

# ADMISSIONS

## ST. JOHNS RIVER STATE COLLEGE

### ADMISSION POLICIES

#### Admission Policy

St. Johns River State College is an “open door” institution. Applicants for admission are considered on the basis of their qualifications without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

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.

### ADMISSION CLASSIFICATION

College Credit	NON Credit
A.A. Degree A.S./A.A.S. Degree B.S./B.A.S. Degree College Credit Certificate	Vocational Certificates (PSAV) <ul style="list-style-type: none"> <li>• Nursing Assistant</li> <li>• Phlebotomy</li> </ul>
Limited Access Programs: <ul style="list-style-type: none"> <li>• Career Link (Career Pathways for Adult Education)</li> <li>• Dual Enrollment</li> <li>• Educator Preparation Institute (Institutional Credit)</li> <li>• Emergency Medical Technician (EMT)</li> <li>• Florida School of the Arts</li> <li>• Health Information Technology</li> <li>• Nursing</li> <li>• Paramedic</li> <li>• Radiologic Technology</li> <li>• Respiratory Care</li> </ul>	Limited Access Programs: <ul style="list-style-type: none"> <li>• Florida Corrections Officer Academy</li> <li>• Crossover Programs</li> <li>• Florida Law Enforcement Academy</li> </ul>
	Adult Education Child Care Training Continuing Education

### COLLEGE CREDIT

#### Bachelor of Science Degree

#### Bachelor of Applied Science Degree

To be admitted to a B.S. or B.A.S. program, an applicant must have completed the following:

- Application to SJR State baccalaureate program
- Completion of an earned associate degree
- Completion of prerequisite courses/degrees

Please see the specific baccalaureate program for exact admission requirements.

#### Associate in Arts Degree

#### Associate in Applied Science Degree

#### Associate in Science Degree

#### College Credit Certificate

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

- submit a completed application and fee;
- submit residential documents:
  - students shall be classified as residents or non-residents for the purpose of assessing tuition at St. Johns River State College based on the provisions of Florida Statute 1009.21 and State Board of Education rule 6A-10.044.
- provide proof of previous education
  - a standard high school diploma with an official transcript; or
  - a high school diploma through any State

Department of Education based on performance on the General Education Development (GED) test, provided the test was administered in English, with an official transcript; or

- a home education program meeting the requirements of F.S. 1002.41.

#### Transfer Students -

\*In addition to requirements that apply to the Associate in Arts Degree, A.S. Degree, A.A.S. Degree, College Credit Certificate, and Bachelor's Degree, 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 to the office of the Vice President of Student Affairs requesting permission to enroll; and
- provide official transcripts from all post-secondary institutions attended and catalog course descriptions for all undergraduate courses attended from private or out of state colleges to the Registrar's Office.

\*Students who have earned an associate and/or bachelor's degree or higher from a regionally accredited institution may be exempt from providing official proof of high school completion.

#### International Students - F1 (student) visa applicants

In addition to the requirements that apply to Associate in Arts Degree, A.S. Degree, A.A.S. Degree, and College Credit Certificate, 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 GED; 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; and
  - proof of health insurance for the academic year at the time of each registration.

SJR State requires that international students purchase health insurance and should begin the admission process at least four months prior to the term of initial enrollment.

#### 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. Developmental education courses cannot be audited.

#### 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:

### 1. CareerLink (Career Pathways for Adult Education)

This limited-access program is an eligible career pathway program designed for adult students who wish to pursue both their GED as well as begin study towards an associate degree or a certificate. This program is 1) aligned with the skill needs of industries in the economy of Florida and our region; 2) prepares an individual to be successful in any of a full range of secondary or post-secondary options; 3) includes counseling to support an individual in achieving the individual's education and career goals; 4) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; 5) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable; 6) enables an individual to attain a high school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and 7) helps an individual enter or advance within a specific occupation or occupational cluster.

The CareerLink program is a limited access program. To apply for admissions to the program, a student must complete all of the following:

- Paper application to the CareerLink program
- Must be 16 years of age or older
- Submit residential documents
  - o Students shall be classified as residents or non-residents for the purpose of assessing tuition for the college-level courses in the program at St. Johns River State College based on the provisions of Florida Statute 1009.21 and State Board of Education rule 6A-10.044.

As a requirement for entry, students must receive TABE scores (Test for Adult Basic Education) of 9th grade or higher and be recommended by the Adult Education Department at SJR State. Please note that students will be required to submit a readmission application for SJR State admissions once they have received their GED for the following semester.

### 2. Dual Enrollment

An admission status that allows an eligible high school student who has demonstrated exceptional academic achievement, emotional stability, and social maturity to attend SJR State prior to high school graduation.

A student may enroll in college credit courses creditable toward an associate degree or a certificate and a high school diploma. Credits earned at SJR State must be applicable to both a college degree or certificate and high school graduation requirements. Student must have advance approval from their designated high school dual enrollment contact to participate in the program, to register for their desired course selection and load, and to make any scheduled changes, including course withdrawals. 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. Home school and private school students are responsible for books, materials, and transportation unless provided for otherwise.

For further information on dual enrollment admission, please see page 17.

