ST. JOHNS RIVER STATE COLLEGE
FLORIDA SCHOOL OF THE ARTS

A public college supported by the State of Florida
and affiliated with Clay, Putnam, and St. Johns counties

St. Johns River State College
DISTRICT BOARD OF TRUSTEES

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

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

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. St. Johns River State College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of St. Johns River State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

This publication can be made available in a variety of formats to persons with disabilities.

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Welcome to St. Johns River State College!

At SJR State, we change lives. As an open-access, public institution, it is our mission to promote excellence in teaching and learning to enrich the lives of students, whereby strengthening the communities we serve. I am proud to lead this vibrant institution.

We are a community of talented, passionate students, caring, committed faculty and staff, robust curricular and co-curricular offerings, and successful alumni.

Students are drawn to SJR State because we are uniquely prepared to meet their individual educational needs, whether they begin here and continue their education further, or complete here the training needed to begin their careers.

Our responsibility is to inspire and educate students to become autonomous thinkers and engaged community members who fill employment pipelines and build economies. The work we do here is critical to that end.

I am honored to be part of the SJR State community, and I look forward to the campuswide collaboration that enables students to make the most of their college experience.

Warmest regards,

Joe H. Pickens, J.D.
President

ACADEMIC CALENDAR - FALL*

ST. JOHNS RIVER STATE COLLEGE

	Fall Full Term 2024	Fall A Term 2024	Fall B Term 2024
Priority registration begins for fall classes (8:00 a.m.)	May 1	May 1	May 1
Last day to apply online for admission for fall	**August 12**	**August 12**	**October 11**
Registration fees for any course registered on or before **August 19** is due by **August 19 before 5:00 p.m.** Registration fees for any course registered on or after **August 20** are due within **24 hours through August 30.** Registration fees for any course registered after **August 30** are due by **October 15 before 5:00 p.m.** Registration fees for any course registered on or after **October 16** are due within **24 hours.**			
Open registration (non-degree seeking & transient)	May 28	May 28	May 28
Registration opens for state employee waiver	August 14	August 14	August 14
New full-time faculty reports	August 15-16	August 15-16	
Fall graduation application opens	August 19	August 19	August 19
Faculty report (9 & 10-month)	August 19	August 19	
Faculty Convocation: Academic Advising closed	August 22	August 22	
Last day for new online registration with fee payment	August 23	August 23	October 18
Last day to submit residency affidavit for in-state tuition rate	August 23	August 23	October 18
CLASSES BEGIN	**August 26**	**August 26**	**October 21**
Schedule changes/drop with refund	August 26-30	August 26-28	October 21-23
Last day to drop classes with refund, make schedule changes, or declare or change audit status	**August 30** (Web closes 11:59 p.m.)	**August 28** (Web closes 11:59 p.m.)	**October 23** (Web closes 11:59 p.m.)
Registration continues			August 31-October 23
Last day to process program of study change for this term	**August 30**	**August 30**	**October 23** (Enrolled in B term only)
Labor Day holiday – College closed	September 2	September 2	
Last day to clear admissions for final official HS/GED transcript	September 16	September 16	September 16
First day for student course withdrawal with "W"	September 17	September 17	November 5
Last day to clear "I" grades from previous semester	September 24	September 24	September 24
College holiday – College closed	October 14	October 14	
Last day for payment of veterans' deferred fees	October 24	September 24	November 19
Last day to apply for degree conferral and participate in commencement	November 8	November 8	November 8
Last day to order cap and gown for fall graduation	November 8	November 8	November 8
Last day for student/instructor course withdrawal with "W"	**November 8** (11:59 p.m.)	**October 7** (11:59 p.m.)	**December 2** (11:59 p.m.)
Veterans Day holiday – College closed	November 11		November 11
Thanksgiving holiday – (College closes Nov. 26 at 10:00 p.m.)	November 27-29		November 27-29
Final exam schedule	December 7-13		
Last day to apply for degree conferral	December 13	December 13	December 13
Classes end/semester ends (5:00 p.m.)	**December 13**	**October 16**	**December 13**
Final grades due	December 16 (11:59 p.m.)	October 18 (11:59 p.m.)	December 16 (11:59 p.m.)
Faculty SLO's due (10:00 p.m.)	December 17		
Last day for faculty (9 & 10-month)	December 19		
Fall Commencement	December 19	December 19	December 19
Students may view grades online	December 19	October 22	December 19
College closed (12:00 p.m.)	December 20		December 20
Christmas holidays – College closed through January 5, 2025	December 20		December 20

** All dates and times are subject to change.*

ACADEMIC CALENDAR - SPRING*

ST. JOHNS RIVER STATE COLLEGE

	Spring Full Term 2025	Spring A Term 2025	Spring B Term 2025
Priority registration begins for spring classes (8:00 a.m.)	October 1	October 1	October 1
Last day to apply online for admission for spring	**December 13**	**December 13**	**February 24**
Registration fees for any course registered on or before **December 9** is due by **December 9 before 5:00 p.m.** Registration fees for any course registered on or after **December 10** are due within **24 hours through January 14.** Registration fees for any course registered after **January 14** are due by **February 24 before 5:00 p.m.** Registration fees for any course registered on or after **February 25** are due within **24 hours.**			
Open registration (non-degree seeking & transient)	October 22	October 22	October 22
Registration opens for state employee waiver	December 13	December 13	December 13
Spring graduation application opens	December 16	December 16	December 16
Advisors and all 12-month employees report	January 6	January 6	
Faculty report (9 & 10-month)	January 6	January 6	
Last day for new online registration with fee payment	January 6	January 6	February 28
Last day to submit residency affidavit for in-state tuition rate	January 6	January 6	February 28
CLASSES BEGIN	**January 8**	**January 8**	**March 3**
Schedule changes/drop with refund	January 8-14	January 8-10	March 3-5
Last day to drop classes with refund, make schedule changes, or declare or change audit status	**January 14** (Web closes 11:59 p.m.)	**January 10** (Web closes 11:59 p.m.)	**March 5** (Web closes 11:59 p.m.)
Registration continues			January 15-March 5
Last day to process program of study change for this term	**January 14**	**January 14**	**March 5** (Enrolled in B term only)
Martin Luther King Jr. holiday – College closed	January 20	January 20	
First day for student course withdrawal with "W"	January 28	January 28	March 18
Last day to clear admissions for final official HS/GED transcript	February 3	February 3	February 3
Last day to clear "I" grades from previous semester	February 6	February 6	February 6
College closed: Faculty and staff professional development	February 7	February 7	
Presidents' Day holiday - College closed	February 17	February 17	
Last day to apply for degree conferral and participate in commencement	February 28	February 28	February 28
Last day to order cap and gown for spring graduation	February 28	February 28	February 28
Last day for payment of veterans' deferred fees	March 10	February 6	April 1
Spring vacation - College closed	March 17-21		March 17-21
Last day for student/instructor course withdrawal with "W"	**March 26** (11:59 p.m.)	**February 14** (11:59 p.m.)	**April 14** (11:59 p.m.)
Final exams schedule	April 19-25		
Last day to apply for degree conferral	April 25	April 25	April 25
Classes end/semester ends (5:00 p.m.)	**April 25**	**February 26**	**April 25**
Final grades due	April 28 (11:59 p.m.)	February 28 (11:59 p.m.)	April 28 (11:59 p.m.)
Faculty SLO's due (10:00 p.m.)	April 29		
Students may view grades online	April 30	March 4	April 30
Last day for faculty (9 & 10-month)	May 2		May 2
Spring Commencement	May 2	May 2	May 2

** All dates and times are subject to change.*

ACADEMIC CALENDAR - SUMMER*

ST. JOHNS RIVER STATE COLLEGE

	Summer Full Term 2025	Summer A Term 2025	Summer B Term 2025
Priority registration begins for summer classes (8:00 a.m.)	February 24	February 24	February 24
Last day to apply online for admission for summer	**April 25**	**April 25**	**June 16**
Registration fees for any course registered on or before **April 30** is due by **April 30 before 5:00 p.m.** Registration fees for any course registered on or after **May 1** are due within **24 hours through May 14.** Registration fees for any course registered after **May 14** are due by **June 16 before 5:00 p.m.** Registration fees for any course registered on or after **June 17** are due within **24 hours.**			
Summer graduation application opens	April 28	April 28	April 28
Open registration (non-degree seeking & transient)	March 17	March 17	March 17
Registration opens for state employee waiver	April 30	April 30	April 30
Last day for new online registration with fee payment	May 6	May 6	June 19
Last day to submit residency affidavit for in-state tuition rate	May 6	May 6	June 19
Faculty report (9 & 10-month)	May 7	May 7	June 23
CLASSES BEGIN	**May 7**	**May 7**	**June 23**
Schedule changes/drop with refund	May 7-14	May 7-12	June 23-25
Last day to drop classes with refund, make schedule changes, or declare or change audit status	**May 14** (Web closes 11:59 p.m.)	**May 12** (Web closes 11:59 p.m.)	**June 25** (Web closes 11:59 p.m.)
Registration continues			May 15-June 25
Last day to process program of study change for this term	**May 14**	**May 14**	**June 25** (Enrolled in B term only)
First day for student course withdrawal with "W"	May 23	May 23	July 8
Memorial Day holiday – College closed	May 26	May 26	
Last day to clear "I" grades from previous semester	June 5	June 5	June 5
Florida School of the Arts Graduation (7:00 p.m.)	June 20	June 20	June 20
Last day to clear admissions for final official HS/GED transcript	June 26	June 26	June 26
Independence Day holiday observed – College closed	July 7		July 7
Last day for payment of veterans' deferred fees	July 8	June 5	July 22
Last day for student/instructor course withdrawal with "W"	**July 10** (11:59 p.m.)	**June 5** (11:59 p.m.)	**July 24** (11:59 p.m.)
Last day to apply for degree conferral	August 5	August 5	August 5
Classes end/semester ends	**August 5** (10:00 p.m.)	**June 20** (10:00 p.m.)	**August 5** (10:00 p.m.)
Final grades due	August 6 (11:59 p.m.)	June 21 (11:59 p.m.)	August 6 (11:59 p.m.)
Last day for faculty (9 & 10-month)	August 6	June 21	August 6
Students may view grades online	August 11	June 24	August 11

** All dates and times are subject to change.*

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 the 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 members from Clay, St. Johns, and Putnam counties.

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.

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.

In 1997, Senate Bill 1688 authorized all community colleges to offer Workforce Development programs, to include Adult and Career Certificate Programs. This opened the door to SJR State becoming a fully comprehensive community college. The inaugural CC programs began in 1999 and included two criminal justice programs as well as apprenticeship programs in carpentry, electrical, and heating and air conditioning.

The College opened the Thrasher-Horne Center for the Arts on the Orange Park Campus in 2004. This complex hosts traveling art exhibits, theatrical shows and community events and serves as a meeting site for business conferences and events.

In 2008, Joe H. Pickens, J.D. was appointed as the College's fourth president.

The College was granted approval to offer its first baccalaureate degrees in 2010 by the State Board of Education and the Southern Association of Colleges and Schools Commission on Colleges, moving the College from a Level I to a Level II accredited institution. Classes for two bachelor's degree programs - Early Childhood Education and Organizational Management - began in January 2011.

Following legislation to rename the Florida Community College System the Florida College System, Florida Statutes then authorized colleges accredited to award four-year degrees to change their names to better reflect their progression. A public name change survey was conducted in 2010, prompting College Trustees to change the institution's name to St. Johns River State College. A new College logo and Viking icon were unveiled when the College officially transitioned to SJR State in January 2011.

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 better serve area residents.

MISSION STATEMENT

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates and associate and baccalaureate degrees, and it provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College delivers high-quality instruction through face-to-face and distance education modalities and creates a supportive learning environment that includes services and resources to enable all students to reach their educational goals.

The College fulfills its mission through offering:

1. Transferable freshman and sophomore courses in the arts and sciences, as well as other disciplines, leading to the Associate in Arts degree.
2. Career and technical programs leading to an Associate in Science degree, college credit certificate, or career certificate.
3. Upper-level courses leading to baccalaureate degrees as authorized by the Florida State Board of Education.
4. Delivery of high-quality instruction through face-to-face and distance education modalities.
5. Delivery of academic and student services to support student success across all locations and delivery modes.

COLLEGE VISION

To be a leader in student-centered education that inspires and transforms lives and communities.

COLLEGE VALUES

St. Johns River State College is committed to following shared values in fulfilling our mission and vision:

- Academic Excellence—The College promotes academic rigor and exceptional performance through an engaged learning environment; high expectations for students, faculty and staff; and a focus on continuous improvement and achievement.
- Student-focused—Students are at the core of the College's mission as an educational institution. The College aligns its decisions, resources and environment to promote student learning, growth, and independence and empowers students to reach their educational goals.
- Integrity—The College promotes a culture of honesty, fairness, mutual respect and ethical conduct.
- Accountability—The College promotes a culture of personal and shared responsibility that allows for ownership, growth and leadership in the classroom, in the workplace and in the community.
- Diversity—The College fosters an inclusive learning community, which recognizes and respects the

experience, values, and learning styles of all members of the College community.

COLLEGE CATALOG/STUDENT HANDBOOK

The College Catalog/Student Handbook is the official document of the College. Its policies and procedures take precedence over all other college documents. The College Catalog/Student Handbook, which is available on the College website at SJRstate.edu, details all the necessary academic information, including registration procedures, graduation requirements, complete divisional course listing, financial aid information, petition procedures, etc. Students are responsible for the information contained in the College Catalog/Student Handbook.

SJR STATE COLLEGE NON-DISCRIMINATION STATEMENT

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu. Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

SJR STATE COLLEGE DECLARACIÓN DE NO DISCRIMINACIÓN

St. Johns River State College, una institución de igualdad de acceso, prohíbe la discriminación en su empleo, actividades, políticas y procedimientos por motivo de raza, sexo, género, identidad de género, edad, color, religión, origen nacional, etnia, discapacidad, el embarazo, orientación sexual, estado civil, información genética, o estatus de ser veterano/a. Preguntas relativas a la equidad educativa, igualdad de acceso, o igualdad de oportunidades deben dirigirse al Coordinador del Título IX: Charles Romer, Oficina A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu. Una denuncia anónima está disponible a SJRstate.edu/report. Las consultas o quejas se pueden presentar ante el Coordinador del Título IX en línea, en persona, por correo, por correo electrónico o con el Departamento de Educación de los Estados Unidos, Oficina de Derechos Civiles, Oficina de Atlanta, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status in its educational programs, activities, admissions policies and practices, or employment policies. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to:

Charles Romer
Assistant Vice President for Human Resources
Title IX Coordinator/Equity Officer
St. Johns River State College
5001 St. Johns Avenue
Palatka, Florida 32177
(386) 312-4070

When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Legal Affairs/General Counsel and the Vice President for Academic and Student Affairs (office located in the Student Services building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127) to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

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.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security Number (SSN). St. Johns River State College collects and uses your SSN for the following purposes in performance of the College's duties and responsibilities. To protect your identity, SJR State will secure your SSN from unauthorized access, strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at SJR State.

Employees

Human Resources

Your SSN is used for legitimate business purposes for completing and processing the following:

- Federal I-9 (Department of Homeland Security), 8U.S.C.A.§132.4a
- Federal W4, W2, 1099 (Internal Revenue Service), 26 U.S.C.A.§6109
- Federal Social Security taxes (FICA), Title 26 of the United States Code
- Distributing Federal W2 (Internal Revenue Service)
- Unemployment reports (FL Dept. of Revenue), Florida Statute 443
- Florida retirement contribution reports (FL Division of Retirement)
- Worker's Comp claims (FCSRMC and Department of Labor), Florida Statute 440
- Direct deposit files
- New hire information report (FL Department of Revenue), 119.071(5)(a)6.b.,F.S.
- 403b contribution reports
- Group health, life and dental coverage enrollment
- Supplemental insurance and deduction reports
- Work study work assignments
- Background checks – necessary for accurate identification for screening
- FICA Alternative Plan participation for part-time employees (Bencor)
- Special pay plan participation for qualified, full-time retiring employees (Bencor)

Providing your Social Security number is a condition of employment at SJR State.

Students

Admissions

Federal legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the SSN of every

student. A student may refuse to disclose his/her SSN to the College for this purpose, but the IRS is then authorized to fine the student.

In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (Section 1008.386, F.S.). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All admission applications, affidavits regarding home schooling for admission to postsecondary educational institution, former high school or college transcript request forms, letters of intent for athletic scholarships, continuing workforce education (CC) registration/application forms, and the adult education registration/application forms will request the student's SSN.

Financial Aid

A student's SSN is required for the following financial aid purposes: The United States Department of Education's (ED) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by ED as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study program and is required on all loan applications for use by the lender/servicer/guarantor. Forms for processing and reporting financial aid include:

- Federal Work Study
- Financial Aid Consortium Agreement
- Authorization for Use of Federal Title IV Funds
- Appeal for Reinstatement of Financial Aid

SJR State collects a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website for reporting purposes.

Workforce Programs

Programs funded through the Department of Economic Opportunity (DEO) use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, DEO requires that all participants and their program-related activities be recorded in the Florida state system (Section 1008.39 F.S.). In addition, Workforce programs requiring licensure or certification which may use SSN as an identifier include:

Corporate College
SJR State collects SSNs to send roster information to the Florida Financial Services Department for the students that have successfully completed a pre-licensing course for insurance.

Corrections
SJR State collects SSNs to verify eligibility of Corrections students to sit for the state correctional certification exam through the Florida Department of Law Enforcement.

Diagnostic Medical Sonography Technology
SJR State collects SSNs to verify eligibility of Diagnostic Medical Sonography Technology students to sit for the national certification exams administered by the American Registry for Diagnostic Medical Sonography (ARDMS).

Emergency Medical Technician
SJR State collects SSNs to verify eligibility of Emergency Medical Technician students to sit for the National Registry Emergency Medical Technician Basic (NEMT-B) through the Florida Department of Health and Human Services.

Law Enforcement
SJR State collects SSNs to verify eligibility of Law Enforcement students to sit for the state law enforcement exam through the Florida Department of Law Enforcement.

Nursing
SJR State collects SSNs to verify eligibility of nursing students to sit for the state licensure exam for the State Board of Nursing.

Paramedic
SJR State collects SSNs to verify eligibility of Paramedic students to sit for the National Registry Emergency Medical Technician Basic (NEMT-B) through the Florida Department of Health and Human Services.

Radiography
SJR State collects SSNs to verify eligibility of radiography students to sit for the national certification exam for the American Registry of Radiologic Technologists (ARRT).

Respiratory Care
SJR State collects SSNs to verify eligibility of respiratory care students to sit for the national credentialing exam administered by the National Board of Respiratory Care (NBRC).

Contractors

SJR State collects contractor SSN information in order to file the required information returns with the Internal Revenue Service, as required and authorized by Federal law.

Generated ID Numbers

The College has transitioned from the use of SSNs to generated ID numbers as unique identifiers. However, a variety of forms in the area of Admissions, Financial Aid, and Human Resources ask for either a generated ID or SSN. For statutory reference see Appendix I.

Amended 4/18/12, 6th revision

Appendix I
State and Federal Statutes and Regulations
that Mandate or Authorize the Use of Social Security Numbers

General Purpose	Use of SSNs	Authorized or Required	Statute or Regulation
Employment	Federal I-9 Form	Authorized	Immigration Reform and Control Act of 1984, Pub. L. 99-603 8 USC 1324a(b)
Employment	Federal W4, W2	Required	Internal Revenue Code, Sections 3402(f)(2)(A); 6109, and 6051(a)(2)
Employment (Contractor)	Federal W9, 1099	Required (if no FEIN provided)	Internal Revenue Code, Section 6109; Title 26 US Code
Employment	Federal Social Security Taxes (FICA)	Required	Internal Revenue Code, Section 6051(a)(2); 26 CFR 31.6011(b)2
Employment	Distributing Federal W2	Required	Internal Revenue Code, Sections 6051(a)(2); 26 CFR 31.6011(b)2
Employment	Unemployment Reports	Required	Florida Unemployment Compensation Law, Florida Statutes, CH. 443
Employment	Florida Retirement Contribution Reports	Required and Authorized	Florida Division of Retirement Public Records Policy; Florida Statutes, CH 443; 119.071(5)(a)6.b., F.S.
Employment	Workers Compensation Claims	Required	440.185, F.S.
Employment	403(b) Contribution Reports	Required	US Tax Code 501(c)(3)
Employment	Background/Employees Related Use	Required	8 USC 1324(a) and 42 USC 653(a)
Employment	Group Health, Life and Dental Coverage Enrollment	Authorized	119.071(5)(a)6.b., F.S.
Employment	Work Study Work Assignments	Required	Higher Education Act of 1965, Sections 483 and 484
Student Accounts	Debt Collections Financial Aid/Loans	Authorized	119.071, F.S.; 15 USC §1681
Student Financial Aid	FAFSA-Free Application for Federal Student Aid	Required	Higher Education Act, Section 483 and 484(p); 34 CFR 668.32(i), 668.36
Student Financial Aid	Federal Work Study Program-Dept. of Homeland Security's Investigation of Citizenship Status (FASFA)	Required	Higher Education Act of 1965, Sections 483 and 484(p); 34 CFR 668.16, 34 CFR 668.32-36; 20 USC Sections 1090, 1091, 1092
Student Financial Aid	Institutional Scholarship Applications	Authorized	1009.22 and 1009.23, F.S
Student Financial Aid	State Grants or Scholarships	Authorized	1009.22 and 1009.23, F.S
Student Admissions	Hope Tax Credit IRS Form 1098-T	Authorized	Fine for Non-Reporting, 26 USC 6050S
Student Admissions	Use of SSN as Student Identifier in K-20 System	Authorized	1008.386, F.S.
Workforce Programs	Agency for Workforce Innovation (AWI)-Reporting	Required	119.071(5)(a), F.S.
Student Veteran's Benefits	Enrollment Verified	Required	38 USC 3471
Student	College Reachout Program	Authorized	1007.34, F.S.
Student Loans	Report Loan Interest	Authorized	26 CFR 1.6050
Foundation/Alumni Affairs	Facilitating Alumni Relations	Authorized Business Imperative	119.071(5), F.S.
Adult Education	Federal/State Reporting (WIOA Compliance).	Authorized	1008.386, F.S.

Amended 5/18/2017, 8th Revision

CAMPUSES

PALATKA CAMPUS

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

The 93-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, a student services building that houses the student center, bookstore, cafe, admissions, advising and financial aid office, and a learning resources center/library complex that also houses nursing and allied health programs. Laboratories and specially equipped classrooms are provided for science, mathematics, social science, computer information systems, and business education. Facilities also include a gymnasium, weight room, and an athletic complex, which includes baseball and softball fields.

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 visual and performing arts. The fine arts complex includes a 500-seat auditorium an art gallery, studio theatre and specialized labs and classrooms.

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 general purpose classrooms, a teaching auditorium, business education laboratories, library, science laboratories, computer laboratories, and a student center. The student center includes a food service outlet, student activity area, advisor offices, bookstore, testing facility, and a community room.

The Orange Park Campus is the location of the Thrasher-Horne Center for the Arts. This $21 million performing and visual arts and conference center opened in 2004 and hosts traveling art exhibits, theatrical shows and community events. The center includes a 1,750 seat main performance hall, a 202 seat studio theater and two art galleries. The conference center serves as a meeting site for business conferences and events.

In 2008, the College opened the Health-Sciences Building on the Orange Park Campus. This two-story 52,000 square foot facility provides nursing students with a state-of-the-art environment designed to simulate a hospital. The facility also accommodates the allied health programs as well as science labs for physics, chemistry, microbiology, biology, and anatomy and physiology.

ST. AUGUSTINE CAMPUS

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

The St. Augustine Campus, located on State Road 16, 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 St. Augustine Campus is the location of the Workforce Training facility. The Higgins-Solomon Criminal Justice Center opened in 2003. The facility houses the Criminal Justice program. The center includes defensive tactics and medical first responder laboratories. In addition, classrooms and a multi-purpose room are wired for and utilize the latest state-of-the-art instructional systems. The facility also accommodates the health information technology program.

In 2011, the College opened the Health-Sciences building on the St. Augustine Campus. This two-story 32,000 square foot facility provides allied health students with an environment designed to simulate a hospital. The facility also accommodates classrooms and laboratories for anatomy and physiology and microbiology. Furthermore, this is the first Green Globes certified building in the Florida College System. This facility is a model of energy efficiency and has been constructed using state-of-the-art sustainable methods and materials.

WORKFORCE TRAINING CENTER

With legislation assigning sole responsibility for Workforce Training in Clay and Putnam Counties to the College, the need for additional facilities was filled with the support of the Putnam County School District. Originally constructed in 1955 to serve as Moseley Elementary School, the campus located at 1001 Husson Avenue in Palatka was leased to the College and now serves as the W.M. "Bill" Thomas Center for Workforce Development. This campus houses expanding Workforce Development Programs in areas including Allied Health, Criminal Justice and Engineering Technology. The facility consists of 37,501 square feet of classroom, lab and office space. This facility sits on a campus consisting of 12.43 acres and is located 2.5 miles from the Palatka Campus.

ST. JOHNS RIVER STATE COLLEGE FOUNDATION

The mission of the St. Johns River State College Foundation, Inc. is to support the growth and development of SJR State in whatever ways are beneficial to its students, faculty, staff and campus facilities. We will fulfill this mission by actively encouraging private gifts from individuals, alumni, businesses, associations and service organizations. The Foundation is a 501(c)3, not-for-profit corporation.

Scholarship opportunities are offered by the Foundation each semester. Scholarship applications are accepted between October 1 through April 1 and are typically awarded in early summer for the following fall semester. For more information about scholarships, contact the SJR State Foundation office at (386) 312-4100 or visit our website at: SJRstate.edu/foundation.

COLLEGE WEBSITE

SJR State's website has invaluable information about the College. Future students and their parents can learn about college programs and the steps for applying for admission. They may also apply for admission online. Current students and the general public can keep informed about ongoing and future events. There is also contact information for faculty and staff as well as a current listing of all open positions for employment.

Other resources for students include links to our online library and the College catalog. Additionally, students can find out about the requirements for workforce programs and test dates for admission to those programs.

Students may register online and access their information through the College's Web portal, MySJRstate. The portal provides access to class schedules, unofficial transcripts, financial information, email, grades, and more from one secure, customized location.

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

A.A. Degree
A.S. Degree
B.S./B.A.S. Degree
College Credit Certificate

Limited Access Programs:

- Career Link (Career Pathways for Adult Education)
- Diagnostic Medical Sonography Technology
- Dual Enrollment
- Educator Preparation Institute (Institutional Credit)
- Emergency Medical Technician (EMT)
- Florida School of the Arts
- Health Information Technology
- LPN to RN Bridge
- Nursing
- Paramedic
- Radiologic Technology
- Respiratory Care

NON Credit

Career Certificates (CC)

- Medical Assisting
- Nursing Assistant
- Practical Nursing

Limited Access Programs:

- Florida Corrections Officer Academy
- Crossover Programs
- Florida Law Enforcement Academy

Adult Education
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 Science Degree
College Credit Certificate

Students who have chosen to seek one of the above referenced college credit degrees may not simultaneously be enrolled in a career certificate, postsecondary job training degree or non-degree program. Students may chose up to two programs at one time but only when enrolled and earning credit in two credit programs. 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 State-recognized high school equivalency diploma awarded by a state other than Florida based on a passing score on the High School Equivalency Test (HiSET®), the Test Assessing Secondary Completion (TASC™), the California High School Proficiency Exam, or a combination of GED®, HiSET®, and/or TASC™ subtests; 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, 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 Student Affairs requesting permission to enroll; and
- ❑ provide official transcripts from all postsecondary 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, 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-I (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. Students seeking to audit a course must declare their intent to do so in the Office of Advising on or before the date published in the academic calendar. No requests to move from credit to audit or from audit to credit will be approved after the published deadline.

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 toward 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 postsecondary 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
  - 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 earn TABE scores (Test for Adult Basic Education) that would qualify students to be placed in GED courses. In addition, students would need to 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. Students 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 credit load, and to make any schedule changes, including course withdrawals. Dual enrollment students are exempt from the payment of registration, matriculation, books, laboratory fees and testing fees. Private and home education students are responsible for transportation.

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.

For further information on dual enrollment admission, please see page 16.

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.

Early College Program (college credit)

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

College Credit Certificates and Career Certificates

Any course creditable toward college credit certificates, select career certificates or Associate in Science degrees as outlined in the College Catalog/Student Handbook 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/Student Handbook 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/Student Handbook.

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 SJRstate.edu/floarts)
- **$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: FloArtsAdmissions@SJRstate.edu or by mail to:

Florida School of the Arts, ATTN: 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. Diagnostic Medical Sonography Technology

The Diagnostic Medical Sonography Technology program is a limited access program that begins in August of each year. To apply for admission, a student must have completed all of the following:

- application process to SJR State; and
- application to the Diagnostic Medical Sonography Technology program;
- achieved satisfactory scores on college placement tests or have completed required college preparatory courses;
- successful completion (C minimum) of the general education and Diagnostic Medical Sonography Technology related courses prior to the program application deadline.

5. 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;
- must have an official high school diploma or GED;
- dual enrollment EMT students must be 18 years of age and have met high school graduation requirements to be eligible for the certification exam.

6. 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 to SJR State;
- application to the Health Information Technology program;
- satisfactory scores on college placement tests for reading and writing scoring equivalent to placement in ENC 1101 or completion of ENC 1101;
- satisfactory scores on college placement tests scoring equivalent to placement in MAC 1147 or completion of General Education Mathematics.

7. 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 141.

8. 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 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.

9. 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 113 for more information.

10. 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.

11. 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 195 for more information.

12. 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 license in Florida or

other Nurse License Compact state;
- 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

Career Certificates, Postsecondary Job Training

A Career Certificate prepares students for entry into a given career or vocation. To be admitted to SJR State as a Career 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 Career Certificate program; and
- complete admissions testing.

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

1. Limited Access Programs (CC)

The following Career Certificate 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 151 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
c. Correctional Probation Officer –
Crossover to Traditional Correctional
Basic Recruit Training Program
Crossover Training to Florida Law Enforcement Academy

Please see the Criminal Justice section of this catalog beginning on page 151 for more information.

3. Nursing (CC)

a. Nursing Assistant
b. Practical Nursing

Please see the Nursing section of this catalog beginning on page 141 for more information.

4. Medical Assisting (CC)

Please see the Medical Assisting section of this catalog beginning on page 107 for more information.

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

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 193 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.

Students who have chosen to seek a career certificate, postsecondary job training degree or non-degree program may not choose any other degree program simultaneously.

ADMISSION PROCEDURES

NEW STUDENTS

A new student enrolling in credit courses must submit an 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 initial advising, students will understand their responsibility for their academic success. Students are not permitted to register until both orientation and academic advising are completed.

Orientation may be accessed online through Canvas, and limited in-person sessions may be scheduled through the Office of Student Affairs. Advising sessions must be scheduled through the Academic Advising Office on each campus.

Students must have their user name and password in order to access orientation online and participate in advising sessions. It is not possible to participate in orientation or advising sessions without a user name and password.

STUDENT ORIENTATION AND REGISTRATION

First time SJR State students are required to complete new student online orientation prior to enrolling in their first term at SJR State. Freshman, transfer and dual-enrollment students entering in the fall are scheduled to complete online orientation within 1-2 days after applying to SJR State. Students must complete all orientation modules and pass the final test. Limited in-person orientation sessions may be scheduled through the Office of Student Affairs.

It is the student's responsibility to furnish all required admission documents. The admission file is not complete until all documents have been received. Students with incomplete admission files may 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. Course registration for all students, except dual enrollment, adult education, and continuing workforce education students, is through the online student portal. Students may view their registration dates and time by logging into the MySJRstate portal.

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. New students must attend academic orientation. Students who have attained 20 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 12 credit hours are earned and must attend a health program meeting prior to registration.

RETURNING STUDENTS

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

TRANSIENT STUDENTS

Students seeking to enroll at SJR State as a transient student from another Florida College System or State University System institution 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/EARLY COLLEGE PROGRAM

Dual Enrollment students must complete a Dual Enrollment Online Admissions Application. 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 official student score report of American College Test (ACT); Pre ACT; Accuplacer; the Scholastic Aptitude Test (SAT); PSAT/NMSQT or PSAT 10; the Postsecondary Education Readiness Test (P.E.R.T.); FSA; ALEKS PPL; or appropriate alternative placement high school course 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 Office of the Vice President for Academic and Student 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 submitted on or before the deadline published in the academic calendar for the semester in which the change is sought. Change requests submitted after the deadline will be processed and made effective in the next semester. No student may choose a credit program and non-credit program and career certificates, postsecondary job training simultaneously. Student may chose up to two programs at one time but only when enrolled and earning credit toward two credit programs.

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	CAREER CERTIFICATE STUDENT	NON-DEGREE STUDENT	TRANSIENT STUDENT	AUDIT STUDENT	DUAL ENROLLMENT STUDENT	INTERNATIONAL STUDENT ON A STUDENT VISA	CAREER LINK
☐ Application Form	X	X	X	X	X	X		X	X
☐ Application Fee	X	X	X	X		X		X	X
☐ Affidavit of Residency	X	X	X	X	X	X		X	X
☐ Copies of documents used for proof of residency, ie. Drivers License, Voters ID, etc.	X	X	X	X	X	X		X	X
☐ Official High School Transcript or Official GED Transcript	X	X[4]	X[5]				X[2]	X	X[2]
☐ Official College Transcript(s)	X[1]	X						X[1]	
☐ Dual Enrollment/ Early Admissions/ Early College Program Application Form							X		
☐ Course Approval Form or Transient Student Authorization					X				
☐ T.O.E.F.L. Scores								X	
☐ Financial Statement								X	
☐ Specified Test Scores or Placement Documentation			X[5]				X	X	X
☐ International Students Proof of Health Insurance								X[3]	

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 Office of Student Affairs for information.
5. See specific program requirements to determine if needed.

ENROLLMENT PROCESSES

AFFIDAVIT OF RESIDENCE

All required applicants must provide residency declaration (affidavit) form and provide copies of documents proving legal residency. See the admission checklist on page 17.

DEMONSTRATION OF COLLEGE READINESS

Students may demonstrate college readiness in Reading, Writing and Math in a variety of ways. Appropriate scores on the ACT; Pre ACT; Accuplacer; the Scholastic Aptitude Test (SAT); PSAT/NMSQT or PSAT 10; the Postsecondary Education Readiness Test (P.E.R.T.); FSA; GED; TASC; HiSET; ALEKS PPL; or appropriate alternative placement high school course, or previous college credit in Writing, Reading and Math areas (with "C" grades or higher) will allow students to enroll in college-level communication and mathematics courses.

Students may be exempt from assessment for readiness in college-level coursework under certain conditions. Exempt students may enroll in gateway courses (ENC 1101 and MAT 1033) without assessment for college readiness.

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 place into developmental education must complete or co-enroll in the required developmental coursework before taking general gateway courses (MAT 1033 and 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 Career Certificate and plan to pursue an A.A. or A.S. degree.

If a student requires testing or elects to take a placement test, please contact the Testing Center at (386) 312-4228.

The following Career Certificate programs do not require placement testing:

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

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 17.

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. Course registration for all students, except dual enrollment, adult education, and continuing workforce education students, is through the online student portal. Students may view their registration dates and time by logging into the MySJRstate portal.

The schedule/course availability is viewable on 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 and meet with an academic advisor. New students may register once orientation and advising have been completed.

Students who have attained 20 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 12 credit hours are earned and must attend a health program meeting prior to registration.

Registration is not complete until all fees have been paid and the student has received an official receipt showing a zero (0) balance due. Registration fees are due 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 the course schedule for payment deadline.

Check the academic calendar on page 4 or on the website for add/drop and withdrawal deadlines.

Students whose admission files are not complete by the end of their first semester with St. Johns River State College may have future registrations blocked until all necessary documentation is received and the admissions file is complete.

Students wanting to receive federal financial aid must complete their admission files prior to receiving 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 (CC) 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.

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. 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 on the Statewide Course Numbering System website (flscns.fldoe.org).

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.

Students must complete a "Credit-By-Exam Credit Request" form so that credit may be given toward the degree you are seeking. Once credit has been awarded, it will become part of the student's permanent academic record with St. Johns River State College and cannot be changed. Copies of official test scores are required with the "Credit-By-Exam Credit Request" form before credit is given.

Credit-by-exam may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of "C" or higher has been earned. 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.

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 and licensures.

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	Accuplacer NG Range (Prior to August 1, 2022)	Accuplacer NG Range (After August 1, 2022)	ACT Range	SAT Range (Effective March 2016)	Digital SAT Range (Since June 2023)	CLT Range (Classic Learning Test)
WRITING							
ENC 0017C	50 - 89	200 - 214	200 - 216	*	*	*	*
ENC 0027C	90 - 95	215 - 229	217 - 233	*	*	*	*
ENC 0056C	96 - 102	230 - 244	234 - 252	*	*	*	*
ENC 1101† GEB 2214	103 - 150	245 - up	253 - up	17 - up	25 - up	490 - up Evidence-Based Reading and Writing††	38 - up Sum of Verbal Reasoning and Grammar/Writing††
READING							
ENC 0017C	50 - 83	200 - 214	200 - 217	*	*	*	*
ENC 0027C	84 - 95	215 - 229	218 - 235	*	*	*	*
ENC 0056C	96 - 105	230 - 244	236 - 255	*	*	*	*
ENC 1101†	106 - 150	245 - up	256 - up	19 - up	24 - up	490 - up Evidence-Based Reading and Writing††	38 - up Sum of Verbal Reasoning and Grammar/Writing††
MATHEMATICS							
MAT 0022	50 - 95	QAS 200 - 214	QAS 200 - 220	*	*	*	*
MAT 0056	96 - 105	QAS 215 - 229	QAS 221 - 240	*	*	*	*
MAT 0055	106 - 113	QAS 230 - 241	QAS 241 - 260	*	*	*	*
MAT 1033	114 - 122	QAS 242 - 257	QAS 261 - 275	19 - 20	24	480	16 - 18
MAC 1105 STA 2023	123 - 150	QAS 258 - 300 AAF 200 - 249	QAS 276 - 300 AAF 200 - 249	21 - 26	25 - 28	490 - 560	19 - 40
MAC 1147 MAC 2233		AAF 250 - 279	AAF 250 - 279	27 - up	29 - 30	570 - 600	
MAC 2311		AAF 280 - up	AAF 280 - up	30 - up	31 - up	610 - up	

* Retesting with the PERT may be required if ACT, SAT, Digital SAT or CLT scores are below college-level placement.
† Placement in ENC 1101, Composition I, requires college-level writing scores AND college-level reading placement scores.
† † The Digital SAT Evidence-Based Reading and Writing section score and the sum of the Classic Learning Test Verbal Reasoning score and Grammar/Writing score meet the requirement for both writing and reading placement scores.

QAS = Accuplacer NG Quantitative Reasoning, Algebra, and Statistics
AAF = Accuplacer NG Advanced Algebra and Functions

Testing appointments are scheduled through the Testing Center by emailing TestingCenter@SJRstate.edu or by calling The Testing Center - Palatka Campus (386) 312-4228, Orange Park Campus (904) 276-6793 or St. Augustine Campus (904) 808-7417.

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.

ALTERNATIVE PLACEMENT CRITERIA FOR DEMONSTRATING COLLEGE READINESS

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

Alternative Assessments

Subtest & Course Placement	PSAT/NMSQT or PSAT 10	Digital PSAT/NMSQT or PSAT 10	Pre ACT	GED	TASC	HiSET	End of Course Assessment (FSA)	ALEKS PPL
Writing								
ENC 1101†	25 - 38	490 - 760 Evidence-Based Reading and Writing*	18 - 35	165 - 200 Reasoning through Language Arts*	560 - 800 and 6 - 8 on the essay	15 - 20	N/A	N/A
Reading								
ENC 1101†	24 - 38	490 - 760 Evidence-Based Reading and Writing*	22 - 35	165 - 200 Reasoning through Language Arts*	580 - 800	15 - 20	N/A	N/A
Mathematics								
MAT 1033	24 - 26	480 - 520	22 - 35	165 - 174	560 - 699	15 - 17	4 - 5 Algebra 1 or Geometry	30 - 45
MAC 1105 STA 2023	26.5 - 38	530 - 760	22 - 35	175 - 200	700 - 800	18 - 20	N/A	46 - 100

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

* The Digital PSAT/NMSQT or PSAT 10 Evidence-Based Reading and Writing section score and the GED Reasoning through Language Arts test meet the requirement for both writing and reading placement scores.

Performance in high school coursework

Note: Demonstration of college readiness through high school coursework requires a grade of "B" or better in the given course AND an unweighted high school GPA of 3.0 or higher.

Course Placement	Florida Public High School Coursework	**Accelerated High School Coursework** Advanced International Certificate of Education (AICE), Advanced Placement (AP), or International Baccalaureate (IB)
ENC 1101	English 4 or English 4 Honors	AICE high school English courses, AP high school English courses, or IB high school English courses
MAT 1033	Algebra 1, Algebra 1 Honors, Algebra 2, Algebra 2 Honors, Pre-Calculus Honors, Calculus Honors, Geometry, Geometry Honors, Probability and Statistics Honors, Math for College Algebra, Math for College Statistics, or Math for College Liberal Arts	AICE high school mathematics courses, AP high school mathematics courses, or IB high school mathematics courses
MAC 1105	Algebra 2, Algebra 2 Honors, Pre-Calculus Honors, or Calculus Honors	AICE high school mathematics courses, AP high school mathematics courses, or IB high school mathematics courses
STA 2023	Algebra 2, Algebra 2 Honors, Pre-Calculus Honors, Calculus Honors, or Probability and Statistics Honors	AICE high school mathematics courses, AP high school mathematics courses, or IB high school mathematics courses

Special Note: *Demonstration of college readiness is not required for exempt students. Exempt students are all students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a standard diploma from a Florida public high school and students who are serving as active-duty members of any branch of the United States Armed Forces.*

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. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on the student portal, bulletin boards and in College publications.

All students are responsible for observing all regulations and being aware of the information in the College Catalog/Student Handbook, official announcements posted on bulletin boards, and other applicable documents, such as registration forms. College regulations and student standards of conduct, as listed under "Policies and Regulations," apply to all areas under the jurisdiction of SJR State, including areas where activities are sponsored by the College and areas where students of the College community are guests, and students will make themselves familiar with any additional regulation of the host institution.

STANDARDS OF CONDUCT

1. While on campus, students and student organizations are expected to obey the instructions of any College faculty, staff member, or law enforcement official performing designated responsibilities including the identification of oneself when requested to do so.
2. After closing hours, students may not enter any building unless accompanied by a College employee. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.
3. Use of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff, or other forms of tobacco, and electronic devices is prohibited. As a tobacco-free campus, the tobacco-free policy applies to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas.
4. Gambling is prohibited on College property.
5. The College specifically prohibits on campus the possession, sale, exchange, consumption, or giving away of any beverage of alcoholic content, any stimulant, depressant, narcotic, or hallucinogenic drug or agent having potential for physical or mental abuse, except on prescription by a physician or dentist. Florida law requires the automatic expulsion of a student who is convicted of unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate.
6. Sleeping in public areas is prohibited.
7. Distribution or posting of any commercial material on campus must have the approval of the President or his/her designee.
8. Bringing pets or other animals, including emotional support animals, onto campus, including sidewalks, campus buildings, classrooms, grounds, or sporting events or practices is prohibited. Service animals (dog or miniature horse) that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, specifically and directly related to the individual's disability are exempt from this prohibition. Service animals must be on a leash or harness unless it would interfere with the service animal's ability to perform the tasks it is trained to do, and it must be under the handler's control at all times. If a service animal is disruptive, out of control, is not housebroken, or poses a threat, the College may request its removal.
9. Student failure to honor financial obligations to the College (including but not limited to worthless checks, loans, veteran deferments, and other fees) will result in a student not being allowed to re-enroll until financial obligations are met. If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency fees) will be added to the student's account and must be paid by the student.
10. Students must wear attire in such a manner as not to be in violation of health laws and/or disrupt the College's educational process. Appropriate dress for the appropriate activity is expected. A student may be asked to leave an area when he/she is not appropriately attired in the opinion of the College official or instructor who is acting in a supervisory position. Repeat offenders shall be reported to the Office of the Vice President for Student Affairs.
11. All students must carry identification and/or proof of registration.
12. Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.
13. Unless otherwise authorized by Florida law and with the exception of students enrolled in the Criminal Justice Programs of the College participating in a College approved training exercise, the possession of firearms, knives, explosives, fireworks, hazardous or toxic substances, or other dangerous materials is strictly forbidden on any of the College's campuses or sites.
14. No student or student organization attending St. Johns River State College can participate in disruptive activities at the College. Any such student so convicted, as required by FS 1006.61(2), will be expelled immediately without recourse for a period of two (2) years. Any student organization found guilty may be suspended. This includes the disruption or obstruction of teaching, research, administration, disciplinary proceedings, traffic or pedestrian movement, other College activities, including its public service functions on or off campus, or other authorized non-college activities when the act occurs on College premises.
15. As provided in FS 1006.60(5), any student enrolled or student organization authorized at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the College's sites shall be subject to severe disciplinary measures, to include dismissal, at the discretion of the President.
16. Acts of dishonesty are prohibited. Acts of dishonesty include but are not limited to, the following: cheating, plagiarism, or other forms of academic dishonesty, furnishing false information to any College official, faculty member, or office; forgery, alteration or misuse of any College document, record, or instrument of identification; and/or tampering with the election of any College recognized student organization.
17. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/ or other conduct which threatens or endangers the health or safety of any person are prohibited.
18. The attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property is prohibited.
19. Hazing, as defined in the Catalog/Student Handbook, is prohibited.
20. The theft, abuse, misuse, or alteration of the College's computer systems and information and records stored on the computer systems as defined in the Catalog/Student Handbook is prohibited.
21. The posting of vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on any college premises or on any college-sanctioned social media accounts is strictly prohibited. The College reserves the right to block users and/ or remove a post that violates college policies, creates a hostile environment, or contains content that is vulgar, abusive, derogatory, threatening, discriminatory, or gang-related.
22. Entering a restroom or changing facility designated for the opposite sex except as otherwise provided in section 553.865, Florida Statutes, is prohibited. Students who enter a restroom or changing facility designated for the opposite biological sex and refuse to depart when asked by any College official, faculty member, security, or law enforcement personnel will be subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.
23. The abuse of the student judicial system, as defined in the

Catalog/Student Handbook, is prohibited.

24. Any student or student organization who has unauthorized possession, duplicates or uses key/key cards to any College premises or who has unauthorized entry to or use of College premises is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

25. Any student or student organization who violates published College policies, rules, or regulations is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

26. Any student or student organization who violates federal, state or local law on College premises or at College-sponsored or supervised activities is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

27. Any student or student organization who participates in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; who leads, incites others to disrupt scheduled and/or normal activities within any campus building or area; and who intentionally obstructs which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

28. Any student or student organization who obstructs the free flow of pedestrian or vehicular traffic on College premises or at College sponsored functions is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

29. Any student or student organization who publishes class lectures without consent of faculty or lecturers is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

The College reserves the right to change any of its policies for student conduct without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on bulletin boards and in College publications.

ANTI-HAZING POLICY

The District Board of Trustees of St. Johns River State College prohibits hazing by any student or student organization. As used in this rule, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Student(s) or student organizations convicted of hazing are subject to significant penalties which may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. In the case of an organization at St. Johns River State College which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

All penalties imposed by this rule shall be in addition to any penalty imposed for violation of any of the criminal laws of the State of Florida or for violation of any other rule of the institution to which the violator(s) may be subject.

This anti-hazing policy shall apply to acts conducted on or off the St. Johns River State College campuses or sites, and this anti-hazing policy will be included in the bylaws of each student organization.

POLICY ON ACADEMIC INTEGRITY

The pursuit of scholarly activity, free from dishonesty, fraud, or deception, is essential to the mission of the College and to the full exercise of academic freedom. Cheating, plagiarism, fabrication of information or citations, and other forms of unethical conduct compromise the quality of education and will not be tolerated. Infractions may result in penalties or sanctions beyond those imposed by an individual faculty member.

COPYRIGHT PROCEDURE FOR STUDENTS

As an institution of higher learning, St. Johns River State College (SJR State) is dedicated to providing quality educational programs and services to it students through the formation, discovery, and dissemination of knowledge. SJR State recognizes that the copyright holder has exclusive rights to their copyrighted works, but that the use of copyrighted materials is sometimes necessary to further enhance the learning, research, and scholarship activities of its students.

All SJR State students are expected to have a basic understanding of copyright law and to adhere to all laws regarding copyright, fair use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

To assist the students, SJR State faculty, administration, and student government will provide information about academic honesty, copyright, plagiarism, fair use, and the Digital Millennium Copyright Act:

- Academic use of the College's computer network, software and email is posted in the College Catalog/Student Handbook under the Student Disciplinary Code section. The email use policy is available at MySJRstate.
- Information on academic honesty and plagiarism is in the SJR State Catalog/Student Handbook, under Academic Freedom and Responsibility, and the SJR State Policy on Academic Integrity.
- Copyright information is posted on the library tab at MySJRstate. Students who fail to comply with the copyright law and willfully infringe it may face fines and civil or criminal penalties from the U.S. courts, as well as disciplinary action from SJR State.

Copyright

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works (other works based on the original work)

INTELLECTUAL PROPERTY RIGHTS

If you develop a product (of any sort) that could earn revenue and the product is developed on an SJR State campus, using SJR State's facilities or in conjunction with SJR State employees, the College may own some or all of the product. Ownership of the product is negotiated between you, the College, and any other interested parties and stated in a written contract. If you are a student and you have any questions regarding product ownership, please contact the Office of Student Affairs at (386) 312-4127. If you are an employee and you have any questions regarding product ownership, please contact the Vice President for Finance and Administration at (386) 312-4116.

STUDENT HOUSING

The College assumes no responsibility for providing student housing. Students must register their local address during each registration period. Any change of address must be reported to the Office of Admissions and Records.

DRESS CODE

Education is a formal process. College men and women are expected to be appropriately dressed. As the student engages in the process of gaining an education, his/her appearance should demonstrate their recognition of that fact. If, in the opinion of an instructor, a student's dress is improper and hinders the educational process, the instructor may refuse to admit the student to class. The student may be refused admittance to the libraries, student centers, administrative offices, and college functions if, in the opinion of a college official, he/she is not properly dressed. Footwear must be worn on campus.

STUDENT SERVICES ELECTRONIC PUBLICATIONS

Student Services publishes the electronic Catalog/Student Handbook* which provides information concerning student life, clubs and organizations, financial aid, college regulations and procedures.

*SJRstate.edu/catalog

POLICY FOR COMMUNICATION WITH STUDENTS

SJR State student email is the primary means of communication with SJR State students. Students are assigned a college email address when the application is processed. Students must log into MySJRstate in order to access SJR State student email.

Students are expected to check their email daily in order to ensure they obtain critical information and assignments. Failure to do so will not be grounds for an appeal of any action taken by the College or any requirements established by an instructor, which has been communicated to the student via SJR State student email.

SJR STATE STUDENT GUIDELINES FOR ACCEPTABLE COMPUTER LAB AND INTERNET USE

Use of computer, network, and Internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the rights to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJR State students and authorized users subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJR State as well as the following statements regarding acceptable use of computer lab and Internet resources:

1. Users may access the computers by entering their SJR State username and password.
2. Users must obtain an approved device to utilize multi-factor authentication.
3. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
4. User may not damage or mistreat equipment or facilities under any circumstances.
5. User may not intentionally waste computer resources.
6. User may not employ the network for personal financial gain or commercial purposes.
7. User may not engage in practices that threaten the integrity of the network.
8. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
9. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
10. User may not use anyone else's SJR State username and password.
11. User may not trespass into, or in any way alter, anyone else's folders, documents or files.
12. User may not load or play games or occupy the lab for non-scholarly purposes.
13. User must maintain a scholarly atmosphere in the lab; disruptive behavior will not be tolerated.
14. User may not eat, drink, or smoke in the lab.
15. User should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received or stored on College equipment are private.
16. User should ask their instructor about having the IT Department load any course software that is needed.

Users who violate any of the above conditions will be subject to the suspension or termination of their internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

FULL-TIME CLASSIFICATION

A "full-time student" is registered for 12 or more semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during the fall or spring terms, or six semester hours of credit during a mini summer session or 12 hours combined over all summer sessions.

MAXIMUM AND MINIMUM LOAD

The recommended maximum load for an entering freshman is 16 semester hours. The maximum load for all other students is 18 semester hours during fall or spring terms, or 16 semester hours during the summer term. The 16 hours cannot be taken in one summer session. Any student desiring to register for more than the maximum load must have approval from the appropriate academic dean or director.

CLASS ATTENDANCE

Regular and prompt attendance is expected and required. Excessive absences may subject the student to administrative withdrawal, a loss of quality points, loss of credit, or dismissal from the College. Students who do not attend a course during the first week of the semester will be reported as a "no show" and administratively withdrawn from the course.

If a student accumulates recorded absences totaling three or more instructional hours (one instructional hour equals 50 minutes) during the withdrawal period (see academic calendar), the instructor may initiate an official warning to the student that he/she has reached the limit of allowed recorded absences. Further, the loss of instructional time through absences may result in the student being withdrawn from the course, unless the instructor, because of extenuating circumstances, permits the student to remain in the course. No student may be withdrawn from a course

for loss in instructional hours without first being warned in regard to the limit of recorded absences, unless the student was reported as a "no show." Students who are withdrawn from class due to attendance are not entitled to a refund of tuition and fees related to that class, nor will they be entitled to the financial aid related to their enrollment in that course.

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 "Course Descriptions" on page 245 of this catalog for further information.

A student initiated withdrawal is done online through the student portal (except dual enrollment students). All student obligations to the College, such as repayment of financial aid loans, return of library items, and payment of fines, must be satisfied. Notification is sent to any appropriate agency when a student withdraws from the College.

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

DISTANCE LEARNING COURSES ORIENTATION AND ATTENDANCE

After registering for a distance learning course with the College, distance learning students must access their distance learning course online at MySJRstate on the first day of the term to obtain orientation information. Distance learning students must begin their class by completing the orientation activity prior to the conclusion of the first week of the semester. Students who do not begin a distance learning course by the end of the first week of the semester by making contact with the instructor and completing the specified activity, will be reported as a "no show" and administratively withdrawn from the course.

Although in distance learning classes students do not "attend" class in the traditional sense, these courses do have an attendance policy, and students may be withdrawn for non-attendance. During a traditional-length semester, three instructional hours of attendance equals one week's missed work. If a student misses a week's worth of work in a distance learning course, he/she may receive a warning for non-attendance, and if the student misses more than one week's work in a distance learning course, he/she may be withdrawn from the course due to non-attendance.

POLICY STATEMENT FOR RELIGIOUS OBSERVANCES

Any student who wishes to observe a religious holiday not in the official academic calendar may do so without penalty. However, the student must follow proper procedures. These procedures require the student to inform his or her instructor or instructors one week in advance of the religious holiday or holidays and make up any required work, including tests, within one week of the absence for the holiday or holidays. In the case of admissions criteria or other College mandated functions which may be missed because of the observance of the religious holiday or holidays, the student should contact the Office of Student Affairs to make appropriate alternate arrangements.

If a student believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices, the student may seek redress through the College Grievance Committee.

MAKE-UP TESTS/EXAMINATIONS

All make-up tests or examinations are at the discretion of the instructor.

ACADEMIC PETITIONS PROCESS

A student may petition for exemption to a college policy or to have an academic issue addressed. The petition, in the form of a letter addressed to the Office of Student Affairs, should explain in detail why an exemption to a policy should be made, or should describe an academic issue that needs to be addressed. Petitions usually concern denial of admission to the College, academic suspension, or issues involving course grades. Depending on the substance of the issue, a petition might be addressed and resolved administratively or if appropriate, it might be referred to one of the College's standing committees. Committee recommendations are forwarded to the President of the College, whose decision is final. The Office of Student Affairs informs the student of the decision.

STUDENT OMBUDSMAN

The District Board of Trustees appoints the Vice President of Academic and Student Affairs or his/her designee as the Student Ombudsman on the St. Augustine, Palatka, and Orange Park campuses. The Student Ombudsman, in his/her role as Student Ombudsman, will serve as the student's advocate with regard to a student's access to courses and credit granted toward a degree. A student with concerns about course access and credit toward the degree should report such concerns directly to the Student Ombudsman either in writing or by email, and the Student Ombudsman will respond to the student's concerns as soon as possible. Should the situation or concern require investigation and research, the Student Ombudsman will serve as the student's representative before faculty, staff, and College administration.

CONTINUING EDUCATION UNIT

Continuing Education Units are awarded for successful participation in certain non-credit courses and programs. One Continuing Education Unit (CEU) is awarded for each 10 contact hours of participation. The CEU serves as recognition for participation in non-credit activities. CEUs do not convert to semester hours of credit. The College can issue to each individual who qualifies for CEUs a record of their CEU activities.

GRADES

Letters are used to indicate the quality of work achieved by the student at St. Johns River State College. The following system of grading and assignment of quality points is used:

- **A** - Excellent work; four quality points per semester hour are assigned.
- **B** - Good work; three quality points per semester hour are assigned.
- **C** - Average work; two quality points per semester hour are assigned.
- **D** - Below average work; one quality point per semester hour is assigned.
- **F** - Failure; no quality points are assigned and no credit is granted. The credit hours attempted are included in computation of cumulative grade point average.
- **I** - Incomplete work; not computed on grade point average. A student receiving an "I" grade must complete the course within a 30 calendar day period which begins on the first day of classes of the next term. Students are not eligible for graduation or honors lists until all "I" grades have been removed from their academic records. "I" grades may also affect eligibility for financial aid.
- **IF** - Incomplete work will convert to an "IF" if the course work remains incomplete. Zero quality points are assigned.
- **W** - Withdrawal
- **N** - No Credit
- **NR** - Grade not reported
- **X** - Audited course; no credit hours, quality points, or hours attempted.

P - Passed institutional examination; no hours attempted or quality points assigned, only hours earned. (See also *Credit by Examination* section.)

S - Satisfactory performance ranging from average to superior; no hours attempted or quality points assigned. Hours may or may not have been earned.

U - Unsatisfactory performance ranging from below average to no performance. No hours attempted or quality points assigned; no hours earned.

Final grades will be available on the College website shortly after each term.

A grade cannot be changed by petition if more than two calendar years have elapsed since the end of the term in which the course was taken.

GRADE POINT AVERAGE

A student's academic standing (good, probation, or suspension/dismissal) is based only on grade point average or GPA of college level courses. Developmental education courses do not count in the calculation of the grade point average or GPA.

A = 4 points		D = 1 point	
B = 3 points		F = 0 points	
C = 2 points		W = no points	

The last grade recorded for a course will be the grade used to calculate the student's cumulative grade point average. All courses attempted will appear on the transcript.

To compute the grade point average (GPA), multiply the credit value of each course by the point value of the grade received. Divide the result by the total number of credit hours attempted.

An example is provided below.

Course	Grade	Semester Hours	X (Multiply)	Grade Value	= (Equals)	Grade Point
ENC 1101	B	3	X	3	=	9
MAC 1105	D	3	X	1	=	3
CGS 1100	A	3	X	4	=	12
AMH 2010	F	3	X	0	=	0
Totals		12				24

Your grade point average:
24 grade points divided by 12 semester hours = 2.0 GPA

GRADE FORGIVENESS POLICY WITHDRAWAL/REPEAT OF COURSES

The last grade earned for a course will be the grade used to calculate the students cumulative/overall GPA. All courses attempted will appear on the transcript.

A student may repeat a course in which he or she has earned a grade of "D", "F", or received no grade due to withdrawal. A student may repeat courses where a "C" or better was earned only when required and approved by a specific SJR State program. If a student has not received approval and repeats a course where a "C" or better was earned, he or she will incur additional fees. Any course in which a student has earned a grade of "D", "F", or received no grade due to withdrawal, may be repeated only twice. Upon third attempt additional fees will be charged.

In accordance with state requirements, a student attempting a college credit course more than twice will pay an additional full cost of instruction fee. First attempts will be counted beginning with the Fall 1997 semester. Students may appeal paying the full cost of instruction fee based on extenuating circumstances. This appeal must be made in writing to the Office of Student Affairs.

A student may attempt to complete a college credit course three times. If additional attempts to pass a required course to earn a degree is required, a student must petition the Office of Student Affairs in writing, which should include documentation for the reason a fourth attempt is required.

Students are cautioned that upon transfer to other public and private institutions, the manner in which "forgiven" grades are used in calculating a grade point average may differ. The repeated course grade may not be accepted at all, or all course attempts may be used in calculating the GPA. In addition, the repeat of courses may or may not be covered by some forms of financial aid.

HONORS LIST (FULL-TIME STUDENTS)

1. President's List--full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.8 to 4.0 will be placed on the President's List for that term.
2. Dean's List--full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.5 to 3.79 will be placed on the Dean's List for that term.

ACADEMIC PROBATION REGULATIONS

A student will be placed on academic probation under the following circumstances:

1. The student is on academic probation or suspension at another institution upon transfer to SJR State;
2. The student is re-admitted following a period of academic suspension from St. Johns River State College;
3. The student has a cumulative GPA less than 2.0 in college credit courses once seven college credit hours have been attempted. Upon attempting seven college credit hours and thereafter a student must maintain a 2.0 cumulative GPA in college credit courses or the student will be placed on probation.

After being placed on academic probation, the student must earn a minimum GPA of 2.0 in college credit courses for all hours attempted each semester. To be removed from academic probation, a student must achieve an overall 2.0 GPA in college credit courses. A student on probation should not register for more than 14 credit hours, and may not officially represent the College.

ACADEMIC SUSPENSION/DISMISSAL

A student on academic probation who fails to earn a satisfactory cumulative grade point average in college credit courses, as specified above, or who fails to earn a minimum semester GPA of 2.0 in college credit courses will be placed on academic suspension and may not enroll the following semester. The student will be notified of the suspension by letter via student email and U.S. Mail. In order to return after the one semester suspension, the student must complete the ***Return after Suspension Curriculum*** and must meet with an academic advisor. Once the ***Curriculum*** is completed, the suspension will be lifted and the student will be allowed to register. The student will remain on academic probation until the overall grade point average reaches 2.0 and must achieve a minimum grade point average of 2.0 each semester.

For a third or subsequent suspension, the student will be on academic dismissal for three semesters. The student will be notified of the dismissal by letter via student email and U.S. Mail. In order to return prior to the three year period, the student must participate in the ***Early Return after Dismissal Curriculum.*** The details will

be outlined in the letter. Once the ***Early Return Curriculum*** is completed, the dismissal hold will be lifted and the student will be allowed to register. The student will remain on academic probation until the overall grade point average reaches 2.0 and must achieve a minimum grade point average of 2.0 each semester.

TRANSCRIPTS OF RECORDS

St. Johns River State College has retained Parchment to accept transcript orders over the internet. Transcripts are sent if all obligations have been met. Unofficial transcripts may be viewed on the student webpage at SJRstate.edu and FloridaShines.org.

PRIVACY OF RECORDS

Under provision of PL 93-568, Family Educational Rights and Privacy Act, records of students may be released only to the student, those to whom the student has authorized release, and certain specified third parties. The student has the right to access, explanation, challenge, and hearing. Complete details may be obtained by contacting the Office of Student Affairs.

STUDENTS WITH DISABILITIES

Students with disabilities are welcome at SJR State and are encouraged to contact the Academic Advising Office on their campus. The purpose of the disability coordinator within the Academic Advising office is to ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester. Special assistance is available with academic orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success. Transportation and personal services are the responsibility of the student.

Relay service for the hearing and vision impaired:
(TDD) 1-800-955-8771 or (VOICE) 1-800-955-8770

DETERMINING ELIGIBILITY

In order to receive services, a student must register with the Academic Advising Office and meet with the disability coordinator. The coordinator will request a reasonable level of documentation to establish the disability, understand the impact of the disability on the student's ability to meet admission or graduation requirements, develop appropriate accommodations and forward those accommodations to appropriate faculty members at the beginning of each semester. If a disabled student is denied an accommodation, the student should first meet with the Dean of Advising. If appropriate, the Dean of Advising may recommend a written petition be presented to the College's Disability Accomodations Appeals Commitee. The matter will then be heard before the College's Disability Accommodations Appeals Committee.

SUBSTITUTE ADMISSION AND PROGRAM REQUIREMENTS

In accordance with Sections 1007.264 and 1007.265, FS, if appropriate documentation substantiates that a disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to a program of study or graduation, a substitution may be granted. Pertinent educational records may be reviewed prior to granting a substitution. The College is not required to lower or waive essential requirements. The Advising Office is responsible for developing procedures to insure dissemination of this policy and for initiating its application.

SUBSTITUTION REQUESTS

A. An eligible student requesting approval for substitution of one or more course requirements must petition, in writing, and provide documentation for such substitution. The student must meet with his or her campus disabilities coordinator, who will then forward the substitution request to the Dean of Advising. The dean will then review the documentation.

The substitution packet should minimally include all of the following:

1. Identification of the specific course requirements for which the substitution is requested;
2. Documentation of the disability that is sufficient to describe how the condition impacts the student at the current time and in the current circumstances;
3. Documentation that failure to meet the requirement(s) for which the substitution is requested is related to the disability;
4. A reason for the course substitution from the disabilities coordinator; and
5. A copy of all transcripts/compliance.

B. The completed package should be submitted to the Dean of Advising, who will then review and approve the request and forward the request to the appropriate vice president.

C. The appropriate vice president will review the request and communicate his/her decision, in writing, to the student and disability coordinator. The letter shall include the rationale for the decision, and in cases where a substitution is approved, specification of the substitution, to the student and appropriate college personnel within five (5) business days of the decision.

D. The College will accept substitutions granted by other Florida public colleges and schools. Substitutions granted by other postsecondary institutions will be evaluated on an individual basis. Documentation should be requested by the transferring student and sent from the granting institution.

BASIC SKILLS REQUIREMENT FOR CAREER CERTIFICATE PROGRAMS

A student with a documented, qualifying disability as defined in Florida Stature S.1004.02 (06), F.S., that substantially interferes with the ability to pass the Test of Adult Basic Education (TABE), may request to be exempt from meeting the career basic skills exit requirements for completion of a career certificate program, once remediation has been completed.

DUE PROCESS

A student denied substitution of one or more course requirements may appeal the decision within ten (10) days, in writing, to the appropriate Vice President who will submit the appeal utilizing the current petitions process.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Any student enrolled at St. Johns River State College who is called to, or enlists in, active military service in service to the United States of America shall not incur academic or financial penalties. Such student shall be permitted the option of either completing the course or courses in which he or she is enrolled at a later date without penalty or withdrawing from the course or courses with a full refund of fees paid. If the student withdraws from the course or courses, the student's records shall indicate that the withdrawal is due to active military service.

FIELD TRIPS

Field trips in which students are not actively participating in a contest or event are limited to one hundred (100) miles.

CATALOG GOVERNING DEGREE/CERTIFICATE

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Students who change their program of study or who re-enter after an absence of one

calendar year, or three or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be transferred to the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking a degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, must submit a catalog year petition change form with the advisor and be approved by the appropriate vice president.

DEGREE/CERTIFICATE CONFERRAL

Associate Degrees/College Credit Certificates

The College awards the Associate in Arts degree that meets the requirements of general education necessary for articulation within the Florida State University System. In addition, the College awards the Associate in Science degree and certificates in various occupational fields.

1. All candidates for a degree must complete the minimum number of hours specified for the degree with a 2.0 minimum overall GPA as of the last day of the term applied. A minimum of 25% of all credit hours required for graduation must be completed through St. Johns River State College.
2. Associate in Arts degree candidates must complete all general education requirements, choose elective hours accepted within the Florida State University System and successfully demonstrate college-level proficiency in communication and computation. A grade of "C" or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.
3. All candidates must file an application for degree and meet all degree requirements by the last date of the term in which they plan to graduate.

Baccalaureate Degrees

The College awards the Bachelor of Science in Early Childhood Education, the Bachelor of Science in Criminal Justice - Applied Intelligence Studies, the Bachelor of Science in Nursing, the Bachelor of Applied Science in Information Systems Technology and the Bachelor of Applied Science in Organizational Management.

1. All candidates for a degree must complete the minimum number of hours specified for the degree. Candidates for the Bachelor of Science in Criminal Justice - Applied Intelligence Studies, the Bachelor of Applied Science in Information Systems Technology, the Bachelor of Applied Science in Organizational Management and the Bachelor of Science in Nursing degree must have a 2.0 minimum overall GPA, whereas those in the Bachelor of Science program in Early Childhood Education must have a 2.5 minimum overall GPA. A minimum of 30 credits of upper division (ie 3000 - 4000 level) semester credit hours must be completed at SJR State. For the Bachelor of Applied Science in Information Systems Technology and the Bachelor of Applied Science in Organizational Management degree, this includes the senior year capstone course. For the Bachelor of Science in Early Childhood Education degree, this includes the semester-long senior student internship. 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.
2. All degree candidates must complete all general education requirements and successfully demonstrate college-level proficiency in communication and computation. A grade of "C" or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.
3. All degree candidates must have completed two years of the same high school foreign OR two semesters of college level foreign language OR documented proficiency of a foreign language. If you did not take two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for two semesters of college level foreign language in order to graduate.
4. All candidates must file an application for degree and meet all degree requirements by the last date of the term in which they plan to graduate.

OUT-OF-STATE RECIPROCITY AND PROFESSIONAL LICENSURE DISCLOSURE

Effective July 2018, St. Johns River State College has been approved by Florida to participate in National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. The reciprocity agreements allow for the open delivery of academic credit-earning activities in participating states, including academic field experiences such as internships or practicums.

SJR State offers a variety of programs designed to prepare students for employment in various occupations. Programs leading to licensure meet the educational requirements of the state of Florida. Completion of these programs may meet licensure requirements for same or similar occupations in states other than Florida; however, individual state's requirements vary. The following is a list of SJR State programs that lead to licensure:

- Florida Corrections Officer Academy, C.C. - Florida only
- Early Childhood Education, B.S. - Florida; all other states not determined.
- Educator Preparation Institute, Certificate - Florida; all other states not determined
- Emergency Medical Technician, C.C.C. - All states
- Health Information Technology, A.S. - Florida; all other states not determined
- Florida Law Enforcement Officer Academy, C.C. - Florida only
- Medical Assisting, C.C. - Florida; all other states not determined
- Nursing, A.S. - All states
- Paramedic, C.C. - All states
- Practical Nursing, C.C. - Florida only
- Radiologic Technology, A.S. - All states except Maryland
- Respiratory Care, A.S. - All states

Any state not listed as accepting of a program's licensure may have different educational requirements from Florida.

If you live in any state other than Florida and are a prospective student interested in one of these programs, please consult NC-SARA's Professional Licensure Directory at nc-sara.org/resources/professional-licensure and contact the appropriate licensing agency in your state or the state where you intend to work to get its state licensure requirements before starting a program. SJR State makes every effort to ensure licensure information is current and is continuing to investigate out-of-state licensure requirements; however, professional licensure regulations vary by state and are frequently revised. Please contact the director of your program of interest at SJR State if you need additional guidance on identifying licensure requirements in your state.

GRADUATION CEREMONY

The College holds a graduation ceremony at the end of each spring and fall term. Degree/college credit certificate candidates are encouraged to participate in the exercise. Degree/college credit

certificate recipients may participate in the graduation exercises by purchasing a cap and gown through the SJR State Bookstore by the date specified in the academic calendar. Degree/college certificate candidates must submit a graduation application by the date specified in the academic calendar. Cap and gowns ordered from the SJR State Bookstore are black and are required by all participants. Students have the ability to also purchase additional tassels. Baccalaureate stoles are available for purchase along with the appropriate stoles for Early College Program graduates and dual enrollment graduates. Students who order a cap and gown through the SJR State bookstore will be notified in writing prior to the ceremony with instructions for commencement day.

Graduates from Florida School of the Arts have their own graduation ceremony, which truly reflects the artistic nature of the school. Participation in the annual June ceremony is required of graduating students. Candidates must also satisfy all financial obligations to the College.

STEPS TO APPLY FOR GRADUATION/DEGREE CONFERRAL

1. Review catalog, Degree Works evaluation, or contact an advisor to make sure you have met all requirements.
2. Complete a graduation application by the deadline in the academic calendar.
   - If you fail to apply by the deadline, you may be required to file a petition in order to graduate.
   - Applications submitted after the end of term will be processed for the next term's graduation.
   - You will be notified in writing after the end of the term with the conferral decision.
3. If you want to participate in either the spring or fall graduation ceremony, you must purchase a cap and gown at one of the SJR State bookstores by the deadline in the College Academic Calendar.

GRADUATION HONORS

Students graduating with associate or bachelor's degrees are eligible for graduation honors based on scholastic achievement as follows:

GPA	HONOR
3.5-3.69	cum laude (with honor)
3.7-3.84	magna cum laude (with high honor)
3.85-4.00	summa cum laude (with highest honor)

Calculations for graduation honors will be based on cumulative GPA.

GRIEVANCES AND DISCIPLINARY PROCEDURES

As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees.

In all student grievance and disciplinary proceedings, the decision of the College President is final and without recourse. Any student who has a grievance against the College should first contact the Office of Student Affairs, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127, for appropriate procedures. Four committees address student grievances:

The Academic Petitions - Grade Appeals Committee, for admission and grade appeal, acting within established rules and College policy, makes recommendations to the President concerning student petitions involving grades. Its membership is composed of faculty members and administrators. The President's decision is final.

The Academic Petitions - Admissions Committee meets at the request of the chairman relative to new student admissions, or non-degree, non-high school graduates with fifteen (15) hours attempted. The cases considered will only be the exceptions to established polices of admissions/registration for course work and/or college credit programs.

The Disciplinary Committee is appointed by, and meets at the request of, the Office of Student Affairs relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee acts in accordance with procedures set forth in the disciplinary provisions contained in the student handbook. The decision of the committee is final.

The College Grievance Committee is organized in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, FS. The committee hears student, prospective student, and prospective employee grievances alleging discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status on the part of the College or any of its components. This committee is selected as needed.

GRIEVANCE PROCEDURES

Grievance procedures for students, prospective students, and employment applicants for complaints relating to discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status are as follows:

A. Authority

This grievance procedure is established and adopted by the Board of Trustees of St. Johns River State College in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, F.S.

B. Purpose

This grievance procedure is intended to provide for prompt and equitable resolution of complaints by students, prospective students, and prospective employees of St. Johns River State College alleging actions constituting discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, on the part of the College or any of its components.

C. General Provisions

The following provisions apply to the entire formal grievance procedure:

1. Reprisals - No reprisals of any kind shall be taken against any student, prospective student, or prospective employee for filing a grievance.
2. Confidentiality - All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.
3. Storage of Records - All communications and records dealing with the grievance shall be filed separately from the student and/or personnel files of the participants.
4. Withdrawal - A grievance may be withdrawn by the grievant at any stage.

D. Filing of Grievance

1. Any student, prospective student, or prospective employee of the College may file a grievance when he or she believes a discriminatory action has been taken by the College. The complaint should be filed by the aggrieved person within sixty (60) working days following the incident which causes the aggrieved to feel that a grievance should be filed.

2. The administration of the College assures prompt and impartial investigation and consideration of all complaints and/or grievances, whether formal or informal, verbal or written, that any student, prospective student or prospective employee may have and that are communicated in accordance with these grievance procedures.

3. A formal grievance must be submitted in writing to the Equity/Title IX Coordinator. The complaint must recite in detail the nature of and circumstances surrounding the alleged discriminatory act, the provisions of law, College policy, or other regulation violated by the action, the employees or components of the College allegedly responsible for the action, and the relief sought by the complainant. The complainant should attach to the complaint any documented evidence, affidavits, statements, records, or other pertinent materials. The complainant must sign the complaint.

E. Investigation of Grievance

The Equity/Title IX Coordinator will, upon receipt of a properly submitted grievance, conduct an investigation of all aspects of the complaint. The investigation may include personal interviews, obtaining of documentation, and examination of pertinent records of the College. The Equity/Title IX Coordinator will, within fifteen (15) days of the receipt of the grievance, submit a written report of investigation, including findings of fact and recommendations, to the College Grievance Committee.

F. Committee Hearing

1. The College Grievance Committee will, upon receipt of a report of investigation, hold open hearings on the grievance. The complainant will be invited to attend and may be represented by an attorney. The formal rules of evidence will not, in general, be applicable to the proceeding. The Committee may, in its discretion, obtain further evidence or witnesses. The complainant may be heard, may present additional evidence, may examine witnesses and documentation, and may request the Committee to obtain specified additional witnesses or evidence.

2. The College, or any individual member of the College community against whom a grievance has been filed, may also be represented by an attorney and shall have the same rights as the complainant with regard to the presentation of evidence and witnesses before the College Grievance Committee.

3. The Committee, after receipt of all pertinent evidence, will prepare written findings and recommendations and submit them to the Senior Vice President of the College, together with all information and evidence received by the Committee. This should be accomplished within fifteen (15) days after the receipt of the report of investigation.

G. Decision

The Senior Vice President of the College shall, within five (5) days after the receipt of the Committee findings and recommendations, take one of the following actions:

1. Return the case to the Committee for further findings and recommendations, if deemed necessary.

2. Accept or reject, either partially or in full, the findings and recommendations of the Committee. The decision of the Senior Vice President will be in writing and copies of the decision will be furnished to the Committee and the complainant.

H. Appeal

1. The complainant may, within five (5) days after notification of the decision of the Senior Vice President, submit a written appeal to the President of the College. The appeal must state the reasons why the decision of the Senior Vice President is considered in error. The President of the College will, within five (5) days after receipt of the appeal, render his decision. The decision of the President is final.

2. If the complainant does not file an appeal within the authorized five (5) day period, the decision of the Senior Vice President is final.

I. Implementation

If the final decision includes findings of discriminatory action, the President of the College will direct the appropriate responsible College official to take required remedial action and to report to the President the action taken.

J. State Authorization Complaint Resolution

1. Out-of-state distance education students with a complaint about St. Johns River State College must first go through the College's procedure for resolution of student grievances.

2. If the Out-of-state distance education student is not satisfied with the outcome of the complaint, the student may appeal the decision in writing to the Department of Education, Florida College System, 325 West Gaines Street, Suite 1244, Tallahassee, FL 32399-0400 or by telephone at (850) 245-9449. Specific complaint procedures can be found on the State of Florida Department of Education College Complaint Procedure Information website.

3. Out-of-state distance education students not satisfied with the outcome of the College System procedure may appeal, within two years of the incident about which the complaint is made, to the Florida Postsecondary Reciprocal Distance Education Coordinating Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at fldoe.org/sara/complaint-process.stml.

4. Complaints about grades or student conduct violations or other matters not governed by NC-SARA or the Florida Postsecondary Reciprocal Distance Education Coordinating Council are governed entirely by St. Johns River State College policies and procedures and the laws of Florida.

TOBACCO USE POLICY

The College is a tobacco free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices, is prohibited. The tobacco-free policy will apply to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas and includes the removal of designated smoking areas.

SJR STATE ALCOHOL AND DRUG NOTIFICATION

SJR State is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of St. Johns River State College, and the consequences of the use, possession, manufacture or sale of such drugs.

St. Johns River State College District Board of Trustees rules outline the accepted code of conduct for students and employees. The code, as documented in the College Catalog/Student Handbook, includes the following:

- Any act or behavior on the part of the student or employee that tends to interfere with, or otherwise disturb, the orderly conduct, processes, functions and/or interests of the College is prohibited.
- Possession of alcoholic beverages or illegal drugs is prohibited on College property, with the exception of alcohol served at officially sponsored College events.
- Any student, or employee, found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college

regulation, or public intoxication, shall be subject to disciplinary sanctions including, but not limited to, suspension, probation, expulsion or termination. The College may also make a referral to legal authorities for appropriate actions. For more information on penalties and dangers of drug use, go online at: dea.gov. As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse.

SJR State has a licensed mental health counselor on staff, who is available to assist with issues related to substance abuse. The SJR State CARE counselor can be contacted at (386) 312-4305.

LOCALLY AVAILABLE PUBLIC AND PRIVATE SUBSTANCE ABUSE COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

The following is provided to students and employees of St. Johns River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Alcoholics Anonymous (904) 399-8535
- SJR State CARES (386) 312-4305
- Clay County Behavioral Health Center (904) 291-5561
- First-Coast Narcotics Anonymous (904) 723-5683
- AL-ANON Putnam and St. Johns (904) 315-0233
- AL-ANON Clay (904) 350-0600
- Stewart Marchman Behavioral Health Care (800) 539-4228
- Riverpoint Behavioral Health (904) 724-9202
- St. Johns County Department of Health and Human Service (904) 209-6000

GUIDELINES FOR MINORS ON CAMPUS

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract minors, whether sponsored by the College, student groups, or by third parties. Minors require special consideration due to their vulnerability, and the safety of minors on campus is a high priority for SJR State. This policy provides guidelines for those in the College community who work with, or interact with minors. This policy is designed to help safeguard and protect minors when they are on campus.

"Minor" for the purposes of this guideline means any person under the age of 18 who is not a registered SJR State student.

Procedures:

1. Use of College Facilities by Minors
   a. All supervised minors participating in a College program or a program taking place on College property are generally permitted use of identified facilities (athletic fields, public spaces, academic buildings, food service areas, etc.), but the College reserves the right to restrict anyone, including minors, from certain areas or facilities or from utilizing specified equipment.
   b. Minors are permitted at events and venues open to the public. However, the College reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised minors.
   c. Minors are prohibited from entering laboratories and other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required except while participating in properly supervised College-sponsored events or programs taking place on College property.
2. Employee Guidelines
   a. Employees must always obtain supervisor approval to bring minors into the workplace. If approved by the supervisor, the following apply:
      i. Minors are not to be brought to campus on a regular basis in lieu of childcare.
      ii. Minors may be brought to campus, on rare occasions for short periods of time.
      iii. Supervision by the parent or guardian is required at all times.
      iv. Minors may not be left unattended or with other employees.
      v. Minors may not interfere with workplace activities.
   b. Departments may, due to the nature of their operations, prohibit employees from bringing minors to the workplace.
3. Student Guidelines
   The following guidelines apply to students bringing minors on campus:
   a. Minors are not to be brought to campus on a regular basis in lieu of childcare.
   b. Minors may be brought to campus, on rare occasions when necessary, for short periods of time.
   c. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
   d. Supervision by the parent or guardian is required at all times.
   e. Minors are not allowed in the high-risk areas defined below.
   f. Minors are not allowed in classrooms while classes are in session.
   g. Should a minor become disruptive, College personnel may ask the student and minor to leave.
4. Visitor and Third Party (Invitee) Guidelines
   The College hosts many events that are appropriate for minors to attend; at these events, the following apply:
   a. Supervision by the parent or guardian is required at all times.
   b. Parent or guardian must assure that minors are not disruptive.
   c. Parent or guardian must not leave minors unattended.
   d. Minors are not allowed in the high-risk areas defined below.
5. High-Risk Areas
   Unless authorized by an appropriate College employee and appropriately supervised, minors are not allowed in high-risk areas, including but not limited to:
   a. Laboratories, shops, studios, mechanical rooms, power plants, garages, and food preparation areas;
   b. Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
   c. SJR State vehicles, boats, or motorized equipment;
   d. College Security offices or vehicles;
   e. Any other high-risk areas (such as stairwells, elevators or doorways, rooftops, construction zones).
6. Behavioral guidelines for College faculty, staff, students and volunteers in College-sponsored or College-affiliated programs which involve minors:
   a. While it may be impossible to avoid all circumstances where an adult has direct communication or instruction with a minor in the absence of other adult faculty, staff, students and volunteers, all programs and activities should strive to avoid situations and circumstances where an adult has direct contact with a minor in the absence of other adult faculty, staff, students and volunteers, especially where that access also presents opportunities for secrecy or privacy.
   b. College faculty, staff, students and volunteers may not hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
   c. College faculty, staff, students and volunteers shall not

transport minors to or from the homes of the minors except when the individual is the parent or guardian of the minor(s); this is not related to College-provided transportation.

d. College faculty, staff, students and volunteers shall not engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs while supervising minors at College sponsored or affiliated activities.

e. College faculty, staff, students and volunteers shall not engage in communications with minor participants outside of communications related to the promotion and/or operation of the College sponsored or affiliated program and/or activity. This includes social media, telephone and personal meetings outside of official scheduled meeting times for said program and/or activity.

7. Level 2 Background Screening
   a. Employees
      i. All College employees, including part-time employees, who will or are working in College programs or College sponsored or affiliated programs with minors are required to undergo Level 2 background screening as defined in Chapter 435, F.S., before being hired or as a condition of continued employment.
      ii. The College will not hire, select, or otherwise allow an employee to have contact with a minor, or place the employee in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of employment, that requires working with minors, unless the employee has been granted an exemption from disqualification by the Florida Department of Families and Children.
   b. Volunteers
      i. All volunteers, who will be or are working in College programs or College sponsored or affiliated programs with minors are required to undergo a Level 2 background screening, as defined in Chapter 435, F. S. before being permitted to volunteer or being permitted to continue to volunteer in those programs.
      ii. The College will not select a volunteer, or otherwise allow a volunteer to have contact with a minor, or place a volunteer in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of permission to volunteer to work with minors, unless the volunteer has been granted an exemption from disqualification by the Florida Department of Families and Children.
   c. Level 2 criminal background checks of College faculty, staff, students and volunteers that are conducted pursuant to this policy will be used only for purposes consistent with this policy and will otherwise be kept confidential except as provided by law.
   d. Non-College Entities
      i. Non-College organizations and entities that operate programs or activities on campus involving minors must comply with Chapter 435 and Section 409.175, Florida Statutes.
      ii. Any contracts entered into between the College and a non-College entity for the operation of a program or activity which will involve minors must require the non-College entity to comply with section 409.175 F.S. and Chapter 435, F.S.

Authority and Related Documents:

Sections 39.201, 39.203, 39.205, 110.1127, 409.175, 827.03, and Chapter 435, Florida Statutes

ANIMALS ON CAMPUS

SJR State is committed to providing equal opportunity access to its programs, services and activities. SJR State is equally committed to protecting the health and safety of students, employees, and visitors by prohibiting animals on campus. There are exceptions to this prohibition under limited circumstances

SJR State shall make reasonable modifications to its policies and procedures as required by law (and including with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Americans with Disabilities Amendment Act and Florida Statute 413.08) to accommodate the use of a service animal by an individual with a disability. The College may also permit the presence of animals for educational purposes, compliance with statutory requirements, and other activities approved by the College. The purpose of this procedure is to define guidelines for the limited presence of animals on campus.

General Counsel/Legal Affairs shall serve as the Coordinating Office and shall make determinations for animal presence on campus as defined in this procedure; and, shall coordinate matters relating to the presence of service animals on campus by visitors. Disability Support Services for Students in Academic Advising shall coordinate matters relating to the regular presence of service animals handled by students. The Office of Human Resources coordinates matters relating to the regular presence of service animals handled by employees.

Procedure:

1. General
   a. The College reserves the right to establish conditions for the presence of animals on campus through application of policy, procedure, student code of conduct and applicable law.
   b. The handler of the animal always has full responsibility and liability for the behavior of the animal. The handler is responsible for any damage that the animal may cause.
   c. The handler of the animal has full responsibility and liability for the care and supervision of the animal. The animal must be under the control of the handler at all times, such as in a harness or on a leash. When physical control is not possible, such as when a handler's disability interferes with control, voice control or signaling is acceptable. In addition, the handler is responsible for the cleanup of all animal waste.
   d. The handler has full responsibility to ensure that the animal is not disruptive to any program, service, learning environment, or College activity. The College may require removal of the animal if it compromises health, safety or a positive educational or work environment.
   e. The College may require the handler to remove an animal from the campus or events if it poses a threat or is disruptive, aggressive, or unhygienic.
2. Use of Animals in the Curriculum
   a. Curriculum approved by the VP for Academic and Student Affairs or designee may include the use of animals. General Counsel shall serve as second and final approval.
   b. Such animals must not infringe on the health and safety of the campus community.
3. Service Animals:
   a. Individuals with disabilities may be accompanied by a service animal at the College.
   b. There may be rare occasions where an animal, including a service animal, may be restricted from College facilities

or activities due to health and safety concerns.

c. The handler will discuss with the approving party any restricted areas when the College has notice of a service animal accompanying a handler to such setting. When the College implements a restriction, the approving party will discuss it with the handler to determine other reasonable accommodations. That might include another method of service delivery or attendance without the animal.

d. The handler is responsible for compliance with any laws pertaining to animal licensing, vaccination and owner identification.

4. Faculty and Staff Responsibility:

a. To ensure equal access and nondiscrimination of individuals with disabilities, members of the College community should follow these guidelines:

i. Allow service animals to accompany individuals with disabilities on campus;

ii. Do not ask for details about a person's disabilities;

iii. Do not pet a service animal, as it distracts the animal from its work;

iv. Do not feed a service animal;

v. Do not intentionally startle, tease or taunt a service animal;

vi. Do not ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that it is a service animal, College personnel may ask two questions to determine whether the animal qualifies as a service animal:

1. Is the animal required because of a disability?

2. What work or task has the animal been trained to perform?

If the College employee is still unsure of whether or not the animal qualifies as a service animal, the employee should contact Human Resources at 4070; or the office of the Executive Director on the appropriate campus.

5. Other Provisions and Concerns:

a. The College does not require documentation, such as proof that the animal has been certified, trained or licensed as a service animal.

b. Individuals who have concerns about the presence, behavior, health or handling of an animal should address them with the appropriate coordinating office (Executive Directors, Human Resources, Student Services).

c. A service animal is an accommodation similar to a note taker or an interpreter. The College maintains confidentiality regarding approved accommodations, but may discuss the theory of accommodation with observers who have a concern.

d. The College may take action if the Coordinating Office forms a reasonable belief that an individual has engaged in either of the following behaviors:

i. Misrepresentation that he or she is qualified to use a service animal,

ii. Interference with the use of a service animal.

e. Training of Service Animals: Florida law allows animals on campus that are being trained to be service animals.

PARKING AND TRAFFIC REGULATIONS

A. General

The SJR State parking and traffic regulations, supplemented by the traffic laws of the State of Florida, will be enforced on the College campus, parking lots and adjacent roadways and apply to all faculty, staff, visitors, and students of the College. Numbered decals will be issued for identification and regulatory purposes. These rules and regulations have been established for the benefit and safety of each student and employee. It is the responsibility of the operator to see that the vehicle he or she is operating is not in violation of any of the regulations. Any vehicle operated or parked on the campus is at the owner's risk. The following general rules will apply:

1. All motorized vehicles belonging to SJR State students, faculty and staff that park on any SJR State campus must bear a College parking decal. Parking decal requests are now processed electronically by logging into MySJRstate. The request parking decal tab is located on the main page. Fill out the request completely and print the form. That printed form should be taken to either the Administrative Office or the Security Office at any campus and the decal will be issued. There is no charge for student parking decals. Free temporary parking decals are also available at the Security Office at any campus.

2. A person with a physical disability must, by state law, display the disabled parking permit issued by the county tag office. The permit must be hung from the windshield center mirror or properly displayed. Vehicles may be towed off campus if parked in a restricted parking space.

3. Overnight parking is not allowed on any SJR State campus unless authorized by the security officer on duty. The College assumes no responsibility for injury to persons or damages to a vehicle or its contents at any time it is operated or parked on an SJR State campus.

4. Students, faculty and staff who have decals, but temporarily drive a vehicle without a decal, must still park in designated areas and place a temporary parking permit on the front dash of his/her vehicle. Free temporary parking permits are available at the Security office on all campuses. Student, faculty and staff vehicles parked on campus must display a College decal or a temporary parking permit.

5. All traffic crashes on or adjacent to the campus are to be reported to the on-duty security officer and law enforcement. A copy of all traffic crash reports will be forwarded to the Director of Campus Safety and Security for review.

6. The Director of Campus Safety and Security is designated to coordinate matters of traffic and parking. Questions of interpretation or enforcement of these rules and regulations, or any concerns related to traffic and parking should be referred to the Director of Campus Safety and Security.

