

ACADEMIC CALENDAR

	Fall 2004	Spring 2005	Summer A '05	Summer B '05
Schedules available	July 1	November 1	March 1	
Faculty Reports	August 16	January 3	May 9	June 27
Last day for registration and fee payment without late fee penalty	August 19	January 3	May 5	June 23
CLASSES BEGIN.				
Registration allowed with fee penalty	August 23	January 4	May 9	June 27
Last day for registration with fee penalty	August 25	January 6	May 11	June 29
Last day for schedule change	August 27	January 10	May 11	June 29
Last day to withdraw with refund	August 27	January 10	May 11	June 29
Last day to apply for (CLAST)	September 3	January 21	May 6	
Labor Day Holiday (college closed)	September 6			
Last day to clear admission records	September 13	January 25	May 18	July 7
Memorial Day Holiday (faculty/students off)			May 30	
Last day to clear "I" grades from previous semester	September 22	February 3	June 8	July 27
College Level Academic Skills Test (CLAST)	October 2	February 19	June 4	
Last day for payment of Veterans' deferred fees	October 20	March 4	June 8	July 27
Veterans' Day (college closed)	November 11			
Last day for student or instructor initiated course withdrawal with a "W"	November 4	March 24	June 9	July 28
Thanksgiving Holiday (college closed)	Nov. 25 & 26			
Last day to apply for degree conferral without late fee	November 17	February 14	June 10	July 29
Classes end (5:00 p.m.)	December 10	April 26	June 23	August 11
Final grades due (10:00 a.m.)	December 14	April 27	June 24	August 12
Last day for faculty	December 15	April 29	June 24	August 12
Christmas Holidays (college closed)	Dec. 23 -	January 2		
Martin Luther King, Jr. Day (college closed)		January 17		
Spring Vacation (college closed)		March 14 - 20		
Annual Graduation		April 29		
Florida School of the Arts Graduation			June 24	
Independence Day (college closed)				July 4

INFORMATION

St. Johns River Junior College was established as a public institution in 1958 to serve the counties of Clay, Putnam, and St. Johns. It was one of several public junior colleges founded in accordance with legislation enacted by the 1957 session of the Florida Legislature.

Located in Palatka, the College was officially opened for organizational purposes on February 25, 1958. Dr. B. R. Tilley was appointed as the first president.

Classes for the 1958-59 school year were conducted in the educational buildings of First Baptist Church of Palatka, and 191 students began the fall semester of 1958. In its second year of operation, the College moved to its new campus of 96 acres. At the end of the second year, the College graduated its first class of 22 students.

In compliance with a legislative act, a District Board of Trustees was organized in 1968 as the governing body of the College. This board is composed of two members each from Clay and St. Johns counties and three members from Putnam County.

When Collier-Blocker Junior College in Palatka closed in 1964, the College absorbed its operation and began offering classes at that facility in the fall of 1964. At the end of Term II, 1965, all classes were moved to the main campus. The Collier-Blocker plant reverted to Putnam County.

In 1972 Dr. Robert L. McLendon, Jr., Vice President and Dean of Academic Affairs, was appointed president. The new administration focused attention on increasing the educational opportunities and expanding services to the community throughout the three counties of the district.

In August of 1976, the Florida School of the Arts began full operation as a part of St. Johns River Junior College with a charter class of 51 students. The first state-supported professional arts school for high school and college students in Florida, the school has continued to grow as its curriculum has expanded. The Florida School of the Arts serves the entire state of Florida.

In 1977, the College underwent two major changes. The official name became St. Johns River Community College and SJRCC opened its first branch campus in Orange Park, a community in northern Clay County. The Orange Park Campus is now located on College Drive in the Doctors Inlet area. Construction of permanent facilities on that site began in 1987,

and the College began operating in the new facility in 1989. A student center and expanded learning resources center were constructed in 1997.

In July 1986, the College opened its second branch campus, this time in St. Augustine in the Fullerwood School, a site made available by the St. Johns County School Board. After operating for more than nine years in the Fullerwood building, the St. Augustine faculty, staff, and students moved in January 1996 to the newly constructed campus located on State Road 16 on the outskirts of St. Augustine.