#### *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 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.

#### *Collegiate High School (college credit)*

The Collegiate High School program is very similar to the Early Admissions program. The difference between the two programs is that Collegiate High School students may take up to 30 credit hours during their senior year and participate in programs of study leading to an industry certification. Collegiate High School students must also sign a student performance contract each semester.

#### *College Credit Certificates and Vocational or Non-Credit Certificates*

Any course creditable toward college credit certificates, select career (vocational or non-credit) certificates or Associate in Science degrees as outlined in the College catalog is an eligible course.

All admission requirements are the same as those stated in Dual Enrollment except that dual enrollment students pursuing a college credit 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.

### 3. Florida School of the Arts

Admission to the Florida School of the Arts A.S. degree and certificate programs is based on an audition or a portfolio review and an interview. Candidates are asked to select one of four annual onsite audition/portfolio review dates as they complete the Florida School of the Arts application. If time or distance make the onsite dates impossible, a candidate may submit a digital portfolio or an audition video, and the interview may be handled via Skype, FaceTime, or other mutually agreeable means. Florida School of the Arts also accepts and interviews some performing arts students at offsite conferences.

The following paperwork must be submitted online:

- **Application to Florida School of the Arts and St. Johns River State College** (submitted from [www.floarts.org](http://www.floarts.org) or from the ARTS tab of the SJR State website at [SJRstate.edu](http://SJRstate.edu).)

■ **\$30.00 Application Fee.** (Note: Collection of this application fee will be postponed until a candidate has been accepted into a Florida School of the Arts A.S. degree or certificate program and actually registers for coursework.)

The following paperwork may be submitted by email to: [kittyclarke@sjrstate.edu](mailto:kittyclarke@sjrstate.edu) or by mail to: Florida School of the Arts, ATTN: Kitty Clarke, Admissions Coordinator, 5001 St. Johns Avenue, Palatka, FL, 32177:

- an arts resume;
- a statement of purpose;
- two letters of recommendation, and;
- current transcript.

Students must also be admitted to St. Johns River State College and are responsible for compliance with all College policies and procedures. SJR State will need a student's **test scores, Florida residency paperwork (if applicable)**, and, upon graduation from high school, the student must also send an **official transcript** in order to complete the admissions file.

### 4. Emergency Medical Technician

The Emergency Medical Technician program is a limited access program. To apply for admission, a student must have completed all of the following:

- application process to SJR State; and
- application to the Emergency Medical Technician program.

### 5. Health Information Technology

The Health Information Technology program is a limited access

program. To apply for admission, a student must have completed all of the following:

- application process to SJR State;
- application to Health Information Technology program;
- satisfactory scores on all college placement tests or completion of all developmental education courses; and
- completion of the eight prerequisite courses with a "C" or better prior to the program application deadline.

### **6. 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 SJR State;
- application to nursing program;
- successful completion of all nine required nursing prerequisite courses with a GPA of 3.0 or above by the end of the application period; or
- completion of the A2 HESI Assessment Exam by the end of the application period with an English composite score of 90% or better with a score of 90% or better in reading comprehension and a score of 90% or better in essential mathematics.

Student selection is objective. Please see the nursing section of this catalog on page 101.

### **7. Paramedic**

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

- application process to SJR State;
- application to paramedic program;
- must have a high school diploma or GED diploma;
- must be 18 years of age;
- must have a minimum overall high school or college GPA of 2.0 (which includes transfer work);
- must have completed MAT 1033 and ENC 1101 or be eligible to enroll in the courses based on placement exams. Priority selection will be given to individuals who have completed the coursework and based on the highest GPA of MAT 1033 and ENC 1101; and
- must be a Florida-certified Emergency Medical Technician or provide proof of successful completion of a Florida Emergency Medical Technician program. Priority selection will be given to current Florida-certified Emergency Medical Technicians.

### **8. Radiologic Technology**

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

- application process to SJR State;
- satisfactory scores on college placement tests or completion of all developmental education courses;
- successful completion of eight prerequisite courses prior to the program application deadline. (For these purposes, BSC 2085 and BSC 2085L together count as one prerequisite course. BSC 2086 and BSC 2086L together count as one prerequisite course); and
- submit application to radiologic technology program.

Student selection is objective and based on a point system. Please see the Radiologic Technology section of this catalog on page 112 for more information.

### **9. Respiratory Care**

The Respiratory Care program is a limited access program. To apply

for admission, a student must have completed all of the following:

- application process to SJR State;
- application to respiratory care program;
- satisfactory scores on college placement tests or completion of all developmental education courses; and
- completion of eight prerequisite courses by the end of the application period.

### **10. Educator Preparation Institute**

The Educator Preparation Institute is a limited access program. To apply for admission, a student must have completed all of the following:

- application process to SJR State;
- application to Educator Preparation Institute;
- oral interview with the Teacher Education Coordinator or Dean; and
- earned bachelor's degree (students with international transcripts must provide an eligible Statement of Eligibility from the Florida Department of Education).

In addition to the College's admission requirements, there are state requirements that must be satisfied for admission. Please see the EPI section of this catalog on page 150 for more information.

