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FALCONNET ONLINE STUDENT SERVICES

FalconNet is a convenient, secure way to access the information and transactions you need around the clock. FalconNet 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 in the Records and Registration section of the DBCC website. 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, FalconNet, 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 FalconNet services. This process takes at least one business day.

LOGIN and PIN Numbers - Before you can access FalconNet you will need your Social Security Number and your Personal Identification Number (PIN). Your LOGIN and PIN are the gateway to FalconNet. The first time you access FalconNet 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 FalconNet 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.

Student privacy laws prevent us from changing PIN numbers based on a telephone or e-mail request.

Browse College Catalog - You can view and print the most current version of the Daytona Beach Community College Catalog.

Course Availability - You can search the class schedule, looking for open classes that meet your personal scheduling needs.

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 FalconNet. 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.

Class 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. It 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.

Your Student 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, FalconNet 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 FalconNet is convenient, we still offer parallel, traditional, on-campus services.

ACADEMIC ADVISING AND COUNSELING SERVICES

Academic advising is an important part of getting started and staying on the right path as you move closer to your educational, career and personal goals. Advising provides you with specific details about your courses and programs, policies that affect you and assistance with seeing the "big picture," whether that is employment, transfer or courses that will help broaden your knowledge in areas that you have interests.

Academic advisors, counselors and faculty advisors are available to assist you with available programs, course and program requirements, policies and procedures and strategies to complete your goals. More specific descriptions about services, contacting the department and information about the staff is available under Counseling and Advising at www.dbcc.edu.

Academic Advising
Professional academic advisors are available on each campus to:

• discuss your educational goals and the programs and courses available to help you meet those goals
• help you understand the College’s rules, regulations and policies
• help you find information on transfer programs and how to best prepare to meet transfer requirements.
**Faculty academic advisors are assigned specifically to you to:**

- provide you with a professional with extensive background knowledge in your program of study and the requirements for your major (for students in the A.S., A.A.S. and certificate programs)
- provide you with information about how to meet degree requirements and referrals for how to learn more about transfer information and requirements (for students in the A.A. degree program).

Faculty advisors are assigned in your first semester, based on your campus of enrollment and your current major (program of study). You are encouraged to contact your faculty advisor each semester. You can find out who your advisor is and how to contact him/her using Online Services and selecting Your Student Information. Your advisor is listed with office location and phone number.

You will receive email notifications regarding any changes of your faculty advisor assignment. We encourage you to check your free Falconmail email account often.

**First Semester Advising**

Advising is an important element in the enrollment process. Steps to the enrollment process are:

- Get admitted to the College
- Complete Orientation Requirements, as appropriate
- Complete placement testing, as appropriate and
- Meet with a counselor or academic advisor to discuss placement results and program requirements.

Each new student is required to meet with a counselor or advisor to get placement test results. During that meeting, students will have the opportunity to discuss placement requirements, required course work and policies governing allowable first semester courses and program requirements. Students are encouraged to meet with a counselor or advisor early and become familiar with registration dates and the Academic Calendar. Counselors and advisors do not register students or select course sections. Students are responsible for selecting their course days and times and to register for their courses either via web registration or in the registration office on their campus of choice.

During your first semester, you will be assigned a Faculty Advisor from your program area to assist you and keep you on track with your program of study.

**Counseling Services**

The College recognizes 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:

- exploring educational and career interests (career development and decision making)
- making realistic choices based on your personal abilities, interests and values
- 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. Counselors do not provide clinical or therapeutic counseling. We provide brief, crisis intervention and refer to local private providers for situations outside of our limitations.

**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:

- DBCC placement tests - CPT, TABE, NET, LOEP, CASAS, F-BAT, CJBAT
- College Level Academic Skills Test (CLAST)
- Assessment of Prior Learning Experience (APLE) exams
- College Level Exam Program (CLEP) exams
- Florida Comprehensive Assessment Test (FCAT)
- Instructor tests for distance learning courses
- Institutional TOEFL
- IT Certification Exams
- Insurance licensing 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 the 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 the reading or 17 or above on English or 19 or above on math
- CPT scores of 83 or above on the reading or 83 or above on the sentence skills or 72 or above on the 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. These include:

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 Criminal Justice Basic Abilities Test (CJ-BAT) and the Florida Basic Abilities Test (F-BAT). DBCC offers the CJ-BAT for the Law Enforcement and Correctional Officer Recruit Training programs and the F-BAT for the Correctional Probation Officer Recruit Training program. Contact Assessment Services on the Daytona Beach Campus for testing schedules 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 F1 visas to be full-time students for the fall and spring semesters. DBCC defines full-time status as 12 or more credit hours.
- To remain in compliance with your I-20, you must maintain a 2.0 or better grade point average (GPA) each semester you are enrolled.
- 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 will do all we can to assist you so that you will have a successful and enjoyable educational experience at DBCC. Please contact our Admissions Office international student adviser at (386) 506-3059 or email martine@dbcc.edu if you have any questions or need assistance.

- For other services such as health insurance, housing or community support, please contact International Student Affairs, Office of International Students at (386) 506-3141.

CAREER PLANNING AND TRANSFER CENTER

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

- career planning Web site offering career self-evaluations, links to local colleges and the 11 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 results available to the career counselor that you are working with (see the Career Planning website 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;
- inquire about 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; and
- 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**, Building 7, Room 136, (386) 785-2074
- **New Smyrna Beach/Edgewater Campus**, Building 1, Room 151, (386) 427-3472, ext. 2608
- **Flagler/Palm Coast Campus**, Building 2, Room 100K, (386) 246-4803

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
• Job expo’s
• Employer recruitment visits

Online Services - Visit our home page at http://www.dbcc.edu/careerdevelopment/ 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 listing 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.

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) 506-3073

DeLand Campus, Bldg. 7, Rm. 136, (386) 785-2074

Flagler/Palm Coast Campus, Building 2, Room 100E
(386) 246-4805; or (386) 506-3073, ext. 4422 and 3559

New Smyrna Beach/Edgewater Campus, Building 1,
Room 107/108, (386) 427-3472, ext. 2608 or 2621

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.

Daytona Beach Campus, (386) 252-2206 or ext. 3234

DeLand Campus, (386) 785-2020

Deltona Center, (386) 785-2020

Flagler/Palm Coast Campus, (386) 445-4030, ext. 4519

New Smyrna Beach/Edgewater Campus, (386) 427-3472, ext. 2614

You can also shop your DBCC Bookstores online at www.efollett.com or through the Bookstore Link on the DBCC Web site.

STUDENT DISABILITY SERVICES (SDS)

DBCC promotes an educational environment that provides opportunities for students with disabilities to enjoy their personal independence, while developing their knowledge, skills, and abilities, and encourages them to participate fully in the college experience. DBCC takes seriously its responsibility for complying with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Accordingly, Student Disability Services provides comprehensive services and reasonable accommodations to qualified students with documented disabilities to help them achieve their educational and career goals. In order to qualify for SDS services, a student's disability/disabilities must “substantially limit” a major life function, which is essential to pursuing his/her educational goals. The substantial limitation or impairment must be permanent or of a long-term duration.

Temporary impairments are not disabilities under the law. The purpose of the “reasonable accommodations” provided by SDS, is to ensure qualified students with disabilities enjoy equal access and equal opportunity to DBCC classes, educational programs and activities. SDS, in collaboration with other appropriate college officials, will determine the types of accommodations students are eligible to receive based on the documentation of their disabilities and limitations.

The main laboratory of Student Disability Services is located in Building 100, Rooms 111-113G on the Daytona Beach Campus. The laboratory has three private testing rooms and an adaptive computer lab. Students may borrow adaptive equipment from SDS such as tape recorders and speaking dictionaries. SDS also provides auxiliary aides such as note-takers, readers, scribes and sign language interpreters. Please contact us before each term begins if you need an auxiliary aide. SDS does not provide personal services such as tutoring, medical assistance, and transportation to school.
Some of the other services and equipment we provide include:
- Accommodations for tests
- Priority registration
- Grievance procedure
- Recorded textbooks/access to RFB&D
- Disability resource material
- 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 any of the SDS locations or the SDS Director to have his/her request processed. He/She must provide recent documentation that describes his/her disability and how it substantially interferes with their ability to pass a specific course. The Course Substitution Committee, which usually meets frequently, 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) 506-3056, or 255-8131 or 3892, or 506-3043 V/TDD. For the Flagler/Palm Coast Campus office, call (386) 246-4871. For the DeLand Campus office, call (386) 785-2012 or 255-8131 ex. 506-3043.

