

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

www.dbcc.edu

2003-2004
General Catalog

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 of Trustees rules and administrative procedures. These sources may be consulted for additional information.

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Advanced Technology Center

1770 Technology Boulevard
Daytona Beach, Florida 32124
(386) 226-4100

Deltona Center

2351 Providence Boulevard
Deltona, FL 32725
(386) 789-7241

Daytona Beach Campus

1200 West International Speedway Boulevard
Daytona Beach, Florida 32114
(386) 255-8131

Flagler/Palm Coast Campus

3000 Palm Coast Parkway Southeast
Palm Coast, Florida 32137
(386) 246-4800

DeLand Campus

1155 County Road 4139
DeLand, Florida 32724
(386) 785-2000

New Smyrna Beach Campus

940 Tenth Street
New Smyrna Beach, Florida 32168
(386) 427-3472

Daytona Beach Community College 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 assistance, 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, call the director of Institutional Equity at (386) 254-3076.

Accredited by: Daytona Beach Community College 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 two-year associate of arts, associate of applied science and associate of science degrees.

Membership and Approval: 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) 947-5488.

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President's Message

Congratulations on making the decision and the commitment to continue your education. Your future depends on the decisions you make today, and your next important decision is choosing the right college for you.

DBCC offers more than 65 programs in a state of the art high tech learning environment. Working with the latest teaching technology, DBCC students enjoy maximum flexibility in classroom and/or distance learning and have a competitive edge when they enter the workforce after graduation. If your goal is to obtain a four-year degree, your admission to state universities in Florida is guaranteed when you obtain an associate degree from DBCC. Choosing DBCC for your first two years can save you thousands of dollars and provide you with an excellent foundation for upper division classes. DBCC graduates have a statistically higher rate of success than those who began their college careers at four-year institutions.

DBCC's dedicated faculty and staff are committed to providing the personal attention and human touch that can make all the difference in a successful college experience. From the very beginning, our academic advising and counseling staff are here to help. A wide array of services, including career planning and placement, transfer and financial aid assistance, counseling, tutoring, and childcare, is available to get you started on the right foot and help you stay on course while you are here.

At DBCC you can be part of a college community that supports and encourages you to learn, grow and achieve your personal goals. Whether you are just graduating from high school, looking to start a new career, or just want to broaden your skills, DBCC is here for you.

With six convenient locations in Volusia and Flagler counties, there's certain to be a DBCC campus within minutes of your home. Classes are conveniently scheduled during the day, evening and on weekends. Web-based courses and other distance learning technologies are also available.

So as you prepare to make that next important decision in your life, I encourage you to consider Daytona Beach Community College "Where Your Future Begins."

Regards,

D. Kent Sharples
President

Daytona Beach Community College 2003-2004 Academic Calendars

Fall Semester - 2003

	College Classes	Adult Education Classes	ATC Classes
Advanced registration for currently enrolled and returning students	April 7-11	N/A	Mar. 1
Registration (open)	April 14-Aug. 24	N/A	N/A
First faculty duty day/planning	Aug. 19-22	Aug. 19	Aug. 19-22
Last day to submit proof of Florida residency	Aug. 22	N/A	Aug. 22
Fall classes begin	Aug. 25	Aug. 20	Aug. 25
Last day to adjust schedules/last day to audit a course /refund period ends (day classes)	Aug. 29	N/A	Aug. 29
State employee registration	Aug. 25-29	N/A	N/A
Labor Day holiday	Sept. 1	Sept. 1	Sept. 1
CLAST registration deadline	Sept. 5	N/A	N/A
Last day to apply and pay fees for graduation	Oct. 3	N/A	N/A
CLAST test day	Oct. 7	N/A	N/A
Last day to change "I" grade awarded in preceding Spring, Summer A, Summer B	Oct. 17	N/A	Oct. 17
Professional development day (no classes)	Oct. 17	N/A	Oct. 17
Last day to withdraw from a class with faculty permission 24		Oct. 24	N/A Oct.
Thanksgiving holiday (begins Wed., Nov 26 at 5 p.m.)	Nov. 27-29	Nov. 27-28	Nov. 27-29
Fall classes end	Dec. 12	Dec. 18	Dec. 12
Exam days (faculty duty days)	Dec. 15-18	N/A	Dec. 15-18
Grades due in Records Office (4 p.m.)	Dec. 19	Dec. 19	Dec. 19
Weekend College grades due (noon)	Dec. 16	N/A	Dec. 16
Last faculty duty day	Dec. 18	Dec. 18	Dec. 18
Holidays	Dec. 19-Jan. 2	Dec. 19-Jan. 2	Dec. 19-Jan. 2
Diplomas issued to graduates (9 a.m.)	Jan. 7	N/A	N/A

