DAYTONA BEACH COMMUNITY COLLEGE
A Public Community College Serving Volusia and Flagler Counties

This document is prepared and presented as an informational guide only. Course offerings, fee schedules and other representations provided are not controlling and are subject to change, amendment or deletion by the College as deemed appropriate. The information is taken from Board rules and administrative procedures. These sources may be consulted for additional information.

DBCC is an Equal Opportunity Institution.

DBCC pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of race, ethnicity, religion, national origin, age, gender, disability, marital status, veteran status, ancestry or political affiliation. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits.

To obtain more information about the College's equal access and equal opportunity policies, procedures and practices, please call the Director of College Equity (386) 506-3916 or contact one of the following individuals:

Ms. Ursula Scott
Director, College Equity
Building 100, Room 225
(386) 506-3916

Mrs. Robin Barr
Director, Human Resources/Employment Equity
Building 100, Room 303F
(386) 506-4473

Mr. Idris Muhammad
Director, Student Disability Services/Student Equity
Building 100, Room 113G
(386) 506-3076

Mr. Will Dunne
Dean of Co-Curricula Activities & Athletics
Building 310, Room 241
(386) 506-4486

DBCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone number 404-679-4501) to award the bachelor of applied science degree, two-year associate of arts, associate of applied science and associate of science degrees.

The College is a member of the American Association of Community Colleges and the Florida Association of Community Colleges, and is an approved institution of higher education for veterans and war orphans.

Please be advised that your photo may be taken and used in materials (including DBCC's Web site) promoting the College. If you do not want your photograph used, please contact the Marketing Department at (386) 506-3153.
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DBCC is an amazing story of progress and growth. As I write this message, we are gearing up to celebrate our 50th year of serving the people of Volusia and Flagler counties.

Enrollment is strong. We have a medical school partnership with Florida State University. Our first four-year degree program, the Bachelor of Applied Science Degree in Supervision and Management, launched in 2006 and currently has nearly 275 students enrolled. Capital improvement projects totalling more than $60 million are under way at our five campuses, and our technology infrastructure is second to none — all this while we continue our tradition of providing area citizens with quality, affordable education and workforce training.

We take great pride in helping people prepare for new careers. Our students come from all walks of life. Because of their diversity, we offer a variety of support programs that help them meet or exceed their academic potential. No matter where one starts or how unprepared one is for the rigors of college, there are programs and services available at DBCC that can mitigate the obstacles and guide the student toward success.

Nothing worth striving for is easy, and many college students have to make significant life adjustments to keep pace, especially when they first enroll. Perhaps you might have your own self doubts about your academic abilities. But take comfort in knowing that help is always nearby. At DBCC, providing support and making our students as comfortable as possible so they can devote their energies to academic success is our highest priority.

At 50 years old, DBCC has matured and become well established in its own traditions. We’re still your college, and so much more than just classrooms and degrees. Your college is about accessibility, value and quality, it’s about involvement, it’s about the human spirit and it’s about personal growth and economic development. It’s about progress and shaping our communities - one student at a time.

D. Kent Sharples, President
# DAYTONA BEACH COMMUNITY COLLEGE
## 2007-2008 ACADEMIC CALENDARS
### FALL SEMESTER 2007

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* Students enrolling in late start classes can find the add/drop and withdrawal deadline on their schedule and fee statement.
# SPRING SEMESTER 2008

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*Students enrolling in late start classes can find the add/drop and withdrawal deadline on their schedule and fee statement.
## SUMMER SEMESTER 2008

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<tr>
<th>Event</th>
<th>6 WEEK (A)</th>
<th>10 WEEK</th>
<th>12 WEEK</th>
<th>8 WEEK</th>
<th>6 WEEK (B)</th>
<th>Adult Ed.</th>
<th>ATC</th>
</tr>
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<tbody>
<tr>
<td>Open Registration</td>
<td>Mar. 24</td>
<td>Mar. 2</td>
<td>Mar. 2</td>
<td>Mar. 2</td>
<td>Mar. 2</td>
<td>N/A</td>
<td>Mar. 2</td>
</tr>
<tr>
<td>CLAST Essay Exam Registration</td>
<td>May 9</td>
<td>May 9</td>
<td>May 9</td>
<td>May 9</td>
<td>May 9</td>
<td>N/A</td>
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</tr>
<tr>
<td>First Faculty Duty Day</td>
<td>May 14</td>
<td>May 14</td>
<td>May 14</td>
<td>June 9</td>
<td>June 30</td>
<td>May 12</td>
<td>May 14</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 14</td>
<td>May 14</td>
<td>May 14</td>
<td>June 9</td>
<td>June 30</td>
<td>May 12</td>
<td>May 14</td>
</tr>
<tr>
<td>Last Day to Adjust Schedules/Last Day to</td>
<td>May 16</td>
<td>May 16</td>
<td>May 16</td>
<td>June 11</td>
<td>July 2</td>
<td>N/A</td>
<td>May 16</td>
</tr>
<tr>
<td>Audit/Refund Period Ends</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>State Employee Registration</td>
<td>May 14-16</td>
<td>May 14-16</td>
<td>May 14-16</td>
<td>June 9-11</td>
<td>June 30-July 2</td>
<td>N/A</td>
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<td>Memorial Day</td>
<td>May 26</td>
<td>May 26</td>
<td>May 26</td>
<td>N/A</td>
<td>N/A</td>
<td>May 26</td>
<td>May 26</td>
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<tr>
<td>Last Day to Withdraw from Classes</td>
<td>June 9</td>
<td>June 25</td>
<td>June 3</td>
<td>July 14</td>
<td>July 28</td>
<td>N/A</td>
<td>June 25</td>
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<tr>
<td>Last Day to Apply and Pay Fees for August</td>
<td>June 6</td>
<td>June 6</td>
<td>June 6</td>
<td>July 11</td>
<td>July 11</td>
<td>July 11</td>
<td>June 6</td>
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<tr>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Classes End</td>
<td>June 25</td>
<td>July 23</td>
<td>Aug. 6</td>
<td>Aug. 4</td>
<td>Aug. 11</td>
<td>Aug. 12</td>
<td>July 23</td>
</tr>
<tr>
<td>Final Exams</td>
<td>June 26</td>
<td>July 24</td>
<td>Aug. 7</td>
<td>Aug. 5</td>
<td>Aug. 12</td>
<td>N/A</td>
<td>July 24</td>
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<tr>
<td>Last Faculty Duty Day</td>
<td>June 26</td>
<td>July 24</td>
<td>Aug. 7</td>
<td>Aug. 5</td>
<td>Aug. 12</td>
<td>Aug. 12</td>
<td>July 24</td>
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<tr>
<td>Independence Day</td>
<td>N/A</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

* Students enrolling in late start classes can find the add/drop and withdrawal deadline on their schedule and fee statement.
Daytona Beach Community College will be the destination of choice for education.

The mission of Daytona Beach Community College is to advance teaching, learning and innovation.

Daytona Beach Community College, a comprehensive public college, provides access to a range of flexible programs, from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, and fostering innovation to enhance teaching and learning.

VALUES

Community — The DBCC Community encompasses our students, faculty, staff and the public we serve. Our community is built upon mutual respect, effective and open communication, and civic responsibility.

Integrity — DBCC strives for the highest ethical standards in all areas of operation, including the fair and consistent treatment of all members of the DBCC Community. The college fully supports academic freedom and the right of intellectual pursuit.

Excellence — To achieve academic excellence, professionalism, and quality in all the programs and services we offer, DBCC employs a system of continuous improvement based on assessment, accountability and engagement with the entire community.

Diversity — Diversity of people, thought and expression provides energy and vitality for the learning process. DBCC celebrates both the originality and distinction of individuals and cultures, while at the same time valuing the common bonds that unite us as a global community.

Innovation — Innovation and creativity are the keys to our growth as an institution, as well as the growth and success of our students. DBCC prides itself on its ability to adapt to a rapidly changing world, finding positive and creative solutions to the challenges it faces.

Student Success — There is no value more important than the success of our students. Our main goal is to provide students with the skills, knowledge and drive to succeed in the classroom, the workplace and in life. Beyond this success, we hope to instill in our students a lifelong love of learning.

INSTITUTIONAL GOALS

To achieve its mission, the College will pursue these goals:

* Serve as an entry point for baccalaureate degrees and advanced levels of employment by offering a variety of two-year associate of arts and associate of science degree programs.
* Offer a Bachelor of Applied Science degree in Supervision and Management for graduates of Associate degree programs.
* Provide preparation and training for immediate employment by offering associate of applied science, vocational-technical certificate and continuing education programs responsive to identified needs of the business community.
* Offer a broad range of adult education courses and programs leading to improved literacy levels, proficiency in English, and a high school diploma/GED as well as preparatory instruction to develop college-level success skills.
* Provide a general education program that uses the context of humanities, social sciences, and natural sciences to develop academic knowledge and skills in reading, writing, critical thinking and mathematics.
* Provide a broad range of administrative, academic and support services that create an environment conducive to teaching, learning and student success.
* Offer enrichment and lifelong learning opportunities for students and the community through cultural, social, civic, wellness and athletic activities.
* Establish partnerships with schools, higher education institutions, business and the public sector designed to promote community and economic development.

HISTORY OF THE COLLEGE

As it begins its 50th year of service to Volusia and Flagler counties, DBCC continues its commitment to progress and support of the communities it serves. The 2007-2008 academic year brings major change to the institution in terms of expansion of facilities and program offerings.

In 1957, the Florida Legislature authorized Daytona Beach Junior College as the state’s first comprehensive community college. The College was divided into three divisions: college credit, adult education and the Mary Karl Vocational School. Although one president administered to all divisions, they essentially functioned as separate entities under the Volusia County School System.

Volusia County Community College, also a separate entity under the school system, merged with DBJC in 1965. The 1968 Legislature combined the divisions into a single administrative unit under a District Board of Trustees independent of the county school system. In 1971, the official name of the College was changed from DBJC to DBCC.

Over the years, the College has evolved from a small campus into an academically superior multi-campus institution providing educational and cultural programs for the citizens of Volusia and Flagler counties. The College has fostered a tradition of excellence in academics and service to a growing community. The College now serves more than 33,000 students annually. In 2005, DBCC was approved by the Southern Association of Colleges and Schools (SACS) to be a four-year degree granting institution.

A leader in the area’s workforce and economic development initiatives, the College is continually developing new technological means to deliver educational services to the community. Leading the list is the Advanced Technology College (ATC), an innovative educational partnership among the College, Flagler County Schools, Volusia County Schools and the business communities of Volusia and Flagler counties. The ATC offers opportunities for high school students and adult community college students to pursue technology-based fields.

The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate of arts, associate of applied science, associate of science and bachelor of applied science degrees and is approved by the state of Florida. Numerous professional and academic organizations confer special accreditation to various College programs. The College also is a member of the American Association of Community Colleges and an approved institution for higher education for veterans and war orphans.
DIVISION OF ECONOMIC DEVELOPMENT

The Economic Development Division of DBCC represents and engages the college with the business and economic development community. In fulfilling this mission there are several aspects of the division.

The office of Economic Development is the lead organization representing the college with local, regional and state economic and workforce development organizations. Local organizations include chambers of commerce, Volusia and Flagler County Departments of Economic Development and Centers for Business Excellence, and organizations such as the Business Development Partnership and the Volusia and Flagler County Associations for Responsible Development (VCARD and FCARD). Regional organizations include www.MyRegion.org and the Florida High Tech Corridor Council.

State organizations include Enterprise Florida and the Florida Economic Development Council.

As relevant activities in these organizations are initiated, the college economic development staff connects and serves as a liaison between them and the appropriate DBCC academic or student service departments.

Administratively, the following departments fall under the umbrella of the Division:

The Center for Business & Industry

Today’s workers must be flexible, innovative and dedicated. They must adjust quickly to changing market conditions, keep their skills fresh and deliver maximum quality and customer service. The Center for Business & Industry at DBCC focuses on meeting the training and development needs of business, industry and government in Volusia and Flagler counties. The Center offers conferences, seminars, customized training services and technical assistance to better prepare organizations and workers to compete and thrive in emerging global markets. For more information, contact the director at (386) 506-4461 or visit www.thecbi.com.

Community & Professional Education

Community Education offers a variety of personal enrichment classes for all members of the community. Summer camps designed for fun and learning are available for ages 6-16. You will also find adult classes in photography and foreign languages.

Professional and Continuing Education classes also are available for people wanting to obtain their Insurance or Real Estate Licenses or maintain licensure in this or other professions. Some classes are now available online.

Classes are affordable and convenient. They are scheduled at various times and locations to give you the greatest possibility to participate.

Community & Professional Education is continually developing new courses. We invite you to let us know topics of particular interest to you that could be offered as a course to our community.

For more information on classes or to be put on our mailing list, please call Community & Professional Education at (386) 506-3858. For the latest class listing, visit us at http://www.thecbi.com.

Small Business Development Center

The DBCC Small Business Development Center is a partnership with the University of Central Florida and the US Small Business Administration. The DBCC SBDC is a team of certified professionals who are dedicated to providing management advice and training to potential and existing entrepreneurs. The Center’s services include individual counseling, training workshops, a business resource center, specialized assistance as well as online classes. For more information please call (386) 506-4723 or visit our website at www.sbdcdaytona.com.

Florida Resource Center

The Florida Resource Center specializes in processes to identify workplace skills requirements, and then to develop curricula to meet these needs. A key methodology used by the Center is the DACUM (Developing a Curriculum) process. The Florida Resource Center performs DACUMs and leads focus groups for DBCC as well as for other colleges both nationally and internationally.

EDUCATOR PREPARATION INSTITUTE

The Educator Preparation Institute (EPI) is designed for people with a bachelor’s degree who are interested in becoming highly effective certified teachers in Florida. The EPI is a program approved by the state of Florida that leads to the five-year Professional Educator’s Certificate. The EPI program is a two-semester, 21-credit program that consists of seven content courses and two field experiences.
FACTS ABOUT DAYTONA BEACH COMMUNITY COLLEGE

ATHLETICS AND FITNESS

DBCC offers varsity level programs in men’s basketball and baseball, and women’s basketball, fast-pitch softball and golf. Our teams consistently compete at top levels both statewide and nationally.

The college emphasizes the need for athletes to perform well in the classroom as well as in their respective sports, and provides specialized tutoring and mentoring programs to help them achieve academic success. More information can be found on the Web at http://go.dbcc.edu/athletics/index.html.

Fitness Center

The L. Gale Lemerand Health, Wellness and Community Education Center is located on the Daytona Beach Campus. In addition to being home of the Falcons basketball teams, the center also features one of the most comprehensive fitness training facilities in Florida, including state-of-the-art weight training and aerobic equipment and an Olympic-sized aquatic center. More information can be found on the Web at http://go.dbcc.edu/athletics/fitness_ctr/index.html.

SOUTHEAST MUSEUM OF PHOTOGRAPHY

DBCC is the parent organization of the Southeast Museum of Photography (SMP). One of fewer than 13 photographic museums in the United States and the only one associated with a community college, SMP presents more than 15 exhibitions annually, organized around such interdisciplinary themes as “Women’s Worlds”, “Time and Space” and “Behind The News.”

SMP is very involved with academic and community programs at our College. Since its opening in April 1992, the Museum has mounted more than 300 exhibitions and produced more than 40 catalogues and publications. Each semester, the Museum produces academic support materials and offers tours for a wide range of DBCC classes in conjunction with each new series of exhibitions, as well as numerous public programs by internationally known photographers and educators.

The Museum offers DBCC students extensive opportunities for internships and professional training, as well as paid and volunteer employment. Many of the Museum’s former student workers are now employed in museums and galleries around the world. For more information visit the museum website www.smponline.org, or call (386) 506-3080.

MUSEUM HOURS

Open: Tues., Thurs. and Friday, 10-4. Weekends 1-5
June, July and December Hours are Tues. - Sunday, 1-5
Closed: Mondays, July 4, August 1-13, December 22-January 2, Daytona 500, Thanksgiving Weekend.

INTERNATIONAL AFFAIRS

The Office of International Affairs (OIA) assists the college in preparing students to successfully compete in the job market, improve their quality of life, and embrace cultural diversity. The OIA seeks to increase global awareness throughout the college, while serving the international needs of the local community.

