FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE

JACKSONVILLE, FLORIDA

DISTRICT OFFICES

21 West Church Street
Jacksonville, Florida 32202

Downtown Campus
940 North Main Street
Jacksonville, Florida 32202

North Campus
4501 Capper Road
Jacksonville, Florida 32218

Fred H. Kent Center
1246 Cumberland Road
Jacksonville, Florida 32205

South Campus
11901 Beach Boulevard
Jacksonville, Florida 32216

CATALOG
1975-76

ACREDITED BY:

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE

DISTRICT BOARD OF TRUSTEES

MR. DONALD T. MARTIN, Chairman
MRS. PAGE HADDICK, Vice-Chairman, Duval County
MR. CLAUDE L. RUCKER, JR., Vice-Chairman, Nassau County
MR. JAMES L. ADE
DR. ALBERT J. BAUKNECHT
MR. HERBERT W. FISHLER
MR. JOSEPH M. RIPLEY, JR.
MR. CHARLES E. SIMMONS, JR.
DR. BENJAMIN R. WYGAL, Executive Secretary

CHIEF ADMINISTRATIVE OFFICERS

DR. BENJAMIN R. WYGAL, President
DR. HAROLD JAMES OWEN, JR., Vice President for Campus Operations
MR. ROBERT L. WATSON, Vice President for Administrative and Business Services
MR. EZEKIEL W. BRYANT, Provost, North Campus
DR. OLIVER R. FINCH, Provost, South Campus
DR. KERMIT C. MILLER, Provost, Fred H. Kent Center
DR. EDGAR C. NAPIER, Provost, Downtown Campus
# TABLE OF CONTENTS

**FJC COLLEGE CATALOG**  
1975-76

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT BOARD OF TRUSTEES</td>
<td>2</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>3</td>
</tr>
<tr>
<td>CALENDAR</td>
<td>5-7</td>
</tr>
<tr>
<td>FJC THEN, NOW, TOMORROW</td>
<td>9-11</td>
</tr>
<tr>
<td>PHILOSOPHY AND OBJECTIVES</td>
<td>12</td>
</tr>
<tr>
<td>HUMAN RIGHTS</td>
<td>13</td>
</tr>
<tr>
<td>PROGRAM AREAS</td>
<td>14-17</td>
</tr>
<tr>
<td>ADMISSIONS AND RECORDS</td>
<td>18-28</td>
</tr>
<tr>
<td>TESTING</td>
<td>29-30</td>
</tr>
<tr>
<td>FINANCIAL INFORMATION</td>
<td>31-39</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>40-41</td>
</tr>
<tr>
<td>POLICIES AND REGULATIONS</td>
<td>42-46</td>
</tr>
<tr>
<td>STUDENT DEVELOPMENT</td>
<td>47-55</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES</td>
<td>56-59</td>
</tr>
<tr>
<td>DEFINITION OF TERMS</td>
<td>60-61</td>
</tr>
<tr>
<td>GENERAL EDUCATION REQUIREMENTS</td>
<td>62-66</td>
</tr>
<tr>
<td>CURRICULA OFFERED</td>
<td>67-106</td>
</tr>
<tr>
<td>COLLEGE CREDIT COURSE DESCRIPTIONS</td>
<td>107-166</td>
</tr>
<tr>
<td>NON-COLLEGE CREDIT COURSE DESCRIPTIONS</td>
<td>167-214</td>
</tr>
<tr>
<td>FACULTY AND ADMINISTRATION</td>
<td>215-238</td>
</tr>
<tr>
<td>ADVISORY COMMITTEES</td>
<td>239-262</td>
</tr>
<tr>
<td>PREFIX INDEX</td>
<td>265-268</td>
</tr>
<tr>
<td>GENERAL INDEX</td>
<td>269-277</td>
</tr>
</tbody>
</table>
FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE

HOLIDAYS
1975-76

LABOR DAY .................. SEPTEMBER 1, 1975 (M)
VETERANS DAY ............... NOVEMBER 11, 1975 (T)
THANKSGIVING .............. NOVEMBER 27, 28, 1975 (TH, F)
COLLEGE CLOSED—
ALL OFFICES ............... DECEMBER 23, 1975 - 5 PM
TO JANUARY 5, 1976 - 8 AM
CHRISTMAS .................. DECEMBER 25, 1975 (TH)
NEW YEAR’S DAY .............. JANUARY 1, 1976 (TH)
GOOD FRIDAY .................. APRIL 16, 1976 (F)
INDEPENDENCE DAY ........... JULY 5, 1976 (M)
<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Term (I) '75</th>
<th>Winter Term (II) '76</th>
<th>Spring Term (III) '76</th>
<th>Summer Term (IV) '76</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Deadline—Early Admission applications 75-76</td>
<td>August 1 (F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting date—all faculty</td>
<td>August 25 (M) 8:00 a.m.</td>
<td>January 5 (M) 8:00 a.m.</td>
<td>May 3 (M) 8:00 a.m.</td>
<td>June 16 (W) 8:00 a.m.</td>
</tr>
<tr>
<td>Registration—Dates and times to be announced</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Registration—Fernandina Beach Center for Fernandina classes only</td>
<td>August 20 (W)</td>
<td>January 5 (M)</td>
<td>April 29 (Th)</td>
<td>June 14 (M)</td>
</tr>
<tr>
<td>Classes begin for college credit courses; classes begin for non-college credit courses at full-time centers</td>
<td>August 27 (W)</td>
<td>January 8 (Th)</td>
<td>May 5 (W)</td>
<td>June 18 (F)</td>
</tr>
<tr>
<td>Classes begin for non-college credit classes at part-time Centers</td>
<td>September 8 (M)</td>
<td>January 12 (M)</td>
<td>May 5 (W)</td>
<td>June 21 (M)</td>
</tr>
</tbody>
</table>

*Dates apply to college credit classes only.
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fall Term (I) '75</th>
<th>Winter Term (II) '76</th>
<th>Spring Term (III) '76</th>
<th>Summer Term (IV) '76</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Late Registration/ Schedule Changes</td>
<td>August 28, 29, (Th,F)</td>
<td>January 9, 12, 13, 14 (F, M, T, W)</td>
<td>May 6 (Th)</td>
<td>June 21, 22 (M, T)</td>
</tr>
<tr>
<td>*Deadline for adding classes</td>
<td>September 2 (T)</td>
<td>January 14 (W)</td>
<td>May 6 (Th)</td>
<td>June 22 (T)</td>
</tr>
<tr>
<td>Saturday classes begin</td>
<td>August 30 (Saturday)</td>
<td>January 10 (Saturday)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>*Deadline for dropping courses—the approved drop form must be received in the Student Development Office by close of office day.</td>
<td>September 2 (T)</td>
<td>January 14 (W)</td>
<td>May 6 (Th)</td>
<td>June 22 (T)</td>
</tr>
<tr>
<td>*Deadline for changing to Audit. Approved audit form must be received in Student Development Office by close of office day.</td>
<td>October 8 (W)</td>
<td>February 18 (W)</td>
<td>May 18 (T)</td>
<td>July 1 (Th)</td>
</tr>
<tr>
<td>*Deadline for applying for a graduation evaluation for the current term.</td>
<td>November 7 (F) 4:30 p.m.</td>
<td>March 19 (F) 4:30 p.m.</td>
<td>May 28 (F) 4:30 p.m.</td>
<td>July 14 (W) 4:30 p.m.</td>
</tr>
<tr>
<td>*Deadline for paying $10 graduation fee for current term.</td>
<td>November 21 (F) 4:30 p.m.</td>
<td>April 2 (F) 4:30 p.m.</td>
<td>June 4 (F) 4:30 p.m.</td>
<td>July 21 (W) 4:30 p.m.</td>
</tr>
</tbody>
</table>

*Dates apply to college credit classes only.
<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Term (I) '75</th>
<th>Winter Term (II) '76</th>
<th>Spring Term (III) '76</th>
<th>Summer Term (IV) '76</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for term permitted after this time.</em></td>
<td>December 11 (Th) 5:00 p.m.</td>
<td>April 22 (Th) 5:00 p.m.</td>
<td>June 10 (Th) 5:00 p.m.</td>
<td>July 27 (T) 7:00 p.m.</td>
</tr>
<tr>
<td><em>Final examination period.</em></td>
<td>December 11 (Th-eve) Through December 19 (F)</td>
<td>April 22 (Th-eve) Through April 30 (F)</td>
<td>June 10, 11, 14, 15 (Th-eve, F, M, T)</td>
<td>July 28, 29, 30 (W, Th, F)</td>
</tr>
<tr>
<td><em>Final grades due into Division Chairmen.</em></td>
<td>December 19 (F) 10:00 a.m.</td>
<td>April 30 (F) 10:00 a.m.</td>
<td>June 15 (T) 10:00 a.m.</td>
<td>July 30 (F) 10:00 a.m.</td>
</tr>
<tr>
<td><em>Final grades due into Office of Registration and Records.</em></td>
<td>December 19 (F) 1:00 p.m.</td>
<td>April 30 (F) 1:00 p.m.</td>
<td>June 15 (T) 1:00 p.m.</td>
<td>July 30 (F) 1:00 p.m.</td>
</tr>
<tr>
<td>End of term for all college credit and non-college credit classes.</td>
<td>December 19 (F) 12:00 Midnight</td>
<td>April 30 (F) 12:00 Midnight</td>
<td>June 15 (T) 12:00 Midnight</td>
<td>July 30 (F) 12:00 Midnight</td>
</tr>
<tr>
<td>Last faculty workday.</td>
<td>December 19 (F)</td>
<td>April 30 (F)</td>
<td>June 15 (T)</td>
<td>July 30 (F)</td>
</tr>
<tr>
<td>Graduation and Convocation.</td>
<td>May 3 (M) 8:00 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Dates apply to college credit classes only.*
INCOMPLETE GRADE DEADLINES

