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# Student Services

## ONLINE STUDENT SERVICES

Online Student Services (OSS) is a convenient, secure way to access the information and transactions you need around the clock. OSS is available from any computer with Internet access (home, work, public libraries or computers on each DBCC campus). Privacy is of the utmost importance to us. Your educational records are protected by FERPA. You can learn more about FERPA and other consumer information on the Records and Registration pages off of the DBCC home page. **Based on FERPA, only you can request or access your student records. They cannot be discussed via e-mail or over the telephone.**

You may use all or only selected online services that we offer. Each of the current services accessible from one page, Online Student Services, is described below.

**Online Admissions Application** - You can select the Apply Online option or visit the Admissions Page to go directly to our online admissions application. Once you've completed the admissions application and your student ID number has been created, you will be able to access all other Online Student Services. This process takes at least one business day.

**LOGIN and PIN Numbers** - Before you can access Online Student Services you will need your Social Security Number and your Personal Identification Number (PIN). Your PIN is the gateway to Online Student Services. The first time you access OSS your PIN is set as your birth date. You will be required to update to a new PIN number (for your security) and to enter a hint question. **It is important to keep a record of your PIN and hint question to access OSS again in the future. You can save yourself the inconvenience of losing access by maintaining a record of your PIN.** This hint question will appear if you forget your PIN and attempt to change it. Answering the question will reset your PIN to your birth date and you will be required again to change it.

Any other PIN number changes require a signed request to the Records & Registration Office. This request must include your name, Social Security Number and your signature. You may fax the request to (386) 254-4489. Requests will be processed the same business day they are received. You may also come to the Records & Registration office at any campus and show identification to reset your PIN number. **PIN numbers cannot be changed based on a telephone or e-mail request.**

**Orientation** - Orientation is an important step to being enrolled and is required of all new and readmitted students. Online orientation is an option. It is geared towards preparing you to be as successful as possible while you are here. It covers schedule planning, important departments to be aware of and other hints to make the most of your experience with us.

**Unofficial Transcript** - You can access your unofficial transcript via OSS. Official transcripts must be requested through the Records Office.

**View Student Schedule/Grades** - You look up your schedule and/or your grades under this option. Grades are not mailed each semester. You must access your grades through this option.

**Financial Aid Award Status** - Access your award status by semester using this option.

**Web Registration** - Register for your classes using FalconNet. Credit card payment is also available through this option.

**Transfer Evaluation** - This allows students transferring to DBCC to access the evaluation of credit from the previous institution or institutions attended. This is especially helpful to access prior to registration. If it is not available online, the evaluation has not been completed.

**Degree Audit** - This provides you with a comparison of courses you have earned credit for with the courses you need to complete your degree or certificate program.

**Demographic Information** - This allows you to update or change your address, phone number, e-mail and major so that we are able to contact you about courses, events and upcoming registrations.

**The Student Help Desk** - This support service provides you with troubleshooting information and frequently asked questions about using the Web and Online Student Services and some basic tutorials on computer basics. NOTE: This is not a live, technical support site.

**FalconMail (Student E-mail)** - FalconMail is e-mail available to all current students, faculty and staff at DBCC. If you already have an e-mail address, forwarding your FalconMail account to your existing e-mail box is as simple as entering a forwarding address.

Though Online Student Services are convenient, we still offer parallel, traditional, on-campus services.

## ACADEMIC ADVISING AND COUNSELING SERVICES

Academic advisors and counselors are available on each campus to provide educational and career planning through assisting you when selecting your major, identifying strategies to address academic difficulties and preparing for university transfer. We can help you:

- explore educational and career interests
- arrive at realistic choices based on your personal abil-

ities, interests and values

- acquire study and life skills and clarify educational and career goals.

The Counseling Department staff is committed to helping you achieve your educational and career goals. We realize that students come to us with different levels of preparation for the challenges of college, undecided about their goals and facing personal obstacles that may affect success.

Counselors offer information and assist students with a variety of concerns including:

- Career development and decision making
- Stress and time management
- Relationships as they affect academic performance
- Math and/or test taking anxiety and study skills
- Referrals to outside agencies for issues such as substance abuse, AIDS awareness, interpersonal relationships and students in crisis

Additionally, counselors conduct workshops on a variety of issues, from returning to school to career planning. We encourage you to make use of the department's trained and experienced counselors.

### *FACULTY ACADEMIC ADVISING PROGRAM*

Each semester new students are assigned to a Faculty Academic Advisor. Your advisor is in your general program area (based on major and the campus where you enroll for the most courses). Your faculty advisor has been assigned to assist you in several ways:

- To help you determine if you are, in fact, classified in the correct major/program code
- To help you select appropriate courses that will lead you towards completion of your chosen program
- To answer your questions about or provide referrals to programs and services on campus

Your Faculty Academic Advisor is your resource contact for questions about your program and DBCC. It is strongly recommended that you contact and meet with your Faculty Academic Advisor at least once a semester, around mid-terms to discuss plans for the next semester.

You can find information about your assigned advisor by visiting Online Student Services and selecting **Your Student Information** option. There you will find the name of your advisor and his/her office location and phone extension. Your advisor will contact you each semester to encourage you to make the connection either through the U.S. mail, by phone or using your student Falconmail e-mail account. For more information about Falconmail, refer to the Online Student Services in this catalog.

### *ASSESSMENT SERVICES*

Assessment Services provides information, registration and administration of a wide range of tests, as well as the Assessment of Prior Learning Experience (APLE) program. Students can register for and take the following assessments at DBCC:

- Instructor tests for distance learning courses
- DBCC placement tests – CPT, TABE, NET, LOEP, CASAS, F-BAT, CJBAT

- Specialized licensing exams
- Institutional TOEFL
- College Level Academic Skills Test (CLAST)
- Assessment of Prior Learning Experience (APLE) exams
- College Level Exam Program (CLEP) exams
- Florida Comprehensive Assessment Test (FCAT)
- IT Certification Exams

### *ASSESSMENT OF PRIOR LEARNING EXPERIENCE (APLE)*

DBCC recognizes that students come to the institution from a variety of backgrounds. We value the training and knowledge you may have gained through experience. The Assessment of Prior Learning Experience (APLE) program, which includes APLE exams and portfolios, is designed to allow you to turn your skills and knowledge into college credit. Credit earned through the APLE program can only be awarded in courses offered at DBCC. Credit will not be awarded for courses in which you have already received credit. To earn credit through the APLE program you must meet the following requirements:

- Be currently enrolled in a degree or certificate program at DBCC and credit earned must be appropriately related to your degree or certificate program.
- Complete registration materials and pay all fees.
- Document learning of achievement of all outcomes of a specific course.

### *PLACEMENT TESTS*

All new students admitted to a degree or certificate program are required to take a placement test unless they meet one of the exemptions listed below. The results will help with your placement into appropriate courses to ensure your academic success. Placement instruments are not used for admission to the College, although they may be used as a guide for admission to certain limited access programs (See Admissions).

There are two types of assessment instruments for general admission to the college: the College Placement Test (CPT), a computerized adaptive program and the Test of Adult Basic Education (TABE), a pencil and paper test. Both measure reading, math and language skills. The placement test for degree programs (AA, AAS and AS) and the business or computer related college credit certificates is the College Placement Test (CPT). The placement test for vocational certificate programs and the EMT and Paramedic certificate programs is the Test of Adult Basic Education (TABE).

### *EXEMPTIONS TO THE PLACEMENT TEST*

**College Placement Test (CPT)** – Students do not need to take the related portions of the test if the following conditions are met:

- SAT scores of 440 or above on verbal or 440 or above on math for placement into Intermediate Algebra (MAT 1033) or 500 or above on math for placement into College Algebra (MAC 1105)
- ACT scores of 18 or above on reading or 17 or above on English or 19 or above on math for

placement into Intermediate Algebra (MAT 1033) or 21 or above on math for placement into College Algebra (MAC 1105)

- Proof of successful completion of the equivalent of ENC 1101 (College Composition) or MAT 1033 (Intermediate Algebra)

**Test of Adult Basic Education (TABE)** - Students do not need to take the related portions of the test if the following conditions are met:

- SAT scores of 440 or above on verbal or 440 or above on math
- ACT scores of 18 or above on reading or 17 or above on English or 19 or above on math
- CPT scores of 83 or above on reading or 83 or above on sentence skills or 72 or above on Elementary Algebra
- Student has passed or is exempt from the CLAST exam
- The student has an Associate in Applied Science degree or higher

### LIMITED ACCESS PROGRAM PLACEMENT TESTS

Certain limited access programs require additional tests for admission to those programs. The following are tests provided by DBCC for a small fee.

**Nurse Entrance Test (NET)** - The Nursing Associate Degree and the Practical Nursing Vocational Certificate programs require successful completion of the Nurse Entrance Test (NET) prior to admission to the program. Contact Assessment Services on any campus for testing schedules and test fee information.

**Basic Abilities Tests** - The Law Enforcement Recruit Training, Correctional Officer Recruit Training and Correctional Probation Officer Recruit Training programs require successful completion of a Basic Abilities Test prior to admission to the program. The state of Florida has approved two Basic Abilities Tests; the Florida-Basic Abilities Test (F-BAT) and the Criminal Justice Basic Abilities Test (CJ-BAT). Both are offered at DBCC and may be used for admission to the criminal justice programs listed above. Contact Assessment Services on the Daytona Beach Campus for testing schedules, registration and fee information.

### INTERNATIONAL STUDENT ASSISTANCE

- You are required to meet with the international student advisor upon your arrival at DBCC.
- The U.S. Immigration and Naturalization Department (INS) requires all students on visas to enroll for 12 or more credit hours for the Fall and Spring Semesters.
- INS also requires that you make satisfactory progress toward meeting the program objectives stated in the I-20 that DBCC issued.
- You are required to attend an orientation session during the Fall or Spring Semester.
- You are required to comply with all DBCC rules and regulations. Counseling and academic advising services are available to assist you.

International students are a vital part of our educational program. We'll do all we can to help you have a successful and enjoyable educational experience at DBCC.

Please contact International Student Affairs at (386) 947-3141 if you have any questions or need assistance.

### CAREER PLANNING AND TRANSFER CENTER

The following services are available to help you choose a major and develop a career path.

