

ADMISSIONS

ST. JOHNS RIVER COMMUNITY COLLEGE

ADMISSION POLICY

St. Johns River Community College is an “open door” institution. Applicants for admission are considered on the basis of their qualifications without regard to age, color, disability, marital status, national origin, race, religion, or sex.

State law establishes certain minimum requirements for admission to college credit academic courses. These requirements ensure, as far as possible, that students will be successful in their academic work. After testing and counseling, the College may require a student to be enrolled in college preparatory courses.

ADMISSION CLASSIFICATION

COLLEGE CREDIT

A.A. Degree
A.S./A.A.S. Degrees
Technical Certificate
Limited Access Programs
Dual Enrollment
Florida School of the Arts
Nursing
Radiologic Technology

NON CREDIT

Vocational Certificates
Limited Access Programs
Crossover Programs
Apprenticeship Programs
Adult Education
Child Care Training
Continuing Education

COLLEGE CREDIT

Associate in Arts Degree

Associate in Science Degree Associate in Applied Science Degree

Technical Certificate

To be admitted as a degree/technical certificate-seeking student, an applicant must meet the following requirements:

- submit a completed application and fee;
- provide official copies of ACT, SAT or CPT (if results are more than two years old a retest is required); and
- provide proof of previous education:
 - ❑ a standard high school diploma; or
 - ❑ a high school diploma through any State Department of Education based on performance on the General Education Development (G.E.D.) test, provided the test was administered in English; or
 - ❑ a home education program meeting the requirements of F.S. 1002.41.

Transfer Students -

In addition to the above requirements, transfer students must also:

- ❑ be in good academic standing from the previously attended college or university. Students on academic probation can enroll, but students who are suspended or dismissed are required to submit a petition requesting permission to enroll; and
- ❑ provide official transcripts and catalog course descriptions from all colleges attended to the Admissions and Records Office.

International Students - F1 (student) visa applicants

In addition to the above requirements that apply, international students must also comply with the following:

- ❑ all transcripts must be in English and evaluated by one of the National Association of Credential Evaluation Services, Inc. Agencies; and
- ❑ proof that the high school certificate or diploma is equivalent to a standard Florida high school diploma or G.E.D.; and
- ❑ proof of proficiency in oral and written English as demonstrated by a score of 500 or above on the paper pencil version of the TOEFL, or 173 or above on the computerized version, or 61 or above on the Internet based version; and
- ❑ a financial statement (applicants are required by law to have sufficient funds for living expenses, tuition, and fees for a minimum of one year. These funds must be available when the student registers for courses each term. Financial aid is not available through the college); and
- ❑ a physician's statement of health; and
- ❑ proof of F-1 (student) status.

SJRCC recommends that international students purchase health insurance and begin the admission process at least four months prior to the term of initial enrollment.

Limited Access Programs

To be admitted to a limited access A.A. or A.S. degree program an applicant must meet aforementioned requirements and the requirements listed in the specific programs:

I. Dual Enrollment

An admission status that allows a superior high school student who has demonstrated exceptional academic achievement,

emotional stability, and social maturity to attend SJRCC prior to high school graduation.

A student may enroll in college credit courses creditable toward an associate degree, a baccalaureate degree, or a certificate, and a high school diploma. Credits earned at SJRCC must be applicable to both a college degree and high school graduation requirements. A student must have advanced approval from the high school to apply college credits toward high school graduation. Any public school student so enrolled is exempt from the payment of registration, matriculation, books, laboratory fees, and testing fees.

Eligible home education students will be provided the opportunity to participate in dual enrollment programs offered by the College as defined in Florida Statutes 1007.27 and 1007.271. A home education student must provide proof of enrollment in a home education program pursuant to s.1002.41 Florida Statutes, and be responsible for books, materials, and transportation unless provided for otherwise.

