mechanic	18.00	9.00	4.00
Upholstery	12.00	8.00	6.00
Welding (Excluding MDTA) (provide own gloves & helmet)	48.00	24.00	12.00

HOME ECONOMICS

COURSE	SPECIAL FEES
Advanced Cake Decorating	\$ 5.00
Advanced Floral Design	15.00
Cake Decorating	3.00
Catering	3.00
Elegant Entertaining	10.00
Floral Design	15.00
Gourmet Foods	10.00

INSTITUTIONAL CREDIT AND NON-COLLEGE CREDIT CAREER, ADULT, AND CONTINUING EDUCATION COURSE FEES

1. All institutional credit and non-college credit courses in the division of Career, Adult and Continuing Education except APM 061, Adult Basic Education, Manpower Development Training (MDTA) and Civil Defense Education must bear a \$2.00 registration fee. Additional fees for the cost of required accessories and materials may be charged.
2. All Community Service Enrichment and Avocational courses and seminars offered by the College will bear a \$2.00 registration fee plus the amount on the following sliding scale of special fees.

Additional fees may be assessed if the registration and special fees do not cover the cost.
3. Fees for Terms III or IV will be one half ($\frac{1}{2}$) the normal special fee for the same course and class hours of instruction in Term I or II. This is to avoid any over-charge to the student for college services during short terms.
4. Any check given to the college in payment of a debt which is dishonored by the bank on which the check is drawn will result in a five dollar (\$5.00) special fee to the student or employee.

No registration fees or special fees will be charged for the following:

A. B. E. (Adult Basic Education)

Civil Defense Education

Corrections Education

Incarcerated individuals

Law Enforcement Education

M D T A (Manpower Development Training Center)—and other outside Agencies which contract for services

Programs for Severely Handicapped

Residents of Aging Homes

Engineering Refresher Courses

Power Squadron Courses

Prisoners of War - Vietnam

Fee Schedule Community Services Courses CONTACT HOURS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
15	25	35	40	50	60	70	80	85	95	105	115	125	130	140	150													
10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85													
10	15	15	20	20	25	30	30	35	35	40	45	45	50	50	55													
10	10	15	15	20	20	25	25	30	30	35	35	35	40	40	45		45	45	50	50	55	55	60	60	65	65	70	
10	10	10	10	15	15	15	20	20	20	25	25	30	30	30	35		35	35	35	35	40	40	40	40	45	45	50	
10	10	10	10	15	15	15	15	15	20	20	20	20	20	25	25		25	25	30	30	30	30	30	35	35	35	40	
10	10	10	10	10	10	15	15	15	15	15	20	20	20	20	20		20	20	25	25	25	25	30	30	30	30	35	
10	10	10	10	10	10	10	10	10	10	15	15	15	15	20	20		20	20	20	20	20	25	25	30	30	30	30	
10	10	10	10	10	10	10	10	10	10	15	15	15	15	20	20		20	20	20	20	20	25	25	25	25	25	25	
10	10	10	10	10	10	10	10	10	10	15	15	15	15	20	20		20	20	20	20	20	20	20	20	20	20	20	
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		15	15	15	15	15	20	20	20	20	20	20	
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		15	15	15	15	15	15	15	15	15	15	15	
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		15	15	15	15	15	15	15	15	15	15	15	
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		15	15	15	15	15	15	15	15	15	15	15	

Risk Coverage Insurance Fees

COLLEGE CREDIT COURSES

DEA 290, 291 Dental Assisting	\$ 5.00 per course
DEH 163, 281 Dental Hygiene	10.00 per course
MLT 170, 171, 290, 292 Medical Laboratory Technology	5.00 per course
NUR 175, 176, 293, 294 Nursing	5.00 per course

NON-COLLEGE CREDIT COURSES

COY 031 Cosmetology	\$10.00 per course
HSM 031 Unit Clerk	3.00 per course
NUA 031 Nurse Assistant	3.00 per course
PRN 037 Practical Nurse	10.00 per course
STO 031 Surgical Technician	5.00 per course