In 1999, SJRCC began offering classes in Ponte Vedra and in 2000 opened the Ponte Vedra Center, located in the Ponte Vedra Office Park complex near the junction of St. Johns County Road 210 and A1A.

The College continues its comprehensive educational role by expanding its offerings in academic, workforce development and adult education areas as well as continuing and community education to help better serve area residents.

PHILOSOPHY

The community college is a unique American 21st century institutional contribution to education. Its philosophy is based on recognition of the ever-changing society. A further philosophical basis is the belief that there is a need in a democracy for all people to be educated to the limits of their abilities in order to reach their maximum potential for service to self and to society.

MISSION STATEMENT & OBJECTIVES

St. Johns River Community College is dedicated to providing students with equal access to a broad spectrum of educational and cultural opportunities while encouraging the pursuit of truth, academic excellence, and scholarly achievement. The College is committed to creating and continuously improving affordable, accessible, effective learning opportunities, resources, and support services for the ever-changing educational needs of the diverse population it serves.

The College's objectives for attaining its goals:

1. To offer transferable freshman and sophomore courses in the arts and sciences, as well as other disciplines, leading to the Associate in Arts degree;
2. To offer business and technical programs leading to the Associate in Science degree, the applied technology diploma, or technical certificates;
3. To provide intensive training and course work in the visual and performing arts for students of exceptional talent or promise;
4. To offer vocational programs for students who seek skilled or semi-skilled employment;
5. To offer programs for students who need to improve their basic academic skills or prepare for the General Educational Development examination;
6. To deliver educational services in innovative and efficient ways to assist students whose opportunity for educational attainment is limited by place or time;
7. To provide support services which assist students in achieving academic success;
8. To build and promote partnerships with four-year institutions enabling students to earn baccalaureate degrees while remaining within the service district;
9. To assist economic development efforts by offering workforce development programs designed to meet local, regional, and statewide needs;
10. To provide continuing workforce education and training for business and industry;
11. To provide community enrichment and lifelong learning opportunities for the residents of the service district.

NON-DISCRIMINATION POLICY

St. Johns River Community College does not discriminate against any employee, prospective employee, student, or student applicant in admission or access to, or treatment or employment in, its programs and activities on the basis of race, creed, color, or national origin. The College subscribes to and endorses all provisions of the Civil Rights Act of 1964, as amended; Federal Executive Order 11246, as amended; the Age Discrimination Employment Act of 1967, as amended; Title VI and Title IX of the Education Amendments of 1972, as amended; the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990.

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

It is the policy of St. Johns River Community College not to discriminate on the basis of race, creed, color, national origin, marital status, religion, age, gender, or disability in its educational programs, activities, admissions policies and practices, or employment policies. Inquiries regarding compliance with laws

relating to nondiscrimination having to do with students may be directed to:

Vice President for Student Affairs
St. Johns River Community College
Student Services Building, Room V227
(386) 312-4127

and all other inquiries may be directed to:

Vice President for Administrative Affairs
St. Johns River Community College
Administration Building, Room A145
(386) 312-4072

or to the Director of Civil Rights, DOE, Washington, D.C.

The Vice President for Administrative Affairs is designated as the Equal Opportunity Employment Officer at St. Johns River Community College.

GENERAL COLLEGE POLICY

The College reserves the right to change any of its policies, courses, regulations, and calendar of events without notice when it is considered in the best interest of the College.

ACCREDITATION

St. Johns River Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

CAMPUSES

PALATKA CAMPUS

5001 St. Johns Avenue
Palatka, FL 32177
(386) 312-4200

The 96-acre Palatka Campus is located in the west section of Palatka, near the junction of State Highways 19 and 20. Campus buildings include the main administration building, student services building which houses the student center and a bookstore, health building with athletic facilities, science-technical complex, learning resources center, business education complex, technical theater laboratory, and fine arts complex with a 640-seat auditorium. Laboratories and specially equipped classrooms are provided for science, mathematics, physical education, social science, electronics, data processing, business education, and the humanities. Facilities also include eight lighted tennis courts, six handball courts, a baseball diamond, and a softball field.