Services include:

- Career planning Web site offering career self-evaluations, links to local colleges and the 10 state universities, job outlook information and more
- Career information libraries with current information on occupations, job requirements and career opportunities
- Career and interest inventories to learn more about your aptitudes, interests and preferences with same day results available to the career counselor that you are working with (see the Career Planning Web site for the testing schedule)
- Computerized career planning (easy to use computer programs that help you with career decisions)
- Career planning workshops, to help you select a major, program or career
- SLS 2304, Career Exploration, a one credit, self-paced course that provides a guide to Career Planning Center resources and to help you learn more about your career and educational interests and pursuits
- Information about transfer institutions, financial aid and scholarships.

If you are undecided about your future career or educational plans, we encourage you to visit the Career Planning Center to begin your planning process.

Visit our Career Planning Centers at the following campuses :

Daytona Beach Campus, Building 100, Room 205L,  
(386) 255-8131, ext. 3994

DeLand Campus, Portable 106,  
(386) 785-2074

New Smyrna Beach Campus, Building 1, Room 151,  
(386) 427-3472, ext. 2608

### Transfer Information

If you plan to transfer to a four-year college or university, you should visit the Career Planning Center, where you can find:

- CollegeSource Online, an Internet program that provides full-text catalogs for more than 7,000 schools
- College Blue Books and Chronicle Databooks that provide addresses, phone numbers and specific details such as admissions requirements and activities
- Transfer manuals that give information about the specific background courses needed to prepare for various majors at Florida's state universities and some private colleges.
- A free transfer handbook with specific details of how to research a transfer institution and step-by-step guidance for a successful transfer process.

We encourage you to contact the institution where you plan to transfer early in your enrollment at DBCC to determine the specific courses you need. Planning your transfer early will help ensure a smoother transition into your chosen university program.

## COLLEGE PLACEMENT CENTER

The College Placement Center provides comprehensive services to students seeking employment opportunities. Staff in Career Development and Placement is available to assist you with information on careers, salaries, job outlook and specialized software to assist with job placement. Local and national job postings are available as well as material to assist with your job search. The staff works collaboratively with academic and technical faculties to help you get a paying job related to your major and allows you to earn money while attending school or upon completion of your degree or certificate.

Some of the services include:

- Resume preparation
- Resume cover letter
- Employability skills
- Mock interviews
- Workplace skills
- Employer interviews
- Classroom presentations
- Job development
- Job placement
- Jobs Expo
- Employer recruitment visits

**Online Services** - Visit our home page at [www.dbcc.edu](http://www.dbcc.edu), then click on Career Development and Placement Services to view specific services such as:

- Job placement assistance
- Work-related seminars
- Employer services/recruitment
- Student employment
- Co-op/internships experience
- Soft skills/certification
- Job fairs/annual job expo
- Job tips
- Schedule of events/activities
- Helpful links
- Search engines
- DBCC home

Job board listings for student employment, career positions and part-time employment are available online.

Career Development and Placement Services offers soft skills training workshops and seminars. These workplace skills modules will assist students to practice the skills and utilize specific strategies to better equip you to enter the workplace. These modules are aimed at preparing students to strengthen your soft skills for workplace effectiveness and competency. Click on Schedule of Events and Activity, which outlines delivery of soft skills and employability skills for students attending DBCC.

We suggest that students graduating stop by the office three to six months prior to completing their program of study for job placement opportunities.

For additional information, contact:

### The College Placement Center

Daytona Beach Campus, Building 100, Room 205  
(386) 254-3073

DeLand Campus, Portable 106  
(386) 785-2000, ext. 4422 and 3559  
Flagler/Palm Coast Campus, Building 2, Room 100E  
(386) 246-4809  
New Smyrna Beach Campus, Building 1, Room 107  
(386) 427-3472, ext. 2608

## COLLEGE BOOKSTORE

DBCC, in partnership with the Follett Higher Education Group, operates the DBCC Bookstores. The DBCC Bookstores are the authorized source for required course materials, recommended study aids, school supplies, educationally discounted software, nursing and medical reference books, DBCC clothing, gifts and more. Store hours and services vary by campus. Bookstore information can be found in the class schedule books or by calling the phone numbers listed below. If you are calling from a DBCC campus site, just dial the extension listed.

Advanced Technology Center	(386) 252-2206 or ext. 3234
Daytona Beach Campus	(386) 252-2206 or ext. 3234
DeLand Campus	(386) 785-2020
Daytona Center	(386) 785-2020
Flagler/Palm Coast Campus	(386) 246-4819
New Smyrna Beach Campus	(386) 427-3472 ext. 2614

You also can shop your DBCC Bookstores online at [www.efollett.com](http://www.efollett.com) or through the Bookstore Link on the DBCC Web site.

## STUDENT DISABILITY SERVICES (SDS)

Student Disability Services, located in Building 100, Rooms 111-113, on the Daytona Beach Campus, provides comprehensive services to qualified students with disabilities including three private testing rooms and an adaptive computer lab for students with disabilities.

DBCC offers reasonable accommodations to students who have documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, and the 1990 Americans With Disabilities ACT (ADA). Students must have "a substantial limitation to a major life function" in order to qualify for services. The purpose of the support services is to offer equal access to DBCC classes, educational programs and activities. Students at DBCC are encouraged to participate fully in the college experience. We encourage an environment that provides opportunities for students to develop skills, autonomy and independence. Please contact us in advance if you need interpreters, readers or note takers. We do not provide personal services such as tutoring or transportation.

Some of the services and equipment include:

- Accommodations for tests
- Interpreters
- Note takers/readers
- Priority registration
- Grievance procedure
- Recorded textbooks/access to RFB&D
- Disability resource material

- Adaptive computer lab/equipment loans
- Closed circuit televisions
- The Arkenstone "Open Book," The Reading Edge
- JAWS/ZOOMTEXT Plus software
- Perkins braille

**Course Substitutions for Students with Disabilities**

Students with disabilities who seek course substitutions should meet with a student disability specialist in SDS or the director of the Student Disability Services Department to have his/her request processed. He/she must provide recent documentation that describes his/her disability in brief. The Course Substitution Committee will determine if the student should receive a substitution.

For more information, please contact us in Building 100, Rooms 111-113, on the Daytona Beach Campus, or call (386) 254-3056, or 255-8131 ext. 3892, or 254-3043 V/TDD. For the Flagler/Palm Coast Campus office, call (386) 246-4871. For the DeLand Campus office, call (386) 785-2012. For the New Smyrna Beach Campus office call (386) 427-3472 ext. 2607

**TDD LINES** - Telecommunications devices for the deaf and hearing impaired are available in these areas:

**Daytona Beach Campus**

- Student Disability Services Office  
Building 100, Room 111C; TDD (386) 254-3043
- Campus Safety  
Building 540, 24-hour access; TDD (386) 265-7374
- Learning Resources Center  
Building 210, general circulation desk

**DeLand Campus**

- SDS Office, Building 7, Room 142

**Flagler/Palm Coast Campus**

- Building 2, Room 100C

**New Smyrna Beach Campus**

- Building 1, Room 109

**THE LEARNING CENTER**

DBCC's state-of-the-art Learning Centers share the College's concern for student success and provide a variety of instructional support programs and services to help students make satisfactory academic progress. The Centers' academic support services combine personal attention with computer-assisted, individualized and group instruction in an energizing environment where students, faculty and staff collaborate to ensure student success. Lab attendance is required for students enrolled in developmental math, reading and writing courses. In addition, the following educational support programs are also available to DBCC students.

**Peer Tutoring** - individual and small-group tutoring for most courses are available on a scheduled or walk-in basis.

**Online Tutoring** - online tutoring is available for a limited number of courses via Live Tutoring, Q&A boards or e-

mail. You may access online tutoring from the comfort of your home or from any computer lab on campus.

**Supplemental Instruction (SI)** - academic support for students enrolled in difficult required courses. An experienced student leads the SI sessions and uses course materials to model positive study and organizational skills to peers.

**TRIO Student Support Services Program** - specialized support that increases the retention and graduation rates of eligible students by providing services designed to improve academic performance and increase grade point averages.

**Vocational Preparatory Instruction (VPI) Program** - self-paced, open-entry/open-exit instruction in reading, writing, math, workforce readiness and study skills for students who are enrolled in occupational programs.

**Learning Skills/Retention Counseling** - counseling and intervention to help students overcome academic, financial and social barriers to college success.

College can be demanding, especially for first-time students. So, stop into one of the Learning Centers. Our learning specialists can help with what you need to learn, and you'll learn how to learn as well. Not all campuses offer all services. Contact any of the following Learning Centers for information:

Daytona Beach Campus - Building 300, Room 227F  
(386) 255-8131, ext. 3673

Flagler/Palm Coast Campus - Building 2, Room 119  
(386) 246-4835

New Smyrna Beach Campus - Building 2, Room 104  
(386) 427-3472, ext. 2645

DeLand Campus - Building 6, Room 217  
(386) 785-2087

Deltona Center - City Hall, Room 151  
(386) 789-7243 or (386) 255-8131, ext. 3246

**LIBRARY**

DBCC provides a comprehensive library which networks with other state and national libraries to obtain the information you need, when you need it. The Daytona Beach Campus library also houses the DBCC Computer Commons, a large open lab available to all DBCC students during library hours of operation. This lab provides access to DBCC academic software, including word processing and spreadsheet applications, as well as the Internet.

The Daytona Beach Campus Library (Building 210) provides extensive print and non-print collections, electronic indexes and study areas. This library also serves University of Central Florida students and faculty, providing access to UCF library collections and databases. Professional librarians are always available to serve the DBCC and UCF college communities. The DeLand Campus Library (Building 1) offers the same library services as the Daytona Beach Campus Library.

All DBCC campuses have access to library services

via LINCCWeb (<http://www.linccweb.org>) and the DBCC Library Web page (<http://www.dbcc.edu/library/default.htm>). Items in the DBCC Daytona and DeLand collections may be ordered from other campuses using the electronic form on the DBCC library Web page. These items may be delivered to the campus of your choice. Reference services are also available to all students via phone, e-mail or the electronic form on the DBCC library Web page.

**Library Hours** (unless otherwise posted for holidays, summer, etc.):

**Daytona Beach Campus**

Monday - Thursday: 7:30 a.m.-10 p.m.

Friday: 7:30 a.m.-5 p.m.

Saturday: 9 a.m.-3 p.m.

Sunday: 1-9 p.m.

**DeLand Campus:**

Monday - Thursday: 7:30 a.m.-9 p.m.

Friday: 7:30 a.m.-5 p.m.

For more information please contact Dustin Weeks, head librarian, at (386) 254-3000, ext. 3593.