Standard Testing Fees

	FEES
American History	\$ 2.00
Civics	2.00
General Education Development Test (Battery)	7.50
General Education Development (one test)	2.00
General Education Development Test Diploma through U.S.A.F.I. Scores	5.00
Proficiency Test	15.00
High School Grade Placement	4.00

Other Special Fees

Activity card fee for part-time students (optional)	15.00
Graduation fee (Associate Degree, High School, College-Credit Certificates)	10.00
Each Additional Degree	3.00
Late Graduation fee	5.00
Late registration applicable to credit courses	5.00
To replace ID card	5.00
State Scholarship fee applicable per term to students enrolled for twelve (12) or more semester hours credit	4.50

Refunds

No refund is automatic except as provided in the class schedule. This applies to courses which are cancelled by the college as well as those dropped by the student. Requests for refunds should be initiated at the Campus Student Services Office. It is the responsibility of the student to notify the college that he is officially dropping from college or from a course. The refund will be determined by the date of official notification.

ADULT-CONTINUING AND CAREER EDUCATION

No refund will be granted for courses in the area of Adult-Continuing and Career Education unless the student officially drops from the class prior to the first day of class. Refunds will be granted for those courses which the college finds it necessary to close.

COLLEGE CREDIT, INSTITUTIONAL CREDIT AND AUDIT

Should the student officially drop from college or from a course, refunds of all fees, except late registration fee, will be made on the following basis:

If an official drop from college or from a course is made before the deadline date listed below at the office of Registration and Records, Cumberland Campus, there will be a 100 per cent refund.

- Fall Term I deadline for dropping class(es) September 6, 1973
- Winter Term II deadline for dropping class(es) January 14, 1974
- Spring Term III deadline for dropping class(es) May 8, 1974
- Summer Term IV deadline for dropping class(es) June 21, 1974

There will be no refunds for dropping from college or from a course after the above dates, except for incapacitating illness as described below.

Where a student contracts an incapacitating illness of such duration and severity as to prevent the successful completion of the academic program for the term enrolled and causes him to drop from class(es), a fee refund will be made on the following schedule:

- Fall Term I dropped by September 20, 1973 70% refund
- Fall Term I dropped by October 4, 1973 50% refund
- Winter Term II dropped by January 28, 1974 70% refund
- Winter Term II dropped by February 11, 1974 50% refund
- Spring Term III dropped by May 15, 1974 70% refund
- Spring Term III dropped by May 22, 1974 50% refund
- Summer Term IV dropped by June 28, 1974 70% refund
- Summer Term IV dropped by July 8, 1974 50% refund

No refund will be given for any reason after the dates listed above.

Any refund request for medical reasons must be accompanied by a statement from a licensed medical doctor indicating the inclusive date on which a student was unable to attend class and also indicating that the illness was of such severity that the student would not be able to complete the term for which the refund request is being made.

Full refunds will be made if the college finds it necessary to cancel a course for which the student has paid.

GENERAL EDUCATION REQUIREMENTS

Associate In Arts Degree

GENERAL EDUCATION

General Education, as conceived at Florida Junior College at Jacksonville, is concerned with developing responsible citizenship in a democratic situation. It is formulated to develop skills, attitudes, and understandings in broad areas: the humanities, communications, the social sciences, mathematics, and the natural sciences.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