Deadline for removing grade of "IF" received during Fall Term (I) of the 1975-76 academic year ....................... End of Fall Term 1976-77

Deadline for removing grade of "IF" received during Winter Term (II) of the 1975-76 academic year ....................... End of Winter Term 1976-77

Deadline for removing grade of "IF" received during Spring Term (III) of the 1975-76 academic year ....................... End of Spring Term 1976-77

Deadline for removing grade of "IF" received during Summer Term (IV) of the 1975-76 academic year ....................... End of Summer Term 1976-77
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. In all, the College served 60,273 students during the 1973-74 academic year.

The College is accredited by the Florida Department of Education and the Southern Association of Colleges and Schools.

THE COLLEGE TODAY

NORTH CAMPUS

Classes in this ultra-modern, functional facility began in the Fall Term (I), 1970.

The suburban North Campus is located on a 160-acre wooded site on Capper Road between Lem Turner Road (S.R. 115) and the Interstate 295 right-of-way. Plans for future expansion to the master plan call for the North Campus to accommodate 5,000 full-time equivalent students.

SOUTH CAMPUS

This contemporary facility, on 339 acres off Beach Boulevard at Huffman Boulevard, opened its doors to the community for the Fall Term (I), 1971.

Phase II expansion plans call for construction of two new buildings to begin in 1975. One will be a $1.5 million classroom building with faculty offices and the other, representing an expenditure of approximately $234,000, will be a recreational facility with showers and lockers. An additional 740 parking spaces will be provided in 1975.

Under master planning, the South Campus will ultimately have 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 approximately $350,000. It is designed to provide training for law enforcement agencies in an eight-county section of Northeast Florida.
FRED H. KENT CENTER

This 35-acre site, off Roosevelt Boulevard (U.S. 17), was acquired by the College in 1966. It was formerly known as Cumberland Campus but was renamed in 1974 in honor of the prominent Jacksonville attorney who has devoted many years of service to the cause of higher education in Florida and who was the first chairman of the District Board of Trustees of Florida Junior College at Jacksonville.

Since the summer of 1966, some 98 World War II duplex housing units have been converted into science laboratories, language laboratories, faculty and administrative offices, general purpose classrooms, and a well-equipped library. Master planning calls for existing buildings to be phased out and modern facilities constructed to accommodate an ultimate full-time equivalent student capacity of 2,500.

DOWNTOWN CAMPUS

Florida Junior College at Jacksonville presently offers a variety of courses and programs in several temporary downtown locations comprising the Downtown Campus, pending construction of permanent facilities mentioned hereafter under the caption, "The College Tomorrow."

One of these temporary facilities, the Downtown Center, is located at 345 East Church Street. The Center operates during the day and 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, and business education, and offers programs ranging from basic education and high school studies to college credit programs.

The Urban Skills 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.

The Automotive Trades Complex at 35 West State Street offers programs in automotive mechanics, automobile body repair, gasoline engine mechanics, and automotive trim and upholstery.

The Building Trades Complex at 1040 North Laura Street offers programs in carpentry, brick and blocklaying, and painting and decorating.

The Service Trades Complex at 1021 Hogan Street offers programs in construction electricity, architectural woodwork and cabinetmaking, sheet metal, machine shop, and drafting.

The Downtown Campus Administration Building at 940 North Main Street houses administrative offices for downtown operations, as well as classroom facilities for Downtown Campus students.

The most recent addition to the complex of downtown facilities is the Job Entry Training Center at 900 North Main Street which offers classes in welding, steel fabrication, air conditioning, refrigeration and heating, and plumbing and pipefitter.
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 College has the capability of utilizing up to 275 such adult centers at any time during the year.

THE COLLEGE TOMORROW

When the 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 planning for development of the Downtown Campus to become part of an urban renewal project in cooperation with the City of Jacksonville. The 21-acre area for this 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 approved construction of a $15 million campus on this site with October, 1976 as the target date for completion of the first phase. It is anticipated that this facility will also be a comprehensive community college in itself, though emphasizing occupational education to meet the specific needs of industry and business, with the initial input being consolidation of the existing temporary downtown facilities into a modern, functional, and beautifully landscaped complex.

While some of the existing temporary downtown facilities will be phased out and consolidated with the construction of the permanent campus, the College—in keeping with its overall philosophy—will nonetheless continue to serve the community in an ever-increasing number of part-time locations.
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 senior colleges and universities.
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 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.
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.
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.

Special Instructional Services include Cooperative Education; Developmental Education, North Campus; Special Services Program, Downtown Campus; Individualized Studies, South Campus; and Communications Laboratory, Fred H. Kent Center.

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 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. Likewise, many general interest courses for self-improvement are offered through its program of continuing 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 twenty (20) participants usually is required to initiate a non-college credit course offering.

SPECIAL INSTRUCTIONAL SERVICES

COOPERATIVE EDUCATION (CO-OP)

Cooperative Education combines classroom learning with on-the-job experience in an integrated academic/career program. Students who participate in the program are placed in salaried jobs that relate directly to their career goals. In addition to gaining valuable practical experience while attending college, students receive academic credit for their supervised work experience.
Work and study schedules can vary to meet the needs of the students and the employers. Common work-study patterns include parallel work and study and alternating work and study. In the parallel plan, the student attends school and works at the same time. In the alternating program, the student works full-time one semester and attends school full-time the next semester.

The Cooperative Education Program is open to all students in the College who have completed one semester of satisfactory college study. For additional information, contact the Director of Cooperative Education on South Campus or the Cooperative Education Coordinator on any FJC Campus.

DEVELOPMENTAL EDUCATION

NORTH CAMPUS

Developmental Education courses are designed for students who need special assistance to realize their full potential and be academically successful. Courses are offered on a five (5) day a week basis to provide more classroom time; classes are limited in size, instruction is individualized to fit the students' needs, and various instructional strategies are provided. Upon completion of any course offered in the program, regular college credit is awarded.

SPECIAL SERVICES PROGRAM

DOWNTOWN CAMPUS

Florida Junior College at Jacksonville, in striving to provide developmental programs for high school graduates needing additional preparation in order to complete college work successfully, offers this opportunity through the Special Services Program. The program is specifically designed to assist students who have academic potential but who, because of deprived educational, cultural or economic background, need help in initiating, continuing or resuming their post secondary education. The program is open to students who are from low income families, under-achievers, and/or culturally different. It offers a program of instruction leading to a vocational certificate, an Associate degree, or a one- or two-year certificate in a specific area. Among the services provided by the Special Services Program are financial aid through loans, grants, college work-study (when applicable), waived tuition, book allowances, individualized instruction, counseling, and tutorial assistance. For information call 355-6491.

16
INDIVIDUALIZED STUDIES

SOUTH CAMPUS

The Individualized Studies Program on South Campus operates through a Communications Laboratory. It offers a diversified, dynamic, individualized program to provide free, tutorial assistance to students who want to improve their learning skills or who want to receive help with particular courses. The lab is open to the entire student body.

COMMUNICATIONS LABORATORY

FRED H. KENT CENTER

The Communications Laboratory at the Fred H. Kent Center offers individualized instruction for the entire student body. Students who wish to improve their reading and writing skills should contact the laboratory instructor in Building 89 (north side). Students who desire help in formal and informal speech or who are in need of speech therapy, should contact the instructor in Building 95 (north side).

LIBRARY AND AUDIO-VISUAL SERVICES

Learning Resources Centers housing library and media services are located on the Fred H. Kent Center, the North Campus, the South Campus, and the Downtown Center.

The Centers contain collections of books, periodicals, microfilm, and pamphlet material designed to support college instructional programs. Group instruction and individual assistance in library usage are provided by an experienced professional staff. Each center provides audio-visual materials, equipment, and media production assistance for the students, faculty, and administration in its geographical area.
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, District, on the forms provided. It is permissible to visit or correspond with deans, division chairmen and directors, but such contact with Florida Junior College at Jacksonville officials does not, in any way, eliminate the requirement for filing a formal application in the Office of Registration and Records, District.