7. Generally, a written warning will be issued for parking or traffic infractions; however, if the operator has illegally parked in a handicapped space or endangered the safety of others, much more serious action will be taken.

B. Parking Regulations

1. The Palatka and Orange Park campus parking lots have designated and restricted parking. Students will park only in parking places designated by white parking stall lines and/or bumpers unless marked "Visitors." Parking for people with disabilities is available on all three campuses. Faculty and staff on Palatka and Orange Park campuses shall park only in parking spaces designated by blue parking bumpers.

2. No parking will be allowed in, or adjacent to, areas bordered by yellow stall lines, bumpers, or curbs.

3. Parking of vehicles with College decals is prohibited in areas marked "Visitors" or in areas of the campus other than parking lots. There will definitely be no parking permitted in the grassy areas of the campus. Parking on the roadside is prohibited.

4. Two-wheeled vehicles must park in the areas designated for them unless otherwise authorized. The unauthorized riding or operating of scooters, bicycles, and other two, three, or four-wheeled vehicles on sidewalks or walkways is prohibited. Roller skating/blading or skate boarding is not permitted in parking lots or on sidewalks.

C. Moving Traffic Regulations

1. Operators must drive a vehicle at a speed that is reasonable and prudent under the conditions, not exceeding posted speed limits, and must comply with all other traffic control devices.

2. Vehicles are to be kept under complete control and driven safely at all times.

PROHIBITION OF FIREARMS AND WEAPONS ON COLLEGE PROPERTY OR AT COLLEGE EVENTS

Policy/Purpose: St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

Applicability/Accountability: This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

Policy Statement: St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one's person or in one's office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

Definitions: Weapon – Something designed, intended or which may reasonably be used for inflicting bodily harm. The term "weapon" includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term "weapon" includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located. Firearm – any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

Exceptions: Notwithstanding the foregoing, SJR State permits the following:

1. Approved College and contracted security staff may possess weapons on College property.
2. A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency requires to be carried.
3. Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.
4. Faculty for and students enrolled in Criminal Justice programs may possess weapons while participating in College approved training exercises.
5. Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to and approval of the Academic or Workforce Vice President and with notice to SJR State Campus Department of Safety and Security.
6. Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
7. Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.
8. Possession of firearms on College property as permitted by Florida Statutes. See Florida Statutes, 1001.64, Chapter 790.

Violation And Discipline: Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY (OFF-CAMPUS)

SJR State Campus Safety and Security officers do not provide security services to off-campus locations. Criminal activity is monitored and recorded by the appropriate law enforcement jurisdiction of occurrence.

AUTHORITY OF CAMPUS SECURITY

St. Johns River State College security officers are armed officers. They have the right to ask persons for identification and to determine whether, or not, individuals have the right to be on campus. Although Campus Safety and Security officers do not have arrest powers, they work closely with appropriate jurisdiction law enforcement personnel concerning criminal incidents. There is no written memorandum of understanding between the College and the law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report crimes to the Campus Safety and Security and the appropriate law enforcement agency. Prompt reporting of crimes will assure timely warning notices and timely disclosure of crime statistics. Criminal incidents that occur in close proximity to our campuses are communicated regularly to Campus Safety and Security personnel.

SECURITY AWARENESS

The Campus Safety and Security office provides security procedures and information during new student orientation at all three campuses. Security procedures and security information are also provided during SJR State's yearly faculty and staff orientation. Primary crime prevention and awareness programs, which promote awareness of rape (sexual battery), acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, are offered to new students and new employees. The Campus Safety and Security Office, in conjunction with local law enforcement personnel, also offers crime prevention and safety/security awareness procedures programs, upon request, to students and employees. These programs are geared toward personal safety, theft prevention, CPR and automatic external defibrillator (AED) training. We also encourage both students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, concerning an immediate threat, information is released to the College community through the various SJR State Emergency Notification Systems.

REPORTING CRIMINAL OFFENSES

To report a crime contact SJR State Campus Safety and Security and/or the appropriate law enforcement agency, if it is an emergency, via 9-1-1. Crimes may be reported to the following authorities:

ST. JOHNS RIVER STATE COLLEGE CAMPUS SAFETY AND SECURITY

College Campus Safety and Security can be reached 24 hours a day, 7 days a week.

Orange Park Campus (Office) (904) 276-6760;
(24 hour cell phone) (904) 626-5885

Palatka Campus (Office) (386) 312-4095;
(24 hour cell phone) (386) 937-2052

St. Augustine Campus (Office) (904) 808-7495;
(24 hour cell phone) (904) 626-5956

Clay County Sheriff's Office
(904) 284-7575 (Orange Park Campus)

St. Johns County Sheriff's Office
(904) 824-8304 (St. Augustine Campus)

Palatka Police Department
(386) 329-0800 (Palatka Campus)

Putnam County Sheriff's Office
(386) 329-0800 (Palatka Campus)

SJR State Director of Campus Safety and Security
(386) 312-4064

Accurate and Prompt Reporting

Any suspicious activity or person(s) seen in the parking lots, loitering around vehicles or inside buildings should be reported to Campus Safety and Security or appropriate law enforcement agency.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents occurring on campus to the SJR State Campus Safety and Security Department, and/or the appropriate law enforcement agency jurisdiction in a timely manner.

Voluntary Confidential Report of Crimes

If you are a victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security or a designee of SJR State Campus Safety and Security can file a report on the details of the incident without revealing your identity. A victim or witness of a crime may also report that information to Campus Safety and Security via the Silent Witness form located on the public SJR State website at SJRstate.edu/silentwitness or via the MySJRstate portal (SJRstate.edu/mysjrstate) under the Campus Safety and Security tab. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

This Federal Act requires that SJR State distribute information regarding certain on-campus crimes to all current and potential students and employees. SJR State is dedicated to the provision of a safe learning and working environment for all students and employees. This information is posted on the College Safety and Security website at SJRstate.edu/safety.

The Campus Safety and Security office coordinates the Silent Witness program. Silent Witness is a college-wide crime prevention program whereby all members of the College are encouraged to report suspicious or criminal activity to the Campus Safety and Security office and/or the appropriate law enforcement agency. A victim or witness of a crime may report information anonymously to Campus Safety and Security via the Silent Witness form located on the public SJR State website at SJRstate.edu/silentwitness or via the MySJRstate portal (SJRstate.edu/mysjrstate) under the Campus Safety and Security tab.

St. Johns River State College Campus Safety and Security

College Campus Safety and Security can be reached 24 hours a day, 7 days a week.

Orange Park Campus (Office) (904) 276-6760;
(24 hour cell phone) (904) 626-5885

Palatka Campus (Office) (386) 312-4095;
(24 hour cell phone) (386) 937-2052

St. Augustine Campus (Office) (904) 808-7495;
(24 hour cell phone) (904) 626-5956

SJR State security officers and private contract security officers are armed and licensed by the state of Florida. College and private contract security officers are not law enforcement officers, but they work closely with local law enforcement agencies on reporting and follow-up actions or investigations related to criminal activities on campus. In order to facilitate this relationship and to assist in crime prevention, all employees and students are encouraged to promptly report all criminal or suspicious activity to the security officer on duty on the campus. The College has no recognized fraternities or other off-campus student organizations, and there are no records maintained on liquor, drugs or weapons violations by students associated with such organizations.

TIMELY WARNINGS (REGARDING CLERY ACT CRIMES)

In the event that an on-campus or off-campus event arises, that, in the judgment of the College President, Senior Vice Presidents, or the Director of Safety and Security (or designee), constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued by Campus Safety and Security personnel, or an appropriate designee, via numerous Emergency Notification Systems including the Genave emergency notification speaker system, the Voice-Evac emergency notification speaker system and through emergency notification software, which includes telephone, email and text messaging to students, faculty and staff. Posters pertaining to the criminal event may also be posted throughout the campus for further notification. Anyone with information possibly warranting a "timely warning" should report the circumstances to the Campus Safety and Security office, by telephone, at the appropriate campus as follows:

Orange Park Campus	(Office) (904) 276-6760; (24 hour cell phone) (904) 626-5885
Palatka Campus	(Office) (386) 312-4095; (24 hour cell phone) (386) 937-2052
St. Augustine Campus	(Office) (904) 808-7495; (24 hour cell phone) (904) 626-5956

Information or reports can also be made to the Campus Safety and Security office located at each campus.

With respect to the "timely reports," the Clery Act mandates for crimes considered a threat to other students and employees that victims' names be withheld.

The content of the timely warning should include all information that would promote safety and that would aid in the prevention of similar crimes. The warning should include what crime occurred, where the crime happened, when it happened, and suspect information, if possible.

EMERGENCY NOTIFICATION POLICY

It is imperative that a timely warning be issued, without delay, in the event of a Clery Act crime occurring within the campus Clery geography, if there is an immediate or continuing threat to students, employees or property. Emergency notification may also be given for non-Clery Act crimes if the crime poses a threat to persons or property.

Whether or not to issue an emergency notification timely warning must be decided on a case-by-case basis. Considerations include the nature of the crime that was reported, the possible continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Whenever possible, it is recommended that the College President, Senior Vice Presidents, and Director of Campus Safety and Security (or designee) meet to determine whether or not a timely warning should be issued. If this is not possible, the discretion is left to the Director of Campus Safety and Security or his designee.

Any security officer may issue the order to lock down, evacuate, or shelter in place if the need arises. This would usually be initially accomplished via the Emergency Notification System (Genave) and/or the Voice Evac system.

DISCLOSURE OF CRIME STATISTICS

The Department of Campus Safety and Security prepares the crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding the Palatka, Orange Park and St. Augustine campuses. The past three years of crime statistics for each campus are listed at the end of this report.

Campus crime, arrest and student referral statistics (of a Clery nature) include those reported to the Department of Campus Safety and Security officials and law enforcement agencies. Those crimes used in compiling statistics include the following: murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug related violations (sale and possession), weapons law violations, forcible sex offenses, non-forcible sex offenses, hate crimes, domestic violence, dating violence, and stalking.

Each year this report is provided to all current students, faculty and staff via their SJR State email address and is also available in the MySJRstate portal. It is also made available to prospective students, faculty, employees, and staff online at SJRstate.edu/safety.

A paper copy of the report is also available from the Campus Safety and Security office located on each campus.

DAILY CRIME/INCIDENT REPORT LOG

The SJR State Campus Safety and Security office maintains a daily Crime/Incident Log. The log is available for inspection during normal business hours within the Campus Safety and Security office at each campus.

FEDERAL CAMPUS SEX CRIMES PREVENTION ACT OF 2000 AND FLORIDA SEXUAL PREDATOR AND SEXUAL REGISTRATION NOTIFICATION LAW

Pursuant to the Federal Campus Sex Crimes Prevention Act of 2000 and the Florida Sexual Predator and Sexual Registration Notification Law, SJR State establishes the following procedure to insure the availability of information to the campus community concerning the presence of registered sexual offenders or predators attending SJR State.

All information regarding registered sexual offenders or predators attending SJR State will be coordinated and maintained by the SJR State Campus Safety and Security office. SJR State Campus Safety and Security office will maintain a current copy of the offender/predator's Florida Department of Law Enforcement offender flyer including his/her photograph and current SJR State campus location.

Inquiries regarding any sexual offender or predator attending any SJR State campus should be directed to James Griffith, Director of Campus Safety, at JamesaGriffith@SJRstate.edu, telephone number (386) 312-4064 or telephone number (386) 312-4095, Monday through Friday during normal business hours. Information relating to Florida's registered sexual offenders and predators is public record and may also be viewed at offender.fdle.state.fl.us or by calling 1-888-357-7332. For TTY Accessibility: 1-877-414-7234.

This website contains public record information on offenders classified as sexual predators and sexual offenders under Florida law because of a conviction for a sex-related crime and/or a specified crime against children: www.fdle.state.fl.us.

FDLE has also established a toll-free number (1-888-FL-PREDATOR) or (1-888-357-7332) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. They can also be contacted via email: sexpred@fdle.state.fl.us.

Upon notification of the presence of an offender/predator, it is the responsibility of the law enforcement agency with jurisdiction over the offender/predator's address to inform the College administration that the offender/predator has stated that he/she is currently enrolled at, or employed by the College. The College administration can then make all prudent notifications to members of the campus community.

POLICY STATEMENT ON SEXUAL HARASSMENT AND SEXUAL ASSAULT

SJR State prohibits domestic violence, dating violence, sexual assault, sexual harassment, and stalking. Sex without consent is a violation of SJR State policy.

Whenever an incident of sexual assault, domestic violence, dating violence, or stalking occurs within the Clery geography of any of the SJR State campuses, the victim has the option to notify campus security and/or local law enforcement and be assisted by campus authorities in notifying law enforcement if he/she chooses. Information will be gathered and forwarded to the local law enforcement agency for further investigation, if warranted. We stress, to the victim, the importance of preserving any evidence of such crimes. In the event of orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, SJR State Campus Safety and Security officers will work closely with local law enforcement to ensure the proper level of protection is afforded to the victim by such document.

SEXUAL COERCION AND SEXUAL ASSAULT

The Prevalence of Sexual Coercion

Researchers have determined that sexual coercion occurs more frequently with college students than any other cohort because of the college lifestyle. As fun as it may be at times, the college lifestyle

provides the perfect setting for sexual coercion to happen.

Researchers found that both men and women are perpetrators and victims of sexual coercion. Approximately 70% of college students surveyed reported they have been sexually coerced and 33% of college students surveyed admitted to having used sexually coercive behaviors against their partners. Of the college students who have been sexually coerced, roughly 70% stated they knew their perpetrators, further clarifying the perpetrators were either a boyfriend/girlfriend, a friend or an acquaintance. This indicates the vast majority of those who experienced victimization of sexual coercion knew their perpetrator.

What is Sexual Coercion?

Sexual coercion is being persuaded to have sex when you don't want to. It may apply to a specific act or to initiating or continuing a sexual relationship. An individual may give in to coercion for any number of reasons and then may feel guilt and shame.

Recognizing Sexual Coercion:

Is your partner pressuring you to have sex because...

- Sex is the way to prove love
- You had sex in the past, so you can't say no now
- All your friends are having sex
- Your partner threatens to leave you or threatens violence
- Guilt trips

How would you answer the following questions?

- Do you have unprotected sex because of your partner's demands?
- Have you had a sexual experience that left you frightened?
- Are you being sexually pressured from your date, partner or friend?
- Are you having doubts or regrets over your partner's sexual demands?
- Are there times that you feel that you can't say no to having sex?
- Are you in a sexual relationship that makes you feel powerless?

Avoiding unwanted sex:

- Recognizing the signs of sexual coercion is the first step
- Trust your instincts and feelings
- Do you feel uncomfortable with the situation or circumstances?
- Say no firmly and leave
- Avoid alcohol and drugs that may harm judgment or make your partner more aggressive
- Set your boundaries and communicate clearly
- Seek help

Learn ways to respond to sexual pressure. You could say:

- "I really like you. I'm just not ready to have sex."
- "If you really care about me, you'll respect my decision."
- "I said no. I don't owe you an explanation."

What is Sexual Violence?

Any sexual contact or activity with an intimate partner that makes a person feel uncomfortable, with the purpose of controlling through fear, threats, coercion, manipulation or violence.

What is Sexual Battery?

Sexual battery means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object committed without your consent.

SEX WITHOUT CONSENT IS A CRIME covered under Florida Statute 794.011 and can be reported to law enforcement. Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. The law says that consent does not mean your failure to offer physical resistance to the offender. If you are under 16 years of age, consent cannot be used as a defense to a sexual crime. Further, a 16 or 17 year-old cannot legally consent to sexual activity with a person in a position of familial or custodial authority or with a person 24 years of age or older.

SEX WITHOUT CONSENT IS A VIOLATION OF SJR STATE POLICY. If the accused is a student, the matter can be reported to the Office of Student Affairs for disciplinary review and possible disciplinary action up to and including expulsion from the College.

Evidence Preservation and Medical Care:

- If you are the victim of a sexual assault, find a safe environment - anywhere away from the attacker.
- Ask a trusted friend or family member to stay with you for moral support.
- Report the attack to police by calling 911 and/or notifying College Campus Safety and Security if you are on campus.
- Don't bathe or brush your teeth.
- Don't change clothes
- Write down all the details you can recall about the attack and the attacker.
- Ask the hospital to conduct a rape kit exam to preserve forensic evidence.
- If you suspect you were drugged, ask that a urine sample be collected. The sample will need to be analyzed later on by a forensic lab.
- A medical professional will assist with evidence collection, treatment of injuries and can prescribe medications to protect you from certain sexually transmitted infections and recommend follow-up care.
- A counselor on the National Sexual Assault Hotline at 1-800-656-HOPE (4673) can help you understand the process.
- If you know that you will never report, still get medical attention. Even with no physical injuries, it is important to determine the risks of STDs and pregnancy. Call the National Sexual Assault Hotline for free, confidential counseling, 24 hours a day: 1-800-656-HOPE (4673).

How Do I Get Assistance While on Campus?

The College has a designated Title IX Coordinator to oversee its response to all reports of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, to conduct training, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator is knowledgeable and trained in the College's policies and procedures, state and federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator is available to meet with any individual to discuss the options for resolving a report under this policy.

The SJR State Title IX Coordinator is Charles Romer. He is located in the Administration Building (Office A0173), and his mailing address is 5001 St. Johns Avenue, Palatka, Florida 32177. His phone number is (386) 312-4074, and his email is CharlesRomer@SJRstate.edu.

Security is available for assistance 24/7 on all campuses.

Duty to Investigate

SJR State has a duty to immediately investigate a complaint of sexual harassment, sexual coercion and sexual assault even if the complainant asks that it not do so. If the complainant requests anonymity, the complainant will be protected from retaliation; however anonymity may limit the school's ability to respond. The complainant will be assured that the investigation will be discreet and only disclosed on a "need to know" basis. In deciding how to proceed, the College will weigh the complainant's anonymity request

against the alleged perpetrator's potential danger to other students. In addition, the College will determine whether interim protective actions are necessary, such as issuing a "no contact" directive or separating a complainant and respondent. The College will attempt to minimize any burden on complainants. The complainant will be provided with information regarding his/her options regarding the investigation, including the choice to report to law enforcement, and available medical and mental health treatment options.

Written Notifications

Students and employees have certain rights and available services in the event they are a victim of assault, battery, stalking, sexual violence and physical violence. These rights and available services are listed in a brochure available at Counseling and Security offices and Student Service Centers of the College campuses. Also available is a brochure reference dating violence and stalking, domestic violence, sexual coercion and sexual assault.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. Get help by contacting the following agencies:

Confidential Resources and Support:

- Counseling and Psychological Services: CARE Counselor – Dr. Douglass Lobo: (386) 312-4305, website: SJRstate.edu/cares_counselor
- Employee Assistance Program (Employees): (800) 433-7916 website: SJRSC.lifeworks.com, login: SJRSC
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Services:
  - Palatka Campus- Stewart Marchman Behavioral Health Care- (386) 329-3780
  - Orange Park Campus- Clay Behavioral Health Center- (904) 291-5561
  - St. Augustine Campus- EPIC Behavioral Healthcare- (904) 829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Florida Coalition Against Domestic Violence Hotline (800-500-1119)
- Florida Coalition Against Domestic Violence TTY Hotline (800-621-4202)
- National Domestic Violence Hotline (800-799-SAFE (7233)
- Lee Conlee House, Inc., Domestic Violence Center, Palatka (386) 325-3141)
- Florida Department of Health, Palatka (800-440-0420 or (386-326-3200)
- Quigley House, Domestic Violence Center, Clay County (904-284-0061)
- Betty Griffin House, Domestic Violence Center, St. Johns County, (904-824-1555)
- National Dating Abuse Helpline and Love is Respect (866-331-9474 or text 77054 or loveisrespect.org)

Non-Confidential Resources, Support and Reporting Options:

- Campus Assistance:
  - Title IX Coordinator - (386) 312-4074
  - CARE Counselor - (386) 312-4305
  - Orange Park Campus Security - (904) 626-5885
  - Palatka Campus Security - (386) 937-2052
  - St. Augustine Campus Security - (904) 626-5956
- Vice President for Academic and Student Affairs: (386) 312-4151
- Assistant Vice President for Student Affairs: (386) 312-4127

Order of Protection:

- Local Law Enforcement Victim Advocate:
  - Palatka Campus - Putnam County Sheriff's Office - (328) 329-0801
  - Orange Park Campus - Clay County Sheriff's Office - (904) 264-6512
  - St. Augustine Campus - St. Johns County Sheriff's Office- (904) 824-8304
- State Attorney's Office Victim Advocate:
  - Palatka Campus - (386) 329-0259
  - Orange Park Campus - (904) 284-6319
  - St. Augustine Campus - (904) 823-2300
- Clerk of Court Victim Advocate:
  - Palatka Campus - (386) 326-7640
  - Orange Park Campus - (904) 269-6363
  - St. Augustine Campus - (904) 819-3600

HIGHER EDUCATION AMENDMENTS OF 1992; SECTION 486(C) OF PUBLIC LAW: 102-325 (S. 1150)

Sexual assault (rape) is a serious crime that has a major impact on the campus community as well as on the students who are victimized. SJR State will not tolerate sexual assault in any form, including date and acquaintance sexual assault. Should probable cause be determined that campus regulations prohibiting sexual assault have been violated, disciplinary action will be pursued through the code of student conduct or other appropriate internal processes. Discipline may result in suspension or dismissal from the College. Any student or employee reporting a sexual assault will be treated with respect and sensitivity. Contacts and conversations which transpire pursuant to this procedure will be held in confidence.

Any person, student or employee, wishing to file a complaint regarding sexual violence/conduct may contact the College Title IX Coordinator/Equity Officer at 386-312-4170 or College campus security, or local law enforcement. Individuals who wish to receive information about available support resources regarding sexual violence/conduct may contact the campus counseling staff member designated to assist with sexual violence/conduct or College campus security or contact any of the support providers listed in the Annual Security Report.

All reports of sexual violence/conduct involving students will be forwarded to the Office of Student Affairs and the College Title IX Coordinator who will assist in situations requiring immediate administrative support.

All reports of any sexual violence/conduct involving employees will be forwarded to the College Equity Officer/Title IX Coordinator who will assist in situations requiring immediate administrative support.

Both the accuser and the accused are entitled to the same opportunities to have others present during a College disciplinary proceeding relating to an alleged sexual offense. Both the accuser and the accused shall be informed of the outcome of any College disciplinary process relating to an alleged sexual offense.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. The following is a list of counseling avenues for individuals who have been the victim of sexual assault or date rape:

- Florida Department of Health Violence Intervention and Prevention Program
  1-888-956-RAPE (7273)
- SJR State CARES
  (386) 312-4305
- Stewart Marchman Behavioral Health Care
  (386) 329-3780 (Palatka)
  (904) 209-6200 (St. Augustine)
- Clay Behavioral Health Center
  (904) 291-5561 (Orange Park)
- Local Law Enforcement Victim Advocate
  Putnam County Sheriff's Office (386) 329-0801 (Palatka)
  St. Johns County Sheriff's Office (904) 824-8304 (St. Augustine)
  Clay County Sheriff's Office (904) 264-6512 (Orange Park)
- National Sexual Assault Hotline 1-800-656-HOPE (4673)

SEXUAL MISCONDUCT POLICY

Introduction

SJR State is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of gender and sex discrimination. Every member of the College community should be aware that SJR State is strongly opposed to sexual misconduct and harassment and that such behavior is prohibited both by law and College policy and will not be tolerated. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct, to include sexual assault, sexual harassment, domestic/dating/physical violence, and/or stalking and ensures timely and fair resolution of sexual misconduct and harassment complaints. It is the intention of the College to take appropriate action to end the misconduct or harassment, prevent its reoccurrence, and address its effects.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination based on sex in education programs or activities. Sexual misconduct and harassment, as defined in this policy, is a form of sex discrimination prohibited by Title IX. SJR State is committed to providing an educational environment, programs, and activities free from sex discrimination.

Purpose of Policy

This policy is intended to educate the SJR State community, students, faculty and staff who have been affected by sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, whether as a reporting party, responding party, or third party.

When used in this policy, reporting party refers to the person(s) who reports to the College that they have been the subject of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking. Responding party refers to the person(s) who is/are reported to have committed acts of sexual misconduct/harassment, domestic/dating/physical violence and/or stalking. A third party refers to any other participant in the process, including a witness to the misconduct or harassment or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:

- Define sexual misconduct and harassment and the forms of sexual misconduct and harassment that violate our community standards;
- Define domestic/dating/physical violence and stalking that violate our community standards;
- Identify resources and support for all members of the SJR State community (see page 44 – Sexual Misconduct Policy Resources);
- Identify the Title IX coordinator and the scope of his/her role;
- Provide information as to where a member of the SJR State community can obtain support or access resources confidentially;
- Provide information on how a member of the SJR State community can make a report on campus and/or off campus;
- Provide information on how a report against a member of the SJR State community will be investigated, evaluated and adjudicated.

Scope of Policy

This policy applies to all members of the SJR State community, including, but not limited to, faculty, staff, students and volunteers. All faculty, staff, students and volunteers are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on-campus conduct and relevant off-campus conduct that affects the community.

Vendors, independent contractors, visitors, and others who conduct business with SJR State or on College property are also expected to comply with this policy. The College will take timely action in all allegations of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking to ensure the safety of the SJR State community and to provide an environment free from gender and sex discrimination.

Applicants and Volunteers

College policy prohibits applicants, new employees and volunteers from being alone with a minor child pending completion of a criminal background check. Until this process is complete and new employees or volunteers have been cleared and begin employment or volunteer work at the College, another adult must be present at all times when a minor child is present. The College maintains the explicit right to terminate an employee or remove a volunteer if the criminal background check results reveal adverse information.

The Notice of Non-Discrimination

The District Board of Trustees has approved policy statement 3.12 on Equality of Opportunity and Non-Discrimination as follows: St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures based on race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; (386) 312-4074. (Any changes to Policy SJR 3.12 will update herein as amended from time to time.)

SJR State does not discriminate based on sex in its educational programs and activities or in the context of employment. Sexual misconduct and harassment as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that:

> No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual misconduct and harassment are also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Statement of Privacy and Confidentiality

SJR State is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, and/or harassment. The College will balance individual privacy with its obligation to conduct a thorough review of allegations to protect the parties and broader community and maintain an environment free from sexual misconduct and harassment.

Faculty, staff, students and volunteers wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed on the Resources pages (see page 44 – Sexual Misconduct Policy Resources).

Apart from the confidential resources identified pursuant to this policy, all other College staff and faculty who receive a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking are required to elevate the report to the Title IX Coordinator for investigation and response. The Title IX Coordinator will ensure that the College responds to all reports in a timely, effective, and consistent manner.

The privacy of all parties involved will be respected. Information related to a report of sexual misconduct and/or harassment will be shared only with those College employees who "need to know" to assist in the investigation and/or resolution of the complaint. All College employees who are involved in the review, investigation, or resolution of a report have specific training regarding the safe guarding of private information.

Where the College has received a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking but the reporting party requests that the matter remain confidential and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the SJR State community. The College is required to take all reasonable steps to investigate and respond to a complaint, but the ability to do so may be limited by the reporting party's request. However, under compelling circumstances including: evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the responding party, the College may conduct further investigation, or take other appropriate measures without the reporting party's consent. The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective or disciplinary steps.

If a report of sexual misconduct and/or harassment poses an immediate threat to the SJR State community and timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to: reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the SJR State community. Under Florida law, the College is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline (1-800-962-2873). The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective action.

Prohibited Conduct and Definitions

This policy addresses a broad spectrum of behavior, all of which falls under the broad definition of sexual misconduct.

1. Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

A single isolated incident of sexual misconduct and/or harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents for a hostile environment, particularly if the sexual misconduct and/or harassment is physical.

Sexual misconduct and/or harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples include, but are not limited, to:

- Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.
- Displaying or circulating written materials or pictures degrading to an individual(s) or gender group.
- Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body.
- Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
- Making a student's work or an employee's job more difficult because of that person's sex, or gender identity.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

2. Sexual Assault: Sexual assault is a type of discrimination. It is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault can include sexual misconduct involving minors. Sexual assault includes the following acts:

- Related to Non-consensual Sexual Intercourse: Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Related to Non-consensual Sexual Contact: Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

3. Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another for his/her own benefit, or to benefit anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another person);
- Non-consensual video, photography, audiotaping, or any other form of recording, sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in voyeurism (being a "peeping Tom");
- Knowingly or recklessly transmitting an STD or HIV to another person.

4. Stalking: A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs,

cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

5. Domestic Violence: Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a choice made by the batterer. Domestic violence is a crime committed by:

- Current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against Women Act).

6. Dating Violence: The physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Dating violence is a type of intimate partner violence that occurs between two people in a close relationship. The nature of dating violence can be physical, emotional, or sexual:

- Physical - this occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.
- Psychological/Emotional - this means threatening a partner or harming his or her sense of self-worth. Examples include name calling, shaming, bullying, embarrassing on purpose, or keeping him/her away from friends and family.
- Sexual - this is forcing a partner to engage in a sex act when he or she does not or cannot consent. This can be physical or nonphysical, like threatening to spread rumors if a partner refuses to have sex.
- Intimate Partner Violence: A situation in which one partner is physically, emotionally and/or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, hooking up, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

7. Retaliation: Acts or attempts to retaliate or seek retribution against the reporting party, responding party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a responding party or reporting party. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

Definitions of Consent, Coercion and Incapacitation

1. Consent: Consent to engage in sexual activity must be informed, knowing and voluntary. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity.

The following further clarifies the definition of consent:

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitut consent to engage in all forms of sexual activity.
- If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

2. Coercion: Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person's ability to give consent.

3. Incapacitation: An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he/she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally but may not later recall the events in question. The extent to which a person in this state affirmatively gives words or actions

indicating a willingness to engage in sexual activity, and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

Title IX Coordinator's Role

The College has a designated Title IX Coordinator to oversee its response to all reports of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, to conduct training, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator is knowledgeable and trained in the College's policies and procedures, state and federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator is available to meet with any individual to discuss the options for resolving a report under this policy.

The name and contact information for the SJR State Title IX Coordinator can be found on the College website (SJRstate.edu) and on the Sexual Misconduct Policy Resources pages (see page 44) maintained pursuant to this policy.

Reporting

The College encourages the college community, including but not limited to, faculty, staff, all students, and volunteers to report information about any type of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking involving a student, staff or faculty member. Faculty and staff, other than those outlined in this policy as confidential resources, are required to report information about any type of sexual misconduct or harassment of which they become aware. An incident does not have to occur on campus to be reported to the College. Off-campus conduct that adversely affects or has the potential to adversely affect the SJR State community also falls under this policy. The College will promptly respond to all reports of sexual misconduct and harassment.

The College provides resources to both the reporting party and responding party in making decisions, obtaining information about options under this policy, and assists both parties in the event that a report of sexual misconduct, sexual assault, and/or harassment is made.

Ways to File a Report:

Title IX Coordinator: The Title IX Coordinator is available to receive a report of sexual misconduct, sexual assault, or harassment, (386) 312-4074.

Campus Safety and Security: The opportunity to file a report with the College is available 24 hours a day, seven days a week by calling Campus Safety and Security:

- Orange Park Campus: (904) 626-5885
- Palatka Campus: (386) 937-2052
- St. Augustine Campus: (904) 626-5956

A report can also be made to a Campus Security Authority (Campus Security Authorities include Campus Safety and Security Officers, Counselors, Student Activity Coordinators, Athletic Coaches, College club advisors and certain College Administrators).

A reporting party or third party can request a Campus Safety and Security officer to respond and take a report.

Community Standards and Responsibility: An individual can file a report with the College by utilizing the Silent Witness Report on the Campus Safety and Security's website - web.SJRstate.edu/apex/prod/f?p=SILENTWITNESS or SJRstate.edu/silentwitness.

Local Law Enforcement: A reporting party may file a report with the local law enforcement agency (depending on location of incident).

Coordination with Law Enforcement

Because the goals and objectives of the College's sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking policy differ from those of the civil and criminal justice systems, proceedings under the College's sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking policy are independent of civil and criminal processes and may be carried out prior to, simultaneously, or following civil or criminal proceedings off-campus. On-campus investigation and response does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the local law enforcement will generally result in the reporting party and, in some cases, the responding party being contacted by a police officer. Law enforcement determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking (as described in the definitions above) may constitute a criminal act. However, the College conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations and respond only to allegations of criminal behavior. As a result, the College encourages reporting to both the College and to local law enforcement if the alleged sexual misconduct may also be a crime.

The College process and the criminal justice process are two separate and independent courses of action. If a reporting party wishes to file a report with local law enforcement, an SJR State staff member is available to assist. The College will not file a police report about the incident on the reporting party's behalf unless compelling circumstances, as outlined in the statement of privacy and confidentiality section, exist. The College's response to a report is not impacted by the reporting party's decision to file a criminal complaint or the outcome of the criminal investigation.

In all cases of a report of sexual misconduct, sexual assault, and/or harassment involving a minor, the College will also notify local law enforcement, the College Title IX Coordinator, General Counsel, Campus Security and the College's Liability Insurance Carrier.

Amnesty

Our goal is that all individuals report all incidents of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a reporting party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

Statement Against Retaliation

Although SJR State acknowledges that extreme emotions and stress often accompany incidents of sexual misconduct and harassment, the College does not condone any person engaging in any type of retaliation. The College views retaliation complaints with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to the Title IX Coordinator, Vice President for Academic and Student Affairs or designee, Director of Campus Safety and Security, and the Vice President for Legal Affairs/General Counsel. The College will respond to reports of retaliation. Retaliation is a distinct category of prohibited conduct under this policy. College policy prohibits any form of retaliation against anyone making a good faith report.

False Reports

Submitting of a good faith complaint, concern or report of harassment will not affect the reporting party's employment, grades, academic standing, or work assignments. However, an individual

found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action.

Interim Measures to Protect Safety and Well-Being

After a report is made or the College is placed on notice, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources that may be offered, see the "Campus and Community Resources" section on page 45. The College will determine the necessity and scope of any interim measures.

The range of interim measures includes:

- No contact order: The reporting party or responding party may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction.
- Academic, Employment, or Living Arrangements: The reporting party or responding party may request a change in academic, employment or, if relevant, living arrangements. Upon request, the College will inform the reporting party or responding party of the options and will accommodate the request if those changes are reasonably available. In some cases the College may initiate these changes without a request. These may include, but are not limited to:
    - Changing class or work schedule, including the ability to withdraw from a course without penalty;
    - Limiting access to certain College facilities or activities pending resolution of the matter;
    - Granting a voluntary leave of absence;
    - Providing an escort to ensure safe movement between classes and activities; and/or
    - Providing academic support services.

Emotional Support: The College will provide counseling services through student and employee assistance programs. For further information, see the Resources pages maintained on page 45 pursuant to this policy.

Procedures for Resolving Sexual Misconduct/Harassment, Domestic/Dating/Physical Violence or Stalking Reports:

The College will respond promptly and equitably when any incident of sexual misconduct/ harassment, domestic/dating/ physical violence, and/or stalking is alleged against a faculty, staff, or student. This includes a direct complaint, or if the College becomes aware of the situation, by other reliable means. The College's response may take a number of forms within its discretion. This includes offering reasonable protection and services to the complainant or others, conducting a Title IX inquiry or review, investigating, and imposing corrective action. The roles involved in an investigation are:

- Title IX Coordinator
- Title IX Advisor
- Title IX Investigator
- Title IX Hearing Officer
- Title IX Appeal Officer

The Title IX Investigator will conduct the investigation. Prior to the investigation, both parties will have the opportunity to meet individually with the Title IX Coordinator to review the investigation process. During the investigation, both the reporting party and the responding party will have the opportunity to be heard and to respond, the opportunity to have an advisor present during investigation meetings, and the opportunity to provide names of relevant witnesses. The reporting party and the responding party will not be in the same room at the same time during the investigation process.

During the investigation process, the Title IX Investigator will determine whether information concerning the prior sexual history of either party is relevant. In general, in a case where the responding party raises consent as a defense, any prior consensual relationship between the parties may be relevant. Any other prior sexual history of the reporting party is typically not relevant and may not be permitted. Prior sexual history of the responding party may be relevant where there is evidence of a pattern of misconduct that may be relevant in the determination of responsibility assigning of corrective action.

At the conclusion of the investigation, the investigator will determine responsibility based on the relevant information presented during the investigation and the unique facts of the case. The level of proof necessary to support a finding of responsibility is "more likely than not".

If the responding party is found responsible, the College will determine corrective action. If the responding party is a student or student organization, the Vice President for Academic and Student Affairs or designee will determine the corrective action (also referred to as sanctions). A student found responsible for a violation of the Sexual Misconduct and Harassment Policy could receive any of the following sanctions: Warning, Probation, Loss of Privileges, Fines, Restitution, Discretionary Sanctions, or College Suspension. In some cases, a student found responsible may be expelled from the College. If the responding party is an employee, the Employee's Supervisor in conjunction with the Title IX Coordinator will determine the corrective action, which could result in termination of employment.

Specific to this policy, both the reporting party and the responding party are given the opportunity to appeal the outcome of the investigation. The appeal will be reviewed by the Title IX Appeal Officer. Prior to an appeal, if either party believes that there is new evidence or relevant facts that were not brought out in the investigation, which may be sufficient to alter the finding, they may make a request that this information be considered. Appeals may be based on the following grounds:

- Procedural misconduct during the investigation.
- The sanction(s) imposed is/are inappropriate for the violation of College policy.
- The preponderance of evidence standard was or was not met.

Reporting of Findings

If you are a victim or accused (suspect) of a crime of violence, a forcible or non-forcible sex offense, a hate crime, domestic violence or dating violence, both the accuser and the accused students shall be simultaneously informed, in writing, of the outcome of the institutional disciplinary proceeding, the institution's procedures for the accused and the victim to appeal the results, any change in the results which occur prior to the time the results become final, or when the results become final.

If the report includes multiple alleged policy violations, multiple processes may be used (i.e., Title IX investigation process and the College grievance procedure). The College will determine which process(es) will be used. If multiple processes are used, the College will also determine the order of the processes.

If the responding party serves in multiple capacities at the College (i.e., student and employee), the College will determine which office will determine corrective action. In some cases, both offices may issue corrective action.

SEXUAL MISCONDUCT POLICY RESOURCES

What to do if you experience sexual misconduct/harassment, domestic/dating/physical violence or stalking:

Any member of the SJR State community who is affected by sexual misconduct/ harassment, and/or domestic/dating/physical violence, which includes, but is not limited to, sexual coercion sexual violence, sexual battery and stalking, is encouraged to immediately

notify law enforcement and/or seek immediate medical attention. Campus Safety and Security can provide free transportation upon request.

The SJR State Title IX Coordinator is Charles Romer. He is located in the Administration Building (Office A0173), and his mailing address is 5001 St. Johns Avenue, Palatka, Florida 32177. His phone number is (386) 312-4074, and his email is CharlesRomer@SJRstate.edu.

- Emergency Response: 911 or Local Law Enforcement
  - Orange Park Campus (Clay County Sheriff's Office 904-264-6512)
  - Palatka Campus (Putnam County Sheriff's Office/Palatka Police Department, 328-329-0801)
  - St. Augustine Campus (St. Johns County Sheriff's Office 904-824-8304)
- Health and Safety:
  - Orange Park Campus (Orange Park Medical Center 904-639-8500)
  - Palatka Campus (Putnam Community Medical Center 386-328-5711)
  - St. Augustine Campus (Flagler Hospital 904-819-5155)
- Campus Assistance:
  - Orange Park Campus Officer on Duty (904) 626-5885
  - Palatka Campus Officer on Duty (386) 937-2052
  - St. Augustine Campus Officer on Duty (904) 626-5956
  - SJR State CARES (386) 312-4305

Resources, Support and Reporting Options:

All individuals in the College community including, but not limited to, faculty, staff, students, and volunteers are encouraged to make a prompt report to the College so that the College can take appropriate action to eliminate the misconduct or harassment, prevent its reoccurrence, and address its effects. An individual may seek support and assistance from the confidential resources listed below without triggering a report to the College. Alternatively, an individual who chooses to make a report of sexual misconduct/harassment, domestic/dating/physical violence or stalking to the College should use the reporting options below. While we recognize that individuals may report sexual misconduct or harassment to any College employee, we encourage reporting to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

In all cases of a report of sexual misconduct involving a minor child, the College will report to local law enforcement, the College's Title IX Coordinator, General Counsel, Campus Security and the College's liability insurance carrier.

Confidential Resources and Support:

- Counseling and Psychological Services: CARE Counselor - Dr. Douglass Lobo: (386) 312-4305, website: SJRstate.edu/cares_counselor
- Employee Assistance Program (Employees): (800) 433-7916 website: SJRSC.lifeworks.com, login: SJRSC
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
  - Palatka Campus - Stewart Marchman Behavioral Health Care: (386) 329-3780
  - Orange Park Campus- Clay Behavioral Health Center- (904) 291-5561
  - St. Augustine Campus- SJR State CARES- (386) 312-4305
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Florida Coalition Against Domestic Violence Hotline (800-500-1119)
- Florida Coalition Against Domestic Violence TTY Hotline (800-621-4202)
- National Domestic Violence Hotline (800-799-SAFE (7233)
- Lee Conlee House, Inc., Domestic Violence Center, Palatka (386) 325-3141
- Florida Department of Health, Palatka (800-440-0420 or (386-326-3200)
- Quigley House, Domestic Violence Center, Clay County (904-284-0061)
- Betty Griffin House, Domestic Violence Center, St. Johns County, (904-824-1555)
- National Dating Abuse Helpline and Love is Respect (866-331-9474 or text 77054 or loveisrespect.org)

Non-Confidential Resources, Support and Reporting Options:

- Campus Assistance:
  - Title IX Coordinator: (386) 312-4074
  - CARE Counselor - (386) 312-4305
  - Orange Park Campus Security - (904) 626-5885
  - Palatka Campus Security - (386) 937-2052
  - St. Augustine Campus Security - (904) 626-5956
- Vice President for Academic and Student Affairs: (386) 312-4151
- Assistant Vice President for Student Affairs: (386) 312-4127
- Vice President for Legal Affairs/General Counsel: (386) 312-4106

Order of Protection:

- Local Law Enforcement Victim Advocate:
  - Palatka Campus - Putnam County Sheriff's Office - (328) 329-0801
  - Orange Park Campus - Clay County Sheriff's Office - (904) 264-6512
  - St. Augustine Campus - St. Johns County Sheriff's Office - (904) 824-8304
- State Attorney's Office Victim Advocate:
  - Palatka Campus - (386) 329-0259
  - Orange Park Campus - (904) 284-6319
  - St. Augustine Campus - (904) 823-2300
- Clerk of Court Victim Advocate:
  - Palatka Campus - (386) 326-7640
  - Orange Park Campus - (904) 269-6363
  - St. Augustine Campus - (904) 819-3600

Campus and Community Resources

The College is committed to treating all individuals with dignity, care and respect. The reporting party and responding party will have equal access to support and counseling services through the College. Additional resources are available on the Palatka, Orange Park, and St. Augustine campuses. All parties are encouraged to utilize on or off campus resources for assistance.

1. Health and Safety:

The first priority for any individual who has been assaulted is to get to a safe place. If there is continued threat or risk of danger, please call 911 or Campus Safety and Security: Orange Park Campus - (904) 626-5885, Palatka Campus - (386) 937-2052, and St. Augustine Campus - (904) 626-5956. When necessary, seek medical attention. The following is a list of options of where to seek medical attention:

- Local hospital. The closest hospital to your campus:
  - Orange Park Campus - Orange Park Medical Center, (904) 639-8500
  - Palatka Campus - HCA Florida Putnam Hospital, (386) 328-5711
  - St. Augustine Campus - Flagler Hospital, (904) 819-5155
- SJR State CARES (386) 312-4305

2. Confidential Resources:

The College recognizes that not every individual will be prepared to make a report to the College or local law enforcement. Students seeking to talk to someone about an incident of sexual misconduct or harassment confidentially without making a report to the College or triggering any investigation by the College can utilize confidential resources. These services include:

- Counseling and Psychological Services: CARE Counselor - Dr. Douglass Lobo - (386) 312-4305,

website: SJRstate.edu/cares_counselor
- County Health Departments: Students may seek medical attention, Plan B, STD/STI testing or seek answers to their questions and concerns by visiting the health center. Confidentiality laws protect the conversations you have with medical staff in the course of care or treatment. Putnam County: (386) 329-0420, Clay County: (904) 272-3177, and St. Johns County: (904) 825-5055.
- Silent Witness Report is available at: web.sjrstate.edu/apex/prod/f?p=SILENTWITNESS or SJRstate.edu/safety
- Employee Assistance Program (Employees): 1-800-624-5544, website: ndbh.com, login: SJRSC
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Care:
  - Palatka Campus- Stewart Marchman Behavioral Health Care: (386) 329-3780
  - Orange Park Campus- Clay Behavioral Health Care- (904) 291-5561
  - St. Augustine Campus- SJR State CARES- (386) 312-4305
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- State Attorney's Office Victim Advocate:
  - Palatka Campus (386-329-0259)
  - Orange Park Campus (904-284-6319)
  - St. Augustine Campus (904-823-2300)
- Clerk of Court Victim Advocate:
  - Palatka Campus (386-326-7640)
  - Orange Park Campus (904-269-6363)
  - St. Augustine Campus (904-819-3600)
- Victim Advocacy: Victim advocates are on call at all times for emergency situations. Victim advocates are available to assist with medical and emotional needs, exploring options, and providing referrals and resources. Putnam County (Lee Conlee House): (386) 325-3141, Clay County (Quigley House): 1-800-339-5017, and St. Johns County (Betty Griffin House): (904) 824-1555.

Faculty and staff members can utilize the Employee Assistance Program for confidential counseling. Their website is SJRSC.lifeworks.com, login: SJRSC, and their phone number is (800) 433-7916.

3. Other College Resources - Please be advised that the following resources may not be able to maintain your confidentiality:

- Title IX Coordinator: The Title IX Coordinator is available to meet with any individual to discuss the options for filing and resolving a report and offer interim measures to protect safety and well-being. The Title IX Coordinator ensures that the College responds to all reports timely, effectively, and consistently.
- Campus Safety and Security: Assistance is available from the College 24 hours a day (Orange Park Campus - (904) 626-5885, Palatka Campus - (386) 937-2052, and St. Augustine Campus - (904) 626-5956, seven days a week by calling Campus Safety and Security. They can provide transportation to the hospital, coordinate with local law enforcement (if needed), provide information about the College's resources, and take an initial report.
- Campus Security Authorities: College faculty and staff members who have significant responsibility for student and campus activities are CSAs. Campus Security Authorities include Campus Safety and Security Officers, Counselors, Student Activity Coordinators, Athletic Coaches, College Club Advisors and certain College Administrators.
- Faculty and Staff: The College recognizes that an individual may choose to share information with any College staff or faculty member. With the exception of the confidential resources listed above, all College employees are required to elevate information to the Title IX Coordinator.
- Vice President for Legal Affairs/General Counsel (386) 312-4127: The Vice President for Legal Affairs/ General Counsel can provide students with information about the College's resources and report process and offer interim measures to protect safety and well-being.
- Human Resources (386) 312-4074: The Human Resources Department can provide employees with information about the College's resources and complaint process and offer interim measures to protect safety and well-being.

DOMESTIC VIOLENCE

What is Domestic Violence?

Domestic violence is any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a choice made by the batterer.

Domestic violence can happen to anyone, whether married, living together, or just dating. It can also happen in same-sex relationships. Domestic violence affects people of all economic, marital, sexual and educational backgrounds. It is about physical, psychological and financial control. It also affects family, friends, co-workers and the community. Domestic violence is against the law, and it is not the victim's fault. Domestic violence means a felony or misdemeanor crime of violence committed by:

- Current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA] or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Coping with Domestic Violence

- Recognize that domestic violence is a serious problem.
- Talk to somebody you trust.
- If you are a victim of domestic violence, call your local law enforcement department for help.
- Seek help and guidance from organizations, such as shelters, mental health centers and churches.

The Reality

- Every 9 seconds in the U.S. a woman is assaulted or beaten.
- One in four women will experience domestic violence during her lifetime.
- 1 in 3 women who are victims of homicide are murdered by her current or former partner.
- Women experience more than 4 million physical assaults and rapes because of their partners, and men are the victims of nearly 3 million physical assaults.
- Domestic violence is the leading cause of injury requiring serious medical attention for women ages 18-49.
- 50% of husbands who frequently assault their wives also frequently abuse their children.
- Domestic violence victims lose nearly 8 million days of paid work each year as a result of the violence.

Warning Signs of Domestic Violence (Red Flags)

Some examples your partner may exhibit are as follows:

- Hurtful teasing in private or in public
- Calls you names such as "stupid" or "bitch"
- Acts jealous of your friends, family, co-workers

- Makes fun of you, your friends, your activities
- Gets angry about your clothes or hairstyle
- Checks up on you by calling or driving by
- Goes with you "just to keep an eye on you"
- Insists on knowing who you talk to on the phone
- Blames you for his/her problems or bad moods
- Makes you feel like you have to "walk on eggshells"
- Hits wall, drives dangerously to scare you
- Drinks or uses drugs
- Won't let you see family or friends
- Accuses you of being interested in someone else
- Forces you to do things you don't want to do
- Dares you to do things you don't normally do
- Challenges you to prove your love or loyalty
- Gets drunk or high to punish you
- Forces you to have sex
- Intimidates you with guns, knives, or other weapons
- Threatens to kill you or commit suicide if you leave
- Acts like "Dr. Jekyll and Mr. Hyde"

Have a Safety Plan

- If you are a victim of domestic violence, create a safety plan that includes routes of escape, phone numbers of trusted friends, shelters and domestic violence hotlines.
- Pack a survival kit with a change of clothes, keys, ID, cash, birth certificate (for you and your children), medicine and prescriptions, pictures of the family and the abuser, proof of income pay stubs, financial statements, the abuser's personal information (date of birth, social security number, place of employment), health care information, money (if possible), address books and legal documents. Store it with someone you trust.
- Have a signal for help with trusted friends and neighbors.
- Teach your children how to escape and get help.
- Open a separate savings and credit card account.
- Review the plan every month.

Legal Protection

- Many states require that police officers arrest abusers if domestic violence has occurred
- Victims can request temporary restraining orders that can assist until a permanent one can be granted by the court.
- Victims may also be able to get additional financial support and temporary custody of children.

Prevention

- Learn how to become a better communicator with your spouse and family.
- Do not abuse alcohol or drugs, which could make domestic abuse worse.
- Look for positive solutions to your problems.
- Seek help at the earliest signs of domestic abuse.

How Do I Get Assistance While on Campus?

- Contact the Department of Campus Safety and Security, 24/7.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. Domestic Violence Help Telephone #'s:

- Florida Coalition Against Domestic Violence Hotline
  (800) 500-1119
- Florida Coalition Against Domestic Violence TTY Hotline
  (800) 621-4202
- National Domestic Violence Hotline
  (800) 799-SAFE (7233)
- Lee Conlee House, Inc., Domestic Violence Center,
  Putnam County (386) 325-3141
- Florida Department of Health in Putnam County
  (800) 440-0420 or (386) 326-3200
- Quigley House, Clay County
  (800) 339-5017 or (904) 284-0061
- Betty Griffin House, St. Johns County
  (904) 824-1555
- National Dating Abuse Helpline and Love is Respect
  (866) 331-9474 or text 77054 or loveisrespect.org

How Do I Get an Order of Protection?

Contact your local law enforcement's victim advocate

- Putnam County Sheriff's Office- (386) 329-0801 (Palatka)
- St. Johns County Sheriff's Office- (904) 824-8304 (St. Augustine)
- Clay County Sheriff's Office- (904) 264-6512 (Orange Park)

Contact your local State Attorney's Office

- Clay County (904) 284-6319
- Putnam County (386) 329-0259
- St. Johns County (904) 823-2300

Contact your local Clerk of Court.

- Clay County (904) 269-6363
- Putnam County (386) 326-7640
- St. Johns County (904) 819-3600

POLICY STATEMENT ON DISCRIMINATORY HARASSMENT

St. Johns River State College is committed to maintaining an environment free of all forms of harassment, intimidation, and discrimination.

SJR State will not tolerate behavior, which creates an unacceptable working or educational environment. Individuals found to have engaged in misconduct constituting sexual or other discriminatory harassment will be subject to discipline, up to and including dismissal or discharge from the College.

This policy applies to all employees, students and contractors working on the College premises.

Discriminatory harassment on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or any other characteristic protected by law is a form of discrimination and can have a deleterious effect on work and/or academic performance. SJR State will not tolerate harassment by any member of the College community.

For the purpose of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or
2. Has the purpose or effect of unreasonable interfering with an individual's work or educational performance; or
3. Otherwise adversely affects an individual's employment opportunities.

SJR State strongly encourages the prompt reporting of all incidents of sexual or other discriminatory harassment. Fear of retaliation should not be a barrier to reporting incidents of harassment. Retaliation in any form is a serious violation of College policy and will not be tolerated. Any incidents of retaliation should be reported immediately. All reported incidents of harassment will be investigated immediately. Employees, students, prospective students and applicants for employment should report all incidents of harassment or retaliation to the College Equity/Title IX Coordinator and their supervisor if applicable. Employees are entitled to follow the grievance procedures set forth in the College Operating Guidelines and Procedures Manual. Students are entitled to follow the grievance procedures set forth in the Catalog/Student Handbook.

The College President shall designate a College Equity/Title IX Coordinator within the Human Resources Department of the College.

POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NONDISCRIMINATION

St. Johns River State College is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with applicable federal, state, and local laws, regulations, ordinances, orders, rules, and College policies, St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. As a public educational institution, and as a corporate citizen, St. Johns River State College is dedicated to the philosophical foundations of democracy and equality of opportunity. This policy applies to administrators, faculty, staff, students, visitors, applicants, and contractors. The College community is expected to assist in making this assurance valid in fact.

In implementation of its commitment to equality, the President of St. Johns River State College shall designate an Equity/Title IX Coordinator. All hiring and procedures for hiring are based upon the needs of the College and the individual's qualification for the specific position 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 except where age or gender is a bona fide qualification.

In further implementation of its commitment and as a natural outgrowth of its open-door philosophy of education, the St. Johns River State College District Board of Trustees supports the policy of Equal Access/Equal Opportunity in recruitment, admission, and financial aid practices and will demonstrate a commitment to Equal Access/Equal Opportunity.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070. When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Academic and Student Affairs (office located in the B Building, Room 1, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4151) to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

The College shall develop and update the College's non-discrimination statement consistent with this policy to be distributed and published on College social media and in appropriate printed documents and literature.

Authority and Related Documents:

Section 39.201, 39.203, 39.205, 110.1127, 409.175, 827.03, and Chapter 435, Florida Statues

POLICY STATEMENT ON DISCRIMINATORY HARASSMENT AND FREE EXPRESSION

St. Johns River State College is committed to the principles of free inquiry and free expression. Students have the right to hold and vigorously defend and promote their opinions, thus entering them into the life of the College. Respect for this right requires that students be tolerant of the thoughts and expressions of other students in their exercise of this right. As such, violence or the threat of violence toward students exercising the right of free expression and free inquiry will not be tolerated and is a violation of this rule.

St. Johns River State College is also committed to principles of equal opportunity and nondiscrimination. Each student has the right of equal access to a St. Johns River State College education without discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Harassment of students on the basis of any of these characteristics contributes to a hostile environment that makes, for those subjected to it, access that is less than equal. Such discriminatory harassment is therefore considered to be a violation of the principles of equal opportunity and nondiscrimination.

This interpretation of these principles is intended to clarify the point at which protected free expression ends and prohibited discriminatory harassment begins. Prohibited harassment includes discriminatory intimidation by threats of violence, and also includes personal vilification of students on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

Speech or other expression constitutes harassment by personal vilification if it:

1. Is intended to insult or stigmatize an individual or small number of individuals on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status; and
2. Is addressed directly to the individual or individuals whom it insults or stigmatizes; and
3. Makes use of insulting or "fighting" words or non-verbal symbols.

In the context of discriminatory harassment by personal vilification, insulting or "fighting" words or non-verbal symbols are those "which by their very utterance inflict injury or tend to incite to an immediate breach of the peace, "and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status."

POLICY STATEMENT ON HUMAN IMMUNODEFICIENCY VIRUS AND ACQUIRED IMMUNODEFICIENCY DISEASE

In accordance with the District Board of Trustees' policy, SJR State 3.09 St. Johns River State College acknowledges the importance of, and will cooperate with, appropriate health agencies to make available educational information concerning HIV infection and AIDS to the College community. The information will emphasize the importance of prevention and precautions, that the virus is not casually transmitted, proven modes of transmission, the need for confidentiality for those infected and compassion for those ill, and College and community resources for information, testing, and treatment. The educational programs and information will be designed to reach the broad spectrum of persons within the College community.

Consistent with its existent non-discrimination policies, St. Johns River State College will not discriminate on the basis of an individual's HIV status.

Specifically, no person shall be subject to adverse employment actions solely because of non-job related disability, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission access to SJR State programs, facilities, events, services, or any benefits provided by the College, solely on the basis of HIV status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspected of having such virus or conditions, or an individual's association with any person having or believed to have had said virus or conditions.

Consistent with its existent non-discrimination policies, SJR State's policy of non-discrimination shall be applied to all instances described above, except in those instances when it shall be determined that reasonable accommodations are not available to insure a person's ability to participate fully in programs or positions,

or when a person, by reason of his or her HIV infection or AIDS related condition, poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the College.

SJR State will require no test for or verification of the HIV status of any person for employment, academic admissions, access to SJR State programs, facilities, events, services, or for any benefits provided to College employees or students.

SJR State shall, consistent with applicable law, maintain the confidentiality of all College records documenting and information concerning the HIV status or AIDS related conditions of SJR State students and employees to the same degree that confidentiality is afforded to other medical records of SJR State students and employees. SJR State recognizes that a person's HIV status is a private matter. Therefore, any necessary internal and external communications regarding benefits, reasonable accommodations or other issues relating to an employee or student's HIV status or AIDS related conditions, shall be made in a manner consistent with the confidentiality of such information.

PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION (NOT INVOLVING ACADEMIC PETITIONS, DISCRIMINATORY BEHAVIOR, OR SEXUAL HARASSMENT)

1. This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment.
2. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
3. College personnel should direct the student to the office of the appropriate dean (who may assign the matter to an associate dean) or director. Complaints must be in writing, and the student should complete the appropriate form by filling in all necessary information.
4. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the appropriate form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the dean, associate dean, or director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
5. The dean, associate dean, or director will contact the student to discuss the problem. If necessary and appropriate, the dean, associate dean, or director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the dean, associate dean, or director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The dean or director will report to the appropriate vice president on the resolution of the matter.
6. If the matter was not satisfactorily resolved at the dean or director level, it may be appealed to the appropriate vice president. The vice president's decision may be appealed to the President of the College.

SAFETY/SECURITY REPORT

The following crime statistics indicate collegewide criminal activity from 2021-2023. These statistics were compiled based on data received from local law enforcement and the SJR State Department of Public Safety and Security.

Offense	On-Campus Property		
Orange Park Campus	**2021**	**2022**	**2023**
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Hate Crime	0	0	0

Offense	On-Campus Property		
Palatka Campus	**2021**	**2022**	**2023**
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Hate Crime	0	0	0

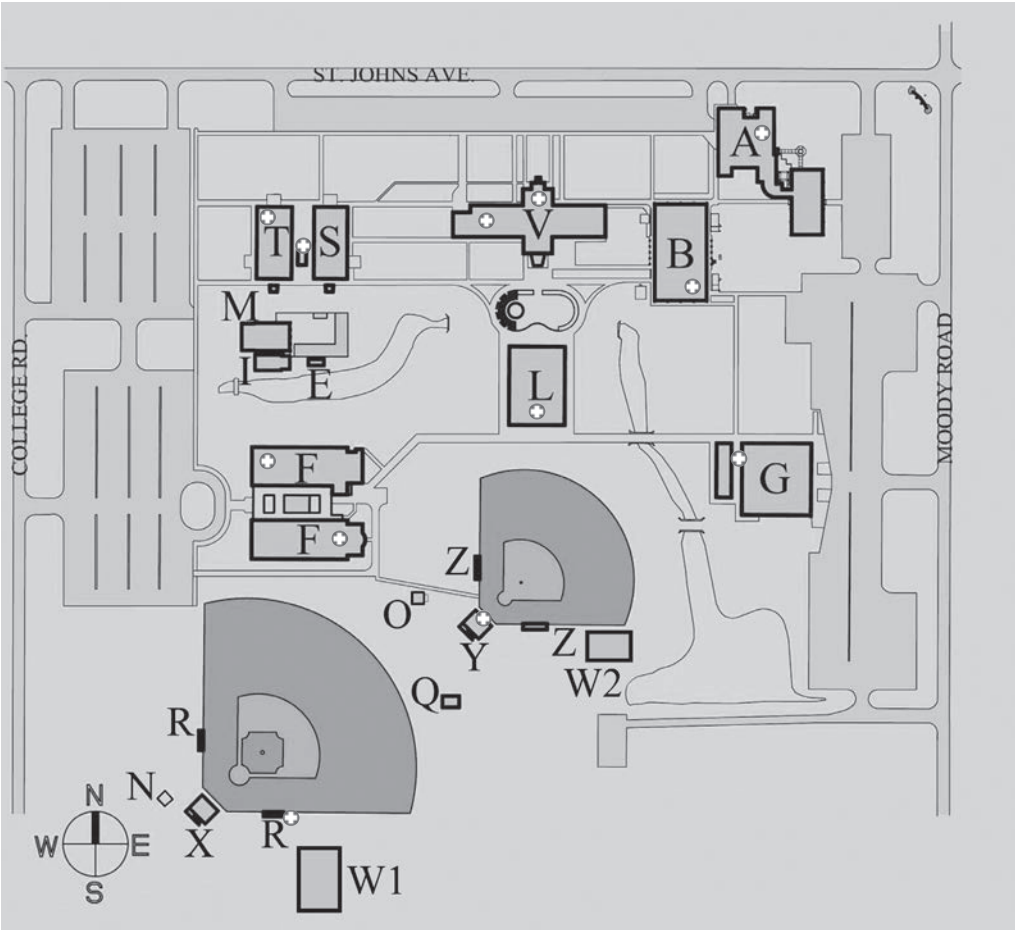
Offense	On-Campus Property		
St. Augustine Campus	**2021**	**2022**	**2023**
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Hate Crime	0	0	0

Offense	On-Campus Property		
Workforce Training Center Campus	**2021**	**2022**	**2023**
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Hate Crime	0	0	0

*There are no hate crimes reported on any campus in 2021, 2022 or 2023. Additional information regarding the JEANNE CLERY ANNUAL CRIME REPORT can be accessed online at SJRstate.edu/safety.

PALATKA CAMPUS

5001 ST. JOHNS AVENUE, PALATKA, FL 32177



LEGEND

A - Administration
B - Business Administration/ Education
E - Electrical Generator Building
F - Florida School of the Arts
G - Gym/Health Center
I - Scenery Design Building
L - Library
M - Maintenance
N - Baseball Restrooms
O - Softball Restrooms
Q - Sports Storage
R - Baseball Dugouts
S - Science Building
T - Technical Building
V - Viking Center (Student Services, Café, Bookstore, Receiving, Security)
W1 - Baseball Batting Cages
W2 - Softball Batting Cages
X - Baseball Press Box/ Concession Stand
Y - Softball Press Box/ Concession Stand
Z - Softball Dugouts

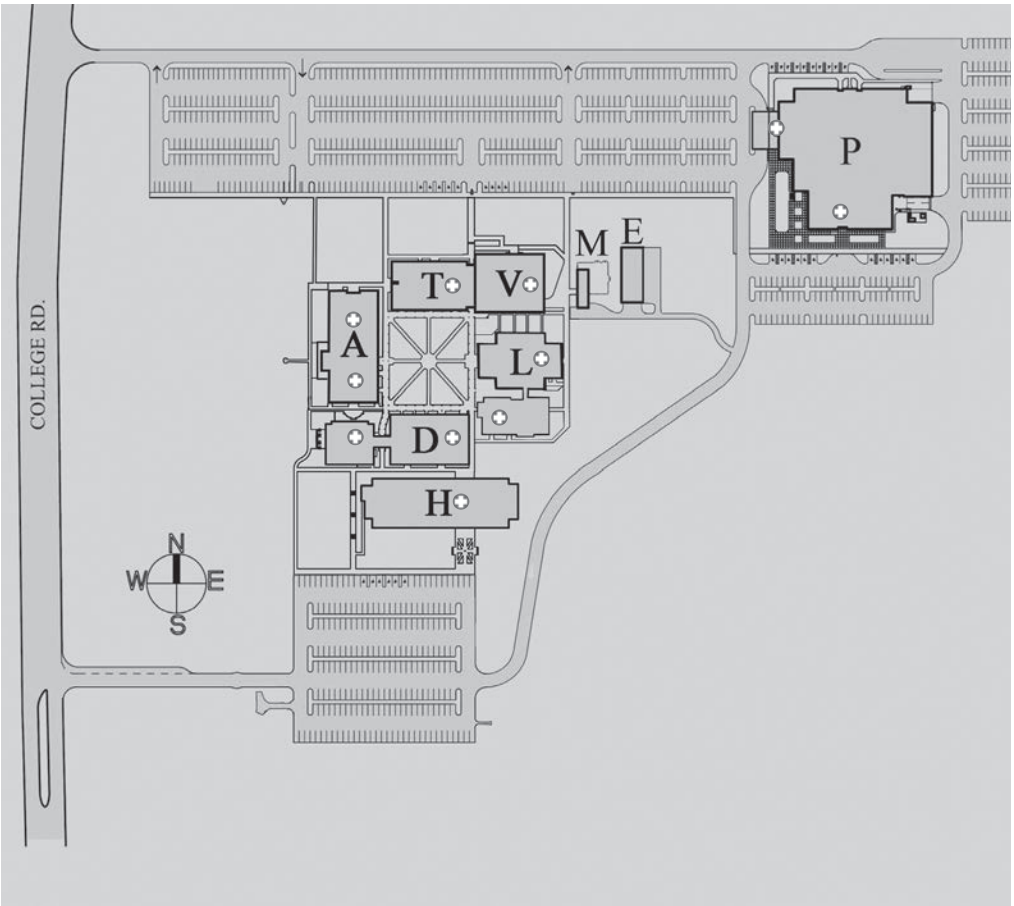
Automated Electronic Defibrillator (AED)

Going I-95 Southbound:
Take exit 311; turn right onto SR-207 (SR-207/St. Augustine Beach/Palatka).
Continue for 19.4 miles. Turn right onto US-17/SR-100.
Continue for 3.9 miles; keep left and turn slight left onto SR-100 (Reid Street).
When you reach SR-19, turn left. When you reach St. Johns Avenue, turn right.
The college is ahead on the left.

Going I-95 Northbound:
Take exit 311; turn left onto SR-207 (SR-207/St. Augustine Beach/Palatka).
Continue for 19.4 miles. Turn right onto US-17/SR-100.
Continue for 3.9 miles; keep left and turn slight left onto SR-100 (Reid Street).
When you reach SR-19, turn left. When you reach St. Johns Avenue, turn right.
The college is ahead on the left.

ORANGE PARK CAMPUS

283 COLLEGE DRIVE, ORANGE PARK, FL, 32065



LEGEND

A - Student Services (Administration, Registration, Advising, Financial Aid, Testing, General Classrooms)
D - Engineering Technology and General Classrooms
E - Equipment
H - Natural Sciences and Nursing
L - Library and Workforce Development
M - Maintenance
P - Thrasher-Horne Center
T - Business and Computer Information Systems
V - Viking Center (Student Activities, Café, Bookstore, Security)

Automated Electronic Defibrillator (AED)

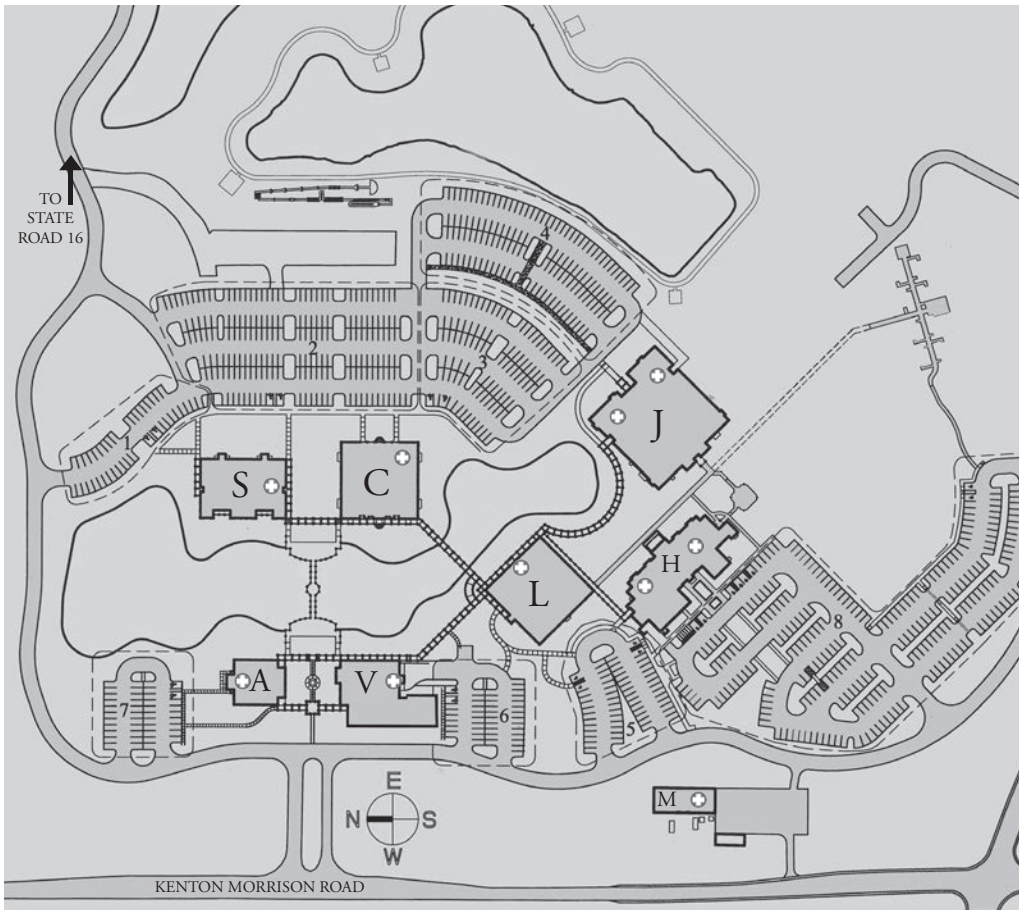
Going I-95 Southbound:
Merge onto I-10 W via exit 351B toward Lake City/Tallahassee. Continue for 4.8 miles.
Merge onto I-295 S via exit 356 toward Orange Park/St. Augustine. Continue for 9.2 miles.
Merge onto Blanding Blvd/FL-21 S via exit 12 toward Orange Park/Middleburg.
Continue for 5.3 miles. Turn left onto College Drive/CR-224 S.
Continue for 1.4 miles; the college is ahead on the left.

*Note: If you are past the I-10 W (351B) exit on I-95, take exit 337 onto I-295 N toward Orange Park. Continue for 11.2 miles. Merge onto Blanding Blvd/FL-21 S via exit 12 toward Orange Park Middleburg. Continue for 5.3 miles. Turn left onto College Drive/CR-224 S. Continue for 1.4 miles; the college is ahead on the left.

Going I-95 Northbound:
Take exit 337 on the left onto I-295 N toward Orange Park. Continue for 11.3 miles.
Merge onto Blanding Blvd/FL-21 S via exit 12 toward Orange Park/Middleburg.
Continue for 5.3 miles. Turn left onto College Drive/CR-224 S.
Continue for 1.4 miles. The college is ahead on the left.

ST. AUGUSTINE CAMPUS

2990 COLLEGE DRIVE, ST. AUGUSTINE, FL, 32084



LEGEND

A - Administration (Registration, Advising, Financial Aid)
V - Viking Center (Student Services, Café, Bookstore, Security)
L - Library
C - Classroom
S - Science
J - Criminal Justice Center
M - Maintenance
H - Health-Science

Automated Electronic Defibrillator (AED)

Going I-95 Southbound:
Take the SR-16 E exit – Exit 318 – toward St. Augustine/Green Cove Springs.
Turn left onto SR-16 E.
Continue for approximately 4 miles.
Turn right at the St. Johns River State College sign onto College Drive.

Going I-95 Northbound:
Merge onto SR-16 E via Exit 318 toward St. Augustine/Green Cove Springs.
Turn right onto SR-16 E.
Continue for approximately 4 miles.
Turn right at the St. Johns River State College sign onto College Drive.

ACADEMIC FREEDOM AND RESPONSIBILITY

Students are expected to prefer fact to opinion and to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge. They are expected to assume full responsibility for their individual and collective actions and to participate seriously and purposefully in campus life. Consequently, violence, the threat of violence, disruption and intimidation are unacceptable to the academic community. Students are expected to examine critically, analyze and otherwise evaluate the College, its programs, policies and procedures utilizing processes which appeal to reason, and not to compromise the academic climate, mission, or integrity of the institution.

Academic work submitted by a student to his instructor is assumed to be the result of his or her own thought, research, or self-expression. Further, when a student borrows ideas, workings, or organizations from another source, he is expected to acknowledge that fact in an appropriate manner. Any student who is believed to be guilty of cheating or plagiarism will be reported to the Office of Student Affairs for disciplinary action. Those actions which are considered cheating, plagiarism, or academic dishonesty are defined in the Catalog/Student Handbook.

Students are free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.

The College shall, in all cases, preserve the rights and freedoms of students by observing, in full, the professional code of ethics as established in the College Catalog/Student Handbook.

The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedure, consistent with the philosophy, purposes, and established policies of the College. A course grade is the final responsibility of the instructor. In the matter of grading it is therefore essential that each faculty member keep each student informed of his or her progress in a course.

COMMUNICATION MEDIA

All College published and financed student communication media shall explicitly follow the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. The College shall reserve the right to ensure free and responsible media through an educational process. All media are expected to observe the standards of their respective professions as well as those of established governmental bodies.

MAINTENANCE OF AND ACCESS TO STUDENT RECORDS

Any person who is enrolled, or who has been enrolled, in any instructional program or activity conducted under the authority and directions of SJR State has the right to access official records, files, and data directly related to that student.

Records may include, but are not necessarily limited to: identifying data; academic work completed; level of achievement records, including grades and test scores; attendance data; standardized intelligence, aptitude, and psychological test scores; interest inventory results; health data; family background information; teacher or counselor ratings and observations; verified reports of serious or recurrent behavior patterns; and any other knowledge or information recorded in any medium and maintained and used by or for the institution.

Records do not include:

(A) Records of instructional, supervisory, and administrative personnel which records are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute for any of such persons, i.e., an instructor's grade book.

(B) Records of law enforcement units of the institution which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the institution or law enforcement officials of the same jurisdiction.

(C) Records made and maintained by the institution in the normal course of business which relate exclusively to the student in his or her capacity as an employee and which are not accessible for use for any other purpose.

(D) Records made by professionals acting in their professional capacity which are made and used in connection with provision of treatment to the student and which are not available to anyone other than the person providing treatment. However, such records shall be open to a physician or appropriate professional of the student's choice.

(E) Directory information. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, commonly known as the Buckley Amendment, St. Johns River State College defines public or "directory information" as the following: Name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

Directory information, as defined by St. Johns River State College, may be released at the College's discretion, without the student's written consent (unless a request for nondisclosure has been received by the Registrar's Office within 15 days after the close of registration.) Nondisclosure shall remain in effect until the student gives written request to remove said nondisclosure to the Registrar's Office. Forms are available in the Registrar's Office.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e., student directory), nominations for scholarships or national dean's lists, and other requests for directory information.

(F) Information which does not permit the personal identification of the student. Students and parents of students who are not yet 18 years of age or those students who are deemed dependents of such parents as defined in 26 U.S.C.§.152 (s.152 of the Internal Revenue Code of 1954) have the following rights of access:

1. Students have the right, upon request directed to appropriate school officials, to a list of the types of records directly related to students maintained by the institution which the student attends or has attended.
2. Students have the right, upon request, to be shown any record related to such student maintained by the school, and upon reasonable request, an explanation of the record.
3. Copies of the student's records shall be furnished upon request; the actual costs of copies may be charged.
4. The students, or in an appropriate circumstance, parents or guardians, have the right to waive access to confidential letters or statements of recommendation or evaluation only if:

a. The students (parents) are, upon request, notified of the names of persons submitting confidential letters.
b. Such letters and evaluations are used solely for their intended purpose.

ENROLLMENT VERIFICATIONS

St. Johns River State College (SJR State) has authorized the National Student Clearinghouse to provide enrollment verification certifications for our students through its web-based student self-service program. SJR State no longer provides student enrollment verifications directly.

Student self-service enables SJR State's students to print official enrollment verification certifications on demand at no charge via our secure student portal.

Self-service enrollment verification certificates for the current term are available three (3) weeks after the term begins, 24 hours a day, 7 days a week.

Insurance providers, military ID issuing offices, or other businesses with questions should contact the Clearinghouse at (703) 742-4200.

You may want to include a copy of this procedure to the agency/person requesting your enrollment verification certificate to notify them of the process that SJR State is using to provide this information. To access your enrollment verification certificate:

1. Log into MySJRstate. First time users of MySJRstate will need to click on the User Acceptance Policy and will be required to enter their generated student ID number and other personal information in order to obtain a username and password.
2. Once you are logged in, click on the Enrollment Verification link located in the Web Services box on the Student tab.
3. You will be directed to the National Student Clearinghouse where you will have to submit information such as your name, date of birth, and social security number.
4. Once you are logged in, you will have to choose either current enrollment or all enrollment and click on the Obtain an enrollment certificate link. This will give you a printable enrollment verification certificate.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Students have certain rights regarding access to their own educational records and the disclosure of information from those records to others. The rights of SJR State students are specified and protected in the District Board of Trustees Rule 6.28.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

The right to inspect and review the student's education records within 45 days of the day the St. Johns River State College receives a request for access. A student should submit to the director, registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The St. Johns River State College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the St. Johns River State College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the St. Johns River State College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before St. Johns River State College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by St. Johns River State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of SJR State who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII for education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Johns River State College. Upon request, St. Johns River State College also discloses education records without consent, to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Johns River State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The following data is considered to be directory information and may be given to an inquirer either in person, by mail, or by telephone, and may be otherwise made public without obtaining prior written consent of the student:

- Name of student
- Address
- Telephone number
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Most recent educational agency or institution attended

An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form available online and in the Registrar's Office and giving the form to the registrar no later than (15) days after the close of registration to prevent inclusion in this term's directory. The election to be excluded from the directory shall remain in effect until the Registrar's Office is notified in writing.

RIGHTS TO CHALLENGE AND HEARING

Students (parents) have the right to challenge the content of any record to which they are granted access under paragraph one in order to ensure accuracy, privacy, and other rights. Any challenge

may be settled through informal meetings between the parents, guardian, or students and the appropriate college official. If an agreement cannot be reached informally, a hearing shall be held in accordance with the Rules of the State Board of Education.

RIGHT OF PRIVACY

Every student has the right to privacy for educational records kept on him or her. Personally identifiable records of students are confidential and are exempt from the provisions of section 119.07(1) Florida Statutes (which permits access to public records). The College shall not permit the release of records without the written consent of the student (or parent/guardian if appropriate).

Personally identifiable information may be released without the student's or parent's/guardian's consent to the following persons or organizations:

1. Officials of schools where student intends to enroll.
2. Other school officials who have legitimate educational interests in the information sought.
3. Local, state, and federal educational authorities who are authorized to receive the information pursuant to law.
4. In connection with financial aid for which the student has applied or which the student has received.
5. Entities conducting studies for, or on behalf of, an institution for the purpose of developing, validating, or administering predictive tests, and student aid programs if such studies are conducted so as not to permit the personal identification of students.
6. Accrediting organizations in order to carry out accrediting functions.
7. Appropriate parties in connection with an emergency, if necessary, to protect the health or safety of the students or other individuals.
8. The Auditor General in connection with his/her official functions.
9. A court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a law fully issued subpoena upon the condition that the student and, if appropriate, his or her parent/guardian are notified of the order or subpoena in advance of compliance by the educational institution.
10. Credit bureaus in connection with an agreement for financial aid which the student has executed to the extent necessary to enforce the terms of the agreement.
11. A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph, provided that the outside party:
    a. Performs an institutional service or function for which the agency or institution would otherwise use employees.
    b. Is under the direct control of the agency or institution with respect to the use and maintenance of education records.

Consents for disclosure must be signed, dated, and shall specify the records to be disclosed and to whom the disclosure should be made.

Requests for access to student records should be in writing and retained as part of the record. (Authority section 1002.22 Florida Statutes)

STUDENT CODE OF CONDUCT

Article I: Definitions

(A) The terms "College" and "SJR State" mean St. Johns River State College.

(B) The term "Code" or "Student Code" refers to the Student Code of Conduct.

(C) The term "student" includes all persons taking courses at the College, both full-time and part-time, pursuing an undergraduate degree. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."

(D) The term "faculty member" means any person hired by the College to conduct classroom activities.

(E) The term "College official" includes any person employed by the College performing assigned administrative or professional responsibilities.

(F) The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation in reference to this Code shall be determined by the Office of Student Affairs.

(G) The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

(H) The term "organization" means any number of persons who have complied with the formal requirements for College recognition.

(I) The term "judicial body" means any person or persons authorized by the Office of Student Affairs to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

(J) The term "Judicial Advisor" means a College official authorized on a case-by-case basis by the Office of Student Affairs to impose sanctions upon students found to have violated the Student Code. The Office of Student Affairs may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the Office of Student Affairs from authorizing the same judicial advisor to impose sanctions in all cases.

(K) The term "Appellate Board" means any person or persons authorized by the Office of Student Affairs to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the Judicial Advisor.

(L) The term "shall" is used in the imperative sense.

(M) The term "may" is used in the permissive sense.

(N) The Office of Student Affairs is designated by the College President to be responsible for the administration of the Student Code.

(O) The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code and the Catalog/Student Handbook.

(P) The term "cheating" includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

(Q) The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. This also applies to speech, electronic media, and content generated by artificial intelligence. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(R) The term "Complainant" refers to a person bringing forth allegations of potential violations of College policy, rule, procedure, and/or the Student Code. The Office of Student Affairs will evaluate the allegations in determining whether to pursue charges.

(S) The term "Respondent" refers to a student or student organization charged or alleged to have violated College policy, rule, procedure, and/or the Student Code.

Article II: Judicial Authority

(A) The Office of Student Affairs shall determine the composition of judicial bodies and appellate boards and determine which judicial body, judicial advisor, and appellate board shall be authorized to hear each case.

(B) The Office of Student Affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings consistent with provisions of the Student Code.

(C) Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.

(D) A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and are to be bound by the decision with no right of appeal.

Article III: Prohibited Conduct

(A) Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises, at College-sponsored activities whether on or off campus, or conduct which adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for their conduct from the time of application for admission until the individual is no longer considered a current student. The Office of Student Affairs shall determine on a case-by-case basis whether jurisdiction over off-campus activity should be asserted.

(B) Conduct--Rules and Regulations

Any student or student organization found to have committed or attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including, but not limited to, the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty.
   b. Furnishing false information to any College official, faculty member, or office.
   c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
   d. Tampering with the election of any student organization recognized by the College.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized activities, when the act occurs on College premises.
3. Physical, verbal, or written abuse, threats, intimidation, harassment, coercion, and/or any other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student and also includes any activity which would subject the student to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys, access cards, or other access control systems to access any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules, procedures, or regulations.
9. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
10. Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law.
11. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, knives, explosives, fireworks, other weapons, hazardous or toxic substances, or dangerous chemicals or materials on College premises.
13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
16. Theft or other abuse of College information technology (IT) resources, including but not limited to:
    a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    b. Unauthorized downloading, streaming, or transfer of a file.
    c. Unauthorized use of another individual's identification and password.
    d. Use of technology to interfere with the work of another student, faculty member or College Official.
    e. Use of technology to send, receive, or access obscene or abusive messages, websites, or materials.
    f. Use of technology to interfere with normal operation of the College computing system.
17. Abuse of the judicial system, including but not limited to:
    a. Failure to obey the summons of a judicial body or College official.
    b. Falsification, distortion, or misrepresentation of information before a judicial body.
    c. Disruption or interference with the orderly conduct of a judicial proceeding.
    d. Institution of a judicial proceeding knowingly without cause.
    e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    g. Harassment (verbal or physical) and/or intimidation

of a member of a judicial body prior to and/or after a judicial proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code.

i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

18. Cause to be made public class lectures without consent of faculty or lecturers.
19. Use of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff, or other forms of tobacco, and electronic devices. As a tobacco-free campus, the tobacco-free policy applies to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas.
20. Gambling on college property.
21. Sleeping in public areas.
22. Distribution or posting of any commercial material on campus without the approval of the President or his/her designee.
23. Bringing pets or other animals, including emotional support animals, onto campus, including sidewalks, campus buildings, classrooms, grounds, or sporting events or practices. Service animals (dog or miniature horse), that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, specifically and directly related to the individual's disability are exempt from this prohibition. Service animals must be on a leash or harness unless it would interfere with the service animal's ability to perform the tasks it is trained to do, and it must be under the handler's control at all times. If a service animal is disruptive, out of control, is not housebroken, or poses a threat, the College may request its removal.
24. Failure to honor financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, and other fees) will result in students not being allowed to re-enroll. If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency fees) will be added to the student's account and must be paid by the student.
25. Wearing attire in such a manner as to be in violation of health laws and/or disrupt the College's educational process. Appropriate dress for the appropriate activity is expected. A student may be asked to leave an area when not appropriately attired in the opinion of the College official or instructor who is acting in a supervisory position. Repeat offenders shall be reported to the Office of Student Affairs.
26. Failure to carry identification and/or proof of registration.
27. Bringing guests or family members into the classroom, unless it is part of a structured classroom activity.
28. Posting vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on college premises or any college- sanctioned social media accounts. The College reserves the right to block users and/ or remove a post that violates college policies, creates a hostile environment, or contains content that is vulgar, abusive, derogatory, threatening, discriminatory, or gang-related.
29. Entering any building after closing hours unless accompanied by a college employee. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.
30. Entering a restroom or changing facility designated for the opposite sex except as otherwise provided in section 553.865, Florida Statutes. Students who enter a restroom or changing facility designated for the opposite biological sex and refuse to depart when asked by any College official, faculty member, security, or law enforcement personnel will be subject to disciplinary sanctions as outlined in Article IV.
31. Failure to comply with a directive of a college official such as to cease all contact or interaction with another individual (i.e. "no contact order").
32. Any conduct that constitutes any form of retaliation towards a complainant or any participant in an investigation or conduct process under this Student Code.

On occasion, situations may arise not specifically covered by College regulations or the Student Code, but which are harmful to the welfare of the College community or are obstructive to the orderly processes of the College. The Office of Student Affairs will interpret whether or not the situation is governed by the Code and will authorize appropriate action.

(C) Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken, and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

(A) Charges and Hearings

1. Any member of the College community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the Office of Student Affairs, which is responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event, preferably within five

(5) class days. This time limit may be extended for a additional ten (10) days for extenuating circumstances.

2. The Office of Student Affairs may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Office of Student Affairs or may refer the matter to a judicial advisor who will conduct the investigation of the charges to determine if they have merit and can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Office of Student Affairs. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) class days after the student has been notified. Maximum time limits for scheduling hearings may be extended at the discretion of the judicial advisor.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
   a. Hearings may be conducted in person, through web conferencing tools, or through other means at the discretion of the judicial advisor.
   b. Hearings normally shall be conducted in private.
   c. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor or the Office of Student Affairs.
   d. In hearings involving more than one respondent, the chairperson of the judicial body, at his or he discretion, may permit the hearings concerning each student to be conducted separately.
   e. The complainant and the respondent have the right to be assisted by any advisor they choose at their own expense. If the complainant or the respondent intends to have an attorney serve as the advisor, they must notify the Office of Student Affairs within 48 hours of receipt of notice of the hearing. The College reserves the right to have counsel in attendance or on notice for the hearing. The complainant and/or the respondent or advisor may participate in the presentation of the case.
   f. The complainant, the accused, and the judicial body shall have the privilege of presenting relevant information and witnesses, subject to the right of cross-examination by the participants.
   g. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
   h. All procedural questions are subject to the final decision of the judicial body chairperson.
   i. After the hearing, the judicial body shall determine by majority vote if the judicial body consists of more than one (1) person whether the student has violated each section of the Student Code which the student is charged with violating.
   j. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
   k. There is a presumption that no violation occurred.
   l. The complainant and the accused have the right to an impartial hearing officer.
   m. The complainant and the accused have the right against self-incrimination and to remain silent.
   n. The complainant and the accused have the right to receive copies of accurate and complete records of relevant disciplinary proceedings.
5. There shall be a single verbatim record of all hearings before a judicial body. The record shall be the property of the College.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

(B) Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
   a. Warning—A written notice to the student that the student is violating or has violated institutional rules, policies, regulations, or procedures.
   b. Probation--A written reprimand for violation of specified rules, policies, regulations, or procedures. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional rule(s), policy(ies), regulation(s), or procedure(s) during the probationary period.
   c. Loss of Privileges--Denial of specified privileges for a designated period of time.
   d. Fines--Previously established and published fines may be imposed.
   e. Restitution--Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   f. Discretionary Sanctions--Work assignments, service to the College, or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
   g. No Contact or Stay Away Order—The College may prohibit the student from having contact with another student or college employee or require a neutral third party to be present before and/or during the contact. The College may take whatever steps necessary to facilitate the administration of the interim no-contact order.
   h. College Suspension--Separation of the student or student organization from the College for a definite period of time, after which the student or student organization is eligible to return. Conditions for readmission may be specified.
   i. College Expulsion--Permanent separation of the student from the College.
   j. Permanent removal of student organization from College.
   k. Withdrawal from a class, program, and/or department.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon application to the judicial advisor.
4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in Section B1, a through f.
   b. Deactivation--Loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

(C) Interim Suspension and/or Interim No Contact Order
In certain circumstances, the Office of Student Affairs or a designee may impose a College suspension and/or no contact order prior to the hearing before a judicial body.

1. Interim suspension and no contact orders may be imposed only:
   a. to ensure the safety and well-being of members of the College community or preservation of College property;
   b. to ensure the student's own physical or emotional safety and well-being; or
   c. if the party poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, parties shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Office of Student Affairs or the judicial advisor may determine to be appropriate.
3. When a interim no contact order is imposed, the student shall be prohibited from having contact with another student or college employee, the order may also require a neutral third party be present before and/or during the contact. The College may take whatever steps necessary to facilitate the administration of the interim no contact order.

(D) Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by complainants, respondents, or student organizations to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Office of Student Affairs or his/her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the respondent was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
4. In cases involving appeals by parties accused of violating the Student Code, review of the sanction imposed by the appellate board may result in concurrence of the existing sanction, reduction of the existing sanction, elimination of the existing sanction, or revision of the existing sanction.

Article V: Interpretation and Revision

(A) Any question of interpretation regarding the Student Code shall be referred to the Office of Student Affairs for final determination.
(B) The Student Code shall be reviewed every two (2) years under the direction of the Office of Student Affairs.

Students may submit a complaint to the Attorney General alleging that the educational institution has failed to meet the minimum requirements for restrooms and changing facilities under section 553.865 (4) and (5), Florida Statutes.

Students are expected to take reasonable care of the classrooms, student centers, and other facilities. Students who abuse property or facilities will be reported to the Office of Student Affairs for disciplinary action.

STUDENT COMPLAINT PROCESS

Federal regulations and State laws require that public colleges in the Florida College System have processes for students, employees, and applicants to file complaints against any respective college. In almost every situation, the college's process for resolving complaints must be followed first. Before contacting the State Division of Florida Colleges, please read SJR State's policies and procedures for filing complaints which may be found in the Catalog/Student Handbook on page 30. If you wish to file a complaint with the Florida Department of Education, please visit their website at fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml.