The OIA includes the Director of International Projects, Center for International Business Education (CIBE) and the Office of International Students (OIS). The OIA is responsible for developing international academic exchanges and linkages for the college, coordinating college study abroad programs, recruiting international students, seeking outside funding for and administering international education (IE) activities at the College, coordinating faculty and staff exchanges, assisting in IE curriculum development activities, and acting as liaison to public and private domestic and international agencies and associations. The OIA also directs the CIBE in developing international business education curriculum and soliciting input from the CIBE citizen advisory board on DBCC IE programs and in obtaining internationally related contract-training programs.

Over the past several years the OIA has administered several projects for the college including a Workforce Development Project, funded by the US Agency for International Development (USAID) and AACC with the Universidad Regiomontana in Mexico to develop import/export programs; the Tertiary Education Linkage Program, funded by USAID and administered by the United Negro College Fund, as part of a consortium with Bethune-Cookman College and the University of Central Florida with Vista University in South Africa for curriculum development activities; and the North American Mobility Program for North America (Mobility) with colleges and universities in Canada and Mexico exchanging students, faculty and staff in computer engineering technology and international business. Each of these projects has allowed the college to send faculty, staff and students for an overseas experience.

The College is currently funded for another North American Mobility program, this time in Hospitality Management, Tourism and Culinary Arts. In 2004, 2005 and spring semester 2006, we were host for nine students from Mexico and Canada and sent one student to Mexico. On-going projects also include faculty and staff exchanges with the Wuxi Institute of Technology in China and continued activities with the Fundacion Universitaria Panamericana in Colombia. The College also is working with the Bogotá, Colombia agency Acción Comunal as the lead institution for the consortium Community Colleges for International Development. The project’s objective is to assist the public and private sectors there to develop community colleges. In addition we are cooperating with the government of the Dominican Republic, the office of the President, the Secretary of Higher Education, Science and Technology, and a businessman’s association there to develop a community college in Eastern Santo Domingo. We also assist faculty and staff in coordinating student study abroad programs. Currently we have two programs, one to Italy and the other to England. The college has also sponsored trips to India and Mexico. Finally in cooperation with the Center for Business & Industry, the Visual Arts/Graphics Department and the Tryone/Donegal Partnership in Ireland, the college was host to students from Ireland for a 10-week program in Digital Media.

The office also houses the Office of International Students (OIS). The OIS assists international students in finding housing and host families, dealing with health insurance issues, and assisting in opening bank accounts, and acquiring a Social Security number and driver’s license. OIS also provides other community information, general advising from academic peer support to student activities, and on-campus student employment information. The OIS cooperates with the international student club, Global Friends, which is located adjacent to the OIA office in Building 110, Room 204. The office can be reached at (386) 506-3565.

The OIA is located in Bldg. 110, Rms. 201, 202 and 203. The Department can be reached at (386) 506-3141, 506-3683, or 506-3675.

UNIVERSITY CENTER

At Daytona Beach Community College, you get an education with options. DBCC offers a Bachelor of Applied Science degree in Supervision and Management. (See the College of Baccalaureate Studies and Management Programs section of this catalog for details.)

Through its University Center, the college also partners with many other institutions of higher education to offer students the opportunity to stay close to home and continue their education beyond the associate degree.
Why earn a bachelor’s degree?

Earning your bachelor’s degree not only opens more opportunities for employment and careers, it also is one of the best ways to boost your income earning potential.

According to the US Census Bureau, people who hold bachelor’s degrees earn an average $23,000 a year more than those with only a high school diploma. Nationally, college graduates made an average of $51,554 in 2004, the most recent figures available, compared with $28,645 for adults with a high school diploma. High school dropouts earned an average of $19,169 and those with advanced college degrees made an average of $78,093.

University Center partnerships also provide the opportunity for area citizens to participate in master’s and doctoral programs close to home.

Our partner institutions
- The University of Central Florida
- Barry University
- Bethune-Cookman University
- Embry-Riddle Aeronautical University
- Northcentral University
- Capella University
- Nova Southeastern University
- St. Petersburg College
- The University of Phoenix
- The University of Florida

DBCC also is in negotiations with Florida State University, and continues to pursue other partner institutions as opportunities present themselves.
Advanced Technology College
1770 Technology Blvd., Daytona Beach, FL 32117

The ATC is located on Williamson Boulevard near LPGA Boulevard in Daytona Beach. The facility includes occupational classrooms and lab areas with brand new, state-of-the-art equipment designed for each specific program. The newly constructed building also includes Internet and network connections, science labs, a multi-purpose room, a media center and open computer labs. The two-story classroom area surrounds an enclosed atrium that is the site of exhibits and gatherings. The ATC is designed to serve a wide variety of students. Community college students who seek additional technological training or degrees should apply as well as high school juniors and seniors in Volusia and Flagler counties.

Daytona Beach Campus
1200 West International Speedway Boulevard, Daytona Beach

The Daytona Beach Campus is the largest of the institution’s campuses and houses the College’s primary administrative offices. Special features include a newly renovated, full-service Library/Computing Commons, an all new Science Building and a Theater Center which is home to some of the area’s finest performing arts productions. It also boasts the new Daytona Advanced Technology Education Center (DATEC) which features state-of-the-art computer stations for the latest training in high-tech careers. Also located on this campus is the Lemerand Center, an outstanding education multiplex; DBCC’s Public Broadcasting System affiliate; a child care facility serving DBCC student parents, staff and community members; The University Center at DBCC, where students can earn a four-year baccalaureate degree in a variety of programs, including DBCC’s Bachelor of Applied Science in Supervision and Management degree.

DeLand Campus
1155 County Road 4139, DeLand

The DeLand Campus offers college credit courses which meet the general education requirements for the associate of arts degree and some associate of science degree programs as well as various certificate programs. The Bert Fish Building houses up-to-date facilities for dental assisting, dental hygiene, nursing, science labs and a multi-media learning center. Comprehensive student support services include: counseling, Student Disability Services, the Women’s Center, career advisement, individual tutoring, a computerized learning/tutoring center and a foreign language laboratory.

Deltona Campus
2351 Providence Boulevard, Deltona

The Deltona Campus is the result of the College recognizing a lack of access to quality postsecondary education and advanced training in the rapidly growing Deltona area, situated in the midst of the Florida High-Tech Corridor. A variety of DBCC’s business and industry training programs, as well as technology disciplines are housed at the Deltona facility. The first building features 42,000 square feet of space, including classrooms, computer labs, an incubator and administrative offices.

Flagler/Palm Coast Campus
3000 Palm Coast Parkway Southeast, Palm Coast

The Flagler/Palm Coast Campus offers college credit, college preparatory, adult basic education, general education development (GED) and English for Speakers of Other Languages (ESOL) courses. Students can also take the first year of the two-year Associate Degree Nursing Program and public school teacher certification courses. All general education requirements for the associate of arts degree and many requirements for the associate of science degree programs may be completed here. Facilities include a Nursing laboratory, two science laboratories, an academic support center, two computer laboratories, an amphitheater, and state-of-the-art “smart classrooms.”

New Smyrna Beach/Edgewater Campus
940 Tenth Street, New Smyrna Beach

The New Smyrna Beach/Edgewater Campus offers college credit, college preparatory, continuing education, adult high school, adult basic education, general education development (GED) and English as a Second Language (ESL) courses. All general education requirements for the associate of arts degree and many requirements for associate of science degree programs may be completed at New Smyrna Beach/Edgewater Campus. The campus has expanded its nursing, health occupations, science, computer, engineering, public service and occupational programs. It also has two science laboratories, a nursing laboratory, a learning center and state-of-the-art “smart classrooms.”
Technology is changing the world. It’s also changing education. Today many jobs require training in technology. That’s why the Advanced Technology College (ATC) was created. The ATC provides local residents with advanced technological training that meets the current and future needs of industry in the area. How do we know? We asked! What businesses in Volusia and Flagler counties told us became the foundation for the programs being offered at the ATC.

What does this mean for you? It means that your training is driven by the real needs of local employers — in other words, you’re getting the skills that get jobs now! When you graduate, you’ll be prepared for a job where applicants are in high demand.

The ATC is located on Williamson Boulevard near LPGA Boulevard in Daytona Beach. The facility includes occupational classrooms and lab areas with brand new, state-of-the-art equipment designed for each specific program. The newly constructed building also includes Internet and network connections, science labs, a multi-purpose room, a media center and open computer labs. The two-story classroom area surrounds an enclosed atrium that is the site of exhibits and gatherings. The ATC is designed to serve a wide variety of students. Community college students who seek additional technological training or degrees should apply as well as high school juniors and seniors in Volusia and Flagler counties.

**PROGRAMS OFFERED AT THE ATC** Some programs will be held at the ATC as well as other DBCC campuses.

**COMPUTER TECHNOLOGY**
- Cable Installation
- Computer Engineering Technology
- Computer Engineering Technology Cisco (CCNA)
- Computer Information Administrator
- Computer Programming
- Computer Programming and Analysis
- Computer Specialist
- Computer Support Specialist (Computer Repair)
- Digital Media: Internet Design and Production Option
- Electronics Engineering Technology
- Information Technology Administration
- Information Technology Analysis
- Information Technology Management
- Information Technology Support Specialist
- Information Technology Technician
- Internet Services Technology
- Microcomputer Repairer/Installer
- Network Communications (LAN)
- Network Communications (WAN)
- Network System Developer
- Network Administrator
- Robotics and Simulation Technology
- Web Development Specialist
- Wireless Communications

**CONSTRUCTION, MANUFACTURING & ENGINEERING**
- Air Conditioning, Refrigeration and Heating Technology
- Architecture and Building Design Technology
- AutoCAD Foundations (Architectural)
- AutoCAD Foundations (Manufacturing)
- Drafting & Design Technology with Computer Aided Design
- Manufacturing Technology

**AUTOMOTIVE PROGRAMS**
- Automotive Collision Repair & Refinishing
- Automotive Service Management Technology

**CONSTRUCTION, MANUFACTURING & ENGINEERING**
- Air Conditioning, Refrigeration and Heating Technology
- Architecture and Building Design Technology
- AutoCAD Foundations (Architectural)
- AutoCAD Foundations (Manufacturing)
- Drafting & Design Technology with Computer Aided Design
- Manufacturing Technology

**APPRENTICESHIPS**
- Electrical Non-Union
- Electrical Union
- Plumbing Union

Community college students will need to:
- Meet all standard requirements as specified in this catalog including CPT or TABE assessments if applicable
- Complete the necessary admissions application

High school students will need to:
- Apply through their home high school counselor who will inform them of the admission requirement and process.

The ATC is a public/private partnership. DBCC, the Volusia County School System and the Flagler County School System represent the public side of the project and are joined by the ATC Board of Directors, which is composed of business and community leaders who represent the private side of the project. The ATC is a member of the Volusia Flagler Career Connection Consortium and is supported by the business communities of Volusia and Flagler counties.

For more information on these programs and the ATC, call (386) 506-4100 or visit our web site at www.advancedtechcenter.org.
Serving Volusia and Flagler counties, UCF Daytona Beach is a state-supported, upper-level campus enrolling junior, senior and graduate students. UCF opened a local facility in 1968, specifically to serve students in East Central Florida, who earn associate’s degrees from DBCC and transfer students who complete two years (60 semester hours) at other approved public or private colleges and universities.

UCF is a member of the State University System and fully accredited by the Southern Association of Colleges and Schools. In addition to regional accreditation agencies, a number of scientific, academic and professional bodies confer special accreditation to various UCF programs. UCF serves more than 46,000 students throughout Central Florida.

UCF Daytona Beach partners with DBCC in support of Florida’s 2+2 program. With 2+2, you can complete an associate’s degree at DBCC, and then continue at UCF Daytona Beach for the completion of your bachelor’s degree. Whether you are a first-year student or a student ready to enter your junior year, the partnership between DBCC and UCF makes accredited public education accessible.

UCF has increased the number of programs available. Students may complete these bachelor’s degree programs with UCF at Daytona Beach:

**COLLEGE OF ARTS AND SCIENCE**

- Liberal Studies (B.A., B.S.)
- Photography (B.S.)
- Political Science (B.A.)
- Psychology (B.A., B.S.)
- Social Sciences (B.S.)
- Sociology (B.A.)

**COLLEGE OF BUSINESS ADMINISTRATION**

- General Business Administration (B.S.B.A.)
- Accounting (B.S.B.A.)*
- Economics (B.S.B.A.)*
- Finance (B.S.B.A.)*
- Management (B.S.B.A.)*
- Management Information Systems (B.S.B.A.)*
- Marketing (B.S.B.A.)*

**COLLEGE OF EDUCATION**

- Elementary Education (B.S.)
- Exceptional Education (B.S.)
- Vocational Education (B.S.) (Web-based)

**COLLEGE OF HEALTH AND PUBLIC AFFAIRS**

- Criminal Justice (B.A., B.S.)
- Health Sciences (Generalist Track) B.S.)
- Health Sciences Administration (B.S.) (Web-based)
- Legal Studies (B.A., B.S.)
- Nursing (R.N. to B.S.N.)

UCF at DeLand offers Early Childhood Education (B.S.) in the College of Education

*Admission by cohort only. Please see advisor for further information.

**in addition, the following undergraduate minors are available:**

- Anthropology in Multicultural Studies
- Behavioral Forensics (Certificate)
- Business (for non-business majors)
- Criminal Justice
- English - Technical Writing
- Environmental Studies
- Exceptional Education
- Health Sciences
- Health Services Administration (Web-based)
- History
- Legal Studies
- Marketing
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Social Sciences – Interdisciplinary
- Sociology
- Women’s Studies (Minor & Certificate)

**Graduate programs offered in Volusia/Flagler counties include:**

- Business Administration (MBA)
- Criminal Justice
- Educational Leadership
- Instructional Technology: Educational Media (Web-based)
- Elementary Education
- Engineering (Video)
- Exceptional Education
- Health Sciences: Health Services Administration
- Liberal Studies
- Nursing (RN-MSN)
- Psychology (Clinical)
- Public Administration
- Social Work (MSW)
- Vocational Education (Web Based)

The Doctoral program in Educational Leadership (Ed.D) is also available.
MORE ABOUT UCF’S DAYTONA BEACH CAMPUS

UCF Daytona Beach operates in partnership with DBCC and offers 15 undergraduate and eight graduate programs. The joint-use facility partnership allows for a 2+2 Program, designed to facilitate a seamless transition from DBCC to UCF – all without the need to leave Volusia County.

TWO YEARS AT DBCC AND TWO YEARS AT UCF = THE 2+2 PROGRAM

THE DBCC/UCF 2+2 PROGRAM IS SIMPLE:
DBCC provides students opportunities to complete their freshman and sophomore-level classes and graduate with an A.A. or A.S. degree. Graduates with a minimum 2.0 cumulative GPA from DBCC are then able to transfer with seamless and convenient access to upper-level study at UCF.

ADVANTAGES OF THE DBCC/UCF 2+2 PROGRAM:

Convenient – UCF Daytona Beach offers fully accredited, high-quality programs right in your community. The 2+2 Program enables students to complete their four-year degree without leaving Volusia County. UCF advisors will help you design a plan that works best for your learning style, schedule and budget. Whether place-bound by work, family responsibilities or economic circumstances, enjoy access to professional advisors and staff and an increasing array of courses and programs.

Quality – At UCF Daytona Beach you will work with faculty who are focused on teach and are recognized experts in their fields. You’ll learn in small class sizes, often with fewer than 25 students, with all the personal attention possible in a small-college atmosphere along with the wide range of benefits of attending the seventh-largest university in the nation.

Value – Most UCF students travel short distances from their homes or work to attend classes in their communities. This saves on room, board and travel expenses.

SUCCESSFUL COMPLETION OF THE 2+2 PROGRAM OPENS THE DOOR TO UCF GRADUATE STUDIES...ALSO IN YOUR NEIGHBORHOOD.

For more information, please contact:
UCF Regional Campuses
Office of Admissions
1200 W. International Speedway Boulevard, Building 140- Room 107
Daytona Beach, FL 32114
Phone: (386) 506-4021
Hours:
Monday – Thursday, 8 a.m. – 6 p.m.
Friday, 8 a.m. – 3 p.m.

For more on UCF Daytona Beach:
www.ucfdaytona.edu
COLLEGE OF BACCALAUREATE STUDIES AND MANAGEMENT PROGRAMS

Vice President's Message
BAS Program Mission Statement
Program Overview
Career Opportunities
Supervision and Management Courses
Admission requirements
Completion Requirements
Frequently Asked Questions
Program of Study
BAS Program Course Descriptions
DBCC COLLEGE OF BACCALAUREATE STUDIES AND MANAGEMENT PROGRAMS

Your Associate degree program prepared you to enter the job market at an entry-level or mid-level position. The BAS program will broaden your knowledge of applied management practices and put you on the path to career advancement.

