



# Admissions

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# General Admissions Eligibility

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Individuals seeking general admission to Florida Community College must meet the following minimum criteria, except as provided below:

1. The individual must be a U.S. citizen.
2. The individual must be 18 years of age or older.
3. The individual must have earned a standard or college ready high school diploma or the equivalency of a high school diploma.

Individuals seeking admission to Florida Community College who do not meet the general admissions criteria may seek admission if they meet the criteria of the following special admissions classifications.

## Special Admissions Classification for Adult Students

Individuals age 18 or older who do not meet the general criteria for admissions outlined above may be admitted to the College under one of the following sets of conditions.

### Non-High School Graduates

Adults who have not earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma may be admitted to the College's adult general education Post Secondary Adult Vocational programs (PSAV). Adults who have not earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma may be admitted into college-credit classes with the following requirements and restrictions:

1. The individual will be required to take the College Placement Test.
2. The individual may enroll for no more than 12 hours of college-credit course-work before completing his/her standard or college-ready high school diploma or the equivalency of a standard high school diploma.

### International Students Who Are Adults

Individuals who are age 18 or older and who are not citizens of the United States may be admitted to Florida Community College if they meet the criteria of any category listed above and if they are in compliance with the standards from the Immigration and Naturalization Service.

## Special Admissions Classification for Minors

United States citizens under the age of 18 may be admitted to the College under one of the following sets of conditions with confirmation from all high schools attended that the individual has not committed any of the following offenses:

1. Distribution of drugs
2. Simple battery upon school employees or agents
3. Robbery
4. Extortion
5. Burglary of school property
6. Criminal mischief or vandalism
7. Possession of weapons or dangerous objects
8. Indecent public conduct

9. Battery upon another student resulting in bodily harm
10. Inciting or participating in a major student disorder
11. Commission of any felony

### High School Graduates

Minors who have earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma may be admitted to Florida Community College with authorization to attend from their parent or legal guardian.

### Dual Enrollment

Students enrolled at a public or private high school, or home school may be admitted to Florida Community College for either college or vocational/technical credit if they meet the dual enrollment requirements in accordance with state statute and have high school authorization.

### Accelerated High School Completers

Minors who have not earned a high school diploma may be admitted to Florida Community College for college credit courses under the following requirements and restrictions.

1. The individual must have authorization to attend the College from his/her high school and parent or legal guardian.
2. The individual will be required to take the College Placement Test if he/she plans to enroll in college-credit.
3. The individual may enroll for no more than 12 hours of college-credit coursework before completing his/her standard or college-ready diploma or the equivalency of a standard high school diploma.

### Other Non-High School Graduates

Minors who have not earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma and who are no longer attending a public or private school may be admitted to the College's adult general education programs if they have authorization to attend the College from their parent or legal guardian and from the high school of last attendance.

### International Students Who Are Minors

Individuals who are minors and who are not citizens of the United States may be admitted if they meet the criteria of Accelerated High School Completers and if they are in compliance with standards from the Immigration and Naturalization Service.

### Selective Access

Dental hygiene, emergency medical services (EMS) technology, emergency medical technology (EMT), histotechnology, medical laboratory technology, nursing, paramedic, physical therapist assistant and respiratory therapy programs are selective access programs and have special selection and admission criteria and procedures which may be obtained from the program office as listed in this catalog.

# Enrollment Procedures for College Credit Programs

Enrollment procedures for students entering FCCJ's college credit programs are different for students in varying circumstances. Below is a list of admissions categories. Find the one that best describes your situation and jump to the page indicated to learn what is required for admission.

Type of Student	Goal	Page
First-Time-In-College Degree-Seeking	Earn a degree (AA, AS or TC) at FCCJ	3
Incoming Transfer	Transfer to FCCJ's college credit program from another college/university	4
Non-Degree-Seeking	Earn college credit without earning a degree at FCCJ	5
High School	Earn college credit while in high school	5
Military	Earn college credit via SOC or SOCNAV programs	6
International	Earn college credit as a visiting foreign student (non-resident)	6

## First-Time-in-College Degree Seeking Students

Applicants in this category are those who intend to earn a college degree from FCCJ and have never attended college at FCCJ or any other institution. If this describes your situation, please take the following steps to enrollment at FCCJ.

- Membership Application and Fee** Submit a completed membership application and the appropriate application fee. The non-refundable membership application fee is \$15 for U.S. citizens and \$80 for international students. Be sure to indicate in the "Educational Plans" section of the application that you intend to earn your degree at the College. The application and the fee may be submitted to any campus enrollment services office or mailed to the College's Student Records Office at 501 W. State St., Jacksonville, FL, 32202. Call (904) 646-2300 to have an application packet mailed to you.
- High School Transcript** If you graduated or will graduate from a high school outside of Duval or Clay county or if you graduated or will graduate from a private school, please have your high school send an official transcript of your grades and credits with graduation date indicated to the Student Records Office (see address above). If you graduated from a public school in either Duval or Clay county, the College will automatically request your high school transcript after we receive your application.
- Acceptance Letter** Once we receive your application and your transcript, you will receive a letter indicating the approval of your admission if you meet the College's admissions criteria. Admissions criteria are included on page 2 of this catalog.
- Financial Aid Application** If you are interested in receiving financial aid, call or visit the Enrollment Services office on campus. The Collegewide Information Center (646-2300) can also mail you an application for federal student aid.
- Career Goal** If you haven't already decided on a career goal and FCCJ program of study, make an appointment with a counselor at the Career Development Center on campus.
- Assessment Testing** After receiving the letter notifying you of your admission to FCCJ, contact the Certificate and Assessment Center on campus and take the required course placement tests. (Students with S.A.T. or A.C.T. test scores that are two years old or less are exempt).
- Orientation** Complete the New Student Orientation, either by video (about a half-hour in length) or through live group session on campus (about one hour).
- First Term Academic Advising** At the orientation, you will meet with an academic advisor who will review your placement tests scores and suggest appropriate courses for your first term.
- Registration** During the appropriate registration period, register for the courses you plan to take this term using FCCJ's touchtone telephone registration system or at enrollment services on campus.
- Tuition and Fees** Tuition and fees must be paid by the payment deadline. Payment may be made via the touchtone telephone registration system, by mail or by visiting the Business Affairs office on campus. Upon payment, we will mail you your class schedule and fee statement.
- StarCard** Obtain a student identification StarCard at the StarCard office on campus.
- Parking Decal** Obtain a student parking decal from the campus security office.

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## Incoming Transfer Students to FCCJ's Degree Programs

If you have attended and received college credit from institutions other than FCCJ and desire to complete your degree at FCCJ, please take the following steps to enrollment.

1. **Membership Application and Fee** Submit a completed membership application and the appropriate application fee. The non-refundable membership application fee is \$15 for U.S. citizens and \$80 for international students. Be sure to indicate in the "Educational Plans" section of the application that you intend to earn your degree at the College. The application and the fee may be submitted to any campus enrollment services office or mailed to the College's Student Records Office at 501 W. State St., Jacksonville, FL, 32202. Call (904) 646-2300 to have an application packet mailed to you.
2. **College Transcripts** Have official transcripts from all colleges attended sent to the Student Records Office, Florida Community College at Jacksonville, 501 W. State St., Jacksonville, FL 32202. If these transcripts are not received within one term, subsequent registration will be blocked. Transcripts will not be evaluated until all transcripts have been received. The student will receive a notice by mail once all transcripts have been officially evaluated. All transcripts must be evaluated before a student can be approved for financial aid.
3. **Financial Aid Application** If you are interested in receiving financial aid, call or visit the Enrollment Services office on campus. The College-wide Information Center (646-2300) can also mail you an application for federal student aid.
4. **Admissions Placement Survey** Go to any student success office and complete an admissions placement survey (APS) to establish a course placement record and document previous coursework in English, reading and mathematics. Also, if you have ACT or SAT scores less than two years old, bring these along. You will be advised if any further testing is required.
5. **Academic Advising** Make an appointment with an academic adviser to help select your classes. Bring along a copy of your transcripts if possible. This advising will be unofficial if your transcripts have not been officially evaluated. You should return for official advising once you receive notice that your transcripts have been evaluated. Make an appointment by calling the counseling and advising center. Any questions that you may have about the evaluation can be discussed at this time.
6. **Orientation** Complete the New Student Orientation, either by video (about a half-hour in length) or through live group session on campus (about one hour).

