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STUDENT SERVICES

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 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 is accessible from one page, FalconNet, as 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 toward 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 — Access your unofficial transcript via FalconNet. Official transcripts must be requested in writing through the Records Office.

View Student Schedule/Grades — 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.

COUNSELING SERVICES

The DBCC counselors welcome you to the college and invite you to come in and meet with us. We are located on all DBCC campuses to provide you with Academic, Career, and Personal/Social Counseling.

Counselors can provide Undecided Students with Academic Counseling to assist them in taking the best possible courses while they are working on their career plans. We can meet with students on a one-on-one or group basis to discuss career-related issues and we can assist you in selecting the right major through career courses, career assessments, and our individualized career portfolio system.
Counselors are also here for you when personal issues seem overwhelming and you need an objective professional who will listen and help you sort things out. We also provide a variety of workshops, serve as an advocate for students in college-related matters and provide referrals to outside agencies. We encourage all students to make use of the Counseling Department to meet your career and personal needs.

OFFICE OF COLLEGE EQUALITY

DBCC's Office of College Equity works to ensure students are provided equal opportunity and equal access to the various services the college provides based on its mission, policies and procedures, as well as state and federal law. Equity information is available in the Student Handbook and on the college’s Web site located at http://www.dbcc.edu.

The College Equity Office is located in building 100, room 225 on the Daytona Beach Campus. The staff welcomes all students who would like to learn more about services provided by the office. Please stop by the office, call us at (386) 506-3916, or email scottu@dbcc.edu for more information.

Ursula Y. Scott, MS
Director, College Equity
Daytona Beach Community College
(386) 506-3916

INTERNATIONAL STUDENT ASSISTANCE

- You are required to meet with the international student advisor upon your arrival at DBCC.

- The U.S. Immigration and Customs Enforcement (ICE) requires all students on F1 visas to be full-time students for the fall and spring semesters. DBCC defines full-time status as 12 or more credit hours.

- To remain in compliance with your I-20, you must maintain a 2.0 or better grade point average (GPA) each semester you are enrolled.

- You are required to attend an orientation session during the Fall or Spring Semester.

- You are required to comply with all DBCC rules and regulations. Academic Advising services are available to assist you. International students are a vital part of our educational program. We will do all we can to assist you so that you will have a successful and enjoyable educational experience at DBCC. Please contact our Admissions Office at (386) 506-3059 or email admissions@dbcc.edu if you have any questions or need assistance.

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

CAREER PLANNING AND TRANSFER CENTER

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

- Links to local colleges and the 11 state universities, job outlook information and more;

- Career information library with current information on occupations, job requirements and career opportunities;

- Career and interest inventories to learn more about your aptitudes, interests, and preferences with results available to the career counselor that you are working with;

- Computerized career planning (easy to use computer programs that help you with career decisions);

- Inquire about SLS 2304, Career Exploration, a one credit, self-paced course that provides a guide to Career Planning Center resources and to help you learn more about your career and educational interests and pursuits;

- Information about transfer institutions.

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

Visit our Career Planning Centers at the following campuses:

- Daytona Beach Campus, Bldg. 100, Rm. 205L, (386) 506-3994
- DeLand Campus, Bldg.7, Rm. 136, (386) 785-2074
- New Smyrna Beach Campus, Bldg. 1, Rm. 110A, (386) 423-6308
- Flagler/Palm Coast Campus, Bldg. 2, Rm. 100E, (386) 246-4803

COLLEGE PLACEMENT CENTER

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

Some of the services include:

- Workshops – Resume/Cover letter/Interviewing/Business attire
- Employability skills/Soft skills placement certification
- Employer recruitment visits
- Employer interviews
- Job development
- Job placement
- Jobs Expo
- Presentations

Online Services - Visit our home page at http://www.dbcc.edu/html/departments/careerdevelopment/ to view specific services such as:

- Job placement assistance
- Work-related seminars
- Employer services/recruitment
- Student employment
- Co-op/internships experience
- Soft skills/certification
A job board listing for student employment, career positions and part-time employment is available online. Career Development and Placement Services offers soft skills training workshops and seminars. These workplace skills modules will assist students to practice the skills and utilize specific strategies to better equip them to enter the workplace. These modules are aimed at preparing students to strengthen their soft skills for workplace effectiveness and competency.

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

For additional information, contact:

The College Placement Center
Daytona Beach Campus, Bldg. 100, Rm. 205
(386) 506-3073
DeLand Campus, Bldg. 7, Rm. 136
(386) 785-2074
Flagler/Palm Coast Campus, Bldg. 2, Rm. 100E
(386) 246-4803; or 386-506-3073, ext. 4422 and 3559
New Smyrna Beach/Edgewater Campus, Bldg. 1, Rm. 108/109
(386) 423-6321, (386) 423-6308

**COLLEGE BOOKSTORE**

DBCC, in partnership with the Follett Higher Education Group, operates the DBCC Bookstores. The DBCC Bookstores are the authorized source for required course materials, recommended study aids, school supplies, educationally discounted software, nursing and medical reference books,_DBCC clothing, gifts and more. Store hours and services vary by campus.

Bookstore information can be found in the class schedule books or by calling the phone numbers listed below. If you are calling from a DBCC campus site, just dial the extension listed.

Daytona Beach Campus (386) 252-2206, or ext. 3234
DeLand Campus (386) 785-2020
Deltona Center (386) 785-2020
Flagler/Palm Coast Campus (386) 252-2206
New Smyrna Beach Campus (386) 427-3472, ext. 6314

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

**STUDENT DISABILITY SERVICES**

To arrange for reasonable accommodations, students with disabilities may contact the Student Disability Services Department, Bldg. 100, Rm. 111 or 113, on the Daytona Beach Campus. In order to receive services, a student must meet with a student disability specialist and provide current, written verification of his/her disability from a licensed physician, psychologist, etc. Any student needing accommodations for any DBCC entrance exam should meet with a student disability specialist prior to scheduling his/her exam.

To reach us, call (386) 506-3298 or 506-3086 for a TDD connection. Students attending the DeLand Campus may call the disability specialist at (386) 785-2012.