1. The General Education program for the Associate in Arts degree shall consist of a minimum of 36 college semester hours of work. This 36 college semester hours is part of the minimum of sixty college semester hours required for the Associate in Arts degree.
2. In order to qualify for General Education Certification on his permanent record, the student shall meet Graduation Requirements at Florida Junior College at Jacksonville.
3. The following subject areas shall be included in the program in the manner specified below:
 - I. Social Science 6 semester hours
 - A. At least three semester hours from Category A: (Meets State Requirement for Study of U.S. Constitution)
 - HIS 102 - Western Civilization
 - HIS 204 - United States History
 - POS 204 - American Federal Government
 - SSS 102 - Origins of American Society
 - B.
 - ANT 220 - Cultural Anthropology
 - ANT 230 - Physical Anthropology
 - BLC 210 - Afro-American History and Culture to 1877
 - BLC 220 - Afro-American History and Culture from 1877
 - ECO 220 - Foundations of the American Economy
 - ECO 210 - Principles of Economics
 - ECO 211 - Principles of Economics
 - ECY 201 - The Ecological Class
 - GEO 110 - World Geography
 - GEO 220 - Conservation of Resources
 - HEN 107 - Personal and Community Health
 - HIS 101 - Western Civilization
 - HIS 193 - Honors Survey of History
 - HIS 205 - United States History
 - HIS 211 - History of the Far East
 - HIS 212 - History of the Americas
 - HIS 254 - History of Florida
 - IDS 150 - Dynamics of Behavior
 - INR 230 - International Relations
 - POS 205 - State and Local Government
 - POS 220 - Introduction to Comparative Government
 - PSY 111 - General Psychology
 - PSY 242 - Child Psychology
 - PSY 243 - Adolescent Psychology
 - PSY 214 - Educational Psychology

- PSY 241 - Human Growth and Development
- REL 201 - World Religions
- SOC 201 - Introductory Sociology
- SOC 210 - Social Problems
- SOC 220 - Marriage and Family
- SOP 110 - Human Relations
- SSS 101 - Origins of American Society

II. Humanities Six semester hours from any of the following:

- ART 110 - Art Appreciation
- ART 211 - Art History I
- ART 212 - Art History II
- DRA 101 - Introduction to Theatre
- HUM 182-183 - Overseas Study
- HUM 201 - Humanities
- HUM 202 - Humanities
- HUM 213 - International Understanding
- HUM 214 - International Understanding
- HUM 215 - American Understanding
- HUM 216 - International Understanding
- LIT 240 - Great Ideas in World Literature
- LIT 241 - Great Ideas in World Literature
- MUY 101 - Music Appreciation
- MUY 211 - Survey of Music History
- PHI 201 - Introduction to Philosophy
- PHI 240 - Introduction to Ethical Theory
- REL 201 - World Religions
- REL 210 - Religious Thought in the Old Testament
- REL 211 - Religious Thought in the New Testament

III. Mathematics - Natural Science

A. Six semester hours from any of the following:

- ANA 205 - Comparative Anatomy
- ANA 215 - Human Anatomy & Physiology
- ANA 216 - Anatomy & Physiology
- AST 110 - Introduction to Astronomy
- BIO 101 - Life in its Biological Environment
- BIO 102 - Principles of Biology
- BIO 241 - Microbiology
- BOT 101 - Botany
- CHE 100 - Chemistry for Liberal Arts
- CHE 101 - Introductory Chemistry
- CHE 102 - Introductory Chemistry
- CHE 110 - General Chemistry & Qualitative Analysis
- CHE 111 - General Chemistry & Qualitative Analysis
- ECY 201 - The Ecological Class
- GEY 101 - Physical Geology
- GEY 121 - Historical Geology
- MET 101 - Meteorology
- PHS 101 - Life in its Physical Environment
- PHS 102 - Life in its Physical Environment
- PHY 100 - Introduction to Physics
- PHY 201 - General Physics
- PHY 202 - General Physics
- PHY 210 - Physics I with Calculus
- PHY 211 - Physics II with Calculus
- ZOO 101 - General Zoology

B. Three semester hours from any of the following:

- MAT 101 - College Mathematics
- MAT 111 - Introductory Analysis
- MAT 119 - Beginning Algebra
- MAT 120 - Intermediate Algebra
- MAT 121 - College Algebra
- MAT 122 - College Trigonometry
- MAT 124 - College Algebra & Trigonometry
- MAT 131 - Calculus with Analytic Geometry I
- MAT 151 - Elementary Statistics
- MAT 161 - Computer Oriented Mathematics
- MAT 232 - Calculus with Analytic Geometry II
- MAT 233 - Calculus with Analytic Geometry III
- MAT 242 - Differential Equations