Dually enrolled students must:

- a. be seeking a college credit technical certificate, a college credit Associate in Science degree, or a college credit Associate in Arts degree; and
- b. have and maintain a minimum unweighted 3.0 cumulative G.P.A. for enrollment; and
- c. be classified as a senior (have accumulated a minimum of 18 credits in grades 9, 10, and 11) or be classified as a junior (have accumulated a minimum of 12 credits in grades 9 and 10) and have demonstrated academic, social, and emotional maturity to ensure success in college level study; and
- d. complete a dual enrollment application for admission (students will be required to submit an SJRCC application for admission once they have graduated from high school); and
- e. not make below a "C" (including a "W" grade) in any dual enrollment course. Students not maintaining this standard are subject to dismissal from the dual enrollment program; and
- f. provide results of American College Test (ACT) or the Scholastic Aptitude Test (SAT) or the Florida College Entry Level Placement Test (CPT) to the Office of Open Campus. Students who intend to enroll in English, humanities or mathematics must receive qualifying test scores (see high school counselors).
- g. Exceptions to these requirements must be approved jointly by the school principal and the Vice President for Academic Affairs or the Vice President for Workforce Development.

Early Admissions (college credit)

An admission status, which is a form of dual enrollment, that allows a secondary student to enroll full-time in courses that are creditable toward the high school diploma and the associate degree. The early admission program is limited to students who have completed a minimum of six semesters of full-time secondary enrollment, including studies undertaken in the ninth grade, and who meet all other admission criteria required of dual enrollment students. Public school early admission students are exempt from payment of registration, matriculation, books, and laboratory fees.

Technical Dual Enrollment (college credit)

Any course creditable toward a certificate or an Associate in Science degree as outlined in the college catalog is an eligible course.

All admission requirements are the same as are stated in Dual Enrollment (college credit) except that dual enrollment students pursuing a certificate or an Associate in Science degree as outlined in the college catalog must have their high school counselor certify on the dual enrollment application form by using the four digit program code that the student is actually pursuing a college credit certificate or an Associate in Science degree as outlined in the College catalog.

2. Florida School of the Arts

Admission to Florida School of the Arts A.A. and A.S. degree programs is based on audition/portfolio review and an interview. Under special circumstances, Florida School of the Arts may allow submission of slides or video in lieu of an on-site audition/portfolio review. However, final acceptance is contingent upon an interview with the area faculty and the Dean.

The following **MUST** be submitted:

- application to FloArts (no fee);
- application to SJRCC (fee applied upon acceptance);
- resume;
- current transcript;
- (2) letters of recommendation from:
 - 1.) someone familiar with the candidate's artistic abilities
 - 2.) candidate's most recent teacher in his/her discipline;
- audition/portfolio.

Students must also be admitted to St. Johns River Community College and are responsible for compliance with all College policies and procedures. Upon graduation from high school, the student must also send an official transcript in order to complete the admissions file.

All applications, recommendations, transcripts and test scores should be sent directly to the Florida School of the Arts.

3. Nursing

The ASN program is a limited access program. To apply for admission to the nursing program, a student must have completed all of the following:

- application process to SJRCC;
- application to nursing program;
- satisfactory scores on college placement tests or completion of all college preparatory courses;
- completion of five prerequisite courses by the end

of the spring semester for fall admission and summer “B” term for spring admission.

- nursing entrance test

Student selection is objective and based on a point system. Please see the nursing section of this catalog on page 100.

4. Radiologic Technology

The Radiologic Technology program is a limited access program. To apply for admission, a student must have completed all of the following prior to the program application deadline:

- application process to SJRCC;
- application to radiologic technology program;
- satisfactory scores on college placement tests or completion of all college preparatory courses; and
- completion of eight required prerequisite courses prior to the program application deadline.

Student selection is objective and based on a point system. Please see the Radiologic Technology section of this catalog on pages 106-110 for more information.

NON COLLEGE CREDIT

Vocational Certificates Post-secondary Job Training (PSAV)

A vocational certificate prepares students for entry into a given career or vocation. To be admitted to SJRCC as a Vocational Certificate seeking student, an applicant must meet the following requirements:

- be at least 16 years of age; furnish proof if asked;
- application process to SJRCC;
- submit application for appropriate PSAV program;
- complete admissions testing.