**ACADEMIC SUPPORT CENTERS**

DBCC’s state-of-the-art Academic Support Centers share the College’s concern for your academic success, providing a variety of instructional support programs and services to help you make satisfactory academic progress. The Center’s academic support services combine personal attention with computer-assisted, individualized and group instruction in an energizing environment where students, faculty and staff collaborate to ensure student success. Lab attendance is required if you are enrolled in developmental math, reading and writing courses. The Academic Support Center has College Level Academic Skills Test (CLAST) preparation resources for the exam’s math, reading, and essay components. In addition, the following educational support programs are also available for your use:

- **Individual and Small Group Tutoring** — Tutors provide assistance to students enrolled in most courses on a scheduled or walk-in basis.
- **Online Tutoring** — Online tutoring for selected courses is accessible via SMARTTHINKING, live tutoring, Q&A boards or e-mail. You may access online tutoring from the comfort of your home or from any computer lab on campus.
- **Academic Coaching** — You can experience a one-to-one academic skills mentoring relationship with a faculty or staff member by participating in the Academic Coaching Program. Coaches provide personalized support through weekly hour-long sessions to help you achieve academic success.
- **Supplemental Instruction (SI)** — If you are enrolled in select difficult required courses, you may obtain additional academic support through SI sessions led by experienced students. SI leaders use course materials to model positive study and organizational skills to peers.
- **Vocational Preparatory Instruction (VPI) Program** — If you are pursuing an occupational degree or certificate, you are eligible to receive self-paced, open-entry/open-exit instruction in reading, writing, math, workforce readiness, and study skills.
- **Learning Skills/Retention Counseling** — Counseling and intervention can help you overcome academic, financial, and social barriers to college success.
- **TRIO PROGRAMS**
  - **TRIO Student Support Services** — Counseling, tutoring, cultural enrichment and transfer assistance helps eligible students stay in college until earning a degree and/or transferring to a four-year college or university. TRIO support and assistance is especially designed to improve academic performance, increase grade point averages and facilitate transfer.
- **Pre-College Programs:**
  - **TRIO Upward Bound** — [Grades 9-12] — Eligible pre-college students receive instruction to prepare them for higher education. Instruction provided includes literature, composition, math, science, and foreign language, testing, and college admission preparation on the Daytona Campus after school, on Saturdays, and during summer.
  - **College Reach-Out Program** *(CROP)* ([Grades 6-12]) — Identifies, motivates and prepares eligible students for admission to and successful completion of post secondary education.

*Federally-funded programs. Participants must meet eligibility criteria.

College can be challenging, especially for first-time students. Visit one of the Learning Centers, where professional learning specialists can assist you. The wide variety of instructional support programs and services will help to ensure your academic success. Not all campuses offer all services. Contact any of the following Academic Support Centers for information:
LiBrarY ServiceS

The Daytona Beach Campus Library (Bldg. 210) and DeLand Campus Library (Bldg. 1) provide a wide range of resources and services including print and non-print collections, access to extensive electronic databases, and professional reference and research assistance. DBCC Library networks with other state and national libraries to obtain the information you need, when you need it.

All DBCC students, faculty, and staff have 24/7 access to library services via the DBCC Library Services Web page (http://go.dbcc.edu/library). Items in the DBCC Daytona and DeLand collections may be ordered from other campuses using the electronic form on the DBCC library Web page. These items may be delivered to the campus of your choice. Virtual Reference Service is available to all by phone and through the Ask-a-Librarian Service (http://www.askalibrarian.org/ask/).

The Daytona Campus Library supports both DBCC's upper level programs, including the Bachelor of Applied Science Degree, as well as the upper level and graduate programs of partnership colleges and universities including the University of Central Florida (http://library.ucf.edu/BranchCampuses/Daytona/default.htm).

The Daytona Beach Campus Library and DeLand Campus Library also host open computer labs (http://go.dbcc.edu/commons/home.html) managed by the Information Services Department which are available to all DBCC students during library hours of operation. These labs provide access to DBCC academic software, including word processing and spreadsheet applications, as well as the Internet.

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

Daytona Beach Campus Library
Monday - Thursday: 7:30 a.m.-10 p.m.
Friday: 7:30 a.m.-5 p.m.
Saturday: 8 a.m.-4 p.m.
Sunday: 1-9 p.m.

DeLand Campus Library
Monday - Thursday: 7:30 a.m.-9 p.m.
Friday: 7:30 a.m.-5 p.m. Closed Weekends

For more information please visit the webpage or contact Dustin Weeks, Head Librarian, at (386) 506-3593.

COMPUTING COMMONS

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

The Commons features more than 100 PCs and Macintosh workstations, printers, color scanners and the Microsoft Office Professional suite of applications. Most software titles used in the classroom also are available in the Commons.

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

The Computing Commons lab coordinator and tech assistants are available to users during hours of operation to facilitate access to the commons area and to answer any questions related to our commons educational resources.

Commons Help Desk
(386) 506-3928
Daytona Campus, Bldg. 210, Room 102
falconaid@dbcc.edu

Computing Commons Lab Coordinator
Yudith Day-Wygant
(386) 506-3436
dayy@dbcc.edu

Academic Computing Manager
Ken Shoaf
(386) 506-3376
shoafk@dbcc.edu

FALCON CENTER

The Falcon Center is an online student service center where students can complete online transactions. Students receive assistance in navigating the online student services and eliminating any barriers to completing the registration process. Students can complete the following transactions online in the Falcon Center.

• Add/Drop online
• Change of address online
• Change of Major online
• Orientation online
• Pay tuition online
There are several intramural and recreational Sports activities that are open to all students. From flag football and soccer tournaments to informal ping pong games, you’ll find it all at “Rec Sports.” SGA officers are appointed officers who are directly involved in the college decision-making process. SGA representatives serve on various college wide committees and participate in community service projects. The Student Government association (SGA) is made up of elected and appointed officers who are directly involved in the college decision-making process. SGA representatives serve on various college wide committees that review college policies, procedures and expenditures. SGA officers also organize various campus events and community service projects.

Students can also organize various campus events and community service projects. The Student Leadership Development Institute (SLDI) offers you this combination through workshops, opportunities to join the Student Government Association, clubs and college committees; and participate in community service projects. Leadership skills can be gained through a combination of formal study, guidance, experience and reflection. The SLDI offers you this combination through workshops, opportunities to join the Student Government Association, clubs and college committees; and participate in community service projects.

In Motion Student Newspaper — A monthly student publication that consistently wins top awards in state competition. Students also produce an annual literary magazine. Many former writers, photographers and editors for these publications are now employed in various media organizations. In the world.

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Intramurals and Recreational Sports — There are several intramural sports activities that are open to all students. From flag football and soccer tournaments to informal ping pong games, you’ll find it all at “Rec Sports.”

The Student Activities Department is the campus and your community. The Student Activities Department is the gateway to college-related activities. Photo ID cards also allow you to attend all college activities open to students either free of charge or at special student rates. SGA representatives serve on various college wide committees and participate in community service projects.

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

Campus Crime Statistics and Safety Policies — This information is available on the DBCC Web or from Campus Safety, Bldg. 540 on the Daytona Beach Campus.