BAS PROGRAM MISSION STATEMENT

To provide access for students to earn a quality baccalaureate education that aligns with the program goals to meet local business and industry management workforce needs. Students will broaden their knowledge in management skills, be creative thinkers in an applied business environment, practice behaviors in business that are centered in ethical and socially responsible relationships, and cultivate the entrepreneurial spirit that provides career choices and encourages lifelong learning.

Contact for information

call (386) 506-4BAS or email BASinfo@dbcc.edu
Web site: http://go.dbcc.edu/sbs/

A MESSAGE FROM THE VICE PRESIDENT OF THE COLLEGE OF BACCALAUREATE STUDIES AND MANAGEMENT PROGRAMS

The College of Baccalaureate Studies and Management Programs marks a milestone at DBCC for our students, faculty, staff, and the business communities of Volusia and Flagler counties. As the Vice President of Baccalaureate Studies and Management Programs, I welcome you and encourage you to apply to the BAS in Supervision and Management program. We are committed to providing access for students who want to earn a quality baccalaureate education. Program goals include meeting the needs for skilled management employees. Students will broaden their knowledge in management skills and sharpen their decision making and critical thinking abilities through a relevant and practical learning experience.

Students will find this learning experience to be challenging and will be encouraged to be creative thinkers and practice management skills in an applied environment centered on ethical and socially responsible behaviors. They will learn to cultivate an entrepreneurial spirit that provides career choices and encourages life-long learning. Courses are taught by faculty with excellent academic credentials and employment experience in management. I invite you to take advantage of this opportunity to further your education in an environment that welcomes you!

In closing, I ask you to invest the time to consider your educational options, and make your next choice a lifetime of value by obtaining your bachelor’s degree. Earning your bachelor’s degree at DBCC’s College of Baccalaureate Studies and Management Programs will inspire you, challenge you, and provide the foundation for you to achieve your career goals.

Thank you for taking the first step. The staff, faculty, and I look forward to helping you make a successful journey!

Sincerely,
Dr. Eileen Hamby

BAS PROGRAM OVERVIEW

The Bachelor of Applied Science (BAS) in Supervision and Management program prepares individuals who already have skills in a technical area for supervisory and management roles and positions. Associate degree programs have prepared these individuals to enter the job market at entry-level or mid-level positions. Upper-level coursework in the BAS program broadens their knowledge in applied management practices and prepares them for supervisory and management opportunities within their technical field.

Specializations are available within the degree program in the following areas:
1. Hospitality and Culinary Management
2. Entrepreneurship
3. Health Services Administration
4. Public Safety Management
5. Global Business Management
6. Manufacturing Operations Management

CAREER OPPORTUNITIES

Students graduating from Daytona Beach Community College’s Supervision and Management program will be prepared to effectively lead and manage business operations within their technical field of interest. Specifically, the business community in Volusia and Flagler counties articulated the need for Daytona Beach Community College to produce individuals with bachelor’s level supervisory and managerial skills to enhance the technical preparation provided by their associate degree programs. Earning your DBCC bachelor’s degree will provide the access needed for employees to advance their skills in the workplace for managerial career opportunities.

SUPERVISION AND MANAGEMENT COURSES

The upper-division supervision and management courses provide students with a general, but comprehensive understanding of business enterprises and a command of practical management skills. The curriculum builds from the practitioner viewpoint to a thorough understanding of all facets of enterprise management as the student progresses. Many local businesses and industries were involved in developing curricula for workforce education programs. The results of curriculum development panels, composed of experts from a wide variety of occupations and professions, consistently indicate that supervisory and management skills are necessary for an increasingly broad spectrum of occupations. Students will discover that the BAS supervision and management courses are balanced with a theoretical foundation and a practical, applied methodology to allow students to meet learning outcomes.

ADMISSION REQUIREMENTS FOR THE BACHELOR OF APPLIED SCIENCE IN SUPERVISION AND MANAGEMENT PROGRAM

Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Applied Science (BAS) in Supervision and Management program is open to all applicants who meet the admission requirements.

Requirements for admission to the BAS program are:
1. Applicants must complete an application to the BAS in Supervi-
What is the definition of a Bachelor of Applied Science degree?
The Bachelor of Applied Science (BAS) is the designated degree for flexible baccalaureate programs that are designed to accommodate the unique demands for entry to and advancement in specific workforce sectors. BAS programs provide degree-completion opportunities for students from a variety of educational backgrounds, but primarily those with an associate’s degree or equivalent. BAS degree programs within the state of Florida conform to all articulation conventions (including common course prerequisites, CLAST, and common course numbering). BAS programs typically include capstone experiences that provide opportunities for students to demonstrate the application of acquired knowledge, skills, and competencies.

What does the BAS program provide associate’s degree graduates?
The BAS program builds on an occupational/technical program typically offered at community colleges. Associate’s degree programs traditionally consist of coursework specific to occupational or technical fields and may not transfer to conventional baccalaureate programs. However, general education coursework (core courses) can be applied to the core requirements of many educational institutions. Associate’s degree graduates are invited to apply to the BAS program. Associate of Arts graduates who wish to upgrade their career also may apply. Additional coursework within an occupational/technical program of study (e.g., accounting technology, computer science, business, etc.) is required. This BAS degree allows for a seamless transition between the associate’s and bachelor’s degrees.

In what major field of study does DBCC’s BAS program concentrate?
DBCC’s BAS program is in Supervision and Management. The College of Baccalaureate Studies and Management Programs has developed specializations in the following areas:
1. Hospitality and Culinary Management
2. Entrepreneurship
3. Health Services Administration
4. Public Safety Management
5. Global Business Management
6. Manufacturing Operations Management

Please call the program office for details at (386) 506-4227.

What will the BAS degree provide for me in the workplace or on the job?
Many jobs today require a four-year degree; therefore, the bachelor’s degree often can provide more employment opportunities and higher compensation for graduates. The BAS program concentrates on skills that are required to be an effective supervisor or manager. These skills include human resource management, leadership, organizational behavior, strategic management, customer relations, and operational decision making.

Can I attend either as a part-time or full-time student?
Yes. To accommodate varying work schedules, BAS courses are offered during the evening and on weekends.

Are online, half and half, or hybrid courses available?
Yes. Please see the online catalog for available course offerings. Online courses require 100% of class time through the Internet. Hybrid web-enhanced courses require 25% face-to-face class time in a traditional classroom setting and 75% of class time through the Internet. Half/Half web-enhanced courses require 50% class time in a face-to-face traditional classroom setting and 50% of class time through the Internet. In addition, many of the BAS courses are offered in an eight-week format.

BACHELOR OF APPLIED SCIENCE IN SUPERVISION AND MANAGEMENT PROGRAM COURSE DESCRIPTIONS

GEB 3212 Business Writing 3 sem. hrs.
This course emphasizes the basics of business writing while reviewing the various kinds of written business correspondence. Students are expected to integrate business decision making and analytical thinking skills into the content. Students must be able to determine solutions to problem-based exercises. PR: ENC 1101 or Equivalent; Junior status or permission of the chair is required.

ACG 3024 Accounting for Non-financial Majors 3 sem. hrs.
This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control, and managerial decision making. PR: MAC 1105 or Equivalent; Junior status or permission of the chair is required.

BUL 3130 Legal, Ethical, and Social Aspects of Business 3 sem. hrs.
This course explores the nature of legal, ethical, and societal environments of business. Emphasis is placed on business’s social, legal, politi-
cal, and ethical responsibilities to both external and internal groups in business. Topics include corporate social responsibility, legal, political and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues, and environmental regulation. PR: Junior status or permission of the chair is required.

MAN 3240 Organizational Behavior 3 sem. hrs.
This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development. PR: Junior status or permission of the chair is required.

MAN 3353 Management Theory and Practices 3 sem. hrs.
This course examines management theory, relevant applications and cases, self-management, teamwork, global awareness, and communication for the development of management competencies. PR: Junior status or permission of the chair is required.

MAN 4162 Customer Relations for Managers 3 sem. hrs.
This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed. PR: Junior status or permission of the chair is required.

MAN 4301 Human Resource Management 3 sem. hrs.
This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees, and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed. PR: Junior status or permission of the chair is required.

GEB 4891 Strategic Management and Decision Making 4 sem. hrs.
This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans, and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision-making abilities. PR: Senior status or permission of the chair is required.

MAN 4120 Leadership Challenges and Supervision 3 sem. hrs.
Discussion and application of leadership theories include skill formation to develop leadership abilities. Team building skills are emphasized to enhance leadership effectiveness. Students learn the importance of envisioning in their organizations. PR: Senior status or permission of the chair is required.

ISM 4011 Introduction to Mgmt Information Systems 4 sem. hrs.
This course provides an introduction to the use of information technology in the business environment. The language, concepts, structures, and processes involved in the management of information systems will be discussed. The course will have an applications component where software will be used to support managerial decision making. PR: CGS 2100 or equivalent. Senior status or permission of the chair is required.

MAN 4504 Operational Decision Making 3 sem. Hrs.
This course focuses on operational decision making management techniques to improve the processes and productivity in organizations. Discussion of quality and outcomes, efficiency, forecasting, work-flow processes, inventory control, design of goods and services, waiting lines, and critical path. Managing a project from beginning to end, including how to identify needs, and define, assign, and track items, is addressed. PR: Senior status or permission of the chair is required.

GEB 4930 Selected Topics in Management 3 sem. hrs.
Current topics, issues, and trends pertinent to supervisors and managers are discussed. PR: Senior status or permission of the chair is required.

MAN 4900 Capstone Project in Supervision & Management 4 sem. hrs.
This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. PR: Senior status or permission of the chair. To be taken during the last semester of the program.
BACHELOR OF APPLIED SCIENCE
IN SUPERVISION AND MANAGEMENT PROGRAM OF STUDY - CODE 6000

The Bachelor of Applied Science (BAS) program uses a 2+2 model requiring the completion of an associate's degree for entry into the program. The Bachelor of Applied Science (BAS) program uses a 2+2 model requiring the completion of an associate's degree for entry into the program. The degree components are below. Components are below.

### BAS in Supervision and Management Degree Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Program of Study Credit</td>
<td>42 Hrs.</td>
</tr>
<tr>
<td>General Education Core Requirements Credit</td>
<td>36 Hrs.</td>
</tr>
<tr>
<td>BAS Program of Study Credit</td>
<td>42 Hrs.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>120 Hrs.</strong></td>
</tr>
</tbody>
</table>

### Supervision and Management Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 3212</td>
<td>Business Writing</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>Organizational Behavior</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MAN 3353</td>
<td>Management Theory and Practices</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>BUL 3130</td>
<td>Legal, Ethical, and Social Aspects of Business</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MAN 4162</td>
<td>Customer Relations for Managers</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>ACG 3024</td>
<td>Accounting for Non-Financial Majors</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MAN 4301</td>
<td>Human Resource Management</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>ISM 4011</td>
<td>Introduction to Management Information Systems</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>MAN 4504</td>
<td>Operational Decision Making</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MAN 4120</td>
<td>Leadership Challenges and Supervision</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>GEB 4891</td>
<td>Strategic Management and Decision Making</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>GEB 4930</td>
<td>Selected Topics in Management</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MAN 4900</td>
<td>Capstone Project in Supervision and Management</td>
<td>4 Hrs.</td>
</tr>
</tbody>
</table>

### SAMPLE COURSE SEQUENCE PLAN

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>GEB 3212</td>
<td>Business Writing</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>MAN 3240</td>
<td>Organizational Behavior</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>MAN 3353</td>
<td>Management Theory and Practices</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>BUL 3130</td>
<td>Legal, Ethical, and Social Aspects of Business</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>MAN 4162</td>
<td>Customer Relations for Managers</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>15 Hrs.</strong></td>
</tr>
<tr>
<td>2nd</td>
<td>BUL 3130</td>
<td>Legal, Ethical, and Social Aspects of Business</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>MAN 4162</td>
<td>Customer Relations for Managers</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>12 Hrs.</strong></td>
</tr>
<tr>
<td>3rd</td>
<td>ACG 3024</td>
<td>Accounting for Non-Financial Majors</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>MAN 4301</td>
<td>Human resources Management</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>ISM 4011</td>
<td>Introduction to Management Information Systems</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>16 Hrs.</strong></td>
</tr>
<tr>
<td>4th</td>
<td>MAN 4504</td>
<td>Operational Decision Making</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>MAN 4120</td>
<td>Leadership Challenges and Supervision</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td>GEB 4891</td>
<td>Strategic Management &amp; Decision Making</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td></td>
<td>GEB 4930</td>
<td>Selected Topics in Management</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>17 Hrs.</strong></td>
</tr>
<tr>
<td>5th</td>
<td>MAN 4900</td>
<td>Capstone Project in Supervision &amp; Management</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>4 Hrs.</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>60 Hrs.</strong></td>
</tr>
</tbody>
</table>

**General Education Core** - The state-mandated 36 hours of general education (Communications-9 sch; Math-6 sch; Science-6 sch; Humanities-3 sch; Behavioral and Human (Social) Science-3 sch; Health & Wellness-3 sch; Political, Economic & Business-3 sch; Historical and Global-3 sch.

Typically, students from A.S. or A.A.S. degree programs transfer 15-18 credits of General Education Core. A.A. graduates will typically transfer the total 36 general education core requirements into the BAS program. A.A. graduates will also require 18 hours of lower division credit in an occupational/ technical area, e.g., accounting technology, computer science, business, etc., in lieu of the additional general education required of the A.S./A.A.S. student.

CC2006-07
ADMISSION, ACADEMIC ADVISING AND REGISTRATION

Admission Information and Procedures
Application Dates
Enrollment Checklist
Assessment
Florida Residency for Tuition Purposes
Online Student Services
Modern and English Language Studies
Academic Advising
Orientation
International Students
Records/Registration
Grading System
ADMISSION INFORMATION AND PROCEDURES

ADMISSION REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREES AND CERTIFICATE PROGRAMS

Daytona Beach Community College has an open-door policy, which gives all students the opportunity to pursue an education beyond high school. Admission to the College is guaranteed to high school graduates with a standard high school diploma, GED recipients or home school graduates. Applicants from private Florida schools and high schools from states other than Florida will be considered in accordance with current state statute.

*Please refer to the Admissions Office for acceptable schools.

For any questions regarding admission to the College, please call (386) 506-3059. You can submit an admissions application, which is available online at www.dbcc.edu.

Students with a Certificate of Completion or Special Diploma, or without a high school diploma may be admitted to the following certificate programs:

- Automotive Collision Repair and Refinishing *
- Computer Support Specialist (Computer Repair) *
- Cosmetology *
- Nails Specialty
- Nurse Aide and Orderly
- Patient Care Assistant

*Students may be eligible for financial aid with successful achievement of minimum assessment scores or financial aid guidelines and program eligibility.

- Students with a Certificate of Completion-CPT Eligible can pursue any available degree offering with the exception of limited access programs. If you desire to apply for Financial Aid you will be required to take the Ability to Benefit test and meet minimum score requirements for aid consideration.

ADMISSION REQUIREMENTS FOR THE BACHELOR OF APPLIED SCIENCE (BAS) IN MANAGEMENT AND SUPERVISION PROGRAM

Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Applied Science (BAS) in Supervision and Management program is open to all applicants who meet the admission requirements.

Requirements for admission to the BAS program are:

1. Applicants must complete an application to the BAS in Supervision and Management program. Applications are available in the admissions office, the program office, and online at http://go.dbcc.edu/bachelor.

2. Applicants for the BAS program must have earned an associate degree. Students with an Associate of Arts (AA) degree wishing to upgrade their career may be admitted to the program with the approval of the Chair of the BAS program. Those with AA degrees who have completed all core general education credits are required to complete 18 credits in an occupational/technical area, e.g., accounting technology, computer science, business, etc. (i.e., 60 AA credits plus 18 occupational/technical credits) in place of the additional general education core credits required of the AS/AAS graduate.

3. Applicants must have at least 60 college credit hours, including a minimum of 15 credit hours of transferable general education courses. Students with an Associate of Arts (AA) degree wishing to upgrade their career may be admitted to the program with the approval of the Chair of the BAS program. Those with AA degrees who have completed all core general education credits are required to complete 18 credits in an occupational/technical area, e.g., accounting technology, computer science, business, etc. (i.e., 60 AA credits plus 18 occupational/technical credits) in place of the additional general education core credits required of the AS/AAS graduate.

