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Academic and Career Planning

Career Development Center Services

As a part of the College's role of helping individuals reach their full potential, career planning services are offered at the Career Development Center on each campus.

Services available in the career development centers include:

1. career related aptitude, interest and temperament testing,
2. career research (with current information on occupations, job requirements and career opportunities),
3. computerized career planning, (an easy-to-use computer system that helps students with career decisions),
4. Career Options (self-directed, step-by-step career planning) and
5. career counseling, courses (SLS 1301 Career Planning and the World of Work, SLS 1401 Computerized Career Exploration and SLS 1933 Special Topics — Independent Study in Career Planning), workshops and seminars.

Students who are undecided about their future career plans are encouraged to make an appointment with a counselor to begin the career planning process.

Academic Planning Services

Academic Advising

To assist you in making the best choices regarding courses needed to meet your objectives, FCCJ provides academic advisement. Pertinent information is available on:

- selection of courses,
- course prerequisites,
- transfer requirements,
- effective study methods,
- academic progress,
- availability of resource agencies and
- other such areas of concern to students.

Advising also provides you with assistance on class scheduling and graduation requirements.

IMPORTANT: The State of Florida may limit the number of credit hours a student may take toward his or her degree. You are encouraged to choose a major early to ensure completion of your degree within the credit hour limit. If you need help choosing a major, make an appointment with your counselor or adviser.

Academic Planning Checklist

One of the most important things that you can do to increase your chances of success in college is to have an effective academic plan. Use this checklist to guide your progress, checking off each item as it is completed.

- Clearly state your goals.
- Relate your goals to career options.
- Determine the educational requirements of your career objective.

- Explore the educational options available to you.
- Decide on an educational option.
- Plan the completion of educational requirements such as course requirements, transfer requirements, licensing requirements, etc.
- Identify College resources that can assist you.
- Identify co-curricular activities that can help prepare you for success by enhancing your educational experience.
- Seek the mentorship of professors teaching in areas related to your career objective.
- Identify opportunities to become involved in your field of study before you graduate through cooperative education or internships.
- Periodically review your academic plan with a counselor or adviser in light of your academic experience.
- Prepare yourself for graduation with employability skills such as interviewing techniques and resume writing.

The counselors and advisers within your counseling and advising center are specially trained to assist you with these tasks. The sooner you get started, the better your chances for success. Certainly, sometime during your first term of enrollment you should get started with this process of academic planning. Make an appointment today!

Academic Audit

You have five years from your term of entry to graduate under your original catalog requirements. A graduation status sheet (GSS) is mailed to you each term (once you have completed nine credits, are currently enrolled and listed as degree seeking) to assist you in selection of appropriate classes each term and to allow you to monitor your progress toward graduation. It is your responsibility to monitor your progress and enroll for appropriate classes. You should check the accuracy of your GSS each term. Pay attention to the following items.

- name, student number, address and program of study
- courses required for your program of study and the required grades for those courses
- any additional general education hours required for your degree
- "NOTE — THIS CATALOG IS VALID UNTIL (DATE)" (A.A. degree-seeking students may, under certain circumstances, elect to change their catalog year. Contact your campus counseling and advising center if you wish to discuss this option.)
- notes numbered *1*, *2*, *3* and *4* (clarifying the specific requirements from the major areas of general education requirements)
- total number of earned hours required for graduation
- currently enrolled courses
- satisfactory scores on CLAST (for A.A. degree program), if you have taken the CLAST

-
- any messages listed under the statement: “STUDENT CANNOT GRADUATE THIS TERM BECAUSE OF THE FOLLOWING REASON(S)”

Your counselor or adviser will be glad to assist you in learning to use the GSS. Schedule an appointment by calling or stopping by your campus counseling and advising center.

Counseling

Academic and personal counseling services are available within each student affairs office. Students are encouraged to consult with counselors to discuss issues relating to student life, interpersonal relations, study skills or any life coping concerns which may relate to their college experience.