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) 506-3043
- 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 1, Room 115

**New Smyrna Beach/Edgewater 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 is 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 is available 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.

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

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

**TRiO PROGRAMS**

- **TRiO Student Support Services** - counseling, peer/individual tutoring, cultural enrichment and transfer assistance helps eligible students stay in college until they earn a degree and/or transfer to a 4-year college or university. This support and assistance is especially designed to improve academic performance, increase grade point averages and facilitate transfer.

- **TRiO Upward Bound** - pre-college instruction is provided to help prepare youth for higher education. Eligible students receive instruction in literature, composition, math, science and foreign language on the Daytona Campus after school, on Saturdays and during summer.

College can be demanding, especially for first-time students. Stop into one of the Learning Centers, where learning specialists can assist you by providing a variety of instructional support programs and services that will help to ensure your academic success. 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) 446-4800
- **New Smyrna Beach/Edgewater Campus** - Building 2, Room 110, (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). 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) 506-3593.

**COMPUTING COMMONS**

The DBCC Computer Commons provides students, faculty, staff, patrons and other members of the college community access to up-to-date computer technology.

The Commons features more than 70 PCs and Macintosh workstations, printers, color scanners and the Microsoft Office Professional suite of applications. Most software titles used in the classroom also are available in the Commons.

The Commons also provides three fully equipped computer classrooms with audiovisual technology for instructional purposes. It is fully operational seven days a week as follows: Monday thru Thursday, from 7:30 a.m. to 10 p.m., Friday from 7:30 a.m. to 5 p.m., Saturday from 8 a.m. to 4 p.m., and Sunday from 1 to 9 p.m.

**FALCONAID STUDENT HELP DESK**

FalconAid, the DBCC Student Help Desk, is the first point of contact for students seeking all types of technical assistance, such as forgotten passwords, WebCT assistance, problems accessing web sites, troubleshooting software, even technical assistance with their home computers.

Staffed primarily by student workers, FalconAid maintains a presence in the Daytona Beach Campus Computing Commons located in the Library. FalconAid is available during normal library hours via phone or walk-up. Call 506-4AID for assistance, or email falconaid@falconmail.dbcc.edu.

**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. That office can be reached at (386) 258-3770, ext. 338, or by emailing bcapeh60@aol.com.

Please contact admissions for more information at (386) 506-3595 and martine@dbcc.edu or International Affairs at (386) 506-3141, email matthed@dbcc.edu . All other students may contact Bert Reams Insurance Services 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.

**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 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 or from Campus Safety, Building 540 on the Daytona Beach Campus.

**Institutional Information** – This information includes require-
ments 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 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 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 and from the Athletic Department, Building 310, Room 235 on the Daytona Beach Campus.

Voter Registration Information – Information on voter registration requirements and a link to on-line voter registration information is available from the Records and Registration Office or at www.dbcc.edu

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. All students will be notified of decision by letter.

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 transcript 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.

   Note: Forms are available at any of the enrollment areas services at the College for items (d) (e) and (g).

   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% 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.)

   Typical Documented Extenuating Circumstances* are:
      • Personal illness/accident or involving family member; i.e., parent(s), legal guardian(s), child(ren), spouse, sibling(s), grandparent(s). NOTE: A normal pregnancy or incarcerations do not meet the criteria for filing an appeal.
      • Death of family member (family member defined above)
      • Student in military reserve at beginning of semester is activated within same semester.
      • Employer-initiated change in work shift or work site.
      • Misadvisement by college personnel
      • Extreme stress related to divorce, dire financial circumstances; etc. (i.e., extenuating circumstances beyond the student’s control)

   Routine pregnancies or incarceration DO NOT meet the definition of extenuating circumstances.

   Examples of acceptable documentation include:
      • Legal documents
      • Dated statements on official letterhead from an instructor, employer, attorney, physician, clergy, counselor, DBCC administrator
      • Copies of medical records/bills, police incident reports.

   Documentation may be verified for authenticity. If it is determined that documents have been forged, disciplinary action is taken. A student in this situation would not be allowed to file further appeals of the category in which forgery was found. Disciplinary action may include suspension.