Florida School the Arts, Florida's first state-supported arts school, was established in 1974 on the Palatka Campus and specializes in preparing students for successful careers in the fine and performing arts.

ORANGE PARK CAMPUS

283 College Drive
Orange Park, FL 32065
(904) 276-6800

The Orange Park Campus, located on College Drive in Orange Park, consists of 96 acres containing permanent facilities including general purpose classrooms, a teaching auditorium, business education laboratories, library, science laboratories, computer laboratories, and a newly-built student center. The student center includes a food service outlet, student activity area, counselor offices, bookstore, testing facility, and a large community room.

The Orange Park Campus is the location of the Thrasher-Horne Center for the Arts. A \$19 million performing and visual arts, business and tourism complex that will host traveling art exhibits, theatrical shows and community events as well as serve as a meeting site for business conferences and events. The center includes a 1,750 seat main performance hall, a 202 seat studio theater and two art galleries. The projected opening for the center is fall 2004.

ST. AUGUSTINE CAMPUS

2990 College Drive
St. Augustine, FL 32084
(904) 808-7400

The St. Augustine Campus, located on College Drive, is the newest of the three campuses. First occupied in January 1996, the campus includes covered walkways that link all buildings, man-made lakes, classrooms, a science building, a library that includes computer laboratories, a student services building, and an administration building.

The new Workforce Training facility, the Higgins-Solomon Criminal Justice Center, opened in 2003. The new facility houses the Criminal Justice and Radiologic Technology programs. The center includes defensive tactics, medical first responder, and communications operator laboratories. In addition, classrooms and a multi-purpose room is wired for and utilizes the latest state-of-the-art instructional systems.

PONTE VEDRA CENTER

5150 Palm Valley Road
Ponte Vedra Beach, FL 32082
(904) 280-1322

The Ponte Vedra Center is located in the Ponte Vedra Office Park complex near the junction of St. Johns County Road 210 and A1A. First occupied in January 2000, the center consists of lecture halls and a computer lab. Students can complete many of the courses required for the A.A. or A.S. degree on site.

ST. JOHNS RIVER COMMUNITY COLLEGE FOUNDATION

The purpose of the St. Johns River Community College Foundation, Inc. is to encourage, solicit, receive, and administer gifts and bequests of real and personal property of all kinds and funds for scientific, educational and charitable purposes, all for the advancement of SJRCC and its objectives. The Foundation is a 501(c)3, not-for-profit corporation.

Various scholarships are offered by the Foundation. Scholarship applications are taken and awards are made in the spring and fall of each year. For more information about scholarships, contact the SJRCC Foundation office at (386) 312-4100 or visit our Web site at: sjrcc.edu.

LIBRARY AND LEARNING RESOURCES CENTERS

The three College libraries offer a wide variety of services and resources. Each campus library provides a comfortable atmosphere designed to serve the reading, reference and research needs of its students and faculty. The libraries support all areas of the curriculum with diverse print and non-print materials, CD-ROM products and online databases. A staff of friendly, professional librarians and support staff is always available to assist students, faculty and community patrons.

The print resources of the libraries include a combined book selection in excess of 62,100 volumes. Other print resources include approximately 420 subscriptions to current magazines, journals and newspapers and a retrospective journal collection of 3,000 bound volumes. The non-print collection features videos, digital video discs, compact discs, audio books, slides and filmstrips. All of the collections are readily accessible through the open stack system. The libraries use the Library of Congress Classification System.

Among the services offered in person or remotely are reference and research assistance, information literacy instruction, inter-library loans, circulation and reserves. We provide access to materials and services to distance learners and remote users via mail, fax, telephone, and e-mail. Remote access to library resources and services is available via the library web page at <http://sjrcc.edu/libraries>.

The collection is accessible via the Library Information Network for Community Colleges (LINCC). This on-line catalog provides access to not only the college's collection, but

those of Florida's other community college and state university libraries as well. LINCC also features numerous online databases, providing full-text coverage of thousands of journals from all disciplines. Access to LINCC's catalog is available in the library or remotely via the Internet.