IV. Communications

A. The following three semester-hour course is required of all students:

ENG 105 - Communication for Today's World

B. Three semester hours from any of the following:

- COM 207 - Imaginative Writing
- ENG 101 - English Composition
- ENG 102 - English Composition
- ENG 161 - Developmental Reading
- LIT 210 - English Literature
- LIT 211 - English Literature
- LIT 220 - American Literature
- LIT 221 - American Literature
- SPE 110 - Fundamentals of Speech
- SPE 236 - Argumentation and Debate
- SPE 240 - Discussion
- SPE 250 - Oral Interpretation

V. Nine semester hours from any one or more of the above four categories.

The remaining 24 semester hours of the 60 semester hours required for the Associate in Arts degree are elective. Any course listed in this catalog with the designations shown below may be used as electives.

- * University Parallel—This course is intended for transfer to a university.
- + Dual Purpose—Any course identified by this symbol is a university parallel offering. As well, the course is also part of certain occupational programs; hence, it serves both university parallel and occupational objectives.

VI. Prerequisites, as listed in the catalog, are advisory.

GENERAL EDUCATION REQUIREMENTS

Associate In Science Degree

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

1. At least twenty-five (25) per cent of each Associate in Science degree program shall be devoted to general education.
2. The following subject areas shall be included in each program in the manner specified below:
 - I. Social Science-Minimum of 3 semester hours
Any one of the following 3 semester hour courses to meet State requirement for study of the U.S. Constitution:
HIS 102 - Western Civilization
HIS 204 - United States History
POS 204 - American Federal Government
SSS 102 - Origins of American Society
 - II: Humanities - Minimum of 3 semester hours
Any course(s) listed under Area II Humanities for Associate in Arts degree.
 - III. Mathematics - Natural Science - Minimum of 3 semester hours
Any course(s) listed under Area III Mathematics - Natural Science for Associate in Arts degree - *OR* as specified in individual Associate in Science degree programs from the course(s) listed under Area III Mathematics - Natural Science for Associate in Arts degree.
 - IV. Communications - Minimum of 3 semester hours
One of the following 3 semester hour courses is required of all Associate in Science degree students.
ENG 101 - English Composition *OR*
ENG 105 - Communications for Today's World
 - V. The remaining general education requirement may be selected from courses listed in any one of the four categories under requirements for Associate in Arts degree *OR* as specified in individual Associate in Science degree programs.

A minimum of 60 semester hours is required for the Associate in Science degree. Some programs require more. Lists of additional courses required are set forth in individual Associate in Science degree programs.

STUDENT COURSE LOAD

The maximum load for an entering first term regular day division freshman is 18 college hours. The maximum load for a regular day division student who failed to maintain a "C" average for the preceding term or summer session is 15 college hours. The maximum load for a regular day division student who has an average of "B" or above during the preceding term or summer session is 21 college hours. A full time student is defined as one who has enrolled for 12 or more college hours.

Term III and IV students shall not earn or attempt more than 14 college hours across the two terms. Except in cases where courses start in Term III and end in Term IV, a student shall not earn or attempt more than 7 college hours per term.

CLASS ATTENDANCE

Policy on attendance for each class will be the responsibility of the instructor and the instructor will fully inform the students of such policy at the beginning of the term.

GRADING SYSTEM

Letter grades will be assigned for courses as follows:

- A Excellent
- B Good
- C Average
- D Poor
- F Failure
- WF Withdrawal - Failing
- WP Withdrawal - Passing
- IF Incomplete with penalty. Time limitation for changing.
- NP Non-punitive grade which indicates the student received neither credit nor penalty.
- X Audit

Students officially withdrawing from credit courses after the add/drop period will receive the grade of WP or WF. Until the end of the sixth week of class during Terms I and II, and the end of the second week of class during Terms III and IV, the student may withdraw without penalty and receive a WP. Students must process a withdrawal form and must present the form to the Campus Student Services Office no later than the end of the sixth week of class for Terms I and II, or the end of the second week of class for Terms III and IV.