   Situations that may NOT be appealed:
      • Because the statute of limitations for grade changes is two (2) years prior to the current semester, a request for a grade change from a course taken before this time period may not be appealed
      • To have a failing grade from another institution changed to “W” by DBCC
      • Outstanding loans/fines with DBCC
      • Default on federal/state loan received through financial aid
      • Refund of admissions/assessment fee
      • To Drop (with refund) a course taken more than one (1) year prior to the current year than one (1) year prior to the current semester.

3. Full Cost for Course Repeat – College Credit or Preparatory Class

   If a student enroll in a College Credit or College Preparatory Course, 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. On the third attempt, the student will get a permanent grade and will not be permitted to withdraw on this third attempt. This appeal can be filed only once per course. N.B. 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.

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. N.B. 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.
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 policy 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 chairperson/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 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 has been subjected to harassment or discrimination or his/her basic civil rights have been violated or privacy invaded, the student must file a complaint within 60 days of the incident with the office of the vice president of Student Development or the Equity Officers, located in the Human Resources Department or the Office of Student Disability Services 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 student will be contacted 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 responsible for investigating complaints and concerns regarding students and ensuring that students are afforded Due Process in procedures involving student discipline matters.

The Judicial Affairs Office is located in Building 100, Room 210 on the Daytona Beach Campus. This office investigates 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 the facts and considers available options for resolution. The office is responsible for arranging a Judicial Administrative Meeting or scheduling a Hearing before a Student Disciplinary Committee to provide the student an opportunity to respond to the allegation or complaint. The Vice President of Student Development or the Student Disciplinary Committee will address the matter and determine an appropriate outcome.

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.

CCAMPIS Program (Child Care Access Means Parents in School) – is available for students living in Flagler County who have a strong desire to enroll in college or are attending classes at DBCC’s Flagler Palm Coast Campus access to improved Childcare opportunities. The services are available to low-income students who are burdened with the cost of childcare, but have a strong desire to enroll in college to further their educational goals.

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 orienta-
tion 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) 506-3068

**DeLand Campus**
Portable 106: (386) 785-2028

**Flagler/Palm Coast Campus**
Building 1, Room 114: (386) 445-4030, ext. 4511

**CCAMPS at Flagler/Palm Coast Campus**
(386) 246-4843

**New Smyrna Beach/Edgewater 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 $10.00.

**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 http://go.dbcc.edu/campus_safety/index.html 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.

**STUDENT EMPLOYMENT**
The Student Employment Office (SEO) serves as a student human resources office for all the College’s campuses, providing centralized on and off-campus job advertisements; employment assistance to currently enrolled and program eligible DBCC students, employment verifications, and policy/procedures implementation. This office collaborates with faculty, staff and employers in providing federal work-study, institutional work-study, community service and other eligible work-based programs.

- **Resources services include:**
- Assisting in obtaining on and off campus employment
- Providing new student employee orientation
- Providing student employment opportunities in cooperative education experiences
- Providing community service employment
- Evaluating student work sites for student placement

Visit our home page at http://www.dbcc.edu/careerdevelop-ment/ to view these specific programs:

**Federal Work-Study (FWS)** - The Federal Work-Study program is a federally funded, need-based employment program available to DBCC financial aid-awarded students. Eligibility is determined by the student’s financial aid status. Students may or may not be FWS eligible.

These jobs can be located at any of the College’s campuses.

**Community Service (FWS)** - Community service is a federally funded, need-based employment program available to DBCC financial aid-awarded students.

Eligibility is determined by the student’s financial aid status. Students may or may not be community service eligible. These jobs can be located on or off-campus in a non-profit organization.

**Community Service "Tutors" (FWS)** - Community service is a federally funded, need-based employment program available to DBCC financial aid-awarded students.

Eligibility is determined by the student’s financial aid status. Students may or may not be eligible for community service employment. These jobs can be located on or off-campus. These tutoring jobs may not involve sectarian instruction or other religious activities of a church, and it may not involve the construction operation, or maintenance of any portion of a facility used for sectarian instruction or religious worship. Additionally, they must be free of partisan political involvement or in any position that includes lobbying the government.

**Institutional Work-Study (IWS)** - These are DBCC funded positions and students do not have to apply for, nor be eligible for financial aid to secure a job. These jobs are located on a campus.