Complaints may also be filed with our accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSOC) using its complaint procedures found on their website at sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf.

Students who pay fees by student loans, scholarships, or through state or federal agency authorization must follow all procedures in the same manner as though they are paying by cash. In addition, these students must complete arrangements and receive approval of loans, scholarships, or agency payments by the Financial Aid Office or Business Office, prior to the deadline for fee payment listed in the academic calendar.

Students who fail to make prior arrangements, or who do not complete fee payments as scheduled, shall forfeit all course selections. State laws and regulations prohibit the extension of credit.

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 20 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 20 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.

FEE ADJUSTMENTS DUE TO SCHEDULE CHANGE

Student fees are recalculated at the end of the period for schedule changes, as noted in the academic calendar, to determine if additional fees are due. If additional payment is required, the student will be notified. Payment must be received in the Business Office no later than one week after the date of notification.

REFUND POLICY - WITHDRAWAL FROM COLLEGE AND REDUCTION OF CLASS LOAD

A refund of registration fees will be made to any student enrolled in college credit courses who officially drops on or before the last day of the add/drop period of any academic term. This policy applies also to the reduction of class load.

Students who are withdrawn from a class due to non-attendance are not eligible for a refund of tuition or fees related to that class, nor will they be entitled to the financial aid related to their enrollment in that class.

Financial aid may occasionally cause a student account to appear paid when in fact it is not. Accordingly, the automated drop process does not always drop every student who has not paid. Students who register and then decide not to attend classes must drop those classes online prior to the end of the drop period, even if payment has not been made. Students should not rely on the College to automatically drop the registration. Withdrawal from all Full Term and Term A classes will result in the student being dropped from all Term B classes.

EXCEPTIONS

A full refund (100%) will be given to any student whose courses are canceled by the College or to any student who, because of serious circumstances beyond the student's control occurring prior to the mid-point of the term, is prevented from completing the term. These circumstances are limited to the following:

- death of the student or the death of an immediate family member upon whom the student is dependent for continuation of enrollment;
- prolonged physical disability of the student;
- involuntary recall or induction into the armed services; or
- other circumstances that may be approved by the President or designee with or without full 100% refund. In such cases, timely notification, along with appropriate documentation, should be made to the Office of Student Affairs.

Tuition for continuing workforce and community instructional service courses is not refundable.

REFUNDS/REPAYMENTS

A statutory refund is made to federal financial aid sources, excluding Federal Work Study, if the student received financial aid funds and the student officially withdrew or was officially withdrawn from all classes prior to completing at least 60% of the term. This also applies to students who stopped attendance prior to completing at least 60% of the term and received grades of F, I, and/or W only, referred to as an "unofficial withdrawal."

For official withdrawals, SJR State's policy is to recalculate the amount of aid earned based on the date the student withdrew from all classes. For students who were officially withdrawn (by instructors), the calculation is based on the last date of attendance or final class participation date documented by the instructor(s). For unofficial withdrawals, SJR State's policy is to recalculate the amount of aid earned based on the last documented date the student participated in class. The College will bill the student any amount refunded to federal sources. A hold will be placed on the student's records until repayment is made. Repayment can be made by cash, check, or credit card to the cashier; or payment can be sent to the Business office.

Refunds will be distributed to aid sources from which the student received aid in the following order as prescribed by federal regulations:

1. unsubsidized Federal Direct Loans
2. subsidized Federal Direct Loans
3. federal PLUS Loans
4. federal Pell Grants for which a return of funds is required
5. federal Supplemental Educational Opportunity Grants for which a return of funds is required
6. other applicable aid

Federal law specifies how the College determines the amount of federal (Title IV) financial aid that you earn if you withdraw from school. When you withdraw from all classes, the amount of federal financial aid that you have earned up to the effective date of your withdrawal is determined by a specific formula. The amount you have earned is determined on a pro rata basis. For example, if you completed 30% of your enrollment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% or more of the enrollment period, you earn all of

the assistance that you were scheduled to receive for that period.

If you receive, or the College receives, excess federal (Title IV) funds that must be returned to the federal aid program(s), the College must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The College must return the amount calculated even if it did not keep this amount (for example, released the remaining balance to you). For federal grants, the College returns any required amount and includes any amount the student would be required to return.

For federal student loans, there sometimes remains an amount that the College is not required to return, so the College does not return this amount. In these cases, the student (or parent for a federal PLUS loan) repays this amount in accordance with the terms of the promissory note; that is, by making scheduled payments to the holder of the loan over a period of time.

The requirements for returning federal (Title IV) financial aid funds are separate from any refund policy the College may have; therefore, you might still owe funds to the school to cover unpaid institutional charges.

STUDENT REFUND OPTIONS

All student refunds will be processed as expeditiously as possible through BankMobile Disbursements, a technology solution, powered by BMTX, Inc. For more information about BankMobile Disbursements refund options, visit SJRstate.edu/finaid. Questions regarding the selection of their refund preference can be answered by contacting the Business Office at your local campus.

- Orange Park (904) 276-6800
- Palatka (386) 312-4200
- St. Augustine (904) 808-7400

TUITION PAYMENT PLAN

St. Johns River State College offers a Tuition Payment Plan for all students requiring assistance with managing their educational expenses. The Tuition Payment Plan will allow students to pay for tuition and fee expenses over a period of time rather than one lump sum payment before the start of the semester. The College has contracted with Nelnet Business Solutions to administer this program. This company will be responsible for the enrollment, as well as receiving the monthly payments. Enrollment in the payment plan can be completed via the SJR State website (SJRstate.edu) by logging on to the MySJRstate account. Once logged in, click on the big green button that reads "pay my tuition and fees." A new window will open. Choose "pay over time" and follow the steps. Students needing additional information should contact the St. Johns River State College Business Office at (386) 312-4117.

CREDIT CARD PAYMENTS

The college no longer accepts credit card payments in person. If you wish to pay your student account by credit card, you will need to utilize our online system, MySJRstate, which is available through the student portal (SJRstate.edu/mysjrstate).

Credit card payments will be assessed a convenience fee based upon the percentage charged by the bank for the transaction (currently 1.37%). The convenience fee is subject to change at any time at the sole discretion of St. Johns River State College. The current convenience fee is always disclosed to the student prior to processing the credit card transaction.

A student may avoid paying a convenience fee by utilizing one of the following payment options:

1. Online - payments can be made by e-check (ACH payments from a checking or savings account).
2. In person - we will continue to accept cash and checks at any of the campuses.
3. Mail - personal check payments or money orders can be mailed to:

St. Johns River State College
Attn: Business Office
5001 St. Johns Avenue
Palatka, Florida 32177

STUDENT'S RESPONSIBILITY

It is the responsibility of the student to complete all requirements for dropping courses for a refund within the drop/add period. A refund will not be made unless all requirements are met. (See also academic calendar and the withdrawal section.)

DELINQUENT ACCOUNTS

A student may be suspended if all fees and other financial obligations to the College have not been paid by the due date. A student may not be able to register for classes and/or graduate unless all financial obligations to the College, including library holds and fines, student loan repayments, veteran deferments, additional fees, inter-library loan obligations, etc., have been met. If it is determined that the balance was due to college error or misconduct, a student may petition the Office of Student Affairs.

If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency's fees) will be added to the student's account and must be paid by the student.

CHECKS RETURNED BY THE BANK

If a student, or anyone on the student's behalf, issues a check or an electronic check to meet an obligation to the College during the add/drop period and the check is not honored by the bank, the student will be voided from all classes within a 24-hour period.

In all cases, a returned check fee of $25.00 will be assessed to the student's account as authorized by Florida Statute 832.07. If a student habitually issues bad checks, even if the debt is cleared, disciplinary action may be taken.

If, due to bank error, the check is dishonored, the student must bring or electronically send a signed letter from the bank to the Business Office that states the bank error. This should be done immediately after the student is notified by the College that the check has been returned. There will be no returned check fee assessed to the student's account.

RESIDENCY REQUIREMENTS

Classification as a Florida resident shall be granted by Florida Statute Chapter 1009.21 listed below:

1009.21 Determination of resident status for tuition purposes.—Students shall be classified as residents or nonresidents for the purpose of assessing tuition in postsecondary educational programs offered by charter technical career centers or career centers operated by school districts, in Florida College System institutions, and in state universities.

(1) As used in this section, the term:

(a) "Dependent child" means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

(b) "Initial enrollment" means the first day of class at an institution of higher education.

(c) "Institution of higher education" means any charter technical career center as defined in s. 1002.34, career center operated by a school district as defined in s. 1001.44, Florida College System institution as defined in s. 1000.21(3), or state university as defined in s. 1000.21(6).

(d) "Legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.

(e) "Nonresident for tuition purposes" means a person who

does not qualify for the in-state tuition rate.

(f) "Parent" means either or both parents of a student, any guardian of a student, or any person in a parental relationship to a student.

(g) "Resident for tuition purposes" means a person who qualifies as provided in this section for the in-state tuition rate.

(2)(a) To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education.

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately before the child's initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 3 years immediately before the child's initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(d) A dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parent.

(3)(a) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, evidence of his or her parent's legal residence and its duration, as may be required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate.

(b) Except as otherwise provided in this section, evidence of legal residence and its duration shall include clear and convincing documentation that residency in this state was for a minimum of 12 consecutive months prior to a student's initial enrollment in an institution of higher education.

(c) Each institution of higher education shall affirmatively determine that an applicant who has been granted admission to that institution as a Florida resident meets the residency requirements of this section at the time of initial enrollment. The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified in this paragraph. No single piece of evidence shall be conclusive.

1. The documents must include at least one of the following:
   a. A Florida voter's registration card.
   b. A Florida driver license.
   c. A State of Florida identification card.
   d. A Florida vehicle registration.
   e. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
   f. Proof of a homestead exemption in Florida.
   g. Transcripts from a Florida high school for multiple years if the Florida high school diploma or high school equivalency diploma was earned within the last 12 months.
   h. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.
2. The documents may include one or more of the following:
   a. A declaration of domicile in Florida.
   b. A Florida professional or occupational license.
   c. Florida incorporation.
   d. A document evidencing family ties in Florida.
   e. Proof of membership in a Florida-based charitable or professional organization.
   f. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

(4) With respect to a dependent child, the legal residence of the dependent child's parent or parents is prima facie evidence of the dependent child's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the dependent child, by the other evidence of legal residence required of or presented by the dependent child. However, the legal residence of a dependent child's parent or parents who are domiciled outside this state is not prima facie evidence of the dependent child's legal residence if that dependent child has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.

(5) A person who physically resides in this state may be classified as a resident for tuition purposes if he or she marries a person who meets the 12-month residency requirement under subsection (2) and who is a legal resident of this state.

(6)(a) Except as otherwise provided in this section, a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as documentation of full-time permanent employment for the prior 12 months or the purchase of a home in this state and residence therein for the prior 12 months while not enrolled in an institution of higher education.

(b) If a person who is a dependent child and his or her parent move to this state while such child is a high school student and the child graduates from a high school in this state, the child may become eligible for reclassification as a resident for tuition purposes when the parent submits evidence that the parent qualifies for permanent residency.

(c) If a person who is a dependent child and his or her parent move to this state after such child graduates from high school, the child may become eligible for reclassification as a resident for tuition purposes after the parent submits evidence that he or she has established legal residence in the state and has maintained legal residence in the state for at least 12 consecutive months.

(d) A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of

his or her marriage to a person who is a legal resident of the state, and evidence of the spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.

(7) A person shall not lose his or her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his or her parent's or parents' serving, in the Armed Forces outside this state.

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his or her resident tuition status because the person or, if he or she is a dependent child, the person's parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his or her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his or her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(10) The following persons shall be classified as residents for tuition purposes:

(a) Active duty members of the Armed Services of the United States, their spouses, and their dependent children residing or stationed in this state at the time of acceptance to a Florida College System institution or state university, and active drilling members of the Florida National Guard.

(b) Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed at the time of acceptance to the Florida College System institution or state university, if such military establishment is within a county contiguous to Florida.

(c) United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

(d) Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children.

(e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

(g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

(h) McKnight Doctoral Fellows and Finalists who are United States citizens.

(i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.

(j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed.

(k) Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.

(11) Once a student has been classified as a resident for tuition purposes, an institution of higher education to which the student transfers is not required to reevaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student's situation has changed. However, the student must have attended the institution making the initial classification within the prior 12 months, and the residency classification must be noted on the student's transcript.

(12) Each institution of higher education shall establish a residency appeal committee comprised of at least three members to consider student appeals of residency determinations, in accordance with the institution's official appeal process. The residency appeal committee must render to the student the final residency determination in writing. The institution must advise the student of the reasons for the determination.

(13) The State Board of Education and the Board of Governors shall adopt rules to implement this section.

History.—s. 2, ch. 2002-270; s. 400, ch. 2002-387; s. 14, ch. 2004-230; s. 132, ch. 2007-217; s. 7, ch. 2009-60; s. 2, ch. 2009-123; s. 10, ch. 2010-155; s. 116, ch. 2011-5; s. 23, ch. 2014-20; s. 6, ch. 2014-62; s. 30, ch. 2019-119; s. 5, ch. 2019-144.

TUITION/FEES*

ST. JOHNS RIVER STATE COLLEGE

ADVANCED AND PROFESSIONAL

	Resident Credit	Non-Resident Credit
Resident Tuition	$78.84	$78.84
Non-Resident Tuition		$236.69
Financial Aid Fee	$3.51	$14.20
Student Activities Fee	$7.88	$7.88
Capital Improvement Fee	$11.83	$33.55
Access Fee	$2.00	$2.00
Technology Fee	$3.94	$15.78
TOTAL	$108.00	$388.94

BACCALAUREATE

	Resident Credit	Non-Resident Credit
Resident Tuition	$91.79	$91.79
Non-Resident Tuition		$373.36
Financial Aid Fee	$4.51	$23.18
Student Activities Fee	$9.18	$9.18
Capital Improvement Fee	$12.68	$47.24
Access Fee	$2.00	$2.00
Technology Fee	$4.59	$23.25
TOTAL	$124.75	$570.00

CAREER CERTIFICATE

	Resident	Non-Resident
Resident Tuition	$69.93	$69.93
Non-Resident Tuition		$209.79
Financial Aid Fee	$3.57	$14.55
Capital Improvement Fee	$3.50	$13.99
Access Fee	$2.00	$2.00
Technology Fee	$3.50	$13.99
TOTAL PER CREDIT HOUR	$82.50	$324.25
TOTAL PER CONTACT HOUR	$2.75	$10.81

ADULT BASIC AND SECONDARY

	Resident	Non-Resident
Resident Tuition	$30.00	$30.00
TOTAL	$30.00	$30.00

FULL COST OF INSTRUCTION FEE

The additional amount per credit hour applied to a student's account when attempting a college-credit course more than twice.

Advanced and Professional Rate $259.00
Baccalaureate Rate $280.00

***Tuition and fees subject to change by the District Board of Trustees.**

COST OF ATTENDANCE

The following information is an estimate of the cost of attendance at St. Johns River State College for a full-time student for two semesters (Fall and Spring 2024-2025)

Student (living away from parents)

	Florida Residents Fall & Spring	Out-of-State/ Non-Residents Fall & Spring
Full-Time Tuition	$1892.16	$7,572.72
Mandatory Fees	$699.84	$1,761.84
Housing	$9,985.00	$9,985.00
Food	$2,619.00	$2,619.00
Books, Supplies, Course Materials & Equipment	$2,134.00	$2,134.00
Transportation	$3,053.00	$3,053.00
Personal Expenses	$1,776.00	$1,776.00
TOTAL ESTIMATED COST	**$22,159.00**	**$28,901.56**

Student (living with parents)

	Florida Residents Fall & Spring	Out-of-State/ Non-Residents Fall & Spring
Full-Time Tuition	$1,892.16	$7,572.72
Mandatory Fees	$699.84	$1,761.84
Housing	$3,600.00	$3,600.00
Food	$2,619.00	$2,619.00
Books, Supplies, Course Materials & Equipment	$2,134.00	$2,134.00
Transportation	$3,053.00	$3,053.00
Personal Expenses	$1,776.00	$1,776.00
TOTAL ESTIMATED COST	**$15,774.00**	**$22,516.56**

DISTANCE LEARNING FEE

Online Course Fee.....$13.00/credit hour
The online course fee is applied only when 80% or more of instruction is online.

CONTINUING WORKFORCE EDUCATION

Assessed fees must cover at least 100% of the total costs for course.
(Board approved - varies by course)

TESTING AND EXAMINATION FEES

ACCUPLACER.....Non-Refundable.....$20.00
Criminal Justice/Law Enforcement (Physical Abilities Test) (PAT).....Non-Refundable.....$30.00
College Level Examination Program (CLEP) administration fee.....Non-Refundable.....$20.00*
DSST (formerly DANTES Subject Standardized Tests) administration fee.....Non-Refundable.....$20.00*
ETS Praxis ParaPro.....Non-Refundable.....$75.00
Institutional Exams.....Non-Refundable.....$25.00
Manufacturing Skill Standards Council (MSSC) Candidate Registration Fee.....Non-Refundable.....$65.00
Manufacturing Skill Standards Council (MSSC)
Certified Production Technician (CPT) Safety Assessment.....Non-Refundable.....$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production
Technician (CPT) Quality Practices and Measurement Assessment.....Non-Refundable.....$65.00

Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Manufacturing Process and Production Assessment	Non-Refundable	$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Maintenance Awareness Assessment	Non-Refundable	$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Green Production Assessment	Non-Refundable	$65.00
Nursing Admissions Assessments (HESI A2)	Non-Refundable	$75.00 (on-campus)
Postsecondary Education Readiness Test (P.E.R.T.)	Non-Refundable	$20.00
Postsecondary Education Readiness Test Retest (P.E.R.T.) Fee	Non-Refundable	$20.00
Test of Adult Basic Education (TABE test) Non-students	Non-Refundable	$35.00*

*This fee is in addition to the cost of specialized exams.

OTHER FEES

College Credit Application for Admission	Non-Refundable	$30.00
Duplicate Diploma		$40.00
Insurance Fee		$15.00
Returned Check Fee		$25.00
Transcript Fee		$5.00
Transcript Fee Online		$4.00

***Fees are subject to change, and other fees may be added at the discretion of the District Board of Trustees.**

LABORATORY FEES*

ART	1201C	$24.00	CHM	2210L	$68.00	EMS	2604L	$37.00	NUR	1212C	$152.00
ART	1300C	$35.00	CHM	2211L	$73.00	EMS	2605L	$41.00	NUR	1521C	$160.00
ART	1301C	$55.00	CIS	4950	$20.00	EMS	2666	$214.00	NUR	2244C	$205.00
ART	1400C	$32.00	CJK	0002	$321.00	EMS	2920	$296.00	NUR	2251C	$149.00
ART	2164C	$28.00	CJK	0018	$48.00	ETI	1420C	$45.00	NUR	2460C	$147.00
ART	2203C	$35.00	CJK	0020	$207.00	EVR	1001C	$41.00	NUR	2943C	$119.00
ART	2401C	$32.00	CJK	0031	$9.00	GRA	1206C	$35.00	OCB	1000L	$32.00
ART	2500C	$17.00	CJK	0040	$601.00	GRA	1413	$35.00	PEM	1102	$16.00
ART	2501C	$35.00	CJK	0051	$250.00	GRA	2190C	$70.00	PEM	1104	$16.00
ART	2701C	$59.00	CJK	0079	$3.00	GRA	2195C	$35.00	PEM	2131	$16.00
ART	2702C	$70.00	CJK	0300	$318.00	HCP	0120C	$30.00	PGY	1201C	$46.00
ART	2750C	$59.00	CJK	0400	$8.00	HSC	0003	$23.00	PGY	1800	$46.00
ART	2751C	$70.00	DIG	1000	$45.00	MEA	0521C	$50.00	PGY	2220C	$46.00
ART	2955	$23.00	DIG	1115C	$45.00	MEA	0543C	$4.00	PGY	2107C	$70.00
AST	1002L	$57.00	DIG	2100	$45.00	MEA	0573C	$89.00	PGY	2905C	$70.00
BSC	1005L	$38.00	DIG	2284C	$70.00	MEA	0581C	$47.00	PHY	1020L	$57.00
BSC	1020C	$37.00	DIG	2282C	$55.00	MEA	0942	$13.00	PHY	1053L	$57.00
BSC	2010L	$49.00	DIG	2580	$45.00	MCB	2010L	$71.00	PHY	1054L	$57.00
BSC	2011L	$54.00	EET	1084C	$45.00	MUT	1221	$55.00	PHY	2048L	$57.00
BSC	2085L	$41.00	EMS	1119	$320.00	MVK	1111	$45.00	PHY	2049L	$57.00
BSC	2086L	$48.00	EMS	1119L	$41.00	NUR	1005	$210.00	PRN	0098C	$323.00
CCJ	4014	$20.00	EMS	1431	$125.00	NUR	1020	$211.00	PRN	0099C	$75.00
CHM	1045L	$80.00	EMS	2603	$169.00	NUR	1020L	$104.00	PRN	0290C	$37.00
CHM	1046L	$80.00	EMS	2603L	$64.00	NUR	1210C	$45.00	PRN	0291C	$15.00

LABORATORY FEES CONTINUED*

PRN	0690C.....$299.00	RET	2930.....$120.00	SON	1000..... $53.00	TPA	1200..... $70.00
RET	1024C..... $61.00	RTE	1000C..... $29.00	SON	1111L $38.00	TPA	1202..... $70.00
RET	1027C..... $32.00	RTE	1503C.....$5.00	SON	1112L $38.00	TPA	1232..... $55.00
RET	1264C..... $16.00	RTE	1513C..... $18.00	SON	1150L $38.00	TPA	1233..... $55.00
RET	1284C..... $52.00	RTE	1804.....$263.00	SON	1804.....$193.00	TPA	1260..... $27.00
RET	1874L $193.00	RTE	1814..... $49.00	SON	2122L $38.00	TPA	2000..... $55.00
RET	2280C..... $15.00	RTE	1824..... $24.00	SON	2171L $38.00	TPA	2083..... $70.00
RET	2714C..... $74.00	RTE	2061..... $67.00	SON	2175L $38.00	TPA	2091..... $70.00
RET	2877.....$143.00	RTE	2844.....$167.00	SON	2930.....$125.00	TPA	2220..... $55.00
RET	2878L $345.00	RTE	2854..... $52.00	TPA	1040..... $55.00	TPA	2290L $70.00

SPECIAL FEES*

EEC	4940..... $25.00	MAN	4900..... $20.00	MVV	2321...1 hr.... $70.00
HCP	0120C..... $13.00	MVV	1011...1 hr.... $70.00	MVV	2321...2 hr..$140.00
HIM	1282C.....$114.00	MVV	1011...2 hr..$140.00	MVV	2322...1 hr.... $70.00
HIM	2723C..... $39.00	MVV	1311...1 hr.... $70.00	MVV	2322...2 hr..$140.00
HIM	2729C..... $39.00	MVV	1311...2 hr..$140.00	NUR	4949..... $68.00
HIM	2800.....$103.00	MVV	1312...1 hr.... $70.00		
HIM	2820.....$132.00	MVV	1312...2 hr..$140.00		

Fees are subject to change, and other fees may be added at the discretion of the District Board of Trustees.

*** Laboratory fees are not assessed when the distance learning fee is applied; however, courses identified as having special fees will be assessed both the special fee and the distance learning fee when the course is taught online as costs are incurred irrespective of course delivery mode.**

Students who qualify for financial assistance may be able to obtain help through scholarships, loans, grants, and part-time work. Financial aid programs at SJR State include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work/Study, Federal Direct Loan, Federal PLUS Loan, Federal Unsubsidized Direct Loan, Florida Student Assistance Grant, Florida Academic Scholars, Florida Medallion Scholars, Florida Gold Seal Scholars, Florida Fund for Minority Teachers Scholarship, and other state financial aid programs.

These programs are funded by state and federal funds. Awards are made on an academic year basis, and the amount of the assistance is determined by individual need, student eligibility, program regulations, and availability of funds.

The SJR State Board of Trustees and the SJR State Foundation, Inc., provide a number of scholarships to outstanding students. Programs include academic scholarships to tri-county (Clay, Putnam, and St. Johns counties) area high school graduating classes, academic scholarships to currently enrolled SJR State students, athletic scholarships, African-American leadership scholarships, Hispanic leadership scholarships, student ambassador scholarships, need-based scholarships, and performing and visual arts scholarships.

Students are encouraged to apply for financial aid by April 1 for the following academic year. Detailed information concerning financial aid applications and sources of aid are available on the website.

You may obtain this information by contacting:
Palatka Campus (386) 312-4040
Orange Park Campus (904) 276-6749
St. Augustine Campus (904) 808-7407

or by writing the:
SJR State Office of Financial Aid
5001 St. Johns Avenue
Palatka, FL 32177

Admission files must be cleared for receipt of financial aid and/or receipt of degree. Please see the checklist on page 17.

FINANCIAL ASSISTANCE

Students needing financial assistance should contact the Office of Financial Aid at (386) 312-4040. Financial aid information is listed in the College Catalog/Student Handbook and on the SJR State website (SJRstate.edu/finaid). The following types of assistance are available:

1. Scholarships based on academic excellence and service to school
2. Federal Pell Grants
3. Federal College Work-Study Program
4. Federal student loans
5. State grants and scholarships
6. SJR State Foundation scholarships and private awards (386-312-4100)
7. Veterans' assistance

Classes Required for Your Degree or Program

In accordance with federal law, federal student aid funds can only be applied to classes that are recognized as being truly necessary for completion of a student's declared degree. To that end, we must verify (on a term-by-term basis) whether or not all classes for which a student is enrolled are required or not. Those classes which are confirmed to be required will be covered by federal student aid (as long as all other relevant eligibility criteria has been met). Classes which are identified as not required for degree completion will be flagged as such, and these non-compliant courses will be excluded from financial aid coverage.

To be clear, any coursework that is not required will not be included when calculating eligibility for Title IV funds (Pell Grant, direct subsidized loans, direct unsubsidized loans, etc.). Students who qualify for aid which exceeds the actual cost of their compliant coursework may be able to apply that difference to non-compliant classes. If excess aid does not exist, the student who wishes to keep such classes on their schedule will need to pay for those classes out of pocket.

Remedial credits

Federal aid is available for up to 30 remedial credit hours. Once a student attempts 30 remedial credit hours, federal aid will be awarded for college-level credits only.

Requirements met for graduation

The Federal Financial Aid Handbook states that "students who complete the academic requirements for a program, but do not yet have the degree or certificate are not eligible for further additional FSA funds for that program." Volume 1, Student Eligibility: 1-10

If you have already taken and completed the coursework required to graduate from a specific degree or certificate program of study, you are no longer eligible to be considered for future financial aid as long as you remain in that specific program of study.

Clock Hour and Credit Hour Enrollment

No student may be enrolled in both clock hours and credit hours in the same payment period. For Federal Student Aid purposes, the school is required to identify the program for which the student will receive aid and pay only for that program.

Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant
Standards of Academic Progress for Financial Aid:

The Federal regulations governing the funds from which financial aid is provided state that students must maintain satisfactory academic progress toward the educational goal they are pursuing according to the standards established by the institution. As such, the Board of Trustees has established the following policy and procedures to measure satisfactory academic progress for students receiving federal financial aid. The financial aid standards apply to all semesters or enrollment periods, regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will be applied in addition to the College standard, where applicable.

Satisfactory Academic Progress (SAP):

At the completion of each semester or enrollment period, students' progress toward an educational goal is measured in three ways:

1. Successful Completion Ratio: Students must maintain an overall successful completion ratio of at least 66.5 percent rounded to the nearest whole percentage. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of "D" or higher. This successful completion ratio establishes measurement of the time frame requirement for students at a maximum of 1 ½ times the normal length of time required for a student to complete a given program, regardless of enrollment status (full-time, part-time, or any combination of both).

2. Grade Point Average (GPA): With the exception of the Bachelor of Science degree in Early Childhood Education, students must maintain a minimum cumulative grade point average of 2.0. Upon acceptance into the Bachelor of Science degree program in Early Childhood Education, students must maintain a minimum cumulative grade point average of 2.5. In the event a student enrolls for a semester in courses where a grade point average is not applicable (e.g., all preparatory courses), the cumulative grade point average achieved by the end of the previous semester will be used. In the event there are only courses where a grade point average is not applicable, the successful completion ratio will be the only measurement applied to the students until a GPA is applicable. For repeated courses, only the latest grade will be included in the GPA measurement.

3. Maximum Hours: Students are allowed up to 150% of the published length of their academic program to successfully complete their degree. This measurement includes all courses attempted, regardless of performance (including withdrawals and failed classes).

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJR State will be eligible to receive financial aid. First-time students with a course history that does not meet the satisfactory progress standard will be placed in a financial aid warning status based on the applicable transfer history grades. Dual enrollment courses taken at SJR State will be included in all satisfactory academic progress measurements.

Transfer students whose previous academic transcripts have not yet been evaluated will have all of their previous coursework included in the evaluation of their SAP status. If their previous academic performance meets the Satisfactory Academic Progress definitions above, the student will be noted as maintaining SAP. If the student has reached maximum hours or fails either the GPA or completion ratio based on all of their courses attempted previous to their enrollment at SJR State, the student will be noted as not making SAP. Once transfer credit evaluation has been completed, only those courses which are accepted by SJR State as applicable to the degree will be included.

A semester is defined as either of the major semesters/terms: fall, spring, and summer. An enrollment period is defined as the term or portion of a term for which a student enrolls. The words semester and term as used in this procedure also mean enrollment period, where applicable. Satisfactory academic progress is measured at the end of each semester.

Successful completion is defined as any course completed with a final grade of A, B, C, D, P, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but not successfully completed.

Failure to meet the minimum standards of progress will result in one of the following actions:

1. Financial Aid Warning: This occurs at the end of the semester for which satisfactory progress is measured and the student failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.

2. Financial Aid Suspension/Financial Aid Probation: If at the end of the semester of enrollment during which a student is on Financial Aid Warning and for which satisfactory progress is measured, a student has failed to maintain either one or both of the measurements outlined above, the student will no longer be eligible to receive federal financial aid and will be placed on Financial Aid Suspension. Students may appeal this decision and, if their appeal is granted, they will be placed on Financial Aid Probation. Financial Aid Probation may be granted for one semester if this is all of the time needed to return the student to Satisfactory Academic Progress. Students seeking more than one semester to return to Satisfactory Academic Progress must complete a Satisfactory Progress Academic Plan which identifies how long the student will need to return to Satisfactory Academic Progress. This Satisfactory Progress Academic Plan must be completed in consultation with an Academic Advisor.

3. Financial Aid Continued Probation: Students who have been placed on Financial Aid Probation and have requested more than one semester to return to Satisfactory Academic Progress may be placed on Financial Aid Continued Probation as long as they successfully complete 100% of all courses attempted in the semester, but do not reach the 67% cumulative successful completion ratio or minimum GPA requirements as measured at the end of the semester during the time in which their academic plan is in force. Students in this status continue to receive financial aid without penalty, as long as they have not yet reached the maximum hours limit and there are sufficient hours remaining to complete their programs of study before reaching the maximum hours limit.

4. Maximum Hours Suspension: This occurs at the end of the semester when students enrolled at the college credit level reach a total of 150% of the published length of the program of study [90 attempted credit hours for most associate level programs, 180 attempted credit hours for baccalaureate level programs and the Educator Preparation Institute (EPI) program, or when students enrolled at the career level (CC) reach a point at which a student can not complete the applicable program before reaching or exceeding 150 percent of the published length of the program]. All federal financial aid is suspended.

5. Financial Aid Termination: This occurs when students fail to successfully complete any course(s) in the Satisfactory Progress Academic Plan or Program Completion Plan under the Appeals process (see below). Eligibility for federal financial aid is terminated.

Students will be notified if they are placed on Financial Aid Warning, Financial Aid Suspension, Financial Aid Termination, or have reached Maximum Hours through notification sent to their student email.

Appeals:

Students on financial aid suspension (see #1 below) or reaching the maximum hours suspension (see #2 below) may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, or medical emergencies. The committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director of Financial Aid. The Financial Aid Department informs the student of the committee's decision. Students approved to receive aid for an additional semester will be in an "approved appeal" status which is the equivalent of the financial aid warning status for the additional semester, and the students must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on maximum hours as applicable. The decision of the committee is final. Except as noted below in exceptions to the appeal process, when an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

1. Financial Aid Suspension Appeals: Students in the Financial Aid Suspension category must submit an appeal form with a written letter of appeal along with supporting documentation to the Director of Financial Aid. The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration.

2. Satisfactory Progress Academic Plan: As part of the appeal for students in Financial Aid Suspension who will need more than one semester to regain their Satisfactory Progress, students will be required to submit a Satisfactory Progress Academic Plan. The Satisfactory Progress Academic Plan will identify the specific courses in which the student plans to enroll as well as the semesters in which the enrollment will take place. The plan should

allow for the mathematical possibility of regaining both GPA and completion rate percentages. If the appeal is granted, the student will only be allowed to enroll in the courses listed on the plan for financial aid, and if the student fails or withdraws from any of these courses, the student's financial aid will be terminated.

3. Program Completion Plan: As part of the appeal process, students in the maximum hours category must meet with an Academic Advisor to complete a Program Completion Plan. The Program Completion Plan identifies only the specific courses students need to complete their current program(s) of study at SJR State. The Plan is signed and agreed to by the students and an Academic Advisor. The Academic Advisor lists the specific courses, and the students agree to follow the specific plan to complete their current program(s) of study. Students with a primary and secondary program of study may submit both plans to the Appeals Committee for consideration.

4. Financial Aid Termination: By design, this status is final and cannot normally be appealed. An appeal may be considered for extreme mitigating circumstances involving the student, such as personal illness or accident. Documentation of individual circumstances must be submitted to the Director for review and consideration. The Director will review the individual circumstances and determine whether the appeal should be submitted to the Committee for consideration.

Exceptions to the appeal process:

Students enrolled in Career Certificate programs of less than one year in length cannot appeal the maximum hours status. Students in the Financial Aid Termination status may file an appeal only if documentation can be provided to show personal mitigating circumstances beyond the students' control.

SPECIAL NOTICE OF FEDERAL PELL GRANT DURATION OF ELIGIBILITY

Public Law 112-74 reduced the duration of a student's eligibility to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2012-13 award year and beyond.

REPAYMENT OF FEDERAL FUNDS

Federal regulations require repayment of a portion of federal funds received by students, unless certain conditions are met. A student who withdraws from, or stops attending, all courses prior to completion of at least 60 percent of an enrollment period (i.e., a semester/term), WILL BE REQUIRED TO REPAY the "unearned portion" of the funds received.

This applies to all federal grant and loan funds received as a disbursement by a student. For example, a student receiving a Pell Grant award in the amount of $2500 could be required to repay the federal financial aid programs $1250 or more, unless the student attends school for more than 60 percent of the enrollment period. PLUS a portion of the award that could have been used to pay for tuition, fees, books, and/or supplies may also be required as repayment to the school. The latter requirement is because schools will also be required to refund the federal financial aid programs the "unearned portion" of the tuition, etc.

The rule applies only to those students who withdraw from all classes. The rule does not apply to students who successfully complete at least one course in an enrollment period; therefore, if a student finds he/she is unable to complete all courses, every effort to successfully complete at least one course should be made. In so doing, the student will preserve the funds received. After that, the student should work closely with an academic advisor to work out a course load that can be successfully completed each term. A student must also meet satisfactory academic progress guidelines in order to continue to receive financial aid.

Students who are taking courses that do not span the entire length of the term are deemed to be taking module courses. Beginning July 1, 2021, students who withdraw from module courses must have their "unearned portion" of federal aid returned according to new federal withdrawal requirements.

The student will not be considered a withdrawal for Title IV purposes if they:

a. complete a module that concludes the final requirements for graduation of their program of study or

b. successfully complete Title IV eligible coursework in one or a combination of modules that equals 49% or more of the number of countable days in the payment period or period of enrollment or

c. successfully complete Title IV-eligible coursework equal to or greater than what the institution considers to be half-time enrollment for the payment period or period of enrollment or

d. confirmed attendance in writing for a Title IV-eligible course in a later module in the payment period or period of enrollment that begins no later than 45 calendar days after the end of the module he or she ceased attending.

SPECIAL ASSISTANCE

Vocational Rehabilitation Assistance

The Vocational Rehabilitation Section of the Florida State Department of Labor and Employment Services provides limited assistance to students with disabilities. An applicant must be at least 16 years of age, have a permanent major physical disability, possess a good scholastic record, and take courses that will prepare him/her for a vocation. Application should be made to the Director of Vocational Rehabilitation of the area in which the applicant resides.

SCHOLARSHIPS FOR CHILDREN OF DECEASED OR DISABLED FLORIDA VETERANS

Eligibility is limited to children of deceased or 100% disabled veterans and to children of POWs and MIAs attending a postsecondary institution in Florida. The parent must have entered service from Florida. The surviving parent or veteran must have resided in Florida for five years before application. The amount will be for tuition and fees for the academic year. Applications may be obtained by writing the Office of Student Financial Assistance, Department of Education, Florida Education Center, Tallahassee, Florida 32399-0400 or visit floridastudentfinancialaid.org.

VETERANS' EDUCATION ASSISTANCE

Students entitled to benefits should complete the necessary forms and applications well in advance of the term they plan to attend.

Requirements and Policies:

1. The student must be seeking an Associate in Arts degree, an Associate in Science degree, a certificate, a Bachelor of Science degree, or a Bachelor of Applied Science degree.

2. The student will be certified and receive benefits only for those courses needed for their degree. The number of elective hours needed for each degree program is limited. Students should take required courses first. Enrollment certifications will be submitted to the VA beginning on the first business day after the census date each semester.

3. No benefits will be paid to a student for repeating a course in which they have already earned a satisfactory grade. A satisfactory grade is defined as "D" or better, unless a higher grade is required to meet a specific program or degree requirement.

4. The status of a student as full time, three-quarter, or half-time determines the percentage of educational benefits to be received. For enrollments in the Summer Term, the VA uses the starting and ending dates to determine the benefit amount based on the equivalent enrollment. The chart below gives an indication of how the VA determines the enrollment.

5. For purposes of registration and satisfactory progress status, college preparatory courses are considered as three

semester hours. (See standards of progress for veterans). These courses, however, are not used for certification purposes unless required by placement test scores.

6. The DVA will not pay educational benefits for enrollment in MAN 1943, Work Experience I or MAN 2944, Work Experience II.

7. A student should visit the college's VA counselor each term when registering. The student must ensure that the courses for which he or she registers will meet degree requirements. An audit conducted at the end of the schedule change period determines whether courses are acceptable for certification. The DVA will be notified of unacceptable courses and a reduction of benefits may result. The VA counselor certifies the enrollment to the VA on the first business day after the census date each semester.

8. All students receiving DVA education benefits including certificate and other non-college degree programs are required to comply with the attendance policy as written in the Catalog/ Student Handbook. This policy states that students will receive an attendance warning after missing three or more instructional hours. Any additional absence after a warning will result in the student being withdrawn from the class.

9. Students who are withdrawn from class due to attendance are not entitled to a refund of tuition and fees related to that class.

STANDARDS OF PROGRESS FOR VETERANS

A student receiving veterans' educational benefits is required to make satisfactory academic progress. Students receiving DVA education benefits will be required to meet or exceed the same minimum standards of progress required of other students by SJR State academic regulations. Students will be considered to have failed to meet minimum standards if they are:

1. placed on academic or disciplinary suspension; or
2. withdrawn from the College for disciplinary reasons; or
3. placed on academic probation for more than two consecutive terms.

If these standards are not met, the College will request the Veterans Administration to suspend educational benefits. Reinstatement for benefits will be made only if evidence indicates that improvement in academic performance may be expected.

Courses for which a grade of "W" is given are not included in determination of satisfactory progress, but such grades may result in an overpayment of benefits. The DVA will recalculate benefits from the beginning of the term when the "W" creates a change in benefit status. In such cases, the DVA requests a refund or adjustment unless the student can show mitigating circumstances which the DVA finds satisfactory.

VETERANS' DEFERRED PAYMENT

Students eligible for veterans' educational benefits may defer payment of fees for sixty days (or 10 days before the end of the Summer A or Summer B Terms) once during the academic year, if they are not then receiving benefit checks. Failure to pay fees by the deadline will result in administrative withdrawal from classes.

VA ADDITIONAL PROVISIONS

In accordance with Title 38 U.S. Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibilty (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

The student's program must be approved in WEAMS and courses must be required for the student's program of study.

VA SEMESTER HOUR EQUIVALENTS

Veterans enrolled in periods of enrollment lasting less than 15 weeks may use the chart below to determine the equivalent certification level for their VA benefits. As an example, if a veteran enrolls in an 8 week minimester course which carries a value of 3 credit hours, the VA will allow the student to be certified at an equivalent enrollment level of 6.7 hours (therefore greater than halftime). Please note that this equivalency is only valid for veterans' benefits and does not apply to other forms of state or federal financial aid.

VA SEMESTER HOUR EQUIVALENTS
SEMESTER BY HOUR EQUIVALENTS
(Semester Hours X 18 Divided by Length of Term in Weeks)

TERM LENGTH ► / HOURS PURSUED ▼	14	13	12	11	10	9	8	7	6	5	4	3
10	12.9	-	-	-	-	-	-	-	-	-	-	-
9	11.6	12.5	-	-	-	-	-	-	-	-	-	-
8	10.3	11.1	12	13.1	-	-	-	-	-	-	-	-
7	9	9.7	10.5	11.5	12.6	-	-	-	-	-	-	-
6	7.7	8.3	9	9.8	10.8	12	13.5	-	-	-	-	-
5	6.4	6.9	7.5	8.2	9	10	11.2	12.9	-	-	-	-
4	5.1	5.5	6	6.5	7.2	8	9	10.3	12	14.4	-	-
3	3.9	4.2	4.5	4.9	5.4	6	6.7	7.7	9	10.8	13.5	-
2	2.6	2.8	3	3.3	3.6	4	4.5	5.1	6	7.2	9	12
1	1.3	1.4	1.5	1.6	1.8	2	2.3	2.6	3	3.6	4.5	6

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

ACADEMIC ADVISING SERVICES

Each of SJR State's campuses has an office housing its academic advising staff. Academic advisors and workforce outreach and success coordinators are available on each campus to help students identify personal, career and educational goals, navigate the college's myriad policies and procedures, understand degree requirements, test scores, transfer requirements for specific programs and serve as a resource and point of contact for students regarding many areas of the college.

The academic advisors are available to provide current and incoming students with services that academically contribute to their personal and career growth and development. The staff also facilitates academic success plans through one-on-one initial meetings and continues that personal relationship building process with a rich schedule of advisor appointment and walk-in availability throughout the semester.

In addition to the career development, exploration and advisement that our professional advisors offer daily, our career transitions specialist offers a variety of career employability services to students. These services include career assessment, resume development, mock interviewing skill development, guidance on job search and employment opportunities, maintaining our web presence as well as coordinating multiple career fairs and workshops throughout the year.

Students may schedule an appointment with their advisor or drop-in to have a quick question answered. We recommend scheduling an appointment for students who need to review graduation requirements, participate in career counseling, discuss academic program planning and/or change programs, discuss transitioning to a baccalaureate program, complete Financial Aid Satisfactory Academic Progress (SAP) appeals, or who have in–depth questions regarding a policy or process at SJR State.

Students are encouraged to meet with their advisor throughout their academic career at SJR state. Advising opportunities from admission to graduation include the following milestones:

- Mandatory initial academic advising prior to first term enrollment.
- New freshmen are encouraged to meet with their assigned advisor during their first term of enrollment.
- Students pursuing limited access A.S. degrees will receive a hold after completing 12-credit hours. Students must attend a special program meeting to remove the hold in order to register for future courses.
- Students pursuing the A.A. degree, non-limited access A.S. degrees or certain college credit certificates will receive a hold after completing 20-credit hours. Students must meet with their advisor to remove the hold in order to register for future courses.
- Students are encouraged to meet with an advisor the term prior to graduation. In addition to completing all degree requirements, students are responsible for the graduation application, paying all associated fees and meeting the graduation application deadline.

Academic advising staff is dedicated to providing students with quality academic support services that involve timely and accurate academic advising, career counseling, services for students with disabilities and appropriate referrals as needed.

CAREER SERVICES

Career counseling services are available to all SJR State students via the webpage at SJRstate.edu/careerservices. This site provides resources on career planning, job search strategies, the labor market, employment opportunities and work experiences, such as job shadow opportunities and internships. Workshops, such as resume writing, interviewing and career fairs are scheduled throughout the year. Additionally, students can request personal advising with the College's career services coordinator at (904) 276-6779.

MANDATORY HEALTH PROGRAM MEETING

Students who have declared their program in one of the pre-health areas of Health Information Technology, Nursing, LPN-ASN Bridge, Radiologic Technology, or Respiratory Care will have a hold on registration after earning 12 credit hours toward their program of study.

The 12 credit hour hold on registration is lifted when students have completed a health program meeting. The purpose of the meeting is to determine if the student is on track to apply for admission into a limited access program, complete the program of study, or if a change of program of study is required. This early checkpoint serves as a means to address specific issues related to program admission and if additional support systems need to be put into place to encourage student success. The meetings are currently offered online via Canvas and review some of the content from new student orientation and strategies for learning in healthcare programs.

CAREER PATHWAYS

Career Pathways provides students who are completing career and technical education programs in high school with the opportunity to continue their studies in college in the same career cluster. In partnership with the Dual Enrollment department and in accordance with local and statewide articulation agreements, students have access to acceleration options, reducing the time and cost of their A.S. degree or certificate. Programs of study, from grade nine through postsecondary, are designed by the St. Johns River Career Pathways Consortium and guided by the workforce and economic development needs of business and industry.

Local and statewide articulation agreements afford additional opportunities for returning adults to transition into workforce development degree and certificate programs by providing academic credit for earned industry certification and licensure.

COLLEGE TESTING

The Testing Center

Testing for college placement, limited access programs, and other assessments are scheduled and administered through the Testing Center. These exams require an appointment made through the Testing Center in advance. Additionally, the Testing Center supports proctoring for distance learning exams from other institutions and many other third-party exams. Exams require a non-refundable administrative fee. Missed appointments may be rescheduled, when possible, within the fiscal year. Please see page 67 in the Catalog/Student Handbook for testing and examination fees.

The fee and process may vary by exam. For more information, visit SJRstate.edu/testingcenter, email the Testing Center at TestingCenter@SJRstate.edu or call one of the following Testing Centers: Palatka Campus (386) 312-4228, Orange Park Campus (904) 276-6793 or St. Augustine Campus (904) 808-7417.

NCCT - National Center for Competency Testing: Applied Health Certificates

The security of our candidates and our test material providers require the following:

All exams conducted by SJR State require a current government issued photo ID or College photo ID for admission. The following items are expressly prohibited during testing sessions unless otherwise stated in examination instructions:

- Firearms and weapons
- Bags, purses, backpacks (subject to inspection)
- Electronics (e.g. phones, iPods, tablets, laptops, earbuds, headphones, watches, gaming devices, etc.)
- Calculators
- Food and drink
- Outerwear: subject to inspections (e.g. coats, jackets, hoodies, scarves)
- Headwear: subject to inspection (e.g. hats, bandannas, headbands)
- Other items as identified at time of sign-in by the test administrator

All candidates will be cleared for foreign metallic objects by a hand-wand procedure before entering the testing environment.

HEALTH SERVICES

The College does not maintain an infirmary or hospital. All injuries must be reported to the Office of Student Affairs on the Palatka campus or Security at the Orange Park and St. Augustine campuses. If the injury or illness appears to be serious, the College will immediately attempt to notify the family. Emergency treatment by a private physician is at the student's or parent's expense. Personal insurance is the student's responsibility.

PREGNANCY ACCOMMODATIONS FOR STUDENTS

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex, including pregnancy and related conditions, in educational programs and/or activities.

St. Johns River State College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Prompt and appropriate communication by the student is necessary to ensure appropriate accommodations are provided.

Students needing assistance can seek accommodations from the Academic Counseling Office on any campus (Orange Park – 904-276-6855, Palatka – 386-312-4035, St. Augustine – 904-808-7402) or from the Title IX Coordinator Charles Romer at 386-312-4074.

SJR STATE STUDENT ASSISTANCE PROGRAM

SJR State has a licensed mental health counselor on staff who is available to meet with students. The College has also established SJR State CARES, which was created to provide assistance to students who are experiencing issues such as anxiety, depression, mental health, and substance abuse. Faculty, staff and students can contact the SJR State CARE counselor at (386) 312-4305.

RISKS ASSOCIATED WITH DRUGS AND ALCOHOL

The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Information regarding the possible side effects associated with the use and abuse of alcohol and certain drugs is available at any of the College counseling centers.

Almost all of these effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, increased blood pressure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, all of these drugs pose serious risks to the fetuses and nursing infants, up to and including death.

LOST AND FOUND

The College maintains a lost and found property service located at the Security office at all three campuses.

VENDING MACHINE REIMBURSEMENT

When individuals experience a vending machine malfunction resulting in the need for a reimbursement, please utilize the phone number on the face of the machine to contact and report the malfunction as well as to initiate a refund.

When the individuals do experience any vending machine malfunctions, please also report the status of the machine to either the Bookstore Manager or the Director of Purchasing and Auxiliary Services.

BOOKSTORE

A bookstore is located on each of the three campuses of St. Johns River State College. Students may purchase and/or rent textbooks and other materials for college classes. The bookstore will refund textbooks provided they meet the requirements listed below.

All refunds must be accompanied by a receipt. Refunds will be made by way of choice made by Student under the "Student Refund Options" section of this Catalog/Student Handbook or by credit to financial aid book card. NO CASH REFUNDS. Bookstore management reserves the right to determine the value of returned items based on salability and condition.

Fall/Spring Term Refunds

- A 30 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
- Textbooks for the fall and spring term may be returned for a full refund (original resalable condition) during the first two weeks of class.
- New textbooks beyond the first two weeks of this 30 day period will be refunded at the used price (75% of new).
- No refunds are allowed after this 30 day refund period.

Summer Term Refunds

- A 10 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
- Textbooks for the summer term may be returned for a full refund (original resalable condition) during the first week of class.
- New textbooks beyond the first week of this 10 day period will be refunded at the used price (75% of new).
- No refunds are allowed after this 10 day refund period.

To acquire a 100% refund for books purchased with shrink-wrap, the books must be returned as sold without the shrink-wrap opened. At any time, a used book may be returned for a new book when the customer is willing to pay the difference in price. Also, defective books may be exchanged for a non-defective book.

Digital Content Refunds

Digital content purchases are not refundable after 14 days, or if 10% or greater of the content is accessed, or if any portion of the content is printed.

Textbook Rentals

The SJR State Bookstore offers a textbook rental option for several courses. By renting, students can save up to 60% on the cost of textbooks.

Textbook Rental Agreement Terms and Conditions

- You must be at least 18 years of age.
- You will enter into a Textbook Rental Agreement ("Agreement") with the St. Johns River State College Bookstore at your own free will. You must currently be a student at St. Johns River State College and currently enrolled in the course(s) that require(s) the rented material(s).
- Rental Return Due Date - You will rent the course material(s) for the duration of a single semester. You must return the exact material(s) that you rented to the SJR State Bookstore by the rental return deadline noted on your Agreement. The SJR State Bookstore is not responsible for reminding you of the rental

return deadline.

- Failure to Return - If you fail to return the rented material(s) by the rental return due date, you will be charged a late fee of $5 per book per business day until the rented material(s) is/are returned. The late fee per book will not exceed the list price of the book, less the rental charge, plus a $10 transaction fee. After 10 business days of non-return status, a charge is placed on your student account for the list price of the book, less the rental charge plus a $10 transaction fee. Your student account will also be placed on hold until you pay all fees due. Once an account is charged due to non-return status, the book is no longer returnable or eligible for sale to the Bookstore during book buy-back.
- Condition Upon Return- The rented material(s) is/are the property of the SJR State Bookstore. You are responsible for the condition of the rented material(s) and bear full responsibility for the condition of the rented material(s) in salable condition. The SJR State Bookstore has the right to deem the rented material(s) non-returnable pursuant to the following guidelines: (1) any writing, (2) excessive highlighting, (3) damage above normal wear and tear, (4) removal of the rental sticker and (5) any type of water (or other liquid) damage. You must pay the current list price, less the rental charge, plus a $10 transaction fee for every rented material that is lost, stolen, or deemed non-returnable for any reason covered in the Agreement.
- Refund - The rented material(s) may be returned to the Bookstore for a full refund through the date noted on the Agreement, as long as the materials are in the same condition as issued. After that time, no refunds will be issued for the rental material(s). Students withdrawing from one or more courses after the drop/add date may return rented books at any time up until the last day of class, but no refunds will be issued.
- Tax - Normal tax rates apply.

Online Bookstore

Go to Bookstore.SJRstate.edu for information on textbooks and course materials, merchandise, store contacts, locations, and hours.

ORGANIZING A NEW CLUB OR ORGANIZATION

Students are encouraged to organize and/or join associations or clubs that promote a free society, pursue scholarly interests, and/or promote the interests of St. Johns River State College. All student associations or clubs must include an anti-hazing policy in its bylaws and must be democratically operated. The procedures for establishing a new association or club are available from the Office of Student Affairs and the campus Student Engagement Office. Memberships in any organizations or clubs shall be open to all students without respect to race, creed, sex, disability, or national origin.

The following steps are to be taken when forming a new organization:

1. Contact the campus Student Activity Coordinator to facilitate the process of starting a club.
2. Secure a faculty member who is willing to serve as a sponsor.
3. Obtain temporary approval from the Office of Student Affairs to develop a constitution or body of governing rules.
4. Present the constitution or body of governing rules to the Student Government Association (SGA) and seek the recommendations for approval from the group.

The SGA makes recommendations to the Office of Student Affairs, who in turn presents written recommendations to the President of the College. The President has final authority in the authorization to operate as an approved student club or organization on campus. Approval may be withdrawn by the Office of Student Affairs or the President.

Students are urged to participate in student activities that encourage the development of leadership, personal growth, and school spirit. Some of these organizations are a portion of class activities; others have been chartered by the SGA, but may be inactive during some years.

STUDENT GOVERNMENT ASSOCIATION (PALATKA, ORANGE PARK, AND ST. AUGUSTINE)

All registered students of SJR State are represented by the Student Government Association (SGA) and are governed by its constitution. SGA sponsors a variety of campus events. Students have access to the policy-making bodies of the College primarily through the Student Government Association, whose meetings are open to all students and faculty of SJR State. Students can also bring issues to the attention of the SGA members; after discussion, the chairperson or sponsor of SGA can take the concern or issue to the Office of Student Affairs or directly to the President, either of whom may then take the issue in recommended policy form to the Board of Trustees for approval.

PHI THETA KAPPA (PALATKA, ORANGE PARK, ST. AUGUSTINE)

Membership for this community college scholastic honorary society for students is by invitation. The Palatka Campus chapter is named Chi Tau; the Orange Park chapter is Alpha Epsilon Lambda; and the St. Augustine chapter is Alpha Xi Eta. Several scholarships are available to members for senior universities. Students must have an acceptable GPA.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in extracurricular activities which include academic, service, religious, and special interest clubs and organizations. These organizations are largely student-initiated and controlled. A complete listing of clubs and organizations can be found online at SJRstate.edu/studentlife.

CLUBS AND ORGANIZATIONS AT SJR STATE:

PALATKA

Bass Fishing Club
Fellowship of Christian Athletes
Film Club
La Vida De Arte
Model UN Club
Musical Theater Club
Phi Theta Kappa
Psychology Club
Student Government Association
Student Nurses Association

ST. AUGUSTINE

Business Club
Health Information Technology Medical Education Club
Model UN Club
Phi Theta Kappa
Ping Pong Club
Psychology Club
Radiology Club
Respiratory Care Club
Rotaract Club
Student Government Association

ORANGE PARK

Business Club
Dual Enrollment Club
Film Club
Gamers' Guild
Model UN Club
NEST (Nature Club)
Phi Theta Kappa
Student Government Association
Student Nurses Association
Students Focused on Christ

OFFICIAL CALENDAR OF EVENTS

All extracurricular campus activities must have the approval of the Office of Student Affairs. Organizations wishing to place an activity on the calendar must request approval no later than 10 days prior to the event. Once the activity has been posted on the official calendar, only the advisor of the sponsoring group and/or the Office of Student Affairs may authorize removal or change. In the event of a conflict on dates and facilities use, all persons involved will be contacted in an attempt to effect a change of dates.

CULTURAL EVENTS

Florida School of the Arts

Located on the Palatka Campus, the Florida School of the Arts presents a wide variety of cultural activities in the arts including dramas, dance and musical presentations, and art exhibits.

Thrasher-Horne Center

Located on the Orange Park Campus, the Thrasher-Horne Center hosts traveling art exhibits, theatrical shows and community events and serves as a meeting site for business conferences and events.

ATHLETICS

St. Johns River State College is a charter member of the Florida College System Activities Association, the governing body for intercollegiate competition within the state. The College provides intercollegiate baseball for men and intercollegiate softball and volleyball for women.

The College is a member of the National Junior College Athletic Association and participates in Region VIII of this organization.

STUDENT IDENTIFICATION

While on College property, students should possess an SJR State student identification card. Students can secure this card from the library on each campus during operating hours when classes are in session.

LIBRARY

The mission of the SJR State Library is to provide quality services, instruction, and resources which support the mission of St. Johns River State College and meet the informational, educational, cultural, and lifelong learning needs of the College community. There is a library located on each campus with staff who are ready to help.

SJR State students are given library privileges each semester they are registered for class. Students are automatically granted library privileges; there is no application required. The Library has physical collections in each campus location which students may borrow from and a digital collection that's available online 24/7. Other library services include inter-campus and inter-library loan, reserves collections of instructors' materials, loans of models and equipment, workshops, and events all year.

All of the Library's services are free to current SJR State students. Students need to present a photo ID to check out material. Links to the Library's online catalog, digital collections, and instructional materials are available at LearningResources.sjrstate.edu. Students need their MySJRstate username and password to login to the Library's catalog and digital resources.

Students have access to the following:	
Books	unlimited access, 21 day loan
DVDs	3 titles, 7-day loan
Equipment	limit varies, in-library use
Reserves	limit varies, in-library use
Digital Resources	unlimited access, authorized user

Students who lose or fail to return borrowed library material may be asked to replace the material or will be charged the replacement cost of said material. The replacement cost is considered a financial obligation by the College; students' SJR State transcripts will be held until the obligation is resolved. Outstanding financial obligations may be referred to a collection agency. The complete policy regarding Library access, privileges and responsibilities is available at LearningResources.sjrstate.edu/Department/LibraryPoliciesandPrinciples.

Each campus library has places to study or relax between classes. The Library also has computers, printers, scanners, and wi-fi for students. Students need their MySJRstate username and password to login to a computer or wi-fi. Students must comply with the College's Acceptable Use of Technology Resources policy (Procedure 3.11 of the SJR State Operating and Procedures Manual). The Library is open when classes are in session.

Fall and Spring	
Sunday	1:00 p.m. - 5:00 p.m.
Monday - Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.

Summer	
Sunday	1:00 p.m. - 5:00 p.m.
Monday - Thursday	8:00 a.m. - 9:00 p.m.
Friday	Closed

Each library is ADA compliant and strives to acquire resources that are accessible to all users. Assistive technology is provided by the Counseling Department.

Librarians are available to help whenever the Library is open. Librarians can help students find information, do research for papers, help with citations, and give basic computer assistance. Visit LearningResources.sjrstate.edu to call, email, or chat with a Librarian or text (386) 202-9692 during Library hours.

TUTORING SERVICES

Currently enrolled SJR State students may receive in-person tutoring in math, writing, science, and other subjects in each campus library at no cost. Tutoring is available weekdays when classes are in session. Online tutoring services for all subjects are available free online, many 24/7. Students are given 300 free minutes per semester and may petition for additional minutes if needed. Visit LearningResources.sjrstate.edu to view tutoring subjects, hours, online tutoring information, and other academic support resources.

DEPARTMENT OF LEARNING RESOURCES CODE OF PATRON BEHAVIOR

Each St. Johns River State College Library and Tutoring space strives to provide a safe, respectful environment for collaborative and individual study, research, and learning. To ensure this environment exists for the benefit of all, users who enter the Library or Tutoring must abide by the standards provided here and defined in referenced policies.

Authorized Users

The Library is open to all members of the College community and eligible community patrons. Minors (under 18 years of age) who are not currently registered students must be constantly accompanied by an adult and abide by the standards provided in Procedure 3.36 of the SJR State Operating and Procedures Manual. Security will be notified if a minor is left in the Library unattended. Tutoring is open only to currently registered SJR State students.

Standards of Conduct

All users must adhere to the Student Code of Conduct. All users are responsible for the safety of their personal belongings. Neither the Library nor Tutoring assumes any responsibility for the loss of unattended personal property. Staff may alert Security to unattended personal property left in the Library or Tutoring space.

Whether you are preparing for your career or you want to enhance your present skills, St. Johns River State College has an array of academic programs to fit your needs as well as special instructional programs of study. General education requirements and many of the elective, professional, and other required courses are available on all three locations; however, not all of the Associate in Science degree programs and college credit certificate programs are available at each College location.

BACHELOR OF SCIENCE DEGREE AND BACHELOR OF APPLIED SCIENCE DEGREE

St. Johns River State College has been granted authorization from the Florida legislature to offer bachelor's degrees to meet local and regional workforce needs and demands. A bachelor's degree is awarded for successful completion of an undergraduate curriculum in a 2+2 manner such that a completed associate's degree is required of applicants. Both the B.A.S. and the B.S. degree require a minimum of 120 college-level credit hours, which includes 36 credit hours in general education as well as program specific courses. See page 180.

ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is the legally recognized transfer degree for the Florida College System and is specifically designed for the student who wishes to transfer into the state university system as a university junior. The A.A. degree requires a minimum of 60 college-level credit hours, which includes 36 credit hours in general education and 24 hours of university transfer program prerequisites/electives. See page 88.

ASSOCIATE IN SCIENCE DEGREE

These degrees are for students planning to enter a career at the semi-professional level upon completion of the program of study. The A.S. degree programs provide instruction in two areas: general education and program specific education related to specific careers. General education courses are designed to help develop a well-rounded individual and enhance employment potential. See page 94.

COLLEGE CREDIT CERTIFICATES

The college credit certificate programs are designed to prepare students for immediate entry into a career in the workforce. These programs may be completed in as little as one year and are an intermediate step toward the related Associate in Science degree in that area of study. College credit certificates consist primarily of specialized courses in a specific career area. See page 95.

CAREER CERTIFICATES

Postsecondary Job Training programs prepare students for entry into a given career or vocation. Each of these programs prepares students for a specific occupation or one of a cluster of related occupations. See page 96.

ARTICULATED BACCALAUREATE/GRADUATE DEGREE OPPORTUNITIES

The College actively seeks to form agreements with colleges and universities for the purpose of increasing access to baccalaureate and graduate degrees for residents of Putnam, Clay and St. Johns counties. For a list of participating colleges, see page 201.

CONTINUING AND COMMUNITY EDUCATION

The College is committed to extending into the community beyond its traditional course offerings and campuses through a variety of credit and non-credit programs including baccalaureate and graduate degree opportunities, continuing education courses, the Educator Preparation Institute, non-credit job enhancement courses, and non-credit recreation and leisure courses. Beginning on page 198.

CORPORATE COLLEGE

The College offers corporate training for both individuals and groups looking to enhance their skills in the workplace. We offer customized training to meet the organization's needs. We specialize in, but are not limited to, QuickBooks and Insurance licensing courses to help individuals obtain industry certifications. We provide training online, classroom, or will travel to your place of business.

ADULT EDUCATION

St. Johns River State College offers adult education classes throughout Putnam County for students who wish to improve their basic educational skills and/or prepare to earn a Florida High School Diploma through the General Educational Development (GED) program. Students may also take part in an Integrated Education and Training (IET) program where students study for both their GED and an industry-recognized credential. See page 193.

The purpose of general education at St. Johns River State College is to foster knowledge and skills essential to all academic disciplines and to encourage the pursuit of lifelong learning. Students who complete the general education requirements at SJR State shall obtain, interpret, and apply academic principles from diverse sources to evaluate and solve problems.

Students may fulfill the general education requirements using the identified courses or their honors equivalent. For example, a student can use either ENC 1101 Composition I or ENC 1101 Honors Composition I to fulfill their ENC 1101 general education requirement. *A minimum grade of "C" is required in each communications, humanities, and mathematics course for general education credit.*

ASSOCIATE IN ARTS GENERAL EDUCATION REQUIREMENTS

Specifically Associate in Arts students will:

1. Demonstrate effective communication strategies in reading, writing and speaking;
2. Demonstrate an understanding of humanity's defining cultural trends throughout history by the study of art, literature, music, dance, theatre, philosophy or religion;
3. Apply appropriate methods of mathematics to solve problems;
4. Apply the methods, principles and concepts of the natural sciences;
5. Examine human behavior and institutions from political, economic, historical, psychological or sociological perspectives;
6. Use critical thinking to collect, assess, analyze and synthesize information.

General education requirements for the Associate in Arts degree, as specified in the program of study, must total a minimum thirty six (36) credit hours that include identified courses in the following academic areas: nine (9) credits in communications, six (6) credits in humanities, six (6) credits in mathematics, six (6) credits in natural science, six (6) credits in social science and three (3) credits in academic pathways.

ASSOCIATE IN SCIENCE GENERAL EDUCATION REQUIREMENTS

Specifically Associate in Science students will:

1. Demonstrate effective communication strategies in reading, writing and speaking;
2. Demonstrate an understanding of humanity's defining cultural trends throughout history by the study of art, literature, music, dance, theatre, philosophy or religion;
3. Apply appropriate methods of mathematics to solve problems;
4. Apply the methods, principles and concepts of the natural sciences;
5. Examine human behavior and institutions from political, economic, historical, psychological or sociological perspectives;
6. Use critical thinking to collect, assess, analyze and synthesize information.

General education requirements for the Associate in Science degree, as specified in the individual program information, must total a minimum of fifteen (15) credit hours that include the following: three (3) credits in communications, three (3) credits in humanities, three (3) credits in mathematics, three (3) credits in natural science and three (3) credits in social science. These courses must be selected from the general education core courses listed below.

BACCALAUREATE GENERAL EDUCATION REQUIREMENTS

General education requirements for the Baccalaureate degree mirror that of the Associate in Arts and must total a minimum thirty six (36) credit hours that include identified courses in the following academic areas: nine (9) credits in communications, six (6) credits in humanities, six (6) credits in mathematics, six (6) credits in natural science and six (6) credits in social science. Please see the Associate in Arts program of study for the list of required general education courses.

GENERAL EDUCATION CORE COURSES

The following are SJR State's general education core course offerings. Degree-seeking students must complete at least one course from each of the five areas. Consult your specific program of study to determine if any specific courses are required for your degree. ***A minimum grade of "C" is required in each communications, humanities and mathematics course for general education credit.***

COMMUNICATIONS:

ENC	1101	Composition I

HUMANITIES:

HUM	2020	Introduction to Humanities
ARH	1000	Art Appreciation
MUL	1010	Music Appreciation
PHI	2010	Introduction to Philosophy
THE	1000	Theater Appreciation

MATHEMATICS:

MAC	1105	College Algebra
MAC	2311	Analytic Geometry and Calculus I
MGF	1130	Mathematical Thinking
STA	2023	Elementary Statistics

NATURAL SCIENCE:

AST	1002	Introduction to Astronomy
BSC	1005	Introduction to Biology
BSC	2010	General Biology I
BSC	2085	Human Anatomy and Physiology I
CHM	1020	Introduction to Chemistry
CHM	1045	General Chemistry I
ESC	1000	Earth and Space Science
EVR	1001C	Introduction to Environmental Science and Lab
PHY	1020	Introduction to Physics
PHY	1053	General Physics I
PHY	2048	Physics I with Calculus

SOCIAL SCIENCE:

AMH	2010	United States History to 1877
AMH	2020	United States History Since 1877
ANT	2000	General Anthropology
ECO	2013	Macroeconomics
POS	1041	United States Federal Government
PSY	2012	General Psychology

Degree-seeking students must complete AMH 2010, AMH 2020 or POS 1041 as part of the Civic Literacy Requirement. *See page 89.*

GENERAL EDUCATION INSTITUTIONAL COURSES

The following are SJR State's general education institutional course offerings. Consult your specific program of study to determine which courses are required for your degree. ***A minimum grade of "C" is required in each communications, humanities, and mathematics course for general education credit.***

COMMUNICATIONS:

ENC	1102	Composition II
AML	2010	American Literature I
AML	2020	American Literature II
AML	2601	African-American Literature I
ENL	2012	English Literature I
ENL	2022	English Literature II
ENL	2330	Introduction to Shakespeare
LIT	2182	Modern Irish Literature
LIT	2380	Literature by Women

HUMANITIES:

ARH	2050	Art History I
ARH	2051	Art History II
DAN	2100	Survey of Dance
HUM	2220	Greek and Roman Humanities
HUM	2223	Late Roman and Medieval Humanities
HUM	2232	Renaissance and Baroque Humanities
HUM	2234	Enlightenment and Romanticism Humanities
HUM	2250	20th Century Humanities
HUM	2310	Mythology in Art, Literature, and Music
MUH	2110	Songs for the Dead: An Introduction to Music History and Literature
MUH	2112	Music History
PHI	2630	Contemporary Ethics
THE	1020	Introduction to Theater History

MATHEMATICS:

MAC	1147	Precalculus
MAC	2233	Survey of Calculus
MAC	2312	Analytic Geometry and Calculus II
MAC	2313	Analytic Geometry and Calculus III
MAP	2302	Elementary Differential Equations
MGF	1131	Mathematics in Context

NATURAL SCIENCE:

BSC	1003	Microbes in Society
BSC	1020C	Human Biology and Laboratory
BSC	2011	General Biology II
BSC	2086	Human Anatomy and Physiology II
CHM	1032	Principles of General Chemistry
CHM	1046	General Chemistry II
MCB	2010	Microbiology
OCB	1000	Marine Biology
PHY	1054	General Physics II
PHY	2049	Physics II with Calculus
ZOO	2010	Zoology

SOCIAL SCIENCE:

DEP	2004	Human Growth and Development
ECO	2023	Microeconomics
POS	1112	State and Local Government
SYG	1000	Introduction to Sociology
SYG	1430	Marriage and the Family
WOH	1012	World Civilization to 1600
WOH	1022	World Civilization Since 1600

ACADEMIC PATHWAYS:

SLS	1122	Academic Pathways for College Success
IDS	1110	Honors Explorations

AA Transfer and baccalaureate students who have completed more than 30 credits with a GPA of 2.5 or higher at the time of transfer are exempt from the Academic Pathways General Education requirement and may choose any college credit course selected from communications, humanities, mathematics, natural science, or social science.

The Honors Program at St. Johns River State College offers outstanding and motivated students the opportunity to enhance their educational experiences. Students will encounter challenging courses outside the format and expectations of traditional classes. Honors courses offer a different approach to teaching and learning. Through special sections of selected general education courses, the program provides participants an intellectually stimulating academic experience, stressing the development of critical thinking skills, to help prepare students for advanced study in university coursework. The program also offers faculty the opportunity to develop new courses for honors students.

Honors students may have opportunities to participate in activities not usually available in regular sections of these courses. Honors students will be challenged to accept their ethical responsibilities, which include leadership and service to others.

ADMISSION REQUIREMENTS

- First Time in College, High School Graduates
  Unweighted cumulative high school GPA of 3.5, or an ACT composite score of 26 or higher or combined math and critical reading SAT of 1170 or higher

AND

be "college ready" in the areas of English, reading, and mathematics; that is, the students do not have to take any developmental education courses.

- Current St. Johns River State College and Transfer Students
  A minimum 3.5 cumulative college GPA with a minimum of 9 college-level credit hours

AND

be "college ready" in the areas of English, reading, and mathematics

- Dual Enrollment/Early College Program Students
  Dual enrollment students must be "college ready" in the areas of English, reading, and mathematics; be recommended for participation by their high school principal or designee; have permission of the dual enrollment director; and meet one of the following requirements **EITHER:**
  a. First time in college Dual Enrollment students: Unweighted cumulative high school GPA of 3.5, or an ACT composite score of 26 or higher or combined SAT of 1170 or higher

OR

b. Current SJR State Dual Enrollment or Dual Enrollment transfer students: A minimum cumulative 3.5 college GPA with a minimum of 9 college-level credit hours

HONORS PROGRAM REQUIREMENTS

To complete the honors program and receive graduation and transcript recognition, the student must complete the 3 credit course IDS 1110 Honors Explorations in addition to 9 other credit hours of honors coursework and perform 40 hours of community service which should involve general community service and service to the College community.

HONORS COURSEWORK

IDS 1110 Honors Explorations is a required course and is taken as an honor student's first course in the Honors Program. Students may take IDS 1110 simultaneously with other honors courses during the same term.

IDS 1110 Honors Explorations: This course teaches the nature of knowledge acquisition throughout the general education curriculum. The course is taught by honors faculty and draws its interdisciplinary content from the fields of communications, social sciences, humanities, and natural sciences/mathematics. The fundamental goal of the course is to help students appreciate the interconnectedness of knowledge across the entire range of academic disciplines while integrating skills for success in both college and the professional world. Required as an orientation course for all students entering the Honors Program. Enrollment requires acceptance into the Honors Program.

In addition to IDS 1110 Honors Explorations, students will choose a minimum of 9 other credit hours of honors coursework from the list below:

AMH	2010	Honors United States History to 1877
AMH	2020	Honors United States History since 1877
AML	2010	Honors American Literature I
AML	2020	Honors American Literature II
AML	2601	Honors African-American Literature I
ARH	2050	Honors Art History I
ARH	2051	Honors Art History II
BSC	2010	Honors General Biology I
BSC	2010L	Honors Laboratory for General Biology I
BSC	2011	Honors General Biology II
BSC	2011L	Honors Laboratory for General Biology II
BSC	2085	Honors Human Anatomy and Physiology I
BSC	2085L	Honors Human Anatomy and Physiology I Lab
BSC	2086	Honors Human Anatomy and Physiology II
BSC	2086L	Honors Human Anatomy and Physiology II Lab
CHM	1045	Honors General Chemistry I
CHM	1045L	Honors General Chemistry I Lab
CHM	1046	Honors General Chemistry II
CHM	1046L	Honors Laboratory for General Chemistry II
DEP	2004	Honors Human Growth and Development
ECO	2013	Honors Macroeconomics
ECO	2023	Honors Microeconomics
ENC	1101	Honors Composition I
ENC	1102	Honors Composition II
ENL	2012	Honors English Literature I
ENL	2022	Honors English Literature II
ENL	2330	Honors Introduction to Shakespeare
HUM	2020	Honors Introduction to Humanities
HUM	2220	Honors Greek and Roman Humanities
HUM	2223	Honors Late Roman and Medieval Humanities
HUM	2232	Honors Renaissance and Baroque Humanities
HUM	2234	Honors Enlightenment and Romanticism Humanities
HUM	2250	Honors 20th Century Humanities
HUM	2310	Honors Mythology in Art, Literature, and Music
LIT	2182	Honors Modern Irish Literature
LIT	2380	Honors Literature by Women
MAC	1147	Honors Precalculus
MAC	2311	Honors Analytic Geometry and Calculus I
MAC	2312	Honors Analytic Geometry and Calculus II
MAC	2313	Honors Analytic Geometry and Calculus III
MCB	2010	Honors Microbiology
MCB	2010L	Honors Microbiology Lab
MUH	2112	Honors Music History
PHI	2630	Honors Contemporary Ethics
PHY	1053	Honors General Physics I
PHY	1053L	Honors Laboratory for General Physics I
PHY	1054	Honors General Physics II
PHY	1054L	Honors Laboratory for General Physics II
PHY	2048	Honors Physics I with Calculus
PHY	2048L	Honors Laboratory for Physics I with Calculus
PHY	2049	Honors Physics II with Calculus
PHY	2049L	Honors Laboratory for Physics II with Calculus

POS	1041	Honors United States Federal Government
PSY	2012	Honors General Psychology
STA	2023	Honors Elementary Statistics
SYG	1000	Honors Introduction to Sociology
WOH	1012	Honors World Civilization to 1600
WOH	1022	Honors World Civilization Since 1600

COMMUNITY SERVICE

For successful completion of the Honors Program, students are required to complete 40 hours of community service. This can be done as part of the IDS course, although students may need to fulfill additional hours beyond what is completed during the IDS course. Students may choose community service based upon their career goals or interest areas, or as part of club participation while attending SJR State. Documentation for community service hours needs to be turned in to the Office of Arts and Sciences.

CONTINUOUS ENROLLMENT IN HONORS PROGRAM

Students will need to maintain a 3.5 or above GPA to remain in the Honors Program. Students will need to reapply for the Honors Program if their GPA drops below 3.5 or if they have a break in enrollment of two years or more.

For more information about SJR State's Honors Program, please visit the Honors website at SJRstate.edu/honors or contact the Office of Arts and Sciences at (386) 312-4067

FUNDAMENTALS OF WRITTEN COMMUNICATION BADGE

Effective written communication is the ability to communicate ideas, information, and perspectives clearly, adapting a message to different audiences and situations, and using the appropriate style to convey meaning in various written contexts.

The digital badge will be awarded automatically upon completion of ENC 1101 or a course for which ENC 1101 is a prerequisite with a grade "C" or better.

The digital badge may also be rewarded to students who receive transcripted credit for the course(s) via credit-by-exam.

Digital badges will be indicated on a student's record via the Florida Automated System for Transferring Educational Records (FASTER).

Learning Outcomes

By completing the course associated with this badge, students will demonstrate information literacy, comprehension of written material, and conveying information in writing for a variety of rhetorical purposes and audiences. Some of the learning outcomes associated with the college course that results in this badge include:

- Examining and analyzing written material.
- Synthesizing information and ideas.
- Developing content relevant to the purpose.
- Demonstrating the ability to write to a specific audience.
- Presenting a perspective informed by research and critical thinking.
- Revising written communication based on feedback.

Importance in Workplace

- Enhances an employee's ability to interpret and evaluate a wide variety of written material.
- Promotes research, critical thinking, and problem solving.
- Advances the development of clearly written material relevant to the intent.
- Enhances the use of appropriate language for the intended audience.
- Increases the competent, effective, and responsible use of information.

For more information about Digital Badges, visit or contact your local campus Advising office.

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ST. JOHNS RIVER STATE COLLEGE

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*These programs do not qualify for federal or state forms of financial aid. Students in program codes: 0208, 0350, 2125 or 2155 who are taking prerequisites to apply to a limited access program are not considered to be in a degree granting program and therefore are not eligible for either federal or state forms of financial aid. However, students admitted to 0298, 0299, 0351, 2126 or 2156 are eligible to apply for federal and state financial aid. Additionally, certain college credit certificate programs may not be eligible for federal or state forms of financial aid. Please see the Financial Aid office for clarification.

ASSOCIATE IN ARTS

ST. JOHNS RIVER STATE COLLEGE

ASSOCIATE IN ARTS

The Associate in Arts in the legally recognized transfer degree for the Florida College System and is specifically designed for a student who wishes to transfer into the State University System of Florida as a university junior.

The Associate in Arts degree is the legally recognized transfer degree for the Florida College System and is specifically designed for the student who wishes to transfer into the State University System of Florida as a university junior.

To receive the A.A. degree, a student must complete a minimum of 60 college-level credit hours. The 60 hours must include the 36 credit hours of general education requirements and 24 hours of university transfer program prerequisites/electives. In addition to the credit hour requirement listed above, the student must:

1. Earn a cumulative grade point average (GPA) of at least 2.0 in all courses attempted that apply toward the A.A. degree;
2. Complete a minimum of 15 credit hours required for the degree at St. Johns River State College;
3. Satisfy the writing requirements of SBE Rule 6A-10.030 (Gordon Rule) by successfully completing at least 12 hours of courses requiring multiple college-level writing assignments;
4. Satisfy the mathematics requirements of SBE Rule 6A-10.030 by successfully completing at least 6 hours of courses at the level of College Algebra or higher;
5. Complete and submit an application for graduation by the deadline listed in the College calendar;
6. Fulfill all financial obligations to the College.

While the College does not offer the Associate in Arts degree in any "major," with proper planning of coursework students can complete the degree and many prerequisite courses necessary for admission to a variety of degree programs within the State University System. Each possible transfer major has a distinct listing of common prerequisite courses. Talk with your SJR State advisor about common prerequisites, and check the baccalaureate program website at the specific institution where you plan to transfer for additional important information about required prerequisite courses for your intended major.

ARTICULATION AGREEMENT AND ADMISSION TO THE STATE UNIVERSITY SYSTEM

Associate in Arts degree graduates are guaranteed certain rights under Florida Statute 1007.23 that establishes the statewide articulation agreement. This agreement governs the transfer of students from Florida College System institutions into the State University System and specifically addresses admission to the university and admission to specific programs within the university.

The articulation agreement designates the Associate in Arts degree as the transfer degree. In doing so, the agreement specifically guarantees that:

1. The degree holder will be granted admission to one of the state universities.
2. The graduate will be awarded at least 60 credit hours toward the baccalaureate degree.
3. Once a student has completed the general education requirement and it is noted on his transcript (regardless of whether an Associate in Arts degree is awarded), no state university or state college to which the student may transfer can require additional courses to the general education core.
4. When transferring among institutions participating in the Statewide Course Numbering System, an institution must accept all courses taken at the transfer institution if the same course with the same course number is offered at the receiving institution.
5. Credits earned through acceleration mechanisms (CLEP, dual enrollment, etc.) within the Associate in Arts degree will be transferable to the State University System.

Students seeking admission to a state university without the Associate in Arts degree are not protected by the articulation agreement and may be denied admission or lose credit hours when transferring. In most cases, these students must meet freshman admission requirements.

Additional transfer agreements exist between SJR State and universities for several Associate in Science degree programs. Students seeking admission to those programs are protected under the articulation agreements.

ADMISSION TO A PROGRAM WITHIN A STATE UNIVERSITY

The university determines the courses and prerequisites that must be taken in order to earn a baccalaureate degree for a specific program. Although all credit earned toward an Associate in Arts degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a specific baccalaureate degree. Therefore, it is important to know the program requirements and to meet program prerequisites while completing the Associate in Arts degree. Talk with your SJR State advisor about common prerequisites, and check the baccalaureate program website at the specific institution where you plan to transfer for additional important information about required prerequisite courses for your intended major.

LIMITED ACCESS PROGRAMS

Limited access programs within the State University System are programs that have additional admission requirements that are more restrictive than the university's general admission requirements. The requirements may include minimum grade point averages, test scores, prerequisite courses, auditions, or portfolios.

Associate in Arts degree graduates are not guaranteed admission into limited access programs, but under the articulation agreement they are guaranteed the same opportunity as a native university student to enroll in a limited access program. Limited access program requirements are published in catalogs, counseling manuals, and other publications. Any changes in program requirements must include sufficient time for students to adjust to meet the program criteria.

RIGHT OF APPEAL

Should a student be denied any of these guarantees, he has the right to file an appeal. Each State University and Florida College System institution has established appeal procedures. Students may contact the State University or Florida College System institution articulation officer for a copy of these procedures.

PHYSICAL EDUCATION COURSES

Associate in Arts degree students should not use physical education activity courses as elective credit to fulfill the 60 credit hour requirement unless they wish to enter a program within the State University System that specifically requires such courses.

GORDON RULE REQUIREMENTS

This rule applies to all students prior to receipt of an Associate in Arts degree from a public Florida College System institution or university or prior to entry into upper division of a public university.

For the purpose of this rule, a grade of "C" or better shall be considered successful completion for all courses that meet Gordon Rule requirements.

In accordance with Florida State Board of Education Rule Number 6A-10.030, all students must successfully complete at least 12 hours of courses requiring multiple college-level writing assignments. Students at SJR State may meet this requirement through the completion of ENC 1101, ENC 1102, any one of the designated Gordon Rule literature courses, and any one of the designated Gordon Rule humanities courses.

The Gordon Rule also requires all students enrolling in any college for the first time on or after January 1, 1983, to complete satisfactorily a minimum of six semester hours of mathematics. These mathematics courses must be at the College Algebra level or higher.

FOREIGN LANGUAGE REQUIREMENT

The Foreign Language Competency requirement can be met by completion of two years of the same high school foreign language or completion of two semesters of the same college level foreign language or documented proficiency of a foreign language. If you did not complete two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to complete two semesters of the same college level foreign language in order to graduate with your Associate in Arts degree. These foreign language credits will count towards your required general education elective and/or baccalaureate transfer program prerequisites/elective credit hours. Please check with your Academic Advisor or Workforce Outreach and Success Coordinator if you are unsure whether you already meet this requirement.

Native speakers of languages other than English may petition to waive the foreign language coursework requirement.

Native speakers who are able to demonstrate they completed part of their education in a non-English educational system should complete and submit the foreign language coursework waiver petition with proof of enrollment in a foreign language school in which the language of instruction was not English for a specific, prolonged period of concurrent academic years, generally to include at a minimum the completion of at least three years of formal schooling. Additional documentation may be requested at the discretion of the Vice President for Academic Affairs.

Native speakers without proof of foreign education have the following options:

- If the language is currently offered by St. Johns River State College, the student may petition to complete a campus-based proficiency examination by a qualified SJR State foreign language faculty member.

- If the language is not currently offered by St. Johns River State College and there are therefore no faculty on staff who can evaluate that language, students have several options:

- submit proof of proficiency in the language through a recognized, standardized test such as CLEP:
- provide alternative documentation concerning their language proficiency to be approved at the discretion of the Vice President for Academic Affairs, or
- complete the foreign language requirement in another language.

For more information or a copy of the foreign language coursework waiver petition, please see your academic advisor.

CIVIC LITERACY REQUIREMENT

Associate in Arts students initially entering a Florida College System institution fall semester 2021 or thereafter must demonstrate competency in civic literacy, to include demonstration of the following competencies:

- Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
- An understanding of the United States Constitution and its application;
- Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
- An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

Demonstrating competency of civic literacy is met by both earning credit for one of the approved courses and passing one of the approved assessments prior to graduation:

- Approved Courses:
  - POS 1041 United States Federal Government
  - AMH 2010 United States History to 1877
  - AMH 2020 United States History Since 1877
  - AP Government and Politics: United States (minimum score 3)
  - AP United States History (minimum score 4)
  - CLEP: American Government (minimum score 50)
  - CLEP: History of the United States I (minimum score 50)

- Approved Assessments:
  - AP Government and Politics: United States (minimum score 3)
  - AP United States History (minimum score 4)
  - CLEP: American Government (minimum score 50)
  - CLEP: History of the United States I (minimum score 50)
  - Civic Literacy Assessment administered in Florida high schools in US Government course (must appear on high school transcript)
  - Florida Civic Literacy Test (administered by SJR State Testing Department)

Completion of an approved course does not waive the requirement of successfully passing one of the approved assessments, nor does successfully passing one of the approved assessments waive the requirement of successfully passing the approved course, with the following exception: the indicated minimum score on the AP Government and Politics: United States; AP US History; CLEP American Government; or CLEP United States History I assessment meets both the civic literacy course and the civic literacy assessment requirements.

GRADUATION REQUIREMENTS

In order to be awarded an Associate in Arts degree, students must meet the following requirements:

1. Earn a minimum overall grade point average of 2.0 as of the last day of the term applied;
2. Complete the required courses set forth in the college catalog;
3. Complete all general education requirements, choosing baccalaureate transfer program prerequisite course and

earning a grade of "C" or higher for all courses meeting the area requirements in communications, humanities, and mathematics;

4. Complete a minimum 25% of all credit hours required for graduation through SJR State;
5. Pay all fees and discharge all other obligations to the College;
6. File an application for degree conferral by the date specified in the academic calendar.

This program is designed for students who wish to transfer to a university to earn a baccalaureate degree. The Associate in Arts degree is the legally recognized transfer degree for the Florida College System and is specifically designed for the student who wishes to transfer into the State University System of Florida as a junior. Although there are no "majors" in the Associate in Arts degree, with proper planning of coursework, students can complete the A.A. degree and transfer specific courses necessary for admission to a variety of degree programs within the State University System. For more information, see your SJR State Advisor.

COMMUNICATIONS (9 CREDIT HOURS): 9

ENC	1101	Composition I
ENC	1102	Composition II

And choose one of the following courses:

AML	2010	American Literature I
AML	2020	American Literature II
AML	2601	African-American Literature I
ENL	2012	English Literature I
ENL	2022	English Literature II
ENL	2330	Introduction to Shakespeare
LIT	2182	Modern Irish Literature
LIT	2380	Literature by Women

A minimum grade of "C" in each communications course is required for general education credit.

HUMANITIES (6 CREDIT HOURS): 6

HUM 2020 Introduction to Humanities

And choose one of the following courses:

ARH	1000	Art Appreciation
ARH	2050	Art History I
ARH	2051	Art History II
DAN	2100	Survey of Dance
HUM	2220	Greek and Roman Humanities
HUM	2223	Late Roman and Medieval Humanities
HUM	2232	Renaissance and Baroque Humanities
HUM	2234	Enlightenment and Romanticism Humanities
HUM	2250	20th Century Humanities
HUM	2310	Mythology in Art, Literature, and Music
MUH	2110	Songs for the Dead: An Introduction to Music History and Literature
MUH	2112	Music History
MUL	1010	Music Appreciation
PHI	2010	Introduction to Philosophy
PHI	2630	Contemporary Ethics
THE	1000	Theater Appreciation
THE	1020	Introduction to Theater History

A minimum grade of "C" in each humanities course is required for general education credit.

MATHEMATICS (6 CREDIT HOURS): 6

Course selection should be transfer specific.

Choose one mathematics course from the following list:

MAC	1105	College Algebra
MAC	2311	Analytic Geometry and Calculus I
MGF	1130	Mathematical Thinking
STA	2023	Elementary Statistics

Choose a second mathematics course from the above list or any mathematics course from the following list:

MAC	1147	Precalculus
MAC	2233	Survey of Calculus
MAC	2312	Analytic Geometry and Calculus II
MAC	2313	Analytic Geometry and Calculus III
MAP	2302	Elementary Differential Equations
MGF	1131	Mathematics in Context

A minimum grade of "C" in each mathematics course is required for general education credit.

NATURAL SCIENCE (6 CREDIT HOURS): 6

Course selection should be transfer specific. With the exception of CHM 1020, ESC 1001, EVR 1001C, PHY 1020, BSC 1003 and BSC 1020C, General Education Natural Science courses have a corequisite laboratory.

Choose one natural science course from the following list (with certain exceptions indicated with * or **):

AST	1002	Introduction to Astronomy
BSC	1005*	Introduction to Biology
BSC	2010*	General Biology I
BSC	2085**	Human Anatomy and Physiology I
CHM	1020	Introduction to Chemistry
CHM	1045	General Chemistry I
ESC	1000	Earth and Space Science
EVR	1001C	Introduction to Environmental Science and Laboratory

PHY	1020	Introduction to Physics
PHY	1053	General Physics I
PHY	2048	Physics I with Calculus

Choose a second natural science course from the above list or any natural science course from the following list (with certain exceptions indicated with * or **):

BSC	1003	Microbes and Society
BSC	1020C**	Human Biology and Laboratory
BSC	2011	General Biology II
BSC	2086	Human Anatomy and Physiology II
CHM	1032	Principles of General Chemistry
CHM	1046	General Chemistry II
MCB	2010	Microbiology
OCB	1000	Marine Biology
PHY	1054	General Physics II
PHY	2049	Physics II with Calculus
ZOO	2010	Zoology

* Choice of either BSC 1005 or BSC 2010, but not both.
** Choice of either BSC 1020C or BSC 2085, but not both.

SOCIAL SCIENCE (6 CREDIT HOURS): 6

Course selection should be transfer specific.