7. **Registration** Contact any student affairs office counseling and advising center for assistance if there is any difficulty with registration. It is not uncommon for this to happen because all records may not yet be on file. During the appropriate registration period, register for the courses you plan to take this term using FCCJ's touchtone telephone registration system.
8. **Tuition and Fees** Tuition and fees must be paid by the payment deadline. Payment may be made via the touchtone telephone registration system, by mail or by visiting the Business Affairs office on campus. Upon payment, we will mail you your class schedule and fee statement.
9. **StarCard** After registering, go to the student I.D. center and get a photo I.D (StarCard). All students are required to carry their I.D. while on College property.
10. **Parking Decal** Obtain a student parking decal from the campus security office.
11. **Deadlines and Policies** Become familiar with the deadlines printed in this catalog. Be sure to review important College policies and procedures related to drop deadlines, withdrawal procedures and deadlines, standards of student conduct, grading policies, academic standing standards and student support services.
12. **Graduation Status** Understand graduation status. Note that FCCJ requirements will probably be different than those of other institutions. An academic audit sheet will be mailed to you each term you are enrolled. Transfer students, must complete at least 25 percent of credit semester hours required for the degree at FCCJ and meet all other FCCJ graduation requirements.

### Evaluation of Other College Transcripts

Transfer credit may be accepted from degree granting institutions that are accredited at the collegiate level by an appropriate regional accrediting agency and recognized by the Council for Higher Education Accreditation. Transfer courses are subject to a course-by-course evaluation process.

Students with college credit from outside the United States must have their document evaluated by an approved credential evaluation agency.

Transcripts from other colleges attended will be evaluated for degree-seeking students only. Transcripts must be received from all colleges attended before an evaluation will be completed. All courses attempted at the freshman and sophomore levels will be evaluated. Transfer credit to FCCJ will be calculated in the all-college cumulative grade point average. Upper division courses will only be evaluated when they are substantially equivalent to courses offered at FCCJ. FCCJ does not evaluate transcripts for external agencies.

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## Non-Degree Seeking Students

If you want to take college credit courses but you do not intend to earn your degree at FCCJ, all you need to do is submit a completed membership application and the appropriate application fee. The non-refundable membership application fee is \$15 for U.S. citizens and \$80 for international students. The application and the fee may be submitted to any campus enrollment services office or mailed to the College's Student Records Office at 501 W. State St., Jacksonville, FL, 32202. Call (904) 646-2300 to have an application mailed to you. No transcripts are required, and placement testing will be required only if you desire to enroll in a mathematics, English or reading course. Please note that non-degree seeking students can not be certified for financial aid. If you desire to switch to a degree seeking status in the future, contact the enrollment services office on your campus and follow the procedures for degree-seeking students in the previous section. Non-degree seeking students are required to obtain and carry an FCCJ StarCard.

## Students Seeking College Credit While Still in High School

### Accelerated College Program for High School Students

This program is designed for students at participating high schools who have a sophomore classification or higher and an unweighted 3.0 grade point average on a 4.0 scale. If approved by the parent, high school principal, and guidance counselor, these students may be admitted to the College and take up to seven college credit hours each term while still enrolled in high school. Students pay all tuition and fees. Students must have permission from their high school and parent each term to re-enroll.

A high school representative must submit an application packet to the College's program development coordinator that includes the following:

1. an accelerated college application signed by the student's parent, high school principal and guidance counselor,
2. a transcript verifying the student's grade point average, completion of requirements through the freshman year and mathematics credits and grades, and
3. a copy of the student's scores on the Florida College Entry Level Placement Test (FCELPT), College Placement Test (CPT), SAT, or ACT.

### Early Admissions for High School Students

Applicants who wish to enter Florida Community College at Jacksonville as full-time students at the end of their junior year in high school may be admitted to earn 30 semester hours of college credit coursework, or its vocational equivalent and still graduate with their high school class. These applicants must have an unweighted high school

grade point average of 3.25 for college credit instruction or 2.50 for vocational instruction on a 4.0 scale, have a senior classification and receive approval from their high school principal. This program is limited to students from participating high schools and to students enrolled in the high school completion program at Florida Community College. Students do not pay tuition. Students are, however, responsible for the purchase of textbooks and a one-time \$15 membership fee.

The high school representative must submit an application packet to the College's program development coordinator that includes the following:

1. an early admissions application signed by the student's parent, high school principal and guidance counselor,
2. a transcript verifying the student's grade point average, completion of all requirements through the junior year and Mathematics credits and grades, and
3. a copy of the student's scores on the Florida College Entry Level Placement Test (FCELPT), College Placement Test (CPT), SAT, ACT or Test of Adult Basic Education (TABE).

Upon successful completion of courses students will earn high school credits. College credit will be awarded when proof of high school graduation is submitted to the College's registrar.

### Dual Enrollment for High School Students

This program is designed for Duval and Nassau high school juniors and seniors whose county school board, private school or home school parent or association has a state approved articulation agreement with FCCJ to offer dual enrollment courses. These students must possess an unweighted high school grade point average, on a 4.0 scale, of 3.0 to enroll in college credit or 2.5 to enroll in vocational dual enrollment. Additionally, students must earn the required college entry scores on the Florida College Entry Level Placement Test (FCELPT), College Placement Test (CPT), ACT, SAT or Test of Adult Basic Education (TABE) to qualify. Students may take up to nine credit hours each term and do not pay tuition. However, students are required to pay a one-time \$15 membership fee. Books may be paid for by the high school. Upon successful completion of college courses students will earn high school credits. College credits will be awarded after proof of high school graduation is submitted to the College's registrar.

A high school representative must submit an application packet to the College's program development coordinator that includes the following:

1. a dual enrollment application signed by the student's parent, high school principal and guidance counselor,
2. a transcript reflecting the appropriate grade point average, completion requirements through the sophomore level, and mathematics credits and grades, and

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3. a copy of the student's scores on the Florida College Entry Level Placement Test (FCELPT), College Placement Test (CPT), SAT, ACT or Test of Adult Basic Education (TABE).

## **Military Personnel Seeking College Credit**

### **Service Members Opportunity Colleges (SOC)**

SOC is a consortium of some 400 colleges and universities dedicated to meeting the voluntary educational needs of members of the military service. SOC member institutions act as "home campus" for service members who, by prior agreement, earn academic credits elsewhere. Service members desiring to participate in SOC may do so by calling 633-8134.

### **Service Members Opportunity Colleges Navy (SOCNAV)**

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

SOCNAV students/applicants must coordinate all activities (student agreement forms, transfer advising and possible rating credit) through the FCCJ office at any of the Navy bases or through the Open Campus Military Education Institute office by calling 633-8134.