Please see the DBCC Schedule of Classes each semester for calendar dates for special programs.

Spring Semester - 2004

	College Classes	Adult Education Classes	ATC Classes
Advanced registration for currently enrolled and returning students	Nov. 3-7	N/A	Oct. 1
Registration (open)	Nov. 10-Jan. 11	N/A	TBD
College opens	Jan. 5	Jan. 5	Jan. 5
First faculty duty day	Jan. 2	Jan. 2	Jan. 2
Faculty planning days for Spring Semester	Jan. 2-3	N/A	Jan. 2-3
Last day to submit proof of Florida residency	Jan. 3	N/A	N/A
Spring classes begin	Jan. 12	Jan. 6	Jan. 12
Last day adjust schedules/last day to audit a course /refund period ends (day classes)	Jan. 16	N/A	Jan. 16
State employee registration	Jan. 12-16	N/A	Jan. 20
CLAST registration deadline	Jan. 23	N/A	N/A
Martin Luther King Jr. holiday	Jan. 19	Jan. 19	Jan. 19
CLAST test day	Feb. 24	N/A	N/A
Last day to withdraw with a "W" grade	Feb. 6	N/A	Feb. 6
Last day to apply and pay fees for graduation	Mar. 12	Mar. 12	N/A
Last day to change "I" grade awarded in Fall Semester	Mar. 12	N/A	Mar. 12
Spring Break	March 1-6	April 12-16	March 1-6
Last day to withdraw from a class with faculty permission March 19		March 19	N/A
Awards Convocation	April 14	N/A	April 14
Spring classes end	May 3	May 7	May 3
Exam days (faculty duty days)	May 4-7	N/A	May 4-7
Last faculty day	May 7	May 7	N/A
Grades due in Records Office (8 a.m.)	May 10	May 10	May 10, 11
Commencement	May 10	May 11	N/A
Diplomas issued to graduates (1 p.m.)	May 24	N/A	N/A

Please see the DBCC Schedule of Classes each semester for calendar dates for special programs.

Summer Semester - 2004

	6 Week (A)	10 Week	12 Week	8 Week	6 Week (B)	Adult Classes	ATC
Advanced Registration	Mar. 15-19	March 15-19	March 15-10	Mar. 15-19	March 15-19		
Open Registration	Mar 22- May 11	Mar 22- May 11	Mar 22- May 11	Mar 22- June 11	Mar 22- June 25		
Clast Registration Deadline	May 7	May 7	May7	May 7	May 7		
First Faculty Duty Day	May 12	May 12	May 12	June 14	June 28	May 10	May 10
Classes Begin	May 12	May 12	May12	June 14	June 28	May 10	May 10
Last Day to Adjust schedules/ Last Day to Audit/Refund Period Ends		May 14	May 14	May 14	June 16	June 30	
State Employee Registration	May 12-14	May 12-14	May 12-14	June 14-16	June 28-30		
Last Day to Withdraw	June 4	June 22	June 30	July 19	July 21		
Clast Test Day	June 8	June 8	June 8				
Last Day to Apply and pay fees for August Graduation	June 11	June 11	June 11	July 16	July 16		
Classes End	June 23	July 22	Aug 9	Aug 9	Aug 9	Aug 10	June 4
Final Exams	June 24	July 26	Aug 10	Aug 10	Aug 10	Aug 10	June 7
Last Faculty Duty Day	June 24	July 26	Aug 10	Aug 10	Aug 10	Aug 10	June 7
Memorial Day	May 31	May 31	May 31	N/A	N/A	May 31	May 31
Independence Day	N/A	July 5	July5	July 5	July 5	July 5	N/A

Please see the DBCC Schedule of Classes each semester for calendar dates for special programs.

