



NORTH FLORIDA COMMUNITY COLLEGE



2012



2011-2012 College Catalog

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This catalog is effective beginning Fall Semester 2011



325 NW Turner Davis Drive | Madison, Florida 32340
Telephone: (850) 973-2288 | Toll Free: 1-866-937-6322
WWW.NFCC.EDU

NFCC is dedicated to the concept of equal opportunity and access. NFCC does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability or age in its programs and activities. Inquiries regarding the College's non-discrimination policies may be directed to Denise Bell, NFCC Student Center (Bldg. 9), 325 NW Turner Davis Drive, Madison, FL 32340, (850) 973-9481 or belld@nfcc.edu.

Welcome

Dear Student:

How can we help you?

An institution of higher learning is a place where many questions are asked, but at North Florida Community College the most important question is: How can we help you? At NFCC, you will find exceptionally talented faculty and highly trained staff who are all motivated to help you get from where you are to wherever you want to be.



John Grosskopf

Regardless of what your dreams are, we are your community college and we can help you begin making those dreams a reality. We can help you brush up on just a few skills needed at your current job, or we can help you prepare for an entirely new career. If your dreams include a university education, NFCC can help you with that as well by providing fully transferable A.A. or A.S. degrees.

NFCC will also help you feel comfortable as you follow your dreams. We are proud of our low student-teacher ratios. You will never be just a number here. You will learn in small, personal classes where your instructors know who you are and how to help you succeed. You will also work with dedicated staff members who can help you apply for financial aid and scholarships, and advise you on how to develop and follow an academic plan to get you to where you want to be.

So don't hesitate to dream, because we are ready to help you make those dreams a reality. North Florida Community College is a small campus with big possibilities. I personally invite you to drop us a line, send an email, or give us a call. Even better, come visit our beautiful campus and meet your future teachers, colleagues, and friends. And when you're ready, let us know how we can help.

Sincerely,

A handwritten signature in black ink that reads "John Grosskopf". The signature is fluid and cursive.

John Grosskopf
President

Table of Contents

Academic Calendar	6
Campus Directory	7-8
General Information	9
Accreditation	10
Mission Statement	10
Vision Statement	10
History	10
The Campus	11
Special Facilities	11
Memberships	13
Enrollment Services	14
Admissions	15
Testing	18
Academic Advising	19
Registrar Records Registration	20
Graduation	23
Fees and Financial Aid	25
General Information	26
Fees	26
Cost of Attending NFCC	26
Residency Requirements for Tuition Purposes	27
Refunds	27
Repayment of Federal Grant Funds	27
Student Financial Assistance	28
Types of Aid Available	29
Grants	29
Tuition Payment Plan	31
Scholarships	32
Student Services	34
Student Learning Resources	35
Veteran Affairs	35
Student Support Services (SSS)	37
Campus Life	38
Student Handbook	40
Student Rights and Responsibilities	40
Additional Information (Student Email Student ID Cards Student Counseling)	50
Notification of Social Security Collection and Use	51
Parking	53
Campus Security	55
Academics	56
Academic Regulations	57
Grade Point System	60
General Education Philosophy	63
Academic Programs	65
Associate in Arts Degree (A.A. Degree)	66
Associate in Arts - Business Emphasis	69
Associate in Arts - Education Emphasis	70
Associate in Science Degree (A.S. Degree)	71

Table of Contents

Business Administration and Management (A.S. Degree)	72
Business Operations (College Credit Certificate)	73
Digital Media Multimedia Technology (A.S. Degree).....	74
Digital Media Multimedia (College Credit Certificate)	75
Early Childhood Education (A.S. Degree)	76
Preschool Specialization Certificate (College Credit Certificate)	77
Child Care Center Management Specialization (College Credit Certificate)	77
Emergency Medical Services (A.S. Degree)	78
EMT-Basic (Advanced Technical Diploma)	79
Paramedic (College Credit Certificate)	80
Registered Nursing - RN (A.S. Degree)	81
Associate in Applied Science Degree (A.A.S. Degree).....	83
Criminal Justice Officer Administration - Law Enforcement Corrections	84-85
Career and Technical Programs	86
General Information	87
Allied Health	89
Patient Care Technician (PCT)	89
Practical Nursing	91
Business	93
Administrative Assistant	93
Business - Related Certificate Programs	94
Early Childhood Professional Certificate (ECPC).....	95
Child Care Center Director Program	97
Networking Technology Certifications	98
Public Safety Academy (Criminal Justice).....	100
Combined Corrections and Law Enforcement Basic Dual Certification.....	101
CMS Law Enforcement Recruit Academy	101
Corrections Basic Recruit Academy	102
Crossover Corrections to CMS Law Enforcement	102
Crossover CMA Law Enforcement to Traditional Corrections	103
Supplemental Recertification Review Courses	103
Continuing Workforce Education: Advanced and Specialized Training	103
Emergency Medical Services	104
Emergency Medical Technician (EMT-Basic)	104
Paramedic.....	105
Continuing Workforce Education	106
Education to Go (ed2go)	107
Education to Go (ed2go) Online Non-Credit Classes	107
Course Descriptions	108-139
College Personnel.....	140
Faculty and Administration	140
Faculty and Administrators Emeriti	142
Professional and Support Staff.....	143
NFCC District Board of Trustees	145
Index	146-147
Program Codes	148
Application for Admission	149-152
Campus Map.....	153

College Academic Calendar

	Fall 2011 Aug 24 - Dec 15	Spring 2012 Jan 9 - May 3	Summer A '12 May 7 - June 18	Summer C '12 May 7 - Aug 6	Summer B '12 July 9- Aug 17
ACADEMIC DATES & DEADLINES					
Classes Begin	Aug. 24	Jan. 9	May 7	May 7	July 9
Graduation Application Deadline	Sept. 30	Feb. 17	May 31	June 28	Aug. 2
Withdrawal Deadline	Oct. 28	March 9	May 31	June 28	Aug. 2
Honors Convocation		April 9			
Classes End	Dec. 5	April 23	June 13	Aug. 1	Aug. 14
Final Exams	Dec. 6-9	April 24-27	June 14	Aug. 2	Aug. 15
All Grades Due	Dec. 13	May 1	June 18	Aug. 6	Aug. 17
Term Ends	Dec. 15	May 3	June 18	Aug. 6	Aug. 17
Grades Available Online	Dec. 15	May 3	June 18	Aug. 6	Aug. 17
Commencement	Dec. 15	May 3			
HOLIDAYS					
Holidays Campus Closed	Sept. 5 Nov. 11 Nov. 24-25 Dec. 16-Jan. 2	Jan. 16 Feb. 20 March 12-16	May 28	May 28 July 4	
FACULTY DATES					
Faculty Report	Aug. 22	Jan. 5	May 7	May 7	July 9
Last Faculty Duty Day	Dec. 15	May 3	June 18	Aug. 6	Aug. 17

Dates are subject to change. Changes are noted on the NFCC website and in the current term schedule of classes.

Campus Directory

General Information: (850) 973-2288 or go to <http://www.nfcc.edu>. Area code is 850.

Department	Telephone Number	Email Address
Academic Affairs	973-1603	academicaffairs@nfcc.edu
Academic Department Chairs		
English, Literature, Humanities, Fine Arts, Foreign Languages and History		
David Paulk	973-9418	paulkd@nfcc.edu
Social Science, Business, Education and Computer Science		
Marie Guest	973-9458	guestm@nfcc.edu
Mathematics		
Phillip Taylor	973-1647	taylorp@nfcc.edu
College Preparatory Program and Study Life Skills		
Susan Taylor	973-1679	taylors@nfcc.edu
Physical and Biological Science		
Michael Stine	973-1645	stinem@nfcc.edu
Administrative Assistant Program	973-9493	sherrode@nfcc.edu
Administrative Services	973-1604	adminserv@nfcc.edu
Admissions	973-1622 or 9405	admissions@nfcc.edu
Advising		advising@nfcc.edu
Allied Health	973-1662	bassd@nfcc.edu
College Credit	973-9450	scottb@nfcc.edu
College Prep	973-1718 or 1719	bonillae@nfcc.edu
Student Support Services	973-1661	studentsupportservices@nfcc.edu
Alumni Affairs	973-9423	alumni@nfcc.edu
Artist Series/Children's Theater	973-1653	artistseries@nfcc.edu
Audio-Video Support	973-9456	audiovisual@nfcc.edu
Auditorium (Van H. Priest Auditorium lobby)	973-9408	Auditorium Rental 973-9429
Bookstore (Virtual Bookstore)	973-9439	bookstore@nfcc.edu
Business Office	973-1610 or 9438	
Campus Life	973-1623	halfhillk@nfcc.edu
Campus Services (Maintenance)	973-9445 or 9444	maintenance@nfcc.edu
Career & Technical Education Center	973-9493	careercenter@nfcc.edu
Career & Tech Advising & Counseling	973-1662	careercenteradvising@nfcc.edu
College Advancement (PR/marketing)	973-1653	news@nfcc.edu
College Preparatory Program	973-9411	collegeprep@nfcc.edu
Community Theater	973-9481	belld@nfcc.edu
Computer Services, Campus	973-1672	computerservices@nfcc.edu
CROP (College Reach Out Program)	973-9436	CROP@nfcc.edu
Custodial Services	973-9421	
Disability Services	973-1661	disabilities@nfcc.edu
Displaced Homemaker Program	973-1662	displacedhomemakerpgm@nfcc.edu
Distance Learning	973-1603	distancelearn@nfcc.edu

Drafting.....	973-1633	drafting@nfcc.edu
Dual Enrollment	973-9450 or 9405	dualenrollment@nfcc.edu
Duplication Center (on campus)	973-9420	duplication@nfcc.edu
Emergency Medical Services.....	973-1673	leggettm@nfcc.edu
Financial Aid	973-1621	financialaid@nfcc.edu
Fitness and Wellness Center.....	973-1609	alexanderc@nfcc.edu
Food Services.....	973-9465	foodservice@nfcc.edu
Foundation (NFCC, Inc.)	973-9423	foundation@nfcc.edu
Green Industries Institute (Monticello, FL).....	973-1668	garnerp@nfcc.edu
Human Resources	973-9448	humanresources@nfcc.edu
Institutional Research.....	973-1683	computerservices@nfcc.edu
Learning Resource Center	973-9411	LRC@nfcc.edu
Library.....	973-1624	library@nfcc.edu
Maintenance	973-9444 or 9445	maintenance@nfcc.edu
Nature Center (Ladell Brothers).....	973-1645	stinem@nfcc.edu
Networking Technology Program	973-9495	sirmonj@nfcc.edu
Nursing and Allied Health.....	973-9489	alliedhealth@nfcc.edu
(Patient Care Technician, Practical Nursing, Registered Nursing)		
Ombudsman, Student.....	973-1619	ombud@nfcc.edu
Patient Care Technician.....	973-1662	alliedhealth@nfcc.edu
Personnel	973-9448	humanresources@nfcc.edu
Practical Nursing	973-1662	nursingdept@nfcc.edu
President's Office.....	973-1618 or 1601	president@nfcc.edu
Public Relations/Media.....	973-1653	news@nfcc.edu
Public Safety Academy.....	973-9477	criminaljustice@nfcc.edu
Purchasing.....	973-1675	purchasing@nfcc.edu
Recreation and Leisure Activities	973-9481	communityed@nfcc.edu
Registered Nursing (A.D.N.)	973-1662 or 9489	rnprogram@nfcc.edu
Registrar.....	973-1605	registrar@nfcc.edu
Resource Development	973-9423	foundation@nfcc.edu
Scholarships (Foundation).....	973-9423	foundation@nfcc.edu
Security Office	973-0280	
Sentinel Cafe (Snack Bar)	973-9496	foodservice@nfcc.edu
Sentinel Sun (Student Newspaper)	973-9424	trailblazer@nfcc.edu
Student Center.....	973-1623	studentcenter@nfcc.edu
Student Clubs/Organizations	973-1623	studentclubs/organizations@nfcc.edu
Student Services	973-1623	studentservices@nfcc.edu
Student Support Services.....	973-1661	lillisin@nfcc.edu
Testing Center.....	973-9451 or 1665	testing@nfcc.edu
Transcripts/Records	973-1612	transcripts@nfcc.edu
TTY Phone Access	973-1611	
Veteran Affairs	973-1622	veteranaffairs@nfcc.edu
Vocational Programs	973-9455 or 9493	vocationalprograms@nfcc.edu
Wardlaw-Smith-Goza Conference Center	973-9432	foundation@nfcc.edu
Webmaster (www.nfcc.edu)	973-9424	webmaster@nfcc.edu

GENERAL INFORMATION



ACCREDITATION....10
MISSION STATEMENT....10
VISION STATEMENT....10
HISTORY....10
THE CAMPUS....11
SPECIAL FACILITIES...11
MEMBERSHIPS....13

Small College. Big Possibilities.

ACCREDITATION

North Florida Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate in arts degrees, associate in science degrees, associate in applied science degrees, as well as career and technical certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of NFCC.

MISSION STATEMENT

North Florida Community College provides quality teaching and learning opportunities for individual and community development in a changing society.

VISION STATEMENT

Our vision for North Florida Community College is to be a vibrant educational community serving rural North Florida, including the counties of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor, and beyond.

We will offer a student-centered faculty and staff who embrace diversity in a friendly and inclusive learning environment.

The college will provide technologically advanced educational opportunities in response to the community's need for quality, affordable, and accessible programs.

The College will partner with business, industry, community, and educational institutions to promote the economic and community development of our region.

NFCC OFFERS:

- Transferable college credit programs leading to the Associate in Arts Degree
- Workforce development programs leading to the Associate in Science Degree or technical certificates for occupational skills and employment
- Access to baccalaureate degree programs through partnerships with colleges and universities
- Personal, professional and academic development opportunities through credit and non-credit programs
- Partnerships with business, industry, government and other institutions to promote economic development and provide retraining opportunities for the district's workforce
- Support services to assist students in making educational, vocational and personal decisions
- Cultural, recreational and enrichment opportunities for students and residents of the community

HISTORY

The Florida Legislature of 1957 authorized North Florida Junior College and five other community colleges in the state. The counties of Hamilton, Lafayette, Madison, Suwannee, and Taylor were proposed as an area with need for a community junior college. In the establishment of the college area, Jefferson County replaced Suwannee County, with Suwannee County becoming a participating county in 1974.

In March 1958, Dr. Marshall W. Hamilton was appointed

president of the new institution, and temporary academic and administrative quarters were secured in Madison. In September the first NFJC classes were organized. Ground was broken in January 1959 for the first permanent buildings, the Library and the Science Building. Suwannee River Junior College was established in 1959, with Dr. James J. Gardner, founding president, serving until 1961. Mrs. Jenyethel Merritt served as president until Suwannee River Junior College merged with NFJC in 1966.

Dr. Stephen T. McMahon served as president from 1970-1978; Dr. Gary P. Sims, 1978-1984; and Dr. Robert W. Ramsay, 1984-1987. Dr. William H. McCoy assumed the presidency on Aug. 1, 1987. On April 17, 1988, a tornado damaged many campus buildings and destroyed the Van. H. Priest Auditorium and Hardee Chapel.

In July 1995, the District Board of Trustees changed the name of the College from North Florida Junior College to North Florida Community College in order to better define the purpose of the institution.

Dr. McCoy retired in 1995. On January 2, 1996, Dr. Beverly M. Grissom became president. Dr. Grissom retired in 2001. Morris G. Steen, Jr. was named president of NFCC on March 1, 2002; he served as interim president from July 2001 through February 2002 before being named NFCC's seventh president. In 2008 the college celebrated its 50th year anniversary. Steen retired in 2008.

John Grosskopf was named the eighth president of NFCC on Jan. 20, 2009.

THE CAMPUS

Within walking distance of downtown Madison, the NFCC campus is situated on 165 acres of naturally beautiful property. The campus features a 20-acre outdoor environmental center, a 580-seat auditorium, a newly renovated fitness and wellness center, one of the best college libraries in the state, a state-of-the-art science learning center and public safety training facility.

NFCC is located in Madison, Florida at 325 N.W. Turner Davis Drive. Madison lies in the center of NFCC's six county service area, off of I-10 near I-75, and is near such major Florida cities as Tallahassee and Jacksonville. NFCC is also just minutes away from the Georgia border and is a short distance from the Gulf of Mexico and cities bordering the Atlantic Ocean.

Madison's natural beauty, small town hospitality and proximity to larger cities make NFCC a wonderful place to learn.

Major NFCC buildings are:

- Marshall W. Hamilton Library (1959, 1998)
- College Preparatory Education/Mathematics Classrooms (1959, 2008)
- Business Education Building (1961)
- Student Center (1962)
- Walter L. Bishop Administration Building (1963)
- Colin P. Kelly Fitness Center (1965, 2010)
- Fine Arts Building (1965)
- Testing Center (1965)
- General Classroom Building (1966)

- Maintenance Building (1967)
- Technology Center (1967, 2008)
- Career and Technical Education Center (1967)
- Administrative Services Center (1967)
- Van H. Priest Auditorium (1969, 1991)
- Hardee Center for the Arts (1993, 2009)
- Morris G. Steen, Jr. Science Learning Center (2007)
- Public Safety Academy Building (2008)

Other named buildings and facilities are:

- The Norman O. and Leone N. Protsman Bell Tower erected in 1992.
- The Frank Cantey Softball Field dedicated in 1999.
- The original Hardee Chapel was built in 1973 and dedicated to Mrs. Claire Hardee Parramore. It, along with several other buildings including Van H. Priest Auditorium, was destroyed by a tornado which swept the campus in 1988. The Hardee Center was built to replace the Hardee Chapel in 1993 and remodeled into the Hardee Center for the Arts in 2009.
- The College Preparatory Education/Mathematics Classrooms Building, built in 1959, was originally named the A.J. Hargrove Science Building. It was renovated and renamed in 2008.

All of the buildings on campus are ADA accessible.

SPECIAL FACILITIES

Art Galleries

Bacot Art Gallery

The Bacot Art Gallery at NFCC was inaugurated in the autumn of 1975 and has been in continuous operation since that date. On March 3, 2006 a memorial plaque honoring the late Jules deRomand Bacot, professor of art and humanities at NFCC from 1969-1983, was unveiled and remains on display in the gallery. The Bacot Gallery is located in the Student Center, Bldg. 9.

Hardee Center for the Arts

In September 2009, the Hardee Center for the Arts opened in Bldg. 11. The Hardee Center for the Arts shows monthly exhibits of national and local artists. The Gallery is open Monday-Thursday, 10 a.m.-4 p.m.

Information on current or upcoming exhibits is available from the NFCC Art Department, (850) 973-1642, or online at www.nfcc.edu/departments/academics/visual-arts.

Colin P. Kelly Fitness Center

The Colin P. Kelly Fitness Center (Bldg. 12) is NFCC's new, state-of-the-art fitness facility. The fitness room is fully loaded with cutting edge cardio and resistance training equipment. From resistance training machines, to free weights, basketball or volleyball, there is something for everyone looking to get active and stay healthy. The building also features multi-purpose rooms that accommodate activities such as yoga, fitness and aerobic classes, meetings and special events. The building

was originally built in 1965 as the Colin P. Kelly Gymnasium. In 2010, renovations were completed and the building was renamed the Colin P. Kelly Fitness Center. A half-mile, outdoor walking track was also added to the campus during the renovations. The fitness center is open to current NFCC students. The Fitness Walking Trail is open to the public. More information and operation hours are available at www.nfcc.edu/fitness-and-wellness-center or call (850) 973-1651.

Green Industries Institute (GII)

The Green Industries Institute (GII) is located on Hwy 90 just three (3) miles west of the Monticello Courthouse in Jefferson County Florida. GII is the site of NFCC's Sustainable Farm and Education Center. Its mission is to be a vibrant student centered institute, providing quality teaching, learning and community stewardship. Classes are focused on Sustainable Agriculture and include community education topics and academic subjects.

The sixty-four (64) acre GII site has 40 year old pecan groves, crape myrtle stands, an ornamental arboretum, 3000 square feet of green houses, 25 acres of mixed hardwood hammock forest land, blueberry patch and .5 acre sustainable vegetable garden. The site is also equipped with classrooms featuring state-of-the-art technology and resources to enhance instruction through hands-on learning experiences. For more information contact GII at (850) 973-1702, visit www.nfcc.edu/green-industries or email garnerp@nfcc.edu.

Ladell Brothers Outdoor Environmental Center

The Ladell Brothers Outdoor Environmental Center was conceived in the fall of 1972 and gradually became a reality through state grants, local donations, and the hard work and dedication of the North Florida Community College faculty and student body. The nature center's main entrance, located on the northwest part of the campus, leads to the picnic area, which is the beginning and end of a series of nature trail loops.

Habitats included along the trails are stream, lake, swamp, mixed hardwood forest, agricultural field, and campus grasslands. The main purpose of the center is to serve as an outdoor classroom for the pursuit of environmental education. NFCC's surrounding school districts often use the center as an environmental study area. The Ladell Brothers Outdoor Environmental Center is also available for recreational uses and was named an official site for the Great Florida Birding Trail in 2003. Binoculars may be borrowed from the Marshall Hamilton Library. Information about the nature center is available from the NFCC Science Department, (850) 973-1645, or online at www.nfcc.edu/community-programs/ladell-nature-center.

Marshall W. Hamilton Library

The Marshall W. Hamilton Library at NFCC (Bldg. 4) offers a wealth of resources necessary for support of student learning both on site and virtually. The Library features wireless Internet access and is home to the Starbooks Internet Café. Online resources consist of

a catalog, full-text periodical databases and electronic books, chat and email reference, and electronic renewal of library materials.

The Library provides comfortable and attractive surroundings for use of collections and encourages casual reading and browsing as well as serious research. Tables and small group areas offer a variety of study settings and convenient access to the collections. Thirty-six computers allow students access to the Internet, email and the Microsoft Office suite of programs. A classroom houses full presentation equipment and a computer lab. As well as a large conference table for study groups and meetings, the conference room offers comfortable seating where students can take advantage of the Starbooks Café and quiet study space. Here students can also view DVDs and videos or use the listening area for music CDs.

The library collections include 33,000 print books, 30,000 electronic books, over 100 electronic databases, 24 periodical subscriptions, and over 200 DVDs and videos. The library website (www.nfcc.edu/library) provides an information portal for access to the library catalog, full-text databases, electronic books and library information. Professional librarians are willing to assist students with any research questions or help with library resources.

Van H. Priest Auditorium

The original Van H. Priest Community Center was erected in 1969 and dedicated in 1976. The Center was destroyed by a tornado in 1988. In 1991 a new center was "rebuilt to serve the

people of Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor Counties" and named Van H. Priest Auditorium. Van H. Priest Auditorium (VHP) is home to NFCC graduation ceremonies, performances of the NFCC Artist Series and NFCC Community Theater, various other college activities and is rented for a variety of community events throughout the year. VHP seats 580 and has a performing stage with light and sound technical capabilities under the direction of experienced technical personnel. The Auditorium also has a lobby, ticket area, dressing rooms and loading dock. For more information about the auditorium call (850) 973-9429 or visit www.nfcc.edu/community-programs/van-h-priest.

Wardlaw-Smith-Goza Conference Center

The NFCC Wardlaw-Smith-Goza Conference Center, listed in the Historic American Building Survey and the National Register of Historic Places, is a stately mansion representative of the classical revival architectural style popular during the nineteenth century. Benjamin Wardlaw, a prominent Madison resident, built the house in 1860. After 1871, succeeding members of the Chandler Holmes Smith family owned the house for over 100 years. In 1978, Mr. and Mrs. William M. Goza acquired the property and restored it to the beautiful historical treasure it is today. NFCC received ownership of the property in 1988 through a legislative appropriation to use the mansion as a conference and cultural center for the six counties served by the College. Currently the WSG Conference Center hosts an annual quilt and flower exhibit in April

and a holiday open house in December. The center is also the scene for weddings, exhibits, state and national meetings and is open for tours throughout the year. Fund-raising through "Friends of the Mansion," and renting the facility for events help support maintenance and purchases associated with the house. For more information call (850) 973-9432 or visit www.nfcc.edu/

community-programs/wardlaw-smith-goza.

MEMBERSHIPS

- American Association of Community Colleges
- Association of Florida Colleges
- Council for Higher Education Accreditation
- Florida Association of Colleges and Universities
- Florida Association of Collegiate Registrars and Admissions Officers
- Florida Developmental Education Association
- Hamilton County Chamber of Commerce
- Lafayette County Chamber of Commerce
- Madison County Chamber of Commerce & Tourism
- Monticello-Jefferson County Chamber of Commerce
- National Council for Marketing and Public Relations
- Northeast Florida Education Consortium
- Southern Association of Colleges and Schools
- Southern Association of Community, Junior, and Technical Colleges
- Suwannee County Chamber of Commerce
- Taylor County-Perry Chamber of Commerce
- The Florida College System

ENROLLMENT SERVICES



ADMISSIONS....15

TESTING....18

ACADEMIC ADVISING....19

REGISTRAR....20

RECORDS....20

REGISTRATION....20

GRADUATION....23

Small College. Big Possibilities.

ADMISSIONS

Application for admission to NFCC is made through the Office of Enrollment Services located in the Administration Building, Bldg. 3. An application for admission is included in this catalog, on the Internet at www.nfcc.edu or from the Office of Enrollment Services.

NFCC is an “open door” institution providing learning opportunities for continuing academic and life enrichment goals. Individuals meeting stated admission requirements may enter the College, if the minimum age requirement of sixteen (16) years is met. Admission to associate degree programs requires that an applicant must have graduated from high school with a standard high school diploma or a college ready diploma or have a General Education Diploma (GED) issued by the Department of Education. Admission to specific programs of study at NFCC is based on a number of factors, not one of which is the sole determinant in deciding eligibility.

Eligibility

The following persons are eligible for admission to NFCC:

1. Graduates with a valid standard diploma from accredited secondary schools in the United States or persons holding a high school equivalency (GED) diploma.
2. Completers of a home education program which meets the requirements of Florida Statutes 1002.41.
3. Transfer students from another postsecondary institution.
4. Foreign students with the equivalent of a U.S. high school diploma who meet language standards established through College policy and/or procedure.
5. High school students who have been approved by the College for entry into accelerated programs. (Dual Enrollment or Early Admissions)
6. Adults, 25 years of age or older, who do not possess a high school diploma, a general education diploma (GED), or a high school equivalency certificate, may be conditionally enrolled for college credit. Such persons will retain conditional status until they have completed 12 semester hours of credit with at least a 2.0 average.
7. Persons seeking enrollment in the community education program or other non-credit courses may do so without meeting any specific admission requirements.

Requirements

NFCC requires the documentation marked with an “X” in the chart to the right from those students applying under the categories listed.

If a student did not attend NFCC the previous year, the student must complete a new Application for Admission.

A non-refundable \$20 application fee is required. The application fee is a “one time only” fee and is not required in any subsequent admission applications to the College.

	Application Form	Application Fee	Affidavit of Residence	H.S. Transcript or GED	College Transcript(s)	Dual Enrollment Form	Course Approval Form	T.O.E.F.L. Scores	Financial Statement
Degree Seeking Students	X	X ¹	X	X	X ²				
PSAV Students	X	X ¹	X	X	X ²				
Transient Students	X	X ¹	X				X		
Audit Students	X	X ¹	X						
Dual Enrollment Students	X			X ³	X				
Foreign Students	X	X ¹		X	X ²			X	X
Supplemental	X		X				X		

¹Application fee payable first time in attendance at North Florida Community College only.

²Required from those students who have attended other colleges.

³Must be furnished after student has completed high school or G.E.D. requirements

DEGREE STUDENT ADMISSION

First Time in College

An applicant for admission to an Associate in Arts, Associate in Science, or Associate in Applied Science program must be a high school graduate and may be admitted with one of the following:

1. **High School Diploma:** High school graduates must have earned the standard high school diploma. The International Baccalaureate (IB) diploma is considered a standard high school diploma for the purposes of admission. The Florida Certificate of Completion and the Florida Special Diploma are not considered standard high school diplomas unless the Certificate of Completion was awarded as a CPT or PERT-eligible Certificate. The CPT or PERT-eligible designation will be indicated on the student's transcript.
2. **High School Equivalency Diploma (GED):** Students are eligible for admission who have the General Education Development (GED) diploma. An official GED Score Report is required.
3. **Home Education Graduate:** Students who have completed a home education program (home school) are eligible for admission as high school graduates. A home-schooled student must provide an affidavit signed by a parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements in Florida Statute 1002.41 (a).

Transfer Students

Students desiring to transfer to NFCC must provide an official transcript from each college attended. Transfer courses are evaluated and recorded on the transcript prior to the end of the first term enrolled.

Re-Admission of Former Students

Former students not in attendance during the previous year must submit a new application and other information as may be required by the Office of Enrollment Services.

Alternative to a High School Diploma

The Higher Education Amendment of 1992 enables a student to be admitted on the basis of the ability to benefit from the education or training. In addition to the high school diploma or the GED, a student may take a nationally recognized, standardized or industry developed test, subject to criteria developed by the appropriate accrediting association, measuring the applicant's aptitude to complete successfully the program to which the applicant has applied.

NFCC uses the College Placement Test (CPT) or the Post Secondary Education Readiness Test (PERT) for measuring a student's ability to pursue an Associate in Arts, Associate in Science, or an Associate in Applied Science Degree. The Test of Adult Basic Education (TABE) test is used for this purpose for career and technical programs. The Criminal Justice Basic Abilities Test (CJBAT) is a requirement for entry into the basic recruiting training programs, to include law enforcement and corrections.

International Students

NFCC is authorized under Federal law to enroll non-immigrant alien students. Applicants to NFCC are considered International Students if they are not U.S. citizens, dual citizens, or permanent resident aliens. Before an I-20 can be issued, application documents, including the F-1 student visa, must be submitted to the Office of Enrollment Services at least two months prior to the start of the term in which the student wishes to enroll.

Dual Enrollment and Early Admission

NFCC participates in the Dual Enrollment and Early Admissions Programs according to Florida Statute 1007.271. NFCC, in cooperation with the District School Boards of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor Counties, provides Dual Enrollment and Early Admissions opportunities for academically qualified high school students. Students enrolled in the program receive a waiver of tuition and fees. Home school and non-public high school students are eligible for Dual Enrollment and Early Admissions. Contact the Office of Enrollment Services for details.

Students seeking to enroll on a Dual Enrollment or Early Admissions basis must meet all requirements specified by the NFCC Dual Enrollment and/or Early Admissions Policy and the Inter-institutional Articulation Agreement in effect between NFCC and the student's secondary school. Students enrolled in Dual Enrollment or Early Admissions programs must have an application for admission and official evidence of acceptable placement tests (ACT, SAT, CPT or PERT) on file at NFCC. Credits may be earned for both high school and college. The Office of Enrollment Services, along with the high school guidance counselor, is responsible for the academic advisement of Dual Enrollment and Early Admission students.

CAREER & TECHNICAL CREDIT ADMISSION

Individuals who have graduated from high school are eligible for certificate programs. Individuals who have not graduated from high school but are at least 16 years of age and legally withdrawn from a regular school system may be admitted into certificate programs provided the specific program does not require high school graduation. Non-high school graduates will be encouraged to earn the GED diploma during the first term of enrollment in career and technical courses. Applicants must also meet minimum scores on the Test of Adult Basic Education (TABE) as established for each program. For more information refer to the Career and Technical Education area of this catalog on page 86.

LIMITED-ACCESS PROGRAM ADMISSION

To meet certification and professional accreditation standards, certain NFCC programs carry additional admissions requirements. These programs include the following: Public Safety Academy, Emergency Medical Technology, Paramedic, Patient Care Technician, Practical Nursing and Registered Nursing.

NON-DEGREE STUDENT ADMISSION

The admissions requirements applicable to students registering under this category include the completion of an application and payment of the \$20 application fee. This is a special category status and is not an alternate form of admission for the career and technical or associate degree programs. This admissions option is designed to alleviate problems associated with those students who register for courses to fulfill a specific purpose, such as the renewal of licenses, special interests, workshops, and seminars. This special status would apply to either credit or non-credit courses.

College Graduates

Students who have earned a bachelor's or higher degree are eligible for enrollment in any course unless that course has restricted admission. Transcripts and placement testing are not required provided the student is classified as a non-degree seeker.

Transient Students

A student enrolling at NFCC on the approval of another college or university with the intent to return to that institution is considered a transient student. In addition to the required application for admission, a transient letter stating that the student is in good standing from the college to which the student will return is also required. A transient letter also serves as written permission to enroll in certain courses at NFCC. The transient letter must be in the student's NFCC record before registration.

Audit Students

Students auditing courses are expected to be regular in attendance but are not required to take tests, including final examinations. Auditing students may not earn grades, or credits, nor may they change their audit registration to seek credit in courses in which they are enrolled. Credit for audit coursework is not eligible for credit assignment at a later date.

Audited courses are counted at full value in computing course load for payment of fees. The intent to audit a course(s) must be declared during the drop/add period designated in the College calendar.

Senior Citizens

Adults 65 years of age or older may apply for admission as a senior citizen. The admission requirements applicable to students under this category include the completion of an application as non-degree seeking/senior citizen and payment of the one-time \$20 application fee. This is a special category status and is not an alternate form of admission for the career and technical or associate degree programs. Those applying for admission as senior citizens may register up to 4 credit hours per semester. Registration begins on the first day of classes. Tuition is waived but the student is responsible for the purchase of textbooks, instructional materials, and other fees required for the course.

TESTING

Placement Testing (CPT or PERT)

All students entering college credit programs are required to take the state-mandated post secondary education readiness test or to present a satisfactory score on the ACT or SAT-1 before registration. Transfer students should have their transcripts evaluated to determine whether they will be required to take the CPT or PERT or college preparatory course work. Arrangements for students needing special testing conditions are made through the Office of Student Disability Services.

First-time-in-college applicants who apply must have taken an approved post secondary education readiness test prior to the completion of registration. The College accepts scores on ACT, SAT, or PERT placement tests that are no more than two years old.

Placement testing is available at the College. Advance registration for placement testing is required. Call the Testing Center at (850) 973-9451 or 973-1665 to schedule a test. The ten (\$10) dollar testing fee must be paid prior to testing. This fee is required for both first time testing and re-takes.

If any special accommodations are required, please contact the Office of Student Disability Services at least two weeks prior to testing in order to provide appropriate documentation. Call (850) 973-1661 (V) or (850) 973-1611 (TTY).

Test of Adult Basic Education (TABE)

Students enrolling in certificate programs may be required to undergo a skill assessment process utilizing the Test of Adult Basic Education (TABE). The TABE assessment is conducted before enrollment or in the first six weeks of enrollment.

TABE testing is available at NFCC. Advance registration for testing is required. Call the Testing Center at (850) 973-9451 or 973-1665 to schedule a test. The ten (\$10) dollar testing fee must be paid prior to testing. This fee is required for both first time testing and re-takes.

If any special accommodations are required, please contact the Office of Student Disability Services at least two weeks prior to testing in order to provide appropriate documentation. Call (850) 973-1661 (V) or (850) 973-1611 (TTY).

Criminal Justice Basic Abilities Test (CJ-BAT)

The Florida Basic Abilities Test (CJ-BAT) is a requirement for entry into the basic recruit training programs, to include law enforcement and corrections. For more information, please contact the Public Safety Academy at (850) 973-1617. Telephone (850) 973-9451 or 973-1665 to schedule an exam.

Advanced Placement (AP)

NFCC extends college credit to students with an earned a score of 3, 4, or 5 on one or more of the Advanced Placement (AP) program examinations of the College Entrance Examination Board. Credit granted is transferable to Florida colleges and universities participating in the statewide Advanced Placement (AP) program. The student must be enrolled at the college before credit is awarded. Students must have an official transcript from the College Entrance Examination Board mailed to the Office of Enrollment Services. The amount of credit awarded is based upon Florida State Board of Education guidelines.

ACADEMIC ADVISING

Student Responsibility

Academic advising helps students clarify their educational and career goals and provides the information necessary to achieve them. Students who begin their academic careers with solid information concerning necessary course and grade requirements are more likely to be successful in the pursuit of their goals.

- All new students are required to see an academic advisor before they register.
- All students should see an advisor at the completion of 15, 30, and 45 credits to ensure they are on track for their degree.
- A consultation with an advisor is essential upon a student's consideration of a change in educational or career goals.

College Preparatory Courses

Florida State Board of Education Rule 10.0315 requires standardized testing to assess the basic reading, communication, and computation skills of entering students. Students not meeting minimum reading, communication, or computation scores must immediately begin, and continue in subsequent semesters, remediation in all areas in which they are deficient.

Students not requiring remediation in all three basic skill areas may enroll in courses in curriculum areas for which they are qualified while undergoing remediation in area(s) of identified deficiency. **Students requiring remediation in Basic Reading Skills MUST successfully complete Fundamentals of Reading I (REA 0007C) in the first term enrolled at NFCC and must abide by all academic course requirements in subsequent terms.**

The academic advisor shall assist students with appropriate course selection. Students required to take two or more developmental courses should enroll in the Strategies for Academic Success course (SLS 1103) during their first semester of coursework. Students must complete all college prep requirements prior to completion of 24 semester hours and must begin college preparatory instruction by enrollment in at least one college prep course per term.

There are additional options for college prep students. In accordance with Florida law, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college preparatory instruction. For information on these options, contact an advisor in the Enrollment Services Office.

University Transfer Information

The Statewide Articulation Agreement (SBE Rule 6A-10.024, FAC) guarantees recipients of the Associate in Arts Degree admission into the State University System. The student is not, however, necessarily

admitted into the program or the University of choice. Students should also note that certain Associate in Science degrees are transferable to the State University System. Specific program requirements for A.S. transfer programs can be obtained from academic advisors in the Office of Enrollment Services.

The following steps should be followed to increase the likelihood of successful transfer to the program of choice at the selected university:

- Work closely with an academic advisor
- Early identification of a major program of study
- Early identification of a transfer institution
- Gain knowledge of university admission requirements
- Gain knowledge of university program requirements and prerequisites
- Complete all requirements for the A.A. or transferable A.S. Degree
- Complete admissions application for the transfer university

REGISTRAR | RECORDS | REGISTRATION

Student Records

The disclosure or publication of student information is governed by the policies of the District Board of Trustees of NFCC within the framework of state and federal laws, including the Family Education Rights and Privacy Act passed in 1974. The written consent of the student is required for the disclosure or publication of any information that is personally identifiable and a part of the educational record. Prior consent of the student is not required for disclosure of the educational record defined by NFCC as "Directory Information" which may be released by the College.

Directory information includes:

- Name
- Classification (part-time/full-time)
- Major Field of study
- Participation in officially organized activities and sports
- Most recent previous educational institution attended
- Address
- Date of Birth
- Dates of attendance
- Telephone number
- Program of study
- Degrees and awards received

Students may inform NFCC in writing of the student's desire to prevent publication of such Directory Information or release of such information except as required by law. A form is available upon request from the Office of Enrollment Services.

Students, or their parents in certain cases, have the right to review and to obtain copies of their official records, to seek correction of information contained in those records, and to limit disclosure of information from the records.

Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of information in the educational record to (or for):

- Teachers, administrators and the like in the same institution.
- Comptroller General of the United States.
- Organizations such as Educational Testing Service or, the College Entrance Examination Board involved in testing programs and student aid.
- Accrediting organizations.
- In compliance with judicial order or pursuant to any lawfully issued subpoena.

The Registrar can provide additional information on the Family Education Rights and Privacy Act (Buckley Amendment). For the complete text of FERPA, write the U.S. Department of Education at 600 Independence Avenue, S.W., Washington, D.C. 20202.