Choose one social science course from the following list:

AMH	2010	United States History to 1877
AMH	2020	U.S. History Since 1877
POS	1041	United States Federal Government

Choose a second social science course from the above list or any social science course from the following list:

ANT	2000	General Anthropology
DEP	2004	Human Growth and Development
ECO	2013	Macroeconomics
ECO	2023	Microeconomics
POS	1112	State and Local Government
PSY	2012	General Psychology
SYG	1000	Introduction to Sociology
SYG	1430	Marriage and Family
WOH	1012	World Civilization to 1600
WOH	1022	World Civilization Since 1600

ACADEMIC PATHWAYS (3 CREDIT HOURS): 3

Choose one of the following courses:

SLS	1122	Academic Pathways for College Success
IDS	1110	Honors Exploration

AA Transfer and baccalaureate students who have completed more than 30 credits with a GPA of 2.5 or higher at the time of transfer are exempt from the Academic Pathways General Education requirement and may choose any college credit course selected from communications, humanities, mathematics, natural science, or social science.

BACCALAUREATE TRANSFER PROGRAM PREREQUISITES (24 CREDIT HOURS)

Choose 24 credit hours of baccalaureate transfer program prerequisites from the courses marked with "◆" in the course description section of this Catalog. Choose your transfer-specific courses carefully, using these credit hours to satisfy the program prerequisites or course requirements for the specific baccalaureate degree into which you plan to articulate. Talk with your SJR State advisor about common prerequisites, and check the baccalaureate program website at the specific institution where you plan to transfer for additional important information about required prerequisite courses for your intended major.

TOTAL CREDIT HOURS 60

ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATE PROGRAMS

ST. JOHNS RIVER STATE COLLEGE

ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATE PROGRAMS

SJR State offers a comprehensive series of programs designed to fulfill the educational needs of the community. Communication with employers in business, industry, and government agencies ensures the creation of programs and courses to prepare today's adults for the world of work.

ASSOCIATE IN SCIENCE DEGREES

The following programs are two-year programs for students who are planning to enter a chosen career at the semi-professional level upon completion of the course of study listed in this section of the catalog:

- Accounting Technology
- Acting
- Business Administration
- Computer Programming and Analysis
- Criminal Justice Technology
  - Corrections Track
  - Law Enforcement Track
- Dance Studies/Dance Performance
- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Engineering Technology
- Health Information Technology
- Health Services Management
- Medical Office Administration
- Musical Theater
- Network Systems Technology
- Nursing
- Nursing: LPN Bridge to ASN
- Paralegal Studies
- Radiologic Technology
- Respiratory Care
- Stage Management
- Theater Technology
- Visual Art
  - Studio Art
  - Graphic Design/New Media
  - Photography
  - Animation

The A.S. degree program encompasses courses in two basic areas. One area is specialized courses, which provide specific training in a program of study. The second major area of courses is general education. General education courses are designed to help develop a well-rounded individual and enhance employment potential.

CIVIC LITERACY REQUIREMENT

In addition, A.S. degree seeking students initially entering a Florida College System institution fall semester 2022 or thereafter must satisfy the Civic Literacy requirements as laid out in Florida Department of Education Rule 6A-10.02413 (see page 89).

GRADUATION REQUIREMENTS

In order to be awarded the A.S. degree, students must meet the following requirements:

1. *Earn a minimum overall grade point average of 2.0;
2. *Complete the required courses as set forth in the college catalog or as approved by the program director;
3. *Complete a minimum 25% of all credit hours required for graduation through SJR State;
4. Pay all fees and discharge all other obligations to the College;
5. File an application for degree conferral by the date specified in the academic calendar.

* College Initiated Degree Conferral Policy: When a student has met these three requirements, conferral of the degree will be indicated on the student record. Students will be notified of this status in advance and will be provided the opportunity to be excluded or to apply for a diploma.

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Students who change their program of study or who re-enter after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, must submit a catalog year petition change form through an advisor and be approved by the appropriate vice president.

COLLEGE CREDIT CERTIFICATE

The college credit certificate programs are designed to prepare students for immediate entry into a career in the workforce. These programs are approximately one year in length and are an intermediate step toward an Associate in Science degree in a particular area of study. A college credit certificate consists primarily of specialized courses in the areas below.

Accounting Technology Management
Accounting Technology Operations
Accounting Technology Specialist
Business Management
Business Operations
Business Specialist
Criminal Justice Technology Specialist
Emergency Medical Technician
Engineering Technology Support Specialist
Health Care Services Specialist
Homeland Security Specialist
Mechatronics
Network Infrastructure - CISCO
Network Security
Network Server Administration
Office Management - Medical Office
Paramedic
Risk Management and Insurance Management
Risk Management and Insurance Operations
Robotics and Simulation Technician
Stage Technology

Corequisites, prerequisites, and advisor recommended courses such as SLS 1122 may be considered a "part" of the program of study even though the courses may not be listed in the program description in the catalog. Corequisites and prerequisites may be required to advance to the next academic level, and SLS 1122 may be needed to better assure academic success.

GRADUATION REQUIREMENTS

In order to be awarded a college credit certificate, students must meet the following requirements:

1. *Earn a minimum overall grade point average of 2.0;
2. *Complete the required courses as set forth in the college catalog or as approved by the program director;
3. *Complete a minimum 25% of all credit hours required for graduation through SJR State;
4. Pay all fees and discharge all other obligations to the College;
5. File an application for degree by the date specified in the academic calendar.

* College Initiated College Credit Certificate Conferral Policy: When a student has met these three requirements, conferral of the certificate will be indicated on the student record. Students will be notified of this status in advance, and will be provided the opportunity to be excluded or to apply for a diploma.

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred, the current catalog, or the same catalog as their A.S. degree. Students who change their program of study or who re-enter after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, must submit a catalog year petition change form through an advisor and be approved by the appropriate vice president.

POSTSECONDARY JOB TRAINING

St. Johns River State College offers several postsecondary training programs that prepare students for entry into a given career or vocation. Each of the following programs prepares students for a specific occupation or one of a cluster of related occupations:

- Correctional Officer
  - Cross-Over Training to Florida Law Enforcement Academy
- Correctional Probation Officer
  - Cross-Over Training to Florida Corrections Academy
  - Cross-Over Training to Florida Law Enforcement Academy
- Florida Corrections Officer Academy
- Florida Law Enforcement Officer Academy
- Law Enforcement Officer
  - Cross-Over Training to Florida CMS Correctional Basic Recruit Training Program
- Medical Assisting
- Nursing Assistant
- Practical Nursing

To complete a program, students must demonstrate that they have mastered specific job-related performance requirements. These are not college credit programs. Students who complete these programs will earn vocational credit.

Corequisites, prerequisites, and advisor recommended courses such as SLS 1122 may be considered a "part" of the program of study even though the courses may not be listed in the program description in the catalog. Corequisites and prerequisites may be required to advance to the next academic level, and SLS 1122 may be needed to better assure academic success.

ENROLLMENT VERIFICATION

Students requesting enrollment certification for educational benefits must be admitted to and be enrolled in a vocational program. The minimum attendance requirement may vary by program and agency.

ADMISSION

A Career Certificate (CC) prepares students for entry into a given career or vocation. To be admitted to SJR State as a Career Certificate seeking student, an applicant must meet the following requirements:

1. Be at least 16 years of age; furnish proof if asked;
2. Submit a completed SJR State application and, unless waived or exempt, the application fee;
3. Submit application for appropriate CC program;
4. Complete admissions testing, if required; and
5. If required, one of the following:
   - copy of a standard high school diploma; 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; or
   - a home education program meeting the requirements of F.S. 1002.41

BASIC SKILLS REQUIREMENTS FOR POSTSECONDARY CAREER CERTIFICATE EDUCATION PROGRAMS

Students enrolled into a career certificate program consisting of 450 hours or more are required to complete an entry-level basic skills examination after admission into the program and within the first six (6) weeks from the start of the term, unless they meet one of the exemptions. St. Johns River State College administers the Test of Adult Basic Education (TABE) Forms 11 and 12, to assess student mastery of basic skills in the subject areas of reading, language and mathematics. Rule 6A-10.040

EXEMPTIONS

The following students are exempt from the basic skills examination requirement and the designated program administrator must receive an official copy of the degree, transcript, or test score in order to allow any of these exemptions;

(a) One who possesses a college degree at the associate in applied science level or higher.

(b) One who demonstrates readiness for public postsecondary education pursuant to Rule 6A-10.0315, F.A.C.

(c) One who passes a state, national or industry certification or licensure examination related to their career certificate program and identified in the "Basic Skills Licensure Exemption List." The Basic Skills Licensure Exemption List may be requested from the Department of Education, Division of Career and Adult Education, 325 West Gaines Street, Tallahassee, FL 32399-0400.

(d) An adult student enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446, F.S.

(e) A candidate entering a law enforcement officer basic recruit training program, if he or she is a veteran as defined in Section 1.01(14), F.S., or holds an associate degree or higher from an accredited college or university.

No student is exempt from basic skills requirements because of language deficiencies. Adult English language learners shall be given English language instruction and remediation in basic skills as needed to improve proficiency. Rule 6A-6.09091

REMEDIATION

Non-exempt students who do not meet the required minimum level of basic skills will be provided with instruction specifically designed to strengthen the area(s) of deficiency prior to TABE retesting. No student shall be awarded a career certificate of completion until the student achieves the minimum level of basic skills required for that program by the Department of Education.

A student with a documented, qualifying disability as defined in Florida Statute S. 1004.02 (06), F.S., that substantially interferes with the ability to achieve the minimum TABE grade level/scale score, may request to be exempt from meeting the career basic skills exit requirements for completion of a career certificate program. The student must attempt the TABE on at least two occasions (entry/exit) and complete remediation hours.

ALLIED HEALTH

ST. JOHNS RIVER STATE COLLEGE

ALLIED HEALTH

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY

EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL TECHNICIAN

HEALTH INFORMATION TECHNOLOGY

HEALTH SERVICES MANAGEMENT

HEALTH CARE SERVICES SPECIALIST

MEDICAL ASSISTING

MEDICAL OFFICE ADMINISTRATION

OFFICE MANAGEMENT - MEDICAL OFFICE

PARAMEDIC

RADIOLOGIC TECHNOLOGY

RESPIRATORY CARE

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY (2135/2136)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students for employment as diagnostic medical sonographers. The content includes but is not limited to anatomy, physiology, and pathology of the abdominal, pelvic, and urogenital structures; physics; instrumentation; equipment standards; biological effect of ultrasound, patient care; clinical medicine; applications and limitations of ultrasound; related diagnostic procedures; image evaluation; administration; first aid and cardiopulmonary resuscitation; employability skills; leadership and human relations skills; health and safety.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

PROGRAM MISSION STATEMENT

The mission of the Diagnostic Medical Sonography Technology program is designed to provide an education which encompasses all the skills necessary for employment as entry level diagnostic medical sonographers.

PROGRAM GOAL

The goal of the Diagnostic Medical Sonography Technology program at St. Johns River State College is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in the abdominal sonography – extended and vascular sonography.

The Diagnostic Medical Sonography Technology core courses (four semesters without prerequisites) will be offered on the Orange Park campus with clinical experiences throughout the tri-county service area of SJR State and beyond. A student must earn a grade of "C" or higher in all courses.

Note: Students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid.

ADMISSION REQUIREMENTS

The Diagnostic Medical Sonography Technology program is a limited-access program that begins in August of each year.
To apply for admission to the Diagnostic Medical Sonography Technology program, a student must have completed all of the following prior to the program application deadline:

1. Application process to SJR State.
2. Application to SJR State Diagnostic Medical Sonography Technology program by the advertised deadline. Applicants may apply April 1 – June 30 each year for fall enrollment.
3. Achieved satisfactory scores on college placement tests or have completed required college preparatory courses.
4. Successful completion (C minimum) of the following general education and Diagnostic Medical Sonography Technology related courses prior to the program application deadline.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	___	___	General Education Core Humanities	3
*	___	___	General Education Core Mathematics	3
+	PHY	1020	Introduction to Physics	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY RELATED COURSES:

^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
+^	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	HSC	1531	Medical Terminology	3

* Refer to A.S. degree general education core requirements on page 80.
\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

STUDENT SELECTION

The student selection process is based on the following point system: **(MAXIMUM POSSIBLE POINTS 150)**

1. **104 POSSIBLE POINTS AWARDED** – Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following formula:
   (A = 4 points, B = 3 points, C = 2 points; Letter grade value X credits = points assigned).
   Calculation example: student achieves a letter grade (B) in ENC 1101 X (3 credits) = 9 points
2. **15 POINTS AWARDED –** Residence in Clay, Putnam, or St. Johns counties, Florida.
3. **15 POSSIBLE POINTS AWARDED –** 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a B.A./B.S. degree; 15 points will be awarded if applicant has a M.A./M.S. degree.
4. **16 POSSIBLE POINTS AWARDED –** 2 points will be awarded for each prerequisite course in general education (Maxium 10 points) and other required prerequisite courses (Maxium 6 points). Note: Lab courses are not included in this point total.
5. **6 POSSIBLE POINTS AWARDED –** Completion of HSC 1004 with a grade of "C" or higher. Points will be awarded according to the following scale: A = 6, B = 4, C = 2.

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the earliest date and time the application was received from the applicants with the tied score.

FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:

1. Have a physical examination verifying acceptable health status for the program. Requirements for the physical are included on the form provided to each student admitted into the Diagnostic Medical Sonography Technology program.
2. All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and receive drug screen results. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen results. Additional random and scheduled drug screening may be required at any time during the program.
3. Attend the Diagnostic Medical Sonography Technology program orientation on the specified date.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	___	___	General Education Core Humanities	3
*	___	___	General Education Core Mathematics	3
+	PHY	1020	Introduction to Physics	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY RELATED COURSES:

^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
+^	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	HSC	1531	Medical Terminology	3

DEGREE SPECIFIC COURSES:

	SON	1000	Introduction to Sonography	3
^	SON	1111	Abdominal Sonography I	3
	SON	1111L	Abdominal Sonography I Lab	1
+^	SON	1112	Abdominal Sonography II	3
+	SON	1112L	Abdominal Sonography II Lab	1
	SON	1113	Sonographic Cross-Sectional Anatomy	2
+	SON	1121	Obstetrics/Gynecology Sonography I	3
+^	SON	1150	Neurosonology and Superficial Structures	2
+	SON	1150L	Neurosonology and Superficial Structures Lab	1

	SON	1211	Medical Sonography Physics I	3
+	SON	1804	Clinical Education I	3
+^	SON	2122	Obstetrics/Gynecology Sonography II	3
+	SON	2122L	Obstetrics/Gynecology Sonography II Lab	1
+^	SON	2171	Vascular Sonography I	3
+	SON	2171L	Vascular Sonography I Lab	1
+^	SON	2175	Vascular Sonography II	3
+	SON	2175L	Vascular Sonography II Lab	1
+	SON	2814	Clinical Education II	5
+	SON	2824	Clinical Education III	7
+	SON	2930	Special Topics	2

REQUIRED TOTAL CREDIT HOURS 77

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

EMERGENCY MEDICAL SERVICES (0085)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare paramedics to work in a management position in emergency medical services. Florida-certified paramedics who have completed a Florida-approved program and have passed the state licensure exam will be awarded 42 semester hours of college credit toward the Associate in Science degree upon completion of the requirements outlined below.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	___	___	General Education Core Humanities	3
*	___	___	General Education Core Mathematics	3
*	___	___	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

		Paramedic Certificate ◆	42
	CGS	1100	Microcomputer Applications Software	3
			Electives	13

ELECTIVES - CHOOSE FROM THE FOLLOWING:

	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
	ECO	2013	Macroeconomics	3
	HSC	1531	Medical Terminology	3
	MAN	2021	Principles of Management	3
			EMT Certificate ◆	12
		OR		
		EMS 1119	Emergency Medical Technician	6
		EMS 1119L	Emergency Medical Technician Lab	3
		EMS 1431	EMT Hospital/Field Experience	3

REQUIRED TOTAL CREDIT HOURS **73**

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

◆ Must meet FDOE statewide articulation requirements and show proof of current EMT or paramedic licensure

Note: Students articulating into the associate degree in EMS will not have credits applied for EMT/Paramedic state licensure until 18 credits (25%) of institution credit has been earned.

EMERGENCY MEDICAL TECHNICIAN (4085)

COLLEGE CREDIT CERTIFICATE

This is an instructional program that prepares students for employment as emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMTs in accordance with Chapter 64J of the Florida Administrative Code. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

ADMISSION REQUIREMENTS

The Emergency Medical Technician (EMT) program is a limited access program. To apply for admission to the EMT program, a student must have completed all of the following prior to the program application deadline:

1. Application process to SJR State;
2. Application to EMT program;
   Applicants may apply:
   April 1 - June 15 for fall enrollment
   August 1 - October 15 for spring enrollment
3. Must have an official high school diploma or GED; or dual enrollment EMT students must be 18 years of age and have met high school graduation requirements to be eligible for the certification exam.

STUDENT SELECTION

To be considered for admission, the student should be cleared by Admissions/Records indicating that all external college transcripts and high school diplomas have been received and the student has a complete admission file.

POST-ADMISSION REQUIREMENTS

Following acceptance into the program, EMT students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the EMT program.

1. All students are asked to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the application ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Attend a EMT student orientation on the specified date.
3. Have an annual physical examination verifying acceptable health status and completing all the requirements for the EMT program. Requirements for the physical are included on the form provided to each student after admission to the EMT program.

PROGRAM SPECIFIC COURSES:

EMS	1119	Emergency Medical Technician	6
EMS	1119L	Emergency Medical Technician Lab	3
EMS	1431	EMT Hospital/Field Experience	3

REQUIRED TOTAL CREDIT HOURS **12**

A student must earn a grade of "C" or better in all courses required in the program.

HEALTH INFORMATION TECHNOLOGY (0350/0351)

ASSOCIATE IN SCIENCE DEGREE

The Registered Health Information Technician (RHIT) Associate in Science program emphasizes skills in health data collection, quality, monitoring, and adhering to legal and regulatory standards.

These technicians serve as medical coders, clinical data specialists, data quality managers, and information security officers. They hold supervisor, manager, and director positions in health care settings across the continuum of the health care industry.

Courses include design and implementation of systems for the collection of complete and accurate health records on each patient and the processing, storage, retrieval, security and release of health information and statistics in a timely manner for appropriate uses.

Students are instructed in regulatory compliance, performance improvement, quality assurance, utilization review, risk management, and departmental management.

The program consists of 70 semester hours of general education and health information technology core courses.

The HIT program is accredited through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students are eligible to sit for the national certification credentialing exam to become Registered Health Information Technicians (RHIT) after completion of the program or during their last semester with approval from the director for early testing. The RHIT exam is a national certification offered through the American Health Information Management Association (AHIMA).

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

PROGRAM MISSION STATEMENT

The mission of the Health Information Technology program at St. Johns River State College is to provide an excellent educational experience, produce graduates with the skills to acquire entry-level health information management positions as Registered Health Information Technicians, and contribute to a stronger healthcare community by providing credentialed professionals to serve in the industry.

The Health Information Technology courses are offered via distance education (online). Students are required to participate in a 64 hour internship at a healthcare facility during their final semester in the program. The internship must be approved by the Health Information Technology Director and coordinated by the student. A student must earn a grade of "C" or above in all courses required in the program. **The program is a full-time program and students must follow the Health Information Technology program rotation.**

Applicants may apply:
April 1 - June 15 for fall enrollment

ADMISSION REQUIREMENTS

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

1. Application to SJR State;
2. Application to the Health Information Technology program;
3. Achieved satisfactory scores on college placement tests for reading and writing scoring equivalent to placement in ENC 1101 or completion of ENC1101;
4. Achieved satisfactory scores on college placement tests scoring equivalent to placement in MAC 1147 or completion of General Education Core Mathematics*.

* Refer to A.S. degree general education core requirements on page 80.

ADMISSION REQUIREMENTS (POST DEGREE WITH LICENSURE/CERTIFICATION)

To apply for admission to the Health Information Technology (post degree) a student must have completed all of the following:

1. Application to SJR State;
2. Application to the Health Information Technology (post degree);
3. Provide an official transcript with an earned degree and one of the following licensure/certifications: CCS, CCA, CCS-P, RHIT, RHIA;
4. New applicants will be considered after all current Health Information Technology seats are filled.

Applicants are considered on a space available basis. Priority will be given based on the date admission requirements have been completed.

POST ADMISSION REQUIREMENTS

Following acceptance into the Health Information Technology program, students must complete/attend the following:

1. All students are required to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Have a physical examination verifying that the student is free of communicable diseases; exam must include TB screening; however, Hepatitis B vaccination and Flu shot are optional
3. All students are required to sign a confidentiality statement which is kept on file in the Health Information Technology department.
4. Attend a Health Information Technology student orientation on the specified date

Note: Failure to comply with these requirements may result in administrative withdrawal from the Health Information Technology program.

GENERAL EDUCATION COURSES

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

HEALTH INFORMATION TECHNOLOGY RELATED COURSES

+	BSC	2086	Human Anatomy and Physiology II	3
+	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	CGS	1100	Microcomputer Applications Software	3
	HSC	1000	Introduction to Health Care Delivery System	3
	HSC	1531	Medical Terminology	3
	HIM	1000	Introduction to Health Information Management	3
+	HIM	2432	Concepts of Disease	3

DEGREE SPECIFIC COURSES

+	HIM	1110	Standard Healthcare Practices	3
	HIM	1211C	Health Information Systems	3
	HIM	1282C	Basic ICD Diagnostic Coding	3
+	HIM	1442	Pharmacology for Health Professionals	2
+	HIM	2012	Health Care Law	3
+	HIM	2214	Healthcare Statistics & Research	3
+	HIM	2255C	CPT Coding	3
+	HIM	2512	Supervision, Organization and Management	3
+	HIM	2723C	ICD Procedure Coding	3
+	HIM	2729C	Advanced Coding and Reimbursement	3
+	HIM	2800	Professional Practice Experience I	3
+	HIM	2820	Professional Practice Experience II	3

REQUIRED TOTAL CREDIT HOURS 70

Note: Professional Practice Experience classes require travel and day/evening sessions.

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.
Note: Students who complete the following courses will be eligible to attain the Medical Information/Coder Certificate (4160): BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, CGS 1100, HSC 1531, HIM 1000, HIM 2432, HIM 1282C, HIM 1442, HIM 2723C, HIM 2255C, HIM 2729C, HIM 2800.

Accreditation: The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HEALTH SERVICES MANAGEMENT (0133)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students with a background or credentials in the health field to become health services managers in their specified discipline. Communication, leadership, human relations, management, accounting, legal aspects and computer literacy are integral components of this program.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	___	___	General Education Core Humanities	3
*	___	___	General Education Core Mathematics	3
*	___	___	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	GEB	2214	Business Communications	3
	HIM	1000	Introduction to Health Information Management	3
+	HIM	1500	Quality Management	3
+	HIM	2432	Concepts of Disease	3
+	HSA	2252	Health Care Coding	3
	HSC	1000	Introduction to Health Care Delivery System	3
	HSC	1004	Professions of Caring	3
	HSC	1531	Medical Terminology	3
	HSC	1641	Legal and Ethical Issues for Healthcare Providers	3
+	HSC	2930	Special Topics – Capstone	3
	MAN	2021	Principles of Management	3
	MAN	2300	Introduction to Human Resource Management	3

REQUIRED TOTAL CREDIT HOURS **60**

Note: All classes are available online. HSC 2930 capstone will have a required number of internship hours to complete based on credit hour requirements.

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

HEALTH CARE SERVICES SPECIALIST (3133)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as health care services supervisors in mid-management positions in the health field. Leadership, legal aspects, budgeting, safety and management are integral components of this program.

This program is an intermediate step toward the Associate in Science degree in Health Services Management.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software	3
	HIM	1000	Introduction to Health Information Management	3
+	HIM	1500	Quality Management	3
+	HIM	2432	Concepts of Disease	3
+	HSA	2252	Health Care Coding	3
	HSC	1000	Introduction to Health Care Delivery System	3
	HSC	1531	Medical Terminology	3
	HSC	1641	Legal and Ethical Issues for Healthcare Providers	3
	MAN	2021	Principles of Management	3

REQUIRED TOTAL CREDIT HOURS 27

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

MEDICAL ASSISTING (0212)

CAREER CERTIFICATE

The Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students gain the knowledge and skills to qualify for entry-level positions in a variety of health care settings.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

PROGRAM MISSION STATEMENT

The mission of the Medical Assisting program at St. Johns River State College is to provide an educational experience which will allow individuals the opportunity to obtain the knowledge, skills and attitudes necessary to function as a Medical Assistant.

END OF PROGRAM STUDENT LEARNING OUTCOMES

1. Graduates will be competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Graduates will perform within the legal and ethical boundaries of the Medical Assistant's scope of practice.
3. Graduates will integrate and value the needs of the individual patient, within his/her family, culture, society and health circumstances.
4. Graduates will display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients.
5. Graduates will participate as team players within the various settings of health care delivery.

The program consists of 1300 hours of medical assisting courses. Medical Assisting students are required to fulfill all the hours of the program.

Applicants may apply:
April 1-June 15 for fall enrollment

The Medical Assisting core courses will be offered on the Palatka (offsite) and Orange Park campuses on a rotating basis. Practicum experiences will be selected within and around the tri-county service areas of SJR State. Students may not receive any remuneration for practicum hours. A student must earn a grade of "C" or better in all medical assisting courses.

ADMISSION REQUIREMENTS

The Medical Assisting program is a limited access program.

To apply to the Medical Assisting program, a student must have completed all of the following prior to the program application deadline:

1. Application process to SJR State;
2. Submit official high school transcripts or equivalent (GED);
3. Application to the Medical Assisting program;
4. Applicants must have an overall high school or college grade point average of 2.0 or better.

STUDENT SELECTION

To be considered for admission, the student should be cleared by Admissions/Records indicating that all external college transcripts and high school diplomas have been received and the student has a complete admission file.

POST-ADMISSION REQUIREMENTS

1. Complete the TABE placement test unless you meet the criteria for exemption or have completed College Composition (ENC 1101) and Intermediate Algebra (MAT 1033) with a grade of "C" or better. Students who are not exempt will have to complete the TABE test within the first six weeks of class.
2. Applicants must meet the TABE placement test score for language, reading, mathematic ability at the 10th grade level or better prior to program completions. Applicants who do not meet the 10th grade TABE placement test score for language, reading, mathematic ability at the 10th grade level are required to participate in mandatory remediation.
3. All students are asked to sign a consent and waiver to perform a criminal background check and drug screen. Failure to provide a consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
4. Attend medical assisting student orientation on the specified day.
5. Have an annual physical examination verifying acceptable health status and completing all requirements for the medical assisting program. Requirements for the physical are included on the form provided to each student after admission to the medical assisting program.
6. Have liability/malpractice insurance of $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during the registration).

MEDICAL ASSISTING COURSES

MEA	0002	Introduction to Medical Assisting	250
MEA	0501C	Medical Office Procedures	75
MEA	0506C	Administrative Office Procedures	90
HSC	0003	Basic Healthcare Worker	90
MEA	0573C	Laboratory Procedures	125
MEA	0543C	Electrocardiograph Aide	75
MEA	0530C	Pharmacology for Medical Assisting	90
MEA	0581C	Clinical Assisting	230
MEA	0521C	Phlebotomist, Medical Assisting	75
MEA	0942	Practicum Experience	200

TOTAL PROGRAM CONTACT HOURS 1300

Accreditation: The Medical Assisting Program of St. Johns River State College is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of Medical Assisting Education Review Board.

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
9355 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350
Fax: (727) 210-2354
Email: mail@caahep.org
caahep.org

To contact MAERB:
Medical Assisting Education Review Board
2020 N. California Ave., #213 Suite 7
Chicago, IL 60647
(312) 392-0155
Email: maerb@maerb.org
maerb.org

MEDICAL OFFICE ADMINISTRATION (2149)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration and meets the needs of students desiring employment as medical secretaries and medical transcriptionists in offices and hospitals.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3
	HIM	1000	Introduction to Health Information Management	3
	HSA	1255	Office Management in Health Sciences Profession	3
+	HSA	2252	Health Care Coding	3
	HSC	1000	Introduction to Health Care Delivery System	3
	HSC	1531	Medical Terminology	3
	HSC	2930	Special Topics - Capstone	3
	HSC	1641	Legal and Ethical Issues for Healthcare Providers	3
	MAN	2021	Principles of Management	3
	MAN	2300	Introduction to Human Resource Management	3

REQUIRED TOTAL CREDIT HOURS **60**

Note: All classes are available online. HSC 2930 capstone will have a required number of internship hours to complete based on credit hour requirements.

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

OFFICE MANAGEMENT (0433) MEDICAL OFFICE

COLLEGE CREDIT CERTIFICATE

This program prepares students to be medical secretaries. This program provides supplemental training for persons desiring employment in this occupation.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Medical Office.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3
	FIN	1100	Personal Finance	3
+	HSA	1255	Office Management in Health Sciences Profession	3
	HSC	1000	Introduction to Health Care Delivery System	3
	HSC	1531	Medical Terminology	3
	HSC	1641	Legal and Ethical Issues for Healthcare Providers	3

ELECTIVES (CHOOSE 7 CREDIT HOURS):

	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
+	HIM	2432	Concepts of Disease	3
+	HSC	2930	Special Topics - Capstone	3

REQUIRED TOTAL CREDIT HOURS 34

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

PARAMEDIC (3085)

COLLEGE CREDIT CERTIFICATE

The entry level Paramedic program prepares students for careers in the Emergency Medical Services field. This is also the intermediate step to obtain an Associate in Science degree in Emergency Medical Services. This program prepares students for certification as a paramedic and complies with the national EMS Educational Standards - Paramedic Instructional Guidelines. The limited access program consists of three consecutive semesters consisting of didactic, lab, clinical and field experiences. Students will be trained in advanced skills required for emergency pre-hospital care. In addition to performing EMT Skills, they will be trained in IV fluids, medications, advanced life support, airway management, burns, trauma, and adult and pediatric medical emergencies. Graduates are qualified to work as advanced care providers on ambulances, hospital emergency rooms, intensive care units and transport teams.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

PROGRAM MISSION STATEMENT

The mission of the St. Johns River State College Paramedic program is to prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Technician, and/or Emergency Medical Responder levels.

ADMISSION REQUIREMENTS

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

1. Application process to St. Johns River State College;
2. Application to Paramedic program;
   Applicants may apply:
   April 1 - June 15 for fall enrollment
3. Must be 18 years of age;
4. Must have a high school diploma or GED;
5. Must have a minimum overall high school or college GPA of 2.0 (which includes transfer work);
6. 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;
7. Must be a Florida-certified Emergency Medical Technician or provide proof of successful completion of a Florida Emergency Technician program. Priority selection will be given to current Florida-certified Emergency Medical Technicians.

STUDENT SELECTION

To be considered for admission, the student is to be cleared by Admissions/Records indicating that all external college transcripts and high school diplomas have been received and that the student has a cleared admission file.

POST- ADMISSION REQUIREMENTS

Following acceptance into the program, Paramedic students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the Paramedic program.

1. All students are asked to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Attend a Paramedic student orientation on the specified date.
3. Have an annual physical examination verifying acceptable health status and completing all the requirements for the Paramedic program. Requirements for the physical are included on the form provided to each student after admission to the Paramedic program.
4. Have liability/malpractice insurance of $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during registration).
5. Student must obtain Florida EMT certification before the start of the second semester in the Paramedic program.
6. Attend an interview with the Paramedic program director prior to the start of classes.

PARAMEDIC CORE CLASSES

	EMS	2010	EMS Anatomy and Physiology	3
	EMS	2603	Paramedic I	6
	EMS	2603L	Paramedic I Lab	2
	EMS	2666	Paramedic I Clinical Experience	4
+	EMS	2604	Paramedic II	8
+	EMS	2604L	Paramedic II Lab	2
+	EMS	2667	Paramedic II Clinical Experience	4
+	EMS	2605	Paramedic III	5
+	EMS	2605L	Paramedic III Lab	1
+	EMS	2659	Paramedic Field/Clinical Internship	5
+	EMS	2920	Paramedic Seminar	2

REQUIRED TOTAL CREDIT HOURS 42

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

A student must earn a grade of "C" or above in all courses required in the program.

Note: Any person having been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 64J, regarding emergency medical services licensure. For further information, contact the Department of Health, Division of Medical Quality Assurance, Florida Bureau of Emergency Medical Services, EMT-Paramedic Certification, 4052 Bald Cypress Way, BIN C-85, Tallahassee, FL 32399-3285.

Accreditation

The St. Johns River State College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
9355 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350
Fax: (727) 210-2354
Email: mail@caahep.org
caahep.org

To contact CoAEMSP:
Commission on Accreditation of Educational Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445
Fax: (214) 703-8992
coaemsp.org

RADIOLOGIC TECHNOLOGY (2155/2156)

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree in Radiologic Technology prepares students for careers as radiologic technologists. Graduates will be eligible to apply for the national certification examination in radiography administered by the American Registry of Radiologic Technologists. ARRT certification is recognized throughout the country. Some states also require state licensure. Successful completion of the ARRT examination allows students to become licensed by the State of Florida to practice radiography in the state. Florida state licensure does not require additional testing or education. The radiography curriculum is intended to provide qualified students with the educational experiences and practical skills required to function competently in the field of radiologic technology as an entry-level radiologic technologist.

The program core courses are delivered over a 20-month period covering 5 consecutive college terms. The overall curriculum includes general education courses, program-related courses, radiologic technology core courses, and practical experience gained at regional hospitals, imaging centers, and clinics.

All clinical education courses will be scheduled at various clinical sites located in the tri-county service area or adjacent counties. Students must earn a minimum "C" grade in each of the required courses to continue the program.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

PROGRAM MISSION STATEMENT

The Radiography curriculum is intended to provide qualified students with the educational experiences and practical skills required to function competently in the field of Radiologic Technology as an entry-level radiographer. In addition, the program will be conducted in a manner which will motivate students to become patient advocates in their field and to perform their duties with consideration, empathy, and respect toward all patients in all circumstances.

Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid.

Applicants may apply:
April 1 - May 15 for fall enrollment

ADMISSION REQUIREMENTS

The Radiologic Technology program begins in August of each year.

To apply for admission to the Radiologic Technology program, a student must have completed all of the following prior to the program application deadline in May of each year:

1. Application process to SJR State;
2. Achieve satisfactory scores on college placement tests or have completed required college preparatory courses;
3. Application to SJR State Radiologic Technology program;
4. Successful completion (C minimum) of the following general education and Radiologic Technology related courses prior to the program application deadline:

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

RADIOLOGIC TECHNOLOGY RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	CGS	1100	Microcomputer Applications Software	3
	HSC	1531	Medical Terminology	3

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

STUDENT SELECTION

The student selection process is based on the following point system: **(MAXIMUM POSSIBLE POINTS 176)**

1. **104 POSSIBLE POINTS –** Points tabulated from the prerequisite courses identified in the admission requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following formula:
   (Letter grade value X credit hours = points assigned)
   Calculation example: student achieves a letter grade (B) in BSC 2805 (3 credits) = 9 points and a letter grade (A) in BSC 2085L (1 credit) = 4 points for a total of 13 points
   A=4 points B=3 points C=2 points
2. **15 POINTS AWARDED –** Points awarded for proof of residence in Clay, Putnam, or St. Johns counties, Florida. Residency is not a requirement.
3. **20 POINTS AWARDED –** Current licensure as a State of Florida basic X-ray machine operator.
4. **15 POSSIBLE POINTS AWARDED –** 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.
5. **16 POSSIBLE POINTS AWARDED –** 2 points will be awarded for each prerequisite course taken at St. Johns River State College (excluding lab courses).
6. **6 POSSIBLE POINTS AWARDED –** 6 points will be awarded for an "A", 4 points for a "B", 2 points for a "C" in HSC 1004 Professions of Caring (not required but recommended).

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the earliest date and time the application was received from the applicants with the tied score.

FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:

1. Successfully complete a Basic Life Support Health Care Provider (BLS) course accredited by the American Heart Association valid through expected graduation date. A course will be given at the St. Augustine campus during Summer term.
2. Have a physical examination verifying acceptable health status for the program. Requirements for the physical are included on the form provided to each student admitted into the radiologic technology program.
3. Attend the radiologic technology program and clinical site orientations and clinical shadowing requirements on the specified dates. These are scheduled during the summer term.
4. All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and receive drug screen results. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen results. Additional random and scheduled drug screening may be required at any time during the program.

Note: An individual who has been involved in a criminal proceeding or who has been charged with, or convicted of, a crime should file a pre-application with the American Registry of Radiologic Technologists (ARRT) in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. Go to arrt.org for more information.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

RADIOLOGIC TECHNOLOGY RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	CGS	1100	Microcomputer Applications Software	3
	HSC	1531	Medical Terminology	3

RADIOLOGIC TECHNOLOGY CORE COURSES:

	RTE	1000C	Introduction to Patient Care in Radiologic Sciences	3
	RTE	1418C	Radiologic Science	4
+	RTE	1385	Radiobiology and Radiation Protection	3
	RTE	1503C	Radiographic Positioning I	5
+	RTE	1513C	Radiographic Positioning II	5
+	RTE	1804	Clinical Education I	1
+	RTE	1814	Clinical Education II	3
+	RTE	1824	Clinical Education III	5
+	RTE	2061	Radiologic Science Seminar	5
+	RTE	2573C	Special Imaging Modalities	3
+	RTE	2613	Radiologic Physics	3
+	RTE	2782C	Radiographic Pathology	3
+	RTE	2844	Clinical Education IV	4
+	RTE	2854	Clinical Education V	4

TOTAL REQUIRED CREDITS **77**

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.
Radiologic Technology core courses are selective access and can only be taken after admission to the program.

The St. Johns River State College Radiologic Technology program is accredited by the
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois, 60606-3182
(312) 704-5300
Email: mail@jrcert.org
jrcert.org

RESPIRATORY CARE (2125/2126)

ASSOCIATE IN SCIENCE DEGREE

The two-year Associate in Science degree in Respiratory Care prepares students for a career as a respiratory care professional. Upon successful completion of the 20 month curriculum, the student will be eligible to apply to take the national certification exams for Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT), both administered by the National Board of Respiratory Care.

For additional information, visit our website at SJRstate.edu/alliedhealth or call (904) 808-7465.

PROGRAM MISSION STATEMENT

The mission of the Respiratory Care program at St. Johns River State College is to provide an educational experience which will allow individuals the opportunity to obtain the knowledge, skills, and attitudes necessary to function at the entry levels of Respiratory Care.

PROGRAM GOAL

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRTs).

The purpose of the program is to provide students with the knowledge, attitude, and skills required to help meet the growing demands for respiratory therapists in the health care industry. Students will be trained in the skills needed to work in areas such as pediatric care, nursing homes and hospitals. Asthma, bronchitis, emphysema, lung cancer and pneumonia are some of the conditions that require the care of a respiratory therapist.

The program consists of 76 semester hours of general education and Respiratory Care core courses.

Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid.

Applicants may apply:
August 1 - October 15 for spring enrollment

The Respiratory Care core courses will be offered on the St. Augustine campus with selected clinical experiences in health care facilities within and around the tri-county service area of SJR State. A student must earn a grade of "C" or above in all courses required in the program.

ADMISSION REQUIREMENTS

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

1. Application process to SJR State;
2. Application to respiratory care program by the advertised deadline;
3. Achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. Schedule and attend an interview with the Respiratory Care faculty;
5. Complete the following general education and Respiratory Care related courses prior to the program application deadline:

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

RESPIRATORY CARE RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	CGS	1100	Microcomputer Applications Software	3

+^	MCB	2010	Microbiology	3
+	MCB	2010L	Laboratory for Microbiology	1

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

STUDENT SELECTION

Student selection is objective and based on the following point system **(MAXIMUM POSSIBLE POINTS 160):**

1. **108 POSSIBLE POINTS AWARDED -** Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 27 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following formula: (Letter grade value X credits = points assigned) Calculation example: student achieves a letter grade (B) in ENC 1101
   X (3 credits) = 9 points A=4 points B=3 points C=2 points
2. **15 POINTS AWARDED -** Residence in Clay, Putnam, or St. Johns counties, Florida
3. **15 POSSIBLE POINTS AWARDED -** 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.
4. **16 POSSIBLE POINTS AWARDED -** 2 points will be awarded for each prerequisite course (Maximum 10 points) and other required general education courses (Maximum 6 points) taken at St. Johns River State College. Note: lab courses are not included in this point total.
5. **6 POSSIBLE POINTS AWARDED -** Completion of HSC 1004 with a grade of "C" or better. Points will be awarded according to the following scale: A=6, B=4, C=2

POST ADMISSION REQUIREMENTS:

Following acceptance into the Respiratory Care program students must complete/attend the following. Failure to comply with these requirements may result in administrative withdrawal from the respiratory care program.

1. All students are asked to sign a consent and waiver form for SJR State to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Have a physical examination verifying acceptable health status and completing all of the requirements for the respiratory care program. The medical requirements for the physical exam are documented on the form provided to each student after admission to the respiratory care program.
3. Attend respiratory care orientation on the specified date.
4. Schedule and attend an interview with program faculty and/or director.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

RESPIRATORY CARE RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	CGS	1100	Microcomputer Applications Software	3
+^	MCB	2010	Microbiology	3
+	MCB	2010L	Laboratory for Microbiology	1

RESPIRATORY CARE CORE COURSES:

	RET	1024C	Fundamentals of Respiratory Care	4
+	RET	1027C	Respiratory Therapeutics and Diagnostics	4
	RET	1264C	Introduction to Respiratory Critical Care	3
	RET	1284C	Cardiac Diagnostics	3
	RET	1350C	Cardiopulmonary Pharmacology	3
	RET	1485C	Cardiopulmonary Anatomy and Physiology	3
	RET	1874L	Clinical Education I	1
+	RET	1875L	Clinical Education II	3
+	RET	2280C	Advanced Respiratory Critical Care	4
+	RET	2418C	Advanced Diagnostics and Therapeutics	3
+	RET	2601C	Cardiopulmonary Pathophysiology	3
+	RET	2714C	Pediatric and Neonatal Respiratory Care	3
+	RET	2876	Clinical Education III	3
+	RET	2877	Clinical Education IV	3
+	RET	2878L	Clinical Education V	3
+	RET	2930C	Respiratory Care Seminar	3

REQUIRED TOTAL CREDIT HOURS 76

Note: Any person having been arrested or convicted of any offense other than a minor traffic violation should contact the Department of Health, Board of Respiratory Care, 4052 Bald Cypress Way, Bin C05, Tallahassee, FL 32399-3255 to determine eligibility of state licensure.

The A.S. Degree Respiratory Care program at St. Johns River State College, located in St. Augustine, FL, program number 200539, is Accredited by the Commission on Accreditation for Respiratory Care (coarc.com) Commission on Accreditation for Respiratory Care, (817) 283-2835.

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

Commission on Accreditation for Respiratory Care
264 Precision Blvd.
Telford, TN 37690
(817) 283-2835
Fax: (817) 354-8519
Email: webmaster@coarc.com
coarc.com

Respiratory Care Agencies and Societies:
Accreditation by CoArc
Commission on Accreditation for Respiratory Care
264 Precision Blvd.
Telford, TN 37690
(817) 283-2835
Fax: (817) 354-8519
Email: webmaster@coarc.com
coarc.com

AARC Professional Association, sets current clinical practice guidelines (CPGs)
American Association for Respiratory Care
9425 N MacArthur Blvd. Suite 100
Irving, TX 75063-4706
(972) 243-2272
Fax: (972) 484-2720
Email: info@aarc.org
aarc.org

Florida Society for Respiratory Care
2700 Cumberland Parkway
Atlanta, GA 30339
(813) 649-8942
Email: fsrc@fsrc.org
fsrc.org

Therapists credentialed by NBRC
National Board for Respiratory Care
10801 Mastin Street, Suite 300
Overland Park, KS 66210
(913) 895-4900
Fax: (913) 712-9283
Email: info@nbrc.org
nbrc.org

BUSINESS

ST. JOHNS RIVER STATE COLLEGE

PROGRAM MISSION STATEMENT

The mission of St. Johns River State College's business programs is to produce graduates with the knowledge and skills essential for success in the workplace and to encourage the pursuit of lifelong learning and personal growth through our strong partnerships with local businesses and high quality, innovative, and effective instruction that meets the needs of the diverse communities we serve.

BUSINESS

ACCOUNTING TECHNOLOGY

ACCOUNTING TECHNOLOGY MANAGEMENT

ACCOUNTING TECHNOLOGY OPERATIONS

ACCOUNTING TECHNOLOGY SPECIALIST

BUSINESS ADMINISTRATION

BUSINESS MANAGEMENT

BUSINESS OPERATIONS

BUSINESS SPECIALIST

RISK MANAGEMENT AND INSURANCE OPERATIONS

RISK MANAGEMENT AND INSURANCE MANAGEMENT

ACCOUNTING TECHNOLOGY (0093)

ASSOCIATE IN SCIENCE DEGREE

This program provides a general background for students seeking employment as bookkeepers, accounting technicians, or in any financial field. The program will also enhance the knowledge and competencies of those presently or previously employed in this field.

The Accounting Technology A.S. Degree can be completed on campus or online. This degree articulates into the Bachelor of Applied Science in Organizational Management.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
+	ACG	2071	Principles of Managerial Accounting	3
+	ACG	2450	Computer Accounting Applications	3
	BUL	1241	Business Law I	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	ECO	2013	Macroeconomics	3
	ECO	2023	Microeconomics	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3
+	GEB	2930	Special Topics Capstone	3
	MAN	2021	Principles of Management	3
	MAR	2011	Principles of Marketing	3
+	TAX	2002	Small Business and Individual Taxes	3

REQUIRED TOTAL CREDIT HOURS 60

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

ACCOUNTING TECHNOLOGY MANAGEMENT (0401)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as bookkeepers, accounting clerks, junior accountants, and assistant accountants. The program prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
+	ACG	2071	Principles of Managerial Accounting	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	ACG	2450	Computer Accounting Applications	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3
+	TAX	2002	Small Business and Individual Taxes	3

REQUIRED TOTAL CREDIT HOURS 27

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

ACCOUNTING TECHNOLOGY OPERATIONS (0402)

COLLEGE CREDIT CERTIFICATE

This program is designed to prepare students for entry level employment in positions such as bookkeeping, accounting, auditing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
+	ACG	2071	Principles of Managerial Accounting	3
	CGS	1100	Microcomputer Applications Software	3
+	ACG	2450	Computer Accounting Applications	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3

REQUIRED TOTAL CREDIT HOURS **18**

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

ACCOUNTING TECHNOLOGY SPECIALIST (0403)

COLLEGE CREDIT CERTIFICATE

This program is designed to prepare students for entry level employment in positions such as billing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
	CGS	1100	Microcomputer Applications Software	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3

REQUIRED TOTAL CREDIT HOURS **12**

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

BUSINESS ADMINISTRATION (0202)

ASSOCIATE IN SCIENCE DEGREE

This program provides a broad background for students seeking employment in business areas, including sales and retail outlets, financial institutions, small business enterprises, insurance, and mid-management positions. The program also will enhance the knowledge and competencies of those presently employed.

The Business Administration A.S. Degree can be completed on campus or online. This degree articulates into the Bachelor of Applied Science in Organizational Management.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
+	ACG	2071	Principles of Managerial Accounting	3
+	ACG	2450	Computer Accounting Applications	3
	BUL	1241	Business Law I	3
	CGS	1100	Microcomputer Applications Software	3
	ECO	2013	Macroeconomics	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3
+	GEB	2930	Special Topics Capstone	3
	MAN	2021	Principles of Management	3
	MAR	2011	Principles of Marketing	3

SPECIALIZATION (CHOOSE ONE FROM LIST) 9

Specializations listed on next page

REQUIRED TOTAL CREDIT HOURS 60

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

BANKING SPECIALIZATION			**9**
	BAN	1004	Principles of Banking/Credit Union Operations 3
	BAN	2240	Consumer Lending 3
	FIN	2231	Money, Banking, and International Finance 3
MARKETING SPECIALIZATION			**9**
	MAR	2321	Advertising 3
	MAR	2410	Personal Selling 3
	MAR	2723	Social Media Implementation 3
INSURANCE SPECIALIZATION			**9**
	RMI	2212	Personal and Business Property Insurance 3
	RMI	2110	Personal Insurance Planning 3
	RMI	2662	Introduction to Risk Management and Insurance 3
INTERNATIONAL BUSINESS SPECIALIZATION			**9**
	FIN	2231	Money, Banking and International Finance 3
	GEB	2350	Introduction to International Business 3
	MAR	2141	International Marketing 3
HUMAN RESOURCES SPECIALIZATION			**9**
	MAN	2300	Introduction to Human Resource Management 3
	MNA	2320	Human Resource Recruitment, Selection and Staffing 3
	MNA	2325	Compensation & Benefits Administration 3
BUSINESS ADMINISTRATION SPECIALIZATION			**9**
	BAN	——	3-9
	BUL	——	3-9
	ECO	——	3-9
	FIN	——	3-9
	GEB	——	3-9
	MAN	——	3-9
	MAR	——	3-9
	MNA	——	3-9
	RMI	——	3-9
+	CGS	1515	Spreadsheet Concepts for Business 3

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

BUSINESS MANAGEMENT (0426)

COLLEGE CREDIT CERTIFICATE

This program prepares students for the operation of a small business and to become small business owners/entrepreneurs. This program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward an Associate in Science degree in Business Administration.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
	BUL	1241	Business Law I	3
	CGS	1100	Microcomputer Applications Software	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3
	MAN	2021	Principles of Management	3
	MAR	2011	Principles of Marketing	3

REQUIRED TOTAL CREDIT HOURS 24

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

BUSINESS OPERATIONS (0427)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level supervisory positions, customer relations representative, events coordinator, and business office specialists. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
	BUL	1241	Business Law I	3
	CGS	1100	Microcomputer Applications Software	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business	3
+	GEB	2214	Business Communications	3

REQUIRED TOTAL CREDIT HOURS 18

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

BUSINESS SPECIALIST (0428)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level positions such as office specialists, support services specialist and general business office support. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software	3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) IN ACCOUNTING OR FINANCE 3

+	ACG	2021C	Principles of Financial Accounting	3
+	ACG	2071	Principles of Managerial Accounting	3
+	ACG	2450	Computer Accounting Applications	3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) IN BUSINESS COMMUNICATIONS/WRITING 3

+	ENC	2210	Technical and Professional Report Writing	3
+	GEB	2214	Business Communications	3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) FROM ANY OF THE SPECIALIZATIONS BELOW 3

BANKING SPECIALIZATION

	ECO	2013	Principles of Macroeconomics	3
	ECO	2023	Principles of Microeconomics	3
	FIN	2231	Money, Banking, and International Finance	3
	FIN	1100	Personal Finance	3

SALES/CUSTOMER SERVICE SPECIALIZATION

	MAR	2011	Principles of Marketing	3
	MAR	2321	Advertising	3
	MAR	2410	Personal Selling	3

MANAGEMENT SPECIALIZATION

	MAN	2021	Principles of Management	3
	GEB	2350	Introduction to International Business	3
	MAN	2300	Introduction to Human Resource Management	3

REQUIRED TOTAL CREDIT HOURS 12

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

RISK MANAGEMENT AND INSURANCE OPERATIONS (0423)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level risk management and insurance positions. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

	BUL	1241	Business Law I	3
	FIN	1100	Personal Finance	3
+	GEB	2214	Business Communications	3
	MAR	2011	Principles of Marketing	3
	RMI	2110	Personal Insurance Planning	3
	RMI	2212	Personal and Business Property Insurance	3

REQUIRED TOTAL CREDIT HOURS 18

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

RISK MANAGEMENT AND INSURANCE MANAGEMENT (0422)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level risk management and insurance positions. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward an Associate in Science degree in Business Administration.

Completion of this certificate and a minimum 2-year degree automatically bestows without examination up to three Florida insurance licenses (4-40, 20-44, and 2-15) through the Division of Insurance Agent and Agency Services.

For additional information, visit our website at SJRstate.edu/business or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

	BUL	1241	Business Law I	3
	FIN	1100	Personal Finance	3
+	GEB	2214	Business Communications	3
	MAN	2021	Principles of Management	3
	MAR	2011	Principles of Marketing	3
	RMI	2110	Personal Insurance Planning	3
	RMI	2212	Personal and Business Property Insurance	3
	RMI	2662	Introduction to Risk Management and Insurance	3

REQUIRED TOTAL CREDIT HOURS 24

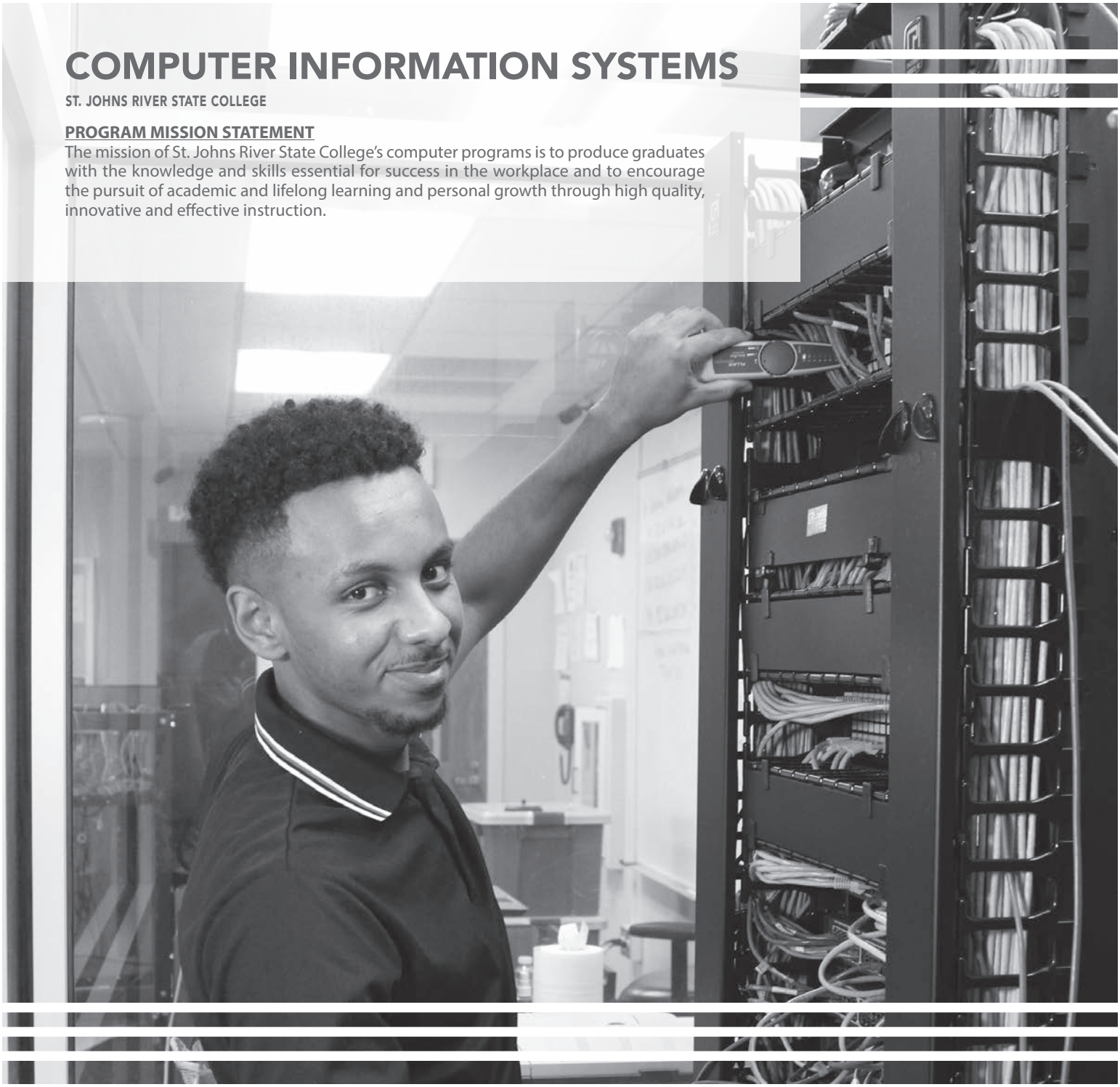
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

COMPUTER INFORMATION SYSTEMS

ST. JOHNS RIVER STATE COLLEGE

PROGRAM MISSION STATEMENT

The mission of St. Johns River State College's computer programs is to produce graduates with the knowledge and skills essential for success in the workplace and to encourage the pursuit of academic and lifelong learning and personal growth through high quality, innovative and effective instruction.



COMPUTER INFORMATION SYSTEMS

COMPUTER PROGRAMMING AND ANALYSIS

NETWORK SYSTEMS TECHNOLOGY

NETWORK INFRASTRUCTURE - CISCO

NETWORK SERVER ADMINISTRATION

NETWORK SECURITY

CISCO

Networking Academy

COMPUTER PROGRAMMING AND ANALYSIS (2011)

ASSOCIATE IN SCIENCE DEGREE

This program prepares graduates for entry-level work as business applications programmers or analysts. Graduates possess knowledge of general computer concepts and data processing fundamentals and skills in programming, accounting, and systems analysis and design. The practical applications skills in business programming enable graduates to pursue careers in business programming, systems analysis, or management.

The Computer Programming and Analysis can be completed on campus or online. This degree articulates into the Bachelor of Applied Science in Information Systems Technology degree.

For additional information, visit our website at SJRstate.edu/computer or send an email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

	CGS	1060	Introduction to Computer Concepts	3
+	CET	1178C	Computer Hardware Support Essentials	3
+	CET	2179C	Computer Software Support Essentials	3
	CGS	1100	Microcomputer Applications Software	3
	CGS	1540	Database Fundamentals	3
+	CIS	2321	Information Systems	3
+	CNT	1001	Introduction to Networking	3
+	COP	1000	Introduction to Computer Programming	3
+	COP	2551	Introduction to Object Oriented Programming with Java I	3
+	COP	2220	Programming in C	3
+	COP	2224	Programming in C++	3
+	COP	2360	Programming in C#	3
+	COP	2657	Introduction to Mobile App Programming	3
+	COP	2830	Web Programming Languages	3
+	CTS	1387	Introduction to Linux	3

REQUIRED TOTAL CREDIT HOURS 60

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

NETWORK SYSTEMS TECHNOLOGY (0193)

ASSOCIATE IN SCIENCE DEGREE

This program prepares students for employment as cabling specialists, PC support technicians, network control operators, data communications analysts, help desk specialists, network technicians, computer security specialists, network specialists, network managers, network systems analysts, network systems technicians, network troubleshooters, WAN/LAN managers, or network system administrators. This program also provides supplemental training for persons previously or currently employed in these occupations.

For additional information, visit our website at SJRstate.edu/computer or send an email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

+	CET	1178C	Computer Hardware Support Essentials	3
+	CET	1600C	Network Fundamentals	3
+	CET	2179C	Computer Software Support Essentials	3
+	CET	2565C	Introduction to Server Operating Systems	3
+	CET	2610C	Routing Protocols and Concepts	3
+	CET	2615C	LAN Switching and Wireless	3
+	CET	2660C	Network Security Essentials	3
+	CIS	2321	Information Systems	3
	CGS	1060	Introduction to Computer Concepts	3
	CGS	1100	Microcomputer Applications Software	3
	CGS	1540	Database Fundamentals	3
	CNT	1001	Introduction to Networking	3
+	COP	1000	Introduction to Computer Programming	3
+	CTS	1387	Introduction to Linux	3
+	CTS	2358C	Identity with Windows Server 2016	3

REQUIRED TOTAL CREDIT HOURS 60

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Note: The CISCO Lab is located on the Orange Park campus. The following courses are only taught in the CISCO Lab: CET 1600C, CET 2610C and CET 2615C. Most of the courses requiring lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

Courses are listed alphabetically. This is not the order in which courses should be taken. Please see the program plan/course rotation to see the order in which courses should be taken.

NETWORK INFRASTRUCTURE - CISCO (4123)

COLLEGE CREDIT CERTIFICATE

This college credit certificate program prepares students for jobs as trained network support technicians capable of managing, securing, and solving technical problems of networks, especially those composed of CISCO routers and switches. The curriculum covers networking fundamentals, WAN technologies, basic security and wireless concepts. In addition, completion of this certificate will prepare students for the opportunity to earn CISCO industry certifications.

This program is an intermediate step toward the Associate in Science degree in Network Systems Technology.

For additional information, visit our website at SJRstate.edu/computer or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

	CGS	1060	Introduction to Computer Concepts	3
+	CET	1600C	Network Fundamentals	3
+	CET	2610C	Routing Protocols and Concepts	3
+	CET	2660C	Network Security Essentials	3
+	CET	2615C	LAN Switches and Wireless	3
	CNT	1001	Introduction to Networking	3
	CTS	1387	Introduction to Linux	3

REQUIRED TOTAL CREDIT HOURS 21

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification articulation agreements.

Note: The CISCO lab is located on the Orange Park campus. The following courses are only taught in the CISCO lab: CET 1600C, CET 2610C and CET 2615C.

NETWORK SERVER ADMINISTRATION (4133)

COLLEGE CREDIT CERTIFICATE

This certificate is a college credit program that prepares students for jobs as trained network technicians capable of building, managing, securing, and solving intricate and dynamic technical problems of networks, especially those composed of CISCO routers and switches.

This program is an intermediate step toward the Associate in Science degree in Network Systems Technology.

For additional information, visit our website at SJRstate.edu/computer or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+	CET	1178C	Computer Hardware Support Essentials	3
+	CET	1600C	Network Fundamentals	3
+	CET	2179C	Computer Software Support Essentials	3
+	CET	2565C	Introduction to Server Operating Systems	3
	CGS	1060	Introduction to Computer Concepts	3
	CNT	1001	Introduction to Networking	3
+	CTS	1387	Introduction to Linux	3
+	CTS	2358C	Identity with Windows Server 2016	3

REQUIRED TOTAL CREDIT HOURS 24

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification articulation agreements.

Note: The CISCO lab is located on the Orange Park campus. The following courses are only taught in the CISCO lab: CET 1600C, CET 2610C and CET 2615C.

Note: Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

Note: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the program plan/course rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

NETWORK SECURITY (4127)

COLLEGE CREDIT CERTIFICATE

This certificate is a college credit program that prepares students for entry level positions in the field of network security. Students will learn and demonstrate proficiency in the following areas: operating systems, virtual machines, network design, operations, securing network infrastructure and protecting data, penetration testing, ethical hacking, cyber security incidents, basic forensic analysis, and employability skills.

For additional information, visit our website at SJRstate.edu/computer or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+	CET	1600C	Network Fundamentals	3
+	CET	2565C	Introduction to Server Operating Systems	3
+	CET	2660C	Network Security Essentials	3
	CGS	1060	Introduction to Computer Concepts	3
	CNT	1001	Introduction to Networking	3
+	COP	1000	Introduction to Computer Programming	3
+	CTS	1387	Introduction to Linux	3

REQUIRED TOTAL CREDIT HOURS 21

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

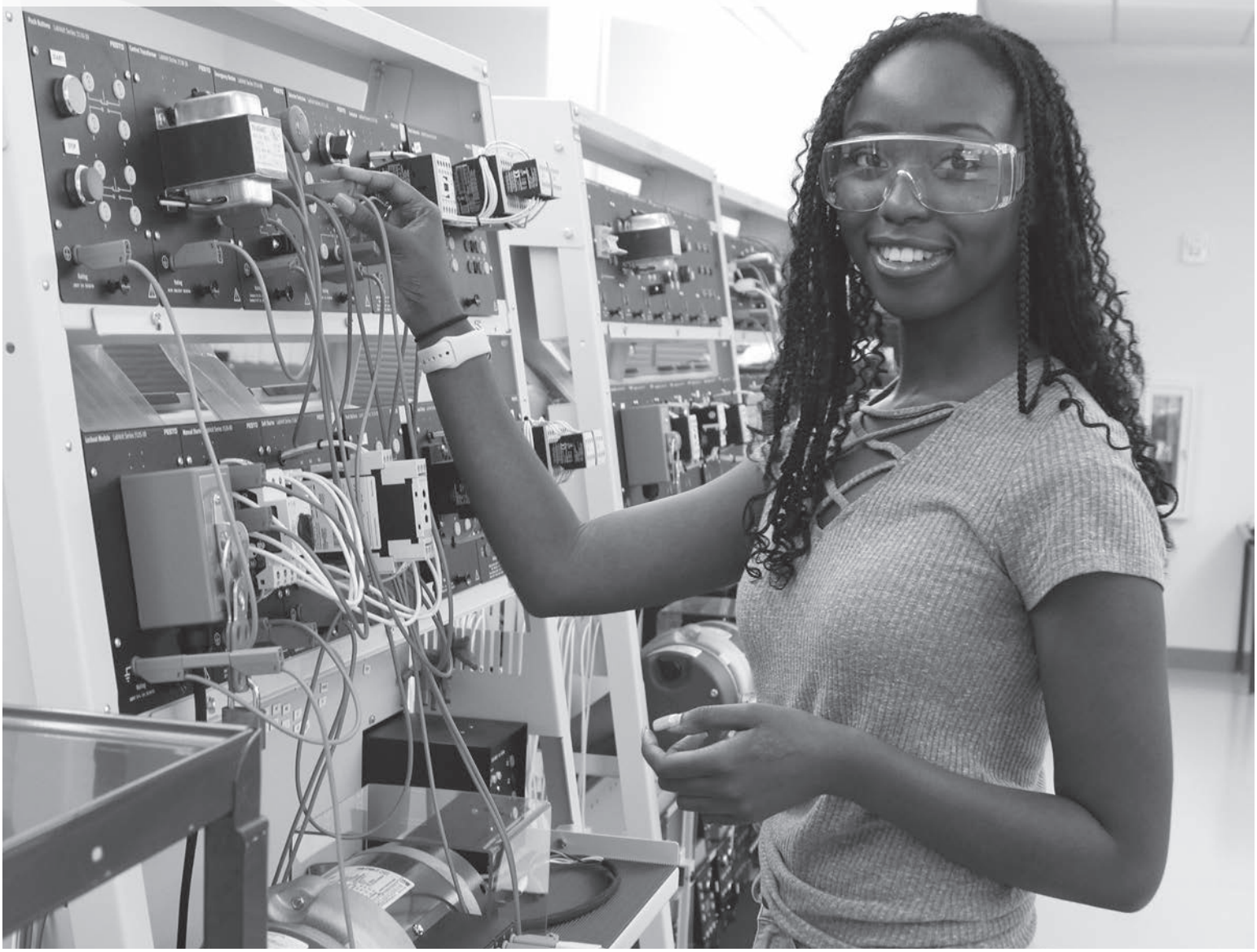
Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification articulation agreements.

Note: Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

Note: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the program plan/course rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

ENGINEERING TECHNOLOGY

ST. JOHNS RIVER STATE COLLEGE



ENGINEERING TECHNOLOGY

ENGINEERING TECHNOLOGY

MECHATRONICS

ROBOTICS AND SIMULATION TECHNICIAN

ENGINEERING TECHNOLOGY SUPPORT SPECIALIST

ENGINEERING TECHNOLOGY (4300)

ASSOCIATE IN SCIENCE DEGREE

The purpose of this program is to prepare students for employment in advanced manufacturing as process and production technicians, industrial machinery mechanics, quality assurance technicians, programmable logic control technicians and operators, and industrial engineering technicians. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of Engineering Technology and Industrial Applications: Production materials and processes, quality, electronics, mechanics, robotics applications, hydraulics/pneumatics, instrumentation and safety. Laboratory investigations benefit all students by developing the skills required to manage, operate, calibrate, and troubleshoot equipment/ tools used to make observations.

The core classes align with the national Manufacturing Skill Standards Council (MSSC) Production Technician Certification. If you have already earned the MSSC-CPT, you can receive 15 articulated credit hours towards this Engineering Technology degree. The following courses will be satisfied by completion of the MSSC Production Technician Certification: ETI 1110, ETI 1420C, ETI 1701, ETI 1949, ETM 1010C.

For additional information, visit our website at SJRstate.edu/engineering or send an email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
	PHY	1020	Introduction to Physics	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

TECHNICAL COURSES:

	EET	1084C	Introduction to Electricity & Electronics	3
	EGN	1111	Engineering Graphics	3
	ETI	1110	Introduction to Quality Assurance	3
	ETI	1420C	Manufacturing Processes & Materials	3
	ETI	1701	Industrial Safety	3
	ETM	1010C	Mechanical Measurement & Instrumentation	3

TECHNICAL SPECIALIZATION:

+	ETI	1843C	Motors and Controls	3
	ETM	2315C	Hydraulics and Pneumatics	3
+	ETS	1535C	Automated Process Control	3
	ETS	1542C	Introduction to Programmable Logic Controllers	3
	ETS	1603C	Fundamentals of Robotics	3
	ETS	2527C	Electromechanical Components and Mechanisms	3
+	ETS	2544C	Programmable Logic Controllers II	3

ELECTIVES (CHOOSE ANY 6 CREDIT HOURS):

	ETI	1060	Mathematical Applications in Engineering Technology	3
+	ENC	2210	Technical and Professional Report Writing	3
+	ETS	2604C	Robotics Applications	3
	ETI	1622	Concepts of Lean and Six Sigma	3
	ETI	1949	Manufacturing Special Topics	3

REQUIRED TOTAL CREDIT HOURS 60

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

MECHATRONICS (4301)

COLLEGE CREDIT CERTIFICATE

This certificate program is part of the Engineering Technology degree program under the Advanced Manufacturing specialization designed to prepare students for positions in industrial engineering, maintenance and technology. The content includes instruction in maintenance techniques, technical communications, maintenance and operation of various industrial components, quality and control testing, material handling protocols, and proper usage of tools and instrumentation. Laboratory investigations benefit all students by developing the skills required to manage, operate, calibrate, and troubleshoot equipment/tools used to make observations.

For additional information, visit our website at SJRstate.edu/engineering or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

	EET	1084C	Intro to Electricity and Electronics	3
	EGN	1111	Engineering Graphics	3
	ETI	1420C	Manufacturing Processes & Materials	3
+	ETI	1701	Industrial Safety	3
+	ETI	1843C	Motors and Controls	3
	ETM	1010C	Mechanical Measurement & Instrumentation	3
	ETM	2315C	Hydraulics and Pneumatics	3
	ETS	1542C	Introduction to Programmable Logic Controllers	3
	ETS	1603C	Fundamentals of Robotics	3
	ETS	2527C	Electromechanical Components and Mechanisms	3

REQUIRED TOTAL CREDIT HOURS 30

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

ROBOTICS AND SIMULATION TECHNICIAN (4128)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as entry level robotics technicians in the areas of electronics and manufacturing or to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals in the areas of robotic applications, modeling and simulation, and virtual reality environments. Upon completion of this technical program, the student will be able to install, maintain and troubleshoot general robot systems and simulators.

For additional information, visit our website at SJRstate.edu/engineering or send an email to BCCInfo@SJRstate.edu.

DEGREE SPECIFIC COURSES:

	ETS	1603C	Fundamentals of Robotics	3
	ETS	1542C	Introduction to Programmable Logic Controllers	3
+	ETS	2544C	Programmable Logic Controllers II	3
+	ETS	2604C	Robotics Application	3

REQUIRED TOTAL CREDIT HOURS 12

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Note: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the program plan/course rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

ENGINEERING TECHNOLOGY SUPPORT SPECIALIST (4302)

COLLEGE CREDIT CERTIFICATE

This certificate program is the core of the Engineering Technology degree program and prepares students for initial employment as process and production operators and technicians, and industrial engineering technicians. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Engineering Technology and Industrial Applications: production materials and processes, quality, electronics, mechanics, instrumentation and safety. Laboratory investigations benefit all students by developing the skills required to manage, operate, calibrate, and troubleshoot equipment/tools used to make observations.

For additional information, visit our website at SJRstate.edu/engineering or send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

EET	1084C	Introduction to Electricity and Electronics	3
EGN	1111	Engineering Graphics	3
ETI	1110	Introduction to Quality Assurance	3
ETI	1420C	Manufacturing Processes and Materials	3
ETI	1701	Industrial Safety	3
ETM	1010C	Mechanical Measurement and Instrumentation	3

REQUIRED TOTAL CREDIT HOURS 18

NURSING

ST. JOHNS RIVER STATE COLLEGE

NURSING

NURSING

NURSING: LPN BRIDGE TO ASN

NURSING ASSISTANT

PRACTICAL NURSING

NURSING (0208/0299)

ASSOCIATE IN SCIENCE DEGREE

The A.S. degree in Nursing prepares students for careers as registered nurses. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000, acenursing.org, and is approved by the Florida Board of Nursing and may be applied toward a Bachelor of Science degree in Nursing at Florida's state colleges and universities. Graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

For additional information, visit our website at SJRstate.edu/nursing or call: (386) 312-4176 (Palatka Nursing Office) or (904) 276-6863 (Orange Park Nursing Office).

PROGRAM MISSION STATEMENT

The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to think critically about actual or potential self-care deficits, and demonstrate caring behaviors while practicing within the legal and ethical scope of professional nursing practice. Nursing students are prepared to function competently as entry level nurses upon graduation.

END OF PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize nursing judgment to provide safe and effective care for a variety of client populations. (Nursing Judgment)
2. Collaborate with interdisciplinary members of the healthcare team to manage client care. (Collaboration)
3. Utilize evidence-based practice to evaluate care processes, quality and safety improved client outcomes. (Evidence-Based Practice)
4. Implement practices that support the clients' cultural and societal beliefs. (Culture)

(Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid).

The program consists of 72 credit hours of general education, nursing related and nursing core courses.

Spring and fall cohorts are available on the Orange Park and Palatka campuses. The online application is available May 1 – May 31 for fall and September 1 – September 30 for spring. A summer cohort is available on the St. Augustine campus every year. The online application is available January 1- January 31, every other year, for summer.

The Nursing core courses will be offered on SJR State campuses for the respective programs with selected clinical experiences in health care facilities within and around the tri-county service area of SJR State. A student must earn a grade of "C" or above in all courses required in the program.

ADMISSION REQUIREMENTS

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:

1. Application process to SJR State;
2. Application to the nursing program; students from the college service district of Clay, Putnam and St. Johns County will be ranked first in the selection process.
3. Successful completion of all general education and Nursing related courses with a GPA of 3.0 or above by the end of the application period or complete the A2 HESI Assessment Exam▲.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1

Choose one of the following Social Science courses:

AMH	2010	United States History to 1877	3
		OR	
AMH	2020	United States History Since 1877	3
		OR	
POS	1041	United States Federal Government	3

NURSING RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
+	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	DEP	2004	Human Growth and Development	3
+^	MCB	2010	Microbiology	3
+	MCB	2010L	Laboratory for Microbiology	1
	PSY	2012	General Psychology	3

▲ Complete the A2 HESI Assessment Exam by the end of the application period with an English Language composite score (comprised of reading comprehension, grammar, vocabulary and general knowledge) of 90% or better with a score of 90% or better in reading comprehension and a score of 90% or better in essential mathematics.

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

STUDENT SELECTION PROCESS

To be considered for admission, the student must be cleared by Admissions/Records indicating that all external college transcripts have been received and that the student has a cleared admission file.

Students will be ranked based on the number of successfully completed courses taken at SJR State, in addition to their GPA and HESI scores. The St. Johns River State College Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.

POST ADMISSION REQUIREMENTS:

Following acceptance into the program, ASN students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the Nursing program.

1. All students are asked to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additionally, second-year students are required and financially responsible to submit an annual drug rescreen as a clinical requirement. Additional random and scheduled drug screening may be required at any time during the program.
2. Attend nursing student orientation online prior to the first day of class.
3. Prior to the first day of class, students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR and AED) program - good for 2 years.
4. Have an annual physical examination verifying acceptable health status and completing all the requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance of $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during registration)
6. Initiate and maintain an annual subscription to required third party clinical compliance sites as a clinical requirement. The initial payment is included with course fees during registration. The annual renewal is the financial responsibility of the student and is submitted individually.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

NURSING RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
+	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	DEP	2004	Human Growth and Development	3
+^	MCB	2010	Microbiology	3
+	MCB	2010L	Laboratory for Microbiology	1
	PSY	2012	General Psychology	3

NURSING CORE COURSES:

+	NUR	1020	Foundations of Nursing Practice	4
+	NUR	1020L	Foundations of Nursing Practice Lab	5
+	NUR	1140	Clinical Pharmacology	3
+	NUR	1210C	Adult Health Nursing I	5
+	NUR	1212C	Adult Health Nursing II	5
+	NUR	1521C	Mental Health Nursing	3
+	NUR	2244C	Adult Health Nursing III	5
+	NUR	2460C	Parent Child Nursing	4
+	NUR	2251C	Adult Health Nursing IV	4
+	NUR	2943C	Transitional Nursing	4

REQUIRED TOTAL CREDIT HOURS 72

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

Note: Any person having been arrested or convicted of any offense other than a minor traffic violation should refer to Florida Statutes, Chapter 464, regarding nursing licensure. For further information, contact the Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252. (850) 245-4125. Fax (850) 245-4172.

NURSING: LPN BRIDGE TO ASN (0208/0298)

ASSOCIATE IN SCIENCE DEGREE

The A.S. degree in Nursing prepares students for careers as registered nurses. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000, acenursing.org, and is approved by the Florida Board of Nursing and may be applied toward a Bachelor of Science degree in Nursing at Florida's state colleges and universities. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

For additional information, visit our website at SJRstate.edu/nursing_lpn or call: (386) 312-4176 (Palatka Nursing Office) or (904) 276-6863 (Orange Park Nursing Office).

PROGRAM MISSION STATEMENT

The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to think critically about actual or potential self-care deficits, and demonstrate caring behaviors while practicing within the legal and ethical scope of professional nursing practice. Nursing students are prepared to function competently as entry level nurses upon graduation.

END OF PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize nursing judgment to provide safe and effective care for a variety of client populations. (Nursing Judgment)
2. Collaborate with interdisciplinary members of the healthcare team to manage client care. (Collaboration)
3. Utilize evidence-based practice to evaluate care processes, quality and safety improved client outcomes. (Evidence-Based Practice)
4. Implement practices that support the clients' cultural and societal beliefs. (Culture)

Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid.

The program consists of 72 credit hours of general education, nursing related and nursing core courses. Nursing core courses are offered in a hybrid* format.

A fall cohort is available on the St. Augustine campus. The online application is available May 1 – May 31.

The Nursing core courses will be offered on the St. Augustine campus with selected clinical experiences in health care facilities within and around the tri-county service area of SJR State. A student must earn a grade of "C" or above in all courses required in the program.

ADMISSION REQUIREMENTS

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:

1. Application process to SJR State;
2. Application to LPN Bridge program; Students will be ranked based on the number of successfully completed courses taken at SJR State, in addition to their GPA and HESI scores;
3. Proof of a valid current unencumbered Florida or compact license as a practical nurse;
4. LPNs admitted to the program will receive 10 credits as defined by the Florida State Articulation Plan.

STUDENT SELECTION PROCESS

To be considered for admission, the student is to be cleared by Admissions/Records to indicate that all external college transcripts have been received and that the student has a cleared admission file.

Students will be ranked based on the number of successfully completed courses taken at SJR State, in addition to their GPA and HESI scores. St. Johns River State College's Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.

* In hybrid courses, theory and concepts are taught online and on campus in a blended format. Please refer to page 205 for additional details.

ADMISSION CRITERIA:

- Preference will be given to students who have completed the SJR State Practical Nursing Program with a 3.0 or better GPA in the Practical Nursing (PRN) courses.
- Successful completion of all general education and Nursing related courses with a GPA of 3.0 or above by the end of the application period:

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1

Choose one of the following Social Science courses:

	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

NURSING RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
+	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	DEP	2004	Human Growth and Development	3
+^	MCB	2010	Microbiology	3
+	MCB	2010L	Laboratory for Microbiology	1
	PSY	2012	General Psychology	3

- Have completed the SJR State Practical Nursing Program with a 3.0 or better GPA in the Practical Nursing (PRN) courses.
  OR
- Complete the A2 HESI Assessment Exam by the end of the application period with an English Language composite score (comprised of reading comprehension, grammar, vocabulary and general knowledge) of 90% or better with a score of 90% or better in reading comprehension and a score of 90% or better in essential mathematics.

POST ADMISSION REQUIREMENTS:

Following acceptance into the program, ASN students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additionally, second-year students are required and financially responsible to submit an annual drug rescreen as a clinical requirement. Additional random and scheduled drug screening may be required at any time during the program.
2. Attend nursing student orientation online prior to the first day of class.
3. Prior to the first day of class, students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR and AED) program - good for 2 years.
4. Have an annual physical examination verifying acceptable health status and completing all the requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance of $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during registration)
6. Initiate and maintain an annual subscription to required third party clinical compliance sites as a clinical requirement. The inital payment is included with course fees during registration and is submitted by the Nursing Workforce Specialist. The annual renewal is the financial responsibility of the student and is submitted individually.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
^	BSC	2085	Human Anatomy and Physiology I	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I	1

Choose one of the following Social Science courses:

	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

NURSING RELATED COURSES:

+^	BSC	2086	Human Anatomy and Physiology II	3
+	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	DEP	2004	Human Growth and Development	3
+^	MCB	2010	Microbiology	3
+	MCB	2010L	Laboratory for Microbiology	1
	PSY	2012	General Psychology	3

NURSING CORE COURSES:

+	NUR	1005	LPN Transition	4
+	NUR	1140	Clinical Pharmacology	3
+	NUR	1212C	Adult Health Nursing II	5
+	NUR	1521C	Mental Health Nursing	3
+	NUR	2244C	Adult Health Nursing III	5
+	NUR	2460C	Parent Child Nursing	4
+	NUR	2251C	Adult Health Nursing IV	4
+	NUR	2943C	Transitional Nursing	4

CREDITS AWARDED FOR LPN CERTIFICATION	**10**
REQUIRED TOTAL CREDIT HOURS	**72**

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.
^ Corequisite lab required. See course descriptions in catalog.

Note: Any person having been arrested or convicted of any offense other than a minor traffic violation should refer to Florida Statutes, Chapter 464, regarding nursing licensure. For further information, contact the Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252. (850) 245-4125. Fax (850) 245-4172.

NURSING ASSISTANT (0206)

CAREER CERTIFICATE

This program is designed to prepare students for employment as nursing assistants, nursing aides, and orderlies in nursing homes. Upon successful completion of this program, students are eligible to take the national nursing assistant examination being utilized in Florida in accordance with Chapter 400.211, F.S. and Part II Chapter 464, F.S. Nursing assistants do not need to be certified except to work in nursing homes, unless it is a condition for employment in other institutions.

Program content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including American Health Association Life Support/Health Care Provider CPR and employability skills.

For additional information, visit our website at SJRstate.edu/nursing_assistant or call: (386) 312-4176 (Palatka Nursing Office) or (904) 276-6863 (Orange Park Nursing Office).

STUDENT SELECTION PROCESS

To be considered for admission, the student must be cleared by Admissions/Records indicating that all external college transcripts have been received and that the student has a cleared admission file. Students from the college service district of Clay, Putnam and St. Johns county will be ranked first in the selection process.

LONG TERM CARE (0206):

HCP 0120C Nursing Assistant 120

TOTAL PROGRAM CONTACT HOURS 120

POST ADMISSION REQUIREMENT: All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen.

NURSING: PRACTICAL (0297)

CAREER CERTIFICATE

The nursing program prepares students for employment as licensed practical nurses. Upon successful completion of this program graduates are eligible to apply to take the national licensing examination, NCLEX-PN to become a licensed practical nurse. The program is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399-3752.

For additional information, visit our website at SJRstate.edu/nursing_practical or call (386) 312-4176.

PROGRAM MISSION STATEMENT

The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to think critically about actual or potential self-care deficits, as well as demonstrate caring behaviors while practicing within the legal and ethical scope of professional nursing practice. Nursing students are prepared to function competently as entry level nurses upon graduation.

END OF PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize nursing judgment to provide safe and effective care for a variety of client populations. (Nursing Judgment)
2. Collaborate with interdisciplinary members of the healthcare team to manage client care. (Collaboration)
3. Utilize evidence-based practice to evaluate care processes, quality and safety improved client outcomes. (Evidence-Based Practice)
4. Implement practices that support the clients' cultural and societal beliefs. (Culture)

The program consists of 1350 hours of nursing courses. Practical nursing students are required to fulfill all the hours of the program.

The online application is available May 1 – May 31, for both the Orange Park and Palatka campuses.

The nursing core courses will be offered on both the Orange Park and Palatka campuses each year with selected clinical experiences in health care facilities within and around the tri-county service areas of SJR State. A student must earn a grade of "C" or above in all nursing courses.

ADMISSION APPLICATION PROCESS

The PN program is a limited access program.

To apply to the practical nurse program a student must complete all of the following:

1. Application process to SJR State
2. Submit official high school transcripts or equivalent (GED)
3. Complete the TABE placement test unless you meet the criteria for exemption or have credit for College Composition (ENC 1101) and Intermediate Algebra (MAT 1033) with a grade of "C" or better.
4. Complete the A2 HESI Assessment Exam by the end of the application period with a minimum English Language composite score (comprised of Reading Comprehension, Grammar, Vocabulary and General Knowledge) of 70% or better with a score of 70% or better in reading comprehensive and a score of 70% or better in essential mathematics.
5. Application to the practical nursing program
6. Applicants must have an overall high school or college grade point average of 2.0 or better

STUDENT SELECTION

The following requirements are used to rank applicants according to HESI scores. Meeting minimum requirements does not guarantee admission to the program.

- A2 HESI 70% English Language composite score (comprised of Reading Comprehension, Grammar, Vocabulary and General Knowledge), and essential mathematics.
- To be considered for admission, the student must be cleared by Admissions/Records indicating that all external college transcripts have been received and that the student has a cleared admission file. Students from the college service district of Clay, Putnam and St. Johns county will be ranked first in the selection process.
- Students who meet the admissions requirements, and have completed the SJR State CNA program will also receive preference.

POST- ADMISSION REQUIREMENTS

1. Applicants must meet the TABE placement test score for language, reading, arithmetic ability at the 11th grade level or better prior to program completions. Applicants who do not meet the 11th grade TABE placement test score for language reading, arithmetic ability at the 11th grade level are required to participate in mandatory remediation.
2. All students are asked to sign a consent and waiver to perform a criminal background check and drug screen. Failure to provide a consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
3. Attend nursing student orientation online prior to the first day of class.
4. Have an annual physical examination verifying acceptable health status and completing all requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance of $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during the registration).
6. Initiate and maintain an annual subscription to required third party clinical compliance sites as a clinical requirement. The initial payment in included with course fees during registration. The annual renewal is the financial responsibility of the student and is submitted individually.

PRACTICAL NURSING COURSES

PRN 0098C	Practical Nursing Foundations 1	300
PRN 0099C	Practical Nursing Foundations 2	300
PRN 0290C	Medical Surgical Nursing I	300
PRN 0291C	Medical Surgical Nursing II	300
PRN 0690C	Comprehensive Nursing & Transitional Skills	150
TOTAL PROGRAM CONTACT HOURS		**1350**

CRIMINAL JUSTICE AND PUBLIC SAFETY

ST. JOHNS RIVER STATE COLLEGE

PROGRAM MISSION STATEMENT

The Department of Criminal Justice Training at St. Johns River State College is committed, through the delivery of quality effective training in an academically sound environment, to providing law enforcement agencies and the community with professional and disciplined law enforcement and correctional officers who will possess the essential knowledge and skills to effectively serve as public safety professionals.

As a component of a comprehensive public two-year college committed to open access, student learning and achievement, the criminal justice program of St. Johns River State College will provide personalized attention to students, will embrace diversity and will use innovation to enhance teaching and learning.

CRIMINAL JUSTICE USE OF SOCIAL SECURITY NUMBERS

SJR State collects SSNs to verify entrance eligibility for criminal justice students to be placed into the Florida Department of Law Enforcement (FDLE) Automated Training Management System (ATMS) during the students' attendance in basic law enforcement recruit, corrections cross-over to law enforcement, corrections basic recruit and law enforcement cross-over to corrections classes. The students' SSNs are also used to validate their eligibility to sit for the FDLE state office certification exams.

Note: Previous dismissals from this or another institution will be reviewed and admissions into Criminal Justice Academy programs may be declined based on the results of the review.

CRIMINAL JUSTICE AND PUBLIC SAFETY

CRIMINAL JUSTICE TECHNOLOGY
- **CORRECTIONS TRACK**
- **LAW ENFORCEMENT TRACK**

PARALEGAL STUDIES

CRIMINAL JUSTICE TECHNOLOGY SPECIALIST

HOMELAND SECURITY SPECIALIST

EQUIVALENCY OF TRAINING

FLORIDA CORRECTIONS OFFICER ACADEMY
- **LAW ENFORCEMENT OFFICER CROSS-OVER TRAINING TO FLORIDA CMS CORRECTIONAL BASIC RECRUIT TRAINING PROGRAM**
- **CORRECTIONAL PROBATION OFFICER CROSS-OVER TRAINING TO FLORIDA CORRECTIONS ACADEMY**

FLORIDA LAW ENFORCEMENT OFFICER ACADEMY
- **CORRECTIONAL OFFICER CROSS-OVER TRAINING TO FLORIDA LAW ENFORCEMENT ACADEMY**
- **CORRECTIONAL PROBATION OFFICER CROSS-OVER TRAINING TO LAW ENFORCEMENT ACADEMY**

EQUIVALENCY OF TRAINING LAW ENFORCEMENT
RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

The Equivalency of Training (EOT) Law Enforcement program is for out-of-state officers, federal officers, and previously certified Florida officers with a four year or more break-in-service. The EOT process exempts those who qualify from having to attend and complete the full basic recruit academy. Completion of the EOT program qualifies an individual to sit for the Florida State Officer Certification Examination. The EOT law enforcement course is 80 contact hours and costs $1,000.00 per person. Refer to section 943.131, Florida Statutes, and Rule 11B-35.009, Florida Administrative Code for specific requirements. (Note: The exemption through the EOT process is also available for former members of special operations forces.)

For additional information, visit our website at SJRstate.edu/eotraining or call (904) 808-7490.

Note: The St Johns River State College Criminal Justice Center offers Equivalency of Training classes. However, we are not an Equivalency of Training selection center. Before registering for an EOT class, you must first obtain your CJSTC Equivalency of Training form 76 from a Florida Department of Law Enforcement (FDLE) recognized selection center or from an employing agency. Once it has been approved and entered into Florida's Automated Training Management System (ATMS), you may then register for EOT classes offered at SJR State.

The High-Liability topics can be taken separately as part of an EOT Law Enforcement class to satisfy requirements for individuals seeking law enforcement or corrections certifications. The separate High-Liability classes are offered with the following course numbers: CWL 0323 EOT Firearms; CWL 0324 EOT Vehicle Operations; CWL 0325 EOT Defensive Tactics; CWL 0326 EOT First Aid. Individual course cost information can be obtained from the Criminal Justice Program office at (904) 808-7490.

CWL	0035	Equivalency of Training Law Enforcement	80 hours
TOTAL CONTACT HOURS			**80 HOURS**

EQUIVALENCY OF TRAINING CORRECTIONS
RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

The Equivalency of Training (EOT) Corrections program is for out-of-state officers, federal officers, and previously certified Florida officers with a four year or more break-in-service. The EOT process exempts those who qualify from having to attend and complete the full basic recruit academy. Completion of the EOT program qualifies an individual to sit for the Florida State Officer Certification Examination. The EOT Corrections course is 60 contact hours and costs $590.00 per person. Refer to section 943.131, Florida Statutes, and Rule 11B-35.009, Florida Administrative Code for specific requirements. (Note: The exemption through the EOT process is also available for former members of special operations forces.)

Note: The St Johns River State College Criminal Justice Center offers Equivalency of Training classes. However, we are not an Equivalency of Training selection center. Before registering for an EOT class, you must first obtain your CJSTC Equivalency of Training form 76 from a Florida Department of Law Enforcement (FDLE) recognized selection center or from an employing agency. Once it has been approved and entered into Florida's Automated Training Management System (ATMS), you may then register for EOT classes offered at SJR State.