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

Financial Assistance Information — This information can be found in the College catalog, on the DBCC Web and from the Financial Aid Office, Bldg. 100, Rm. 105 on the Daytona Beach Campus.

Athletic Participation and Financial Support — This information can be found on the DBCC Web and from the Athletic Department, Bldg. 310, Rm. 235 on the Daytona Beach Campus.

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

OFFICE OF STUDENT APPEALS

The appeals process provides students an opportunity to appeal (based on documented extenuating circumstances*) financial aid suspension, full cost of tuition, fourth attempt of a course, withdrawals/drops after posted deadlines, and requests for grade changed from F or I to W or Drop. Students may start the appeals process in the Question and Answer Center on any campus.

TYPES OF APPEALS

There are four types of Appeals

1. Academic / Refund Appeal: Can be used for the following types of situations:
   a) Withdrawing from course(s) after the posted deadline;
   b) Dropping course(s) with a refund after the posted deadline;
   c) Requesting a grade change from "F" or "I" to "W" or Drop.

2. Financial Aid Suspension: Can be used when a student has been notified by the Financial Aid Office that s/he has not made satisfactory progress for one of the following reasons:
   a) GPA below 2.0;
   b) Didn’t complete at least 75% of courses attempted;
   c) Attempted too many hours. (Students are allowed to attempt up to 120 credits to earn one degree and up to 130 credits to complete two programs of study.)

Students may file a Financial Aid Appeal ONLY ONCE. If the financial aid appeal is approved 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. If the student does not maintain satisfactory progress s/he may not appeal a second time.

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

Students enrolling in a course for the third time must pay the full cost of instruction, which is approximately four times the Florida resident rate. On the third attempt, the student will get a permanent grade and will not be permitted to withdraw on this third attempt. This appeal can be filed only once per course. NB Courses taken in Fall 1997 or after will be counted as attempts. Attempts before that term will not count for purposes of determining the higher cost.

4. Petition for Fourth Attempt

Students may appeal for permission to take a college credit course a fourth time due to major extenuating circumstances, but the third and fourth grades will both appear on the transcript. The fourth attempt will be charged at full cost. Courses taken in Fall 1997 or after will be counted as attempts. Attempts before that term will not count for purposes of determining the higher cost.

- Typical Extenuating Circumstances are:
  - Student illness, medical condition or accident that prevents the student from finishing the course;
  - Death of immediate family member (Defined as: parent, legal guardian, spouse, child or sibling);
  - Military activation (activated within same semester);
  - Other emergency situation(s) that prevents the student from finishing the course.

Situations that may NOT be appealed:

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

Examples of circumstances that are NOT considered Extenuating Beyond the Student’s Control:

- Incarceration;
- Routine pregnancy;
- Issues involving course content;
- Issues involving method of instruction;
- Issues involving a lack of understanding of the refund policy;
- Issues involving a lack of understanding of college policy printed in the catalog;
- Transportation issues;
- Child Care issues;
- Changes in Employment / work hours.

Examples of acceptable documentation include:

- Legal documents;
- Dated statements on official letterhead from an instructor, employer, attorney, physician, clergy, counselor, or DBCC administrator that document the extenuating circumstances and explain why the student could not complete the course;
- Copies of medical records/bills, police incident reports.

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

DBCC provides a procedure to assist faculty and students in resolving grade change requests and grade disputes. The teaching faculty is authorized to issue grades based on their assessment of the student’s level of performance, participation, quality and quantity of work. However, students who believe a faculty member has issued an incorrect grade(s) based on written proof may seek recourse through the Informal Grievance Process, as outlined below:

It is the student’s responsibility to request a conference with the instructor(s) involved within 60 days after the grade is issued. If the student and the instructor agree on the terms and conditions of a grade change or grade dispute, the matter will be considered resolved. If the student disagrees with the instructor and needs assistance, the student may contact a DBCC counselor on any DBCC campus location. The DBCC counselor may arrange a meeting with the student, the instructor, department chairperson and/or the academic dean in an effort to help resolve the grade dispute or request to change a grade. If the issue remains unresolved, the DBCC counselor will offer and conduct mediation as a way to resolve the matter.

Formal Grievance Process

The Vice President of Academic Affairs will review the matter, conduct an investigation and reach a final decision. The student may be contacted and notified of the decision by telephone, in person or by a letter from the Vice President of Academic Affairs or a designee. The college president reserves the right to conduct an administrative review of all decisions.

Formal Process: Harassment/Discrimination/Violation of Rights

NOTE: Complaints regarding harassment or discrimination may be originated by students, faculty, staff or citizens outside the college including training facilitators, employees or other college officials.

General Complaints: Non Students

In the event that a person not registered with the college has a specific complaint regarding harassment or discrimination, their concern will be handled by forwarding the complaint to the appropriate department head for resolution.

Student Complaints: Actively Enrolled Students

In the event that an actively enrolled student has a specific complaint, i.e. concerns about harassment, discrimination or maltreatment, their concern will be forwarded to the appropriate supervisor or department head for resolution.

Mediation

The college will offer mediation as an informal alternative resolution prior to the student filing an official formal complaint. If the parties involved are able to resolve the matter through mediation, each will be required to sign a mutual agreement to resolve the matter. If the parties involved are not able to resolve the matter through mediation, the student may file a formal written compliant with the Vice President of Academic Affairs.

Equity Complaints

Students who have complaints of harassment or discrimination based on race, sex, religion, natural origin, ethnicity, veteran status or sexual orientation will be forwarded to the College Equity Officer for investigation.

If a student believes that he or she has been discriminated against on the bases of race, age, sex, religion, color, natural origin, sexual orientation or veteran status, they may file their concern with the Vice President of Student Development or the College Equity Officer. The vice president or the equity officer will investigate the complaint, meet with the parties involved, witnesses, and the complainant and collect written accounts of the alleged incident to resolve the matter appropriately. The investigation may involve a meeting with the student to obtain all relevant information.

Please note that all discrimination complaints must include a written, signed and dated statement.

If a student alleges that he/she has been subjected to harassment or discrimination or his/her basic civil rights have been violated or privacy invaded, the student must file a complaint within 30 days of the incident with the Office of the Vice President of Student Development. The vice president of student development will conduct the following:

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

• The student will be contacted once the investigation has concluded and finding reached.

THE OFFICE OF STUDENT JUDICIAL AFFAIRS

The Office of Student Judicial Affairs is responsible for investigating complaints and concerns regarding students and ensuring that students are afforded Due Process in procedures involving student discipline matters.
The Judicial Affairs Office is located in Bldg. 100, Rm. 210 on the Daytona Beach Campus. This office investigates student discipline issues and allegations of violations of the DBCC Student Code of Conduct Rules published in the Student Handbook.