**STUDENT ACTIVITIES**

Kick back, relax or add some zip to your college experience. Join *In-Motion*, our award winning student produced campus newspaper or our literary magazine; run for student government; enjoy one of our fine cultural arts productions; or absorb the eclectic exhibitions in our Southeast Museum of Photography, among the best of its kind in the world.

More than 20 student clubs, a dozen intramural sports teams and a health/wellness complex round out the wide variety of extra-curricular activities.

At DBCC, you can keep as busy as you like. Or, you can just read quietly under a tree amidst the natural beauty of our garden-like campuses. For information and a calendar of activities, contact Student Activities in Building 130, on the Daytona Beach Campus or the Dean's Office on the other campuses.

**STUDENT IDENTIFICATION CARDS**

Student photo ID cards are issued free of charge after you've registered and paid your first semester's fees. A current student schedule and a valid photo ID is required to obtain a student ID card. A current, valid photo ID is required to transact business at the business office, library, write checks at the bookstore and for all other official College-related activities. Photo ID cards also allow you to attend all College activities open to students either free of charge or at special student rates.

**STUDENT INSURANCE**

Medical insurance is mandatory for all International students. Daytona Beach Community College offers insurance for International students through Bert Reams Insurance Services, Inc. Please contact admissions for

more information at (386) 254-3059. All other students may contact Bert Reams Insurance Services, Inc. or other preferred insurance providers for their insurance needs.

**STUDENT POLICIES, RIGHTS AND RESPONSIBILITIES**

DBCC has established specific policies and procedures to ensure the rights, integrity and safety of all members of the College community.

The academic integrity policy, grievance procedure, due process procedure, student code of conduct, AIDS policy, drug free schools and campuses policy and information on the appeals procedure are published in the student handbook and are available in the Office of the vice president of Student Development, Building 100, Room 210, and the Counseling Center, Building 100, Room 208, on the Daytona Beach Campus, and in the dean's office on other campuses.

**STUDENT CONSUMER INFORMATION**

In order to provide students with information related to attending DBCC, the following reports, policies and general information are available to students upon request. In addition, most of this information is directly accessible on the Web site, [www.dbcc.edu](http://www.dbcc.edu).

**Student Privacy Information** - The Family Educational Rights and Privacy Act (FERPA) provides certain rights to students related to educational records. This information can be found in the College catalog or is available from the Admissions and Records Office, Building 100, Room 106, on the Daytona Beach Campus.

**Graduation/Completion and Transfer-out Rates** - This information is available on the DBCC Web site or from the Admissions and Records Office, Building 100, Room 106, on the Daytona Beach Campus.

**Campus Crime Statistics and Safety Policies** - This information is available on the DBCC Web site or from Campus Safety, Building 540 on the Daytona Beach Campus.

**Institutional Information** - This information includes requirements and procedures for withdrawing, cost of attendance, refund policy, current academic programs, names of accrediting agencies, descriptions of services for disabled students and information on studying abroad. This information can be found in the College catalog, on the DBCC Web site and in the Admissions and Records Office, Building 100, Room 106, on the Daytona Beach Campus.

**Financial Assistance Information** - This information can be found in the College catalog, on the DBCC Web page and from the Financial Aid Office, Building 100, Room 105, on the Daytona Beach Campus.

**Athletic Participation and Financial Support** - This information can be found on the DBCC Web site and from the Athletic Department, Building 310, Room 235, on the Daytona Beach Campus.

## OFFICE OF STUDENT APPEALS

Located in the Office of the Dean of Career Development and Placement, Building 100, Room 205, on the Daytona Beach Campus. The appeals process provides students an opportunity to appeal (based on documented extenuating circumstances\*) financial aid suspension/ineligibility, full cost of tuition, withdrawals/drops after posted deadlines and to seek relief from some academic regulations. This office will attempt to gather all pertinent facts to resolve differences in order to reach reasonable solutions for the student.

### Types of Appeals

There are four types of appeals.

1. **Academic/Refund Appeal.** Can be used for the following types of situations:
  - a) Withdrawing from course(s) after the posted deadline.
  - b) Dropping course(s) with a refund after the posted deadline.
  - c) Lifting of financial aid suspension/ineligibility.
  - d) Requesting a change in status from credit to audit (Audit Request Form with instructor's signature must be attached to the appeal).
  - e) Graduating in absentia; a completed transient form signed by the DBCC Registrar and indicating the course(s) to be taken at another institution for transfer back to DBCC must be attached to this type of appeal.
  - f) Requesting a grade change from "F" to "W." This type of appeal (with grade change form) goes to the instructor, chair and dean of the appropriate department for approval at all three levels. Only grades of "F" may be appealed.
  - g) Requesting permission to use a former catalog for graduation requirements if one or more major semesters has been missed since initial enrollment.
2. **Financial Aid Suspension/Ineligibility Appeal.** Can be used for the following types of situations:
  - GPA below a 2.0.
  - Didn't complete at least 75 percent of courses attempted.
  - Attempted too many hours (students are allowed to attempt up to 120 credits to earn one degree and up to 130 credits to complete two programs of study).
3. **Full Cost for Course Repeat**  
If a student enrolls in a course in the 1000 or 2000 range (for example, ENC1101 or STA2023), the first two attempts will cost the regular amount for Florida residents. If the course is taken a third time, the student must pay the full cost of instruction, which is four times the usual tuition rate. This appeal can be filed only once per course. Courses taken in Fall 1997 will be counted as first attempts. Attempts before that term will not count for purposes of determining the higher cost. (SEE DBCC BROCHURE, "Repeat, Withdrawal and Full Cost of Instruction Information 1999-2000")
4. **Petition for Fourth Attempt**

Students may appeal for permission to take a college credit course a fourth time due to major extenuating circumstances, but the third and fourth grades will both appear on the transcript. The fourth attempt will be charged at full cost. Courses taken in Fall 1997 will be counted as first attempts. Attempts before that term will not count for purposes of determining the higher cost. (SEE DBCC BROCHURE, "Repeat, Withdrawal and Full Cost of Instruction Information 1999-2000")

### Student Advocacy

Students have the opportunity to access an Ombudsperson, located on each campus. The role and scope of the Ombudsperson is that of student advocacy.

The Ombudsperson listens to complaints, problems, situations or issues of students and tries to resolve them in the most expedient way, while adhering to College policies and procedures. The Ombudsperson explores all facets of a particular problem or situation and offers helpful assistance to problems resolution.

### Grade Disputes

DBCC provides a procedure to assist faculty and students in resolving grade disputes. The teaching faculty is responsible for issuing grades; however, students who believe a faculty member has violated their academic rights or issued an incorrect grade may seek recourse through the **Informal Grievance Process**, as outlined below:

- The student should request a conference with the instructor involved within 60 days after the grade is issued. If meeting with the instructor would make the student uncomfortable, the student may meet with the instructor's chair person/program manager.
- If the above does not resolve the dispute to the student's satisfaction, the student should meet with the instructor's chairperson/program manager and submit the grievance in writing.
- If the student remains dissatisfied, a meeting with the appropriate dean should be arranged and a copy of the written grievance submitted to the dean at the time of the meeting.

After the above steps have been taken, the Informal Grievance Process is completed. However, if the student feels that the complaint/problem has not been resolved, the student should proceed to the Formal Grievance Process.

### Formal Grievance Process

A student who has completed the **Informal Grievance Process** and is not satisfied with the results may submit a written grievance to the vice president of Student Development who will meet with the vice president of Academic Affairs to review all documents regarding the case and reach a decision.

This decision will be final, and the student will be notified via certified letter from the vice president of Student Development.

**Formal Process:  
Harassment/Discrimination/Violation of Rights**

If a student believes that he/she was subjected to harassment or discrimination or his/her basic civil rights were violated or privacy invaded, he/she must file a complaint within 60 days of the incident with the office of the vice president of Student Development or the director of Institutional Equity, located in building 100, room 113G, or the director of Women’s Equity, located in the Human Resources Department for investigation.

The investigator will arrange a meeting with the student, who at the time of this meeting, will provide a written account of the alleged incident(s), providing details, such as time, place and names of witnesses, if applicable.

A thorough investigation will follow, and the appropriate college official will contact the student once the investigation has been concluded and a finding reached.

**Students’ Rights in Grievance Processes**

- Students are guaranteed confidentiality to the maximum extent possible.
- The procedure for student grievances will be consistent for all students.
- Retaliation from the accused toward any student filing a grievance will not be tolerated by Daytona Beach Community College.
- Grievances should be filed within 60 days after incident occurrence.

**THE OFFICE OF STUDENT JUDICIAL AFFAIRS**

The Office of Student Judicial Affairs is located in Building 100, Room 210, on the Daytona Beach Campus. This office investigates and seeks to resolve student discipline issues and allegations of violations of the DBCC Student Code of Conduct Rules published in the Student Handbook.

The Judicial Affairs Office attempts to gather all of the facts and reviews available options for resolution. If the student denies the allegation(s) the office will arrange an administrative meeting or schedule a hearing before a Student Disciplinary Committee to address and determine an appropriate outcome. The Judicial Affairs Office is responsible for ensuring that all students are afforded due process in all procedures involving discipline matters.

**WOMEN’S CENTER**

The Women’s Center provides various programs and services to women and men in Volusia and Flagler counties who are experiencing changes in their lives, seeking economic independence, desiring self-sufficiency and wanting the education and training necessary to enter or re-enter the workforce.

Women’s Center programs include:

- **Fresh Start** - A career entry/re-entry program designed to meet the specific needs of displaced homemakers. To make a successful transition from homemaker to employee, participants are helped to assess and enhance personal growth areas while receiving

assistance with academic, career-readiness and other skills training.

- **New Directions** - This program is intended to serve the needs of single parents, displaced homemakers, single pregnant women and students interested in occupational programs that are high-wage and non-traditional. Along with academic counseling, personal counseling is available to help participants deal with issues of personal growth and development or other issues that may become obstacles to academic or job success.



- **The Family Literacy Project** - The Family Literacy Project assists designated elementary schools within Volusia and Flagler counties by providing intensive parental training. The objective of the training is to help parents become more involved in their children’s and their own education and learning. Program participants are exposed to career counseling through DBCC’s Women’s Center. Parents attend an orientation about returning to school to train for a high-wage vocational occupation, obtaining a GED through the Adult Education Department at DBCC and/or information about employment opportunities.