## **International Students**

### **International Applicants**

For admission purposes, applicants are classified as international students only if the applicants require, or will require at any time, the College to issue papers required by the Immigration and Naturalization Service. Applicants who have been admitted to the United States as immigrants and have been issued resident alien numbers will not be classified as international students for admission purposes.

Applicants must submit the following items.

1. application for admission as degree seeking students
2. application fee of \$80, (a non-refundable, non-transferable processing fee)
3. proof of previous education as follows
  - a. a certified English translation of the transcript, (for high school graduates who have never attended college) or
  - b. a certified English translation of the transcript(s) of all colleges attended, (for students who have attended college previously)
4. proof of proficiency in the use of the English language (Students from non-English speaking countries must submit to the College admissions office an original copy of satisfactory scores on the TOEFL (Test of English as a Foreign Language Examination), available through the Educational Testing Service, Box 899, Princeton, N.J. 08540.)

5. a statement showing that financial resources are available for travel, tuition, books and living expenses while in school (Applicants may also be requested to show evidence that there are funds to cover these expenses on deposit in a United States bank.)

No international applicants will be considered for admission until items one through five have been received. To be considered for any term, all items must be received at least 60 days prior to the student's initial term of admission. International students accepted for admission will be notified of their acceptance and will be provided with Form I-20A as required by the U.S. Department of Justice. International students should be enrolled and satisfactorily complete a minimum of 12 credit hours for the fall term (I) and 12 credit hours for the spring term (II) and six credit hours for the summer A term (III). For more information contact any campus enrollment services office.

# Registration for College Credit Programs

## Terms and Definitions

### Semester Hour

The semester hour is the unit of measure for college credit coursework. This measure corresponds in actual time requirements in class to one 50-minute class period per week for one semester. The exceptions to this rule are found in laboratory courses, music activity courses and studio art courses. For example, a three semester hour (also called credit hour) course requires at least three 50-minute periods of actual class time per week. Laboratory Biology, on the other hand, a four semester hour course, requires six in-class hours. Semester hours can be converted to quarter hours by multiplying the number of semester hours earned by 1.5.

### Course Load

Full-time students are enrolled as follows.

fall	12 or more semester hours
spring	12 or more semester hours
*summer A	6 or more semester hours
*summer B	6 or more semester hours

\*Summer "C" cross term semester hours will count one-half for summer A and one-half for summer B.

The suggested maximum load of an entering first term, full-time freshmen enrolled in day classes is 18 semester hours. The suggested maximum load for full-time students who fail to maintain a "C" average for the preceding term is 15 semester hours. The suggested maximum load for full-time students who have an average of "B" or higher during the preceding term is 21 semester hours.

To receive overload permission, students must get approval from the campus dean of student affairs.

### Prerequisites and Corequisites

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

### How to Register

FCCJ offers two ways to register: by Touch-Tone telephone and in person on campus. You are encouraged to register by Touch-Tone telephone. However, if you need additional assistance please visit the enrollment services office on any campus for registration help. Touchtone instructions are printed in the college credit schedule. To register on campus, visit any campus or center enrollment services office during operating hours.

### Schedule Changes and Add/Drop

Schedule changes may be made on any registration day prior to the first day of classes or during the add/drop period advertised in the college credit schedule.

Level changes may be made after the final drop day with the approval of the appropriate assistant dean. These changes may take place no later than the end of the fifth week of class in the fall and spring terms and the end of the second week of class in the summer A and B terms, and the end of the fourth week of class in summer cross term. Students will not be allowed to change from a course in one term to a section in another term, other than from a summer A term course to a like course scheduled in summer cross term.

### Final Drop Day

Final drop day is the last day upon which students may drop a course and be eligible for a full refund of fees paid for that course. Courses officially dropped will be removed from the students' records. The final drop day will be scheduled so that all students have an opportunity to drop a course on or after the first scheduled class meeting. Refer to the College calendar for this deadline date for dropping courses each term.

### Cancellation of a Course by the College

If the College cancels a class at any time prior to its completion, students' enrollment in that class will be cancelled, and they will be entitled to a 100 percent refund of fees paid for that class, less any indebtedness to the College. The College will notify students and the College will initiate the refund process.

### Enrollment Verification

The enrollment services office will verify enrollment for students eligible to receive educational benefits from any external agency.

Inquiries relating to benefits should be directed to the agency giving the student benefits.

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

### Concurrent Registration

Concurrent registration is permitted between Florida Community College and state universities. For more information, contact any FCCJ enrollment services office.

### Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for either of the following reasons:

1. disciplinary reasons or
2. non-payment of course fees when payment is due, including non-payment resulting from dishonored checks or charge cards.

# Enrollment and Registration for Certificate Programs

Florida Community College at Jacksonville offers many postsecondary training programs which prepare students to enter a given career or vocation. Each of these programs prepares students to enter a specific occupation or one of a cluster of related occupations. To complete a program, students must demonstrate that they have mastered specific job-related performance requirements as well as communication and computation competencies. Upon the completion of a program, students will be awarded a postsecondary training certificate.

Postsecondary job preparatory programs vary in length from 20 to 1,500 hours. Students entering programs which are 180 hours or more will be tested for basic reading, mathematics and language skills. Prior to the completion of their respective programs, those students who score below the prescribed grade levels on the Test of Adult Basic Education (TABE) will be required to enroll in basic skills training (VPI) and be retested to demonstrate attainment of the prescribed skill level for their respective programs of study.

Enrollment Procedures for students entering vocational programs are as follows:

1. **Membership Application** Complete and submit an FCCJ Membership Application, along with the \$15 fee. Applications are available through the Enrollment Services office at each campus or by calling the Collegewide Information Center at 646-2300.
2. **Financial Aid Application** If you are interested in receiving financial aid, call or visit the Enrollment Services office on campus. The Collegewide Information Center (646-2300) can also mail you an application for federal student aid.
3. **Career Goal** If you haven't already decided on a career goal and FCCJ program of study, make an appointment with a counselor at the Career Development Center on campus.
4. **Assessment Testing** After submitting your FCCJ membership application, contact the Certification and Assessment Center on campus and take the required Test of Adult Basic Education (TABE).
5. **Advising** Make an appointment with the manager of the vocational program in which you plan to enroll. The program manager will advise you regarding which classes to take first. If you are not sure who to call, call 646-2300.
6. **Registration** During the appropriate registration period, register for the courses you plan to take this term.
7. **Tuition and Fees** Tuition and fees must be paid by the payment deadline. Payment may be made by mail or by visiting the Business Affairs office on campus. Upon payment, we will mail you your class schedule and fee statement.
8. **StarCard** Obtain a student identification StarCard at the StarCard office on campus.

9. **Parking Decal** Obtain a student parking decal from the campus security office.

## Vocational Preparation Instruction

Developmental education is offered to non-credit students at various locations. The goal is to assist students who need additional help in improving their reading, math or language skills to earn their certificate. Program strategies include:

1. reading courses that may be taken for high school credit,
2. individualized instruction in reading,
3. tutoring and
4. diagnostic and prescriptive teaching in the Vocational Preparatory Instruction (VPI) labs and classes in the areas of mathematics, English and reading. For more information call 633-8360.

## Registration

Registration dates will vary by program category and campus. Students should contact the program adviser for specific information.

## Schedule Changes

Schedule changes, commonly known as add-drop, will be allowed in accordance with the schedule established by the registrar each term.

## Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for either of the following reasons:

1. disciplinary reasons or
2. non-payment of course fees when payment is due, including non-payment resulting from dishonored checks or charge cards.

## Enrollment Verification

Students requesting enrollment certification for educational benefits must be admitted to and be enrolled in a vocational program. Full time attendance requirements range from 20 to 30 clock hours per week. The minimum may vary by program and agency requirement. Veterans should refer to the Student Services section, Veteran Affairs, in the catalog for information. Students may also contact Veteran Affairs located in the Enrollment Services Office on each campus.