The Judicial Affairs Office attempts to gather the facts and considers available options for resolution. The office is responsible for arranging a Judicial Administrative Meeting or scheduling a Hearing before a Student Disciplinary Committee to provide the student an opportunity to respond to the allegation or complaint. The Vice President of Student Development or the Student Disciplinary Committee will address the matter and determine an appropriate outcome.

WOMEN’S CENTER/ CENTER FOR EDUCATION AND ALTERNATIVE RESOURCES

For more than three decades, the Women’s Center at DBCC has provided educational, career, financial, and personal support and assistance to the residents of Volusia and Flagler counties. The Women’s Center offers a variety of programs and services to help individuals achieve and maintain personal, academic and economic self-sufficiency.

- Fresh Start – This program prepares individuals 35 and over to successfully transition from homemaker to employment and/or education. Participants have the opportunity to explore career and educational options, develop personal awareness, establish and achieve goals, build confidence and self-esteem, master the art of finding and keeping a job, obtain referrals to community resources, and develop financial awareness and personal planning.

- New Directions – This program is intended to serve the needs of single parents, displaced homemakers, single pregnant women and students interested in occupational programs that are high-wage and non-traditional. The program provides financial assistance and community referrals to qualified students. It also helps students gain marketable skills and attain economic self-sufficiency through high wage vocational training.

- CCAMPS Program (Child Care Access Means Parents in School) – This program offers childcare assistance to low income students living in Volusia and Flagler counties who are burdened with the cost of childcare but have a strong desire to further their educational goals.

- The English Language Civics Program – This program is designed to meet the needs of the Hispanic population in Volusia and Flagler counties by providing education opportunities for students at every level of English speaking ability, including those who are bilingual. Services include ESOL classes, Adult Basic Education Classes, Workplace Readiness, Citizenship, Computer Assisted Instruction, Transition into College Credit and Certificate Programs.

For information, contact the Women’s Center on these DBCC campuses:

- Daytona Beach Campus
  Bldg. 100, Rm. 218 (386) 506-3068
- DeLand Campus
  Bldg. 7, Rm. 132, (386) 785-2028
- Flagler/Palm Coast Campus
  Bldg. 1, Rm. 116, (386) 246-4871
- Deltona Campus
  Bldg. 1, Rm. 211 (386) 789-7320
- New Smyrna Beach-Edgewater Campus
  Bldg. 1, Rm. 107 (386) 423-6307

PARKING REGULATIONS

Annual parking decals may be obtained at no cost upon providing documentation of paid tuition at the Cashier’s Office on the Daytona Beach Campus or at any other campus. Decals will be displayed inside the driver’s side rear window. Students requesting a second decal may obtain one at a cost of $10.00. Registration of a vehicle on campus does not guarantee a parking spot.

Designated Parking Areas – DBCC has open parking, except for areas mandated and enforced by state law: Yellow (Fire Lane), Blue (Handicapped). Visitor and other reserved areas are designated by signage. Please observe all parking regulations to ensure fairness to everyone attending DBCC.

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

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

Speed Limit – The speed limit on campus is 10 mph unless posted otherwise.

CRIME STATISTICS

The DBCC Annual Security Report contains statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by DBCC, and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety office on any campus or by accessing the following web site: http://go.dbcc.edu/campus_safety/.

TRANSFER INFORMATION

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

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

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

General Education Requirements
College Preparatory Program
Associate of Arts Transfer Degree Program
Associate of Applied Science and Associate of Science Degree Programs
Occupational Certificate Programs
Apprenticeship Programs
Distance Education Courses
College Your Way
Summer Study Abroad
Honors College
Learning Communities
Cooperative Education/Internships
Adult Education and Workforce Training
Florida Articulation Agreements
Graduation Requirements and Procedures
ACADEMIC INFORMATION

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

COLLEGE PREPARATORY PROGRAM

The College Preparatory Program at DBCC helps students develop the skills essential for academic success. The curriculum emphasizes reading, communicating and learning through writing, basic mathematical concepts and effective life and study skills. The College Preparatory Program consists of non-college credit courses in reading, writing and mathematics and two college credit courses, Intermediate Algebra and Dynamics of Student Success, both of which can be used toward the A.A. degree.

MANDATORY ASSESSMENT/PLACEMENT

All students entering DBCC must take the Florida College Placement Test (CPT) or submit acceptable SAT or ACT scores that will exempt them from the college preparatory program or submit college transcripts that show the completion of Freshman English I or Intermediate Algebra or a higher level math course.

No matter which community college in Florida you attend, you must take the CPT if you do not have an appropriate exemption. The CPT helps to determine where your strengths and weaknesses lie in the areas of reading, writing and mathematic skills. The scores needed on the CPT for placing into College Composition or College Algebra, or are both determined by the State of Florida.

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

• Complete DBCC College Preparatory courses (ENC 0001, REA 0001, MAT 0002, MAT 0024) as placed by the CPT. Students who place into the College Prep program for mathematics must complete Intermediate Algebra (MAT1033). Students who place into both ENC 0001 and REA 0001 must complete Dynamics of Student Success (SLS1122). MAT 1033 and SLS 1122 are college credit courses; however, MAT 1033 can only be used as elective credit toward the AA degree. Upon the successful completion of the College Prep program, students may enroll in college level courses for which the co-requisites or pre-requisites are met.

• Complete ELI college preparatory courses if English is not the first language. Placement level is determined by an English language proficiency test. Non-native English speakers may enroll in college level courses after successfully completing EAP 1520 – Reading V and EAP 1540 – Writing V and meeting the DBCC Test of English as a Foreign Language (TOEFL) requirement unless TOEFL exempt. Exceptions to the TOEFL requirement include U.S. citizens or permanent residents, international students who have earned a high school diploma from an accredited American high school and students from foreign countries where English is the native (first) language.