**Florida Work Experience Program (Federally Funded)** - The Florida Work Experience Program is a self-help, need-based, federally-funded program. The purpose of the program is to introduce eligible students to work experience that will complement and reinforce their educational program and career goals and provide a self-help student aid program. Students must demonstrate financial need by submitting annually a completed Free Application for Federal Student Aid (FAFSA) application. Students must enroll for a minimum of six credit hours and meet Florida’s residency requirement.

For a list of jobs in the above programs, visit the College’s Web site and click on SEO On-Campus Job Board. For program eligibility verification, students should contact the Student Employment Office in person or by calling (386) 506-3023. Participating in the Student Employment Program is an initial stepping-stone to building your employment history.

For additional information contact Student Employment at:
Daytona Beach Campus, Building 100, Room 204 (386) 255-8131, ext. 3023
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
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 non-college credit courses in reading, writing and mathematics and two college credit courses, Intermediate Algebra and Dynamics of Student Success, both of which can be used toward the A.A. degree.

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 placed by the assessment instrument. Students who place into the College Prep program for mathematics must complete Intermediate Algebra (MAT 1033). Students who place into both ENC 0001 and REA 0001 must complete Dynamics of Student Success (SLS 1122). MAT 1033 and SLS 1122 are college credit courses; however, MAT 1033 can only be used as elective credit toward the AA degree. Upon the successful completion of the College Prep program, students may enroll in college level courses for which the co-requisites or pre-requisites are met.

- 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, who 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>College Prep Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading</strong></td>
<td></td>
</tr>
<tr>
<td>REA 0001 Reading I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td></td>
</tr>
<tr>
<td>ENC 0001 Writing I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>MAT 0002 Math I (Pre-Algebra)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 0024 Math II (Elementary Algebra)</td>
<td>4</td>
</tr>
</tbody>
</table>

**College Transfer Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SLS 1122 Dynamics of Student Success</td>
<td>3</td>
</tr>
</tbody>
</table>

**English Language Institute**

**Speech/Listening**

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0400</td>
<td>Level IV</td>
</tr>
<tr>
<td>EAP 0300</td>
<td>Level III</td>
</tr>
<tr>
<td>EAP 1500</td>
<td>Level V</td>
</tr>
</tbody>
</table>

**Reading**

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0420</td>
<td>Level IV</td>
</tr>
<tr>
<td>EAP 0320</td>
<td>Level III</td>
</tr>
<tr>
<td>EAP 1520</td>
<td>Level V</td>
</tr>
</tbody>
</table>

**Writing**

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0440</td>
<td>Level IV</td>
</tr>
<tr>
<td>EAP 0340</td>
<td>Level III</td>
</tr>
<tr>
<td>EAP 1540</td>
<td>Level V</td>
</tr>
</tbody>
</table>

**Grammar**

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0460</td>
<td>Level IV</td>
</tr>
<tr>
<td>EAP 0360</td>
<td>Level III</td>
</tr>
<tr>
<td>EAP 1560</td>
<td>Level V</td>
</tr>
</tbody>
</table>

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 Offah-Hawkins at ext. 3358. You may also 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. Florida Statutes (FL Statute 1007.25) requires 36 semester hours of general education courses, excluding college prep courses. The remaining 24 credit hours are elective credits. Graduates must also meet a state mandated foreign language requirement and may need to take the CLAST (see below). You also must meet the DBCC residency requirements and have a cumulative 2.0 GPA and a DBCC 2.0 GPA. (See Graduation Requirements and Procedures.)

**Foreign Language Requirements**

Completion of two years of the same foreign language in high school or eight college credits of the same foreign language. Foreign language courses satisfy elective credits toward 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
The Gordon Rule requires students to complete 24,000 words of composition and to complete two courses (six semester hours) of mathematics at the level of college algebra or higher. Each course must be completed with a grade of C or better.

Courses that satisfy the Gordon Rule are part of the General Education Core and are denoted with an *.

Prior to enrollment in college level English or math courses, some students may be required to complete college preparatory course work.

GENERAL EDUCATION CORE
The state mandated 36 hours of general education are distributed in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications (English)</td>
<td>9 (C)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Sciences (Biological &amp; Physical)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities, Cultural &amp; Aesthetic</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral &amp; Human (Social) Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>3</td>
</tr>
<tr>
<td>Political, Economic &amp; Business</td>
<td>3</td>
</tr>
<tr>
<td>Historical &amp; Global</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL GENERAL EDUCATION 36 credits

ELECTIVE CORE
The remaining 24 credit hours are elective and must be selected from the list of College Transfer Elective Courses. However, it is recommended that you know the requirements of the senior university you plan to attend and that you work with your faculty advisor or a counselor to select electives to fulfill the requirements for your major.