### **11. LPN to RN Bridge**

The LPN to RN Bridge 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 SJR State;
- application to the LPN Bridge program;
- proof of valid current unencumbered Florida licensure as a practical nurse;
- achieved satisfactory scores on college placement tests or have completed developmental education courses;
- LPNs admitted to the program will receive 10 credits as defined by the Florida State Articulation plan;
- successful completion of all of the nine required nursing requisite courses with a GPA of 3.0 or above by the end of the application period; or
- completion of the A2 HESI assessment exam prior to the application period with an English composite score of 90% or better with a score of 90% or better in reading comprehension and a score of 90% or better in essential mathematics.

## **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 SJR State 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 application process to SJR State;
- submit application for appropriate PSAV program; and
- 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. Florida Law Enforcement Academy
- b. Florida Corrections Officer Academy

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

Please see the Criminal Justice section of this catalog beginning on page 118 for more information.



## 2. Crossover Programs

- a. Law Enforcement Officer –  
Crossover to Traditional Correctional  
Basic Recruit Training Program
- b. Correctional Officer –  
Crossover Training to Florida Law Enforcement Academy

Please see the Criminal Justice section of this catalog beginning on page 116 for more information.

## 3. Nursing (PSAV)

- a. Nursing Assistant
- b. Phlebotomy

Please see the Nursing and Allied Health section of this catalog beginning on page 93 for more information.

### **Adult Education**

- Adult Basic Education (A.B.E.)
- CareerLink
- Career Pathways
- General Educational Development (GED)

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. The program is an “open entry enrollment” program. Please see the Adult Education section of this catalog on page 149 for more information.

### **Child Care Training**

Child care courses at SJR State 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 153 for more information.

### **Continuing and Community Education**

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

The form is also available at the Registrar’s office, the Continuing Education office on the Palatka Campus, and the Administration offices on the St. Augustine/Orange Park campuses. For additional information, call (386) 312-4211.

## **ADMISSION PROCEDURES**

### **NEW STUDENTS**

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

All new degree/college credit certificate seeking students, dual enrollment students entering as college students and transfer students must complete online orientation. Once orientation has been completed, the student must schedule and attend an advising session, in order to register. Advising sessions should be scheduled in advance. Upon completion of orientation and advising session, student will understand their responsibility for their academic success. Student not permitted to register until both orientation and academic advising are completed.

Orientation may be accessed online through Blackboard, and limited in-person sessions may be scheduled with the Orientation Coordinator in the Admissions Office. Advising sessions must be scheduled through the Academic Advising Office on each campus. The academic advising secretary will assist students in scheduling based upon a student’s academic level, assist the student with a small amount of required paperwork, and schedule any necessary or desired assessment tests.

The Orientation Coordinator can also assist the student in obtaining their user name and password. Students must have their user name and password in order to access orientation online and must have their user name and password to participate in advising sessions. It is not possible to participate in orientation or advising sessions without a user name and password.

### **RETURNING STUDENTS**

A returning student who has not been enrolled for one calendar year, or three consecutive semesters, must submit a readmission application.

- 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.

### **TRANSIENT STUDENTS**

Students seeking to enroll at SJR State as a transient student from another Florida State College or University must submit an approved transient form through FloridaShines, a service of Florida Virtual Campus (FLVC) at FloridaShines.org.

Students seeking to attend SJR State as a transient student from an out of state or private institution must complete the SJR State Transient Admission Application on the SJR State website and submit an approved transient form from their home institution (this may be referred to as a consortium agreement by the student’s home institution).

### **DUAL ENROLLMENT/EARLY ADMISSIONS/COLLEGIATE HIGH SCHOOL**

Dual Enrollment students must complete a Dual Enrollment Admissions Form and Principles of Participation Form. In addition, the student must:

- be seeking a college credit Associate in Science degree or a college credit Associate in Arts degree;
- have and maintain a minimum unweighted 3.0 cumulative GPA for enrollment or an unweighted 2.0 cumulative GPA for enrollment in a career certificate (vocational or non-credit) program; and
- be classified as a secondary student for participation in dual enrollment, and have demonstrated academic, social, and emotional maturity to ensure success in college level study; and
- 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 will not be eligible for admission if this standard was not met at a previous college or university; and
- provide copy of official student score report of American College Test (ACT) or the Scholastic Aptitude Test (SAT) or the Florida College Entry Level Placement Test (CPT) or the Post Secondary Education Readiness Test (P.E.R.T.) to the office of dual enrollment. Students who intend to enroll in English or mathematics must receive qualifying test scores (see high school counselors).
- Exceptions to these requirements must be approved jointly by the school principal and the Vice President for Academic Affairs.

Please note that students will be required to submit an updated SJR State application for admission once they have graduated from high school.

### **CHANGING ADMISSION/PROGRAM STATUS**

Students may request a program of study change by meeting the requirements of the admissions status and by completing the Declaration of Program Studies form. Change requests must be made on or before the last day of add/drop of the upcoming/current semester or the change becomes effective in the next semester.