Facts About Daytona Beach Community College

Institutional Mission, Goals and Values Statements

History of the College

WCEU Television

The Center for Business and Industry

DBCC Foundation

Southeast Museum of Photography

Community Interest Education Department

International Affairs Department

DBCC Locations

Advanced Technology Center

University of Central Florida - Volusia County Regional Campuses



Facts About Daytona Beach Community College

Institutional Mission, Goals and Values Statements

Approved by the District Board of Trustees March 21, 2002.

MISSION

Daytona Beach Community College provides quality, affordable job training, personal enrichment, and academic programs to educate and empower individuals and promote economic development in Volusia and Flagler counties. As a comprehensive public two-year college committed to open access, student learning and success, Daytona Beach Community College provides personalized attention to students, embraces diversity and uses innovation to enhance teaching and learning.

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;
- 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;
- Develop in all students the skills of critical thinking, scientific inquiry, aesthetic appreciation, computation, communication and computer literacy necessary to become effective, responsible and contributing participants in a democratic society;
- 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.

VALUES

The College community believes in:

- The dignity of each individual
- Openness and fairness to all
- Student success
- Academic excellence, academic freedom and intellectual pursuit
- Diversity of people
- Civic responsibility and economic vitality
- Cultural and community development
- Assessment, accountability and continuous improvement
- Lifelong learning

HISTORY OF THE COLLEGE

Daytona Beach Community College was authorized by the 1957 Florida Legislature and became 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 the 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 Daytona Beach Junior College 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 Daytona Beach Junior College to Daytona Beach Community College.

Today, DBCC 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. DBCC has fostered a tradition of excellence in academics and service to a growing community. The College now serves more than 30,000 students annually.

A leader in the area's workforce and economic development initiatives, DBCC is continually developing new technological means to deliver educational services to the community. Leading the list is the new Advanced Technology Center (ATC). The Center is an innovative educational partnership among DBCC, 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.

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

WCEU TELEVISION PUBLIC BROADCASTING SERVICE

WCEU-TV is a public broadcasting station and PBS affiliate that reaches more than one million people throughout Volusia, Flagler, Orange and Seminole counties. As a direct support organization of Daytona Beach Community College, its new state-of-the-art digital television facility and production staff is the heart of a new two-year degree program in Digital Television and Media Production. The program is the only one of its kind in Florida where students get hands-on production training in a demanding, professional setting from the day they attend their first session.

In addition to a quality PBS schedule, WCEU offers a variety of locally produced programs intended to inform, educate and entertain viewers and put Central Floridians in the spotlight. Each semester, WCEU also broadcasts more than 20 television courses offered for DBCC college credit.

In 2003, WCEU will make a historic transition in television to digital broadcasting. The Federal Communications Commission (FCC) has mandated this new mode for all television stations in the country. The new technology will enable WCEU to broadcast at least four distinct streams of programming at one time or one high-definition signal. At least one of WCEU's new channels has been earmarked to serve the specific educational needs of Daytona Beach Community College. WCEU is one of only ten public television stations licensed to a community college in the country.

Students and volunteers are an essential part of our production team. Throughout the year, College staff and students may also get involved by volunteering their time during a special event, pledge drive or other local production. Assignments range from running a camera to assisting with mailings to serving as a tour guide. For more information, contact Sandra Session-Robertson, associate vice president and general manager at (386) 254-4415.

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) 254-4461.

DBCC FOUNDATION

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 on 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.

To find out about Foundation scholarships or to obtain scholarship application forms, please contact the DBCC Counseling Office at (386) 255-8131, ext. 3420 or stop by the Counseling Office at a campus near you. For other information, please call the Foundation at (386) 947-3195.