# Enrollment for Adult Studies Programs

## Adult Studies

### General Descriptions

The adult studies department of FCCJ cooperates with numerous agencies to provide adult basic education, GED, adult high school and self-supporting courses, in the following locations: public and community schools, health and human services facilities, civic and community clubs, business and industry and other adult agencies.

Adults in the community have the opportunity to grow in basic knowledge, improve in home and community life, develop leadership and civic responsibilities, and expand in knowledge in general education.

Adult studies programs are offered where there is community need and interest. Florida Community College at Jacksonville offers courses in locations throughout Duval County.

Many programs, courses and services are offered on a continuing basis. Short courses, in-service training programs and courses of specific interest may be initiated by request from individuals, businesses and groups in the community, based upon resources available at the time of request.

Students who enroll in classes held on one of FCCJ's four campuses, will be required to pay a \$15 student photo I.D. (StarCard) fee. Students should carry this I.D. at all times while on campus.

### Standards for Student Success

FCCJ is dedicated to providing students with a high quality educational experience in an environment supportive of intellectual and personal development. The Adult Studies Standards for Student Success were formulated to help assure quality and to clearly communicate the department's minimum expectations of reasonable academic progress for our students. All students enrolled in an Adult Studies course at FCCJ must meet the minimum requirements of the Standards for Student Success established by the department. A thorough review of these standards will be presented to each student during the orientation/enrollment process.

### Adult Basic Education

The adult basic education program of Florida Community College at Jacksonville is designed to provide basic skills instruction in the fundamental academic areas of reading, writing, math and the enhancement of workforce skills.

The primary focus of study may be on any one or more of the following general knowledge areas.

1. pre-vocational or employability skills development
2. use of financial resources and consumer education
3. human and interpersonal relations in the workplace
4. communication skills in the English language

Performance in these general knowledge areas will be based upon achievement in the following skill areas: reading, writing, speaking, listening, problem solving and computation.

The program provides supportive services for its students in the areas of guidance and counseling, testing, and specialized reading needs.

Enrollment in adult basic education classes is available to all adults who are 16 years of age or older and function below the ninth grade level on basic academic skills assessments.

Adult basic education classes are offered on FCCJ campuses and in adult centers located in schools, churches and other available community facilities throughout Duval County. Tuition cost to students is waived if they test below the ninth grade level.

### Adult Basic Education Grading System

The grading system is designed to evaluate the performance of students as fairly and equitably as possible.

Letter grades will be assigned for courses as follows:

S = Satisfactory

### GED

The GED program of FCCJ is designed to assist students in attaining an equivalent high school level of educational accomplishment through preparation for the GED examination. The program offers students the opportunity to successfully complete the GED test and earn a state high school equivalency diploma. Instruction is offered in the general education subjects of writing, social studies, science, literature and mathematics. The GED courses provide foundation skills instruction at the ninth through 12th grade levels. Additionally, supportive services are provided in the area of advising, testing and computer-aided instruction.

GED classes are offered on FCCJ campuses and in adult centers located in community schools, churches and other available community facilities throughout Duval County. Tuition is waived for students who do not have a high school diploma and test above the eighth grade level.

Students are encouraged to take the GED test after exhibiting mastery of course materials and successfully passing the GED practice examination.

### GED Examination

The GED (High School Equivalency) examination is a battery of five tests administered on a regularly scheduled basis by Florida Community College at Jacksonville to individuals who are at least 18 years of age, not attending a public high 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 the certification and assessment department. Guidelines for the registration fee are established by the Department of Education. Individuals who pass the exam receive a diploma from the State Department of Education.

Applicants who do not keep their GED examination appointment must repay the fee to reschedule another appointment. GED registration fees are non-refundable.

### Adult High School

The adult high school program at Florida Community College at Jacksonville provides the opportunity for adults 16 years of age or older, who have withdrawn from public or private high school, to earn sufficient credits to receive an FCCJ high school diploma. The adult high school program also provides the opportunity for students enrolled in high school to earn credits to transfer to their current high school. In addition, students who have already graduated from high school may earn credits in a specific subject matter for college admission or other reasons.

Adult high school courses are offered during the day and evening hours at all FCCJ campuses. Tuition fees are waived for students who do not have a high school diploma. Textbooks are purchased by students, or they may use those available in the classroom or learning resources center.

The program provides supportive services for its students in the area of guidance and counseling, testing, computer-aided instruction and specialized reading, writing and mathematics courses. Additionally the program allows students to make progress toward the attainment of high school credits at their own pace in keeping with the program standards of progress.

## Adult High School Requirements

### Admissions

**STATUS A** — Applicants 18 years and older will be admitted to the FCCJ high school completion program to seek an FCCJ adult high school diploma by submitting the following.

1. completed application including social security number
2. proof of previous education (Applicants may transfer credits earned from grades nine through 12 and be placed into appropriate courses to meet the credit requirements for graduation. Official transcripts, grades earned and other documents can be submitted for specific course placement.)
3. citizenship verification (Applicants must be citizens of the United States or resident aliens. If applicants are not U.S. citizens or resident aliens, FCCJ requires papers issued by the Immigration and Naturalization Service to determine eligibility for admission.)
4. age verification restrictions (Applicants 16 or 17 years old must have been out of public or private school for six full months. Proof of the last date of attendance is verified by the following.)
  - a. official transcript (in a sealed envelope) with date of last attendance indicated or
  - b. official withdrawal form from the school

- c. letterhead with last date of attendance indicated signed by a school official
- d. confirmation from all high schools attended that individual has not committed any of the following offenses:

1. Distribution of drugs
2. Simple battery upon school employees or agents
3. Robbery
4. Extortion
5. Burglary of school property
6. Criminal mischief or vandalism
7. Possession of weapons or dangerous objects
8. Indecent public conduct
9. Battery upon another student resulting in bodily harm
10. Inciting or participating in a major student disorder
11. Commission of any felony

If applicants do not attend the fall term when school opens, the waiting period begins the last day of the previous school year. One day of attendance in the fall term cancels this rule.

**Note:** Exception to this restriction is approved only as follows.

- a. school board waiver (letterhead obtained from the school superintendent or designee from the county school system where applicants reside)
- b. private school waiver (letterhead signed by the principal of the school students were attending)

**STATUS B** — Students who will transfer credit to the high school in which they are enrolled must submit the following.

1. a completed application membership including social security number
2. permission letter (A letter on letterhead stationery from the principal or counselor of the high school to which the student desires to transfer credit is required each time applicants enroll. This should indicate which subject(s) are approved for transfer credit.)
3. confirmation from all high schools attended that individual has not committed any of the following offenses:
  1. Distribution of drugs
  2. Simple battery upon school employees or agents
  3. Robbery
  4. Extortion
  5. Burglary of school property
  6. Criminal mischief or vandalism
  7. Possession of weapons or dangerous objects
  8. Indecent public conduct
  9. Battery upon another student resulting in bodily harm
  10. Inciting or participating in a major student disorder
  11. Commission of any felony

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**STATUS C** — Students who are already high school graduates but who need credit for a specific reason (e.g., seeking admission to FCCJ's nursing program but lack a chemistry credit) must submit the following.

1. a completed membership application for admission including social security number
2. course fees (Students must pay fees for courses taken.)

### Adult High School Grading System

The grading system is designed to evaluate the performance of students as fairly and equitably as possible.

Letter grades will be assigned for courses as follows.