Workshops and seminars on women’s issues and concerns also are offered. For information, contact the Women’s Center on these DBCC campuses:

- Daytona Beach Campus  
Building 100, Room 218; (386) 254-3068
- DeLand Campus  
Portable 106; (386) 785-2028
- Flagler/Palm Coast Campus  
Building 1, Room 114; (386) 246-4811
- New Smyrna Beach Campus  
Portable 107; (386) 427-3472, ext. 2636

### *PARKING REGULATIONS*

Annual parking decals may be obtained at no cost upon providing documentation of paid tuition at the Cashier's Office on the Daytona Beach Campus or at any other campus. Decals will be displayed inside the drivers side rear window. Students requesting a second decal may obtain one at a cost of \$10.

**Designated Parking Areas** - All unpainted curb areas are for student parking. Other parking areas are restricted by color coding. Please observe all parking regulations to ensure fairness to everyone attending DBCC. Remember, courtesy is contagious.

Parking fines are \$5, \$7.50 and \$10. Unpaid fines will result in a hold on student records, diplomas, transcripts and future registrations. Repeat offenders may be towed at the owner's expense.

Students wishing to challenge a parking ticket issued by Campus Safety need to attend an informal meeting with the director of Campus Safety, Building 540, on the Daytona Beach Campus, from 8:15 -9 a.m. on any Wednesday. Students on all other campuses should contact the Provost's Office for an appointment. If necessary, the student will receive a referral to the Office of Judicial Affairs to file a grievance.

### *CRIME STATISTICS*

The DBCC Annual Campus Crime Statistics and Security Policies can be accessed on the Internet at [www.dbcc.edu](http://www.dbcc.edu) or you can obtain a copy from the Campus Safety Department, which is located in Building 540 on the Daytona Beach Campus. The report contains statistics of criminal offenses that occurred on DBCC property during the past three years.



# Academic Information & Graduation Requirements

College Preparatory Program

Associate of Arts Transfer Degree Program

Associate of Applied Science and Associate of Science Degree Programs

Occupational Certificate Programs

Apprenticeship Programs

Distance Education Courses

College Your Way

Summer Study Abroad

Honors College

Learning Communities

Career Connection

Cooperative Education/Internships

Adult Education and Workforce Training

Graduation Requirements and Procedures



# Academic Information

Contemporary education should provide a level of knowledge that all members of our society must possess regardless of any specialized occupation or profession. To this end, DBCC has designed its curriculum to provide you with sufficient knowledge which will permit you to be a more responsible, articulate and informed citizen.

## COLLEGE PREPARATORY PROGRAM

The College Preparatory Program at DBCC helps students develop the essential skills for academic success. The curriculum emphasizes reading, communicating and learning through writing, basic mathematical concepts and effective life and study skills. The College Preparatory program consists of four elements: reading, writing and mathematics courses and the *Dynamics of Students Success* course.

For students, whose first language is not English, DBCC offers college preparatory courses through the English Language Institute (ELI).

### Mandatory Assessment/Placement

All students entering DBCC must take the Florida College Placement Test (CPT) or submit a state of Florida college ready diploma or acceptable Advanced Placement, SAT or ACT scores that exempt them from the college preparatory program or they must submit college transcripts that show the completion of Freshman English I or Intermediate Algebra.

Students who score below the minimum scores on one or more of the three sections of the CPT must complete college preparatory requirements prior to enrolling in college-level courses. Students have the following options at DBCC:

- Complete DBCC College Preparatory courses (ENC 0001, REA 0001, MAT 0002, MAT 0024) as indicated by test score results. Students who successfully complete these courses may enroll in college level courses.
- Complete ELI college preparatory courses if English is not the first language. Placement level is determined by an English language proficiency test. Non-native English speakers may enroll in college level courses after successfully completing EAP 1520 - Reading V and EAP 1540 - Writing V and meeting the DBCC Test of English as a Foreign Language (TOEFL) requirement unless TOEFL exempt. Exceptions to the TOEFL requirement include U.S. citizens or permanent residents, international students who have earned a high school diploma from an accredited American high school and students from foreign countries where English is the native (first) language.
- Improve scores on the CPT by enrolling in courses

offered by the DBCC Adult Education Program. Students exercising this option must retake and pass the appropriate sections of CPT prior to enrolling in college level courses.

Another option is to utilize the services of a private company to achieve higher scores on the CPT. DBCC can provide a list of private companies, which have requested to be included on the list of such providers, including information on how to contact these companies. Students exercising this option must retake and pass the appropriate sections of the CPT prior to enrolling in college level courses. The list of providers is available from a counselor or advisor. *(Companies on the list of private providers are not affiliated with DBCC in any way, and DBCC does not endorse or warrant their services. DBCC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from or arising out of or in connection with students' use of their products and services.)*

**Course Requirements** - Based on students' college placement scores and the option they select to fulfill college preparatory requirements, they may enroll in one or more of the following college preparatory courses in reading, writing, math and student success:

	<i>College Prep Credits</i>
<b>Reading</b>	
REA 000 Reading I	4
<b>Writing</b>	
ENC 0001 Writing I	4
<b>Mathematics</b>	
MAT 0002 Math I (Pre-Algebra)	4
MAT 0024 Math II (Elementary Algebra)	4

	<i>College Transfer Credits</i>
<b>Student Success</b>	
SLS 1122 Dynamics of Student Success	3

<b>English Language Institute</b>	
<b>Speech/Listening</b>	
EAP 0200 - Level II	EAP 0400 - Level IV
EAP 0300 - Level III	EAP 1500 - Level V

<b>Reading</b>	
EAP 0220 - Level II	EAP 0420 - Level IV
EAP 0320 - Level III	EAP 1520 - Level V

<b>Writing</b>	
EAP 0240 - Level II	EAP 0440 - Level IV
EAP 0340 - Level III	EAP 1540 - Level V

<b>Grammar</b>	
EAP 0260 - Level II	EAP 0460 - Level IV
EAP 0360 - Level III	EAP 1560 - Level V

Students who place into the college prep program and who elect to enroll in DBCC college preparatory courses will be provided a program of study by a counselor or advisor using the following guidelines:

- Reading, writing and math courses require weekly attendance at the Learning Center in addition to regular class sessions.
- Students must continue to enroll in the college prep courses until they complete the program and pass the College Prep Exit Exam.

### **Themed Learning Cohorts (TLC): Developmental Studies Learning Community**

Themed Learning Cohorts are designed for students who test below the minimum score in reading and writing on the placement test and must enroll in REA 0001 and ENC 0001 before taking College Composition (ENC 1101).

If you participate in one of the TLCs, you will become part of a group or cohort that takes REA 0001, linked with ENC 0001. As a member of a cohort, you will work cooperatively, discover your learning style and develop reading, writing and critical thinking skills. You will also have additional advising, counseling and tutoring services.

For detailed program information call Lynn Blanton at (386) 255-8131, ext. 3914; Sue Hawkins at ext. 3130; or Sandra Offiah-Hawkins at ext. 3358. You also may contact Casey Blanton, chair of the Learning Communities, at ext. 2612.

### **ASSOCIATE OF ARTS TRANSFER DEGREE PROGRAM**

DBCC's AA degree transfer program is as easy as 2+2. Two years at DBCC, then two years at a university.

You spend your first two years at DBCC taking the same courses you would take if you were a freshman or sophomore at a university. That means you plan your program of study around the major or career you want to pursue and the upper division university you want to attend. You graduate with your AA degree from DBCC, transfer to a university and earn your bachelor's degree.

DBCC students perform better in the same courses as university freshmen and sophomores. They've been doing so consistently for years. More than 90 percent of our AA degree graduates transfer to state universities. Our graduates usually earn better grades than their friends who started at the universities.

Our courses are designed to meet standard university requirements; however, you should know the requirements of the senior university you plan to attend. Different majors require a specific course of study during the first two years of college.

Universities also periodically change their requirements for a major. So it's important to talk to your DBCC counselor or faculty advisor before registering.

They'll help you select the general education and elective courses to meet the university requirements for your major. Information about majors and the Florida colleges and universities that offer them are available in the Counseling Office.

### **STATE OF FLORIDA ARTICULATION AGREEMENT**

According to the articulation agreement among all Florida public institutions of higher learning, students who receive the associate of arts degree from DBCC have met the general education requirements for admission to the state's upper division public institutions. DBCC also maintains a similar agreement with most of the state's private institutions.

Although an AA degree guarantees admission to an upper division institution, it does not guarantee acceptance to a particular university's selected, special or limited access programs. Associate of arts degree recipients compete for admission to these programs on the same basis as students already enrolled at these institutions.

### **GENERAL EDUCATION MISSION STATEMENT**

General education at Daytona Beach Community College constitutes the academic preparation for participation in a pluralistic society and global community and is the basis for lifelong learning. It is a framework for the acquisition and use of broad bodies of knowledge and a foundation of intellectual, social and ethical skills and behaviors. Through the general education curriculum, students will:

- acquire basic understandings of the humanities and cultural arts; mathematics; the social, behavioral and natural sciences; and an appreciation of their interrelatedness;
- develop computer literacy and the ability to access, evaluate and manipulate data electronically;
- develop effective written and oral communication skills;
- develop mathematical understandings and computational skills;
- develop evaluative and problem-solving skills to make informed judgments in a variety of contexts; and
- gain an appreciation for civic and social responsibility in a diverse society.

General education requirements comprise an important part of the hours necessary for the associate of arts, associate of applied science and associate of science degrees. Daytona Beach Community College considers the knowledge, skills and attitudes cultivated by the general education curriculum vital for educated men and women in our society.

### **GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE**

You are required to complete 60 hours of transferable college level credit to receive an AA degree.

**General Education Core**

General Education courses are required by Florida law. These include the areas of:

	<i>Credit Hours</i>
Communications (English) .....	9
Mathematics .....	6
Sciences (Biological & Physical) .....	6
Humanities, Cultural & Aesthetic .....	3
Behavioral & Human (Social) Sciences .....	3
Health & Wellness .....	3
Political, Economic & Business .....	3
Historical & Global .....	3

**TOTAL GENERAL EDUCATION** ..... 36 credits

The remaining 24 credits are elective and can consist of any college transferable courses. However, it is recommended that 12 of these credits come from one of the Focus areas.

**Focus Hours**

Focus hours assist you in preparing for your major and satisfying prerequisite requirements for transfer. Focus hour areas (sample majors are listed) include:

**Communication Skills Core**

For journalism and foreign language majors.