Students withdrawing after that period must have a grade of PASS or FAIL stated on the form in addition to the faculty member's signature. The form must be submitted to the Campus Student Services Office no later than five class days after the date of the faculty member's signature. No withdrawal form, however, will be accepted after the last day of classes for any term. If the instructor indicates PASS on the withdrawal form, a grade of WP will be given. If the instructor indicates FAIL on the form, a grade of WF will be given.

NO WITHDRAWAL IS PERMITTED DURING THE FINAL EXAMINATION PERIOD. NO WITHDRAWAL FORM WILL BE ACCEPTED AFTER THE LAST CLASS DAY PRIOR TO THE BEGINNING OF FINAL EXAMINATIONS.

At the prerogative of the faculty member concerned, a grade of IF may be assigned in each course in which a student does not finish his work on regular schedule. Incomplete grades must be changed to grade other than WP, WF, or X by the date published in the college calendar. Incomplete grades count as F until changed. If not changed by the date in the calendar, the student's record will be changed to reflect F. For purposes of computing grade point averages and Dean's List, the grade of IF is considered to be F until it is removed. The grade of X will be assigned to all audit students in college credit classes and to credit students auditing credit courses.

Once a final grade in a course has been reported to the Registrar by the member of the teaching faculty, it can be changed only by the faculty member's recommending such change and receiving the endorsement of the division chairman or director. Such recommendations must be made on the proper form.

QUALITY POINTS

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

- A - 4 quality points per credit hour
- B - 3 quality points per credit hour
- C - 2 quality points per credit hour
- D - 1 quality point per credit hour
- F - 0 quality points per credit hour

WF - 0 quality points per credit hour

IF - 0 quality points per credit hour

The student's scholastic standing or quality point average is obtained by dividing his total number of quality points by the total number of college hours attempted for which the above grades are assigned, transfer credits included. If a student has repeated a course, the last grade completed will be the only grade utilized in the computation of the grade point average (transfer credits included).

GRADUATION REQUIREMENTS

Florida Junior College at Jacksonville holds only one commencement exercise each year, at the end of the second academic term, generally in April. However, students will be graduated at the end of any term in which they complete the requirements. Students graduating at the end of Term I, III, or IV, may participate in the next formal commencement exercise. Florida Junior College at Jacksonville will award the Associate in Arts degree or the Associate in Science degree to all students who satisfy the following requirements:

1. Earn a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits.
2. Complete at least $\frac{1}{4}$ of the total hours required for a degree in residence at Florida Junior College at Jacksonville.
3. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and services.
4. Fulfill all financial obligations to the college.
5. Associate in Arts Degree - this degree shall be awarded upon the completion of 60 semester hours of academic work exclusive of occupational courses and physical education activity courses and the completion of the general education requirements.
Associate in Science Degree - this degree shall be awarded upon the completion of the general education requirements and completion of required courses as set forth in the college catalog or as approved by the Director of the program. A *minimum* of 60 semester hours is required for this degree.
6. A course may be taken for credit any number of times but will be counted as credit toward a degree only once. Only the last grade earned will be computed in the Grade Point Average. This applies to the General Education Requirements as well as the elective hours students must earn.
7. No more than four hours from music and speech activity courses may be applied towards graduation.
8. If a student does not graduate within 10 years of the date of his original enrollment at Florida Junior College at Jacksonville, he must meet the requirements of the catalog in effect for the year in which graduation occurs.

HONORS GRADUATION

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

With Honors	3.50 - 3.74
With High Honors	3.75 or higher

STUDENT SERVICES

COUNSELING

Vocational, academic, and personal counseling services are provided by all Offices of Student Services on each campus. Members of the Student Services staff are available on each campus and students should feel free to consult with these counselors at any time.

TESTING

The Office of Student Services offers a program of group and individual testing designed to serve students. General scholastic ability tests, interest inventories, and aptitude tests are available to students seeking information in these areas. Tests will be administered by members of the counseling staff, who will interpret scores in individual conferences with students.