ALUMNI & FRIENDS

In 2003, Daytona Beach Community College established Alumni & Friends as a friend-raising group. The purpose is to build relationships that support the teaching and learning mission of the College. Membership is open to anyone who graduated from DBCC, has taken courses or just wants to show support for the College. For more information, please call the Alumni Office at (386) 947-3195.

SOUTHEAST MUSEUM OF PHOTOGRAPHY

Daytona Beach Community College is the parent organization of the Southeast Museum of Photography (SMP). One of fewer than 10 photographic museums in the United States and the only one associated with a community college, SMP presents more than 10 exhibitions annually, organized around such interdisciplinary themes as "Travel," "Ancestors" and "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 100 exhibitions and produced more than 30 exhibition catalogues. Each semester, the Museum creates study guides 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, please call (386) 254-4475.

COMMUNITY INTEREST EDUCATION DEPARTMENT

The Community Interest Education Department offers a wide variety of personal enrichment classes for all members of the community. You'll find classes such as art, cooking, foreign languages, gardening, sewing, motorcycle safety and dance—just to name a few!

The Community Education classes are affordable and convenient. Classes are scheduled at various times and locations to give you the greatest possibility to participate.

The Community Interest Education Department is continually developing new courses. In an effort to provide courses of interest to you, we invite you to let us know topics of particular interest to you.

Take advantage of a leisure class to learn a new hobby, maybe a new dance or to make new friends!

For more information on classes or to be put on our mailing list, please call the Community Interest Education Department at (386) 947-5494. For the latest class listing, visit the DBCC Web site at www.dbcc.edu.

INTERNATIONAL AFFAIRS DEPARTMENT

The Office for International Affairs (OIA) is responsible for developing international academic exchanges and linkages, coordinating College study abroad programs, seeking outside funding for international education (IE) activities at the College and administering IE grants, coordinating faculty and staff exchanges, assisting in IE curriculum development activities, acting as liaison to public and private domestic and international agencies and associations, directing the Center for International Business Education in developing international business education curriculum and soliciting input from the citizen advisory board on DBCC IE programs and directing and assisting in obtaining internationally related contract training programs.

The office provides support for all new international students. Through the OIA international students will be referred to the appropriate offices for registration, testing, counseling, insurance issues and immigration concerns. In addition, the OIA works closely with the international student club Global Friends, which is located adjacent to the OIA office in Building 110, Room 204.

The OIA is located in Building 110, Rooms 201 and 202. The Department can be reached at (386) 255-8131, ext. 3141 and 3675.





DBCC Locations

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; WCEU-TV, DBCC's Public Broadcasting System affiliate; a child care facility serving DBCC student parents, staff and community members; and a joint-use facility of DBCC and the University of Central Florida, where students can earn a four-year baccalaureate degree in a variety of program areas.

DeLand Campus
1155 County Road 4139, DeLand

The DeLand Campus offers college credit courses which meet the general education requirements for the associate or arts degree and some associate of science degree programs as well as various certificate programs, including the Networking Services Technology program. Additionally, Adult



High School, GED and ESOL classes are offered. The Bert Fish Building houses up-to-date facilities for dental assisting, dental hygiene, nursing, science labs and a multimedia learning center. Comprehensive student support services include: counseling, Student Disability Services, the Women's Center, career advisement, individual tutoring, and a computerized learning/tutoring center. The new student services and childcare buildings recently were completed.

Deltona Center
2351 Providence Boulevard, Deltona

As the first step to expand its presence in West Volusia, DBCC has added a Center in Deltona. Currently the College has 8,000 square feet in the new Deltona City Hall. College credit, GED and English as a Second Language classes have been offered since Summer 2003. The first 35,000-square-foot building of the Deltona Center is expected to open in Fall 2004. The Center will offer general education courses as well



as a variety of information technology associate of science degree and certificate programs.

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

The Flagler/Palm Coast Campus offers preparatory, vocational, college credit and continuing education coursework. Courses offered fulfill all general education requirements for the associate of arts degree and many requirements for the associate of science degree programs. The Golf Course Operations program is offered exclusively at this campus. Students can take the first year of the two-year, Associate Degree Nursing Program here. The second year must be completed at the Daytona Campus. Facilities include a Nursing laboratory, two science laboratories, a learning center to assist students via computer software technology, an individualized tutorial services laboratory and general-purpose computer laboratories.