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

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

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

College Prep Credits

Reading
ENC 0001 Writing I ..................................................... 4

Writing
MAT 0002 Math I (Pre-Algebra) .................................. 4
MAT 0024 Math II (Elementary Algebra) .................... 4

College Transfer Credits

Intermediate Algebra
MAT 1033 Intermediate Algebra .................................. 4

Student Success
SLS 1122 Dynamics of Student Success ..................... 3

ENGLISH LANGUAGE INSTITUTE

College Prep Credits

Speech/Listening
EAP 0400 - Level IV .................................................. 4
EAP 0300 - Level III .................................................. 4
EAP 1500 - Level V .................................................. 4

Reading
EAP 0420 - Level IV .................................................. 4
EAP 0320 - Level III .................................................. 4
EAP 1520 - Level V .................................................. 4

Writing
EAP 0440 - Level IV .................................................. 4
EAP 0340 - Level III .................................................. 4
EAP 1540 - Level V .................................................. 4

Grammar
EAP 0460 - Level IV .................................................. 4
EAP 0360 - Level III .................................................. 4
EAP 1560 - Level V .................................................. 4

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

• Reading, writing and math courses require weekly attendance at the Academic Support Center in addition to regular class sessions;

• Students must continue to enroll in the college prep courses until they complete the program and pass the College Prep Exit Exam.
THEMED LEARNING COHORTS (TLC): DEVELOPMENTAL STUDIES LEARNING COMMUNITY

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

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

For detailed program information contact Lynn Blanton at (386) 506-3914; Sue Hawkins at (386) 506-3130; or Sandra Offiah-Hawkins at (386) 506-3358. You may also contact Casey Blanton, Chair of Learning Communities, (386) 506-6312.

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science in Supervision and Management program prepares individuals who already have skills in specific technical areas 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 Bachelor of Applied Science in Supervision and Management program broadens their knowledge in applied management practices and prepares them for supervisory and management opportunities within their technical fields. Those who have earned an associate’s degree are eligible to apply for admission to DBCC’s Bachelor of Applied Science in Supervision and Management program. For more information, please see the section on the Bachelor of Applied Science in Supervision and Management program in the catalog, visit the website at http://www.dbcc.edu/bachelor, call (386)506-4BAS, or email BASinfo@dbcc.edu.

ASSOCIATE OF ARTS TRANSFER DEGREE PROGRAM

DBCC’s AA degree transfer program is as easy as 2+2. Two years at DBCC, then two years at a university. You spend your first two years at DBCC taking the same courses you would take if you were a freshman or sophomore at a university. That means you plan your program of study around the major or career you want to pursue and the upper division university you want to attend. You graduate with your AA degree from DBCC, transfer to a university and earn your bachelor’s degree.

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

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

Universities also periodically change their requirements for a major. Information about majors and the Florida colleges and universities that offer them are available in the Career Planning Center.

STATE OF FLORIDA ARTICULATION AGREEMENT

According to the articulation agreement among all Florida public institutions of higher learning, students who receive the Associate of Arts degree from DBCC are guaranteed entry into one of Florida’s four-year upper division public institution as juniors and have met the general education requirements for admission to the state’s upper division public institutions. DBCC also maintains a similar agreement with most of the state’s private institutions.

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

GENERAL EDUCATION MISSION STATEMENT

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

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

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

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

Requirements for the Associate of Arts Degree

You are required to complete 60 hours of transferable college level credit to receive an AA degree. Florida State Board of Education Administrative Rule 6A-10.024 (3a) requires 36 semester hours of general education courses, excluding college prep courses. The remaining 24 credit hours are elective credits. Graduates must also meet a state mandated foreign language requirement and may need to take the CLAST (see below). You also must meet the DBCC residency requirements and have a cumulative 2.0 GPA and a DBCC 2.0 GPA. (See Graduation Requirements and Procedures.)

Foreign Language Requirements

Completion of two years of the same foreign language in high school or eight college semester credits of the same foreign language or eight college semester credits in American Sign Language (SPA 2612/2612L and SPA 2613/2613L). Foreign language courses satisfy elective credits toward the AA degree.

CLAST (College Level Academic Skills Test)

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

- 18 college level hours of course work
**GENERAL INFORMATION**

- ENC 1101
- One Gordon Rule college level math course

**Gordon Rule**

Florida State Board of Education Rule 6A-10.030, commonly referred to as “The Gordon Rule,” requires students to complete six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments and to complete six (6) semester hours of mathematics coursework at the level of college algebra or higher. Each course used to satisfy this rule must be completed with a grade of C or higher.

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

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

**GENERAL EDUCATION CORE**

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

**Communications (English) → 9 (Credits)**

Mathematics → 6

Sciences (Biological & Physical) → 6

Humanities, Cultural & Aesthetic → 3

Behavioral & Social Sciences → 3

Health & Wellness → 3

Political, Economic & Business → 3

Historical & Global → 3

TOTAL GENERAL EDUCATION → 36 credits

**ELECTIVE CORE**

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

TOTAL ELECTIVE CREDITS → 24 credits

TOTAL CREDIT HOURS FOR THE AA DEGREE → 60 credits

**GENERAL EDUCATION CORE COURSE SELECTION LISTINGS**

36 Total Hours Required

Credit hours for each class are listed in parentheses after the course title. *Courses marked with an * are Gordon Rule courses and require a “C” or better.*

**COMMUNICATIONS CORE (English)**

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

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

**MATHEMATICS CORE**

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

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

**SCIENCE CORE**

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

* Courses marked with an * are Gordon Rule courses and require a “C” or better.

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

**Biological Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 1010</td>
<td>General Botany and Lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1005</td>
<td>Survey of Biological Science</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1005L</td>
<td>Survey of Biological Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>BSC 1010C/1010L</td>
<td>General Biology I (For Science Majors) and Lab</td>
<td>4</td>
</tr>
<tr>
<td>OCB 2000C/2000L</td>
<td>Introduction to Marine Biology and Lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1085C/1085L</td>
<td>Human Anatomy &amp; Physiology I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1086C/1086L</td>
<td>Human Anatomy &amp; Physiology II and Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**Physical Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1002</td>
<td>Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>Introduction to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C/1045L</td>
<td>General College Chemistry I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>MET 2010</td>
<td>Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>OCE 1001</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C/1053L</td>
<td>College Physics I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C/2048L</td>
<td>University Physics I and Lab</td>
<td>5</td>
</tr>
<tr>
<td>PSC 1121</td>
<td>Physical Science</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**HUMANITIES, CULTURAL & AESTHETIC CORE**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 2010</td>
<td>Early American Literature</td>
<td>3</td>
</tr>
<tr>
<td>AML 2023</td>
<td>Contemporary American Literature</td>
<td>3</td>
</tr>
<tr>
<td>AML 2052</td>
<td>Modern American Literature</td>
<td>3</td>
</tr>
<tr>
<td>AML 2600</td>
<td>Introduction to African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ARH 1000</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2012</td>
<td>Early English Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2280</td>
<td>Contemporary English Literature</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>Humanities I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2230</td>
<td>Humanities II</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2110</td>
<td>Masterpieces of World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2120</td>
<td>Masterpieces of World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2602</td>
<td>Literature of the Sea</td>
<td>3</td>
</tr>
<tr>
<td>MUH 2051</td>
<td>Introduction to the Music of the World’s Peoples</td>
<td>3</td>
</tr>
<tr>
<td>MUL 1010</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THE 1000</td>
<td>Dramatic Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

HEALTH & WELLNESS CORE
Three Credit hours required - Choose one course.