Enrollment Steps

1. **Apply for admission:** The student must have an Application for Admission on file prior to registering. Prospective students may call (850) 973-1622 or 9405 to request an Application for Admission.
2. **Financial Aid:** Students seeking financial assistance should contact the Financial Aid Office as soon as the decision to attend NFCC is made. Call (850) 973-1621 to request a Financial Aid Application.
3. **Veterans Educational Assistance:** New applicants should contact the Veterans Affairs Coordinator in the Office of Enrollment Services a minimum of six weeks prior to their first term at NFCC. Call (850) 973-1622 to request an appointment.
4. **Transcripts:** Request that transcripts be forwarded to the NFCC Office of Enrollment Services from the last high school attended and from any institutions of higher learning attended. The student who has not graduated but has taken the GED test should have GED test scores forwarded to the NFCC Office of Enrollment Services.
5. **Placement Tests:** Take the Florida College Entry-Level Placement Tests. Florida regulations require placement test scores before registration for all students who intend to take college credit courses. If the student has taken the ACT, SAT, CPT or PERT, a copy of scores should be included with applications and/or transcripts to the Admissions Office. Test scores may not be more than two years old. Students presenting satisfactory scores from the above tests are not required to retest.
6. **Acceptance:** Once the Office of Enrollment Services has received all of the above items, a letter of acceptance is mailed.
7. **See an academic advisor:** Go to the academic advising office. An academic advisor will assist with course selection and program planning. Students may not complete the registration process without a form signed by an advisor. If you have a documented disability and would like to receive accommodations in your course of study, see the Office of Student Disability Services to complete appropriate paperwork, documentation, needs identification and course selection assistance. Please note, this meeting must take place each semester of attendance in order to receive appropriate accommodations.
8. **Course Selection:** After consulting with an advisor and receiving a signed registration form, the student may register on the dates/times specified for registration in the catalog and schedule of classes.
9. **Payment of Fees/Verification of Schedule:** Tuition and fees must be paid by the published date in the catalog and schedule of classes.
10. **I. D. Card:** A current I.D. card is required for check-out of NFCC library materials. Students may obtain an I.D. card from the NFCC Library throughout the year.
11. **Bookstore:** Textbooks are now ordered online through the NFCC Virtual Bookstore. The Virtual Bookstore is accessible from the NFCC website home page - www.nfcc.edu.
12. **Attend First Class:** Students should attend the first meeting of each class for which they are registered. The Drop/Add period is the first week of the fall and spring terms; the first two days of summer terms. Courses dropped during this time do not appear on the transcript.

Registration

NFCC conducts early, regular, and late registration each term. Students are encouraged to register early to avoid closed classes. The student is responsible for meeting course prerequisites prior to registering. A student may be administratively withdrawn from those courses for which he or she is not eligible.

Transcript Request

A form for requesting transcripts is available in the Enrollment Services Office as well as on the NFCC

website. All official transcripts are issued by the Office of Enrollment Services at NFCC. No transcript of credit will be released if there is a “hold” on the student’s record. Examples of holds include financial obligations, unreturned library books, or college property on loan to a student that has not been returned. TRANSCRIPTS MAY NOT BE REQUESTED VIA TELEPHONE OR EMAIL. There is a \$3 fee for official transcripts.

Changing Class Schedule

Students may add or drop courses with the permission of their advisor. The College Calendar designates the last day on which courses may be added for credit or dropped without penalty. Students who receive accommodations through the Office of Student Disability Services should schedule an appointment to secure transfer or deletion of appropriate accommodations for any course changes.

Change of Degree Program or Catalog

Students are encouraged to complete the degree or certificate program of initial admission; however, students may request to change to a program for which they are eligible. Degree/program changes must be made through the academic advisor and recorded through the Office of Enrollment Services. Degree/program changes frequently require different courses. The student is responsible for such changes, and for meeting the course requirements of the program of study. The student’s record shall be updated by the Office of Enrollment Services to indicate accurately the program pursued.

Withdrawing from Classes

Withdrawal: Students may officially withdraw from a course until mid-term and receive a “W” grade. To withdraw from a course, the student must complete and return the drop/withdrawal forms to the Office of Enrollment Services.

Students may not withdraw except under extenuating circumstances after mid-term. The State Board of Education limits the number of times that a student may withdraw without penalty from a course. A student may withdraw from the same class twice without financial ramifications. The third attempt of the same course will require the student to pay the full cost of instruction (equivalent to out of state tuition and fees). Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. For more information see course attempt limits under Academic Regulations.

If special circumstances require a student to withdraw from a course or courses after the published deadline, the student may appeal to the Registrar for permission to withdraw and receive a refund for the course or courses in which he/she was enrolled. Withdrawing from a course may have future financial consequences or may affect their eligibility or continued receipt of financial aid. All students receiving financial aid, scholarship aid, or veterans’ educational benefits should talk to a Financial Aid Office representative (or Veteran’s Coordinator, if appropriate) BEFORE withdrawing from a course. Students who withdraw from a course do not receive a refund of course fees. Refunds are NOT authorized for changes in work schedule or for enrollment status changes due to illegal activities.

Withdrawal from College

Any student seeking to withdraw from NFCC after the Drop/Add period must contact the Office of the Enrollment Services. All obligations (library books returned, fines and fees paid, equipment and uniforms returned, etc.) to the College must be satisfied. Students receiving financial aid must meet with the Financial Aid Officer. Students receiving VA educational benefits must have an exit interview with the Veterans Coordinator. A student failing to comply with these procedures shall not be recommended to other colleges or universities.

GRADUATION

Requirements

General requirements for graduation from NFCC include:

1. Completing the prescribed hours and the general education requirements. A maximum of 6 semester hours of accredited correspondence study may be used to complete degree requirements. Prior approval of correspondence study must be made through the Office of Enrollment Services.
2. Earning a cumulative grade point average of at least 2.0 (average of C) at NFCC.
3. A minimum of twenty-five percent of the semester hours required for the associate degree must be earned through NFCC with a minimum grade point average of 2.0 (average of "C").
4. Filing an application for graduation prior to the deadline published in the College catalog or otherwise announced.
5. Discharging all financial obligations to NFCC and its agencies.

Graduation Check

All students are encouraged to request a graduation check from the Office of Enrollment Services. This check will be an overview of College requirements needed for graduation. This request should be made at the time the student has earned thirty-six (36) semester hours of credit or by mid-term of term prior to the term of the planned graduation date.

Application for Graduation

Application for a certificate or degree must be made to the Office of Enrollment Services by the date stated in the schedule of courses during the term in which the student expects to graduate. If the student does not meet all requirements to graduate at the end of the term for which application was made, the student must reapply for graduation no later than the published deadline for applying for graduation in the term in which the student expects to graduate.

Evaluation of Credit

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations may be accepted and placed on the student's permanent record (transcript), if appropriate for the degree program at NFCC.

Acceptance of credits from non-accredited institutions will be based upon recommendation from the Dean of Academic Affairs after review of the submitted coursework. The review will be based on the following factors: age of credits, guidelines from other established credit assessment bodies (i.e., American Council on Education), the institution's accreditation via other professional assessment/accrediting bodies, analysis of course content and requirements such as syllabi, texts, secondary documentation of course competencies (standardized test scores, professional licensure, etc.), qualifications and experience of faculty providing the instruction. Courses accepted in transfer from other institutions will be listed on the transcript.

A student may appeal the denial of transfer credits by written request to the Dean of Academic Affairs. Appeals will be considered if submitted before the end of the term in which notification of the denial was made to the student.

Course Substitution

Students may apply to the Dean of Academic Affairs for permission to substitute required general education courses when circumstances warrant. Requests for course substitutions must be made the semester prior to graduation.

Foreign Language

A foreign language is recommended as an elective for students planning to transfer to senior institutions. Florida Statute 1007.261(1)(b) specifies that students must have two units of the same foreign language in high school or the equivalent (at least eight semester hours of the same foreign language) at the postsecondary level prior to admission to one of the state universities. Students planning to earn the Bachelor of Arts (B.A.) degree are normally required to complete at least one course in a classical or modern language at the 2000 level. The responsibility for meeting this requirement rests with the student.

Effective Catalog Policy

A student attempting to meet graduation requirements may elect to follow the catalog in effect for the year the student began the program or the catalog in effect for the year in which the student is attempting to graduate unless the time between those dates exceeds five years. Students resuming a program of study after five years are required to meet the requirements listed in the current academic year catalog. Students must maintain continuous enrollment in order to do so. NFCC defines continuous enrollment as being enrolled in courses at NFCC without a break of a major semester (fall or spring). If a student is attempting to complete a program begun more than five years ago, the student must meet the requirements specified in the catalog effective during the completion year.

Questions regarding application of this rule or requests for exemption from this rule should be directed to the Office of Enrollment Services. Students must meet State Board of Education requirements for graduation at the time they graduate.

Subsequent/Simultaneous Degree

A student may earn an Associate in Arts Degree and an Associate in Science Degree either simultaneously or in sequence by completing all catalog requirements for both degrees.

FEES AND FINANCIAL AID



GENERAL INFORMATION....26

FEES....26

COST OF ATTENDING NFCC....26

RESIDENCY REQUIREMENTS FOR
TUITION PURPOSES....27

REFUNDS....27

REPAYMENT OF FEDERAL GRANT FUNDS....27

STUDENT FINANCIAL ASSISTANCE....28

TYPES OF AID AVAILABLE....29
(Grants | Tuition Payment Plan | Scholarships)

Small College. Big Possibilities.

GENERAL INFORMATION

Required tuition and fees are established by the NFCC District Board of Trustees under State Board of Education Regulations and are subject to change.

PLEASE CHECK WITH THE OFFICE OF ENROLLMENT SERVICES FOR A CORRECT LIST OF CURRENT FEES.

Except for deferment of fees as noted below, fees are due at the time of registration. The College has no legal provisions for extensions of credit of any kind. No registration will be completed until all matriculation/tuition fees and pertinent miscellaneous fees have been paid in full; nor may any student attend classes until this is accomplished. Personal checks may be accepted for the amount of fees due. Checks and money orders are payable to NFCC. Credit cards are also accepted. An addendum, which states fees for current year, will be available upon request in the Office of Enrollment Services after the District Board of Trustees has approved tuition and fees.

FEES

Application Fee

An application fee of \$20 is required of all students entering NFCC for the first time except for Continuing Workforce Education. Former Dual Enrollment and Early Admissions students who continue their college coursework at NFCC are required to pay the application fee. This fee is nonrefundable.

Recreation and Leisure Activities Fees

The NFCC Administration will establish fees for Recreation and Leisure Activities courses at the time of the course offering. These fees must generate revenue equal to the full cost of instruction.

Special Student Fees

Special fees, when applicable, will be added to the regular matriculation/tuition fee. These fees cover the cost of individualized instruction, materials and supplies and are defined on a term-by-term basis in the printed schedule of courses.

Current Student Fees

Fees are subject to change. Please check with the Office of Enrollment Services for a correct list of current fees.

Textbooks and Supplies

Textbooks and supplies, estimated at \$1400 per year, may be purchased from the NFCC Virtual Bookstore. A list of required texts and ordering information is available online at <http://www.nfcc.edu/virtual-bookstore>.

Transcript Fee

A processing fee of \$3 will be assessed when requesting a transcript. Electronically sent transcripts to Florida's public universities and community colleges will be processed free of charge.

COST OF ATTENDING NFCC 2011-2012 Estimated Student Budget

	In-State	Out-of-State
<u>At Home</u>		
Tuition and Fees	\$2,745	\$10,410
Books and Supplies	1,400	1,400
Room and Board	1,500	1,500
Personal Expenses	1,100	1,100
Transportation	1,800	1,800
Total	\$8,545	\$16,210
<u>Away From Home</u>		
Tuition and Fees	\$2,745	\$10,410
Books and Supplies	1,400	1,400
Room and Board	5,400	5,400
Personal Expenses	1,100	1,100
Transportation	1,800	1,800
Total	\$12,445	\$20,110

NOTE: Cost is estimated. Tuition and fees are subject to change.

RESIDENCY REQUIREMENTS FOR TUITION PURPOSES

Definition of a Florida resident for tuition purposes:

1. State Department of Education Rules, paragraph 6A-14.52, define a Florida resident for tuition purposes “as a person who shall have resided and had domicile in the State of Florida for at least (12) months immediately preceding the first day of classes of the current term.” In applying this regulation, “applicant” shall mean a student applying for admission to the institution. If he/she is a minor, it shall mean parents, parent, or legal guardian of his or her person.
2. In addition, and as authorized by paragraph 6A-14.52, the following categories are treated as Florida residents for tuition purposes:
 - a. Military personnel of the United States of America on duty and stationed in Florida, including dependent members of their immediate families.
 - b. Veterans of the United States of America retired with twenty (20) years or more active military service, including dependent members of their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.
 - c. Public elementary, secondary, university, and junior college faculty members currently employed in the state system of public education. Effective July 21, 1972.
 - d. Full-time faculty and career employees of the community college system of Florida and members of their immediate families. (This is construed to exclude the spouses of students.)

REFUNDS

Refund of tuition and fees is made under the following schedule. A student who has registered must officially drop a course or officially withdraw from College to receive any refund of fees. Students who officially withdraw not later than the date listed in the College calendar are eligible for refunds of fees as follows:

1. Refund of 100 percent of tuition fees will be made when classes are cancelled.
2. Refunds of 100 percent of tuition fees will be made when a student withdraws from or drops a course before the last date to add classes. After this date no refunds will be made for courses dropped.
3. Before refunds are dispersed, any outstanding indebtedness to the College must be paid.
4. In cases of extreme personal or family hardship, or in cases involving extenuating circumstances, the Dean of Enrollment and Student Services has the authority to waive the above regulations regarding refunds.
5. Title IV Programs: Regulations (P.L. 105-244), enacted October 7, 1998. Reauthorization of the Higher Education Act of 1965, as annotated.

REPAYMENT OF FEDERAL GRANT FUNDS

A pro-rata repayment will be due for Title IV funds provided to students attending NFCC if withdrawal from classes occurs during the first sixty percent (60%) of the enrollment period. Federal regulations require repayment of a portion of funds received by students, unless certain conditions are met. **A student who withdraws from, or stops attending all courses prior to completion of at least 60% of an enrollment period (i.e. a semester/term) WILL BE REQUIRED TO REPAY the “unearned portion” of the funds received.**

This applies to all federal grant funds received by a student. For example, a student receiving a PELL Grant disbursement check could be required to repay the federal program as much as one-half the amount of the disbursement unless the student attends school for more than 60% of the enrollment period. **IN ADDITION TO REPAYING A PORTION OF A DISBURSEMENT CHECK, a student will be required to repay a portion of the award used to pay the cost of books and/or supplies paid from grant funds.**

This federal regulation applies to students who withdraw from, or stop attending, ALL COURSES. The rule does not apply to students who successfully complete AT LEAST ONE COURSE in an enrollment period. Students are requested to make every effort to complete at least one course within the enrollment period to avoid repayment of Title IV funds awarded within that period.

Students will not be allowed to receive further Title IV funding until full repayment has been made.

STUDENT FINANCIAL ASSISTANCE

Purpose

NFCC provides assistance to students of high academic ability or to students otherwise unable to attend or remain in college. Financial assistance is awarded according to individual financial need or for academic ability. Financial aid awarded on need should be viewed only as a supplement to the efforts of the student and his/her family.

Student Eligibility Standards

To be eligible to apply for financial assistance, a student:

1. Must be a U. S. citizen or a permanent resident.
2. Must have made application for admission or have been admitted to the College, as a degree or certificate seeking student.
3. Must maintain satisfactory academic progress. For financial aid purposes, a student is considered to be making satisfactory academic progress if he/she meets the following applicable statements:
 - The student maintains cumulative grade point average (GPA) of 2.0 and successfully completes 67% of credit hours attempted.
 - Students receiving certain scholarships for academic ability must maintain a cumulative grade point average (GPA) of 3.0.
 - The student may not have graduated.
 - The student must not have defaulted on or owe a refund to any previous aid.
4. Must have a high school diploma or GED.
5. Must have a valid Social Security Number.
6. Must register with the Selective Service, if required.

How to Apply

Parents or guardians of dependent students, as well as self-supporting or independent students, must complete an Application for Federal Student Aid, designating NFCC as one of the recipients. A financial statement is required for the majority of aid available, even if the request is not based on financial need. These forms may be obtained in his/her high school guidance office or the NFCC Financial Aid Office. Applications may be entered via the Internet at <http://www.fafsa.ed.gov>. The NFCC School Code is 001508.

When to Apply

Priority is given to applications received by NFCC no later than:

- July 1 for Term I | ● November 1 for Term II | ● April 1 for Terms IIIA / IIIB

Since it takes about three weeks via Internet and six weeks via mail for the financial statement to be processed, this form should be filed at least 30 days prior to the above dates. Applications received after these dates will be considered if funds are available.

Where to Apply

Students desiring to apply for student financial assistance should contact the NFCC Financial Aid Office. The office is located in the Administrative Services Building (Bldg. 2).

Pell Grant (Disbursement Policy)

NFCC will verify a student course load following the last day to register and/or drop courses for credit. At this time the student load will determine whether he/she will receive a full Pell Grant (12 or more semester hours), a 3/4 Pell Grant (9-11 semester hours), a 1/2 Pell grant (6-8 semester hours) or less than 1/2 time award. College prep courses (noncredit) required by the College will be counted as four semester hours each in the award of Pell Grant funds. Pell funds will be disbursed after the enrollment status and attendance of each recipient has been verified.

“ALERT”

Academic Progress for each student will be calculated once each term in compliance with the established academic progress policy of NFCC. Students with extenuating circumstances may make appeals.

TYPES OF FINANCIAL AID AVAILABLE**GRANTS****Federal Pell Grant (Basic Educational Opportunity Grant)**

The PELL Grant Program is a Federal aid program designed to provide financial assistance to eligible students needing assistance to attend post-high school educational institutions. PELL Grants are intended to be the “floor” of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of the PELL Grant is determined on the basis of the student’s and his/her family’s resources. Additional information and application forms are available from NFCC and in the Counselor’s Offices of area high schools.

Federal Supplemental Education Opportunity Grant (SEOG)

The SEOG is a Federal program of grants through which the student receives funds based on exceptional financial need and evidence of academic or creative promise. Applicants must submit the Application for Federal Student Aid.

Florida Student Assistance Grant (FSAG)

The Office of Student Financial, Tallahassee, Florida, administers a program of student assistance, which provides grants to qualified students who have exceptional financial need and attend accredited colleges, universities, and community colleges. Students enrolled as a degree seeking student in a credit program at an eligible institution in Florida, who have been legal residents of Florida for twelve consecutive months prior to the beginning of the academic year, are eligible for these grants. Eligibility is determined by filing the Free Application for Federal Student Aid (FAFSA). For more information: www.floridastudentfinancialaid.org.

Bright Futures Program

The Department of Education, Tallahassee, Florida, administers a program to encourage outstanding high school graduates to enroll in post-secondary Vocational or Technical programs in the state. Students enrolled in a full-time certificate or degree program are eligible for this award. Applications must be filed by April 1 of the last year in high school and the student must receive a standard high school diploma. For more information: www.floridastudentfinancialaid.org.

The Bright Futures Scholarship provides four scholarship awards to students:

- Academic Scholars Award
- Top Scholars Award
- Medallion Scholars Award
- Gold Seal Vocational Award

The amount of the scholarship award must be calculated each semester at the end of the drop-add period. A description of the calculation of each award is as follows:

1. Academic Scholars Award:

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.
- Requires maintaining a grade point average of 3.0 in postsecondary work and completion of at least twelve credit hours in the academic year for renewal.

2. Top Scholars Award (\$1,500): Formerly known as the Challenger Award, this is awarded to the top student in each county who received an Academic Scholars Award. The amount of the award is calculated per semester in the same way as the \$600 award.

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.

3. Medallion Scholars Award: 100% of tuition and fees for associate degree programs and 75% of tuition and fees for vocational programs.

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.
- Requires maintaining a 2.75 grade point average in postsecondary work and completion of at least twelve credit hours in the academic year for renewal.

4. Gold Seal Vocational Award:

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.
- Students must maintain a 2.75 grade point average in postsecondary work and complete at least twelve credit hours in the academic year for renewal.

Vocational Rehabilitation Assistance Program

The Office of Vocational Rehabilitation, Department of Education, State of Florida, provides limited assistance to persons who have a disability that causes a vocational handicap. The applicant must be sixteen years old or over, must have a major disability, must have a good scholastic record, and must take courses that will prepare him/her for some vocation at which he/she can earn a living. If interested in learning more about Vocational Rehabilitation, please contact the Office of Student Disability Services or visit www.rehabworks.org or call toll free at 1-800-451-4327.

WIA (Workforce Investment Act)

WIA is a Federal program designed to provide financial assistance to those who need it to attend postsecondary vocational programs. Eligibility for WIA is determined by one of the following criteria: (1) economically disadvantaged, (2) disabled, or (3) food stamp or AFDC recipient. Additional information and application forms are available at the One-Stop Service Center in your area.

Displaced Homemaker Program

This program is designed to assist displaced homemakers, aged 35 or above, to obtain marketable skills and jobs through academic and vocational training programs. Some of the services available through this program are books, tuition, vocational, assessment, career counseling, employability skills training, resumé assistance and job placement assistance. Specific statutory requirements must be met for eligibility. Additional information is available by calling (850) 973-1664.

Work-Study

Federal College Work-Study Program (FCWSP)

This is a federally funded employment program designed to provide a student the opportunity to pay part of his/her educational expenses by working at a part-time job. Students who qualify may work up to fifteen (15) hours per week, pending availability of funds. Applicants must submit an Application for Federal Student Aid. Additional information about the work program is available in the NFCC Financial Aid Office.

TUITION PAYMENT PLAN

Eligible students may set up a tuition payment plan, making designated payments during the semester, instead of paying all tuition fees in advance.

- Students will be required to make payments during the semester, with all fees to be paid in full prior to the designated final date to withdraw without penalty
- Students must sign a note of obligation, indicating the payment schedule and documenting their responsibility to pay all fees
- Students will be informed in writing on the note that unless fees are paid in full prior to the designated final date to withdraw without penalty, they will be withdrawn from all courses with no refunds given.
- Students will be required to make a down payment and to pay a processing fee: Students paying ½ down will be charged a \$20 processing fee; Students paying ¼ down will be charged a \$35 processing fee. The processing fee will be due on the date the agreement is signed.
- Students will be required to set up payments which correspond with their income source(s).
- Invoices will be sent only twice during each semester. One invoice will be sent after the close of the drop-add period. A final invoice will be sent two weeks prior to the final date to withdraw without penalty, reminding the students that they will not receive credit for courses if fees are not paid in full within two weeks from the invoice date.
- Students who do not complete this payment process in a timely manner will not be allowed to participate in the payment plan process a second term and will not be eligible for scholarships through NFCC or the NFCC Foundation, Inc.

For more information or to apply for the Tuition Payment Plan, contact Amelia Mulkey in the Administrative Services Building (Bldg. 2) at (850) 973-1604.

SCHOLARSHIPS

Presidential

A full tuition scholarship for two years is awarded to the valedictorian and salutatorian from each of the high schools in the College area. A Presidential Scholarship recipient must maintain a 3.0 grade point average or higher to retain this scholarship.

Individual and Organizational

Various individuals and organizations provide funds for a number of scholarships, among which are:

- **Free and Accepted Mason's Scholarship:** One annual scholarship is given to a dependent of a Masonic member who is accepted and planning to enroll at NFCC full time and is in need of financial assistance. Student GPA must be 2.5 or higher. Amount of award is based on available funds. Scholarship may be used for tuition, books and fees.
- **The H. C. Gray Memorial Nursing Scholarship, Madison Medical and Dental Scholarship, T.A. Baldwin Scholarship and Wood Nursing Scholarship** are made available each year to students in the Licensed Practical Nursing Program. Recipients are awarded at the recommendation of a committee. The awards are made at the end of the first semester.
- **John E. Loughridge Scholarship:** One annual tuition scholarship is given to a student in either Taylor or Lafayette Counties. Selection is made at the local high school and is determined by a committee.
- **Lafayette Scholars Endowment Scholarship:** Scholarships are available to students of Lafayette County. See the local high school counselor for details.

Other Scholarships

Various churches and civic clubs provide scholarships to students. These awards are made by the donors and are presented to the College for the student named. Students may consider contacting those organizations in their community. Civic Clubs presenting scholarships include, but are not limited to: Kiwanis Club and Madison Rotary Club. Some of these are:

- **First Federal Scholarship:** One annual scholarship each semester. One student is chosen each year from Lafayette, Hamilton or Suwannee County. Students should apply in the counseling office of the high schools. Selection is made by the donor and scholarship committee.
- **Third Judicial Circuit Police Chief's Association Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and is to be used for books, tuition, and fees. Applicants must be dependents of (1) deceased, (2) retired or (3) current law enforcement officers. Selection is made by the donor.
- **James H. Fulford Memorial Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and is to be used for books, tuition, and fees. The primary focus of this scholarship is for dependents of slain or incapacitated law enforcement officers, followed by children of working or retired Florida officers, and finally students in the NFCC Law Enforcement Academy who are dependents of law enforcement officers. Application may be made through the Financial Aid or Foundation Office at NFCC. Selection is made by the scholarship committee.
- **Charles E. Campbell Memorial Endowment:** One annual scholarship is awarded based on the interest earned on the endowment and is to be used for books, tuition and fees. The primary focus of this scholarship is for dependents of slain or incapacitated law enforcement officers, followed by children of working or retired Florida officers, and finally students in the NFCC Law Enforcement Academy who are dependents of law enforcement officers. Application may be made through the Financial Aid or Foundation Office at NFCC.
- **Jefferson County Kiwanis Club Endowment:** Scholarships are awarded for \$500 to students of Jefferson County and are to be used for tuition, books and fees. Application may be made in the counseling office of the high school or with the Kiwanis Club. Awards will be made in the spring at the high school honors program. Applications are reviewed and recipients selected by the donor and/or high school counselor.
- **Florida Firefighters Foundation Fund:** This scholarship will pay up to \$500 for tuition or books per semester. The top priority of this scholarship is the dependent of a firefighter killed in the line of duty; the second priority is that the recipient is the dependent of a currently working firefighter; and the third priority is the dependent of a retired firefighter. Application may be made in the Financial Aid or Foundation Office at NFCC.
- **Chandler Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and may be used for books, tuition, or fees. Application may be made through the Financial Aid or Foundation Office at NFCC.
- **Progress Energy Corporation Scholarship:** This scholarship will provide assistance to NFCC students enrolling in programs of study that may eventually lead to employment at Progress Energy. Such programs include business administration and management, networking technology, office systems technology, industrial management technology, administrative assistant and drafting. Application may be made through the Financial Aid or Foundation Office at NFCC.
- **Edward K. Roberts Endowment:** One annual scholarship is awarded based on the interest earned on the endowment and may be used for books, tuition, or fees. The recipient of the scholarship must be a high school or GED graduate with a GPA of 3.0 and must be accepted and plan to enroll as a full-time student at NFCC seeking an Associate in Arts degree, an Associate in Science degree, or a vocational certificate. Application may be made through the Financial Aid Office or the Foundation Office at NFCC.
- **Morris & Judy Steen Scholarship:** This scholarship is a single one-time award that may be used for tuition, books, or fees. The recipient must be a person of high moral standards, exemplary character and exhibit a good work ethic. Involvement in athletics is a plus. It is further expected that the recipient of this scholarship will not be fully supported by other financial aid. Application may be made through the Financial Aid Office or the NFCC Foundation Office at NFCC.

- **Alice C. Williams Endowment:** A scholarship will be given to a Madison County High School graduate, who has been accepted and plans to enroll as a student at NFCC. The student must maintain status as a full time student, a 2.0 GPA, and a class load that should result in completion of the required work for an AA degree in 4 semesters. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibits a good work ethic. It is further expected that the recipient of this scholarship will not be supported by other financial aid. Application may be picked up at the NFCC Foundation Office or Madison County High School counselor's office. Notification of selection will be made to the student by the NFCC Foundation Office in May of every other year. This scholarship award may be used for tuition, books or fees.
- **Maultsby Family Scholarship:** This scholarship is a single one-time award that may be used for tuition, books, or fees. The recipient must be a high school graduate with a 3.0 GPA and must be accepted and planning to enroll as a student at NFCC seeking an Associate in Arts degree, an Associate in Science degree, or a Vocational Certificate. A GED graduate may be accepted provided that the student has demonstrated excellent personal habits, good work ethic and a settled lifestyle. An exception to the 3.0 GPA may be made if the recipient has been heavily involved in athletics or other extracurricular activity and/or work outside of school. The student must progress satisfactorily academically. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibits a good work ethic. Student or family background/involvement in forestry or forest products is a plus. It is further expected that the recipient of this scholarship will not be fully supported by other financial aid. Application may be picked up at the NFCC Foundation Office.
- **Lorenzo and Mary Lou Whitefield Endowed Scholarship:** This is a single one-time award that may be used for tuition, books or fees. The recipient must reside in Taylor County, have a high school diploma or GED, be accepted and plan to attend NFCC. The student must maintain a 2.5 GPA as well as carry 12 credit hours. The recipient will not be fully supported by other financial aid.
- **Greenville Community Scholarship:** This is a single one-time award of \$500 that may be used for tuition, books or fees. The recipient must reside at a Greenville, Florida address, have a high school diploma or GED, be accepted and plan to attend NFCC. The student must maintain a 3.0 GPA. An exception may be if the recipient has work activity outside of school. The recipient will not be fully supported by other financial aid.
- **Frank Cantey Scholarship:** The intent of this scholarship is to provide funding for a graduating Madison County high school student. The recipient must be accepted and planning to enroll at NFCC seeking an Associate in Arts degree. The student must maintain status as a full time student, a 2.0 GPA, and a class load that should result in completion of the required work for an AA degree in 4 semesters. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibit a good work ethic. The recipient will not be supported by other financial aid.
- **Madison County Community Bank Scholarship:** This is a single one-time award for a senior at Madison County High School who plans to attend NFCC. The recipient must have a 2.0 GPA and be a deserving hard working student involved in community activities.
- **Mildred Bruner Endowment Scholarship:** This is a one-time award with available funds which will be distributed between two semesters. The recipient must be accepted and planning to enroll as a full time student at NFCC seeking an Associate in Arts degree. The student must maintain a 2.5 GPA. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibit a good work ethic. The student must be a resident of Taylor, Madison or Jefferson counties to apply. It is also expected that the recipient of this scholarship will not be fully supported by other financial aid.
- **PCS Scholarship:** One annual scholarship is awarded to a Hamilton County High School graduate. The scholarship is a single one-time award of \$500 to be used for tuition, books, or fees. The student must maintain a 2.0 GPA, be a person of high moral standards, exemplary character and involved in community activities. The student should not be fully supported by other financial aid.

Contact the NFCC Foundation Office, (850) 973-9414, for more information, applications and deadlines or visit www.nfcc.edu (keyword Foundation).

STUDENT SERVICES



STUDENT LEARNING RESOURCES....35

VETERAN AFFAIRS....35

STUDENT SUPPORT SERVICES....37

CAMPUS LIFE....38

STUDENT HANDBOOK....40

STUDENT RIGHTS & RESPONSIBILITIES....40

STUDENT CODE OF CONDUCT....40

ADDITIONAL INFORMATION....50
(Student Email | Student ID Cards | Student Counseling)

PARKING....53

CAMPUS SECURITY....55

Small College. Big Possibilities.

STUDENT LEARNING RESOURCES

Student Disability Services

NFCC delivers services to students with disabilities as established by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The legal requirements set forth in those acts ensure equal access to educational opportunities through reasonable modifications in college policies, practices, and/or procedures. The following is a non-exhaustive list of services that can be rendered to students with a documented disability.

- Note-taking services
- Interpreter
- Testing modifications
- Entrance and Exit Waivers
- Standardized testing accommodations (TABE, CPT, PERT, CJ-BAT, CLEP, etc.)
- Course substitutions
- Accessible classroom, location and furniture
- Alternative format learning materials
- Assistive Technology/Adaptive Equipment
- Reader/Scribe (unless available through assistive technology)
- Priority Registration

Please note that modification(s) can be made, unless making the modification(s) entails a fundamental alteration to the nature of the service, program, or activity.

Any student with a disability may request assistance through the Office of Student Disability Services. If possible, requests for services should be made prior to the beginning of an academic term to ensure timely implementation. Students may call (850) 973-1661 or (850) 973-1682 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Students seeking course substitutions based on a documented disability should be aware that universities may require specific courses for acceptance into limited access major programs of study. NFCC Student Disability Services personnel and academic advisors will work with students to explain academic program requirements and course substitution concerns.

Students with Serious Illnesses

Students with serious illnesses, such as cancer, heart disease, HIV and AIDS, often wish to continue their normal educational pursuits to the extent allowed by their condition. NFCC supports these endeavors as long as students are able to meet acceptable performance standards. As in the case of other disabilities, NFCC shall make reasonable accommodations in accordance with all legal requirements, to allow students with these illnesses to continue their education. For more information, please see the Office of Student Disability Services.

VETERAN AFFAIRS

NFCC is approved for training of veterans by the Florida Department of Veteran Affairs.

Veterans and dependents of veterans eligible for educational benefits must be approved by the VA Regional Office. Upon approval, benefits may take up to 90 days to be received. For VA application forms, certification of attendance, and assistance with problems, students should report to the Veterans Affairs Office in the Office of Enrollment Services in the Administration Building. Veterans and those eligible for VA benefits must meet with the Veterans Affairs Coordinator each term during the academic advisement period to review their status. Veterans with disabilities are encouraged to work with the Veterans Affairs Coordinator and the Office of Student Disability Services to coordinate accommodations.

Certification Restrictions

All degree programs are approved for a specific number of credit hours. The VA will pay only for required courses in an approved program. The same rule applies to vocational certificate programs measured in clock hours.

The declared program of study must be the same on the College's student record and the student's VA file. Students must follow the program of study outlined on the graduation status sheet. Students cannot be certified to take a course on an audit basis or a course for which they have received prior credit.

Attendance Standards

VA regulations require attendance records to be kept on all eligible persons. Eligible students registered for courses that do not lead to a standard college degree will have their VA benefits suspended if they accumulate three or more unexcused absences during a calendar month.

Academic Record

Veterans and other persons eligible for VA educational benefits must have all previous post-secondary education evaluated and the equivalency credits recorded in the student's College file maintained in the Office of Enrollment Services and in the VA file. Cumulative academic records are kept on the transcript, which shows all work attempted, credit and grades earned, incomplete work, and withdrawals.

Standards of Progress

Students must maintain satisfactory academic progress and conduct to receive or continue to receive VA educational benefits. A student receiving VA benefits will be placed on academic probation at the end of any term in which the cumulative GPA becomes less than a "C" (2.0) once seven college credit hours have been attempted.

Continued probation will occur when the student earns a minimum 2.0 term grade point average and the cumulative GPA remains below 2.0. A student placed on academic probation will be placed on academic suspension if both the term and cumulative grade point average fall below 2.0.

A veteran student terminated from veteran benefits due to unsatisfactory progress may be recertified to the VA after obtaining a 2.0 cumulative grade point average.

Terms I and II

Full-time12 + credit hours
 3/4 time.....9 to 11 credit hours
 1/2 time.....6 to 8 credit hours
 Tuition Only...1 to 5 credit hours

Terms IIIA and IIIB

Full-time.....6 + credit hours
 3/4 time.....4 credit hours
 1/2 time.....3 credit hours
 Tuition Only...1 or 2 credit hours

Deferment of Fees

First-time veterans may have their fees deferred for up to sixty days. Should the loan not be paid, it is understood that no grades will be issued to the student nor will those grades be placed in the student's permanent record. Students desiring a deferred payment plan for VA benefits may make a request to the Financial Aid office.

Vocational

See the specific program for information concerning full-time or part-time status.

STUDENT SUPPORT SERVICES (SSS)

Student Support Services (SSS) is a federally funded program that focuses on first generation-in-college (both parents do not have bachelor's degrees), low-income and disabled students. Each year, the SSS program provides support to 200 eligible students to increase their retention, graduation, and transfer rates. SSS Advisors work closely with students to choose the right classes, solve problems, communicate with instructors and plan for the future. SSS participants receive assistance in identifying financial aid options as well as financial literacy training.

The support services provided by the SSS program include: academic tutoring, financial aid advisement, academic advisement, grade and academic progress monitoring, supplemental instruction, career/major exploration, workshop provision, leadership development, cultural activities, transfer assistance, and priority registration. Supplemental Grant Aid is also available to students who meet specific criteria.



Students must be accepted to NFCC prior to being eligible to join SSS. A commitment to actively participate in program activities is required. Students interested in participating in the Student Support Services program should contact the Student Support Services (SSS) Office in Bldg. 6, Room 210.

DISPLACED HOMEMAKER PROGRAM

This program is designed to assist displaced homemakers, aged 35 and above, to obtain marketable skills and jobs through academic and vocational training. Services available are book-tuition assistance, interest inventories, career counseling, employability skills, job search assistance, and service referrals. Specific statutory requirements must be met for eligibility.

STUDENT OMBUDSMAN

The Ombudsman Office provides confidential, informal, and neutral assistance and dispute resolution for students. The office assists students in identifying and evaluating options and accessing resources for resolving and managing conflicts encountered on campus with faculty, staff, fellow students, services, programs, and administration. The Ombudsman is familiar with the organizational structure of the college and can provide current information about campus services, programs, policies and procedures. Issues brought to the Ombudsman are held in confidence unless released by the student and do not generate permanent records within the office. Complaints brought to the Ombudsman do not constitute official notification of the existence of the problem, only the request for assistance to pursue resolution. The Ombudsman can assist students in making official complaints if requested. For more information, call (850) 973-1619 or email ombud@nfcc.edu.

CAMPUS LIFE

NFCC provides a variety of opportunities for students to participate in College-sponsored student organizations and activities.

Participation in extracurricular student activities is encouraged. Students having common interests may form clubs, groups, or organizations as approved by the Student Government Association and the Director of Campus Life. Such activities may be related to courses, sports, service to the college and the community, publications, religion, and social life. For information or to find out how to start a new club or organization, contact the Director of Campus Life at (850) 973-1623 or email halfhillk@nfcc.edu.

Student Clubs and Organizations

Art Club	Astronomy Club
Business Club	Education Club
Phi Theta Kappa (PTK)	Save Our Animal Resources (SOAR)
Sentinel Rocketeers	Student Government Association (SGA)

Student Government Association (SGA)

A representative group of students, responsible for identifying and promoting interests of students, assisting with planning and conducting College social activities and cooperating with College authorities for the well-being of students. All registered NFCC students are members of SGA. SGA Executive Board Officers are elected by the students each spring. All SGA meetings are posted and open to all students, faculty and staff.

Brain Bowl Competition

Brain Bowl is an academic competition among community colleges of the Florida panhandle region comprised of NFCC students attending with 6 or more hours.

Sentinel Service Corp

The Sentinel Service Corp provides opportunities for students to gain leadership and networking experience through service. Members participate in special campus and community events as well as recruitment functions throughout the year. Members of the Sentinel Service Corp are chosen through a highly-selective application and interview process. In addition to a variety of service opportunities, Corp members participate in on-going leadership and professional skill training. For more information contact halfhillk@nfcc.edu or orlowskit@nfcc.edu

Community Theater

Whether one desires the spotlight or enjoys being part of the backstage fellowship, the NFCC Sentinel Upstage Players has opportunities for students and community members alike. At least one major production is held in the Van H. Priest Auditorium each year, and auditions are open to the public. Participants gain experience in acting, set construction, and design, and the technical aspects of the theater, such as lighting and sound. Audition dates are posted on campus and in the local newspapers. For information call (850) 973-9481 or visit <http://www.nfcc.edu/community-programs/community-theater>.