CWL	0179	Equivalency of Training Corrections	60 hours
TOTAL CONTACT HOURS			**60 HOURS**

FLORIDA CORRECTIONS OFFICER ACADEMY (0540)

CAREER CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program provides job-related training to prepare candidates for entry-level employment as corrections officers. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

To be eligible for the acceptance into the Corrections Officer Academy, a student must:

1. Be at least 19 years of age prior to the academy graduation
2. Have achieved a passing score on the Criminal Justice Basic Abilities Test for Corrections (CJBAT)
3. Have a high school diploma or GED
4. Be a United States citizen
5. Not have been convicted of, pled guilty or nolo-contendere to any felony, or a misdemeanor involving perjury or false statement
6. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
7. Not have received a dishonorable discharge from any of the Armed Forces branches of the United States
8. Possess a valid driver's license
9. Be able to pass a physical examination by a licensed physician
10. Not have used any illegal narcotics within 12 months prior to application

To be considered for acceptance into the program, a student must complete the following:

1. Application to SJR State
2. Application to the Florida Corrections Officer Academy
3. Basic Motor Skills Test

This program is mentally and physically challenging, and has special requirements including strict attendance and demonstration of proficiency in firearms, defensive tactics, and first aid. Additional program information and application packets can be obtained from the criminal justice program office or by visiting SJRstate.edu/law.

Note: Students are encouraged to take this Career Certificate program as a part of the Associate in Science degree in Criminal Justice Technology. More information about this program and the college credit given for the basic recruit can be found on page 157.

FLORIDA CORRECTIONS OFFICER ACADEMY

CJK	0031	First Aid for Criminal Justice Officers	40
CJK	0040	Criminal Justice Firearms	80
CJK	0051	Criminal Justice Defensive Tactics	80
CJK	0300	Introduction to Corrections	32
CJK	0305	CJSTC Communications	40
CJK	0310	Officer Safety	16
CJK	0315	Facility and Equipment	8
CJK	0320	Intake and Release	18
CJK	0325	Supervising in a Correctional Facility	40
CJK	0330	Supervising Special Populations	20
CJK	0335	Responding to Incidents and Emergencies	16
CJK	0340	Officer Wellness and Physical Abilities	30

TOTAL PROGRAM CONTACT HOURS **420**

CORRECTIONAL PROBATION OFFICER CROSS-OVER TRAINING TO FLORIDA CORRECTIONS ACADEMY (0548)

CAREER CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for certified correctional probation officers who are planning lateral movement between the criminal justice disciplines probation and corrections. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, in accordance with Florida Statute. Upon completion of the program, candidates will be eligible to take the state exam for corrections officers.

The program is intended to facilitate the lateral movement and to reduce the duplication if instructional content. It requires only those courses encompassing the corrections discipline and the high liability proficiency skills demonstrations not previously taken in the Florida Correctional Probation Academy.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

To be eligible for acceptance into the correctional probation to corrections program, the applicant must:

1. Be a certified correctional probation officer or have successfully completed the Basic Correctional Probation Officer Academy and passed the state certification examination within 4 years of the beginning of the crossover program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for law enforcement
3. Not have been convicted of, pled guilty or nolo-contendere to any felony or a misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the Armed Forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any substances or prescription medication in violation of state or federal law within 12 months prior to application
8. Complete the Criminal Justice Academy application process

LAW ENFORCEMENT OFFICER CROSS-OVER TO CORRECTIONAL BASIC RECRUIT

CJK	0040	Criminal Justice Firearms*	80
CJK	0300	Introductions to Corrections	32
CJK	0310	Officer Safety	16
CJK	0315	Facility and Equipment	8
CJK	0320	Intake and Release	18
CJK	0325	Supervising in a Correctional Facility	40
CJK	0330	Supervising Special Populations	20
CJK	0335	Responding to Incidents and Emergencies	16
CJK	0393	Crossover Program Updates	8

TOTAL PROGRAM CONTACT HOURS 238

* Students who completed Correctional Probation Officer Basic Recruit training prior to July 1, 2022 will need to complete the eighty (80) hour course CJK 0040 Criminal Justice Firearms.

LAW ENFORCEMENT OFFICER CROSS-OVER TRAINING TO FLORIDA CMS CORRECTIONAL BASIC RECRUIT TRAINING PROGRAM (0545)

CAREER CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for those certified law enforcement officers who are planning a lateral movement between the criminal justice disciplines of law enforcement and corrections. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.

Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the discipline not previously taken in the Florida Law Enforcement Academy program.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

To be eligible for acceptance into this law enforcement to corrections crossover program, the applicant must:

1. Be certified law enforcement officer or have successfully completed the Basic Law Enforcement Academy and passed the state certification examination within 4 years of the beginning of the crossover program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for corrections
3. Not have been convicted of, pled guilty or nolo-contendere to any felony, or a misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the Armed Forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any illegal narcotics within 12 months prior to application
8. Complete the Criminal Justice Academy application process

LAW ENFORCEMENT OFFICER CROSS-OVER TO CORRECTIONAL BASIC RECRUIT

CJK	0300	Introduction to Corrections	32
CJK	0305	CJSTC Communications	40
CJK	0310	Officer Safety	16
CJK	0315	Facility and Equipment	8
CJK	0320	Intake and Release	18
CJK	0325	Supervising in a Correctional Facility	40
CJK	0330	Supervising Special Populations	20
CJK	0335	Responding to Incidents and Emergencies	16
CJK	0393	Cross-Over Program Updates	8

TOTAL PROGRAM CONTACT HOURS 198

CRIMINAL JUSTICE TECHNOLOGY - CORRECTIONS TRACK (0089)

ASSOCIATE IN SCIENCE DEGREE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed to prepare persons already in the field for management positions in criminal justice. College semester credit hours will be awarded for completion of the Florida Criminal Justice Standards and Training Commission (CJSTC) basic recruit program begun and completed after July 1, 1993 and for passing the state exam as listed below:

Corrections Basic Recruit Training Program - 6 Credit Hours

Persons who met CJSTC certification requirements before July 1, 1993 may still be granted college credit on an individual basis. Students who are not already certified corrections or law enforcement officers should be advised that the basic recruit segment of the Associate in Science degree in Criminal Justice Technology has selective admission criteria over and above what is required for academic program admission by the College.

The general education and degree-specific courses associated with this Associate in Science degree program are offered fully online. However, the Corrections Basic Recruit Training program is offered only on the St. Augustine campus.

Recruit courses can be found on pages 153 and 162.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+	ENC	1102	Composition II	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

	CCJ	1010	Introduction to Criminology	3
	CCJ	1020	Introduction to Criminal Justice	3
+	CCJ	2358	Criminal Justice Report Writing	3
	CGS	1100	Microcomputer Applications Software	3
	CJE	1000	Introduction to Policing	3
	CJE	1006	Police and Society	3
	CJE	2600	Fundamentals of Criminal Investigation	3
	CJE	2640	Introduction to Forensics - Crime Scene	3
+	CJL	1062	Constitutional Law	3
	CJL	1100	Criminal Law	3
	CJL	1102	Criminal Evidence and Court Procedure	3
	DSC	1006	Introduction to Homeland Security	3
			◆◆ FL Corrections Basic Recruit Credits (CJC 1000 and CJJ 2001)	6

REQUIRED TOTAL CREDIT HOURS 60

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

◆◆ The following courses CJC 1000 and CJJ 2001 will be satisfied by the completion of the Corrections Basic Recruit certificate and successful completion of the Florida State Officer Certification Examination. These courses cannot be taken as part of the degree specific courses.

CRIMINAL JUSTICE TECHNOLOGY - LAW ENFORCEMENT TRACK (0089)

ASSOCIATE IN SCIENCE DEGREE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed to prepare persons already in the field for management positions in criminal justice. College semester credit hours will be awarded for completion of the Florida Criminal Justice Standards and Training Commission (CJSTC) basic recruit program begun and completed after July 1, 1993 and for passing the state exam as listed below:

Florida Law Enforcement Academy - 15 Credit Hours

Persons who met CJSTC certification requirements before July 1, 1993 may still be granted college credit on an individual basis. Students who are not already certified corrections or law enforcement officers should be advised that the basic recruit segment of the Associate in Science degree in Criminal Justice Technology has selective admission criteria over and above what is required for academic program admission by the College.

The general education and degree-specific courses associated with this Associate in Science degree program is offered fully online. However, the Basic Law Enforcement Recruit Training program is offered only on the St. Augustine campus.

Recruit courses can be found on pages 153 and 162.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+	ENC	1102	Composition II	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

	CCJ	1010	Introduction to Criminology	3
+	CCJ	2358	Criminal Justice Report Writing	3
	CGS	1100	Microcomputer Applications Software	3
	CJC	1000	Introduction to Corrections	3
	CJE	1006	Police and Society	3
	CJE	2640	Introduction to Forensics - Crime Scene	3
+	CJL	1062	Constitutional Law	3
	CJL	1102	Criminal Evidence and Court Procedure	3
	DSC	1006	Introduction to Homeland Security	3
			◆◆ FL LE Academy Credits (CCJ 1020, CJJ 2001, CJE 2600, CJE 1000 and CJL 1100)	15

REQUIRED TOTAL CREDIT HOURS 60

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

◆◆ The following courses CCJ 1020, CJE 1000, CJE 2600, CJJ 2001, and CJL 1100 will be satisfied by the completion of the Law Enforcement Basic Recruit certificate and successful completion of the Florida State Officer Certification Examination. These courses cannot be taken as part of the degree specific courses.

CRIMINAL JUSTICE TECHNOLOGY (0080)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students for employment into the criminal justice field as well as those interested in broadening their knowledge of criminal justice and field professionals seeking incentive benefits, career enhancement, or to increase their on-the-job competence. This Associate in Science degree does not qualify students for state certification as law enforcement or corrections officers.

This Criminal Justice Technology degree program is offered fully online.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+	ENC	1102	Composition II	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

	CCJ	1010	Introduction to Criminology	3
	CCJ	1020	Introduction to Criminal Justice	3
+	CCJ	2358	Criminal Justice Report Writing	3
	CJJ	2001	Introduction to Juvenile Procedures	3
	CGS	1100	Microcomputer Applications Software	3
	CJC	1000	Introduction to Corrections	3
	CJE	1000	Introduction to Policing	3
	CJE	1006	Police and Society	3
	CJE	2600	Fundamentals of Criminal Investigation	3
	CJE	2640	Introduction to Forensics - Crime Scene	3
+	CJL	1062	Constitutional Law	3
	CJL	1100	Criminal Law	3
	CJL	1102	Criminal Evidence and Court Procedure	3
	DSC	1006	Introduction to Homeland Security	3

REQUIRED TOTAL CREDIT HOURS **60**

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

PARALEGAL STUDIES (0170)

ASSOCIATE IN SCIENCE DEGREE

The purpose of this program is to prepare students for employment as paralegals, legal assistants, and related positions, such as title examiners. Paralegals assist lawyers by conducting investigations, researching legal issues, drafting legal documents, interviewing clients, assisting in trials and other legal proceedings, and managing law office operations. Students who complete the program will be eligible to sit for the certified paralegal (CP) exam administered by the National Association of Legal Assistants (NALA).

The Paralegal Studies degree program is offered fully online.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I	3
+	ENC	1102	Composition II	3
+*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

DEGREE SPECIFIC COURSES:

	BUL	1241	Business Law	3
	CGS	1100	Microcomputer Applications Software	3
	PLA	1003	Introduction to Paralegal Studies	3
+	PLA	1104	Legal Research and Writing I	3
+	PLA	1303	Criminal Law and Procedure	3
+	PLA	1421	Contract Law	3
+	PLA	2114	Legal Research and Writing II	4
+	PLA	2200	Litigation	3
	PLA	2273	Tort Law	3
	PLA	2465	Debtor/Creditor Law	3
	PLA	2600	Wills, Trusts, and Estates	3
	PLA	2610	Real Estate Law	3
+	PLA	2763	Law Office Management	3
	PLA	2800	Family Law	3
	PLA	2880	Constitutional Law	3

REQUIRED TOTAL CREDIT HOURS 64

* Refer to A.S. degree general education core requirements on page 80.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Note: Paralegals may not provide legal services directly to the public except as permitted by law. Florida prohibits the practice of law by non-lawyers.

CRIMINAL JUSTICE TECHNOLOGY SPECIALIST (4090)

COLLEGE CREDIT CERTIFICATE

The college credit certificate in Criminal Justice Technology Specialist prepares students to work in law enforcement, corrections, private/industry security, and other criminal justice, legal or public service related fields. The program may also assist students in employment advancement in professions involving law enforcement, the court system, corrections, and private security.

This program is an intermediate step toward the Associate in Science degree in Criminal Justice Technology.

This certificate program is offered fully online.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

CERTIFICATE SPECIFIC COURSES:

CCJ	1020	Introduction to Criminal Justice	3
CJC	1000	Introduction to Corrections	3
CJJ	2001	Introduction to Juvenile Procedures	3
CGS	1100	Microcomputer Applications Software	3
CJE	1000	Introduction to Policing	3
CJE	1006	Police and Society	3
CJE	2600	Fundamentals of Criminal Investigation	3
CJL	1100	Criminal Law	3

REQUIRED TOTAL CREDIT HOURS 24

HOMELAND SECURITY SPECIALIST (4092)

COLLEGE CREDIT CERTIFICATE

The Homeland Security Specialist college credit certificate prepares students to work in homeland security, transportation security, law enforcement, private/industry security, and other criminal justice, legal or public service-related fields. The program may also assist students in employment advancement in professions involving law, public safety, and private security.

This certificate program is offered fully online.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

CERTIFICATE SPECIFIC COURSES:

CCJ	1020	Introduction to Criminal Justice	3
CJE	1006	Police and Society	3
CJL	1100	Criminal Law	3

REQUIRED TOTAL CREDIT HOURS **9**

FLORIDA LAW ENFORCEMENT OFFICER ACADEMY (5005)

CAREER CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program provides job-related training to prepare candidates for entry-level employment as law enforcement officers. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officer.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

To be eligible for the acceptance into the Florida Law Enforcement Officer Academy, a student must:

1. Be at least 19 years of age prior to the academy graduation
2. Have achieved a passing score on the Criminal Justice Basic Abilities Test for Law Enforcement (CJBAT)
3. Have a high school diploma or GED
4. Be a United States citizen
5. Not have been convicted of, pled guilty or nolo-contendere to, any felony or misdemeanor involving perjury or false statement
6. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
7. Not have received a dishonorable discharge from any of the Armed Forces of the United States
8. Possess a valid driver's license
9. Be able to pass a physical examination by a licensed physician
10. Not have used any illegal narcotics within 12 months prior to application

To be considered for acceptance into the program, a student must complete the following:

1. Application to SJR State
2. Application to the Florida Law Enforcement Officer Academy
3. Basic Motor Skills Test

This program is mentally and physically challenging and has special requirements including strict attendance and demonstration of proficiency in firearms, defensive tactics, vehicle operations and first aid. Additional program information and application packets can be obtained from the Criminal Justice program office or by visiting SJRstate.edu/law.

Note: Students are encouraged to take this Career Certificate program as a part of the Associate in Science degree in Criminal Justice Technology. See page 157 for additional information.

STUDENT SELECTION

When there are more applicants than the number of available seats for the Basic Law Enforcement class, selection will be based on the following criteria/point system:

1. Sponsored and Crossover recruits from service area agencies (Law Enforcement Agencies in St. Johns, Clay, and Putnam counties) will be admitted to the next available recruit class following completion of their registration (See Registration/Fees).
2. **5 POSSIBLE POINTS AWARDED** - Applicants may receive credit from only **one** of the following qualifiers:
   5 points will be awarded for a recommendation from a service agency chief or sheriff; or
   5 points will be awarded for three years of full-time work experience in a Law Enforcement related field (e.g. Public Service Assistant); or
   5 points will be awarded for three (3) or more years of full-time military experience; or
   4 points will be awarded for four (4) years of general, full-time work experience (with gaps no longer than a total of three months).
3. **5 POSSIBLE POINTS AWARDED** – Applicants may only receive credit for **one** of these qualifiers:
   5 points will be awarded for a four-year degree from an accredited college; or
   3 points will be awarded for a two-year degree from an accredited college; or
   3 points will be awarded for 45 credit hours of an A.S. degree in Criminal Justice Technology.
4. **6 POSSIBLE POINTS AWARDED** – Applicants may receive credit **for as many qualifiers as are applicable** up to a maximum of 6 points:
   2 points will be awarded if enrolled in SJR State's Criminal Justice Technology program with 36 or more credits earned;
   1 point will be awarded for an internship with a service area law enforcement agency;
   1 point will be awarded if applicant resides within the Academy's service area;
   1 point will be awarded if applicant participated in a service area Law Enforcement Explorer program or High School Law Enforcement program;
   1 point will be awarded for participation in a high school ROTC program.

If two or more applicants are tied for points for the last available seat, admission will be awarded to the applicant with the earliest date and time on the application.

FLORIDA LAW ENFORCEMENT OFFICER ACADEMY

CJK	0002	Introduction to Law Enforcement	12
CJK	0016	Communication	24
CJK	0018	Legal	64
CJK	0019	Interviewing and Report Writing	56
CJK	0020	Law Enforcement Vehicle Operations	48
CJK	0021	Serving Your Community	34
CJK	0031	First Aid for Criminal Justice Officers	40
CJK	0040	Criminal Justice Firearms	80
CJK	0051	Criminal Justice Defensive Tactics	80
CJK	0063	Fundamentals of Patrol	40
CJK	0072	Crimes Against Persons	48
CJK	0073	Crimes Involving Property and Society	12
CJK	0079	Crime Scene Follow-up Investigations	34
CJK	0093	Critical Incidents	44
CJK	0096	Criminal Justice Officer Physical Fitness Training	60
CJK	0400	Traffic Incidents	12
CJK	0401	Traffic Stops	24
CJK	0402	Traffic Crash Investigations	30
CJK	0403	DUI Traffic Stops	24
CJK	0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4

TOTAL PROGRAM CONTACT HOURS 770

CORRECTIONAL OFFICER CROSS-OVER TRAINING TO FLORIDA LAW ENFORCEMENT ACADEMY (0544)

CAREER CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for certified corrections officers who are planning a lateral movement between the criminal justice disciplines of corrections and law enforcement. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officers.

Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the law enforcement discipline and those high liability proficiency skills demonstrations not previously taken in the Florida Corrections Academy program.

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

To be eligible for acceptance into this corrections to law enforcement crossover program, the applicant must:

1. Be a certified corrections officer or have successfully completed the Basic Corrections Officer Academy and passed the state certification examination within 4 years of the beginning of the crossover program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for law enforcement
3. Not have been convicted of, or pled guilty or nolo-contendere to, any felony or misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the Armed Forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any illegal narcotics within 12 months prior to application
8. Complete the Criminal Justice Academy application process

CORRECTIONAL OFFICER CROSS-OVER TRAINING TO FLORIDA LAW ENFORCEMENT ACADEMY

CJK	0002	Introduction to Law Enforcement	12
CJK	0016	Communication	24
CJK	0018	Legal	64
CJK	0019	Interviewing and Report Writing	56
CJK	0020	Law Enforcement Vehicle Operations	48
CJK	0021	Serving Your Community	34
CJK	0063	Fundamentals of Patrol	40
CJK	0072	Crimes Against Persons	48
CJK	0073	Crimes Involving Property and Society	12
CJK	0079	Crime Scene Follow-up Investigations	34
CJK	0093	Critical Incidents	44
CJK	0393	Cross-Over Program Updates	8
CJK	0400	Traffic Incidents	12
CJK	0401	Traffic Stops	24
CJK	0402	Traffic Crash Investigations	30
CJK	0403	DUI Traffic Stops	24
CJK	0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4

TOTAL PROGRAM CONTACT HOURS 518

CORRECTIONAL PROBATION OFFICER CROSS-OVER TRAINING TO FLORIDA LAW ENFORCEMENT ACADEMY (0547)

CAREER CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for certified correctional probation officers who are planning lateral movement between the criminal justice disciplines probation and law enforcement. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal justice Standards and Training Commission, in accordance with Florida Statute. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officers.

The program is intended to facilitate the lateral movement and to reduce the duplication if instructional content. It requires only those courses encompassing the law enforcement discipline and the high liability proficiency

For additional information, visit our website at SJRstate.edu/criminaljustice or call (904) 808-7490.

To be eligible for acceptance into the correctional probation to law enforcement program, the applicant must:

1. Be a certified correctional probation officer or have successfully completed the Basic Correctional Probation Officer Academy and passed the state certification examination within 4 years of the beginning of the cross-over program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for law enforcement
3. Not have been convicted of, or pled guilty or nolo-contendere to, any felony or misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the armed forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any substances or prescription medication in violation of state or federal law within 12 months prior to application
8. Complete the Criminal Justice Academy application process

CORRECTIONAL PROBATION OFFICER CROSS-OVER TRAINING TO FLORIDA LAW ENFORCEMENT ACADEMY

CJK	0016	Communication	24
CJK	0018	Legal	64
CJK	0020	Law Enforcement Vehicle Operations	48
CJK	0021	Serving Your Community	34
CJK	0040	Criminal Justice Firearms*	80
CJK	0063	Fundamentals of Patrol	40
CJK	0072	Crimes Against Persons	48
CJK	0073	Crimes Involving Property and Society	12
CJK	0079	Crime Scene Follow-up Investigations	34
CJK	0093	Critical Incidents	44
CJK	0394	CPO: Cross-Over Program Updates	10
CJK	0400	Traffic Incidents	12
CJK	0401	Traffic Stops	24
CJK	0402	Traffic Crash Investigations	30
CJK	0403	DUI Traffic Stops	24
CJK	0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4

TOTAL PROGRAM CONTACT HOURS 532

* Students who completed Correctional Probation Officer Basic Recruit training prior to July 1, 2022 will need to complete the eighty (80) hour course CJK 0040 Criminal Justice Firearms.

FLORIDA SCHOOL OF THE ARTS

ST. JOHNS RIVER STATE COLLEGE

FLORIDA SCHOOL OF THE ARTS

VISUAL ART
- STUDIO ART
- GRAPHIC DESIGN/NEW MEDIA
- PHOTOGRAPHY
- ANIMATION

PERFORMING ARTS AND PRODUCTION DESIGN
- ACTING
- DANCE STUDIES/DANCE PERFORMANCE
- MUSICAL THEATER

THEATER TECHNOLOGY
- SCENIC/LIGHTING DESIGN AND TECHNOLOGY
- COSTUME DESIGN AND TECHNOLOGY

STAGE TECHNOLOGY

STAGE MANAGEMENT

PURPOSE

Florida School of the Arts is dedicated to the premise that both intense, individualized instruction and practical "hands-on" experience are essential to the full development of a student's creative abilities. As part of public education in the state, Florida School of the Arts provides comprehensive artistic training appropriate to each student's talent, enabling each student to acquire the knowledge, skills, and appreciation of the chosen arts discipline required for employment in the arts profession. Students receive professional art instruction and rigorous training from the beginning of enrollment. As a professional arts school, Florida School of the Arts provides a learning environment in which students are expected to adhere to standards of professionalism and academic excellence.

THE SCHOOL

Florida School of the Arts, established in 1974 by the Florida State Board of Education, specializes in preparing students for successful careers in visual and performing arts.

Florida School of the Arts is located on the Palatka campus and is part of the academic and administrative structure of St. Johns River State College. It is administered by a dean under the general supervision of the St. Johns River State College District Board of Trustees and the College president. The school, however, is statewide in scope, and has its own arts facilities, faculty, administrative staff, mission statement, and curricula specific to each degree program. This information can also be obtained on the school website at SJRstate.edu/floarts.

The academic year at Florida School of the Arts consists of a fall term, spring term, and summer session A. Enrollment is recommended during each of the three terms.

ADMISSION

Admission to Florida School of the Arts is by audition or portfolio review only. Separate application paperwork and procedures are also required by St. Johns River State College because all Florida School of the Arts students must also be admitted to St. Johns River State College and are responsible for compliance with all college policies and procedures.

The application for Florida School of the Arts is available for submission from the website at SJRstate.edu/floarts. The application fee of $30 is deferred until an applicant is accepted into a Florida School of the Arts program and registers for classes. As part of completing the application, a potential student will select an audition or portfolio review date. The following additional paperwork for Florida School of the Arts will then be due before the selected date: an arts resume, a statement of purpose, two letters of recommendation and high school and/or college transcripts current at the time of the scheduled audition or portfolio review. We will accept paperwork by mail to Florida School of the Arts, Attention: Admissions Coordinator, 5001 St. Johns Avenue, Palatka FL 32177 or email to FloArtsAdmissions@SJRstate.edu.

Specific audition and portfolio requirements differ by discipline. They are available online at SJRstate.edu/floarts, or by mail or email by request. For the performing arts programs (Acting, Musical Theater, and Dance), applicants are required to schedule an audition on one of the designated dates. For the production design programs (Costume Design, Scenic/Lighting Design and Stage Management), applicants are required to schedule a portfolio review on one of the designated dates or call (386) 312-4300 or (386) 312-4304 to make other arrangements. For the visual arts programs (Studio Art, Graphic Design/New Media, Photography and Animation), applicants may choose to review in person on one of the designated dates or they may submit a portfolio digitally.

Admission requirements and procedures for St. Johns River State College may be found at SJRstate.edu.

FINANCIAL AID

College students admitted into Florida School of the Arts programs are eligible for all college financial aid programs. Among these are FloArts Talent Scholarships, college student worker programs, loan programs, government grants, and special scholarships from the state and private funds. Consult the financial aid section of this catalog for detailed information.

HOUSING

Students are responsible for securing their own housing. The office maintains a contact list to assist those students seeking roommates for each fall term.

REQUIRED COLLEGE COURSEWORK

All students must complete a minimum 25% of all credit hours required for graduation through the Florida School of the Arts and/or St. Johns River State College.

FLORIDA SCHOOL OF THE ARTS PROBATION AND SUSPENSION POLICIES

Florida School of the Arts students are subject to the academic regulations of St. Johns River State College and Florida School of the Arts in regards to probation and suspension.

Students on full status are eligible to participate in all Florida School of the Arts classes and extracurricular activities. To remain on full status, a student must maintain a cumulative grade point average of 2.0 as well as an arts grade point average of 2.5.

SPECIALIZED ACCREDITATION

St. Johns River State College is an accredited institutional member of the National Association of Schools of Art and Design (NASAD).

The Associate in Science Degree: Each Florida School of the Arts student must complete a planned A.S. degree program that combines foundational and specialized coursework in the student's artistic discipline with prescribed general education requirements for communications, humanities, mathematics, natural science or social science.

ASSOCIATE IN SCIENCE DEGREE

- PERFORMING ARTS AND PRODUCTION/DESIGN
  - Acting
  - Dance
  - Musical Theater
  - Theater Technology
    - Scenic/Lighting Design and Technology
    - Costume Design and Technology
  - Stage Management

- VISUAL ART
  - Studio Art
  - Graphic Design/New Media
  - Photography
  - Animation

The Associate in Science + Associate in Arts degree option: Any Florida School of the Arts student may complete a dual degree *pathway* by fulfilling the additional general education requirements for the A.A. degree over and above those already required as part of the A.S. degree.

The College Credit Certificate in Stage Technology: The Stage Technology certificate is generally earned by students who are pursuing the A.S. in Theater Technology with a specialization in Scenic/Lighting Design and Technology or Costume Design and Technology. It marks successful completion of 17 credit hours of coursework in that area. It does not require any general education courses. Often, students in our Theater Technology programs earn this certificate during their first year of that two-year program. Stage Management students who have completed the specified 17 credit hours may also be awarded this certificate.

STATE UNIVERSITY SYSTEM - FOREIGN LANGUAGE REQUIREMENT

The Foreign Language Competency Requirement can be met by completion of two years of the same high school foreign language or completion of two semesters of the same college level foreign language or documented proficiency of a foreign language. If you did not complete two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to complete two semesters of the same college level foreign language in order to graduate with your Associate in Arts degree. These foreign language credits will count towards your required general education elective and/or baccalaureate transfer program prerequisites/elective credit hours. Please check with your Academic Advisor or Workforce Advisor if you are unsure whether you already meet this requirement.

Native speakers of languages other than English may petition to waive the foreign language coursework requirement.

Native speakers who are able to demonstrate they completed part of their education in a non-English educational system should complete and submit the foreign language coursework waiver petition with proof of enrollment in a foreign language school in which the language of instruction was not English for a specific, prolonged period of concurrent academic years, generally to include at a minimum the completion of at least three years of formal schooling. Additional documentation may be requested at the discretion of the Vice President for Academic Affairs.

Native speakers without proof of foreign education have the following options:

- If the language is currently offered by St. Johns River State College, the student may petition to complete a campus-based proficiency examination by a qualified SJR State foreign language faculty member.

- If the language is not currently offered by St. Johns River State College and there are therefore no faculty on staff who can evaluate that language, students have several options:

- submit proof of proficiency in the language through a recognized, standardized test such as CLEP:
- provide alternative documentation concerning their language proficiency to be approved at the discretion of the Vice President for Academic Affairs, or
- complete the foreign language requirement in another language.

For more information or a copy of the foreign language coursework waiver petition, please see your academic advisor.

PERFORMING ARTS AND PRODUCTION DESIGN

The Theater and Entertainment Technology curricula offer students well-rounded, creative, and practical training in dance, musical theater, acting, scenic/lighting design and technology, costume design and technology, and stage management. The department's accelerated programs, along with their production schedules, allow incoming students immediate "hands-on" experience. Upon program completion, performance students have received an excellent foundation to either begin their professional careers or to continue on to a university or conservatory for advanced level training.

The Florida School of the Arts Performing Arts and Production Design program has six disciplines of study:

ACTING: A Florida School of the Arts acting major has the unique opportunity to audition and perform in a number of productions each year, including four main stage and other productions. Students receive practical, creative and insightful instruction in the classroom and on the stage. This intensive training, consisting of the development of the voice, body, gesture, and creative imagination, enables the actor to work in a myriad of theatrical styles from the classics to contemporary comedy, drama and musicals. In Acting for the Camera, students adapt those skills for the specific demands of television and film. Students also gain valuable instruction in all phases of theatre production, including stage construction, lighting, sound, costume design/construction, make-up and stage movement. Upon completion of the program, acting students are prepared for entry-level positions in the acting profession or to proceed to four-year university or conservatory programs to further their training and study.

DANCE: This progressive dance program consists of intensive technical training in the areas of ballet and contemporary dance. Students also study various stylized forms of dance including jazz, musical theater, tap and ethnic forms. As part of the students' creative development, course work is required in improvisation and choreography. Students also have the option to choose from a variety of dance electives to develop their craft and explore practical applications in the field of dance through course work in dance history, dance ensemble performance work and a conditioning class. Upon graduation, the student is prepared for current career choices in professional dance companies, the entertainment industry or to continue on to a conservatory or four-year bachelor of fine arts institution.

MUSICAL THEATER: Musical theater majors at Florida School of the Arts receive professional training in three core areas: music/singing, dancing, and acting. The music component of the degree requires that students study and pass music theory, sight singing, voice, and piano. For the dance component, students are cross-trained in ballet, jazz, and tap techniques. For the acting component, the coursework consists of practical, hands-on training to develop the actor's voice, gesture, body, and creative imagination. As part of the acting component, students also gain valuable instruction in all phases of theater production, including stage design/construction, lighting, sound, costume design/construction, makeup, and stage movement. Upon completion of this intense curriculum, graduates may go directly into a career in musical theater or the entertainment industry.

SCENIC/LIGHTING DESIGN AND TECHNOLOGY: The scenic and lighting design curriculum at Florida School of the Arts is unique in that it provides students practical stage experience balanced between classroom and laboratory instruction. There is a strong emphasis in practical skills, creative problem solving, and artistic collaboration, as well as strong foundational development of knowledge in the equipment, materials, and skills practices of the theatre production industry. The program requires students to develop and present major projects in scenic design, lighting design, and accompanying technologies as well as other contributing areas, including scene painting, sound, drafting for theatre, and stage properties. These projects ultimately contribute to a well-developed and versatile portfolio. Upon successful completion of the degree, students are prepared to continue their education in scenic design, lighting design or technical direction, or any other design/production practice or to seek employment in professional theatres, touring companies or professional scenic or lighting shops.

COSTUME DESIGN AND TECHNOLOGY: The costume design curriculum at Florida School of the Arts begins with an examination of the fundamental techniques utilized in design and construction through a series of historical and problem-oriented projects. Emphasis is placed on research, imagination, problem solving and presentation of work. Students in the costume program also have the unique opportunity to create work for the many school productions throughout the year. Upon completion of the costume program, a student is prepared for employment as a costume/wardrobe professional or as a costume technician in a professional shop. Students may also choose to continue their education in costume design and construction at the university level.

STAGE MANAGEMENT: The stage management curriculum at Florida School of the Arts focuses on building strong communication, organizational and problem-solving skills in all phases of the production process. Practical hands-on experience is gained through participation as stage managers or assistant stage managers for the school's heavy production schedule. Upon completion of the stage management program, students have received the skills and training necessary to either begin their career or seek advanced level training.

VISUAL ART

The Florida School of the Arts Visual Art program has four disciplines of study:

STUDIO ART: Social and technological changes have transformed the way artists work. The studio art program emphasizes fundamental principles through practical exercises while exploring the contemporary discourse that surrounds art and art communities. Studio art students are expected to explore relevant concepts while experimenting with cross-disciplinary practices which include painting, drawing, photography, printmaking, and installation art. Students in the program learn professional gallery display techniques and have the opportunity to show their works in scheduled exhibitions throughout the year.

GRAPHIC DESIGN: The new media design specialization encompasses the use of new technologies in the making of art for both functional and creative arenas. New media involves practices ranging from conceptual and virtual art, to commercial and visual communications. The specialization is a cross-disciplinary field involving computer graphics, photography, digital video, vector imaging and animation.

PHOTOGRAPHY: From pinhole to pixel, silverprint to pigment ink, the photography specialization brings historical perspective to digital technologies. This is confirmed by the belief that teaching essential technical skills, along with contemporary practices and ideas, allows for the broadest opportunities and for the boldest

solutions to an evolving medium.

ANIMATION: Today, hand-crafted or computer-generated moving images appear in cinemas, on phones, tablets and computer screens everywhere. Mastering the techniques of animated storytelling is at the heart of this discipline. Every fundamental component is covered in this comprehensive course of study; drawing, 2 - and 3 - dimensional composition, character creation, story development and critical and creative thinking. Such skills are critical to continue toward four-year Bachelors of Fine Arts degree programs or entry-level work in a vibrant and active animation industry.

VISUAL ART (0152)

ASSOCIATE IN SCIENCE DEGREE

The Florida School of the Arts Visual Art Associate in Science Degree has four specializations:

STUDIO ART: This program prepares student artists for careers working with galleries or self-promoting, and/or transfer to four-year BFA programs.

GRAPHIC DESIGN/NEW MEDIA: This program is an interdisciplinary approach to the use of digital and emerging technologies based on a creative convergence of art, science, and technology for human expressions, social communication, and interaction.

PHOTOGRAPHY: Photography has become the ubiquitous medium and common language of contemporary life. In the context of new media, photography students will learn all current methods and application of the discipline as well as being immersed in many formative traditional technique.

ANIMATION: The visually charged world of imaginative and creative storytelling is today often illustrated with fast moving and exciting animated characters. Animation is a highly specialized medium that aspiring young creators should consider as a viable and promising career path. For all artists who desire a means of bringing their artistic visions to life, animation provides a full range of expression limited only by the imagination.

For additional information, visit our website at SJRstate.edu/floarts-programs or call (386) 312-4300.

GENERAL EDUCATION COURSES				**15**
+	ENC	1101	Composition I	3
*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3

FOUNDATION:				**27**
	ARH	2050	Art History I	3
	ARH	2051	Art History II	3
	ART	1201C	Two - Dimensional Design	3
	ART	1300C	Drawing I	3
+	ART	1301C	Drawing II	3
+	ART	2203C	Three - Dimensional Design	3
+	ART	2955	Portfolio Presentation: Capstone Seminar	1
	DIG	1000	Introduction to Digital Media	3
+	DIG	2580	Digital Portfolio: Portfolio Seminar	1
	GRA	1413	Professional Development: Portfolio Seminar	1
	PGY	1800	Photographic Techniques	3

SPECIALIZATION (CHOOSE ONE FROM LIST) **9**

Specializations listed on next page

ELECTIVES: **9**

Any courses with the prefix of ARH, ART, DIG, GRA, PGY or TPA

REQUIRED TOTAL CREDIT HOURS **60**

* Refer to A.S. degree general education core requirements on page 80.

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Students who wish to complete the Associate in Arts degree (in addition to an Associate in Science degree) should refer to the Associate in Arts degree section of the Catalog/Student Handbook for required additional general education courses.

STUDIO ART SPECIALIZATION: 9

	ART	1400C	Printmaking I	3
	ART	2500C	Painting I	3
+	ART	2701C	Sculpture I	3

GRAPHIC DESIGN/NEW MEDIA SPECIALIZATION: 9

+	DIG	1115C	Digital Imaging	3
+	DIG	2282C	Time Based Media	3
+	GRA	1206C	Typography: Expressive & Experimental	3

PHOTOGRAPHY SPECIALIZATION: 9

+	DIG	1115C	Digital Imaging	3
+	PGY	1201C	Media Lighting Techniques	3
+	PGY	2220C	Commercial Photography	3

ANIMATION SPECIALIZATION: 9

+	ART	2370C	Drawing for Animation	3
+	DIG	2300C	Principles of 2D Animation	3
+	DIG	2341C	Introduction to Motion Graphics and Compositing	3

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

ACTING (0155)

ASSOCIATE IN SCIENCE DEGREE

Theater and Entertainment Technology

This intensive training, consisting of the development of the voice, body, gesture, and creative imagination, enables the actor to work in many forms of theater—from the classics to the contemporary comedy, drama, and musicals. Upon graduation, the student will be prepared for careers in the theater and entertainment industries.

For additional information, visit our website at SJRstate.edu/floarts-programs or call (386) 312-4300.

GENERAL EDUCATION COURSES:				**15**
+	ENC	1101	Composition I	3
*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3
FOUNDATION:				**25**
	TPP	2110	Acting I	3
+	TPP	2111	Acting II	3
	TPP	1810	Stage Speech I	3
	TPP	1514	Stage Movement for the Actor	3
			OR	
+	TPP	1120	Improvisation for the Theater	3
			OR	
+	TPP	2803	Stage Speech IV	3
	THE	1020	Introduction to Theatre History (recommended for A.S + A.A. degree pathway)	3
			OR	
+	THE	2300	Dramatic Literature	3
	THE	1925	Play Production	1
	TPA	2290L	Theatre Production Lab (Costume)	1
	TPA	1200	Introduction to Production/Design	3
	TPA	1248	Stage Makeup	3
	MVV	___	2 Credits of Any MVV Course	2
SPECIALIZATION:				**19**
+	TPP	2118	Acting III	3
+	TPP	2260	Acting for the Camera	3
+	TPP	2261	Acting for the Camera II	3
			OR	
+	TPP	2300	Play Directing	3
			OR	
+	TPP	2141	Acting in Shakespeare	3
+	TPP	1811	Stage Speech II	3
+	TPP	2812	Stage Speech III	3
	TPA	2290L	Theatre Production Lab (Technical)	1
+	TPP	2220	Audition Techniques	3
ELECTIVE:				**1**
Corequisite Science Lab or any courses with the prefix of MUT, MVV, MVK, THE, TPA, DAA, TPP, ARH, ART, PGY or any course selected from communications, social science, humanities or mathematics				
REQUIRED TOTAL CREDIT HOURS				**60**

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Students who wish to complete the Associate in Arts degree (in addition to an Associate in Science degree) should refer to the Associate in Arts degree section of the Catalog/Student Handbook for required additional general education courses.

DANCE STUDIES/DANCE PERFORMANCE (2513)

ASSOCIATE IN SCIENCE DEGREE

Theater and Entertainment Technology

This progressive dance program consists of a well-balanced curriculum in ballet and contemporary dance disciplines. Upon graduation, the student is prepared for continued dance studies at a four-year college or university or current career choices in professional dance companies as well as the entertainment field.

For additional information, visit our website at SJRstate.edu/floarts-programs or call (386) 312-4300.

GENERAL EDUCATION COURSES:				**15**
+	ENC	1101	Composition I	3
*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3
FOUNDATION:				**22**
	DAA	1204	Ballet I	2
+	DAA	1205	Ballet II	2
+	DAA	2206	Ballet III	2
+	DAA	2207	Ballet IV	2
	DAA	1104	Contemporary Dance I	2
+	DAA	1105	Contemporary Dance II	2
+	DAA	2106	Contemporary Dance III	2
+	DAA	2107	Contemporary Dance IV	2
	DAA	1680	Dance Ensemble I (Repeat for Credit)	1 (2)
+	DAA	1681	Dance Ensemble II (Repeat for Credit)	1 (2)
	DAN	2600	Music for Dance	2
SPECIALIZATION:				**15**
	DAA	2504	Jazz Dance I	2
+	DAA	2505	Jazz Dance II	2
+	DAA	2250	Partnering	2
	DAA	2610	Dance Composition & Improvisation I	2
+	DAA	2611	Dance Composition & Improvisation II	2
	DAA	2750	Dance Conditioning	2
	DAN	2100	Survey of Dance	3
DANCE ELECTIVES:				**8**
	DAA	2220	Pointe Technique	2
			OR	
	DAA	2230	Men's Technique	2
	DAA	2393C	World Dance	2
	DAA	2521	Tap I	2
+	DAA	2544	Musical Theatre Dance Styles	1
+	DAA	2570	Musical Theatre Jazz	1
+	DAA	2661	Contemporary Repertory	2
	DAA	2670	Ballet Repertory	2
+	DAA	2743	Pilates Body Conditioning	2
	DAA	2933	Special Topics in Dance	1-3
	TPA	1200	Introduction to Production Design	3
REQUIRED TOTAL CREDIT HOURS				**60**

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Students who wish to complete the Associate in Arts degree (in addition to an Associate in Science degree) should refer to the Associate in Arts degree section of the Catalog/Student Handbook for required additional general education courses.

MUSICAL THEATER (0159)

ASSOCIATE IN SCIENCE DEGREE

Theater and Entertainment Technology

Musical theater students receive professional training in three core areas: music/singing, dancing and acting. Upon completion of this intense curriculum, the student can pursue a career in musical theater or the entertainment industry.

For additional information, visit our website at SJRstate.edu/floarts-programs or call (386) 312-4300.

GENERAL EDUCATION COURSES:				**15**
+	ENC	1101	Composition I	3
*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3
MUSIC:				**10**
	MVK	1111	Class Piano I	2
	MUT	1001	Fundamentals of Music Theory	2
+	MUT	1111	Music Theory I	3
+	MUT	1221	Sight Singing I	1
	MUN	1641	Musical Theater Vocal Company (repeat for credit)	2
VOICE:				**9**
	MVV	1011	Applied Voice Prep	2
+	MVV	1311	Applied Major Voice I	2
+	MVV	1312	Applied Major Voice II	1
+	MVV	2321	Applied Major Voice III	2
+	MVV	2322	Applied Major Voice IV	2
THEATER:				**17**
	TPP	2110	Acting I	3
+	TPP	2111	Acting II	3
+	TPP	2220	Audition Techniques	3
	TPA	1200	Introduction to Production/Design	3
	TPA	1248	Stage Make-Up	3
	TPA	2290L	Theater Production Lab (repeat for credit - 1 technical, 1 costume)	(1) 2
DANCE:				**9**
	DAA	1201	Fundamentals of Ballet II	2
	DAA	1501	Fundamentals of Jazz II	2
	DAA	2521	Tap Dance I	2
+	DAA	2544	Musical Theater Dance Styles	1
+	DAA	2562	Musical Theater Tap	1
+	DAA	2570	Musical Theater Jazz	1
REQUIRED TOTAL CREDIT HOURS				**60**

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Students who wish to complete the Associate in Arts degree (in addition to an Associate in Science degree) should refer to the Associate in Arts degree section of the Catalog/Student Handbook for required additional general education courses.

THEATER TECHNOLOGY (0161)

ASSOCIATE IN SCIENCE DEGREE

Theater and Entertainment Technology

Upon completion of the Theater Technology program, the costume student will be prepared for employment as a costume/ wardrobe professional or as a costume technician in a professional shop. The technical theatre student will be prepared for successful employment in professional theatre houses as well as touring companies or for transfer to a four year BFA program.

For additional information, visit our website at SJRstate.edu/floarts-programs or call (386) 312-4300.

GENERAL EDUCATION COURSES:				**18**
+	ENC	1101	Composition I	3
+	ENC	1102	Composition II	3
*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3
FOUNDATION:				**28**
	ART	1300C	Drawing I	3
	TPA	1202	Stagecraft	3
	TPA	2290L	Theatre Production Lab (repeat for credit)	(1) 4
	TPA	2220	Lighting Design	3
	TPP	2100	Introduction to Acting	3
	TPA	2071	Theatre Rendering Techniques	3
	TPA	2000	Theatre Design Basics	3
	THE	1020	Introduction to Theatre History (recommended for A.S. & A.A. degree pathways)	3
	THE	2304	Script Analysis	3
SPECIALIZATION (SELECT DISCIPLINE):				**14**
SCENIC/LIGHTING DESIGN AND TECHNOLOGY:				
+	TPA	1342	Drafting for the Stage.	3
	TPA	1274	Stage Properties	2
	TPA	2070	Scene Painting	3
+	TPA	2063	Principles of Scenic Design	3
+	TPA	1260	Sound for the Stage	3
COSTUME DESIGN AND TECHNOLOGY:				
	TPA	1232	Costume Construction I	3
+	TPA	1233	Costume Pattern Drafting and Draping	3
	TPA	1040	Costume Design	3
+	TPA	2091	Advanced Design	1
	TPA	2083	Special Problems in Production/Design	1
	TPA	1248	Stage Makeup	3
REQUIRED TOTAL CREDIT HOURS				**60**
	Scenic and Lighting Design and Technology			60
	Costume Design and Technology			60

* Refer to A.S. degree general education core requirements on page 80.

\+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Students who wish to complete the Associate in Arts degree (in addition to an Associate in Science degree) should refer to the Associate in Arts degree section of the Catalog/Student Handbook for required additional general education courses.

STAGE TECHNOLOGY (0160)

COLLEGE CREDIT CERTIFICATE

Theater Technology

Upon completion of the comprehensive Stage Technology certificate program, the student will have the education necessary for assisting scenic, lighting, sound or costume designers and will be prepared for work as a stage hand or technical assistant in professional theater houses as well as touring companies.

This program is to be used as an intermediate step for those who are currently full-time students seeking an Associate in Science degree in the Theater Technology (0161) Scenic/Lighting Design or Costume Design.

For additional information, visit our website at SJRstate.edu/floarts-programs or call (386) 312-4300.

CERTIFICATE SPECIFIC COURSES:

	TPA	1202	Stagecraft	3
	TPA	2290L	Theater Production Lab (repeat for credit)	(1) 2
	TPA	2220	Lighting Design	3
+	TPA	1342	Drafting for the Stage	3
			OR	
	TPA	1232	Costume Construction I	3
	TPA	2070	Scene Painting	3
			OR	
	TPA	1040	Costume Design	3
+	TPA	1260	Sound for the Stage	3
			OR	
+	TPA	1233	Costume Pattern Drafting and Draping	3

REQUIRED TOTAL CREDIT HOURS 17

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

STAGE MANAGEMENT (2510)

ASSOCIATE IN SCIENCE DEGREE

Theater and Entertainment Technology

Upon completion of the Stage Management program, the stage management student will be prepared for employment as a production assistant or assistant stage manager in a professional company.

For additional information, visit our website at SJRstate.edu/floarts-programs or call (386) 312-4300.

GENERAL EDUCATION COURSES:				**18**
+	ENC	1101	Composition I	3
+	ENC	1102	Composition II	3
*	____	____	General Education Core Humanities	3
*	____	____	General Education Core Mathematics	3
*	____	____	General Education Core Natural Science	3
Choose one of the following Social Science courses:				
	AMH	2010	United States History to 1877	3
			OR	
	AMH	2020	United States History Since 1877	3
			OR	
	POS	1041	United States Federal Government	3
FOUNDATION:				**21**
	MVK	1111	Class Piano I	2
	THE	1020	Introduction to Theater History (recommended for A.S. & A.A. degree pathways)	3
			OR	
+	THE	2300	Dramatic Literature	3
	TPA	1202	Stagecraft	3
	TPA	1600	Stage Management	3
+	TPA	1342	Drafting for the Stage	3
	TPA	1274	Stage Properties	2
	TPA	2290L	Theater Production Lab (repeat for credit--1 technical, 1 costume)	(1) 2
	TPP	2100	Introduction to Acting	3
			OR	
	TPP	2110	Acting I (by audition only)	3
SPECIALIZATION:				**19**
	MUT	1001	Fundamentals of Music Theory	2
	TPA	1040	Costume Design	3
+	TPA	1260	Sound for the Stage	3
+	TPA	1603	Stage Management Preparation and Practice (repeat for credit)	(1) 2
	TPA	2220	Lighting Design	3
+	TPP	2300	Play Directing	3
	THE	2304	Script Analysis	3
ELECTIVES:				**2**

Any courses with the prefixes of MUT, MVV, MVK, THE, TPA, DAA, TPP, ARH, ART, PGY, or any course selected from communications, social science, humanities, or mathematics

REQUIRED TOTAL CREDIT HOURS **60**

* Refer to A.S. degree general education core requirements on page 80.

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

Students who wish to complete the Associate in Arts degree (in addition to an Associate in Science degree) should refer to the Associate in Arts degree section of the Catalog/Student Handbook for required additional general education courses.

BACHELOR'S DEGREES

ST. JOHNS RIVER STATE COLLEGE

BACHELOR'S DEGREES

EARLY CHILDHOOD EDUCATION

CRIMINAL JUSTICE - APPLIED INTELLIGENCE STUDIES

NURSING: RN TO BSN

INFORMATION SYSTEMS TECHNOLOGY
- CYBERSECURITY
- SOFTWARE APPLICATION DEVELOPMENT

ORGANIZATIONAL MANAGEMENT
- HEALTH CARE ADMINISTRATION
- SUPERVISION AND MANAGEMENT

BACHELOR OF SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION

The College awards the Bachelor of Science degree in Early Childhood Education.

Admission Requirements:

- Admission to SJR State
- Submission of a completed application to the baccalaureate program
- Submission of official transcript(s) indicating the course work taken and the degree(s) awarded
- An earned Associate in Arts degree to include 36 general education credits and 24 elective credits
- A minimum 2.5 grade point average on a 4.0 scale
- A grade of "C" or higher for all general education credits fulfilling English, mathematics, and humanities requirements
- Demonstrated mastery of general knowledge by passing the General Knowledge Test of the Florida Teacher Certification Examination or a similar test pursuant to the rules of the State Board of Education
- A grade of "C" or higher for EDF 2005 (Introduction to the Teaching Profession), a required prerequisite course.

BACHELOR OF SCIENCE DEGREE IN CRIMINAL JUSTICE - APPLIED INTELLIGENCE STUDIES

The College awards the Bachelor of Science degree in Criminal Justice - Applied Intelligence Studies. This program prepares students for employment throughout the criminal justice system at all levels of government (local, state, and federal) and related private-sector fields. The program focuses on intelligence studies, encouraging critical thinking and criminal analysis for law enforcement, criminal investigations, evidence gathering, and crime prevention purposes. Building on an analytical foundation, students will assess present-day concerns related to the criminal justice field through theoretical perspectives and advanced technologies. In addition to preparing graduates for work as intelligence analysts, this program will provide current law enforcement and corrections officers with preparation for leadership roles within their agencies.

The BS degree will require 120 semester credits and provide articulation pathways from the Associate in Science (AS) in Criminal Justice Technology and the Associate in Arts (AA) degrees. To earn the BS degree, students will complete a total of 36 credits of general education courses; 18 credits of foundational lower-division coursework in criminology, criminal justice, software applications, policing, and criminal and constitutional law; 24 credits of lower-division electives; and 42 upper-division credits in Criminal Justice focusing on ethics, criminal investigations, criminal intelligence, evidence and legal procedures, research and analytical products, use of technology, computer crime investigations and criminal activity conducted through technology systems.

Applicants who have completed the AA degree must complete the lower-division foundational coursework, if they have not already done so, and may use any other AA coursework as lower-division electives. Applicants who have completed the AS degree, including those who have completed basic law enforcement or corrections academies, will have completed all lower-division foundational credits, lower-division elective credits, and 18 of the 36 general education credits and must complete the remaining general education requirements during their baccalaureate studies. In addition, the 42 upper-division credits in Criminal Justice will be required of all students.

Admission Requirements:

- Admission to SJR State
- Submission of a completed application to the baccalaureate program
- Completion of an Associate in Arts or Associate in Science in Criminal Justice Technology degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance.
- Submission of official transcript(s) indicating the course work taken and the degree(s) awarded.
- A grade of "C" or higher for all general education credits fulfilling the general education requirements.

BACHELOR OF SCIENCE DEGREE IN NURSING

The College awards the Bachelor of Science degree in Nursing. The program is designed for Associate degree registered nurses who hold a current valid, and unencumbered licensure as a Registered Nurse in the United States and seek advanced studies in nursing. The BSN program will provide traditional and nontraditional registered nurse students with access to a baccalaureate degree.

The BSN degree curriculum fosters personal and professional growth through traditional and non-traditional learning experiences to facilitate the educational advancement of the registered nurse. The BSN program seeks to further amplify the student's safe and effective patient care practices and to prepare students for careers that positively affect health care within their communities. The BSN curriculum builds on the competencies, knowledge, and practices that the students bring from previous academic nursing programs and work experiences, and the curriculum expands on professional nursing values resulting in a broader scope of professional practice and professional role identity.

The program consists of 120 credit hours of general education nursing-related core courses.

Admission Requirements:

- Admission to SJR State
- Submission of a completed application to the baccalaureate program in nursing
- Completion of an Associate in Science degree in Nursing with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance
- Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded
- Maintain an active, current, valid, and unencumbered licensure as a Registered Nurse in the United States.

BACHELOR OF APPLIED SCIENCE DEGREES

Bachelor of Applied Science in Information Systems Technology

The College awards the Bachelor of Applied Science degree in Information Systems Technology with two specializations:

- Cybersecurity
- Software Application Development

Admission Requirements:

- Admission to SJR State
- Submission of a completed application to the baccalaureate program indicating a specialization
- Completion of an Associate in Arts or Associate in Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. For the exact associate degree required, please consult the specialization requirements. All general education credits fulfilling English, mathematics, and humanities requirements must be completed with a grade of "C" or higher.

- Submission of official transcript(s) indicating the course-work taken and the degree(s) awarded

Specialization Requirements:
Cybersecurity
Associate in Arts degree or an Associate in Science degree in a computer-related program similar to the Associate in Science degree offered by SJR State in Network Systems Technology. The College may recommend additional coursework on a case-by-case basis for those students who do not meet these requirements.

Software Application Development
Associate in Arts degree or an Associate in Science degree in a computer-related program similar to the Associate in Science degree offered by SJR State in Computer Programming and Analysis. The College may recommend additional coursework on a case-by-case basis for those students who do not meet these requirements.

Bachelor of Applied Science in Organizational Management
The College awards the Bachelor of Applied Science degree in Organizational Management with two specializations:
- Supervision and Management
- Health Care Administration

Admission Requirements:
- Admission to SJR State
- Submission of a completed application to the baccalaureate program indicating a specialization
- Completion of an Associate in Arts or Associate in Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. For the exact associate degree required, please consult the specialization requirements. All general education credits fulfilling English, mathematics, and humanities requirements must be completed with a grade of "C" or higher.
- Submission of official transcript(s) indicating the course-work taken and the degree(s) awarded

Specialization Requirements:
Supervision and Management
Associate in Arts degree or an Associate in Science degree in a business-related program similar to the Associate in Science degrees offered by SJR State in Business Administration and Accounting Technology. The College may recommend additional coursework on a case-by-case basis for those students who do not meet these requirements.

Health Care Administration
Associate in Arts degree or an Associate in Science degree in a health-related program similar to the Associate in Science degrees offered by SJR State in Emergency Medical Services, Health Services Management, Health Information Technology, Nursing, Radiologic Technology, and Respiratory Care. The College may recommend additional coursework on a case-by-case basis for those students who do not meet these requirements.

FOREIGN LANGUAGE REQUIREMENT

The foreign language competency requirement can be met by completion of two years of the same high school foreign language or completion of two semesters of the same college level foreign language or documented proficiency of a foreign language. If you did not complete two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to complete two semesters of college level foreign language in order to graduate with your Bachelor's degree. These foreign language credits will count towards your required general education elective and/or baccalaureate transfer program prerequisites/elective credit hours. Please check with your Academic Advisor or Workforce Advisor if you are unsure whether you already meet this requirement.

Native speakers of languages other than English may petition to waive the foreign language coursework requirement.

• Native speakers who are able to demonstrate they completed part of their education in a non-English educational system should complete and submit the foreign language coursework waiver petition with proof of enrollment in a foreign language school in which the language of instruction was not English for a specific, prolonged period of concurrent academic years, generally to include at a minimum the completion of at least three years of formal schooling. Additional documentation may be requested at the discretion of the Vice President for Academic Affairs.

• Native speakers without proof of foreign education have the following options:

- If the language is currently offered by St. Johns River State College, the student may petition to complete a campus-based proficiency examination by a qualified SJR State foreign language faculty member.

- If the language is not currently offered by St. Johns River State College and there are no faculty on staff who can evaluate that language, students have these options:
  - submit proof of proficiency in the language through a recognized, standardized test such as CLEP;
  - provide alternative documentation concerning their language proficiency to be approved at the discretion of the Vice President for Academic Affairs, or
  - complete the foreign language requirement in another language.

For more information or a copy of the foreign language coursework waiver petition, please see your academic advisor.

CIVIC LITERACY REQUIREMENT

Baccalaureate degree-seeking students initially entering a Florida College System institution fall semester 2021 or thereafter must demonstrate competency in civic literacy, to include demonstration of the following competencies:
- Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
- An understanding of the United States Constitution and its application;
- Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
- An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

Demonstrating competency of civic literacy is met by both earning credit for one of the approved courses and passing one of the approved assessments prior to graduation:

- Approved Courses:
  - POS 1041 United States Federal Government
  - AMH 2010 United States History to 1877
  - AMH 2020 United States History Since 1877

- AP Government and Politics: United States (minimum score 3)
- AP United States History (minimum score 4)
- CLEP: American Government (minimum score 50)
- CLEP: History of the United States I (minimum score 50)

- Approved Assessments:
  - AP Government and Politics: United States (minimum score 3)
  - AP United States History (minimum score 4)
  - CLEP: American Government (minimum score 50)
  - CLEP: History of the United States I (minimum score 50)
  - Civic Literacy Assessment administered in Florida high schools in US Government course (must appear on high school transcript)
  - Florida Civic Literacy Test (administered by SJR State Testing Department)

Completion of an approved course does not waive the requirement of successfully passing one of the approved assessments, nor does successfully passing one of the approved assessments waive the requirement of successfully passing the approved course, with the following exception: the indicated minimum score on the AP Government and Politics: United States; AP US History; CLEP American Government; or CLEP History of the United States I assessment meets both the civic literacy course and the civic literacy assessment requirements.

GRADUATION REQUIREMENTS

The College awards the Bachelor of Science in Early Childhood Education, the Bachelor of Science in Criminal Justice - Applied Intelligence Studies, the Bachelor of Science in Nursing, the Bachelor of Applied Science in Information Systems Technology and the Bachelor of Applied Science in Organizational Management.

1. All candidates for a degree must complete the minimum number of hours specified for the degree. Candidates for the Bachelor of Science in Criminal Justice - Applied Intelligence Studies, the Bachelor of Applied Science in Information Systems Technology, the Bachelor of Applied Science in Organizational Management and the Bachelor of Science in Nursing degree must have a 2.0 minimum overall GPA, whereas those in the Bachelor of Science program in Early Childhood Education must have a 2.5 minimum overall GPA. A minimum of 30 credits of upper division (ie 3000 - 4000 level) semester credit hours must be completed at SJR State. For the Bachelor of Applied Science in Information Systems Technology and the Bachelor of Applied Science in Organizational Management degree, this includes the senior year capstone course. For the Bachelor of Science in Early Childhood Education degree, this includes the semester-long senior student internship. 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.
2. All degree candidates must complete all general education requirements and successfully demonstrate college-level proficiency in communication and computation. A grade of "C" or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.
3. All degree candidates must have completed two years of the same high school foreign OR two semesters of college
   level foreign language OR documented proficiency of a foreign language. If you did not take two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for two semesters of college level foreign language in order to graduate.
4. All candidates must pay all fees and discharge all other obligations to the College.
5. All candidates must file an application for degree and meet all degree requirements by the last date of the term in which they plan to graduate.

EARLY CHILDHOOD EDUCATION (7000)

BACHELOR OF SCIENCE DEGREE

The Bachelor of Science degree in Early Childhood Education at St. Johns River State College is designed as an initial teacher preparation program in compliance with Florida Statutes and State Board of Education Rule 6A-5.066. The program's goal is to prepare early childhood educators for employment in preschool, prekindergarten, and early elementary (grades prekindergarten through three) classrooms. Graduates will be eligible to obtain Florida Department of Education certification in the area of prekindergarten/primary education (ages 3 to grade 3). The program meets the requirements of both the English for Speakers of Other Languages (ESOL) and Reading endorsements.

The curriculum for the Early Childhood Education degree includes coursework in the foundations of education, ESOL, reading education, and early childhood education, in addition to multiple opportunities for student field experience in Pre-K-3 classrooms. Students will explore topics related to the education of young children including literacy, classroom management, teaching methods, diversity, cognition, creativity, and technology throughout the program.

Program prerequisites will include an Associate in Arts degree and one teacher preparation courses, EDF 2005 (Introduction to the Teaching Profession). Once admitted to the degree program, participants will complete an additional 60 credit hours of upper division Early Childhood Education courses for a total degree length of 120 semester hours.

Note: Students enrolling in this program of study must be cleared by a school board background check before the end of the add-drop period.

For additional information, visit our website at SJRstate.edu/bachelors or call (386) 312-4242.

OPTIONAL (RECOMMENDED) ELECTIVES FOR EDUCATORS

1. EDF 2085 (Introduction to Diversity for Educators)
2. EME 2040 (Introduction to Technology for Educators)

ADMISSION REQUIREMENTS

1. Admission to SJR State
2. Submission of a completed application to the baccalaureate program
3. Submission of official transcript(s) indicating the course work taken and the degree(s) awarded
4. An earned Associate in Arts degree to include 36 general education credits and 24 elective credits
5. A minimum 2.5 grade point average on a 4.0 scale
6. A grade of "C" or higher for all general education credits fulfilling English, mathematics, and humanities requirements
7. Must attempt all four sections of the General Knowledge Test of the Florida Teacher Certification Examinations and have passed two sections. Priority will be given to applicants who have passed the entire test.
8. A grade of "C" or higher for EDF 2005 (Introduction to the Teaching Profession), a required prerequisite course.

POST ADMISSION REQUIREMENTS

1. To be eligible for field experience placement, students must be fingerprinted and pass a criminal and professional background check.
2. Completion of all field experience requirements.
3. A minimum grade point average of 2.5 is required for internship.
4. The maintenance of a minimum overall GPA of 2.5 in order to progress toward a Bachelor of Science in Education degree.
5. Students must take all required Florida Teachers Certification Exams (FTCE), including the Subject Area Exam and the Professional Education Test, at least one time before beginning their final internship.
6. Students must pass all Florida Teacher Certification Exams (FTCE), including the Subject Area Exam and the Professional Education Test, to receive a passing grade for EEC 4930 Student Internship. Students who do not pass all required FTCE exams, will be given an "I" as their final course grade in their internship.
7. Students receiving an "I" grade must pass all required Florida Teacher Certification Exams within one calendar year from the end of the term of their internship. If all exams are passed a grade change form will be completed by the internship instructor reflecting the grade earned in the internship and submitted to student services. The student will be eligible for graduation after the grade is recorded. If the required exams are not passed within the calendar year the "I" will convert to an "F".

ARTICULATED ASSOCIATE IN ARTS (A.A.) DEGREE TO INCLUDE PREREQUISITE 60

LOWER LEVEL PREREQUISITE EDUCATION COURSE:

EDF	2005	Introduction to the Teaching Profession	3

UPPER LEVEL EDUCATION COURSES: 17

EDF	3214	Human Development and Learning	3
EDF	3430	Measurement, Evaluation, and Assessment in Education	2
EDG	4410	Classroom Management and Communication	3
EDG	3620	Curriculum and Instruction	3
EEX	3012	Educational Needs of Students with Exceptionalities	3
EEX	4604	Behavior Management for Special Needs & At-Risk Students	3

UPPER LEVEL EARLY CHILDHOOD EDUCATION COURSES AND PRACTICUM: 25

EEC	3404	Child, Family, and Community Partnerships	3
EEC	4211	Integrated Mathematics and Science	4
EEC	4212	Integrated Language Arts, Children's Literature, Social Sciences	4
EEC	4241	Integrated Music, Art, and Movement	4
EEC	4940	Student Internship	8
EEC	4930	Senior Seminar	2

UPPER LEVEL READING EDUCATION COURSES AND PRACTICUM: 12

RED	3309	Early and Emergent Literacy	3
RED	4511	Intermediate Literacy: Reading and Thinking	3
RED	4519	Diagnosis and Intervention in Reading	3
RED	4940	Final Reading Practicum	3

UPPER LEVEL ESOL COURSES: 6

TSL	3080	Principles and Practices of ESOL I	3
TSL	4081	Principles and Practices of ESOL II	3

REQUIRED TOTAL CREDIT HOURS 120

CRIMINAL JUSTICE - APPLIED INTELLIGENCE STUDIES (8500)

BACHELOR OF SCIENCE DEGREE

This program prepares students for employment throughout the criminal justice system at all levels of government (local, state, and federal) and related private-sector fields. The program focuses on intelligence studies, encouraging critical thinking and criminal analysis for law enforcement, criminal investigations, evidence gathering, and crime prevention purposes. Building on an analytical foundation, students will assess present-day concerns related to the criminal justice field through theoretical perspectives and advanced technologies. In addition to preparing graduates for work as intelligence analysts, this program will provide current law enforcement and corrections officers with preparation for leadership roles within their agencies.

The Criminal Justice – Applied Intelligence Studies degree program is offered fully online.

For additional information, visit our website at SJRstate.edu/bachelors or call (904) 808-7490.

GENERAL EDUCATION COURSES **36**

(Refer to Associate in Arts general education requirements)

LOWER-LEVEL SPECIALIZED COURSES **42**

REQUIRED LOWER-LEVEL COURSES **18**

	CCJ	1010	Introduction to Criminology	3
	CCJ	1020	Introduction to Criminal Justice	3
	CGS	1100	Microcomputer Applications Software	3
	CJE	1006	Police and Society	3
+	CJL	1062	Constitutional Law	3
	CJL	1100	Criminal Law	3

ADDITIONAL LOWER-LEVEL COURSES **24**

Choose 24 additional credits of articulated lower-level courses that are AA electives or have a CCJ, CJC, CJE, CJL or DSC prefix.

UPPER-DIVISION REQUIREMENTS **42**

	CCJ	3081	Combating Cybercrime	3
	CCJ	3484	Ethics in Policing and Intelligence	3
	CCJ	3621	Patterns in Criminal Behavior	3
	CCJ	3691	Sex Offenses and the Offender	3
+	CCJ	4014	Crime in America	3
	CCJ	4032	Crime and the Media	3
	CCJ	4072	Crime Mapping and Analysis	3
	CCJ	4644	White Collar Crime	3
	CJE	3732	Criminal Intelligence	3
	CJE	4663	Crime Analysis I	3
	CJE	4692	Technology and Crime	3
+	CJE	4734	Intelligence Collection Strategies	3
	CJJ	3545	Social Problems of Youth	3
	CJL	4513	Forensic Analysis of Juries	3

REQUIRED TOTAL CREDIT HOURS **120**

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

NURSING: RN TO BSN (8700)

BACHELOR OF SCIENCE DEGREE
ONLINE PROGRAM

The Nursing education program for the Bachelor of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000, acenursing.org.

The program is designed for Associate degree registered nurses who hold a current valid, and unencumbered licensure as a Registered Nurse in the United States, or ASN graduates who are waiting to take the licensure exam and seek advanced studies in nursing. The BSN program will provide traditional and nontraditional registered nurse students with access to a baccalaureate degree, in an online format.

For additional information, visit our website at SJRstate.edu/bachelors or send an email to BachelorsDegrees@SJRstate.edu.

DEPARTMENT OF NURSING BSN PROGRAM MISSION STATEMENT

The BSN degree curriculum fosters personal and professional growth through traditional and non-traditional learning experiences to facilitate the educational advancement of the Registered Nurse. The BSN program seeks to further amplify the student's safe and effective patient care practices and to prepare students for careers that positively affect health care within their communities. The BSN curriculum builds on the competencies, knowledge, and practices that the students bring from previous academic nursing programs and work experiences, and the curriculum expands on professional nursing values resulting in a broader scope of professional practice and professional role identity.

END OF PROGRAM STUDENT LEARNING OUTCOMES

At the completion of the Bachelor of Science in Nursing degree program, the BSN student should be able to:

1. Expand the use of the nursing process to construct safe and effective care in the restoration of self-care agency of individuals, families, and communities. (Nursing Judgment)
2. Create open communication, mutual respect, and shared decision making to achieve desired healthcare outcomes. (Collaboration)
3. Appraise evidence-based research to improve nursing practice and healthcare outcomes. (Evidence-Based Practice)
4. Integrate knowledge from nursing and other disciplines to provide culturally competent care to diverse global populations. (Culture)

The program consists of 120 credit hours of general education and Nursing related core courses.

ADMISSION REQUIREMENTS

The BSN program is an open access program for students who meet the following admission requirements:

1. Admission to SJR State
2. Submission of a completed application to the baccalaureate program in nursing
3. Completion of an Associate in Science degree in Nursing with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance
4. Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded
5. Proof of an active, current, valid, and unencumbered license as a Registered Nurse in the United States. A student, waiting for licensure, may be admitted in a provisional status for one year after graduation from a registered nurse program, as long as all other admission criteria are met.

POST ADMISSION REQUIREMENTS

Following acceptance into the program, BSN students must complete the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. Complete the online BSN Student Orientation
2. Students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR and AED) program – BLS for Health Care Providers certification is to be valid through the date of graduation from the SJR State BSN nursing program. ACLS may be substituted for BLS.
3. Maintain an active, current, valid, and unencumbered licensure as a Registered Nurse in Florida. A student may be admitted in a provisional status for one year while awaiting licensure as long as other admission criteria are met.

The Florida Department of Education requires common prerequisite courses. SJR State recommends the following courses or equivalents as listed in the FDOE Common Prerequisite Manual:

BSC 2085/2085L Human Anatomy and Physiology I and Laboratory for Human Anatomy and Physiology I
BSC 2086/2086L Human Anatomy and Physiology II and Laboratory for Human Anatomy and Physiology II
Any CHM XXXX, BSC XXXX, BCH XXXX, PCB XXXX, PHY XXXX with a minimum of 3 credit hours**
DEP 2004 Human Growth and Development
HUN 1201 Human Nutrition
MCB 2010/2010L Microbiology and Laboratory for Microbiology

PSY 2012 General Psychology
STA 2023 Statistics **

These courses may be taken prior to admission.

** May be taken concurrently with upper level courses

GENERAL EDUCATION COURSES **36**

(Refer to Associate in Arts general education requirements)

LOWER-LEVEL SPECIALIZED COURSES **54**

UPPER-LEVEL BSN COURSES:

+	NUR	3065	Health Assessment	3
+	NUR	3125	Pathophysiology	3
+	NUR	3164	Informatics & Evidenced-Based Practice	3
+	NUR	3169	Applied Evidence-Based Practice in Professional Nursing Practice	3
+	NUR	3655	Community, Diversity, and Population-Based Care	3
	NUR	3805	Professional Roles & Dimensions of Professional Nursing Practice	3
+	NUR	3826	Legal and Ethical Issues in Nursing	3
+	NUR	3837	Introduction to Nursing Management Systems	3
+	NUR	4894	Teaching & Learning in Nursing Practice	3
+	NUR	4949	Nursing Capstone (Director approval required)	3

REQUIRED TOTAL CREDIT HOURS **120**

Note: In addition to the above course requirements, all Bachelor of Science students will be required to complete the foreign language requirement. Students who did not complete the foreign language requirement in high school or before acceptance into the program will need to complete an additional 8 credit hours of sequential foreign language before graduation. Students must complete all Bachelor of Science nursing courses with a final grade of "C" or higher.

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

INFORMATION SYSTEMS TECHNOLOGY (8401) CYBERSECURITY

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (BAS) in Information Systems Technology degree provides students with the skills required to successfully design, plan, implement, and manage Computer and Information Systems. Students will receive instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system auditing and design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting. The specialization in Cybersecurity will provide students with the knowledge and skills needed to manage cybersecurity infrastructure.

This program uses a 2+2 model requiring the completion of an associate degree or higher with 60 transferable credits from an accredited 4-year college or university for entry into the program. The cybersecurity specialization is designed for students who earn an AA degree or an AS in Network Systems Technology.

The BAS in Information Systems Technology combines in-person and online courses.

For additional information, visit our website at SJRstate.edu/bachelors or send an email to BachelorsDegrees@SJRstate.edu.

GENERAL EDUCATION COURSES* — 36

(Refer to Associate in Arts general education requirements)

LOWER-LEVEL SPECIALIZED COURSES — 45**

REQUIRED LOWER-LEVEL COURSES — 21

+	CET	1600C	Network Fundamentals	3
+	CET	2610C	Routing Protocols and Concepts	3
+	CET	2615C	LAN Switching and Wireless	3
+	CET	2660C	Network Security Essentials	3
	CGS	1060	Introduction to Computer Concepts	3
	CGS	1540	Database Fundamentals	3
	CNT	1001	Introduction to Networking	3

ADDITIONAL LOWER-LEVEL COURSES — 24

Choose 24 additional credits from CAP, CET, CGS, CIS, CNT, COP, CTS, DIG or any other lower-division transfer courses.

UPPER-DIVISION CORE REQUIREMENTS — 21

	CAP	3104	Human-Computer Interaction	3
	CIS	3080	Introduction to Cloud Computing	3
	CIS	3523C	Managing IT Projects	3
	CIS	4365	Computer Security Policies and Disaster Preparedness	3
	CIS	4356	Information Security and Risk Management	3
+	CIS	4950	Senior Capstone Project or Internship	3
	COP	3703	Database Design and Architecture	3

CYBERSECURITY SPECIALIZED COURSES — 18

	CIS	3360	Principles of Information Security	3
+	CNT	3408	Enterprise Security	3
+	CNT	4514	Wireless and Mobile Computing	3
+	CNT	4704C	Advanced Network Traffic Analysis	3
+	ISM	3321	Cybersecurity Fundamentals	3
+	ISM	4322C	Advanced Cybersecurity	3

REQUIRED TOTAL CREDIT HOURS — 120

* The AS degree in Network Systems Technology contains 15 general education credits; students pursuing the BAS degree who enter with this AS degree will be required to take 21 additional general education courses.

** The AS degree in Network Systems Technology contains 45 credits of lower-division courses, which can be used to satisfy this requirement.

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

INFORMATION SYSTEMS TECHNOLOGY (8402)
SOFTWARE APPLICATION DEVELOPMENT
BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (BAS) in Information Systems Technology degree provides students with the skills required to successfully design, plan, implement, and manage Computer and Information Systems. Students will receive instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system auditing and design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting. The specialization in Software Application Development will provide students with the knowledge and skills needed to develop and deploy software applications.

This program uses a 2+2 model requiring the completion of an associate degree or higher with 60 transferable credits from an accredited 4-year college or university for entry into the program. The Software Application Development specialization is designed for students who earn an AA degree or an AS in Computer Programming and Analysis.

The BAS in Information Systems Technology combines in-person and online courses.

For additional information, visit our website at SJRstate.edu/bachelors or send an email to BachelorsDegrees@SJRstate.edu.

GENERAL EDUCATION COURSES* — 36
(Refer to Associate in Arts general education requirements)

LOWER-LEVEL SPECIALIZED COURSES — 45**

REQUIRED LOWER-LEVEL COURSES — 21

	CGS	1060	Introduction to Computer Concepts	3
	CGS	1540	Database Fundamentals	3
	CNT	1001	Introduction to Networking	3
+	COP	1000	Introduction to Computer Programming	3
+	COP	2220	Programming C	3
+	COP	2360	Programming in C#	3
+	COP	2551	Introduction to Object Oriented Programming with Java	3

ADDITIONAL LOWER-LEVEL COURSES — 24
Choose 24 additional credits from CAP, CET, CGS, CIS, CNT, COP, CTS, DIG or any other lower-division transfer courses.

UPPER-DIVISION CORE REQUIREMENTS — 21

	CAP	3104	Human-Computer Interaction	3
	CIS	3080	Introduction to Cloud Computing	3
	CIS	3523C	Managing IT Projects	3
	CIS	4365	Computer Security Policies and Disaster Preparedness	3
	CIS	4356	Information Security and Risk Management	3
+	CIS	4950	Senior Capstone Project or Internship	3
	COP	3703	Database Design and Architecture	3

SOFTWARE APPLICATION DEVELOPMENT SPECIALIZED COURSES — 18

+	CIS	3641C	Cloud Development Essentials	3
+	CIS	4651C	Cloud Deployment and Operations	3
+	COP	3538	Data Structures for IT	3
+	COP	4655C	Mobile Application Development	3
+	COP	4813	Web Applications Programming	3
	CTS	4457	Data Visualization and Communication	3

REQUIRED TOTAL CREDIT HOURS — 120

* The AS degree in Network Systems Technology contains 15 general education credits; students pursuing the BAS degree who enter with this AS degree will be required to take 21 additional general education courses.
** The AS degree in Network Systems Technology contains 45 credits of lower-division courses, which can be used to satisfy this requirement.
+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

ORGANIZATIONAL MANAGEMENT (8000) SUPERVISION AND MANAGEMENT

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (BAS) in Organizational Management degree provides students with the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare students for careers within the public, private, and non-profit sectors. A practical approach with real-world applications of skills and knowledge will be used to gain an understanding of leadership issues involved in the operations of a business organization. Coursework is designed to broaden students' knowledge in applied management practices and prepare students for leadership opportunities within their chosen field.

This program uses a 2+2 model requiring the completion of an associate degree or higher with 60 transferable credits from an accredited 4-year college or university for entry into the program. The BAS in Organizational Management can be obtained online.

The specialization in Supervision and Management is designed to prepare students with the foundational skills needed to advance their careers within their chosen organizations in positions with increasing management and supervisory responsibility. Specialized courses are in the disciplines of business, management, accounting, and finance.

For additional information, visit our website at SJRstate.edu/bachelors or send an email to BachelorsDegrees@SJRstate.edu.

GENERAL EDUCATION COURSES **36**

(Refer to Associate in Arts general education requirements)

LOWER-LEVEL SPECIALIZED COURSES **42**

REQUIRED LOWER-LEVEL SUPERVISION AND MANAGEMENT PREREQUISITE COURSES **18**

All students must complete the following lower-level courses, which are prerequisites to upper-level Core and Specialized courses. These 18 credits are included within the 42 credits of lower-level specialized courses or 36 credits of General Education.

+	ACG	2021C	Principles of Financial Accounting	3
+	ACG	2071	Principles of Managerial Accounting	3
	CGS	1100	Microcomputer Applications Software	3
	ECO	2013/2023	Macroeconomics or Microeconomics	3
	MAN	2021	Principles of Management	3
+	STA	2023	Elementary Statistics	3

RECOMMENDED ADDITIONAL LOWER-LEVEL SUPERVISION AND MANAGEMENT SPECIALIZED COURSES:

In addition to General Education, Common Core, and up to 24 hours of articulated lower-level courses, Supervision and Management students can select additional lower-level courses with the prefixes ACG, BAN, BUL, GEB, MAN, MAR, or MKA. Additional lower-level specialized courses may be approved by the Dean on a case-by-case basis.

ORGANIZATIONAL MANAGEMENT CORE COURSES **21**

	BUL	3130	Legal, Ethical, and Social Aspects of Business	3
+	GEB	3213	Advanced Business Communication	3
	MAN	3240	Organizational Behavior	3
	MAN	3353	Management Theory and Practices	3
+	MAN	4120	Leadership and Group Dynamics	3
+	MAN	4301	Human Resource Management	3
+	MAN	4900	Capstone - Organizational Management	3

SUPERVISION AND MANAGEMENT SPECIALIZED COURSES **21**

+	CGS	4362	Organization and Information Technology Systems	3
+	FIN	3400	Financial Management	3
	GEB	3113	Entrepreneurship	3
+	GEB	4891	Strategic Management and Decision Making	3
+	ISM	4011	Information Systems Management	3
+	MAN	4162	Customer Relations for Managers	3
+	MAN	4504	Operational Decision Making	3

REQUIRED TOTAL CREDIT HOURS **120**

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

ORGANIZATIONAL MANAGEMENT (8100) HEALTH CARE ADMINISTRATION

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (BAS) in Organizational Management degree provides students with the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare students for careers within the public, private, and non-profit sectors. A practical approach with real-world applications of skills and knowledge will be used to gain an understanding of leadership issues involved in the operations of a business organization. Coursework is designed to broaden students' knowledge in applied management practices and prepare students for leadership opportunities within their chosen field.

This program uses a 2+2 model requiring the completion of an associate degree or higher with 60 transferable credits from an accredited 4-year college or university for entry into the program. The BAS in Organizational Management can be obtained online.

The specialization in Health Care Administration is designed to prepare students with the foundational skills needed to advance their careers within their chosen organizations in positions with increasing management and supervisory responsibility. Specialized courses are in the discipline of health care administration.

For additional information, visit our website at SJRstate.edu/bachelors or send an email to BachelorsDegrees@SJRstate.edu.

GENERAL EDUCATION COURSES **36**

(Refer to Associate in Arts general education requirements)

LOWER-LEVEL SPECIALIZED COURSES **42**

REQUIRED LOWER-LEVEL HEALTH CARE ADMINISTRATION PREREQUISITE COURSES **6**

All students must complete the following lower-level courses, which are prerequisites to upper-level Core and Specialized courses. The 6 credits are included within the 42 credits of lower-level specialized courses.

+	ACG	2021C	Principles of Financial Accounting	3
	CGS	1100	Microcomputer Applications Software	3

REQUIRED LOWER-LEVEL HEALTH CARE SPECIALIZED COURSES:

In addition to General Education, Common Core, and up to 24 hours of articulated lower-level courses, Health Care Administration students must complete the following 12 credits of lower-level courses or any 12 credits lower-level courses with the prefixes EMS, HIM, NUR, RET, or RTE. Additional lower-level specialized courses may be approved by the Dean on a case-by-case basis.

	ECO	2013/2023	Macroeconomics or Microeconomics	3
+	HIM	2432	Concepts of Disease	3
	HSC	1000	Introduction to Health Care Delivery Systems	3
	HSC	1531	Medical Terminology	3

ORGANIZATIONAL MANAGEMENT CORE COURSES **21**

	BUL	3130	Legal, Ethical, and Social Aspects of Business	3
+	GEB	3213	Advanced Business Communication	3
	MAN	3240	Organizational Behavior	3
	MAN	3353	Management Theory and Practices	3
+	MAN	4120	Leadership and Group Dynamics	3
+	MAN	4301	Human Resource Management	3
+	MAN	4900	Capstone - Organizational Management	3

HEALTH CARE ADMINISTRATION SPECIALIZED COURSES **21**

	HSA	3110	Health Administration	3
	HSA	3113	U.S. Health Care Systems	3
	HSA	3150	Health Care Policy	3
	HSA	3191	Health Care Informatics	3
+	HSA	4170	Health Care Finance	3
+	HSA	4383	Continuous Quality Improvement/Risk Management Systems	3
+	HSA	4430	Health Care Economics	3

REQUIRED TOTAL CREDIT HOURS **120**

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

OTHER ACADEMIC PROGRAMS

ST. JOHNS RIVER STATE COLLEGE

ADULT EDUCATION

St. Johns River State College offers adult education classes throughout Putnam County for students who wish to improve their basic educational skills and/or prepare to earn a Florida High School Diploma through the General Educational Development (GED) program. Students must be 16 years of age or older and not currently enrolled in a public school system. Programs offered include:

- Adult Basic Education (ABE)
- General Educational Development (GED)
- Career Link (Career Pathways for Adult Education)
- Integrated Education and Training (IET)

The Adult Education program provides a supportive environment for students who wish to improve their educational skills in order to enter a college or vocational program. The program consists of:

- Open entry enrollment
- Instructor-led, self-paced, and computer-aided instruction
- Online instruction
- Free use of textbooks and handouts
- Dedicated, caring, and qualified instructors

Courses are offered both during the day and in the evenings year-round at SJR State's Palatka Campus and during the mornings at off-campus sites in Interlachen and Crescent City. In addition, courses are offered online for students who have technology and internet accessibility. The GED Exam is offered regularly on the College's Palatka Campus.

Students who have been suspended or expelled from their high school will need to submit an admissions petition to be accepted into the Adult Education Department.

Any student who misses 30 consecutive calendar days will be withdrawn from their Adult Education courses and will be allowed to continue in the program the following semester. In an event of extenuating circumstances, a student may petition to remain in the program for the semester, but will be registered in new course sections, in order to comply with rule 6A-10.0381.

Information concerning courses, examination dates, registration, and fees may be obtained from the Adult Education Office by calling (386) 312-4080.

CAREERLINK (CAREER PATHWAYS FOR ADULT EDUCATION)

St. Johns River State College also offers an eligible career pathway program designed for adult education students who wish to pursue both their GED as well as begin study towards an associate degree or a certificate. More information about this limited access program, including admissions requirements, may be found on page 15.

The program will work closely with individual students to find funding to cover program expenses. If a student wishes to receive federal financial aid while pursuing this program, the student will need to document their Ability to Benefit from the program (ATB) by passing one of the approved Federal ATB Tests. These student may choose any of the following tests, which include:

- Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 and VS-2, Quantitative Forms QS-1 and QS-2. These tests may be taken online or in paper format. Passing scores are Verbal 200, Quantitative 210.
- Spanish Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 and VS-2, Quantitative Forms QS-1 and QS-2. These tests may be taken online or in paper format. Passing scores are Verbal 200, Quantitative 200.
- Combined English Language Skills Assessment (CELSA) Forms 1 and 2. Passing scores are CELSA Form 1: 97, Form 2: 97.
- ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic). Passing Scores are Reading Comprehension 55, Sentence Skills 60, and Arithmetic 34.

Otherwise, once the student successfully completes either the GED as part of the academic program or six college level credits under this program, the student will then be eligible for federal financial assistance.

INTEGRATED EDUCATION TRAINING (IET)

St. Johns River State College offers two Integrated Education Training (IET) programs for adult education students who wish to pursue both their GED and an industry recognized certification. Integrated Education and Training is the teaching of adult literacy activities, workforce preparation activities, and workforce training simultaneously through relevant workplace materials. Upon successful completion of the program, students will be prepared to take both their GED exam as well as their industry credential assessment (Microsoft Specialist or Paraprofessional).

ABE/GED Integrated Education and Training (IET) Microsoft Office Specialist
This program is offered in person or online.
Palatka Campus, Monday-Thursday 9:00 a.m. - 12:00 p.m.

This program develops fundamental mathematics, reading, writing, language, science and social studies skills along with the basics of Microsoft Office, including Word, Excel, and PowerPoint. Employability skills and 21st century skills, such as resume writing, interview preparation and problem solving will also be covered. Students will learn adult basic literacy skills using authentic materials, such as drafting letters and emails in Microsoft Word, creating formulas and analyzing data in Excel, and creating and delivering presentations using PowerPoint. This course will make use of industry relevant materials and contain hands-on workplace practicums.

- Students must have a National Reporting Score (NRS) of 4 or higher in either Reading or Mathematics.
- This course does not earn college credit.

ABE/GED Integrated Education and Training (IET) Paraprofessional
This program is offered in person or online.
Palatka Campus, Monday-Thursday 9:00 a.m. - 12:00 p.m.

This program develops fundamental mathematics, reading, writing, language, science and social studies skills along with the principles of effective teaching and learning, ability to apply basic instructional strategies to support students with diverse needs and demonstrating strong communication and interpersonal skills. Topics including instruction in supporting a positive classroom culture, leading small group or 1-on-1 text based instruction, supporting students in math, employability skills and 21st century skills, such as resume writing, interview preparation and problem solving will also be covered. Students will learn adult basic literacy skills using authentic materials and scenarios students may

encounter in a classroom. This course will make use of industry relevant materials and contain hands-on workplace practicums.

- Students must have a National Reporting Score (NRS) of 4 or higher in either Reading or Mathematics.
- This course does not earn college credit.

The two Integrated Education and Training (IET) programs will function as a bridge to employment for students, supporting them in pursuit of both their GED, as well as an industry recognized credential. The addition of the IET program is in direct response to the skills gap in the current local workforce. These specific credentials, along with a GED, will equip graduates with unique transferable skills and ensure they are qualified to take on a variety of roles in both office and educational settings upon completion. Students will work towards their GED through practical and workplace related materials and activities to ensure once they receive their GED and credential, they are able to find employment more easily.

Through the Educator Preparation Institute (EPI), the College provides quality training for both current and future educators.

The St. Johns River State College Educator Preparation Institute program was established to provide **three types of educator preparation:**

- Professional development instruction to assist in-service teachers in improving classroom instruction and in meeting certification requirements
- Instruction to assist potential and existing substitute teachers in performing their duties
- Instruction for baccalaureate degree holders to become certified teachers through competency-based alternative certification programs.

ALTERNATIVE TEACHER CERTIFICATION:

The EPI's alternative teacher certification prepares non-education bachelor's degree holders for teacher certification.

The EPI alternative teacher certification program consists of eight courses and two field experiences for a total of 24 credits:

- EPI 0001 Classroom Management (3 credits)
- EPI 0002 Instructional Strategies (3 credits)
- EPI 0003 Technology (3 credits)
- EPI 0004 The Teaching and Learning Process (3 credits)
- EPI 0010 Foundations of Research - Based Practices in Reading I (3 credits)
- EPI 0011 Foundations of Research - Based Practices in Reading II (3 credits)
- EPI 0012 Foundations of Research - Based Practices in Reading III (1 credit) *
- EPI 0020 Professional Foundations (2 credits)
- EPI 0940 Field Experience for Professional Foundations (1 credit)
- EPI 0030 Diversity (2 credits)
- EPI 0945 Field Experience for Diversity (1 credit)

* EPI 0012 Foundations of Research - Based Practices in Reading III (1 credit) will be considered as a required course in the program of study if you are seeking certification in one of these areas: Elementary Education (K-6), PreK/ Primary Education, English 5-9, English 6-12 or ESE K-12.

These 24 credits are typically completed in as little as 12 months. All 24 credits are offered each semester (fall, spring, and summer) online. Upon completion of the 24 credits and receipt of successful scores on the Florida Teacher Certification Exams, participants will be eligible for the professional teaching certificate.

ALTERNATIVE TEACHER CERTIFICATION ADMISSIONS:

To be admitted into the Educator Preparation Institute alternative teacher certification program, an applicant must meet the following requirements:

- Possess a baccalaureate degree from a regionally accredited college or university
- Obtain a Statement of Eligibility from the Florida Department of Education
- Receive a passing score on the General Knowledge Exam and Subject Area Exam and have attempted the General Knowledge Test; a master's degree can be used to satisfy the General Knowledge Test
- Submit to finger printing for background check
- Possess the disposition suitable for becoming a teacher
- Be of good moral character
- Be competent and capable of performing the duties, functions, and responsibilities of an educator
- Interview with teacher education coordinator or dean prior to acceptance into the program.

Enrollment in the Educator Preparation Institute alternative teacher certification program is limited. When the number of applicants exceeds the number of spaces available in the program, student selection will be objectively based on a point system as established by a committee.

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

All admission requirements must be sent to the Department of Teacher Education, EPI alternative teacher certification program. Upon admission to the EPI alternative teacher certification program, participants will be given instructions for online registration.

For more information about the Educator Preparation Institute at SJR State, please call (386) 312-4242.

St. Johns River State College offers online recertification courses designed to meet state requirements for teachers seeking renewal of their Professional Teaching Certificate. Students must work with the Teacher Education Office, in conjunction with the Florida Department of Education (FDOE) and their school district's personnel, to ensure that they have selected the appropriate courses for each certification specialization.