* CLP 2001 Psychology of Adjustment (3)
* HLP 1081 Fitness Assessment and Improvement (3)
* HSC 2400 First Aid, Responding to Emergencies (3)
* HUN 1201 Human Nutrition (3)
* PET 2084 Personal Health and Wellness (3)
* SLS 1122 Dynamics of Student Success (3)

POLITICAL, ECONOMIC & BUSINESS CORE
Three credit hours required - Choose one course. Must have at least a “C” in all courses. All courses require College Composition (ENC 1101) as prerequisite or corequisite. See course descriptions.

* CPO 2001 Comparative Government (3)
* ECO 2013 Principles of Macroeconomics (3)
* ECO 2023 Principles of Microeconomics (3)
* GEB 2430 Business Ethics (3)
* ISS 1120 American Political and Economic Issues (3)
* POS 2112 State and Local Government (3)
* POS 2041 American Federal Government (3)

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

* AMH 2010 United States History to 1877 (3)
* AMH 2020 United States History 1865 to Present (3)
* AMH 2042 American Social History 1860 to Present (3)
* AMH 2045 American Maritime History (3)
* AMH 2091 Survey of African American History (3)
* EUH 2000 History of Western Civilization to 1648 (3)
* EUH 2001 History of Western Civilization 1648 to Present (3)
* GEO 2000 World Geography (3)
* GEO 2420 Cultural Geography (3)
* INR 2002 International Relations (3)
* PHI 2001 Introduction to Philosophy I (3)
* PHI 2600 Introduction to Ethics (3)
* REL 2300 World Religion (3)
* WOH 1001 Introduction to World Civilization (3)

COLLEGE TRANSFER ELECTIVE COURSES
Elective courses are grouped by Associate of Arts Program Concentration Codes. Additional elective courses are also shown. It is recommended that you know the requirements of the senior university you plan to attend and that you work with your faculty advisor or an academic advisor to select electives to fulfill the prerequisites for your major.

The major program concentration codes are:

0100 UNDECIDED
7150 LIBERAL ARTS
7200 BEHAVIORAL AND HUMAN SCIENCES — GENERAL
7205 Education
7210 Psychology
7215 Sociology

7300 ECONOMICS AND BUSINESS - GENERAL
  Accounting
  Economics
  Finance
  General Business
  Management
  Marketing

7400 COMMUNICATIONS — GENERAL

7405 Advertising
7410 English
7415 Foreign Languages
7420 Journalism
7425 Television / Radio Broadcasting

7500 HISTORICAL, POLITICAL AND GLOBAL — GENERAL
7505 Geography
7510 History
7515 International Relations
7520 Political Science
7525 Pre-Law

7600 HUMANITIES & ARTS — GENERAL
7605 Performing Arts — Acting/Theatre
  Dance
  Music

7610 Art — Fine Arts
7615 Philosophy
7620 Photography
7625 Religion

7700 MATHEMATICS AND TECHNOLOGY — GENERAL
7705 Architecture (Pre-)
7710 Computer Science
7715 Digital Media — Animation
7720 Engineering
7730 Math/Statistics

7800 PUBLIC SERVICES — GENERAL
7805 Criminal Justice — Criminology
7810 Legal Studies
7815 Social Work

7900 SCIENCE — GENERAL
7905 Agriculture
7910 Astronomy
7915 Athletic Training/Sports Medicine
7920 Biology — Botany
  Marine Biology
  Microbiology
  Zoology
7925 Chemistry
7930 Dietetics/Nutrition
7935 Environmental Science and Public Policy
7940 Forestry and Conservation
7945 Forensic Science
7950 Meteorology
7955 Pre-Bachelors of Science Nursing (BSN)
7960 Pharmacy (Pre-)
7965 Pre-Medicine
7970 Radiology (Pre-)

COMMUNICATIONS
ENC 2210 Report Writing (3)
ENC 2341 Article Writing (3)
FRE 1120/1120L French I and Lab (4)
FRE 1121/1121L French II and Lab (4)
FRE 2220/2220L French III and Lab (4)
FRE 2221/2221L French IV and Lab (4)
GER 1120/1120L German I and Lab (4)
GER 1121/1121L German II and Lab (4)
GER 2220/2220L German III and Lab (4)
GER 2221/2221L German IV and Lab (4)
ITA 1120/1120L Italian I and Lab (4)
ITA 1121/1121L Italian II and Lab (4)
ITA 2220/2220L Italian III and Lab (4)
ITA 2221/2221L Italian IV and Lab (4)
JOU 1100 Introduction to Journalism (3)
MMC 1000 Introduction to Mass Communication (3)
ORI 2000 Fundamentals of Oral Interpretation (3)
PHI 1100 Practical Logic (3)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>ART 1201C/1201L</td>
<td>Design I and Lab (3)</td>
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</tr>
<tr>
<td>ART 1300C/1300L</td>
<td>Drawing I and Lab (3)</td>
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<td>ART 1301C/1301L</td>
<td>Drawing II and Lab (3)</td>
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<tr>
<td>ART 1331C/1331L</td>
<td>Drawing III and Lab (3)</td>
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<tr>
<td>ART 1500C/1500L</td>
<td>Painting I and Lab (3)</td>
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<tr>
<td>ART 1501C/1501L</td>
<td>Painting II and Lab (3)</td>
<td></td>
</tr>
<tr>
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<td>Pottery Handbuilding I and Lab (3)</td>
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<td>LIT 2380</td>
<td>Literature by Women (3)</td>
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## Behavioral & Human (Social) Sciences

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<td>CCJ 2500</td>
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<td>CJC 1000</td>
<td>Introduction to Corrections</td>
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<td>CLP 2001</td>
<td>Psychology of Adjustment</td>
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<td>CLP 2140</td>
<td>Abnormal Psychology</td>
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<td>Death and Dying: Life and Living</td>
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<td>Introduction to Education</td>
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<td>Effective Classroom Management</td>
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<td>History of Education in the USA</td>
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<td>Teaching Diverse Populations</td>
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<td>Personal Health and Wellness</td>
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## Political, Economic & Business

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<td>Comparative Government</td>
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## Historical & Global

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<td>International Relations</td>
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## Academic Information

**Behavioral & Human (Social) Sciences**

**Political, Economic & Business**

**Historical & Global**

**Associate of Applied Science and Associate of Science Degree Programs**

The two-year AAS and AS degree programs prepare students for careers which require specialized college-level training. The programs are tailored for immediate entry into business, health, human services, engineering technology, nursing, computer science, technical and visual arts careers.