**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 college credit certificate.

	ASSOCIATE DEGREE OR COLLEGE CREDIT CERTIFICATE STUDENT	BACHELOR'S DEGREE STUDENT	NON-DEGREE STUDENT	TRANSIENT STUDENT	AUDIT STUDENT	DUAL ENROLLMENT STUDENT	INTERNATIONAL STUDENT ON A STUDENT VISA	CAREER LINK
<input type="checkbox"/> Application Form	X	X	X	X	X		X	X
<input type="checkbox"/> Application Fee	X	X	X		X		X	X
<input type="checkbox"/> Affidavit of Residence	X	X	X	X	X		X	X
<input type="checkbox"/> Copies of documents used for proof of residency, ie. Drivers License, Voters ID, etc.	X	X	X	X	X		X	X
<input type="checkbox"/> Official High School Transcript or Official GED Transcript	X	X <sup>4</sup>				X <sup>2</sup>	X	X <sup>2</sup>
<input type="checkbox"/> Official College Transcript(s)	X <sup>1</sup>	X					X <sup>1</sup>	
<input type="checkbox"/> Dual Enrollment/Early Admissions/ Collegiate High School 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
<input type="checkbox"/> International Students Proof of Health Insurance							X <sup>3</sup>	

1. Required from those students who have attended other colleges.
2. Must be furnished after student has completed high school or GED requirements.
3. See College website for additional information.
4. Required for students transferring from another college. Students who have earned an associate and/or bachelor's degree or higher from a regionally accredited institution may be exempt from providing official proof of high school completion. Contact the Vice President for Student Affairs for information.



## ENROLLMENT PROCESSES

### AFFIDAVIT OF RESIDENCE

All required applicants must provide residency declaration (affidavit) form and provide copies of documents providing legal residency. See the admission checklist on page 18.

### PLACEMENT TESTING

Students may demonstrate college readiness in English, Reading and Math in a variety of ways. Appropriate scores on the ACT, SAT, College Placement Test (CPT), PERT, or previous college credit in English, Reading and Math areas (with "C" grades or higher) will allow students to choose from general gateway courses (ENC 1101 & MAT 1033).

According to Florida Senate Bill 1720, students may be exempt from placement testing under certain conditions.

#### **You are exempt if you:**

- Entered Florida public high school or charter school during the 2003-2004 academic year or after;
- Remained within the public high school system or charter schools during your entire high school academic career and graduated from a Florida public high school or charter school 2007 or after with a standard diploma; or
- Are a member of the military on active duty

#### **You are not exempt if you:**

- Entered high school prior to 2003-2004;
- Graduated from the private sector;
- Graduated from home school;
- Earned high school degree out of state; or
- Earned a GED

Non-exempt students who test into developmental education must complete or co-enroll in the required developmental coursework before taking general gateway courses (MAT 1033 & ENC 1101).

Students who are exempt from placement testing may still elect to test. Placement testing is recommended for exempt students who:

- are nervous about the course content,
- have been out of school for a length of time,
- want to make sure that they are taking the appropriate level course,
- are enrolling in a vocational certificate and plan to pursue an A.A. or A.S. degree.

If you require testing or elect to take a placement test, please contact the Testing Center at (386) 312-4228.

The following vocational certificate programs do not require placement testing:

- Florida Law Enforcement Academy
- Crossover program from Corrections to Law Enforcement
- Florida Corrections Officer Academy
- Crossover program from Law Enforcement to Corrections
- Nursing Assistant
- Phlebotomist

### EXCESS HOURS ADVISORY

It is important that students, including those entering the Florida College System institutions, are aware of a state provision that affects tuition charges for students who plan to eventually transfer to a state university for their baccalaureate degree. Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for students seeking baccalaureate degrees at state universities. Effective 2012-2013 academic year and after "excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the program

requires 120 credit hours, the student may be subject to an excess hour surcharge for any credit attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or "transfer program" early and, by the time the students earn 30 semester hours of college credit, be advised of admission requirement for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

All SJR State students are required to meet with an advisor once the student has completed 30 college credits. The advisors will counsel students on their academic plan to help ensure enrollment only in courses needed for the major or transfer program so that additional costs may be avoided when transferring to a state university.

### 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 admission checklist on page 18.

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.

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). Students may view their registration dates and time by logging onto the SJRstate portal "MySJRstate" under the Student Tab under Web services.

The schedule/course availability is available at the College's website (SJRstate.edu). Students' registration dates and times are determined by the number of earned college credits in course of study/program. New students must complete online orientation via Blackboard and attend a group advising session. New students may register once the orientation and group advising session has been completed.

Students who have attained 30 credit hours must see an advisor prior to future registration. Students preparing for admission into limited access Associate in Science degree programs have a hold placed on their registration once 15 credit hours are earned and must attend a health program meeting prior to registration. Students may contact the Department of Workforce Services at (386) 312-4259.

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 by published deadline dates. Students can pay online with a debit or credit card, or they may pay at one of the College campuses. Consult course schedule for payment deadline.

Check the academic calendar on page 4 or on the website for deadline dates for add/drop and withdrawal with refund.

Students whose admission files are not complete by the end of their first semester with St. Johns River State 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.

**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, adult basic education and GED-preparation students are not required to make formal application for admission to SJR State.

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 Continuing Education before finalizing their registration.