ADVISING

After test data and other records have been made available, entering students will be seen by an advisor. This advisor will assist the student with proper course planning and placement in the college curriculum. Additional sessions may be scheduled by the office of Student Services. However, students should seek assistance at any time it is desired.

FINANCIAL AID

A program of financial aids to assist qualified students toward their educational goals has been developed as a function of the office of Student Services. Through the use of scholarships, grants, loans, and student employment, it is possible for deserving students with limited resources to attend the college. In general, a student must be attending on a full time basis and maintain at least a "C" average. The deadline date for priority consideration for the Spring or Summer terms or for the Fall or Winter academic year is March 1st.

Applications submitted after February 28 are accepted conditionally. Receipt of an award does not imply automatic continuation of assistance past the period for which the award is made. The students must file a new application each year.

The four basic types of financial assistance that are available at Florida Junior College are described below.

SCHOLARSHIPS

Scholarships are awarded to Florida Junior College students under a number of separate programs. The qualifying criteria for these scholarships are different in almost every case. Students are selected on the basis of information contained in their financial aid application forms and criteria established by donor organizations.

GRANTS-IN-AID

Among grants-in-aid available are Educational Opportunity Grants made available from funds provided by the Federal Government to students who qualify on the basis of exceptional need. The grants are administered by Florida Junior College and must be matched by money from some other source, such as a qualifying scholarship, work award or loan.

Also available are Basic Opportunity Grants intended to guarantee resources to eligible students to attend a post-secondary institution. The law provides that entitlement shall be equal to \$1,400 per year minus the family contribution.

Law Enforcement Education grants provided by the Federal Government are available to in-service law enforcement officers who wish to broaden the scope of their knowledge by taking courses related to their profession.

Federal Nursing Scholarships are available to students who have been accepted into the Nursing Program and who qualify on the basis of financial need. Frequently these grants are combined with the Federal Nursing Loan Program.

LOANS

Among varied loan sources available to students are the National Direct Student Loan Program, Federal Nursing Loans, Florida Student Loans, Federally Insured Student Loans, Florida Insured Student Loans, and Short Term Loans. For the details of any of these loan programs, consult the Office of Student Services on your campus.

STUDENT EMPLOYMENT

Employment may be awarded as part of the total financial aid package. Florida Junior College offers employment to approximately 500 students each year. Employment is available in campus positions and to students who work off campus in the Jacksonville community. Normally, a student works 15 hours per week and earns approximately \$850 per academic year.

PLACEMENT SERVICES

Florida Junior College maintains a placement service which is part of the student services program. The placement service seeks to assist students and alumni in attaining positions which will best utilize their education, training, experience, and abilities.

The specific functions of the Placement Bureau are to maintain a current record of employment opportunities, to establish and maintain permanent credentials and records of FJC students and alumni, and to conduct a follow-up study of students.

HOUSING

Students are advised that the college does not maintain housing facilities for students. It is the responsibility of the student to arrange for housing once the applicant is accepted by the college. The college maintains no list of approved housing and can make no recommendations in this area.

BOOKSTORE SERVICES

Bookstore services are provided for the convenience of the students, faculty, and staff of the college. A complete line of textbooks, workbooks, laboratory manuals, supplemental paperbacks, materials and supplies reflecting the curricular offerings of the college is available on a cash basis.

The hours of operation and a complete list of the services for bookstores are listed in the Bookstore Policy Handbook. Bookstores are located on each campus.

SMOKING PROHIBITION

Smoking is not permitted in classrooms, laboratories, libraries, auditoriums, or gymnasium. This applies to both the Day and Evening College.

ACCIDENT REPORTING

Any accident should be reported immediately to a security officer, and an accident report should be filed with the Campus Office of Student Services and the Director of Security.

EMERGENCIES

In the case of emergencies involving students whose family physician cannot be contacted or whose families do not reside in this area, the student will be transported to the emergency room of the nearest hospital. Medical expense incurred by the student will be a matter for collection by the hospital and/or attending physician.