The libraries are compliant with the standards established in the Americans with Disabilities Act. Every effort has been made to make the three libraries barrier free to persons with disabilities. Through the use of Kurzweil personal reading machines and other assistive technologies, all print and online materials are accessible to visually-impaired persons.

Each library provides facilities and equipment for audio-visual viewing and listening. Closed captioning devices are available. Facilities for receiving teleconferences via satellite transmission are available at the St. Augustine Campus Library.

COMPUTER LABORATORIES

The libraries' open computer labs are designated for scholarly activities related to student instruction and research. Access is limited to currently enrolled students and college personnel. Appropriate identification must be provided upon entering the open lab, and users must obey posted usage guidelines.

ADMISSIONS

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. More than 60% of students entering the College who require placement tests need prep 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 (PSAV)
Limited Access Programs
Crossover Programs
Apprenticeship Programs
Adult Education
Continuing Education

COLLEGE CREDIT

Associate in Arts Degree

Associate in Science 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. 232.02(4).

Transfer Students -

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

- be in good academic standing from the previously attended college or university; and
- provide official transcripts 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; 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 below:

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 vocational certificate, and high school diploma. Credits earned at SJRCC must be applicable to both a college degree and high school graduation requirements. A student must have advance 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 Statute 1007.27(4). A home school student must provide proof of enrollment in a home education program pursuant to s.1003.01(11) Florida Statutes, and be responsible for books, materials, and transportation unless provided for otherwise.

Dually enrolled students must:

- a. be seeking a college credit vocational/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 2.0 cumulative G.P.A. for vocational or technical course enrollment or a minimum unweighted 3.0 cumulative G.P.A. for enrollment in advanced and professional courses; 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. 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 or mathematics must receive qualifying test scores (see high school counselors). A student who wishes to earn an Associate in Arts or a Baccalaureate degree, but who is required to complete a college-preparatory course, must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower-division college credit degree coursework; however, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed.

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 college credit 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:

- a. have their high school counselors certify that the student is actually pursuing a college credit certificate or an Associate in Science degree as outlined in the college catalog, and
- b. take only the relevant nonacademic courses for that certificate or A.S. degree until those courses are completed. Only after completing all nonacademic courses will the student be allowed to take the relevant academic courses.

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.

Student selection is objective and based on a point system. Please see the nursing section of this catalog on pages 74 & 75 for more information.

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 77 - 81 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;
- complete the PSAV admissions form;
- complete the registration form for the intended 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 on pages 82 - 92 for more information.

2. Crossover Programs

- a. Correction Officer –
Crossover from Law Enforcement Officer
- b. Law Enforcement Officer –
Crossover from Correctional Office
- c. Law Enforcement Officer –
Crossover from Correctional Probation Officer

Please see the Criminal Justice section of this catalog on pages 82 - 92 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 93 for more information.

Adult Education

Adult Basic Education (A.B.E.)
General Educational Development (G.E.D.)

The Adult Education classes are 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 95 for more information.

Continuing Education

There are no formal admissions 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 on-line at: sjrcc.edu, the Records Office, and the Open Campus office on the Palatka Campus and at the Administration Offices on the St. Augustine and Orange Park campuses. For additional information, call (386) 312-4211.

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 will not be allowed to register.

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 not complete until all fees have been paid, and the student has received a validated invoice.

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 PRIOR to receiving an appointment for orientation:

- verify and receive a copy of their program of study;
- review program requirements;
- review testing requirements and schedule testing appointments;
- fill out their registration form and get counselor approval; and
- get an appointment for new student orientation and registration.

RETURNING STUDENTS

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

- After completing 24 credit hours, all degree/technical certificate seeking students must schedule an appointment 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.

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 programs of study form. See "catalog governing degree" in this catalog for further information on program changes.

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.

Credit-by-exam names and results will be posted each semester on the SJRCC transcript. No grades or quality points will be assigned. For course content or prerequisite purposes, the credit granted for specific course numbers awarded by exams will be treated no differently from credit earned in the same courses at SJRCC. SJRCC will accept IB, AP, CLEP, and AICE credits reported on official transcripts of transfer students. SJRCC will accept DANTE/DSST and Excelsior credits in transfer if another institution has awarded credit based on the ACC list of equivalents.