4. Complete placement requirements — Fulfill your Placement requirements by taking the CPT for degree programs and TABE for certificate programs. If you have previous course work or have taken the SAT

ADMISSION REQUIREMENTS FOR ADULT EDUCATION

DBCC offers the following programs under its Adult Education department:

- Adult Basic Education (ABE) & Adult High School
- English as a Second Language (ESL)
- General Education Development (GED)

Adult Education applicants must be 16 years of age and submit the following documents:

For ESL:
- Application
- Documentation of US Citizenship
- Permanent Resident/Resident Alien or Approved Visa type

For Adult High School and GED:
- Application
- Social Security Card
- Picture identification from Florida State Department of Motor Vehicles or Student ID
- Official transcripts from last high school attended (For Adult High School only).

*Applications are accepted year round.

For additional information, please call (386) 506-3059.

ENROLLMENT PROCESS CHECKLIST

for all associate degree and certificate programs

Follow these steps in the sequence provided to ensure the best possible service:

1. Submit an admission application available online at http://www.dbcc.edu/ — DBCC requires final official copies of your high school transcripts or GED scores and, if applicable, final official applicable college transcripts from all educational institutions previously attended. Transcript request cards are available at all DBCC campuses. Home school students are required to submit official transcripts and complete a home school verification statement.

2. Complete a financial aid application — Financial aid is available for eligible students, enrolled in qualified programs to meet educational expenses. This aid is provided through the federal government, state government, directly from DBCC or through private sources and may consist of grants, scholarships, loans or work. You may complete FAFSA online at http://www.fafsa.edu.gov/. If you need Financial Aid, you should contact that office at least six weeks prior to registering for classes*.

3. Complete orientation online at http://www.dbcc.edu/ — Complete the Orientation requirement via the convenient online version at http://www.dbcc.edu/ — under FalconNet Online Services (requires Login and PIN number).

4. Complete placement requirements — Fulfill your Placement requirements by taking the CPT for degree programs and TABE for certificate programs. If you have previous course work or have taken the SAT
BACHELOR OF APPLIED SCIENCE ENROLLMENT CHECKLIST

This enrollment checklist is specific to the School of Baccalaureate Studies (BAS) program. Please note that admission to the BAS program requires permission of Dr. Hamby, the Vice President of the College of Baccalaureate Studies and Management Programs. Dr. Hamby takes pride in our student focus and in ensuring that BAS staff and faculty develop a relationship with each student. This student-friendly focus means we meet face-to-face with each student for advising, counseling and provide several social events throughout the year.

1. Meet with the BAS counselor – Make an appointment with the BAS counselor to discuss your specific educational situation, program requirements, your goals, and course selection.
   
   Appointments times are:
   
   Monday, Wednesday and Friday the first appointment is 8 a.m. and the last appointment is at 3:30 p.m.
   
   Tuesday the first appointment is 10:30 a.m. and the last appointment is 6 p.m. Thursday the first appointment is 8 a.m. and the last appointment is 5 p.m.

   Call (386) 506-4227 or email us to schedule an appointment.

2. Submit an admission application – We recommend that you submit your BAS Admissions Application after your appointment with the BAS counselor. Please feel free to print the BAS application and bring it with you to your appointment with the BAS counselor. You may also submit it online in our offices. If you are not a DBCC graduate, please submit final official college transcripts from all educational institutions previously attended for review. Transcript request cards are available at all DBCC campuses. Home school students are required to submit official transcripts and complete a home school verification statement.

3. Set up FalconMail Account – Once admitted, you may set up your free FalconMail account. The Dean and BAS instructors use FalconMail exclusively to ensure you receive important information regarding registration, class updates and more.

4. Complete a financial aid application – Financial aid is available for eligible students, enrolled in qualified programs to meet educational expenses. This aid is provided through the federal government, state government, directly from DBCC or through private sources and may consist of grants, scholarships, loans or work. You may complete FAFSA online at http://www.fafsa.gov. If you need Financial Aid, you should contact that office at least six weeks prior to registering for classes.

5. Complete online orientation – All new and readmitted students are required to complete the online DBCC Orientation program.

6. Pay for classes – Pay for your classes either in person or online. Remember, you are not officially registered until you have paid in full. You have the option of paying online – under FalconNet Online Services (requires Login and PIN number).

7. Obtain student I.D. and parking decal – Check the Campus Safety pages for information on how to obtain a student I.D. and a parking decal.

8. Attend BAS Orientation - Dr. Hamby conducts an in-person student orientation near the beginning of each term. Check the student orientation page for details.

APPLICATION DATES

Applications are processed year round. However, due to limited space in some classes and programs, we strongly encourage you to complete the admission process at least six weeks before the start of the semester in which you expect to enroll. International students should contact the Admissions Office at least three to six months in advance.

FEES

There is no charge to apply for admission to DBCC, except for international students who are assessed a $50 non-refundable application fee. The College does charge a one-time, non-refundable $20 assessment fee to all students, including international students, at the time of initial enrollment.

TRANSCRIPTS

DBCC requires final official copies of your high school transcripts or GED scores and, if applicable, final official transcripts from all colleges and educational institutions previously attended. Transcript request cards are available at all DBCC campuses. Home school students are required to submit official transcripts and complete a home school verification statement.

Students are given one semester to submit official transcripts before a “Hold” is placed on the student’s record preventing future registration.

FLORIDA RESIDENCY FOR TUITION PURPOSES

DBCC’s fees and tuition are based upon your status as a legal permanent Florida resident. DBCC is required to follow the Florida State guidelines regarding residency for tuition purposes. A Florida resident for tuition purposes, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must state that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes. A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes. A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the state of Florida for 12 consecutive months prior to the first day of classes and the dependent child has lived with the relative for five years immediately preceding residency classification and has been claimed by that relative as a “dependent” under the Federal Income Tax Codes.

The following categories will be considered as Florida residents for tuition purposes:

/ACT/AP make sure to submit official copies to the Admissions Office and bring an unofficial copy with you to be advised.

Meet with an academic advisor – Talk with an academic advisor to determine your placement test scores and discuss program requirements. We recommend talking with an advisor at least two weeks prior to classes starting.

Complete registration online at http://www.dbcc.edu/ – Sign up for your courses by using the class schedule or “Course Availability” on http://www.dbcc.edu/. You have the option of registering online – under FalconNet Online Services (requires Login and PIN number) – or registering on campus.

Pay for classes – Pay for your classes either in person or online. Remember – you are not officially registered until you have paid in full. You have the option of paying online – under FalconNet Online Services (requires Login and PIN number).

Obtain student I.D. and parking decal – See inside cover for information about the dbcc OneCard, the new official campus ID.

* If you need more information about the cost of attending or where to look for scholarship money you may contact the Office of Student Financial Services at (386) 506-3013 or by e-mail to ramseyb@dbcc.edu.
ADMISSION INFORMATION AND PROCEDURES

Once the student’s evaluation is completed, they may obtain a transfer official unless they are in a sealed envelope from the issuing institution. Transcripts received from students will not be considered attended. The official transcript must be submitted directly to the Admissions Office. If official transcripts have not been received or the evaluation is not complete in time for registration, bring an unofficial transcript when meeting with an advisor for scheduling purposes. Transfer students who have met DBCC equivalents for ENC 1101 (College Composition) and MAT 1033 (Intermediate Algebra) or higher are not required to take the college placement examinations.

TRANSFER STUDENTS FROM OTHER INSTITUTIONS

Students currently enrolled in college degree programs at other regionally accredited institutions must meet the following requirements if they want to take courses at DBCC and have them transfer back to their primary institution.

- The student attending Florida public Colleges or Universities should complete the Transient Form request available on line via www.facts.org.
- The student attending private colleges or out of state public colleges or universities must complete the admissions application available on the admissions home page.
- Submit a letter or Transient Student approval form from your institution, academic dean or department chairperson to the Registration Office on your campus authorizing you to enroll at DBCC. If you are meeting with an advisor to assist you with course selection, make sure to share this form with him/her for verification of eligibility to enroll in the courses you plan to take.
- Assume responsibility for selecting the appropriate courses that meet your educational objectives and that your institution will accept toward your program of study.

Transient Student Forms

Students currently enrolled in college degree/certificate programs at DBCC must meet the following requirements if they want to take courses at other regionally accredited institutions and have them transfer back to DBCC.

- The student attending Florida Public School should complete the Transient Form request available on line via www.facts.org.
- The student attending a non Florida Public School must submit a Transient Student Form and have it approved by the Records Office. If applicable, the student must have the approval of the associate of science/certificate program chairperson before credits will be accepted. DBCC is not responsible for the acceptance of any credit other than the credits approved by DBCC.
- Students must be in good standing, academically and financially, with a cumulative DBCC GPA of 2.0 or better.
- The student must provide the Record’s Office with a course description for each transient course requested. This must accompany the Transient Form.
- The student must have successfully completed the appropriate prerequisite(s) for each transient course requested.
- All courses taken as a transient must be applicable to the student’s program of study at DBCC.
- The student receiving Veteran’s Benefits must obtain approval from the Veteran’s Affairs Office.
- All hours taken as a transient will be recorded on the DBCC transcript and will be computed in the GPA along with the credits earned at DBCC.
- It is the student’s responsibility to furnish the Office of Admissions with an official transcript upon completion of approved coursework.

READMISSION TO DBCC

Students who previously attended DBCC need to:

- Complete a readmission application in the Admissions Office on your campus if you were not enrolled during the last two major semesters (fall, spring);
- Contact the Admissions Office on your campus to update your application if you were admitted to the College but did not register for courses. Applications for students who applied but did not register are maintained for three years. If you applied prior to that, a new application is required;
- A placement test in Assessment Services on your campus may be required unless one of the following conditions exist: successful completion (C or better) of ENC 1101 and MAT 1033; current (within two years) SAT, ACT or CPT (College Placement Test) test scores for College credit programs, or current TABE (Test of Adult Basic Education) for vocational programs.
- Readmitted students are required to complete Orientation requirements.

TRANSFER STUDENTS

Students who have attended other colleges and postsecondary institutions must meet the same admissions requirements as new students. Students must request official transcripts from each postsecondary institution attended. The official transcript must be submitted directly to the Admissions Office. Transcripts received from students will not be considered official unless they are in a sealed envelope from the issuing institution. Once the student’s evaluation is completed, they may obtain a transfer credit summary report that is available online at http://www.dbcc.edu.
SPECIAL CREDIT STUDENTS

Students may take courses even if they do not intend to earn a college degree or certificate from DBCC. A special credit student usually enrolls in courses to upgrade career skills or for personal enrichment. Students enrolling in courses for the purpose of transferring the courses to another institution should enroll as a transient student.

Special credit students are limited to a total of 15 credits, after which they must declare a major. If a student has already received an associate of arts degree issued in the state of Florida, or a bachelor's degree, the 15 credit limit is not applicable. Students are required to provide transcripts to document degrees earned and to have placement test waived and prerequisites documented. Special credit students are not eligible to apply for financial aid.

TEACHER CERTIFICATION / RECERTIFICATION PREPARATION

Teachers and public school employees who want to take courses for teacher certification or recertification must complete the admission application. In addition, applicants must:

- Contact the certification specialist in their county educational system for additional information and approval of courses before they register.
- Submit a copy of teaching certificate, in lieu of transcripts, to have the placement test waived.
- Submit a tuition waiver form if your county educational system will be paying for the classes.

INTERNATIONAL STUDENTS

DBCC welcomes international students. Contact the Admissions Office three to six months in advance to obtain an international student admissions packet. The packet contains the required information for admission to DBCC and should be submitted at least 90 days before the start of each term. Any application submitted less than 30 days prior to the start of a term will be deferred to the following term.

The following official records are required to support your application for admission to DBCC:

- Completed DBCC admission application including a $50 non-refundable application fee.
- A letter of support or financial guarantee from sponsoring person or agency and official verification of funds from a financial institution.
- Official copy of the international or institutional version of the Test of English as a Foreign Language (TOEFL). A minimum of 500 (written) or 173 (computerized) or 61 (internet based) is required for admission to DBCC. (Scores are valid for two years and must be sent directly from TOEFL Testing Center. School code: 5159).
- Official high school transcripts or secondary school records. Translations from a recognized evaluation service may be required.
- Official transcripts from other U.S. colleges or universities previously attended. If the student is transferring from a U.S. institution, an International Student Clearance form is required. This form must be completed by the institution from which the student is transferring and not by the student.
- Official transcripts from foreign colleges/universities previously attended. A recognized evaluation service must evaluate these transcripts. Also, submit translated course syllabi for all classes completed that apply to your degree/certificate.
- Proof of health and accident insurance coverage or purchase DBCC group insurance at the time of registration.

After the admission requirements are met:

- DBCC will mail you the I-20 eligibility form.
- Take this form to the American Embassy in your native country and apply for a student visa.
- Travel to DBCC at least one month before classes start to complete the registration process and maximize class availability.
- Report to the International Student Advisor on the Daytona Beach Campus.
- Take the placement test in Assessment Services.
- International students who do not meet College Placement Test (CPT) scores in reading and language will be referred to the Department of Modern and English Language Studies for English proficiency development.
- Speak with an academic advisor and register for classes.

**International students must maintain full-time status (12 credits or greater) regardless of program requirements. Exceptions may apply to last semester of enrollment.

MODERN AND ENGLISH LANGUAGE STUDIES

The Department includes the Office of International Student Advising and the following three academic programs:

- Modern Languages: French, German, Italian and Spanish
- English for Academic Purposes (EAP)
- English for Speakers of Other Languages (ESOL)

Mission Statement

The Department of Modern and English Language Studies provides innovative language instruction to prepare students for academic, professional, and personal success as contributing members in the global community and access to a DBCC baccalaureate education.

The department also advises and assists all DBCC international students and college personnel with student visa regulations and Student Exchange Visitor Information System (SEVIS) compliance.

Values Statement

The Department of Modern and English Language Studies believes in:

- respect for and acceptance of diversity and multiculturalism
- excellence, variety, and integrity in language instruction
- personal and departmental responsibility and accountability
- cooperation, communication and compassion

For information, please visit the department Web site at http://go.dbcc.edu/ELI/ELIHome.html or contact:

Dr. Judith Campbell, Chairperson
phone: (386) 506-3499
email: campbeju@dbcc.edu

Jennifer Maxwell, Assistant Chairperson, ESOL
phone: (386) 506-3120
email: maxwelj@dbcc.edu

Dilia Rodriguez, Sr. Staff Assistant, DS0
phone: (386) 506-3499
email: rodrigd@dbcc.edu

Office Hours
Monday-Thursday 8 a.m. - 8 p.m.
Friday 8 a.m. - 4 p.m.
DUAL ENROLLMENT

Dual Enrollment is an accelerated learning opportunity that allows students in a Florida public or private high school or in a home school program to simultaneously earn college or vocational credit toward the associate of arts degree, associate of applied science degree, associate of science degree or a certificate program and credit toward requirements for a high school diploma.

Students must meet eligibility criteria to participate in the Dual Enrollment program (i.e. submitting an application during published deadlines; meeting placement requirements through SAT/ACT or CPT, and the required minimum High School GPA).

Students who participate in the Dual Enrollment program accept College responsibility including:

- The understanding that course work completed will appear on a DBCC transcript and will be counted toward college level programs, GPA and transfer;
- Maintaining a minimum GPA;
- Adherence to academic procedures and the understanding of the consequences of course withdrawal.

For information regarding the program, specific requirements for participation, and registration procedures, public and private high school students should first contact their guidance counselor at their respective high school. Once approval forms are completed with the high school, the student begins the enrollment process at the College Admissions Office. Home school students begin the process at the College Admissions Office.

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, CJBAT
- CLAST (College Level Academic Skills Test)
- APLE (Assessment of Prior Learning Experience) exams
- CLEP (College Level Exam Program) exams
- FCAT (Florida Comprehensive Assessment Test)
- Instructor tests for TV courses
- Institutional TOEFL
- IT Certification Exams
- the student has an Associate in Applied Science degree or higher.

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

All placement tests and tests used for exemption to the placement tests are valid for 2 years.

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 PROGRAMS

The following limited access programs are determined by demand, available classroom space, state licensure requirements and/or related criteria. A separate application must be submitted for admission to these programs. Please check with the program chairperson for details and applications.