TOTAL ELECTIVE CREDITS 24 credits
TOTAL CREDIT HOURS FOR THE AA DEGREE 60 credits

GENERAL EDUCATION CORE COURSE SELECTION LISTINGS
36 Total Hours Required
Credit hours for each class are listed in parentheses after the course title.
Courses marked with an * are Gordon Rule courses and require a "C" or better.

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/Newswriting/Presentation Skills (3)

MATHEMATICS CORE
Six credit hours required - Choose two courses. Must have at least a "C" on all mathematics courses. College preparatory or prerequisite courses which do not fulfill core requirements may be required.
* MAC 1105 College Algebra (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)
* MGF 2106 College Mathematics (3)
* MGF 2107 Mathematics for Liberal Arts (3)
* STA 2023 Elementary Statistics (3)

SCIENCE 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)
BSC 1085C Human Anatomy & Physiology I (4)
BSC 1086C Human Anatomy & Physiology II (4)

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

Physical Sciences
AST 1002 Astronomy (3)
CHM 1025 Introduction to Chemistry (4)
CHM 2050 General Chemistry I (4)
MET 2010 Meteorology (3)
PHY 1053C College Physics I (4)
PHY 2048C University Physics I (5)
PSC 1211 Physical Science (3)

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 the appropriate 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.
* AML 2012 Early American Literature (3)
* AML 2050 Contemporary American Literature (3)
* AML 2501 Modern American Literature (3)
* AML 2600 Introduction to African American Literature (3)
* ARH 1000 Art Appreciation (3)
* ENL 1102 Early English Literature (3)
* ENL 2022 Nineteenth Century English Literature (3)
* ENL 2280 Contemporary English Literature (3)
* HUM 2210 Humanities I (3)
* HUM 2230 Humanities II (3)
* LIT 2110 Masterpieces of World Literature I (3)
* LIT 2120 Masterpieces of World Literature II (3)
* LIT 2602 Literature of the Sea (3)
* MUH 2051 Introduction to the Music of the World's Peoples (3)
* MUL 1010 Music Appreciation (3)
* THE 1000 Dramatic Appreciation (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.

* DEP 2004 Developmental Psychology (3)
* PSY 1012 General Psychology (3)
* SYG 2000 Introduction to Sociology (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.

CLP 2001 Psychology of Adjustment (3)
HLP 1081 Fitness Assessment and Improvement (3)
HSC 2400 First Aid, Responding to Emergencies (3)
HUN 1201 Human Nutrition (3)
PET 2084 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)
* ECO 2013 Principles of Macro Economics (3)
* ECO 2023 Principles of Micro Economics (3)
* GEB 2430 Professional Ethics (3)
* ISS 1120 American Political & Economic Issues (3)
* POS 2041 American Federal Government (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 2045 American Maritime History (3)
* AMH 2091 Survey of African American 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)
* 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)

**ELECTIVE HOUR COURSES**

Elective courses are grouped by Associate of Arts Program Major Codes. Additional elective courses are also shown. The major program codes are:

Elective courses are grouped by Associate of Arts Program Major Codes. Additional elective courses are also shown. The major program codes are:

**COMMUNICATIONS**

ARA 1120 Arabic I (4)
ARA 1121 Arabic II (4)
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<tr>
<td>AML 2600</td>
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<td>AML 2501</td>
<td>Modern American Literature (3)</td>
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<td>AML 2050</td>
<td>Contemporary American Literature (3)</td>
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<td>AML 2012</td>
<td>Early American Literature (3)</td>
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<td>ZOO 2010C</td>
<td>General College Zoology (4)</td>
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<td>STA 2023</td>
<td>Elementary Statistics (3)</td>
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**HUMANITIES, CULTURAL & AESTHETIC**