CAMPUS TRAFFIC REGULATIONS

Neither the College nor the District Board of Trustees shall be responsible for damage to automobiles or other vehicles parked or operated on College property. Faculty members, staff and students will obtain parking decals and affix the same to the motor vehicle which the individual operates, drives or parks on facilities of the College.

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

The following are considered traffic violations:

- | | |
|--|-------------------------------|
| Parking on wrong side of street | Parking too far from curb |
| Parking in incorrect zone | Obstructing driveway |
| Parking in driveway | No decal |
| Double Parking | Parking too close to fireplug |
| Improper parking | Excessive speed |
| Failure to obey a lawful order of a security officer | |

PENALTIES:

A penalty of \$10.00 and disciplinary action, if warranted, for the following:

Giving false information or permitting another person to register the faculty member's, staff member's or student's automobile.

Using a permit not properly issued or entitled.

Violation of parking and traffic regulations during a College Year will subject the operator to fines as follows:

	Paid Within 7 Days	Paid After 7 Days
First Violation	\$1.00	\$2.00
Second Violation	\$2.00	\$3.00
Third Violation	\$2.00	\$3.00
Fourth and Subsequent	Revoking of parking privileges or other appropriate disciplinary action	
Moving Violations	\$5.00	

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

A student will be issued no transcript(s) and will be denied the privilege to register for any subsequent course(s).

An employee's final paycheck either at the end of the College Year for his/her employee category or at the time of termination of employment, whichever is the sooner, will be withheld.

The President or his designate is authorized to establish procedures for notifying individuals who fail to respond to a traffic citation within seven (7) days and for administering the provisions of this policy.

Any vehicle parked in a "No Parking" area will be towed away at the owner's expense, and as directed by the Director of Physical Plant and Security or his designee.

The President may designate the Director of Physical Plant and Security and/or the Security Chief to waive a fine or penalty.

REGULATION CHANGES

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

STUDENT ACTIVITIES

A comprehensive program of co-curricular activities is available to students of Florida Junior College at Jacksonville. The development of the co-curricular program is based on the concept that a successful student is a well-rounded student. Diversified activities in a field of interest encourage growth and maturity, and serve to complement the intellectual and academic values of the College.

Student needs and initiative play a significant role in the development of the program of co-curricular activities.

Questions concerning the co-curricular activities should be directed to the Student Activities Office.

STUDENT ACTIVITIES CALENDAR

The Student Activities Calendar is published each semester during the Fall and Winter Terms and is available from the Student Activities Office on each campus. All major events including the Artist, Lecture and Film Series, and College performing organizations are listed in the Calendar. In addition, pertinent academic information and deadlines are also published.

In addition to the Student Activities Calendar made available to each student, each campus Student Activities Office maintains a master calendar, listing time and place for all approved student activities. In order to promote effective communications among organizations and to avoid conflict of student programs, the time and location of a co-curricular activity must first be cleared through the Student Activities Office before it may be placed on the College calendar.

ARTIST-LECTURE SERIES

A wide range of performing artists including the areas of classical, pop, and drama are presented throughout the Fall and Winter semesters. In addition, distinguished national personalities are presented as part of the Lecture Series in a wide range of topics of contemporary interest. Students should consult the 1973/74 Fall and Winter Term Student Activity Calendars for the current season's program of events in the Artist and Lecture Series.

FILM & VIDEO TAPE SERIES

The film and video tape series of events includes many of the film classics and a variety of contemporary and popular film selections. In addition, special video tape programs on topics of contemporary interest are also presented.

SPECIAL EVENTS

A variety of events are presented during the Fall and Winter semester including the Talent Variety Show, the Christmas Dance, the Spring Formal, "Mini-Concerts," and the Miss FJC Pageant. Students interested in participating in these events should contact the Student Activities Office on their campus.

ART EXHIBITS

Monthly art exhibits are scheduled in the Florida Junior College at Jacksonville Art Gallery located on the South Campus. A variety of exhibits including student, faculty, and guest exhibitions are provided.