Performing Artist Series

The College presents a number of artists during the school year including musical groups, dance troupes and theatrical groups. Students may purchase tickets at discounted rates. Information about the NFCC Artist Series is available at www.nfcc.edu/community-programs/artist-series- or contact the NFCC College Advancement Office at (850) 973-1653 or ArtistSeries@nfcc.edu.

Fitness and Wellness

The Colin P. Kelly Fitness and Wellness Center (Bldg. 12) is NFCC's new, state-of-the-art fitness facility. The fitness room is fully loaded with cutting edge cardio and resistance training equipment. From resistance training machines, to free weights, basketball or volleyball, there is something for everyone looking to get active and stay healthy (www.nfcc.edu/fitness-and-wellness-center). A half-mile, outdoor fitness walking trail is located on the NFCC campus and the Ladell Brothers Outdoor Environmental Center is also available for hiking, bird watching and nature walks.

The Sentinel Sun (Student Newspaper)

The Sentinel Sun is NFCC's official student newspaper. This student publication furnishes information concerning college activities and provides experience in journalism for the newspaper staff. It is a production of the course JOU 2400L. The Sentinel Sun is published online during the fall and spring semesters as a student forum - www.nfcc.edu/sentinel-sun.

Forming a Student Organization

Parties interested in forming a student organization at NFCC must obtain an application to become an approved student organization from the Director of Campus Life, (850) 973-1623 or halfhillk@nfcc.edu. Your student organization must have at least ten (10) interested, enrolled NFCC students in order to apply for a charter.

Recreation and Leisure Activities

The Office of Campus Life offers a wide array of classes. These non-credit/non-certificate classes vary in length and cost. Offerings change from semester to semester. For a complete listing of classes, please refer to the Recreation and Leisure class schedule available online at the NFCC website (www.nfcc.edu) or call (850) 973-9481. There are no enrollment requirements for these classes. However, depending on the class, there may be some age restrictions.

Classes include, but are not limited to:

- Health and Fitness Classes
- Hunter Safety Classes
- Craft and Cooking Classes
- Private Guitar Lessons
- Children's Classes

NFCC is also a Community Training Center offering American Heart Association CPR courses on an as-needed basis.

Most classes are held on the NFCC campus in Madison, Florida. Students must pre-register and pay for all classes at least one week prior to the start date of each class. Call (850) 973-9481 for details.

There is no financial aid available for Recreation and Leisure classes.

Education to Go (ed2go) Online Non-Credit Classes

This program offers many online non-credit classes for the general public that are available all year in six-week blocks with two lessons per week. All classes are instructor facilitated. The variety of classes changes from term to term and enrollment dates are limited. For course descriptions and enrollment procedures, please refer to the ed2go schedule available online at the NFCC website (www.nfcc.edu) or call (850) 973-9481.

Program Courses

- Art, History, Psychology, & Literature
- Family & Personal Enrichment
- Business and Accounting
- Grant Writing & Nonprofit Management
- Certification Prep
- Health Care, Nutrition & Fitness
- Child Care & Parenting
- Internet
- Computer & Programming
- Languages
- Desktop Publishing & Imaging
- Law and Legal Careers
- Digital Photography & Digital Video
- Math, Philosophy, & Science
- Entertainment Industry Careers

STUDENT HANDBOOK

Student Rights and Responsibilities

NFCC is determined that the campus be a place of learning, safety, shared responsibility and harmony. The faculty, staff and students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College.

It is expected that all members of the educational community will share respect for the law and adhere to the highest ethical and moral standards of conduct. In the event that these high standards are not self-enforced, the College will take action to protect its interests. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

Rights of a Charged Student

A charged student has the following rights:

- The right to specific written notification of the charges.
(It is the responsibility of the student to have a current mailing address on file with the Registrar.)
- The right to the names of the accusers and a copy of all written statements regarding the charges.
- The right to a prompt hearing.
- The right to an advocate of choice provided the advocate is not an attorney.
- The right to hear accusers and all witnesses.
- The right to present witnesses or evidence.
- The right to refuse to give self-incriminating testimony.
- The right to a full and complete record of the hearing.
- The right to an appeal.

Student Code of Conduct

[NOTE: Please refer to Page 46 in this catalog for "Grade Appeals."]

Enrollment at NFCC entails an obligation on the part of the student to be a responsible member of the College community. It is the responsibility of the College to inform students of their rights and responsibilities, to define reasonable standards of behavior, and to assure students of substantive and procedural due process. It is the student's responsibility to be aware of this published and readily available code.

All members of the College community are expected to contribute to a positive campus environment conducive to the pursuit of educational goals and objectives. To accomplish this, all members of the College community must adhere to the following:

STUDENT RIGHTS

Students have certain rights as members of the College community.

These include:

- Right to a quality education
- Right to freedom of expression
- Right to hold public forums
- Right to peacefully assemble
- Right to a fair and impartial hearing
- Right to participate in Student Government
- Right to be a member in authorized student organizations
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control
- Right to make the best use of your time and talents and to work toward the goal which brought you to College
- Right to ask about and recommend improvements in policies that affect the welfare of students

STUDENT RESPONSIBILITIES

Students have certain responsibilities as members of the College community.

These include:

- Expected to assume responsibility for knowing the rules, regulations and policies of the College.
- Expected to meet the course and graduation requirements of his/her program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with College rules and policies.
- Expected to behave in a manner which demonstrates respect for others and self.

1. Cooperate with College employees in the performance of duties and authorized activities.
2. Refrain from obstructing educational activities.
3. Meet all financial obligations to the College.
4. Obey all local, state, and federal laws and regulations and all NFCC policies.
5. Give accurate and complete information for all official records required by the College.
6. Wear student identification at all times while on College property.

A student enrolled at NFCC assumes responsibility for conduct compatible with the functions and processes of the College as an educational institution. While the College is dedicated to the rights and freedoms afforded to individuals, some actions are considered inappropriate in an institution of higher education.

These include:

1. Obstruction or disruption of teaching, administration of the College, disciplinary proceedings, or other College activities on or off College properties
2. Failure to comply with directives of College officials acting in the performance of duties. This includes requests to desist from specified activities or behaviors and requests to leave the campus
3. Forgery, alteration, misuse or misrepresentation of documents, records, means of identification, email, and other electronic information submitted to or belonging to the College and/or theft of such College property.
4. Use of College records with intent to defraud
5. Physical abuse of any person on College owned or controlled property or at College sponsored or supervised functions that threatens or endangers the health or safety of any such person
6. Psychological abuse of any person on College-owned or controlled property or supervised functions. This includes threats, harassment, stalking, and use of telephone or email to intimidate, harass, terrify, annoy, or offend
7. Theft or damage to property of the College or to the property of a member of the College community or visitor of the College while said personal property is on College property
8. Unauthorized use by any student or student organization of the College name. Included is speaking or acting on behalf of the College without due authorization.
9. Unauthorized use of College supplies and equipment.
10. Violation of copyright laws associated with print, audio/video, and computer software materials
11. Disorderly, lewd, indecent, or obscene conduct, language or other forms of expression on campus or at any College-sponsored or College supervised activity. This includes the sending of offensive, harassing, lewd, or defamatory messages. College computers and network systems are not to be used for the viewing, downloading, transmitting, or printing of obscene, pornographic, libelous, or defamatory materials. "Chat Room" participation associated with obscene, pornographic, libelous, and defamatory subject matter is prohibited.
12. Possession or use of firearms, explosives, dangerous chemicals, substances, instruments, or other weapons with intent to inflict bodily harm on any individual or damage to a building or grounds of College property. Use, possession, or distribution of illegal drugs, alcohol and other illegal substances on campus or at any College-sponsored activity.
13. Use, possession, or distribution of illegal drugs, alcohol and other illegal substances on campus or at any College-sponsored activity.
14. Unauthorized use of computers for the purpose of compromising computer systems or network security.
15. Plagiarism or behavior involving academic dishonesty.

All instances of academic dishonesty will be reported to the Dean of Academic Affairs. Any student suspected of violating the academic honor code will first be contacted by the instructor to set up a meeting to discuss the violation and the associated penalties. If the student fails

to meet with the instructor, a written report of the alleged violation of the Student Code of Conduct will also be submitted to the Director of Advising. The report constitutes a formal charge and the student is subject to additional penalties. The types of academic dishonesty and the penalties imposed upon a student who violates the academic honor code can be found in the College Catalog and the Student Handbook.

16. Unauthorized entry into or occupancy of College facilities including buildings or grounds.
17. Participation in hazing. Action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose in initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

While the above list includes the types of behaviors and activities deemed to be violations of the Code of Conduct, the list is not intended to be all-inclusive. In addition to the NFCC Student Code of Conduct, students enrolled in limited access programs are also obligated to accept the rules and regulations of that program.

Complaint Procedures for Violations of the Student Code of Conduct

Informal discussion between College officials and persons involved in possible violations of the Student Code of Conduct is encouraged as a beginning step. Every effort to reach an acceptable solution to the problem, including the involvement of appropriate department chairpersons, should be exercised before the persons directly involved in the violation pursue official action.

I. Formal Complaint: Incident Report

A written report of the alleged violation of the Student Code of Conduct is to be submitted to the Director of Advising. The report constitutes a formal charge and should thoroughly detail the alleged violations. The Director of Advising may opt to begin an informal investigation of the alleged violation prior to notification of the student.

II. Notice to the Student

The Director of Advising must notify the accused student with a written notice of allegations. The notice must include the following:

- The date of the alleged violation(s)
- The nature of the alleged violation(s)
- Instructions for a meeting request
- Consequences of failure to meet with the Student Disciplinary Committee

The Director of Advising will send the student a copy of the NFCC Student Code of Conduct, along with the notice. A copy of the notice is to be filed with the Dean of Enrollment and Student Services, the individual who filed the complaint, and that individual's department chairperson. Upon receipt of the notice the student will have (5) working days to contact the Director of Advising to set up a meeting with the Student Disciplinary Committee. The Director of Advising will notify the Committee members and the charging party of the meeting date.

Failure to contact the Director of Advising to set up a meeting date, or failure to appear for the agreed meeting, permanently waives the right to procedures described in III through VII and allows the Student Disciplinary Committee to assess a suitable penalty.

The student has the right to select an advocate of choice provided the advocate is not an attorney. The advocate's role is to ensure that he/she understands the alleged violation and his/her due process rights under the Student Code of Conduct.

III. Meet with Student Disciplinary Committee

The Director of Advising will convene the Student Disciplinary Committee and provide instructions on procedures to the committee. The Disciplinary Committee consists of:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members
- Director of Advising (facilitator - non voting)

The Student Disciplinary Committee will meet with the student and the individual initiating the formal complaint, separately or together, at the Committee's discretion. The person lodging the complaint will present facts in support of the alleged Student Code of Conduct violation. The student has the right to review the information presented and to question witnesses. The student may also introduce facts and respond to the allegations. As a result of the meeting, the Student Disciplinary Committee may determine that the student did not violate the Student Code of Conduct, in which case the matter is closed.

Should the Student Disciplinary Committee find the student in violation of the Student Code of Conduct, the findings and penalty will be forwarded to the Dean of Enrollment and Student Services. The student will be advised in writing of the findings and penalty within five (5) working days of the meeting. If the penalty is reprimand, the student may not exercise an appeal. The matter is considered closed. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

IV. Appeal to the Student Grievance Committee

If a penalty for violation of the Student Code of Conduct involves expulsion, suspension, probation, restrictions, restitution, or withholding an academic record or degree the student may file an appeal to the Grievance Committee.

The student must provide a written and signed notice stating the basis for the appeal. The notice must be received by the Director of Advising within five (5) working days of the student's receipt of the decision made by the Student Disciplinary Committee. Failure to submit the notice within the five (5) working day period constitutes acceptance of the decision. Upon receipt of a properly submitted notice, the Director of Advising will notify the Grievance Committee and set a time and place for a meeting with the student. A copy of the notice will be sent to the Dean of Enrollment and Student Services. The notification of the meeting will be delivered to the student at least ten (10) working days prior to the hearing. The ten (10) working days notification may be waived by written mutual agreement of parties if the student wishes to expedite the process.

NOTE: If a Trespass Warning is issued against a student by College Public Safety, the student may not exercise an appeal.

V. Hearing Before the Grievance Committee

The Director of Advising will convene the Grievance Committee and provide instructions on procedures to the committee. The Grievance Committee consists of:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members

The chairperson of the committee is to be selected by the committee. A recording secretary is to be provided by the Director of Advising. The recording secretary will take notes and make an audiotape of the proceedings. The proceedings are confidential and the Director of Advising will emphasize the necessity of confidentiality to all parties. The Director of Advising and the Dean of Enrollment and Student Services may not be present during the formal grievance proceedings.

The following procedures apply to the grievance meeting:

1. The hearing is closed to protect privacy and confidentiality of the persons involved. A person may maintain silence as a means of protection against self-incrimination and this silence may not be used against the student. The Grievance Committee will base recommendations on presented evidence.

2. The student may present witnesses on his/her behalf. The witnesses will speak directly to the allegations and not to the general character of the student.
3. Only the committee and the student may ask questions.
4. The student may hear all testimony.
5. The student may question each witness.
6. Testimony of witnesses is limited to fifteen minutes each.
7. No witness may listen to the testimony of another witness before or after his/her own testimony.
8. The person initiating the formal complaint testifies first then his/her witnesses.
9. The student presents his/her own response, then his/her witnesses.
10. Witnesses are not to be interrupted during testimony.
11. The chairperson of the Grievance Committee is responsible for ensuring adherence to policy associated with the meeting.
12. Documents collected by the chairperson of the committee are shredded. Originals are forwarded to the Dean of Enrollment and Student Services.

VI. Grievance Committee Recommendation(s)

The committee will deliberate immediately after the meeting. After voting in secret (using paper ballots), the committee may make one of the following recommendations to the Dean of Enrollment and Student Services.

- The penalty imposed is upheld.
- The penalty imposed should be changed to a harsher penalty.
- No penalty should be imposed.

The recommendation must be based on “a preponderance of facts” and reflect the votes of at least three of the five committee members. The written recommendation is to be signed by each member of the Grievance Committee and forwarded to the Dean of Enrollment and Student Services with a copy to the Director of Advising. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

VII. Final Appeal

The President of the College shall be the final appeal but only after the prescribed grievance process has been exhausted.

The President of the College, within five (5) working days, shall review the recommendation of the Grievance Committee and shall provide to the student written notice of his/her final decision. In addition, a copy of the notice is to be provided to the Dean of Enrollment and Student Services, the Director of Advising and the person who initiated the action. The decision of the President is final. The Dean of Enrollment and Student Services' office is the official repository of records associated with Grievance Committee recommendations and actions.

Suspension or Expulsion from College Property

If an instructor, staff member or a student believes that an individual is engaging in disruptive activities, they may initiate one of the following actions.

1. Inform the offending individual that such behavior is in violation of the NFCC Student Code of Conduct and may result in disciplinary action, including possible suspension or expulsion.
2. Notify the Director of Advising or, in his/her absence, the Dean of Enrollment and Student Services.
3. Notify campus security or the appropriate local police department. This course of action is especially appropriate if the offending behavior is:
 - A threat to the peace, safety, or welfare of any person or group.

- Is a disruption of or a threat to educational activities.
- Involves the likelihood of damage to the physical property of the College.

The decision to suspend or expel a student rests with the Dean of Enrollment and Student Services or his/her designee.

The Dean of Enrollment and Student Services shall notify the President and the Director of Advising of the decision to suspend or expel.

The suspension or expulsion remains in effect until the complaint procedures have been completed. These procedures are described under Complaint Procedures: Sections I through III in the Student Handbook and College Catalog.

A student who is suspended or expelled for violation of the Student Code of Conduct may file an appeal to the Grievance Committee. This procedure is described under Complaint Procedures: Section IV in the Student Handbook and College Catalog.

Immediate Suspension or Expulsion

The College recognizes that there may be times when the institution needs to respond immediately to situations which the Dean of Enrollment and Student Services deems a direct and imminent threat to the safety of College personnel and students. The Dean of Enrollment and Student Services has the authority to “immediately suspend or expel” the alleged source of the threat. In this case, the “immediate suspension or expulsion” supersedes the standard procedure for student code of conduct violations.

In those cases in which the Dean of Enrollment and Student Services believes that an immediate suspension or expulsion from College property is warranted, the student can appeal directly to the Student Grievance Committee. The president of the College or designee shall be the final appeal, but only after the prescribed grievance process through the Student Grievance Committee has been exhausted. The president or designee shall review the matter and decide what action, if any, should be taken.

Disciplinary Penalties

Disciplinary penalties of a progressive nature may be imposed on a student for violations of law and/or the Student Code of Conduct. Any of these penalties may be imposed on a student, a group of students, or a student organization.

The Dean of Enrollment and Student Services shall notify the student, in writing, the specific details of the penalties. A copy is to be maintained in the student’s official College record. The student shall be informed that further violations of College rules and regulations may result in more severe disciplinary action.

These penalties include, but are not limited to, the following:

1. **Expulsion:** Permanent termination of a student’s privilege to attend the College. This may include restrictive order that would exclude the person from campus.
2. **Suspension:** Termination of a student’s privilege to attend the College for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus.
3. **Probation:** Conduct probation is a formal action for violation of College rules and regulations. As a result of probation, conditions are placed upon the student’s continued attendance at NFCC.
4. **Restrictions:** Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in College related activities. The restrictions involved will be clearly identified. Restrictions may also apply to denial of the privilege to operate a motor vehicle on campus, participation in certain activities/events/organizations, access and use of College services, and presence in certain buildings or location on campus.
5. **Restitution:** Payment for injury to an innocent party in cases involving theft, destruction or loss of property or deception.
6. **Reprimand:** A reprimand is a written statement documenting student misconduct which reflects unfavorably on a student’s file.

Student Grievance Procedure

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that any condition at the College affecting him/her is unjust, inequitable or creates unnecessary hardship. Such grievances include but are not limited to mistreatment by any College employee; discrimination; problems with student or academic services; academic probation, suspension, readmission actions or other academic matters. These grievances do not include matters which have been determined through procedures prescribed for the Student Code of Conduct.

Exclusions

Discrimination: Grievances related to charges of discrimination due to age, color, sex, religion, national origin, race, creed, marital status, physical, or mental disability, or equity issues of any nature should be directed to the Equity Coordinator.

Fees: Grievances concerning the assessment or refund of tuition and fees shall be directed to the Dean of Administrative Services.

Financial Aid: Grievances related to financial aid shall be directed to the Dean of Administrative Services.

Parking and Traffic: Grievances related to parking or traffic regulations shall be directed to the Dean of Administrative Services.

Contested Grades for Courses: (see appeal procedure found at the end of this section). The student is encouraged to seek out the Office of the Ombudsman for guidance on this procedure, exclusions or any other matter of concern.

1. The first step is an oral discussion between the student and the person(s) alleged to have caused the grievance. The student should meet with the person as soon as practical after becoming aware of the condition that is the basis for the grievance. If the student considers the response to this discussion to be unsatisfactory, he/she should initiate the action outlined in step 2.
2. The second step requires the student to submit a written petition within five (5) working days after notification of the Step 1 decision to the immediate supervisor or department head of the person alleged to have caused the grievance.

The written petition should include:

- the student's name, local address and phone number;
- the name and office of the individual alleged to have caused the grievance;
- a detailed statement of the event(s) being petitioned;
- a statement of action previously taken to resolve the issue;
- the results of these actions;
- the outcome desired by the student.

The supervisor or department head will render a written decision to the student within five (5) working days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

3. Any student who is not satisfied with the response after completing Steps 1 and 2 may present the grievance in written form to the appropriate dean or vice-president within five (5) working days after receiving notification of the Step 2 decision.

The student shall be informed of the Step 3 decision within (5) working days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

All petitions filed shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

Final Appeal

The president of the College or designee shall be the final appeal but only after the prescribed grievance process has been exhausted. The president or designee shall review the matter and decide what action, if any, should be taken.

Appeal of a Final Course Grade Policy

In very limited circumstances, a student may appeal the final course grade assigned by an instructor. Such appeals must be initiated within the first ten (10) week days of the semester following the semester in which the grade was assigned.

Generally, grounds for appeal include allegations of the following:

- Instructor error in the computation leading to the assigned grade.
- Evident inconsistencies in course syllabus descriptions of grade derivation and how the grade was actually derived.

The decision of the chief academic officer is final.

Appeal Procedure

1. The student must confer with the instructor who assigned the grade within the prescribed time frame.
2. If the conference with the instructor does not result in resolution of the grade concern, the student then confers with the department chair responsible for the oversight of the course in which the grade was received.
3. If the conference with the department chair does not result in resolution of the grade concern, the student may appeal to the chief academic officer of the College. Such an appeal must be presented via a written petition within five (5) week days. The petition must include a statement of the student viewpoint and any information deemed pertinent by the student. Upon receipt of the appeal petition, the Ombudsman is made available to the student to assist in the appeals process.
4. The instructor who assigned the grade must provide a written report within five (5) week days describing his/her viewpoint and any information deemed pertinent.
5. After careful review of all pertinent documents and discussions with involved parties, the chief academic officer shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) week days after receipt of all pertinent documents from the student and instructor.

The decision of the chief academic officer is final.

Policy on Hazing

Mental or physical hazing of any kind is a violation of the Student Code of Conduct and is prohibited. Hazing is defined as any mental or physical abuse, which, intentionally or unintentionally, humiliates or degrades an individual or threatens his/her health, safety, or mental or physical well being. It should be noted that the State of Florida prohibits hazing by law in 2003 Florida Statute 1006.63. Those guilty of hazing are subject to disciplinary probation, suspension, dismissal, or any combination of such penalties.

Policy on Drugs and Alcohol

NFCC strongly endorses the notion that the use of drugs, (excluding those prescribed by a physician to treat a specific medical condition) and alcohol can:

- Be detrimental to the physical and mental well being of its students and employees.
- Seriously interfere with the performance of individuals as students and as employees.
- Be extremely dangerous to the student/employee and his/her fellow students/employees.

Students and employees are subject to discipline for the unlawful possession, use, or distribution of drugs or alcohol on College property or while participating in College activities as follows:

- Illegal use, possession, or sale of alcohol or controlled substances as defined in 2003 Florida Statutes, by any student/employee while such student/employee is on school property or in attendance at a school function is a ground for suspension, expulsion, or imposition of other disciplinary action. Institution specific sanctions are in addition to any legal sanctions imposed.

Policy on Tobacco

There is to be no smoking inside any building on the property of NFCC. Students and staff who wish to smoke may do so only in designated areas. No smoking will be permitted on porches, in hallways and corridors, or just outside exterior doors, within 20' of where others must walk through the smoke. No area inside any building on the property of NFCC will be designated as a smoking area.

The use of tobacco products, including smokeless tobacco (meaning chewing tobacco or snuff), at any FCCAA sponsored event by coaches, players, or game officials is prohibited. Those using smokeless tobacco products on campus are prohibited from spitting in areas where students and staff are walking or are gathered. The improper use of tobacco products on campus property is grounds for disciplinary action. Violation of the policy may result in referral to appropriate campus personnel for disciplinary action.

NFCC has established designated smoking areas on campus which include:

- Anywhere in an open-air area at least 20 feet from any side walk or building and away from classroom entrances and shelters where students must assemble to enter classrooms.
- In the small gazebo located just west of the Student Center. The large gazebo will be reserved for smoke-free recreation or relaxation.

Any student who is seen smoking in restricted areas will be asked to move to a designated smoking area.

Students should dispose of cigarette butts and smokeless tobacco products properly by using the ashtrays (Genie bottles) conveniently placed around campus. Failure to do so will be considered littering. Any student who refuses to comply with requests of College personnel regarding this policy may be subject to discipline as explained in the Student Code of Conduct in the Student Handbook.

Policy on Sexual Harassment

NFCC prohibits sexual harassment in compliance and agreement with the Equal Employment Opportunity Commission's (EEOC) definition stated below. Violations should be reported to the Dean of Enrollment and Student Services.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when, for example:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Standards of Dress

Students are expected to dress appropriately for campus activities. You may be asked to correct any visible underwear, clothing with profanity or sexually explicit graphics, or asked to return home to choose appropriate attire.

Office of the Ombudsman

The Ombudsman Office provides confidential, informal, and neutral assistance and dispute resolution for students. The office assists student in identifying and evaluating options and accessing resources for resolving and managing conflicts encountered on campus with faculty, staff, fellow students, services, programs and administration. Issues brought to the Ombudsman are held in confidence unless released by the student and do not generate permanent records of any kind within the office. Complaints brought to the Ombudsman do not constitute official notification of the existence of the problem, only the request for assistance to pursue resolution. The Ombudsman can assist students in making official complaints if requested. For more information, call (850) 973-1619 or email ombud@nfcc.edu.

ADDITIONAL INFORMATION

Student Housing

NFCC does not own or operate any student housing facilities. However, accommodations are available through private persons and agencies within the community.

Food Service

A food service facility in the Student Center serves meals and snacks 8 a.m.-1:30 p.m., Monday through Friday. Breakfast and lunch are available at modest cost. Food Service facilities are closed during school holidays and weekends. A number of restaurants are conveniently located in Madison.

Student Email Accounts

Students will be provided with an email address through MyNFCC Information Network. Once successfully enrolled at NFCC, students will be able to access their NFCC GOMail account by logging on to the MyNFCC Information Network.

All official campus communications will be sent to the student's NFCC GOMail address and students will be held responsible for regularly checking their email for any updates and information. This will be the only email address used by NFCC faculty and staff to communicate with students.

Student ID Cards

Students are required to obtain and wear an ID card to be on campus. ID cards are made in the Library throughout the year. There is no charge for the first ID. The replacement fee for a lost or damaged ID is \$5.

Bookstore

Textbooks are now ordered through the NFCC Virtual Bookstore. The Virtual Bookstore is accessible from the NFCC website home page - www.nfcc.edu. For assistance with textbooks orders, come by the Advising Center in Building 2, or call (850) 973-9437.

Student Counseling Services (SCS)

The Student Counseling Service is a FREE confidential service offered to current students at NFCC. SCS provides assessment and short-term counseling, crisis intervention and referrals (up to 5 sessions per semester). The counselor is on campus every other Tuesday during fall and spring semesters. Additionally, a toll-free hotline number is available 24 hours a day at 1-877-501-0956.

Confidentiality is essential to the success of the SCS and student SCS records are not included in any college records. The student's confidentiality is protected within the confines of applicable state and federal laws.

SCS is provided by the Employee Assistance Program at Tallahassee Memorial Hospital.

To schedule an appointment call (850) 431-5190 or toll free at 1-877-501-0956. Hearing impaired students may call TTY at (850) 431-5157. Please identify yourself as a NFCC student when calling.

Twenty-four hour telephone crisis counseling is available by calling (850) 431-5190 or toll free at 1-877-501-0956 anytime during or after regular business hours.

For further information call Nancy Lillis, (850) 973-1661 or email lillisn@nfcc.edu.

Notification of Social Security Number Collection and Use

In compliance with Section 119.071(5), Florida Statutes, North Florida Community College (NFCC) issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). North Florida Community College collects and uses your SSN only to perform the College duties and responsibilities. To protect your identity, NFCC will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student identification number which is used for educational purposes at NFCC, including the access of your college records.

North Florida Community College may collect and/or use your Social Security Number for the following purposes:

PURPOSE	FEDERAL AND STATE REGULATIONS
<p>Admissions and Registration</p> <ul style="list-style-type: none"> Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for NFCC to collect the SSN of every student. A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties. The Florida public school system uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making. SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education. 	<ul style="list-style-type: none"> Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1)). Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A Registration uses are authorized by 119.071(5), F.S. Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402, 6051 The College Reach-Out Program (CROP) uses are authorized by 1007.34, F.S.
<p>Veteran Administration Benefits</p> <ul style="list-style-type: none"> The SSN is required for enrollment verification and reporting for all Veterans Administration beneficiaries. A Veteran student is required to report his/her SSN in order to receive the appropriate benefits and for tracking purposes. 	<ul style="list-style-type: none"> Required by 38 USC 3471

Residence and Telephone Changes

It is important to inform the Registrar's Office if there is a change in your current address, mailing address or telephone number. This information is needed in case you are involved in an emergency, and for official communications from the College.

Student Health

Medical emergencies are referred to the Madison County Emergency Rescue.

Florida Statute 1006.69 requires provision of detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and contraindications of any required or recommended vaccine.

This information is sent to all students applying for admission to NFCC.

Meningococcal Meningitis and Hepatitis B

Meningococcal Meningitis is a rare but potentially fatal blood and brain infection that can strike at any time and comes on very quickly – often in a matter of hours. Teens and young adults are most at risk.

Symptoms include:

- Severe Headache
- Nausea and Vomiting
- Confusion
- High Fever
- Numbness/Loss of Feeling
- Rash
- Stiff Neck
- Light Sensitivity
- Seizures

The meningococcal vaccine is the most effective way to prevent infection. It is important that you discuss vaccination with your health-care professional.

Hepatitis B is a serious liver infection that is sexually transmitted. Many people do not know they have it, because they do not have symptoms. If you do have symptoms, you may just feel like you have the flu.

Symptoms include:

- Feeling very tired
- Not wanting to eat
- Muscle aches and joint pain
- Yellowish eyes and skin (jaundice). *Jaundice usually appears only after other symptoms have started to go away.*
- Mild fever
- Belly pain
- Skin rash
- Headache
- Diarrhea or constipation
- Feeling sick to your stomach or vomiting

The hepatitis B vaccine is the most effective way to prevent infection. It is important that you discuss vaccination with your health-care professional.

PARKING

General Information:

1. Vehicles refer to all means of transportation other than by foot. Examples are cars, trucks, buses, motorcycles, motor scooters, mopeds, bicycles, skates, etc.
2. The provisions within these regulations shall be applicable to all persons who operate or park vehicles on the campus of North Florida Community College at all times.
3. The responsibility for locating legal parking rests with the operator of the vehicle. Lack of convenient space will not be considered a valid excuse for violating traffic and parking regulations.
4. All drivers must abide by signs and roadblocks posted by college personnel. When traffic cones are blocking a specific parking lot, it is because the lot is designated full or unavailable at that time.
5. All drivers must cooperate with and follow the instructions of personnel designated by the college to assist with traffic control.
6. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or parking lots for any purpose other than parking or complying with the traffic regulations.
7. If a vehicle operator observes others parked in violation of the rules and regulations, this should not be construed as evidence that the regulation is no longer in effect or that it is acceptable to park in the same manner.
8. Lack of knowledge of the rules and regulations shall not be a valid excuse for violating any traffic regulation.
9. The speed limit on the North Florida Community College Campus is 15 M.P.H., unless otherwise posted.
10. All traffic crashes on the NFCC campus should be immediately reported to the NFCC Security Department.
11. Vehicles in violation of more than one traffic regulation at any one time may be given more than one ticket and/or towed.
12. Illegally parked vehicles may be warned, ticketed, "Booted" and/or towed at the owner's expense.

13. The college will not be responsible for loss or damage to any vehicle or its contents while operated and/or parked on the campus of North Florida Community College.
14. No skateboards, roller skates, roller blades, or other such roller equipped means of transportation will be allowed in the parking lots, on sidewalks, walkways, between and around the buildings, or inside the buildings except when hand carried.
15. Vehicles must observe all traffic signs, stop signs, yield signs, traffic warning signs, traffic safety personnel, and traffic control devices.

Parking and Traffic Regulations:

1. Parking lot designations will be as follows:
 - White Lined: Students/Visitors
 - Yellow Lined: Faculty/Staff
 - Blue Lined: Handicapped
2. Only vehicles driven by NFCC faculty and staff are allowed to be parked in the reserved parking lots designated as Faculty and Staff areas. These areas will be reserved from 6 a.m. until 5:15 p.m. Monday-Friday. Certain parking spaces are designated for NFCC vehicles. Only vehicles owned by the college are allowed to park in these spaces that are reserved 24 hours per day.
3. Loading Zone parking is restricted to use by vehicles for loading and unloading. Vehicles parked in loading zones for other reasons, and/or after the loading is completed are in violation of NFCC parking regulations. The Loading Zone parking regulation is in effect 24 hours a day.
4. Vehicles are not allowed to park in No Parking Zones on campus. These areas may include, but are not necessarily limited to the following:
 - Areas not designated for parking
 - The turn-around/drop-off circles
 - Along roadway curbs (painted or not painted)
 - Moving traffic areas and lanes
 - Obstructing drives and walkways
 - Obstructing other vehicles
 - Areas which indicate "No Parking Zones" by the use of obstacles or signs.

5. Vehicles shall not be parked or stopped in a manner that blocks other vehicles or impedes the traffic flow.
6. Vehicles shall not be illegally parked by backing into a space. Head-in parking only.
7. Parking across parking space lines is prohibited.
8. Parking on, beside, or over a curb is prohibited.
9. Parking in areas designed for other vehicles is prohibited.
10. Parking and/or driving on unpaved areas of the campus is prohibited except where designated.
11. Parking and/or driving on sidewalks is prohibited.
12. Driving over curbs is prohibited.
13. Drivers are not to leave their vehicles unattended in the drop off/pick up zones on campus. Such zones shall not be used to wait for a parking space to become available.
14. Vehicles are not allowed to drive or park in areas which have been barricaded or where cones have been placed. Moving, altering, or disregarding such obstacles is prohibited.
15. Motorists must yield the right-of-way to pedestrians.
16. Vehicle audio equipment shall not be played any louder than necessary for the convenient hearing by persons inside the vehicle, and the volume of the vehicle audio equipment shall not be played at a level that is disturbing to others.
17. Overnight parking is not permitted on campus except by prior approval from the Security Department. Overnight parking for the purpose of residing or sleeping is not allowed on NFCC property. NFCC is not responsible for damage or theft of property of any vehicle while parked on or passing through the College campus.
18. Trailers, buses, motor homes and similar vehicles with attachments which will not fit correctly in a regular parking space must be parked at the outer edges of the parking lot away from areas with the highest concentration of parked vehicles.
19. In the event that a vehicle must be parked illegally to await repairs or fuel, the NFCC Security Department must be notified immediately. The disabled vehicle must be moved or towed as soon as possible.
20. Parking privileges are subject to revocation by the administration of NFCC for continued and repeated violations of the parking and traffic regulations.
21. Vehicles left on campus for longer than a week may be considered abandoned and may be towed at the owner's expense.

Enforcement (Parking)

If a vehicle is parked illegally anywhere on campus, the vehicle is subject to be towed at the owner's expense. Signs will be displayed near parking areas with the name and address of what company to contact if the vehicle is towed. The company that tows the vehicle is an Independent Contractor hired by North Florida Community College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents.

The company that provides the towing service is:

Jimmies Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

CAMPUS SECURITY: Contact NFCC Campus Security at (850) 973-0280.

CAMPUS SECURITY

Non-students on Campus

Any and all persons with no legitimate reason for presence on College property are subject to relevant local, state, and Federal laws. In particular, said persons are subject to laws associated with loitering.

Campus Escort

Campus Security will provide escorts (by foot or vehicle), upon request, to and from campus buildings and parking lots for students and employees, as time and duty permits. Contact Campus Security at (850) 973-0280.

Campus Alert System

NFCC has the ability to send a direct notification to students through text messages and emails in the event of a campus emergency or closing due to inclement weather. The new system is called "e2Campus".

Registering your phone takes only a few minutes and students may register two devices as well as an alternate email address. To register your cell phone, log onto D2L and follow the link provided.

CUBIT - College and University Behavioral Intervention Team

NFCC is concerned about the safety, health and well-being of our students, faculty, staff and visitors – individually and collectively (herein referred to as NFCC members). A College and University Behavioral Intervention Team (CUBIT) has been formed that will use a multidisciplinary approach to maintain the safety of the NFCC campus. The CUBIT is committed to balancing the rights of the individual with the collective safety of the campus.

The CUBIT acts as a clearinghouse for campus concerns regarding behavior perceived to be aberrant, threatening or dangerous. The team will assess and manage potentially dangerous situations that pertain to NFCC members. Our goal is to address behaviors of concern, showing due diligence for the safety of our NFCC members, while protecting NFCC member confidentiality to the appropriate extent. The CUBIT will focus on NFCC members who may be exhibiting signs of impending problems. By monitoring persons with problems, we hope to avert serious safety threats and to direct NFCC members to resources that can help alleviate stress.

Silent Witness

Silent Witness allows concerned NFCC members to report information about campus safety issues to The College and University Behavioral Intervention Team (CUBIT) anonymously. CUBIT consists of a group of NFCC employees who are concerned about the safety and well-being of each member of the NFCC family. The team is made up of members who have specific skills and backgrounds in the area of public safety, mental health and student affairs. Please know that any information you submit will be handled confidentially with the purpose of assisting the student, faculty or staff person you have named. Although we do accept anonymous reports, we encourage you to provide your name and contact information so that the CUBIT team can follow-up with you to gather additional information. The Silent Witness form can be found at <http://www.nfcc.edu/silent-witness>.

CRIME STATISTICS

CRIMINAL OFFENSE	TOTAL OCCURRENCES ON CAMPUS			
	2007	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0	0
Forcible Sex Offenses (including forcible rape)	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	1	2
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Negligent Manslaughter	0	0	0	0

ACADEMICS



ACADEMIC REGULATIONS....57

GRADE POINT SYSTEM....60

ACADEMIC HONORS....62

GENERAL EDUCATION
PHILOSOPHY....63

SERVICE LEARNING....64

Small College. Big Possibilities.

ACADEMIC REGULATIONS

Student Responsibility

When a student registers at NFCC, he/she is obligated to accept the rules and regulations of the College, which may be changed as circumstances make changes desirable or necessary. Prior notice of changes will not be given on an individual basis. Lack of knowledge concerning regulations is not an acceptable excuse for failure to comply with published rules and regulations. The College reserves the right to require the withdrawal of any student whose scholarship or conduct does not meet the standards of NFCC. As referenced in the Student Code of Conduct, NFCC does not condone student dishonesty, including academic dishonesty. If a student copies information without documentation or copies the work of another student or allows his/her work to be used by other students, he/she may expect a grade of consequences consistent with procedures associated with the NFCC policy on academic dishonesty. In most cases, a grade of "F" is assigned to any assignment or test involving documented academic dishonesty.

Student Academic Freedom

Students are encouraged to engage in inquiry leading to truth. Such an inquiry frequently requires an independent effort in sustained critical thinking. The principles of academic freedom outlined below are essential to student intellectual pursuits.

1. Students shall be free to express exception to views and materials presented in any course and to reserve judgment concerning opinions espoused in such courses. However, students remain responsible for mastery of course content.
2. Students shall be protected from prejudiced and unfair academic evaluation. Procedures to ensure such protection are described in the Student Handbook. Students are responsible for meeting or exceeding standards of academic performance in order to receive passing grades.
3. Information about student views, beliefs, and political associations acquired by faculty members during a course shall be deemed confidential. Improper disclosure of such information is considered to be serious.
4. Students and student organizations are encouraged to engage in inquiry in areas of interest. Opinions concerning issues may be expressed publicly and privately, as can support for causes, as long as such support is orderly and free from disruption of College operations and activities. Public expression or demonstrations by students shall be accompanied by the disclaimer that students and student organizations do not represent the College. Only the Student Government Association is recognized as the official voice of the NFCC student body.
5. Students and student organizations shall be allowed to invite persons of their own choosing for speaking and entertainment events. It shall be made clear to the campus community that appearances by speakers and entertainers are not necessarily indicators of approval or endorsement of views expressed by the speakers or entertainers. All sponsoring organizations must follow appropriate procedures associated with facilities procurement and provision of security.