The following online courses were designed specifically for teachers in need of recertification and are offered every term:

- EDG 4419: Building Classroom Management and Discipline
- EDF 4444: Assessment of Learning and Behavior
- EDG 4343: Instructional Strategies
- EEX 4034: Exceptional Learners in the Inclusive Classroom
- RED 4342: Foundations of Research Practice in Reading Education
- TSL 3083: ESOL Issues and Strategies

Students must submit a copy of either their Professional or Temporary Teaching Certificate or Statement of Status of Eligibility from the Florida Department of Education to the Teacher Education Office. The deadline to apply is approximately three weeks prior to the start of each semester.

For additional information, please call the SJR State Teacher Education office at (386) 312-4242 or visit our website: SJRstate.edu/teachercertification.

FLORIDA CHILD CARE DIRECTOR CREDENTIAL

Administering a child care program is a complex job-one that requires extensive skills and knowledge in both child development and program administration. The renewable director credential consists of educational and experiential requirements.

Core entrance requirements consist of high school diploma or GED, completion of facility child care worker training, and an active staff credential met through any one of the following: National Early Childhood Credential, Florida Child Care Professional Credential (formerly known as CDAE); a bachelor's degree in early childhood, elementary, or special education; or an associate's degree or higher with at least six college credit hours in early childhood education and/or child development and 480 hours experience in a child care setting.

EEC 2523 Child Care Center Management.....3 credits

FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL: BIRTH THROUGH FIVE (FORMERLY CDAE)

The St. Johns River State College Florida Child Care Professional Credential (formerly known as the CDAE) is designed to meet the requirements for the training and verification that have been instituted by the Council of Early Childhood Professional Recognition. The FCCPC is awarded after completion of the nine credit hours (120 clock hours) of coursework and submission of the FCCPC portfolio including documented 480 hours of experience in a child care setting. The nine credit hours of coursework count as elective credits towards the Associate in Arts degree at SJR State. SJR State is approved by the State of Florida to award the FCCPC. Students who earn the FCCPC, CDA(E), ECPC or equivalent credential from another institution or agency may apply for up to nine (9) hours of college credit toward the associate degree after completing 12 credit hours at St. Johns River State College.

CHD 1220 Child Development for Teachers of Young Children.....3 credits

EEC 1001 Introduction to Early Childhood Education .....3 credits

EEC 2401 Home and Community.....3 credits

TOTAL CREDIT HOURS 9 CREDITS

For more information about child care programs at SJR State, please call (386) 312-4242 or email TeacherEducation@SJRstate.edu.

Continuing and community education is an integral part of the total program at SJR State. Continuing and community education extends the College into the community through a variety of training programs reaching beyond the traditional offerings of the College. Continuing education classes are provided by the College to students of Clay, Putnam, and St. Johns counties. SJR State's continuing and community education program is comprised of two divisions:

Corporate Training:

- Contract customized training for business, industry, municipalities and military. The continuing education program's division of contract customized training is focused on meeting the employee training and development needs of business, industry, municipalities, and the military in Clay, Putnam and St. Johns counties. The contract customized training curriculum consists of credit and non-credit courses specifically tailored to meet the needs of the organization and its staff and may include a series of topics or may focus on one set of special skills. Contract customized training courses may be held on one of SJR State's campuses or conducted at a facility of the client's choice.
- Non-credit on campus job enhancement courses. The corporate training division of the continuing education program provides training opportunities for individuals or teams wanting to upgrade job skills. To view the relevant courses being offered during a particular semester, please see the SJR State course schedule or request a course.

For more information about corporate training at SJR State, please call (904) 276-6893 or email CorporateTraining@SJRstate.edu.

Community Education:

- Non-credit on campus job enhancement courses. The job enhancement division of the continuing education program provides training opportunities for individuals wanting to upgrade job skills or explore new career fields. To view the relevant courses being offered during a particular semester, please see the SJR State course schedule.
- Non-credit on campus community education recreation and leisure courses. Numerous non-credit recreation and leisure courses are offered regularly for the residents of Clay, Putnam, and St. Johns counties. Some of the regularly offered community education courses include Introduction to Computers, Basic Life Support, Zumba, Self-Defense, Yoga, Navigating the internet, Word for Windows, and more. To view the courses being offered during a particular semester, please see the SJR State course schedule.
- Non-credit online job enhancement, recreation, and leisure courses. Instructor-facilitated online continuing education courses are informative, fun, convenient, and highly interactive. Online continuing education classes are designed to provide training opportunities for individuals who want to upgrade their job skills, explore new career fields, or experience personal enrichment. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All courses run for six weeks with a two-week grace period at the end. SJR State's online continuing education courses are offered through a partnership with Ed2Go. For a list of courses, detailed course descriptions, and information about registering for online continuing education courses, go to ed2go.com/sjrsc.

For more information about community education at SJR State, please call (904) 276-6893 or email ContinuingEducation@SJRstate.edu.

Non-credit continuing and community education classes cannot be used to satisfy requirements of a degree program. There are no requirements or prerequisites for non-credit continuing and community education courses.

Fees are not refundable after classes begin.

Many students have difficulty meeting educational goals because other responsibilities prevent them from taking courses in the traditional manner. Distance learning is often the tool that enables these students to make their dream of a college education a reality. At SJR State, distance learning students may take online courses that do not require them to be on campus on a regularly scheduled basis.

Distance learning is simply learning that takes place when the instructor and the students are in physically separate locations for some or all of a course. Distance learning allows students to take college courses from home and accommodates students who have work or home schedules that would prevent them from being able to attend a traditional on-campus class. The distance learning courses provide a complete educational experience comparable to the course objectives, assignments, and examinations required in traditional classroom instruction. The content and college credit hours earned in distance learning courses are equivalent to on-campus courses.

Distance learning courses use technology for teaching and communication. At SJR State, distance learning courses utilize a learning management system that contains tools for managing the course, such as an online syllabus; course content and notes; email, discussion board, and chat system for collaboration and communication; interactive quizzes and exams; and much more. Distance learning instructors use a variety of learning methods and assignments in online courses just as they do in an on-campus class.

Live online courses are synchronous online courses that hold regularly scheduled course meetings that take place using virtual web conferencing tools such as Canvas Conferences, Microsoft Teams, or Zoom. Live online courses may be recorded. Students who do not wish to be recorded should consider taking asynchronous (online only) courses.

All of SJR State's distance learning courses are instructor-led and use the same schedule as on-campus courses. Contrary to many people's assumption, distance learning courses are not a "learn at your own pace" type of course. The courses require students to work from written directions without face-to-face instructions, adhering to timelines and due dates. Distance learning courses require students to dedicate AT LEAST as much time as on-campus courses.

In a typical distance learning course, students may have regular reading and writing assignments, quizzes, tests, midterm and final exams, papers, and discussion assignments to complete, all with deadlines explained on the course schedule. Although distance learning courses do have firm deadlines and due dates, they also provide the students the flexibility to "attend" class and submit assignments any time of the day or night according to their schedule. Some distance learning classes require on-campus tests, labs, or other meetings. See course schedule for details.

All distance learning students are required to have access to, and be comfortable using, the following technology:

- Computer with access to the Internet (e.g. a computer with a modem, DSL, or cable modem connection)
  - 1 GB RAM (minimum)
  - 2 GHz processor (minimum)
  - 512 kbps Internet speed (minimum)
- SJR State student email account and portal
- Web browsers - suggested browsers:
  - Chrome: Version 87 or later
  - Firefox: Version 85 or later
  - Edge: Version 87 or later
  - Safari: Version 13 or later (Macintosh only)
- Preferred Operating Systems:
  - Windows 7 or later (preferably not Vista)
  - Mac OSX 10.9 or later
- Virus checking software
- MS Word
- Web cam
- Some courses may require additional software. For details about specific course requirements, refer to the information found online at SJRstate.edu/distance

Use of a desktop or laptop computer is recommended. Please note that if you use mobile technology (smart phones, tablets, or net books) you might not be able to use all features of the Learning Management System.

Some Distance Learning Courses require proctored exams. Most exams will be remotely proctored using technology such as Respondus LockDown browser and/or Respondus Monitor. Some courses may require on-campus exams that are proctored through the Office of Testing and Student Support Services. These exams require a government issue photo ID or College photo ID for admission and the following items are expressly prohibited during testing sessions unless otherwise stated in examination instructions:

- Firearms and weapons
- Bags, purses, backpacks (subject to inspection)
- Electronics (e.g. phones, iPods, tablets, laptops, earbuds, head phones, watches, gaming devices, etc.)
- Calculators
- Food and drink
- Outerwear: subject to inspections (e.g. coats, jackets, hoodies, scarves)
- Headwear: subject to inspection (e.g. hats, bandanas, headbands)
- Other items as identified at time of sign-in by the Test Administrator

See the course schedule for details about course proctoring requirements.

For more information about distance learning at SJR State, please call (386) 312-4077 or visit our website at SJRstate.edu/distance.

Dual enrollment at SJR State provides eligible accelerated high school students the opportunity to simultaneously earn college credit while earning credit toward a high school diploma. Early Admissions and Early College Program are forms of dual enrollment. Public and private high school students, as well as home-schooled students, are served by this program that was created by Florida Statute 1007.271 and is governed by state law.

REASONS TO CONSIDER DUAL ENROLLMENT:

1. **Dual enrollment saves money.** Tuition and lab fees are free for all dual enrollment students. Textbooks are free for all public school students.

2. **Dual enrollment saves time.** Students can shorten the time necessary to obtain a college degree since classes count both for high school credit as well as college credit. As a result, students can reduce their courseload per term when they attend college full time, or possibly earn their college degree in a shorter amount of time.

3. **Dual enrollment eases the transition from high school to college.** Students can "test the waters" of college learning, helping improve the transition from high school to college.

To be qualified for SJR State's dual enrollment program, students must have a 3.0 unweighted high school grade point average; acceptable test scores (ACT; Pre ACT; Accuplacer; SAT; PSAT/NMSQT or PSAT 10; PERT; FSA; ALEKS PPL; or appropriate alternative placement high school course); must be classified as a secondary student and have demonstrated academic, social, and emotional maturity to ensure success in college-level study. Eligible secondary students with a 2.0 unweighted grade point average, acceptable test scores, and a recommendation from their high school principal and school counselor are eligible to participate in SJR State's dual enrollment Career Certificate programs.

Classes are offered on SJR State's Orange Park campus, Palatka campus and St. Augustine campus. Additionally, some classes are available online, and others are even held at local high schools. Students can take dual enrollment courses that will lead toward the A.A. or A.S. degree or college credit certificate.

Dual enrollment credits are transferable, especially to Florida state colleges and universities, due to Florida's Common Course Numbering System and the statewide articulation agreement. For out of state and private schools, students should check with the individual schools. Grades earned in dual enrollment courses will be on, and remain on, students' college transcripts. Credits earned toward a Career Certificate program are not transferable for college credit.

Students interested in dual enrollment should see their high school's designated dual enrollment contact to determine if they qualify for the program. From their high school's designated dual enrollment contact, students can obtain the admissions information that will need to be completed. In addition, students need to submit test scores (ACT; Pre ACT; Accuplacer; SAT; PSAT/NMSQT or PSAT 10; PERT; FSA; ALEKS PPL; or appropriate alternative placement high school course) with the dual enrollment admissions form or mark set-up PERT on the admissions form. The final step is meeting with the designated high school contact to discuss appropriate course load and selection.

EARLY COLLEGE PROGRAM

SJR State's Early College Program allows admitted students to complete a full 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate in Arts (AA) Degree upon the completion of four years of high school.

Current students in Clay, Putnam, and St. Johns Counties in grades 5-8 who are interested in being eligible to participate in the program as a 9th grader should plan to be on track to take at least one academic (math, English, science, language) high school course while an 8th grader. Eighth graders must have a minimum of an unweighted 3.0 GPA in their core academic course work (math, English, etc.) AND a minimum of an unweighted 3.0 GPA in their high school courses in order to be eligible to apply to the Early College Program. Please consult the school district for any additional admissions requirements.

Early College Program students will have full access to all extracurricular activities on their high school campus as any other student would, as their schedule and interests allow. All transportation in grades 9-11 must be provided by the student/family, unless the child is already zoned for the high school. Senior year transportation to the campus of SJR State will be the responsibility of the student/family.

St. Johns River State College is committed to providing this program to students in Clay, Putnam, and St. Johns counties. We believe that there are many students who will benefit from both the academic rigor and the acceleration achieved by simultaneously earning an Associate in Arts degree and high school diploma.

DUAL ENROLLMENT POLICIES

SJR State Dual Enrollment students are simultaneously enrolled in both high school and college courses. The depth, breadth, rigor, and pace of college courses will be at the college level. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary high school curriculum. Dual Enrollment students who attend classes on SJR State's campuses or online will be interacting with non-high school students of a variety of ages and backgrounds. By enrolling in Dual Enrollment, students have agreed to abide by all SJR State policies and procedures as published. SJR State Dual Enrollment students are responsible for completing the appropriate college forms and meeting college established deadlines for withdrawal. College credits earned in Dual Enrollment will be a part of the student's permanent college and high school transcript. Students cannot re-take courses in which a grade of "C" or higher has been earned. Performance in dual enrollment courses may affect subsequent postsecondary admission, financial aid, and Bright Futures eligibility.

For more information about the dual enrollment or the Early College Program at SJR State, please call (386) 312-4136 or visit our website at SJRstate.edu/dual.

St. Johns River State College believes in assisting the nontraditional student by recognizing that for some students, access to advanced degree programs can sometimes be limited due to geographic placement or family and employment responsibilities. Additionally, while Florida has a statewide articulation agreement which guarantees that Florida College System Associate in Arts (A.A.) degree graduate must be admitted into a state university upon graduation provided that the student has met all requirements for the A.A. degree and maintained a 2.0 cumulative grade point average, this does not mean that every A.A. graduate will be admitted at the state university of his/her choice or into the upper division program of his/her choice.

For these reasons, the College has collaborated with several regionally accredited public and private universities and colleges to make higher education more accessible for residents of Putnam, Clay, and St. Johns counties. SJR State has entered into collaborative agreements with the colleges and universities listed on this page to ensure smooth transitions for transferring students and, in some cases, even bring courses and programs directly to students living within SJR State's district through distance learning and off-campus programming.

St. Johns River State College partners with the Florida Virtual Campus to make available our distance learning courses through the Florida Shines website. In addition to the colleges and universities listed on this page with which SJR State has collaborated, after completing their associate's degree, SJR State students can transfer to one of the many accredited colleges and universities throughout the state of Florida offering bachelor's and graduate degrees via distance learning. To search the distance learning baccalaureate and graduate degrees offered by participating Florida colleges and universities, go to: floridashines.org.

Each participating college or university offers various programs of study and course delivery methods. For more information about these programs, call (386) 312-4225.

Embry-Riddle Aeronautical University

The Blue-Gold Connection was created to provide SJR State graduates with a seamless transition into the Embry-Riddle Aeronautical University. The program serves as a guarantee and aligns SJR State's Associate in Arts degree (transfer degree) with more than 20 baccalaureate degree programs through a personalized course transfer guide. The degrees include aeronautical science, air traffic management, aviation maintenance science and civil engineering. Students may apply for the program through the SJR State Academic Advising Office.

University of North Florida

The UNF/SJR State Gateway Program was created to provide SJR State graduates with a seamless transition into the University of North Florida. The program serves as a guarantee and aligns SJR State's Associate in Arts degree (transfer degree) with many of UNF's baccalaureate degree programs. To be eligible, students must meet the requirements for the degree being sought as established by the official UNF catalog. Students may apply for the program through the SJR State Academic Advising Office.

Statewide Reverse Transfer Articulation Agreement

Reverse transfer is the process by which a student is awarded an associate degree after transferring to and completing the AA degree requirements at a four-year public postsecondary Florida institution. Annually, public four-year institutions in the state of Florida shall determine which students meet the eligibility criteria and identify potential degree candidates. Per 1007.23, F.S., once potential degree candidates are identified, the institution will provide notification to the candidates about the reverse transfer option.

With student consent, the four-year institution will transmit transcripts or academic data files for potential candidates to SJR State. SJR State will then conduct a degree audit to determine whether the candidate meets all eligibility criteria, and upon the successful completion of the audit will confer the AA degree during the semester in which the audit was successfully completed.

The college will notify the student of the award of the AA degree. The student's transcripts will be updated accordingly to reflect the awarding of the AA degree.

Program Placement Information Programs not listed did not produce graduates				
Program	Award	2020%	2021%	2022%
Allied Health Education				
Emergency Medical Technician	C.C.C.	85	90	87
Emergency Medical Services	A.S.	100	100	100
Health Information Technology	A.S.	100	100	NA
Health Services Management	A.S.	100	75	0
Health Care Services Specialist	C.C.C.	NA	NA	NA
Medical Assisting	C.C.	NA	100	71
Medical Office Administration	A.S.	67	100	50
Medical Office Management	C.C.C.	100	NA	NA
Paramedic	C.C.C.	100	62	85
Radiologic Technology	A.S.	100	87	93
Respiratory Care	A.S.	100	100	100
Business Education				
Accounting Technology	A.S.	100	75	100
Accounting Technology Management	C.C.C.	100	67	NA
Accounting Technology Operations	C.C.C.	100	50	NA
Accounting Technology Specialist	C.C.C.	100	80	100
Business Administration	A.S.	100	100	100
Business Management	C.C.C.	100	89	100
Business Operations	C.C.C.	100	100	100
Business Specialist	C.C.C.	100	100	100
Risk Management & Insurance Operations	C.C.C.	100	100	100
Risk Management & Insurance Management	C.C.C.	50	100	100
Organizational Management	B.A.S.	100	94	100
Computer Education and Engineering				
Engineering Technology	A.S.	NA	NA	80
Engineering Technology Support Specialist	C.C.C.	59	75	71
Mechatronics	C.C.C.	NA	88	NA
Robotics & Simulation Technician	C.C.C.	NA	NA	0
Network Systems Technology	A.S.	75	88	75
Network Infrastructure (CISCO)	C.C.C.	90	83	100
Network Server Administration	C.C.C.	NA	100	100
Network Security	C.C.C.	100	100	100
Criminal Justice and Public Safety Education				
Corrections Officer	C.C.	0	NA	89
Correctional Officer Crossover from Law Enforcement	C.C.	100	NA	NA
Criminal Justice Technology	A.S.	89	100	100
Criminal Justice Technology Specialist	C.C.C.	100	50	0
Law Enforcement Officer	C.C.	96	84	89
Law Enforcement Crossover from Corrections	C.C.	0	100	100
Law Enforcement Crossover from Probation Officer	C.C.	NA	NA	33
Education				
Early Childhood Education	B.S.	94	100	100
Educator Preparation Institute	-	89	97	97
Florida School of the Arts				
Graphic Design Technology	A.S.	100	67	75
Theater and Entertainment Technology	A.S.	70	75	78
Stage Technology	C.C.C.	50	50	50
Nursing Education				
Nursing	B.S.	98	96	100
Nursing RN	A.S.	97	98	100
Nursing Assistant	C.C.	90	100	100
Practical Nursing	C.C.	94	94	88

Placement information is provided by Florida Education and Training Placement Information Program.
Placement is defined as training related employment, continuing education, or active military.
NA = Not applicable due to the program being new for this catalog, no graduates or no match could be made.

KEY: A.S. - Associate in Science Degree
B.A.S. - Bachelor of Applied Science Degree
B.S. - Bachelor of Science Degree
C.C.C. - College Credit Certificate
C.C. - Career Certificate

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

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that have the same prefix and course number but meets at a different time or place.

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

THE COURSE PREFIX

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

AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

Section 1007.24(7), Florida Statutes, states:

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

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies

EXAMPLE OF COURSE IDENTIFIER

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

and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.

B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.

C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.

D. Applied academics for adult education courses.

E. Graduate courses.

F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

COURSES AT NON-REGIONALLY ACCREDITED INSTITUTIONS

The SCNS makes available on its homepage (flscns.fldoe.org) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Vice President and Chief Institutional Research Officer in the B Building, Room B14 on the Palatka Campus or to the Florida Department of Education, Office of Articulation, 701 Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at flscns.fldoe.org.

St. Johns River State College offers a variety of credit course delivery options, so students can take courses that best suit their schedule and learning preference. Regardless of the option chosen, all courses are instructor-led, and all options meet the same learning objectives and level of rigor.

On-Campus

In on-campus course sections, instruction and assessment takes place "face-to-face" with the instructor physically present in the room with the student. Additional course content and assessment may take place online, but 71% or more of the instructional time is on-campus. Classes are offered during the day and in the evening at SJR State's three campuses and at a variety of locations throughout Clay, Putnam, and St. Johns Counties.

Hybrid

In hybrid course sections, the course's instruction and assessment is generally blended relatively equally between online and on-campus, giving students the best of both course delivery options. Typically at SJR State, hybrid courses will meet 50 percent of the time in the classroom and 50 percent of the time online, but the split could range between 30-79%.

Online, Limited Seat Time or Live Online, Limited Seat Time

In online or live online limited seat time course sections, the majority of the instructional time is online. Students are required to come to campus less than 20% of the course's instructional time for on- campus meetings, assessments, labs, etc. The distance learning fee is assessed. Laboratory fees are not assessed when the distance learning fee is applied; however, courses identified as having special fees will be assessed both the special fee and the distance learning fee when the course is taught online as costs are incurred irrespective of course delivery mode. See College Catalog/ Student Handbook page 69 for the list of courses with laboratory and special fees.

Live Online/Synchronous Online

In live online/synchronous online course sections, 100% of instruction and assessment is online with no on-campus meeting requirements. Students are required to log on at the predetermined days and times throughout the term as indicated at registration for live online instruction. The distance learning fee is assessed. Laboratory fees are not assessed when the distance learning fee is applied; however, courses identified as having special fees will be assessed both the special fee and the distance learning fee when the course is taught online as costs are incurred irrespective of course delivery mode. See College Catalog/Student Handbook page 69 for the list of courses with laboratory and special fees.

Online

In online course sections, 100% of instruction and assessment is online with no on-campus meeting requirements. The course is asynchronous, and students are not required to access the course at specified days/times. The distance learning fee is assessed. Laboratory fees are not assessed when the distance learning fee is applied; however, courses identified as having special fees will be assessed both the special fee and the distance learning fee when the course is taught online as costs are incurred irrespective of course delivery mode. See College Catalog/Student Handbook page 69 for the list of courses with laboratory and special fees.

Hybrid-Flexible

In hybrid-flexible course sections 100% of the instruction takes place from the classroom. Students may choose to participate "face-to-face" in the physical classroom, live online, or as a combination based on their preference.

Courses in this catalog are grouped under applicable department headings and are listed in alphanumeric order. The term "credit" as used in reference to courses is semester hour credit where one college credit is based on the learning expected from the equivalent of one hour of classroom instruction per week for 15 weeks (full term). It means credit towards a degree from the College, and does not necessarily mean credit transferable to another institution. The designation (3 Credits – 3 Hours) after a course is indicative of a 3 credit hour course that meets for the equivalent of 3 hours per week (full term). Not all courses are offered in all terms or at all campuses. For current offerings, consult the list of credit courses available prior to registration each term at SJRstate.edu/courses. Courses offered by the Florida School of the Arts are described in the portion of this catalog devoted to the Florida School of the Arts on page 253.

✚ Lab fee is not required if course is taken online
+ Examination fee requirements
◆ Meets A.A. degree requirements

BACHELOR OF APPLIED SCIENCE IN INFORMATION SYSTEMS TECHNOLOGY

CAP 3104
Human-Computer Interactions
(3 credits - 3 hours)
In this course, students learn the foundational concepts of Human-Computer Interaction (HCI), including human-centered design principles and interaction, modalities, design guidelines and heuristics, and interface evaluation techniques.

CIS 3080
Introduction to Cloud Computing
(3 credits - 3 hours)
This course provides a comprehensive overview of the cloud infrastructure and services and their underlying management mechanisms including data center virtualization and networking, cloud security and reliability, big data analytics, scientific, and commercial application.

CIS 3360
Principles of Information Security
(3 credits - 3 hours)
This course provides an introduction and overview of security issues for organizational and institutional computing. Physical, software, and computing systems security will be discussed. Students will be required to perform introductory security analyses, write code to automate some security preparedness tasks, and set up a protection scheme for a simple PC computer.

CIS 3523C
Managing IT Projects
(3 credits- 4 hours)
This course provides an overview of the tools and concepts needed to lead an information technology project team using the methodology phases: define, measure, analyze, improve and control. The course provides understanding in how to implement, perform, interpret, and apply the concepts.

CIS 3641C
Cloud Development Essentials
(3 credits - 4 hours)
Prerequisite: CIS 3080 with a "C" or higher. This course is designed to help students gain technical expertise in development with cloud technologies. Throughout the course, students will explore scenarios that provide opportunities to build a variety of infrastructures through the use of cloud developer technologies. Students will build apps through code driven languages and secure them in a cloud environment. In addition, students will use functions, containers, and application program interfaces to build cloud solutions.

CIS 4356
Information Security and Risk Management
(3 credits - 3 hours)
This course provides an in-depth examination of how to manage and reduce IT-associated risks. The course provides an overview of risk management and its implications on IT infrastructures.

CIS 4365
Computer Security Policies and Disaster Preparedness
(3 credits - 3 hours)
When an organization's function is interrupted by disasters, accidents, or natural events, a loss of data and/or productivity may occur. The impact on the organization is determined by how prepared it is for dealing with these disruptions. This course provides a foundation in formulating computer security policies, and preparing a disaster recovery/business continuity plan.

CIS 4651C
Cloud Deployment and Operations
(3 credits - 4 hours)
Prerequisite: CIS 3641C with a "C" or higher. This course covers a flexible collection of software and programmatic delivery practices for cloud infrastructures. Students will learn how software and tools can improve deployment speed, consistency, and reliability by orchestrating cloud services and automated, repeatable cloud deployments. Topics cover but are not limited to infrastructure as a code (IAC), continuous integration/continuous delivery (CI/CD), and artificial intelligence/machine learning (AI/ML) deployments via cloud services for forecasting, data analytics, computer vision, and natural language processing (NLP).

CIS 4950
Senior Capstone Project or Internship
(3 credits - 3 hours)
Prerequisite: Permission of the Dean. This course is designed for students preparing to graduate. Students will be required to demonstrate their knowledge and skills applicable to their degree core competencies and outcomes. The course provides a cooperative work experience opportunity, or a directed project learning activity related to the student's academic major.

CNT 3408
Enterprise Security
(3 credit - 3 hours)
Prerequisite: CIS 3360 with a "C" or higher. This course covers the issues of providing computer security in an enterprise environment. Students will learn the threats to any enterprise and how to properly address these threats with an appropriate response.

CNT 4514
Wireless and Mobile Computing
(3 credits - 3 hours)
Prerequisite: CIS 3360 with a "C" or higher. Students will study wireless and emerging network technologies. They will examine the effects of mobility on network issues such as architecture, security, privacy, file systems, resource discovery, resource management (including energy usage), personal online identities, and other areas. Students will acquire hands-on experience with mobile and sensor platforms using Wi-Fi analyzers and Wireless scanners.

CNT 4704C
Advanced Network Traffic Analysis
(3 credits - 4 hours)
Prerequisite: CET 2610C with a "C" or higher. Students explore, define, implement, and troubleshoot advanced information technologies that relate to networking. Students concentrate on researching, presenting, and developing skills related to these technologies.

COP 3703
Database Design and Architecture
(3 credits - 3 hours)
This course is an in-depth study of Database Management Systems. The course focuses on the relational database which is the most common model used by businesses. The key topics include an overview of database systems, database design, the relational model, physical design, indexing, transaction management, concurrency management, recovery, and tuning. In addition, some non-relational topics will be addressed such as data warehousing, decision support, and data mining databases.

COP 3538
Data Structures for IT
(3 credits - 3 hours)
Prerequisite: COP 2551 with a "C" or higher. The course formalizes the concepts of algorithm and time complexity. Data structures, such as Heaps, lists, queues, stacks and various forms of trees are covered. Students design and analyze algorithms, and numerous classic algorithms are covered.

COP 4655C
Mobile Application Development
(3 credits - 4 hours)
Prerequisite: COP 2551 with a "C" or higher. The course covers development techniques for mobile devices with a concentration on current technology, including current frameworks and tools. The course covers the components for mobile device applications including user interfaces, data persistence, application packaging, various sensors including location, API access, ADS, permissions, and push notifications. A project will provide the opportunity to apply learned knowledge to a working mobile application.

COP 4813
Web Application Programming
(3 credits - 3 hours)
Prerequisite: COP 2360 with a "C" or higher. This course introduces students to advanced concepts in the creation of applications utilizing the Web. Students will be exposed to topics such as client-server communications, dynamic data presentation, software design, planning and architecture. Students will get knowledge and practice in designing applications which utilize Web technology created using enterprise level programming languages and tools.

CTS 4457
Data Visualization and Communications
(3 credits - 3 hours)
During the first half of the course, students will learn how to make more effective visualizations of data. Students will gain deeper insight into the data and learn how to better communicate that insight to others. Students will learn new ways to display data, applying some fundamentals principles of design and human cognition to choose the most effective way to display different kinds of data. In the second half of the course, students will focus on storytelling, learning how to turn complex data into a visual story.

ISM 3321
Cybersecurity Fundamentals
(3 credits - 3 hours)
Prerequisite: CET 2610C or 2660C with a grade of "C" or higher. The course covers the management of information security problems, including attack methods, detection, and prevention techniques, cryptography, firewalls, and intrusion detection systems, security policies and risk management and incident response.

ISM 4322C
Advanced Cybersecurity
(3 credits - 4 hours)
Prerequisite: ISM 3321 with a "C" or higher. This course covers the advanced knowledge and awareness of cybersecurity. The content of the course focuses on web attacks, wireless network defense, session hijacking, mobile device security, and internet of things (IOT) vulnerabilities. It includes the prevention of infrastructure security threats and developing control methods for secure system implementations.

BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL MANAGEMENT

BAS specialized courses are not offered every semester; refer to rotation for availability. MAN 4900 has to be completed in the student's final semester. GEB 3213 is a prerequisite for all 4000-level courses. The first semester the student takes 3000 or 4000 level courses, the student must also take GEB 3213.

BUL 3130
Legal, Ethical and Social Aspects of Business
(3 Credits - 3 Hours)
This course explores the nature of legal, ethical, and societal environments of business. Emphasis is placed on social, legal, political, and ethical responsibilities to both external and internal groups in business. Topics include corporate social responsibility, legal, political and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues, and environmental regulation.

CGS 4362
Organization and Information Technology Systems
(3 Credits - 3 Hours)
Prerequisites: GEB 3213, CGS 1100, and MAN 3240 with a grade of "C" or higher. This course provides students with an understanding and practical application in the use of electronic information systems, including organizational management of such systems. Topics will include management software, data collection, analysis, reporting and distribution, and processes for evaluating software and hardware to determine what will meet the varying needs of the organization.

FIN 3400
Financial Management
(3 Credits - 3 Hours)
Prerequisites: ACG 2021C, ACG 2071, and ECO 2013 or ECO 2023 with a grade of "C" or higher. This is an introductory course in managerial finance in which the students gain a clear, basic understanding of the fundamentals of finance and its related decision-making. The course will cover all elements of organizational finance including budget development, finance management, procurement, accounting and auditing. A key component of the course will be the student's preparation and presentation of an organizational budget.

GEB 3113
Entrepreneurship
(3 Credits - 3 Hours)
The purpose of this course is to provide an overview of the range of skills and practical knowledge needed to plan and execute an entrepreneurial venture. Topics for discussion include creativity and innovation, desirable entrepreneurial attributes, business planning, small business strategy, accounting and financial tools, and global entrepreneurship.

GEB 3213
Advanced Business Communications
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 and CGS 1100 with a grade of "C" or higher. This course is required prior to taking 4000-level classes. This course emphasizes the basics of business writing while reviewing the various kinds of written business correspondence. Students are expected to integrate business decision making and analytical thinking skills into the content. Students

must be able to determine solutions to problem-based exercises.

GEB 4891
Strategic Management and Decision Making
(3 Credits - 3 Hours)
Prerequisites: GEB 3213, MAN 2021, STA 2023, and MAN 3353 with a grade of "C" or higher. This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans, and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision-making abilities.

HSA 3110
Health Administration
(3 Credits - 3 Hours)
This course provides an introduction to the principles of health services administration. Emphasis is placed on health policy, planning, marketing, current health problems, personal health care services, bioethical decisions, and personnel. Contemporary issues and principles of health services administration, and the effects of shifts of economic, social, political, and technological forces that merge and coalesce to meet or fail to meet the changing health care and medical needs in the United States.

HSA 3113
U.S. Health Care Systems
(3 Credits - 3 Hours)
An overview of the varied types of health care facilities and health delivery systems operating in the United States, their purpose, organization, need in society, general function, and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics, and neighborhood health care centers are analyzed and discussed.

HSA 3150
Health Care Policy
(3 Credits - 3 Hours)
This course provides students with an overview of health care policy in the United States. The course includes major health care legislation with special emphasis on the critical role of health care managers in policy making.

HSA 3191
Health Care Informatics
(3 Credits - 3 Hours)
A study of health information systems with focus on analysis of applications for information systems in the health care delivery system. Emphasis will be placed upon skills necessary to employ the methods used to evaluate a variety of information systems applications in the health care setting.

HSA 4170
Health Care Finance
(3 Credits - 3 Hours)
Prerequisites: GEB 3213, ACG 2021C, and HSA 3110 with a grade of "C" or higher. This course will familiarize students with financial management, one of the primary responsibilities of health care managers. The course will prepare students entering middle management to be more effective and efficient in achieving the institution's goals.

HSA 4383
Continuous Quality Improvement/Risk Management Systems
(3 Credits - 3 Hours)
Prerequisites: GEB 3213 and HSA 3113 with a grade of "C" or higher. The students will examine current efforts to improve quality and efficiency of health care systems. Topics range from issues of medical error reduction, quality improvements in medical records, and utilization review, to models for continuous quality improvement in physician-health care worker-client relations.

HSA 4430
Health Care Economics
(3 Credits - 3 Hours)
Prerequisites: GEB 3213 and HSA 3110 with a grade of "C" or higher. The students will examine the macro and microeconomic perspectives of health care including the production, marketing, distribution, pricing, and relative measures of quality health care as it is delivered. Health care as a public and private good will be examined contrasting and comparing private market delivery and pricing systems with the more socialistic approaches in many countries. Health care agencies and programs (Medicare, Medicaid, HMOs, PPOs, etc.) and topics such as the principle-agent problem, moral hazard, and information problems on the demand side will be examined. On the supply side, issues such as managed care organizations, third-party payers systems, medical schooling, and malpractice insurance will be addressed. At the macro level, the course will examine the impact of health care practices on inflation, productivity, and the implications of an aging population on the national economy.

ISM 3321
Cybersecurity Fundamentals
(3 Credits - 3 Hours)
Prerequisite: GEB 3213 with a grade of "C" or higher. The course covers the management of information security problems including attack methods, detection and prevention techniques, cryptography, firewalls, and intrusion detection systems, security policies and risk management, and incident response.

ISM 4011
Information Systems Management
(3 Credits - 3 Hours)
Prerequisites: GEB 3213, CGS 1100 and MAN 3240 with a grade of "C" or higher. This course designed to prepare students in the use of information technology in the business environment. Emphasis is placed on relationships of management information systems and data processing to managerial decision-making in modern organizations. Software applications will be used for data collection and analysis in real-world decision making and problem solving.

MAN 3240
Organizational Behavior
(3 Credits - 3 Hours)
This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development.

MAN 3353
Management Theory and Practices
(3 Credits - 3 Hours)
This course examines management theory, relevant applications and cases, self-management, teamwork, global awareness, and communication for the development of management competencies.

MAN 4120
Leadership and Group Dynamics
(3 Credits - 3 Hours)
Prerequisites: GEB 3213 and MAN 3240 with a grade of "C" or higher. Discussion and application of leadership theories including skill formation to develop leadership abilities. Team building skills are emphasized to enhance leadership effectiveness. Students learn the importance of visioning in their organizations.

MAN 4162
Customer Relations for Managers
(3 Credits - 3 Hours)
Prerequisite: GEB 3213 with a grade of "C" or higher. This course examines relationship building for all customers of an organization. The impact of

culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

MAN 4301
Human Resource Management
(3 Credits - 3 Hours)
Prerequisites: GEB 3213 and BUL 3130 with a grade of "C" or higher. This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees, and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

MAN 4504
Operational Decision Making
(3 Credits - 3 Hours)
Prerequisites: GEB 3213 and MAN 3353 with a grade of "C" or higher. This course focuses on operational decision-making management techniques to improve the process and productivity in organizations. Discussion of quality and outcomes, efficiency, forecasting, work-flow processes, inventory control, design of goods and services, waiting lines and critical path. Managing a project from beginning to end, including how to identify needs and define, assign and track items, is addressed.

MAN 4900
Capstone – Organizational Management
(3 Credits - 3 Hours)
Prerequisites: GEB 3213 and Senior standing or permission of the Program Director. This course focuses on the integration of knowledge, skills and abilities learned in the program through a capstone project. Students can choose an internship or course-based option.

BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION

Note: Students enrolling in the Bachelor of Science in Early Childhood Education must be cleared by a school board background check before the end of the add-drop period prior to entering the first course. Field exposure in school settings from K-3rd grade provides students enrolled in this program with the understanding of the expectations and responsibilities of public school teachers in a K-3rd grade setting. Courses assigned which require field experience/observation hours are noted in the course description. Students will be assigned to a classroom setting designated by the Office of Teacher Education in the district of their choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

EDF 3214
Human Development & Learning
(3 Credits - 3 Hours)
This course covers the various stages of human development, learning theories, and the application to teaching/learning situations. Identification and analysis of students' academic, physical, cognitive, emotional, motivational, and social development is emphasized with a focus on the interaction between the role of the teacher and the needs and learning styles of his or her students.

EDF 3430
Measurement, Evaluation, & Assessment in Education
(2 Credits - 2 Hours)
This course explores the basic concepts of educational measurement, instructional objectives, and student assessment techniques. Teacher candidates will learn how to strengthen the learning process through classroom assessment techniques, the interpretation of standardized tests, and evaluation of student progress using measurement results.

EDF 4444
Assessment of Learning and Behavior
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Students must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. This course is designed to help teachers develop high quality assessment instruments for use in the classroom. Teachers will attain a knowledge of planning for assessment, testing validity and reliability, as well as distinguish the difference between norm referenced and criterion-referenced testing. Students will also learn to interpret student assessment data to identify gaps in student learning and measure student learning gains. The course will assist teachers in gaining the concepts and skills related to planning, development, administering, and interpreting assessments.

EDG 3620
Curriculum & Instruction
(3 Credits - 3 Hours)
This course is an introduction to the field of curriculum and instruction. Teacher candidates will understand the principles of curriculum development and the use of instructional strategies. The foundation of this course will include the development, implementation, and evaluation of lesson plans appropriate to the specific ability level of the intended audience.

EDG 4343
Instructional Strategies
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Students must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. This course will provide the guidance and tools to design, teach, and reflect on classroom lessons and units using instructional strategies as a process for making teaching decisions. This course provides a setting to discuss the challenges you will face in the classroom.

EDG 4410
Classroom Management & Communication
(3 Credits - 3 Hours)
This course provides strategies for creating a safe and stimulating learning environment that encourages positive social interaction and effective communication among members of the learning community. Emphasis is placed on attitudes, language patterns, values, and behaviors to support and maintain student learning as well as on-task behavior. Additionally, this course includes methods and strategies for consulting with other school professionals and the child's family unit.

EDG 4419
Building Classroom Management and Discipline
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Students must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. This course focuses on principles and strategies for developing and maintaining an effective classroom environment for diverse learners. Strategies for whole class management as well as management of challenging behaviors will be explored. This course includes students' behavioral traits, teachers' obligations in discipline, organizing systems of management and a comprehensive review of outstanding strategies and tactics for effective classroom management and discipline. Participants will conduct an assessment on personal strengths and weaknesses in classroom management, as well as design a comprehensive classroom management plan.

EEC 3404
Child, Family, & Community Partnerships
(3 Credits - 3 Hours)
This course focuses on the varying cultural contexts of young children and the development of positive collaborative relationships between teachers and families. This course guides the development of a parent involvement plan that includes effective ways to communicate with parents, conference with parents, and plan parent meetings. Additionally, this course will facilitate the

development of and implementation of community involvement programs in early childhood settings.

EEC 4211
Integrated Mathematics & Science
(4 Credits - 4 Hours)
Prerequisite: EDG 3620. This course develops an understanding and integrated application of science and mathematical concepts for the appropriate stages of cognitive development of young children. Focus is given to exploring sequential math development, identifying how concepts are developed and acquired, and promoting the young children's concept development through problem solving and assessing the child's developmental level. Additional focus given to teaching science strategies using concept development, process of inquiry, planning for fundamental concepts in science including activities for young children at the appropriate stages of cognitive development, and utilizing appropriate current technology to support teaching and learning. This course includes a field experience component. This course requires fifteen (15) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

EEC 4212
Integrated Language Arts, Children's Literature, Social Sciences
(4 Credits - 4 Hours)
Prerequisite: EDG 3620. This course develops the foundations and integrated application of language/emergent literacy, children's literature, and social sciences for the appropriate stages of cognitive development of young children. Focus is given to exploring appropriate curriculum in language arts, children's literature, and humanities with an emphasis on how learning experiences are integrated throughout the curriculum. Additional focus given to teaching strategies and activities for young children while utilizing appropriate current technology to support teaching and learning. This course requires fifteen (15) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

EEC 4241
Integrated Music, Art, & Movement
(4 Credits - 4 Hours)
Prerequisite: EDG 3620. This course promotes the skills, concepts, creativity, and enjoyment in music, art, dramatic play, and movement to create expressive learning activities for young children. The role of the teacher includes instructional strategies for integration, assessment, and concept development to encourage growth and participation for all students. This course requires fifteen (15) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

EEC 4930
Senior Seminar
(2 Credits - 2 Hours)
Prerequisite: Senior Status. Corequisite: EEC 4940. This seminar course, taken concurrently with EEC 4940, will meet throughout the semester with the college intern supervisor to discuss teaching/learning issues.

EEC 4940
Student Internship
(8 Credits - 8 Hours)
Prerequisite: Senior Status. Corequisite: EEC 4930 and RED 4940. This course is a full day, full semester internship with placement in a primary grade (K-3rd) during which the teacher candidates demonstrate the ability to apply knowledge, skills, and dispositions in authentic situations under the direction of a certified classroom teacher and college supervisor in an approved setting. Teacher candidates will plan, implement, and evaluate activities relevant to the classroom setting. Teacher candidates will be observed and evaluated by the college supervisor and classroom teacher. This course requires 12 weeks in a K-3 subject area classroom with no less than 300 hours of direct teaching instruction in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. Students will spend a minimum of 45 hours in direct reading instruction (included in the 12-week internship.) The internship is completed outside of the scheduled class meeting time.

EEX 3012
Educational Needs of Students with Exceptionalities
(3 Credits - 3 Hours)
This course provides an overview of students with specific educational needs and exceptionalities while focusing on characteristics, definitions, and prevalence of disabilities, the referral process, service delivery models, and the pedagogical approach of exceptional students. Teacher candidates will understand the history of, legal basis for, and contemporary issues in special education. Special attention will focus on the expectation that all students have learning strengths.

EEX 4034
Exceptional Learners in the Inclusive Classroom
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Students must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. This course is to introduce inclusive educators to the characteristics, evaluation and identification of students with exceptionalities. This course examines current issues, legislation, education reform, strategies and interventions in working with students with disabilities, as well as effective special education service models.

EEX 4604
Behavior Management for Special Needs & At-Risk Students
(3 Credits - 3 Hours)
Prerequisite: EEX 3012. This course covers the strategies and techniques necessary for managing the physical environment and behaviors of children with special needs. The emphasis of this course will focus on behavior management and consultation skills. Teacher candidates will apply knowledge to create and maintain an on-task, safe, and healthy learning environment for learning in the exceptional and inclusive classroom.

RED 3309
Early & Emergent Literacy
(3 Credits - 3 Hours)
This course will increase understanding of early literacy development and conditions, which promote total literacy from birth through lower elementary grades. Language theory and current research will shape informed practices regarding literacy development. Connections made among all aspects of literacy learning: reading, writing, listening, speaking, and attitude development. Additionally, this course explores and develops related activities to foster a balanced, positive, constructive attitude towards literacy in young children.

RED 4342
Foundations of Research Practice in Reading Education
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Student must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. This course provides an understanding of the principles of scientifically based research as the foundation of comprehensive instruction. This course teaches assessment of literacy development, language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension.

RED 4511
Intermediate Literacy: Reading & Thinking
(3 Credits - 3 Hours)
Prerequisite: RED 3309. This course combines the theory and practice in the teaching of reading/literacy in the elementary intermediate grades. Procedures for meeting individual differences, differentiated instruction, selected use of materials, and classroom organizations will be examined. This course requires thirty (30) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

RED 4519
Diagnosis & Intervention in Reading
(3 Credits - 3 Hours)
Prerequisite: RED 3309. This course provides diagnostic and instructional interventions in reading through formal and informal methods and materials used to identify reading strengths and weaknesses of students. Emphasis is placed on diagnosis of reading problems, administration of assessments, evaluation of results, and planning instructional interventions to remediate reading deficiencies. This course requires twenty (20) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

RED 4940
Final Reading Practicum
(3 Credits - 3 Hours)
Prerequisite: Senior Status. Corequisite: EEC 4940. This course is the supervised reading portion of the final internship to give clinical experience in reading for the pre-service teacher. This course provides clinical experience in increasing student reading performance through the utilization of appropriate strategies and materials. This course aligns to the Florida Reading Competencies, which include language development, cognition, research-proven best practices, and differentiated instructions. Teacher candidates will work directly with K-3 teachers and students in the public schools in large group, small group, and individual settings to connect all aspects of literacy instruction. This course requires forty-five (45) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The 45 hours of field experience is included in the 12-week internship in a K-3 area classroom with no less than 300 hours of direct teaching instruction. The field experience is completed outside of the scheduled class meeting time.

TSL 3080
Principles & Practices of ESOL I
(3 Credits - 3 Hours)
This course introduces issues, principles, theories, research, and best practices of teaching English to Speakers of Other Languages. The goal of this course is to develop the foundation of knowledge necessary to prepare educators to understand the concepts upon which second language acquisition are based in addition to the impact these concepts will have on instruction.

TSL 3083
ESOL Issues and Strategies
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Student must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. This course introduces instructional strategies for teaching students of limited English proficiency including instruction in the English language. The goal of this course is to develop the foundation of knowledge necessary to prepare educators to understand the concepts upon which second language acquisition are based in addition to the impact these concepts will have on instruction.

TSL 4081
Principles & Practices of ESOL II
(3 Credits - 3 Hours)
Prerequisite: TSL 3080. This course builds on TSL 3080 with the goal to link the theory and practice for effective teaching of ESOL (English Speakers of Other Languages). The course will emphasize methods, curriculum, and assessment of ESOL students. This course requires twenty (20) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE - APPLIED INTELLIGENCE STUDIES

CCJ 3081
Combating Cybercrime
(3 credits - 3 hours)
Cybercrime has been with us since the advent of the computer. However, as our reliance on computers and the internet of things (IOT) has grown, the amount of cyber-related crime and malfeasance has grown exponentially. Computers have allowed criminals to "scale-up" their reach and the consequences and financial gains of their plunders. Accordingly, every state and the federal government have enacted laws prohibiting unauthorized use of computers, and in recent years, governments have tried to harmonize these laws internationally.

CCJ 3484
Ethics in Policing and Intelligence
(3 credits - 3 hours)
This course explores ethics for both the criminal justice system and intelligence professionals. It will compare and contrast the differing roles ethics plays in policing and intelligence communities. The course probes significant past and current events to illuminate issues relevant to ethics in intelligence and policing.

CCJ 3621
Patterns of Criminal Behavior
(3 credits - 3 hours)
Review the nature and extent of the crime problem in America. The course concentrates on major patterns of offender behavior, including crimes of violence, property crimes, economic, syndicated, political crimes, and consensual crime.

CCJ 3691
Sex Offenses and the Offender
(3 credits - 3 hours)
Comprehensive overview of psychological, sociological, and legal issues related to sexual offenses. Additionally, the sexual offenders and different typologies of the sex offender will be addressed.

CCJ 4014
Crime in America
(3 credits - 3 hours)
Prerequisite: CJE 1006. A survey of crime and criminality in the United States, with an emphasis on crime data, its weaknesses, and types of criminal behavior.

CCJ 4032
Crime and the Media
(3 credits - 3 hours)
Relationship among media crimes, criminals, and the criminal justice system. Specifically, the impact of the media and media attention on the operations of the criminal justice system will be examined.

CCJ 4072
Crime Mapping and Analysis
(3 credits - 3 hours)
This course is designed to introduce the student to crime mapping (coordinate tracking of criminal events and GIS) and crime analysis (the statistical evaluation of criminal events and criminal intelligence).The student will work with crime data, coordinate data, UCR data and gathered intelligence, to understand correct force deployment and response to crime, for crime-prevention and solvability. The student will also be introduced to serialized crime identification, recognition, and response.

CCJ 4644
White Collar Crime
(3 credits - 3 hours)
An examination of both individual criminality in the course of one's occupation and the crimes of formal organizations and corporations. Attention will be placed on the nature of the societal reaction to these "upper class" illegalities.

CJE 3732
Criminal Intelligence
(3 credits - 3 hours)
This course focuses on the production of intelligence from the analysis of multiple and diverse sources of information and on its use by formal and informal intelligence agencies. Emphasis is placed on the role of local public safety and security personnel and organizations as both producers and consumers of intelligence and on their relationship to the formal intelligence agencies.

CJE 4663
Crime Analysis I
(3 credits - 3 hours)
An introductory course in the utilization of the computer in criminal justice agencies, including an overview of hardware and software components of general-purpose computer systems. No prior knowledge of any phase of data processing or computer science is assumed.

CJE 4692
Technology and Crime
(3 credits - 3 hours)
This course will introduce the student to recent advances in technology that impact investigations and crime prevention. The course will examine strategic-level technologies such as databases, GIS systems, crime mapping by computer, etc. The course will examine ways in which technology assists law enforcement on a tactical level, through such innovations as in-car laptops, advanced communications devices, night-vision systems, etc. Students who lack a thorough background in computers will benefit from this course's overview of technology basics. While not a prerequisite, this course will provide a basis for a later course dealing with cyber-crime. Students will learn about the nationwide databases that share information, such as NCIC and AFIS, and how agencies are using database technology to combat the problems of fragmentation. Students will learn about geographic profiling and GIS systems, and their use on a strategic level.

CJE 4734
Intelligence Collection Strategies
(3 credit - 3 hours)
Prerequisite: CJE 4663. This course examines the formal intelligence collection process with emphasis on open source and human intelligence. Students will become familiar with the process of developing comprehensive strategies to produce intelligence by satisfying levied requirements using a variety of intelligence sources available to local public safety and security personnel.

CJJ 3545
Social Problems of Youth
(3 credits - 3 hours)
An overview of contemporary social issues of youth with special focus on the influence of violence in schools, family violence and neglect, and general patterns of youth violence. Influence and effects of substance abuse are examined. The formation and impact of gangs, gang behavior and gang culture are analyzed.

CJL 4513
Forensic Analysis of Juries
(3 credits - 3 hours)
This course will focus on the modern American jury and will include an in-depth analysis of current research related to jury selection, decision-making, and group dynamics.

BACHELOR OF SCIENCE IN NURSING

NUR 3065
Health Assessment
(3 Credits)
Total Course Hours: Didactic 41.25 Hours; Lab 7.5 Hours
Prerequisite or corequisite: NUR 3805. This course focuses on a holistic approach to health assessment that builds on the assessment skills developed in the nurse's basic educational program. Emphasis is on assessment and analysis of self-care requisites to identify self-care deficits across the life span. Emphasis is on the process of patient interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span and understanding the role of the professional nurse in analysis of health status data. The student is given opportunities to integrate theoretical knowledge into practice sessions using demonstration, medium and high fidelity simulation scenarios, deliberate practice, and reflection.

NUR 3125
Pathophysiology
(3 Credits – 3 Hours)
Prerequisite or Corequisite NUR 3805. This course focuses on the study of pathological changes of the human body from normal to changed mechanical, physiological, and biochemical functions resulting from altered hemostasis, injury, or disease process. The course will emphasize how disrupting normal structures and functions of the human body leads to disease processes from the cellular to the multi-system level. Included is the critical examination of the mechanisms underlying signs and symptoms, complications, and prognosis of commonly occurring diseases across the lifespan.

NUR 3164
Informatics and Evidenced-Based Practice
(3 Credits – 3 Hours)
Prerequisite/corequisite: NUR 3805. This course focuses on the integration of data, information, and knowledge through the use of information technologies to inform nursing practice. Students examine how informatics supports evidenced-based nursing practice that is safe and knowledge-based through the use of expanded access to clinical research findings and decision support tools for clinical practice. The course reviews nursing informatics theory, practice applications in care delivery and management, and emerging trends in informatics. Students are introduced to basic concepts of evidence-based practice, research processes, and critical appraisal of research and information. Legal and ethical issues in research and information utilization are explored.

NUR 3169
Applied Evidence-Based Practice in Professional Nursing Practice
(3 Credits - 3 Hours)
Online - 45 Hours
Prerequisites: STA 2023 and NUR 3164 with a grade of "C" or higher. This course focuses on the application of evidence-based clinical and management practices to improve the delivery and outcomes of patient care in a variety of settings. Emphasized is the use of contemporary research to inform nursing management and clinical decisions. Establishment of individual evidence-based nursing management and clinical practices and career development are examined. The student will use evidence-based practice to solve current

healthcare management and clinical problems.

NUR 3655
Community, Diversity, and Population-Based Care
(3 Credits)
Total Course Hours: Didactic 30 Hours; Practice Experience 45 Hours
Prerequisite: NUR 3805. The focus of this course is community health nursing practices with families, aggregates, and communities. This course examines the social, economic, ethnic, and cultural influences on beliefs, values, and practices in relation to health, illness, and health-seeking behaviors. An emphasis is placed on epidemiology, population risk assessment, health promotion, risk reduction, chronic disease prevention, environmental heath, vulnerable populations, contemporary health issues, and development of healthier individuals, aggregates, and communities. The role of the professional nurse in the provision of community and population-based care is explored.

NUR 3805
Professional Roles and Dimensions of Professional Nursing Practice
(3 Credits – 3 Hours)
Prerequisite: Admission to the Bachelor of Science in Nursing and ENC 1102. This introductory course is designed for the returning RN to facilitate the transition from the registered nurse's basic educational program to the baccalaureate level of practice. It includes an exploration of the evolution of nursing as a profession, the contemporary role of the professional nurse, and issues and theories related to professional nursing practice in dynamic healthcare environments for diverse populations. Professional writing, APA documentation, and presentations using PowerPoint are introduced. It is recommended that this course be taken first.

NUR 3826
Legal and Ethical Issues in Nursing
(3 Credits - 3 Hours)
Online - 45 Hours
Prerequisite: NUR 3805. This course explores theories, models, and principles of legal and ethical decision making in clinical and in management health care delivery situations in a variety of health care settings. Clinical and nursing management decision-making dilemmas are identified and analyzed toward refining critical thinking and advocacy on the part of the nurse. This course provides the student opportunities to utilize models, processes, and ethical and legal frameworks of decision making as a foundation for clinical and leadership practices.

NUR 3837
Introduction to Nursing Management Systems
(3 Credits – 3 Hours)
Prerequisite: NUR 3805. The purpose of this course is to introduce the foundations of healthcare policy, the financial structures of healthcare systems, and the accreditation and regulatory environments that have impact on nursing practice and patient care. Contemporary issues of healthcare management systems, the future of healthcare delivery, and the role of nursing to influence healthcare systems' decisions are explored. The student will examine healthcare systems that incorporate modern technology, evidence-based decision making, information and outcomes management, cost containment strategies, and the nursing core value of quality care. Topics will include financial, operational, regulatory, accreditation, quality management, and clinical aspects of management.

NUR 4894
Teaching and Learning in Nursing Practice
(3 Credits – 3 Hours)
Prerequisite: NUR 3805. This course focuses on the provision of instruction applicable to individuals across the lifespan and to small groups of learners in a variety of settings. Emphasis is placed on the supportive / educative role of the nurse to assess, develop, implement, and evaluate education related to health promotion, maintenance of wellness, disease prevention, disease management, and quality of life. Teaching and learning theories and concepts are integrated related to effective collaboration with healthcare service organizations and communities, curriculum development, contemporary instructional strategies, challenges and barriers to learning, and cultural diversity.

NUR 4949
Nursing Capstone
(3 Credits)
Total Course Hours: Didactic 30 Hours; Practice Experience 45 Hours
Prerequisite: Director approval required. Previous or concurrent completion of the nine other BSN courses (NUR 3805, 3065, 3125, 3164, 3169, 3655, 3826, 3837 and 4894). The Capstone course integrates the academic and the practical knowledge acquired during the curriculum to further develop the student's application of the nursing process and critical reasoning in health promotion, risk reduction, direct and indirect care of patients, families, and aggregates in various healthcare settings. Emphasis is on resolving complex patient care problems, providing the human interface between healthcare systems and the patient, and on the professional nursing roles of care provider/coordinator, teacher, collaborator, manager and problem solver. This course includes a practicum to enhance the student's knowledge and expertise in areas of complex patient care and delivery and management. The practicum includes opportunities for scholarly inquiry, professional writing, collaboration, communication, and presentation. The student is required to demonstrate the competencies consistent with program outcomes.

BUSINESS

ACG 2021C
Principles of Financial Accounting ◆
(3 Credits - 4 Hours)
Prerequisite: MTB 1103, MAT 1033 or any general education math course with a grade of "C" or higher or satisfactory scores on the math placement exam at the college algebra level. The course is designed to familiarize the student with the theory, logic, and concepts used in financial accounting. Course content includes: journalizing, posting, preparing a trial balance, adjustments, corrections, and closing; preparation of the income statement, balance sheet, changes in owner's equity and cash flow statement; current assets, inventory, long-term assets and liabilities; corporate capital structure, retained earnings and financial statement analysis. Emphasis is placed on comprehension of accounting principles and concepts in addition to mastery of accounting skills.

ACG 2071
Principles of Managerial Accounting ◆
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C with a grade of "C" or higher. This course is designed to familiarize the student with the theory, logic and concepts used in managerial accounting. Course content includes: job - order costing, process costing, cost-volume-profit relationships, departmental accounting, profit planning, standard costs, flexible budgets, decentralized operations, pricing, and capital budgeting decisions. Emphasis is placed on comprehension of managerial accounting principles and concepts in addition to mastery of accounting skills.

ACG 2450
Computer Accounting Applications
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C. This course is designed to give students experience using a computerized accounting system to enhance knowledge gained in earlier accounting courses and prepare them for the job market. Students will gain practical knowledge in generating invoices, cash disbursements, cash receipts, inventory control, accounts payable journals, customer ledgers, vendor ledgers, job order costing, fixed asset depreciation, company set-ups, and internet accounting services.

BAN 1004
Principles of Banking/Credit Union Operations
(3 Credits -3 Hours)
This course touches on nearly every aspect of banking/credit unions, providing a comprehensive introduction to the diversified services and operations of the banking / credit union industry today. The history, evolution and trends of banking / credit unions are explored as well as the documents, language and services of banking / credit unions.

BAN 2240
Consumer Lending
(3 Credits -3 Hours)
This course is designed to provide accurate and authoritative information regarding consumer lending. Emphasis is placed on all types of credit including installment and single payment loans extended to individuals primarily for the purpose of buying goods and services for their personal consumption. This course also covers theory needed by students to administer the full spectrum of collection activities while simultaneously maintaining good customer relations.

BUL 1241
Business Law I ◆
(3 Credits - 3 Hours)
This is a study of the environment in which businesses operate. Consideration is given to legal and social constraints on business. The student is introduced to the judicial system; administrative, tort, and contract law; agency; business organizations; and governmental regulations.

BUL 2242
Business Law II ◆
(3 Credits - 3 Hours)
Prerequisite: BUL 1241. This is a study of legal concepts in the business and commercial setting. Substantive areas to be covered include personal property, sales, commercial paper, secured transactions, real property, and estates.

FIN 1100
Personal Finance ◆
(3 Credits - 3 Hours)
This course includes a study of budgeting, borrowing, financial institutions, family finance, home ownership, insurance, estate planning, and the buying and selling of stocks, bonds, and mutual funds. In addition, the correlation between education and income will be discussed.

FIN 2231
Money, Banking, and International Finance ◆
(3 Credits - 3 Hours)
This course presents a fundamental treatment of how money functions in the U.S. and world economics. Domestic Banking: Topics include the concept of money supply and the role of your bank. How the various types of financial institutions operate, the workings of monetary and fiscal policies, the functions and powers of the Federal Reserve. International Banking: Topics include fundamental, mainstay topics of international banking such as foreign exchange, collections, letters of credit, and international financing agencies.

GEB 1011
Introduction to Business ◆
(3 Credits - 3 Hours)
This course is a study of business organization, management and ownership, Wholesaling, retailing, advertising, international trade, employee training, compensation and labor relations, financing, risk and security markets, accounting and controls, business regulations, and taxes are included in this course.

GEB 2214
Business Communications ◆
(3 Credits - 3 Hours)
Prerequisite: Test scores at the Composition I level or completion of ENC 1101 with a grade of "C" or higher. This course is a study of the underlying principles of written and oral business and application communications for today's business world including letters, memos, and reports. Students will also practice oral communication with attention to posture, gestures and facial expression during the presentations.

GEB 2350
Introduction to International Business ◆
(3 Credits - 3 Hours)
This course provides an overview of the cultural environment of international business and the institutions which affect business today. International economic, political and trade issues are analyzed in the context of socioeconomic goals and policies of the nations involved. Additionally, this course will focus on the fundamentals of systems of payments, balance of trade, and management operations of multinational companies. The effects of contrasting political systems on international business relationships will also be examined.

GEB 2930
Special Topics - Capstone
(1-4 Credits - 1-4 Hours)
Prerequisite: Permission of the Director. This course is designed for students preparing to graduate and transition to employment and/or continuing education. Students will complete development of an online portfolio to include a cover letter, resume, work samples, and completion of an approved culminating project. Additionally, students will complete a job search related to their areas of interest and will apply for jobs prior to graduation.

MAN 2021
Principles of Management ◆
(3 Credits - 3 Hours)
This is an introduction to the world of management with emphasis on the mid-manager. Topics include the fundamental knowledge base, including motivation, behavioral processes, group dynamics, organizational structure, systems, and change. The management processes reviewed include planning, leading, organizing and controlling and control. Emphasis is also placed on communication skills.

MAN 2043
Principles of Quality Management
(3 Credits - 3 Hours)
This course is an introduction to the principles, techniques and basic tools of quality and business process improvement used by organizations. Topics include continuous process improvement, performance measures, Statistical Process Control, benchmarking, and the use of various management tools used to achieve continuous process improvements and customer satisfaction. Emphasis will be placed on understanding how the tools are implemented to aid in quality and process improvement in the supply chain.

MAN 2300
Introduction to Human Resource Management ◆
(3 Credits - 3 Hours)
This is an introduction to the role of human resources management. Topics include the personnel management system, maximizing employee potential, organizational behavior, labor management relations, remuneration, security, and assessment research. The course may include student projects and case studies.

MAN 2500
Operations Management ◆
(3 Credits - 3 Hours)
This course introduces students to operations management techniques including their application to functional areas of the business enterprise and operations control. Topics include the design and management of

production operations, including productivity, strategy, capacity planning, location, layout, resource management, just-in-time systems, materials requirement planning, and project management. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.

MAR 2011
Principles of Marketing ◆
(3 Credits - 3 Hours)
This is a study of basic marketing principles, theory, and functions of marketing. The course is designed to provide fundamental knowledge in the field, with the foundation necessary for further study in business or marketing.

MAR 2141
International Marketing
(3 Credits - 3 Hours)
This course focuses on marketing principles specific to international business settings. An emphasis is placed on the role of the marketing manager in the development of international marketing strategies for a variety of markets in diverse cultural and economic situations. The decision-making process in the areas of foreign market analysis, identifying target markets, product planning, product promotion, and channels of distribution is explored and analyzed.

MAR 2321
Advertising
(3 Credits -3 Hours)
This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to history, economics, marketing, social institutions, and consumer behavior. Included in the study are sales promotion, media organization, market functioning, brand promotion, analysis of consumer behavior, budgeting, legislation, and regulations. The course culminates with the student planning an advertising campaign.

MAR 2410
Personal Selling
(3 Credits -3 Hours)
This course is a study of the buying-selling cycle with emphasis on the role of salespeople in the free-enterprise system, application of sales principles, components of the sales presentation, and an introduction to sale management.

MAR 2723
Social Media Implementation
(3 Credits - 3 Hours)
This course emphasizes the development and implementation of a marketing strategy with an emphasis on social media applications. Content will be developed for specific social media platforms. Topics covered will include development of an e-marketing plan, market segmentation and targeting strategies, customer relationship management techniques and the differentiation of owned and paid media.

MNA 2320
Human Resource Recruitment, Selection and Staffing
(3 Credits -3 Hours)
This course introduces students to the basic principles and techniques of staffing the workplace. Students will be introduced to basic and intermediate level theories and strategies utilized in staffing, planning, recruiting, and selection. Topics covered include: job analysis, recruitment, selection, and performance assessment.

MNA 2325
Compensation & Benefit Administration
(3 Credits -3 Hours)
This course focuses on the strategic use of compensation and benefits systems for the purposes of attracting, retaining, and motivating a competitive workforce. Major topic areas will include designing compensation systems, bases for pay, employee benefit programs, laws affecting compensation practices, and compensation challenges for various employee groups.

MTB 1103
Business Mathematics
(3 Credits - 3 Hours)
Prerequisite: Satisfactory scores on the placement examination. This course is designed to give students an understanding and application of mathematical concepts to business activities and to increase competence in the fundamental business mathematical skills. Mastery of mathematical concepts and the solving of problems involved in business: payrolls, depreciation, bank statements, interest, discounts, notes, insurance, taxes, commissions, financial statements, business stocks and bonds, annuities, and statistical data.

RMI 2110
Personal Insurance Planning ◆
(3 Credits - 3 Hours)
The course includes methods of analysis in handling personal risk exposures, including insurance coverage alternatives. Integration of life, health and accident, property and liability, profit-sharing, and private and governmental insurance and pension programs are also included.

RMI 2212
Personal and Business Property Insurance ◆
(3 Credits - 3 Hours)
This course provides an overview of personal and business property risks and coverages which may be used in dealing with these risks, including the underwriting, marketing and social problems associated with these coverages. Additional topics include commercial and residential fire insurance, inland marine and transportation coverages, and multi-peril contracts.

RMI 2662
Introduction to Risk Management and Insurance ◆
(3 Credits - 3 Hours)
This course is an introduction to the principles, practices, and economics of insurance. Topics include fire, life and casualty contracts, and various types of business and contingency risks.

TAX 2002
Small Business and Individual Taxes
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C with a grade of "C" or higher. This course provides students with knowledge of United States income taxation as it relates to small businesses and individuals. An historical perspective is presented, as well as the Internal Revenue Code and the impact on small business and individuals.

TRA 2010
Transportation & Distribution ◆
(3 Credits - 3 Hours)
This course explores the role and importance of transportation in the distribution of goods. The focus of the course will be on the infrastructure of the freight transportation system, modes of transportation, transportation regulations and public policy. Students will be introduced to the carrier cost structures, operating characteristics and policy regulations regarding each of the transportation modes.

TRA 2131
Purchasing & Inventory Management
(3 Credits - 3 Hours)
This course provides a comprehensive introduction to the purchasing and supply chain management field. Cases cover purchasing and supply chain issues in a variety of settings, from process industries to high tech manufacturing and services as well as public institutions. Emphasis is on the purchasing process as it relates to such topics as inventory control

procedures, price/cost analysis, laws and ethics, vendor selection and the development of vendor relationships.

TRA 2154
Introduction to Supply Chain Management ◆
(3 Credits - 3 Hours)
This course provides a general knowledge of Supply Chain Management and the associated functions necessary for delivery of goods and services to customers. The course will focus on what employees and managers must do to ensure an effective supply chain exists in their organization. Students will be introduced to the following topics: overview of SCM functions such as order processing, transportation, warehousing, purchasing and inventory, E-Commerce, information flow and customer service.

TRA 2230
Warehouse Management
(3 Credits - 3 Hours)
An introduction to the practical concepts of warehousing including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations.

COMMUNICATIONS

AML 2010
American Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. AML 2010 is a study of selected American writers and literary trends from colonial times to the mid-19th century. AML 2010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

AML 2010
Honors American Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. AML 2010 is a study of selected American writers and literary trends from colonial times to the mid-19th century. AML 2010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

AML 2020
American Literature II ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. AML 2020 is a study of selected American writers and literary trends from mid - 19th century to the present. AML 2020 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

AML 2020
Honors American Literature II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. AML 2020 is a study of selected American writers and literary trends from mid-19th century to the present. AML 2020 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

AML 2601
African-American Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. A survey of African-American Literature that reflects the rich tradition of published writings created by African-American authors. In the course, students discover a variety of African-American literary genres and themes from the earliest documented records to contemporary African-American culture. This course emphasizes terminology and literary constructs necessary for the students to read and understand text, materials and written dialogues of African-American writers. The development of appropriate skills and techniques enabling students to review and analyze written works, such as narrative, poetry, short story, and novel are stressed. AML 2601 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

AML 2601
Honors African-American Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. A survey of African-American Literature that reflects the rich tradition of published writings created by African-American authors. In the course, students discover a variety of African-American literary genres and themes from the earliest documented records to contemporary African-American culture. This course emphasizes terminology and literary constructs necessary for the students to read and understand text materials and written dialogues of African-American writers. The development of appropriate skills and techniques enabling students to critically review and analyze written works, such as narrative, poetry, short story, novel etc. are stressed continually. AML 2601 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

CRW 2001
Creative Writing I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. An intensive course in the writing of short fiction (with brief attention to the writing of poetry and drama) of publishable quality. CRW 2001 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENC 1101
Composition I ◆
(3 Credits - 3 Hours)
Prerequisite: College ready status, satisfactory score on a placement test, or completion of developmental reading and writing with a grade of "C" or higher or enrollment in a corequisite developmental education course as applicable. This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication. ENC 1101 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENC 1101
Honors Composition I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and either a satisfactory score on a placement test or completion of developmental reading and writing with a grade of "C" or higher. This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication. ENC 1101 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

ENC 1102
Composition II ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. ENC 1102 is an advanced composition course with an emphasis placed on critical thinking skills, conducting academic research, and research-based writing using MLA documentation. Students will practice proper and correct in-text citations, will compile a Works Cited, and will demonstrate synthesis and seamless integration of sources into their writing, with a strong emphasis on understanding and avoiding plagiarism. Students will be trained in the identification and searching of major databases found in SJR STATE electronic

resources and will write several documented papers and one longer research paper. Students will make an oral presentation. Course content may focus on the main styles of argumentation or a study of literary techniques, conventions, and genres, either undertaken as a foundation for writing about and with primary and secondary sources. An exit grade of "C" or higher is required. ENC 1102 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENC 1102
Honors Composition II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of "C" or higher. ENC 1102 is an advanced composition course with an emphasis placed on critical thinking skills, conducting academic research, and research-based writing using MLA documentation. Students will practice proper and correct in-text citations, will compile a Works Cited, and will demonstrate synthesis and seamless integration of sources into their writing, with a strong emphasis on understanding and avoiding plagiarism. Students will be trained in the identification and searching of major databases found in SJR STATE electronic resources and will write several documented papers and one longer research paper. Students will make an oral presentation. Course content may focus on the main styles of argumentation or a study of literary techniques, conventions, and genres, either undertaken as a foundation for writing about and with primary and secondary sources. An exit grade of "C" or higher is required. ENC 1102 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

ENC 2210
Technical and Professional Report Writing ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. A study and practice of the writing and design of documents in technical and professional discourse communities. Students will produce documents representing a number of technical genres: correspondence, reports, a proposal, a real-world project, and a final portfolio. These assignments will be taken from real-world situations and will present students with a set of rhetorical consideration constraints. This course will approach technical writing rhetorically, discussing such topics as organizational conventions, visual design, and style in the context of specific rhetorical situations. ENC 2210 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENG 2100
Film as Narrative Art ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An introduction to film as it reflects and shapes 20th and 21st century cultures. Stress is placed upon critical analysis of film's narrative structure and how that structure draws from and expands upon literary narrative. The course will also present students with an overview of film history and acquaint them with basic film techniques. ENG 2100 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENL 2012
English Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. ENL 2012 is a study of English literature from Anglo-Saxon times through the 18th century. Representative selections from each period are studied. ENL 2012 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENL 2012
Honors English Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. ENL 2012 is a study of English Literature from Anglo-Saxon times through the 18th century. ENL 2012 is a Gordon Rule writing course as defined by SBE Rule 6A- 10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

ENL 2022
English Literature II ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. ENL 2022 is a study of English literature from the close of the 18th century to the present. ENL 2022 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENL 2022
Honors English Literature II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. ENL 2022 is a study of English Literature from the close of the 18th century to the present. ENL 2022 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

ENL 2330
Introduction to Shakespeare ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. ENL 2330 is a study of selected works by William Shakespeare. ENL 2330 is a Gordon Rule writing course as defined by SBE Rule 6A- 10.030.

ENL 2330
Honors Introduction to Shakespeare ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. ENL 2330 is a study of selected works by William Shakespeare. ENL 2330 is a Gordon Rule writing course as defined by SBE Rule 6A- 10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

IDS 1110
Honors Explorations ◆
(3 Credits – 3 Hours)
This course teaches the nature of knowledge acquisition throughout the General Education curriculum. The course is taught by Honors faculty and draws its cross-disciplinary content from the disciplines of communications, humanities, mathematics, sciences, and social science. The fundamental goal of the course is to help students appreciate the interconnectedness of knowledge across the entire range of academic disciplines and be able to synthesize information in an original and engaging way from a variety of sources by teaching them how to exercise critical thinking, collaboration, and communication skills. As a result, students will have the ability to develop, and, ultimately, apply these skills for success in both college and the professional world. This course is required as an orientation course for all students entering the Honors Program. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

LIT 2182
Modern Irish Literature ◆
(3 Credits – 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. Modern Irish Literature is a study of selected Irish writers and literary trends from 1885 - present. This course is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

LIT 2182
Honors Modern Irish Literature ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. LIT 2182 is a study of selected Irish writers and literary trends from 1885 - present. This course is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

LIT 2380
Literature by Women ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. LIT 2380 is a study of selected women writers ranging in historical scope from the Middle Ages to the present in order to understand the role that women writers have played in the context of the western literary tradition and to examine the unique challenges, attitudes, and historical changes that impacted women writers. LIT 2380 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

LIT 2380
Honors Literature by Women ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1102 with a grade of "C" or higher. LIT 2380 is a study of selected women writers ranging in historical scope from the Middle Ages to the present in order to understand the role that women writers have played in the context of the western literary tradition and to examine the unique challenges, attitudes, and historical changes that impacted women writers. LIT 2380 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

SLS 1122
Academic Pathways for College Success ◆
(3 Credits - 3 Hours)
This course is designed to teach students effective strategies and techniques consistent with success in an academic setting while actively transitioning to college. Emphasis is on orienting students to SJR State and its resources, teaching students how to utilize effective study and test taking strategies, equipping students to navigate academic and career pathways, and creating a sound academic and career plan. Topics also include financial literacy, time management, presentation skills, and information and media literacy. Throughout this course, students will be encouraged to develop a greater sense of self-awareness as they learn how to maintain their well-being and exercise self-care in order to be able to handle academic, professional, and personal challenges they may face.

SLS 1301
Life and Career Development ◆
(3 Credits - 3 Hours)
This course is designed to aid the college student in life and career planning. The course discusses the areas of opportunity in the employment market as well as appropriate educational programs in preparing for those employment areas, are discussed. Modern techniques and standardized testing are utilized in assisting the student in personal career and life choices. Students will be involved in activities that provide opportunities for exploration and practice in job-seeking techniques, resume writing, life and career choices, and interviewing skills.

SLS 1401
Comprehensive Career Exploration ◆
(3 Credits - 3 Hours)
This course is designed to facilitate life and career decision-making through a process of developing self-awareness. Students will be involved in activities that encourage examination of personality characteristics, interests, personal, and occupational values. Techniques in career research will be explored and practiced. The world of work will be explored through job search strategies. Opportunities will be provided for exploration of ethical concerns, attitudes, beliefs, and abilities as they relate to career and life choices.

SPC 1608
Fundamentals of Speech ◆
(3 Credits - 3 Hours)
A course designed to help students improve oral communication. Practice accompanied by student critiques and to self-evaluate assets and identify faults to be overcome. Attention given to effective posture, gesture, expression, and movement. Assignments are made to emphasize importance of organization, clarity, interest, and persuasion.

COMPUTER INFORMATION SYSTEMS

Many computer courses require the use of content specific software. Please be sure you have access to the software to be successful in courses in which it is required.

CAP 1760
Introduction to Data Analytics
(3 Credits - 3 Hours)
This course is designed for students who require or are interested in basic aspects of data analytics. Using domain specific data, students learn the computerized techniques by which to organize, manipulate, report, present, depict, and analyze domain-specific data in order to derive important information.

CAP 2023
Introduction to Game Programming
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. During this course students will complete a ready-to-play game. This is a fast-paced, hands-on class to introduce the student to programming essentials, scripting, networking, gui, textures, and skins. Students program client and server modules; users interface; animate 3-D characters, vehicles, terrains, and environments; program sound and music; and finally play test the finished game.

CAP 2047
User Interface Design
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. Explores designing effective user interfaces for software applications with respect to user needs and activities. Topics include designing for device size, usability engineering, voice and natural language interface, methods of analyzing user response, interface response time and feedback, and color consideration.

CAP 2741
Data Visualization and Modeling
(3 Credits - 3 Hours)
This course teaches students how to analyze data. Students will study how to build scalable and robust data models to work from as well as how to clean and combine different data sources. Visual data models for analysis using commonly available tools will be developed. Topics include charts, tables, graphs, maps, infographics and dashboards.

CAP 2762
Introduction to Data Mining
(3 Credits - 3 Hours)
Prerequisite: COP 1700 with a grade of "C" or higher. This course offers exploration of data mining methodologies. Topics may include decision tables, decision trees, classification rules, association rules, clustering, statistical modeling, and linear models and will focus on data warehousing, data mining and data drilling.

CET 1178C
Computer Hardware Support Essentials
(3 Credits - 4 Hours)
Prerequisite: CGS 1060 with a grade of "C" or higher. This course provides students with the knowledge needed to support users of personal computers in an organization. It focuses on the hardware dimension. Students are taught the skills needed to service, troubleshoot, diagnose and repair computer hardware and peripherals. Lab work includes hands on disassembly, diagnosis and repair, and reassembly of personal computers. This course prepares students for the CompTIA A+ hardware certification.

CET 1600C
Network Fundamentals
(3 Credits - 4 Hours)
Prerequisite: CNT 1001 with a grade of "C" or higher. This course provides the knowledge needed to support local and wide area networks in an organization. It introduces students to software and hardware used to implement modern data communications networks. The course includes these topics: network architecture, network protocols, IP addressing, subnetting, the Cisco router user interface, switching technologies and the IP routing process. This course is the first in a four course sequence designed to prepare students for the Cisco Certified Network Associate (CCNA) certification. This course is only offered at Orange Park campus.

CET 2179C
Computer Software Support Essentials
(3 Credits - 4 Hours)
Prerequisite: CGS 1060 with a grade of "C" or higher. This course provides students with the knowledge needed to support users of personal computers in an organization. It focuses on the software dimension, both operating systems and applications. Students are taught the skills needed to service, troubleshoot, diagnose and correct operating system problems. Lab work includes hands on work with several versions of operating systems. This lab work includes updating and installation of patches and service packs as well as updating application and utility software. This course prepares students for the CompTIA A+ Software certification.

CET 2565C
Introduction to Server Operating Systems
(3 Credits - 4 Hours)
Prerequisite: CNT 1001 with a grade of "C" or higher. This course covers the major concepts and mechanisms of server operating system administration. Installation, updating and maintaining, creating and administering user accounts, group accounts, group policies and print services will be covered. The latest version of Microsoft's Windows Server operating system will be used.

CET 2610C
Routing Protocols and Concepts
(3 Credits - 4 Hours)
Prerequisite: CET 1600C with a grade of "C" or higher. This course provides the knowledge needed to support local and wide area networks in an organization. It introduces students to software and hardware used to implement modern data communications networks. The course includes these topics; router architecture, static and dynamic routing protocols, distance vector and link state routing protocols to include; RIP versions 1 and 2, EIGRP, and OSPF, Classless Interdomain Routing (CIDR) and Variable Length Subnet Masking (VLSM), the Cisco router command line (CLI) user interface, switching technologies and the IP routing process. This course is the second in a four course sequence designed to prepare students for the Cisco Certified Network Associate (CCNA) certification. This course replaces CET 2605C. This course is only offered at Orange Park campus.

CET 2615C
LAN Switching and Wireless
(3 Credits - 4 Hours)
Prerequisite: CET 2610C with a grade of "C" or higher. This course is designed to prepare students to understand and apply LAN switching and wireless concepts. Some of the topics covered include the switched LAN architecture, basic switch concepts and configuration, Virtual LANs (VLANs), VLAN Trunking Protocol (VTP), Spanning Tree Protocol (STP), Intern-VLAN routing, and basic wireless concepts and configuration. This course is the third in a four course sequence designed to prepare students for the Cisco Certified Network Associate (CCNA) certification. This course replaces CET 2622C. This course is only offered at Orange Park campus.

CET 2660C
Network Security Essentials
(3 Credits - 4 Hours)
Prerequisite: CET 1600C with a grade of "C" or higher. This course introduces all aspects of computer information and network security. Topics included are: risks and liabilities, types of attacks, access control and site security, firewalls, server and client security, cryptography, application program security, incident and disaster response and managing the security function.

CET 2883C
Attack Prevention and Detection
(3 Credits - 4 Hours)
Prerequisite: CET 2660C with a grade of "C" or higher. This course provides an introduction to the process of penetrating a computer or network for which one has official permission to do so with the goal of determining if vulnerabilities exist and to undertake preventive, corrective, and protective countermeasures before an actual compromise to the system takes place. Topics include: Footprinting; Scanning technologies; Enumeration; Trojans, backdoors, worms, and viruses; Session Hijacking; Denial of Service; Hacking of Systems, Web Services, and Linux; Cryptography; Penetration Testing.

CGS 1060
Introduction to Computer Concepts ◆ ✚
(3 Credits - 3 Hours)
This is a basic computer literacy course including the history of computing, an introduction to the internet and the World Wide Web, computer and data communications terminology, a survey of computer-related careers, and an overview of data processing, information systems technologies, and applications programming.

CGS 1100
Microcomputer Applications Software ◆ ✚
(3 Credits - 3 Hours)
This is an introductory, "hands-on," course providing students with the basic terminology and concepts to use a microcomputer (PC). Students will master the basic concepts of the current Windows-based operating system and microcomputer applications programs. Applications include word processing, spreadsheet and database management programs using Microsoft Office as the tool for teaching these concepts.

CGS 1515
Spreadsheet Concepts for Business ✚
(3 Credits - 3 Hours)
Prerequisite: CGS 1100 with a grade of "C" or higher. This course is an in-depth study of functions common to spreadsheet applications in the business environment. Topics include interactive spreadsheet design, financial functions, graphs, macros, menus, data import/export, and databases.

CGS 1540
Database Fundamentals
(3 Credits - 3 Hours)
In this course the students are taught relational database design and how to create powerful applications using the Microsoft Access software package. Students are presented with topics such as designing, creating, and modifying tables, queries, forms, and reports with emphasis on business applications.

CGS 1560C
Microcomputer Operating Systems ◆
(3 Credits - 4 Hours)
Prerequisite or Corequisite: CGS 1060 or CGS 1100 with a grade of "C" or higher. This course is designed for the advanced microcomputer user. This course includes a study of functions common to microcomputer operating systems and their application to common problems in the business environment. Topics include data storage organization, data security, virus protection, task automation, and hardware management.

CGS 2514
Excel Data Analysis
(3 Credits - 3 Hours)
This course will give students the capability to learn the correct application of the principle features of excel in the area of Data Analysis. This includes creating and editing a workbook with multiple sheets, using a graphic element to represent data visually, creating and using workbook examples including professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

CGS 2545
Database Concepts for Business ✚
(3 Credits - 3 Hours)
Prerequisite: CGS 1100 or CGS 1060 with a grade of "C" or higher. This course is an in-depth study of functions common to database applications in the business environment. Topics include database design, data maintenance, report generation, advanced reporting, mailing label generation, multiple databases, and elementary programming.

CGS 2554
Introduction to Electronic Commerce ✚
(3 Credits - 3 Hours)
This course is an introduction to electronic commerce technologies using the internet. This course will address business through electronic commerce, business opportunities, and electronic commerce funds transfer. It will include social, ethical, and political issues associated with electronic commerce. Students will create a simple e-commerce website.

CGS 2820
Web Page Design and Publishing ✚
(3 Credits - 3 Hours)
Prerequisites: COP 2822 with a grade of "C" or higher. This is a course in website and Web page development. Design and management principles are presented along with development tools. Students will design website architecture and implement Web pages using the techniques, languages, and tools presented in the class. Adobe software products will be used to meet course requirements.

CGS 2871
Multimedia ✚
(3 Credits - 3 Hours)
This course is a comprehensive, "hands-on," introduction to multimedia. Learn the practical application of multimedia. Students will make sense of the vast dynamic field of multimedia. Using Adobe software products, students will develop multimedia content to meet course requirements.

CGS 2930
Special Topics in Computer Studies
(3 Credits - 3 Hours)
Prerequisite: Permission of program director. This course provides students with the opportunity to increase their knowledge in a content area related to their program of study. This course is designed around topics related to emerging technologies or those of special interest to the student and instructor. Topics may vary from semester to semester.

CGS 2949
Computer Information Technology Capstone
(3 Credits - 3 Hours)
Prerequisite: Permission of Program Director. This capstone course is designed for students in their final semester. Students will be required to demonstrate their knowledge and skills applicable to their degree core competencies and outcomes. The course provides a cooperative work experience opportunity or directed learning activity related to the student's academic major and career objectives.

CIS 2252
Computer Ethics ◆
(3 Credits – 3 Hours)
Prerequisite: CGS 1060 with a grade of "C" or higher. The course examines theory and practice of computer and information ethics, particularly to study the basis for ethical decision making and the methodology for reaching ethical decisions concerning computing and informational technology matters.

CIS 2321
Information Systems ◆
(3 Credits - 3 Hours)
Prerequisite: CGS 1060 with a grade of "C" or higher. This course is designed to introduce students to the fundamental concepts of information systems. Topics include the study, analysis, and design phases of the system development life cycle, current system documentation techniques, classical and high level fourth generation software tools/techniques, process flows, data flows, data structures, file design, input and output designs, and program specifications.

CIS 2621
Advanced Cybersecurity
(3 Credits - 4 Hours)
Prerequisite: CET 2610C with a grade of "C" or higher. Cybersecurity Operations covers the knowledge and skills needed to successfully handle the tasks, duties, and responsibilities of an associate-level Security Analyst working in a Security Operations Center (SOC) environment. Among other tasks, students will use various methods to prevent malicious access to networks, hosts, and data. Students will analyze intrusion data to verify potential exploits.

CNT 1001
Introduction to Networking
(3 Credits – 3 Hours)
The course introduces students to the basics of networking technology concepts. The students will study different types of networking hardware and devices, IP addressing, media and design, topology, OSI layer, structure cabling. The student will learn basic concepts of data communications.

COP 1000
Introduction to Computer Programming ◆ ✚
(3 Credits - 3 Hours)
Corequisite or prerequisite: CGS 1060 with a grade of "C" or higher. As an introduction to computer programming this course focuses on presenting the fundamentals of programming to students with no prior experience. Topics include problem solving using logic, algorithm design using pseudocode and flow charts, structured programming, data types, operations, expressions, control flow, functions and arrays. Hands on programming exercises are completed using a modern programming language.

COP 1700
Introduction to SQL
(3 Credits- 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. The course introduces students to SQL and the design and creation of object oriented databases. Topics include storing, retrieving, updating, and displaying data using structured query language.

COP 2220
Programming in C ◆
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course provides an introduction to the programming process. Topics in the course include types, operations, expressions, control flow, i/o, functions, program structure, software design techniques, and problem solving. Course concepts are reinforced with many programming projects throughout the term in the c programming language.

COP 2224
Programming in C++ ◆
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course provides students with a working knowledge of the C++ language and object-oriented programming. Topics include: Creating and using classes, inheritance, polymorphism, overloading, parameter passing, public, private and scope. The C++ language will be used both for in-class examples and student projects.

COP 2360
Programming in C#
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course introduces the C# programming language. Topics include language syntax, data types, arithmetic expressions, logical expressions, control structures, repetitive control structures, arrays, collections, and string manipulation. C# object oriented programming concepts including classes, inheritance, and polymorphism are covered.

COP 2551
Introduction to Object Oriented Programming with Java ◆
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course introduces the principles and practices of object oriented (OO) programming. Topics include user interface and problem data classes; class versus instance properties and methods; abstraction; encapsulation; inheritance and multiple inheritance; polymorphism; software design techniques; and problem solving. The concepts are utilized in numerous programming projects.

COP 2657
Introduction to Mobile App Programming
(3 Credits- 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course provides a comprehensive project experience in the development of mobile applications on popular OS platforms used on modern mobile devices. Students receive intensive tutorial introductions, covering hardware capabilities and limitations, the development environment, and the communications infrastructure used.

COP 2701
Advanced Database Concepts in Programming ✚
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course is designed to familiarize individuals with modern database technologies. Students will complete a series of database application projects using enterprise database software. Topics include advanced database design, data modeling, optimization, distribution, CAP theorem and other NOSQL Databases/Big Data concepts.

COP 2801
Programming in JavaScript ✚
(3 Credits - 3 Hours)
Prerequisites: COP 1000 and COP 2822 with a grade of "C" or higher. This course teaches students JavaScript - a language which extends HTML to produce dynamic Web pages. Students will learn JavaScript syntax and common applications such as form validation, popup menus, rollover effects and CGI interfaces. Dynamic Web page creation will also be covered.

COP 2805
Advanced Java Programming ✚
(3 Credits - 3 Hours)
Prerequisite: COP 2551 with a grade of "C" or higher. This is a hands-on advanced object-oriented programming course focused on object-oriented software design and Unified Modeling Language class diagram notation. Topics include inheritance, multiple inheritance, interfaces, polymorphism, graphical user interfaces, Applets, and the use of existing classes as provided in the current version of the Java API. Students will develop object-oriented software throughout the semester.

COP 2822
Web Page Authoring ◆ ✚
(3 Credits - 3 Hours)
Corequisite or Prerequisite: CGS 1060 or CGS 1100 with a grade of "C" or higher. This course covers the use of browser software to search, navigate, and view World Wide Web (WWW) pages. Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) will be used in the creation of Web pages.

COP 2830
Web Programming Languages ◆ ✚
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This is a survey course of the major languages used to build websites including XHTML, PHP, MySQL and other current scripting languages. Students will learn the basic history and syntax as well as fundamentals in programming techniques and applications. Adobe software products will be used to meet course requirements.

COP 2837
Introduction to Programming with Visual Basic.NET ✚
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course is an introduction to .NET programming using Microsoft Visual Basic using an Integrated Development Environment (IDE). Topics include problem analysis, GUI design, coding, debugging, and testing, as well as the programming process and common software tools.

CTS 1387
Introduction to Linux
(3 Credits – 3 Hours)
Prerequisite: CGS 1060. The course entails a thorough coverage of the new version of the leading Linux certification from Linux Professional Institute. The course covers the objectives and materials presented in the LPIC-1 exams to include command line tools, managing software, configuring hardware, managing file and file systems, working with X window system, basic administration of users, files permissions, and basic networking.