Classes That Can Increase Your Chances for Success (SLS)

FCCJ offers courses which can help you prepare for success. Some of these classes are:

- SLS 1101 Dynamics of Student Success — helps you learn to “study smart,” learn more in less time and earn good grades,
 - SLS 1201 Personal Development — gives you a better understanding of yourself, others and the environment in which you interact.
 - SLS 1301 Career Planning — allows you to examine your own skills and interests as they relate to choosing a career and teaches you how to use career resources to explore different career options,
 - SLS 1401 Computerized Career Exploration — provides an opportunity for you to examine work related interests, values and abilities related to career choice through a self-paced, independent process, and
 - SLS 1223 Stress in Today’s Society — teaches you how to recognize stress and a variety of techniques to deal with it in a constructive way.
 - Workshops on a variety of topics are also offered by the campus counseling/advising centers.
-

Libraries, Labs, Tutoring and Testing

Libraries

FCCJ's libraries, located on each campus, offer a full range of services to students. Materials are available in print, audio-visual and computer-based formats. The libraries have internet access and more than 60 on-line reference databases. The on-line statewide catalog includes indexes of the 28 community college libraries and the state university libraries. Librarians and staff are available to assist students in the use of these materials. Telecourse materials, conference rooms, copiers, and media production services are also available.

Learning Assistance Center

Each campus has a learning assistance center (LAC) for individualized instruction on a drop-in basis. In these labs, students may pursue self-paced instruction through a variety of learning aids and may receive assistance from tutors in a number of subjects. Students may stop in during day or evening hours (hours are posted at each LAC) and consult a tutor, use the various learning aids and review for one or more of their courses.

In addition, practice tests and learning materials are available to assist students in assessing their readiness to take the College Level Academic Skills Test (CLAST) and preparing to increase their performance on this statewide test. Computers with a broad variety of arts and science tutorials and exercises are provided to assist students.

FCCJ's learning assistance centers offer friendly, competent assistance to help you improve your skills through one-on-one tutoring and individual guidance with state-of-the-art learning aids such as:

- video cassette recorders,
- computer programs,
- cassette tape programs,
- word processing equipment,
- self-graded worksheets,
- tape recorders,
- study handouts and
- practice quizzes.

Professional advisers and student aides are on hand to assist you with:

- mathematics — basic math, algebra, geometry, calculus, statistics,
- reading — comprehension, main idea, supportive details, sequence, drawing conclusions, vocabulary development,
- accounting — homework assignments, exercises, problems, practice sets, computer orientations, computer practice sets,
- writing — grammar, sentence structure, paragraph writing, essay composition, research papers, spelling,
- modern languages — listening comprehension, pronunciation practice, cultural programs, recording capacity, computer software and
- career and academic planning — academic advising, career planning, assessment related

to aptitude, interest, personality and job-related values, graduation status sheet (GSS) assistance, computerized guidance activities, personal counseling.

Check with the counseling and advising center on your campus for lab location and hours of operation.

Computer Labs

There is an open computer laboratory on each campus for use by FCCJ students enrolled in courses requiring computer-based assignments outside of class. These labs are heavily utilized by students taking courses with lab assignments. Computers in the learning assistance centers and the computer laboratories are heavily used by students daily from 7:30 a.m.-1 p.m. The computers are used less in the mid-afternoon and evening hours.

Certification and Assessment Centers

Credit by Examination

Students may earn up to 45 semester hours credit toward an associate's degree through credit-by-examination. This may be a combination of Advanced Placement (AP), College Level Examination Program (CLEP), DANTES subject standardized tests and/or transfer credit. Credit not counted within this 45-hour limit may be obtained by participation in the Proficiency Examination Program (PEP). For more information regarding the following tests, contact the campus certification and assessment center.

Advanced Placement Test (AP) is a nationally developed program for acquiring college credit while enrolled in high school. The test is administered through the high schools, and credit is granted for scores of three, four or five on approved tests. Fees are set by the College Entrance Examination Board.

College Level Examination Program (CLEP) is a nationally developed program for credit-by-examination. Credit may be granted for scores at or above the 50th percentile on approved tests. Fees are set by the College Entrance Examination Board. The test is administered by appointment to currently enrolled FCCJ students at any campus certification and assessment center.

Proficiency Examination Program (PEP) is Florida Community College at Jacksonville's program for awarding college credit by examination. The tests are administered by FCCJ three times per year. Fees are set by the FCCJ District Board of Trustees. Test fees are listed in the "Earn College Credit by Exam" brochure. Students may register for the tests at any campus certification and assessment center.

ACT-PEP is a national program to provide credit by examination. Credit for this exam is accepted by FCCJ on approved tests. Information for the ACT-PEP may be obtained from any certification and assessment center.