A = 94 percent - 100 percent

B = 85 percent - 93 percent

C = 77 percent - 84 percent

D = 70 percent - 76 percent

I = Incomplete

IW = Instructor Initiated Withdrawal

NP = Non-punitive

W = Withdrawal

S = Satisfactory\*

\*This grade applies only to college preparatory students (see below, "College Preparatory Program")

Once a grade of "A," "B," "C," "D" or "NP" in a course has been reported to the registrar, it may be changed as follows.

1. upon recommendation of the instructor who assigned the grade with approval of the program coordinator
2. upon recommendation by the program coordinator and approval by the instructional dean when the instructor who assigned the grade is no longer a member of the faculty.

An "I" grade may be assigned only when extenuating circumstances prevent students from completing the course-work during the regular term. To be eligible to receive an "I" grade, students must have completed at least three-fourths of the coursework.

The "I" grade may be changed by the instructor to "A," "B," "C," "D" or "NP" within the time limit indicated in the College calendar.

An instructor initiated withdrawal grade "IW" may be assigned by adult studies instructors prior to the withdrawal deadline to students who have been absent from more than 15 percent of the scheduled classes in any given term and are not demonstrating satisfactory progress. The "IW" grade is an optional grade and may be assigned only after a warning has been sent to the students. Faculty who intend to use this grade option must clearly state that intention in their course syllabi. Students may appeal an instructor initiated withdrawal within 10 days of the withdrawal by contacting the campus student affairs office.

Students registered in high school classes but not earning high school credit will receive an "NG" (no grade).

### Diploma

The Florida State Department of Education has established that adults can progress and earn credit(s) within their own time frame. Thus, adults may complete credit requirements as rapidly as they are able to prove their mastery of skills.

A minimum of 24 unduplicated credits, grades nine through 12, is required for an adult high school diploma. The credit requirements are as follows.

1. English, four credits
  - a. English courses must include major concentration in composition and literature
2. science, three full credits
  - a. laboratory courses, two full credits
  - b. non-laboratory courses, one full credit
3. mathematics, three credits
  - a. mathematics courses must include Algebra I or
4. social studies, three credits
  - a. American history, one credit
  - b. world history, one credit
  - c. American government, one-half credit
  - d. economics, one-half credit
5. study skills, one-half credit
6. career explorations, one-half credit
7. life management skills, one-half credit
8. practical arts, vocational education/exploration vocational education, one-half credit and performing fine arts, one-half credit or one credit in either area
9. electives, eight and one-half credits

### Graduation Requirements

To graduate students must:

1. complete 24 credits: 15.5 credits of general course requirements and eight and one-half credits of approved electives,
2. complete a minimum of two full credits at FCCJ,
3. receive a passing score on the High School Competency Test (HSCT), or equivalent state approved assessment
4. acquire a minimum cumulated GPA of 2.0, (see state student performance standards)
5. be classified as admission status "A"
6. apply for graduation with adult studies adviser

Graduation and course requirements may change. Please be sure to check with your adult studies adviser and refer to the state student performance standards listed in this section.

### State Student Performance Standards

All students must pass the Florida High School Competency Test (HSCT) and/or other state mandated tests prior to graduation.

No student shall be granted credit toward a high school diploma for enrollment in the following courses or programs.

1. more than nine elective credits in remedial programs as provided for in FS\* 236.0841 and remedial programs as provided for in FS\* 232.246(8)(a) (Students entering the ninth grade in 1997/98 may not use the level one courses to meet graduation requirements.)
2. more than one-half credit in exploratory vocational courses as defined in FS\* 228.041(22)(a)(2)
3. more than three credits in practical arts home economics as defined in FS\* 228.041(22)(a)(4)

Students enrolled in the adult high school program in pursuit of the high school diploma after the beginning of the 1978 – 79 school year and before the 1984 – 85 school year are required to meet only those requirements for graduation that were in effect at the time of their enrollment when such enrollment has been continuous except for summer terms.

Students enrolled prior to the 1997 – 98 school year in the adult high school program have two options in pursuit of the high school diploma. Students have until the end of Spring/Summer Term 2003 to graduate, using level one courses to satisfy graduation requirements using one of the following two options.

- Option 1: Earn a cumulative 1.5 GPA on a 4.0 scale in those courses taken prior to July 1, 1997, and earn a cumulative 2.0 GPA on a 4.0 scale for courses, which are taken after July 1, 1997, that apply to the 24 credits required for high school graduation as specified in subsection (1) of section FS\* 232.246, or
- Option 2: Earn a cumulative 2.0 GPA on a 4.0 scale for courses that apply to the 24 credits required for high school graduation as specified in subsection (1) of section FS\* 232.246.

For students entering the ninth grade for the first time in the 1997 - 98 school year and thereafter, a cumulative GPA of 2.0 on a 4.0 scale is necessary to graduate from high school as specified in subsection (1) of section FS\* 232.246.

It is the students' responsibility to schedule and participate in an exit interview with an adult studies adviser and make application for graduation after they have completed requirements. Before students may graduate, they must have fulfilled all financial obligations to the College.

\*Florida Statutes

## English for Speakers of Other Languages (ESOL) Non-Credit

The adult education non-credit ESOL program offers classes for community residents whose native language is not English and who desire to learn and improve their English language skills in preparation for job placement. Instruction is offered at six different levels, covering listening, speaking, reading and writing skills from beginning to advanced. Instruction including speaking, reading and writing skills are taught at all levels. Before registration, students must be tested to determine placement levels. Classes are held at the Downtown Campus during the day and at various high schools in the evening. For testing and registration information contact the ESOL office, Downtown Campus, at 633-8484.

# Enrollment for Continuing Education Programs

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Through its continuing education program, FCCJ offers a wide variety of continuing workforce education and recreation courses. These courses are offered throughout the community college district wherever the need exists and adequate facilities are available. Courses are taught in public schools, industrial plants, commercial office buildings, on all the campuses and centers of the College, and other suitable locations. The length and frequency of meetings for classes differ and are determined by the type and objectives of each course.

The primary purpose of these courses is to provide individuals with the training needed to upgrade or broaden their present skills and enhance their occupational opportunities. This training also provides the business and industrial community with trained personnel.

The College maintains close liaison with outside agencies to facilitate the educational and training needs of the community. These groups include: program advisory committees, professional and civic organizations, governmental agencies, business and industry as well as various other groups.

A high school diploma is not required for enrollment in most continuing workforce education courses, but students must be at least 16 years old.

New participants in the College's continuing education programs must submit a membership application and the \$15 application fee.

Non-resident aliens may enroll in continuing workforce education courses; however, the College will not issue immigration papers based on this enrollment. Non-resident aliens must pay out-of-state tuition for all classes except self-supporting classes.

## Professional Development and Self Enrichment

A variety of non-credit courses are offered through two very popular program series: the Professional Development Series and the Self Enrichment Series. Brochures are available for a wide variety of courses that provide new skills, help develop new and exciting interests and offer opportunities to have fun while in pursuit of lifelong learning goals. For information call 633-8292.

## Specialized Continuing Education Programs

### Nursing

Numerous nursing education programs are planned to meet the educational needs of nurses by updating knowledge and skills required for current practice. These courses are designed to enhance the quality of nursing care provided to the public.

Nursing practice is based on a continuously expanding body of experience, knowledge and skills which prepare nurses to function effectively as members of the health care team.

Reassessment of learning needs and ongoing evaluation of the current offerings are the basis for future program development. Topics and locations will vary to meet the diverse needs of the nursing community. For information call 766-6581.

### Teacher Continuing Education

FCCJ offers coursework for teachers interested in updating their skills, adding to their content or renewing their teaching certificate. They can select from a variety of courses including English, history, psychology, science, mathematics, and computers.