A high school diploma and additional requirements are needed for admission into the limited access PSAV programs:

1. Limited Access Programs (PSAV)

The following PSAV programs are limited access:

- a. Law Enforcement
- b. Corrections Basic Recruit

Qualifications for admission into these programs include age and physical examination requirements as well as providing a finger print and birth certificate.

Please see the Criminal Justice section of this catalog beginning on page 111 for more information.

2. Crossover Programs

- a. Corrections Officer –
Crossover from CMS Law Enforcement Officer
- b. Law Enforcement Officer –
Crossover from Correctional Officer

Please see the Criminal Justice section of this catalog beginning on page 111 for more information.

Apprenticeship Programs

Carpentry
Electrical
Heating & Air Conditioning
Fire Sprinkler Systems
Masonry

All applicants must meet unique requirements pertaining to each field. Please see the Apprenticeship section of this catalog on page 91 for more information.

Adult Education

Adult Basic Education (A.B.E.)
General Educational Development (G.E.D.)
Adult High School Courses (A.H.S.)

Adult Education classes are offered for students who wish to improve their basic educational skills and/or prepare to earn a Florida High School Diploma through the G.E.D. program. The program is an “open entry enrollment” program. Please see the Adult Education section of this catalog on page 122 for more information.

Child Care Training

Child care courses at SJRCC are devised to serve a variety of students. For those presently working with children, the child care courses provide an opportunity to renew or increase students' knowledge and competencies. Please see page 125 for more information.

Continuing Education

There are no formal admission requirements for continuing education students. Normally, students must be 16 years of age or accompanied by a parent or responsible adult. Students are admitted to continuing education courses after completing a special registration form. The form is available online at sjrcc.edu.

The form is also available at the Records Office, the Open Campus office on the Palatka Campus, the Administration Offices on the St. Augustine/Orange Park campuses, and the Ponte Vedra Center. For additional information, call (386) 312-4136.

REGISTRATION (CREDIT)

It is the student's responsibility to furnish all required documents. The admission file is not complete until all documents have been received. Students with incomplete admission files may not be allowed to register. See the admissions checklist on page 17.

All registration dates and times are publicized well in advance of the beginning of the term. Students should complete all admission requirements prior to that time. Students must officially register each term.

Registration is via the Web only (except Dual Enrollment). Each semester printed copies of the registration schedule are available in strategic locations on each campus and in the community. The schedule is also available at the College's Web site (www.sjrcc.edu).

Students are sent registration time tickets via e-mail each semester. Time tickets are determined by the number of earned college credits. New students and students who have earned 30 credit hours must see a counselor prior to receiving a registration time ticket.

Students with academic or financial holds will not be permitted to register until these obligations are met. Certain courses are program specific and are not available to all students. Some courses have prerequisites that may restrict registration.

Registration is not complete until all fees have been paid and the student has received an official receipt showing a zero (0) balance due. Registration fees are due immediately. Students can pay online with a debit or credit card, or they may pay at one of the College campuses. Payments must be received within 24 hours, or the registration will be voided.

Check the academic calendar in the College catalog or on the Web site for deadline dates for Add/Drop and withdrawal with refund.

NEW STUDENTS

A new student enrolling in credit courses must submit the application for admission.

All new degree/technical certificate seeking students and new transfer students must meet with a counselor in order to register and:

- verify and begin plan for program of study;
- review program requirements;
- review testing requirements and schedule testing appointments;
- discuss course options for registration;
- get an appointment for new student orientation; and
- receive registration time ticket.

RETURNING STUDENTS

A returning student who has not been enrolled for two semesters must submit an updated application.

- After completing 30 credit hours, all degree/technical certificate seeking students must meet with a counselor to discuss their academic progress and future coursework prior to registration.
- Students are encouraged to meet with a counselor the term prior to graduation. Students are responsible for the graduation application, paying all associated fees, and meeting the graduation application deadline.
- A student who has not matriculated in credit courses within a three-year period of initial application must submit a new application with appropriate fees.