Academic Dishonesty

NFCC is committed to the concept of offering a high quality educational experience to every student. The College and its faculty strive to build meaningful and productive relationships with students and the expectation of honesty and effort are the foundation of that relationship. NFCC students are expected to commit themselves to the highest standards of honesty in all of their academic endeavors and any violation of that expectation is considered a serious offense against the principles and objective of learning and growth at NFCC. Academic dishonesty, in all its forms, is a serious breach of the College's Student Code of Conduct. It is damaging to the learning relationships built between the student and his or her teachers, and may also cast doubt on all of the student's academic efforts. It is never worth the risk.

Types of Academic Dishonesty

- 1. Cheating** occurs whenever a student improperly acquires or uses any material which provides that student with an unfair advantage or obscures the professor's ability to assess the student's own skills and knowledge. Some examples of cheating are:
 - Copying another student's test or homework assignment.
 - Allowing another student to copy from a test or homework assignment.
 - Using unauthorized materials during a test.
 - Submitting an assignment which was done by someone else.
- 2. Plagiarism** occurs when a student presents the work, writing or an idea of another as if it were original to the student. Whenever a student presents written or oral work for credit which includes words, data or ideas of others credit must be given by supplying appropriate references and/or citations. The specifics of this may vary depending upon the specific academic discipline, but it is proper academic practice in every field of study to give credit to source materials and persons. Examples of plagiarism may include:
 - Using another person's words, data, ideas or opinions, even if completely paraphrased, without proper citation.
 - Submitting a paper purchased from a term paper service as one's own work.
 - Failing to accurately document any information taken from the Internet.
 - Submitting anyone else's paper as one's own work.
- 3. Collusion** occurs when two or more students work together on any project or assignment in which working together is prohibited, or when two or more students conspire to violate the expectations of academic honesty. Some examples of collusion are:
 - Working together on take-home or online writing assignments or exams when students are instructed to work independently on them.
 - Providing information about a quiz or exam to another student before that student has taken the quiz or exam.
- 4. Academic Misconduct** occurs whenever the student intentionally violates college, program, course or assignment policies. Some examples of academic misconduct are:
 - Falsifying academic records.
 - Acts that give an unfair academic advantage such as submission of same written assignments for two courses or for additional course attempts without prior permission of the instructor.
 - Providing false or misleading information in an effort to receive a postponement or extension on a test or assignment.

Penalties for Academic Dishonesty

All instances of academic dishonesty will be reported to the Dean of Academic Affairs, at which time a hold will be placed on their account until such time that the penalty phase is completed. The penalties imposed upon a student who violates the academic honor code are as follows:

- 1. First Offense.** The College will work with the student after the first offense of the academic honor code violation to ensure that the student completely understands the seriousness of the violation and is equipped with learning strategies and skills to avoid the situations which lead to the violation. Students who violate the academic honor code the first time will:
 - Receive a score of "O" on the assignment
 - Attend an academic honesty workshop lead by the Office of Academic Affairs
 - Sign an acknowledgement form and pledge to abide by the Academic Honor Code henceforth.
- 2. Second Offense** is treated much more severely.
 - Receive a grade of "F" for the course
 - Placed on Academic Probation for 1 full semester
 - Lose eligibility to participate in NFCC sponsored extracurricular activities for 1 semester

- Dual-enrolled students will be permanently removed from all dual enrollment opportunities at NFCC.

3. Third Offense

- Receive a grade of "F" for the course
- Immediately withdrawn from NFCC and placed on academic suspension for 1 full term
- Serve 1 full semester on academic probation upon return to NFCC

There are a number of reasons why a student might feel tempted to violate the academic honor code and cheat on an assignment or plagiarize a paper. The pressure to maintain good grades while juggling school, work and personal responsibilities can be tremendous. However, academic dishonesty is never worth the risk at NFCC. If you need more information about academic dishonesty or have questions or concerns about any of the issues raised here, please seek out assistance from your instructors or the Office of Academic Affairs.

Attendance Policy

In recognition of the fact that regular class attendance is significantly related to academic success, NFCC requires such attendance of all students registered for credit. Students' grades may be affected or students may be withdrawn from class for nonattendance under the following conditions:

1. The absences are in excess of two clock hours per credit hour of instruction. These absences include excused absences as well as unexcused absences.
2. No student may be withdrawn or have his/her grade affected without first having received a warning notice issued from the Office of Enrollment Services.
3. A student withdrawn from a course for non-attendance shall be able to appeal that action to the appropriate department chairperson. Such appeal must be made within one week of notification of withdrawal. A student appealing an administrative withdrawal will be expected to attend class until a decision on his/her appeal has been made.
4. A student may withdraw or be withdrawn by an instructor through the date identified in the appropriate catalog or course schedule.

Prerequisites

Many courses require the student to have a background in a previous course before enrolling. Students must meet all prerequisites or have special permission from the instructor and approval from the Dean of Academic Affairs. Students may check courses to see if course prerequisites are identified in this catalog under the Course Descriptions section.

College Credit

College credit at NFCC is measured in units of semester hours. One hour of credit normally equates to fifty minutes of class time per week, except in the summer where more class time per week is required due to the compressed nature of the semester.

Courses with lab components, either combined or separate, may meet more hours than credit received. A course with a "C" designation means that the course combines lecture and lab; a course with an "L" designation means that the lab is separate from the lecture and requires registration separate from the lecture component.

Student Load

1. The minimum load for full-time students is 12 semester hours for Terms I and II.
2. The normal load is 15-17 semester hours for Terms I and II. The maximum load is 18 semester hours for Terms I and II.
3. An overload is defined as more than 18 semester hours per term. A student wishing to register for more than 18 semester hours per term must have the recommendation of his/her advisor and the approval of the Dean of Academic Affairs. Previous semester grades and/or high school record shall be carefully considered in making this decision.

4. Minimum and maximum loads for full-time students for summer terms are 6 and 9 semester hours, respectively. "Overload" approval procedures are the same as for Terms I and II.
5. Vocational Program hours may vary. Please check desired program in catalog for total hours of program.

Grade Point System

(SEE CHART AT RIGHT)

To qualify for a degree, a student's quality points must be equivalent to a scholastic average of "C" or better. The last grade earned or all grades earned from the third and subsequent attempts will be used to calculate the grade point average. The forgiveness policy applies to courses repeated at NFCC.

Duplicate credit for courses will not be awarded. If a student

receives a grade no higher than "D" or "F" in a course, this course may be taken again. The student will be permitted a maximum of two repeat attempts per course. The grade on the repeated course will be the only grade considered for credit and grade point average on the student's record. All grades from the third and subsequent attempts will be calculated in the grade point range.

A grade of Incomplete ("I") may be assigned at the end of the term by the instructor when all course work has not been completed. A grade of "Incomplete" not changed by the end of the following term in which the grade was received will be changed to an "F", unless the instructor grants the student an extension, by sending written notification to the Office of Enrollment Services, specifying the date by which the "I" will be removed. Students may not re-register for courses in which an "Incomplete" grade is pending. If they choose to do so, the original "I" will be changed to an "F."

Grades of AW, W, I, X, S, N, and U are not included in calculation of cumulative grade point average. Grades from the third and subsequent attempts will be calculated into the grade point average for academic classes.

Grade Point Average

A grade of incomplete ("I") will not be counted in the computation of grade point average. To rank individual students or groups of students, scholastic attainment is computed in terms of the quality point ratio, which is obtained by dividing the total number of quality points earned by the total number of semester hours credit for which the student received grades. The final quality point average required for graduation is computed on the summation of all the courses taken at NFCC. When a student repeats a course, the most recent grade will be used to determine his/her quality point average. The student will be permitted a maximum of two repeat attempts per course. The grade on the repeated course will be the only grade considered for credit and grade point average on the student's record. All grades from the third and subsequent attempts will be calculated in the grade point range. It is the responsibility of the student to be informed of his/her accumulation of credit hours and his/her quality point standing. This information may be requested from the Office of Enrollment Services.

Forgiveness

Grades of "D" or "F" may be "forgiven" by subsequent enrollment in the course in which the insufficient grade was earned. Upon receiving a grade of "C" or better, the passing grades shall be used in calculation of the NFCC grade point average. The previous grades of "D" or "F" shall not be computed for the NFCC grade point average. However, all grades remain posted on the NFCC transcript and may be recomputed at any institution to which the student may transfer. The receiving institution shall determine whether or not grade "forgiveness" is granted.

GRADE POINT SYSTEM

A	Excellent.....	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average.....	2 quality points per credit hour
D	Below Average	1 quality point per credit hour
F	Failure	0 quality points
W	Withdrew without penalty	0 quality points
WF	Withdrew Failing.....	0 quality points

A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Full cost of instruction (out of state tuition and fees) will be charged on the third and subsequent attempts.

Repeat of College Courses

A student may repeat a college course, both credit and non-credit. Courses taken by students at institutions other than the institution in which they are currently enrolled will not be counted as attempts in relation to the Withdrawal and Forgiveness Policy nor will they be counted for the repeat charges.

Course Attempt Limits

Out-of-state fees are assessed to individuals upon the third attempt to satisfactorily complete a course that is not designated as a repeatable course in the College Catalog and course schedule. The additional tuition and fees may be waived by the Dean of Academic Affairs. To apply for consideration for the waiver of the additional fees that are assessed on the third attempt, the student must submit a completed Petition for Exemption from Full Cost of Instruction form, a letter addressed to the Dean of Academic Affairs, and a copy of their academic record. The petition must be submitted and approved by the end of the drop/add period for the term in which the student would like to attempt the course. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Contact the Office of Enrollment Services for more information.

Appeal of a Final Course Grade

Policy

In very limited circumstances, a student may appeal the final course grade assigned by an instructor. Such appeals must be initiated within the first ten (10) week days of the semester following the semester in which the grade was assigned. Generally, grounds for appeal include allegations of the following:

- Instructor error in the computation leading to the assigned grade
- Evident inconsistencies in course syllabus descriptions of grade derivation and how the grade was actually derived

The decision of the chief academic officer is final.

Appeal Procedure

1. The student must confer with the instructor who assigned the grade within the prescribed time frame.
2. If the conference with the instructor does not result in resolution of the grade concern, the student then confers with the department chair responsible for the oversight of the course in which the grade was received.
3. If the conference with the department chair does not result in resolution of the grade concern, the student may appeal to the chief academic officer of the College. Such an appeal must be presented via a written petition within five (5) week days. The petition must include a statement of the student viewpoint and any information deemed pertinent by the student. Upon receipt of the appeal petition, the Ombudsman is made available to the student to assist in the appeals process.
4. The instructor who assigned the grade must provide a written report within five (5) week days describing his/her viewpoint and any information deemed pertinent.
5. After careful review of all pertinent documents and discussions with involved parties, the chief academic officer shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) week days after receipt of all pertinent documents from the student and instructor.

The decision of the chief academic officer is final.

Academic Honors

President's Honor Roll

The President's Honor Roll recognizes academic achievement at the completion of each semester. Inclusion on the list is awarded to all full-time students who, during that term, have earned a grade point average of 3.80 to 4.00 on course work of at least 12 hours during the fall and spring terms and 12 total college credit hours during Summer Terms A, B and C combined.

Dean's Honor Roll

The Dean's Honor Roll recognizes outstanding academic achievement at the completion of each semester. Inclusion on the list is awarded to all full-time students who, during that term, have earned a grade point average of 3.50 to 3.79 on course work of at least 12 hours during the fall and spring terms and 12 total college credit hours during Summer Terms A, B, and C combined.

Graduation Honors

To qualify for commencement honors, a minimum of thirty-three (33) semester hours toward the Associate Degree must have been completed at NFCC. Students who complete the program in the Occupational and Adult Division of the College and who maintain an "A" average shall be eligible for commencement honors.

Students awarded the Associate Degree who have maintained a cumulative grade point average of 3.3 or better shall be eligible for commencement honors. Recommendations for commencement honors will be made in the following categories:

- (a) An average of 3.30 to 3.49 shall be graduated cum laude.
- (b) An average of 3.50 to 3.74 shall be graduated magna cum laude.
- (c) An average of 3.75 to 4.00 shall be graduated summa cum laude.

Academic Probation

A student is placed on academic probation at the end of any term that his/her cumulative grade point average is less than a "C" (2.0), once seven college credit hours have been attempted.

Continued probation occurs when the student earns a minimum 2.0 term grade point average and the cumulative GPA remains below 2.0. The student is returned to good standing when the cumulative GPA is 2.0 or higher.

The student placed on academic probation or a student on continued probation is restricted to enrolling in no more than thirteen semester hours fall or spring term and no more than six semester hours summer A or B term. It is recommended that the student meet with an academic advisor to develop success strategies.

Academic Suspension

A student on academic probation is placed on academic suspension when the term grade point average and the cumulative grade point average fall below 2.0. The following conditions apply:

On the initial suspension, the student has two options:

1. The student must "sit out" one semester. After the one semester suspension, a student may be readmitted. The student is restricted to enrolling in no more than twelve hours fall or spring term and no more than six semester hours summer A or B term. It is recommended that the student meet with an academic advisor to develop success strategies.
2. The student may appeal suspension by a petition for immediate readmission submitted to the Office of Academic Affairs. To appeal a first suspension, the student must write a letter of appeal as well as submit an advisor-approved academic plan. The advisor approval requires:
 - (a) A complete evaluation of courses attempted and completed.

- (b) A review of the student's program of study.
- (c) An advisor's recommendation concerning support services needed.

Should another suspension occur, the student will be academically dismissed for a period of one semester. There is no petition for immediate readmission. After the one semester dismissal, the same rules apply for readmission as stated in (2).

If a student is suspended for a third time, the student will be academically dismissed for a period of one year. There is no petition for readmission. After the year dismissal, the same rules apply for readmission as stated in (2).

PLEASE NOTE:

1. The cumulative grade point average does not include college preparatory courses.
2. A college credit student who has been suspended may change to a vocational certificate program and register for vocational classes in good standing.
3. If a student transfers to the College and is working toward a degree, his/her cumulative grade point average is determined by those transfer courses posted on his/her transcript. The student remains in good standing until his/her transfer work has been officially evaluated and becomes a part of his/her academic record. Once the transcript is evaluated and the coursework transferred in is less than a 2.0 GPA, the student is admitted on probation.

GENERAL EDUCATION PHILOSOPHY

NFCC is committed to providing all degree seeking students with a sound general education. The courses in the NFCC general education curriculum are designed to facilitate development of the skills necessary to meet the challenges inherent in a complex and ever-changing world. These include:

1. Communication Skills
2. Quantitative Reasoning Skills
3. Scientific Reasoning Skills
4. Knowledge of Social and Behavioral Sciences
5. Knowledge of Arts and Humanities
6. Information and Technology Literacy Skills
7. 21st Century Citizenship

The courses included in the general education component of each degree program are designed to facilitate student attainment of one or more of the intended learning outcomes listed above. Course syllabi contain references to the learning outcomes expected in each course. Course assignments and examinations are tools to measure levels of student competency in the learning outcomes areas identified. Course grades are also indicative of student achievement of learning outcomes.

Methods of Achieving General Education Competencies

1. Communication Skills

- Students in Associate in Arts degree programs will complete ENC 1101 and ENC 1102 with a grade of "C" or better.
- Students in Associate in Applied Science degree programs will complete ENC 1101 with a grade of "C" or better as well as a Literature course. Students in Associate of Science degree programs will complete ENC 1101 with a grade of "C" or better.
- Students in all degree programs may demonstrate oral communication competency by completing SPC 1600 or by completing any general education course with an oral communication competency requirement listed in the course syllabus.

2. Quantitative Reasoning

- Students in the Associate in Arts degree program must complete a minimum of six credit hours of coursework with MAC, MGF, or STA course prefixes with a grade of "C" or better.
- Students in the Associate in Science and Associate in Applied Science degree programs must complete a minimum of three credit hours of coursework with a grade of "C" or better. The A.S.

degree program math courses must be selected from courses with an MAC, MGF, or STA course prefix. The A.A.S. degree program math courses may be selected from courses with an MAT, MAC, MGF, or STA course prefix.

3. Scientific Reasoning

- Students in associate degree programs will complete science course or courses designed to facilitate understanding and application of concepts and methods of the natural and physical sciences.

4. Knowledge of Social and Behavioral Sciences

- Students in associate degree programs will complete social and/or behavioral science course or courses designed to facilitate understanding and application of concepts and methods of the social/behavioral sciences.

5. Knowledge of Arts and Humanities

- Students in associate degree programs will complete humanities coursework designed to facilitate understanding and application of the humanities. Students in Associate of Arts must also successfully complete a Literature course.

6. Information and Technological Literacy

- Students in the associate degree programs will complete coursework requiring the acquisition, evaluation and interpretation of information, and the effective use of information technologies.

7. 21st Century Citizenship

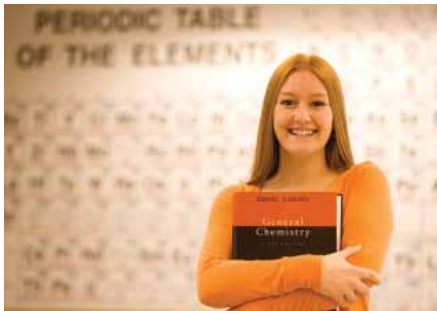
- Students in associate degree and certificate programs will complete coursework designed to facilitate development and critical assessment of personal values, understanding of human diversity and awareness of multicultural perspectives, and examination of personal and social responsibilities of the individual in a complex society.

Service Learning at NFCC

NFCC is committed to the concept of service learning. Service learning is a form of learning that incorporates community service experiences into the curriculum. Students taking courses with a service learning component may be involved in activities focused on meeting community needs that can be linked to academic and civic objectives. The opportunity for students to reflect on the service learning experience is also essential.

NFCC is working toward establishment of service learning objectives in a wide variety of curricular offerings. These objectives complement the classroom experience. Students completing courses with a service learning component will have a special notation posted to the student transcript. Service learning is widely recognized as a positive experience by most institutions of higher education and often provides students with resume' and college admission advantages.

ACADEMIC PROGRAMS



ASSOCIATE IN ARTS....66

ASSOCIATE IN SCIENCE....71

ASSOCIATE IN APPLIED SCIENCE....83

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ASSOCIATE IN ARTS DEGREE (A.A.)

University Parallel Transfer

NFCC offers a two-year program leading to the Associate in Arts (A.A.) degree. It is designed for students who plan to complete their first sixty college credit hours of coursework at NFCC and then transfer to a college or university of their choice. The A.A. degree is articulated to universities within the State University System. NFCC also offers the Associate in Science (A.S.) degree. Some A.S. degrees are transferable to programs at specified colleges and universities. An Associate in Applied Science (A.A.S.), a terminal degree, is also available at NFCC.

Students planning transfer to a Florida public university or to Valdosta State University must complete a minimum of eight semester hours in a foreign language at NFCC or have completed two years of the same foreign language in high school. American Sign Language will meet the entry foreign language requirements for State University System institutions. However, entry into certain programs at SUS institutions may require a language other than American Sign Language. Students should consult an advisor for details.

Sixty (60) semester hours are required to complete the Associate in Arts Degree. It is the student's responsibility to meet all the requirements for the degree. Electives should be chosen to meet pre-requisite and transfer requirements for the intended major and transfer institution. Students have the responsibility of meeting with an advisor to work out their program of study at NFCC. Associate in Science degree program lengths vary according to State Board of Education Mandate. A.S. degrees normally range from 60 to 72 hours.

Academic advisors consult counseling manuals provided by each state university in Florida, which identify courses to be taken for each undergraduate major the university offers. Advisors and students may also visit the FACTS web site for important information. FACTS is the statewide automated counseling and advising system for students. The URL for the site is www.facts.org. Early selection of a major and transfer institution is important. Limited access majors require an applicant to meet admission and course requirements before being admitted. In addition, an applicant may be required to submit test results from the ACT, AHPAT, PCAT, or VCAT.

Associate in Arts Transfer Guarantee

Graduates from a Florida community college Associate in Arts degree program are guaranteed the following rights under the statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the ten (10) state universities, except to limited access programs.
2. Acceptance of at least sixty (60) hours by the state universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional general education core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Bachelor's Degree

Students with an Associate in Arts Degree have an opportunity to earn a bachelor's degree on the NFCC campus through an articulation agreement with Saint Leo University. Such agreements are sometimes referred to as "2 + 2" programs. On the NFCC campus, Saint Leo University offers Bachelor's of Arts degrees in business administration, criminal justice, elementary education, psychology, and human services administration. Degree seeking students must be admitted to the specific university and a degree program. For an application packet contact the university directly at (850) 973-3356.

General Education Requirements for the Associate in Arts Degree

Gordon Rule (State Rule 6A-10.30) requires all students enrolling in a Florida public college or university after October 1982 to complete four courses (twelve credit hours) with multiple writing assignments and two courses (six credit hours) of mathematics at the level of college algebra or higher. Each Gordon Rule course must be completed with a grade of "C" or better. All courses in the general education core requirements marked with an "*" are acceptable Gordon Rule courses.

COMMUNICATION6 Hours

ENC 1101	Freshman English I*	ENC 1102	Freshman English II*
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* A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

HISTORY and SOCIAL SCIENCES.....9 Hours

Students must select six (6) semester hours from the following list of courses:

AMH 1070	History of Florida	WOH 2040	World History in 20th Century
AMH 2010	American History I	WOH 1012	World History to 1600
AMH 2020	American History II	WOH 1022	World History Since 1600
AMH 2091	African-American History & Culture		

Students must select three (3) semester hours from the following list of courses:

AMH 2097	Race, Nationality and Ethnicity in U.S. History	ECO 2023	Microeconomics
CCJ 1020	Introduction to Criminal Justice	HIS 1930	Special Topics in History
DEP 2004	Human Development	POS 2041	American National Gov
ECO 2013	Macroeconomics	PSY 2012	General Psychology
		SYG 1000	Introductory Sociology
		SYG 2010	Social Problems

SCIENCE.....6 Hours

The six (6) hours must include at least one (1) course with lab and it is highly recommended that students take one (1) course from the biological/life sciences and one (1) course from the physical sciences.

BIOLOGICAL SCIENCE

BOT 2010C	General Botany
BSC 1005C	Introduction to Biology
BSC 1010C	Principles of Biology I
BSC 1011C	Principles of Biology II
BSC 1050	Man and Environment I
BSC 2084C	Essentials of Anatomy & Phys.
BSC 2085C	Human Anatomy & Physiology I
BSC 2086C	Human Anatomy & Physiology II
MCB 2010C	Microbiology I
ZOO 2010C	General Zoology

A science sequence is not required; however, transfer students whose major requires two courses in a sequence, such as General Chemistry I and II, should take both courses at NFCC.

PHYSICAL SCIENCE

AST 1002	Introduction to Astronomy*
AST 1002L	Introduction to Astronomy Lab
CHM 1033C	Survey of Chemistry
CHM 1045	General Chemistry I
CHM 1045L	General Chemistry I Lab
CHM 1046	General Chemistry II
CHM 1046L	General Chemistry II Lab
CHM 2210	Organic Chemistry I
CHM 2210L	Organic Chemistry I Lab
CHM 2211	Organic Chemistry II
CHM 2211L	Organic Chemistry II Lab
PHY 1053	General Physics I
PHY 1053L	General Physics Lab I
PHY 1054	General Physics II
PHY 1054L	General Physics II Lab
PHY 2048	Physics for Scientists & Engineers I
PHY 2048L	Physics for Scientists & Engineers I Lab
PHY 2049	Physics for Scientists & Engineers II
PHY 2049L	Physics for Scientists & Engineers II Lab
PSC 1341C	Physical Science I

(CONTINUED)

MATHEMATICS.....6 Hours

MAC 1105	College Algebra*	MAC 2313	Calculus with Analytic Geometry III*
MAC 1114	Trigonometry*	MAP 2302	Ordinary Differential Equations*
MAC 2140	Precalculus	MGF 1106	Math for Liberal Arts I*
MAC 2233	Calculus for Business and Social Sciences*	MGF 1107	Math for Liberal Arts II*
MAC 2311	Calculus with Analytic Geometry I*	MTG 2204	Geometry for College Students*
MAC 2312	Calculus with Analytic Geometry II*	STA 2023	Introductory College Statistics*

* A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

HUMANITIES.....9 Hours

Prerequisite for humanities courses is successful completion of ENC 1101.

MUST select six (6) semester hours from:

ARH 2000	Humanities Art*	HUM 2931R	Special Topics in Humanities*
HUM 2210	General Humanities I*	MUH 2011	Humanities Music*
HUM 2230	General Humanities II*	MUH 1360	American Music Since 1865*
REL 2300	Introduction to World Religion*		

Prerequisite for Literature courses is successful completion of ENC 1102.

MUST select three (3) semester hours from:

AML 2010	American Literature I*	LIT 2110	World Literature I*
AML 2020	American Literature II*	LIT 2120	World Literature II*
ENL 2012	British Literature I*	LIT 2931R	Special Topics in Literature*
ENL 2022	British Literature II*	LIT 2020	Short Story*

* A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

General Education Total	36 Hours
Electives	<u>24 Hours</u>
Total Hours Required	60 Hours

Associate in Arts: Business Emphasis (21 hours)**Business Emphasis Courses.....21 Credit Hours**

The following courses are common prerequisite courses for most university degree programs in business. Please consult with an academic advisor to ensure appropriateness of course selection.

CGS 1100C	Computer Applications I	3
ACG 2021	Intro to Financial Accounting	3
ACG 2071	Intro Managerial Accounting	3
ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
MAC 2233	Calculus for Business	3
STA 2023	Introductory College Statistics	3

General Education Hours	36 Hours
Business Emphasis Electives	21 Hours
Other Electives	<u>3 Hours</u>
Total Hours Required	60 Hours

Several Business Emphasis courses can also meet General Education requirements as shown below. This allows the student an additional six hours of electives for other business related courses or for preparatory work prior to taking other General Education courses.

General Education Core Requirements for Business Emphasis.....36 Credit Hours

Communications:		
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	3
History: Choose two history courses (see General Education list on page 67)		6
Social Science: Choose one		3
ECO 2013	Macroeconomics	
ECO 2023	Microeconomics	
Science: Choose two science courses (see General Education list on page 67)		6
Mathematics:		
MAC 1105	College Algebra	3
Choose:		3
MAC 2233	Calculus for Business	
-or- STA 2023	Introductory College Statistics	
Humanities:		
Choose three humanities courses (see General Education list on page 68)		9

General Education Hours	36 Hours
Business Emphasis Electives	15 Hours
Other Electives	<u>9 Hours</u>
Total Hours Required	60 Hours

Associate in Arts: Education Emphasis (9 Hours)

The following courses are common prerequisite courses for most university degree programs in education. Please consult with an academic advisor to ensure appropriateness of course selection.

EDF 2005	Intro to Education
EDG 2701	Teaching Diverse Populations
EME 2040	Intro to Educational Technology

General Education Hours	36 Hours
Education Emphasis Electives	9 Hours
General Electives	<u>15 Hours</u>
Total Hours Required	60 Hours

ASSOCIATE IN SCIENCE DEGREE (A.S.)

The Associate in Science degree program is designed to allow the student to immediately pursue a career in the degree area or, in limited circumstances, to transfer to a four-year institution for continued studies towards the baccalaureate degree. The A.S. Degree in Business Administration and Management is articulated statewide with all universities. Other A.S. degree programs require individual institutional articulation.

North Florida Community College offers the Associate in Science degree in the following programs:

1. Business Administration and Management
2. Digital Media / Multimedia Technology
3. Early Childhood Education
4. Emergency Medical Services
5. Registered Nursing

NOTE: A.S. and A.A.S. degree programs are subject to change. Please consult with an academic advisor for applicable requirements.

Associate in Science Degree: Business Administration and Management

64 Credit Hours

General Education Core Requirements.....19 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	3
MAC 1105	College Algebra	3
SCIENCE	College Credit Science	4
SOCIAL SCIENCE	College Credit Social Science	3
HUMANITIES	College Credit Humanities	3

Total: 19

Professional Courses.....45 Credit Hours

Required Core Courses (33 hours)

ACG 2021	Intro to Financial Accounting	3
BUL 2241	Legal Environment in Business	3
CGS 1100C	Computer Applications I	3
CGS 2571C	Computer Applications II	3
ECO 2013	Principles of Economics (Macro)	3
ECO 2023	Principles of Economics (Micro)	3
MAC 2233	Calculus for Business	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
OST 2335	Business Communications	3
SLS 2940R	Service Learning	3

Total: 33

Electives Courses (Choose 12 hours from the following)

ACG 2071	Intro to Managerial Accounting	3
FIN 2001	Principles of Finance	3
FIN 1100	Personal Finance	3
ECO 2220	Money and Banking	3
MNA 2100	Human Resource Management	3
CIS 2250	Computer Ethics	3
MAR 2011	Principles of Marketing	3
SBM 2000	Small Business Management	3

Total: 12

General Education Requirements: **19**
Professional Courses: **45**

TOTAL: 64 Credit Hours

College Credit Certificate - Business Operations

18 Credit Hours

The following are short-term programs that can be completed in one year or less. They are designed to equip you with a skill set for immediate employment or job advancement. All are included in the related AS Degree in Business Administration and Management program so they can be used as building blocks toward completing that degree. Each of the certificates is 18 credit hours comprised of a 12 credit hour program core with additional 6 credit hours of specialized coursework. Admission requirements are the same as for degree seeking college credit programs. Students interested in more than one specialization should consider the AS degree program.

Program Core Courses:

GEB 1011	Introduction to Business	3
ECO 2013	Principles of Macroeconomics	3
CGS 1100C	Computer Applications I	3
OST 2355	Business Communications	<u>3</u>
		12

In addition, student will complete one of the following specializations:

Accounting/Budgeting Operations Specialization:

ACG 2021	Intro to Financial Accounting	3
ACG 2071	Intro to Managerial Accounting	<u>3</u>
		6

Management Specialization:

MAN 2021	Principles of Management	3
BUL 2241	Business Law	<u>3</u>
		6

Marketing Specialization:

ECO 2023	Principles of Microeconomics	3
MAR 2011	Principles of Marketing	<u>3</u>
		6

Retail Management Specialization:

SBM 2000	Small Business Management	3
MAR 2011	Principles of Marketing	<u>3</u>
		6

Program Core Courses:	12
Specialized Course:	<u>6</u>
TOTAL:	18 Credit Hours

Associate in Science Degree: Digital Media / Multimedia Technology

64 Credit Hours

General Education Core Requirements.....15 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
ARH 2000	Humanities Art	3
PSY 2012	General Psychology	3
MTG 2204	Geometry for College Students	
	-OR-	
MGF 1106	Mathematics for Liberal Arts	3
CGS 1100C	Computer Applications I	3
		Total: 15

Professional Courses.....49 Credit Hours

Required Core Courses (49 hours)

GEB 1011	Intro to Business	3
CGS 1520	Multimedia Programming	3
ART 2201C	Basic Design I	3
ART 2202C	Basic Design II	3
ART 1300C	Basic Drawing I	3
PGY 2401	Introduction to Photography	3
OST 2335	Business Communications	3
GRA 2144C	Fundamentals of Web Design	3
GRA 2143C	Advanced Web Design	3
GRA 2117C	Computer Assisted Web Design	3
GRA 2140C	Interactive Media	3
GRA 2131C	Electronic Imaging	3
GRA 2207C	Advanced Electronic Imaging	3
GRA 2160C	Computer Animation	3
GRA 2121C	Publication Design	3
CIS 2252	Computer Ethics	3
GRA 1952	Portfolio Review	1
		Total: 49

General Education Requirements: 15

Professional Courses: 49

TOTAL: 64 Credit Hours

College Credit Certificate - Digital Media / Multimedia

15 or 18 Credit Hours

The following are short-term programs that can be completed in one year or less. They are designed to equip you with a skill set for immediate employment or job advancement. All are included in the related Associate in Science Degree in Digital Media/Multimedia Technology program so they can be used as building blocks toward completing that degree. Each of the certificates is 15 or 18 credit hours comprised of a 9 credit hour program core with additional 6 or 9 credit hours of specialized coursework. Admission requirements are the same as for degree seeking college credit programs. Students interested in more than one specialization should consider the A.S. degree program.

Program Core Courses:

CGS 1100C	Computer Applications I	3
CGS 1520	Multimedia Programming	3
GRA 2131C	Electronic Imaging	<u>3</u>
		9

In addition, student will complete one of the following specializations:

Digital Media/Multimedia Authoring Specialization: (6 Credit Hours)

ART 2201C	Basic Design I	3
GRA 2117C	Computer Assisted Graphic Design	<u>3</u>
		6

Digital Media/Multimedia Production Specialization: (6 Credit Hours)

GRA 2117C	Computer Assisted Graphic Design	3
GRA 2160C	Computer Animation	<u>3</u>
		6

Digital Media/Multimedia Instructional Technology Specialization: (6 Credit Hours)

GRA 2121C	Publication Design	3
EME 2040	Introduction to Educational Technology	<u>3</u>
		6

Digital Media/Multimedia Presentation Specialization: (9 Credit Hours)

ART 2201C	Basic Design I	3
GRA 2117C	Computer Assisted Graphic Design	3
GRA 2121C	Publication Design	<u>3</u>
		9

Digital Media/Multimedia Web Production Specialization: (9 Credit Hours)

GRA 2144C	Fundamentals of Web Design	3
GRA 2143C	Advanced Web Design	3
GRA 2160C	Computer Animation	<u>3</u>
		9

Program Core Courses: **9**
Specialized Course: **6 -or- 9**

TOTAL: 15 -or- 18 Credit Hours
Depending on specialization

College Credit Certificate – Preschool Specialization Certificate

12 Credit Hours

The following preschool certificate program is part of the Early Childhood Education AS degree program. It is designed to provide the skills for immediate employment or job advancement. Admission requirements are the same as for degree seeking college credit programs.

Program Core Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EEC 2734	Health, Safety, and Nutrition	3
EEC 1601	Observing and Recording	3
EEC 2218	Language and Literacy for Young Children	3
EEC 2226	Math, Science, and Technology for Young Children	3

TOTAL: 12 Credit Hours

College Credit Certificate – Child Care Center Management Specialization Certificate

12 Credit Hours

The following child care management certificate program is part of the Early Childhood Education AS degree program. It is designed to provide skills for immediate employment or job advancement. Admission requirements are the same as for degree seeking college credit programs.

Program Core Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EEC 2521	Child Care Management	3
EEC 1310	Effective Classroom Management: Guidance and Discipline	3
EEX 1010	Introduction to Exceptional Education	3
EEC 2734	Health, Safety, and Nutrition	3

TOTAL: 12 Credit Hours

Associate in Science Degree: Emergency Medical Services

73 Credit Hours

General Education Courses.....20 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	3
CGS 1100C	Computer Applications I	3
DEP 2004	Human Development	3
MAC 1105	College Algebra -or-	
MGF 1106	Math for Liberal Arts -or-	
STA 2023	Introductory College Statistics	3
MTB 1370	Math for Meds	2
HUM —	Any Humanities Course	3
Total:		20

Emergency Medical Service Cluster.....53 Credit Hours

EMT Basic		11
BSC 2084C	Essentials of Anatomy and Physiology	4
Paramedic		38
Total:		53

General Education Courses: **20**
 Emergency Medical Cluster: **53**

TOTAL: 73 Credit Hours



EMERGENCY SERVICES: EMT-Basic and Paramedic**Emergency Medical Technician/EMT-Basic (11 Credit Hours)**

Advanced Technical Diploma

This eleven (11) hour college credit program was developed to provide first-phase training in the career structure of the emergency medical technician. In order to be employed with an ambulance service in the State of Florida, a student must be trained and certified through the EMS section of the Department of Health and Rehabilitative Services. Successful completion of this course will enable the student to apply to take the State Registry Examination for EMT.

Enrollment Requirements

Only students who have completed the total application process will be considered for enrollment in the EMT program. Applicants are notified of placement in the program when all admission criteria have been met.

A completed application includes:

1. Completion of NFCC application and payment of the \$20 non-refundable application fee.
2. Completed CPR course for BLS Health Care Providers. A copy of current card should be attached to application.
3. Completed medical clearance forms.
4. Immunization Records.
5. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
6. Documentation of birth date (driver's license or birth certificate).
7. Completion of background check and drug screen.
8. PRIOR TO ADMISSION, scores of 10.0 are required in Language, Reading, and Total Math subtests of the Test of Adult Basic Education (TABE). A \$10 fee is required to be paid at the Business Office on the day of testing. Call the NFCC Testing Center (850) 973-9451 to request a testing date.
9. Attendance at an orientation session.

Program Courses

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EMS 1119	Emergency Medical Technician I	6
EMS 1119L	Emergency Medical Technician I Lab	3
EMS 1411	Emergency Room Clinical Practicum	1
EMS 1421	Rescue Clinical Practicum	1

Total: 11

Students who have satisfactory TABE scores and have successfully completed each course within the EMT program will receive the college credit associated with that course.

SPECIAL NOTE: Satisfactory completion of the EMT Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

Paramedic (38 credit hours)

College Credit Certificate

The Paramedic Program at NFCC was developed to fulfill the requirements to practice, under medical direction, the art and science of out-of-hospital medicine. The goal of the program is to provide the graduate with the knowledge, skill and professional attributes associated with an entry-level paramedic position. Graduates are trained to prevent and reduce mortality and morbidity due to illness or injury. Successful completion of this course will enable the student to apply to take the State Registry Examination for Paramedics.

The certificate program is 11 months in duration and may be articulated into the Associate in Science degree in Emergency Medical Services.

Enrollment Requirements

Only completed application forms will be considered for enrollment in the Paramedic coursework. Applicants are notified of placement in the program when all admission criteria have been met.

A completed application includes:

1. Completion of the NFCC application and payment of the \$20 non-refundable application fee.
2. Completed medical clearance forms.
3. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
4. Documentation of birth date (driver's license or birth certificate).
5. Completion of background check.
6. Achievement of the minimal score requirements of 83 in reading comprehension, 83 in sentence structure and 72 in arithmetic on the College Placement Test (CPT). A \$10 fee is required at the time of testing.
7. Florida licensure as an emergency medical technician (or must be eligible to sit for the state licensure exam during the first phase of the paramedic course).
8. Attendance at an orientation session.

Program Courses

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EMS 2603C	Paramedic I	10
EMS 2656	Paramedic I Clinical	2
EMS 2604C	Paramedic II	12
EMS 2657	Paramedic II Clinical	3
EMS 2605C	Paramedic III	3
EMS 2658	Paramedic III Clinical	4
EMS 2659	Paramedic III Field Internship	4

Total: 38

SPECIAL NOTE: Satisfactory completion of the Paramedic Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

Associate in Science Degree: Registered Nursing - RN

72 Credit Hours

NFCC has full approval from the Florida State Board of Nursing to offer the Associate in Science Degree for Registered Nursing. Students are admitted into the program in January of each year. This two year (six semester) program prepares the graduate to make application to take the National Licensure Examination for Registered Nurses (NCLEX-RN). Achievement of a passing score on this exam and licensure by the Florida State Board of Nursing enables the graduate to seek employment as a Registered Nurse in the state of Florida.

Entrance Requirements

Applications for the program are accepted from July 1 through October 1 annually. The Associate Degree in Nursing (ADN) program is a limited access program. Only the most qualified applicants are accepted. In the case where equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students enter into the 72 hour program each January.