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 university baccalaureate programs (such as education) 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 verification of the disability. Students should contact the Counseling Center for additional information on CLAST waivers.

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 or math courses for any student requires placement scores no more than two years old. Non-degree seeking students desiring to enroll in English 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 19.

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.

ADMISSION CHECKLIST

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"/> High School Transcript or GED	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.

COLLEGE PREPARATORY COURSES

ST. JOHNS RIVER COMMUNITY COLLEGE

2004-2005

Florida Statute 1008.30 requires standardized testing to assess the basic reading, communication, and computation skills of entering students. Students who do not meet minimum reading, communication, or computation scores must immediately begin, and continue in subsequent semesters, remediation in all areas in which they are deficient. Students may complete remediation through enrollment and satisfactory completion of college preparatory courses prior to admission to the college academic credit courses. Satisfactory completion is defined as a grade of "C" or better. Students who do not need remediation in all three basic skill areas may take courses in curriculum areas for which they are qualified while undergoing remediation in their area(s) of deficiency. Credit earned in college preparatory courses is college preparatory credit, and may not be used to meet degree requirements or to fulfill the total number of hours required in any degree program.

As required by s1009.28, upon the third attempt at completion of a college preparatory course, the student will be charged the full cost of instruction. Exceptions to this rule may be granted by the Vice President of Student Affairs for extenuating circumstances or financial hardship. Failure to complete the college preparatory course(s) within three attempts may result in denial of readmission to the College.

COLLEGE PREPARATORY COURSES

ENC 0002C Basic Composition*

ENC 0010 Preparatory Composition I*

(3 Credits--6 Hours)

Skills courses in basic writing. Course selection is determined by placement test scores. Students will learn to write clear and logically structured sentences in which grammar, usage, punctuation, and spelling conform to the conventions of standard written English. These courses are taught in the Adult Learning Center on each campus.

ENC 0020 Preparatory Composition II*

(3 Credits--3 Hours)

Prerequisite: ENC 0010 with a grade of "C" or higher or satisfactory placement test score. Strengthens and applies basic writing skills introduced in ENC 0010; develops organizational skills. Students will learn to write purposeful, well-organized paragraphs in which sentence structure, grammar, usage, punctuation, and spelling conform to the conventions of standard written English.

MAT 0001C Preparatory Mathematics Laboratory*

MAT 0002 Pre-Algebra*

(3 Credits--6 Hours)

Skills courses in fundamental mathematics designed for students who need to improve their basic mathematics skills before enrolling in algebra courses. Course selection is determined by placement test scores. Topics include an arithmetic review, exponents and square roots, variables, expressions, polynomials, linear equations, and basic geometry. These courses are taught in the Adult Learning Center on each campus.

MAT 0024 Beginning Algebra*

(3 Credits--3 Hours)

Prerequisite: MAT 0002 with a grade of "C" or higher or a satisfactory placement test score. Topics include real numbers, linear equations, linear inequalities, exponents, polynomials, factoring, rational expressions, lines, and square roots.

REA 0002 Reading and Study Skills*

(3 Credits--6 Hours)

A course designed to improve reading skills and promote academic success; literal and critical comprehension, vocabulary development, and study skills are stressed. Sections of this course are taught in the Adult Learning Center; other sections are taught in self-contained classrooms.

**Additional Fee Required.*

PLACEMENT TEST SCORES

ST. JOHNS RIVER COMMUNITY COLLEGE

2004-2005

NOTE: Scores that are more than two years old cannot be used for initial placement purposes (Florida Statute 1008.30)