**AWARDING CREDIT  
TRANSFER OF CREDITS****Accepting, Evaluating, and Awarding Transfer Credit**

Transfer of credit is the act of awarding credit at St. Johns River State College for coursework taken at another institution. The purpose of awarding credit for coursework is to allow students to transfer their credits to St. Johns River State College according to SJR State course equivalencies, and to accelerate the completion of the student's program. However, students must earn a minimum of 25 percent of the total program hours of their associate degree or certificate at St. Johns River State College. For baccalaureate degree students, as well as adhering to the 25 percent rule, at least 30 upper division credits (3000-4000 level courses) must be earned at St. Johns River State College. BSN students are allowed transfer of up to 9 (nine) credits of upper level BSN courses as long as a minimum requirement of completing 25% of total program hours at SJR State can be met. Students are required to take NUR 3169 and NUR 4949 at SJR State.

All students who have previously registered at any other postsecondary institution, regardless of the amount of time spent in attendance or credit earned, are classified as transfer student. These students are required to submit official transcripts from that institution for the purpose of evaluation. Transcripts may be either sent directly to the College from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Any official transcripts provided directly from the student must remain in the original sealed envelope provided by the previously attended institution. Any transcript received opened by the student will not be accepted.

All transfer work that is accepted by SJR State will be posted on the SJR State transcript and calculated into the overall or cumulative grade point average (GPA).

**Coursework from Regionally-Accredited Institutions**

St. Johns River State College will evaluate coursework from degree-granting institutions that are accredited at the collegiate level by their appropriate regional accrediting agency. Credit will be awarded in accordance with the following guidelines.

- All college level or developmental courses which have both grades and credit hours will be evaluated, including all those marked "F".
- For associate degrees, only lower division (freshman/sophomore) courses or those upper division courses for which SJR State has a clear lower division course equivalent will be evaluated.
- For baccalaureate degrees, upper division (junior/senior) may be accepted with the approval of the academic department.
- Graduate and advanced level courses will not be accepted

at SJR State.

- For transfer courses within the Florida College System or State University System, the college follows Florida's Statewide Course Numbering System rules for course equivalencies.
- Ordinarily students receive no transfer credit for courses specifically designed for technical and vocational career programs that are not offered at SJR State. The vice president from the specific area should be consulted regarding questions about the transfer of this credit.

**Coursework from Non-Regionally-Accredited Institutions**

Coursework from non-regionally-accredited institutions will only be evaluated under the following provisions.

- The institution participates in Florida's Statewide Course Numbering System
- The course must have been completed after the credential effective date.

**Coursework from International Institutions**

International students must have their transcripts translated and evaluated by one of the credential evaluation agencies sanctioned by the 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  
7101 S.W. 102 Avenue  
Miami, FL 33173 U.S.A.  
305-273-1616

Academic Evaluation Services, Inc.  
11700 N. 58th Street, G & H  
Tampa, FL 33617 U.S.A.  
813-374-2020

**CREDIT BY EXAM**

St. Johns River State College 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.

SJR State will award credit for Defense Activity of Non-Traditional Education Support Examinations (DANTES/DSST) and Excelsior based on the ACC course equivalent recommendations only. Credit will be awarded only if the credit satisfies specific course requirements in the student's selected degree program and is subject to approval by the appropriate vice president. (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 SJR State. A six month interval is required for retaking an exam.

SJR State may administer institutional exams as specified and validated by academic departments.

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.

### **CREDIT AWARDED FOR ARMED SERVICES EDUCATIONAL EXPERIENCES**

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 to the academic department. Credit will be considered for transfer only if the credit satisfies specific course requirements in the student's selected degree program. If a student wishes to change his/her program, he/she is responsible for requesting in writing that the transfer credits be re-evaluated.

### **EXPERIENTIAL LEARNING**

SJR State does not award credit for experiential learning with the exception of Armed Service experiences as previously recommended.

### **PRIOR LEARNING**

SJR State offers credit for prior learning within the A.A.S. in Applied Management degree. Students are able to obtain college credit in a variety of ways to demonstrate prior learning that is equivalent to college coursework. All students seeking credit through prior learning must apply and register with the college.

Students may choose to create a Prior Learning Portfolio that demonstrates course equivalent learning to qualify for college credit. The portfolio is a rigorous form of assessment that provides an opportunity for students who have already learned the outcomes of a specific course to submit a written portfolio for evaluation. Students must set up an initial intake meeting with the Dean/Director of Business to discuss the portfolio process.

A portfolio is required for each course the student is requesting credit. Please understand that submission of a portfolio does not

guarantee awarding of credit.

A maximum of 24 credit hours is transferable into this program.

### **PROFESSIONAL CERTIFICATES**

The Florida State Board of Education has approved Statewide Career and Technical Education Articulation Agreements which are based on industry certification. St. Johns River State College articulates this credit according to the minimum guaranteed articulated credit established by the State Board of Education. For information on articulation of industry certifications contact the Office of Workforce Development.

### **OTHER CREDIT**

St. Johns River State College may award other credit based on current articulation program agreements and approved industry certifications.

### **APPEAL PROCESS**

In the case that a student does not agree with the credits that have been awarded or not awarded to them, he/she may appeal that decision to the appropriate academic vice president by following this procedure:

1. Submit a course description from the term in which the course was taken.
2. Submit a course syllabus from the term in which the course was taken.
3. Submit a written statement indicating the reason for which the appeal is being made.
4. Submit any additional documentation to support the appeal. If the institution is not regionally accredited, include faculty credential information.