Subject Standardized Test (SST) is a program developed by the Department of Defense for awarding credit by examination under the auspices of Defense Activity for Non-traditional Educational Support (DANTES). Military personnel may obtain information, applications and a list of approved tests from the Navy Campus for Achievement (NCFA) offices on local Navy bases or education offices in other branches of the military service. Fees are set by DANTES. Non-military students may contact the campus certification and assessment centers for information concerning registration, tests and fees. Students may submit credit earned through DANTES for Florida Community College at Jacksonville credit evaluation through the Kent Campus assessment office. Approved tests are listed in the “Earn College Credit by Exam” brochure, and credit is awarded for scores at or above the 50th percentile as approved by the State Board of Education.

College Credit Entry Placement Testing

FCCJ’s academic assessment office administers the American College Test (ACT) on nationally scheduled test dates. Information on this test may be obtained from any campus certification and assessment center.

In certain FCCJ programs (allied health, for example), an academic skills test may be required. The California Achievement Test (CAT) is one such test. The program adviser for each program has information on these test requirements.

Course placement testing is required of new degree-seeking college credit students in order to assist them with course selection. Non-degree-seeking students planning to take English, reading or mathematics must also be tested.

FCCJ utilizes the Computerized Placement Test (CPT) and companion as its course placement test. The tests include subtests of English, reading and mathematics skills.

FCCJ also accepts scores for the ACT and SAT. These scores may exempt students from further testing. Students should have an official copy of test scores sent to the address listed below at least three weeks prior to registration for classes.

FCCJ Academic Assessment Office
Kent Campus, Room A-104
3939 Roosevelt Blvd.
Jacksonville, FL 32205-8999

Information is available from any campus certification and assessment center.

College-Level Academic Skills Test (CLAST) is a state-wide test of college level communication and computation skills developed by the state of Florida.

Refer to the “Associate in Arts Degree” section for a more detailed description.

Registration and additional information on CLAST is available at any campus certification and assessment center.

Career testing is available at each campus. Aptitude, interest and personality tests are available which can provide information useful to career decision making. Contact the campus career development counselor or certification and assessment center for further details.

Community service testing is provided for the following examinations.

Test of Adult Basic Education (TABE)

Certification and Assessment Centers administer the state required TABE to those enrolled in vocational certificate programs of 180 or more contact hours. The TABE is also a state requirement for those entering selected adult studies programs.

Automotive Service of Excellence Certification (ASE)

tests are administered twice annually to automotive technicians meeting the requirements for certification or recertification.

The Florida High School Competency Test is required of high school completion students. Refer to the high school completion section of this catalog for further details.

The GED (General Educational Development)

Examination is a battery of five tests administered at each college campus on a regularly scheduled basis to individuals who are at least 18 years of age, out of school, citizens of the United States or resident aliens and Florida residents. Information on test registration may be obtained from any campus Adult Studies Office or any campus certification and assessment center.

Institutional Testing is provided to those individuals who need secure testing conditions, such as testing for a correspondence course. Arrangements for testing services and fees must be made through the certification and assessment centers in advance of the testing date.

The Nursing Assistant Certification Examination

is given to individuals seeking state certification in the nursing assistant profession. Registration for the test is through Assessment Services Inc. (ASI). For information and registration call 1-888-204-8250. There is both a written and skills based assessment, which is administered on a regular basis at North Campus.

The Optional Child Care Pre-test is an optional state-developed exemption test designed for those employed in child care settings who are required to complete the HRS 20-hour child care worker training course. The exemption test can be taken only once and covers the following four modules:

1. state and local rules and regulations which govern child care,
2. health, safety and nutrition,
3. child abuse and neglect — identifying and reporting, and

-
- child growth and development — birth through 12 years old.

Child care personnel can be exempt from any of the four training modules by successfully completing the module pre-test with an 80 percent or better score.

Accredited Record Technician (ART) and Medical Record Coding Specialist (CCS and CCS-P) Certifications are administered by the certification and assessment centers to individuals seeking professional licensure. The tests are given annually. For more information, contact Applied Measurement Professionals, Inc. at (913) 541-0400.

ACT Citizenship Test is administered to individuals who are lawful permanent residents of the U.S. and want to become citizens. The individual must pass a multiple choice test about U.S. history and government and a written dictation in English.

American Council on Exercise (ACE) tests are administered annually for aerobics instructors, personal trainers and orthopaedic technologists.

Certified Professional Food Manager Certification is a professional stamp of approval for individuals working in the food service industry. The test is administered upon request of the culinary arts department.

Federal Communications Commission (FCC) is a vocational exam administered monthly to commercial radio operators for licensing.