Minimum Entrance Requirements

1. Complete and submit to the college admissions office an NFCC application for admission and pay the \$20 non-refundable fee.
2. Submit high school transcripts and transcripts from previously or currently enrolled colleges to the Registrar's office.
3. If previously or currently enrolled at NFCC, be in good academic standing.
4. Basic computer skills are required for program completion.
5. Satisfactory completion of placement test and all college preparatory work.
6. Completion of the following pre-requisite courses by December of the year prior to the anticipated enrollment in January:
 - ENC 1101
 - BSC 2085C *
 - BSC 2086C *
 - STA 2023
 - MCB 2010 *
 - PSY 2012
 - One Humanities, Philosophy, or Religion Course

** Successful course completion is required within five (5) years from the anticipated program admission date. If more than five (5) years has elapsed since a successful course completion the course must be retaken and the student must demonstrate successful course completion prior to admission into to the ADN program.*

7. No more than (1) one failure on any program pre-requisite course.
 - A "D" in any pre-requisite course is not acceptable for admission into the program.
 - A "D" in any co-requisite nursing course after admission into the program prohibits program progression.
 - A "D" in any NUR (nursing) course after admission into the program prohibits program progression.
8. One of the components for application to the program includes completion of the HESI Admission Test. Please see the Nursing Advisor regarding HESI testing.

9. Applicants will be interviewed by a selection committee after all application requirements have been met.
10. Other key components for application to the program include a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
 - Prior to admission in the Nursing and Allied Health Programs at NFCC, the student must have completed a FDLE, Level II security background investigation. The Director of Nursing and Allied Health programs will clear applicants with minor noncriminal offenses or no investigative findings. If an applicant's security background investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case by case basis. Applicants who are not cleared for admission by the program Director or admission review board will be disqualified for entry into any of the Nursing and Allied Health programs. The cost of the security background investigation is the responsibility of the student.
(Reference: Pursuant to Section 456.0635 Florida Statutes)
11. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

NOTE: Students are required to buy designated school uniforms and accessories for classroom and clinical settings.

All interested applicants are required to schedule an appointment with a the nursing faculty advisor.

REGISTERED NURSING COURSES

General Track.....72 Credit Hours

PREREQUISITES			24
SPRING	NUR 1021	Nursing Process I	6
	NUR 1021L	Nursing Process I Clinical Experience	3
SUMMER	NUR 1024C	Focused Clinical Studies	2.5
	NUR 1141C	Pharmacology	1
FALL	NUR 1231	Nursing Process II	6
	NUR 1231L	Nursing Process II Clinical Experience	3
	NUR 1180	Nutrition	3
SPRING	NUR 2236	Nursing Process III	6
	NUR 2236L	Nursing Process III Clinical Experience	3
	DEP 2004	Human Growth and Development	3
SUMMER	NUR 1940C	Focused Clinical Studies II	2.5
FALL	NUR 2241	Nursing Process IV	6
	NUR 2241L	Nursing Process IV Clinical	3
Prerequisites:	24		
Nursing Courses:	48		
TOTAL:	72 Credit Hours		

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The Associate in Applied Science Degree Program is designed to allow the student to immediately pursue a career in the degree area. The A.A.S. degree is not transferable to a four-year institution. However, some general education courses may be transferable at the discretion of the senior college or university. North Florida Community College offers the Associate in Applied Science degree in the following program:

1. Associate in Applied Science Degree in Criminal Justice

NOTE: A.S. and A.A.S. degree programs are subject to change. Please consult with an academic advisor for applicable requirements.



Associate in Applied Science Degree: Criminal Justice Officer Administration

64 Credit Hours

Law Enforcement Track

The goal of this program is to prepare the student for leadership roles in their employment in the field of criminal justice and to enable current employees in these fields to update their education and skills to better prepare themselves for advancement in their respective fields. This is a terminal degree, not automatically transferable to four-year institutions. Successful completion of the Florida Criminal Justice Standards and Training Commission approved basic recruit program in either law enforcement or corrections is a required course for this degree program.

General Education Course Requirements.....18 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	3
Humanities	Any Humanities Course	3
BSC 1050	Man and Environment I	3
SYG 1000	Introduction to Sociology	3
CCJ 1020	Introduction to Criminal Justice	3
TOTAL: 18		

Law Enforcement Required Courses.....34 Credit Hours

IDS 9934	Law Enforcement Certification Exam	34
TOTAL: 34		

Criminal Justice or Social Science Electives.....12 Credit Hours

General Education Courses	18
Law Enforcement Courses	34
Criminal Justice or Social Science Electives	<u>12</u>
Total:	64 Credit Hours

Corrections Track

The goal of this program is to prepare the student for a leadership role in the field of criminal justice and to enable current employees in these fields to update their education and skills to better prepare themselves for advancement in their respective fields. This is a terminal degree, not automatically transferable to four-year institutions. Successful completion of the Florida Criminal Justice Standards and Training Commission approved basic recruit program in either law enforcement or corrections is a required course for this degree program.

General Education Course Requirements.....18 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	3
Humanities	Any Humanities Course	3
BSC 1050	Man and Environment I	3
SYG 1000	Introduction to Sociology	3
CCJ 1020	Introduction to Criminal Justice	3
TOTAL: 18		

Corrections Required Courses.....28 Credit Hours

IDS 9928	Corrections Certification Exam	28
TOTAL: 28		

Criminal Justice or Social Science Electives.....18 Credit Hours

General Education Courses	18
Corrections Courses	28
Criminal Justice or Social Science Electives	18
Total:	64 Credit Hours

CAREER & TECHNICAL EDUCATION



GENERAL INFORMATION....87

PATIENT CARE TECHNICIAN (PCT)....89

PRACTICAL NURSING....91

ADMINISTRATIVE ASSISTANT....93

EARLY CHILDHOOD EDUCATION....95

NETWORKING TECHNOLOGY CERTIFICATIONS....98

PUBLIC SAFETY ACADEMY.....100

EMERGENCY MEDICAL SERVICES....104

CONTINUING WORKFORCE EDUCATION....106

Small College. Big Possibilities.

GENERAL INFORMATION

Purpose

The Career and Technical Education Center of North Florida Community College offers training that prepares students for entry into today's workforce by providing the skills and technical knowledge necessary for successful performance in today's competitive job market. In addition, the Career and Technical Education Center focuses efforts on training that provides skills maintenance, enhancement and professional growth through continuing education to those currently employed. Efforts are also directed to retraining of displaced workers.

The Career and Technical Education Center has one mission – you. We are committed to helping you achieve success by maximizing access to educational opportunities and by being student-oriented. You will find all faculty and staff very willing to assist you in achieving your goals. Career and Technical Education Center programs have varying entry dates. Students should work with the Office of Enrollment Services and with individual program departments to verify program entry dates and regulations.

Students with disabilities are encouraged to work closely with the Office of Student Disability Services and/or with the Career Center counselor. The Office of Student Disability Services can be contacted at (850) 973-1661 (V) or (850) 973-1611 (TTY) or e-mail disabilities@nfcc.edu.

Before Certificates of Completion are awarded to postsecondary Career and Technical education students, students must successfully meet program competency requirements and state requirements for the test of Adult Basic Education (TABE) or other approved tests in the areas of reading, math, and language and program competency requirements.

Approval

NFCC workforce education programs and courses are approved by the Florida Department of Education Division of Workforce Education and are approved for veterans training. All faculty hold the appropriate degree/certification required by the Florida Department of Education and the individual licensing authority. Advisory committees consisting of local employers and practitioners assist the College in various aspects of evaluation and assessment of program quality.

Admissions

Inquiries and pre-enrollment applications are encouraged throughout the year. An "open" enrollment policy is followed in some programs to enable students to enroll at any time during the school year. Career and Technical Programs are approved for enrollment of veterans.

Individual programs have varying entry requirements, so please refer to the specific program listing to determine the requirements for entry. However, all applicants, regardless of program, must:

1. Complete an application for admission to NFCC. The application should be submitted as early as possible before the term in which the applicant plans to enroll. A non-refundable application fee of \$20 is required of all students entering NFCC for the first time except for Continuing Workforce Education.
2. Complete a basic skills examination within the first six (6) weeks after admission into the program, if the program is more than 450 hours in length. It is strongly recommended that the basic skills examination be completed prior to entry to the program. The basic skills examination and the minimum scores required differ from program to program, so please refer to the individual program for the examination and minimum scores required.

Students with scores below the required minimal level of basic skills as measured by the assessment instrument required by the individual program are required to remove the deficiencies through completion of Vocational Preparatory Instructional studies, or some other method of remediation as agreed upon by the Coordinator of Workforce Education, the instructor and the student. An academic improvement letter

may be issued at the time of enrollment for this purpose. This does not apply to students enrolled in the Public Safety Academy programs (please see the Public Safety Academy program for more information).

After a student completes the remediation prescribed for basic skills deficiencies, the student will be retested using an alternative form (if possible) of the same examination used for initial testing. No student will be awarded a Career and Technical Education certificate until the student achieves the minimum level of basic skills required for the program by the Department of Education.

Students who possess an Associate Degree, or higher, or who have met the minimum cut scores on any test listed in Rule 6A-10.0315, F.A.C., may be exempted from the provision of subsection (1) of this rule. The Office of Enrollment Services or designated program administrator must receive an official copy of the degree, transcript, or test score.

High School Students/Dual Enrollment

NFCC is an area vocational school for Madison, Jefferson, and Lafayette Counties. High school students may attend certain designated Career and Technical Education programs, on a space available basis, for workforce instruction that is not available at individual high schools. High school students may be admitted for three hours per day, five days a week, upon approval of their high school principal and the Coordinator of Workforce Education. Some programs have additional requirements for admission. Any special requirements are listed under the specific program.

Program Size

Most daytime Career and Technical Education programs have limited enrollments. Students denied admission to the program of their first choice will be counseled and given the option of enrolling in another for which they seem to have aptitude, provided that program is not already filled.

Financial Assistance

Financial assistance is available for students who qualify. Students who anticipate applying for financial aid should start the process at the same time they apply to the program, otherwise it may be too late to be considered for financial aid for the first semester. There are several types of assistance available. More information is available through the NFCC College Financial Aid Office at (850) 973-1621; Displaced Homemaker Program at (850) 973-1664; or Employment Connections at (850) 973-9675.

Student Progress

Each student must successfully complete the program of study as developed by the Career and Technical Education Department in order to be awarded a certificate of program completion. Progress toward completion is monitored and measured by "occupational completion points" defined by the Florida Department of Education. Completion points for each program area are outlined in the curriculum frameworks developed and published by the Department of Education. The frameworks may be viewed online at <http://www.fldoe.org/workforce/dwdframe/>.

Graduation

Upon successful program completion, the student will be awarded a certificate. The specific requirements for the certificates are given in the descriptions of the individual programs published in this catalog. Upon program completion, students are expected to participate in graduation exercises.

Career Pathways

College level technical courses are available to high school students in the six-county area who plan to pursue a Career and Technical Education certificate or a college degree at NFCC. Students must maintain a B average in class and pass a college-level exit exam with a C or better in order to qualify for credit. Students are urged to see their counselor for more details or call the Career Pathways Coordinator at (850) 973-5022.

ALLIED HEALTH - PATIENT CARE TECHNICIAN (PCT)

600 Clock Hours | 20 Vocational Credit Hours

The Patient Care Technician program is designed to prepare students to begin work at the technical, assistant level in a variety of settings including home health, hospitals, clinics, nursing homes or other long term care facilities under the supervision of a registered nurse.

Following the Health Careers Core, each component or module is completed in sequence through the Patient Care Technician module. Upon successful completion of the first three modules, the student can apply to the Florida Board of Nursing to take the certification exam to become a certified nursing assistant. Upon successful completion of all seven modules, the graduate can apply to take the national certification exam for patient care technician.

Enrollment Requirements

For Fall entry, applications for the program are accepted from March 1 through June 1 annually. For Spring entry, applications for the program are accepted from August 1 through November 1. The Patient Care Technician (PCT) program is a limited access program. Only the most qualified applicants are accepted. In the case where equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students enter into the program in either August for Fall or January for Spring.

Students must:

1. Complete and submit a NFCC application and application fee to the NFCC admissions office.
2. Be at least 18 years of age.
3. Have a high school diploma or G.E.D.
4. Complete and return the Patient Care Technician application package and to the Nursing and Allied Health Student Advisor. Applications are available in the office of Nursing and Allied Health.
5. Complete the Test of Adult Basic Education (TABE) and obtain the following minimal scores (program exit requirement): Reading 10.0, Language 10.0, combined Mathematics 10.0. A \$10 fee is required at the time of testing.
6. Other key components for application to the program include a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
 - Prior to admission in the Nursing and Allied Health Programs at NFCC, the student must have completed a FDLE, Level II security background investigation. The Director of Nursing and Allied Health programs will clear applicants with minor noncriminal offenses or no investigative findings. If an applicant's security background investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case by case basis. Applicants who are not cleared for admission by the program Director or admission review board will be disqualified for entry into any of the Nursing and Allied Health programs. The cost of the security background investigation is the responsibility of the student.

(Reference: Pursuant to Section 456.0635 Florida Statutes)
7. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

Program Courses.....600 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
HSC 0003	Health Careers Core	90
HCP 0121C	Articulated Nursing Assistant	75
HCP 0332C	Advanced Home Health Aide	50
HCP 0020C	Patient Care Assistant	75
HSC 0016C	Allied Health Assistant	150
MEA 0580C	Advanced Allied Health Assistant	100
PRN 0094C	Patient Care Technician	<u>60</u>
Total Clock Hours:		600

The program and course content include, but is not limited to:

- Interpersonal skills
- Medical terminology
- Legal and ethical responsibilities
- Safe and efficient work practices
- Documentation skills
- Basic patient care
- Life span including gerontology
- Nutrition
- Employability skills
- AIDS/HIV - 4 Hour Core

NOTE: Students are required to buy designated school uniforms and accessories for classroom and clinical settings. There is also a supply fee which includes CPR materials, malpractice insurance, time card, and lab supplies.



ALLIED HEALTH - PRACTICAL NURSING

1350 Clock Hours | 45 Vocational Credit Hours

The Practical Nursing Program at NFCC is designed to prepare students to function as members of the health team in the prevention of illness and in the care and rehabilitation of the sick and injured. This program will prepare the graduate to apply to take the National Licensure Examination for Practical Nurses (NCLEX-PN). Achievement of a passing score on this exam and licensure by the Florida State Board of Nursing will enable the graduate to seek employment as a Licensed Practical Nurse in the state of Florida.

The Practical Nursing certificate program is an eleven-month program with program start dates in the fall. Access to the program is competitive and limited. The program includes lecture, laboratory, and clinical components. All students will have clinical rotations at locations designated by the College. The application period for the fall program begins on February 1 and concludes on May 1.

Entrance Requirements

Applications for the program are accepted from February 1 through May 1 annually. The Practical Nursing (PN) program is a limited access program. Only the most qualified applicants are accepted. In the case where equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students enter into the program in August annually.

Enrollment Requirements

Students must:

1. Complete and submit a NFCC application and application fee to the NFCC admissions office.
2. Be at least 18 years of age.
3. Have a high school diploma or GED.
4. Complete and return all required components of the practical nursing application package to the Nursing and Allied Health Student Advisor. (Applications are available in the office of Nursing and Allied Health)
5. Complete the Test of Adult Basic Education (TABE) and have achieved the required minimal scores (program exit requirement): Reading 11, Language 11, and combined Mathematics 11. A \$10 fee is required to be paid at the time of testing.
6. Applicants will be interviewed by a selection committee after all application requirements have been met.
7. Other key components for application to the program include a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
 - Prior to admission in the Nursing and Allied Health Programs at NFCC, the student must have completed a FDLE, Level II security background investigation. The Director of Nursing and Allied Health programs will clear applicants with minor noncriminal offenses or no investigative findings. If an applicant's security background investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case by case basis. Applicants who are not cleared for admission by the program Director or admission review board will be disqualified for entry into any of the Nursing and Allied Health programs. The cost of the security background investigation is the responsibility of the student.

(Reference: Pursuant to Section 456.0635 Florida Statutes)

8. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

Program Courses.....1350 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
HSC 0003	Health Careers Core	90
HCP 0121C	Articulated Nurse Assistant	75
PRN 0063C	Practical Nurse I	335
PRN 0380C	Practical Nurse II	560
PRN 0121C	Practical Nurse III	<u>290</u>
Total Clock Hours:		1350

NOTE: Students are required to buy designated school uniforms and accessories for classroom and clinical settings. There is also a supply fee, which includes CPR materials, malpractice insurance, time card, and lab supplies.



BUSINESS - ADMINISTRATIVE ASSISTANT

1050 Clock Hours | 35 Vocational Credit Hours

The Administrative Assistant Program is designed to prepare students for work as file clerks, office clerks, secretaries, or administrative assistants. The program also provides supplemental training for persons previously or currently employed in any of these occupations. This program can be used to train for immediate employment or as the starting point for continued education.

Students in this program should be advised by the instructor or the program manager before enrolling courses. For additional information call (850) 973-9493.

Enrollment Requirements

Students must:

1. Be at least 16 years of age.
2. Possess a high school diploma or GED -OR- Have the approval of high school principal and the Coordinator of Workforce Education.
3. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and have achieved the required minimal TABE scores of 10.0 in Reading, 10.0 in Math and 10.0 in Language prior to program completion. A \$10 fee is required to be paid at the time of testing. It is strongly recommended that the basic skills examination be completed and the minimal scores achieved prior to entry into the program. Students not having achieved the minimal scores will not be awarded a certificate of course completion.

Program Courses.....1050 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>	<u>Term</u>
OTA 0040C	OCP A BTE Core: Information Technology Assistant	150	Fall
OTA 0041C	OCP B Front Desk Specialist	300	Fall
OTA 0030C	OCP C Assistant Digital Production Designer	150	Spring
OTA 0043C	OCP D Administrative Assistant	<u>450</u>	Spring

Total Clock Hours: 1050

This program does not articulate into any degree program.

Course Content

Throughout the program, students learn broad, transferable skills that are the foundation for success in all business environments. The program stresses understanding and demonstration of the elements of the office support services industry. The coursework is designed to begin training in basic office skills and progress to more complex skill levels.

The course content will include, but not limited to:

- Employability Skills
- Communication
- Business English
- Business Math
- Computing Fundamentals
- Productivity Software
- The Internet for Office Professionals
- Desktop Publishing
- Keyboarding
- Machine Transcription
- Records Management

BUSINESS - RELATED CERTIFICATE PROGRAMS

NFCC is committed to meeting the employment needs of the business community in its six-county service district and surrounding areas. Business-related certificate programs are developed and implemented on an 'on-demand' basis. An applicant pool must reach a specific level prior to program offering. Please contact the Coordinator of Workforce Education or the Dean of Academic Affairs, (850) 973-1603 or erles@nfcc.edu, for program offering information.

EARLY CHILDHOOD PROFESSIONAL CERTIFICATE (ECPC)

600 Clock Hours | 20 Vocational Credit Hours

The Early Childhood Education Program focuses on broad, transferable skills for the Early Childhood industry:

- Planning, management, finance, and technology skills
- Understanding of labor, community, health, safety, and environmental issues
- Developmentally appropriate practices for children (Birth-8 Years)

The Early Childhood Professional Certificate (ECPC) is a 600-hour program with four occupational completion points. Each level consists of classroom instruction and direct work with children. The four levels are:

- Child Care Worker 1 (150 hours): Students who complete this level and pass the required Department of Children and Families (DCF) exams with a score of 70 or better will have completed the DCF 40-hour Mandated Introductory Child Care Training (Part I and II).
- Child Care Worker 2 (150 hours)
- Teacher Aide - Preschool (150 hours)
- Preschool Teacher (150 hours)

Completion of all of four levels of the ECPC program meets the staff credential requirement for the Florida Department of Children and Families. In Florida, this program is equivalent to the National Child Development Associate (CDA).

Students who have an AA degree are encouraged to complete six (6) college credit hours of Early Childhood Education, rather than complete this program.

Enrollment Requirements:

Students must:

1. Be at least 18 years of age.
2. Provide documentation of a high school diploma or GED
3. Complete the NFCC application and pay non-refundable application fee
4. Complete the Test of Adult Basic Education (TABE) with the first six (6) weeks of admission into the program. It is strongly recommend that the basic skills examination be completed prior to entry into the program.

Program Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
HEV 0870	Child Care Worker 1 (OCP A)	5	150
HEV 0871	Child Care Worker 2 (OCP B)	5	150
HEV 0872	Teacher Aide - Preschool (OCP C)	5	150
HEV 0873	Preschool Teacher (OCP D)	<u>5</u>	<u>150</u>
Total Hours:		20	600

ECPC Certificate Requirements:

Students must complete the following requirements BEFORE an Early Childhood Professional Certificate (ECPC) will be awarded:

- Complete the program courses with a grade of "C" or higher.
- Earn TABE scores of 9.0 in Reading, 9.0 in Math, and 9.0 in Language
- Pass the required DCF mandated training competency exams with a score of 70 or higher.
- Complete a DCF approved 5-hour literacy course
- Provide documentation of current certification for Infant/Child CPR and First Aid
- Complete 480 hours of direct work with children in an approved child care setting.
- Documented observation by a qualified observer
- Completion of the Professional Resource File (Portfolio)
- NFCC Application for Graduation

Any requirement not finished by the end of the HEV 0873, must be completed within one year from the course finish date.



Child Care Center Director Program

45 Clock Hours | 1.5 Vocational Credit Hours

The Child Care Center Director Program focuses on broad, transferable skills for the program directors/managers in the Early Childhood industry. Topics include:

- Reflective Management Practices
- Organizational, Fiscal, Personnel, and Facilities Management
- Managing Health and Safety Issues as well as Food Service
- Educational Programming and Family Support
- Marketing and Public Relations
- Assessment and Evaluation
- Leadership and Advocacy

The Child Care Center Director Program is a 45-hour program with one occupational completion point. This class meets the Overview of Child Care Management requirement for the Florida Department of Children and Families (DCF) Director Credential, which is required for directors of licensed child care facilities in Florida.

Enrollment Requirements:

- Provide documentation of a high school diploma or GED
- Complete the NFCC application and pay non-refundable application fee

Program Course:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
HEV 0160	Child Care Program Director (OCP A)	1.5	45

Students who complete this course must also meet all of the Florida Department of Children and Families' Director Credential requirements in order to be certified by the State. The requirements may be found by visiting the DCF Child Care website at www.myflorida.com/childcare and select "Training Information."

NETWORKING TECHNOLOGY CERTIFICATIONS

CompTIA A+

The coursework is developed by the Cisco Learning Institute to educate students in the basic principles of PC upgrade, troubleshooting, and repair. If you have always wondered how computers work or wanted a job working on computers, then this is the certification to obtain. In addition, this is a great place to start your certification journey since most of the skills learned are required in the other certification tracks.

Basics:

- 1 course: CET1171C
- Focuses on the repair and/or upgrade of Personal Computers
- Preps students for careers as PC Support Specialists
- 2 certification exams: 220-301 and 220-302
- Estimated cost for certification: \$600 (books, tuition, fees, exam)

Cisco Certified Network Associate (CCNA)

The coursework is developed by the Cisco Learning Institute to educate students in the basic principles of networking, develop their design and configuration skills, and prepare them for careers in the IT field. The four courses MUST be taken in sequence. CET1600C and 1610C are also offered in a Blended Distance Learning format where most course-work is completed independently and hands-on labs are accomplished on scheduled Saturday meetings.

Basics:

- 4 courses: CET1600C, 1610C, 2615C, & 2620C
- Focuses on the 'hardware' end of networking – design and construction of data networks
- Preps students for careers as Network Engineers or Designers
- 1 certification exam: 640-801
- Estimated cost for certification: \$1000 (books, tuition, fees, exam)

CompTIA Network+

This is an optional certification for students who have successfully completed the CCNA program of study. This certification covers the same general principles of networking but in a vendor-neutral format.

Basics:

- CCNA courses prep for this certification also
- 1 certification exam: N10-002
- Estimated cost for certification: \$200 (exam)

CompTIA HTI +

This is one of the newest certifications aimed at students seeking jobs in the residential construction industry. Coursework developed by the Cisco Learning Institute to educate students in the basic principles of the sub-contracting areas listed below, and give them the skills necessary to integrate these sub-networks into a home equipped to handle the technology of the 21st century.

Basics:

- 1 course: to be announced – contact instructor John Sirmon at (850) 973-9495 for more information.
- Focuses on the construction of integrated networks in homes – telecomm, data, video, audio, security, surveillance, HVAC, and other residential systems
- Preps students for careers as Home Technology Integration Installers
- 2 certification exams: HT0-101 & HT0-102
- Estimated cost for certification: \$750 (books, tuition, fees, exams)

Related Programs of Study

Students also have the option of seeking degrees to complement their IT certifications:

1. Associate in Arts with concentration of electives in Networking Technology courses
 - Recommended for students transferring to 4-year university with unknown major

Public Safety Academy

CRIMINAL JUSTICE:

Corrections and CMS Law Enforcement Post Secondary Adult Vocational Certificate

The Public Safety Academy at NFCC is one of forty one criminal justice training centers approved by the Florida Criminal Justice Standards and Training Commission to train basic recruits in law enforcement, corrections, recertification programs, and continuing workforce education.

Acceptance in the programs is limited to those meeting requirements established by the Florida Criminal Justice Standards and Training Commission, NFCC, the Public Safety Academy, and our Criminal Justice Advisory Board.

Entrance requirements for basic recruit training:

1. Official, sealed, transcript showing high school diploma or GED (This program is not eligible for dual enrollment).
2. United States citizenship.
3. Successful completion of the Florida Basic Abilities Test for the discipline in which the student will be trained.
4. Sponsorship by a law enforcement or corrections agency is required for basic recruit programs. Students may be employed directly or merely sponsored through a background check conducted by agencies in the State of Florida. Sponsorship may not guarantee employment or payment of student fees.
5. Submission of fingerprints to FCIC/NCIC.
6. Good moral character, having no felony convictions or misdemeanor convictions involving perjury, moral turpitude or domestic violence. (Arrests or convictions during training may result in dismissal from the program.)
7. Honorable discharge from military service (if applicant has served in the military).
8. Adequate physical conditioning to fulfill course requirements as evidenced by a physical examination by a physician. (No exceptions are allowed.)
9. Drug screening will be required for entrance into the program. Random drug screens may be conducted throughout the program. (No exceptions are allowed.)
10. All recruits must be exposed to pepper gas. (No exceptions are allowed.)
11. To begin the Academy, students must be 18 years of age. Graduates must be 19 years of age to be certified.

Recruits attending Academy programs must abide by the rules set forth in the Academy Recruit Manual. The manual details attendance, grade, and behavior requirements. Violations of rules may result in disciplinary action up to and including dismissal from the Academy.

Uniforms are required and must be worn as outlined in the Academy Recruit Manual.

For more information, contact Rick Davis at (850) 973-1617 or davisr@nfcc.edu.

Combined CJSTC - Corrections and Law Enforcement Basic Dual Certification

1,019 Clock Hours

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program addressing all tasks required for correctional officers and law enforcement officers. Upon completion, recruits must take the State of Florida Officers Certification for both disciplines in order to be eligible for dual certification.

Required Courses Include:

CJD 0930	Correctional Orientation	CJK 0221	Cross-Over to Law Enforcement Intro. And Legal
CJK 0270	Criminal Justice Legal 1	CJK 0222	Cross-Over to Law Enforcement Communications
CJK 0285	Criminal Justice Legal 2	CJK 0223	Cross-Over to Law Enforcement Human Issues
CKJ 0286	Communications	CJK 0061	Patrol 1
CJK 0100	Interpersonal Skills 1	CJK 0062	Patrol 2
CJK 0101	Interpersonal Skills 2	CJK 0076	Crime Scene Investigations
CJK 0051	Defensive Tactics	CJK 0071	Criminal Investigations
CJK 0040	Firearms	CJK 0082	Traffic Stops
CJK 0031	First Aid	CJK 0083	DUI Traffic Stops
CJK 0480	Emergency Preparedness	CJK 0086	Traffic Crash Investigations
CJK 0280	Criminal Justice Officer	CJK 0020	CMS Law Enforcement Vehicle Operations
	Physical Fitness Training	CJK 0422	Dart Firing Stun Gun
CJK 0102	Correctional Operations	CJK-0212	Cross Over to Law Enforcement CMS High Liability

This program may be eligible for financial aid.

CMS Law Enforcement Recruit Academy

780 Clock Hours

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program addressing tasks required of law enforcement officers. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion academy training and the examination are required for certification.

Required courses include:

CJD 0930	Law Enforcement Orientation	CJK 0082	Traffic Stops
CJK 0007	Introduction to Law Enforcement	CJK 0083	DUI Traffic Stops
CJK 0008	Legal	CJK 0086	Traffic Crash Investigations
CJK 0017	Communications	CJK 0020	CMS Law Enforcement Vehicle Operations
CJK 0011	Human Issues	CJK 0031	CMS First Aid for Criminal Justice Officers
CJK 0061	Patrol I	CJK 0040	CMS Criminal Justice Firearms
CJK 0062	Patrol II	CJK 0051	CMS Criminal Justice Defensive Tactics
CJK 0076	Crime Scene Investigations	CJK 0422	Dart Firing Stun Gun
CJK 0071	Criminal Investigations	CJK 0096	Criminal Justice Officer Physical Fitness Training

This program may be eligible for financial aid.

Corrections Basic Recruit Academy

562 Clock Hours

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program, addressing tasks required of correctional officers. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion of academy training and the examination are required for certification.

Required courses include:

CJD 0930	Corrections Orientation	CJK 0051	CMS Criminal Justice Defensive Tactics
CJK 0270	Criminal Justice Legal 1	CJK 0040	CMS Criminal Justice Firearms
CJK 0285	Criminal Justice Legal 2	CJK 0031	CMS First Aid for Criminal Justice Officers
CJK 0286	Criminal Justice Communications	CJK 0480	Emergency Preparedness
CJK 0100	Interpersonal Skills 1	CJK 0102	Correctional Operations
CJK 0101	Interpersonal Skills 2	CJK 0280	Criminal Justice Officer Physical Fitness Training

Crossover Corrections to CMS Law Enforcement

467 Clock Hours

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program, addressing tasks required of correctional officers who seek law enforcement certification. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion of academy training and the examination are required for certification.

Required Courses Include:

CJD 0930	Corrections/Law Enforcement Crossover Orientation
CJK 0221	Correctional Crossover to Law Enforcement Intro and Legal
CJK 0222	Correctional Crossover to Law Enforcement Communications
CJK 0223	Correctional Crossover to Law Enforcement Human Issues
CJK 0061	Patrol 1
CJK 0062	Patrol 2
CJK 0076	Crime Scene Investigations
CJK 0071	Criminal Investigations
CJK 0082	Traffic Stops
CJK 0083	DUI Traffic Stops
CJK 0086	Traffic Crash Investigations
CJK 0020	CMS Law Enforcement Vehicle Operations
CJK 0422	Dart Firing Stun Gun
CJK 0212	Crossover Correctional to Law Enforcement CMS High Liability

Crossover CMS Law Enforcement to Traditional Corrections

209 Clock Hours

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program, addressing tasks required of law enforcement officers who seek correctional officer certification. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion of academy training and the examination are required for certification.

Required Courses Include:

- CJD 0930 Correctional Orientation
- *CJK 0204 *Law Enforcement Officer Cross-Over to Corrections Intro.
- CJK 0101 Interpersonal Skills 2
- CJK 0480 Emergency Preparedness
- CJK 0102 Correctional Operations

**FDLE/CJSTC may grant course equivalency for CJK-0204 for recruits completing CJK-0270 (Legal), CJK-0285 (Legal 2), and CJK-0100 (Interpersonal Skills 1)*

Supplemental Recertification Review Courses for State Certification Examination

This course is designed for officers who were previously certified in the State of Florida or another state(s), or the military who wish to be certified in Florida. Students entering this training must meet Florida Criminal Justice Standards and Training Commission training assessment requirements for permission to enroll in the course.

Required Courses:

- CJK 0261 Law Enforcement Officer Proficiency Course
- CJK 0262 Correctional Officer Proficiency Course

Continuing Workforce Education: Advanced and Specialized Training

NFCC offers Criminal Justice Standards and Training Commission approved courses for certified officers on a regular basis. Courses for which officers may receive incentive pay as well as specialized classes requested by agencies are provided on a non-fee basis for officers employed within FDLE Region IV Trust Fund which includes all counties within the college service district. Other Florida employed officers are admitted on a space available basis. Agency approval is required for entry in these courses.

Emergency Medical Services

EMERGENCY MEDICAL TECHNICIAN (EMT-BASIC)

11 Credit Hours

This eleven (11) hour college credit program was developed to provide first-phase training in the career structure of the emergency medical technician. In order to be employed with an ambulance service in the State of Florida, a student must be trained and certified through the EMS section of the Department of Health and Rehabilitative Services. Successful completion of this course will enable the student to apply to take the State Registry Examination for EMT.

Enrollment Requirements:

Only students who have completed the total application process will be considered for enrollment in the EMT program. Applicants are notified of placement in the program when all admission criteria have been met.

Required courses include:

<u>Course #</u>	<u>Title</u>
EMS 1119	Emergency Medical Technician I
EMS 1119L	Emergency Medical Tech I Lab
EMS 1411	Emergency Room Clinical Practicum
EMS 1421	Rescue Clinical Practicum

A completed application includes:

1. Completion of NFCC application and payment of the \$20 non-refundable application fee.
2. Completed CPR course for BLS Health Care Providers. A copy of current card should be attached to application.
3. Completed medical clearance forms.
4. Immunization Records.
5. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
6. Documentation of birth date (driver's license or birth certificate).
7. Completion of background check and drug screen.
8. PRIOR TO ADMISSION, scores of 10 are required in English, Math and Reading subtests of the Test of Adult Basic Education (TABE). A \$10 fee is required to be paid at the Business Office on the day of testing. Call the NFCC Testing Center (850) 973-9451 to request a testing date.
9. Attendance at an orientation session.

Students who have satisfactory TABE scores and have successfully completed each course within the EMT program will receive the college credit associated with that course. SPECIAL NOTE: Satisfactory completion of the EMT Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

PARAMEDIC

38 Credit Hours

The Paramedic Program at NFCC was developed to fulfill the requirements to practice, under medical direction, the art and science of out-of-hospital medicine. The goal of the program is to provide the graduate with the knowledge, skill and professional attributes associated with an entry-level paramedic position. Graduates are trained to prevent and reduce mortality and morbidity due to illness or injury. Successful completion of this course will enable the student to apply to take the State Registry Examination for Paramedics.

The certificate program is 11 months in duration and may be articulated into the Associate in Science degree in Emergency Medical Services.

Enrollment Requirements:

Only completed application forms will be considered for enrollment in the Paramedic coursework. Applicants are notified of placement in the program when all admission criteria have been met.

A completed application includes:

1. Completion of the NFCC application and payment of the \$20 non-refundable application fee.
2. Completed medical clearance forms.
3. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
4. Documentation of birth date (driver's license or birth certificate).
5. Completion of background check.
6. Achievement of the minimal score requirements of 104 in reading comprehension, 99 in writing structure and 96 in mathematics on the Post Secondary Readiness Test (PERT). A \$10 fee is required at the time of testing.
7. Florida licensure as an emergency medical technician (or must be eligible to sit for the state licensure exam during the first phase of the paramedic course).
8. Attendance at an orientation session.

Required courses include:

<u>Course #</u>	<u>Title</u>
EMS 2603C	Paramedic I
EMS 2656	Paramedic I Clinical
EMS 2604C	Paramedic II
EMS 2657	Paramedic II Clinical
EMS 2605C	Paramedic III
EMS 2658	Paramedic III Clinical
EMS 2659	Paramedic III Field Internship

SPECIAL NOTE: Satisfactory completion of the Paramedic Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

Continuing Workforce Education

Continuing Workforce Education

Continuing Workforce Education is instruction that does not result in a technical certificate, diploma, Associate in Applied Science, or Associate in Science degree.

Continuing Workforce Education is for:

- Individuals who are required to have training for licensure renewal or certification renewal by a regulatory or credentialing body. Continuing Education Units (CEU's) are awarded to individuals for successful completion of certain approved credit courses, programs, classes and activities for nurses, EMT's and Paramedics, law enforcement and corrections personnel. One CEU is awarded for every ten (10) contact hours of participation. The CEU serves as a unit of measure to give recognition for an individual's participation in approved non-credit activities. CEU's do not convert to semester credit hours.
- New or expanding businesses.
- Business, industry and governmental agencies whose products or services are changing so that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity.
- Individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train or to upgrade employment.

Contact the individual department for specific course information. For more information about Continuing Workforce Education opportunities at NFCC, contact the Dean of Academic Affairs at (850) 973-1603 or erles@nfcc.edu.

Enrollment Requirements

Some courses may have specific admission requirements. Such requirements, if any, will be incorporated in the official announcement of the course offering.

Fees

Fees will be established by the Administration of the College at the time of the course offering.

Program Courses

Examples of customized training include, but are not limited to the following:

- Supervisor Training
- Business Etiquette
- Presentation Skills
- Customer Service
- Communication Skills
- Time Management
- Team Building

Financial Assistance

There is no financial assistance for Center for Workforce Development courses.

ed2go Online Non-Credit Classes

Education to Go (ed2go) Online Non-Credit Classes

This program offers many online non-credit classes for the general public that are available all year in six-week blocks with two lessons per week. All classes are instructor facilitated. The variety of classes changes from term to term and enrollment dates are limited. For course descriptions and enrollment procedures, please refer to the ed2go schedule available online at the NFCC website (www.nfcc.edu) or call (850) 973-9481.

Program Courses

- Art, History, Psychology, & Literature
- Business and Accounting
- Certification Prep
- Child Care & Parenting
- Computer & Programming
- Desktop Publishing & Imaging
- Digital Photography & Digital Video
- Entertainment Industry Careers
- Family & Personal Enrichment
- Grant Writing & Nonprofit Management
- Health Care, Nutrition & Fitness
- Internet
- Languages
- Law and Legal Careers
- Math, Philosophy, & Science
- Personal & Career

Course Descriptions

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for

that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier (SEE CHART BELOW)

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 58 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be

EXAMPLE OF COURSE IDENTIFIER

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course.

transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating non public postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non public control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Courses at Non Regionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non regionally Accredited Institutions" that contains a comprehensive listing of all non public institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. Sharon Erle, Dean of Academic Affairs (850/973-1603) in Building #3, the Walter L. Bishop Administration Building, NFCC campus, Madison, Florida or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

ACCOUNTING

ACG 2021. INTRODUCTION TO FINANCIAL ACCOUNTING: Three Credits, Three Hours. (Fall) This course is a comprehensive course providing students with the basic understanding of underlying principles, theories and concepts guiding the recording and analysis of business transactions, and the preparation and interpretation of the principle financial statements. This course guides

students through the complete accounting cycle for a service and merchandising businesses. There is no prerequisite for this course; however, students should have strong math skills including those in algebra. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

ACG 2071. INTRODUCTION TO MANAGERIAL ACCOUNTING:

Three Credits, Three Hours. (Spring) Introduction to Managerial Accounting's main concentration is to provide the students with a complete understanding of how managers use quantitative and qualitative accounting information for decision making. Students will become knowledgeable of accounting concepts, calculation methods for budgeting and income from operations, and preparing performance evaluations in a manufacturing operation. Prerequisite: ACG 2021. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

ACG 2450. MICROCOMPUTERS IN ACCOUNTING: Three Credits, Three Hours. (Fall) This course applies accounting principles using popular accounting software such as Quickbooks, Peachtree, or Great Plains to prepare and interpret accounting information. This course focuses on small business applications. It is strongly recommended that students complete CGS 1100C or have equivalent skills. Prerequisite: ACG 2021.

AGRICULTURE

AGG 1101. AGRICULTURAL CAREERS: One Credit, One Hour. This course will cover a broad array of careers in agriculture such as forestry, park management, floriculture, grounds maintenance and agricultural sales (equipment & products).

ART

ART 1300C. BASIC DRAWING I: Three Credits, Three Hours. (Fall, Spring) A course involving work in basic freehand drawing.