**Mathematics, Science and Technology Core**

For math, engineering, science, pre-med, pre-vet, pre-dental and other health related majors.

**Humanities, Cultural and Aesthetic Core**

For art, literature, English and performing arts majors.

**Behavioral & Human (Social) Sciences Core**

For psychology, human services professional, education and criminal justice majors.

**Political, Economic and Business Core**

For business and political science majors.

**Historical and Global Core**

For history, pre-law, pre-professional and pre-journalism majors.

**FOCUS HOUR CONCENTRATION** ..... 12 credits recommended

**Elective Hours**

Elective hours can consist of any college transferable courses. Students are encouraged to verify transferability of courses.

**ELECTIVES** ..... 12 credits recommended

**TOTAL CREDIT HOURS**

**FOR THE AA DEGREE** ..... 60 credits

**Foreign Language Requirements**

Completion of two years of the same foreign language in high school **or** eight to 10 hours of college level credit. Foreign language satisfies **elective** credits towards the AA degree.

**CLAST** (*College Level Academic Skills Test*)

Students must earn passing scores or meet eligibility standards for CLAST alternatives to fulfill graduation requirements. Students should register for the CLAST or determine eligibility for alternatives after completing:

- 18 college level hours of course work
- ENC 1101
- One Gordon Rule college level math course

Gordon Rule Courses (*denoted with an \**)

These courses require a "C" or better to fulfill graduation requirements.

Prior to enrollment in college level English or math courses, some students may be required to complete college preparatory course work. See a current College catalog for details.

**GENERAL EDUCATION CORE COURSE SELECTION LISTINGS**

**36 Total Hours Required**

*Credit hours for each class are listed in parentheses after the course title.*

**COMMUNICATIONS CORE (English)**

*Nine credit hours required - Must have at least a "C" in all courses. College preparatory courses (which do not fulfill core requirements) may be required.*

- \* ENC 1101 College Composition (3) **(Required)**
- \* ENC 1102 Literature and Composition (3) **(Required)**
- \* SPC 2600 Oral Communication/Research/Presentation Skills (3) **or**
- \* RTV 2300 Broadcast Research/Newsriting/Presentation Skills (3)

**MATHEMATICS CORE**

*Six credit hours required - Choose two courses. Must have at least a "C" on all mathematics courses. College preparatory courses which do not fulfill core requirements may be required.*

- \* MAC 1105 College Algebra (3)
- \* MAC 1114 College Trigonometry (3)
- \* MAC 1140 Pre-Calculus Algebra (3)
- \* MAC 2233 Calculus for Business and Nonphysical Sciences I (3)
- \* MAC 2311 Calculus I (4)
- \* MAC 2312 Calculus II (4)
- \* MAC 2313 Calculus III (4)
- \* MAP 2302 Differential Equations (3)
- \* MAS 2103 Linear Algebra (3)
- \* MGF 2106 College Mathematics (3)
- \* MGF 2107 Mathematics for Liberal Arts (3)
- \* STA 2023 Elementary Statistics (3)

**SCIENCES CORE**

*Six credit hours required: three credits from biological sciences and three credits from physical sciences.*

**Classes with a "C" after the course number require a separate lab.**

**Biological Sciences**

- BOT 1010C General Botany (4)
- BSC 1005 Survey of Biological Science  
(For Non-Science Majors)(3)
- BSC 1005L Survey of Biological Science Lab  
(For Non-Science Majors)(1)
- BSC 1010C General Biology I  
(For Science Majors)(4)
- OCB 2013C Introduction to Marine Biology (4)  
**or both**
- BSC 1085C Human Anatomy & Physiology I (4)  
**and**
- BSC 1086C Human Anatomy &  
Physiology II (4)

Students who choose this option to fulfill the biological science emphasis can use remaining credits to fulfill focus or elective hours as appropriate. Both courses must be successfully completed to satisfy the biological sciences core requirements.

**Physical Sciences**

- AST 1002 Astronomy (3)
- MET 2010 Meteorology (3)
- PSC 1121 Physical Science (3)
- CHM 1025 Introduction to Chemistry (4)
- CHM 1045C General College Chemistry I (4)
- PHY 1053C College Physics I (4)
- PHY 2048C University Physics I (5)

**Note:** For those students selecting a four hour science course, three hours are applied to the general education core area and one is applied to either the appropriate focus or free elective hour.

**HUMANITIES, CULTURAL & AESTHETIC CORE**

Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as a **prerequisite**.

- \* HUM 2210 Humanities I (3)
- \* HUM 2230 Humanities II (3)
- \* ARH 1000 Art Appreciation (3)
- \* MUL 1010 Music Appreciation (3)
- \* THE 1000 Dramatic Appreciation (3)
- \* LIT 2110 Masterpieces of  
World Literature I (3)
- \* LIT 2120 Masterpieces of  
World Literature II (3)
- \* LIT 2993 Literature of the Sea (3)
- \* AML 2600 Introduction to African American  
Literature (3)
- \* AML 2012 Early American Literature (3)
- \* AML 2501 Modern American Literature (3)
- \* AML 2050 Contemporary American  
Literature (3)
- \* ENL 2012 Early English Literature (3)
- \* ENL 2022 Nineteenth Century English  
Literature (3)
- \* ENL 2280 Contemporary  
English Literature (3)

**BEHAVIORAL & HUMAN (SOCIAL) SCIENCES CORE**

Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as **prerequisite** or **corequisite**. See course descriptions.

- SYG 2000 Introduction to Sociology (3)
- PSY 1012 General Psychology (3)
- DEP 2004 Developmental Psychology (3)
- \* ECO 2013 Principles of Macro Economics (3)
- \* This course fulfills general education requirement for AS and AAS degree programs only. AA students see Political, Economic & Business Core area for Economics requirement.

**HEALTH & WELLNESS CORE**

Three Credit hours required - Choose one course.

- HLP 1081 Fitness Assessment and  
Improvement (3)
- HSC 2400 First Aid, Responding  
to Emergencies (3)
- HUN 1201 Human Nutrition (3)
- CLP 2001 Psychology of Adjustment (3)
- PET 2054 Personal Health and Wellness (3)
- SLS 1122 Dynamics of Student Success (3)

**POLITICAL, ECONOMIC & BUSINESS CORE**

Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as **prerequisite** or **corequisite**. See course descriptions.

- \* CPO 2001 Comparative Government (3)
- \* GEB 2430 Professional Ethics (3)
- \* ISS 1120 American Political & Economic  
Issues (3)
- \* POS 2041 American Federal Government (3)
- \* ECO 2013 Principles of Macro Economics (3)
- \* ECO 2023 Principles of Micro Economics (3)

**HISTORICAL & GLOBAL CORE**

Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as **prerequisite** or **corequisite**. See course descriptions.

- \* AMH 2010 United States History to 1877 (3)
- \* AMH 2020 United States History,  
1865 to Present (3)
- \* AMH 2042 American Social History,  
1860 to Present (3)
- \* AMH 2091 Survey of African American  
History (3)
- \* AMH 2045 American Maritime History (3)
- \* EUH 2000 History of Western Civilization  
to 1648 (3)
- \* EUH 2001 History of Western Civilization,  
1648 to Present (3)
- \* GEO 2000 Introduction to Geography (3)
- \* INR 2002 International Relations (3)
- \* MUH 2051 Introduction to the Music of the  
World's Peoples (3)

- \* PHI 2001 Introduction to Philosophy I (3)
- \* PHI 2600 Introduction to Ethics (3)
- \* REL 2300 World Religion (3)
- \* WOH 1001 Introduction to  
World Civilization (3)

### FOCUS HOUR LISTINGS

Choose a category - 12 credit hours within one area is suggested.

**Focus hour courses can be selected from any one of the following six areas:**

- Communication Skills
- Mathematics, Science & Technology
- Humanities, Cultural & Aesthetic
- Behavioral & Human (Social) Sciences
- Political, Economic & Business
- Historical & Global

### COMMUNICATION SKILLS

- PHI 1100 Practical Logic (3)
- JOU 1100 Introduction to Journalism (3)
- RTV 2300 Broadcast Research/  
Newswriting/Presentation Skills (3)
- ENC 1200 Business English (3)
- ENC 2210 Report Writing (3)
- ENC 2302 Article Writing (3)
- SPC 2600 Oral Communication/  
Research/Presentation Skills (3)
- ARA 1120 Arabic I (4)
- ARA 1121 Arabic II (4)
- ARA 2200 Arabic III (4)
- ARA 2201 Arabic IV (4)
- CHI 1120 Chinese I (4)
- CHI 1121 Chinese II (4)
- CHI 2200 Chinese III (4)
- CHI 2201 Chinese IV (4)
- FRE 1120 French I (4)
- FRE 1121 French II (4)
- FRE 2200 French III (4)
- FRE 2201 French IV (4)
- GER 1120 German I (4)
- GER 1121 German II (4)
- GER 2200 German III (4)
- GER 2201 German IV (4)]
- ITA 1120 Italian I (4)
- ITA 1121 Italian II (4)
- ITA 2200 Italian III (4)
- ITA 2201 Italian IV (4)
- RUS 1120 Russian I (4)
- RUS 1121 Russian II (4)
- RUS 2200 Russian III (4)
- RUS 2201 Russian IV (4)
- SPN 1120 Spanish I (4)
- SPN 1121 Spanish II (4)
- SPN 2200 Spanish III (4)
- SPN 2201 Spanish IV (4)

### MATHEMATICS, SCIENCE & TECHNOLOGY

- MAC 1105 College Algebra (3)
- MAC 1114 College Trigonometry (3)
- MAC 1140 Pre-Calculus Algebra (3)
- MAC 2233 Calculus for Business and