Florida Food Manager Certification Examination is administered by the certification and assessment centers to managers in establishments serving the public so they may be certified to help protect everyone's health, safety, and welfare. This exam requires a fee. For information call (813) 974-1525.

Florida Teacher Certification Exam is administered four times a year. Application packages can be picked up at the Urban Resource Center in Room 102.

Keyboarding skill assessments of speed and precision are administered on an on-going basis.

National Securities Examination is administered by the certification and assessment centers to individuals working in the financial industry as stockbrokers and financial planners.

Nursing Certification Examinations are administered twice annually for enterostomal therapy nurses, wound care nurses, ostomy care nurses and continence care nurses.

Official Practice GED Exam is given to individuals who are not students at FCCJ and are studying for the GED on their own. The exam is administered, for a minimal fee and upon request at the Urban Resource Center's certification and assessment center.

Sanitation and Safety Management Examination is administered by the certification and assessment center to students entering entry level employment in the food service industry.

The State Emissions Recertification Test is administered to emission inspectors requesting recertification.

Other Student Services

Student Employment

Student employment services assumes the responsibility of helping students make a smooth transition from college to meaningful employment. In addition to helping students and graduates locate jobs, student employment services helps students develop the skills necessary for successful job hunting and job selection.

Student Health Insurance

The College makes available a student health and accident policy which may be purchased on an optional basis. Information can be obtained at any campus student affairs office.

Child Care Services

Child care centers are located at Downtown, North and South campuses. Kent Campus has child care services available near the campus. All centers are open Monday through Friday during the day, and most centers are open evenings Monday through Thursday. Ages generally accepted for day hours are two to five; ages for evening hours are two to 11. FCCJ students are eligible for discounted fees for child care services. Child care scholarships are also available to eligible students.

Bookstore

The College's bookstores are operated by a commercial bookstore operator. Textbooks, supplementary material, supplies and other items are available through each campus bookstore. Requirements for courses in which the individuals are enrolled should be obtained prior to the purchase of books and supplies. Financial arrangements are matters between students and the bookstore.

Food Services

A food service area and vending machines are located at each campus.



Special Programs and Services

FCCJ Rosanne R. Hartwell Women's Center

The FCCJ Rosanne R. Hartwell Women's Center is located at the Downtown Campus, 101 W. State St., Room 3106. Grant funded programs include Challenge: the Displaced Homemaker program, and Bosom Buddies, a breast cancer education and support program. The Center offers two monthly luncheons, the Women's Information Exchange and Career Information Exchange, with speakers on topics of interest to community, business and professional women and men. A current listing of program activities, support groups, workshops, mini-courses, special events and scholarships available can be found in the Center's monthly newsletter, *Portfolio*, which is widely distributed in the community. All programs are available to members of the community as well as FCCJ students. For more information call 633-8311.

Challenge: The Displaced Homemaker Program

Challenge: The Displaced Homemaker program is a uniquely designed program for displaced homemakers. A displaced homemaker is defined as an individual who:

1. is 35 years of age or older,
2. has worked in the home, providing unpaid employment,
3. is not adequately employed,
4. has had or would have difficulty securing employment, and
5. has been dependent on the income of another family member but is no longer supported by such income or has been dependent on federal assistance.

Challenge provides a program designed to build self-esteem and includes career assessment, goal setting and decision making skills, resume writing, interview rehearsal and help with education or job re-entry.

Challenge advisers are located in the Women's Center, Downtown Campus, 101 West State St., Room 3106. Program availability is subject to continued funding by the Florida Department of Education, Division of Community Colleges. For information call 633-8316.

Bosom Buddies

The Bosom Buddies program is located in the Women's Center, Room 3079, Downtown Campus. Bosom Buddies was founded in 1988 to provide education and emotional support to breast cancer survivors and heighten the awareness of women at high risk.

An information resource center is located in the Bosom Buddies office at the Women's Center. Women are encouraged to visit, receive personal support and take home educational material about breast health care and breast cancer.

Bosom Buddies maintains a telephone "heartline," participates in health fairs, provides speakers for civic organizations, makes hospital visits and conducts two monthly self-help classes for women with breast cancer.

The Bosom Buddies program is funded by grants and donations. For information call 633-8246.