Students desiring to enter Florida Junior College at Jacksonville should write, phone, or visit the Office of Registration and Records, District, 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, District, well in advance of the time of registration. The College will notify the student concerning action taken on his application.

Minimum requirements for applicants for college credit admission are:

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

Minimum requirements for applicants for college non-degree seeking and/or special admission are:

1. Application for admission
2. Residency affidavit

No application for admission will be considered or processed more than six (6) 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 thirty (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 term for which the refund is being requested.

The specific requirements for admission may be found in the sections on the following pages.
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 residency of his parent or legal guardian if the applicant is less than eighteen (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 eighteen (18) years of age and unmarried his parent or legal guardian, must be a United States citizen or have 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 twelve (12) months immediately prior to the first day of classes of the term he enters Florida Junior College at Jacksonville as a bona fide resident.

In accordance with policy adopted by 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 and their dependents as defined by the Internal Revenue Code.

2. Public elementary, secondary, university and junior college faculty members currently employed in the state system of public education.

3. 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.)

4. Veterans of the Armed Forces 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.
ADMISSION TO COLLEGE CREDIT PROGRAMS
FOR NON-HIGH SCHOOL GRADUATES

SPECIAL STUDENT

An applicant nineteen (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 twelve (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, District, 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

An applicant who has senior classification in high school, and who is approved by his high school principal, may be admitted to the College, and take up to seven (7) semester hours per term for college credit while still enrolled in high school.

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
F. Minimum grade point average of 2.00 is required.

EARLY ADMISSION — 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 thirty (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 and to students enrolled at Florida Junior College at Jacksonville in the High School Completion Program.

Requirements for admission are:
A. Application for admission by deadline in college calendar
B. Residency affidavit
C. Recommendation form
D. Parents’ approval form
E. Transcript which shows completion of all requirements through the junior year and the required grade point average
F. Interview with college Director of Admissions
EARLY ADMISSION — PLAN B

An applicant who has completed his/her high school graduation requirements may be admitted to Florida Junior College at Jacksonville college credit programs. High school graduation requirements must be completed prior to the first day of class for the term the student wishes to enter Florida Junior College at Jacksonville.

Requirements for admission are:
Applicant must have completed all requirements for high school completion prior to the first day of class for the term he/she wishes to enroll in college credit classes.
A. Application for admission
B. Residency affidavit
C. High school transcript reflecting completion date and graduation date

ADMISSION TO COLLEGE CREDIT PROGRAMS FOR HIGH SCHOOL GRADUATES

NON-DEGREE SEEKING STUDENT

An applicant (who is a high school graduate and not seeking a Florida Junior College at Jacksonville associate degree) may be admitted as non-degree seeking student. The applicant must indicate that he/she is eligible for and agrees to the criteria listed below for this program:

1. STUDENT MUST HAVE COMPLETED HIGH SCHOOL OR THE EQUIVALENT PRIOR TO ENTERING FLORIDA JUNIOR COLLEGE AT JACKSONVILLE.
2. Student may not earn more than thirty (30) semester hours of credit at FJC under this status.
3. TRANSCRIPTS FROM OTHER COLLEGES WILL NOT BE REQUIRED NOR WILL THEY BE EVALUATED WHILE STUDENT IS ON NON-DEGREE STATUS.
4. An international student may not be admitted under the non-degree status.
5. A student receiving benefits from any government sponsored program may not enter under non-degree status.
6. At the point a student wishes to pursue a degree, he/she must contact the Office of Registration and Records, District, and indicate that he/she wishes to be changed to credit degree status. The student would then be required to furnish the College the appropriate proof of previous education.

Requirements for admission are:
A. Application for admission
B. Residency affidavit
DEGREE SEEKING STUDENT

First Time College Applicant:
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 forty-five (45) on all tests with no standard score lower than forty (40)
   OR, 4. Notarized affidavit certifying student is a high school graduate. This affidavit is available in the Office of Registration and Records, District.

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, District.

Transfer Applicant:
Requirements for admission are:
A. Application for admission
B. Residency affidavit
C. Official completed proof of previous education as follows:
   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.

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.

International Applicant:
For admission purposes, an applicant is classified as an international student only if he/she requires or will require at any time the Florida Junior College at Jacksonville to issue papers required by the U. S. Department of Justice. 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.

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. Proof of proficiency in the use of the English language. Students from countries other than English speaking must submit 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 international 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 sixty (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 must be enrolled for a minimum of twelve (12) credit hours for the Fall and Winter Terms (I and II) and six (6) credit hours for the Spring and/or Summer Terms (III and/or IV).

International 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 cannot make a recommendation in this area.

ADMISSION TO NON-COLLEGE CREDIT PROGRAMS

An individual desiring to enroll in non-college credit programs should contact the administrator of the center or the campus offering the subjects of his choice and may be admitted if he/she meets the following eligibility requirements:

1. Be an adult—by Florida School Law, sixteen (16) years of age
2. Have a Social Security number
3. Furnish proof of age, if asked
4. Complete the admission and registration forms requested
5. In addition, High School Completion Program students must:
   A. Furnish copies of previous high school transcripts
   B. Show proof of withdrawal from high school

To enroll as a regular student in a vocational program the applicant must have completed high school or hold an equivalency certificate. Acceptable evidence of high school completion is listed on page 21 under “Admission to College Credit Programs for High School Graduates.” If this requirement cannot be met, the applicant may be enrolled in a vocational program as a special student provided that an evaluation of his previous educational experience, work experience and military and/or vocational training indicate a reasonable probability of success in the program for which he is applying.

MILITARY SERVICE SCHOOL CREDITS

A student enrolled in a recognized program at Florida Junior College at Jacksonville may transfer his military service school credits by making formal application to the Office of Registration and Records, District,
and submitting an official copy of the Department of Defense Form 295.

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, District. 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 (2) weeks before the transcript is needed.

SOCIAL SECURITY INFORMATION

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

The Office of Registration and Records, District, 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 (12) semester hours or more.

CORRESPONDENCE/EXTENSION LIMITATIONS

A maximum of fifteen (15) college hours of acceptable correspondence and/or extension work, approved by the College Director of Registration and Records, District, may be applied to the Associate degree. Such work must be on a freshman or sophomore level.

AUDITING OF COLLEGE CREDIT COURSES

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

To change from college credit to audit after registration, a student must process the change through the instructor for approval. Any request for change from college credit to audit must be presented to the Office of Registration and Records, District, no later than the end of the sixth week of class during the Fall and Winter Terms (I and II) and the end of the second week of class during the Spring and Summer Terms (III and IV).
A grade of X will be assigned to all audit students enrolled in college credit courses carrying semester hours credit and to all college 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 (I and II) and the second week of class in the Spring and Summer Terms (III and IV). 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 VETERAN PURPOSES, SOCIAL SECURITY, INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS, OR EARLY ADMISSION PROGRAM — PLAN A REQUIREMENTS.

SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

Florida Junior College at Jacksonville has been designated a "Servicemen's Opportunity College" by the American Association of Community and Junior Colleges. This designation is a recognition of efforts made by the College to meet the educational needs of military service personnel.

The College has the desire and the capability of bringing a wide selection of courses—both college and pre-college level—to the Naval Bases in and around Jacksonville and is currently doing so. Counseling is available for service personnel who are undecided about school or career goals. Tutoring is also available at locations both on base and on campus. For more information contact the Education Services Officer on base or the Office of Student Development, Fred H. Kent Center.

SERVICEMEN'S AND VETERAN'S INFORMATION

The College is approved for training of veterans by the State Department of Education and the Veterans Administration. Veterans who plan to attend under any of the various veteran training laws, such as Chapter 31 (Vocational Rehabilitation), Chapter 34 (Veterans' Education Assistance), and Chapter 35 (War Orphans' and Widows' Educational Assistance) should contact an area Veterans Assistance Office or the Veterans Administration Regional Office, Post Office Box 1437, St. Petersburg, Florida 33731, well in advance of the date of their intended registration. In addition, an official representative of the Veterans Administration is available on a full-time basis in the Office of Registration and Records, District. Students expecting to receive benefits under one of these programs must file with the Office of Registration and Records, District,
their Certificate of Eligibility which is issued by the Veterans Administration. All veterans are required to notify the Veterans Administration Office at the above address any time they make a change in enrollment. While the College certifies according to VA rules and regulations, benefits are determined by the Veterans Administration.

NOTE: Veterans are entitled to defer payment of fees for up to 60 days upon application during registration each term.