**General Education Requirements for the Associate of Applied Science and Associate of Science Degrees**

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

Complete program descriptions and requirements are listed in this cata-
OCCUPATIONAL CERTIFICATE PROGRAMS

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

APPRENTICESHIP PROGRAMS

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

DBCC provides instruction under the direction of industry apprenticeship committees which sponsor the programs. Students, who complete a program successfully, are awarded certificates. These programs are registered with the Apprenticeship Office of Workforce Education, Florida Department of Education.

DBCC currently is associated with the Volusia County Child Care Apprenticeship Committee, GNI; Mid-Florida Electrical Non-union Apprenticeship Committee, GNI; Don Morgan Electrical Union Apprenticeship Academy/Committee, JATC; Daytona Beach Plumbers and Pipe Fitters Local Union #295 Apprenticeship Committee.

THE VIRTUAL COLLEGE

Through the Virtual College, students may obtain degrees/certificates with limited or no visitation to campus. Currently, students may obtain an AA or BAS degree online. Students may also work toward many AS degree options. To take online courses, a computer with Internet access is needed. The student should have basic computer skills and the ability to use e-mail, copy, paste, save and upload files.

On-Line (Totally) courses are conducted via the Internet, with instructor contact made through e-mail, discussion boards, chat rooms, phone and voice-mail. Students taking online courses will be required to pay an additional fee of $25 per credit hour. To search for Online (Totally) courses, when on the Search for Courses webpage, select “On-Line (Totally)” for Instructional Method, and read “View Comments”. For course access and computer requirements, go to http://vc.dbcc.edu.

The Virtual College also offers courses that are web-enhanced (partially online). These are courses that meet partially online and on campus. Time on campus may vary from 25 percent to 75 percent of the hours needed to complete the course. Depending on the percentage of online activity, students are charged an additional fee ranging from a flat rate of $15 per course to $25 per credit hour. To search for On-Line (Partially) courses, when on the Search for Courses webpage, select “On-Line (Partially)” for Instructional Method, and read “View Comments”.

For more information, we are located in Building 210 on the Daytona Beach Campus or visit us online at http://vc.dbcc.edu.

ATHLETIC TRAINING EDUCATION PROGRAM (ATEP)

DBCC offers a unique opportunity for students to prepare to successfully transfer into an accredited athletic training program at a four-year college or university. Students may complete their first two years of prerequisite courses at DBCC while gaining valuable experience under the direct supervision of NATABOC-certified athletic trainers (ATC’s). Athletic training students work with DBCC’s Division I sports program at both practices and intercollegiate competitions to assist in providing care for athletic injuries. More information can be found on the ATEP website at go.dbcc.edu/athletics. Follow the links to Health/Wellness Academics. You may also contact Kim Csabi, ATC, Director of Sports Medicine, at (386) 506-3899.

COLLEGE YOUR WAY

DBCC offers a variety of courses that provide flexible delivery methods and formats, and convenient meeting times. These non-traditional approaches to traditional education are designed for individuals with busy lives. Students can choose more convenient schedules such as those offered by the Fast-Track, Half and Half, Sunrise, Virtual College, Web Enhanced, and Weekend College courses.

For information on how to search for these types of courses, please go to http://go.dbcc.edu/yourway/index.html.

Fast Track

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

Sunrise Program

Some people are at their best in the early hours. If you are a “morning person,” you now have the opportunity to fit college credit courses into your busy schedule. DBCC is offering these Sunrise courses starting at 7 a.m. for people who cannot fit college into a traditional schedule. To search for Sunrise Courses select “Sunrise” for Section Type, and please read “View Comments”.

Weekend College

Our weekend studies program was created for people with busy lives and multiple responsibilities. They know what they want and need a straightforward, convenient way to get there. Students attend classes Friday evenings and Saturdays, and can work toward the associate of arts, associate of applied science and selected associate of science degrees. Students also can combine weekend classes with day, evening or Distance Education to accelerate their program. Weekend classes are offered Fall, Spring and Summer Semesters. Tuition and fees for weekend classes are the same as for day and evening courses. Check the schedule of classes each semester for Weekend College classes. To search for Weekend College Courses select “Weekend” as Section Type, and please read “View Comments”.

For more information call (386) 506-3020 or (386) 506-3849.

On-line (Totally)

Courses that are delivered 100% online. Students access the course through the Internet via DBCC’s learning management system, Desire2Learn. Students are charged an additional fee of $25 per credit hour. For course access and computer requirements, go to http://vc.dbcc.edu. To search for On-Line (Totally) courses select “On-Line (Totally)” for Instructional Method, and please read “View Comments”.

On-Line (Partially)

Courses that have some seat time and some online delivery. Seat time may
vary from 25% to 75% of the hours needed to complete the course. The remaining hours devoted to the course are delivered through the Internet via DBCC’s learning management system, Desire2Learn. Depending on the percentage of online activity, students are charged an additional free ranging from a flat rate of $15 per course to $25 per credit hour. For course access and computer requirements, go to http://vc.dbcc.edu. To search for On-Line (Partially) courses select “On-Line” for Instructional Method, and please read “View Comments”.

Other Technology

Other courses may use internet technology, that does not use Desire2Learn. Your instructor will explain what the requirements for the course are.

HONORS COLLEGE

DBCC’s Honors College offers students with proven academic ability challenging courses to satisfy their intellectual curiosity and quest for knowledge. A majority of those enrolled in the Honors College intend to earn their bachelor’s degrees upon graduation from DBCC. That’s why we place an emphasis on the arts and sciences and tailor instruction toward preparing students for university transfer. Honors classes are small and offer more individual instruction. Other features include:

- Opportunities for outstanding achievement
- Highly motivated fellow students
- Emphasis on critical thinking and leadership skills
- Lively exchange of ideas with other students and faculty
- Thought-provoking curriculum
- Scholarship advice and recommendations
- Individual academic counseling
- 10% tuition reimbursement for each semester the student qualifies
- Special recognition at commencement
- A competitive advantage upon transfer

Honors College Courses also encourage students to pursue their own special interests through independent study. For those who are up to the challenge, the Honors College at DBCC can help students along the road of self-discovery and to prepare for college after DBCC.

For further information, please email or call Dr. Teri Delos Santos, Chair of the Honors College. Telephone: (386) 506-3672  Email: delost@dbcc.edu

Entrance Requirements

Students may apply for admission to the Honors College if they meet the following criteria:

Minimum College Placement Test Scores are:

- Reading 100
- Writing 95
- Elementary Algebra 75

Minimum SAT Scores are:

- Verbal 600
- Math 500

Minimum ACT Scores are:

- Reading 25
- Writing 23
- Math 20

LEARNING COMMUNITIES

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

LINKED CLASSES

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

What are the benefits of linked classes?