Monthly Events

The Women's Center also sponsors two monthly events which are free and open to all FCCJ students and the public. The Women's Information Exchange, held the third Thursday of the month at lunchtime, features a guest speaker who covers a topic of interest to women. The Career Information Exchange, held the second Wednesday of the month, features career topics and employment networking opportunities. For a schedule of events, contact the Women's Center at 633-8311.

Black Student Success Office

The BSSO's mission is to provide a comprehensive recruitment and retention program for black students. These programs focus on providing assistance and information to black students who wish to enter and complete college. The office provides linkages with other colleges offices including admissions, student aid, scholarships, student employment and academic and career planning. The BSSO sponsors and/or co-sponsors the programs listed below.

Student Ambassadors – The student ambassadors are FCCJ students employed to assist the BSSO in achieving its recruitment and retention goals. Their primary goal is to make direct contact with prospective and enrolled students, answer general questions and refer students to appropriate College resources. Their presence promotes positive peer influence.

Community Mentorship – This program is a formal effort to address retention of students. The black male student is targeted in this program because his absence in academia is more pronounced than any other student group. The program brings in volunteer business professionals to help black male students achieve their goals and develop contacts with role models outside their immediate circle of family and friends.

Jubilee Singers – The Jubilee Singers is composed of male African-American students who have a keen interest in – and a talent for – singing. The group performs at numerous FCCJ program and community functions while serving as goodwill ambassadors for the BSSO.

For more information, contact the BSSO at 633-8179 or 633-8192.

College Reach-Out, Format for Affecting Minority Enrollment (FAME) and Gaining Resources and Developing Skills (GRADS) Programs – These are three recruiting programs sponsored by the BSSO in cooperation with local middle and senior high schools. These programs support and encourage younger students to pursue a college education.

Services for Students With Disabilities

Florida Community College at Jacksonville provides educational support services through the auxiliary aids Program within the Office of Services for Students With Disabilities, Department of Student Affairs.

The College delivers services to students with disabilities following guidelines established by Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act, 1990. These laws ensure equal access to all educational opportunities by making reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of the disability, unless making the modifications would fundamentally alter the nature of the service, program, or activity. As appropriate, the following services can be provided upon receipt of documentation.

- Notetaker
- Tutor
- Reader
- Scribe
- Interpreter
- Testing Accommodations
- Adaptive Equipment/Software
- Enlarged or Brailled Instruction Material
- CLAST Waivers or Special Accommodations
- Course Substitutions

Any student with a disability requesting assistance may contact the Specialist for Students With Disabilities on the appropriate campus.

North Campus, Nassau Center, Geis Marine Center and Open Campus
(Distance Learning) 766-6784 Voice and TDD

Downtown Campus 633-8488 Voice and TDD

Kent Campus and Urban Resource Center 381-3630 Voice and TDD

South Campus and Deerwood Center 646-2191 Voice and TDD

The Director of Services for Students With Disabilities is responsible for coordinating services for students with disabilities Collegewide.

Articulation Issues: Universities are required to admit community college students with A.A. degrees; however, universities may require specific courses for acceptance to limited access programs. For the student's benefit, the College will work with the appropriate institution to inform students of limited

access program requirements and other requirements, which might affect transfer and graduation. Upon verification, the College honors course substitutions that have been approved by other institutions.

Independent Living for Adult Blind (ILAB)

ILAB is an instructional program for adults who have vision loss to a degree that they experience some difficulty in their daily activities. Through guidance and specialized training offered through the ILAB program, individuals learn necessary skills for work and independence in their home and community.

Training is offered at no cost to individuals. Eligibility is determined by the State Division of Blind Services. Orientation and mobility instruction includes personal safety and travel skills in familiar and unfamiliar surroundings. Home and personal management instruction includes labeling of food, clothes and medications; adaptive techniques for cooking, cleaning, and sewing; identifying money; and diabetic devices. Communication instruction includes touch typing, braille, writing guides, talking books, and use of magnifiers to enhance useable vision. Group and individual counseling includes topics such as assertive communications, self-esteem, goal setting, and coping skills. Computer classes include Windows operating system and the use of Zoomtext (for large print display) of JAWS (for speech output). Computer students have vocational goals which require them to use a computer. Workshops for families are provided to help them understand the special needs of visually impaired adults. For information call 633-8220.

Golden Opportunities for Lifelong Development (G.O.L.D.)

G.O.L.D. is designed to meet the needs of adults aged 55 and older. Non-credit courses are offered in locations throughout the community with particular emphasis on the interests and concerns of older adults. Additionally, computers for seniors courses are offered at the FCCJ campus locations. For information call 632-3324.