COLLEGE CREDIT ENROLLMENT

VA educational benefits ("GI BILL") are paid monthly to the college credit veteran student as prescribed by law. These benefits vary with the number of dependents the veteran has and the full-time/part-time classification of the student, as follows:

<table>
<thead>
<tr>
<th>Fall Term (I), or Winter Term (II)</th>
<th>Spring Term (III), or Summer Term (IV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Hours</td>
<td></td>
</tr>
<tr>
<td>Full-time ................ 12 or more</td>
<td>4 or more</td>
</tr>
<tr>
<td>3/4-time ....................... 9 to 11</td>
<td>3</td>
</tr>
<tr>
<td>1/2-time ....................... 6 to 8</td>
<td>2</td>
</tr>
<tr>
<td>Less than</td>
<td></td>
</tr>
<tr>
<td>1/2-time ....................... 1 to 5</td>
<td>1</td>
</tr>
</tbody>
</table>

LIMIT ON CREDIT FOR TELEVISION COURSES

VA Regulation 14233 (c) authorizes, for purposes of educational benefits, the inclusion of semester hours for courses taken by open-circuit television, subject to the following restrictions:
1. More than one-half of the hours required for certification must be in conventional classroom (residence) courses.
2. No more than six (6) semester hours in open-circuit TV courses can be utilized for certification during any one term. This is not to be construed to mean that a veteran is limited to enrollment in six (6) semester hours of open-circuit TV courses.

NON-COLLEGE CREDIT ENROLLMENT

Florida Junior College at Jacksonville provides a wide variety of non-college credit educational programs and courses for veterans. Most widely attended are the Accelerated General Education Program (High School Completion/GED) and courses in the Industrial Education area.
Veterans without a high school diploma may enroll in the Accelerated General Education Program to earn course credits or, after improving proficiency, take the GED Test. Twenty-five (25) contact hours per week is considered full-time enrollment in this area. A veteran can receive benefits when enrolled in this program and may enroll at any time.

Enrollment for courses in the Industrial Education non-college credit area is normally completed at the beginning of each term. Thirty (30) contact hours per week is considered full-time.

All veterans receive every consideration for their needs as evidenced by a wide variety of educational opportunities and modest tuition costs.

Contact the Florida Junior College at Jacksonville Office of Veteran Affairs, 940 North Main Street, Jacksonville, Florida 32202, for additional information.

REGISTRATION/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 course they desire at the time of registration. Transportation between campuses is the responsibility of the student.

WITHDRAWAL

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 Student Development Office.
2. Complete form(s) and turn it in to the Student Development Office.
3. Retain copy of form after signature by Registrar's representative. (The deadline date for withdrawal is the last class day prior to the first day of examinations. No withdrawal is permitted during the final examination period, and no withdrawal form will be accepted after the last scheduled class day.)
CANCELLATION OF A COURSE
BY THE COLLEGE

If it becomes necessary for the College to cancel a course, students will be given an opportunity to substitute an alternate section or an additional course in its place. Students should return to one of the registration areas with their previously issued registration receipt to accomplish this change in schedule.
TESTING

A student may earn up to forty-five (45) semester hours of the total number of semester hours of work required for an Associate degree through the Florida Junior College at Jacksonville program of Credit-by-Examination. It may be necessary to change test dates and locations previously established; therefore, any interested student should contact the Testing Office, District, for the exact test dates. A list of courses available through testing may be acquired from the Office of Student Development on each campus or the Testing Office, District.

ADVANCED PLACEMENT TEST (AP) is offered by various high schools throughout the county. Students desiring to take this test would have to be enrolled in Advanced Placement classes in one of these schools. Florida Junior College at Jacksonville grants college credit through this program for grades of 3, 4, or 5.

AMERICAN COLLEGE TEST (ACT) is offered by Florida Junior College at Jacksonville on the national testing dates as indicated by ACT. Students interested in taking this test should come by the Testing Office, District, or the Office of Student Development on North Campus and South Campus for applications.

CALIFORNIA ACHIEVEMENT TEST (CAT), Level 4, is offered on Thursday morning of the first full week of the month and Tuesday night of the first full week of each month at the Downtown Center. Those students interested in taking the test must sign up at least two (2) days prior to the testing date at the Office of Registration and Records, Downtown Center. (No fee for veterans presently enrolled at FJC)

CALIFORNIA ACHIEVEMENT TEST (CAT), Level 5 (entrance examination for Allied Health Programs), is offered Fall, Winter, and Spring Terms (I, II, and III) at Fred H. Kent Center. Those students interested in taking the test must apply at the Testing Office, District. (No fee for students enrolled at FJC)

COLLEGE LEVEL EXAMINATION PROGRAM TEST (CLEP), (nationally developed test for Credit-by-Examination), is not given by this college. However, students interested in taking this test may acquire an application at any of the Offices of Student Development or the Testing Office, District. Florida Junior College at Jacksonville will grant college credit for scores at the 50 percentile or above on approved tests. A list of these tests may be acquired from any of the above offices.
**High School Credit-By-Examination Test** is offered for high school students at the Downtown Center each Tuesday night except the first Tuesday of each month. These tests are also available during the first full week of each month. Those students interested must sign up at least two (2) days prior to the test at the Office of Registration and Records, Downtown Center.

**High School Equivalency Program Test (GED, General Education Development)** is offered once a month on North Campus and Fred H. Kent Center. Students desiring to take this test must register by the 20th of the preceding month at the Adult Education Department on the North Campus or the Testing Office, District.

**High School Grade Placement Test (FET, 10th Grade Equivalence)** is offered to students who are required to have a 10th grade education or the equivalent. This test is offered on Tuesday of the first full week of each month at the Downtown Center. Those students interested in taking this test must sign up at least two (2) days prior to the test at the Office of Registration and Records, Downtown Center.

**Proficiency Examination Program (PEP)**, internally developed tests for Credit-by-Examination in selected courses. These tests are offered once each term (except for the Summer Term (IV)) one month prior to the end of the term. Students interested in taking tests in a selected course must come by the Testing Office, District, to sign up at least three (3) weeks prior to the test.

**Test of English as a Foreign Language (TOEFL)** is not offered by this institution. However, those students interested in taking this test may acquire an application at the Testing Office, District.

**United States Armed Forces Institute (USAFI)** Students interested in acquiring course work through this program should contact the educational officer on the base to which they are assigned. College credit may be granted for scores at the 50 percentile or above on approved tests. Copies of approved tests may be acquired from the Office of Student Development on each campus or the Testing Office, District.
FINANCIAL INFORMATION

COLLEGE CREDIT COURSES

<table>
<thead>
<tr>
<th>REGISTRATION FEES</th>
<th>PER SEMESTER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students from all Florida Counties</td>
<td>$10.00</td>
</tr>
<tr>
<td>Non-Florida Students</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL FEES</th>
<th>PER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Scholarship Fee applicable to all students enrolled for twelve (12) or more semester hours credit</td>
<td>$ 4.50</td>
</tr>
<tr>
<td>Graduation fee (Associate Degree)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Each additional degree</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Fee for late application for graduation</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Science laboratory fee</td>
<td>$ 6.00</td>
</tr>
</tbody>
</table>

Fine Arts Courses

(1) MUS 017, 140, 141, 240, 241, each ................... $30.00
(2) MUS 012, 013, 018, 019, 150, 151, 160, 161, 250, 251, 260, 261, each ................... $50.00
(3) APD 101 .............................................. $ 7.50
(4) APD 230, 231, 232, 233, 234, each ................... $15.00
(5) APD 280, 281, each ................................... $12.00
(6) ART 231, 232, each ................................... $ 7.50

Physical Education and Recreation Courses

(1) PED 106, 112*, REM 210, each ......................... $10.00

*Fee may be waived when taught on campus.
### NON-COLLEGE CREDIT COURSES

**CAREER EDUCATION**

**REGISTRATION FEES**

All courses not listed below (per course) .......................... $ 2.00

**BUSINESS EDUCATION**

Income Tax Problems for Business AAC 060 (per course)  ................ $10.00
Introductory Computer Concepts BDP 070 (per course) ............................................. $ 5.00
Key Punch BDP 001 (full-time, per month) ............................ *$20.00 (part-time, per month) ............................. *$10.00
Machine Shorthand STS 015 (when machine is furnished by Florida Junior College at Jacksonville, per term) .............................. $75.00
(when student furnishes machine, per term) ............................ $15.00
North Campus Office Occupations Program STS 030 (per month) ............................... $ 5.00

**DISTRIBUTIVE EDUCATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>PER COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banking Related</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Insurance Related</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Management Related</td>
<td>$10.00</td>
</tr>
<tr>
<td>Property &amp; Casualty Insurance</td>
<td>$15.00</td>
</tr>
<tr>
<td>Real Estate Related</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sales Related</td>
<td>$10.00</td>
</tr>
<tr>
<td>Transportation Related</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Seminars &amp; Workshops</td>
<td>Amount assessed to cover estimated cost</td>
</tr>
</tbody>
</table>