PERFORMING ORGANIZATIONS

These organizations offer college credit or emerge from credit courses. A wide variety of high quality educational offerings provide diverse activities that enrich individual students and the College at large, and contribute tremendously to the community. Included among these organizations are the College Chorale, Chorus, FJC Players (Drama), the Jacksonville Concert Chorale, the Jazz-Rock Ensemble, the Music Workshop, and the Symphonic Band.

INTRAMURAL-RECREATIONAL ACTIVITIES

Both group and individualized intramural-recreational activities are provided by the College. These activities include flag football, volleyball, badminton, basketball, archery, soccer, softball, bowling, table tennis, horseshoes, billiards, and golf which are offered at special discounts at various bowling lanes, golf courses, and driving ranges.

INTERCOLLEGIATE ATHLETICS

A diverse program of intercollegiate athletics is available to students attending the College. Basketball, golf and tennis are based on the South Campus. Baseball is based at the North Campus, and Cross-Country and Track and Field are based at the Cumberland Campus. Students interested in participating in intercollegiate athletics should contact their Student Activities Office. Florida Junior College at Jacksonville is a member of both the Florida Junior College Conference and the National Junior College Athletic Association.

STUDENT GOVERNMENT ASSOCIATION

Each campus has its own Student Government Association (SGA), which is recognized as the official student organization representing the student body of Florida Junior College at Jacksonville. The SGA of each campus is charged with the responsibility of participating in the College governing process through the student, faculty, and administrative Campus Councils. Each campus SGA also participates in the SGA High Council; thus, coordinating the College-wide needs of students. Each campus SGA is a member of the State-wide Florida Junior Colleges Student Government Association.

ACTIVITY PERIODS

Time periods are set aside each week for on-campus student activities. Special programs ranging from film presentations to lectures and performing student groups are made available to all students. Clubs and organizations normally conduct their meetings during these periods.

CONVENTIONS, CONFERENCES, AND TRIPS

Trip approval and travel requests may be obtained through the Student Activities Office.

Trips that interfere with any individual student's classroom responsibilities will be discouraged.

The faculty advisor will accompany the group or organization on all approved trips.

The Advisor should submit a list of instructors' names who need to be informed that their students are attending an official college-sponsored activity. The list should be submitted to the Student Activities Office two (2) days prior to leaving on a trip.

CONTESTS

Any student who in any way serves as a representative of Florida Junior College at Jacksonville in an off-campus activity, must have prior clearance of the College. Only those students with at least a 2.0 grade-point average and a satisfactory citizenship record will be considered for clearance.

DISTRIBUTION OF LEAFLETS, POSTERS, ETC.

Students who want to distribute any kind of printed matter, such as posters, leaflets, or flyers, among the student body on campus must secure the approval of the Student Activities Office in advance. This office will furnish students certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc., must be approved by the Student Activities Office. All materials will be placed in those areas specified.

Student organizations and individuals are responsible for removing all materials when they have served their objective. Materials may not be attached in such fashion as to damage or deface the College property or campus.

FINANCIAL POLICIES OF CAMPUS ORGANIZATIONS

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

FORMATION OF NEW ORGANIZATIONS

Applications and procedures to follow are available in the Student Activities Office. Assistance in preparing a constitution or charter, finding meeting places and obtaining a sponsor is available.

SOCIAL EVENTS

Each social event must have at least one member of the full-time faculty or administration in attendance.

STUDENT ACTIVITIES OFFICE NEWSLETTER

The weekly NEWSLETTER is placed in distribution boxes in the Student Centers and other locations on campuses each Friday. Items contained in the NEWSLETTER include: academic or registration instruction, college policy announcements, student events, including meetings, special contests or opportunities, and special announcements.

The purpose of the NEWSLETTER is to provide a communications vehicle for important announcements to all students.

STUDENT ACTIVITY CARD

All College credit students receive student activity cards for the Fall and Winter Terms. This card is required to pick up tickets for the Artist & Lecture Series events. Non-College credit students must show proof of registration to pick up tickets. Each student is required to pick up his own tickets.