- Correctional Officer Recruit Training
- Correctional Probation Officer Academy
- Criminal Justice Technology Bridge
- Dental Assisting
- Dental Hygiene
- Emergency Medical Services
- Emergency Medical Technician
- Fire Apparatus Operator
- Fire Fighter II
- Health Information Management
- Law Enforcement Recruit Training
- Massage Therapy
- Medical Assisting
- Medical Coder / Biller for the Physician’s Office
- Medical Lab Technician
- Nursing (Associate Degree)
- Occupational Therapy Assistant
- Paramedic
- Physical Therapist Assistant
- Practical Nursing
- Public Safety Telecommunications
- Radiography
- Respiratory Care
- Surgical Technology

*International students must maintain full-time status (12 credits or greater) regardless of program requirements. Exceptions may apply to last semester of enrollment.
LIMITED ACCESS PROGRAMS PLACEMENT TEST

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. NET scores are valid for 3 years. Contact Assessment Services on any campus for testing schedules and test fee information.

Basic Abilities Tests – The Law Enforcement Recruit Training and Correctional Officer Recruit Training programs require successful completion of a Basic Abilities Test prior to admission to the program. The state of Florida has approved the Criminal Justice Basic Abilities Test (CJ-BAT) and DBCC offers the CJ-BAT for entry into the Law Enforcement and Correctional Officer Recruit Training programs. CJ-BAT scores are valid for 2 years. Contact Assessment Services on the Daytona Beach Campus for testing schedules and fee information.

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 web. 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. The 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) 506-4489. 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 DBCC 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 in writing 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. This is especially helpful to access prior to registration. If it is not available online, the evaluation has not been completed.

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

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

ACADEMIC ADVISING

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 and policies that affect you.

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.

FIRST SEMESTER ADVISING

Each new student is required to meet with an Academic 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 an Academic Advisor early and become familiar with registration dates and the Academic Calendar. Students are responsible for selecting their course days and times and to register for their courses either via web registration or in the Falcon Center on their campus of choice.

More specific descriptions about services, contacting the department and information about the staff are available under Academic Advising at http://www.dbcc.edu/.

CONTINUING STUDENT ADVISING

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.

ORIENTATION

Orientation is an important step in getting started. Our Orientation program is geared toward awareness and student success. We provide you with a general overview of the various departments available to assist you during your time at DBCC, in addition to instructions and hints about how to manage your time, build your class schedule and handle stress. Orientation does not provide detailed instructions about how to select and register for classes.

All new and readmitted students pursuing a degree or certificate program are required to complete Orientation. The following programs/majors are excluded from the Orientation requirement (*):

- Apprenticeships including 1020 Child Care Specialist, 1071 Electrical Non-Union, 1072 Electrical Union, 1028 Machine Trades, 1070 Plumbing Union, 1037 Telecommunications
- Special Credit including 0001 Non-Degree, 0002 Employment, 0004, and 0007
- Transient 0003
- Dual Enrollment including 0005 DBCC HS, 0008 Dual Vol./Flagler, 0009 Private
- 1057 Fire Apparatus Operator (1157)
- 1056 Fire Fighter II (1156)
- 1051 Law Enforcement Training (1151)
- 1031 Correctional Probation Officer Academy (1131)
- 1038 Public Safety Telecommunications (1138)
- 0960 Emergency Medical Technician (1960)
- 0957 Paramedic (1957)
- 3506 Emergency Medical Services (3106)
- 1050 Correctional Officer Recruit Training (3106)

(*) If you are in one of these majors and attempt online orientation, you will get an error message indicating that you are not required to complete. You can check to verify that your major classification is correct by going to Online Services and selecting Your Student Information under the Records and Registration option.

Students who change majors (from a non-Orientation required program to an Orientation-required program) will be required to complete the Orientation requirement, even if they have been attending DBCC for a semester or more. Registration will be prevented until the Orientation program is completed. You can access the online version of the Orientation once you have completed an admissions application and a student number has been created for you (approximately one business day after your application has been received). The online version is available under Online Services at http://www.dbcc.edu/. You will be required to enter your social security number and personal identification number (PIN). Online Student Services, including Orientation, can be accessed from any computer with Internet access (home, work, public library or DBCC computer labs).

If you have any questions about Orientation, contact Academic Advising.
Students register for classes each semester based on the dates listed in the academic calendar and the class schedule. Before registering for classes, we encourage you to use the information here as a guide to ensure your success. You may register online at http://www.dbcc.edu/ or at DBCC’s Daytona Beach, DeLand, Deltona, Flagler/Palm Coast and New Smyrna Beach/Edgewater campuses.

FACTS ABOUT REGISTRATION

- **Schedule of Classes** — a listing of all classes offered for a specific semester. Limited copies of printed schedules are available each semester at any DBCC campus. The most updated schedule is available online at http://www.dbcc.edu/

- **Advance Registration** — typically a one-week period which allows currently enrolled students to register based on credits earned.

- **Open Registration** — for new or returning students and those who did not register during the advance registration period.

- **Transfer Hours** — will be calculated into the advanced registration time if all transcripts have been received and evaluated.

- **Schedule Adjustment** — students may continue to modify their schedules throughout the registration period and up until the last day to adjust schedules date (add/drop courses) listed in the academic calendar.

- **Audit Registration** — students who do not want to earn college credit for a course may enroll as audit students. Students desiring to audit a course must complete the Audit form, have it signed by the instructor and return it to the Falcon Center no later than the last day of the add/drop period. Students may not audit college prep courses.

- **State Employee Registration** — State employees as identified by the Florida Accounting and Information Resource website may register and have their tuition waived for a maximum of six hours per semester under the following conditions.
  1. Fulfill all admission and placement testing requirements of the College;
  2. Register on the designated State Employee registration dates as indicated in the academic calendar;
  3. Enroll only in courses on a space available basis;
  4. Enroll in courses as either a credit or audit student. All enrollments are subject to all College academic regulations, including required placement testing, prerequisites and limits on course repeats and grade forgiveness. State employees will be assessed fees for the full cost of instruction for any course in which they exceed the maximum number of attempts;
  5. State employees will be assessed other fees, i.e. laboratory fees, assessment fees, access fees, etc;

- **Schedule and Fee Statements** — identifies the registered courses, lists days and times of the courses and gives summary of tuition and fees. They also include fee payment date.

  Registration is not complete until all fees have been paid.

- **Reinstatement Procedure** — Students wishing to register into a section after the add/drop date for any given semester must meet the following criteria:
  1. Must have been registered in the course prior to the add/drop date and subsequently dropped due to purge for non payment, class roll or other process;

  2. Must document why the original drop occurred (document using reinstatement form available in the Q & A/Registration Office);
    a) Administrative error — courses dropped due to an administrative error documented by a signed statement from the director/department chairperson of the department that caused the error may be reinstated;
    b) Extenuating circumstances — requests approved by the Supervisor of Registration will be processed;
      (i) The extenuating circumstance approval can be processed with a fee or without a fee based on criteria to be determined by the Supervisor of Registration. The fee assessed is $50 per course reinstated;
      (ii) Documentation is required;

  3. Must have the Financial Aid Office and/or the Bursar’s Office sign the reinstatement form indicating the student has money on account and will not be dropped for non-payment once reinstated;

  4. Must have a signature from the instructor of each course in which they are re-enrolling indicating that they have been attending the section and have permission to get back into the course;

  5. Must re-enroll in ALL courses that have been dropped;

  6. Reinstatements may not be processed after the midpoint of the subsequent semester (i-grade deadline published in the catalog). Subject to change;

  7. If reinstatement occurs after grades have been submitted, each instructor must also deliver a memo to the Records Office (not via the student) that indicates what grade the student should receive.

  8. Students who withdraw from class(es) may not be reinstated;

  9. All documentation must not have a date more than five business days prior to when the reinstatement is processed.

LATE REGISTRATION

Students may register for classes up until the end of the third week of classes (Fall and Spring terms) providing:

- The student goes to the Registration Office at any DBCC campus, within the designated time frame, and requests a late registration form(s);
- The student obtains the signature of both instructor and chairperson and returns the form(s) to the Registration Office within two business days;
- The student is prepared to pay both tuition and an assessed $25.00 per course penalty immediately upon registration.

Note: There is no refund period for “late registration.” Students may withdraw without a refund.

FULL COST OF INSTRUCTION, MAXIMUM ATTEMPTS, GRADE FORGIVENESS AND WITHDRAWALS

The following information applies to courses attempted at DBCC only. Courses that were completed at another institution and transferred to DBCC are not impacted by the following rules.

**Maximum attempts for full cost of instruction in each course.**

Students are permitted to enroll in the same college preparatory course or college credit course a maximum of three times. Students will be assessed 100 percent of the full cost of instruction on the third attempt unless the College grants a one-time exception to the student due to extenuating circumstances or financial hardship. Students are permitted to appeal to
take a course a fourth time if the student withdraws due to major extenuating circumstances. Students will be assessed the full cost of instruction on the fourth attempt. There are no appeals to reduce the full cost assessment on the fourth attempt. Students are not permitted to repeat courses in which a grade of "C" or better was earned. This includes a grade of "C" or better transferred in from another institution.

The full cost assessment is the equivalent of the non-resident fee for college credit and college preparatory courses. Additional fee information is available in the Financial Information section of this catalog, under the Tuition, Fees and Refunds heading.

Grade forgiveness policies for college preparatory and college credit courses.

Grade forgiveness applies when students repeat the same college preparatory or college credit course in which they earned a "D" or "F" grade. Students may not repeat the same college credit or college preparatory course to improve a "C" grade or better. Students may repeat a course for grade forgiveness twice. Upon the third attempt in the same course, the grade earned is a final grade and cannot be forgiven. Students should understand that other institutions may not honor DBCC's grade forgiveness policy. As a result, students' grade point averages may change when they transfer to another institution. In addition, repeating courses to improve grades may impact a student's financial aid award. Students receiving financial aid should contact the Financial Aid Office prior to repeating any courses. Courses that are designed as "repeatable courses" in the Course Descriptions area of the College catalog may be repeated and are not subject to the forgiveness policy.

Withdrawal policy for college preparatory and college credit courses.

Students who drop any course during the schedule adjustment period or who enroll in a course as an audit student are not impacted by this policy. Students may withdraw from a college preparatory or college credit course anytime prior to the final withdrawal date. Students are responsible for the completion of the formal withdrawal process. The withdrawal dates are published in the College calendar. Students who remain enrolled in courses after the final withdrawal date will be assigned a final grade for the course from the faculty. Students are permitted a maximum of two withdrawals in the same course. Upon the third attempt in the same course, a student will not be permitted to withdraw and will be assigned a final grade other than "W" (withdrawal).

Maximum attempts for grade forgiveness, withdrawal and full cost.

A student is not permitted more than three attempts per course, including the original grade, repeated courses (grade forgiveness) and withdrawals. A fourth attempt may be granted through the College's appeals process and based on major extenuating circumstances. All grades from the third and subsequent attempts will be calculated in the student's grade point average. Students will be assessed the full cost of instruction starting on the third attempt, unless an exception is given due to extenuating circumstances or financial hardship. There are no appeals to reduce the full cost assessment on the fourth attempt. All appeals and exceptions to these policies must be approved through the College appeals process. Contact the Office of Student Appeals at (386) 506-3781 for more information.

ENROLLMENT TERMINOLOGY

DBCC offers college and vocational credit courses as well as preparatory courses. Students attend fulltime or part-time for a specific semester.

- College credit — courses that typically lead to a bachelor of applied science, associate of arts, associate of applied science or associate of science degree, and may transfer to other regionally accredited institutions.
- Vocational credit — courses that typically lead to a certificate of completion and often do not transfer to other postsecondary institutions.
- Preparatory courses — offered in both college and vocational credit. Courses are designed to help students achieve a specific skill level. Credits earned in prep courses will not transfer and are not calculated in a student’s grade point average (GPA). Students may not audit a preparatory class.
- Audit — students who do not want to earn college credit for a course or have taken the course before and received a grade of "C" or better may audit a course. College preparatory courses may not be audited. All requisites apply when auditing a course.
- Semester hours — the number of credits assigned to a specific course. One semester hour equals one hour of classroom work or two hours of laboratory work per week, or three hours of clinical.
- Semester — a 16-week period during the fall and spring when classes are in session. Summer semester is about 12 weeks; however, it is divided into four separate terms.
- Full-time status — a student enrolls in 12 or more credit hours during any semester. During the summer, a student may combine hours for all sessions enrolled to establish full-time status.
- Half-time status — a student enrolls in at least six credit hours during a semester.
- Less than half-time student — a student enrolls in less than six credit hours during a semester.

MAXIMUM COURSE LOAD

There is a limit of 18 credits in any semester (fall, spring, summer). Mini sessions (e.g. A & B Terms) within any semester have a maximum credit limit of nine hours.

CREDIT OVERLOAD

Students in Good Standing who desire to take over 18 credits hours must obtain approval by an Academic Advisor. Determinations for approval are based on the combination of courses being requested, the student's previous course work attempted, number of credits attempted in previous semesters, grade point average earned (both semester and cumulative) and commitments outside of courses (numbers of hours working, family obligations, etc.).

OTHER FORMS OF EARNED CREDIT

DBCC offers opportunities to earn credit for experience, accepts advanced placement credits and credit through other approved exams/programs. The following descriptions can help you choose which alternative best suits your needs. IMPORTANT: If you plan to transfer, check if the transfer institution accepts credits earned through these alternatives.

- The Assessment of Prior Learning Experience (APLE) — College credit may be awarded for knowledge gained outside the normal classroom setting, including prior work experience, workshops and seminars, formal or informal classes taken or other documented past experience. DBCC students may earn credit through the APLE program by completing exams or developing portfolios.
- Advanced Placement (AP) — AP credit is granted to students who have the College Entrance Examination Board/AP send official Advanced Placement Test results to the DBCC Admissions Office. Scores of five, four or three will earn credit. Check with the Records Office or Counseling/Advising for details on specific scores for subject areas. You receive credit, but not letter grades, for courses earned through AP. Earned credits are not computed into your GPA. Contact DBCC’s Records Office, or the Counseling Office for AP requirements and information.
- College Level Examination Program (CLEP) — The CLEP is the national exam program which offers exams in academic subject matters. Certain scores will result in credit for college courses. (Score requirements vary depending on the institution.) Official CLEP scores should be sent from the College Entrance Examination Board/CLEP to the Admissions Office. If required scores are earned, you will receive credit, but not
letter grades for the courses earned through CLEP. Applications, registration materials and test fee information about CLEP are available in Assessment Services Offices on each DBCC campus.

- **International Baccalaureate (IB)** – DBCC awards credit based upon higher level and/or subsidiary level IB exams. Official transcripts and scores should be sent from International Baccalaureate to the Admissions Office. You receive credit, but no letter grades, for courses earned through IB. Earned credits are not computed into your GPA. Contact DBCC’s Records Office for IB requirements and information.

- **Cooperative Education** – Students on all campuses have an opportunity to blend traditional classroom education with work-related experience. Students gain practical experience in the job market and are awarded academic credit for approved training assignments. This credit may be used for the AA, AAS and AS degree or certificate programs. For information, contact the co-op coordinator on the Daytona Beach Campus.

- **Independent Study** – This provides in-depth study in selected disciplines. Under special circumstances, it also may be approved for students unable to attend regularly scheduled college credit classes. Students considering this option must identify an area of study with the assistance and approval of an instructor; complete the independent study agreement outlining the goal; get written approval from both the department chairperson and dean.

- **Air Force Reserve Officers Training Corps (AF ROTC)** – DBCC students may register for Air Force ROTC courses offered at Embry-Riddle Aeronautical University. AF ROTC offers two- and four-year programs. Students may complete the first two years of ROTC without military commitment. Elective credit is awarded for these courses. The U.S. Air Force offers ROTC academic scholarships to eligible students. For scholarship information, see the Financial Aid section of the catalog. For information on AF ROTC, call the ROTC office at Embry-Riddle at (386) 226-6880.

- **Academic Course Exchange (ACE)** – Full-time DBCC students in good standing are eligible to take approved courses, at no additional charge, at Bethune-Cookman College, Embry-Riddle Aeronautical University, Stetson University and University of Central Florida. For more information, please contact the Registrar’s office at (386) 506-3411.

**RECORDS AND STUDENT INFORMATION SERVICES**

The Records Office maintains permanent educational records for all students who ever enrolled at DBCC. The student educational record may contain an application for admission, high school and/or college transcripts, the DBCC academic record or transcript, authorized changes to the record and other documentation appropriate to a student’s enrollment at the College.