**HEALTH EDUCATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>PER COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting MEA 001</td>
<td>$20.00</td>
</tr>
<tr>
<td>Nurse Assistant NUA 031</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Practical Nursing PRN 037</td>
<td>$25.00</td>
</tr>
<tr>
<td>Surgical Technician STO 031</td>
<td>$20.00</td>
</tr>
<tr>
<td>Unit Clerk HSM 031</td>
<td>$ 5.00</td>
</tr>
</tbody>
</table>
## HOME ECONOMICS EDUCATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Cake Decorating FSM 031</td>
<td>$12.00</td>
</tr>
<tr>
<td>Advanced Floral Design HEF 052</td>
<td>$15.00/$30.00</td>
</tr>
<tr>
<td>Advanced Reupholstery HEF 053</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cake Decorating FSM 030</td>
<td>$10.00</td>
</tr>
<tr>
<td>Catering FSM 014</td>
<td>$15.00</td>
</tr>
<tr>
<td>Drapery Construction HEF 051</td>
<td>$5.00</td>
</tr>
<tr>
<td>Elegant Entertaining FON 020</td>
<td>$15.00</td>
</tr>
<tr>
<td>Floral Design HEF 030</td>
<td>$15.00/$30.00</td>
</tr>
<tr>
<td>Food Service Supervisor FSM 064</td>
<td>$15.00</td>
</tr>
<tr>
<td>Furniture Reupholstery HEF 033</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gourmet Foods FON 006</td>
<td>$20.00</td>
</tr>
<tr>
<td>Meal Management—Microwave Cooking FON 013</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

*Three or six contact hours per week

## INDUSTRIAL EDUCATION

<table>
<thead>
<tr>
<th>Course</th>
<th>*Full-Time</th>
<th>*Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning, Refrigeration and Heating (excluding apprenticeship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIC 030</td>
<td>$40.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Auto Body Repair ABF 030</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Auto Mechanic AUM 033</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Auto Trim &amp; Upholstery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UPH 034</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Blueprint Reading BLR 031</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Bricklaying (excluding apprenticeship) MAY 030</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Building Maintenance Mechanic BCN 001</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Cabinetmaking and Millwork WOC 032</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Carpentry (excluding apprenticeship) CAP 031</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Commercial Art COA 031</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Cosmetology COY 031</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Diesel Mechanic DIM 031</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Drafting DTG 031</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Electricity — Construction IEL 033</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Course Description</td>
<td>*Full-Time</td>
<td>*Part-Time</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Electricity — Industrial (excluding apprenticeship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEL 031</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Electronics — Radio &amp; TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 031</td>
<td>$40.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gasoline Engine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanics ENR 031</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Machine Shop MSH 032</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Meat Cutting QFO 025</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Painting (excluding apprenticeship) PDE 031</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Photography &amp; Photo— Finishing PTY 031, 032</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Plumbing &amp; Pipefitting (excluding apprenticeship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPF 031</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Roofing ROO 031</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Sheetmetal (excluding apprenticeship) SHM 031</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Shoe Repair LTW 031</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Steel Fabrication MEW 001</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Tailoring TPF 031</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Truck Mechanic DIM 032</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Upholstery UPH 031</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Welding (excluding CETA) (provide own gloves and helmet) WEL 031</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

*Full-time more than 15 hours per week; Part-time 15 hours or less per week.

Career Education course fees for Spring Term (III) or Summer Term (IV) will be one-third (1/3) the normal course fee, rounded to the nearest dollar, for the same course and class hours of instruction in Fall Term (I) or Winter Term (II), with a minimum charge of $2. This is to avoid any overcharge to the student for college services during short terms.
ADULT-CONTINUING EDUCATION

REGISTRATION FEES

All courses except Avocational, Recreational and Enrichment, and HEN 020 ...................... $ 2.00
Education for Parenthood HEN 020 ...................... $ 5.00
Avocational, Recreational and Enrichment ................ $20.00

WAIVER OF FEES

The District Board of Trustees of Florida Junior College at Jacksonville has authorized waiving of registration fees for the below-listed courses and programs and/or individuals and groups of persons:

Adult Basic Education (ABE)
Civil Defense Education (non-college credit)
Criminal Justice Education (non-college credit)
Dental Assisting Seminar (DEA 001) (non-college credit)
Duval County Public High School students enrolled in Industrial Education courses at Downtown Campus (non-college credit)
Engineering Refresher Courses (non-college credit)
Former Prisoners of War—Vietnam (college credit and non-college credit)
Incarcerated persons, probationers and parolees (non-college credit)
Power Squadron Courses (non-college credit)
Programs for Severely Handicapped Persons (non-college credit)
Residents of Homes for the Aging (non-college credit)
Senior Citizens (60 or over) in the Program for the Aging (non-college credit)
Senior Citizens (65 or over) in one college credit class on seat-available basis
Urban Skills Center (CETA) WIN, NYC and other contract programs

35
# Professional Malpractice Insurance Risk Coverage Fees

## College Credit Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting DEA 290, 291</td>
<td>$5.00</td>
</tr>
<tr>
<td>Dental Hygiene DEH 169, 281</td>
<td>$10.00</td>
</tr>
<tr>
<td>Emergency Medical Technology EME 160, 170</td>
<td>$5.00</td>
</tr>
<tr>
<td>Medical Lab. Technology MLT 173, 174, 295, 297</td>
<td>$5.00</td>
</tr>
<tr>
<td>Nursing NUR 175, 176, 293, 294</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

## Non-College Credit Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology COY 031</td>
<td>$10.00</td>
</tr>
<tr>
<td>Medical Assisting MEA 001</td>
<td>$5.00</td>
</tr>
<tr>
<td>Nurse Assistant NUA 031</td>
<td>$3.00</td>
</tr>
<tr>
<td>Practical Nurse PRN 037</td>
<td>$10.00</td>
</tr>
<tr>
<td>Surgical Technician STO 031</td>
<td>$5.00</td>
</tr>
<tr>
<td>Unit Clerk HSM 031</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

## Testing Fees

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td>$15.00</td>
</tr>
<tr>
<td>(Two (2) or more General CLEP Examinations)</td>
<td>$30.00</td>
</tr>
<tr>
<td>General Education Development Test (Battery) (GED)</td>
<td>$7.50</td>
</tr>
<tr>
<td>General Education Development (one test)</td>
<td>$2.00</td>
</tr>
<tr>
<td>General Education Development Test Diploma through USAFI Scores (GED)</td>
<td>$5.00</td>
</tr>
<tr>
<td>High School Credit-by-Examination (Per Test)</td>
<td>$2.00</td>
</tr>
<tr>
<td>High School Grade Placement (FET)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Proficiency Examination Program (PEP) (Per Test)</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
MISCELLANEOUS FEES

Activity card fee for part-time college credit
students (optional) ........................................ $15.00

To replace identification card/registration
receipt ............................................................... $ 5.00

Check, given to the College in payment of
a debt, which is dishonored by the bank
on which the check is drawn .............................. $ 5.00

REFUNDS

COLLEGE CREDIT & AUDIT COURSES

No refund is automatic. The student must request a refund. 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
Student Development Office or at the Office of Registration and Rec-
ords, District. It is the responsibility of the student to notify the College
that he is officially dropping or withdrawing from college or from a
course. The refund will be determined by the date of official notification.
Should the student officially drop from college or from a course,
refund of all fees 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,
District, or at the Campus Student Development Office, there will be
a 100 percent refund.
Fall Term (I) deadline for dropping class(es)  September 2, 1975
Winter Term (II) deadline for dropping class(es) January 14, 1976
Spring Term (III) deadline for dropping class(es) May 6, 1976
Summer Term (IV) deadline for dropping class(es) June 22, 1976
There will be no refunds for withdrawing from classes or from college
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 withdraw from classes,
a fee refund will be made on the following schedule:
Fall Term (I) withdraws by September 16, 1975  70% refund
Fall Term (I) withdraws by September 30, 1975  50% refund
Winter Term (II) withdraws by January 28, 1976  70% refund
Winter Term (II) withdraws by February 11, 1976  50% refund
Spring Term (III) withdraws by May 13, 1976  70% refund
Spring Term (III) withdraws by May 20, 1976  50% refund
Summer Term (IV) withdraws by June 29, 1976  70% refund
Summer Term (IV) withdraws by July 6, 1976  50% refund
Any refund request for medical reasons must be accompanied by a statement from a licensed medical doctor indicating the date on which a student was first 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.

NON-COLLEGE CREDIT COURSES

CAREER AND ADULT-CONTINUING EDUCATION

No refund is automatic. The student must request a refund. Refunds will be granted under the following conditions: (1) when the college finds it necessary to close a class, (2) when the student requests a refund within three (3) work days from the first class meeting, or (3) when a student enrolling after the first class meeting applies for a refund within three (3) working days from date of registration.
REFUND APPEALS

Any request for a refund not specifically authorized, or if based on withdrawal after the deadlines listed above, must be submitted to the Student Appeals Review Committee on forms available in each Student Development Office.

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.
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 Fall, Spring, or Summer Terms (I, III, IV) may participate in the next formal commencement exercise. A student’s graduation date will be the date of the end of the Florida Junior College at Jacksonville term in which the student completes the graduation requirements. Florida Junior College at Jacksonville will award the Associate in Arts degree, the Associate in Science degree, or the College Credit Certificate as applicable to all students who have met the following requirements:

ASSOCIATE IN ARTS DEGREE

1. Earn a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of courses designated as occupational and exclusive of physical education activity courses.