New Smyrna Beach Campus
940 Tenth Street, New Smyrna Beach

The New Smyrna Beach 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 Campus. The New Smyrna Beach Campus has expanded its nursing, health occupations, science, computer, engineering, public service and occupational programs.



As of June 2003, courses formerly offered at the Four Townes Center are now held at the DBCC DeLand Campus and Deltona Center.



Advanced Technology Center

Technology is changing the world. It's also changing education. Today many jobs require training in technology. That's why the Advanced Technology Center (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 will be 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.

Community college students will need to:

- Meet all standard requirements as specified in this catalog (see pages 18-24), 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 requirements 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) 226-4100 or visit our Web site. www.advancedtechcenter.org

Programs Offered at the ATC

COMPUTER TECHNOLOGY

- Networking Services Technology
- Digital Media: Internet Design and Production Option
- Computer Support Specialist (Computer Repair)
- Computer Information Technology
- Computer Programming and Analysis
- Electronics Engineering Technology
- Computer Engineering Technology
- Internet Services Technology

AUTOMOTIVE PROGRAMS

- + Automotive Service Management Technology
- + Automotive Collision Repair & Refinishing

CONSTRUCTION/MANUFACTURING & ENGINEERING

- + Air Conditioning, Refrigeration and Heating Technology (Commercial)
- + Civil Engineering Technology
- Drafting & Design Technology with Computer Aided Design
- Manufacturing Technology

APPRENTICESHIPS

- Electrical Non-Union
- Electrical Union
- Machine Trades
- Telecommunications Union
- Plumbing Union
- + All classes from these programs will be held exclusively at the ATC.
- These programs will be held at the ATC as well as other DBCC campuses.

Advanced Technology Center (ATC)

University of Central Florida

Volusia County Regional Campuses

Daytona Beach, DeLand and Deltona

The University of Central Florida (UCF) campuses in Volusia/Flagler Counties are state-supported, upper level campuses enrolling junior, senior and graduate students. UCF opened a local facility in 1968 specifically to serve students in East Central Florida, who earn associate of arts degrees from Daytona Beach Community College (2+2 Partnership), 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. A number of scientific, academic and professional bodies confer special accreditation to various UCF programs. UCF at Orlando and the Regional Campuses serve more than 39,000 students throughout Central Florida.

UCF has enjoyed a long relationship with Daytona Beach Community College. The joint-use buildings on the Daytona Beach, DeLand and Deltona campuses enhance the 2+2 relationship that allows students to complete various degree programs without leaving Volusia/Flagler counties.

UCF has increased the number of programs available. Students may complete these bachelor's degree programs at UCF at Daytona and in some cases, the DeLand campus: Criminal Justice, Early Childhood Education, Elementary Education, Engineering (ITV/video/partial), Exceptional Education, General Business, Health Sciences, Health Services Administration, Legal Studies, Liberal Studies, Management, Marketing, Nursing (RN-MSN), Photography, Political Science, Psychology, Social Sciences, Sociology and Theater (music).

In addition, the following undergraduate minors are available: Anthropology in Multicultural studies, Behavioral Forensics (Certificate), Business (non-business majors), Criminal Justice, Digital Media (Certificate), English - Technical Writing, Environmental Studies, Exceptional Education, Forensic Science, Gerontology, Health Sciences, Health Services Administration, History, Legal Studies, Marketing, Philosophy, Political Science, Political Science (Pre-Law), Public Administration, Psychology, Religious Studies, Religious Studies, Sociology, Social Science - Interdisciplinary, Theater, Women's Studies (minor & certificate).

A number of graduate degree and certificate programs also are offered in Volusia/Flagler counties.

UNIVERSITY OF CENTRAL FLORIDA - TRANSFER ADMISSIONS

The DBCC/UCF 2+2 Program is simple. DBCC provides students with freshman and sophomore-level classes leading to the associate of arts (AA) degree. The University of Central Florida's Daytona

Beach Campus provides DBCC graduates with many upper-level program opportunities leading to a bachelor's degree. Two years at DBCC and two years at UCF = the 2+2 Program.