**Family Educational Rights and Privacy Act (FERPA)**

Student records are protected by FERPA. FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education record within 45 days of the request for access. Students should submit a request to the Records Office, or other appropriate official, written requests that identify the record(s) they wish to inspect. A DBCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the DBCC official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask DBCC to amend a record that they believe is inaccurate or misleading. They should write the DBCC official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If DBCC decides not to amend the record as requested by the student, DBCC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is a disclosure to school officials with legitimate educational interests. A school official is a person employed by DBCC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); person or company with whom DBCC has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, DBCC may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by DBCC to comply with the requirements of FERPA.

- The right to withhold directory information. At DBCC directory information may include name, address, telephone number, e-mail address, enrollment status, dates of attendance, degrees earned and honors received, participation in officially recognized activities and sports, weight and height of members of athletic teams and most recent educational agency or institution attended. Directory information is considered public information and may be released without a student’s consent. A student may submit a request to the Records Office to withhold this information.

**Student Requests**

- **Change in records** – Students may request a change to their record in writing or by presenting photo identification if requesting the change in person. Typical changes include name, address, telephone number, social security number and program code (major). Most changes require the student to present appropriate documentation. Address, phone and program code changes can be made online at www.dbcc.edu.

- **Enrollment verification** – An official College statement indicating semester of enrollment and student status (i.e. full- or part-time). The College utilizes the services of the National Student Clearinghouse to automatically process enrollment verifications for students.

- **Transcripts** – Official or unofficial copies of their DBCC academic records (transcripts). Requests for official transcripts must be in writing and may be submitted in person, via mail or fax. Unofficial transcripts can be accessed online at www.dbcc.edu.

- **Transfer credit evaluation** – Statement of all course work and grades accepted from another postsecondary institution. Report available online at www.dbcc.edu.
GRADING SYSTEM

- Grades are posted to the student record at the end of each semester.
- A Grade Point Average (GPA) is calculated for each semester based on the number of hours attempted per course and the grade point value associated with the letter grade. Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>A</td>
<td>4.0 (x 3) = 12.0</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>B+</td>
<td>3.5 (x 3) = 10.5</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td>F</td>
<td>0.0 (x 3) = 00.0</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>C</td>
<td>2.0 (x 3) = 06.0</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>D</td>
<td>1.0 (x 3) = 03.0</td>
</tr>
</tbody>
</table>

Total Credits: 15  Total Grade Points: 31.5
Divide 31.5 (grade points) by 15 (credits) = 2.1 GPA

- Letter grades used to calculate GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>High Average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

- Grades not used to calculate GPA:

“I” – Incomplete – A temporary grade issued only when a student who is passing the course but who, for valid and unforeseen reasons, is not able to complete the course requirements within the semester. Student agrees to complete the requirements before the middle of the next major semester. “I” grades automatically convert to “F” grades if the requirements are not met and the appropriate grade change is not submitted by the deadline as published in the College catalog.

“IP” – In Progress – The class is currently in session and has not ended.

“W” – Withdrawal – Grade issued when a student officially withdraws from a class.

Students who no longer want to attend class:

1. Must withdraw by the deadline for the semester (published in the academic calendar);
2. May initiate the withdrawal process at the Registration Office at any DBCC campus by presenting a picture identification;
3. Students with extenuating circumstances (ie: hospitalized, out of town, etc.) may withdraw by mail provided the request is postmarked by the deadline and contains an original signature of the student;
4. Students are permitted a maximum of two withdrawals per course. Upon the third attempt, students will not be permitted to withdraw and will receive a grade other than “W” for that course.

“S” – Satisfactory – Grade issued for college credit when a student completes all course work but has not mastered the skill associated with the course. Example: Typing course requires minimum skill of 45 words per minute. Student masters 40 words per minute. Student must repeat the course.

“SP” – Satisfactory Progress – Issued only in college preparatory courses. Student must register and advance to next course within the course sequence.

“NR” – No Grade Submitted – The Records Office issues this grade when an instructor has not submitted a grade.

“X” – Audit – Issued when a student does not want credit for a particular course and officially audits the course by the deadline for the semester (published in the academic calendar).

“CR” – Credit Only – Issued for alternate methods of earning credit such as Advance Placement, IB, etc.

“NC” – No Credit – Issued for zero credit courses.

“CN” – Continuing Credit – Issued for open exit courses that cross semesters.

STUDENT GRADE INFORMATION

Student grade reports are not mailed; however they are available to all students at the end of each semester at www.dbcc.edu, FalconNet Online Student Services. Students may access the web from computer commons and labs on any campus and from any off-campus computer that has access to the Internet.
FINANCIAL INFORMATION

Tuition and Payment Information
Financial Aid
Dropped Class Refund Policy
DBCC Foundation Scholarships
Veterans’ Services
**FINANCIAL AID SERVICES**

**TUITION AND PAYMENT INFORMATION**

Tuition is generally due within 10 business days or less. Refer to your Schedule and Fee Statement or to each semester’s Schedule of Classes for the payment deadline dates. If fees are not paid by the due date, your registration will be cancelled and your classes dropped. After classes begin, additional late registration fees or reinstatement fees may apply and payment of all charges will be due at the time of registration.

You may pay your tuition and fees by cash, check, money order, debit card, VISA, MasterCard, Discover Card or American Express. Online payment processing is available at Online Student Services. Payments may also be made in person at any campus or by mail. Please DO NOT SEND CASH BY MAIL.

**YOU SHOULD KNOW THAT:**

- DBCC’s tuition and fees are based upon your status as a legal permanent Florida resident. DBCC follows the state’s guidelines regarding residency for tuition purposes. See Florida Residency for Tuition Purposes.
- Fees to audit a course are the same as the cost of a credit course.
- Some courses require lab fees, online or telecourse fees, and/or insurance fees in addition to per credit tuition charges.
- Full cost charges (equivalent to nonresident tuition charges) will be assessed to students who repeat a course(s) for the third time. See Full Cost of Instruction, Maximum Attempts, Grade Forgiveness and Withdrawals for more information.
- You should bring sufficient funds to meet immediate needs. Personal checks are accepted only for the exact amount of fees.
- If you need financial assistance, contact the Financial Aid Office before you register.
- All unpaid obligations, regardless of whether they are past due or current, result in a hold being placed on student records, diplomas, transcripts and registration activity until the obligation is paid in full.

**TUITION AND FEE SCHEDULE**

1. **Application Fee**

There is no charge to apply for admission to DBCC except for international students who are assessed a $50 non-refundable application fee. The College does charge a one-time, non-refundable $20 assessment fee to students who are assessed a $50 non-refundable application fee. There is no charge to apply for admission to DBCC except for international students, at the time of initial enrollment.

2. **College Credit and College Preparatory Credit Courses**

   - Florida Residents .................................. $69.42 per credit hour
   - Non-residents .................................. $263.47 per credit hour
   - Access Fee ........................................... $30 per semester
   - Online Fees ........................................ $25 per credit hour
   - Web Enhanced Fee .................................. $15 per course
   - Lab Fees (vary by course) ................. $3 - $180

3. **Fees for Vocational Credit Courses**

   - Florida Residents .................................. $57.62 per credit hour
   - Non-residents .................................. $230.12 per credit hour
   - Access Fee ........................................... $30 per semester
   - Online Fees ........................................ $25 per credit hour
   - Web Enhanced Fee .................................. $15 per course
   - Lab Fees (vary by course) ................. $3 - $180

4. **Bachelor of Applied Science Courses**

   - Florida Residents .................................. $77.96 per credit hour
   - Non-residents .................................. $479.42 per credit hour
   - Access Fee ........................................... $30 per semester
   - Online Fees ........................................ $25 per credit hour
   - Web Enhanced Fee .................................. $15 per course

5. **Apprenticeship Courses**

   Apprenticeship students are exempt from registration, matriculation and laboratory fees for instruction.

6. **Fees for Continuing Workforce Education**

   Fees for these courses, designed to upgrade the skills of workers currently or formerly employed in a specific occupation, must cover the full cost of instruction.

7. **Fees for Adult Education Courses**

   - DBCC High School Courses .................. *No Charge
   - GED Preparation .................................. *No Charge
   - Basic Adult Education Courses .............. *No Charge

   *A fee is charged to students who already have earned a high school diploma or equivalent and who wish to enhance their skills. The fee is based on a $24.90 per credit hour equivalent for Florida residents and $114.54 per credit hour for non-residents.

8. **Assessment/Testing Fees**

   - Credit by Exam (APE) ....................... $25/test
   - Portfolio (APE) .................................. $45/course
   - CLEP ............................................. $70/test
   - CPT Retest ........................................ $10/test
   - NET .............................................. $27/test
   - CAT CLAST (Non-DBCC Student) .......... $30/test
   - CLAST (Third Attempt) ...................... $30/test
   - Institutional TOEFL .......................... $32/test
   - Non-DBCC Student Test Fee ............... $25/test
   - CI-BAT .......................................... $40/test
   - GED (Full Battery) ........................... $50/test
   - GED (Per Section) ............................. $10/test

9. **Veterans Deferment of Fees**

   Veterans eligible for VA education benefits are granted a deferment once per academic year. The deferment may be for up to 60 days, but will always be due before the end of the semester. Consult the Veterans Specialist in Bldg. 100, Rm. 208 on the Daytona Beach Campus.

10. **Recreation & Leisure, Self-Supporting Courses, Seminars, Workshops, Conferences**

    Fees will be determined separately for each activity and will be stated in the individual activity announcement. The activity may be canceled because of insufficient enrollment.

11. **Graduation Fees**

    - Primary Degree (Non-Refundable) ........ $25
    - Each Additional Degree ...................... $10
    - Duplicate Diploma ........................... $10

    College Credit and PSAV Certificates- $10 for the initial Certificate. There is no charge for additional certificates earned by student.

    High School Diploma .......................... $10

    In addition, all students who participate in either the college or high school graduation ceremony must pay the cost for their academic regalia (cap and gown).
Please be aware of the graduation application dates and deadlines. 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 their official transcript.

12. Other Fees
Returned Check (per Florida Statute) Minimum $25
Late Registration Fee $25 per course
Reinstatement Fee $50 per course
First Parking Permit No Charge
Additional Parking Permits $10 each
*Parking Fines $5, $7.50, $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.

13. Collection Costs
If obligations are not paid in full upon notification by the College, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as attorney’s fees if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts and future registration activity.

DROPPED CLASS REFUND POLICY

The dates to drop a course with a refund are established for each semester and published in the academic calendar in the front of this catalog and in each semester’s Schedule of Classes. Drop deadlines for “late start” classes can be found at FalconNet Online Services under Online Course Availability or on your Schedule and Fee Statement. Please check the dates carefully. Refunds will not be given after the deadlines.

Students who pay for courses by credit card will be refunded by crediting back that same credit card in approximately 7 to 10 business days following the official drop. Students who pay for their courses by cash or check will be refunded through the dbcc OneCard process. Each registered DBCC student will be mailed an official College ID card, the dbcc OneCard. To receive your ID card without delay, update/verify your mailing address with DBCC by logging on to FalconNet Online Services. In addition, verify that you have a photo on file with DBCC. If you do not have a current DBCC ID card, go to the Campus Safety Office to have your ID photo taken.

To receive your refund, you must activate your dbcc OneCard at www.dbccOne.com. During this process, you will choose between three options for receiving your refund. You may elect to have your refund directly deposited to your dbcc OneAccount (funds will be deposited within 1 day or less), you may elect to have your refund deposited to another bank account of your choice (funds will be deposited in 2 - 3 business days), or you may elect to have a paper check mailed to you (funds will be mailed in 5 - 7 business days). For additional information regarding refunds go to www.dbccOne.com or contact the Bursar’s Office at (386) 506-3024 to speak to a Student Account Specialist.

Refunds will be based upon the following:
A. College Credit and Vocational Credit Courses
   A 100 percent refund will be given if a student drops a course(s) by the date published in the College’s academic calendar. For classes that meet on the weekend only, students will have until the next business day following the first scheduled class meeting to drop with a refund.

B. Continuing Education and Lifelong Learning Courses
   1. Courses lasting one week or less - A 100 percent refund will be given if you drop a course before the first scheduled class meeting.
   2. Courses lasting longer than one week - A 100 percent refund will be given if you drop a course within five working days from the date of the first scheduled class meeting.

C. Student Appeals
   Appeals to drop with a refund after the published deadline must be based upon extraordinary circumstances beyond your control. Supporting documentation is required before the appeal may be considered. For additional information about student appeals, contact the Office of Appeals at (386) 506-3781. Appeal forms are available at all campuses.

Withdrawals for Tuition Purposes
Students who withdraw from a course will not be entitled to a refund. In addition, any outstanding balances for withdrawn courses must be paid in full prior to processing the withdrawal.

WHAT IS FINANCIAL AID?

Financial aid is the assistance available to help a student meet educational expenses. This assistance is provided by federal, state, institutional or private sources and may consist of grants, scholarships, loans or work. Qualified students may be offered combinations of the various types of aid or aid from a single source. Most forms of aid are based on an individual’s financial need, college costs and the availability of funds.

Financial Aid eligibility requirements
In general, to be considered eligible to apply for financial aid a student must:
1. Be a United States citizen or an eligible non-citizen.
2. Be enrolled as at least a half-time student. (Halftime enrollment is a minimum of six credits in coursework leading to a degree or certificate and therefore excludes audited classes. Fall or Spring Semester enrollment in a program of study abroad which has been approved by DBCC, will be considered enrolled at DBCC for the purpose of applying for federal aid.
3. Be accepted at DBCC as a “regular” student. A “regular” student is a student pursuing an AA, AAS, AS, or BAS degree or an approved vocational certificate.
4. Be enrolled in an eligible program of study. Eligible programs are post-secondary programs which lead to an AA, AAS, AS, or BAS degree or an approved vocational certificate.
5. Be making progress toward completion of courses of study in compliance with Financial Aid Satisfactory Academic Progress Standards.
6. Not be in default on a loan or owe a repayment on any previous financial aid received.
7. Be registered with the Selective Service if required to do so.
8. Have a standard high school diploma or GED. (The transcript must be submitted to the admissions office.) Some vocational certificate programs may accept passing scores achieved on a federally approved test administered by the College, in lieu of the high school diploma or GED requirements. This test measures the student’s ability to benefit from the instruction offered.
9. Have a valid Social Security Number.
10. Sign a statement on educational purpose and a certification statement on overpayment and default. (Both statements are included on the Free Application for Federal Student Aid (FASFA).)
11. Have financial need, except for some loan programs.

HOW DOES A STUDENT APPLY FOR FINANCIAL AID?

Applying for financial aid is not as complicated as you may think! The important thing to remember is to take it one step at a time. The process...
Financial aid assistance is available in the form of grants, scholarships, work-study and loans. Grants are usually based on financial need and do not have to be repaid. Scholarships are usually awarded for academic merit or achievement and do not have to be repaid. Work-study positions are jobs that enable students to earn funds to assist with educational expenses. Loans usually must be repaid in cash. Student loan programs have varying rates and repayment provisions.

In general, students must be enrolled at least half-time to receive financial aid. However, some aid programs require students to enroll in and maintain full-time status. The following are the major financial aid programs that DBCC’s Financial Aid Office administers.

A. GRANTS

Federal Pell Grant — Funded by the federal government, this need-based grant is designated for undergraduate students working toward a first bachelor's degree. The amount of grant a student is eligible to receive is determined by the cost of attendance, the Expected Family Contribution (EFC), the length of the program of study, and the student's enrollment status. The cost of attendance includes such items as tuition and books and supplies. The EFC is derived from the information supplied by the student on the FAFSA. Students enrolled in a program of study that is less than 30 weeks per academic year (Fall and Spring Semesters) will receive a prorated PELL award. Students enrolled in a program of study that is less than 24 college credits or less than 30 vocational credits (900 clock hours) per academic year (Fall and Spring Semesters) will receive a prorated PELL award. For PELL Grant awarding purposes (applicable to college credits), 12 college credits per semester is considered full-time enrollment. Nine to 11 college credits per semester is considered three-quarter time enrollment. Six to eight college credits per semester is considered half-time enrollment. One to five college credits per semester is considered as less than part-time enrollment. For PELL Grant awarding purposes (applicable to vocational credits,) 15 vocational credits (450 clock hours) per semester is considered as fulltime enrollment. The full-time award is prorated for all vocational credits less than 450 clock hours.

PELL Grants range from $400-$4310 for fulltime attendance during an academic year. (For PELL Grant purposes, an academic year consists of 30 weeks during which a student may complete 24 college credits or 30 vocational credits [900 clock hours]).