PLACEMENT TESTING

First time college applicants who apply to enter an Associate in Arts or Associate in Science degree or a college credit certificate program must have taken a placement test prior to the completion of registration. Initial enrollment in English, humanities, or mathematics courses for any student requires placement scores no more than two years old. Non-degree seeking students desiring to enroll in English, humanities, or mathematics courses also must have been tested. The College accepts scores on the ACT, SAT, or Florida College Entry Level Placement Test (CPT) Form A, or any other state approved placement tests that are no more than two years old. These test results are used for placement, counseling, and transfer requirements for some upper division institutions, scholarship eligibility, and research.

Placement testing is available at the College for applicants who have not been previously tested or whose scores are no longer valid. Students may obtain information and application form from the Counseling Center. A placement test score chart is located on page 20.

COLLEGE TESTING

Testing for admissions to special programs is administered through the Office of Academic Success and Student Retention. Students must schedule an appointment, and seating is limited. Check the College's Web site for specific dates.

Additionally, appointments for proctoring of distance learning exams from other institutions and institutional exams are scheduled through the Office of Academic Success and Student Retention. Each exam requires an administrative fee.

CHANGING ADMISSION STATUS

Students may change their program of study at anytime by meeting the requirements of the admission status and by completing the change of program of study form. See "catalog governing degree" on page 26 for further information.

COURSES BY AUDIT

Audit students earn no credit and are not required to do outside work or take exams. Audit students must meet all other admission requirements. College prep courses can not be audited.

CREDIT BY EXAM/ CREDIT AWARDED FOR ARMED SERVICES EDUCATIONAL EXPERIENCES

St. Johns River Community College (SJRCC) awards credit for Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP), and Cambridge Advanced International Certificate of Education (AICE) exams as designated by the Articulation Coordinating Committee (ACC) Credit-By-Exam Guidelines For Postsecondary Institutions. Up to 45 total credit-by-exam credits may be awarded. Up to 30 credits may be awarded for the IB diploma.

SJRCC will award credit for Defense Activity of Non-Traditional Education Support Examinations (DANTES/DSST) and Excelsior based on the ACC course equivalent recommendations only. No elective credit will be awarded. (DANTES/DSST was formerly USAFI and Excelsior was formerly Regents or PEP.)

Students are responsible for making test arrangements, bearing the cost of testing, and having test scores sent to SJRCC. A six-month interval is required for retaking an exam.

Credit-by-exam will not be awarded if:

1. the credit would duplicate or overlap credit previously awarded through another exam;
2. the credit would duplicate or overlap credit previously awarded or earned; and/or
3. the student has received credit in a more advanced course in which the accumulation of knowledge or skills in the exam area is essential.

No grades or quality points will be assigned.

In addition to that mandated by Florida Statute 1007.27, credit may be granted for military education that has been evaluated and recommended as appropriate for postsecondary credit by the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*. After enrollment in the college, a student may request such credit by providing appropriate documentation as determined by the college. Credit will be granted only if the credit satisfies

specific course requirements in the student's selected degree program. Elective credits will not be awarded.

Policies in effect when exams were taken govern the awarding of credit.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

Successful completion of the CLAST or a state-approved alternative method of completion or exemption is required before the conferral of an Associate in Arts degree. The test is designed to measure student achievement of communication and computation skills. A listing of these skills is available in the Counseling Center. The test is normally administered in October, February, and June. Application deadlines are noted in the academic calendar. A student is eligible to take the CLAST upon completion of 18 semester hours of college credit course work. A student should complete the CLAST or equivalent in order to:

1. complete the requirements for the Associate in Arts degree during the current term;
2. complete requirements for admission to upper division status in a state or private university;
3. be eligible for State of Florida financial aid awards.

If a student desires special testing conditions because of a disability, it is the student's responsibility to submit a request when registering for the examination.

No late, standby, or walk-in registrations are permitted. Students who register but fail to report on the testing date may be permitted to participate in the alternative administration under certain conditions and for limited reasons. Adequate documentation will be required. Students who have taken any one or more of the four subtests four times without earning a passing grade may request a waiver of the CLAST requirement. Additional information concerning exemptions and waivers may be obtained from the counseling staff on each campus.