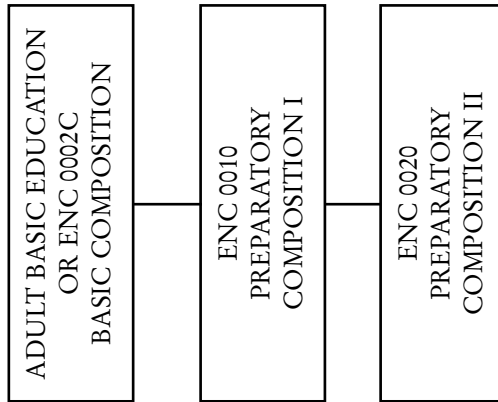
Test & Course Placement	CPT Range	ACT Range	SAT Range	Your CPT Score	Your ACT Score	Your SAT Score
COMPOSITION CPT						
Adult Basic Education or ENC 0002	20-54	*	*			
Adult Basic Education or ENC 0010	55-70	*	*			
ENC 0020	71-82	*	*			
ENC 1101, OST 2335	83-up	17-up	440-up			
READING CPT						
Adult Basic Education	20-47	*	*			
Adult Basic Education or REA 0002	48-82	*	*			
REA 1505 (Recommended)	83-90	18-20	440-459			
REA 1105 (Suggested elective)	91-up	21-up	460-up			
ARITHMETIC CPT						
Adult Basic Education or MAT 0001C	20-30	*	*			
Adult Basic Education or MAT 0002	31-44	*	*			
MAT 0024, MTB 1103	45-up	*	*			
ALGEBRA CPT						
MAT 0024**	20-71	*	*			
MAT 1033	72-84	19-20	440-449			
MAC 1105, MGF 1106, MGF 1107, STA 2023	85-up	21-26	450-499			
COLLEGE-LEVEL MATH CPT						
MAC 2233	70-85	27-up	500-599			
MAC 1147	86-up	27-up	600-up			

*Students with ACT or SAT scores that are below college-level placement must retest with the CPT. It is the student's responsibility to schedule a testing appointment with the Counseling Center on his/her campus.

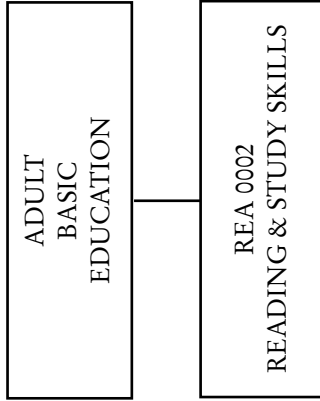
**Placement in MAT 0024, Beginning Algebra, is based on CPT arithmetic score of at least 45 AND an elementary algebra score of less than 72.

Course Placement

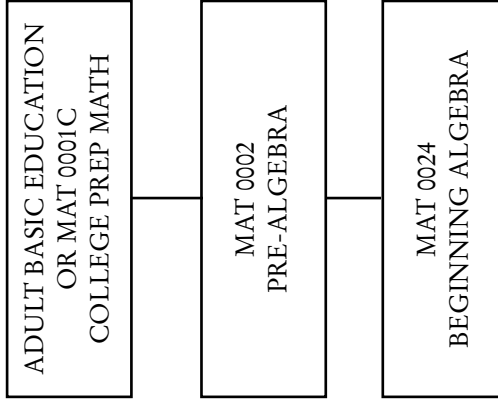
COMPOSITION



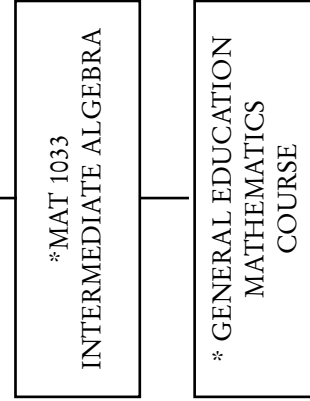
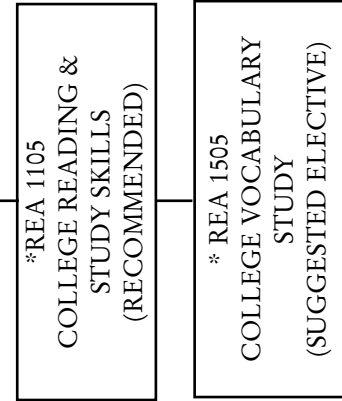
READING