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

For detailed program information call (386) 506-3802 and talk to Casey Blanton, Chair of Learning Communities, or e-mail her at blantoc@dbcc.edu.

QUANTA: AN INTERDISCIPLINARY LEARNING COMMUNITY

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

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

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

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

For detailed program information contact Casey Blanton, Chair of Learning Communities, at (386) 506-3802 or through email at: blantoc@dbcc.edu.

COOPERATIVE EDUCATION/INTERNSHIPS

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

Co-op and internships will give you a competitive edge when applying for employment. Many of the co-op jobs are posted on the on-line job listing through the College Placement Center.

For additional information, contact the respective Chairperson of the Department.

ADULT EDUCATION AND WORKFORCE TRAINING

DBCC provides several options for students who need to earn a high school diploma, improve their basic skills and job training programs:

1. Adult Basic Education (ABE) classes are provided free of charge to adults 16 years of age or older whose academic skills are below 9th grade. Students transition from ABE to the High School, GED and/or employment. Instruction in basic reading, math, English and Pre-GED review is provided both day and evening in various locations. For more information and referral call (386) 506-3059 or 506-4471.

2. English as a Second Language (ESL) classes are available primarily for foreign-born U.S. citizens or adults with resident alien status who wish to improve their English language skills to enter the workforce. Everyday survival skills and basic knowledge of the English language are covered. For additional information, contact the English as a Second Language office at (386) 506-3059 or 506-4471.

3. Adult Tutoring Services provided through partnership with DBCC and the Volusia Literacy Council, Inc. Trained tutors work with adults on an individual and/or group basis to improve literacy skills. For more information call the Volusia Literacy Council representatives on campus as (386) 506-3639.

4. Adults with Disabilities Programs - The Adult Basic Education and Workplace Readiness program provides academic, employment and social skill development to adults with documented disabilities. In addition clients of the Association for Retarded Citizens (ARC), Conklin Center and Work Oriented Rehabilitation Center are provided academic and basic life skill development. For more information, call (386) 506-3059 or 506-4471.

5. General Educational Development (GED) classes are offered for students whose academic skills are at or above ninth grade level. Classes prepare students for the five subject areas covered on the GED examination. Free classes are offered both day and evening at various locations throughout Volusia County. For referral or more information call (386) 506-3059 or 506-4471.

6. General Educational Development (GED) Test is given monthly at DBCC’s Daytona Beach, New Smyrna Beach/Edgewater, Deltona, Deltona and Flagler campuses. The Flagler campus will provide the GED test to Flagler County residents who intend on transitioning into a college program offered at DBCC. To register for the test you must be 18 years old, or if under 18, be enrolled in GED classes and have approval from your instructor. You must register in advance of the test date and a valid Florida driver’s license or Florida State I.D. card and a $50 fee are required at registration. For more information call DBCC’s Assessment Center at (386) 506-3067.

7. DBCC High School for students wanting to earn a high school academic diploma. The diploma is awarded after a student successfully completes 24 high school credits and passes the state of Florida Comprehensive Achievement Test (FCAT). Classes are free and offered on DBCC’s Daytona Beach, New Smyrna Beach/Edgewater and DeLand campuses. Students are responsible for the purchase of textbooks for this program. Required placement testing is provided at no cost. For information, call DBCC (386) 506-3059 or 506-4471.
GRADUATION REQUIREMENTS AND PROCEDURES

DBCC awards the associate of arts degree, associate of applied science degree, associate of science degree and certificate to students who:

1) Meet both the general education requirements and specific requirements of their program.
2) Earn a minimum 2.0 GPA in all courses taken at DBCC and earn a minimum 2.0 cumulative GPA (courses taken at DBCC plus courses transferred from other institutions).
3) Fulfill the College Level Academic Skills Test (CLAST) requirements, if applicable.
4) Complete at least 25 percent of the degree requirement credits in residence at DBCC.
5) Satisfy the foreign language requirement for AA degree candidates.
6) Submit an application for graduation and pay appropriate graduation fees. The fee will entitle the graduate to a diploma, if qualified, and to participate in the commencement ceremonies. DBCC reserves the right to certify students as a completer once he or she has completed all requirements for the degree or certificate, regardless if they have completed an application for graduation. Students who do not complete the graduation application process will not receive a diploma or have the degree certificate statement on official transcript.
7) Students not meeting graduation requirements for term/semester applied under will need to reapply and pay another $25.00 processing fee for new term/semester applying under.
8) Fulfill all financial and other obligations to the College before receiving their degree or certificate.

Students are responsible for determining if they have fulfilled graduation requirements. A Degree Audit is available for students on Falconet online student services. We encourage all students to run a degree audit before applying for graduation.

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

CONTINUOUS ENROLLMENT REQUIREMENT FOR GRADUATION

Continuous enrollment means a student has not missed a major semester (fall or spring). Currently enrolled students who attend DBCC continuously for each major semester may use the general education requirements in effect the year they enter. However, if requirements change, continuously enrolled students either may continue under the old requirements or meet any new ones. New students, and those returning after missing one or more major semesters, must use the requirements listed in the catalog upon their return.

SUBSTITUTIONS/WAIVERS

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

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

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

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

If you:

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

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

RECOGNITION OF ACADEMIC EXCELLENCE

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

• President's List – Students are eligible if they earn at least six semester hours of credit and have a 3.8-4.0 semester GPA.
• Dean's List – Students are eligible if they earn at least six semester hours of credit and have a 3.2-3.79 semester GPA.
• Honors Recognition – Students who graduate with high cumulative GPAs are recognized at graduation as follows: High honors (3.8-4.0 GPA) and honors (3.2-3.79 GPA) and a statement will appear on transcript.
• Hall of Fame – DBCC’s highest honor in scholarship, leadership and citizenship is presented at the annual awards ceremony.
• Outstanding Student Awards – Each department presents these at the annual awards ceremony to students in AA, AAS and AS degree and certificate programs. Recognition for student activities also is included.
• Florida Blue Key – The University of Florida awards its community college leadership honor to one outstanding female and male from each of Florida’s 28 community colleges.
• Phi Theta Kappa – This is the only nationally accredited honors organization for two year colleges. DBCC’s chapter is Mu Rho. The Mu Rho office is in Building 130, Room 107 on the Daytona Beach Campus. For information about membership and activities, call the Daytona Beach Campus office at (386) 506-3330 or the Mu Rho information line at (386) 506-4505.
• Who’s Who is awarded annually by the National Organization of Who’s Who in Community and Junior Colleges.