ART 1301C. BASIC DRAWING II: Three Credits, Three Hours. (Fall, Spring) A continuation of ART 1300C. Prerequisite: ART 1300C, or consent of instructor.

ART 1759C. CERAMICS I: Three Credits, Three Hours. (Fall, Spring) A course involving work in clay. It will provide experience in creating hand-built and wheel-thrown pottery in addition to slip and glaze techniques in pottery decoration.

ART 1751C. CERAMICS II: Three Credits, Three Hours. (Fall, Spring) A continuation of ART 1759C with greater emphasis upon practical application. Prerequisite: ART 1759C.

ART 1930R. SPECIAL TOPICS IN ART: Three Credits, Three Hours. Special topics in art is for students who wish to further explore the field of art. Focus is placed on topical problems, current issues, or emerging trends. This course can be repeated. This course is not automatically transferable.

ART 2201C. BASIC DESIGN

I: Three Credits, Three Hours. (Fall, Spring) A study of form and fundamental design principles in two and three-dimensional media. Studio work and discussion will aid students in understanding cultural bases of design in contemporary society, fine arts professional practice, and teaching.

ART 2202C. BASIC DESIGN

II: Three Credits, Three Hours. (Fall, Spring) A continuation of ART 2201C, with emphasis upon application. Prerequisite: ART 2201C.

ART 2500C. PAINTING COMPOSITION I:

Three Credits, Three Hours. (Fall, Spring) A studio course in two dimensional art, which will include basic painting techniques and fundamentals. This basic course is a catalyst course for professional levels in art media achievement.

ART 2501C. PAINTING

COMPOSITION II: Three Credits, Three Hours. (Fall, Spring) The student may select a painting medium for a study in depth. A continuation of ART 2500C. Prerequisite: ART 2500C.

ASTRONOMY**AST 1002. INTRODUCTION TO ASTRONOMY:**

Three Credits, Three Hours. (Spring) A general introduction to the concepts of modern-day astronomy including classic descriptive astronomy, geocentric to heliocentric models of the universe, light and electromagnetic spectra, optical telescopes, solar system and comparative planetology, formation and evolution of the sun and stars, Milky Way galaxy, cosmology and the expansion of

the universe, and extraterrestrial life. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test. Co-requisite: AST 1002L or instructor approval.

AST 1002L. INTRODUCTION TO ASTRONOMY LAB:

One Credit, Two Hours. (Spring) This course, which consists of outdoor and indoor labs, provides a hands-on introduction to astronomy as an observational science. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test. Co-requisite: AST 1002 or instructor approval.

All Science courses require an additional lab fee.

BIOLOGY

The Biology Department offers a diverse selection of classes. Students must understand which classes will meet the requirements for his/her intended major. Therefore, academic advisement is suggested prior to choosing appropriate courses.

BSC 1005C. INTRODUCTION TO BIOLOGY:

Four Credits, Four Hours - Combined Lecture and Laboratory. (Fall, Spring) An Overview of Biology for non-science majors. Topics include basic chemistry, cell structure and function, basic metabolism, genetics, evolution of biological diversity, and ecology. This course cannot be substituted for BSC 1010C. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

BSC 1010C. PRINCIPLES OF

BIOLOGY I: Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) An exploration of the fundamental principles of living organisms, and a guide to building a basic understanding of morphological and physiological principles of living organisms. Special emphasis is placed on cellular and molecular biology of the cell. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

BSC 1011C. PRINCIPLES OF BIOLOGY II:

Four Credits, Four Hours - Lecture and Laboratory. (Spring) This course is a continuation of BSC 1010C. This course reinforces the main principles of biology through an emphasis on biodiversity. Prokaryotes, protists, fungi, plants and animals are studied within a framework of understanding evolution, structure and function, and ecology. Prerequisite: BSC 1010C with a minimum grade of C.

BSC 1050. MAN AND ENVIRONMENT I:

Three Credits, Three Hours - Lecture. (Fall, Spring) Topics covered include pollution (air, water, pesticide, chemical dumps), overpopulation, ozone destruction, global warming, habitat destruction, loss of rain forests, and endangered species. The biological impact as well as proposed solutions will be addressed. This course includes examples of applied science in the world today. Students who plan to pursue a degree in environmental science should consider BSC 1050 for General Education science credit. Prerequisite: A grade of "C" or better for REA 0017C or

appropriate reading placement score on post secondary readiness test.

BSC 2084C.

ESSENTIALS OF ANATOMY AND PHYSIOLOGY: Four Credits, Four Hours - Lecture and Laboratory. (Fall) This course will build a foundation of essential knowledge and understanding of the human body in anatomy and physiology. This includes providing a framework for discussion, interpreting, and applying relevant medical problems in conjunction with the presentation of normal anatomy and physiology. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

BSC 2085C.

HUMAN ANATOMY AND PHYSIOLOGY I: Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) An exploration of the structure and function of molecules, cells, tissues and organs comprising the human body will be emphasized. Prerequisite: BSC 1010C with a minimum grade of C.

BSC 2086C.

HUMAN ANATOMY AND PHYSIOLOGY II: Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) A continuation of BSC 2085C. The structure and function of the major organ systems of the human body will be described and demonstrated with labs. Topics include: the cardiovascular system, the immune system, the respiratory system, the digestive system, the urinary system, and fluid and electrolyte balance. Prerequisite: BSC 2085C with a minimum grade of C.

All Science courses require an additional lab fee.

BOTANY

BOT 2010C. GENERAL

BOTANY: Four Credits, Four Hours - Lecture and Laboratory including field trips. (Spring) Introduction to plant classification, structure, function and ecology, including medicinal and poisonous plants of North Florida. Prerequisites: A grade of "C" or better in REA 0017C or appropriate reading placement score on post secondary readiness test

All science courses require an additional lab fee.

BUSINESS

BUL 2241.

LEGAL ENVIRONMENT OF BUSINESS: Three Credits, Three Hours. This course is designed to instruct students on the legalities of conducting business, including: the relationship of constitutional law to business; the ethical and social responsibility of a business; dispute resolution procedures; impact on business operations; and laws pertaining to employees.

FIN 1100. PERSONAL

FINANCE: Three Credits, Three Hours. Upon completion of this course students will have a complete understanding of different facets of personal finance. Students will learn how to develop a personal financial plan, manage assets, gain an understanding of how credit works, plan for insurance needs, including life, health and property, manage investments and plan for retirement.

FIN 2000. PRINCIPLES OF FINANCE: Three Credits, Three Hours. To familiarize students with the principles of financial management that guide decision making, introduce financial markets in which funds are traded, and the institutions that participate in the flow of funds. Prerequisite: ACG 2021. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

GEB 1011. INTRODUCTION TO BUSINESS:

Three Credits, Three Hours. This course is designed to give students a broad understanding of business, and the effects of global and domestic economic factors and market factors on business. Students will also gain knowledge on business formation, accounting and human resources in business, business communications, and marketing.

MAN 2021. PRINCIPLES OF MANAGEMENT:

Three Credits, Three Hours. This course is designed to give students an in-depth understanding of management principles and techniques, including organizational planning, leadership, organizing, and controlling. Students will gain knowledge of how to apply theories and concepts learned to real-life situation through the various assignments.

MAR 2011. PRINCIPLES OF MARKETING:

Three Credits, Three Hours. This course is designed to acquaint the student with the changing marketing environment. The course will provide an introduction to the basic marketing concepts including the management approach to functions and institutions including analysis of demand,

product planning, market segmentation, distribution, retailing, wholesaling, advertising, sales promotion, pricing and market research. The course work will develop the role marketing plays in society, as well as in the business firm. As an introductory course, students will be exposed to the "language of marketing" which includes terminology and basic concepts.

OST 2335. BUSINESS COMMUNICATION: Three Credits, Three Hours. This course is designed to develop students' ability to effectively communicate in the business arena. Upon completion of this course, students will become effective business communicators, developing skills in: interpersonal and group communication; electronic communication; message preparation; preparing and presenting reports and presentations; and resume preparation and developing proper interview skills. Prerequisite: CGS 1100C.

SBM 2000. SMALL BUSINESS MANAGEMENT: Three Credits, Three Hours. In this course students will learn how to successfully establish and maintain a small business, including organization, planning and management. Students will also gain knowledge of the different types of businesses.

CHEMISTRY

CHM 1033C. SURVEY OF CHEMISTRY: Four Credits, Four Hours - Lecture and Lab. (Fall, Spring) This course is designed to serve the needs for nursing and allied-health related majors; and is a preparatory/remedial course for students who will need to take higher

level chemistry courses. Topics covered include scientific method; matter and energy; measurement units and conversions; structure of elements, atoms, compounds and the periodic table; mole concept; chemical reactions and equations; functional classes and reactions in organic chemistry; biological compounds structures, properties, biogenesis, metabolism and their roles in life. Prerequisite: A grade of "C" or better in MAT 1033 or suitable mathematics placement test score on post secondary reading test and a grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

CHM 1045. GENERAL CHEMISTRY I: Three Credits, Three Hour - Lecture. (Fall) An introduction to chemical science primarily designed for students majoring in science, engineering and allied fields. Major topics include matter and energy; chemical formulas; equations; and stoichiometry; quantum mechanical model of atomic structure and the periodic table of elements; chemical bonding; periodic properties and chemical classifications. Prerequisite: High school chemistry and/or a grade of "C" or better in CHM 1033C and a grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

CHM 1045L. GENERAL CHEMISTRY LAB: One Credit, One Three Hour Session Per Week. (Fall) Laboratory exercises which stress spectroscopy, gravimetric analysis, titrations, standardizations, filtrations, chemical reactions and the application of the scientific method. Prerequisite or co-requisite: CHM 1045.

CHM 1046. GENERAL CHEMISTRY II: Three Credits, Three Hour - Lecture. (Spring) Sequel course to CHM 1045 which includes the following topics: chemical bonding and molecular structure; gaseous, liquid, and solid states of matter and the kinetic-molecular theory; solutions of acids, bases, and salts; chemical equilibrium, thermodynamics, electrochemistry, and an introduction to qualitative analysis. Prerequisite: A grade of "C" or better in CHM 1045 and co-requisite CHM 1046L.

CHM 1046L. GENERAL CHEMISTRY II LAB: One Credit, One Three Hour Session Per Week. (Spring) Laboratory exercises which stress isomerism, chemical synthesis, freezing point depression, chemical kinetics, equilibrium, acid-base chemistry, electrochemistry and the application of the scientific method. Prerequisite or co-requisite: CHM 1046 and CHM 1045L with a grade of "C" or better.

CHM 2210. ORGANIC CHEMISTRY I: Three Credits, Three Hours - Lecture. (Fall) A study of the compounds of carbon, their properties, preparation, and reactions of alkanes, alkenes, alkynes. A course designed for students majoring in medicine, chemistry, chemical engineering, and allied fields. Prerequisite: A grade of "C" or better in CHM 1045 and 1046.

CHM 2210L. ORGANIC CHEMISTRY I LAB: One Credit, One Three-Hour Session Per Week. (Fall) Experimental topics on separation, purification, chemical and instrumental methods of

organic chemical analysis as are normally carried out in the synthesis of organic compounds and their derivatives. Functional group qualitative analyses using NMR, FTIR, and UV-VIS spectroscopy is included. Prerequisite or co-requisite: CHM 2210.

CHM 2211. ORGANIC

CHEMISTRY II: Three Credits, Three Hour - Lecture. (Spring) A continuation of CHM 2210 which covers aromatic compounds, spectroscopy, organometallic compounds, alcohols, ethers, aldehydes, ketones, enols, esters, amines, carbohydrates, lipids, and proteins. Prerequisite: A grade of "C" or better in CHM 2210.

CHM 2211L. ORGANIC

CHEMISTRY II LAB: One Credit, One Three Hour Session per Week. (Spring) Continuation of CHM 2210L with a focus on multi-step syntheses reactions encompassing oxidations, aromatic substitution and eliminations, aldehydes and ketones, acids, esters, amines, SN1 and SN2. Prerequisite: CHM 2210 and CHM 2210L and co-requisite of 2211.

All science courses require and additional lab fee.

COLLEGE PREPARATORY

ENC 0015C. FUNDAMENTALS OF WRITING I:

College Preparatory. Zero Credit, Four Hours. (Fall, Spring.) This course is designed to provide a review of grammar skills and an introduction to paragraph writing. Emphasis is placed on sentence structure, word usage and form, capitalization and punctuation. Further emphasis is placed on the construction of well-organized paragraphs. Successful completion of ENC

0015C requires students to pass this course with a final average of 70% ("C") or higher. Placement is determined by an appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

ENC 0025C. FUNDAMENTALS OF WRITING II:

College Preparatory. Zero Credit, Four Hours. (Fall, Spring, Summer) This course is designed to improve upon the language usage and mechanical skills learned in Fundamentals of Writing I, with emphasis placed on the construction of well-written sentences, paragraphs, and essays. Successful completion of this course requires students to pass the grammar and writing portions of the Florida College Basic Skills Exit Test with a 70% or higher. Prerequisite: A grade of "C" or better in ENC 0015C or the appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

MAT 0018C.

PRE-ALGEBRA: College Preparatory. Zero Credit, Four Hours. (Fall, Spring) This course is for students who need to improve basic arithmetic skills as well as be introduced to some algebra concepts necessary for success in MAT 0028C, Introductory Algebra. It provides instruction and practice in computation with whole numbers, fractions, decimals, ratio and proportion, operation with integers, and percents. Algebra topics include solving linear equations and how to define and evaluate

simple algebraic expressions. Successful completion of MAT0018C requires to pass course with a final average of 70% ("C") or higher. Placement is determined by an appropriate score on a post secondary readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

MAT 0028C.

INTRODUCTORY ALGEBRA:

College Preparatory. Zero Credit, Four Hours. (Fall, Spring, Summer) This course is designed to assist students in developing skills for college-level mathematics work. It provides instruction and practice in language and terminology of algebra; operations on signed numbers; simple linear equations and inequalities in one variable; operations on polynomials, including beginning techniques of factoring; integer exponents; a brief introduction to radicals; rational expressions; introduction to graphing; and applications. Successful completion of this course requires students to pass the math portion of the Florida College Basic Skills Exit Test with a 70% or higher. Prerequisite: A grade of "C" or better in MAT 0018C or the appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

REA 0007C. FUNDAMENTALS OF READING I:

College Preparatory. Zero Credit, Four Hours. (Fall, Spring) This course is designed to teach basic reading skills, vocabulary, critical reading and comprehension skills. Specific skills such as finding main ideas and identifying supporting details

are key essentials of course. Successful completion of REA 0007C requires students to pass this course with a final average of 70% ("C") or higher. Placement is determined by an appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

REA 0017C.

FUNDAMENTALS OF READING II:

College Preparatory, Zero Credit, Four Hours. (Fall, Spring, Summer) Course assists students in improving reading and higher order comprehension skills. Students will practice essential skills such as find the main idea, identifying supporting details, detecting inference, improving overall comprehension understanding purposes for writing, identifying an audience and practice in vocabulary. Students will be engaged in higher order thinking and comprehending. Successful completion of this course requires students to pass the reading portion of the Florida College Basic Skills Exit Test with a 70% or higher and passing grade in REA 0017C. Prerequisite: A grade of "C" or better in REA 0007C or the appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

COMPUTER SCIENCE/ NETWORKING

CET 1171C. IT ESSENTIALS:

Three Credits, Four Hours. (Fall and Spring) Upon completion of this course the student will have a basic understanding of

the function and operation of the major interior computer components and peripheral devices used with or connected to personal computer systems.

CET 1600C.

CISCO NETWORKING

FUNDAMENTALS: (Cisco Networking Academy) Three Credits, Four Hours. (Fall) This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers the OSI Model and industry standards; network topologies; IP addressing, including subnet masks; and basic network design. This is the first of a four-part series designed to prepare students for the Cisco Certified Networking Associate Exam.

CET 1610C. CISCO NETWORKING ACADEMY - ROUTER TECHNOLOGY:

Three Credits, Four Hours. (Fall) This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers the beginning router configurations; routed and routing protocols; and an introduction to LAN switching. This is the second of a four-part series designed to prepare students for the Cisco Certified Networking Associate Exam. Prerequisite: CET 1600C.

CET 2615C. CISCO NETWORKING ACADEMY - ADVANCED ROUTER

TECHNOLOGY: Three Credits, Four hours. (Spring) This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers the advanced router configurations; LAN switching; network management; and

advanced network design. This is the third of a four-part series designed to prepare students for the Cisco Certified Networking Associate Exam. Prerequisite: CET 1610C.

CET 2620C. CISCO WIDE AREA NETWORK ROUTING:

Three Credits, Four Hours. (Spring) This course is designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. The course covers the advanced network design projects and advanced network management projects. This is the fourth of a four-part series designed to prepare students for the Cisco Certified Networking Associate design Exam. Prerequisite: CET 2615C.

CGS 1030C. BEGINNING COMPUTERS:

One Credit, One Hour. (Fall and Spring) This course is designed for the absolute beginning computer user who may have no previous computer experience up to the computer user who has no experience with using personal computers as a college level student. In addition to learning the basics of how computers operate, students will gain experience with using an operating system, using e-mail for communication, using an online course management system, and effectively using the internet for research and organization of their studies.

CGS 1100C. COMPUTER APPLICATIONS I:

Three credits, Three Hours. (Fall, Spring and Summer) This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating

system and/or user interface. Emphasis is on practical exercises using word processing, spreadsheets, presentations, and databases.

CGS 1520. MULTIMEDIA PROGRAMMING: Three Credits, Three Hours. This course will provide students with the skills needed to produce useful and dynamic classroom presentations and educational courseware. An extensive hands-on approach using an authoring language, presentation software, and multimedia (use of text, sound, still images, animation, and video) will enable students to develop effective multimedia presentations and courseware. Prerequisite: CGS 1100C or consent of instructor.

CGS 1930C. COMPUTER SCIENCE SPECIAL TOPICS: One Credit, One Hour. Courses centering around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Levels may vary within an institution. This course is repeatable, but not automatically transferable. Prerequisite: CGS 1100C or instructor consent.

CGS 2571C. COMPUTER APPLICATIONS II: Three Credits, Three Hours. (Fall, Spring, Summer) This course is designed to teach students advanced techniques using some of the more popular commercially available productivity software, emphasizing advanced features through exercises using word processors, spreadsheets, presentations and databases. Prerequisite: CGS 1100C Computer Applications I.

CIS 2252. COMPUTER ETHICS: Three Credits, Three Hours. The course examines theory and practice of computer and information ethics - particularly to study the basis for ethical decision-making and the methodology for reaching ethical decisions concerning computing and informational technology matters. Prerequisite: CGS 1100C.

All computer courses require an additional lab fee.

EARLY CHILDHOOD EDUCATION

CHD 2220. CHILD GROWTH AND DEVELOPMENT: Three Credits, Three Hours. (Spring, Summer) The course provides an overview of physical, social-emotional, language and communication, and cognitive growth and development of children prenatal until age eight. Topics include theories of growth and development, environmental influences, family and culture.

EDG 1940. FIELD EXPERIENCE: Three Credits, Three Hours. This course provides field placement in educational settings that reflects student's career goals and area of specialization. Students are guided by NFCC instructors and professional mentors to create, reflect upon, and refine a set of goals and principles that will guide them into their educational career.

EEC 1310. EFFECTIVE CLASSROOM MANAGEMENT: GUIDANCE AND DISCIPLINE: Three Credits, Three Hours. (Fall) This course is designed to help early childhood education educators in establishing

positive classroom environments and programs. The course emphasizes guidance and discipline techniques to create a positive learning environment, setting limits, appropriate behaviors. This course also examines the role of families in creating an effective early childhood program, including communication techniques.

EEC 1407. PHYSICAL, SOCIAL, AND EMOTIONAL HEALTH FOR YOUNG CHILDREN: Three Credits, Three Hours. (Spring) This methods class explores the physical, social, and emotional health for children birth through age eight. Topics include fine and gross motor development, pro-social skills, self-concept, self-control, self-esteem, play, relationships, temperament, physical well-being, mental health, and environmental influences. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD2220.

EEC 1601. OBSERVING AND RECORDING: Three Credits, Three Hours. (Fall, Spring) This class studies a variety of tools used for observing and recording children's behavior in an objective, anti-bias manner. Students will learn best practices for conducting observations, techniques for sharing results, strategies for analyzing results to develop and implement educational plans, and suggestions for how to work with professionals to provide the best services for children birth through age eight. Course includes an examination of both formal and informal screening instruments. Prerequisite: CHD2220.

EEC 2011. EARLY CHILDHOOD EDUCATOR PROFESSIONALISM: Two Credits, Two Hours. (Fall, Spring) The course introduces the early child professional to the importance of professional development for themselves and the families they serve. The course emphasizes the child-family-teacher relationship to provide the best learning environment for children, incorporating techniques for working with families, and identifying community resources available for assistance.

EEC 2218. LANGUAGE AND LITERACY FOR YOUNG CHILDREN: Three Credits, Three Hours. (Fall) This methods class includes techniques for promoting language and literacy development of children birth through age eight by incorporating the principles of child growth and development. Topics include phonemic awareness, fluency, vocabulary, comprehension, reading/writing process, language acquisition, environmental print, storytelling, and children's literature. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD2220.

EEC 2226. MATH, SCIENCE, AND TECHNOLOGY FOR YOUNG CHILDREN: Three Credits, Three Hours. (Spring) This methods class provides students with the knowledge of developmentally appropriate science and math concepts for children birth through age eight and techniques for incorporating them throughout the curriculum. Topics include one-to-one correspondence,

number concept, sorting, patterns, measuring, estimating, scientific process, observing, predicting, problem-solving, and appropriate use of technology in the classroom. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD2220.

EEC 2240. SOCIAL STUDIES AND CREATIVE EXPRESSION FOR YOUNG CHILDREN: Three Credits, Three Hours. (Spring) This methods class provides students with the knowledge of developmentally appropriate social studies and creative expression concepts for children birth through age eight and techniques for incorporating them throughout the curriculum. Topics include culture, time, people, places, individual and global identify, sense of community, dramatic play, music, art, and creative movement. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD2220.

EEC 2521. CHILD CARE MANAGEMENT: Three Credits, Three Hours. (Fall, Spring) The course provides an overview of the core competencies required of current and potential child care program directors managing early childhood programs. Topics include budgeting, legal issues, personnel, working with families and community partners, food service, health issues, and program safety management. This course fulfills the Overview of Child Care Management

course requirement for the Florida Department of Children and Families Child Care Director Credential.

EEC 2734. HEALTH, SAFETY, AND NUTRITION: Three Credits, Three Hours. (Spring) This course provides an overview of health, safety, and nutrition issues related to early childhood programs. Students will learn how to implement policies and procedures to ensure safe and healthy learning environments are available for children. Topics include proper emergency preparedness procedures, recognition and prevention of childhood diseases, child abuse and neglect, and USDA recommendations for food service and management.

EEX 1010. INTRO TO EXCEPTIONAL CHILD EDUCATION: Three Credits, Three Hours. (Fall, Spring) This course is designed to provide an orientation to exceptional child education. Emphasis will be placed on appropriate needs, placement, and resources for exceptional children with a focus on designing programs that enable all children to become active participants in the learning process.

HEV 0160. CHILD CARE PROGRAM DIRECTOR: The Child Care Center Director Program focuses on broad, transferable skills for the program directors/managers in the Early Childhood industry. Topics include: Reflective Management Practices; Organizational, Fiscal, Personnel, and Facilities Management; Managing Health and Safety Issues as well as Food Service; Educational Programming and Family

Support; Marketing and Public Relations; Assessment and Evaluation; Leadership and Advocacy. This class meets the Overview of Child Care Management requirement for the Florida Department of Children and Families (DCF) Director Credential, which is required for directors of licensed child care facilities in Florida.

HEV 0870. CHILD CARE WORKER 1: 150 clock hours. This course covers the competencies for the Department of Children and Families and general competencies for initial employment. Students will acquire competency in state rules and regulations that govern child care; child abuse and neglect; establishing and maintaining a safe, healthy learning environment; food service and nutrition; principles of child development, both typical and atypical; developmentally appropriate practices for programs serving children from birth to age twelve; communication skills relating to child care; observation and recording methods; and appropriate methods of guidance. Special fees apply.

HEV 0871. CHILD CARE WORKER 2: 150 clock hours. This course allows a student to become well versed in the child care industry. The course provides an overview of early childhood career options and responsibilities. The course provides instruction in professionalism; knowledge of community needs and resources; interpersonal relationships skills; roles of the child care center staff; observation and recording methods; leadership and organizational

skills; intercommunication with families; and positive communication techniques. This course includes supervised direct field experience, which enables the student to put into practice the concepts learned in the classroom. Special fees apply. Prerequisite: HEV 0870

HEV 0872. TEACHER AIDE (PRESCHOOL): 150 clock hours. This course will support the acquisition of knowledge and skills necessary to implement a supportive, developmentally appropriate, safe, family focus group care environment for children birth to age three. Included will be instruction in health, safety and nutrition of infants and toddlers; theories of child development; basic curriculum development; sensory integration and physical development activities of infants and toddlers; developmentally appropriate physical activities for preschool children. This course includes supervised direct field experience, which enables the student to put into practice the concepts learned in the classroom. Special fees apply. Prerequisite: HEV 0871.

HEV 0873. PRESCHOOL TEACHER: 150 clock hours. This course will enable the student to acquire the professional development and leadership skills necessary to effectively motivate children and to interact professionally with children, parents, and staff; demonstrate activities that are anti-bias, nonviolent and from a multicultural perspective; demonstrate the ability to provide for inclusion of special needs children; demonstrate mentoring skills for team building and collaboration; demonstrate currency in trends and issues in early childhood education. This course

includes supervised direct field experience, which enables the student to put into practice the concepts learned in the classroom. Special fees apply. Prerequisite: HEV 0872. Special fees apply.

ECONOMICS

ECO 2013.

MACROECONOMICS: Three Credits, Three Hours. This course is a study of the effects of fiscal and monetary policy on the economy. Specific areas covered are national income accounting, money and banking, inflation, unemployment, stabilization, and supply side economics. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

ECO 2023.

MICROECONOMICS:

Three Credits, Three Hours. A survey of selected individual components of the economic structure. Major emphasis is placed on how these components function and their performances in the U.S. economy. Areas studied include supply and demand, elasticity, production and costs, factor prices, comparative economic systems, and micro problems of modern society. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

EDUCATION

EDF 2005. INTRODUCTION TO THE TEACHING

PROFESSION: Three Credits, Three Hours. (Fall, Spring, Summer) This is a survey course including historical, sociological and philosophical foundations of education, governance and finance of

education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida educator accomplished practices, sunshine state standards, and the professional educator competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or internet.

EDF 2085. INTRODUCTION TO DIVERSITY FOR EDUCATORS:

Three Credits, Three Hours. (Fall, Spring, Summer) Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida educator accomplished practices, sunshine state standards, and the professional educator competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or internet.

EME 2040. INTRODUCTION TO TECHNOLOGY FOR EDUCATORS:

Three Credits, Three Hours. (Fall, Spring, Summer) Application of instructional design principles for the use of technology to enhance the quality of

teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards. Prerequisite: CGS 1100C.

EMERGENCY MEDICAL TECHNICIAN

EMS 1119. EMERGENCY MEDICAL TECHNICIAN:

Six Credits, Six Hours. (Fall, Spring) This course is designed to prepare a person for employment as an emergency medical technician or to provide supplemental training for a person previously or currently employed in the health occupations field. Co-requisites: EMS 1119L, EMS 1411 & EMS 1421.

EMS 1119L. EMERGENCY MEDICAL TECHNICIAN LAB:

Three Credits. (Fall, Spring) This course provides the student with supervised instruction and practical application of those skills practiced by the EMT in the job environment. Co-requisites: EMS 1119, EMS 1411 & EMS 1421.

EMS 1411. EMERGENCY

ROOM: One Credit. (Fall, Spring) This clinical course enables the student to perform basic patient care and participate as a team member in an actual emergency room. Co-requisites: EMS 1119, EMS 1119L and EMS 1421.

EMS 1421. RESCUE

CLINICAL: One Credit. (Fall, Spring) This clinical course enables the student to perform basic patient care and participate as a team member on an actual emergency ambulance. Co-requisites: EMS 1119, EMS 1119L and EMS 1411.

ENGLISH

CRW 2001. INTRODUCTION TO CREATIVE WRITING:

Three Credits, Three Hours. This course introduces students to fiction and poetry, with the help of assigned readings, revised drafts, and writing exercises. Students will learn to read as writers and apply a number of fiction and poetry techniques to their own creative work and publication. The class is meant to encourage constructive criticism, challenge commonly held assumptions about fiction and poetry, and sharpen creative writing skills. Prerequisites: ENC 1101.

ENC 1101. FRESHMAN

ENGLISH I: Three Credits, Three Hours. (Fall, Spring, Summer) Freshman English I A college credit composition course in which the student composes expository writing in various modes. Research methods and library skills are introduced and a documented paper is required. Prerequisite: A grade of "C" or better in ENC 0025C or satisfactory placement scores and a grade

of "C" or better in REA 0017C or satisfactory placement scores.

ENC 1102. FRESHMAN

ENGLISH II: Three Credits, Three Hours. (Fall, Spring, Summer) Freshman English II A college credit composition course in which the student composes expository writing in various modes and is exposed to various literary genres and their characteristics. Freshman English II requires the study of short fiction, poetry and drama, a continuation of the writing of expository prose, and the development of effective research techniques culminating in the writing of a formal research paper. Prerequisite: ENC 1101.

ENC 1130. SPECIAL TOPICS IN FRESHMAN

COMPOSITION: Three Credits, Three Hours. (Fall, Spring, Summer) This course includes practice in writing short essays, locating and using college level sources, and it encompasses a comprehensive review of grammar, mechanics, style, and MLA format. Placement in this elective course is determined by 1) successful completion of ENC 0025C, or 2) by a writing score on the PERT of 99 or above. This course is strongly recommended for students who need advanced practice in academic writing following successful completion of Fundamentals of Writing II, ENC 0025C. Students who have successfully completed ENC 1101 may not enroll without permission from the instructor or the Dean of Academic Affairs.

FIRE FIGHTER

FFP 0010.

FIRE FIGHTER I: 206 Clock Hours. Prepares students for certification as a Firefighter

I. Upon completion of the course and a written state certification examination, the student will receive a certificate of compliance from the State Fire Marshall's Bureau of Fire Standards and Training as a Firefighter I.

FRENCH

FRE 1120. ELEMENTARY

FRENCH I: Four Credits, Four Hours. (Fall) For the beginning student in French: a foundation in the language and civilization, stressing an oral-aural approach. The course is open to students with no language background and to those with less than one year of high school French whose language placement test indicates a need for further foundation work.

FRE 1121. ELEMENTARY

FRENCH II: Four Credits, Four Hours. (Spring) A continuation of FRE 1120. Prerequisite: FRE 1120 or equivalent, or consent of the instructor based on language placement scores.

FRE 2200. INTERMEDIATE

FRENCH I: Three Credits, Three Hours. (Fall) Designed to develop a facility for reading and oral discussion. A thorough review of French grammar and an introduction to French culture and literature are included. Prerequisite: FRE 1121 or equivalent, or consent of instructor based on language placement test scores for those with two or more years of high school French.

FRE 2201. INTERMEDIATE

FRENCH II: Three Credits, Three Hours. (Spring) A continuation of FRE 2200, with an emphasis on the introduction to literature. The course is designed to deepen the student's knowledge of

French and improve his/her fluency and writing. By the end of the semester the student should also have an awareness of the most important literary movements in France and have a familiarity with a few select works studied in class. Prerequisite: FRE 2200 or consent of the instructor.

GRAPHIC ARTS

GRA 1213. BASIC ELECTRONIC IMAGING:

One Credit, One Hour. Utilizing industry standards in Electronic Imaging Software, this course will include instruction in the basics of image editing including the fundamentals of how to use the software to acquire and enhance original images. Image enhancements in this basics course will include resizing images, modifying color and contrast, and applying filters and special effects to digital images. Students should have basic computer knowledge prior to beginning this class.

GRA 1952. PORTFOLIO

REVIEW: One credit, One hour. Students at the end of their degree work will compile past coursework, self assess, and update the materials, and then prepare a portfolio of their work which can be used for job searches or to further their education. This capstone course will also include instruction in the job search process will include researching careers fields, preparing an application including a resume and cover letter, and job interviewing techniques.

GRA 2117C. COMPUTER ASSISTED GRAPHIC

DESIGN: Three Credits. Three Hours. Utilizing the industry standard software for the production of digital graphics,

this course will involve the creation of original artwork, drawings, and illustrations. Specifically, computer software will be used to select, create, and transform objects to create both raster and vector based graphics and to add a variety of text and special effects. The graphics created can be used for both on the web and in print documents.

GRA 2121C. PUBLICATION DESIGN: Three Credits, Three Hours. Utilizing the industry standard in publication design software, this course will include instruction on how to create professional looking publications which effectively integrate images, illustrations, text type and other visual elements. The layout and design process will result in pages that can be used in single or multi page publications such as magazines, newspaper, catalogs, newsletter, books or annual reports which potentially can be placed on the web or printed using spot, process color separations for professional printing.

GRA 2131C. ELECTRONIC IMAGING: Three Credits, Three Hours. Utilizing industry standards in Electronic Imaging Software, this course will include instruction in creating a variety of image types including enhancement of original images and compilations of existing images and other graphic elements to create digital media/multimedia project suitable for printing, presentations or for use on the web. Basic design principles will be applied from concept to finished product. Students should have basic computer knowledge prior to beginning class.

GRA 2140C. INTERACTIVE MEDIA: Three Credits, Three Hours. Utilizing the industry standard in computer animation software and digital graphic production software, this course will include instruction on how to create a highly interactive computer animation which include student created original vector based graphics. Students will use a service learning approach to design and develop a short tutorial to be used on campus to enhance student learning in a variety of subject matter. Specifically students will learn how to add and manipulate text, images, audio, and video in their animated digital media/multimedia project including developing a user-friendly navigation structure for non-linear environments. With the instructor's assistance and supervision, the student will design and manage the entire project from conception and design to publishing the tutorial to a website. Prerequisites: GRA 2144C, GRA 2160C and GRA 2117C

GRA 2143C. ADVANCED WEB DESIGN: Three Credits, Three Hours. Utilizing the industry standard in web development software, this course will include advanced instruction in creating web content with a focus on the practical application of skills learned in GRA 2144C Fundamentals of Web Design. Using a service-learning approach, students will work with a local organization as a client to create web content including developing client specific design, navigational structure, multimedia and other content. With the instructor's assistance and supervision, the student will design and manage the entire project from conception and design

to publishing the live website to the client's choice of server. Prerequisite GRA 2144C. Co-requisite ART 2201C.

GRA 2144C. FUNDAMENTALS OF WEB DESIGN: Three Credits, Three Hours. Utilizing industry standards in web development software, this course will include instruction in creating web content including assessing the needs of the end user; designing a non-linear navigational structure and page layouts; incorporating other forms of media; setting styles and behaviors; and publishing to a web server. Examples of good design will be used from concept to finished product. Students should have basic computer knowledge prior to beginning this class.

GRA 2160C. COMPUTER ANIMATION: Three Credits, Three Hours. Utilizing the industry standard in computer animation software, this course will include instruction on how to create animations including graphics, short movies, and dynamic web content. Specifically, students will learn how to add and manipulate text, images, audio and video in their animated digital media/multimedia project. Students will also learn how to control animation using basic action scripting to create interactivity and how to publish that animation in a variety of formats.

GRA 2207C. ADVANCED ELECTRONIC IMAGING: Three Credits, Three Hours. Utilizing the industry standard in electronic imaging software, this course will include advanced instruction in electronic image editing and optimizing with a focus on the practical

application of skills learned in GRA 2131C Electronic Imaging. Using a service-learning approach, students will work with local organizations as clients to create a professional level digital image portfolio. With the instructor's assistance and supervision, the student will design and manage the entire project from conception and design to presenting the printed display of the images at a student art showcase on campus. Prerequisite: GRA 2131C. Co-requisite ART 2201C and PGY 2401.

HEALTH

HCP 0105L. Articulated Nursing Assistant Clinical Skills Practicum: This clinical course provides the student wanting to articulate into the Patient Care Assistant Program from secondary Health Academies the opportunity to demonstrate knowledge and skills necessary to safely care for patients in a long term care facility. Satisfactory completion of this course and Florida certification as a Certified Nurse Assistant will award the student who is entering the Patient Care Technician program credit for HSC 0003 (Basic Healthcare Worker) and HCP 0121 (Articulated Nursing Assistant): Prerequisites: HCP 0003 (Health Core), Department Permission Co-requisite: Associated Clinical activities/experiences.

HCP 0106L Nurse Aide/ Orderly Clinical Skills Practicum: (8 hour simulated laboratory experience). This clinical lab course is designed to assist the interested student in their preparation for the skills portion of the Florida certified nursing assistant test. Supervised skills practice and

performance will take place in a simulated laboratory directed and supervised by a registered nurse educator. Content includes review, demonstration, supervised practice and clinical evaluation of those skills identified on the Florida Nursing Assistant Certification Exam. Prerequisites: Department Permission.

HSC 1100. PERSONAL HEALTH: Three Credits, Three Hours. (Fall, Spring) A study of personality theories, mental health, stress management, drug use and abuse, human sexuality, cardiovascular health, nutrition, physical fitness, sexually transmitted diseases, and other infectious diseases, aging, death and dying.

HSC 1531. MEDICAL TERMINOLOGY FOR ALLIED HEALTH: Three Credits, Three Hours. (Fall, Summer) Designed to teach allied health majors the recognition and application of basic medical terminology. The course consists of sixteen units, each covering a specific body system. In each unit the student will be presented basic word parts from which he/she will be able to build and recognize thousands of medical terms. Each unit builds on word parts mastered in previous units. See the Allied Health coordinator to arrange to take the course.

HISTORY

AMH 1070. HISTORY OF FLORIDA: Three Credits, Three Hours. (Fall) A survey of the development of Florida from the discovery, exploration, and colonization to the present. The course includes a study of Florida's Spanish heritage, its territorial days, the period of the Civil War and Reconstruction and an evaluation of modern

Florida's industrial and urban characteristics. Prerequisite: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

AMH 2010. AMERICAN HISTORY I: Three Credits, Three Hours. (Fall, Spring, Summer) A political, social, economic, intellectual, and cultural survey of American History from the Pre-Columbian Indians and the Age of European Exploration to the end of the Civil War. Prerequisite: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

AMH 2020. AMERICAN HISTORY II: Three Credits, Three Hours. (Fall, Spring, Summer) A political, social, economic, intellectual, and cultural survey of American History from the Reconstruction Period and the present day. Prerequisite: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

AMH 2091. AFRICAN-AMERICAN HISTORY AND CULTURE: Three Credits, Three Hours. (Spring) A survey course covering African-American history from the early American colonial period to the present. The course will describe the contributions of African-Americans to American life and the role of African-Americans in the economic, political, military, social and cultural history of the United States. Prerequisite: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

AMH 2097. RACE, NATIONALITY, AND ETHNICITY IN U.S.