CTS 2111C
Linux Network Administration
(3 Credits - 4 Hours)
Prerequisite: CET 1600C or CNT 2500 and CGS 1560C with a grade of "C" or higher. This course covers the skills needed to effectively administer Linux workstations and servers. Students will plan, install, maintain, troubleshoot and repair Linux operating system services.

CTS 2155
Customer Support Operations
(3 Credits - 3 Hours)
Prerequisite: CGS 1060 Intro to Computer Concepts or CGS 1100 with a grade of "C" or higher. This course is designed for computer information technology majors and covers the business, technical, and interpersonal skills needed to succeed in a help desk setting. It addresses all major aspects of help desk operations including customer support, processing and resolving incidents, and knowledge management.

CTS 2358C
Identity with Windows Server 2016
(3 Credits - 4 Hours)
Prerequisite: CNT 1001 with a grade of "C" or higher. This course addresses the concepts, terminology and technology covered through a deep investigation into the world of active directory and its associated technologies. Students will also learn about PowerShell along the way. The course provides students with the opportunity to get hands-on practice via virtual labs, for a complete learning experience in the world of Active Directory.

CTS 2370
Virtual Infrastructure Installation and Configuration
(3 Credits - 3 Hours)
Prerequisite: CET 2565C with a grade of "C" or higher. In this course students learn the concepts and capabilities of virtual architecture with a focus on the installation, configuration and management of a VMWare virtual infrastructure. This course covers fundamentals of virtual network design and implementation, fundamentals of storage area network, virtual switching, virtual management and engineering for high availability.

CTS 1142
Information Technology Project Management
(3 Credits - 3 Hours)
Prerequisite: CGS 1060 Intro to Computer Concepts and CGS 1100 Microcomputer Applications Software with a grade of "C" or higher. This course teaches the essentials of information technology project management. This course provides an introduction to the Project Management body of knowledge, as specified by CompTIA Project+. The course discusses the processes, methods, techniques and tools that organizations use to manage information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects and emphasizes the important special considerations which apply to Information Technology Projects.

DIG 1109
Digital Imaging Fundamentals ◆
(3 Credits- 3 Hours)
This project based course introduces students to the fundamental tools and techniques of creating digital images. Students will explore the use of modern computer software as a creative tool. Emphasis will be placed on color theory, image manipulation, compositing, image capture, digital illustration, typography, and vector graphics.

DIG 2101
Advanced Web Design
(3 Credits- 3 Hours)
Prerequisite: COP 2822 Web Page Authoring with a grade of "C" or higher. This project based course will allow students to explore advanced concepts in web design dealing specifically with the issues involved in creating interactive websites. Current industry software and techniques will be used to develop pages that contain interaction, animation, sound, and video.

CRIMINAL JUSTICE AND PUBLIC SAFETY

CCJ 1010
Introduction to Criminology ◆
(3 Credits – 3 Hours)
This course introduces students to theories of deviant behavior as it relates to criminal activity. Topics include theories of crime causation, analysis of data related to criminal behavior, crime control strategies, and other related topics. Upon completion of this course students will be able to explain and discuss various theories of crime and how they impact policy.

CCJ 1020
Introduction to Criminal Justice ◆
(3 Credits – 3 Hours)
This course is intended to introduce the student to the American criminal justice system and process. It describes the formal components of the criminal justice system, their history of evolvement, and their operations. The focus throughout is on people: the criminal offenders, the professional members, and the role of the public. The course also deals with the interaction of the members of this system with each other, the problems that exist to circumvent full cooperation between the sub-systems, and potential solutions to these problems.

CCJ 2358
Criminal Justice Report Writing
(3 Credits – 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. This course prepares student through instruction and practice to properly prepare written reports common to the criminal justice profession.

CJC 1000
Introduction to Corrections ◆
(3 Credits – 3 Hours)
This course is intended to provide the student with a comprehensive overview of the history, philosophy and practices of corrections. Concepts to be considered will include punishment, imprisonment, probation, parole and treatment, organization and management of the institutions.

CJE 1000
Introduction to Policing ◆
(3 Credits - 3 Hours)
This course will present and analyze how police operate in America. This course will explain the mystique and misunderstanding surrounding police work and the hostility, controversy and resentment the profession generates. We will discover who police are and who they are not, what they can and cannot do and finally why their exact role in society remains so unclear.

CJE 1006
Police and Society
(3 Credits – 3 Hours)
An analysis of problems police face as they relate to the community and the procedures used by departments to meet those problems. Students will be given the opportunity to study the police role in relation to sociological and psychological dynamics of the community. The student will become knowledgeable of practices which foster positive community relations and police/citizen communication.

CJE 2600
Fundamentals of Criminal Investigation ◆
(3 Credits – 3 Hours)
A study of the fundamentals, principles, concepts, theory, and history of investigation. The course will cover investigative methods and techniques, case preparation, developing of leads, gathering of information, and collection and preservation of evidence.

CJE 2640
Introduction to Forensics - Crime Scene ◆
(3 Credits – 3 Hours)
The student is taught the scientific aspects of criminal investigations known as criminalistics from both an on-scene and in the crime laboratory standpoint.

CJE 2790
CJST CMS LE Bridge Course
(3 Credits - 3 Hours)
This course is nontransferable.
This bridge course is designed to add independent study, critical thinking, refection and analysis of course material presented in the CJST CMS LE BASIC Program. The additional course work (ex. Research papers) goes beyond what was learned in the LE Basic program to expand the students' knowledge in area of Constitutional Law, Criminal Evidence and Court Procedures, Introduction to Forensics, and Understanding Terrorism to add college level credit in alignment with the Associate of Science in Criminal Justice degree at St. Johns River State College.

CJJ 2001
Introduction to Juvenile Procedure
(3 Credits – 3 Hours)
An overview of the Criminal Justice System as it relates to juveniles and the nature of juvenile delinquency. This course will specifically examine laws, court procedures, and police work related to juvenile delinquency. Major

topics include: police practices dealing with juveniles, juvenile justice court procedures, and theories debated regarding causes and rehabilitation of juvenile offenders.

CJK 0002
Introduction to Law Enforcement
(12 Contact Hours)
This course is nontransferable.
This course provides an overview of the law enforcement basic recruit training program and the requirements to become a sworn officer. It describes basic criminal justice ethics and command structure. The course also provides a basic introduction to the criminal justice system.

CJK 0016
Communication
(24 Contact Hours)
This course is nontransferable.
This course focuses on aspects of professional communication officers should use on the job. It explains challenges to effective communication and concepts such as procedural justice, empathy, and professionalism.

CJK 0018
Legal
(64 Contact Hours)
This course is nontransferable.
The course provides foundational knowledge of the law and how officers apply the law to specific situations. The course describes the basics of enforcing laws without infringing on individual rights.

CJK 0019
Interviewing and Report Writing
(56 Contact Hours)
This course is nontransferable.
This course provides an introduction to lawful and effective interviews as part of the investigative process as well as the fundamentals of note-taking and report writing.

CJK 0020
Law Enforcement Vehicle Operations
(48 Contact Hours)
This course is nontransferable.
This course is intended to develop the proactive skills and principles of driving needed to operate a law enforcement vehicle safely during the day or at night. Further, student learning will focus on the ability to drive in an emergency mode, communicate with dispatch, and remain aware of the actions of other drivers, all of which present complexities not experienced in normal driving. Instruction will also center on the officer's awareness of the effects of physiological and psychological stressors on his or her driving, how the public views law enforcement drivers, and how to recognize and understand both the vehicle's and officer's limits. Moreover, students will be provided instruction on the basics of interior and exterior law enforcement vehicle inspection on the officer's assigned vehicle. Students will be required to pass a vehicle operations proficiency practicum.

CJK 0021
Serving Your Community
(34 Contact Hours)
This course is nontransferable.
This course provides an introduction to some of the diverse communities officers serve and provides an overview of how to respond with professionalism while keeping everyone on the scene safe.

CJK 0031
First Aid for Criminal Justice Officers
(40 Contact Hours)
This course is nontransferable.
This course emphasizes the responsibilities of a criminal justice officer in providing basic first aid at the scene of a medical emergency until EMS can arrive. Further, specific training will include preparing for and responding to emergencies at which basic first aid training may be needed. Moreover, students will be made aware of trauma-related and medical-related issues, scene stabilization and safety and legal guidelines. Students will be required to pass a first aid proficiency practicum.

CJK 0040
Criminal Justice Firearms
(80 Contact Hours)
This course is nontransferable.
This course includes firearms safety procedures and basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun, and semiautomatic rifle/carbine, to include component parts and function. Also included are fundamentals of marksmanship, identification and maintenance of ammunition, loading and unloading of firearms, malfunctioning weapons, and the cleaning of weapons. Further, instruction will be given on the use of cover and survival shooting. Because students are to attain proficiency in marksmanship and in safely using, handling, and maintaining weapons, a proficiency practicum will be required for both the pistol and shotgun.

CJK 0051
Criminal Justice Defensive Tactics
(80 Contact Hours)
This course is nontransferable.
This course offers students effective, tactically sound, and medically and legally defensible training in defensive tactics and control techniques. Further, it teaches students to select and properly execute techniques that are reasonable and necessary given the circumstances and factors of a situation. As a required portion of the course, training will include exposure to a chemical agent. Also, because students are expected to attain proficiency in the techniques and in the use of force guidelines, a comprehensive practicum will be administered.

CJK 0063
Fundamentals of Patrol
(40 Contact Hours)
This course is nontransferable.
This course provides an overview of the law enforcement techniques and tactics that officers use while on patrol. This course is an introduction to the use of communications equipment, community-oriented policing, and officer safety and survival skills. It also explains how to respond to non-criminal calls and conduct structure and area searches and provides resources that officers use while on patrol.

CJK 0072
Crimes Against Persons
(48 Contact Hours)
This course is nontransferable.
This course provides an introduction to the basics of conducting investigations and describes a variety of crimes involving people such as assault and battery, domestic violence, child abuse, sexual offenses, and human trafficking. It provides the foundational knowledge for initial response and investigation of these crimes.

CJK 0073
Crimes Involving Property and Society
(12 Contact Hours)
This course is nontransferable.
This course provides an introduction to a variety of crimes involving property and society, such as retail theft, fraud, and animal cruelty. It provides the foundational knowledge for initial response and investigation of these crimes.

CJK 0079
Crime Scene Follow-up Investigations
(34 Contact Hours)
This course is nontransferable.
This course is an introduction to methods for securing, protecting, and

preserving a crime scene to avoid contaminating any evidence. The course also explains the importance of collecting, documenting, and maintaining the physical evidence.

CJK 0093
Critical Incidents
(44 Contact Hours)
This course is nontransferable.
This course provides an overview of law enforcement techniques and tactics used when confronting large-scale or critical incidents, including natural disasters, active shooters, exposure to hazardous materials, and explosive devices.

CJK 0096
Criminal Justice Officer Physical Fitness Training
(60 Contact Hours)
This course is nontransferable.
This course introduces the concept that certain areas and levels of physical fitness are necessary for performing the essential functions of a law enforcement officer. Besides training in certain types of exercises, instruction will include elements of nutrition, weight control, and stress management.
In order to assist the College and the student with the improving of overall physical fitness, there will be two required assessments, one at the beginning of the course, and one at the end. The following physical components will be assessed both times: vertical jump, one minute sit ups, 300 meter run, maximum push-ups, and the 1.5 mile run.

CJK 0300
Introduction to Corrections
(32 Contact Hours)
This course is nontransferable.
This training provides an overview of the correctional officer training program and the requirements for becoming a certified officer. This will also help to provide a legal basis from which students may begin to function as correctional officers and gives instruction on basic criminal justice values, ethics, and ways to demonstrate professionalism when interacting with others.

CJK 0305
CJSTC Communications
(40 Contact Hours)
This course is nontransferable.
This training provides practical communication skills that will assist new correctional officers in managing and supervising inmates, giving directions, answering questions, and interacting with others in a professional and safe manner. The training covers interpersonal communications, telecommunications, interviewing, note taking, and report writing.

CJK 0310
Officer Safety
(16 Contact Hours)
This course is nontransferable.
This course gives an overview on safety and security concerns, identification, manipulation and deception, contraband, and searches; all issues that correctional officers must manage daily.

CJK 0315
Facility and Equipment
(8 Contact Hours)
This course is nontransferable.
This course provides correctional officers with a basic knowledge of standard equipment used, including weapons, hazardous materials, and sensitive supplies needed to keep correctional facilities clean, safe, and secure.

CJK 0320
Intake and Release
(18 Contact Hours)
This course is nontransferable.
This course provides correctional officers with a basic knowledge of intake, classification, and release processes used by county and state facilities.

CJK 0325
Supervising in a Correctional Facility
(40 Contact Hours)
This course is nontransferable.
The purpose of this course is to train the officer by developing supervisory and observational skills, practicing officer safety, and following the policies and procedures of his or her agency. This will enable the officer to ensure the safe operation of a correctional facility while fulfilling his or her responsibilities.

CJK 0330
Supervising Special Populations
(20 Contact Hours)
This course is nontransferable.
The course provides the officer with the basic knowledge of special population groups that they may encounter and the need to make special considerations when supervising these groups due to the individual characteristics. The officer should be aware of these special populations and respond appropriately when interacting with and supervising them.

CJK 0335
Responding to Incidents and Emergencies
(16 Contact Hours)
This course is nontransferable.
The purpose of this course is to teach correctional officers on how to apply knowledge, training, and reasonable judgment to ensure the safety and security of all persons at the facility during an emergency.

CJK 0340
Officer Wellness and Physical Abilities
(30 Contact Hours)
This course is nontransferable.
The purpose of this course is to provide the correctional officer with a structured physical fitness program that will educate the officer on the benefits of achieving and maintaining wellness and fitness.

CJK 0393
Crossover Program Updates
(8 Contact Hours)
This course is nontransferable.
This course is designed for instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program, e.g., new techniques in a high liability area or application of relevant case law. The eight hours may be distributed as needed throughout the program.

CJK 0394
CPO: Cross-Over Program Updates
(10 Contact Hours)
This course is nontransferable.
This course is designed for instructors to deliver expanded and updated instruction on curriculum topics contained in this cross-over program, e.g., new techniques in a high liability area or application of relevant case law. The 10 hours may be distributed as needed throughout the program.

CJK 0400
Traffic Incidents
(12 Contact Hours)
This course is nontransferable.
This course is an introduction to the basics of traffic incidents other than traffic stops and includes lessons on legal terms and the fundamentals of directing traffic, addressing parking violations and conducting vehicle searches.

CJK 0401
Traffic Stops
(24 Contact Hours)
This course is nontransferable.
This course is an introduction to the fundamentals of conducting traffic stops with professionalism while maintaining the safety of all involved. The course covers the basics of unknown and high-risk traffic stops.

CJK 0402
Traffic Crash Investigations
(30 Contact Hours)
This course is nontransferable.
This course provides an overview of conducting traffic crash investigations using a systematic approach. The course describes how to respond to, assess, and protect the scene as well as documentation and returning the scene to normal conditions.

CJK 0403
DUI Traffic Stops
(24 Contact Hours)
This course is nontransferable.
This course provides an overview of detecting impaired driving, administering field sobriety tests, making arrests, and recording the evidence of a DUI offense.

CJK 0421
Conducted Electrical Weapon/Dart-Firing Stun Gun
(4 Contact Hours)
This course is nontransferable.
This course provides foundational knowledge of the operation of conducted electrical weapons (CEW), particularly dart-firing stun guns, as well as the effect on the human body.

CJL 1062
Constitutional Law ◆
(3 Credits – 3 Hours)
Prerequisite: CCJ 1020 with a grade of "C" or higher. A study of the U.S. Constitution and Bill of Rights. Major focus on current constitutional issues and the need/goal to ensure individual liberties while promoting public order and security. Special emphasis on constitutional rights of citizens, including the criminally accused, and the constitutional limits placed on police/government power.

CJL 1100
Criminal Law ◆
(3 Credits – 3 Hours)
Prerequisite: CCJ 1020 Introduction to Criminal Justice. This course describes the purpose of criminal law. Emphasis will be on Florida criminal law and statutory offenses to include crimes against persons and property. Concepts of constitutional law will be included, especially in terms of court decisions and their impact on criminal procedures in Florida.

CJL 1102
Criminal Evidence and Court Procedure
(3 Credits – 3 Hours)
An examination of the rules governing admissibility of evidence, specifically as they affect he law enforcement officer in the processes of arrest, use of force, search and seizure, presentation and custody of evidence, testimony and court procedure.

DSC 1006
Introduction to Homeland Security ◆
(3 Credits – 3 Hours)
A study of the new paradigm of Homeland Security for first responder practitioners. The course will cover the 911 event, lessons learned and the different disciplines of law enforcement, fire rescue, emergency management, and health.

PLA 1003
Introduction to Paralegal Studies
(3 credits - 3 hours)
This course provides a foundation for the paralegal career and introduces the student to the state and federal legal systems, the legal profession, and the role of the paralegal. The course includes discussions related to legal terminology, research techniques, and professional responsibility.

PLA1104
Legal Research and Writing I
(3 credits - 3 hours)
Prerequisite: ENC 1101. This course introduces the student to the legal research process and the preparation of various legal documents. This Includes legal citations and the analysis of statutory and case law.

PLA 1303
Criminal Law and Procedure
(3 credits - 3 hours)
Prerequisite: PLA 1104. This course provides an overview of substantive criminal law and the procedures of the criminal justice system. This includes the analysis of the elements of a crime, U.S. Constitutional Law, and the judicial process.

PLA 1421
Contract Law
(3 credits - 3 hours)
Prerequisite: BUL 1241 or PLA 1003. An introductory course designed to provide students with an understanding of contract law, including contract formation, breach and enforcement, remedies, third party claims, and the Uniform Commercial Code.

PLA 2114
Legal Research and Writing II
(4 credits - 4 hours)
Prerequisite: PLA 1104. This course is a continuation of Legal Research and Writing I (PLA 1104) and emphasizes problem analysis, legal research, and writing techniques. In addition to drafting legal documents, students will present the results of research on legal topics.

PLA 2200
Litigation
(3 credits - 3 hours}
Prerequisite: PLA 1003. This course covers criminal and civil litigation processes, including federal and state rules; document filings; pre-trial, trial, and post-trial procedures.

PLA 2273
Tort Law
(3 credits - 3 hours)
This course covers the principles of tort law, including causes of action, legal defenses, and litigation practices.

PLA 2465
Debtor/Creditor Law
(3 credits - 3 hours}
The purpose of this course is to provide the student with an understanding of debtor and creditor rights, debt collection, and bankruptcy.

PLA 2600
Wills, Trusts, and Estates
(3 credit - 3 hours)
An introductory course designed to familiarize students with the preparation of wills and trusts, estate planning, and probate administration.

PLA 2610
Real Estate Law
(3 credits - 3 hours)
The course provides an overview of real property law and includes the

preparation and drafting of documents related to real property transactions.

PLA 2763
Law Office Management
(3 credits - 3 hours)
Prerequisite: PLA 1003. This course covers topics related to law office operations, such as records management, accounting methods, billing, case management, and ethical considerations.

PLA 2800
Family Law
(3 credits - 3 hours)
This course provides an overview of family law practice and covers marriage, divorce, child custody and support, paternity, adoption, and guardianship.

PLA 2880
Constitutional Law
(3 hours - 3 credits)
This course is designed to provide students with an understanding of the articles of the U.S. Constitution and amendments; the branches of government; constitutional interpretation; the role of the U.S. Supreme Court; substantive and procedural due process; equal protection; and individual rights.

DEVELOPMENTAL EDUCATION

All college preparatory courses are nontransferable.

ENC 0017C
Developmental Reading and Writing Combined
(4 Developmental Education Credits - 4 Hours)
This course integrates reading and writing in a format that will prepare students to write purposeful, well-organized, and well-supported clear paragraphs and essays in which grammar, usage, and mechanics conform to the conventions of standard written English. Students will read and learn to build vocabulary in context; develop literal, critical, and analytical reading and writing skills; identify and write clear main ideas and support main ideas with examples and details; recognize and write using appropriate organizational patterns and relationships; detect author's purpose, tone, and bias; distinguish between facts and opinions; make inferences and draw conclusions; and recognize and write valid arguments.

ENC 0027C
Fundamental Reading and Writing Combined
(3 Developmental Education Credits - 3 Hours)
This course is designed to satisfy the requirements of mid-level developmental reading and writing in a modular format. The student scoring within a specific range on the Postsecondary Education Readiness Test (P.E.R.T.) or other placement test is administered a diagnostic test to identify skills to prepare an individualized learning plan so that the student works only on skills not yet mastered.

ENC 0056C
Integrated Reading and Writing Combined
(2 Developmental Education Credits - 2 Hours)
This course is designed to satisfy the requirements of upper-level developmental reading and writing in a modular format. The student scoring within a specific range on the Postsecondary Education Readiness Test (P.E.R.T.) or other placement test is administered a diagnostic test to identify skills to prepare an individualized learning plan so that the student works only on skills not yet mastered.

MAT 0022
Developmental Mathematics Combined
(4 Developmental Education Credits - 4 Hours)
This is a course designed to improve mathematical skills needed to be successful in the first college level mathematics course. Topics include arithmetic, linear equations, proportions, geometry, graphing, exponents, polynomials, and factoring.

MAT 0055
Developmental Mathematics Module (1.0 Credit)
(1 Developmental Education Credit – 1 Hour)
This is a module designed for students who need minimal review before completing a college level mathematics course. Topics include fractions, exponents, and factoring.

MAT 0056
Developmental Mathematics Module (2.0 Credits)
(2 Developmental Education Credits – 2 Hours)
This is a module designed for students who need substantial review before taking a college level mathematics course. Topics include fractions, linear equations, graphing, exponents, polynomials, and factoring.

EDUCATION

Statewide, effective Fall 2017, there is one common prerequisite course for students who plan to transfer to a state university or state college within Florida to pursue a bachelor's degree in Education. This course is EDF 2005, Introduction to the Teaching Profession. This is the only prerequisite course required for SJR State's bachelor's degree in Early Childhood Education. Other universities and colleges may have additional courses that are baccalaureate graduation requirements such as EDF 2085 and EME 2040, that could be taken at SJR State as part of the Associate in Arts degree. If you plan to transfer to a university after your AA for your baccalaureate degree in education, please consult the department at the university where you plan to transfer to see if these courses are **required** for graduation. These courses are excellent electives for **all** students planning to pursue a career as an educator.

EDF 2005
Introduction to the Teaching Profession ◆
(3 Credits - 3 Hours)
Prerequisite: Completion of ENC 1101 with a grade of "C" or higher; school board background check clearance. EDF 2005 is a prerequisite for students who plan to transfer to a State University System College of Education to pursue a bachelor's degree in education. This is an introductory course in American education designed to provide basic information for all who work with school students. Major areas include: historical, sociological, legal, and philosophical foundations of present day education. Students enrolled in this course will be required to complete eighteen (18) hour field experience/observation in a K-12 classroom setting and a 4-hour online General Knowledge test prep video course. Students enrolling in EDF 2005 must be cleared by a school board background check before the end of the add-drop period.

Note: Information about background check location, dates, and fee will be sent by The Office of Teacher Education to SJR State student email to students who register for EDF 2005. Additionally, students not registered may contact the Office of Teacher Education directly for detailed information. The required field experience in school settings from K to 12th grade provides prospective education majors with the understanding of the expectations and responsibilities of public school teachers. This course requires eighteen (18) hours of field experience/observation in a K-12 classroom setting. Students will be assigned to a classroom setting designated by the Office of Teacher Education in the district of their choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

CHD 1220
Child Development for Teachers of Young Children ◆
(3 Credits - 3 Hours)
This course defines developmental patterns of the child. Students will learn to provide for and support the physical, social, and emotional growth of children, infancy through school age. The importance of positive relationships with families will be examined. This course will also provide opportunities for supervised participation in various child care and education settings. Students interested in working with infants, toddlers, preschool, and school age children as teachers, teacher aides, or parents will have an opportunity to develop and implement developmentally appropriate practices in various

child care and education settings. Appropriate professional practices and effective program management strategies will be discussed. This course is one of the three required to earn the Florida Child Care Professional Credential and requires 25 hours field work.

EDF 2085
Introduction to Diversity for Educators ◆
(3 Credits - 3 Hours)
A course designed to study multicultural education. Emphasis is on the dimensions of diversity, including culture, ethnicity, race, language, social class, exceptionality, gender, age, and sexual orientation.

EDP 2002
Educational Psychology ◆
(3 Credits - 3 Hours)
An introduction to the psychological principles of learning and the application of these principles in effective teaching. Course content includes the psychology of teaching and learning, learner behavior, growth and maturation, psychological concepts of learning, and cognitive and affective factors in learning.

EEC 1001
Introduction to Early Childhood Education ◆
(3 Credits - 3 Hours)
This course introduces basic principles and practices involved in guiding the young child. The course includes the history and objectives of early childhood programs, child care issues, center licensing standards, and classroom management. This course introduces students to techniques for observing and recording the behavior of young children. The content areas of physical skills, learning environment, and language development will be the focus for developing observing and recording strategies. Appropriate professional practices and effective program management strategies will be discussed. This course is one of the three required to earn the Florida Child Care Professional Credential and requires 25 hours field work.

EEC 2401
Home and Community ◆
(3 Credits - 3 Hours)
This course is designed to help the student understand the roles and interrelationships of early childhood programs, families, and the community as components of teams working together to support the development of the young child. This course is one part of a core curriculum designed to provide students with an understanding of child development and education, and how to work with parents and community resources to provide developmentally appropriate programs for young children and their families. Appropriate professional practices and effective program management strategies will be discussed. This course is one of the three required to earn the Florida Child Care Professional Credential and requires 30 hours field work.

EEC 2523
Child Care Center Management ◆
(3 Credits - 3 Hours)
The purpose of the course is to prepare students to perform as child care center directors. The course is intended to meet the educational requirement for the Foundation Level Child Care and Education Administrator credential as defined by the State of Florida. Specific information and opportunities for skill development to assist child care administrators will be explored. Students will develop the knowledge, skills and abilities for planning, implementing, and evaluating a quality child care and education courses. Four content areas will be covered in this course: organizational leadership, personnel issues, financial and legal issues, and child care and education programming. Practical application exercises will be utilized to demonstrate student's knowledge and understanding of the content area competencies.

EME 2040
Introduction to Technology for Educators ◆
(3 Credits - 3 Hours)
An introduction to the classroom applications of educational technologies. Topics include multimedia, interactive media, ethics and legal issues, and the internet. Students will work in class on computers and should either have a computer available outside of the classroom or plan to use computers available in the computer laboratories to complete assignments.

EDUCATOR PREPARATION INSTITUTE

The EPI courses are nontransferable.

EPI 0001
Classroom Management
(3 Institutional Credits - 3 Hours)
This course teaches how to maintain a classroom. Topics will include: record keeping, classroom management, school safety, Florida Standards in curriculum, development of lesson plans, parent conferences, assessment techniques, implications of Florida Standards Assessment (FSA) and other standardized tests, professional ethics, and school law and the teacher.

EPI 0002
Instructional Strategies
(3 Institutional Credits - 3 Hours)
This course teaches the participant to become proficient in the application of a variety of instructional strategies based on learning styles, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans.

EPI 0003
Technology
(3 Institutional Credits - 3 Hours)
This course teaches the participant to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet. This course requires a 10 hour online field experience in a virtual classroom setting.

EPI 0004
The Teaching and Learning Process
(3 Institutional Credits - 3 Hours)
This course teaches a foundation in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.

EPI 0010
Foundations of Research - Based Practices in Reading I
(3 Institutional Credits - 3 Hours)
This course teaches language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This instruction is grounded in scientifically-based research. Successful completion of this course will signify completion of Competencies I and II of the Florida Reading Endorsement.

EPI 0011
Foundations of Research - Based Practices in Reading II
(3 Institutional Credits - 3 Hours)
Prerequisite: EPI 0010. This course provides diagnostic and instructional interventions in Reading through formal and informal methods and materials used to identify reading strengths and weaknesses of students. Emphasis is placed on diagnosis of reading problems, administration of assessments, evaluation of results, and planning instructional interventions to remediate reading deficiencies in phonemic awareness, phonics, fluency, vocabulary, and comprehension. This instruction is grounded in scientifically-based research. Successful completion of this course will signify completion of Competencies III and IV of the Florida Reading Endorsement.

EPI 0012
Foundations of Research - Based Practices in Reading III
(1 Institutional Credit - 1 Hour)
Prerequisites: EPI 0010 and EPI 0011. This course ensures teachers demonstrate knowledge of the components of reading, as well as assessments and data analysis. Instruction is grounded in scientifically-based reading research as a mechanism to inform instructional practice. Demonstration and evidence of the application of the knowledge and skills to improve instructional practice and student learning are course requirements. This course requires fifteen (15) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education. Teacher candidates will work directly with students in the public schools in large group, small group, and individual settings to connect all aspects of literacy instruction. This course provides the state of Florida reading endorsement competency 5.

EPI 0020
Professional Foundations
(2 Institutional Credits - 2 Hours)
This course provides the foundation for becoming a productive member of the teaching profession. The participants will gain understanding of the organization and administration of the accredited public school, the laws governing teachers, the Code of Ethics, and the purpose of schools. This course develops a professional perspective and creates a sense of grounding in the profession of teaching. A professional portfolio will be compiled and submitted in this course.

EPI 0030
Diversity
(2 Institutional Credits - 2 Hours)
Corequisite: EPI 0945. This course provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom.

EPI 0940
Field Experience for Professional Foundations
(1 Institutional Credit - 1 Hour)
Participants will complete sixty (60) hours of field experience in accredited public, charter, or private schools. These field experiences will provide the opportunity to gain insight into the instructional process. Using a series of prescribed observation tasks, each participant will develop a reflective journal detailing their experience. Those participants who are currently teaching will be required to complete the same series of observational field experience in the schools where they are assigned. Note: Students enrolling in EPI 0940 must be cleared by a school board background check before the end of the add-drop period. Field exposure in school settings from K-12th grade provides students enrolled in this program with the understanding of the expectations and responsibilities of public school teachers. This course requires sixty (60) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

EPI 0945
Field Experience for Diversity
(1 Institutional Credit - 1 Hour)
Corequisite: EPI 0030. Participants will complete a series of experiences designed to give prospective teachers a perspective on the varied backgrounds of students in public, charter, or accredited private schools.

ENGINEERING TECHNOLOGY

EET 1084C
Introduction to Electricity and Electronics
(3 Credits – 4 Hours)
This course covers the basics of DC and AC electricity including atomic structure, Ohm's Law, resistance, capacitance and inductance for series, parallel, and mixed circuits. Circuit components, circuit diagrams, and circuit building are included in the hands-on lab as well as measuring voltage, current, resistance and capacitance with a multimeter. Different switches, transformers, relays and diodes are introduced.

EGN 1111
Engineering Graphics
(3 Credits – 3 Hours)
Students in this course will learn geometric construction, multiview projection, sectional views, auxiliary views, dimensioning, and 3D modeling using AutoCAD.

ETI 1060
Mathematical Applications in Engineering Technology
(3 Credits – 3 Hours)
This course provides students with a foundation of knowledge based on an essential set of applied mathematical tools to be successful in the manufacturing industry. Topics include basic math concepts to address common technical problems encountered in a manufacturing environment; the ability to convert between U.S. and metric measurement systems, and the use of a variety of measurement tools. In addition, students will understand the use of proportions for calculating the speed of gears and pulleys, basic trigonometry, solving for variables in a formula and calculating horsepower.

ETI 1110
Introduction to Quality Assurance
(3 Credits – 3 Hours)
This course provides a survey of the skills that are necessary to ensure that the production and manufacturing systems meet quality requirements as defined by businesses and customers. Students are introduced to the tools and techniques utilized to measure, maintain, and continuously improve quality to ensure that products and processes meet the quality standards required in the advanced manufacturing environment. Different theories of quality as well as the effect of globalization are covered in this course.

ETI 1420C
Manufacturing Processes & Materials
(3 Credits – 4 Hours)
This course covers the characteristics, fundamentals, and manufacturing properties of materials, including metal alloys, polymers, ceramics, and composites. The metal casting processes and the shaping and forming processes are also covered along with the machines needed for manufacturing. The effects of stress, strain, and temperature due to the formation of materials are covered in theory and in the laboratory. Manufacturing process costs are covered as well.

ETI 1622
Concepts of Lean and Six Sigma
(3 Credits – 3 Hours)
This course examines the quality management principles of the Lean Manufacturing and Six Sigma theories of continuous improvement. Lean Manufacturing involves identifying and eliminating nonvalue adding activities in design, production, and supply chain management. Topics covered include continuous flow, kaizen, the 5 S's and value-stream mapping. Six Sigma is a statistical problem-solving method that concentrates on measurement methods, data collection and graphical methods of presenting findings to control and improve processes.

ETI 1701
Industrial Safety
(3 Credits – 3 Hours)
This course is a study of job related safety. Topics include occupational safety and health administration (OSHA) compliance, safety standards, and code enforcement.

ETI 1843C
Motors and Controls
(3 Credits – 4 Hours)
Prerequisite: EET 1084C with a grade of "C" or higher. This course explores the

theory and application of AC and DC motors. It covers how different types of motors operate and how electronic motor control systems are designed and can be used to improve efficiency in a wide range of manufacturing applications.

ETI 1949
Manufacturing Special Topics
(3 Credits – 3 Hours)
Prerequisite: Permission of the Director. Practical application in a clinical setting of knowledge acquired in the classroom. Hours may vary.

ETM 1010C
Mechanical Measurement and Instrumentation
(3 Credits – 4 Hours)
This course provides the basic foundation for mechanical and electronic measurement techniques used in metrology. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of measuring instruments including micrometers, calipers, gauges, and other instruments. This course exposes students to practical mechanical and electronic measurement tools and techniques encountered in the manufacturing environment.

ETM 2315C
Hydraulics and Pneumatics
(3 Credits – 4 Hours)
This course treats principles of fluid and airflow, the basic components of hydraulic and pneumatic systems and how they are combined and function in instrumentation. Experience will include demonstration and setting up various hydraulic and pneumatic circuits and how they respond to pressure, heat, flow and restriction.

ETS 1535C
Automated Process Control
(3 Credits – 4 Hours)
Prerequisite: ETS 1542C with a grade of "C" or higher. This course introduces the modern approach to control theory and the ideas of controllability. Proportional-Integral-Derivative control theory with the use of sensors, actuators, and programmable logic controllers (PLC) are investigated. Students will be introduced to modern engineering level PLC control systems used in industry and the elements that compromise a closed-loop process.

ETS 1542C
Introduction to Programmable Logic Controllers
(3 Credits – 4 Hours)
This first course in programmable logic controllers (PLC), is designed for students preparing for careers in electronics, manufacturing, electrical or industrial technology. Students learn the basic operational concepts common to PLCs, focusing on PLC principles, programming, numbering systems, data manipulation, math, and sequencer instructions.

ETS 1603C
Fundamentals of Robotics
(3 Credits – 4 Hours)
An introductory course designed to familiarize students with the basic principles of robotics and simulation. This course includes basic robotics concepts, operation, classification, and applications. It provides a framework for the discussion of artificial intelligence. This course also includes basic principles of modeling and simulation as applied in different environments and systems. Students will become familiar with simulation and robotic systems.

ETS 2527C
Electromechanical Components and Mechanisms
(3 Credits – 4 Hours)
This course covers gears and gearboxes, belts and pulleys, chains and sprockets, alignments and measures found in the industrial environment.

ETS 2544C
Programmable Logic Controllers II
(3 Credits – 4 Hours)
Prerequisite: ETS 1542C with a grade of "C" or higher. This course is a continuation of ETS 1542C for students who are familiar with basic PLC operations and concepts. Students learn the skills required to troubleshoot and maintain logic controllers in a simulated industrial environment. Topics covered include program control instructions, data manipulation instruction, math instructions, acquisition, computer controlled machines and processes.

ETS 2604C
Robotics Applications
(3 Credits – 4 Hours)
Prerequisite: ETS 1603C with a grade of "C" or higher. This course is designed to introduce the student to the basic principles of robots including classification, operation, maintenance, troubleshooting, and applications in the robotics industry. Students will use hands-on practices to become familiar with sections of a robotic system.

FOREIGN LANGUAGE

ASL 1140
American Sign Language I ◆
(4 Credits - 4 Hours)
This course is an introduction to the basic skills in the production and comprehension of American Sign Language (ASL). This course includes the manual alphabet and numbers, and exposes students to ASL grammar. The course helps students to develop conversational ability, as well as culturally appropriate behaviors.

ASL 1150
American Sign Language II ◆
(4 Credits - 4 Hours)
Prerequisite: ASL 1140 with a grade of "C" or higher. This course is a continuation of ASL 1140 and will develop receptive and expressive abilities and allow recognition and demonstration of more sophisticated grammatical features of American Sign Language. Students will increase fluency and accuracy in fingerspelling and numbers. There will be opportunities for interaction within the Deaf Community.

SPN 1120
Foundations of Spanish I ◆
(4 Credits - 4 Hours)
An introduction to the Spanish language for those who have little or no knowledge of Spanish. The sequence of SPN 1120/1121 presents the essential elements of Spanish grammar, vocabulary, and culture that are needed in everyday life to speak in Spanish and understand it when it is spoken at a moderate speed by sympathetic native speakers. This course includes many types of activities designed to develop basic skills in speaking, listening comprehension, reading, and writing, with the greatest emphasis placed on practicing conversation. Communicative competence is stressed. Students learn present tense conjugation (including irregular and stem-changing verbs), conjugation of reflexive verbs, and the informal future. The class is conducted mostly in Spanish.

SPN 1121
Foundations of Spanish II ◆
(4 Credits - 4 Hours)
This course is a continuation of SPN 1120. Prerequisite: SPN 1120 with a grade of "C" or higher. This course includes many types of activities designed to further expand the students' communicative proficiency in speaking, listening comprehension, reading, and writing, with the greatest emphasis placed on practicing conversation. Communicative competence is stressed. Students solidify and strengthen their grasp and use of regular and irregular present tense conjugations, reflexive verbs, and the informal future. They learn the present progressive tense, the use and conjugation of regular and irregular verbs in the preterit tense, the imperfect tense, in the

preterit versus the imperfect tense, indirect object pronouns, double object pronouns, gustar and similar verbs. Students are also introduced to the present tense, the impersonal se, and/or commands. The class is conducted mostly in Spanish.

HEALTH AND PHYSICAL EDUCATION

PHYSICAL EDUCATION COURSES will apply toward the A.A. degree requirements if applicable for physical education majors unless otherwise noted.

PEL 1211
Softball I
(1 Credit - 2 Hours)
Specialized instruction with emphasis given to fundamental skills.

PEL 1216
Baseball I
(1 Credit - 2 Hours)
Specialized instruction with emphasis given to fundamental skills.

PEL 1321
Volleyball I
(1 Credit - 2 Hours)
Specialized instruction with emphasis given to fundamental skills.

PEL 2212
Softball II
(1 Credit - 2 Hours)
Specialized instruction with emphasis on technique and strategy used in play.

PEL 2214
Softball III
(1 Credit - 2 Hours)
This course requires advanced skills and athletic ability and focuses on learning to compete at the collegiate level. This course is geared towards teamwork practices, advanced game strategy, and knowledge of the NJCAA rules.

PEL 2217
Baseball II
(1 Credit - 2 Hours)
Specialized instruction with emphasis on technique and strategy used in play.

PEL 2219
Baseball III
(1 Credit - 2 Hours)
This course requires advanced skills and athletic ability and focuses on learning to compete at the collegiate level. This course is geared towards teamwork practices, advanced game strategy, and knowledge of the NJCAA rules.

PEL 2322
Volleyball II
(1 Credit - 2 Hours)
Specialized instruction with emphasis on technique and strategy used in play.

PEL 2324
Volleyball III
(1 Credit - 2 Hours)
This course requires advanced skills and athletic ability and focuses on learning to compete at the collegiate level. This course is geared towards teamwork practices, advanced game strategy, and knowledge of the NJCAA rules.

PEM 1102
Health Analysis and Body Conditioning
(3 Credits - 3 Hours)
A course designed to analyze and evaluate certain health factors on a personalized basis to provide a personal health profile. The profile will be used to develop and carry out an aerobic and isotonic conditioning program of activities leading to maximized health benefits.

PEM 1104
Concepts of Life Fitness
(1 Credit - 3 Hours)
A continuation of the program established in PEM 1102 with emphasis on changing lifestyle patterns consistent with fitness, health, and well-being. May be repeated three times for credit.

PEM 2131
Weight Training
(1 Credit - 3 Hours)
A course designed to provide basic instruction in the methods of isotonic exercise as related to fitness and health. May be repeated three times for credit.

PET 2622
Care and Prevention of Athletic Injuries ◆
(3 Credits - 3 Hours)
This introductory course explores the techniques of effectively preventing and managing athletic-related injuries. The course is designed to explore principles related to the prevention, treatment, rehabilitation and proper care of athletes and athletic injuries. The course includes recognition, care, use of treatment modalities and techniques for taping and stabilizing injuries.

SPM 2000
Introduction to Sport Management ◆
(3 Credits – 3 Hours)
This course is designed to provide the student with a conceptual understanding of sport management. Areas that receive special emphasis are managerial, financial, legal, and ethical principles, the professional sport industry, intercollegiate and interscholastic sport, youth and community sport, event/facility management, sport sales, marketing and sponsorships, sport communication, the recreation and fitness industries and career preparation.

HUMANITIES

ARH 1000
Art Appreciation ◆
(3 Credits - 3 Hours)
In this course, students will develop the ability to think critically about human culture and be provided with the tools to understand, analyze, and discuss works of visual art and material culture. ARH 1000 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ARH 2050
Art History I ◆
(3 Credits - 3 Hours)
A study of the main developments of the visual art forms (architecture, sculpture and painting) from Paleolithic man through the Renaissance. ARH 2050 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ARH 2050
Honors Art History I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of the main developments of the visual art forms (architecture, sculpture and painting) from Paleolithic man through the Renaissance. ARH 2050 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems and/or

student participation.

ARH 2051
Art History II ◆
(3 Credits - 3 Hours)
An integrated study of the main developments of the visual art forms (architecture, sculpture and painting) from the 17th century to the present. ARH 2051 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ARH 2051
Honors Art History II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. An integrated study of the main developments of the visual art forms (architecture, sculpture and painting) from the 17th century to the present. ARH 2051 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

DAN 2100
Survey of Dance ◆
(3 Credits - 3 Hours)
This course is designed as an introduction into the multicultural world of dance. It will include information on history, cultures and performance aspects of dance as an art form. DAN 2100 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2020
Introduction to Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2020 is a Gordon Rule writing course as designed by SBE Rule 6A-10.030.

HUM 2020
Honors Introduction to Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of "C" or higher. In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2020 is a Gordon Rule writing course as designed by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

HUM 2220
Greek and Roman Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2220 covers the period from the Aegean Civilizations through the Roman era, emphasizing the development and influence of classical idea. HUM 2220 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2220
Honors Greek and Roman Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion HUM 2220 covers the period from the Aegean Civilizations through the Roman era, emphasizing the development and influence of classical ideas. HUM 2220 is a Gordon Rule writing course as designed by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

HUM 2223
Late Roman and Medieval Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2223 covers the period from the Late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. HUM 2223 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2223
Honors Late Roman and Medieval Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2223 covers the period from the Late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. HUM 2223 is a Gordon Rule writing course as designed by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

HUM 2232
Renaissance and Baroque Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2232 covers the period from the Renaissance time period through the Baroque, emphasizing the development and historical influence of these periods. HUM 2232 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2232
Honors Renaissance and Baroque Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion, HUM 2232 covers the period from the Renaissance time period through the Baroque, emphasizing the development and historical influences of these periods. HUM 2232 is a Gordon Rule writing course as designed by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

HUM 2234
Enlightenment and Romanticism Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2234 covers the period from the Enlightenment through the 19th century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. HUM 2234 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2234
Honors Enlightenment and Romanticism Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2234 covers the period from the Enlightenment through the 19th century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. HUM 2234 is a Gordon Rule writing course as designed

by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

HUM 2250
20th Century Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2250 covers the period from the turn of the 20th century to the present. The course focuses on creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky, and Wright through the dominance of objective consciousness to newly emerging guiding myths of today. HUM 2250 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2250
Honors 20th Century Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of "C" or higher. An integrated examination of the dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion HUM 2250 covers the period from the turn of 20th century to the present. The course focuses on creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky, and Wright through the dominance of objective consciousness to newly emerging guiding myths of today. HUM 2250 is a Gordon Rule writing course as designed by SBE Rule 6A-10.030. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

HUM 2310
Mythology in Art, Literature, and Music ◆
(3 Credits - 3 Hours)
Prerequisite: Satisfactory completion of ENC 1102 with a grade of "C" or higher. An introduction to mythology and an examination of its continued influence to the present. Major emphasis is placed on Classical mythology, though attention will be given to other mythologies of Western and non-Western cultures as well. HUM 2310 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2310
Honors Mythology in Art, Literature, and Music ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and satisfactory completion of ENC 1102 with a grade of "C" or higher. An introduction to mythology and an examination of its continued influence to the present. Major emphasis is placed on Classical mythology, though attention will be given to other mythologies of Western and non-Western cultures as well. HUM 2310 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

MUH 2110
Songs for the Dead:
An Introduction to Music History and Literature ◆
(3 Credits - 3 Hours)
This is a survey course in music history and literature from the Middle Ages to the present. There will be an emphasis placed on the development of musical forms and performing mediums as they relate to western art music used for memorialization, representation, and remembrance of the dead and death through the ages. MUH 2110 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

MUH 2112
Music History ◆
(3 Credits - 3 Hours)
A study of musical expression in relation to the background of the life and art which created it. Emphasis is placed on music in Western Civilization from the 17th century to the present. MUH 2112 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

MUH 2112
Honors Music History ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of musical expression in relation to the background of the life and art which created it. Emphasis is placed on music in Western Civilization from the 17th Century to the present. MUH 2112 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

MUL 1010
Music Appreciation ◆
(3 Credits - 3 Hours)
In this course, students will survey the history of classical music from Antiquity to the modern period, focusing on Western music. The curriculum may also integrate a variety of popular and global styles where appropriate. MUL 1010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

PHI 2010
Introduction to Philosophy ◆
(3 Credits - 3 Hours)
In this course, students will be introduced to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, including topics from the Western philosophical tradition, and various problems in philosophy. Students will strengthen their intellectual skills, become more effective learners, and develop broad foundational knowledge. PHI 2010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

PHI 2630
Contemporary Ethics ◆
(3 Credits - 3 Hours)
An examination of ethical topics with an emphasis on the development of a personally and philosophically meaningful ethical position on a variety of contemporary problems. Topics such as utilitarianism, egoism, situation ethics, freedom, social responsibility and relativism will be discussed and applied. PHI 2630 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

PHI 2630
Honors Contemporary Ethics ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. An examination of ethical topics with an emphasis on the development of a personally and philosophically meaningful ethical position on a variety of contemporary problems. Topics such as utilitarianism, egoism, situation ethics, freedom, social responsibility and relativism will be discussed and applied. This course involves significant reading, writing, discussion, challenge problems, and/or student participation. PHI 2630H is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

REL 2210
Survey of the Old Testament ◆
(3 Credits - 3 Hours)
This course introduces the student to the study of the Old Testament and its history, geography, personalities, teachings, authority, and influence upon our culture.

REL 2240
Survey of the New Testament ◆
(3 Credits - 3 Hours)
This course introduces the student to the study of the New Testament and its history, geography, personalities, teachings, authority, and influence upon our culture.

REL 2300
World Religions ◆
(3 Credits - 3 Hours)
A course which introduces the student to the world's great religions by means of an objective examination of their origins and a study of their historical development. Religions include: Jainism, Buddhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam.

THE 1000
Theater Appreciation ◆
(3 Credits - 3 Hours)
In this course, students will explore dramatic structure, techniques, and various organizational elements. The course provides an introduction to theater as a collaborative art form through the critical analysis of its historical context, production, theory, and connections to theatrical literature, including the Western canon. THE 1000 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

THE 1020
Introduction to Theater History ◆
(3 Credits - 3 Hours)
A survey of theater history in the western hemisphere from its origins in ancient Egypt and Greece to the present. Topics include major plays and playwrights, other influential theatrical personalities, theater architecture and types of stages, developments in technical theater, costuming and makeup, significant actors and acting techniques, theatrical styles. The relationship between theater and significant political and social events of the culture it represents is also examined. THE 1020 is a Gordon Rule writing course as designed by SBE Rule 6A-10.030.

MATHEMATICS

MAC 1105
College Algebra ◆
(3 Credits - 3 Hours)
Prerequisite: Completion of MAT 1033 with a grade of "C" or higher, or a satisfactory score on a placement test. In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications.

MAC 1147
Precalculus ◆
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 1105 with a grade of "C" or higher, or a satisfactory score on a placement test. This course covers trigonometry and a review of the algebra skills needed for calculus. Trigonometry topics include functions, graphs, identities, equations, and their applications. Algebra topics include linear, quadratic, exponential, logarithmic, polynomial and rational functions and their applications.

MAC 1147
Honors Precalculus ◆
(4 Credits - 4 Hours)
Prerequisite: Admission to the SJR State Honors Program and completion of MAC 1105 with a grade of "C" or higher, or a satisfactory score on a placement test. This course covers trigonometry and a review of the algebra skills needed for calculus. Trigonometry topics include functions, graphs, identities, equations, and their applications. Algebra topics include linear, quadratic, exponential, logarithmic, polynomial and rational functions and their applications. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

MAC 2233
Survey of Calculus ◆
(3 Credits - 3 Hours)
Prerequisite: Completion of MAC 1105 with a grade of "C" or higher, or a satisfactory score on a placement test. This is a survey course of elementary differential and integral calculus designed for business and social science students. Topics include functions, limits, derivatives, and integrals involving algebraic, exponential and logarithmic functions. Applications include marginal analysis, curve sketching, and optimization. This course cannot be used to satisfy degree requirements for students entering mathematics or engineering programs.

MAC 2311
Analytic Geometry and Calculus I ◆
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 1147 with a grade of "C" or higher, or a satisfactory score on a placement test. In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of limits, derivatives, and definite and indefinite integrals of functions of one variable, including algebraic, exponential, logarithmic, and trigonometric functions, and applications. Topics will include limits, continuity, differentiation and rates of change, optimization, curve sketching, and introduction to integration and area.

MAC 2311
Honors Analytic Geometry and Calculus I ◆
(4 Credits - 4 Hours)
Prerequisite: Admission to the SJR State Honors Program and completion of MAC 1147 with a grade of "C" or higher or a satisfactory score on a placement test. In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of limits, derivatives, and definite and indefinite integrals of functions of one variable, including algebraic, exponential, logarithmic, and trigonometric functions, and applications. Topics will include limits, continuity, differentiation and rates of change, optimization, curve sketching, and introduction to integration and area. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

MAC 2312
Analytic Geometry and Calculus II ◆
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 2311 with a grade of "C" or higher. Topics include applications of integration, techniques of integration, infinite series, and parametric and polar equations.

MAC 2312
Honors Analytic Geometry and Calculus II ◆
(4 Credits - 4 Hours)
Prerequisite: Admission to the SJR State Honors Program and completion of MAC 2311 with a grade of "C" or higher. Topics include applications of integration, techniques of integration, infinite series, and parametric and polar equations. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

MAC 2313
Analytic Geometry and Calculus III ◆
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 2312 with a grade of "C" or higher. Topics include vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, and vector analysis.

MAC 2313
Honors Analytic Geometry and Calculus III ◆
(4 Credits - 4 Hours)
Prerequisite: Admission to the SJR State Honors Program and completion of MAC 2312 with a grade of "C" or higher. Topics include vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple

integrals, and vector analysis. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

MAP 2302
Elementary Differential Equations ◆
(3 Credits - 3 Hours)
Prerequisite: Completion of MAC 2312 with a grade of "C" or higher. This is a first course in ordinary differential equations and includes first and second order differential equations and their applications. Major topics are separable equations, first and second order linear equations, and Laplace transform methods. Applications include mixtures, population models, acceleration - velocity models, and mechanical systems. The course may also include series solutions, systems of differential equations, and numerical methods.

MAT 1033
Intermediate Algebra ◆
(3 Credits - 3 Hours)
Prerequisite: College-ready status, a satisfactory score on a placement test or completion of developmental mathematics with a grade of "C" or higher or enrollment in a corequisite developmental education course as applicable. Topics include factoring, rational expressions and equations, radicals and rational exponents, complex numbers, quadratic equations, linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, and an introduction to functions.

MGF 1106
Mathematics for Liberal Arts I ◆
(3 Credits - 3 Hours)
This is a general education mathematics course. Topics include sets, logic, geometry, counting and probability, and statistics.

MGF 1107
Mathematics for Liberal Arts II ◆
(3 Credits - 3 Hours)
This is a general education mathematics course. Topics will be selected from numeration systems, number theory, algebra, linear programming, financial mathematics, graph theory, voting, and apportionment.

MGF 1130
Mathematical Thinking ◆
(3 Credits - 3 Hours)
In this course, students will utilize multiple means of problem solving through student- centered mathematical exploration. The course is designed to teach students to think more effectively and vastly increase their problem-solving ability through practical application and divergent thinking. This course is appropriate for students in a wide range of disciplines/programs. Topics include problem solving, logic, geometry, number theory, numeration systems, and statistics.

MGF 1131
Mathematics in Context ◆
(3 Credits - 3 Hours)
In this course, students will experience the practicality of mathematics in a global society. Students will engage in the applications of tools and techniques of mathematics in a variety of contextual situations from everyday life. This course is appropriate for students in a wide range of disciplines/programs. Topics include financial mathematics, voting methods, graph theory, data visualization with technology, statistics, probability, ratios and proportions.

STA 2023
Elementary Statistics ◆
(3 Credits - 3 Hours)
Prerequisite: Completion of MAT 1033 or MGF 1130 or MGF 1131 with a grade of "C" or higher, or a satisfactory score on a placement test. In this course students will utilize descriptive and inferential statistical methods in contextual situations, using technology as appropriate. The course is designed to increase problem-solving abilities and data interpretation through practical applications of statistical concepts. This course is appropriate for students in a wide range of disciplines and programs. Topics will include graphs, measures of center, measures of variation, linear correlation and regression, probability, binomial distributions, normal distributions, sampling distributions, confidence intervals, and hypothesis testing.

STA 2023
Honors Elementary Statistics ◆
(3 Credits - 3 Hours)
Graphing calculator required. Consult with instructor before purchasing. Prerequisite: Admission to the SJR State Honors Program and completion of MAT 1033 or MGF 1130 or MGF 1131 with a grade of "C" or higher, or a satisfactory score on a placement test. In this course students will utilize descriptive and inferential statistical methods in contextual situations, using technology as appropriate. The course is designed to increase problem-solving abilities and data interpretation through practical applications of statistical concepts. This course is appropriate for students in a wide range of disciplines and programs. Topics will include graphs, measures of center, measures of variation, linear correlation and regression, probability, binomial distributions, normal distributions, sampling distributions, confidence intervals, and hypothesis testing. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

NURSING AND ALLIED HEALTH

Unless otherwise noted, Nursing and Allied Health courses may be considered to fulfill A.A. degree requirements by approval of the Vice President for Academic Affairs.

EMS 1119
Emergency Medical Technician
(6 Credits - 6 Hours)
Corequisites: EMS 1119L and EMS 1431. This course is an introduction to the knowledge and skills to be successful in meeting emergency medical technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the emergency medical technician-basic. Included is information concerning basic structure and function of body systems and recent state of the art procedures required of the emergency medical technician. There is emphasis on assessment based learning and complies with national EMS Education Standards - EMT Instructional Guidelines.

EMS 1119L
EMT Lab
(3 Credits - 3 Hours)
Corequisite: EMS 1119 and EMS 1431. An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Laboratory practice includes emergency procedures for life-threatening disease, accident, or illness and is closely supervised to foster confidence in the student's abilities to apply theory in a laboratory setting. Techniques for patient assessment, evaluation and treatment are practiced in an assessment-based format in a laboratory setting.

EMS 1431
EMT Hospital/Field Experience
(3 Credits)
Total Course Hours: 120 Hours
Corequisite: EMS 1119 and EMS 1119L. This portion of the student's education brings the theory taught in lecture and skills taught in laboratory sessions together in practical application on live patients. Includes practical application of EMT clinical knowledge and skills under professional supervision. Provides for directed experiences in local hospitals and health facilities and field observation and experience in emergency vehicles. Along with successful completion of corequisites provides eligibility for national and State of Florida EMT certification examinations.

EMS 2010
EMS Anatomy and Physiology
(3 Credits - 3 Hours)
This is a comprehensive study of anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis.

EMS 2603
Paramedic I
(6 Credits - 6 Hours)
Corequisites: EMS 2010, EMS 2603L, EMS 2666. This course presents the objectives and complies with the national EMS Education Standards-Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include roles and responsibilities, medical legal issues, well-being of the paramedic, illness and injury prevention, ethics, medical terminology review, patient assessment, airway management, venous access and medication administration, therapeutic communications, life span development, pathophysiology, management of shock and general pharmacology.

EMS 2603L
Paramedic I Lab
(2 Credits - 4 Hours)
Corequisites: EMS 2010, EMS 2603, EMS 2666. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include illness and injury prevention, medical terminology review, patient assessment, airway management, venous access and medication administration, therapeutic communications, management of shock and general pharmacology.

EMS 2604
Paramedic II
(8 Credits - 8 Hours)
Prerequisite: EMS 2010, EMS 2603, EMS 2603L, EMS 2666 with a grade of "C" or higher. Corequisites: EMS 2604L, EMS 2667. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics and psychiatric emergencies. The following trauma emergencies include burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock.

EMS 2604L
Paramedic II Lab
(2 Credits - 4 Hours)
Prerequisite: EMS 2010, EMS 2603, EMS 2603L, EMS 2666 with grades of "C" or higher. Corequisites: EMS 2604, EMS 2667. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. The laboratory will focus on cardiovascular, respiratory and traumatic emergencies, enabling students to practice the associated treatment modalities. Topics studied include the following treatment of medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics and psychiatric emergencies. The following trauma emergency treatments include burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue hemorrhage and shock.

EMS 2605
Paramedic III
(5 Credits - 5 Hours)
Prerequisites: EMS 2604, EMS 2604L, EMS 2667 with a grade of "C" or higher. Corequisites: EMS 2605L, EMS 2920, EMS 2659. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care, patient assessment based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents and crime scene awareness.

EMS 2605L
Paramedic III Lab
(1 Credit - 2 Hours)
Prerequisites: EMS 2604, EMS 2604L, EMS 2667 with a grade of "C" or higher. Corequisites: EMS 2605, EMS 2920, EMS 2659. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: emergency treatment techniques for neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment-based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents and crime scene awareness.

EMS 2659
Paramedic Field/Clinical Internship
(5 Credits)
Total Course Hours: Field 324 Hours; Clinical 36 Hours
Prerequisites: EMS 2604, EMS 2604L, EMS 2667 with a grade of "C" or higher. Corequisites: EMS 2605, EMS 2605L, EMS 2920. This course allows students to correlate all of the didactic background in the paramedic courses with advanced patient care and offers the students opportunities to demonstrate competency in the skills learned in all of the paramedic laboratories. Students will be assigned to specific fire departments to complete field ride time. Students will also perform pediatric clinical rotations during the first part of the semester. Students will perform various emergency medical modalities and procedures under the direct supervision of a paramedic preceptor. This course will focus all treatment modalities as final preparation for the National Registry certification examination and a career as a paramedic.

EMS 2666
Paramedic I Clinical Experience
(4 Credits)
Total Course Hours: Clinical 120 Hours
Corequisites: EMS 2010, EMS 2603, EMS 2603L. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. This course allows students to correlate didactic background with basic patient care and offers the student opportunities to demonstrate competency in the skills learned in the Paramedic I Laboratory. Students are assigned to specific agencies to perform various emergency medical modalities and procedures under the direct supervision of a paramedic, nurse or physician.

EMS 2667
Paramedic II Clinical Experience
(4 Credits)
Total Course Hours: Clinical 240 Hours
Prerequisites: EMS 2010, EMS 2603, EMS 2603L, EMS 2666 with a grade of "C" or higher. Corequisites: EMS 2604, EMS 2604L This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. This course allows

students to correlate didactic background with basic patient care and offers the student opportunities to demonstrate competency in the skills learned in the Paramedic II Laboratory. Students are assigned to specific agencies to perform various emergency medical modalities and procedures under the direct supervision of a paramedic, nurse or physician.

EMS 2920
Paramedic Seminar
(2 Credits - 2 Hours)
Prerequisites: EMS 2604, EMS 2604L, EMS 2667 with a grade of "C" or higher. Corequisites: EMS 2605, EMS 2605L, EMS 2659. The course presents the objectives contained in the current American Heart Association ACLS and PALS curriculum. Also presented in this course are the objectives found in the current NAEMT PHTLS Trauma First Response curriculum. These courses stress theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient.

HCP 0001
Health Careers Core
(90 Contact Hours)
This course is nontransferable.
Course is the introductory course for all allied health careers. Course provides a knowledge of the health care delivery system and an understanding of wellness and disease concepts.

HCP 0120C
Nursing Assistant
(120 Contact Hours)
This course is nontransferable.
Course prepares students to be nursing assistants. Students will perform nursing procedures, provide personal patient care, care for geriatric patients and assist with rehabilitative activities. Clinical learning experience will consist of 40 hours of supervised clinical experience in a licensed nursing home.

HIM 1000
Introduction to Health Information Management ◆
(3 Credits - 3 Hours)
This course provides an introduction to the field of health information management, including: a history of the profession, professional organizations, accreditation standards, and the functions, content and structure of the health care record.

HIM 1110
Standard Healthcare Practices
(3 Credits - 3 Hours)
This course provides an introduction to the principles and concepts of performance improvement and quality management in healthcare. Topics include clinical quality improvement, utilization review case management, risk management, infection control and patient safety, medical staff credentialing and peer review, accreditation standards, laws and regulations, tools and techniques for data collection, analysis and presentation of data and the role of the HIM Department.

HIM 1211C
Health Information Systems
(3 Credits - 3 Hours)
This is a (3) credit introduction to information technology related to healthcare and the automated tools and techniques for collecting, storing and retrieving data. Topics include the implementation of information systems in the healthcare industry with a focus on the evolution and goals of the Electronic Health Record (EHR). Students will explore the transition from a paper based health record to an EHR through the AHIMA virtual lab system. Students will be given access to "hands-on" applications on a variety of healthcare electronic systems enhancing technology skills and knowledge. Students will be given opportunity to utilize and practice with current software packages common in the healthcare industry.

HIM 1282C
Basic ICD Diagnostic Coding
(3 Credits - 3 Hours)
This coding course is designed to provide an introduction to the International Classification of Disease (ICD) coding system and general diagnosis coding guidelines. This course will define basic coding definitions, introduction to billing methodology, sequence and assign appropriate diagnostic codes for both inpatient and outpatient settings. The student will assign codes to specific basic coding assignments using ICD manual and 3M Encoder software.

HIM 1442
Pharmacology for Health Professionals
(2 Credits - 2 Hours)
Prerequisites: HSC 1531, BSC 2085 and BSC 2085L with grades of "C" or higher. This course provides an introduction to the principles of pharmacology, including drug terminology, drug origins, forms, and actions; routes of administration; as well as the use of generic name drug, trade name drugs, and categories of drugs to treat various body systems. Indications and contraindications associated with drug therapy and related disease processes are described.

HIM 1500
Quality Management
(3 Credits - 3 Hours)
Prerequisite: HSC 1000 with a grade of "C" or higher. This course provides an introduction to the study of the principles and concepts of clinical quality management, compliance, risk management, case management, utilization review and performance improvement and medical staff credentialing process.

HIM 2012
Health Care Law
(3 Credits - 3 Hours)
Prerequisite or Corequisite: HSC 1000 with grade of C or higher. This course provides an introduction to the study of law as applied to the health field including: legal terminology, the judicial system, misconduct, malpractice, and legal and professional standards. The importance of proper documentation and informed consent will be emphasized. This course will also cover the fundamentals of medical ethics and ethical behavior as it relates to clinical practice.

HIM 2214
Healthcare Statistics and Research
(3 Credits- 3 Hours)
Prerequisites: College-level mathematics course, HIM 1000, and HIM 1110 with grades of "C" or higher. This course provides an introduction to the terms, definitions, and formulae used in computing health care statistics. In addition, the course will include vital statistics data and rates; basic statistical terminology and computations, including frequency distribution, measures of central tendency and measures of variation; techniques for presenting data via computer technology; and basic research terminology and methodologies.

HIM 2255C
CPT Coding
(3 Credits - 3 Hours)
Prerequisite or Corequisite: HIM 2723C with a grade of "C" or higher. This course provides an introduction to the study of Current Procedure Terminology (CPT) coding. Simulation of outpatient coding, including ambulatory surgery, diagnostic testing and procedures, and physician services using health records. Emphasis is placed on the use of official CPT coding guidelines, compliance and Ambulatory Payment Classification (APC) calculations. The student will have hands-on practice using encoder software.

HIM 2432
Concepts of Disease
(3 Credits - 3 Hours)
Prerequisite: HSC 1531 or BSC 2085 with lab with grades of "C" or higher. Pre or Corequisite: BSC 2085 with lab with grades of "C" or higher. This course provides an introduction to the study of disease processes with concurrent study of diagnostic and laboratory testing, pharmacological treatment, and surgical treatment of disease.

HIM 2512
Supervision, Organization and Management +
(3 Credits - 3 Hours)
Prerequisite: HIM 1110 with a grade of "C" or higher. This course provides an introduction to departmental management including principles of management, operational management, human resource management, and financial management. Emphasis will be on team building, identifying and understanding customers, self discovery, and leadership.

HIM 2723C
ICD Procedure Coding
(3 Credits - 3 Hours)
Prerequisite: HIM 1282C with a grade of "C" or higher. This coding course is designed to provide an introduction to the International Classification of Disease (ICD) coding system and general diagnosis coding guidelines for surgical procedures. Emphasis is placed on the use of official procedural coding guidelines, coding compliance, MS DRG calculations, sequencing, and reimbursement methodology. The student will assign codes to specific basic coding assignments using ICD manual and 3M Encoder software.

HIM 2729C
Advanced Coding and Reimbursement
(3 Credits - 3 Hours)
Prerequisites: HIM 1282C, HIM 2723C with a grade of "C" or higher. Corequisite: HIM 2255C. This course provides the HIM student an opportunity to apply advanced concepts and techniques for ICD Coding and reimbursement using actual case studies, simulated paper record cases, and electronic records. The student will also utilize the 3M Encoder software in performing outpatient and impatient coding. Lab fee.

HIM 2800
Professional Practice Experience I
(3 Credits)
Total Course Hours: Clinical 64 Hours
Prerequisite: HIM 1211C with a grade of "C" or higher. The student will learn comprehensive topics in Health Information Technology functions: Account Access and Login, Patient Care Services, Master Patient Index, Physician Care Manager, Release of Information, Deficiency Analysis, Delinquency Reporting and Revenue Cycle Management, and Chart Analysis. Virtual lab activities are a required component of this course.

HIM 2820
Professional Practice Experience II
(3 Credits)
Total Course Hours: Clinical 64 Hours
Prerequisite: HIM 1110 with a grade of "C" or higher. Corequisite: HIM 2512 with a grade of "C" or higher. This class and lab course provides a supervised practicum at a hospital or alternative healthcare setting. The course will focus on assisting the student to begin integration into the HIM field by exploring managerial duties and interaction of the PI/UR/RM/Medical Staff departments. Activities conducted will assist the student to enter the workplace. The course will introduce the student to the preparation needed to sit for the RHIT National Examination by AHIMA. Lab Fee. Traveling, Day/Evening.

HSA 1255
Office Management in Health Sciences Profession
(3 Credits - 3 Hours)
Prerequisite: CGS 110 Microcomputer Application Software with a grade of "C" or higher. This course prepares students to integrate office management skills in a medical environment.

HSA 2252
Health Care Coding
(3 Credits - 3 Hours)
Prerequisite: HSC 1531 Medical Terminology with a grade of "C" or higher. This course is designed to prepare students to work in medical offices, hospitals, nursing homes, and other medical facilities. Specifically, this course provides an introduction to the study of coding, billing and the reimbursement processes.

HSC 1000
Introduction to Health Care Delivery System ◆
(3 Credits - 3 Hours)
An introduction to the evolution and organization of the healthcare delivery system of the United States, including differentiating the roles of various providers and disciplines throughout the continuum of healthcare, the organization of healthcare delivery systems in the United States, healthcare providers and disciplines, and identification of laws, accreditations, licensure, and certification standards to Healthcare Delivery Systems.

HSC 1004
Professions of Caring ◆
(3 Credits - 3 Hours)
This course explores various nursing and allied health careers and their related programs of study. It includes self-exploration as it relates to personality and career interest, reviewing expectations of degree/certificate programs, learning study skills, test taking strategies, and organization skills unique to learning in health care professions, developing information research skills, developing critical thinking skills, and orienting to the technology of nursing and allied health careers an online environments of nursing and allied health classes and testing.

HSC 1030
Strategies for Success and Performance
(3 Credits – 3 Hours)
This course is designed to improve the student's ability to be successful in a limited access Allied Health program (Radiology, Respiratory, Paramedic, Health Information Technology). The course assists the student to assess knowledge, skill, lab and clinical performance deficits (if applicable), to develop an individual plan of improvement and remediation and to implement the plan of improvement. Practical application of Allied health patient care skills will be incorporated in the course. Based on the student's individualized improvement/remediation plan, the course may encompass in-seat class time, online class time, and/or lab and/simulation hours.

HSC 1531
Medical Terminology ◆
(3 Credits - 3 Hours)
This course provides an introduction to the terminology of medicine, making it understandable through the study of the word roots, combining forms, prefixes, suffixes, and etymology. The student will learn to build, recognize, spell, and pronounce medical terms.

HSC 1641
Legal and Ethical Issues for Healthcare Providers
(3 Credits - 3 Hours)
This course provides an introduction to the study of healthcare legal and ethical issues relating to all healthcare professionals. The importance of the healthcare delivery system, legal and ethical responsibilities and understanding of information technology applications in healthcare.

HSC 0003
Basic Healthcare Worker
(90 Contact Hours)
Classroom 60 Hours, Lab 30 Hours
This course is nontransferable.
This course provides knowledge of health occupations, the healthcare

delivery system and an understanding of the wellness and disease concepts. An overview of the following principles is included: interpersonal and communication skills, legal and ethical responsibilities, wellness and illness concepts, safety and security procedures, response in emergency situations, infection control procedures, computer literacy skills, employability skills and blood-borne disease precautions including AIDS.

HSC 2930
Special Topics - Capstone
(3 Credits)
Prerequisite: Permission of the Dean/Director. This course is designed for students preparing to graduate and transition to employment and/or continuing education. Students will complete development of an online portfolio to include a cover letter, resume, work samples, and completion of an approved culminating project or internship. Additionally, students will complete a job search related to their areas of interest and will apply for jobs prior to graduation.

MEA 0506C
Administrative Office Procedures
(90 Contact Hours)
This course is nontransferable.
This course provides the student with knowledge and skills related to the medical office. The skills covered in this course include health insurance, procedural coding, diagnostic coding, patient accounts, preparing insurance claims, posting insurance payments, patient billing, posting patient payments, collecting fees, banking procedures, accounts payable, accounting procedures, facilities management, emergency preparedness, and managing the office.

MEA 0581C
Clinical Assisting
(230 Contact Hours)
Classroom 115 Hours, Lab 115 Hours
This course is nontransferable.
This course will provide the student with the skills and knowledge needed to assist the practitioner with various aspects of the clinical practice. Students will learn to apply principles of aseptic technique and infection control in the medical office environment. Skills included in this course are vitals, patient care, preparation for examinations and procedures, treatments, surgical sterilization procedures, and equipment use, care and routine maintenance.

MEA 0543C
Electrocardiograph Aide
(75 Contact Hours)
Classroom 25 Hours, Lab 50 Hours
This course is nontransferable.
This course orients students to the structure and function of the human body specific to the cardiovascular system. Students will be able to demonstrate necessary skills and knowledge to prepare a patient for an EKG procedure; perform an EKG using standard precautions, infection control, quality assurance, and safety; and recognize basic cardiac rhythms.

MEA 0002
Introduction to Medical Assisting
(250 Contact Hours)
Classroom 125 Hours, Lab 125 Hours
This course is nontransferable.
This course introduces the student to the role of the medical assistant and the legal and ethical responsibilities as a member of the healthcare team. Students will develop an understanding of basic anatomy and physiology, diagnostic options to identify pathology, basic treatments, and dietary guidelines for common diseases. The course provides students with communication skills (including medical terminology, signs, symbols and labels) for the health care setting.

MEA 0573C
Laboratory Procedures
(125 Contact Hours)
Classroom 40 Hours, Lab 85 Hours
This course is nontransferable.
This course consists of an introduction to clinical equipment, basic laboratory diagnostic testing, specimen collection and processing. The student will gain an understanding of the various laboratory tests, safety rules, and government regulations. Students will learn how to perform basic tests and microscopic examination procedures. Topics will include emergency preparedness and protective practices.

MEA 0501C
Medical Office Procedures
(75 Contact Hours)
Classroom 25 Hours, Lab 50 Hours
This course is nontransferable.
The student will be introduced to basic administrative medical office duties. Topics covered in this course include communication; filing; use of office equipment, including the computer; establishing a medical record for the patient, use of the EMR; using telephone appropriately; appointment scheduling; scope of practice for the medical assistant; creating and maintaining supply and equipment inventories; reception; and understanding of office policies and procedures.

MEA 0530C
Pharmacology for Medical Assisting
(90 Contact Hours)
Classroom 60 Hours, Lab 30 Hours
This course is nontransferable.
The course introduces pharmacological principles and prepares the medical assistant to perform duties relevant to medication administration. The course covers drugs, their uses and effects, pharmaceutical terminology and abbreviations; methods and routes of drug administration; calculation of dosages; preparation and administration of non-parenteral, parenteral, and powdered drugs. Legal and ethical standards related to the administration and dispensing of drugs will be discussed including following the Seven Rights of Drug Administration.

MEA 0521C
Phlebotomist, Medical Assisting
(75 Contact Hours)
Classroom 25 Hours, Lab 50 Hours
This course is nontransferable.
This course focuses the practice of phlebotomy. Basic phlebotomy techniques and rationale are discussed and simulated. Course content includes but is not limited to the safe and efficient work practices, quality assurance basics; maintaining specimen integrity, preparing and labeling and transporting of specimens; blood collections equipment; venipuncture procedures; capillary blood specimens; pediatric and geriatric procedures; and special collections. The student will be able to demonstrate necessary skills and knowledge to perform phlebotomy while practicing standard precautions, infection control, quality assurance, safety, and promoting the comfort and wellbeing of the patient during specimen collection.

MEA 0942
Practicum Experience
(200 Contact Hours)
Clinical 200 Hours Ambulatory Care Setting
This course is nontransferable.
This course provides the medical assisting student the opportunity to apply the knowledge and skills learned in the classroom and laboratory setting to the ambulatory health care setting. The practicum experience allows the student to enhance their critical thinking, knowledge and skills while performing administrative and clinical procedures under the direction of a licensed physician and medical assisting professional.

NUR 1005
LPN Transition
(4 Credits - 5 Hours)
45 Hours Online, Lab 30 Hours. Simulation /Clinical 0 Hours
This course builds upon the Licensed Practical Nurse's education and readiness to advance into the associate degree program. In this course, students learn to differentiate between the roles of the practical and associate degree nurse. Emphasis is placed on advancing the critical thinking skills of the nurse in the role of caregiver, educator, and manager. Course content and lab activities practice critical thinking and evidence based practice.

NUR 1020
Foundations of Nursing Practice
(4 Credits – 4 Hours)
Didactic 60 Hours
Corequisite: NUR 1020L Foundations of Nursing Practice Lab, Prerequisite: Admission to the Nursing Program. This theory course lays a foundation for socialization into the nursing profession and provides novice nursing students with an elementary understanding of key concepts and principles supporting the practice of holistic nursing. Emphasis is on the ways that nurses assist patients meet universal healthcare requirements and aid the patient or members of his / her family capable of meeting the patient's self-care requisites. This course introduces the profession of nursing, the roles of the nurse as a member of the health team, and the legal and ethical foundations of nursing. The student is introduced to the use of the nursing process as the framework to provide nursing care activities to meet patients' needs. Principles of caring behaviors, cultural diversity, professionalism, critical thinking, health teaching, personal accountability and responsibility, and therapeutic communication skills are stressed. This course acquaints the student with psychological and physiological human needs and the nurse's role in assisting a person to meet these needs using evidence-based practice. Beginning competence in meeting basic human needs when caring for adults with common health derived limitations is stressed.

NUR 1020L
Foundations of Nursing Practice Lab
(5 Credits)
Total Course Hours: Didactic 15 Hours; Lab 90 Hours; Clinical 45 Hours
Corequisite: NUR 1020 Foundations of Nursing Practice, Prerequisite: Admission to the Nursing Program. This course complements the Foundations of Nursing Practice II course and is an integration of lecture, skills lab, and clinical experiences that emphasize the nurse as the caregiver in evidence-based nursing practice. The student is provided opportunities to develop clinical competencies in nursing activities needed to assist individuals in meeting basic human needs. The application of nursing process in maintaining microbial, physical, and psychological safety is introduced The nurse-patient relationship, health assessment, communication, and development of professional behaviors are emphasized. Students gain competency through demonstration and return demonstration in a supportive and supervised environment. Students provide 40 hours of direct patient care in the long term care setting. Demonstration of competency in the lab and in the clinical setting in performing basic nursing skills and dosage calculations for individuals with common health alterations is emphasized.

NUR 1140
Clinical Pharmacology
(3 Credits – 3 Hours)
Didactic 45 Hours
Prerequisite: NUR 1020 Foundations of Nursing Practice, NUR 1020L Foundations of Nursing Practice Lab. This course introduces the student to basic pharmacological concepts. Students learn pharmacodynamics, pharmacokinetics, drug classifications and prototypical drugs, drug dosages, drug interactions, legal/ethical considerations, and related nursing interventions.

NUR 1210C
Adult Health Nursing I
(5 Credits)
Total Course Hours: Didactic 45 Hours; Lab 15 Hours;
Clinical/Simulation 67.5 Hours
Prerequisite: NUR 1020 Foundations of Nursing Practice, NUR 1020L Foundations of Nursing Practice Lab. This course focuses on identifying self-care requisites of the adult, older adult and elderly patients using a systematic approach. The student will be introduced to physical assessment and the use of critical thinking in the study of relevant diagnostic tests and how changes affect the patient. Patient response to abnormal and normal pathophysiological events will be included. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 1212C
Adult Health Nursing II
(5 Credits)
Total Course Hours: Didactic 45 Hours; Lab 5 Hours;
Clinical/Simulation 83 Hours
Prerequisites: NUR 1140 Clinical Pharmacology, NUR 1210C Adult Health Nursing I. This course focuses on the care of the adult, older adult and elderly patients with self-care requisites. Emphasis is placed on the medical-surgical patient. The student will be able to recognize the normal and abnormal physical and sociological needs of the patient to improve patient outcomes. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 1521C
Mental Health Nursing
(3 Credits)
Total Course Hours: Didactic 38 Hours; Simulation/Clinical 25 Hours
Prerequisites: NUR 1140 Clinical Pharmacology, NUR 1210C Adult Health I. This course explores normal and psychopathological deviations of self care. Emphasis is placed on the ways that patients achieve restoration of psychological and emotional self care through counseling modalities, group dynamics, and psychopharmacologic agents. The roles of the nurse in promoting optimal psychosocial human functioning are analyzed. Clinical learning experiences will occur in hospital and in community settings. Effective application of the nursing process in meeting psychosocial human needs when caring for individuals across the life span with alterations of mental health is emphasized.

NUR 2244C
Adult Health Nursing III
(5 Credits)
Total Course Hours: Didactic 40 Hours; Simulation/Clinical 106 Hours
Prerequisites: NUR 1212C Adult Health II Nursing, NUR 1512C Mental Health Nursing. This course focuses on more complex diseases and self-care requisites of the adult, older adult and elderly patients in medical/surgical and critical care area. Emphasis is placed on advancing critical thinking skills to detect changes in patient status and to be able to respond appropriately to those changes. Analyzes effectiveness of nursing interventions based on patient outcomes. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 2460C
Parent Child Nursing
(4 Credits – 6 Hours)
Didactic 45 Hours, Clinical/Simulation 45 Hours
Prerequisites: NUR 1212C Adult Health Nursing II, and NUR 1521C Mental Health Nursing. This course focuses on the care of the patient and family during the childbearing years and the care of the child from infancy through adolescence. This course builds on the knowledge of the previous courses of study. It includes instruction about normal and abnormal physical events and the resolution of self-care deficits of the patient and family which present due to these events. The clinical experience includes opportunities to care for prenatal, intrapartum, postpartum, and pediatric patients in various patient care and simulation settings. The simulation and lab experiences will enhance the clinical and didactic learning.

NUR 2251C
Adult Health Nursing IV
(4 Credits)
Total Course Hours: Didactic 38 Hours; Simulation/Clinical 67.5 Hours
Prerequisites: NUR 2244C Adult Health Nursing III, NUR 2460C Parent Child Nursing. This course focuses on adult, older adult and elderly adult patients with multi-system organ dysfunction in various settings. Emphasis is placed on initiating and evaluating appropriate care including the restoration of the patient's self-care agency in an advanced healthcare setting. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 2810
Nursing Preparation for Practice
(Variable 1 - 3 Hours)
Didactic 15 - 45 Hours
Prerequisites: Permission of the Dean of Nursing or the Director of the BSN program. This course introduces students to topics related to the transition from student to practicing nurse. Topics include critical thinking, clinical judgment, collaboration and communication skills, evidence-based practice, and professional values and responsibilities. A key focus is introducing students to professional nursing and behaviors necessary for professional accountability. Students and faculty will complete a contract including number of credits, course objectives, student expectations, and methods of completing objectives, methods of evaluation to fulfill objectives.

NUR 2943C
Transitional Nursing
(4 Credits – 8 Hours)
Didactic 30 Hours, Clinical 90 Hours
Prerequisites: NUR 2244C Adult Health Nursing III, NUR 2460C Parent Child Nursing. This course provides the Student with the opportunity to synthesize the concepts of the curriculum in reference to patient care and patient care management. It also offers guidance in adapting to the roles of a graduate nurse. Opportunities are provided which allow the Student to enhance their organizational and critical thinking skills under the direction of an instructor and clinical agency preceptor in various acute care, sub-acute care, skilled nursing, and community settings. This course focuses on the higher level of critical thinking. Emphasis is placed on the medical-surgical patient. The student will be able to recognize the normal and abnormal physical and sociological needs of the patient to improve patient outcomes. Advanced development of the concepts of prioritization and delegation of patient care by the nurse will occur as it applies to the care of adult patients with health care deficits due to disease processes. This course encompasses didactic, lab, simulation, and clinical experiences.

PRN 0098C
Practical Nursing Foundations 1
(300 Contact Hours)
This course provides knowledge related to the healthcare system, healthcare delivery, and healthcare occupations. Students are introduced to the role and ethical/ legal responsibilities of the practical nurse. General concepts of the human body structure and function in relation to the health-illness continuum are discussed. Students will gain an understanding of policies and procedures for safe patient care measures in healthcare. The use of communication skills and technologies in patient care is explored. Emphasis is on the care of the geriatric patient and the nursing process in long-term care settings. Clinical experiences are provided in both a nursing laboratory and various healthcare facilities under faculty.

PRN 0099C
Practical Nursing Foundations 2
(300 Contact Hours)
Prerequisite: PRN 0098 Practical Nursing Foundations 1. This course introduces the student to specific nursing procedures in the care of patients in acute and long term care. This course encompasses general concepts of growth and development. Health maintenance of disease prevention, and health promotion are explored. Mental health status and psychosocial functioning, therapeutic nurse/client relationship, and the psychodynamics of behavior are explored. Students learn basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to patients of all ages. The course is designed to facilitate the students' understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Clinical experiences are provided in both a nursing simulated laboratory and various healthcare facilities under faculty supervision.

PRN 0290C
Medical Surgical Nursing I
(300 Contact Hours)
Prerequisite: PRN 0099 Practical Nursing Foundations 2. This course is designed to introduce the student to general concepts related to medical and surgical nursing and the nursing process in acute and long-term care settings. The health-illness continuum is covered including pathophysiological processes and medical-surgical interventions. Nursing care of patients with specific disease / disorders are discussed. Clinical experiences are provided in both a nursing simulated laboratory and various healthcare facilities under faculty supervision.

PRN 0291C
Medical Surgical Nursing II
(300 Contact Hours)
Prerequisite: PRN 0290 Medical Surgical Nursing I. This course builds on the concepts related to medical and surgical nursing and the nursing process in acute and long-term care settings. The health-illness continuum is covered including pathophysiological processes and medical-surgical interventions. Nursing care of patients with specific disease / disorders are discussed. Clinical experiences are provided in both a nursing simulated laboratory and various healthcare facilities under faculty supervision.

PRN 0690C
Comprehensive Nursing & Transitional Skills
(150 Contact Hours)
Prerequisite: PRN 0291 Medical Surgical Nursing II. This course encompasses general concepts of maternal/newborn and pediatric nursing using the nursing process in the acute and long-term care settings. Students learn to organize and care for multiple patients with health care deficits. Emphasis is placed on the role of the practical nurse in the clinical setting. Clinical experiences are provided in both a nursing simulated laboratory and various healthcare facilities under faculty supervision.

RET 1024C
Fundamentals of Respiratory Care
(4 Credits – 5 Hours)
Didactic 45 Hours, Lab 30 Hours, Clinical 0 Hours
This course investigates the role of the respiratory care practitioner (RCP) in the basic diagnosis and treatment of cardiopulmonary diseases using evidence and expert-based therapeutic objectives, specifically improving ventilation and oxygenation, delivery of medications, and arterial blood gas sampling. The course includes up-to-date treatment modalities, medical devices, indications for the treatments and medicines prescribed by physicians to treat respiratory diseases. The course also includes the use of universal precautions and the prevention of infection. Lecture and laboratory experience will enable the student to provide consultation to physicians treating medical cases.

RET 1027C
Respiratory Therapeutics and Diagnostics
(4 Credits – 5 Hours)
Didactic 45 Hours, Lab 30 Hours, Clinical 0 Hours
Prerequisite: RET 1024C with a "C" or higher. This course will include bronchial hygiene therapies, intermittent positive pressure breathing, airway care, intubation, and extubation procedures, weaning parameters, arterial lines, oxygen analyzers and chest tube insertion.

RET 1264C
Introduction to Respiratory Critical Care
(3 Credits – 4 Hours)
Didactic 30 Hours, Lab 30 Hours, Clinical 0 Hours
This course provides entry-level skills in adult mechanic al ventilation. Upon completion, the student should be able to demonstrate a basic understanding of positive airway pressure therapies, modes of ventilator support, and initiate and monitor mechanical ventilation in the laboratory setting.

RET 1284C
Cardiac Diagnostics
(3 Credits – 3 Hours)
Didactic 45 Hours, Lab 0 Hours, Clinical 0 Hours
This course focuses on the anatomy and physiology of the heart, diagnostic tests for structure and functions of the heart including, but not limited to: 12 lead ECG, hemodynamics, echocardiography, cardiac stress testing, and advanced cardiac diagnostics. In addition, advanced cardiac life support will be covered during this class.

RET 1350C
Cardiopulmonary Pharmacology
(3 Credits – 3 Hours)
Didactic 45 Hours Lab 0 Hours, Clinical 0 Hours
This course includes a study of pharmacological agents used in cardiopulmonary care. This would include the principles of pharmacological therapy, drug dosages, safe and effective administration, and indications and contraindications of these agents.

RET 1485C
Cardiopulmonary Anatomy and Physiology
(3 Credits- 3 Hours)
Didactic 45 Hours, Lab 0 Hours, Clinical 0 Hours
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, and gas exchange.

RET 1874L
Clinical Education I
(1 Credit - 5 Hours)
Didactic 0 Hours, Lab 0 Hours, Clinical 75 Hours
Students will be oriented to local healthcare facilities with online presentations and power points in the classroom. Students will obtain an understanding of the principles of medical ethics and legal issues to include confidentiality, safety, and medical records. Students will gain an understanding of asepsis, and vital signs with patient assessment. Students will perform simulations to orient themselves to a replica of the hospital environment. This course is an introduction to the basic modalities in respiratory care.

RET 1875L
Clinical Education II
(3 Credits- 16 Hours)
Didactic 0 Hours, Lab 0 Hours, Clinical 240 Hours
Prerequisite: RET 1874L with a "C" or higher. This course introduces the student to the basic modalities in the assessment and treatment of cardiopulmonary conditions in the clinical setting. Students will rotate to several local hospitals during the semester. Students will obtain experience in bedside patient assessments, medical gas, aerosol, humidity, hyperinflation, and bronchial hygiene therapies; and arterial punctures with analyses of the results.

RET 2280C
Advanced Respiratory Critical Care
(4 Credits – 5 Hours)
Didactic 45 Hours, Lab 30 Hours, Clinical 0 Hours
Prerequisite: RET 1264C with a "C" or higher. This course focuses on the critically ill patients on high levels of ventilatory support. Students will utilize ventilation modes on lung simulators. The course emphasizes early detection of worsening pulmonary disease through monitoring and the utilization of data such as waveform analyses, loops, curves and arterial blood gas results. Case studies and clinical simulations will develop skills needed for these patients.

RET 2418C
Advanced Diagnostics and Therapeutics
(3 Credits – 3 Hours)
Didactic 45 Hours, Lab 0 Hours, Clinical 0 Hours
Prerequisite: RET 2280C with a "C" or higher. This course is a continuation of diagnostic equipment utilized in the assessment of patients with cardiopulmonary disorders. Topics include advanced monitoring and assessment of ventilatory management, home care, and pulmonary rehab. Other topics include cardiopulmonary diagnostic tools including heliox/ nitric oxide administration and titration, advanced pulmonary function studies, specialized mechanical ventilation to include high frequency ventilation (HFV), liquid lung and extracorporeal membrane oxygenation (ECMO).

RET 2601C
Cardiopulmonary Pathophysiology
(3 Credits – 3 Hours)
Didactic 45 Hours, Lab 0 Hours, Clinical 0 Hours
Prerequisite: RET 1024C with a "C" or higher. This course covers the etiology, pathophysiology, clinical manifestations, and management of cardiopulmonary disorders. The student will be introduced to clinical simulations to help develop skills that will enable a thorough clinical assessment and allow the student to recommend appropriate interventions.

RET 2714C
Pediatric and Neonatal Respiratory Care
(3 Credits – 4 Hours)
Didactic 30 Hours, Lab 30 Hours, Clinical 0 Hours
Prerequisite: RET 1264C with a "C" or higher. This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on normal neonatal and fetal development, airway management/resuscitation, normal/ abnormal lab values, pathophysiology and on the special equipment and therapeutic needs of infants and children. Pediatric and neonatal simulations will be designed for students to increase clinical and critical thinking skills. Pediatric advanced life support will be covered in this class.

RET 2876
Clinical Education III
(3 Credits – 16 Hours)
Didactic 0 Hours, Lab 0 Hours, Clinical 240 Hours
Prerequisite: RET 1875L with a "C" or higher. This course allows the student to apply critical care principles in a variety of clinical settings. Students will be responsible for the initiation, monitoring, evaluation, and weaning of patient mechanical ventilation. Students are exposed to various life-support systems and monitors.

RET 2877
Clinical Education IV
(3 Credits – 16 Hours)
Didactic 0 Hours, Lab 0 Hours, Clinical 240 Hours
Prerequisite: RET 2876 with a "C" or higher. This course will place the student in advanced and specialized areas in cardiopulmonary care. The student will be exposed to clinical areas to include various intensive care units, pediatric/neonatal intensive care, pulmonary rehabilitation, and advanced cardiopulmonary diagnostic studies.