**PLACEMENT TEST SCORES**

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

Test & Course Placement	PERT Range	CPT Range	ACT Range	SAT Range (Prior to March 2016)	SAT Range (Effective March 2016)
<b>COMPOSITION</b>					
ENC 0017C ENC 0022	50-89	20-59	*	*	*
ENC 0056 ENC 0055	90-95 96-102	N/A	*	*	*
ENC 1101† GEB 2214	103-150	83-up	17-up	440-up	25-up
<b>READING</b>					
ENC 0017C REA 0019	50-83	20-59	*	*	*
REA 0056 REA 0055	84-95 96-105	N/A N/A	*	*	*
REA 1105 REA 1505	106-121	83-90	19-20	440-459	24
REA 2205	122-150	91-up	21-up	460-up	25-up
<b>MATHEMATICS</b>					
MAT 0022	50-95	Algebra 20-44	*	*	*
MAT 0056 MAT 0055	96-105 106-113	Algebra 45-56 Algebra 57-71	*	*	*
MAT 1033, MGF 1106, MGF 1107	114-122	Algebra 72-84	19-20	440-449	24
MAC 1105, MTB 1304 STA 2023	123-150	Algebra 85-up	21-26	450-up	25-28
MAC 1147 MAC 2233		College Level Math 70-99	27-up	550-up	29-30
MAC 2311		College Level Math 100-up	30-up	600-up	31-up

\* Retesting with the P.E.R.T. may be required if ACT or SAT scores are below college-level placement.

† Placement in ENC 1101, Composition I, requires college-level composition scores AND college-level reading placement scores.

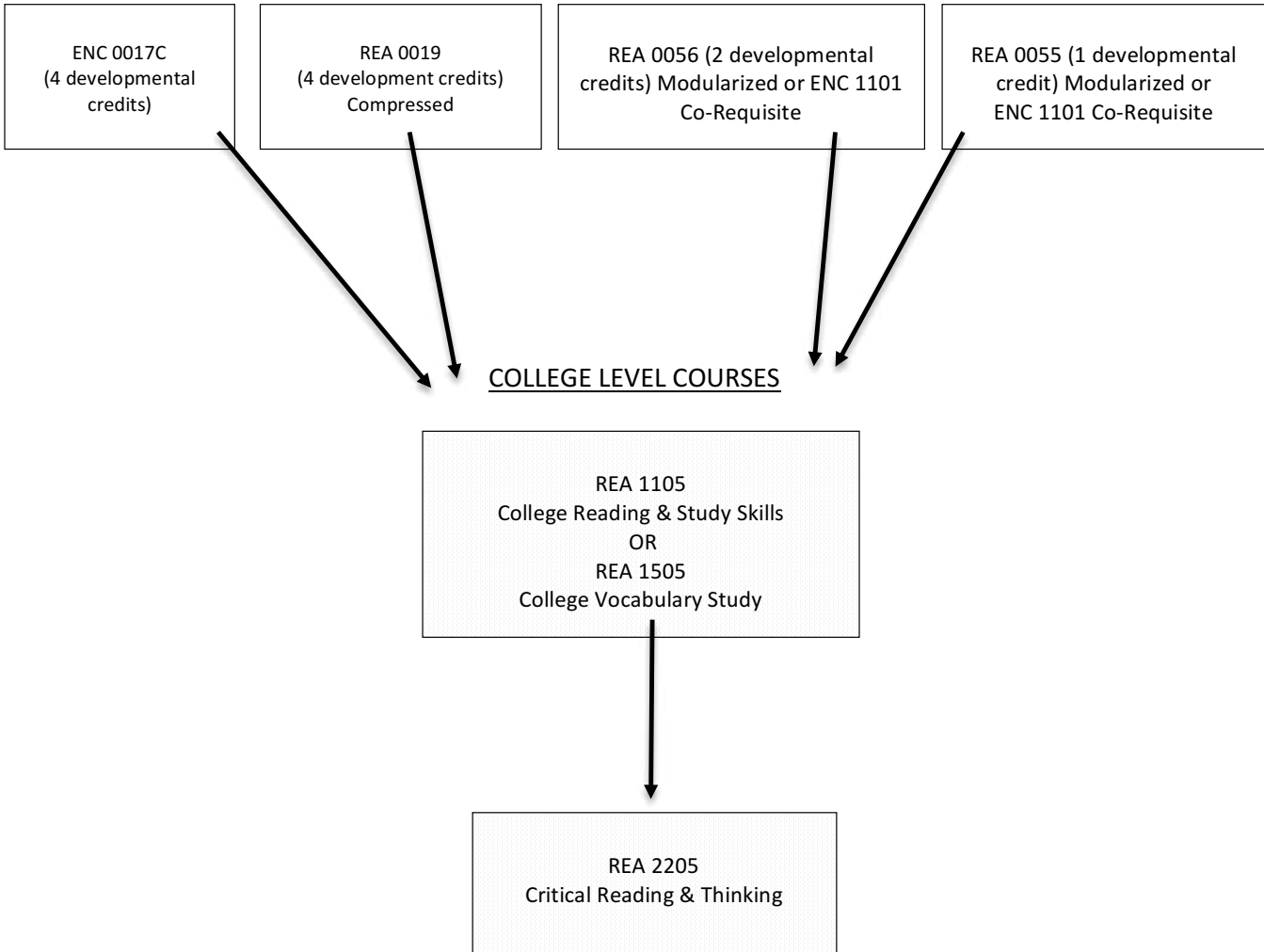
Testing appointments are scheduled through the Academic Advising Center on your campus.