HISTORY: Three Credits, Three Hours. (On Demand) This course will provide the reference needed to develop an appreciation for the ways in which the dual concepts of race and ethnicity have influenced the scope of American History. Prerequisite: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

HIS 1930. SPECIAL TOPICS IN HISTORY:

Three Credits, Three Hours. This course will survey special topics in history. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

WOH 1012. WORLD HISTORY I TO 1600:

Three Credits, Three Hours. (Fall, Spring, Summer) This course provides a broad global perspective of World History from prehistoric times through the age of discovery – (1600 A.D.). As it considers all geographic areas and civilizations, it identifies and explores the links among civilizations that produce a multi-centered World History. It will survey the major political, economic, cultural and intellectual movements that have shaped the development of our world. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

WOH 1022. WORLD HISTORY II SINCE 1600:

Three Credits, Three Hours. (Fall, Spring, Summer) This

course provides a broad global perspective of World History from the scientific revolution through the modern age of terror and international interrelationships. As it considers all geographic areas and civilizations, it identifies and explores the links among civilizations that produce multi-centered World History. It will survey the major political, economic, cultural and intellectual movements that have shaped the development of our world. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

WOH 2040. WORLD HISTORY IN THE TWENTIETH CENTURY:

Three Credits, Three Hours. (Fall and Spring) This course will begin with European Imperialism and World War I. It will examine the important political, military, economic, intellectual, social, and cultural developments in the world during the last century. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

HORTICULTURE**HOS 1010. SUSTAINABLE HORTICULTURE:**

Three Credits, Three Hours. This course provides an orientation and practical overview of environmental horticulture with an emphasis on sustainable growing methods for all types of plant material. Woody landscape plants and trees, dooryard fruit and nut trees, and vegetable culture practices will be included. Organic systems for crop production and integrated

pest management will be covered from the perspective of sustainable horticulture.

HUMANITIES**ARH 2000. HUMANITIES ART:**

Three Credits, Three Hours. (Fall, Spring) A study of the major achievements of Western civilization in graphic, plastic, and building arts. The course is designed to familiarize the student with his/her artistic heritage and to foster an awareness of widely differing art forms as expressions of the societies, which produced them. Prerequisites: ENC 1101.

HUM 1931R. SPECIAL TOPICS IN HUMANITIES:

Provides intensive reading in particular concept, topic, or genre of interdisciplinary arts and/or humanities appeal. Topics might include the History of Hispanic Music, Historical links between Literature and Ballet or between art and politics. This course may be repeated for credit only with a change of topic. Prerequisite: ENC 1101.

HUM 2210. GENERAL HUMANITIES I; HUMANITIES FROM PREHISTORIC TO RENAISSANCE:

Three Credits, Three Hours. Provides an overview of important art, music, literature and ideas from the earliest Western foundations into the 14th century, emphasizing the interrelationships of ideas and structures present in the various creative forms. Prerequisites: ENC 1101.

HUM 2230. GENERAL HUMANITIES II; FROM RENAISSANCE TO PRESENT:

Three Credits, Three Hours. Provides an

overview of important art, music, literature and ideas from the early Renaissance to the contemporary period, with an emphasis on the interrelationships of ideas and structures present in the various creative forms. This is not a sequel course HUM 2210. Prerequisites: ENC 1101.

HUM 2931R. SPECIAL TOPICS IN HUMANITIES:

Three Credits, Three Hours. Provides intensive reading in particular concept, topic, or genre of popular interdisciplinary arts and humanities appeal. Examples of prospective course topics might include the history of Hispanic music, historical links between literature and ballet, or the historical links between art and politics. This course may be repeated for credit with a change of topic. Prerequisite: ENC 1101.

MUH 2011. HUMANITIES

MUSIC: Three Credits, Three Hours. (Fall, Spring) A study of the basic elements, forms, and media of music and its role in enriching human existence from primitive through contemporary times. No knowledge of music or music reading is required. Prerequisite: ENC 1101.

REL 2300 WORLD

RELIGION: Three Credits, Three Hours. An introductory examination of the fundamental, sociological, theoretical, and practical concepts of the study of the world religions. The course compares and contrasts the features and expressions found in the world's religions. The study of religious literature, religious thought, and the relationship of religion and culture is incorporated. Prerequisite: ENC 1101.

JOURNALISM

JOU 2400. PARTICIPATION IN NEWSPAPER

PUBLICATIONS: One Credit, Two Hours. (Fall, Spring) Laboratory class designed to produce The Sentinel Sun. Students gather information to write and prepare articles for online publication, design, take photographs, and prepare artwork. Assignments are based on students' interest and abilities. Typing/word processing skills are required. Knowledge of Microsoft Word is a plus. Registration may be repeated up to eight credits. Prerequisites: ENC 1101 with a minimum grade of "B" and permission of the instructor/advisor.

LAW

BUL 2241.

LEGAL ENVIRONMENT OF BUSINESS I: Three Credits, Three Hours. (Fall) This course is designed to instruct students on the legalities of conducting business, including: the relationship of constitutional law to business; the ethical and social responsibility of a business; dispute resolution procedures; impact on business operations; and laws pertaining to employees.

LIBRARY AND INFORMATION SCIENCE

LIS 1001. INTRODUCTION TO INFORMATION SKILLS:

One Credit, One Hour. (Fall, Spring, On Demand) This course introduces students to the organization, collections, and services of an academic library and enables them to become more competent in finding, evaluating, and using electronic and traditional print resources. The Internet, electronic indexes and databases, and electronic books are included.

LIS 2004. INTRODUCTION TO INTERNET RESEARCH:

One Credit, One Hour. (Fall, Spring, On Demand) On-line course offered by the Florida public community college system. This course focuses on methods of accessing and evaluating information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate and cite Internet resources.

LITERATURE

AML 2010. AMERICAN

LITERATURE I: Three Credits, Three Hours. (On Demand) A study of the development of our national literature from colonial times to the end of the Civil War. Prerequisite: ENC 1102.

AML 2020. AMERICAN

LITERATURE II: Three Credits, Three Hours. (On Demand) A study of the rise of modern American literature. Literary trends and selected major writers of the period are stressed. (This is not a sequel course and may be taken without having AML 2010.) Prerequisite: ENC 1102.

ENL 2012. BRITISH

LITERATURE I: Three Credits, Three Hours. (On Demand) A course designed to acquaint the student with the great masterpieces of English literature from Beowulf to the Age of Johnson. Prerequisite: ENC 1102.

ENL 2022. BRITISH

LITERATURE II: Three Credits, Three Hours. (On Demand) Selected masterpieces of English literature from the Romantic Era to the Modern Era. (This is not a sequel course and may be taken without having taken ENL 2011) Prerequisite: ENC 1102.

LIT 1330. ESSENTIALS OF CHILDREN'S LITERATURE:

Three Credits, Three Hours. (On Demand) Provides an overview of literature for adults who work with children, as well as ways literature can be used to further literacy and appreciation for literary heritage. This course cannot be used to satisfy either the Gordon Rule or NFCC's literature/humanities requirement for transferable degrees. Prerequisite: ENC 1101.

LIT 2020. SHORT STORY:

Three Credits, Three Hours. (On Demand) A study of selected short stories written by authors from various countries from the 19th century through the present. A study of short fiction will include tone, narration, form, and theme. Prerequisite: ENC 1102.

LIT 2110. WORLD

LITERATURE I: Three Credits, Three Hours. (On Demand) A comprehensive survey that deals with the major works of the Western literary heritage. The reading selections range in time from Genesis and Homer to Renaissance literature. Prerequisite: ENC 1102.

LIT 2120. WORLD

LITERATURE II: Three Credits, Three Hours. (On Demand) A comprehensive survey that deals with the major works of the Western literary heritage from the Enlightenment Period to the Modern Era. This is not a sequel course and may be taken without having taken LIT 2110. Prerequisite: ENC 1102.

LIT 2931R. SPECIAL TOPICS IN LITERATURE:

Three Credits, Three Hours. (On Demand) Provides intensive reading in particular concept,

topic or genre of popular literary appeal. Examples include women in literature, fantasy, science fiction, horror, literature and film, the historical novel. It may be repeated for credit with a change of topic. Prerequisite: ENC 1102.

MATHEMATICS

Any mathematics course may require the purchase of new textbooks, scientific or graphing calculators, access to online course delivery systems or other materials. Check with the bookstore or instructor for more information.

MAT 1033. INTERMEDIATE

ALGEBRA: Three Credits, Three Hours. (Fall, Spring, Summer) Knowledge of the skills taught in Intermediate Algebra is required in all college level mathematics courses. Its major topics include the following: Factoring; algebraic fractions; radicals and rational exponents; complex numbers; quadratic equations; rational equations; linear equations and inequalities in two variables and their graphs; systems of linear equations and inequalities; introduction to functions and applications of the given topics. A scientific calculator is required. You may need access to an online learning site, which is free with a new text, or access may be purchased online. MAT 1033 is a prerequisite for STA 2023 (Introductory College Statistics), MAC 1105 (College Algebra), MGF 1106 (Liberal Arts Mathematics), and MGF 1107 (Liberal Arts Mathematics II). Prerequisite: A grade of "C" or better in MAT 0028C or a suitable placement score. DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

MAC 1105. COLLEGE

ALGEBRA: Three Credits, Three Hours. (Fall, Spring and Summer) MAC 1105 is designed for students whose majors require College Algebra or courses beyond College Algebra, but who are not yet ready for the higher-level courses. The major topics included are the following: functions, and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.) The T1-83 or TI-84 graphing calculator is required. You may need access to an online learning site, which is free with a new text, or access may be purchased online. Prerequisites: MAT 1033 with a grade of C or better or suitable placement score and a grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

MAC 1114. TRIGONOMETRY:

Three Credits, Three Hours. (Spring) MAC 1114 is designed for all students who need the calculus sequence or require a trigonometry course. Its major topics include the following: Trigonometric functions, their properties and graphs; inverse trigonometric functions, their properties and graphs; trigonometric identities; conditional trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; and applications. The T1-83

or TI-84 graphing calculator is required. Prerequisite: MAC 1105 with a grade of C or better or a suitable placement score.

MAC 2140. PRECALCULUS:

Three Credits, Three Hours. (Fall, Summer) MAC 2140 is designed for all students whose major requires the calculus sequence. The major topics included are the following: polynomial, rational, and other algebraic functions, their properties and graphs; exponential and logarithmic functions; piecewise defined functions; conic sections; sequences and series; mathematical induction; Binomial Theorem applications, theory of equations and inequalities; partial fraction decomposition, and review of algebra skills used in Calculus. The T1-83 or TI-84 graphing calculator is required. Prerequisites: MAC 1105 with a grade of C or better and suitable placement test score.

MAC 2233. CALCULUS FOR BUSINESS AND SOCIAL SCIENCES:

Three Credits, Three Hours. (Spring) An introductory calculus course with emphasis on applications. Topics include limits, continuity, differentiation of algebraic, logarithmic, and exponential functions, and basic methods of integration. The T1-83 or TI-84 graphing calculator is required. Prerequisite: MAC 1105 with a grade of C or better or suitable placement score.

MAC 2311. CALCULUS WITH ANALYTIC GEOMETRY I:

Five Credits, Five Hours. (Fall) Topics include the following: limits and continuity; differentiation; anti differentiation; the definite integral; trigonometric functions, applications of derivative and the Fundamental Theorem of

Calculus. The T1-83 or TI-84 graphing calculator is required. Prerequisite: MAC 2140 AND MAC 1114 with grades of C or better or the consent of the instructor.

MAC 2312. CALCULUS WITH ANALYTIC GEOMETRY II:

Five Credits, Five Hours. (Spring) A continuation of MAC 2311. Includes differentiation and integration of transcendental functions, formal integration, and applications of the definite integral, polar and parametric graphing, applications of integration, and infinite series. Prerequisite: MAC 2311 with a grade of C or better.

MAC 2313. CALCULUS WITH ANALYTIC GEOMETRY III:

Three Credits, Three Hours. (Summer) A continuation of MAC 2312. Includes two- and three-dimensional vectors, partial derivatives, and multiple integrals with applications. Prerequisite: MAC 2312 with a grade of C or better.

MAP 2302. ORDINARY DIFFERENTIAL EQUATIONS:

Three Credits, Three Hours. (On Demand) Topics include methods of solution of ordinary differential equations, linear and non-linear systems of differential equations, and boundary value problems. Methods include operators, undetermined coefficients, variation of parameters, Laplace transforms, and series solutions. Prerequisite: MAC 2312 with a grade of "C" or better.

MGF 1106. MATHEMATICS FOR LIBERAL ARTS I:

Three Credits, Three Hours. (Fall, Spring, Summer) The major topics may include the following: systematic counting; probability; statistics; history of mathematics; geometry;

sets; and logic. You may need access to an online learning site, which is free with a new text, or access may be purchased online. A scientific calculator may be required. Prerequisite: MAT 1033 with a grade of C or better or a suitable placement score.

MGF 1107. MATHEMATICS FOR LIBERAL ARTS II:

Three Credits, Three Hours. (Fall and on Demand) Appropriate for liberal arts students who plan to concentrate in field that requires no specialized mathematics beyond general education level. Includes topics on numeration systems, selected topics from number theory, financial mathematics, linear & exponential growth, linear programming and introduction to networks. MGF 1107 can be taken before, after, or at same time as MGF 1106. You may need access to an online learning site, which is free with a new text, or access may be purchased online. A scientific calculator may be required. Prerequisite: MAT 1033 with a grade of C or better or suitable placement test score on post secondary readiness test.

MTG 2204. GEOMETRY FOR COLLEGE STUDENTS:

Three Credits, Three Hours. (Spring) A hands-on informal Euclidean geometry course with content and activities appropriate for those interested in teaching. The content will be consistent with NCTM recommendations for geometry. Geometer's Sketchpad (GS) tool software will be used in the course to help manipulate, construct, and visualize the ideas, definitions, postulates and relationships of geometry. Prerequisite: A grade of "C" or better in MAT 1033 and a grade of "C" or better for REA 0017C or appropriate

reading placement score on post secondary readiness test.

MTB 1370. MATH FOR

MEDS: Two Credits, Two Hours. (Summer) Basic concepts of arithmetic, use and conversion of metric, and household measurements for the purpose of giving medications. Prerequisite: MAT 0018C or appropriate scores on accepted placement test and at least one college level math.

STA 2023. INTRODUCTORY COLLEGE STATISTICS:

Three Credits, Three Hours. (Fall, Spring, On Demand) This course is designed to introduce students to the fundamentals of descriptive and inferential statistics. The major topics include the following: methods of analyzing and describing data, probability, probability distributions, the normal distribution, estimation, confidence intervals, hypothesis testing, and correlation and regression. You may need access to an online learning site, which is free with a new text, or access may be purchased online. The TI-83 or TI-84 graphing calculator is required. Prerequisite: MAT 1033 with a grade of C or better or a suitable placement score.

MICROBIOLOGY

MCB 2010C.

MICROBIOLOGY I: Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) An introductory study of the morphology, physiology, genetics, and disease causing properties of bacteria, viruses, protists, and fungi. How the human body defends against microbial infection will be emphasized. Prerequisite: BSC 1010C with a minimum grade of C or better and a C or better

for REA 0017C or appropriate reading placement score on post secondary readiness test.

NURSING - REGISTERED

NUR 1021. NURSING

PROCESS I: Six Credits, Six Hours. (Spring) This course introduces concepts and principles of holistic nursing care. Theory content includes an introduction to health care system; ethical – legal aspects of nursing practice; health and illness; communications, functional health patterns of clients; stress-adaptation; professional behaviors (e.g., caring behaviors). Prerequisite: Acceptance into RN Program; Co-requisite: NUR 1021L.

NUR 1021L. NURSING PROCESS I CLINICAL EXPERIENCE:

Three Credits, Twelve Hours. (Spring) This course introduces the student to the role of the associate degree nurse in providing direct, holistic nursing care to young, middle-aged and elderly adults who are hospitalized or cared for in nursing home settings. Emphasis is on applying all steps of the nursing process with emphasis on assessment skills. Critical thinking is an expected behavior along with skills in working effectively with peers and other health care professionals as a team member. Demonstrating caring behaviors and therapeutic communication with clients as a provider of bedside, technical nursing care is a requirement. The student is expected to demonstrate safe performance of basic nursing skills, e.g., physical assessment and comfort care. Prerequisite: Acceptance into RN Program; Co-requisite: NUR 1021

NUR 1024C. FOCUSED CLINICAL STUDIES I:

2.5 Credits, 2.5 Hours. (Summer-Year 1) This course complements NUR 1021 and NUR 1021L, building on competencies presented in these courses. The student will continue to focus on the nursing process with emphasis on the utilization of the nursing process as the framework for providing nursing care. As provider of care, the student will have opportunity for continued theory and skill development while caring for adults with specific dysfunctional health patterns. Prerequisites: NUR 1021, NUR 1021L. Co-requisite: NUR 1141C.

NUR 1141C.

PHARMACOLOGIC

PRINCIPLES IN NURSING:

One Credit, One Hour. (Summer-Year 1) This course provides an introduction to the concepts and principles of Pharmacology related to safe administration of therapeutic agents by the student nurse. Prerequisites: NUR 1021, NUR 1021L; Co-requisite: NUR 1024C.

NUR 1180. PRINCIPLES OF NUTRITION AND DIET THERAPY:

Three Credits, Three Hours. (Fall) This course provides the nursing students with the basic principles of nutrition and diet therapy. Significant emphasis is placed on the application of nutritional concepts to wellness, illness and chronic diseases. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C; Co-requisite: NUR 1231, NUR 1231L.

NUR 1231. NURSING

PROCESS II: Six Credits, Six Hours. (Fall) The nursing process continues with emphasis on the planning of nursing care for adult clients experiencing threats to functional health patterns. Basic concepts and principles of holistic nursing are built upon with interpersonal relationships focusing on the adults and elderly clients. Professional behaviors, (e.g. therapeutic relationships) continue with students working with the elderly client through the life review process. Students further develop critical thinking skills through case studies and simulation scenarios planned to provide students with problem-solving skills in analyzing, planning, and prioritizing care for clients whose health problems are more chronic or acute. While caring for the adult with specific dysfunctional health patterns, the student will have additional opportunities to apply knowledge, skills and attitudes related to effective safety, communications, documentation, critical thinking, problem solving, and caring interventions. Students begin learning basic management skills as a team member caring for a limited number of clients in hospitals with emphasis on coordination of nursing care and discharge planning. Conflict management skills are highlighted as the student increases in their role as a team member and manager of care. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C; Co-requisites: NUR 1231L, NUR 1180.

NUR 1231L. NURSING PROCESS II CLINICAL EXPERIENCE:

Three Credits, Twelve Hours. (Fall) This course complements the Nursing Process II course, building

on competencies presented in the Nursing Process I course regarding the role of the associate degree nurse in providing direct, holistic nursing care to middle-aged and older adults who are hospitalized or cared for in community settings. Emphasis also continues to reflect on application of all steps of the nursing process with focus on analysis, nursing diagnosis, and planning of care. Critical thinking is an expected behavior along with skills in working effectively with peers and other health care professionals as a team member. Demonstrating caring behaviors and therapeutic communications is also emphasized. Students continue to work with older adults in community settings to build caring professional relationships through life review. Students must continue to demonstrate safe performance of all basic and intermediate nursing skills to successfully pass the course. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C; Co-requisites: NUR 1231, NUR 1180.

NUR 2236. NURSING PROCESS III:

Six Credits, Six Hours. (Spring) Students will continue to use the nursing process and critical thinking skills in caring for adults experiencing threats to functional health patterns. Practice issues continue to focus on legal ethical issues related to acute/chronic illness and disability both physical and biopsychosocial. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180; Co-requisites: NUR 2236L, DEP 2004.

NUR 2236L. NURSING PROCESS III CLINICAL EXPERIENCE:

Three Credits, Twelve Hours. (Spring) While working in the role of provider and manager of care, students will continue to apply knowledge and skills learned in previous nursing courses in providing nursing care for hospitalized persons whose health problems are more complex and/or chronic. Clinical sites will also include clinics, schools, and other community settings. Students must maintain all previously learned nursing skills and must perform safely all advanced nursing skills in order to successfully complete this course. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180; Co-requisites: NUR 2236, DEP 2004.

NUR 1940C. FOCUS CLINICALS STUDIES II:

2.5.Credits. (Summer-Year 2) Compliments NUR 1231, NUR 1231L, and NUR 1141C, building on competencies presented in these courses. The student will continue to utilize the nursing process as the framework for providing care specific to the pediatric patient. The patient maybe cared for in the community, out patient setting, or in the acute care setting. While working in the role of provider and manager of care the student must continue to demonstrate safe performance of all nursing skills to successfully complete this course. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180, NUR 2236 and NUR 2236L, DEP 2004.

NUR 2241. NURSING

PROCESS IV: Six Credits, Six Hours. (Fall) This course compliments previous nursing process courses, building on competencies regarding the role of the associate degree nurse in providing direct holistic care to the child bearing family including high-risk circumstances. Students will also have the opportunity to integrate the principles of biophysical and psychosocial sciences to inform the nursing process. Students will demonstrate leadership and application of nursing knowledge in a variety of settings. Self evaluation is part of the student socialization process as they begin to make the transition from student to graduate. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180, NUR 2236, NUR 2236L, DEP 2004, NUR 1940C; Co-requisite: NUR 2241L.

NUR 2241L. NURSING PROCESS IV CLINICAL EXPERIENCE:

Three Credits, Twelve Hours. (Fall) Students will apply knowledge and principles of the biophysical and psychosocial sciences to inform the nursing process of assessment, planning, implementation, and evaluation of holistic nursing care of all age groups including members of the childbearing family. The student may work with a preceptor in providing/assisting with care of patients in high-risk circumstances. Students will also expand on management of care skills (communication, delegation, conflict management, and professional development) in preparation for assuming their role as a graduate nurse. Practice issues continue to focus on leadership,

legal, and ethical issues related to acute or chronic illness and disability. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180, NUR 2236, NUR 2236L, DEP 2004, NUR 1940C; Co-requisite: NUR 2241.

NURSING - PRACTICAL**HSC 0003. HEALTH**

CAREERS CORE: 90 Clock Hours. (Fall) This course is basic knowledge necessary for any health occupations career. The course covers the first eleven competencies required by the Florida Department of Education as Post Secondary performance standards. An overview of the health care team, legal and ethical aspects of the health care professional, communication and relationships with the health care team, legal and ethical aspects of the health care, safety, infection control measures, basic first aid, employability skills, and basic math concepts. Prerequisite: acceptance into Practical Nursing program.

HCP 0121C. ARTICULATED NURSING ASSISTANT:

75 Clock Hours. (Fall) This course provides the student with knowledge and skills necessary to safely care for patients in a long term care facility. Satisfactory completion of this course and associated clinical experiences qualifies the student to apply to take the State Certification Examination for Nursing Assistant. Prerequisite: HSC 0003.

PRN 0063C. PRACTICAL

NURSE I: 335 Clock Hours. (Fall) The first of three practical nursing courses PRN 0063 units/modules provide the student with critical information related to the role, function

and skills/procedure of the practical nurse, normal body structure and function, nutrition, and growth and development. Supervised laboratory and clinical experience gives the student numerous opportunities to develop proficiency in the performances of skills/procedure and in the application of theoretical concepts. Prerequisite: HSC 0003, HCP 0121C.

PRN 0380C. PRACTICAL

NURSE II: 560 Clock Hours. (Spring) The second of three practical nursing courses, PRN 0380 units/modules introduce the student to concepts and principles related to the administration of medication and care of the patient with common medical-surgical conditions. Utilizing the nursing process as a framework, students will learn to utilize critical thinking skills to provide patient care within a holistic framework. Supervised laboratory and clinical experience gives the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts. Prerequisites: HSC 0003, HCP 0121C, PRN 0063C.

PRN 0121C. PRACTICAL

NURSE III: 290 Clock Hours (Spring). The third of three practical nursing courses, PRN 0121 units/modules introduce the student to concepts and principles related to the care of the maternal/newborn, pediatric, and mental health patients living in the community. Utilizing the nursing process as a framework, students will employ critical thinking skills to provide care within a holistic framework to patients in a variety of settings. Additional

modules/units will provide the graduate student with concepts and principles related to employment, professional roles, relationships, and responsibilities. Supervised laboratory and clinical experiences gives the student numerous opportunities to develop proficiency in the application of newly acquired skills and theoretical concepts. Prerequisites: HSC 0003, HCP 0121C, PRN 0063C, PRN 0380C.

OFFICE TECHNOLOGY APPLICATIONS (Administrative Assistant)

OTA 0030C. ASSISTANT DIGITAL PRODUCTION DESIGNER: 150 Clock Hours. (Spring) This course presents the concepts and topics essential for producing business documents using desktop publishing. Students will identify elements of design and perform layout, design, and measurement activities using desktop publishing applications.

OTA 0040C. INFORMATION TECHNOLOGY ASSISTANT: 150 Clock Hours. (Fall) This course provides an overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on fundamental computer concepts and developing proficiency with touch keyboarding .

OTA 0041C. FRONT DESK SPECIALIST: 300 Clock Hours. (Fall) In this course, students learn about and perform office functions and responsibilities, including records management, financial functions, transcription, use of information management tools, and communications

systems. Students will use technology and productivity software to increase office productivity and enhance performance. Special emphasis is given to customer service strategies, business vocabulary, communication skills, quality service and production, standards of personal ethics, and interpersonal skills.

OTA 0043C. ADMINISTRATIVE ASSISTANT: 450 Clock Hours. (Spring) This course further develops the skills students need for success in administrative office environments. Students will continue to practice skills learned during prior courses of the program and will demonstrate leadership behavior and supervision techniques, train and assist others, deliver impromptu and planned speeches and serve as liaison in public relations situations. Emphasis is placed on work-based learning experiences, developing a career portfolio, obtaining industry certification, and demonstrating job-seeking skills required for the pursuit of a career as a secretary or administrative assistant.

PARAMEDIC

Courses count toward A.S. Degree or Certificate only.

EMS 2603C. PARAMEDIC I: Ten Credits, Ten Hours. This course is designed to reinforce theory and concepts learned at EMT level and integrate this knowledge with beginning advanced life support concepts and skills. Course includes Health Science Core, math for meds, defensive techniques, etc. Prerequisites: EMS 1119, EMS 1119L, EMS 1411, EMS 1421, and BSC 2084C or higher. Co-requisite: EMS 2656.

EMS 2604C. PARAMEDIC II: Twelve Credits, Twelve Hours. This course is designed to reinforce and expand upon information and clinical skills learned in EMT and Paramedic I and to integrate prior learning with enhanced advanced life support concepts and skills. The competency-based lab exercises emphasize patient assessment, medication administration, ECG equipment, ECG interpretation and treatment strategies, cardiovascular therapeutic interventions and Advanced Cardiac Life Support resuscitative care. Prerequisites: EMS 2603C & EMS 2656. Co-requisites: EMS 2657.

EMS 2605C. PARAMEDIC III: Three Credits, Four Hours. This course is designed to reinforce and expand upon the information and clinical skills learned and to integrate prior learning to enhance advanced life support concepts and skills. The labs are designed to develop an EMS professional who is capable of providing basic and advanced life support in all aspects of emergency care. Prerequisites: EMS 2604C & EMS 2657. Co-requisites: EMS 2658 & EMS 2659.

EMS 2656 PARAMEDIC I CLINICAL: Two Credits, Two Hours. This practicum provides the opportunity for each student to develop competency in clinical skills within the hospital setting. Stresses the integration and application of EMT skills with advanced paramedic skills and techniques with directed clinical experiences in the emergency departments, community center OR/RR, and emergency medical services. Prerequisite EMS 1119, EMS 1119L, EMS 1411, EMS 1421 & BSC 2084C or higher. Co-requisite: EMS 2603C.

EMS 2657. PARAMEDIC II

CLINICAL: Three Credits, Three Hours. This practicum provides the opportunity for in hospital and out of hospital settings for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Directed clinical experiences include pre-hospital, emergency departments, critical care units, operating room and recovery room. Prerequisites: EMS 2603C & EMS 2656. Co-requisite: EMS 2604C.

EMS 2658. PARAMEDIC III

CLINICAL: Four Credits, Four Hours. This practicum provides the opportunity within the hospital setting for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Directed clinical + experiences include obstetrical units, pediatric emergency departments, pediatric urgent care, and geriatric and mental health facilities. Prerequisites: EMS 2604C & EMS 2657. Co-requisites: EMS 2605C & EMS 2659.

EMS 2659. PARAMEDIC III

FIELD INTERNSHIP: Four Credits, Four Hours. Under the auspices of the medical director, the course is designed to provide the student with intensive out of hospital clinical experience which fosters the development of leadership skills, expands and further develops clinical skills and allows for the transition from observer to team leader in the professional paramedic role. Students will independently perform a focus history and physical exam, arrive at an accurate pre-hospital diagnosis and formulate and implement appropriate field treatment plans. Prerequisites:

EMS 2604C & EMS 2657. Co-requisites EMS 2605C & EMS 2658.

MTB 1370. MATH FOR

MEDS: Two Credits, Two Hours. Basic concepts of arithmetic, use and conversion of metric, apothecary, and household measurements for the purpose of giving medications. Prerequisite: MAT 0024 with a grade of "C" or higher or appropriate scores on accepted placement test and at least one college level math.

PATIENT CARE TECHNICIAN**HSC 0003. HEALTH**

CAREERS CORE: 90 Clock Hours. (Fall, Spring) An orientation to a foundation of knowledge, understanding, and skills, common to a variety of health technologies to serve as a base from which special technologies can depart. This course is designed to provide students with communication skills, legal and ethical behavior, employability skills. Prerequisite: Acceptance into program.

HCP 0121C. ARTICULATED NURSING ASSISTANT:

75 Clock Hours. (Fall, Spring) This course is designed to prepare a nonprofessional worker with minimal skills and knowledge to perform carefully selected patient care activities, in a nursing home only, under the direction of the Registered Professional Nurse. Upon successful completion the graduate can apply for certification as a Certified Nursing Assistant. Course content includes classroom activities, simulated laboratory experiences and "hands on" experience in a designated clinical agency. Prerequisite: HSC 0003.

HCP 0332C. ADVANCED HOME HEALTH AIDE:

50 Clock Hours. (Fall, Spring) This course gives the student knowledge necessary for caring for the client in the home setting. The student in this course has already completed the Articulated Nursing Assistant Course. Prerequisites: HSC 0003, HCP 0121C.

HCP 0020C. PATIENT CARE ASSISTANT:

75 Clock Hours. (Fall, Spring) This course is designed to provide students with job related skills and knowledge of the structure and function, interrelatedness and needs of the human body systems. Patient care activities of daily living, health and hygiene are provided for all age groupings with particular emphasis on care of the patient in the hospital setting. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C.

HSC 0016C. ALLIED HEALTH ASSISTANT:

150 Clock Hours. (Fall, Spring) This course will allow the student to delve further into one to three Allied Health Areas and perform skills representative of 1 to 3 selected allied health areas. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C.

MEA 0580C. ADVANCED ALLIED HEALTH ASSISTANT:

100 Clock Hours. (Fall, Spring) Students enrolled in this course have completed the Patient Care Assistant and Allied Health Assistant competencies and /or are adding these skills to be a more multi-skilled worker. Students will perform skills representative of one to three areas of Allied Health Care in the laboratory and clinical settings. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C. HSC 0016C.

PRN 0094C. PATIENT CARE TECHNICIAN: 60 Clock Hours. (Fall, Spring) This course is designed for the Patient Care Assistant who has completed coursework in 1 to 3 selected Allied Health Areas. This course emphasizes the Patient Care Technician as a team member. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C, HSC 0016C, MEA 0580C.

PHOTOGRAPHY

PGY 2401. INTRODUCTION TO PHOTOGRAPHY: Three Credits. Three Hours. This course is an introduction to photographic equipment, materials, processes and philosophy. Includes experiments in location and studio photography with special emphasis given to projects involving the development of camera vision and conceptual ideas. Students will explore photo composition, lighting, focusing, and the use of various lenses.

PHYSICAL EDUCATION

PEM 2131. WEIGHT TRAINING: One Credit, Two Hours. (On Demand) Muscular development through a planned program of resistive exercises. Attention will be given to proper lifting and safety techniques.

PEM 2132R. ADVANCED WEIGHT TRAINING: One Credit, Two Hours. (On Demand) Continuation of PEM 2131 with more in-depth training to further improve physical appearance, fitness level, and health. Added emphasis is on goal setting for individuals. Prerequisite: PEM 2131 or consent of instructor.

PHYSICAL SCIENCE

PSC 1341C. PHYSICAL SCIENCE I: Three Credits, Three Hours - Lecture and Laboratory. (Fall, Spring) Designed for students of the arts, social sciences, education, and business as a survey course to help nonscientists gain an understanding of science and technology and their role in modern society. Extensive use of experimentation is an integral part of the course. Prerequisites: Prerequisite or co-requisite of MAT 1033 or satisfactory mathematics placement score and a grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

All Science courses require an additional lab fee.

PHYSICS

PHY 1053. GENERAL PHYSICS I: Three Credits, Three Hours - Lecture. (Fall) An introduction to the concepts and application of physics from a non-calculus viewpoint. Designed for students majoring in biological sciences, medicine and related health professions, and as a background course for students planning to major in engineering or the physical sciences. Topics of study include scalars and vectors, kinematics, Newton's laws and momentum, circular and rotational motion and dynamics, work and energy, fluid mechanics, vibrations and waves, heat and thermodynamics. Prerequisite: A grade of "C" or better in MAC 1114 or equivalent with instructor permission.

PHY 1053L. GENERAL PHYSICS I LAB: One Credit, One two-hour session per week. (Fall) Lab exercises on measurement and treatment of measurement uncertainties, application of the scientific method, kinematics, static's, dynamics, and heat and thermodynamics. Prerequisite or co-requisite: PHY 1053

PHY 1054. GENERAL PHYSICS II: Three Credits, Three Hours - Lecture. (Spring) Sequel course to PHY 1053, which includes the following topics: properties of matter, electricity, and magnetism, AC and DC circuits, light and optics and special relativity and quantum mechanics. Prerequisite: A grade of "C" or better in PHY 1053. Co-requisite: PHY 1054L

PHY 1054L. GENERAL PHYSICS II LAB: One Credit, One two-hour session per week. (Spring) Continuation of lab exercises on gas laws, fluid statics and dynamics, electricity and magnetism, AC and DC circuits, optics, and nuclear physics. Prerequisite or co-requisite: PHY 1054

PHY 2048. PHYSICS FOR SCIENTISTS AND ENGINEERS I: Four Credits, Four Hours - Lecture. (Fall) An introductory calculus-based physics lecture course for students majoring in engineering physics and other sciences, which include: scalars and vectors, kinematics, Newton's laws and momentum, circular and rotational motion and dynamics, work and energy, fluid mechanics, vibrations and waves, heat and thermodynamics. Co-requisite: MAC 2311 or equivalent calculus I; Co-requisite: PHY 2048L.

PHY 2048L. PHYSICS FOR SCIENTISTS AND ENGINEERS I LAB: One Credit, One two-hour session per week. (Fall) Laboratory course for first semester of calculus based physics for science and engineering majors. Co-requisite: PHY 2048

PHY 2049. PHYSICS FOR SCIENTISTS AND ENGINEERS II: Four Credits, Four Hour - Lecture. (Spring) Sequel course to PHY 2048. For students majoring in engineering, physics and other sciences which include: properties of matter, electricity, and magnetism, AC and DC circuits, light and optics and special relativity and quantum mechanics. Prerequisite Grades of "C" or better in PHY 2048 and MAC 2311. Co-requisite: MAC 2312.

PHY 2049L. PHYSICS FOR SCIENTISTS AND ENGINEERS II LAB: One Credit, One two-hour session per week. Two Hours. (Spring) Laboratory course designed to demonstrate and verify physics concepts/principles covered in the parent course, PHY 2049. Co-requisite: PHY 2049.

All Science courses require an additional lab fee.

POLITICAL SCIENCE

POS 2041. AMERICAN NATIONAL GOVERNMENT: Three Credits, Three Hours. (On Demand) A study of the government of the United States with emphasis on the U. S. Constitution, federalism, public policy development, political participation, civil rights, and current domestic and foreign policy issues. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading

placement score on post secondary readiness test.

PSYCHOLOGY

DEP 2004. HUMAN DEVELOPMENT: Three Credits, Three Hours. (Fall, Spring, Summer) A survey of the development of language, personality, intelligence, and motor functions from the prenatal period to old age and death. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

EDP 2002. EDUCATIONAL PSYCHOLOGY: Three Credits, Three Hours. (Fall, Spring, Summer) A survey of the psychology of education, learning, and motivation. The course analyzes the different variations in ability among students and discusses their achievement of personal and social adjustment. PSY 2012 is recommended, but not required.

PSY 2012. GENERAL PSYCHOLOGY: Three Credits, Three Hours. (Fall, Spring, Summer) An introduction to the field of psychology with the emphasis on such topics as perception, intelligence, learning, social behavior, and personality. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

PUBLIC SAFETY (BASIC RECRUIT)

CJK 0007. INTRODUCTION TO LAW ENFORCEMENT: This is a basic course providing an introductory overview of the criminal justice system, ethics and criminal justice values. Objectives are addressed

as specified by the Criminal Justice Standards and Training Commission.

CJK 0008. LEGAL: This course is a requirement for Law Enforcement Recruits. United States Constitutional law and its application to public and officers are examined. Laws including evidence procedures, arrest law, search and seizure, and various statutory laws common to police are examined. Various civil law applications are also presented. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0101. INTERPERSONAL SKILLS II: Required training for Basic Recruit Corrections Officers. The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon sexual assault identification and prevention, prohibition of sexual misconduct by employees of incarceration facilities, and provisions for penalties and termination of employment under certain circumstances. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0102. CORRECTIONAL OPERATIONS: The operations of correctional facilities are studied—including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0270. CRIMINAL JUSTICE, LEGAL I FOR CORRECTIONS: This course provides an introductory

overview of the criminal justice system and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedures and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0100. CRIMINAL JUSTICE INTERPERSONAL SKILLS I:

Required training for Basic Recruit Corrections Officers. Competency areas include the application of defensive tactics and Florida statutes, verbal and nonverbal communication, conflict and crisis management, diversity and ethics, first responder methods, human relations, interpersonal skills, investigations, note-taking, officer safety, planning, problem solving and professionalism, report writing, stress management and working with community resources. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0930. LAW ENFORCEMENT/ CORRECTIONS ORIENTATION:

An introduction to policies and procedures of the Public Safety Academy. Provides information relative to FDLE certification requirements and Academy rules and regulations.

CJK 0011.

CMS HUMAN ISSUES: This course is available only to students who are accepted into the Law Enforcement Certificate program. Course includes Module 1, Units 7 through 12 of the CJST Applied Basic Law Enforcement course which includes: physical disabilities,

human diversity, mental retardation, mental illness, alcohol and substance abuse.

CJK 0017. CMS

COMMUNICATIONS: This course is available only to students accepted into the Basic Law Enforcement Certificate program. Course includes Module 1, Units 13 – 21 of the CJST Applied Basic Law Enforcement course which includes: criminal street gangs, responding to the elderly, note taking, report writing, interviewing, taking statements, use of telecommunications, officer safety and survival skills, and crisis intervention.

CJK 0020C. LAW ENFORCEMENT VEHICLE OPERATIONS:

This course is available only to students who are accepted into the Basic Law Enforcement Certificate program. Course includes: Module 2 of CJST curriculum. High liability course involving defensive driving lectures and practical driving on a driving range.

CJK 0031. CMS FIRST AID FOR CRIMINAL JUSTICE OFFICERS:

This course is available only to students who are accepted into the Basic Law Enforcement Certificate Program. Course includes: Module 3 of CJST curriculum. High liability course involving First Responder training with both lecture and applied training.

CJK 0040.

CMS CRIMINAL JUSTICE FIREARMS: This course is available only to students who are accepted into the Basic Law Enforcement Certificate program. Module 4 of CJST curriculum. High liability course involving firearms training with both lecture and applied

learning.

CJK 0061. PATROL I: This course is available only to students who are accepted into the Basic Law Enforcement Certificate program. Course includes: Module 6 CJST curriculum. Course involves patrol techniques.