RET 2878L
Clinical Education V
(3 Credits – 12 Hours)
Didactic 0 Hours, Lab 0 Hours, Clinical 180 Hours
Prerequisite: RET 2877 with a "C" or higher. This is a capstone clinical course where the students attend a clinical internship primarily in the adult critical

care area. Students are required to successfully complete clinical objectives and summative evaluations indicating readiness for professional respiratory care practice.

RET 2930C
Respiratory Care Seminar
(3 Credits – 3 Hours)
Didactic 45 Hours, Lab 0 Hours, Clinical 0 Hours
Prerequisite: RET 2418C with a "C" or better. This seminar includes a comprehensive review of respiratory care modalities, and techniques that encourage safe practice and success on the national credentialing examinations.

RTE 1000C
Introduction to Patient Care in Radiologic Sciences
(3 Credits – 5 Hours Lecture, 2 Hours Lab) (Half-semester course)
The content of this course will introduce the student to the history of radiography, the health care system, and will emphasize safety and patient health care needs. Specific topics addressed include workplace safety, patient transfer, the healthcare delivery system, professional role, behaviors, attitudes and communication, legal considerations, infection control, surgical asepsis, patient assessment, medication and medications administration (including venipuncture), emergency response, and response to patient needs.

RTE 1385
Radiobiology and Radiation Protection
(3 Credits – 3 Hours Lecture)
Prerequisite: RTE 1418C with a "C" or higher. This course is primarily concerned with the content specifications within the radiation protection category of the ARRT examination in radiography. The topics include: patient and personnel protection, biological effects, minimizing patient and personnel exposure, methods of protection, basic properties and units of radiation measurement, NCRP recommendations for protective devices and personnel monitoring, and dosimeters.

RTE 1418C
Radiologic Science
(4 Credits – 3 Hours Lecture, 2 Hours Lab)
This course is primarily concerned with content specifications within the image production and evaluation category of the ARRT examination in radiography. The topics include: radiographic exposure, contrast, distortion and detail, attenuation of the x-ray beam, scatter production and control, technical factors, digital imaging, image evaluation, quality control, PACS. Laboratory activities will require students to perform experiments related to the topics covered, and perform image analysis.

RTE 1503C
Radiographic Positioning I
(5 Credits – 4 Hours Lecture, 2 Hours Lab)
This course provides the student with an introduction in radiographic principles, terminology, radiation protection and instruction in the radiography anatomy and positioning of the chest, bony thorax, abdomen, pelvis and extremities. Trauma, mobile and pediatric radiography are included. Laboratory activities include exam simulations and radiography of phantoms.

RTE 1513C
Radiographic Positioning II
(5 Credits - 4 Hours Lecture, 2 Hours Lab)
Prerequisite: RTE 1503C with a "C" or higher. This course provides the student with instruction in the radiographic anatomy and positioning of the cervical spine, thoracic spine, lumbar spine, skull, cranial bones, facial bones, paranasal sinuses, mastoids, upper and lower gastrointestinal system, gall bladder, biliary ducts, urinary system and other specialized procedures. Required laboratory activities provide the student with the opportunity to participate in simulated examinations for each of the procedures covered in this course. Students will also produce phantom radiographs.

RTE 1804
Clinical Education I
(1 Credit – 12 Clinical Hours/week) (Half-semester course)
Prerequisite: RTE 1000C with a "C" or higher. This course begins halfway through the first fall semester of the program after RTE 1000C is complete. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the first of five sequential clinical education courses.

RTE 1814
Clinical Education II
(3 Credits – 18 Clinical Hours/week)
Prerequisite: RTE 1804 with a "C" or higher. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the second of five sequential clinical education courses.

RTE 1824
Clinical Education III
(5 Credits – 30 Clinical Hours/week)
Prerequisite: RTE 1814 with a "C" or higher. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the third of five sequential clinical education courses.

RTE 2061
Radiologic Science Seminar
(5 Credits – 5 Hours Lecture)
Prerequisite: RTE 1385, RTE 2573C, RTE 2782C with a "C" or higher. This course provides the student with a comprehensive review of all subject content covered on the American Registry of Radiologic Technologist national certification examination in radiography.

RTE 2573C
Special Imaging Modalities
(3 Credits – 3 Hours Lecture)
Prerequisite: RTE 1513C and RTE 2613 with a "C" or higher. Study of the principles of computerized imaging, including computerized tomography (CT), Magnetic Resonance Imaging (MRI), Ultrasound, Digital Radiography, SPECT and PET. Study of applications in producing diagnostic images and safety issues in the various modalities. Will also emphasize normal and abnormal cross sectional anatomy.

RTE 2613
Radiologic Physics
(3 Credits – 3 Hours Lecture)
Prerequisite: RTE 1418C with a "C" or higher. This course is primarily concerned with the content specifications within the image production category of the ARRT examination in radiography. The topics include; X-ray generators, transformers, rectification systems, digital imaging units, electricity, magnetism, electromagnetism, X-ray tube, X-ray, production, X-ray imaging systems, fluoroscopic systems, conventional systems, and PACS systems. Evaluation of radiographic equipment and accessories will also be covered.

RTE 2782C
Radiographic Pathology
(3 Credits –3 Hours Lecture)
Prerequisite: RTE 1513C with a "C" or higher. This course will provide students with an understanding of the manifestations of pathological conditions and their relevance to radiographic procedures. Also discussed will be examples/

sites, complications, prognosis, etiology of the disease and various imaging modalities used.

RTE 2844
Clinical Education IV
(4 Credits – 24 Clinical Hours/week)
Prerequisite: RTE 1824 with a "C" or higher. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the fourth of five sequential clinical education courses.

RTE 2854
Clinical Education V
(4 Credits – 24 Clinical Hours/week)
Prerequisite: RTE 2844 with a "C" or higher. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the fifth of five sequential clinical education courses.

SON 1000
Introduction to Sonography
(3 Credits – 3 Hours)
This course presents the fundamental concepts, proficiencies, and methods related to providing high-quality patient care. It underscores the importance of medical terminology, ethical and legal aspects, sterilization practices, ergonomics, patient transfers, patient care methods, emergent situations, and the historical evolution of the role of the sonographer. Students will showcase their aptitude for making well-informed clinical assessments through hands-on scanning, executing patient care responsibilities, and displaying oral competency.

SON 1111
Abdominal Sonography I
(3 Credits – 3 Hours)
Prerequisites: SON 1000, SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 1111L. The objective of this course is to provide students with a comprehensive grasp of the structure, function, and disorders pertaining to the abdominal aorta, pancreas, biliary system, and liver. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. The course will incorporate clinical and diagnostic protocols, both general and specific to individual organs, enhancing the overall understanding of these subjects.

SON 1111L
Abdominal Sonography I Lab
(1 Credit – 2 Hours)
Prerequisites: SON 1000, SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 1111. This course provides a laboratory environment for the student to work with ultrasound equipment to develop the skills necessary to perform abdominal exams. Students will practice scanning techniques, protocols, image optimization, patient positioning, technical impression worksheets, terminology, and mock physician presentations for each organ covered including abdominal aorta, pancreas, biliary system, and liver.

SON 1112
Abdominal Sonography II
(3 Credits – 3 Hours)
Prerequisites: SON 1000, SON 1111, SON 1111L, SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 1112L. Building upon the foundation laid in Abdominal I, this course aims to further enrich students' comprehension of the structure, function, and anomalies within the vascular systems of the liver, urogenital region, adrenal glands, spleen, gastrointestinal tract, and pediatric abdomen. The characteristics of normal and diseased anatomy of each organ will be discussed. Additionally, students will learn related clinical procedures and other diagnostic exams for each organ.

SON 1112L
Abdominal Sonography II Lab
(1 Credit – 2 Hours)
Prerequisites: SON 1000, SON 1111, SON 1111L SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 1112. This course provides an in-depth laboratory environment for the student to continue developing skills necessary to prepare for performing diagnostic exams in the clinical environment. Students will practice scanning techniques, protocols, image optimization, patient positioning, technical impression worksheets, terminology, and mock physician presentations for each organ covered including urogenital system, adrenal glands, spleen, GI tract and the pediatric abdomen.

SON 1113
Sonographic Cross-Sectional Anatomy
(2 Credits – 2 Hours)
The primary objective of this course is to equip sonography students with the ability to discern internal structures such as vital organs and vascular systems that are integral to the field of sonography. This entails understanding their positioning, interconnections, and visual characteristics. To achieve this, students will expand upon their foundational understanding of gross anatomy, honing their ability to identify cross-sectional anatomical features. Additionally, the curriculum will encompass sonographic scanning protocols and medical terminology specific to the anatomical structures under examination. The course aims to strengthen anatomical recognition and develop understanding of pathology.

SON 1121
Obstetrics/Gynecology Sonography I
(3 Credits – 3 Hours)
Prerequisites: SON 1000, SON 1113 and SON 1211 with a "C" or higher. The objective of this course is to provide students with comprehensive insights into the structure, function, and anomalies of the non-gravid female pelvis, along with the typical and atypical sonographic appearances. Additionally, the course serves as an introduction to the initial stage of pregnancy, encompassing embryonic growth, pertinent anatomical and physiological aspects, as well as potential complications for both the mother and embryo/fetus. Topics to be covered include embryology, early fetal progression, the ability to sonographically detect and visualize the embryo and fetus, as well as the utilization of transabdominal and transvaginal scanning techniques.

SON 1150
Neurosonology/Superficial Structures
(2 Credits – 2 Hours)
Prerequisites: SON 1000, SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 1150L. The objective of this course is to equip students with an understanding of the anatomy, physiology and pathological aspects of superficial anatomical structures. Attention will be devoted to the sonographic attributes and qualities of healthy anatomical structures, as well as the diverse disease processes that can impact each organ. The course content will encompass examinations of the thyroid, breast, testicle, prostate, neonatal spine, chest wall, in addition to addressing the structures related to the brain of premature infants and potential pathological conditions associated with premature birth.

SON 1150L
Neurosonology/Superficial Structures Lab
(1 Credit – 2 Hours)
Prerequisites: SON 1000, SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 1150. This course offers a hands-on setting where students will use ultrasound to refine the competencies required for conducting sonographic assessments of the thyroid, breast, testicle, prostate, neonatal spine, chest wall, and neonatal head. Participants will gain experience in ultrasound scanning methods, procedural guidelines, image enhancement, patient positioning, technical assessment forms, medical terminology, and simulated physician discussions. Attention will be given to the unique

requirements associated with each protocol.

SON 1211
Medical Sonographic Physics I
(3 Credits – 3 Hours)
This course is designed to present the sonography student with detailed explanations of ultrasound physics and its application. Students will learn about ultrasound instrumentation, image artifacts, biologic effects, and quality control. Explores Doppler principles and applications, basic types of equipment and image optimization.

SON 1804
Clinical Education I
(3 Credits – 120 Clinical Hours)
Prerequisites: SON 1000, SON 1111, SON 1111L, SON 1113 and SON 1211 with a "C" or higher. This course continues to build on clinical instruction in abdominal, obstetric, gynecologic, and vascular scanning protocols. Patient care, the role and duties of the sonographer in the health care environment and instruction in the use of various types of ultrasound equipment will be discussed. Students receive instruction and guidance in producing quality sonographic images and the parameters used to evaluate the images throughout their clinical rotations. This course requires the student to spend two days a week in an approved ultrasound department. Students will perform a variety of exams and procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

SON 2122
Obstetrics/Gynecology Sonography II
(3 Credits – 3 Hours)
Prerequisites: SON 1000, SON 1113, SON 1121 and SON 1211 with a "C" or higher. Corequisite: SON 2122L. The primary objective of this course is to guide students to a comprehensive understanding of the anatomy, physiology and pathology of the gravid female pelvis and correlate the typical and atypical sonographic presentation. Moreover, this course serves as an introduction to the middle and final stages of pregnancy, encompassing fetal growth and development, pertinent anatomical and physiological aspects, and potential complications for both the expectant mother and the fetus. Key topics to be addressed include sonographic recognition and visualization of the developing fetus, fetal measurements, and the management of obstetric patients.

SON 2122L
Obstetrics/Gynecology Sonography II Lab
(1 Credit – 2 Hours)
Prerequisites: SON 1000, SON 1113, SON 1121 and SON 1211 with a "C" or higher. Corequisite: SON 2122. This course provides an in-depth laboratory environment for students to develop scanning skills and protocols as related to the second and third trimester obstetric patient. Students will practice scanning techniques, protocols, fetal biometrics, identification of normal fetal anatomy, in the level one second and third trimester exam.

SON 2171
Vascular Sonography I
(3 Credits – 3 Hours)
Prerequisites: SON 1000, SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 2171L. This course initiates the exploration of peripheral vascular, neck, and head blood flow assessment. The focus of this course centers on the principles, rationale, practical application, execution, and interpretation of ultrasound in the context of carotid, transcranial, and venous examinations. Normal and abnormal anatomy and hemodynamics will be discussed. Students will interpret normal and aberrant color flow patterns, spectral Doppler flow characteristics, with an emphasis on the velocity criteria. Furthermore, students will be introduced to surgical interventions within this context. Students will review the physics and instrumentation aspects of Doppler ultrasound, contrast normal and pathologic hemodynamics, and gain proficiency in the protocols and diagnostic criteria associated with cerebrovascular evaluations.

SON 2171L
Vascular Sonography I Lab
(1 Credit – 2 Hours)
Prerequisites: SON 1000, SON 1113 and SON 1211 with a "C" or higher. Corequisite: SON 2171. This course provides a laboratory environment for the student to gain skills in the use of fundamental ultrasonic equipment designed to detect blood flow in cerebrovascular arteries as well as the veins of the upper and lower extremity. Students will be taught scanning protocols for the carotid duplex exam, lower and upper extremity venous. Focus will be on image optimization, identification of normal anatomy, demonstration of physics principles and patient positioning.

SON 2175
Vascular Sonography II
(3 Credits – 3 Hours)
Prerequisites: SON 2171 and SON 2171L with a "C" or higher. Corequisite: SON 2175L. This course provides an overview of the attributes of irregular blood flow, pathology, and approaches to treatment. It explores the diagnostic techniques employed to identify vascular disorders in the limbs and abdominal region, encompassing assessments of arterial conditions in the upper and lower extremities, indirect arterial testing, evaluations of bypass grafts, dialysis fistulas, and the vascular system within the abdomen.

SON 2175L
Vascular Sonography II Lab
(1 Credit – 2 Hours)
Prerequisites: SON 2171 and SON 2171L with a "C" or higher. Corequisite: SON 2175. This course provides a laboratory environment for the student to work with vascular ultrasound and physiologic testing equipment in order to develop the skills necessary to perform vascular studies of the peripheral vascular system. Students will learn protocols, image optimization, patient positioning, and indications for exams. Studies covered include indirect arterial, lower extremity arterial, upper extremity arterial, mesenteric studies and complete abdominal doppler.

SON 2814
Clinical Education II
(5 Credits – 360 Clinical Hours)
Prerequisites: SON 1121, SON 1112, SON 1112L, SON 1150 and SON 1150L with a "C" or higher. This course continues to build on the skills learned in Clinical Rotation I continuing to provide clinical instruction in abdominal, obstetric, gynecologic and vascular scanning protocols. Patient care, the role and duties of the sonographer in the health care environment and instruction in the use of various types of ultrasound equipment will be discussed. Students receive instruction and guidance in producing quality sonographic images and the parameters used to evaluate the images. This course requires the student to spend three days a week in an approved ultrasound department. Students will perform a variety of exams and procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

SON 2824
Clinical Education III
(7 Credits – 480 Clinical Hours)
Prerequisites: SON 2814 with a "C" or higher. This course continues to build on the skills learned in Clinical Rotation II continuing to provide clinical instruction in abdominal, obstetric, gynecologic and vascular scanning protocols. Patient care, the role and duties of the sonographer in the health care environment and instruction in the use of various types of ultrasound equipment will be discussed. Students receive instruction and guidance in producing quality sonographic images and the parameters used to evaluate the images. This course requires the student to spend four days a week in an approved ultrasound department. Students will perform a variety of exams and procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is

evaluated according to a competency-based clinical education system.

SON 2930
Special Topics
(2 Credits – 2 Hours)
Prerequisites: SON 1112, SON 1112L, SON 1121, SON 1150 and SON 1150L with a "C" or higher. Corequisite: SON 2824. This course offers advanced critical thinking principles learned in prior sonography program courses. Included in this course are film critiques, discussion of patient case studies, review of lab values and how they relate to the patient symptoms and pathological process, advanced protocols related to disease processes. Emphasis is on the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process. Students will take mock registry exams, practice computerized testing practices, and review test taking skills.

NATURAL SCIENCE

Science laboratory courses have an assigned credit hour value and will be assigned a separate grade from the lecture component. In the event that a student earns a passing grade in one component and not the other, only that component failed needs to be repeated.

Prerequisite and corequisite requirements must be observed. Failure to enroll in required corequisites will result in administrative withdrawal from the course. In addition, if after registration a student decides to withdraw from either the lecture or the laboratory, he must also withdraw from its corequisite. However, during the last 10 days of the withdrawal period for fall and spring terms or during the last five days of the withdrawal period during summer terms, a student may request approval from the instructor (of the course the student is not withdrawing from) to withdraw from a corequisite. This request requires approval by both the instructor of the course the student is not withdrawing from and the Dean of Arts and Sciences.

AST 1002
Introduction to Astronomy ◆
(3 Credits - 3 Hours)
Corequisite: AST 1002L. This course provides a comprehensive look at modern astronomy, emphasizing the use of the scientific method and the application of physical laws to understand the Universe including Earth and its environment. Throughout this course, students will develop the ability to discern scientific knowledge from non-scientific claims by using critical thinking.

AST 1002L
Laboratory for Introduction to Astronomy ◆
(1 Credit - 2 Hours)
Corequisite: AST 1002. This course is the laboratory that explores the topics covered in the Introduction to Astronomy lecture course, including the areas of optics, telescope design and structure, spectra, and analysis of data from observations of the sun, moon, planets, and other celestial objects. Some required observing sessions may occur at times other than the scheduled laboratory classes.

BSC 1003
Microbes and Society ◆
(3 Credits - 3 Hours)
This course will serve as an introduction for non-science majors into the unseen world of microorganisms (microbes). Students will learn about the biology of bacteria , fungi, viruses, and other microbes. They will examine the historical aspects of the interactions between microbes and human society, including the use of microbes in industries including food production, agriculture, and biotechnology. The role of microbes in the environment and disease will also be covered. This course will contain some hands-on laboratory experiences investigating non-infectious microbes. This course does not fulfill requirements for nursing or allied health programs.

BSC 1005
Introduction to Biology ◆
(3 Credits - 3 Hours)
Corequisite: BSC 1005L. This course applies the scientific method to critically examine and explain the natural world including but not limited to cells, organisms, genetics, evolution, ecology, and behavior.

BSC 1005L
Laboratory for Introduction to Biology ◆
(1 Credit - 2 Hours)
Corequisite: BSC 1005. A hands-on laboratory experience to reinforce and supplement the material presented in the BSC 1005 lecture. The emphasis will be on major biological concepts such as cell structure and function, biochemistry and metabolism, genetics and the interrelationships among organisms.

BSC 1020C
Human Biology and Laboratory ◆
(3 Credits - 5 Hours)
This is a course designed for students not majoring in biology. It includes study of the human body's major organ systems and processes. Human diseases, their prevention, treatment and the bioethical issues they raise will be considered. This is a combined course; it has 3 contact hours for the lecture, and a 2 contact hour laboratory. This course is not designed to fulfill requirements for allied health students.

BSC 2010
General Biology I ◆
(3 Credits - 3 Hours)
Corequisite: BSC 2010L. In this course students will apply the scientific method to critically examine and explain the natural world. This course will cover molecular biology, cellular biology, genetics, metabolism, and replication.

BSC 2010
Honors General Biology I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Corequisite: BSC 2010L. In this course students will apply the scientific method to critically examine and explain the natural world. This course will cover molecular biology, cellular biology, genetics, metabolism, and replication. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

BSC 2010L
Laboratory General Biology I ◆
(1 Credit - 3 Hours)
Corequisite: BSC 2010. Primarily for science majors, this is a laboratory course to provide a hands-on experience to reinforce and supplement material presented in BSC 2010. This course emphasizes biology at the cellular level. Topics will include measurement; use and care of the microscope; chemistry and biochemistry; cell structure and function; cell division, including mitosis and meiosis; metabolism, including cellular respiration and photosynthesis; and genetics, including Mendelian and molecular genetics and biotechnology.

BSC 2010L
Honors Laboratory for General Biology I ◆
(1 Credit – 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Corequisite: BSC 2010. Primarily for science majors, this is a laboratory course to provide a hands-on experience to reinforce and supplement material presented in BSC 2010. This course emphasizes biology at the cellular level. Topics will include measurement; use and care of the microscope; chemistry and biochemistry; cell structure and function; cell division, including mitosis and meiosis; metabolism, including cellular respiration and photosynthesis; and genetics, including Mendelian and molecular genetics and biotechnology. This course involves significant reading, writing, discussion, challenge problems and/or

student participation.

BSC 2011
General Biology II ◆
(3 Credits - 3 Hours)
Prerequisite: BSC 2010 and BSC 2010L with a grade of "C" or higher. Corequisite: BSC 2011L. Primarily for science majors, this course emphasizes topics above the cellular level. Topics will include biodiversity; structure and function of tissues, organs, and systems within plants and animals; evolution and ecology.

BSC 2011
Honors General Biology II ◆
(3 Credits – 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and BSC 2010 and BSC 2010L, with a grade of "C" or higher. Corequisite: BSC 2011L. Primarily for science majors, this course emphasizes topics above the cellular level. Topics will include biodiversity; structure and function of tissues, organs, and systems within plants and animals; evolution and ecology. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

BSC 2011L
Laboratory General Biology II ◆
(1 Credit - 3 Hours)
Corequisite: BSC 2011. Primarily for science majors, this is a laboratory course to provide a hands-on experience to reinforce and supplement material presented in BSC 2011. This course emphasizes topics above the cellular level. Topics will include biodiversity; structure and function of tissues, organs, and systems within plants and animals; evolution and ecology.

BSC 2011L
Honors Laboratory for General Biology II ◆
(1 Credit – 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Corequisite: BSC 2011. Primarily for science majors, this is a laboratory course to provide a hands-on experience to reinforce and supplement material presented in BSC 2011. This course emphasizes topics above the cellular level. Topics will include biodiversity; structure and function of tissues, organs, and systems within plants and animals; evolution and ecology. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

BSC 2085
Human Anatomy and Physiology I ◆
(3 Credits - 3 Hours)
Corequisite: BSC 2085L. This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

BSC 2085
Honors Human Anatomy and Physiology I ◆
(3 Credits - 3 Hours)
Corequisite: BSC 2085L. Prerequisite: Admission to the SJR State Honors Program. This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

BSC 2085L
Laboratory for Human Anatomy and Physiology I ◆
(1 Credit - 2 Hours)
Corequisite: BSC 2085. This laboratory course provides an overview of cell structure and function, tissues, and a thorough understanding of the anatomy and physiology of the skeletal, muscular, nervous, and special sense organs of the human body.

BSC 2085L
Honors Laboratory for Human Anatomy and Physiology I ◆
(1 Credit - 2 Hours)
Corequisite: BSC 2085. Prerequisite: Admission to the SJR State Honors Program. This laboratory course provides an overview of cell structure and function, tissues, and a thorough understanding of the anatomy and physiology of the skeletal, muscular, nervous, and special sense organs of the human body. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

BSC 2086
Human Anatomy and Physiology II ◆
(3 Credits - 3 Hours)
Corequisite: BSC 2086L. Prerequisite: BSC 2085 and BSC 2085L with a grade of "C" or higher. This course is a continuation of BSC 2085. It provides students with a thorough understanding of the anatomy and physiology of the cardiovascular, respiratory, lymphatic, immune, digestive, urinary and reproductive systems of the human body.

BSC 2086
Honors Human Anatomy and Physiology II ◆
(3 Credits - 3 Hours)
Corequisite: BSC 2086L. Prerequisite: Admission to the SJR State Honors Program and BSC 2085 and BSC 2085L with a grade of "C" or higher. This course is a continuation of BSC 2085. It provides students with a thorough understanding of the anatomy and physiology of the cardiovascular, respiratory, lymphatic, immune, digestive, urinary and reproductive systems of the human body. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

BSC 2086L
Laboratory for Human Anatomy and Physiology II ◆
(1 Credit - 2 Hours)
Corequisite: BSC 2086. This laboratory course is a continuation of BSC 2085L and provides a thorough understanding of the anatomy and physiology of the cardiovascular, respiratory, lymphatic, immune, digestive, urinary, and reproductive systems of the human body.

BSC 2086L
Honors Laboratory for Human Anatomy and Physiology II ◆
(1 Credit - 2 Hours)
Corequisite: BSC 2086. Prerequisite: Admission to the SJR State Honors Program. This laboratory course is a continuation of BSC 2085L and provides a thorough understanding of the anatomy and physiology of the cardiovascular, respiratory, lymphatic, immune, digestive, urinary, and reproductive systems of the human body. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

CHM 1020
Introduction to Chemistry ◆
(3 Credits - 3 Hours)
This course provides students with an introduction to chemical principles and applications for the non-science major. Students will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the scientific method of problem solving, classification of matter, atomic theory, the periodic table, gases, chemical reactions, energy, and chemical bonds.

CHM 1032
Principles of General Chemistry ◆
(3 Credits - 3 Hours)
Corequisite: CHM 1032L. Prerequisite: Satisfactory score on placement tests or completion of MAT 1033 with a grade of "C" or higher. A course designed primarily for students who are entering the allied health fields. Includes the fundamental laws and theories of inorganic chemistry and an introduction to carbon chemistry. The applications of chemistry to health related fields will be stressed.

CHM 1032L
Lab for Principles of General Chemistry ◆
(1 Credit - 3 Hours)
Corequisite: CHM 1032. An introductory laboratory course designed primarily for students who are entering the allied health fields. Exercises include making qualitative observations and taking quantitative measurements to complement the topics discussed in CHM 1032.

CHM 1045
General Chemistry I ◆
(3 Credits - 3 Hours)
Corequisite: CHM 1045L. Prerequisite: Successful completion of MAC 1105 with a grade of "C" or higher and CHM 1020 or CHM 1032 with a grade of "C" or higher or one year of high school chemistry with a grade of "C" or higher. Students who have completed only one year of high school chemistry are strongly encouraged to take CHM 1020 or CHM 1032 before enrolling in CHM 1045. This course is designed for students pursuing careers in the sciences or who need a more rigorous presentation of chemical concepts than is offered in an introductory course. Students will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the principles of chemistry including atomic theory, electronic and molecular structure, measurement, stoichiometry, bonding, periodicity, thermochemistry, nomenclature, solutions, and the properties of gases.

CHM 1045
Honors General Chemistry I ◆
(3 Credits - 3 Hours)
Corequisite: CHM 1045L. Prerequisite: Admission to the SJR State Honors Program and successful completion of MAC 1105 with grade of "C" or higher and CHM 1020 or CHM 1032 with a grade of "C" or higher, or two years of high school chemistry with a grade of "C" or higher. Students who have completed one year of high school chemistry are strongly recommended to take CHM 1020 or CHM 1032 before enrolling in CHM 1045. This course is designed for students pursuing careers in the sciences or who need a more rigorous presentation of chemical concepts than is offered in an introductory course. Students will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the principles of chemistry including atomic theory, electronic and molecular structure, measurement, stoichiometry, bonding, periodicity, thermochemistry, nomenclature, solutions, and the properties of gases. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

CHM 1045L
Laboratory for General Chemistry I ◆
(1 Credit - 3 Hours)
Corequisite: CHM 1045. A laboratory course for science majors with exercises to demonstrate experimental techniques on the topics discussed in CHM 1045. Topics include atomic theory, nomenclature, chemical bonding, molecular geometry, reaction stoichiometry, behavior of gases, and thermochemistry.

CHM 1045L
Honors Laboratory for General Chemistry I ◆
(1 Credit - 3 Hours)
Corequisite: CHM 1045. A laboratory course for science majors with exercises to demonstrate experimental techniques on the topics discussed in CHM 1045. Topics include atomic theory, nomenclature, chemical bonding, molecular geometry, reaction stoichiometry, behavior of gases, and thermochemistry. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

CHM 1046
General Chemistry II ◆
(3 Credits - 3 Hours)
Prerequisite: CHM 1045 and CHM 1045L with a grade of "C" or higher. Corequisite: CHM 1046L. This course is designed for science majors. Topics include kinetics, acids and bases, equilibrium, thermodynamics, and electrochemistry.

CHM 1046
Honors General Chemistry II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and CHM 1045 and CHM 1045L with a grade of "C" or higher. Corequisite: CHM 1046L. This course is designed for science majors. Topics include kinetics, acids and bases, equilibrium, thermodynamics, and electrochemistry. This course requires significant reading, writing, discussion, challenge problems and/or student participation.

CHM 1046L
Laboratory for General Chemistry II ◆
(1 Credit - 3 Hours)
Corequisite: CHM 1046. A laboratory course for science majors with exercises to demonstrate experimental techniques on the topics discussed in CHM 1046. Topics include kinetics, acids and bases, equilibrium, thermodynamics, and electrochemistry.

CHM 1046L
Honors Laboratory for General Chemistry II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Corequisite: CHM 1046L. A laboratory course for science majors with exercises to demonstrate experimental techniques on the topics discussed in CHM 1046. Topics include kinetics, acids and bases, equilibrium, thermodynamics, and electrochemistry. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

CHM 2210
Organic Chemistry I ◆
(3 Credits - 3 Hours)
Prerequisite: CHM 1045 and CHM 1045L with a grade of "C" or higher. Corequisite: CHM 2210L. Topics include structure and bonding, nomenclature, functional groups, thermochemistry, kinetics, and a mechanistic approach to organic reactions. Alkanes, alkenes, alkynes, alkyl halides, and alcohols will be discussed.

CHM 2210L
Laboratory for Organic Chemistry I ◆
(1 Credit - 3 Hours)
Corequisite: CHM 2210. A laboratory course for science majors with exercises to demonstrate experimental techniques on the topics discussed in CHM 2210. Topics include separation methods and organic reactions.

CHM 2211
Organic Chemistry II ◆
(3 Credits - 3 Hours)
Prerequisite: CHM 2210 and CHM 2210L with a grade of "C" or higher. Corequisite: CHM 2211L, CHM 1046 and CHM 1046L. Topics include radical reactions conjugated alkenes, aromaticity, electrophilic and nucleophilic aromatic substitution, carbonyl chemistry, aldehydes, ketones, carboxylic acids, acid derivatives, enols, aldol condensations, and amines.

CHM 2211L
Laboratory for Organic Chemistry II ◆
(1 Credit - 3 Hours)
Corequisite: CHM 2211. A laboratory course for science majors with exercises

to demonstrate experimental techniques on the topics discussed in CHM 2211. Topics include organic synthesis reactions and mechanisms.

ESC 1000
Earth and Space Science ◆
(3 Credits - 3 Hours)
Using the scientific method, critical thinking skills, data analysis, this course will examine the fundamental processes of the Earth system, composed of an atmosphere, hydrosphere, lithosphere, biosphere, and exosphere, through time. The course will also explore interactions between these spheres, including critical analysis of scientific theories and emphasize Earth's connections with humans.

EVR 1001C
Introduction to Environmental Science and Laboratory ◆
(3 Credits - 5 Hours)
This course is a survey of basic chemical, biological, and physical principles of environmental science and their applications to environmental issues. This course is appropriate for students in a wide range of disciplines or programs.

HUN 1201
Human Nutrition ◆
(3 Credits - 3 Hours)
An introduction to basic principles of nutrition. Emphasis will be on metabolic pathways, nutrient requirements, and nutrition and disease throughout the life cycle.

MCB 2010
Microbiology ◆
(3 Credits - 3 Hours)
Prerequisite: BSC 2086 and BSC 2086L, or BSC 2085 and BSC 2085L and biology and biology lab (BSC 1005 and BSC 1005L, or BSC 2010 and BSC 2010L), all with a grade of "C" or higher. Corequisite: MCB 2010L. A basic study of microorganisms with emphasis on scientific principles within a laboratory framework. The student will be exposed to a variety of laboratory procedures.

MCB 2010
Honors Microbiology ◆
(3 Credits – 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and BSC 2086 and BSC 2086L, or BSC 2085 and BSC 2085L and biology and biology lab (BSC 1005 and BSC 1005L, or BSC 2010 and BSC 2010L), all with a "C" or higher. Corequisite: MCB 2010L. A basic study of microorganisms with emphasis on scientific principles within a laboratory framework. The student will be exposed to a variety of laboratory procedures. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

MCB 2010L
Laboratory for Microbiology ◆
(1 Credits - 3 Hours)
Corequisite: MCB 2010. Students work in a hands-on setting to learn basic lab skills used routinely by microbiologists including isolation and growth of various microbes and the use of diagnostic tests to identify microorganisms.

MCB 2010L
Honors Laboratory for Microbiology ◆
(1 Credits – 3 Hours)
Corequisite: MCB 2010. Students work in a hands-on setting to learn basic lab skills used routinely by microbiologists including isolation and growth of various microbes and the use of diagnostic tests to identify microorganisms. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

OCB 1000
Marine Biology ◆
(3 Credits - 3 Hours)
Corequisite: OCB 1000L. This course is a broad introduction to the biology of the seas and its inhabitants. Emphasis will be on the structure, form and function, physiological and behavioral adaptations and a survey of the major local marine organisms and habitat zones. Special attention will be given to unique habitats like coral reefs, estuaries, sea grass beds and mangrove areas. Discussions will include the relationship of the physical, biological and chemical environments to the overall distribution of marine plants and animals. This course will also address man's impact on the ocean environment.

OCB 1000L
Laboratory for Marine Biology ◆
(1 Credits - 2 Hours)
Corequisite: OCB 1000. A hands-on laboratory experience to reinforce and supplement the material presented in OCB 1000. Emphasis will be on structure, function, and physiological adaptations of local marine fauna. Other hands-on experiences will introduce the student to physical and chemical parameters of the marine environment and the inhabitants' adaptation to such. Finally, other hands-on experiences will expose students to humans' impact on the marine environment.

PHY 1020
Introduction to Physics ◆
(3 Credits - 3 Hours)
Prerequisite: Satisfactory score on math placement tests, or completion of MAT 1033 with a grade of "C" or higher. This course offers a comprehensive survey of physics, covering a wide range of topics including motion, Newton's laws, energy, sound, heat, electricity, magnetism, and optics. Emphasizing a conceptual understanding of physics, the course integrates critical thinking skills and real-world applications.

PHY 1020L
Laboratory for Introduction to Physics ◆
(1 Credit - 2 Hours)
Corequisite: PHY 1020. This course is the laboratory that explores the topics covered in the PHY 1020 Introduction to Physics lecture course. The experiments will involve laboratory exercises dealing with kinematics of free fall and projectile motion, forces and motion, laws of conservation of energy and momentum, optical laws of reflection and refraction, the behavior of lenses, basic electric circuits, electromagnetic forces, standing waves, and heat phenomena.

PHY 1053
General Physics I ◆
(3 Credits - 3 Hours)
Corequisite: PHY 1053L. Prerequisite: Completion of MAC 1105 with a grade of "C" or higher. Knowledge of trigonometry is recommended. This course is the first in a two-part series intended for non-physics majors, offering an algebra and trigonometry approach to topics such as kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. The course fosters analytical and critical thinking skills to promote a scientific understanding of the real world.

PHY 1053L
Laboratory for General Physics I ◆
(1 Credit - 3 Hours)
Corequisite: PHY 1053. This course is the laboratory that explores the topics covered in the General Physics I lecture course. The experiments will involve laboratory exercises dealing with fundamental principles and laws in mechanics, oscillations/waves, and thermodynamics to predict and analyze the behavior of matter and energy in each of these disciplines.

PHY 1053
Honors General Physics I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to SJR State Honors Program and completion of MAC 1105 with a grade of "C" or higher. Knowledge of trigonometry is recommended. Corequisite: PHY 1053L. This course is the first in a two-part series intended for non-physics majors, offering an algebra and trigonometry approach to topics such as kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. The course fosters analytical

and critical thinking skills to promote a scientific understanding of the real world. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

PHY 1053L
Honors Laboratory for General Physics I ◆
(1 Credit - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Corequisite: PHY 1053. This course is the laboratory that explores the topics covered in the General Physics I lecture course. The experiments will involve laboratory exercises dealing with fundamental principles and laws in mechanics, oscillations/waves, and thermodynamics to predict and analyze the behavior of matter and energy in each of these disciplines. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

PHY 1054
General Physics II ◆
(3 Credits - 3 Hours)
Prerequisite: PHY 1053 and PHY 1053L with a grade of "C" or higher. Corequisite: PHY 1054L. A continuation of PHY 1053. Electricity, magnetism, waves, optics, and modern topics of physics are the areas of study.

PHY 1054L
Laboratory for General Physics II ◆
(1 Credit - 3 Hours)
Corequisite: PHY 1054. This course is the laboratory that explores the topics covered in the General Physics II lecture course. The experiments will involve laboratory exercises dealing with fundamental principles and laws of electricity, magnetism, waves, optics, and modern topics of physics.

PHY 1054
Honors General Physics II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and PHY 1053 and PHY 1053L with a grade of "C" or higher. Corequisite: PHY 1054L. A continuation of PHY 1053. Electricity, magnetism, waves, optics, and modern topics of physics are the areas of study. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

PHY 1054L
Honors Laboratory for General Physics II ◆
(1 Credit - 3 Hours)
Prerequisite: Admission to SJR State Honors Program. Corequisite: PHY 1054. This course is the laboratory that explores the topics covered in the General Physics II lecture course. The experiments will involve laboratory exercises dealing with fundamental principles and laws of electricity, magnetism, waves, optics, and modern topics of physics. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

PHY 2048
Physics I with Calculus ◆
(3 Credits - 3 Hours)
Prerequisite: MAC 2311 with a grade of "C" or higher. Corequisite: PHY 2048L. This calculus-based course serves as the first in a two-part series, covering topics like kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. Designed for science and engineering majors, the course integrates critical thinking, analytical skills, and real-world applications.

PHY 2048L
Laboratory for Physics I with Calculus ◆
(1 Credit - 3 Hours)
Corequisite: PHY 2048. This course is the laboratory that explores the topics covered in the Physics I with Calculus lecture course. The experiments will involve laboratory exercises dealing with fundamental principles and laws in mechanics, oscillations/waves, and thermodynamics to predict and analyze the behavior of matter and energy in each of these disciplines.

PHY 2048
Honors Physics I with Calculus ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and completion of MAC 2311 with a grade of "C" or higher. Corequisite: PHY 2048L. This calculus-based course serves as the first in a two-part series, covering topics like kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. Designed for science and engineering majors, the course integrates critical thinking, analytical skills, and real-world applications. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

PHY 2048L
Honors Laboratory for Physics I with Calculus ◆
(1 Credit - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Corequisite: PHY 2048. This course is the laboratory that explores the topics covered in the Physics I with Calculus lecture course. The experiments will involve laboratory exercises dealing with fundamental principles and laws in mechanics, oscillations/waves, and thermodynamics to predict and analyze the behavior of matter and energy in each of these disciplines. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

PHY 2049
Physics II with Calculus ◆
(3 Credits - 3 Hours)
Prerequisite: PHY 2048 and PHY 2048L with a grade of "C" or higher. Corequisite: PHY 2049L. A continuation of PHY 2048, including the areas of sound, light, charged particle motion in electric and magnetic fields, circuits, magnetism, and nuclear physics.

PHY 2049L
Laboratory for Physics II with Calculus ◆
(1 Credit - 3 Hours)
Corequisite: PHY 2049. This course is the laboratory that explores the topics covered in the PHY 2049 Physics II with Calculus lecture course, including the areas of sound, light, charged particle motion in electric and magnetic fields, circuits, magnetism, and nuclear physics.

PHY 2049
Honors Physics II with Calculus ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and PHY 2048 and PHY 2048L with a grade of "C" or higher. Corequisite: PHY 2049L. A continuation of PHY 2048, including the areas of sound, light, charged particle motion in electric and magnetic fields, circuits, magnetism, and nuclear physics. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

PHY 2049L
Honors Laboratory for Physics II with Calculus ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Corequisite: PHY 2049. This course is the laboratory that explores the topics covered in the PHY 2049 Physics II with Calculus lecture course, including the areas of sound, light, charged particle motion in electric and magnetic fields, circuits, magnetism, and nuclear physics. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

ZOO 2010
Zoology ◆
(3 Credits - 3 Hours)
Prerequisite: BSC 1005 and BSC 1005L or BSC 2010 and BSC 2010L with grades of "C" or higher. Corequisite: ZOO 2010L. A study of major phyla of the animal kingdom with emphasis upon the structure, function and evolutionary relationships.

ZOO 2010L
Laboratory for Zoology ◆
(1 Credit - 3 Hours)
Corequisite: ZOO 2010.

SOCIAL SCIENCE

AMH 1070
Florida Heritage ◆
(3 Credits - 3 Hours)
A survey of the culture, economy, government, geography, history, and natural resources of Florida. Emphasis is given to the rapid progress in the development of agriculture, industry, and education during the past 20 years.

AMH 2010
United States History to 1877 ◆
(3 Credits - 3 Hours)
In this course, students will examine United States history from before European contact to 1877. Topics will include but are not limited to Indigenous peoples, the European background, the Colonial Period, the American Revolution, the Articles of Confederation, the Constitution, issues within the new republic, sectionalism, manifest destiny, slavery, the American Civil War, and Reconstruction.

AMH 2010
Honors United States History to 1877 ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. In this course, students will examine United States history from before European contact to 1877. Topics will include but are not limited to Indigenous peoples, the European background, the Colonial Period, the American Revolution, the Articles of Confederation, the Constitution, issues within the new republic, sectionalism, manifest destiny, slavery, the American Civil War, and Reconstruction. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

AMH 2020
United States History Since 1877 ◆
(3 Credits - 3 Hours)
In this course, students will trace the history of the United States from the end of the Reconstruction Era to the contemporary era. Topics will include but are not limited to the rise of industrialization, the United States' emergence as an actor on the world stage, constitutional amendments and their impact, the Progressive Era, World War I, the Great Depression and New Deal, World War II, issues of civil and minority rights, the Cold War, and the United States since 1989.

AMH 2020
Honors United States History Since 1877 ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. In this course, students will trace the history of the United States from the end of the Reconstruction Era to the contemporary era. Topics will include but are not limited to the rise of industrialization, the United States' emergence as an actor on the world stage, constitutional amendments and their impact, the Progressive Era, World War I, the Great Depression and New Deal, World War II, issues of civil and minority rights, the Cold War, and the United States since 1989. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

ANT 2000
General Anthropology ◆
(3 Credits - 3 Hours)
In this course, students will learn the foundations of anthropology as the study of human variation in its biological, social, and cultural dimensions. Students will learn about anthropological concepts, principles, and methodologies to understand and explore past and present human behavior. They will apply the anthropological approach to analyze issues pertaining to past and contemporary cultures, and develop intellectual skills and habits to understand behavioral, social and cultural issues from multiple disciplinary perspectives.

ANT 2100
Introduction to Archaeology ◆
(3 Credits – 3 Hours)
This course provides an introduction to archaeology from a scientific perspective. It will explain how archaeologists locate, analyze, and interpret evidence from the past with the goal of better understanding our human past. The history of archaeology is traced from its origins to its emergence as a scientific discipline within anthropology.

ANT 2511
Human Origins ◆
(3 Hours - 3 Credits)
This course provides a survey of human biological and cultural evolution from early pre-Pleistocene hominids through the development of agriculture, with the goal of better understanding our human heritage.

CLP 2140
Abnormal Psychology ◆
(3 Credits - 3 Hours)
Prerequisite: PSY 2012 with a grade of "C" or higher. An introduction to mental illness, its definition, classification, and treatment. Includes the historical background of abnormal psychology, the major conceptualizations, and the nature and descriptions of psychological disorders. Assumes knowledge of concepts typically learned in an introductory psychology course.

DEP 2002
Child Psychology ◆
(3 Credits - 3 Hours)
Prerequisite: PSY 2012 or DEP 2004 with a grade of "C" or higher. A study of the development of the child from birth to the adolescent years. Emphasizes developmental and psychosocial aspects of childhood, including heredity, environment, maturational, intellectual, physical, psychological, and social determinants of a child's world.

DEP 2004
Human Growth and Development ◆
(3 Credits - 3 Hours)
A study of the interaction of physical growth, health, cognition, family, and social networks in the development of persons of all ages. All psychological aspects of development through the life cycle are considered.

DEP 2004
Honors Human Growth and Development ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of the interaction of physical growth, health, cognition, family, and social networks in the development of persons of all ages. All psychological aspects of development through the life cycle are considered. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

DEP 2302
Adolescent Psychology ◆
(3 Credits - 3 Hours)
Prerequisite: PSY 2012 or DEP 2004 with a grade of "C" or higher. A topical approach to the study of adolescence, including social, emotional, physical, and cognitive development. Content includes developmental patterns associated with identity, puberty, thought, and moral judgment relating to biological and environmental influences with suggested applications for parents, teachers, counselors, nurses, and social workers.

DEP 2402
Psychology of Adulthood and Aging ◆
(3 Credits - 3 Hours)
Prerequisite: PSY 2012 or DEP 2004 with a grade of "C" or higher. This course

examines the physical, social, cognitive, and psychological characteristics of individuals during early, middle, and late adulthood. The course will investigate key events in adult and family life such as marriage, choice of occupation, parenthood, and retirement and the aging process.

ECO 1931
Financial Literacy ◆
(1 Credit - 1 Hour)
This course will provide students with skills, knowledge, and problem solving techniques. It uses core personal finance literacy concepts that can be incorporated into students' daily lives. Topics include budgeting, financial goal setting, saving and investment, responsible use of credit, rent and mortgages, taxes and insurance.

ECO 2013
Macroeconomics ◆
(3 Credits - 3 Hours)
In this course, students will learn the foundations of macroeconomics as the branch of economics concerned with how decision-making, in an environment of scarcity, maps onto the aggregate economy. Students will examine theories and evidence related the following core set of topics: national income determination, money, monetary and fiscal policy, macroeconomic conditions, international trade and the balance of payments, and economic growth and development.

ECO 2013
Honors Macroeconomics ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. In this course, students will learn the foundations of macroeconomics as the branch of economics concerned with how decision-making, in an environment of scarcity, maps onto the aggregate economy. Students will examine theories and evidence related the following core set of topics: national income determination, money, monetary and fiscal policy, macroeconomic conditions, international trade and the balance of payments, and economic growth and development. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

ECO 2023
Microeconomics ◆
(3 Credits - 3 Hours)
A study of an economy's components, namely, households, firms and the markets in which they interact. A strong emphasis is placed on the competitive (or lack of) environment of the firm, a deeper examination of market outcomes and government intervention.

ECO 2023
Honors Microeconomics ◆
(3 Credits – 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of an economy's components, namely, households, firms and the markets in which they interact. A strong emphasis is placed on the competitive (or lack of) environment of the firm, a deeper examination of market outcomes and government intervention. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

POS 1041
United States Federal Government ◆
(3 Credits - 3 Hours)
In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the Declaration of Independence, the United States constitution and all its amendments, and The Federalist Papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens.

POS 1041
Honors United States Federal Government ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the Declaration of Independence, the United States constitution and all its amendments, and The Federalist Papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

POS 1112
State and Local Government ◆
(3 Credits - 3 Hours)
Activities and functions of state, regional, county, city, and special district governments are studied. Florida's constitution and structure, parties, politics, elections, interest/ethnic groups, public opinion and governmental services are examined and compared with those of other states in the U.S. Important environmental and growth management problems are analyzed.

POT 2002
Introduction to Political Theory ◆
(3 Credits - 3 Hours)
This course aims to provide students with an overview of some of the main traditions and themes in Western political theory/philosophy. Students will be exposed to some classic pieces in this field and will receive training in how to approach and work with theoretical and philosophical texts from various periods. In engaging with these texts the course attempts to tackle some of the fundamental questions (and some exemplary answers) that pervade the realm of politics: What is the purpose of government, what is the nature of democracy and how do individuals relate to the communities they live in? The students will engage with the authors in their respective historical contexts and examine to what extent these classic texts can still guide our perception of current political affairs.

PSY 2012
General Psychology ◆
(3 Credits - 3 Hours)
In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology.

PSY 2012
Honors General Psychology ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.

SYG 1000
Introduction to Sociology ◆
(3 Credits - 3 Hours)
In this course, students will gain an understanding of the basic sociological concepts and vocabulary, including the methodological tools, sociological perspectives, and scientific procedures used by social scientists to collect data and conduct research. Topics generally include: society and culture, institutions, socialization, social control, crime, social change, social groups, sex and gender, race and ethnicity, family, social class and social mobility, and population.

SYG 1000
Honors Introduction to Sociology ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. In this course, students will gain an understanding of the basic sociological concepts and vocabulary, including the methodological tools, sociological perspectives, and scientific procedures used by social scientists to collect data and conduct research. Topics generally include: society and culture, institutions, socialization, social control, crime, social change, social groups, sex and gender, race and ethnicity, family, social class and social mobility, and population. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

SYG 1430
Marriage and the Family ◆
(3 Credits - 3 Hours)
A functional course designed to help the student understand and manage the problems and adjustments encountered in marriage and family living. Emphasis is placed on preparation for marriage, spouse selection, the causes and resolution of marital conflict, sexual roles, parenthood, family finance management, and an exploration of current changes in values and structures.

SYG 2010
Contemporary Social Problems ◆
(3 Credits - 3 Hours)
This course covers the nature, development, and dimensions of social problems in contemporary society. Problems are studied from three perspectives: symbolic interaction theory, functionalist theory, and conflict theory.

WOH 1012
World Civilization to 1600 ◆
(3 Credits - 3 Hours)
A survey course tracing the development, growth, and interaction of civilized societies from prehistoric times to the 17th century, showing their influences on each other and their contributions to human culture.

WOH 1012
Honors World Civilization to 1600 ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A survey course tracing the development, growth, and interaction of civilized societies from prehistoric times to the 17th century, showing their influences on each other and their contributions to human culture. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

WOH 1022
World Civilization Since 1600 ◆
(3 Credits - 3 Hours)
A survey of civilization from the 17th century to the present. Topics include industrialization, nationalism, imperialism, the emergence of the modern state system, U. S. constitutional development, revolutions and wars of the 20th century, and the present world structure.

WOH 1022
Honors World Civilization Since 1600 ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A survey of civilization from the 17th century to the present. Topics include industrialization, nationalism, imperialism, the emergence of the modern state system, U.S. constitutional development, revolutions and wars of the 20th century, and the present world structure. This course requires significant reading, writing, discussion, challenge problems, and/or student participation.

All courses are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). For more information on SCNS and the transferability of courses, see page 203.

Unless indicated otherwise, registration in the courses listed below is limited to those students who have been admitted to the Florida School of the Arts.

+ Open to any SJR State student
◆ Meets A.A. degree requirements

VISUAL ART

FOUNDATION

ARH 1006
Visual Ideas: Portfolio Seminar ◆
(1 Credit – 1 Hour)
A comprehensive study of aesthetics and the historical development of art intended to jump-start the visual arts student's awareness of the art world, focusing on the development of the modernist aesthetic and its evolution into postmodern and contemporary art. An exit grade of "C" or higher is required.

ART 1201C
Two - Dimensional Design + ◆
(3 Credits - 6 Hours)
A studio investigation of basic visual phenomena in a two-dimensional design. Emphasis on the formal elements (line, shape, value, color, and texture) and the principles of design in the organization of the picture plane. An exit grade of "C" or higher is required.

ART 1300C
Drawing I + ◆
(3 Credits - 6 Hours)
Structured to develop basic drawing techniques by concentration on the elements of descriptive drawing – line, proportion, composition and full value – using a wide range of media. An exit grade of "C" or higher is required.

ART 1301C
Drawing II ◆
(3 Credits - 6 Hours)
Prerequisites: ART 1201C and ART 1300C or permission of the instructor. Drawing primarily with the live model in a variety of media. Develop and refine your eye for drawing and composition by exploring contour, gesture, mass, proportion, light and shade. The elements of shape, form, space, line, texture, unity, harmony, repetition, proportion, balance and movement will also be emphasized. An exit grade of "C" or higher is required.

ART 2203C
Three - Dimensional Design ◆
(3 Credits - 6 Hours)
Prerequisites: ART 1201C and ART 1300C or permission of the instructor. A focus on the structural and spatial exploration of the three-dimensional form through a variety of media with an emphasis on design and construction. Students will develop presentation skills and craftsmanship, while formulating problem-solving skills and concept generation. An exit grade of "C" or higher is required.

ART 2955
Portfolio Presentation: Capstone Seminar ◆
(1 Credit - 1 Hour)
Prerequisites: DIG 2580 and GRA 1413 or permission of instructor. A focused development of presentation skills through a cohesive and professional print and digital portfolio that meets requirements for graduation. Also includes completion of self-directed studio work and preparation for a graduating exhibition that completes the Florida School of the Arts Visual Arts curriculum.

DIG 1000
Introduction To Digital Media + ◆
(3 Credits - 3 Hours)
A digital foundation course that explores the principles of creative design. Basic concepts of visual communication are examined as well as the practical application of design principles. Introduction of Apple OSX platform, digital lab equipment as well as the study of Adobe Creative Suite software will be addressed. An exit grade of "C" or higher is required.

DIG 2580
Digital Portfolio: Portfolio Seminar ◆
(1 Credit - 1 Hour)
Prerequisite: GRA 1413 or permission of instructor. Through lecture research and demonstration this course will address strategies for exploring and creating dynamic digital portfolios. Students will study contemporary practices used to effectively present both digital and analog works. Students will research and produce a showcase portfolio of current works as well as preparing a developmental portfolio presentation. An exit grade of "C" or higher is required.

GRA 1413
Professional Development: Portfolio Seminar ◆
(1 Credit - 1 Hour)
Development of career exploration skills as well as preparation of a resume and cover letter, job interviewing exercises and presentation of portfolio. An exit grade of "C" or higher is required.

PGY 1800
Photographic Techniques + ◆
(3 Credits - 3 Hours)
An introduction to observational seeing through an exploration of two-dimensional design issues particular to photography. The class focuses on composition of images within the camera, then selecting photographs that most effectively convey the objectives of the experiment. Successful students learn the value of light to photography while distinguishing the contrast between a photograph that is about subject rather than simply of it. Fundamental functions of the camera, creative exposure techniques, effective composition and critique strategies will be emphasized.

STUDIO ART

ART 1400C
Printmaking I + ◆
(3 Credits - 6 Hours)
An introduction to the medium of printmaking, concentrating on the technical production of various print media including: Intaglio, relief, monoprint and serigraphy (screen printing). Emphasis on drawing, design, and understanding the technical procedures and the investigation of the positive/negative concepts, as well as color printing. An exit grade of "C" or higher is required.

ART 1540C
Watercolor I + ◆
(3 Credits - 6 Hours)
Techniques in the use of the watercolor medium in wet and dry methods, composition, and matting of paintings. An exit grade of "C" or higher is required.

ART 2164C
Mixed Media ◆
(3 Credits - 6 Hours)
Prerequisite: ART 2203C. An exploration of the boundaries between the flat two-dimensional image and three-dimensional space by researching relevant artists from the Modern to present and by creating artwork utilizing a variety of media and formats. Students will develop presentation skills and craftsmanship, while formulating problem-solving skills and concept

generation. An exit grade of "C" or higher is required.

ART 2401C
Printmaking II ◆
(3 Credits - 6 Hours)
Prerequisite: ART 1400C. Techniques in a selected printing area or mixed media. Personal expression through printing methods. Emphasis on edition printing. An exit grade of "C" or higher required.

ART 2500C
Painting I ◆
(3 Credits - 6 Hours)
Fundamentals of basic painting methods emphasizing values, composition, paint handling, and understanding of materials. Students will work from nature to develop eye-hand coordination with the paint medium. An exit grade of "C" or higher is required.

ART 2501C
Painting II ◆
(3 Credits - 6 Hours)
Prerequisite: ART 2500C or permission of the instructor. Further development of the fundamentals of composition developing toward color usage and orchestration. An exit grade of "C" or higher is required.

ART 2701C
Sculpture I ◆
(3 Credits – 6 Hours)
Prerequisite: ART 2203C. An exploration of traditional and contemporary sculpture utilizing techniques of subtraction, addition, construction and substitution. Emphasis will also be placed on conceptual development. An exit grade of "C" or higher is required.

ART 2702C
Sculpture II ◆
(3 Credit – 6 Hours)
Prerequisite: ART 2701C. Student will refine and expand on their craft in regards to the techniques learned in Sculpture I, and work to develop a personal and contemporary aesthetic. An exit grade of "C" or higher is required.

ART 2750C
Ceramics I + ◆
(3 Credits – 6 Hours)
An introduction to the techniques and concepts of traditional and contemporary ceramics. Kiln and glaze technology, hand building, wheel throwing, and glaze technology will be studied in depth. An exit grade of "C" of higher is required.

ART 2751C
Ceramics II ◆
(3 Credits – 6 Hours)
Prerequisite: ART 2750C or permission of the instructor. A continuation in the methods and techniques introduced in Ceramics I. Development of a contemporary expression within the ceramics tradition is encouraged. An exit grade of "C" or higher is required.

ART 2930C
Special Topics in Art ◆
(1 - 3 Credits)
Investigation of topics of current interest to the student or instructor. Application to do work in Special Problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of "C" or higher is required.

GRAPHIC DESIGN/NEW MEDIA

DIG 1115C
Digital Imaging ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 1000. An overview of raster based imaging materials and processing methods. Visual communication will be explored through the application of design principles and formal research. This course offers students a foundation for incorporating digital tools into their creative process as well as exploring the dynamics of visual communication. Students will prepare images by taking advantage of various output options including print, web, and multimedia presentation.

GRA 1206C
Typography: Expressive and Experimental ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 1000. Basic concepts and vocabulary of typography with an emphasis on the expressive potential of the letter form. Students will explore various typographic constructs and principles in a study of how the organization, stress and shape of letter forms can affect the ideas they are meant to communicate. An exit grade of "C" or higher is required.

DIG 2100
Web Design ◆
(3 Credits - 3 Hours)
Introduces the fundamentals of interactive design for electronic publishing. Students practice critical organizational methods as well as basic design and coding skills to create standard compliant web projects. An exit grade of "C" or higher is required.

GRA 2190C
Traditional and Digital Illustration ◆
(3 Credits - 6 Hours)
This studio/critique based course surveys the broad field of illustration through projects that explore areas such as advertising/promotional design, editorial art and narrative illustration. Students will examine current aesthetics, using both traditional and digital means in order to communicate ideas through visual imagery. An exit grade of "C" or higher is required.

GRA 2195C
Advertising Design ◆
(3 Credits - 3 Hours)
Prerequisites: DIG 1115C, GRA 1206C. An overview of design for advertising including historical perspectives, business of ad design, and the design processes used to create such things as magazine ads, package design, editorial pages and various other commercial media. Students investigate marketing design and branding strategies through process oriented experiments and client interaction. An exit grade of "C" or higher is required.

DIG 2282C
Time Based Media ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 1000. An introduction to the four-dimensional fundamentals of time based media. Aspects and elements of time will be emphasized along with basic production techniques and project planning. Aesthetic, historical, and conceptual issues will also be addressed as students explore time based media as an expressive and communicative art form. An exit grade of "C" or higher is required.

DIG 2284C
Imagery in Motion ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 2282C. Concentration on experimental video and digital imaging methods. Using non-linear editing techniques and contemporary presentation concepts, students expand on previous studies of process development as they work toward incorporating various digital media into the production of technically accomplished and conceptually rich moving image projects. An exit grade of "C" or higher is required.

DIG 2930C
Special Topics in New Media Design ◆
(1 - 3 Credits)
An independent study course designed to enable a student to pursue a studio or research project not covered in his area of specialization. The direction of the study will be formulated with the instructor. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of "C" or higher is required.

NEW MEDIA/PHOTOGRAPHY

PGY 1201C
Media Lighting Techniques ◆
(3 Credits - 6 Hours)
Prerequisite: PGY 1800. Effective quality of light is at the heart of every effective photographic image. Using the five characteristics of light as a foundation, this course examines artificial and natural sources in and out of the studio. Successful students learn to effectively design lighting solutions through placement, modification and balance of light for a variety of imaging objectives.

PGY 2107C
Large Format Photography ◆
(3 Credits - 6 Hours)
Prerequisite: PGY 1800 and permission of instructor. Development of photographic vision and technical craft through the introduction and use of large format materials. Discussion and coursework will focus on the aesthetic possibilities and technical strategies of large format photography in relationship to various contemporary genres, as well as the role of scale, presentation and installation of the photographic print will be addressed. An exit grade of "C" or higher is required.

PGY 2220C
Commercial Photography ◆
(3 Credits - 6 Hours)
Overview of studio practices and location photography with an emphasis on the commercial context of image making. This will include both creative and technical assignments that challenge the student to sync vision with technique, beauty with function and content with craft. A exit grade of "C" or higher is required.

PGY 2905C
Special Topics in Photography ◆
(1 - 3 Credits)
An independent study course designed to enable a student to pursue a studio or research project not covered in the area of specialization. The direction of the study will be formulated with the instructor. Application to do work in the special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of "C" or higher is required.

ANIMATION

ART 2370C
Drawing for Animation ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 2300C Principles of 2D Animation. This course is designed to develop the drawing skills that are most essential for effective animation. Life drawings accompanied by a study of structural anatomy in both humans and animals will be the emphasis of the course curriculum. Additional topics will include sequential drawing, the role of exaggeration and simplification in character development, composition of scenic elements as related to the development of mood and context, and the development of a smooth animated sequence.

DIG 2300C
Principles of 2D Animation ◆
(3 Credits - 6 Hours)
Prerequisite: ART 1300C Drawing I. Studio/lecture based course applies methods for traditional animation using digital tools. Students will examine hand-drawn animation techniques and principles.

DIG 2341C
Introduction to Motion Graphics and Compositing ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 2300C Principles of 2D Animation. This course focuses on digital post-production used for film animation, video, digital media and the web. It identifies production methods, compositing and sophisticated motion control for high-quality, two-dimensional animation. Focus is placed on digital media components, video tape and screen outputs for special and specialty projects while exploring foundations for computer-aided digital production. The topics of work flow issues and the variety of design and production vehicles will be addressed.

DIG 2437C
Storytelling ◆
(3 Credits - 6 Hours)
Prerequisite: ART 1300C Drawing I. This course is for students majoring in animation and game art. It introduces the conceptual structure and design of visual storytelling. Students will learn principles of animation, mechanics, cinematics, character development, structure of story and adapting movement for the animation medium.

DANCE

STUDIO TECHNIQUE: BALLET

DAA 1200
Fundamentals of Ballet (non-majors) + ◆
(1 Credit - 2 Hours)
Study of classical ballet technique with emphasis on positions, barre exercises, center work and vocabulary.

DAA 1201
Fundamentals of Ballet II (non-majors) ◆
(2 Credits - 3 Hours)
Prerequisite: DAA 1200 or permission of instructor. Continuation of the study of classical ballet technique with emphasis on strength and technical development.

DAA 1204
Ballet I ◆
(2 Credits - 5 Hours)
Prerequisite: Audition and acceptance into Florida School of the Arts Dance program or permission of the instructor. This is the first of four leveled technique courses in the study of classical and contemporary ballet. An emphasis will be placed on correct alignment of the body, a progressive development of positions and barre exercises, as well as the application of classical ballet terminology at a beginner/intermediate level.

DAA 1205
Ballet II ◆
(2 Credits - 5 Hours)
Prerequisite: DAA 1204 or permission of the instructor. A continuation of first year ballet instruction to include more advanced and complex movement sequences within the study of classical and contemporary ballet with the emphasis still being placed on correct alignment, strength and technical development at an intermediate level.

DAA 2206
Ballet III ◆
(2 Credits - 5 Hours)
Prerequisite: DAA 1205 or permission of the instructor. Second year ballet technique courses include more evolved technical instruction with

intensification of barre and center exercises for development of strength and form. An emphasis will be placed on the artistic quality of movement and phrasing at an intermediate/advanced level.

DAA 2207
Ballet IV ◆
(2 Credits - 5 Hours)
Prerequisite: DAA 2206 or permission of the instructor. A continuation of second year ballet instruction with emphasis on artistry, stylization and performance at an intermediate/advanced level.

DAA 2220
Point Technique ◆
(2 Credits - 3 Hours)
The study of intermediate/advanced ballet technique with special emphasis on point work through classical ballet exercises at barre, in center and traveling. Exercises will be specifically designed to increase foot and ankle strength, balance and fast footwork.

DAA 2230
Men's Technique ◆
(2 Credits - 3 Hours)
The study of intermediate/advanced ballet technique with special emphasis on the traditional role of the male dancer through a classically designed ballet class, which incorporates barre exercises, work in center and movement across the floor.

DAA 2250
Partnering ◆
(2 Credits - 3 Hours)
Prerequisite: DAA 1204 or DAA 1104 or have instructor permission. This course introduces the intermediate dancer to the classical pas de deux in ballet technique and the foundational elements explored within contemporary partnering. In this class, students learn their respective roles in a partnership and learn the balance, coordination and artistic line involved in dancing with another person.

DAA 2670
Ballet Repertory ◆
(2 Credits - 3 Hours)
Study and preparation of classical and contemporary ballet variations with emphasis on style, musical interpretation and dramatic intensity. Video reconstruction skills will be implemented to prepare students for professional company life.

STUDIO TECHNIQUE: CONTEMPORARY

DAA 1100
Fundamentals of Contemporary Dance I (non-majors) + ◆
(1 Credit - 2 Hours)
This course will introduce students to the fundamentals of contemporary dance techniques. An emphasis will be placed on proper placement, execution of skills, and combinations of simple steps. Students will develop an artistic awareness of how to use movement as an expression of idea through physicality, kinesthetic self-awareness and development of musicality.

DAA 1104
Contemporary Dance I ◆
(2 Credits - 5 Hours)
Prerequisite: Audition and acceptance into the Florida School of the Arts Dance program or permission of instructor. First year exploration of modern dance technique as well as contemporary approaches will be emphasized. The course includes, but is not limited to, proper body alignment, mechanics of breathing and phrasing, and verbal and movement vocabulary.

DAA 1101
Intermediate Contemporary Dance (non-majors) + ◆
(2 Credits - 2 Hours)
This course will develop students' skills in contemporary dance. Further development of basic technique skills will be gained as well as a special emphasis on retention and performance abilities. Continued focus on proper placement, execution of skills, and performing combinations of more advanced steps will be introduced in this course. Students will continue to develop an artistic awareness of how to use movement as an expression of idea through physicality, kinesthetic self-awareness and development of musicality. This course is open to the public; however, the student must have instructor permission or have taken Fundamentals of Contemporary Dance. The student with prior dance training may use the first day of class to audition for placement without having previously taken Fundamentals of Contemporary Dance.

DAA 1105
Contemporary Dance II ◆
(2 Credits - 5 Hours)
Prerequisite: DAA 1104 or permission of the instructor. A continuation of first year modern dance instruction. Study will include, but is not limited to, proper body alignment, mechanics of breathing and phrasing, and verbal and movement vocabulary.

DAA 2106
Contemporary Dance III ◆
(2 Credits - 5 Hours)
Prerequisite: DAA 1105 or permission of the instructor. Intermediate study and exploration of modern dance technique and its theoretical concepts within the traditions of modern and contemporary dance. It emphasizes the mastery of modern dance technique at an intermediate level. The course combines movement artistry, quality, and phrasing with intermediate technical skills.

DAA 2107
Contemporary Dance IV ◆
(2 Credits - 5 Hours)
Prerequisite: DAA 2106 or permission of the instructor. A continuation of second year contemporary instruction that combines movement artistry, quality, and phrasing with advanced technical skills.

DAA 2661
Contemporary Repertory ◆
(2 Credits - 3 Hours)
Prerequisite: DAA 1105 or permission of the instructor. The study and preparation of modern dance repertory with concentration on phrasing, musical interpretation, and style. Video reconstruction skills will be emphasized to prepare students for professional company life.

STUDIO TECHNIQUE: JAZZ

DAA 1500
Fundamentals of Jazz Dance (non-majors) + ◆
(1 Credit - 2 Hours)
Exploration of basic/intermediate jazz dance technique and principles. An exit grade of "C" or higher is required for musical theater majors.

DAA 1501
Fundamentals of Jazz II (non-majors) ◆
(2 Credits - 3 Hours)
Prerequisite: DAA 1500 or permission of instructor. The continuation of jazz technique with emphasis on vocabulary, steps, and technical development.

DAA 2504
Jazz Dance I ◆
(2 Credits - 3 Hours)
Prerequisite: Audition and acceptance into the Florida School of the Arts Dance program or permission of instructor. Introduction to the fundamental vocabulary and technique of basic jazz dance, positions, weight distribution, arm movements, and syncopation.

DAA 2505
Jazz Dance II ◆
(2 Credits - 3 Hours)
Prerequisite: DAA 2504 or permission of the instructor. A continuation of the study of styles found in jazz dance technique with an emphasis on intermediate/advanced dance vocabulary and technique.

STUDIO TECHNIQUE: TAP

DAA 1520
Fundamentals of Tap Dance (non-majors) + ◆
(1 Credit - 2 Hours)
The study of elementary/intermediate tap dance technique with emphasis on vocabulary, steps, rhythm, and dynamics. An exit grade of "C" or higher is required for musical theater majors.

DAA 2521
Tap Dance I ◆
(2 Credits - 3 Hours)
Prerequisite: Audition and acceptance into the Florida School of the Arts Dance program or permission of instructor. Beginning level tap technique course with emphasis on steps, rhythm, dynamics, style, phrasing, and performance.

STUDIO TECHNIQUE: MUSICAL THEATER

DAA 2544
Musical Theater Dance Styles ◆
(1 Credit - 2 Hours)
Prerequisite: DAA 1501 or DAA 2504. This course, designed for the musical theater major, presents basic styles of dance, which commonly occur in musical theater.

DAA 2562
Musical Theater Tap ◆
(1 Credit - 2 Hours)
Prerequisite: DAA 1520 or DAA 2521. Designed for the musical theater major, presents a study of tap technique directed to the needs of theatrical performance with emphasis on style, musical interpretation, rhythm, and dynamics.

DAA 2570
Musical Theater Jazz ◆
(1 Credit - 2 Hours)
Prerequisite: DAA 1500 or DAA 2504. A continued study of jazz technique with an emphasis on theatrical jazz dance repertory. Student will learn a diverse selection of stylized jazz dances to advance the student's skills as performed within an ensemble and the theatrical environment.

CREATIVE STUDIES

DAA 1000
Fundamentals of Dance (non-majors) + ◆
(1 Credit - 2 Hours)
This course will introduce the non-major student to the basic elements of dance performance. This is a course intended for beginning students interested in obtaining the fundamentals skills necessary to perform a variety of dance techniques including: ballet, jazz, contemporary, among others. The course will involve significant physical study with additional work including viewing filmed or live works, discussion, performance, lecture, and writing projects. This class is open to the public.

DAA 1680
Dance Ensemble I ◆
(1 Credits - 3 Hours)
Prerequisite: Audition and acceptance into the Florida School of the Arts Dance program or permission of instructor. The study, preparation and performance of dance works with emphasis on technique, style, stage presence and professionalism as required for work in a dance ensemble. May be repeated once for credit.

DAA 1681
Dance Ensemble II ◆
(1 Credits - 3 Hours)
Prerequisite: DAA 1680 or permission of instructor. A continuation of study, preparation and performance of dance works with emphasis on technique, style, stage presence and professionalism as required for work in a dance ensemble. May be repeated once for credit.

DAA 2393C
World Dance +
(2 Credits - 2 Hours)
The study of cultural expressions of dance from across the globe. Students will study basic elements of specific artistic and cultural dances selected from a wide range of regions around the world. Study will include reviewing historical and contemporary works. Students will interact with course material through physical practice, lectures, video, discussions, and creative projects.

DAA 2610
Dance Composition and Improvisation I ◆
(2 Credits - 3 Hours)
This course includes individual experience in developing movement phrases and combinations based on solving problems within a form and a movement framework, as well as the movement imagery designed to develop the dancer's creative imagination.

DAA 2611
Dance Composition and Improvisation II ◆
(2 Credits - 3 Hours)
Prerequisite: DAA 2610. A continuation of instruction to further develop students' application of improvisational practices and compositional tools and devices. Students will create, perform, and critique choreographic work.

DAA 2743
Pilates Body Conditioning + ◆
(2 Credits - 2 Hours)
This course will introduce students to Pilates mat-work, standing exercises, and apparatus work. Through physical practice and discussion, this course emphasizes the development of core stability, flexibility, kinesthetic self-awareness, proper alignment and coordination to improve physical performance. Students completing the course will also leave with a working knowledge of Pilates repertory and physical training fundamentals as preparation to pursue Pilates and/or physical trainer certifications.

DAA 2750
Dance Conditioning + ◆
(2 Credits - 2 Hours)
This course will prepare dancers with the physical and intellectual understanding to increase performance demands and longevity in professional dance careers. Through physical exercises, lectures and reading assignments, this course emphasizes training methods with special attention given to the concerns of the dancer: core stability, flexibility, kinesthetic self-awareness, proper alignment, coordination, nutrition, and basic anatomical understanding.

DAA 2933
Special Topics in Dance ◆
(1-3 Credits)
Directed study in an area of dance and the dance profession. Application to do special studies must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.

DANCE THEORY

DAN 2100
Survey of Dance + ◆
(3 Credits - 3 Hours)
This course is designed as an introduction into the multicultural world of

dance. It will include information on history, cultures and performance aspects of dance as an art form.

DAN 2600
Music for Dance ◆
(2 Credits - 2 Hours)
Introductory course in music to introduce the dancer to the vocabulary and theoretical foundations of music.

MUSICAL THEATER

MUN 1641
Musical Theater Vocal Company ◆
(1 Credit - 3 Hours)
An ensemble designed for musical theater majors, or permission of instructor to improve vocal and physical presentation skills. A variety of musical styles including musical theater excerpts will be studied and performed. May be repeated 3 times for credit.

MUS 1010
Student Recital
(0 Credits -1 Hour)
Corequisites: MVV 1011, MVV 1311, MVV 1312, MVV 2321, MVV 2322, MVV 1111 or permission of instructor. Performance element for Applied Voice Prep, Applied Major Voice and Class Voice I. Performance of literature studied in class for an audience. May include special lectures by faculty and guest artists. May be repeated.

MUS 2905
Special Problems in Musical Theater ◆
(1 - 3 Credits)
Directed studies in the area of music. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.

MUT 1001
Fundamentals of Music Theory + ◆
(2 Credits - 2 Hours)
Beginning theory instruction for the student with little or no music theory study. Introduction to music fundamentals, including notation, terminology, major key signatures, simple meters and time signatures, major scales, and intervals. An exit grade of "C" or higher is required for musical theater majors.

MUT 1111
Music Theory I ◆
(3 Credits - 3 Hours)
Prerequisites: MUT 1001 and MVK 1111. Corequisite for musical theatre majors: MUT 1221. A continuation of MUT 1001 with emphasis placed on mastery of music fundamentals. May be repeated once for credit.

MUT 1221
Sight Singing I ◆
(1 Credit - 2 Hours)
Prerequisite: MUT 1001 and MVK 1111. Corequisite for musical theater majors: MUT 1111. A study of sight singing and ear training with emphasis upon diatonic materials.

MVK 1111
Class Piano I + ◆
(2 Credits - 2 Hours)
Beginning piano instruction for the student with little or no piano study. Emphasis is on general musicianship and basic piano techniques developing the student's ability to play and enjoy music on the elementary level. May be repeated once for credit. An exit grade of "C" or higher is required for musical theater majors.

MVV 1111
Class Voice I + ◆
(2 Credits - 2 Hours)
Voice production fundamentals: correct posture, use and control of breath, placement and development of tone, diction (vowels and consonants), and vocal expression. May be repeated once for credit. An exit grade of "C" or higher is required for musical theater majors.

APPLIED MUSIC - PRIVATE INSTRUCTION

MVV 1011
Applied Voice Prep ◆
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Permission of the instructor. Private instruction on the elementary level. Emphasis on developing strong foundation fundamentals of breath control and correct vowel placement. Foundation work accomplished through use of musical theater and classical literature. An exit grade of "C" or higher is required for musical theater majors. May be repeated for credit.

MVV 1011L
Applied Voice Prep Lab
(0 Credit - 1 Hour)
Group technique lab component for students taking Applied Voice Prep. Emphasis given to warming up body and voice for singing. Technical exercises will be used to strengthen voice and prepare the student for a day of vocal use.

MVV 1311
Applied Major Voice I ◆
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Prerequisite: MVV 1011 or permission of the instructor. Second semester of private instruction on the elementary level. Continued foundation work with emphasis on developing strong fundamental principles of breath control and correct vowel placement. Foundations accomplished through works in musical theater and classical literature. An exit grade of "C" or higher is required for musical theater majors. May be repeated for credit.

MVV 1311L
Applied Major Voice I Lab
(0 Credit - 1 Hour)
Group technique lab component for students taking Applied Major Voice I. Emphasis given to warming up body and voice for singing. Technical exercises will be used to strengthen voice and prepare the student for a day of vocal use.

MVV 1312
Applied Major Voice II ◆
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Prerequisite: MVV 1311 or permission of the instructor. Third semester of private instruction on the elementary-intermediate level. Continued emphasis on developing a strong foundation of breath control and correct vowel placement. Foundations accomplished through works in musical theater, pop and classical literature. An exit grade of "C" or higher is required for musical theater majors. May be repeated for credit.

MVV 1312L
Applied Major Voice II Lab
(0 Credit - 1 Hour)
Group technique lab component for students taking Applied Major Voice II. Emphasis given to warming up body and voice for singing. Technical exercises will be used to strengthen voice and prepare the student for a day of vocal use.

MVV 2321
Applied Major Voice III ◆
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Prerequisite: MVV 1312 or permission of the instructor. Fourth semester of private instruction on the elementary-intermediate level. A continuation

of skills studied in MVV 1312. A course designed to further develop the student's musical voice potential while exploring vocal techniques used in musical theater styles of singing. Concepts are practiced through use of musical theater, classical, and commercial music literature. An exit grade of "C" or higher is required for musical theater majors. May be repeated for credit.

MVV 2321L
Applied Major Voice III Lab
(0 Credit - 1 Hour)
Group technique lab component for students taking Applied Major Voice III. Emphasis on expansion of techniques given to warming up body and voice for singing. Technical exercises will be used to strengthen voice and prepare the student for a day of vocal use.

MVV 2322
Applied Major Voice IV ◆
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Prerequisite: MVV 2321 or permission of the instructor. Fifth semester of private instruction on an intermediate level. A course designed to further develop the student's musical voice potential via foundations established in MVV 2321 of breath control and correct vowel placement. Continued exploration of musical theater styles of singing. Concepts are practiced through use of musical theater, classical, and commercial music literature. An exit grade of "C" or higher is required for musical theater majors. May be repeated for credit.

MVV 2322L
Applied Major Voice IV Lab
(0 Credit - 1 Hour)
Group technique lab component for students taking Applied Voice IV. Emphasis on expansion of techniques given to warming up body and voice for singing. Technical exercises will be used to strengthen voice and prepare the student for a day of vocal use.

PRODUCTION DESIGN

TPA 1040
Costume Design + ◆
(3 Credits - 3 Hours)
Examination of the fundamental techniques of costume design through a series of projects focusing on script/ character analysis, design principles, figure drawing, and visualization of design concept. Emphasis will be placed on imagination and problem solving shown through the design process and growth in both costume rendering and presentation.

TPA 1200
Introduction to Production/Design + ◆
(3 Credits - 3 Hours)
An introduction to the theories and methods used in script analysis, research design, construction and operation of production elements. Twenty hours of production work required. For non-production/design majors.

TPA 1202
Stagecraft ◆
(3 Credits - 3 Hours)
Development of technical craft skills necessary to work in the Production/Design shops for theatre. An introduction to equipment, tools, and materials basic to the stage and shops are applied to the interpretation of drawings and their execution. For Production/Design majors only or permission of the instructor.

TPA 1232
Costume Construction I + ◆
(3 Credits - 3 Hours)
An introduction to the study of theatrical costume construction techniques through work with costume shop equipment, basic hand and machine sewing, flat pattern drafting/ draping, textiles/dyeing, and basic costume crafts. Emphasis is placed on the various skills needed to interpret a two-dimensional design into a three dimensional costume for the stage.

TPA 1233
Costume Pattern Drafting and Draping + ◆
(3 Credits - 3 Hours)
Prerequisite: TPA 1232 or permission of instructor. The study and creation of advanced costume patterns through the use of flat patterning and draping techniques.

TPA 1248
Stage Makeup ◆
(3 Credits - 3 Hours)
Development of the skills needed to analyze and reproduce various physical characteristics in theatrical makeup. Stage makeup kit required.

TPA 1260
Sound for the Stage ◆
(3 Credits - 3 Hours)
Prerequisite: TPA 1200, or TPA 1202, or permission of the instructor. An introduction to production sound design and basic audio equipment and systems. The course includes recording techniques, sound reinforcement, sound and sound effects research and sound composition for the stage and production.

TPA 1274
Stage Properties ◆
(2 Credits - 2 Hours)
An introduction to the design and creation of practical scenic and hand properties. The course includes specialty tools, materials, crafting techniques and detailed processes required for the creation and or reproduction of stage properties.

TPA 1342
Drafting for the Stage ◆
(3 Credits - 3 Hours)
Prerequisite: TPA 1200 or TPA 1202 or permission of instructor. Creation of drafted plates to build or implement scenery into shops and the theatrical spaces is fundamental. The course includes an introduction to the tools and techniques of drafting as well as theatrical standards, architectural research, and preparation of plates showing construction details and perspectives.

TPA 1600
Stage Management ◆
(3 Credits - 6 Hours)
Prerequisite: Permission of the instructor is required for all non-majors. This course is the study and application of the methods and techniques used by the stage manager in all phases of the production process. The class is structured to mirror the production process beginning with pre-production and moving through auditions, rehearsals, production meetings, performances and strike. Particular focus is given to the stage manager's role as the communication and organizational hub of the production in each phase of the process. In addition to class assignments, students serve as stage managers, assistant stage managers or production assistants in a realized production from the semester's production schedule.

TPA 1603
Stage Management Preparation and Practice ◆
(1 Credit - 2 Hours)
Prerequisite: TPA 1600 Stage Management. Working on an actual stage management project from the production schedule, the student will be mentored through each phase of the rehearsal process. Particular emphasis is given to problem-solving, clarity in both written and verbal communication skills, organization and use of the production book, and managing rehearsals, performances and meetings. Class projects will also include developing a resume, portfolio, and stage management kit. This course will be repeated 2 times for credit.

TPA 2000
Theatre Design Basics + ◆
(3 Credits - 3 Contact Hours)
An exploration of the fundamental elements and principles of design and how they are applied in designing for the stage. Emphasis is placed on the visualization and execution of design concepts.

TPA 2063
Principles of Scenic Design ◆
(3 Credits - 3 Hours)
Prerequisite: TPA 1342 or permission of instructor. An introduction to beginning design techniques. The course includes design process, research, design development, sketching, ground plan, perspective, rendering and model building.

TPA 2070
Scene Painting ◆
(3 Credits - 3 Hours)
The study and application of stage scenery painting techniques. Involves equipment, preparation, color mixing, faux finish techniques, and lay-out. May be repeated 2 times for credit.

TPA 2071
Theatre Rendering Techniques + ◆
(3 Credits - 3 Hours)
This course explores specific rendering techniques used to create images that enhance visual communication in scenic, lighting, or costume design.

TPA 2083
Special Problems in Production/Design ◆
(1 - 3 Credits)
A directed study in the area of Production/Design that provides for independent work related to the profession. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.

TPA 2091
Advanced Design ◆
(1 Credits - 3 Hours)
Course demonstrates, through theory and practice for the student, a clear process in developing a design idea all the way through to executing the final presentation. May be repeated 3 times for credit.

TPA 2220
Lighting Design ◆
(3 Credits - 3 Hours)
An introduction to the design and use of light on stage. Coursework includes experimentation with properties of light, research and script analysis in regards to light design and application, practical work with stage lighting instruments and programming control boards, drafting the plot and developing lighting paperwork, and the development of lighting techniques for theatre and dance.

TPA 2290L
Theatre Production Laboratory ◆
(1 Credit - 6 Hours)
The development of practical work in the various areas of theatrical production including pre-production and running crew assignments. May be repeated 4 times for credit.

TPA 2343
CAD for Theatre ◆
(3 Credits - 3 Hours)
Prerequisite: TPA 1208 or permission of instructor. Projects oriented course covering fundamental through advanced material in computer aided drafting and design and its application for theatre.

THEATER

THE 1925
Play Production ◆
(1 Credit - 2 Hours)
Practical work in many of the aspects of play production, including performance, technical and costuming work, performance assignments, running crews, stage management, and directing. May be repeated three times for credit.

THE 2300
Dramatic Literature + ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher OR permission of Instructor. Using Aristotle's Poetics as a foundation for script analysis, the class analyzes selected masterpieces of dramatic literature from a wide variety of genres. For selected texts the class examines not only the dramatic structure of the specific text, but also the relationship between the theatre and the society which shapes it. This relationship is examined by exploring the historical and social contexts in which the playwrights were working.

THE 2304
Script Analysis ◆
(3 Credits - 3 Hours)
This course will provide students with a formalist analysis of a script. Students will develop the skills to analyze a script in a way that will help them better communicate and collaborate their ideas working as designers and technicians.

TPP 1120
Improvisation for the Theater ◆
(3 Credits - 3 Hours)
This class explores the use of creativity and imagination, engaging the actor in a wide variety of theatre games and improvisations in a laboratory setting.

TPP 1514
Stage Movement for the Actor ◆
(3 Credits - 3 Hours)
Development of the kinesthetic awareness and skills necessary for actors to function successfully in rehearsal and performance. The class uses a variety of physical skills and exercises to develop the actor's sense of balance, relaxation, coordination and control.

TPP 1710
Stage Voice I + ◆
(3 Credits - 3 Hours)
Analysis, interpretation, and presentation of selections from various types of literature, including narrative prose, poetry, and drama.

TPP 1810
Stage Speech I ◆
(3 Credits - 3 Hours)
This class provides actors the foundation skills necessary to care for and develop the full potential of their speaking voice. The physical mechanisms of speech and the corresponding vocabulary are identified. Core breathing techniques are introduced and explored. Proper articulation of speech sounds is emphasized through ongoing drills and exercises. Habits, techniques and concepts introduced in this class will be developed further in subsequent speech courses.

TPP 1811
Stage Speech II ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 1810 with a grade of "C" or higher. Building on the foundation skills and vocabulary introduced in TPP 1810, TPP 1811 is a continuation of the development of the actor's voice to its full potential. Proper breath support and articulation continue to be particular points of focus. The International Phonetic Alphabet is introduced and used to

correct speech problems as well as lay a foundation for dialect work. Cold reading and impromptu speaking skills are developed through exercises and assignments which allow the students to gain practical experience in front of an audience with minimal preparation time. Finally, the elements of a vocal warm-up are introduced and explored. Students learn to prepare warm-ups tailored to the needs of their own voices.

TPP 2100
Introduction to Acting + ◆
(3 Credits - 3 Hours)
A survey course for non-acting majors in methods and acting techniques used to develop and perform a role from the text.

TPP 2110
Acting I ◆
(3 Credits - 6 Hours)
An introduction to the concepts, principles, and skills needed to create and effectively communicate a believable character to an audience. The class places heavy emphasis on using the given circumstances as the source for character choices, using simple objectives to play identifiable actions, and using appropriate and effective rehearsal techniques to achieve performance goals. Students will apply the above concepts to specific acting challenges in a variety of monologue and scene performances. The class culminates in combining a written character analysis with a performance of a scene from the selected text.

TPP 2111
Acting II ◆
(3 Credits - 6 Hours)
Prerequisite: TPP 2110 with a grade of "C" or higher. This course augments the creative process of character development by applying the principles of Stanislavsky through the use of in-class discussion, studio exercises, monologue and scene application.

TPP 2118
Acting III ◆
(3 Credits - 6 Hours)
Prerequisite: TPP 2111 with a grade of "C" or higher. A.A. students must have permission of the instructor. Scene study. Utilizing selections from contemporary plays, the focus of the course is placed upon character-to-character relationships within the context of a scene.

TPP 2119
Acting IV ◆
(3 Credits - 6 Hours)
Prerequisite: TPP 2111 with a grade of "C" or higher. Beginning with an examination of the nature of "style" itself, this class presents actors with an approach to tackling the challenges of the period text. Techniques for unlocking the particular style of a text are explored and then applied to the performance of selected scenes from several different periods: Greek, Elizabethan and Comedy of Manners. The course identifies and provides solutions for the acting challenges specific to each of these styles. Additionally, the class explores how the techniques learned in approaching these styles can be more widely applied to other non-realistic styles of theatre.

TPP 2141
Acting in Shakespeare ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 2111 with a grade of "C" or higher. An introduction to the concepts, principles, and skills needed to bring the characters of Shakespeare to life on the stage. Following the precepts of John Barton in Playing Shakespeare, this course focuses on how to use the hidden directions given by Shakespeare in the text to unlock character choices. Specific analysis techniques and poetic terminology are introduced and examined as they relate to characterization. Application of these techniques will be presented in several performances of Shakespearean scenes and monologues.

TPP 2220
Audition Techniques ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 2111 with a grade of "C" or higher or permission of the instructor. This class is built on the following premise: successful auditions begin with a clear understanding of the casting process and the development of a healthy relationship to that process. Starting with selecting successful material, the class moves chronologically through each phase of the audition experience with a focus on practical preparation. All of the "business" aspects of auditioning will be covered including resumes, headshots, interviews, unions and self-management. To demonstrate mastery of the material each student will prepare and perform a well-rounded audition package selected to highlight his or her unique strengths.

TPP 2260
Acting for the Camera ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 2111 with a grade of "C" or higher. An approach designed for the actor to meet the demands of working in television or film.

TPP 2261
Acting for the Camera II ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 2260 with a grade of "C" or higher. This course develops the fundamental screen acting technique acquired in TPP 2260. Students engage in advance individual exercises and group scene work to build a video portfolio that exhibits a wide range of performance abilities suitable for professional presentation.

TPP 2300
Play Directing ◆
(3 Credits - 3 Hours)
Prerequisities: TPP 2111 Acting II and permission of instructor or THE 2304 Script Analysis with a grade of "C" or higher. An introductory course examining the fundamental elements of the director's craft. Interpretation and communication skills are explored at length, along with developing the directorial concept into practical aspects of stage composition, movement, rhythm, and overall story and dramatic action.

TPP 2803
Stage Speech IV ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 2812 with a grade of "C" or higher. Study of regional and foreign dialects for character impersonation.

TPP 2812
Stage Speech III ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 1811 with a grade of "C" or higher. Special and advanced work in the interpretation and presentation of various forms of literature, particularly classical selections.

TPP 2280
Special Problems in Acting ◆
(1 - 3 Credits)
This course is designed to provide individual investigation into an area of acting of particular interest or need to the student. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. This course may be repeated 3 times for credit.

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DIRECTORY INFORMATION OPT OUT FORM

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, commonly known as the Buckley Amendment, St. Johns River State College defines public or "directory information" as the following:

Name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

Directory information, as defined by St. Johns River State College, may be released at the College's discretion without the student's written consent (unless a request for nondisclosure has been received by the Registrar's Office within 15 days after the close of registration.) Nondisclosure shall remain in effect until the student gives written request to remove said nondisclosure to the Registrar's Office. Forms are also available in the Registrar's Office.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A Nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e. student directory), nominations for scholarships or national dean's lists, and other requests for directory information.

If you do not wish to have your directory information released, please complete, sign, and submit this form to the Registrar's Office within fifteen (15) days after the close of registration to prevent inclusion in this term's directory. The election to be excluded from the directory shall remain in effect until the Registrar's Office is notified in writing. Exclusion requests received later than fifteen (15) days after the close of registration shall be effective for subsequent terms.

_____
NAME (PRINT)

_____
STUDENT GENERATED ID NUMBER

_____
DATE

_____
SIGNATURE

RETURN TO REGISTRAR'S OFFICE

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