MATHEMATICS

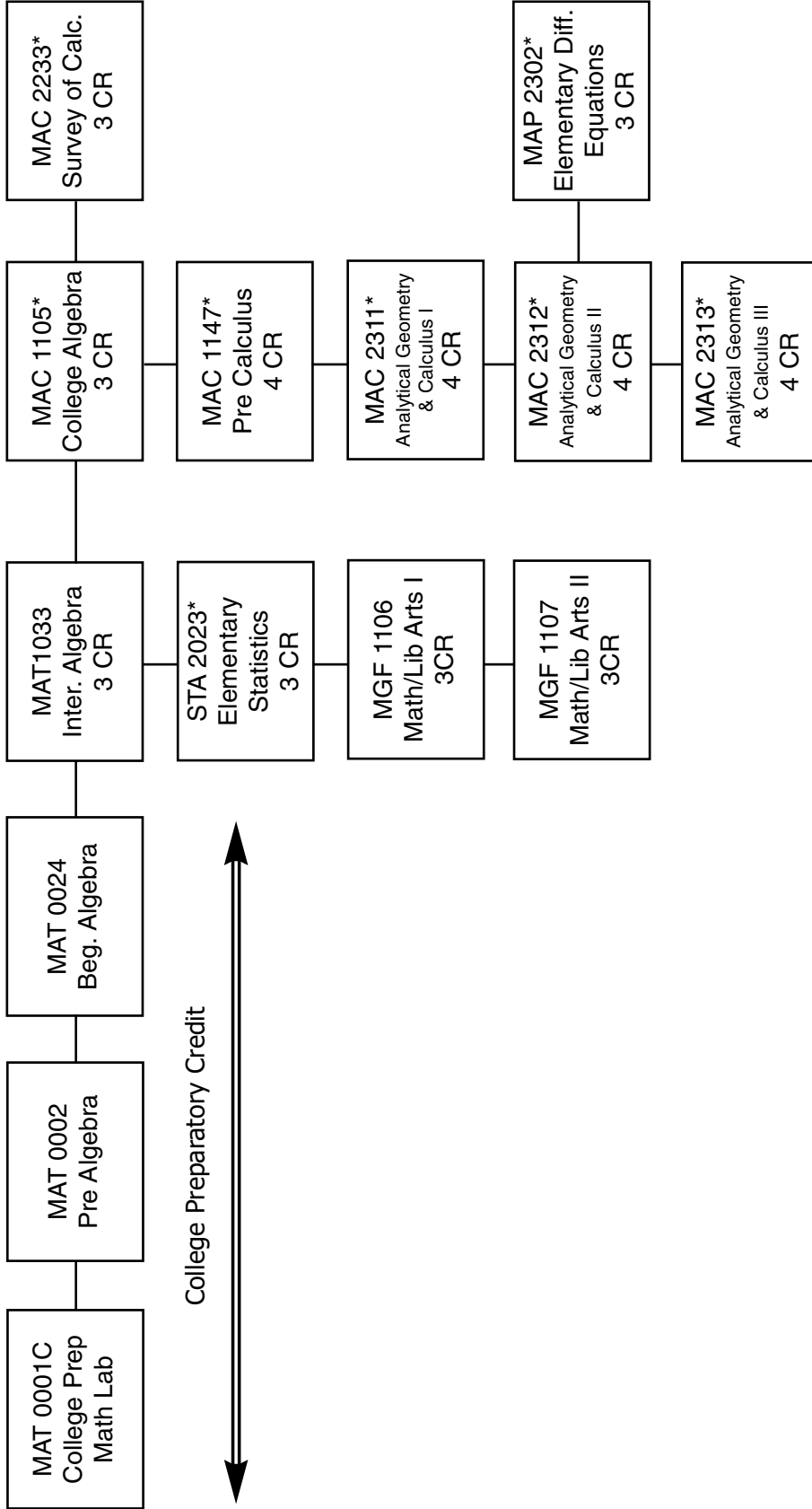


* COLLEGE LEVEL COURSES *



Mathematic Courses at SJRCC

MTB 1304*
Using Graphing Calc.
Co-Requisite-MAC 1105 or
Pre-Requisite-MAC 1105
1 CR



College Preparatory Credit

College Credit

* Graphing Calculator Required

General Education – Math credit must have a grade of “C” or higher