### Teleconferencing

Since 1984, FCCJ has been a leader in providing Northeast Florida with quality teleconferencing services. These satellite telecasts link audiences to prominent speakers and experts throughout the region, across the continent and around the globe.

FCCJ sponsors special teleconference events featuring local speakers, panel discussions, workshops and networking sessions on such topics as Insurance, Health Care, Law, Education, Computers, the Internet, and the Environment.

FCCJ is part of a statewide network of over 30 satellite downlink sites and offers C- and Ku-Band downlinking, off-satellite taping, a variety of local meeting sites for large and small groups, catering, event planning and registration assistance, large screen projection, direct phone lines and fax machines, expert technical support and a trained staff. For information call 633-8312.

### Recreation Courses

#### Applied Design and Marketing

The department of applied design and marketing offers courses for developing and/or increasing knowledge and skills. Classes, workshops and seminars are designed to meet the needs and interests of the community. These include beginning clothing construction to the most advanced; drapery, window treatments and home accessories; crafts, quilting, and nutrition, to name a few. For information call 381-3555.

#### Open Campus Courses

Florida Community College at Jacksonville offers recreational courses on request from the community. These courses are supported by fees (self-supporting) and not funded by the state. The fee structure for these courses is calculated to cover the direct instructional cost of offering the course to the community. For more information call Open Campus at 633-8292.

# Tuition and Fees

## Membership Application Fee

U.S. citizens	\$15
International students	\$80

This fee is a processing fee and is non-refundable.

## College Credit Registration Fees (Tuition)

**Note:** Fees listed may be changed with approval of the District Board of Trustees. Current fees shall be posted at the time of registration for each term.

Florida residents	\$47.10*
Non-Florida residents	\$174.40*

\*includes technology fee and parking fee

Students enrolled in college preparatory instruction shall pay the same fees charged for college credit courses. Students are limited to two attempts of the same college preparatory class within a skill area. After the second attempt, students must enroll in adult education courses or use a private vendor. Previous attempts made prior to Fall Term 1997 do not count.

Students enrolled in the same undergraduate college credit course more than two times, shall pay course fees at the non-Florida residents rate. Previous attempts made prior to Fall Term 1997 do not count.

## Additional Course Fees

- Science laboratory fee per course
- Materials fee per course
- Fine arts fee per course

All applied music courses have an additional fee. All fine arts courses beginning with prefixes ART, PGY and MUM have an additional fee.

Selected courses have additional fees. The fee will be specified at the time of registration.

Students may obtain this information from the enrollment services office.

## Certificate Program and Continuing Education Registration Fees

**Note:** Fees listed herein are subject to legislative budget constraints or as otherwise deemed appropriate by the College. Current fees shall be posted at the time of any given registration.

Fees charged for non-credit adult and occupational education courses will be at least \$1.20 per total class contact hour. In most instances, fees for non-Florida residents are triple those of Florida residents and are in addition to matriculation fees. Fees for avocational and recreational courses vary according to the actual cost of the course. In addition, some courses may be assessed a materials fee. For actual course fees, check the current term's continuing education class schedule.

## Residency Requirements

Applicants for admission to FCCJ are classified as Florida resident students or non-Florida resident students for tuition assessment purposes.

Students may qualify as a resident in these categories.

1. An individual, or, if dependent, their parent(s), shall have established and maintained legal residence in Florida for at least 12 months immediately prior to the student's enrollment.

However, dependents who have lived with an adult relative other than their parent for five years may qualify for in-state tuition purposes if the adult relative is a legal resident who has maintained legal residence in Florida as described above.

2. Individuals shall not be eligible to receive the in-state tuition rate until they have provided such evidence related to legal residence and its duration as required by officials of the institution of higher education. However, any period of time in which the students reside in this state primarily for educational purposes may not be counted towards residency status.
3. The legal residence of dependents' parent(s) shall be evidence of their legal residence. However, if the legal residence of the parent(s) is outside this state, individuals who have lived in this state for five consecutive years prior to enrolling may apply for the in-state tuition rate.
4. Any non-resident individual who marries a legal resident of this state may, upon becoming a legal resident of this state, receive the benefit of the spouse's residency status.
5. No individual shall lose his or her resident status by reason of serving or, if dependents, by their parent(s) serving in the armed forces outside this state.
6. The legal residence of dependents whose parents are divorced, separated or otherwise living apart shall be deemed to be Florida if either parent is a legal resident of Florida.

Applicants should be aware that a false statement regarding residency status is punishable as a misdemeanor under Florida Statutes, Section 837.06. If a statement is determined to be false, students shall be subject to discipline by the District Board of Trustees which may include expulsion and the withholding of credit.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida students.

Students requesting to reclassify as a Florida resident for tuition purposes must:

1. complete a residency reclassification form,
2. have documentation verifying residency and intent to make Florida their home 12 months prior to the first day of classes for the term of reclassification, and

- Submit all documents and forms prior to the drop deadline for the term of reclassification. Students that are spouses, dependents or minors must present documents in the name of the person that is a Florida resident. Students may apply for residency reclassification at any campus enrollment services office.

## Other Fees

### Late Registration Fee

The fee for late registration is \$35.

### Returned Check Fee

Checks returned by the bank \$15

This fee will not be assessed if the bank certifies that the check was returned due to bank error. Unless the returned check and \$15 service charge are paid in full on or before the prescribed deadline, students will be disenrolled from all classes affected by this returned check. Students who have been disenrolled from their classes can re-enroll through the late registration process and shall be charged the late registration fee. For one full calendar year, the College will not accept a check from these students.

### Test and Examination Fees

College Level Academic Skills Test (CLAST) examination \*\$30  
(\*This fee is only charged to non-FCCJ students.)

Proficiency Examination Program (PEP) examination \$35

College Level Examination Program (CLEP) examination \$43  
administration \$7

DANTES Subject Standardized Test (SST) examination \$27  
administration \$7

Health Occupations Aptitude Examination (PSB) examination \$10  
administration \$6

General Education Development Test (GED) (High School Equivalency)  
Test 1 \$8  
Tests 2 through 5 (each) \$7  
Total Battery \$35

(Fees established by the State Department of Education. These fees are non-refundable.)

Validation of GED scores from out-of-state, United States Armed Forces Institute (USAFI) or DANTES (includes diploma if entitled) \$5

Test fees will be waived for students enrolled in a high school course for credit, if students wish to take the test for that particular course.

Test fees are to be paid at time of making application for the test. Test fees are non-refundable.

## Insurance Fees

Professional malpractice and liability insurance risk coverage fees per course:

The risk coverage fee is non-refundable if students withdraw after the official close of the add/drop period for the term.

## Ceremony Fees

Items purchased by the College to permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the health-related education area, will be charged to the affected students. Charges shall not exceed the cost of the items purchased for students.

## Payment

### How to Pay

After you register, your courses are reserved for you until your payment deadline. When we receive your payment, your courses are locked in. If you choose not to pay by the payment deadline, your course reservation will be canceled, and you will need to re-register. The College provides you with three ways to pay for college credit courses: by telephone, on campus and by mail.

Students registering for non-credit courses must pay at the business services office at each campus. Some continuing education courses are payable through the office sponsoring the course. See the college schedule for details.

### Telephone

The easiest way to pay for college credit courses is directly through the Touch-Tone telephone registration system. You have two options: pay by credit card (Visa, MasterCard or Discover Card) or pay by financial aid. You can pay through the Touch-Tone system at any time after you register, but remember, if you choose to delay your payment it still must be received by the deadline to lock in your schedule.