2. Earn a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville exclusive of courses designated as occupational and exclusive of physical education activity courses.

3. Complete at least ¼ of the total hours required for a degree in residence at Florida Junior College at Jacksonville.

4. Complete sixty (60) semester hours of academic work exclusive of occupational courses and physical education activity courses and complete the general education requirements.

5. Apply no more than four (4) hours from music and speech activity courses towards graduation.

6. Fulfill all financial obligations to the College.

7. Students completing their requirements and applying for graduation at the end of Winter Term (II) are expected to attend all graduation rehearsals and ceremonies.

8. All graduates receiving an Associate in Arts degree are required to pay a $10.00 Graduation Fee.
ASSOCIATE IN SCIENCE DEGREE

1. Earn a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.

2. Complete at least $\frac{3}{4}$ of the total hours required for a degree in residence at Florida Junior College at Jacksonville.

3. Complete the general education requirements and required courses as set forth in the college catalog or as approved by the director of the program. A minimum of sixty (60) semester hours is required for this degree.

4. Fulfill all financial obligations to the College.

5. Students completing their requirements and applying for graduation at the end of Winter Term (II) are expected to attend all graduation rehearsals and ceremonies.

6. All graduates receiving an Associate in Science degree are required to pay a $10.00 Graduation Fee.

COLLEGE CREDIT CERTIFICATE

1. Earn a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.

2. Complete the required courses as set forth in the college catalog or as approved by the director of the program.

3. Complete at least $\frac{3}{4}$ of the total hours required for a certificate in residence at Florida Junior College at Jacksonville.

4. Students completing their requirements and applying for graduation at the end of Winter Term (II) are expected to attend all graduation rehearsals and ceremonies.

5. Fulfill all financial obligations to the College.

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
POLICIES AND REGULATIONS

STUDENT COURSE LOAD

The maximum load for an entering first term full-time freshman enrolled in day classes is eighteen (18) semester hours. The maximum load for a full-time student who failed to maintain a C average for the preceding term or summer session is fifteen (15) semester hours. The maximum load for a full-time student who has an average of B or above during the preceding term or summer session is twenty-one (21) semester hours. A full-time student is defined as one who has enrolled for twelve (12) or more semester hours.

Students enrolled in either Spring or Summer Terms (III or IV) shall not earn or attempt more than fourteen (14) semester hours across the two (2) terms. Except in cases where courses start in Spring Term (III) or end in Summer Term (IV), a student shall not earn or attempt more than seven (7) semester hours per term. To receive overload permission, the student must go to the Office of Student Development and get approval from the Dean of Student Development.

CLASS ATTENDANCE

The 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

Florida Junior College at Jacksonville supports the philosophy of non-punitive grading. The grading system is designed to evaluate the performance of the student as fairly and equitably as possible. The principal features of the system are the W grade, the NP grade, and the “forgiveness” policy, explained below.

Letter grades will be assigned for courses as follows:

A Excellent
B Good
C Average
D Poor
NP Non-punitive, no credit or penalty
F Failure
W Withdrawal
IF Incomplete with penalty
X Audit
Students officially withdrawing from college credit courses after the add/drop period will receive the grade of W. The W grade is assigned by the instructor after the student officially withdraws from the course and/or from the College. It is the responsibility of the student to follow the procedure set forth in the section of this catalog entitled "WITHDRAWAL". A student may withdraw at any time during a term beginning on the day following the "Deadline for dropping courses" date indicated in the College Calendar, and extending up to and including the last scheduled class day as shown in the College Calendar.

The IF grade may be assigned by the instructor when the student has not completed all requirements of the course on schedule. The IF grade may be changed by the instructor to A, B, C, D or NP within the time limit indicated in the section of this catalog entitled "INCOMPLETE GRADE DEADLINES". If not changed prior to the deadline, the IF grade becomes final. The IF grade is counted as an F (failure) and computed as such for purposes of grade point average and transcript.

The NP grade is assigned by the instructor to indicate neither credit nor penalty. It may be used at the discretion of the instructor to provide equitable treatment of the student in a variety of circumstances.

The X grade will be assigned to all audit students in college credit courses. It may not be changed to any other grade.

The "forgiveness policy" allows a student to repeat a course in an attempt to improve his grade in the course. The official grade will be that grade assigned for the last repetition of the course, if the last assigned grade is other than W or NP. This last grade will be used in the computation of grade point average, and any previous grade received in the same or an equivalent course will not be used in the computation. However, all courses attempted will appear on the transcript.

**GRADE POINTS**

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

- A  4 grade points per semester hour.
- B  3 grade points per semester hour.
- C  2 grade points per semester hour.
- D  1 grade point per semester hour.
- F  0 grade points per semester hour.
- IF 0 grade points per semester hour.

The student's scholastic standing or grade point average is obtained by dividing the total number of grade points earned by the total number of semester hours attempted, for which the above grades have been assigned. A separate computation is made for credits earned only at Florida Junior College at Jacksonville, and for all college credits earned, including transfer credits from other institutions attended. Grades of W and NP are not used in the computation of grade point average. Grades of WP received in terms prior to Fall Term (I), 1975-76, are not used in computations of grade point average. Grades of WF received in terms prior to Fall Term (I), 1975-76, are computed as 0 grade points per semester hour.
Once a final grade in a course has been reported to the Director of Registration and Records, District, it may only be changed as follows:

(1) Upon recommendation of the instructor who assigned the grade, with approval of his division chairman or director.
(2) Upon recommendation by the division chairman or director, and approved by his dean, when the instructor who assigned the grade is no longer a member of the faculty of Florida Junior College at Jacksonville.
(3) By direction of the President.

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.

SMOKING PROHIBITION

Smoking is not permitted in classrooms, laboratories, libraries, auditoriums, or gymnasiums. This applies to both the day and the evening classes.

ACCIDENT REPORTING

Any accident should be reported immediately to a security officer. The security officer must file an accident report with the Campus Dean of Student Development and the Director of Plant Operations, District.

EMERGENCIES AND FIRST AID

The campus security officer should be contacted in situations requiring the rendering of first aid to anyone. In the case of emergencies involving students who have no physician on record, whose physician cannot be contacted, or whose families do not reside in this area, the student will be transported to the emergency room of a nearby hospital by private means of transportation of his or her choice, or by the City Rescue Squad. Medical expenses incurred by the student will be a matter for collection by the hospital and/or attending physician.

CONCURRENT REGISTRATION

Concurrent registration is permitted among the campuses at Florida Junior College at Jacksonville. However, students are cautioned to use discretion when registering for courses on more than one campus and should allow for sufficient travel time between the campuses.
Concurrent registration is also permitted between Florida Junior College at Jacksonville and senior universities. Students interested in this type of registration are urged to contact the senior university that they plan to attend.

**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 by September 15th after the Fall Term (1) commences. Two (2) weeks after each succeeding Registration, new students shall obtain and affix to their vehicle a decal.

Student decals expire after the second summer term.

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 in incorrect zone
- Parking in driveway
- Double parking
- Failure to obey a lawful order of a security officer
- Parking too far from curb
- Obstructing driveway
- No decal
- Parking too close to fire hydrant
- Excessive speed
- Violating a one-way street
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:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Paid Within 7 days</th>
<th>Paid After 7 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>$1.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Second Violation</td>
<td>2.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Third violation</td>
<td>2.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Fourth and subsequent</td>
<td>Revoking of parking privileges or other appropriate disciplinary action</td>
<td></td>
</tr>
<tr>
<td>Moving violations</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

An 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).
The President or his designee is authorized to establish procedures for notifying individuals who fail to respond to a traffic citation within seven (7) days and to administer 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 College Support Management, District, or his designee.
The President may designate the Director of College Support Management, District, 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 DEVELOPMENT

ORIENTATION

The Office of Student Development conducts a program of orientation for new students. The programs are designed to acquaint the student with the services, regulations, and policies of the College, as well as provide advising for the student's educational program.

COUNSELING

Vocational, academic, and personal counseling services are provided by the Office of Student Development on each campus. Members of the Student Development staff are available on each campus and students should feel free to consult with these counselors at any time. All counseling sessions are private and all conversations are held confidential.

ADVISING

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

CAREER-PERSONAL TESTING

The Office of Student Development offers a program of group and individual testing designed to serve students. General scholastic ability tests, interest inventories, personality, 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.

CAREER DEVELOPMENT CENTER

Each campus of the Florida Junior College at Jacksonville is equipped with a career development center which provides a comfortable setting in which the students can analyze and absorb career skills, ambitions, and aptitudes as they relate to his career interests. The center is equipped to expose the student to broad files of career information, and to provide him with up-to-date information on occupations, job requirements, and career growth opportunities.
JOB PLACEMENT

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

The most important function of the Job Placement Office is to assist students in finding part-time employment to provide them with sufficient funds in order to continue their educational process. A current record of employment opportunities in the community is maintained and students are placed according to their skills.