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<td>AML 2260</td>
<td>Southern Literature (3)</td>
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<td>AML 2501</td>
<td>Modern American Literature (3)</td>
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<td>ARH 1000</td>
<td>Art Appreciation (3)</td>
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<td>ARH 2050</td>
<td>Introduction to the History and Criticism of Art (3)</td>
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<td>ART 1772C</td>
<td>Raku Pottery I (3)</td>
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<td>Modern Dance I (3)</td>
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<td>Classical Ballet I (3)</td>
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<td>DAA 1500</td>
<td>Beginning Jazz Dance (3)</td>
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<td>Beginning Tap Dance (3)</td>
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<td>Classical Ballet II (3)</td>
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<td>Intermediate Jazz Dance (3)</td>
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<td>Dance Composition (3)</td>
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<td>Choreography and Dance Ensemble (3)</td>
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<td>Musical Theater Dance (3)</td>
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<td>Introduction to Dance (3)</td>
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<td>DAN 2740</td>
<td>Stretch &amp; Placement (3)</td>
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<td>ENG 2104</td>
<td>Latin American Literature in Film (3)</td>
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<td>Principles of Design and Color (3)</td>
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<td>Literature by Women (3)</td>
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<td>Literature of the Sea (3)</td>
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<td>College Band (3)</td>
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<td>Orchestra (3)</td>
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<td>Contemporary Vocal Ensemble (3)</td>
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<td>Music Theory II (4)</td>
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<td>THE 2037</td>
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**BEHAVIORAL & HUMAN (SOCIAL) SCIENCES**

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<td>CCJ 1010</td>
<td>Introduction to Criminology (3)</td>
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<td>CCJ 1020</td>
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<td>CCJ 2500</td>
<td>Juvenile Delinquency (3)</td>
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<td>CJC 2400</td>
<td>Deviant Behavior and Techniques in Corrections (3)</td>
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<td>CLC 1000</td>
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<td>Human Relations in the Workplace (3)</td>
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<td>Psychology of Adjustment (3)</td>
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<td>CLP 2140</td>
<td>Abnormal Psychology (3)</td>
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<td>DEP 2481</td>
<td>Death and Dying: Life and Living (3)</td>
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<td>ECO 2013</td>
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<td>Personal Health and Wellness (3)</td>
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<td>PET 2621</td>
<td>Principles of Athletic Training (3)</td>
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<td>Survey of Personality (3)</td>
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<td>Social Problems and Deviance (3)</td>
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### Political, Economic & Business

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<td>Principles of Managerial Accounting (4)</td>
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<td>Comparative Government (3)</td>
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<td>Professional Ethics (3)</td>
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<td>ISS</td>
<td>American Political and Economic Issues (3)</td>
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<td>MAN</td>
<td>Principles of Management (3)</td>
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<td>MAR</td>
<td>Introduction to E-Commerce (3)</td>
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### Historical & Global

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<td>EUH</td>
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<td>International Relations (3)</td>
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<td>Introduction to World Civilization (3)</td>
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Note: All courses are 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 (Transfer Option)
- Electronics Engineering Technology
- Hospitality Management (Transfer Option)
- Nursing (Associate Degree)
- 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, cultural & aesthetics; behavioral & human (social) sciences and 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 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 cer-
APPRENTICESHIP PROGRAMS

Apprenticeship programs allow participants to learn while they earn. Motivated individuals have the opportunity to learn a trade as they work full-time under the supervision of skilled professionals of the trade. Apprentices attend related classroom training. Each apprentice receives a prescribed period of on-the-job training to learn applied skills while taking related academic classes. Apprenticeship programs vary in length depending on program of interest.

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 and Training and the state Board of Education.

DBCC currently is associated with the child care, electrical non-union, electrical union, telecommunications union, plumbers and pipe fitters union, and machine trades.

THE VIRTUAL COLLEGE AND DISTANCE EDUCATION

Through the Virtual College, students may obtain degrees/certificates without having to physically appear on campus. Currently through the Virtual College, students may obtain an AA degree; an AS degree in Business Administration or Criminal Justice; a certificate in Business Management and Technology; or other programs planned that will culminate in degrees or certificates.

The Virtual College courses are offered entirely online. Online courses are conducted entirely via the Internet with instructor contact made through e-mail, discussion boards, chat rooms, phone and voice-mail. To take online courses through the Virtual College, a computer with Internet access is needed. The student should have basic computer skills and the ability to use e-mail, copy, paste, save and upload files. To access the course once registered, a user ID and password are needed, which will be emailed to the student through Falcon mail the first week of classes. Students taking online courses will be required to pay an additional fee of $25 per credit hour to help sustain the equipment and software needed to support the Virtual College. A list of online courses may be viewed at http://distancelearning.dbcc.edu.