If you pay by financial aid and the operator says, "No aid on file," please contact a campus enrollment services office for further service.

### On Campus

You may pay your tuition and fees at the business office on any Florida Community College campus. On campus, you can use cash, check, money order or credit card (Visa, MasterCard or Discover Card) to pay your fees.

### By Mail

Pay by mail instructions and forms are printed in each college schedule.

## Agency Sponsored Payments

When a sponsoring agency or organization has agreed in writing to reimburse FCCJ for the registration fees and/or books for students, these students are responsible for bringing a copy of the authorization to any campus student aid office. Once the student aid office has entered the authorization into the computer, students must report to registration and have the authorization pay for their fees. If the sponsoring agency does not render payment to the College in the prescribed manner, the sponsored students will be liable for any charges incurred on their behalf and will be billed by the College. Students will be required to render payment within 10 days of the billing date.

## Payment of Student Accounts Due the College

FCCJ prohibits the registration of, release of transcripts to, or the issuance of a certification of completion or diploma to students whose accounts with the College are delinquent. Students who fail to pay short-term loans, veterans deferment or other debt by the date established by the College may be disenrolled or turned over to a collection agency and will not be able to register and receive transcripts.

## Fee Refunds

### Requirements

Refunds for cancelled classes will be processed automatically on a timely basis by the finance department.

Students who wish to drop a class to receive a refund or clear their financial aid must report to the campus enrollment services office and complete a drop card no later than five business days after the beginning date of class or the date shown on the registration receipt, whichever is later. No refund of fees will be made on classes for which the fee is less than \$5, unless the College cancels the class.

If a veterans deferment is authorized and the College cancels the class(es) or the registration of students is cancelled, the deferment will be reduced by the amount of the cancelled class(es) for students.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

### Fee Refunds, Continuing Education Courses Seminars and Workshops

As published in the announcement, workshops or seminars which require special arrangements may provide no refund of fees if participants cancel after the time specified in the announcement.

## Refund Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College.

Students paying part of their tuition with cash/check and part by credit card will receive a credit memorandum to their credit card account.



# Financial Aid

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## Student Aid

Student financial aid assistance is made available from federal, state, private or institutional sources. Depending upon the type of aid, eligibility is determined by one or more of the following factors: financial need, academic achievement, disability and/or special talent. To be considered, all students must submit the free application for federal student aid each year and maintain satisfactory progress. Minimum standards of progress for financial aid students are the same as for the general student population. See previous section on "Standards for Student Success." There are many types of financial assistance offered at FCCJ, including grants, loans, work programs and scholarships. Assistance is provided without regard to race, sex or age.

Grants are financial aid awards not requiring repayment.

Loans must be repaid and include interest. Repayment usually begins shortly after a student graduates, leaves school or drops to less than half time attendance.

Work Programs allow students to work and earn money to help pay for school. Some work programs are based on financial need, others are not.

Scholarships are awarded based on academic achievement, financial need and/or other criteria.

Talent Grants pay tuition and fees for students who demonstrate outstanding talent or ability in a specific area.

The free application for federal student aid is used to determine eligibility for federal financial aid and is also required for students interested in any other type of aid, including scholarships. Students should apply early, preferably by March 15. When requesting aid from federal sources, students may be required to provide documentation. Financial aid transcripts are also required for each college previously attended even when no aid was received. It takes approximately six weeks to process an application and make an award.

To be eligible for federal financial assistance, students must be enrolled in a college credit program or an eligible vocational program. Eligible vocational programs are listed in this catalog and require 600 or more contact hours. Students admitted under the following classifications are NOT eligible for financial aid: special student, non-degree-seeking, accelerated college, audit, early admission, dual enrollment and international student (F-1 Visa).

Application forms, brochures and handbooks providing more specific information are available for pickup at each of the campus enrollment services office or by mail via the College's Information Center, 501 West State Street, Jacksonville, FL 32202.

## Veteran's Affairs

Veterans benefits are a form of student aid awarded to eligible individuals based on their military service. There are currently five programs provided under Title 38 of the United States Code which authorizes payment of educational benefits to eligible individuals.

Chapter 30 — New GI Bill — members of the armed forces who entered active duty for the first time after June 30, 1985.

Chapter 31 — Disabled Veterans — members having a service-connected disability which entitles them to veteran compensation.

Chapter 32 — Veterans Educational Assistance Program (VEAP) — members who initially entered service after Dec. 31, 1976.

Chapter 35 — Survivor and Dependents — sons, daughters, spouses and surviving spouses of veterans who died in service, as a result of a service-connected disability or became permanently and totally disabled.

Chapter 1606 — Selected Reserve Program — members of the selected reserve who are certified by their unit commander and the VA.

A veterans representative is located in the enrollment services office on each campus and at the Martin Center for College Services to provide forms and information pertaining to educational assistance for veterans. The following action must be taken once the veteran student has been admitted to the College.

1. Complete the necessary applications at the enrollment services office on any campus.
2. Provide copies of all DD214's if applicable.
3. Provide a copy of marriage licenses, birth certificates and divorce decrees, if applicable.
4. Provide a certificate of eligibility from VA, if available.

Inquiries relating to benefits should be directed to the VA agency that is providing the benefits. Once students have been certified, they are required to notify the campus enrollment services office each time they make a change in enrollment.

### Certification Restrictions

The College's veterans affairs office will audit all courses for enrolled students who are eligible to receive benefits. There are restrictions as to the programs and courses for which students will be certified.

1. Students may only be certified for programs, courses and terms approved by the state approving agency.
2. The declared program of study must be the same on both the College's record and the student's official Veteran Affairs file. Students must follow the program of study outlined in their graduation status sheet and can only be certified for courses which are required for graduation.

3. Students cannot be certified for an audit course, a course for which they have previously received credit or the repeat of an "I" grade within one year.
4. Non-punitive grades will be reported to the Department of Veterans Affairs and will affect the previously submitted certification within a given term.
5. Veteran students must achieve satisfactory academic progress in order to continue to be certified. Unsatisfactory progress must be addressed with an academic counselor before certification can be resumed. Minimum standards of progress are the same as for the general student population. See previous section on "Standards for Student Success."

### Attendance Policy

Veterans in vocational programs are allowed two days of unexcused absences per class per calendar month. Excused absences are those occurring for the reasons cited hereafter and officially accepted by the director of student aid.

1. Personal Illness — Must be supported by a physician's signed statement on letterhead stationery, specifying the dates the student was incapable of attending classes.
2. Death in Family — Pertains to death of a parent, spouse, children, brothers or sisters only. Must be supported by valid evidence that indicates date of death and relationship of deceased person to the veteran.
3. Jury Duty — Must be supported by a document from the court showing dates of jury service.

Documentation of excused absences must be submitted no later than the 10th calendar day of the month following the month in which the absences occurred. All unexcused absences are reported to the Veterans Administration. Partial days of absence are converted to full days. Veterans reported for failure to attend class will be contacted by the college veterans affairs office. Without a satisfactory explanation and immediate resumption of attendance, veterans will be reported to the VA as having terminated attendance in that course. Individuals reported for excessive absence will be eligible for recertification at the beginning of the following term providing other enrollment criteria are met.

### Deferment and Short-Term Loans

Short-term loans are available to students with documented need and ability to repay. Students must have no other source of funds with which to meet temporary costs of education. One deferment of tuition charges per year is available for veteran students who qualify. The VA deferment and short-term loan due date is determined as follows.

1. If the term is at least 60 calendar days in length, the obligation must be cleared no later than 60 calendar days from the beginning date of the term.

2. If the term is less than 60 calendar days, the obligation must be cleared no later than 10 calendar days from the end of the term.