Consider your options carefully and choose the courses that best assure your academic success. Following your academic advisor's recommendation may be your best course of action. Ultimately, you are responsible for the enrollment choices you make.



**READING COURSES AT SJR STATE**

**Course Sequence – Scores on assessment tests are among the determining factors for initial placement.**



College readiness in reading is required for ENC 1101 (Composition I).

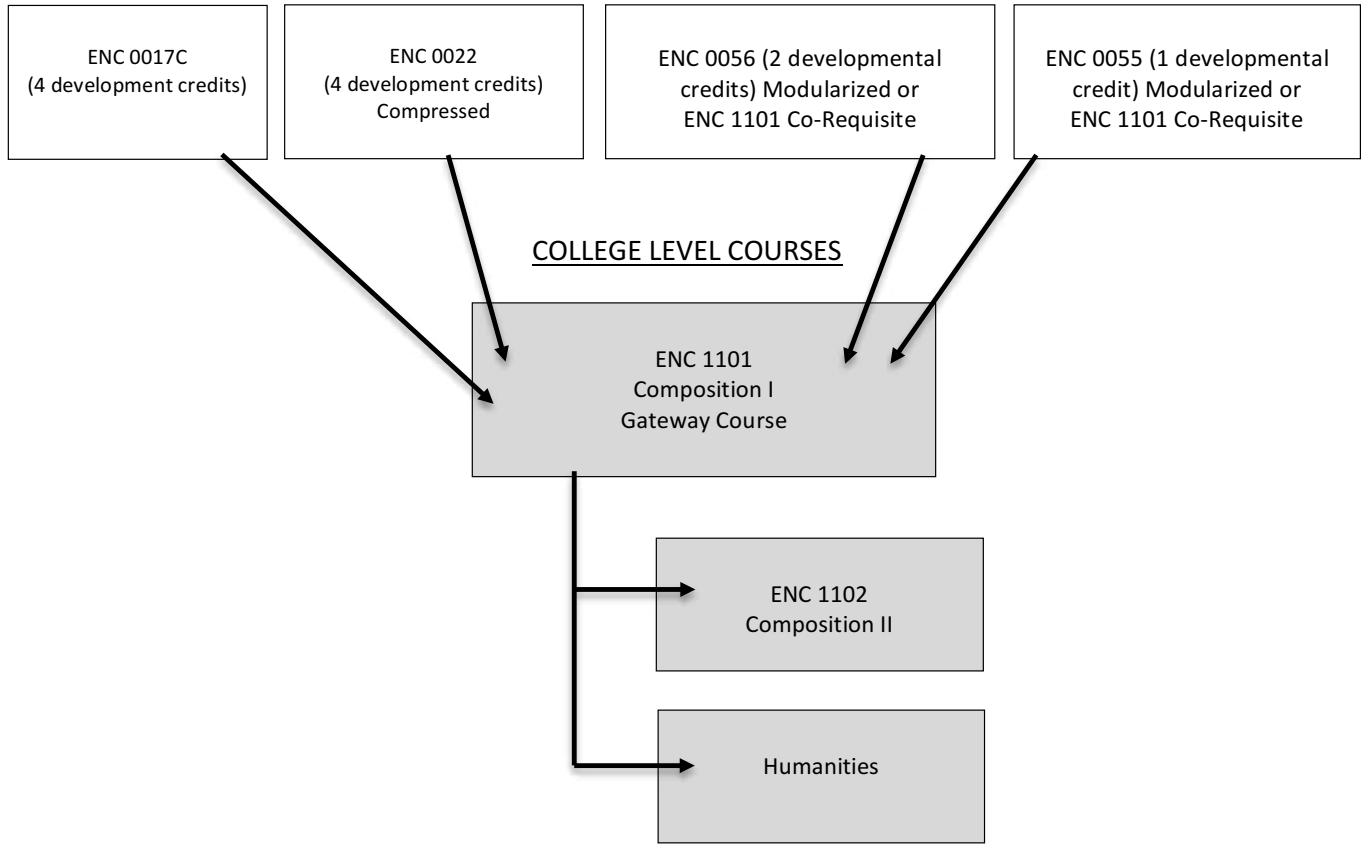
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**Course Credit Level**

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Revised 06/08/16

**COMPOSITION COURSES AT SJR STATE**



College readiness in reading is required for ENC 1101 (Composition I).