University Transfer and Graduation Information

University Transfer Information (A.A.)

Any student transferring from FCCJ with an associate in arts degree is guaranteed the transfer of credits earned toward that degree and junior-level standing within the state university system by the State Articulation Agreement (SBE Rule 6A-10.024, FAC). However, a transferring student is not guaranteed admission to specific colleges or programs within the university.

The following are steps that require action on your part for transferring to be successful:

- identify a major (as soon as possible),
- identify a transfer institution (as soon as possible),
- know the admission requirements to the university,
- in case of a limited-access major, identify the course and admission requirements,
- complete these requirements (items listed above) while attending FCCJ,
- complete all of the requirements for A.A. degree, and
- complete the admission and application process as required by the university.

The FCCJ transfer guide is an overview of the transfer process. This guide, along with the course area admission requirements for the nine Florida state universities, can be obtained in the campus counseling and advising center.

University Transfer (A.S.)

Students who intend to transfer to a state university upper division upon receipt of the associate in science degree must satisfy certain additional requirements before being accepted for transfer. These requirements do not affect the award of the associate in science (A.S.) degree by Florida Community College at Jacksonville but do affect the ability of the senior institution to accept students with the A.S. degree.

Students with A.S. degrees who plan to transfer to a state university should contact a counselor to determine the additional requirements necessary for transferring.

Articulation Agreements

State Articulation Agreement

Florida's statewide articulation agreement provides specific guarantees for associate in arts graduates. In essence it provides a 2 + 2 agreement between the 28 Florida community colleges and the nine state universities. The 2 + 2 articulation agreement states that associate in arts (A.A.) degree graduates of a state-approved Florida community college must be admitted as a junior to any state university as long as the university has space, money and the curriculum to meet the students' needs. This is a student's "right." However, the articulation agreement does not guarantee entrance into a specific major, should that major be "limited access." Most universities are divided into different colleges (e.g. College of Education, College of

Business, College of Engineering), each of which establishes its own admission requirements. So whether students spend their first two years at a community college or the university, they still must meet specific admission requirements for that major, usually beginning with the junior year.

The state of Florida has given students certain rights and responsibilities. The following is a brief outline of the articulation agreement.

1. General Education Core

Each state university and community college must require at least 36 semester hours in the liberal arts and sciences; these hours are collectively termed the "general education core curriculum." Once students have been certified by the community college on an official transcript as having satisfactorily completed the prescribed core curriculum, with or without the completed associate in arts (A.A.) degree, no other state institution to which they may transfer can require further general education core curriculum. If they do not complete the general education core curriculum before transferring, the General Education Requirements must be satisfied according to the requirements of the new institution.

2. Associate in Arts Degree

The associate in arts (A.A.) degree is awarded according to the following conditions.

- a. completion of at least 60 semester hours — these hours include the 36 semester hours of general education core curriculum, prerequisites and electives that have prior approval by the state university system, and
- b. a minimum 2.0 GPA in all attempted courses that comprise the A.A. degree and all such courses taken at the community college awarding the degree — only the final grade received is used to compute this average. A grade of "D" will transfer and count toward the baccalaureate degree provided the institution to which students transfer does the same for native students. Individual departments determine whether courses with "D" grades will be accepted toward any major.

3. Accelerated Programs

One of the goals of articulation is to allow students to advance easily, equitably and rapidly through the educational system. There are seven acceleration methods, beginning at the high school level and proceeding upward through the system: Dual Enrollment, Advanced Placement, International Baccalaureate Program, Early Admission, College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) and the Proficiency Examination Program (PEP).