Job Placement information can be obtained at the following locations:

Fred H. Kent Center—KC-58
   Telephone  387-8311
North Campus—D-102
   Telephone  757-6461
South Campus—E-101
   Telephone  646-2424
Downtown Center, Office of Student Development
   Telephone  355-6645

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student or the student body. Specific processes and regulations for student conduct, grievances, petitions, appeals, and disciplinary procedures are available in each campus Student Development Office.

STUDENT RESPONSIBILITY AND DUE PROCESS PROCEDURE

As outlined in the District Board of Trustees Policies, attendance at the College is a privilege, and violations of the regulations and rules included therein may lead to disciplinary probation, suspension or permanent dismissal. The Operating Manual notes that a student will be suspended if he or she conducts himself or herself in a disruptive manner. The Vice-President for Campus Operations, the Vice-President for Administrative and Business Services, the Provosts, the Director of the Downtown Center, the Director of the Urban Skills Center, and the Director of Plant Operations, District, are authorized to recommend to the President suspension of a student from classes for disruptive behavior.

The following list of violations are outlined in the District Board of Trustees Policies, any of which may constitute a form of disruptive behavior. Such disruptive behaviors, if they take place on campus or at a College function, may lead to suspension or dismissal from the College:
1. Consumption of alcoholic beverages on campus.
2. Illegal use or possession of drugs or narcotics.
3. Cheating in any form.
4. Stealing.
5. The use of indecent or abusive language.
8. Vandalism or destruction of property.
10. Unauthorized use of the College name.
11. Lewd or indecent conduct.
12. Behavior which intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College. This applies to acts conducted on or off campus when relevant to such orderly conduct, processes and functions. Disruptive conduct shall include, but not be limited to the following:
   (a) Violence against any member or guest of the College community.
   (b) Theft or willful destruction of College property or of the property of members of the College.
   (c) Interference with the freedom of movement of any member or guest of the College.
   (d) Obstruction of the normal processes and activities essential to the functions of the College community.
   (e) Deliberate interference with the rights of others.
   (f) Violation of a federal or state law, a county or city ordinance.
   (g) Repeated offenses of a less serious nature.

The following is a list of procedures which will provide due process for the accused student as required by the courts. These procedures should be invoked when the student is accused of any of the above violations and is subject to suspension or dismissal.

1. The administrator authorized to suspend a student from class will notify the President verbally, immediately and in writing, outlining the reasons for the action taken. This administrator will also notify instructors involved.
2. The President will notify the student in writing by certified mail of the charges and set forth the date, time and place for the hearing by the Student Appeals Review Committee. The student should be given a minimum of five (5) school days from receipt of the notice to ensure the opportunity of preparing for the hearing.
3. The student should have the right to assistance in his defense by an advisor of his choice.
4. The burden of proof should rest upon the administrators bringing the charge.
5. The student should be given an opportunity to testify and present evidence and witnesses. However, he should not be required to testify against himself or to incriminate himself.
6. The decision of the Student Appeals Review Committee should be based entirely upon evidence introduced at the hearing.
7. The hearing will be involved only with the student’s actions while in attendance at Florida Junior College at Jacksonville. No civil or criminal legal action will be considered by the Committee. In the event that such actions would appear proper, the President will take the necessary steps after the conclusion of the hearing.

8. There should be a verbatim record, such as a tape recording, of the hearing.

9. A decision of the Student Appeals Review Committee should be final, subject to the student’s right of appeal, within thirty (30) days to the President of the College.

10. The President will notify the student in writing of the results of the hearing.

STUDENT APPEALS

There is a standing committee within the College known as the Student Appeals Review Committee. This committee is composed of twelve (12) members appointed by the President. The purpose of this committee is to hear and decide on requests for exceptions to approved policies of the College as well as official deadlines.

The Appeals Committee meets at least once a month to consider appeals forwarded to the committee via proper channels.

If a student has a disagreement or a concern with an administrative action in the areas of admissions, refunds, transfer of previous academic credits, program requirements, grades, graduation problems or other similar matters, the student should complete a Student Appeals Review Form. These forms may be obtained at the Student Development Office on any campus along with instructions regarding appeals procedures. In addition, advice and assistance in completing the form may be obtained in the campus Student Development Office.

The completed appeal form is to be filed with the Dean of Student Development on one of the college campuses. The Dean of Student Development will then forward the form to the appropriate authority for review as prescribed by appeals policy. Important: A student’s appeal form will not be considered unless it has been properly and fully completed. Grade changes should be made with the instructor’s consent. Changes without the consent of the instructor should be made only under rare and unusual circumstances. The student will be advised of final action on his appeal.

Further information should be obtained from the Office of Student Development on any campus.
BOOKSTORE SERVICES

Bookstore services are provided for the convenience of the students, faculty, and staff of the College. A complete line of textbooks, workbooks, used books, laboratory manuals, supplemental paperbacks, materials, and supplies is available on a cash basis. Textbooks which will be used in subsequent instructional periods are purchased from the students. Bookstores are located on each campus and stock the textbooks required for that campus only. The hours of operation are posted at each bookstore.

FOOD AND VENDING

Self service food facilities are available at all campuses.

FINANCIAL AID

The Florida Junior College at Jacksonville Financial Aid Office attempts to assist all students and prospective students who are in need of funds to attend college. In order to determine eligibility for the various types of financial assistance, a single application form is used for most types of aid. When this form is completed properly and submitted, it is possible to establish the amount of each student's financial need and to ascertain what types of aid he is eligible to receive. Once eligibility and need have been established, a "package" of financial aid is offered to the student. This package will include some combination of loan and grant assistance and possibly part-time campus employment. In a few cases, students with exceptional academic records may receive a scholarship. It is recommended that students who anticipate the need for financial assistance contact the Financial Aid Office on the campus at which they plan to enroll and ask for a Financial Aid Application form. If they are in doubt about which campus they will attend, it is suggested they contact the Fred H. Kent Center Financial Aid Office.

When possible, students should submit one application for the entire academic year, commencing with Fall Term (I) and ending with Summer Term (IV). In order to receive award notification in writing prior to registration, applications should reach the appropriate campus Financial Aid Office by April 15th, preceding the Fall Term (I) for which aid is to commence. If aid is to commence in Winter Term (II), applications should be filed by October 1st, or if for Spring and/or Summer Terms (III and/or IV), the deadline date is March 1st.
For further information, students should write, visit, or telephone any of the Financial Aid Offices listed below:

Financial Aid Office
Building #9
FJC Fred H. Kent Center
Jacksonville, Florida 32205
Telephone: 387-8277

Financial Aid Office
Room E-110
FJC South Campus
Jacksonville, Florida 32216
Telephone: 646-2020

Financial Aid Office
Room D-101
FJC North Campus
Jacksonville, Florida 32218
Telephone: 757-6258

Financial Aid Office
FJC Downtown Campus
940 North Main Street
Jacksonville, Florida 32202
Telephone: 355-4666

I. SCHOLARSHIPS

ACADEMIC SCHOLARSHIPS

A limited number of scholarships are awarded to Florida Junior College at Jacksonville students under several different programs. The qualifying criteria for these scholarships are different in almost every case. In general, however, a student must be attending on a full-time basis, be of good character, and must maintain at least a C average. Students are selected for academic scholarships on the basis of information contained in their Financial Aid Application forms, as well as information obtained from other sources.

ATHLETIC SCHOLARSHIPS

Athletic scholarships for baseball, basketball, cross country, track, and tennis are awarded to students selected by athletic coaches.

INSTRUMENTAL AND CHORAL SCHOLARSHIPS

Scholarships are awarded to students selected by the Director of the Chorale and Director of the Band on the South Campus. Scholarships are usually in the amount of $200 per academic year.
II. GRANTS-IN-AID

BASIC EDUCATIONAL OPPORTUNITY GRANTS

BEOGs of up to one-half the cost of educational expenses are available to students who qualify on the basis of need. Application is made to the U.S. Office of Education on forms provided by campus Financial Aid Offices or high school guidance offices. ELIGIBLE STUDENTS ARE URGED TO APPLY FOR THIS AID AT THE SAME TIME THEY APPLY FOR AID FROM FLORIDA JUNIOR COLLEGE AT JACKSONVILLE. Florida Junior College at Jacksonville and BEOG application forms may be obtained at any of the four campus Financial Aid Offices.

FLORIDA STUDENT ASSISTANCE GRANTS

This program provides grants of up to $600 per term (total $1200) for Fall Term (I) and Winter Term (II) to Florida residents who demonstrate the greatest financial need and the most promise for academic success. Additional information and application forms are available in the campus Financial Aid Offices and high school guidance offices. Students are urged to apply for a Florida grant in addition to FJC assistance and the BEOG program. By doing so, the student improves his chances of obtaining sufficient funds to meet his educational expenses through one or a combination of these programs. COMPLETED APPLICATIONS MUST BE IN TALLAHASSEE BY MARCH 1st.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

These grants are in amounts of up to $1,500 per year and are made available from funds provided by the Federal Government to the College for the purpose of assisting students who qualify on the basis of exceptional need. Grants must be matched, dollar for dollar, by money from some other source, such as qualifying scholarship, work award, or loan.