Minimum scale scores for successful completion of the CLAST are: Reading, 295; Writing, 295; Computation, 295; and Essay, 6. Students seeking admission to a public Florida university at the upper division college level, who are otherwise qualified for admission to upper division status, and who have satisfied the minimum standards on only three (3) of the four (4) sub-tests, may be allowed to enroll for a maximum of thirty-six (36) semester credit hours in upper division courses before they are required to successfully pass the fourth subtest.

EXEMPTIONS FROM CLAST REQUIREMENT

Florida law provides exemption from selected CLAST subtests for students meeting certain standardized test scores and/or grade criteria. Students should be aware that some uni-

versity baccalaureate programs require successful completion of the CLAST examination, even though the student was exempt from a CLAST subtest for Associate in Arts degree purposes.

Students are exempt from selected subtests under the following circumstances:

1. Students who have earned a grade point average of 2.5 or above in selected post-secondary level courses shall be exempt from one or more sections of CLAST as follows:

To exempt the English Language Skills, Reading, and Essay sections of CLAST, students must have earned a 2.5 grade point average in ENC 1101 and ENC 1102.

To exempt the Computation subtest of the CLAST, students must have earned a 2.5 grade point average in two mathematics courses that meet the Associate in Arts degree general education requirement.

2. Students who have earned the following score(s) on either the SAT-1 or the ACT shall be exempt from one or more sections of the CLAST as follows:

To exempt the English Language Skills and Essay sections of the CLAST, students must have a score of 500 on the SAT-1 or a 21 on the ACT.

To exempt the Reading Section of the CLAST, students must have a score of 500 on the SAT-1 or a 22 on the ACT reading examination. To exempt the Computation section of the CLAST, students must have a score of 500 on the SAT-1 or a 21 on the ACT mathematics examination.

AP and CLEP tests may be used for CLAST alternative exemption. A passing score on the English Composition (with Essay) and/or appropriate mathematics tests will equate to a 2.5 G.P.A. for the CLAST exemption purposes only. Students must apply for exemptions.

CLAST WAIVERS

Students who have taken any of the four (4) subtests of CLAST at least four (4) times and have not earned a passing score on the subtest but have otherwise earned a minimum grade point average of 2.0 in all college credit courses in that same subject area, may appeal to the CLAST Waiver Committee for a waiver from that subtest. In considering a request, the Committee will determine if the student has demonstrated sufficient effort to pass the subtest.

Students with a documented disability may request a waiver of one or more sections of the CLAST, depending on their disability. All requests must be submitted in writing, along with ver-

ification of the disability. Students should contact the Counseling Office for additional information on CLAST waivers.

WITHDRAWAL

Students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as published in the academic calendar. A student who wishes to withdraw from either a single course or from all courses must follow withdrawal procedures. After the published last date to withdraw, the student will receive the letter grade earned. There are special requirements for withdrawal from science with laboratory corequisites; see the introduction to the science section of the "College Credit Course Descriptions" of this catalog for further information.

A student seeking to withdraw should obtain the "Student Initiated Withdrawal Form" from the Admissions and Records Office or Counseling Center. Students enrolled in evening classes may obtain the proper form from their instructor or send a written notice of intent to withdraw to the Admissions and Records Office. All student obligations to the College, such as repayment of financial aid loans, return of library books, and payment of traffic fines, must be satisfied. Notification is sent to any appropriate agency when a student withdraws from the College.

Students who enrolled in college for the first time after the 1995-96 academic year are subject to restrictions on the number of withdrawals per course they may accumulate.

The College reserves the right to withdraw a student from one or more classes when circumstances warrant such an action.

TRANSFER OF CREDITS

Students whose admission files are not complete by the end of their first semester with St. Johns River Community College may have future online/Web registrations blocked until all necessary documentation is received and admissions file is complete. Any exceptions must be approved by a Vice President or Dean.

Students wanting to receive federal financial aid must complete their admission files prior to receiving the aid. There will be no exceptions for the receipt of financial aid.

The College accepts only those credit courses that were awarded through a regionally accredited institution and/or under the following circumstances:

1. Ordinarily, students receive no transfer credit for courses specifically designed for technical and vocational career programs. The Vice President of the specific area should be consulted regarding questions about the transfer of credits.