Federal Supplemental Educational Opportunity Grant (FSEOG) — Funded by the federal government, this need-based grant is designated for undergraduate students working toward a first bachelor's degree. Eligibility is based on exceptional financial need. The maximum grant per semester at DBCC is $150. Funds are limited.

Florida Student Assistance Grant (FSAG) — Funded by the state, this need-based grant is designated for eligible Florida residents enrolled in college credit degree programs. Award levels are based on state appropriations and vary each year. Specific renewal requirements must be met. Funds are limited.

Renewal Requirements for FSAG

• Must have a 2.0 cumulative GPA; (Only college credit courses are calculated in the GPA; remedial classes are excluded.)
• Full time students must have successfully completed 12 credit hours for each semester for which an award was received;
• Three quarter time students must have successfully completed 9 credit hours for each semester for which an award was received;
• Part time students must have successfully completed 6 credit hours for each semester for which an award was received;
• May receive an award of up to nine semesters within a period of six consecutive years after receipt of the first FSAG award;
The DBCC Foundation provides scholarships, grants and loans to students who might otherwise not be able to afford a college education. The Foundation offers scholarships that have been established by outside donors. Listings of these scholarships, with their own specific criteria as established by the donors, are available each semester and are posted on the DBCC Web site. Applications, application deadline, eligibility criteria and award amounts are available from the Foundation Scholarship Office. Specific renewal requirements must be met.

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Other State of Florida Programs — Additional scholarship programs such as Seminole/Miccosukee Indian Scholarship and Scholarships for Children of Deceased or Disabled Veterans are available. Students should contact their high school guidance counselors or the Florida Office of Student Financial Assistance for criteria, applications and deadlines.

B. Scholarships

Air Force Scholarships - ROTC — The USAF offers ROTC academic scholarships to students who meet specific requirements. These scholarships cover the cost of tuition and books, plus provide the student $250 tax free subsistence allowance per month. For more information contact AF ROTC, Embry-Riddle Aeronautical University, 600 S. Clyde Morris Boulevard, Daytona Beach, Florida 32114-3900 or call (386) 226-6880.

Athletic Scholarships — DBCC offers a limited number of scholarships to students who are participating in specified activities through the Athletic Department. Students must complete the FAFSA. The Assistant Dean of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies with each position. Funds are limited.

Performing Arts Scholarships — These fee waivers will pay a portion of a student's tuition for classes in the areas of music, drama or dance. Fee waivers are awarded on a semester by semester basis, pending availability of funds. The performing arts department determines which students are eligible. The amount varies each year.

SGA Scholarship — DBCC offers a limited number of scholarships to students who are participating in the Student Government Association. Students must complete the FAFSA. The Assistant Dean of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies with each position. Funds are limited.

Publication Scholarship — DBCC offers a limited number of scholarships to students who are participating in student publications. Students must complete the FAFSA. The Assistant Dean of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies with each position. Funds are limited.

Activities Scholarship — DBCC offers a limited number of scholarships to students who are participating in cheerleading. The Assistant Dean of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies with each position. Funds are limited.

Florida Bright Futures Scholarship Program — Funded by the Florida Lottery, scholarships are awarded to Florida high school graduates who demonstrate high academic achievement. This scholarship program has three award levels; the Florida Academic Scholars Award, the Florida Medalion Award and the Florida Gold Seal Award. Applications, application deadlines, eligibility criteria and award amounts are available from high school guidance counselors. Students must be enrolled in a minimum of six college credits for Fall and/or Spring. Specific renewal requirements must be met.

DBCC Foundation Scholarships — The DBCC Foundation provides scholarships, grants and loans to students who might otherwise not be able to afford a college education. The Foundation offers scholarships that have been established by outside donors. Listings of these scholarships, with their own specific criteria as established by the donors, are available each semester and are posted on the DBCC Web site. (http://go.dbcc.edu/ Scholarships/). The Foundation Scholarship Office is located in Bldg. 100, Rm. 208W on the Daytona Beach Campus. Foundation scholarship lists and application forms are available at the Foundation Office or at the Question and Answer Centers at each campus. For Foundation Scholarship questions please contact the Supervisor of Foundation Scholarships at (386) 506-4442.

Other State of Florida Programs — Additional scholarship programs such as Seminole/Miccosukee Indian Scholarship and Scholarships for Children of Deceased or Disabled Veterans are available. Students should contact their high school guidance counselors or the Florida Office of Student Financial Assistance for criteria, applications and deadlines.

For more information contact BIA at (202) 08-3710 or visit the website at http://www.doi.gov/bureau-indian-affairs.html.
C. Work

Federal Work-Study (FWS) — The FWS program provides part-time employment to students who have financial need. Students are paid an hourly rate and are placed in jobs on campus or in community service jobs off campus. Work schedules are arranged around the student’s class schedule. Students work an average of 20 hours per week. FWS is awarded to students demonstrating need. Funds are limited.

Institutional Work-Study (IWS) — DBCC’s IWS program provides part-time employment to students. Students are paid an hourly rate and are placed in jobs working on campus. Work schedules are arranged around the student’s class schedule. Students work an average of 20 hours per week. Eligibility is not based on need. Funds are limited.

Florida Work Experience Program (FWEP) — The Florida Work Experience Program provides eligible Florida students the opportunity to secure part-time work experiences, which are complementary to and reinforce the students’ educational program and career goals. Specific GPA and earned credit hour requirements must be met. FWEP is awarded to students demonstrating need. Funds are limited. Specific renewal requirements must be met.

D. Loans

Loans usually must be repaid in cash. It is important that students budget their money effectively and borrow responsibly. Student loan programs have varying rates and repayment provisions. Loan payments to students are made in two disbursements. A student attending both Fall and Spring Semesters will receive one disbursement of one-half of the total loan proceeds per semester (as long as a minimum of half-time [six credits] enrollment is maintained). A student attending one semester (Fall or Spring) will receive the loan proceeds of one-half of the total loan amount in two disbursements. Per Federal regulations, the second half of the loan may not be disbursed until a minimum of one-half of the semester has elapsed. A loan disbursement will not be made after a student ceases to be enrolled in at least six credit hours.

The loans available at DBCC are listed below:

Federal Subsidized Stafford Loan — Federal Subsidized Stafford Loans are made by a lender such as a bank or credit union. Eligibility is based on financial need. The loan’s interest rate is 6.8 percent. Students must be enrolled in an eligible program at least half-time. First-year students may be eligible to borrow up to an annual maximum of $3,500. Students who have successfully completed their first year (30 credits) may borrow up to an annual maximum of $4,500.* The maximum loan amount will be reduced utilizing a proportional pro-rata for those academic programs less than 24 college credits or 30 vocational credits (900 clock hours) and/or 30 weeks per academic year (Fall and Spring Semesters). The lender will charge a three percent origination fee. The Guarantee Agency may charge a maximum one percent insurance fee. Loan repayments generally begin six months after the student graduates, leaves school or drops below half-time enrollment. Loans are not available for the summer semester at DBCC. *BAS students, admitted at the junior or senior status to the program may borrow up to the annual maximum of $5,500.

Federal Unsubsidized Stafford Loan — Federal Unsubsidized Stafford Loans are available for students who do not qualify, in whole or in part, for Subsidized Federal Loans. Students must be enrolled in an eligible program at least half-time. Independent students may be eligible to borrow up to an annual maximum of $4,000* in addition to Federal Unsubsidized Stafford Loans if remaining eligibility exists. The maximum loan amount will be reduced utilizing a proportional pro-rata for those academic programs less than 24 college credits or 30 vocational credits (900 clock hours) and/or 30 weeks per academic year (Fall and Spring Semesters). The lender will charge a three percent origination fee. The Guarantee Agency may charge a maximum one percent insurance fee. Loan repayments generally begin six months after the student graduates, leaves school or drops below half-time enrollment. Loans are not available for the summer semester at DBCC. *BAS students admitted at the junior or senior status to the program, may borrow up to the annual maximum of $5,500.

Federal PLUS Loans — Federal PLUS Loans enable parents with good credit histories to borrow for educational expenses of their dependent children. Students must be enrolled in an eligible program at least half-time. The loans are made by lenders such as banks or credit unions who charge a three percent origination fee. The lender also may collect an insurance fee of one percent. The interest rate is fixed at 8.5 percent. PLUS borrowers may borrow up to the cost of education minus any estimated financial assistance the student has been, or will be, awarded for the period of enrollment. Borrowers generally must begin repayment on the loans within 60 days after the funds are disbursed.

Please Note: When a student accepts a loan as part of his/her award, the student must understand that he/she is incurring a serious financial obligation. The student must repay the loan in full, along with all interest and additional fees (collection, legal, etc.). It is very important that the student realize that loan payments must be made in the future to satisfy this obligation. Students who accept a Stafford Loan while at DBCC will be required to attend a loan entrance counseling session and an exit session to go over in detail repayment obligations.

To apply for a loan, the student must first complete a FAFSA. The student will be notified via the award letter of loan eligibility and be mailed a loan application each year. The application must be completed accurately in pen and returned to the Financial Aid Office. Allow approximately four to six weeks from the initial date of the loan application for processing to be completed. If the student is a first-time borrower, he/she will have to make the decision regarding the choice of student loan lenders.

Emergency Loans — Emergency loans are provided by DBCC to assist students who are experiencing extreme financial hardships that have a direct impact on his or her ability to function in the classroom. This financial hardship, if not addressed, usually reduces the student’s quality of life and that of dependent family members.

The Emergency Loan Office will, additionally, extend an emergency loan so that a student may purchase required course equipment and other supplies that are not available in the DBCC bookstore. Also, emergency loans, by referral, are available to pay for a student’s licensure examination.

Students requesting emergency loans are asked to complete an application in the Emergency Loans Office located on the Daytona Campus, Bldg. 100, Rm. 208V or please call the Coordinator of Emergency Loans at (386) 506-3013 for additional information.

Before borrowing under one or more of the Federal Family Education Loan Programs, investigate the possibility of grant and/or scholarship assistance available from the state of permanent residency. Award amounts and program availability may be subject to change after this information is printed, based on federal and state appropriations.

HOW DBCC DETERMINES STUDENT NEED FOR FINANCIAL AID

When a student applies for federal student aid by completing the FAFSA, the information the student reports is used in a formula established by the U.S. Congress. The formula determines the student’s Expected Family Contribution (EFC). This EFC is an amount that the student (and the student’s spouse, if the student is independent and married) or the student (and the student’s parents, if the student is dependent) is expected to contribute to the student’s education. The EFC is subtracted from the student’s cost of attendance. The cost of attendance is determined by the College using rules established by the U.S. Congress. The cost of attendance includes the student’s tuition and fees based upon the student’s enrollment status. Please note, when determining enrollment status, audited courses are not taken into consideration since no credit toward a degree or certificate is received.

If there is an amount left over, a student is considered to have financial need. In determining a student’s eligibility for aid from the federal student financial assistance programs and from state need-based assistance programs, the College must first consider other aid the student is expected to receive. If the student is eligible to receive a financial aid award,
the student will be sent an official award notice, which lists the types of
aid being offered for the academic year. This is the student’s financial aid
package.

WHAT ARE THE TYPICAL COSTS ASSOCIATED
WITH ATTENDING DBCC?

Most individuals calculate the cost of a college education by the amount
of tuition and fees charged plus the cost of books and supplies. These
are direct educational expenses. There are, however, indirect educational
expenses, such as transportation expenses, for which students will need
to budget. The hyperlinks below lead to charts illustrating examples of
both in-state and out-of-state budgets for full-time college credit and
vocational credit students for one academic year (Fall and Spring Semes-
ters).

HOW ARE AWARDS DISBURSED?

Eligible financial aid recipients may register for classes and charge
tuition and fees against the scholarship or grant amount indicated on the
financial aid award notice for the applicable semester. If the scholarship
or grant is more than the total amount of tuition and fees, the remainder
may be used for other educational expenses. A refund for the remainder
of the award(s) will not be available until after the refund period has passed

and enrollment verification has been completed each semester. If, after
receiving a refund check, a student’s class is cancelled or changed to an
audit or the student is dropped from a class, the student will owe back a
portion of the refund applicable to the change in enrollment.

Refunds are delivered to students by utilizing the dbcc OneCard. Each
registered DBCC student will receive a dbcc OneCard. The card will arrive
in the mail at the student’s primary address on file with the College. To
receive the refund, the student must activate the dbcc OneCard. During
card activation, the student chooses how to receive the refund money.

The options for receiving financial aid refunds include: a direct deposit to
the student’s dbcc OneCard; a deposit to the student’s bank of choice; a
paper check mailed to the student.

Students activate the dbcc OneCard and make the refund selection online

Refunds are applicable to scholarships and grants. Stafford loans will
continue to be picked up in the Bursar’s Office.

Please Note: Institutional fee waivers are issued for tuition only and may
not be used for other educational expenses. Any funds not used as tuition
will not be refunded to the student. A Federal Workstudy award cannot be
used to charge fees.

Stafford and PLUS Loan checks are also disbursed by the Bursar’s Office.
Please note, per federal regulations, the earliest date a loan may be dis-

<table>
<thead>
<tr>
<th>Full-Time College Credit Budget</th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (24 college credits)</td>
<td>$1,666</td>
<td>$6,323</td>
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<tr>
<td>Books &amp; Supplies**</td>
<td>$900</td>
<td>$900</td>
</tr>
<tr>
<td>Room &amp; Board***</td>
<td>$2,128 (dependent)</td>
<td>$2,128 (dependent)</td>
</tr>
<tr>
<td>Indirect Educational Costs</td>
<td>$13,400 (independent)</td>
<td>$13,400 (independent)</td>
</tr>
<tr>
<td>Personal</td>
<td>$1,624 (dependent)</td>
<td>$1,624 (dependent)</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,000 (dependent)</td>
<td>$1,000 (dependent)</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$7,318 (dependent)</td>
<td>$11,975 (dependent)</td>
</tr>
</tbody>
</table>

* Based on 2006-2007 rates. The 2007-2008 rates may increase due to legislative action and/or District Board of Trustees action.
** Some programs of study have additional costs. Please refer to the Program Descriptions.
*** Please note, DBCC does not provide dormitories.

Full-Time Vocational Credit Budget

<table>
<thead>
<tr>
<th>Direct Educational Costs (Estimated)</th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (30 vocational credits)*</td>
<td>$1,383</td>
<td>$5,233</td>
</tr>
<tr>
<td>Books &amp; Supplies**</td>
<td>$900</td>
<td>$900</td>
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<td>$7,035 (dependent)</td>
<td>$11,175 (dependent)</td>
</tr>
</tbody>
</table>

* Based on 2006-2007 rates. The 2007-2008 rates may increase due to legislative action and/or District Board of Trustees action.
** Some programs of study have additional costs. Please refer to the Program Descriptions.
*** Please note, DBCC does not provide dormitories.

Please note—Tuition for in-state BAS students: $1,871; out-of-state BAS: $11,506
bursed to a student who has not completed a minimum of 30 credits in his or her current course of study at DBCC is 30 days after the first day of classes. Additionally, all first-time borrowers at DBCC must attend a loan entrance counseling session before their loan proceeds may be disbursed. Loan entrance counseling requirement may also be completed online at the following address: http://mapping-your-future.org. Loan entrance counseling sessions are held Monday-Friday in the Financial Aid Office. Loan payments to students are made in two disbursements.

A student attending both Fall and Spring Semesters will receive one disbursement of one-half of the total loan proceeds per semester (as long as a minimum of half-time (six credits) enrollment is maintained). A student attending one semester (Fall or Spring) will receive the loan proceeds of one-half of the total loan amount in two disbursements. Per Federal regulations, the second half of the loan may not be disbursed until a minimum of one-half of the semester has elapsed. A loan disbursement will not be made after a student ceases to be enrolled in at least six credit hours.

WHAT ARE THE FEDERAL REQUIREMENTS FOR THE RETURN OF TITLE IV GRANT OR LOAN FUNDS WHEN A STUDENT WITHDRAWS FROM ALL CLASSES OR CEASES ATTENDING ALL CLASSES?

As a result of the Higher Education Amendments of 1998, federal financial aid recipients who completely withdraw from all their classes or who cease attending all their classes (prior to attending classes up to the 60 percent point in time of the semester) will be subjected to federal requirements for the return of Title IV federal grants ( Pell, SEOG, AGC, etc.) and Title IV loans (Subsidized Stafford, Unsubsidized Stafford, PLUS Loans).