- Nonphysical Sciences I (3)
- MAC 2311 Calculus I (4)
- MAC 2312 Calculus II (4)
- MAC 2313 Calculus III (4)
- MAP 2302 Differential Equations (3)
- MAS 2103 Linear Algebra (3)
- MGF 2106 College Mathematics (3)
- MGF 2107 Mathematics for Liberal Arts (3)
- STA 2023 Elementary Statistics (3)
- BOT 1010C General Botany (4)
- BSC 1005 Survey of Biological Science  
(For Non-Science Majors)(3)
- BSC 1005L Survey of Biological Science Lab  
(For Non-Science Majors)(1)
- BSC 1010C General Biology I  
(For Science Majors)(4)
- BSC 1011C General Biology II  
(For Science Majors) (4)
- BSC 1085C Human Anatomy and Physiology I (4)
- BSC 1086C Human Anatomy and Physiology II (4)
- PCB 2510C Human Genetics (4)
- MCB 1010C Microbiology (4)
- OCB 2013C Introduction to Marine Biology (4)
- ZOO 2010C General College Zoology (4)
- AST 1002 Astronomy (3)
- CHM 1025 Introduction to Chemistry (4)
- CHM 1045C General College Chemistry I(4)
- CHM 1046C General College Chemistry II (4)
- CHM 2120C Introduction to Analytical  
Chemistry (4)
- CHM 2205C Introduction to Organic and  
Biochemistry (4)
- CHM 2210C Organic Chemistry I (4)
- CHM 2211C Organic Chemistry II (4)
- MET 2010 Meteorology (3)
- PHY 1053C College Physics I (4)
- PHY 1054C College Physics II (4)
- PHY 2048C University Physics I (5)
- PHY 2049C University Physics II (5)
- PHY 2101 Modern Physics (3)
- PSC 1121 Physical Science (3)

### HUMANITIES, CULTURAL & AESTHETIC

- HUM 2210 Humanities I (3)
- HUM 2230 Humanities II (3)
- HUM 2480 Multi-Cultural Humanities (3)
- ARH 1000 Art Appreciation (3)
- ARH 2050 Introduction to the History and  
Criticism of Art I (3)
- ARH 2051 Introduction to the History and  
Criticism of Art II (3)
- ART 1201C Design I (3)
- ART 1203C Design II (3)
- ART 1300C Drawing I (3)
- ART 1301C Drawing II (3)
- ART 1331C Drawing III (3)
- ART 1500C Painting I (3)
- ART 1501C Painting II (3)
- ART 1754C Pottery Handbuilding I (3)
- ART 1772C Raku Pottery I (3)
- ART 2400C Printmaking I (3)
- ART 2540C Watercolor I (3)

ART 2701C Sculpture I (3)  
 ART 2702C Sculpture II (3)  
 ART 2710 Stone Carving (3)  
 ART 2752C Pottery Wheelthrowing I (3)  
 AML 2600 Introduction to African American Literature (3)  
 AML 2012 Early American Literature (3)  
 AML 2501 Modern American Literature (3)  
 AML 2050 Contemporary American Literature (3)  
 AML 2260 Southern Literature (3)  
 CRW 2100 Fiction Writing (3)  
 DAA 1100 Modern Dance I (3)  
 DAA 1200 Classical Ballet I (3)  
 DAA 1500 Beginning Jazz Dance (3)  
 DAA 1520 Beginning Tap Dance (3)  
 DAA 2101 Modern Dance II (3)  
 DAA 2201 Classical Ballet II (3)  
 DAA 2501 Intermediate Jazz Dance (3)  
 DAA 2610 Dance Composition (3)  
 DAA 2640 Choreography and Dance Ensemble (3)  
 DAA 2540 Musical Theater Dance (3)  
 DAN 1100 Introduction to Dance (3)  
 DAN 2740 Stretch & Placement (3)  
 ENG 2104 Latin American Literature in Film (3)  
 ENL 2012 Early English Literature (3)  
 ENL 2022 Nineteenth Century English Literature (3)  
 ENL 2280 Contemporary English Literature (3)  
 ENL 2931 Selected Topics in Shakespeare (3)  
 LIT 2110 Masterpieces of World Literature I (3)  
 LIT 2120 Masterpieces of World Literature II (3)  
 LIT 2030 Understanding Poetry (3)  
 LIT 2040 Dramatic Literature (3)  
 LIT 2993 Literature of the Sea (3)  
 LIT 2380 Literature by Women (3)  
 MUL 1010 Music Appreciation (3)  
 MUN 1120 College Band (3)  
 MUN 1210 Orchestra (3)  
 MUN 1340 Concert Choir (3)  
 MUN 1710 Jazz Ensemble (3)  
 MUN 1720 Contemporary Vocal Ensemble (3)  
 MUT 1121 Music Theory I (4)  
 MUT 1122 Music Theory II (4)  
 MUT 2126 Music Theory III (4)  
 MUT 2127 Music Theory IV (4)  
 MVS 1116 Beginning Classical Guitar (1)  
 MVS 2126 Intermediate Classical Guitar (1)  
 MVK 1111 Applied Music - Group (Piano) I & II (1)  
 MVK 2121 Applied Music - Group (Piano) III & IV (1)  
 GRA 1100 Digital Imaging Fundamentals (3)  
 GRA 1741 Principles of Design and Color (3)  
 GRA 2156 Digital Art and Design (3)  
 PGY 1403 Fundamentals of Photography (4)  
 PGY 2801 Digital Photography (4)  
 PGY 2000 History and Aesthetics of Photography (3)  
 THE 1000 Dramatic Appreciation (3)  
 THE 1035 Dramatics I (Acting) (3)

THE 1036 Dramatics II (Acting) (3)  
 THE 2037 Dramatics III (Theatre/Production) (3)  
 THE 2038 Dramatics IV (Theatre/Production) (3)  
 TPA 2200 Stagecraft (3)

### *BEHAVIORAL & HUMAN (SOCIAL) SCIENCES*

ANT 2000 Introduction to Anthropology (3)  
 SYG 2000 Introduction to Sociology (3)  
 SYG 2010 Social Problems and Deviance (3)  
 SYG 2430 The American Family (3)  
 PSY 1012 General Psychology (3)  
 CBH 2000 Animal Learning (3)  
 CLP 1000 Human Relations in the Workplace (3)  
 CLP 2140 Abnormal Psychology (3)  
 CLP 2001 Psychology of Adjustment (3)  
 DEP 2004 Developmental Psychology (3)  
 DEP 2481 Death and Dying: Life and Living (3)  
 EEX 2010 Introduction to Exceptional Education (3)  
 PCO 2202 Counseling Techniques (3)  
 PET 2621 Principles of Athletic Training (3)  
 PPE 2001 Survey of Personality (3)  
 PSB 2442 Addictions I - Psychology of Addictions (3)  
 SLS 1122 Dynamics of Student Success (3)  
 SLS 1711 Introduction to Tutoring (3)  
 SOP 2002 Introduction to Social Psychology (3)  
 SOP 2772 Psychology of Human Sexuality (3)  
 EDF 1005 Introduction to Education (3)  
 EDF 2030 Effective Classroom Management (3)  
 EDG 2701 Teaching Diverse Populations (3)  
 EDP 2002 Educational Psychology (3)  
 EME 2040 Introduction to Educational Technology (3)  
 MAE 2801 Elementary School Mathematics (3)  
 HUN 1003 Sports Nutrition (3)  
 HUN 1201 Human Nutrition (3)  
 HLP 1081 Fitness Assessment and Improvement (3)  
 HSC 2400 First Aid, Responding to Emergencies (3)  
 PET 2064 Personal Health and Wellness (3)  
 CCJ 1010 Introduction to Criminology (3)  
 CCJ 1020 Introduction to Criminal Justice (3)  
 CCJ 2500 Juvenile Delinquency (3)  
 CJC 2400 Deviant Behavior and Treatment Techniques in Corrections (3)  
 CJC 1000 Introduction to Corrections (3)  
 CJE 1300 Police Administration I (3)  
 CJE 1500 Police Administration II (3)  
 CJE 2100 Criminal Law (3)  
 CJE 2130 Criminal Evidence and Procedures (3)  
 ECO 2013 Principles of Macro Economics (3)  
 ECO 2023 Principles of Micro Economics (3)

### *POLITICAL, ECONOMIC & BUSINESS*

CPO 2001 Comparative Government (3)  
 GEB 2430 Professional Ethics (3)  
 ISS 1120 American Political and Economic Issues (3)  
 POS 2041 American Federal Government (3)  
 BUL 2241 Business Law I (3)  
 BUL 2242 Business Law II (3)  
 GEB 1011 Introduction to Business (3)

ACG	2022	Principles of Financial Accounting (4)
ACG	2071	Principles of Managerial Accounting (4)
CGS	2100	Microcomputer Applications (3)
MAN	2021	Principles of Management (3)
MAR	2720	Introduction to E-Commerce (3)

### HISTORICAL & GLOBAL

AMH	2010	United States History to 1877 (3)
AMH	2020	United States History 1865 to Present (3)
AMH	2042	American Social History 1860 to Present (3)
AMH	2091	Survey of African American History (3)
AMH	2045	American Maritime History (3)
EUH	2000	History of Western Civilization to 1648 (3)
EUH	2001	History of Western Civilization 1648 to Present (3)
GEO	2000	Introduction to Geography (3)
INR	2002	International Relations (3)
MUH	2051	Introduction to the Music of the World's Peoples (3)
PHI	2001	Introduction to Philosophy I (3)
PHI	2002	Introduction to Philosophy II (3)
PHI	2600	Introduction to Ethics (3)
REL	2300	World Religion (3)
WOH	1001	Introduction to World Civilization (3)

### ELECTIVE HOUR COURSES

12 credit hours required.

The following courses apply as elective hours:

- All courses listed in the **General Education Requirements** and/or the **Focus Hour Courses** sections in the Communication Skills area; Mathematics, Science & Technology area; Humanities, Cultural & Aesthetic area; Behavioral & Human Sciences area; Political, Economic & Business area; and the Historical & Global area.
- **In addition**, the associate of arts courses listed below may be used as electives:

ART	2551C	Airbrush Techniques (3)
AFR	1101	The Air Force Today I (General Military Course)(1)
AFR	1111	The Air Force Today II (General Military Course)(1)
AFR	2130	The Development of Air Power I (General Military Course)(1)
AFR	2131	The Development of Air Power II (General Military Course)(1)
EAP	1620	English for Non-Native Speakers: Reading Level VI (4)
EAP	1640	English for Non-Native Speakers: Writing Level VI (4)
EDF	2035	Active Learning Through Structured Cooperative Learning (3)
IDS	1936	Honors Seminar (3)
LIS	1002	Finding Information: Skills & Technologies (3)

LIS	2004	Introduction to Internet Information Research Resources (1)
MAT	1033	Intermediate Algebra (4)
MSL	1001C	Foundations of Officership (1)
MSL	1002C	Basic Leadership (1)
MSL	2101C	Individual Leadership Studies (1)
MSL	2002C	Leadership and Teamwork (1)
SLS	1225	Human Potential Seminar (3)
SLS	1226	Advanced Human Potential Seminar (3)
SLS	2301	Career Planning (3)
SLS	2304	Career Exploration (1)
SLS	2363	Adults in Transition (3)
WST	2010	Women's Study Seminar (3)
All Chamber Music Ensemble Courses (1)		
All Applied Music - Secondary Level Courses (1)		
All Applied Music - Principal Level Courses (1)		

- The associate of science courses listed below may be used as electives:

CGS	1060	Basic Computer Concepts (3)
HUS	1001	Introduction to Human Services (3)
HUS	1331	Advanced Counseling/ Interview Skills (3)
HUS	2200	Group Dynamics (3)
HUS	2345	Addictions III - Communities and Families (3)
HUS	2500	Issues and Ethics in Human Services (3)
HUS	2532	Addictions II: Substance Abuse Counseling (3)
MAR	2011	Principles of Global Marketing (3)
MKA	2241	International Marketing Dimensions (3)
MNA	2345	Supervision of Personnel (3)
PGY	1100	Photography I (3)
PGY	2245	Underwater Photography (3)
PLA	2880	Constitutional Law (3)

- All courses listed in the *most recent* Transfer Student Counseling Manual. These courses will either be duplicated in our catalog or brought in as transfer courses.