2. Any type of Military Credit will be evaluated on an individual, case-by-case basis according to the ACC course equiva-

lent recommendations. Only courses that apply to the student's chosen program of study will be considered for transfer credit. If a student wishes to change his/her program, he/she is responsible for requesting in writing that the transfer credits be re-evaluated. No elective credit will be awarded. The Vice President of the specific area should be consulted regarding questions about the transfer of credit.

3. Transfer students who have a bachelor's degree or higher will receive a maximum of 18 credit hours toward the general education requirements in an Associate in Science or Associate in Applied Science degree.

4. Students' records will not be evaluated until their admissions files are complete and after they have been or are currently enrolled.

5. International Students must have their transcripts translated and evaluated by one of the credential evaluation agencies sanctioned by National Association of Credential Evaluation Services, Inc. (NACES). Each course will be individually assessed for transfer consideration. Credits will be awarded on a course-by-course basis.

Florida Members:

Josef Silny & Associates, Inc.
International Education Consultants
P.O. Box 248233
Coral Gables, FL 33124 U.S.A

World Education Services, Inc.
P.O. Box 01-5060
Miami, FL 33101-5060 U.S.A.

7. St. Johns River Community College will award college credit for qualified College Board Advanced Program examination scores (AP), International Baccalaureate Diploma program examinations, and The College Level Examination Program (CLEP), Advanced International Certificate of Education (AICE) and The Defense Activity for Nontraditional Education Support (DANTES) per American Council of Education guidelines and the current articulation Coordinating Committee Credit by Exam Equivalents.

Students must provide a copy of any type of college level examination test score so that credit may be considered.

8. St. Johns River Community College will accept credit from private institutions participating in the state wide course numbering system based on credential effective dates.

ORIENTATION

First-time-in-college (FTIC) students are encouraged to attend new student orientation prior to enrolling in their first term at SJRCC. Student orientation programs for freshman and transfer students entering in the fall are scheduled throughout the summer prior to fall registration. For students planning to enter in the spring or summer semesters, orientations are offered prior to the spring and summer registration dates. Online orientation is also available. Special arrangements may be made for students unable to attend orientation (e.g., out-of-state/country students) by contacting the local campus counseling office.

REGISTRATION (NON-CREDIT)

It is the student's responsibility to furnish all required documents. All registration dates and times are publicized well in advance of the beginning of the term. Students must officially register each term. Registration is not complete until all fees have been paid and the student has received a validated invoice.

Non-credit continuing education students are not required to make formal application for admission to SJRCC.

The registration process for non-credit continuing education students requires completion of the Continuing Workforce Education/Vocational Credit (PSAV) form each semester. Once classes begin, fees for continuing education are nonrefundable. Non-credit students must be 16 years of age or accompanied by a parent or responsible adult who must also enroll in the class.

Students registering for child care courses must be cleared by the Office of Open Campus before finalizing their registration.

ADMISSIONS CHECKLIST

ST. JOHNS RIVER COMMUNITY COLLEGE

The following items are needed for admission files to be cleared. Admission files MUST be cleared for receipt of financial aid and/or receipt of degree or technical certificate.

	DEGREE OR TECHNICAL CERTIFICATE STUDENT	NON-DEGREE STUDENT	TRANSIENT STUDENT	AUDIT STUDENT	DUAL ENROLLMENT STUDENT	FOREIGN STUDENT ON A STUDENT VISA
<input type="checkbox"/> Application Form	X	X	X	X		X
<input type="checkbox"/> Application Fee	X	X	X	X		X
<input type="checkbox"/> Affidavit of Residence	X	X	X	X	X	
<input type="checkbox"/> Official High School Transcript or Official GED Transcript	X				X ²	X
<input type="checkbox"/> College Transcript(s)	X ¹					X ¹
<input type="checkbox"/> Dual Enrollment Application Form					X	
<input type="checkbox"/> Course Approval Form or Transient Student Authorization			X			
<input type="checkbox"/> T.O.E.F.L. Scores						X
<input type="checkbox"/> Financial Statement						X
<input type="checkbox"/> Specified Test Scores (less than 2 years old)	X	X			X	X

1. Required from those students who have attended other colleges.

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