4. College Level Examination Program (CLEP)
Credits awarded on the basis of scores achieved on examinations in the College Level Examination Program (CLEP) are transferable. Credits earned by general examinations and subject examinations must be accepted by the upper division institution. However, no more than six semester credits can be transferred from each of five areas: English, humanities, mathematics, natural sciences and social sciences/history. A total of 45 CLEP credits is the maximum that may be accepted in transfer.
5. Advanced Placement (AP) Credits
Credits awarded on the basis of the College Board Advanced Placement (AP) are transferable. The credits are awarded based on College Board AP scores of three, four or five on any of the examinations in the program. College Board AP credit that duplicates CLEP credit shall not be awarded or accepted in transfer.
6. The Defense Activity for Non-Traditional Education Support (DANTES)
Credits awarded on the basis of scores achieved on examinations in the DANTES program are transferable.
7. Proficiency Examination Program (PEP) Credits
Credits awarded on the basis of the Proficiency Examination Program (PEP) are transferable.
8. Electives for Major
The state university that awards the baccalaureate degree will determine which elective courses taken at the community college can apply toward a specific major.
9. Limited Access
Limited access enrollment criteria must be established and published by the university in catalogs, counseling manuals and other appropriate publications. Community college transfer students shall have the same opportunity to enroll in university limited access programs as native university students. (Limited access programs must be approved by the Board of Regents and registered with the articulation coordinating committee. It is required that the university denying students admission to a limited access program inform students of other educational options.)
10. Catalog Year
The catalog year (e.g., 1999 — 2000) in which a student initially entered the College is also the catalog that is in effect when students enter the university, provided they maintain continuous enrollment as defined in the university catalog. Because course requirements change from year to year, a university catalog should be obtained for the academic year that a student first entered the community college in order to determine the upper division prerequisites for the individual majors.

11. Common Course Numbering System
Credits earned in the state community college system are identical to those at the state university as long as the common course designation has the same prefix and last three digits. Transferred credits are used on the same basis as those of native university students.

12. Articulated Programs
The articulation coordinating committee, appointed by the Commissioner of Education, oversees the articulation agreement. This committee makes sure that students rights are safeguarded. The members of the committee can review individual cases of student transfer and admissions difficulties, and then recommend resolutions. Committee members also recommend policies and procedures to improve articulation systemwide.

For more information concerning student rights and the articulation agreement, contact a counselor or the university articulation officer.

Independent Colleges and Universities of Florida (ICUF) Statewide Agreement

In November 1992, the signing of an articulation agreement took place between the State Board of Community Colleges and the Independent Colleges and Universities of Florida. Florida has long been a leader in the articulation of students between Florida's Community College System and the public State University System and, once again, Florida has taken the lead by the signing of a statewide agreement between the Community College System and the private colleges and universities.

The intent of the agreement was to establish "an effective and orderly transfer process for students entering a state community college, completing an associate in arts degree and transferring to an independent college or university." Under the agreement, community college students holding an associate in arts degree are guaranteed junior standing, recognition of the general education core and the application of a minimum of 60 credits hours toward the baccalaureate degree. For each college and university a counseling manual is available in the student affairs office on each campus. The manual contains admission and course prerequisite information to properly advise students planning to transfer to these institutions.

Transcript Requests

College Credit Students

Upon request of students, the College will provide to the students or to individuals or institutions designated by the students, an official transcript of their academic record. Transcript requests may be made in person or in writing to the campus enrollment services office.

No transcript request will be processed until all financial obligations to the college are clear and the student's admission file is complete.

Students are advised to make requests for transcripts approximately two weeks before the transcript is needed.

Vocational Certificate Students

Upon request of students, the College will provide to students or to a person/institution designated by students, an official transcript of their academic record. Transcript requests may be made in person or in writing to the campus registration office. Transcript requests will be taken by telephone if the recipient of the transcript is another educational institution. No transcript request will be processed until all financial obligations to the college are clear.

Students are advised to make requests approximately two weeks before the transcript is needed.

Graduation Information (College Credit)

Honors Graduation

Honors graduation is determined by students' all college cumulative grade point average at the end of the term they graduate, as follows.

- with honors 3.5 — 3.74
- with high honors 3.75 or higher

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

Commencement

FCCJ holds only one commencement exercise each year at the end of the second academic term, generally in May. However, students may be graduated at the end of any term in which they complete the graduation requirements. Students graduating at the end of fall or summer terms may participate in the next formal commencement exercise. Students graduating at the end of spring term are expected to attend the ceremony. Graduation dates will be the date of the end of the term in which students complete the academic requirements for the degree or certificate for which they are an applicant.



Entertainment and Student Activities

Campus Entertainment

Variety is the key word in describing the many entertainment opportunities offered on campus. From singers, dancers and comedians to lectures, discussions or art displays, a long list of performers appear on the FCCJ stage or other venues. Many of these opportunities have direct connections with your classroom studies.

Recreation Activities

In addition to intramural/extramural activities, FCCJ provides a complete game center and a lounge for TV viewing on each campus. The student center is a place to unwind and make friends while playing billiards, ping pong or foosball. For the exercise-minded, there is a fitness room on each campus where you may work out with Nautilus or other weight-training equipment.