The law now defines the amount of Federal Title IV grants and loans that the student has earned the right to use to pay for tuition or to retain as a refund. Federal funds must be returned to the Federal Programs if a student withdraws from all classes or ceases attending all classes prior to completing 60 percent of the semester. (Summer A and Summer B are considered distinct semesters in relation to the regulation.) The reasoning behind the new refund policy is as follows:

Title IV funds are awarded to qualified students for the sole purpose of enabling the recipient to obtain an education. Thus, there is an implied contract with the student that he or she will honor that contract by satisfactorily completing the course of study for that payment period. If the student withdraws (officially or unofficially) during the payment period, thereby not fulfilling his or her part of the implied contract, then it is appropriate to require a reasonable portion of the Title IV funds to be returned in order to ensure proper stewardship of federal taxpayers’ dollars. The student aid programs are not income-maintenance programs, and should not be viewed as such. The Title IV refund formula, therefore, is based upon the concept that a student must earn the amount of federal grants or loans that the student has received. A student who withdraws has not earned the entire amount of grants and/or loans the student has received and, therefore, must return the unearned portion to the appropriate program. To determine the amount of unearned assistance the student must return to the Federal Programs, the following steps are followed.

Step 1: Calculate the Title IV assistance earned. To calculate the amount of Title IV assistance earned by a student, DBCC must first determine the percentage of Title IV assistance the student earned up through the 60 percent point in time. The percentage of assistance earned is equal to the percentage of the payment period or period of enrollment for which it was awarded that was completed as of the day the student withdrew. For those students who cease attending all classes without official notification of withdrawal, the withdrawal date is the mid-point of the semester. If the student withdrawal occurs after the 60 percent point, then the percentage is 100 percent. That earned percentage is applied to the total amount of Title IV grant and loan assistance that was disbursed to the student, or on the student’s behalf, for the payment period or enrollment for which it was awarded as of the day the student withdrew.

Step 2: Calculate the Title IV assistance not earned. The amount of Title IV grant and loan assistance not earned by the student is calculated by determining the complement of the percentage of assistance the student earned and applying it to the total amount of grant and loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student’s behalf, for the payment period or period of enrollment as of the day the student withdrew.

Step 3: Calculate the amount of the student’s Title IV funds which has been applied to the student’s account and must be returned. DBCC shall return to the appropriate Title IV program the lesser of the unearned amount of Title IV assistance or an amount equal to the total institutional charges the student incurs for the payment period or period of enrollment for which the assistance was awarded, multiplied by the unearned percentage of awarded Title IV grant and loan assistance. DBCC will return the unearned percentage of awarded Title IV grant and loan assistance to the federal program according to the order listed below. The student will receive a revised award letter indicating a reduction in Title IV assistance and will also receive a billing statement from the Bursar’s Office indicating the amount due as a result of the refund to the federal program(s). Since Title IV assistance was reduced from the student’s account and returned to the appropriate programs, the student must pay the outstanding balance by utilization of the student’s own resources.

Step 4: Calculate the amount of refund Title IV funds which has been received by the student and must be returned. The student must return the unearned Title IV assistance to the appropriate federal program. Additionally, the student must reimburse DBCC for the student’s outstanding balance account.

Special rule. A student (or parent for PLUS loans) repays the calculated amount attributable to a Title IV loan program according to the loan’s terms. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the school or the secretary’s overpayment collection procedures. A student shall not be required to return 50 percent of the grant assistance received that is the responsibility of the student to repay.

Order of return of Title IV funds. Excess funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student’s behalf for which a return of funds is required. Excess funds must be credited to outstanding balances in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loans
- PLUS Loan

Remaining excess. If excess funds remain after repaying all outstanding loan amounts, then the remaining amount is credited to grant programs in the following order.

- Federal Pell Grants
- Federal SEOG
- Other Title IV Grants

Examples of the application of the Title IV Refund Policy are available from the Financial Aid Office at the Daytona Beach Campus upon request.

STANDARDS OF SATISFACTORY PROGRESS

Federal and state regulations require that students meet minimum standards of satisfactory progress in order to be eligible to receive financial aid funds. The standards apply to all classes attempted at Daytona Beach Community College (DBCC), including those not funded through financial aid assistance.

The minimum financial aid satisfactory progress standards at DBCC are defined below and are applied uniformly to all federal, state and institutional financial aid recipients. Some state programs have more stringent requirements. In order to maintain satisfactory academic progress, students must meet the requirements of both criteria listed below:

1. A student must maintain an academic performance requirement of at least a 2.0 cumulative GPA. (The GPA does not include transfer credits.) The GPA does include remedial coursework.
2. A student must make progress toward his/her degree or certificate. Minimum progress requires financial aid recipients to earn a passing grade in 75 percent of all credit hours attempted at DBCC.*

**Successful Completion of Courses**

Successful completion of a course is defined as an earned grade of A, B, C, D or SP. Unsatisfactory grades are F, W, I or X (see the college catalog for the explanation of these grades). Please note, if the I grade is changed to an earned grade, it is the student’s responsibility to notify the financial aid office of the change and to request a reevaluation. All courses for which a student is registered after the drop/add period will be considered as the official courses applied to the financial aid standards of satisfactory progress. Repeated courses will only be calculated as a maximum of one successful attempt; the remaining repeat course(s) will be calculated as unsuccessful attempts.

**EVALUATION OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

**Students Pursuing Degree:**
The evaluation of satisfactory academic progress for financial aid will occur once a year at the end of the Spring Semester.

**Students Pursuing a Certificate:**
The evaluation of satisfactory academic progress for financial aid will occur twice a year; at the end of the Fall Semester and at the end of the Spring Semester.

**MAXIMUM TIME FRAME FOR THE COMPLETION OF AN A.A., A.S., A.A.S., B.A.S. OR CERTIFICATE PROGRAM OF STUDY MAY NOT EXCEED 150 PERCENT THE PUBLISHED LENGTH OF THE PROGRAM FOR A STUDENT ATTENDING CLASS ON A FULL-TIME BASIS.**

**FINANCIAL AID PROBATION/WARNING**

**Students Pursuing the A.A., A.S., A.A.S., or B.A.S. Degree:**
A student who is deemed not to be meeting the financial aid standards of satisfactory academic progress at the end of the Spring Semester, will be placed on financial aid probation/warning for the Summer Semester. If the student’s status remains unchanged after the Summer Semester, the student is placed on financial aid suspension effective for the Fall Semester.

**Students Pursuing a Certificate:**
A student who is deemed not to be meeting the financial aid standards of satisfactory academic progress at the end of the Fall Semester, will be placed on financial aid probation/warning for the Spring Semester. If the student’s status remains unchanged after the Spring Semester, the student is placed on financial aid suspension effective for the Summer Semester.

A student who is deemed not to be meeting the financial aid standards of satisfactory academic progress at the end of the Spring Semester, will be placed on financial aid probation/warning for the Summer Semester. If the student’s status remains unchanged after the Summer Semester, the student is placed on financial aid suspension for the Fall Semester.

**FINANCIAL AID SUSPENSION**

A student making unsatisfactory academic progress for financial aid is on financial aid suspension and is not able to receive any federal, state or institutional financial aid assistance. However, a student may continue to attend classes but must pay his/her tuition and fees through his/her own resources.

**REINSTATEMENT**

If a student is on financial aid suspension, he/she must attend a semester or semesters on an unaided status until minimum standards for financial aid satisfactory progress are met. It is the student’s responsibility to notify the Financial Aid Office when he/she has attained the minimum standards required for reinstatement of financial aid assistance.

**EXHAUSTION OF FINANCIAL AID ELIGIBILITY – A.A., A.S., A.A.S. DEGREE OR CERTIFICATE PROGRAM**

A student will cease to be eligible for any sources of financial aid assistance when the student has attempted 120 credit hours (including remedial classes). A student who seeks dual degrees (A.A., A.S., A.A.S. or certificate) or two A.S. degrees or certificates, may not exceed 130 attempted credit hours (including remedial classes). PLEASE NOTE, transfer credits accepted towards graduation at DBCC are included in both the 120 and 130 credit hour maximums. PLEASE NOTE ALSO, the status of exhausting financial aid eligibility may occur at any point in the academic year which you are attending and that there is no probation period. Financial aid funds may be received for no more than 30 remedial credit hours. Additionally, once a student receives the A.A. degree, no more funding is available for course work applicable to the A.A. degree.

**EXHAUSTION OF FINANCIAL AID ELIGIBILITY – B.A.S. DEGREE**

A student will cease to be eligible for any sources of financial aid assistance when the student has attempted 240 credit hours. This includes all classes (both lower level & higher level) attempted at DBCC (including remedial classes). PLEASE NOTE, transfer credits accepted by DBCC towards graduation for a prior degree and/or the B.A.S. degree are included in the 240 credit hour maximum.

**APPEAL**

Federal and state regulations state that in the case of extraordinary circumstances, a student may appeal his/her status of unsatisfactory progress. Federal regulations also permit an appeal of the status whereby eligibility for financial aid has been exhausted. However, the appeal must be due to extraordinary circumstances, such as illness or death of an immediate family member. If a student meets extraordinary circumstances and wishes to appeal, he/she should request an appeal form from the Question and Answer Center located in Bldg. 100, Rm. 109 at the Daytona Beach Campus or at the Main Office at Branch Campus sites. (Extensive documentation must be included with the student’s appeal in order to provide substantiation to his/her case.)

If an appeal is approved, the student’s aid will be reinstated (providing he/she is otherwise eligible). Restrictions governing the number of remaining credit hours eligible for financial aid assistance may be stipulated by the Appeal’s Committee. The student’s academic record will be reevaluated during the next regular financial aid satisfactory progress evaluation.

Students may be approved for a financial aid appeal for suspension due to GPA below 2.0 or less than 75 percent completion rate. After approval the student must maintain satisfactory progress, as defined by financial aid guidelines, and meet all other financial aid eligibility requirements to continue to receive financial aid.

Students may be approved for a financial aid appeal for having attempted too many hours. After the approval the student may not file another financial aid appeal to increase hours again. If the student exceeds the approved hours, their financial aid will be suspended.
The Florida Work Experience Program (State Funded) — The Florida Work Experience Program is a self-help, need-based, state-funded program. Students must demonstrate financial aid need. Students must enroll for a minimum of six credit hours and meet Florida’s residency requirement. Participating in the Student Employment Program is an initial stepping-stone to building your employment history.

For additional information contact Student Success Services on the Daytona Campus located in Bldg. 100, Rm. 205 or please call (386) 506-3073. (Please note, the Florida Work Experience Program is part of the Division of Student Success Services.)

VETERANS’ SERVICES
Veterans and Others Applying for Veterans Administration Educational Assistance

DBCC is an approved institution for veterans training. Veterans eligible for Veterans Administration (VA) benefits must be certified through the College’s Veterans’ Services office to receive educational benefits. Eligible veterans must also meet DBCC admission requirements. Application for VA benefits should be started as soon as possible as approval of benefits can take as long as 90 days. Course approval and certification is required each semester through the DBCC Veterans’ Services office. Veterans eligible for benefits must also adhere to the following standards:

Student Employment

The Student Employment Office provides employment assistance to currently enrolled DBCC students and provides employment verifications. This office collaborates with faculty, staff and employers in providing federal work-study, institutional work-study, community service and other eligible work-based programs. The Student Employment Office is located on the Daytona Campus, Bldg. 100, Rm. 208V. The office hours are 8 a.m. to 5 p.m., Monday-Friday. The Student Employment Coordinator may be reached at (386) 506-3023.

Federal Work-Study (FWS) — The Federal Work-Study program is a federally funded, need-based employment program available to DBCC students. Eligibility is determined by the student’s financial aid need. Jobs are located at all of the college’s campuses.

Community Service (FWS) — Community service is a federally funded, need-based employment program available to DBCC students. Eligibility is determined by the student’s financial aid need. 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 students. Students work as reading or math tutors. The tutors assist children to develop reading or mathematical skills. Such skills are necessary for the children’s education and for future employment. Eligibility is determined by the student’s financial need. These jobs can be located on or off-campus.

Institutional Work-Study (IWS) — The Institutional Work Study program is funded by DBCC. Students do not have to apply for nor be eligible for financial aid to secure a job. These jobs are located on campus.

Emergency Loans

Emergency loans are provided by DBCC to assist students who are experiencing extreme financial hardships that have a direct impact on his or her ability to function in the classroom. This financial hardship, if not addressed, usually reduces the student’s quality of life and that of dependent family members.

The Emergency Loan Office will, additionally, extend an emergency loan so that a student may purchase required course equipment and other supplies that are not available in the DBCC bookstore. Also, emergency loans, by referral, are available to pay for a student’s licensure examination.

Students requesting emergency loans are asked to complete an application in the Emergency Loans Office located on the Daytona Campus, Bldg. 100, Rm. 208V or please call the Coordinator of Emergency Loans at (386) 506-3013 for additional information.

FINANCIAL AID

FOUNDER SCHOLARSHIPS

Since 1974, the DBCC Foundation has provided financial assistance to students as well as funding for faculty and program support. It helps to fill the critical needs that are beyond the scope of the college’s budget.

Each year the Foundation awards hundreds of scholarships to DBCC students. Scholarships may be awarded based upon need, academic merit or other criteria. In addition to scholarships, the Foundation assists students with emergency grants, emergency loans, book and equipment purchase assistance and funds to cover professional examination fees.

The Foundation embraces the concept of the college mission as adopted by the District Board of Trustees. Management of Foundation affairs is vested with a self-perpetuating Board of Directors from the community that the college serves.

DBCC Foundation scholarships are usually announced at the beginning of the fall and spring semesters. When available, the scholarship list and application form can be obtained at http://go.dbcc.edu/Scholarships or at The Foundation Scholarship Office located on the Daytona Campus, Bldg. 100, Rm. 208W. Additionally, information regarding Foundation Scholarships is available in the Question & Answer Centers located on all DBCC campuses.

For additional scholarship information, please call (386) 506-4422.

EMERGENCY LOANS

Emergency loans are provided by DBCC to assist students who are experiencing extreme financial hardships that have a direct impact on his or her ability to function in the classroom. This financial hardship, if not addressed, usually reduces the student’s quality of life and that of dependent family members.
Program Length and Course Approval

All degree programs are approved for a specific number of credit hours. Eligible veterans will not be certified by the VA or paid by the VA for courses past the approved length. The VA will pay only for required courses in an approved program. This also applies to vocational certificate programs which are measured in either semester hours or vocational/clock hours.

Satisfactory Progress - Standards of Progress

Students must maintain satisfactory academic progress and conduct to continue to receive VA educational benefits. Educational benefits will be suspended for unsatisfactory progress for the following: Any semester that an eligible veteran receives all grades of “I,” “F” or a combination. Any two (2) consecutive semesters that an eligible veteran’s GPA falls below 2.0. VA educational benefits will be suspended until documentation of extenuating circumstances is provided; the veteran attends a minimum of one (1) semester at their expense and attains a minimum of a 2.0 GPA; or the veterans’ services officer determines the cause has been eliminated, and the educational program being pursued is suited to the person’s aptitudes, interests and abilities.

Academic Standards – Grade Notification

An eligible veteran who receives a grade, or grades, of “X,” “S” or “W” will have their credit hours adjusted accordingly for benefit purposes. The veteran would be responsible for reimbursement of any overpayment of benefits from the first day of the term to the effective date the grade was issued.

Attendance Standards

Vocational Certificate/Short-Term Programs – VA regulations require attendance records be kept on all eligible persons enrolled in programs not leading to a standard college degree. Eligible persons will have their VA benefits suspended from vocational certificate programs if they accumulate three or more unexcused absences during any calendar month. Three tardy days count as one absence, two partial days count as one absence. An eligible person whose benefits are suspended for excessive absences may be reinstated once during a semester upon written permission of the program chairperson or instructor. Additional instances are considered unsatisfactory progress. Students enrolled in short-term programs must also adhere to current Veteran Administration regulations and standards of progress that apply. Students who fail to maintain satisfactory progress are not permitted to continue enrollment in their program and will not be certified to receive benefits. Eligible veterans will have their certifications terminated if they are absent 10 percent or more of the total hours in a given enrollment period (or cumulative absences exceed 10 percent of the total number of hours in the program).

VA Contacts

The Office of Veterans’ Services is located on the Daytona Campus, Bldg. 100, Rm. 208X. Office hours are from 8 a.m. to 5 p.m., Monday-Friday. To contact DBCC’s Veterans’ Service Coordinator, call (386) 506-3065, or e-mail shotwer@dbcc.edu.

For additional information or questions, contact the Department of Veterans Affairs Regional Office at 1-888-442-4551 or e-mail http://www.gibill.va.gov/.