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**Course Credit Level**

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Developmental Education Credit

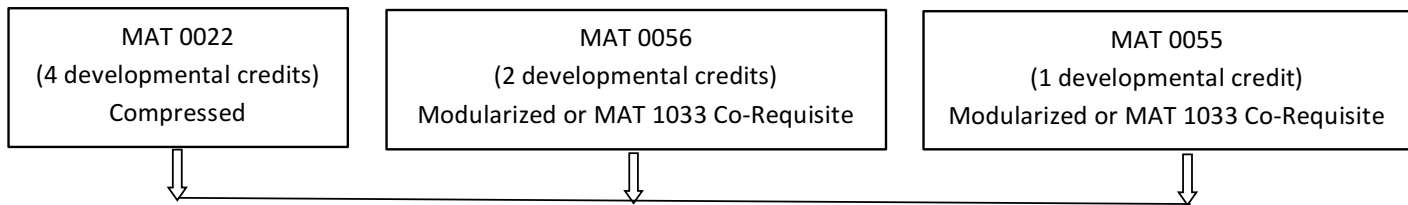
General Education  
English/Humanities Credit

Revised 06/08/16

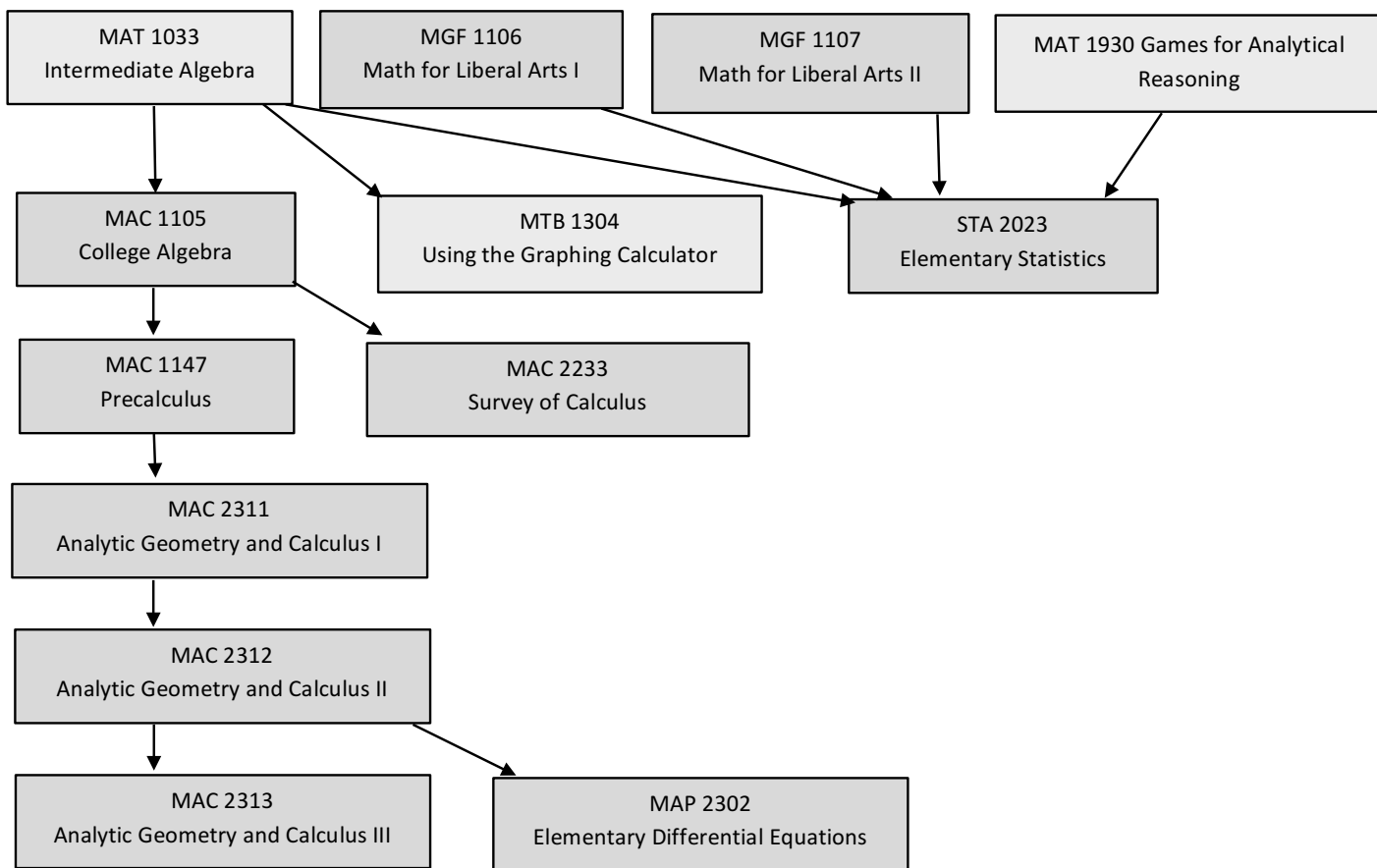


**MATHEMATICS COURSES AT SJR STATE**

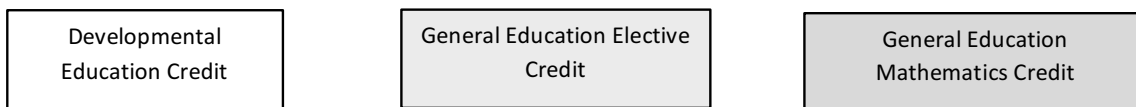
Course Sequence – Scores on assessment tests are among the determining factors for initial placement



Completion of MAT 0022 or MAT 0056 or MAT 0055 allows a student to proceed to MAT 1033 or MGF 1106 or MGF 1107 or MAT 1930.



Course Credit Level



Revised 07/07/17