Besides the Virtual College, DBCC offers courses through other distance learning environments to help students with busy lifestyles complete requirements for the AA, AAS and AS degrees. Computers, broadcast TV and videos are among the technologies tapped to deliver courses to students’ homes, jobs and the campus nearest their home or work.

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. A list of telecourses may be viewed at http://distancelearning.dbcc.edu.

Web-enhanced (hybrid) courses are conducted in a normal classroom environment but rely on a supplemental Web site for the dissemination of some materials and study aids. The information on the site may be for suggested or mandatory use. Web-enhanced courses vary from low on-campus seat time and high Internet use to high on-campus seat time and low Internet use. A computer with Internet access is needed and students should have the same skills as needed for online courses. A list of web-enhanced courses may be viewed at http://distancelearning.dbcc.edu.

For more information, visit our Distance Learning Web site at http://distancelearning.dbcc.edu; contact the Virtual College/Distance Education Department, Building 210 on the Daytona Beach Campus; call Educational Support Services at (386) 506-3482; Faith Testerman at testef@dbcc.edu; or Gail Freiwald at freiwag@dbcc.edu.

COLLEGE YOUR WAY

Business Degree by Distance Learning

The AA and AS Business Administration degrees are offered through Distance Education. You can earn your degree anywhere that you have access to a computer and TV. Visit our Distance Learning page for more information about the Web-Based courses offered at DBCC http://distancelearning.dbcc.edu/. A complete list of Web-Based courses offered each semester is available at http://distancelearning.dbcc.edu/online.

To obtain a list of technical requirements for the Web-Based classes visit http://distancelearning.dbcc.edu/student_support. For more information, contact the Business Department chairperson at (386) 255-8131.

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 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. 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. Weekend classes are offered Fall, Spring and Summer Semesters. Tuition and fees for weekend classes are the same as for day and evening classes. 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 Samuel Goldstein at (386) 506-3617.

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) 506-3188 or millerv@dbcc.edu.

LEARNING COMMUNITIES

DBCC's Learning Communities offer an alternative to traditional college classes. These courses are integrated with a common theme and emphasize collaborative teaching and learning.

**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 (386) 427-3472, ext. 2612 and talk to Casey Blanton, Chair of Learning Communities, or e-mail her at blantoc@dbcc.edu.

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

Themed Learning Cohorts are a unique set of Learning Communities designed for students who score below the minimum score in reading and writing on the placement test and must take 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 which takes REA 0001 and ENC 0001. As a cohort, you will work together cooperatively, discover your learning style and thinking style, and develop reading, critical thinking and writing skills. You will also have additional advising, counseling and tutoring services.

For detailed program information call Lynn Blanton at (386) 255-8131, ext. 2072; Sue Hawkins at ext. 3130; or Sandra Offiah-Hawkins at ext. 3358. You may also contact Casey Blanton, Chair of Learning Communities, 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 talk with Cindy Avens, dial ext. 3407; for Bill Little, dial ext. 3413. You may also e-mail them at: avens@dbcc.edu, litlew@dbcc.edu or zelleyr@dbcc.edu. Casey Blanton, Chair of Learning Communities, may also be contacted at ext. 2612 or blantoc@dbcc.edu.

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 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) 506-3013.

For more information call DBCC’s GED office at (386) 506-3013 or (386) 506-3048.

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) 506-3013.

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) 506-3639.

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) 506-3013.

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) 506-3048 or (386) 506-4493.

6. General Education Development (GED) Test monthly at DBCC’s Daytona Beach and New Smyrna Beach Campuses and Four Townes Center. Test applicants need to be 18 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) 506-3048 or (386) 506-4493.

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 and New Smyrna Beach/Edgewater Campuses and Four Townes Center. Required placement testing is provided at no cost. For information, call DBCC at (386) 506-3048 or (386) 506-3162.

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

DBCC 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. Satisfy the foreign language requirement for AA degree candidates.

6. 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 a completer once he or she has 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.

7. 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. 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 unless they 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 the verbal or ACT scores of 22 on the reading and 21 on the English you will not need to take the communications sections of the CLAST and if you have SAT scores of 500 on the math or ACT scores of 21 on the 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.