Courses transferred from other institutions are decided on an individual basis.

### ASSOCIATE OF APPLIED SCIENCE AND ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The two-year AAS and AS degree programs prepare students for careers which require specialized college-level training. The programs are tailored for immediate entry into business, health, human services, engineering technology, nursing, computer science, technical and visual arts careers. The following five AS programs have a state-wide articulation agreement which guarantee their transfer to the Florida State University System: Business Administration; Electronics Engineering Technology; Hospitality Management (Hotel/Restaurant & Travel/Tourism Options); Nursing (Associate Degree); and Radiography. If you're interested in continuing your education and want to ensure

that your courses transfer, contact your academic advisor/counselor, faculty advisor or department chairperson **before** selecting your courses.

### **General Education Requirements for the AAS and AS Degree**

A minimum of 15 credits in specific general education courses are required to complete the AAS and AS degree. The 15 credits include at least one course from each of the following general education core areas: humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Appropriate competencies in oral communications and/or basic use of computers have been included in program specific courses for those programs not offering courses in these areas.

Complete program descriptions and requirements are listed in this catalog. For information about the AAS or AS degree or certificate programs, contact an academic advisor/counselor, faculty advisor, the department chairperson or the specific division's dean.

### **OCCUPATIONAL CERTIFICATE PROGRAMS**

DBCC's certificate programs prepare you for those jobs that require one year or less of training. Most certificate programs are offered for vocational credit. However, some college certificate programs provide credit toward an AAS or AS degree. College credit certificate programs are identified in the program guides listed in this catalog.

### **APPRENTICESHIP PROGRAMS**

Apprenticeship programs allow participants to learn while they earn. Class-related instruction complements on-the-job training. Each apprentice receives a prescribed period of on-the-job training to learn applied skills while taking related academic classes.

DBCC provides instruction under the direction of industry apprenticeship committees which sponsor the programs. Students, who complete a program successfully, are awarded certificates. These programs are registered with the U.S. Department of Labor's Bureau of Apprenticeship Training and the state Board of Education.

DBCC currently is associated with the child care, electrical, plumbers, machining and telecommunications apprenticeships. Other affiliations are being developed. For more information, contact Industrial Technologies, Building 110, Room 219 on the Daytona Beach Campus or call (386) 947-5442.

### **DISTANCE EDUCATION COURSES**

Distance Education courses are used to help students with busy lifestyles complete requirements for the AA, AAS and AS degrees. The Internet, broadcast TV and video are among the technologies tapped to deliver courses to students' homes, jobs and the campus nearest their home or work.

DBCC offers courses delivered completely online, via Web-Based courses.

Students and instructors communicate with each

other using e-mail, computer conferences, voice mail and some on-campus sessions.

The first in Florida to offer two-way audio/video instruction at all of our campuses, DBCC received the prestigious national Bellwether Award for innovation in instruction programs. Our students have the advantage of choosing more courses each semester from a variety of distance education formats.

DBCC offers college credit courses on the air thanks to our partnership with WCEU-TV, DBCC's own Public Broadcasting System station. Telecourse videos may also be checked out for semester loan from DBCC Library Services. Telecourses give you quality instruction in the comfort and convenience of your home.

Distance Education provides a convenient, flexible and independent method of earning your degree. Please check the Distance Education section of each semester's schedule of classes to see what courses are available to you "at a distance." Most students use Distance Education to accelerate their progress combining these courses with those they take on campus.

For more information, visit our Distance Learning Web site at [www.dbcc.edu](http://www.dbcc.edu); contact the Distance Education/Virtual College Department in Building 210 on the Daytona Beach Campus or call Rhodella Brown, assistant dean at (386) 255-8131, ext. 3969 or e-mail at [brownr@dbcc.edu](mailto:brownr@dbcc.edu).

### **COLLEGE YOUR WAY**

#### **Fast-Track**

DBCC's Fast-Track courses are designed for students who want to earn their degrees as quickly as possible. Fast-Track courses are the same college-credit courses that are offered during our traditional 16 week semesters, only they are condensed into seven or eight weeks. Course start dates vary. A typical Fast-Track course might be offered two days a week for two entire mornings or two entire afternoons. Another combination might be Friday evening and Saturday morning.

#### **Half & Half**

At DBCC, we understand that your time is valuable. With our Half & Half courses, we have combined the advantages of traditional classes and Distance Education. Classes usually meet only once per week for one and one half hours. The other hours are time that you spend at home working with either video tapes or with your computer.

This approach offers the advantages of meeting once a week with your professor and fellow classmates to have your questions answered and to receive traditional instruction. The work at home is on your own time schedule. Using this approach, you can greatly accelerate your progress toward earning a degree, but still maintain the personal classroom experience.

#### **Sunrise**

Some people are at their best in the early hours. If you are a "morning person," you now have the opportunity to fit college credit courses into your busy schedule. DBCC is offering these Sunrise courses

starting at 7 a.m. for people who cannot fit college into a traditional schedule.

### **Weekend College**

Our weekend studies program was created for people with busy lives and multiple responsibilities. They know what they want and need a straight-forward, convenient way to get there.

Students attend classes Friday evenings and Saturdays, and can work toward the associate of arts, associate of applied science and selected associate of science degrees. Students also can combine weekend classes with day, evening or Distance Education to accelerate their program.

Weekend classes are offered Fall, Spring and Summer Semesters. Tuition and fees for weekend classes are the same as for day and evening courses.

Check the schedule of classes each semester for Weekend College classes.

### **SUMMER STUDY ABROAD AT CAMBRIDGE UNIVERSITY IN ENGLAND**

For more than 15 years, Daytona Beach Community College has offered a program of study at Cambridge University in England during the summer. Students register for academic credit through DBCC or choose to audit the Cambridge courses while attending one of the world's oldest (established 1209) and most prestigious universities. These exciting classes are attended by students from more than 100 countries and are stimulating both intellectually and culturally.

Imagine yourself walking on the same medieval cobblestone streets as Darwin, Lord Byron, Isaac Newton and many other famous names in English history and literature. Just picture yourself "punting" on the river Cam which surrounds much of the university as you leisurely make your way toward a lunch at a snug English restaurant along the river. Your summer at Cambridge University will be a unique travel experience that will provide memories that will last a lifetime.

For more information, call Dr. Sam Goldstein at (386) 255-8131, ext. 3617.

### **HONORS COLLEGE**

DBCC's Honors College offers students a challenge beyond the range of regular college classes. Theme-based arts and science courses are taught in small classes which offer students more individualized instruction. Participants take 15 hours of honors courses while preparing to transfer to a four-year institution.

"Honors College graduate" notation on transcripts, a special seal on the diploma and letters of recommendation tell prospective universities and employers that DBCC Honors College graduates are distinguished students who value high achievement and actively seek unique and challenging opportunities.

Acceptance into the Honors College requires appropriate college placement test scores and a 3.3 grade point average in high school or college courses or a letter of recommendation from a high school or college instructor.

Honors courses coincide with DBCC's general education requirements and fall into the following categories:

- **Enhanced Course Content** - Honors courses have been designed with enriched content, providing greater academic challenges for honors students.
- **Interdisciplinary** - An exciting teaching method combining various subjects such as English, history and psychology into a common theme for study.
- **Seminar** - Special courses that explore an advanced or specialized topic.

DBCC Honors College students may join several national collegiate honors organizations and are recognized at the annual awards and commencement ceremonies. In addition, they may receive special assistance in obtaining scholarships to senior institutions.

For additional information, call the Honors College chairperson, Vera Miller, at (386) 947-3188 or millerv@dbcc.edu.

### **LEARNING COMMUNITIES**

DBCC's Learning Communities offer an alternative to traditional college classes. In a Learning Community, general education courses are integrated with a common theme and emphasize collaborative teaching and learning. You can choose from a variety of Linked Classes or DBCC's nationally recognized QUANTA program.

#### **Linked Classes**

One of the advantages of college is learning how to see the world from different perspectives. Linked classes—separate courses joined by a theme—are an excellent way for you to do just that. In a linked class, you will work closely with other students and faculty to discover relationships between different subjects. Also, you will experience the excitement and challenge of active learning as you work together to solve problems and think critically.

#### **What are the benefits of linked classes?**

- Students understand how subjects and issues are interrelated and can cross subject matter boundaries.
- Learning Communities provide an academic community for students who attend commuter schools.
- Students become active and responsible participants in their own education. High-level critical thinking is encouraged.
- Students and faculty find intellectual interaction and connection with each other.
- The exposure to diverse populations and the opportunities to explore and understand diverse perspectives are great.

For detailed program information call Casey Blanton, Learning Communities chairperson at (386) 427-3472, ext. 2612, or e-mail her at blantoc@dbcc.edu.

### **Themed Learning Cohorts (TLC): A Developmental Studies Learning Community**

The TLC program is a unique set of Learning Communities designed for students who test below the minimum score in reading and writing on the placement test and must enroll in REA 0001 and ENC 0001 before taking College Composition (ENC 1101).

If you participate in one of the TLCs, you will become part of a group or cohort that takes REA 0001 linked with ENC 0001. As a member of a cohort, you will work together cooperatively, discover your learning style and develop reading, writing and critical thinking skills. You will also have additional advising, counseling and tutoring services.

For detailed program information call Lynn Blanton at (386) 255-8131, ext. 3914; Sue Hawkins at ext. 3130; or Sandra Offiah-Hawkins at ext. 3358. You also may contact Casey Blanton, Learning Communities chairperson, at ext. 2612.