CJK 0062. PATROL II: This course provides an overview of Law Enforcement techniques and tactics focusing on ICS training, crowd control situations, and bombs and explosives.

CJK 0071. CMS

INVESTIGATIONS: This course is available only to students who are accepted into the Basic Law Enforcement Certificate Program. Course includes: Module 7 of CJST curriculum. Course involves investigative techniques.

CJK 0081. CMS TRAFFIC

STOPS: This course is available only to students who are accepted into the Basic Law Enforcement certificate program. Module 9 of CJST curriculum. Course on how to conduct traffic stops.

CJK 0082. TRAFFIC STOPS:

This course is available only to students who are accepted into the Basic Law Enforcement certificate program after April 1, 2009. Module 9 of CJST curriculum. Course topics to include traffic law, professional traffic stops and discriminatory profiling, unknown risk traffic stops, and high risk traffic stops.

CJK 0083. DUI TRAFFIC

STOPS: This course is available only to students who are accepted into the Basic Law Enforcement certificate program after April 1, 2009. Module 10 of CJST curriculum. Course

topics to include overview of the DUI problem, legal issues, DUI detection, standardized field sobriety tests, drug-impaired driving, and report writing.

CJK0086. CMS TRAFFIC CRASH INVESTIGATIONS:

This course is available only to students who are accepted into the Basic Law Enforcement Certificate program. Course includes: Module 10 of CJST curriculum. Course on how to investigate traffic crashes.

CJK 0096. CRIMINAL JUSTICE OFFICER PHYSICAL FITNESS TRAINING:

This is a required physical training course for Basic Recruit Law Enforcement. This course is a 60-hour course for the CMS Criminal Justice Program and consists of lectures on nutrition, stress management, physical fitness and individual physical assessments including, but not limited to vertical jumps, one-minute sit-ups, 300-meter runs, standard push-ups (may be modified for female basic recruits), and 1.5 mile runs/walks.

CJK 0212. CROSS-OVER CORRECTIONS TO LAW ENFORCEMENT – HIGH LIABILITY:

This course is designed for the certified corrections officer(s) to cross over to law enforcement. This course focuses on high liability areas containing the following law enforcement material: CJK-0031 prepares prospective officers to apply basic first aid knowledge and techniques to emergencies. CJK-0040 includes firearms safety procedures; use of deadly force; and basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun, and semiautomatic rifle/carbine, including component parts

and their function. It also covers the common types of ammunition used in law enforcement; ammunition components; and the use of various types of ammunition for handguns, shotguns, or rifles. The recruit will attain proficiency in marksmanship and in safely using, handling, and maintaining certain designated firearms.

CJK 0221. CORRECTIONAL CROSS-OVER TO LAW ENFORCEMENT INTRODUCTION AND LEGAL:

This course is the introduction and legal section of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission Cross-over Training Program for Correctional Probation Officers to Law Enforcement.

CJK 0222. CORRECTIONAL PROBATION CROSS-OVER TO LAW ENFORCEMENT COMMUNICATIONS:

This course is the communications section of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission Crossover Training Program for Correctional Probation Officers to Law Enforcement.

CJK 0223. CORRECTIONAL CROSS-OVER TO LAW ENFORCEMENT HUMAN ISSUES:

This course is the human issues section of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission Crossover Training Program for Correctional Probation Officers to Law Enforcement.

CJK 0261. LAW ENFORCEMENT OFFICER PROFICIENCY COURSE:

This course is designed to update officers who were previously certified either in Florida, other states or the military in preparation to take the Florida Officer Certification Examination.

CJK 0262. CORRECTIONAL OFFICER PROFICIENCY COURSE:

This course is designed to update officers who were previously certified either in Florida, other states or the military in preparation to take the Florida Officer Certification Examination.

CJK 0280. CRIMINAL JUSTICE OFFICER PHYSICAL FITNESS TRAINING:

(On Demand) This is a required physical training course for Basic Recruit Corrections. This is a 40-hour course for the CMS Criminal Justice Program and consists of lectures on nutrition, stress management, physical fitness and individual physical assessments including, but not limited to vertical jumps, one-minute sit-ups, 300-meter runs, standard push-ups (may be modified for female basic recruits), and 1.5 mile runs/walks.

CJK 0285. CRIMINAL JUSTICE, LEGAL 2:

Constitutional law and its application to the public and law enforcement officers are examined. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws common to police and correctional officers, are studied. Emphasis is given to elements of various crimes. Various civil law applications are also presented. The civil and criminal liability of officers is discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0286.**COMMUNICATIONS:**

Community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abuse. Intervention techniques for various situations, including: suicide, domestic violence, and other crises are studied, with practical exercises. Stress recognition and reduction is presented. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0422. DART-FIRING STUN GUNS FOR LAW ENFORCEMENT OFFICERS:

This course will introduce the student to the basics of the stun gun as well as the dart-firing stun gun and provide some fundamental knowledge on this emerging tool in criminal justice.

CJK 0051. CMS CRIMINAL JUSTICE DEFENSIVE

TACTICS: This course includes lecture and practical application of defensive tactics for criminal justice officers as prescribed by the Criminal Justice Standards and Training Commission. The defensive tactics curriculum offers criminal justice basic recruits effective, tactically sound, and legally defensible training in defensive tactics and control techniques. This course teaches recruits to select and properly execute techniques that are reasonable and necessary given the circumstances and factors of a situation.

CJK 0204. LAW ENFORCEMENT OFFICER CROSS-OVER TO CORRECTIONS:

This course contains the topics of Legal 1, Legal 2, and Interpersonal Skills 1, required by the Criminal Justice Standards and Training Commission for completion of the Law Enforcement to Correctional Officer Cross-Over Program.

CJK 0480. EMERGENCY PREPAREDNESS:

Skills needed for riot, disturbance control and fire are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

PUBLIC SAFETY (CRIMINAL JUSTICE)**CCJ 1020. INTRODUCTION TO CRIMINAL JUSTICE:**

Three Credits, Three Hours. (On Demand) This course is designed as an introduction to the criminal justice system, exploring the history, development and changing philosophies of our system. The roles of law enforcement, the courts and correctional agencies will be explained and analyzed in terms of their procedures and the issues that arise in the execution of these procedures. The interrelationship of the various parts of the system will also be emphasized. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

CCJ 2010. NATURE OF CRIME:

Three Credits, Three Hours. (On Demand) This course adopts a series of vantage points to assess the nature, meaning and extent of crime in society. The areas covered include the measurement of crime, media and fictional representations of crime, social histories of crime and punishment, crime in the inner cities, crime in the home, corporate crimes and crimes of the state.

CCJ 2022. CONCEPTS AND ISSUES IN CRIMINAL JUSTICE:

Three Credits, Three Hours. (On Demand) This course is designed as a critical review of the criminal justice system and its processes, policies and practices. The system's strengths and weaknesses will be examined and current trends and issues will be discussed.

CJC 2350. CORRECTIONAL FACILITY ORGANIZATION/ OPERATIONS:

Three Credits, Three Hours. (On Demand) Basic instruction in the operational functions that are utilized in local, county and state jail and correctional facilities. The state and federal rules that guide these procedures will be reviewed. The course will focus on the preliminary knowledge, skills and techniques of line correctional officers.

CCJ 2053. CRIMINAL JUSTICE ETHICS:

Three Credits, Three Hours. (On Demand) This course provides a survey of morality, ethics and human behavior. It includes a review of various ethical systems, the recognition of moral issues and the development of moral and ethical imagination and

behavior. Various ethical dilemmas will be presented. Focus will be placed on the ethical issues and problems generally encountered by criminal justice professionals.

CJE 1301. POLICE PATROL

OPERATIONS: Three Credits, Three Hours. (On Demand) This course is a comprehensive presentation of what police do and how they do it. Emphasis will be placed on critical thinking, problem solving and community involvement. The latest research on patrol techniques, cultural diversity and changes in police administration will be explored. The course is geared toward careers in law enforcement.

CJE 2300. POLICE ADMINISTRATION AND OPERATIONS:

Three Credits, Three Hours (On Demand) This course is designed as an introduction to police organization and management, viewing the local police as a political entity within the larger scope of the city the agency serves. Examined during the course will be various organizational structures and management theories, with an emphasis on proactive rather than reactive management.

CJL 1100. CRIMINAL LAW:

Three Credits, Three Hours. (On Demand) This course will explore the history and development of substantive criminal law and the concept of criminal liability. The elements of criminal law in crimes against persons, property and society will be discussed. Government sanctions of individual conduct as formulated by legislatures will be examined as well as current case law handed down through court decisions.

CJL 2062.

CONSTITUTIONAL LAW:

Three Credits, Three Hours. (On Demand) This course will analyze the provisions of the Constitution to include their development through court interpretations and their application to criminal justice and law enforcement. The course will focus primarily on those amendments that are most relevant to criminal justice, along with a general overview of the Constitution.

CJL 2500.

AMERICA'S COURTS AND THE CRIMINAL JUSTICE SYSTEM:

Three Credits, Three Hours. (On Demand) The course is designed as an in-depth look at America's court system, and the adjudication process. The history, structure and role of both state and federal court systems will be discussed as well as the roles and influences of all court participants. The dynamic process of applying the abstract rules of law to concrete case situations will be explored by analyzing decisions made at each step of the adjudication process, emphasizing the effect of these decisions on the criminal justice system in general and on the public's view of justice.

CJE 1600. CRIMINAL INVESTIGATIONS:

Three Credits, Three Hours. (On Demand) Elements of criminal investigations will be taught. This includes crime scene procedures, evidence collection and processing, crimes against persons and property, and drug investigations.

CJE 1949.

COOPERATIVE WORK EXPERIENCE:

Three Credits, Three Hours. (Fall, Spring, Summer) The student will be

exposed to practical experiences which are documented and evaluated by the agency. Students must be employed a minimum of one year to be eligible for this credit. This course will count toward an A.A.S. Degree only.

CJE 2900.

DIRECTED INDIVIDUAL STUDY:

Three Credits, Three Hours. (Fall, Spring, Summer) Provides Associate in Science Degree candidates an opportunity to study a variety of Criminal Justice subjects under the supervision of a faculty member. This course may be repeated for a maximum of six semester hours. This course will count toward an A.A.S. Degree only.

CJE 2949. ADVANCED COOPERATIVE WORK EXPERIENCE:

Three Credits, Three Hours. (Fall, Spring, Summer) The student will be exposed to practical application of advanced Criminal Justice technology through continued work experience with Florida Criminal Justice agencies beyond the normal probationary status. The work experience is to be documented and evaluated by the agency. This course will count toward an A.A.S. Degree only.

SOCIOLOGY

SYG 1000. INTRODUCTORY SOCIOLOGY:

Three Credits, Three Hours. (Fall, Spring, On Demand) A study of the organization of human society and the forces, principles and processes influencing individual and group activities. Attention is given to culture, group life, the family, and some of the more urgent social problems on the world scene. Prerequisite: A grade of "C" or better for REA

0017C or appropriate reading placement score on post secondary readiness test.

SYG 2010. SOCIAL

PROBLEMS: Three Credits, Three Hours. (Fall, Spring) A study of major social problems and deviance in contemporary American society that emphasizes defining causes, consequences, and means of coping with these conditions. Topic areas will include marriage, family relations, education, economics, government, American minority groups, crime and delinquency, population problems, and problems of ecology and urban living. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

SYG 2322. JUVENILE

DELINQUENCY: Three Credits, Three Hours. (On Demand) Considered will be the problem of defining and measuring delinquency; the broad social and cultural aspects with the developmental process of delinquent behavior, causal theories, the police role, the development of the juvenile court, including current jurisdiction and function. Special consideration will be given to traditional and contemporary training schools, treatment and aftercare.

SYG 2323. INTRODUCTION

TO CRIMINOLOGY: Three Credits, Three Hours. (Fall, Spring) An overview of the criminology field, including theories and factors in causation of criminal behavior, criminal justice in operation, penal and correctional procedures, and aspects of prevention.

SYG 2430. MARRIAGE AND

THE FAMILY: Three Credits, Three Hours. (On Demand) A functional course designed to assist in developing perspective concerning the planning of courtship, marriage, and family life. Social, cultural and personal factors related to success and failure in mate selection and marriages are considered. SYG 1000 suggested but not required.

SPANISH

SPN 1000.

CONVERSATIONAL

SPANISH: Three Credits, Three Hours. (On Demand) This course concentrates on the development of oral and conversational skills in the language. There is an additional emphasis on workplace terminology and on communicative habits and cultural patterns that influence everyday conversation. It is designed to help the student gain practical knowledge of Spanish in a working environment. The course does not fulfill the general education foreign language requirements of the State University System and cannot be substituted for SPN 1120 or SPN 1121.

SPN 1120. ELEMENTARY

SPANISH I: Four Credits, Four Hours. (Fall) For the beginning student in Spanish: a foundation in the language and civilization, stressing an oral-aural approach. The course is open to students with no language backgrounds and to those with less than one year of high school Spanish whose language placement test indicates a need for further foundation work.

SPN 1121. ELEMENTARY

SPANISH II: Four Credits, Four Hours. (Spring) A continuation of SPN 1120. Prerequisite: SPN 1120 or equivalent or consent of the instructor based on language placement scores.

SPN 2200. INTERMEDIATE

SPANISH I: Three Credits, Three Hours. (Fall) Designed to develop a facility for reading and composition. A thorough review of Spanish grammar and an introduction to Spanish culture and literature are included. Prerequisite: SPN 1121 or equivalent, or consent of instructor based on language placement test scores for those with two or more years of high school Spanish.

SPN 2201. INTERMEDIATE

SPANISH II: Three credits, Three hours. For the intermediate student of Spanish, this 4th semester of college Spanish is designed for the student who has successfully completed three college semesters, three high school level years of Spanish or the equivalent, and who therefore already has a solid foundation in the basics of the Spanish language, its vocabulary and its grammar. At this level the class is conducted almost exclusively in Spanish and includes more reading/discussion of material, including the reading of literary excerpts from a graded reader.

SPEECH

SPC 1608. FUNDAMENTALS

OF SPEECH: Three Credits, Three Hours. (Fall, Spring, On Demand) This course is designed to give students the skills necessary to be good public speakers. Students will learn to construct, research, deliver and evaluate various types of oral presentations.

STUDENT LIFE SKILLS

SLS 1103. STRATEGIES FOR ACADEMIC SUCCESS:

Three Credits, Three Hours
(Fall, Spring, On Demand).

This three-hour college credit survey course is designed to help students develop skills that are essential for academic and personal success. Students will be introduced to topics including study skills, note-taking and test-taking strategies, personal improvement and wellness strategies, and goal setting. The curriculum will include interaction with NFCC resources including the library, college technology, and student services. Additionally, students will use self-assessment instruments to identify areas of interest and strength so that they can develop the specific strategies necessary for success in the classroom, in the workplace, and in their personal lives. **Although this course is an elective, a student who is placed into two (2) or more College Prep courses must enroll in this course during his or her first or second semester at NFCC.**

ZOOLOGY

ZOO 2010C. GENERAL

ZOOLOGY: Four Credits, Four Hours - Lecture and Laboratory. (Fall) Field trips are included. A survey of the animal kingdom emphasizing the structure, function, classification, behavior, and ecology of the major animal phyla. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

All Science courses require an additional lab fee.

Faculty and Administration

Adeburg, Frances S.

Instructor, English
A.A., North Florida Junior College
B.A., University of Florida
M.A. Valdosta State College

Bonilla, Efrain

Instructor
College Prep Mathematics
B.S., M.S., University of Puerto Rico

Brave Heart, Sharon

Instructor, Computer Science
and Business
M.B.A., University of Phoenix

Brown, K. Douglas

Director of Advising
B.A., M.Ed., Southwestern
Oklahoma State University

Browning, Brandi, R.N., B.S.N.

Instructor, R.N program
B.S.N., Valdosta State University
A.A., North Florida Community College

Bryce, Glenn

Instructor, Mathematics
B.S., M.S., Florida State University

Davis, Rick

Director of Public Safety Academy
A.S., North Florida Community College
B.S., Columbia Southern University

Dr. DeLia, Anthony

Instructor, Mathematics, Physics
and Astronomy
B.S., University of Central Florida
M.S., Ph.D., Florida State University

Ealy, Edna

Controller
A.A., North Florida Community College
B.B.A., Valdosta State University

Dr. Erle, Sharon B.

Dean of Academic Affairs/CAO
B.A., University of South Florida
M.Ed., University of Florida
Ph.D., Florida State University

Fields, Kathy, R.N., B.S.N.

Instructor, PCT Program
B.S.N., University of Phoenix

Garner, Patricia

Director, Green Industries Institute
B.S., University of Georgia
M.S., University of Florida

Grosskopf, John, A.B.D.

President
B.A., Florida International University
M.A., Florida State University

Guest, Marie

Department Chair of Social Science,
Business, Education and Computer
Science
Instructor, Business
A.A., Butler County Community
College, Kansas
B.S., M.A., M.B.A., Central Missouri
State University
Ed.S., Valdosta State University

Hackle, Dale R.

Director of Physical Plant

Halfhill, Kim

Director of Campus Life
B.A., Mercer University

Harris, Daniel J.

Instructor, Mathematics
B.A., M.S., Middle Tennessee State
University

Hogan, Kay

Director of Library Services
A.A., North Florida Community College
B.S., Valdosta State University
M.S.L.S., Florida State University

Hunter, William

Executive Director
of Human Resources
A.A., Los Angeles
Metropolitan College
B.S., Faulkner University
M.S., Wilmington University

James, Lawson K. "Skip"

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A.A., North Florida Community College
A.S., Lake City Community College
B.S., University of South Florida
M.S., Nova University

Jegede, Tolu

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Knox, Rosie

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B.A., University of Montevallo
M.A., Valdosta State University

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M.B.A., Webster University
B.S.N., Florida Hospital College of
Health Sciences

Littlefield, Bonnie

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B.S., Iowa State University
M.S., Florida Institute of Technology

Dr. McCauley, Barbara L.

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University
M.A., Central Missouri State University
Ph.D., Florida State University

McCreary, LaFrenchie R.N., B.S.N.

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L.P.N., North Florida Community College

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Dr. Molnar, Greg

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A.S., Abraham Baldwin College
B.S., University of Florida
M.S., University of Wyoming
Ph.D., Washington State University

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Paulk, David

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M.P.A., Valdosta State University
M.S., Southeastern Baptist
Theological Seminary
M.A., Valdosta State University

**Register, Mary Elizabeth, PhD,
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M.P.H., University of South Carolina
M.S.N., University of South Carolina
Cert of Grad Studies, University of
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P.h.D., University of South Carolina

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B.A., Florida State University

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Librarian
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M.L.S., University of Alabama

Dr. Stine, Michael

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and Physical Science
Instructor, Biology
B.S., Michigan State University
M.S., University of Georgia
Ph.D., Michigan State University

Strickland, Tiffany, R.N. ASN

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Taylor, Phillip

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Instructor, Mathematics
A.A., North Florida Community College
B.S., Berry College
M.S., Florida State University

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Coordinator, College Preparatory
Instructor, English
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M.S.Ed., University of Southern
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B.S.N., University of Florida
M.S.N., Florida State University

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B.S.N., Florida State University
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M.A., University of Florida

Wheeler, Mary Anne

Dean of Enrollment and
Student Services
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B.S., M.S., Florida State University

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Professor of History
B.A., M.A.

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B.F.A., M.Ed.

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Professor of Biology
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B.S., M. Ed.

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A.A., B.S.

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and Financial Aid
B.A., M.S.

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B.A., M.S.

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Registrar
B.A., M.A.

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Bethea, John
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Bivens, Gwendolyn
Manager of Food Services

Blanton, Tony
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Paramedic/EMT Program

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B.F.A., Valdosta State University

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Index

A

Academic Calendar 6
 Academic Dishonesty 57
 Academic Freedom, Student 57
 Academic Honors 62
 Academic Probation 62
 Academic Regulations 57
 Accreditation 10
 Administration, College 140
 Admission, General 15
 Admission, Degree 16
 Admission, Non-degree 17
 Advanced Technical Diploma
 EMT-Basic 79, 104
 Audit Students 18
 Advanced Placement 19
 Advising, Academic 20
 Application for Admission 149
 Art Galleries 11
 Artist Series 38
 Associate in Applied Science 83
 Criminal Justice 84
 Law Enforcement 84
 Corrections 85
 Associate in Arts 66
 Degree Requirements 67
 Transfer Guarantee 66
 Business Emphasis (A.A.) 69
 Education Emphasis (A.A.) 70
 Associate in Science 71
 Business Administration 72
 Digital Media | Multimedia 74
 Early Childhood Education 76
 Emergency Medical Services 78
 Registered Nursing (RN) 81
 Attendance Policy 59
 Auditing Courses 18

B

Bachelor's Degree Opportunities .. 66

Board of Trustees 145
 Bookstore (Virtual) 50
 Brain Bowl 38
 Bright Futures Scholarships 29

C

Calendar, College 6
 Campus Alert System 55
 Campus Description 11
 Campus Directory 7-8
 Campus Life 38
 Campus Map 153
 Campus Security 55
 Career Pathways (technical) 89
 Career & Tech Credit Admission... 17
 Career & Technical Programs 86
 Business/Admin. Assistant 93
 Business-Related Certificates ... 94
 Child Care Center Director 97
 Early Childhood Professional ... 95
 Networking Technology 98
 Patient Care Technician 89
 Practical Nursing 91
 Catalog, Effective Policy 24
 Changing Class Schedule 22
 CJ-BAT 19
 Clubs and Organizations 38
 College Credit 59
 College Credit Certificates
 Business Operations 73
 Accounting/Budgeting
 Management Specialization
 Marketing Specialization
 Retail Management
 Digital Media | Multimedia 75
 Authoring Specialization
 Production Specialization
 Instructional Technology
 Presentation Specialization
 Web Production

Early Childhood Education 77
 Child Care Center Management
 Preschool Specialization
 Paramedic 80
 College Preparatory Courses 19
 Common Course Information 108
 Community Theater 38
 Continuing Workforce Education .. 106
 Counseling (Student) 50
 Course Descriptions 108-139
 Course Load 59
 Course Substitution 23
 Crime Statistics 55
 Criminal Justice (Public Safety) .. 100

D

Dean's Honor Roll 62
 Displaced Homemakers Pgm 37
 Disabled Student Services 35
 Directory, Campus 7-8
 Dishonesty, Academic 57
 Drug and Alcohol Policy 47
 Dual Enrollment 17, 88

E

Early Admission 17
 Education to Go (ed2go) 107
 Email Accounts, Students 50
 Employment, Student 30
 Enrollment Steps 21

F

Faculty 140
 Faculty & Admin. Emeriti 142
 Federal Grants 29
 Federal Grant Repayment 27
 Fees 26
 Financial Assistance 28
 Fitness and Wellness 38
 Food Service 50
 Foreign Language Requirement ... 24

G

General Education Philosophy..... 63
 General Education Requirements
 (A.A.) 67
 Grade, Appeal of Final 61
 Grade Point Average 60
 Grade Point System 60
 Graduation Honors 62
 Graduation information 23
 Grants, Student 29
 Green Industries Institute 12
 Grievance, Student 46

H

Handbook, Student 40
 Health, Student 52
 Hazing Policy 47
 History of College 10
 Housing 50

I

International Students 16

L

Ladell Brothers Environ. Center ... 12
 Library, Marshall W. Hamilton 12
 Location 11

M

Memberships, College 13
 Mission Statement, College 10

N

Nature Center (Ladell Brothers) ... 12
 Non-Degree Admissions 17

O

Ombudsman 37, 49
 Organizations, Student 38

P

Parking 53
 Payments/Fees 26

Pell Grant 29
 President's Honor Roll 62
 Prerequisites, Admissions 59
 Probation, Academic 62
 Public Safety Academy 100
 Continuing Education 103
 Corrections 102
 Crossover 102-103
 Dual Certification 101
 Law Enforcement 101
 Supplemental 103
 Publications, Student 39

R

Re-Admission 16
 Refunds 27
 Registrar 20
 Registration 20
 Regulations, Academic 57
 Residency Requirements 27
 Rights of Charged Student 40

S

Saint Leo University 66
 Schedule Changes 22
 Scholarships 31
 Senior Citizens 18
 Service Learning 64
 Sexual Harassment Policy 48
 Social Security # Collection/Use .. 51
 Special Non-Degree Student 17
 Staff, Professional & Support 143
 Student Activities & Clubs 38
 Student Advocate 37, 49
 Student Code of Conduct 40
 Student Disability Services 35
 Student Email Accounts 50
 Student Government Association . 38
 Student Grievance Procedures 46
 Student Handbook 40
 Student Health 52
 Student Housing 50
 Student ID 50
 Student Load 59

Student Newspaper 39
 Student Organizations 38
 Student Records 20
 Student Responsibilities 40
 Student Rights 40
 Student Services 34
 Student Support Services 37
 Students - Serious Illnesses 35

T

TABE test 18
 Technical Programs 86
 Testing 18
 AP 19
 CJ-BAT 19
 Placement Testing 18
 TABE 18
 Textbooks, cost 26
 Tobacco Policy 48
 Transcript Request 21
 Transfer, University Parallel... 19, 66
 Transfer Students 16
 Transient Students 17
 Trustees, Board of 145
 Tuition (Cost of Attending) 26
 Tuition Payment Plan 31

U

University, Parallel/Transfer ... 19, 66

V

Vaccine Advisory 52
 Van H. Priest Auditorium 12
 Veteran Affairs 35
 Vision Statement, College 10
 Voc-Rehab Assistance Program.... 30

W

Wardlaw-Smith-Goza Center 12
 WIA Assistance 30
 Withdrawal (classes | college) 22
 Work Study, Student 30
 Workforce Education 106

PROGRAM CODES FOR NFCC APPLICATION FOR ADMISSION

0000	Undeclared		PS	Vocational Certificate
0101	DE-College Credit			
0103	Non-Degree Seeking Employment		5002	Practical Nursing
0104	Non-Degree Seeking Personal Objectives		5007	Patient Care Technician
			5009	Corrections Basic Recruit
CR	Associate Degrees		5014	Early Childhood Education
1001	Associate in Arts (General)		5018	Crossover LE to Corrections
1101	AA Accounting		5023	Administrative Assistant
1102	AA Business Admin. and Management		5026	Crossover CPO to CMS LE Officer
1103	AA Criminal Justice Studies		5028	CMS Law Enforcement
1104	AA Elementary Teacher Education		5029	Crossover Corrections to CMS-LE
1105	AA Management Information Systems		5031	Childcare Director
1106	AA Nursing		PS	Advanced Technical Diploma
CR	Associate in Science		6001	Emergency Medical Tech-Basic
2001	AS Business Admin. and Management		WF	Workforce/Supplemental
2007	AS Emergency Medical Services			
2009	AS Registered Nurse		7001	Workforce
2010	AS Digital Media/Multimedia Technology			
2011	AS Early Childhood Education			
2099	AS ALAP RN			
CR	Associate in Applied Science			The Application for Admission is valid for one (1) year (August-July)
3013	AAS Criminal Justice Tech-Law Enforcement			
3023	AAS Criminal Justice Tech-Corrections			
CR	Credit Certificate			
4002	CCC Paramedic			
4003	CISCO CCNA			
4006	CCC Business Operations			
4011	CCC Digital Media Authoring Specialization			
4012	CCC Digital Media Production Specialization			
4013	CCC Digital Media Instructional Technology			
4014	CCC Digital Media Presentation Specialization			
4015	CCC Digital Web Production Specialization			



ADMISSION APPLICATION FOR NORTH FLORIDA COMMUNITY COLLEGE

325 NW Turner Davis Drive, Madison, Florida 32340

Contact NFCC Admissions for more information: 850/973-1622 or 850/973-9405 or email ADMISSIONS@NFCC.EDU. Fax 850/973-1697

1 STUDENT NFCC ID NUMBER (If previously attended) G	2 SOCIAL SECURITY NUMBER
3 LEGAL NAME _____ (LAST) _____ (FIRST) _____ (MIDDLE)	
4 PRIOR NAME IF APPLICABLE (Maiden) 	5 HAVE YOU PREVIOUSLY ATTENDED NFCC? <input type="checkbox"/> Yes <input type="checkbox"/> No* <small>*All first time Applications MUST include \$20.00 Nonrefundable fee</small>
6 MAILING ADDRESS _____ (Street) _____ (APT #) _____ (City) _____ (County) _____ (State / Zip Code)	7 PHONE NUMBERS Home _____ - _____ Work _____ - _____ Cell _____ - _____
8 EMERGENCY CONTACT INFORMATION Name _____ Relationship to student _____ Phone: _____	

THE FOLLOWING INFORMATION IS REQUIRED BY THE U.S. DEPARTMENT OF EDUCATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND THE TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972 TO BE USED FOR REPORTING PURPOSES AND IS NOT USED IN DETERMINING ADMISSIONS TO NORTH FLORIDA COMMUNITY COLLEGE.

9 SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	11 CITIZENSHIP <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Refugee Alien <input type="checkbox"/> F-1 Student <input type="checkbox"/> Other, Non-citizen <input type="checkbox"/> Visa Other Than F-1 Visa type _____ <input type="checkbox"/> Permanent Resident Alien COUNTRY OF BIRTH _____ <small>PASSPORT, VISA AND/OR ALIEN CARD REQUIRED AT ADMISSIONS</small>	12A ETHNICITY Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	13 RACE <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	14 COUNTRY OF CITIZENSHIP _____
10 DATE OF BIRTH ____/____/____ (Month/Day/Year) _____ City & State of Birth	12B ETHNICITY <input type="checkbox"/> Asia or Pacific Islander <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> White (Not Hispanic)	15 WHAT IS YOUR PRIMARY LANGUAGE? (I.E. THE LANGUAGE YOU USE MORE THAN 50% OF THE TIME) _____		16 DEGREE OBJECTIVE <input type="checkbox"/> ASSOCIATE IN ARTS _____ <input type="checkbox"/> ASSOCIATE IN SCIENCE _____ <input type="checkbox"/> ASSOCIATE IN APPLIED SCIENCE _____ <input type="checkbox"/> CREDIT CERTIFICATE _____ <input type="checkbox"/> TECHNICAL DIPLOMA _____ <input type="checkbox"/> VOCATIONAL CERTIFICATE _____ <input type="checkbox"/> TRANSIENT STUDENT _____ <input type="checkbox"/> EPI PROGRAM _____ <input type="checkbox"/> NON-DEGREE SEEKING <input type="checkbox"/> JOB RELATED TRAINING <input type="checkbox"/> SENIOR CITIZEN (Must be 65 or older & DOB must be verified) <input type="checkbox"/> PERSONAL GROWTH
17 ENTERING YEAR <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">20</div> <input checked="" type="checkbox"/> TERM <input type="checkbox"/> FALL (AUGUST) <input type="checkbox"/> SPRING (JANUARY) <input type="checkbox"/> SUMMER A (MAY) <input type="checkbox"/> SUMMER B (JUNE)		18 BASIS OF ADMISSION <input type="checkbox"/> HIGH SCHOOL GRAD/GED <input type="checkbox"/> UNIV/COLLEGE TRANSFER <input type="checkbox"/> TRANSIENT STUDENT		
19 DID BOTH OF YOUR PARENTS EARN A FOUR-YEAR COLLEGE DEGREE? <input type="checkbox"/> YES <input type="checkbox"/> NO		20 ARE YOU A VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO Discharge Date _____ Branch _____		

21 EDUCATION BACKGROUND (APPLICANTS WITH SPECIAL DIPLOMAS MUST OBTAIN A GED DIPLOMA BEFORE APPLYING)			
HOME SCHOOLED (NOTARIZED AFFIDAVIT REQUIRED)	DATE RECEIVED/ANTICIPATED	STATE AND COUNTRY (IF NOT US)	
GED DIPLOMA	____/____/____	_____	_____
STANDARD HIGH SCHOOL DIPLOMA	____/____/____	_____	_____
NAME OF HIGH SCHOOL _____			

All college credit and most PSAV applicants must have a Standard or College-ready high school diploma or GED certificate. Please have an official transcript sent from the high school to NFCC Admissions. For GED completers, please provide a copy of the GED Certificate and an official copy of the test scores.

List the full names of the colleges and universities previously attended. **DO NOT USE ABBREVIATIONS.** Failure to list all institutions could result in your application being denied or your admission being rescinded. Use separate sheet if necessary and attach it to the application.

An official transcript from each postsecondary school, college, or university you have attended must be provided.

NAME OF COLLEGE/UNIVERSITY (DO NOT USE ABBREVIATIONS)	CITY & STATE	DATES ATTENDED	HRS OR DEGREE EARNED	ELIGIBLE TO RETURN?

22 Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or is still pending, could result in probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license? (You are not required to include traffic violations which only resulted in a fine.)

Yes No

If your answer is YES, you may be required to schedule an interview with the Dean of Student Services (or designee) and submit a full statement of relevant facts explaining the final disposition of proceedings.

VERIFICATION STATEMENT

I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residence affidavit may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned pursuant to 837.06, Florida Statutes. I certify that I will abide by all the regulations of North Florida Community College and the laws of the State of Florida. I agree that as a condition of my admission, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol during enrollment at North Florida Community College. I further certify that if it becomes necessary for NFCC to engage the services of a collection agency or to initiate legal action to collect fees for tuition or any other services provided by NFCC, I will be responsible for all costs of collection, including but not limited to reasonable attorneys' fees.

Signature of Applicant

Date

Confidentiality of Student Records: The Family Rights and Privacy Act of 1974 provides that "Directory Information" may be released to the general public upon request unless the student has specially requested in writing that some or all of the information not be released. A form is available upon request from the office of the Registrar.

Student Disabilities: Any student with a disability who wants to request accommodations, assistance, or information should contact Student Disability Services at (850) 973-1611 (TTY)

Collection of Student Social Security Numbers: In compliance with Florida Statute (F.S.) 119.071(5)(a), North Florida Community College (NFCC) issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). In addition, 119.071(2)(a)(II), F.S., authorizes NFCC to collect and use your SSN to perform the College's duties and responsibilities for the following purposes: student record management; identification and verification; tracking (also authorized by 1008.386, F.S.); VA benefits (also mandated by 38 USC 3471); and reporting to authorized agencies of the state and federal government (also authorized by 26 USC 6050S). To protect your identity, NFCC will maintain the privacy of your SSN and never release it to unauthorized parties. The College assigns you a unique student identification number which is used for educational purposes at NFCC, including access of your college records.

INFORMATION FOR RESIDENCY CLASSIFICATION

A Florida resident for tuition purposes is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve (12) months. Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien, granted indefinite stay by the Immigration and Naturalization Service. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Regents. All other persons are ineligible for classification as a Florida resident for tuition purposes. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents are presumed to be legal residents of the same state as their parents.

NON-FLORIDA RESIDENTS

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for reclassification as a Florida resident.

Signature: _____

Date: _____

FLORIDA RESIDENTS

This section must be completed in full if you claim Florida residency for tuition purposes. *Attach copies of required documents.* A notarized copy of your and/or your parent's most recent tax return or other documentation **MAY** be requested to establish dependence/independence.

Dependent: a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.

Independent: a person who provided more than 50% of his/her own support.

A copy of the marriage certificate is **required** in all cases of spouse claiming partner's residency.

V (Check applicable item.)

- A. I am an **independent** person and have maintained legal residence in Florida for at least 12 months.
- B. I am a **dependent** person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- C. I am a **dependent** person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months. **Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.
- D. I am **married to a person** who has maintained legal residency in Florida for at least 12 months. I have now established legal residency and intend to make Florida my permanent home. **Required:** Copy of marriage certificate, claimant's voter registration, driver's license and vehicle registration.
- E. I was **previously enrolled at a Florida state institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- F. According to the United States Immigration and Naturalization Service, I am a **permanent resident alien or other legal alien granted** indefinite stay and have maintained a domicile in Florida for at least 12 months. **Required:** INS documentation and proof of Florida residency status.
- G. I am a **member of the armed services of the United States** and I am stationed in Florida on active duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. **Required:** Copy of military orders or DD2058 showing home of record.
- H. I am a **full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education**, or I am the **employee's spouse or dependent child**. **Required:** Copy of employment verification.
- I. I am part of the **Latin American/Caribbean Scholarship Program**. **Required:** Copy of scholarship papers.
- J. I am a **qualified beneficiary** under the terms of the **Florida Prepaid College Program** (s.240.551, F.S.)
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the FSU Panama Canal Branch, or I am the student's spouse or dependent child. **Required:** Copy of marriage certificate or proof of dependency.
- L. I am a **full-time employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. **Required:** Copy of employment verification

PERSON CLAIMING RESIDENCY MUST COMPLETE THE FOLLOWING SECTION IN FULL....

Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term in which a Florida resident classification is sought. All documentation is subject to verification.

Name of Student: _____ Student's Social Security Number _____/_____/_____

All of the questions below pertain to the person claiming Florida residency (If the student is a dependent, the person claiming Florida Residency is the parent or legal guardian.)

1. Name of person claiming Florida residency: _____
2. Relationship of claimant to student: _____
3. Permanent legal address of claimant: _____

4. Claimant's telephone number (Home) _____
(Work) _____
5. Date claimant established Florida Residency and domicile _____ / _____ / _____
(Month) (Day) (Year)
6. Claimant's Florida driver's license: _____
Number Original Issue Date
7. Claimant's Florida vehicle registration: _____
Decal Number Plate Issued Date
8. Claimant's Florida voter registration: _____
Number Issue Date

CERTIFICATION

I do hereby swear or affirm that the above named student meets all requirements for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to the penalties for making a false statement pursuant to 837.06, Florida Statutes.

Signature of Person claiming Florida residency _____ / _____ / _____
Date

STUDENT AGREEMENT

I understand that this application is for admission to the program identified on page 1 and is valid only for the academic year in which I apply. A new application will be required if I wish to change my educational goal.

I also understand and agree that I will be bound by the college's regulations concerning application deadlines and admission requirements. I further agree to the release of any transcript, student record, and test scores to the college (including my ACT Inc., Florida College Entry-Level Placement Test, or SAT-I score reports that the college may request from the College Board, ACT Inc., or another Florida public college or university.) I understand and agree that I will be bound by the College's regulations as published in the college catalog and the student handbook.

I hereby authorize NFCC to release electronically my transcript and initial placement scores and exit test to a Florida college or university. I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residency statement may result in disciplinary action, denial of admission and invalidation of credits or degrees earned. Should any of the information I have given change prior to my enrollment at the college, I shall immediately notify the Office of the Registrar in writing. I understand that the \$20 payment I submit with this application is a nonrefundable fee.

Signature of Student _____ / _____ / _____
Date

Campus Map



- | | | |
|---|-----------------------------------|--|
| 1. Van H. Priest Auditorium | 10. Fine Arts Building | 23. Ladell Brothers Outdoor Environmental Center |
| 2. Administrative Services Building | 11. Hardee Center for the Arts | 29. Fitness Walking Trail |
| 3. Walter L. Bishop Administration Building | 12. Colin P. Kelly Fitness Center | 32. College Advancement/Artist Series |
| 4. Marshall Hamilton Library | 13. Career & Technical Center | 33. University Programs/Saint Leo University Offices |
| 5. Technology Center | 14. Warehouse | 34. Morris G. Steen, Jr. Science Learning Center |
| 6. College Preparatory Education/Mathematics Classrooms | 15. Greenhouse | 35. Public Safety Academy |
| 7. Business Education Building | 16. Testing Center | 36. Government Relations Office |
| 8. General Classrooms Building | 17. Maintenance Building | |
| 9. Student Center | 18. Warehouse | |
| | 19. Sentinel Baseball Field | |
| | 20. Frank Cantey Softball Field | |