LAW ENFORCEMENT EDUCATION GRANTS

These grants are available to in-service law enforcement officers who wish to broaden the scope of their knowledge by taking courses related to their profession. Typically, grants cover tuition and a book allowance for part-time students.
III. LOANS

Several different types of long-term loans are available. Generally students must maintain a C average in order to qualify for or to renew these loans.

NATIONAL DIRECT STUDENT LOAN

This program provides three percent (3%) interest loans to students who qualify on the basis of family income. The amount that can be lent is dependent upon the student’s financial need and will usually not exceed $1,250 per academic year. These loans are repayable in installments commencing one year after graduation. Borrowers may have a portion of their loan cancelled if they subsequently become teachers of low income or handicapped students. This program is operated by Florida Junior College at Jacksonville with federal funds.

FEDERAL NURSING LOAN

These are loans with provisions similar to those of the National Direct Student Loan described above and are available to students who have been accepted into the Technical Nursing Program. Partial cancellation of this loan is possible by subsequent employment as a nurse.

FLORIDA STUDENT LOAN

Florida Student Loans are awarded in amounts of up to $1,800 per year to students who qualify on the basis of need. Repayment with interest at four percent (4%), commences six (6) months after completion of Bachelor’s degree or termination of education, whichever occurs first.

FEDERALLY INSURED STUDENT LOAN

Students may borrow up to $2,500 per academic year, not to exceed educational costs. Borrowers from middle and low income families receive a partial interest subsidy. Loan applications are processed by campus Financial Aid Offices and submitted to banks and credit unions. Repayment is in monthly installments commencing nine (9) months after graduation with interest at seven percent (7%).

FLORIDA INSURED STUDENT LOAN

These loans are available to Florida residents. They are similar in most respects to the Federally Insured Student Loan except that the State of Florida acts as lender instead of a bank or other lending institution. Applications should be submitted two (2) months prior to the beginning date of the first term for which assistance is requested.
SHORT TERM LOAN

Florida Junior College at Jacksonville operates a Short Term Loan Fund designed to provide assistance to students who need small amounts of money for a brief period for registration costs or for emergency purposes. A limited amount of money is available in this fund. Loans are repayable within sixty (60) days.

IV. STUDENT EMPLOYMENT

Student employment programs, sponsored by both Federal Government and the College, provide assistance to students who qualify on the basis of need and who are capable of maintaining good academic standing while employed. Employment is normally limited to fifteen (15) hours per week and may be less in the case of some students. Pay is at or above the minimum wage law requirement and may be up to about $1,000 for a school year. Also, the campus Placement Offices maintain a listing of off-campus job opportunities.
STUDENT ACTIVITIES

STUDENT HANDBOOK

A Student Handbook is published annually. The handbook is designed as a general information reference and in no way replaces this college catalog. Any statement of policy not found in the Student Handbook is either found in this college catalog or other publications available to all students.

STUDENT ACTIVITY CALENDAR

The Student Activity Calendar is published each semester during the Fall and Winter Terms (I and II) 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.

STUDENT ACTIVITY 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.

STUDENT ACTIVITY CARD

All college credit students receive activity cards for the Fall and Winter Terms (I and II) at the time of registration. This card is required to pick up tickets for the Artist-Lecture Series events and for special discount passes available from the Student Activities Offices. Non-college credit students must show proof of registration to pick up tickets. Each student is required to pick up his own tickets.

ARTIST-LECTURE SERIES

A wide range of performing artists including the areas of classical, pop, and drama are presented throughout the Fall and Winter Terms (I and II). 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 1975-76 Fall and Winter Term (I and II) Student Activity Calendars for the current season’s program of events in the Artist-Lecture Series.
FILM AND VIDEOTAPE SERIES

The Film and Videotape Series of events includes many of the film classics and a variety of contemporary and popular film selections. In addition, special videotape programs on topics of contemporary interest are also presented.

SPECIAL EVENTS

A variety of events are presented during the Fall and Winter Terms (I and II), 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.

SOCIAL EVENTS

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

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 2.00 grade point average and a satisfactory citizenship record will be considered for clearance.

ART EXHIBITS

Continuous student art exhibits are part of FJC’s Fine Arts Area located at the South Campus. A variety of faculty, student, and guest exhibits are also available for viewing at the South Campus Learning Resources Exhibit Area from time to time, as announced, during the academic year.

PERFORMING ORGANIZATIONS

These organizations offer college credit or emerge from college 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, the Symphonic Band, and the Florida Junior College at Jacksonville Community Orchestra.
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, tennis, bowling, table tennis, horseshoes, billiards, and golf. Special discount passes to a variety of community recreational facilities, including bowling, golf, driving range, putt-putt golf, and movies are also available at substantial savings from each campus’ Student Activities Office.

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 to participate in the College governing process through the student, faculty, and administrative Campus Councils. Each campus SGA also participates in the SGA Executive Board; thus, coordinating the College-wide needs of students. Each campus SGA is a member of the statewide Florida Junior College 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 at least two (2) days prior to leaving on a trip.

DISTRIBUTION OF LEAFLETS AND POSTERS

Students who want to distribute any kind of printed matter, such as posters, leaflets, or flyers, among the student body on campus must
secure the approval in advance. This office will provide to students lists of certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter. All posters, banners, showcards, etc., must be approved by the Student Activities Office. All materials will be placed in those areas specified.

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.

FORMATIONS 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.

DRESS CODE

All students who attend Florida Junior College at Jacksonville should dress in good taste.

HEALTH SERVICES

Florida Junior College at Jacksonville is a commuting institution. Health Services are planned only as a supplement to the services of a family physician. Various health agencies are brought to each campus periodically to make their services available to students. For emergency situations refer to the section on Emergencies and First Aid.

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 Fred H. Kent Center. 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.
DEFINITION OF TERMS

ADDITIONAL FEES — Supplemental fees paid by students taking certain courses, e.g. laboratory sciences, applied music. These fees cover the cost of additional materials and services required in these courses.

CAREER EDUCATION PROGRAM — Programs offered by the College in specialized areas designed to prepare the student for immediate employment. Degrees or certificates are awarded upon successful completion of these programs.

CLASS SECTION — A symbol located in the class schedule (examples: N01, S01, D01) that corresponds to a particular time the class meets, the room number, and the instructor.

COOPERATIVE EDUCATION — A program in which a student receives academic credit for work experiences directly related to his career goal while also enrolled in college courses.

COREQUISITE — A course which a student is strongly advised to take at the same time he takes another course. Thus the two courses are companion courses.

COURSE DESCRIPTION — A short statement, located in the back of the catalog, identifying the content of a course.

CREDIT-BY-EXAMINATION — A method by which a student may receive college credit without actually having attended the class. The College Level Examination Program (CLEP) and Proficiency Examination Program (PEP) are examples of Credit-By-Examination.

CREDIT HOUR — See semester hour.

CURRICULUM — A group of courses designed to educationally prepare a student in a specific area. (Example: The curriculum for the nursing program.)

ELECTIVE — A course, other than that which is required, chosen by the student or suggested to fulfill curriculum requirements.

FRESHMAN — A college credit student who has completed less than twenty-four (24) semester hours of college work.

FULL-TIME STUDENT — A student enrolled for twelve (12) or more semester hours during Fall Term (I) or Winter Term (II), or for four (4) or more semester hours during Spring Term (III), or Summer Term (IV).
GPA—Grade Point Average. A numerical average computed at the end of term symbolizing the student’s success in college gradewise. (A-4 grade points, B-3 grade points, C-2 grade points, D-1 grade point, F-0 grade points.)

IN-STATE STUDENT—See Residency Affidavit, page 19 of this catalog.

NON-COLLEGE CREDIT COURSES—Courses for which no college credit transferable to another college or university is given. Non-college credit courses include career education, adult education, continuing education, and community services courses.

OUT-OF-STATE STUDENT—A student who does not meet the definition of an in-state student.

PART-TIME STUDENT—A student enrolled for less than twelve (12) semester hours during Fall Term (I) or Winter Term (II), or less than four (4) semester hours during Spring Term (III), or Summer Term (IV).

PREREQUISITE—A course which a student is strongly advised to complete before enrolling in a second, more difficult course, the knowledge and skills taught in the first course being necessary for the second.

REGISTRATION FEE—Fee paid by all students upon enrollment.

SEMESTER HOUR—Also called credit hour. This measure corresponds, in actual time requirements in class, to one fifty-(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 (3) semester hour course requires at least three (3) fifty-(50) minute periods of actual class time. Laboratory Biology, on the other hand, a four (4) semester hour course requires six (6) in-class hours. Semester hours can be converted to quarter hours (University of Florida is on the quarter system) by multiplying the number of semester hours earned by 1.5.

SOPHOMORE—A college credit student who has completed twenty-four (24) or more semester hours of college work.

TRANSCRIPT—The official record of a student’s academic standing. This record also includes biographical and test data.