FCCJ Artist Series

FCCJ Artist Series – Broadway spectaculars that have dazzled New York audiences come to Jacksonville through the FCCJ Artist Series. Professionally produced national and international touring attractions, such as “CATS,” “Evita,” “Les Miserables,” “The Phantom of the Opera,” “Jesus Christ Superstar” and “Man of La Mancha,” have been presented at the Civic Auditorium and the Florida Theatre.

Professional dance companies, symphonies, musical and comedy troupes known throughout the world have entertained FCCJ students. Other internationally known talents who have performed include Dolly Parton, George Benson, the Smothers Brothers, Dionne Warwick and Wynton Marsalis.

As a student you are eligible to receive substantial discounts to many cultural events scheduled by the FCCJ Artist Series.

Organizations and Clubs

Campus Organizations

Numerous campus student organizations are available at FCCJ. Some of the organizations include Phi Theta Kappa, an organization which recognizes academic achievement; Forensic Team; literary and art magazine; Brain Bowl Team; and the International Student Association. Campus student activities offices provide assistance and encouragement to those interested in starting new organizations and support for existing organizations.

The organization adviser, president and treasurer should contact the campus student activities office for complete information before any financial transactions are initiated or any membership dues are collected.

Florida’s Office for Campus Volunteers

Florida’s Office for Campus Volunteers assists college and university students in community service endeavors by acting as a statewide resource center. FOCV offers free consultations and resources for

student-based groups such as residence halls, student government, greek organizations, service clubs and honor societies. FOCV also provides funding and technical assistance to student groups wanting to establish or enhance service programs in their community. For more information call (904) 922-2922.

Student Government Association

Each campus has a Student Government Association (SGA) which is recognized as the official student organization representing students at the College. Each campus SGA is charged with the responsibility of participating in the College’s governing process through the student, faculty and administrative campus councils. Each campus SGA also participates in the SGA executive board, thus coordinating the Collegewide needs of students. Each campus SGA is a member of the statewide Florida Community College Student Government Association.

Student Leadership Program

Leadership Development — FCCJ’s student leadership development program presents leadership activities and workshops on all campuses throughout the term. In addition, retreats and workshops which incorporate low ropes courses and other outdoor activities are presented at FCCJ’s Nassau Center, a 40-acre wooded site in Yulee complete with everything needed for a weekend retreat. Timely topics and fun experiential learning exercises help you develop your leadership skills.

Arts and Literary Arts

Performing Organizations

These organizations offer college credit or have emerged from college credit courses. A wide variety of quality educational offerings provide diverse activities that enrich individual students and the college at large, and contribute to the community. Included among these organizations are the FCCJ Chorale, FCCJ Players (drama), the FCCJ Jazz Band and the FCCJ Symphonic Band.

Student Newspaper

The Campus Voice, the FCCJ student newspaper, focuses on issues and events which involve students at the college. It is printed twice a month during the fall and spring terms. Students may serve as writers, editors, photographers, and graphic designers. No experience is necessary, and scholarships are available.

Kalliope

Kalliope, a journal of women’s art and literature sponsored by FCCJ for 20 years, publishes the work of writers from around the United States. Copies of Kalliope can be purchased in bookstores nationwide or can be read in the libraries of more than 100 colleges and universities around the country. In addition to the journal, Kalliope sponsors: an FCCJ

student poetry contest each September; two writing workshops each month; and an annual event featuring a well-known writer such as Pulitzer Prize winner. Kalliopis offices are located at Kent Campus.

Sports

Intramural/Recreational Activities

Both group and individualized intramural/recreational activities are provided by the College. Activities include flag football, volleyball, badminton, basketball, archery, soccer, softball, tennis, bowling, table tennis, horseshoes, billiards and golf. Special discount passes to a variety of community recreational facilities, including bowling, golf, driving ranges, miniature golf and movies are also available at substantial savings from each campus student activities office.

Intercollegiate Athletics

A diverse program of intercollegiate athletics is available at the College. Basketball (men's and women's), golf (men's), tennis (women's) and volleyball (women's) are sports activities based at the South Campus. North Campus is the location for baseball, softball and track and field (men's and women's).

Students may participate in the Collegewide intercollegiate athletic program regardless of the campus where they attend classes. Students interested in participation should contact the coach or the director of athletics and physical education.

FCCJ is a member of the Mid-Florida Conference of the Florida Community College Activities Association and the National Junior College Athletic Association.