**Note:** If the date falls on a Saturday, Sunday or holiday, it may be paid the next work day.

## Special Programs Offering Financial Aid

### InVEST Program

The InVEST program is a cooperative effort by FCCJ, the health and business communities, and other agencies to recruit individuals 18 years of age or older into non-credit vocational training programs. The program is designed to provide support and encouragement for adults who are educationally or economically disadvantaged. Assistance and services that the program offers include: tuition, transportation and other financial assistance; career advising; assistance with registration for vocational classes; TABE testing and vocational assessment; services to students with disabilities; and financial aid advising. Program availability is subject to continued funding through the Carl Perkins Vocational and Applied Technology Act of 1998. For more information call 633-8189 or 633-8398 at Downtown Campus or 766-6701 or 766-6689 at North Campus.

### Tax Credits

The federal government's Taxpayers Relief Act of 1997 (TRA '97) provides new tax benefits to help families meet the cost of post-secondary education. The TRA '97 contains the Hope Scholarship Tax Credit for students in the first two years of post-secondary (college and vocational) education and the Lifetime Learning Tax Credit for other students. Because each person's tax situation is unique, students interested in these tax credits should consult their tax advisor to determine eligibility. More information can also be obtained by calling the IRS at (800) 829-1040 and asking for IRS publication 970 or logging on to the IRS website at [www.irs.ustreas.gov](http://www.irs.ustreas.gov) or U.S. Department of Education website at [www.ifap.ed.gov](http://www.ifap.ed.gov).

# Tips for Success and Answers to Questions

## Prepare for Success:

### A Checklist of Hints

There are a few things that you can do to help your college experience go more smoothly for you. Check off the following items as you complete them.

- Walk around the campus and find out where your classes will be meeting. This will keep you from having to hurriedly look for them the first day of class and risk being late.
- Locate the nearest parking lot to your classes and save time by parking there. Parking lots are crowded at the beginning of the term, so get there early to get the spot you want.
- Check the bus schedule if you aren't driving to school, and make sure you can make connections to get to your first class on time.
- Keep your book receipt and don't mark in your books, so if you end up changing your schedule, you can return those books.
- Be on time for class. First impressions count with instructors, so you might even want to be a little early. Try to sit in the center and front, so you can see what is written on the blackboard. And remember to take notes. Instructors can go over some important information that first day that they may not mention again.
- Study the class syllabus. The syllabus outlines class activities for the term, the name of the textbook, any special projects or assignments, the instructor's attendance policy and grading policy and due dates for tests and other assignments. It's important that you get a copy of the syllabus for each of your classes and that you are there when the instructor reviews it. If you don't understand something, that's the time to ask questions and get things straight.
- Accept the fact that you're likely to feel some anxiety about beginning your college career. This is a natural feeling, shared by your fellow students and one that can be minimized by adequate preparation.

## Most Commonly Asked Questions

### Admissions

- I attended college credit classes at FCCJ several years ago. Do I need to complete another application for admission?*

No, check with the campus enrollment services office to update your records and prepare for registration.

- I don't care anything about receiving credit for my class. Do I still have to complete an application? Yes, then you may enroll and audit the class.*

- What is the difference between degree seeking and non-degree seeking?*

FCCJ offers two kinds of college credit degrees for degree seeking students — the associate in arts (A.A.) and the associate in science (A.S.). A.A. students who want to transfer to a four-year college or university receive an A.A. degree. Students who want to obtain a two-year degree in a specified area of expertise receive an A.S. degree. Non-degree seeking students are not trying to obtain a degree. They may be taking classes for work advancement, to transfer credit back to another college or for personal enrichment.

### Transcripts

- Where do I have my transcripts from another institution sent?*

Have them sent to: Florida Community College at Jacksonville, Student Records Office, 501 W. State St., Jacksonville, FL 32202-4030.

- How do I get a transcript sent to another institution/employer?*

Fill out transcript request forms in the campus enrollment services office. If you are going to another college or university, transcripts can be requested by phone.

### Financial Aid

- Where do I go for information on financial aid?*

Contact the enrollment services office on the campus you plan to attend.

- Does FCCJ provide scholarships for students?*

Yes, contact the enrollment services office on the campus you plan to attend.

### Registration

- When is college-credit registration?*

Refer to the dates listed in the College credit class schedule (available in the campus enrollment services office).

- May I register if I haven't gotten my transcripts from another institution/high school/Navy/etc.?*

It's not a problem, if it's your first term enrolling. But if they are not received by the end of the term, you cannot register for subsequent terms. In this case, you will be notified and will need to continue to follow-up until all of your transcripts have been received. You may not qualify for financial aid, however, until all transcripts are received and evaluated.

- May I register at one campus for classes at another campus?*

You may register for any class at any campus; you can also do this by Touchtone telephone. (See the special section in the College credit class schedule.)

- When is the last day to register?*  
Refer to the College credit class schedule or check with the campus enrollment services office.
- When does the term start and end?*  
Refer to the College calendar listed in the catalog.
- How can I get a catalog? An application? A class schedule?*

You may pick one up at any campus enrollment services office or call 646-2300.

### Telecourses

- What are telecourses?*  
Telecourses are a form of independent study broadcast on cable television. Each lesson is shown at least twice a week. Students come to campus three to four times during the semester to take exams. A copy of the current schedule can be picked up at any campus enrollment services office.
- What kinds of telecourses are offered?*  
Courses are listed in the College credit class schedule, and are available in the enrollment services office at all campuses.
- How do I register for a telecourse?*  
Apply and register just like any college credit class.
- Where do I get my books?*  
Textbooks are available at any campus bookstore.
- Where do I take my telecourse test?*  
You can take the test at the campus where your instructor is located or at an alternative test site. (Call your professor for alternative locations.)
- Where do I view the videotapes for my telecourse?*  
If you miss viewing them at their regularly scheduled time on cable TV, you can view them at the learning resources center on any campus.

### Tuition

- How long do you have to live in Florida to be considered a resident?*  
You must live in Florida 12 consecutive months prior to the first day of classes to qualify as a resident.
- If my spouse is in the military, do I qualify for in-state tuition?*  
If your spouse is stationed in Florida on active duty, you and your dependents qualify for in-state tuition.

### Drops and Cancellations

- How do I drop a class in order to obtain a refund?*  
Complete a drop card before the deadline listed in the FCCJ catalog. You may also drop classes by Touchtone telephone if it is during the telephone registration period.
- When will I get my refund?*  
You will receive your refund within four to six weeks. Checks are not processed until after the drop deadline. If you paid with a charge card, your card will be credited, otherwise you will receive a check.

- When is the last day to drop a class?*  
Refer to the College calendar listed in the catalog.
- If I miss the drop deadline, can I get my money back?*  
Obtain an appeal form from the dean of student affairs office on your campus to request a refund, if you feel the circumstances warrant it.
- My class was cancelled. How do I get my refund?*  
Refunds are mailed automatically unless you register for another class in its place.
- Why was my class cancelled?*  
Usually a class is cancelled when too few students enrolled in that particular class.

### Books

- How much do books cost?*  
Books vary in price, but \$15 per credit hour is a good benchmark.
- When does the bookstore buy back books?*  
This varies from term to term; check with the bookstore.

### Parking

- Where do I get a parking decal?*  
Decals are available at the campus security office.
- Where do I pay my parking fine?*  
Pay it in the campus business affairs office.

### Information

- Who can I contact if I don't know what to do to resolve a problem?*  
Contact a counselor or adviser within the campus student affairs office. They are specially trained to answer such questions and to help you obtain the assistance you need.