### **QUANTA: An Interdisciplinary Learning Community**

QUANTA is a nationally-recognized Learning Community where students and faculty work together to share their learning experiences.

As a QUANTA student, you'll work with three faculty members who collaborate in teaching the psychology, cultural arts and English courses. You will participate in groups with other students to share your ideas, thereby gaining different perspectives on the topic you are studying. You'll develop your critical thinking, reading and writing skills, group and leadership skills and will benefit from a flexible learning environment. Through this experience of community, you'll develop a greater sense of involvement with the other students and faculty.

QUANTA integrates traditional college courses with a common theme and offers students the challenge of seeing and exploring the relationships between subjects and ideas within those subjects. QUANTA courses satisfy general education requirements for all majors in AA degree programs.

The Florida Board of Community Colleges has recognized the QUANTA Learning Community as one of the outstanding academic programs in Florida in higher education.

For detailed program information call (386) 255-8131. To speak with Cindy Avens, dial ext. 3407; for Bill Little, dial ext. 3516; or for Dick Zelley, dial ext.

3413. You also may e-mail them at: avensc@dbcc.edu, littlew@dbcc.edu or zelleyr@dbcc.edu. Casey Blanton, Learning Communities chairperson, also may be contacted at ext. 2612 or blantoc@dbcc.edu.

### **CAREER CONNECTION: THE VOLUSIA/FLAGLER CONSORTIUM**

The Career Connection program provides activities for students attending Volusia and Flagler county high schools who will transition to DBCC. It helps high school students make a connection between their education and their future.

For further information, contact the Dual Enrollment coordinator located in Building 110, Room 228, at the Daytona Beach Campus or call (386) 254-4441.

### **COOPERATIVE EDUCATION/INTERNSHIPS**

Cooperative Education/Internships experience empowers students to develop, evaluate and effectively initiate their own career paths and direction leading to meaningful employment. The whole premise of co-op/internships is to give students hands-on experience in their chosen field. This experience will be a valuable asset, not only during a student's studies at DBCC, but also after graduation. Students must be admitted to an AAS, AS or certificate program. The staff works collaboratively with academic and technical faculties to help students get field placement related to their majors. Whether you are paid or unpaid is left to the discretion of the employer.

Co-op and internships will give you a competitive edge when applying for employment.

For additional information, contact the coordinator located in Building 110, Room 224, at the Daytona Beach Campus or call (386) 254-4441.

### **ADULT EDUCATION AND WORKFORCE TRAINING**

DBCC provides several options for students who need adult education and job training programs:

**1. Adult Basic Education (ABE)** classes are provided free of charge to adults (16+) whose academic skills are below 9th grade. Students transition from ABE to the High School, GED and/or employment. Instruction in basic reading, math and Pre-GED review is provided both day and evening in various locations. For more information and referral call (386) 254-3013.

**2. English as a Second Language (ESL)** classes are available primarily for foreign born U.S. citizens or adults with resident alien status who wish to improve their English language skills to enter the workforce. Everyday survival skills and basic knowledge of the English language are covered. For additional information, contact the English as a Second Language office at (386) 254-3070.

**3. Adult Tutoring Services** provided through partnership with DBCC and the Volusia Literacy Council, Inc. Trained tutors work with adults on an individual and/or group basis to improve literacy skills. For more information call the Literacy Council representatives on campus as (386) 255-8131, ext. 3639.

**4. Adults with Disabilities Programs** The Work Readiness program provides academic, employment and social skill development to adults with documented disabilities. In addition clients of the Association for Retarded Citizens (ARC), Blind Services, Conklin Center and Work Oriented Rehabilitation Center are provided academic and basic life skill development. For more information, call (386) 255-8131 ext. 3013.

**5. General Education Development (GED)** Classes are offered for students whose academic skills are at or above ninth grade level. Classes prepare students for the five subject areas covered on the GED examination. Free classes are offered both day and evening at various locations throughout Volusia County. For referral or more information call DBCC's GED office at (386) 254-3048 or (386) 255-8131, ext. 4495.

**6. General Educational Development (GED) Test** monthly at DBCC's Daytona Beach, DeLand and New Smyrna Beach Campuses. Test applicants need to be 18 years of age or older and enrolled in DBCC's GED classes for approval to take the test. Advance registration, valid Florida driver's license or Florida State I.D. card and a \$40 fee are required. For more information call DBCC's GED office at (386) 254-3048 or (386) 255-8131, ext. 4495.

**7. DBCC High School** for students wanting to earn a high school academic diploma. The diploma is awarded after a student successfully completes 24 high school credits and passes the state of Florida Comprehensive Achievement Test (FCAT). Classes are free and offered on DBCC's Daytona Beach, DeLand and New Smyrna Beach Campuses. Required placement testing is provided at no cost. For information, call DBCC at (386) 254-3048 or (386) 255-8131, ext. 3162.

**8. One-Stop Career Centers** provide an array of employment and training services for unemployed and underemployed residents of Flagler and Volusia counties. DBCC is a training provider within this system. For more information contact Sandra Brown at (386) 323-7021.

The One-Stop Career Centers are located at:

- Daytona One-Stop Career Center  
359 Bill France Blvd.  
Daytona Beach  
(386) 274-0100
- DeLand One-Stop Career Center  
1382 South Woodland Blvd.  
DeLand  
(386) 740-3232
- Flagler One-Stop Career Center  
DBCC Flagler/Palm Coast Campus  
3000 Palm Coast Parkway Southeast  
Palm Coast  
(386) 447-1546



# Graduation Requirements and Procedures

**D**BCC awards the associate of arts degree, associate of applied science degree, associate of science degree and certificate to students who:

1. Meet both the general education requirements and specific requirements of their program.
2. Earn a minimum 2.0 GPA in all courses taken at DBCC and earn a minimum 2.0 cumulative GPA (courses taken at DBCC plus courses transferred from other institutions).
3. Fulfill the College Level Academic Skills Test (CLAST) requirements, if applicable.
4. Complete at least 25 percent of the degree requirement credits in residence at DBCC
5. Are enrolled during the semester the degree or certificate is earned. The Academic/Refund Appeals committee must approve any exceptions.
6. Satisfy the foreign language requirement for AA degree candidates.
7. Submit an application for graduation and pay appropriate graduation fees. The fee will entitle the graduate to a diploma, if qualified, and to participate in the commencement ceremonies. DBCC reserves the right to certify students as graduates or completers once they have completed all requirements for the degree or certificate, regardless if they have completed an application for graduation. Students who do not complete the graduation application process will not receive a diploma or have the degree certificate statement on official transcript.
8. Fulfill all financial and other obligations to the College before receiving their degree or certificate.

Students are responsible for determining if they have fulfilled graduation requirements. Counselors or advisors can help students with a pre-graduation check.

Commencement ceremonies for degree, certificate and adult education candidates are held in May. Students who complete graduation requirements in the Fall and/or Spring Semester, or have applied early for graduation for Summer Semester, are encouraged to participate in commencement ceremonies.

## **CONTINUOUS ENROLLMENT REQUIREMENT FOR GRADUATION**

Continuous enrollment means a student has not missed a major semester (fall or spring). Currently enrolled students who attend DBCC continuously for each major semester may use the general education requirements in effect the year they enter. However, if requirements change, continuously enrolled students either may continue under the old requirements or meet any new ones. Students changing their major

must use the requirements listed in the current catalog at the time of the change. New students, and those returning after missing one or more major semesters, must use the requirements listed in the catalog upon their return.

## **SUBSTITUTIONS/WAIVERS**

A student may be permitted to substitute requirements upon the completion of a substitution form signed by the appropriate program manager/program chairperson and dean/associate vice president of Academic Affairs, if it is determined that the substitution is in the student's best interest.

## **COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)**

All Florida community college students seeking an AA degree must satisfy the CLAST requirement before their degree is awarded. The CLAST measures college-level communications and math skills and is part of the state's overall effort to ensure students have acquired the skills expected in those areas.

In accordance with Rule 6A-10.0311, F.A.C., Section 1008.29, F.S., students may not need to take the CLAST if they do not plan to major in education in the state of Florida. Students will qualify for an exemption to the CLAST if they meet one of the conditions below. If you:

- Earn a cumulative 2.5 GPA in ENC 1101 and ENC 1102 you will not need to take the English, reading and essay subtests.
- Earn a cumulative 2.5 GPA in two college-level math courses that satisfy the Gordon Rule (MAC 1105 or higher) you will not need to take the math subtest.
- Have SAT scores of 500 on verbal or ACT scores of 22 on reading and 21 on English you will not need to take the communications sections of the CLAST and if you have SAT scores of 500 on math or ACT scores of 21 on math you will not need to take the computation section of the CLAST.

Information about the CLAST, the skills it measures, eligibility requirements for taking the exam or obtaining an exemption and CLAST registration is available in the Assessment Services offices on any campus.

## **RECOGNITION OF ACADEMIC EXCELLENCE**

DBCC honors students who have pursued and achieved academic excellence during their course of study. They are eligible for the following honors:

- **President's List** - Students are eligible if they earn at least six semester hours of credit and have a 3.8-4.0 semester GPA.
- **Dean's List** - Students are eligible if they earn at least six semester hours of credit and have a 3.2-3.79 semester GPA.

- **Honors Recognition** – Students who graduate with high cumulative GPAs are recognized at graduation as follows: High honors ( 3.8-4.0 GPA) and honors (3.2-3.79 GPA) and a statement will appear on transcript.
- **Hall of Fame** – DBCC’s highest honor in scholarship, leadership and citizenship is presented at the annual awards ceremony.
- **Outstanding Student Awards** – Each department presents these at the annual awards ceremony to students in AA, AAS and AS degree and certificate programs. Recognition for student activities also is included.
- **Florida Blue Key** – The University of Florida awards its community college leadership honor to one outstanding female and male from each of Florida’s 28 community colleges.
- **Phi Theta Kappa** – This is the only nationally accredited honors organization for two year colleges. DBCC’s chapter is Mu Rho. The Mu Rho office is in Building 130, Room 107, on the Daytona Beach Campus. For information about membership and activities, call the Daytona Beach Campus office at (386) 255-8131, ext. 3330 or the Mu Rho information line at (386) 255-8131, ext. 4505.
- **Who’s Who** is awarded annually by the National Organization of Who’s Who in Community and Junior Colleges.