UCF welcomes transfer applications to the university. Students must submit either the State University System application, the University of Central Florida Undergraduate Admissions Application, or apply online at <http://pegasus.cc.ucf.edu/admissio/> and arrange to have official transcripts sent from all colleges attended. The Undergraduate Admissions Office computes a grade point average (GPA) for each institution attended, as well as a cumulative GPA on all college courses attempted. This computation does recognize plus or minus grades effective Fall 2001, but only recognizes grade forgiveness when it is used as part of an awarded State articulated associate in science degree or an associate of arts degree from a Florida public community college or Florida public university, with the exception of courses taken previously at UCF. Applicants must have a current minimum cumulative GPA of 2.5, and must have a minimum GPA of 2.0 and be eligible to return as a degree seeking student to the last institution attended to be considered for admission to UCF. Meeting these minimum requirements does not guarantee admission.

TRANSFER APPLICANTS WITH AN AA DEGREE FROM A FLORIDA PUBLIC INSTI- TUTION

Admission of associate of arts degree graduates from Florida public community colleges and Florida state universities will be governed by the articulation agreement between the state universities and public community colleges of Florida, as approved by the State Department of Education. The agreement states that except for limited access programs, admission as a junior to the upper division of the University shall be granted to any graduate of a state-approved Florida community college or State University System institution who transfers directly to UCF (see Rule 6A-10.024), who has completed the university parallel program; and who has received the Associate in Arts degree. (Please refer to the UCF catalog for more information www.ucf.edu/catalog/.)

All inquiries concerning the University of Central Florida admissions process should be directed to the Office of Undergraduate Admissions: UCF Daytona Campus, 1200 International Speedway Boulevard, Building 140, Room 106, Daytona Beach, FL 32114. Telephone: (386)254-4460.

www.areacampuses.ucf.edu

Office Hours:

Monday - Thursday: 8 a.m.-6 p.m.

Friday: 8 a.m.-4 p.m.

*No appointment needed.

Admission, Academic Advising and Registration

Admission Information and Procedures

Online Student Services

Academic Advising/Orientation

Records/Registration

Veterans Affairs



Admission Information and Procedures

Welcome!

ENROLLMENT PROCESS CHECKLIST

Enrolling in classes at DBCC is easy! Below you find a checklist to help you navigate the enrollment process. Follow these steps in the sequence provided to ensure the best possible service.

- Submit an admissions application
Admissions - page 16
- Complete a financial aid application
Financial Aid - pages 37-44
- Complete orientation online at <http://go.dbcc.edu/counseling/orient.html>
Orientation - page 23
- Complete placement requirements
Assessment Services - page 47
- Meet with an academic advisor or counselor
Academic Advising - page 23
- Complete registration online at www.dbcc.edu
Records and Registration - pages 24-30

GENERAL ADMISSION REQUIREMENTS

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, GED recipients or home school graduates.

For any questions regarding admissions to the College, please call (386) 254-3059. You can submit an admissions application which is available online at www.dbcc.edu.

Students without a standard high school diploma (i.e. Certificate of Completion or Special Diploma) may be admitted to the following certificate programs:

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

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

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)

For additional information, please call (386) 254-3059.

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 Admissions at least three to six months in advance. **See the International Students section, page 18, for details.**

FEES

There is no charge to apply for admission to DBCC except for international students who are assessed a \$30 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 college transcripts and 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.

FLORIDA RESIDENCY FOR TUITION PURPOSES

DBCC's fees and tuition are based upon your status as a legal permanent Florida resident. DBCC follows the state's 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:

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program.
- In addition the following non-immigrant categories are eligible to establish Florida residency: A, E, G, H-1, H-4, I, K, L, N, O-1, O-3, R, and NATO I-7.
- Others as permitted by state statute or rule.

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. Students may be asked to submit the following documentation for themselves, parent(s) or the qualifying person:

- A copy of a Florida driver’s license.
- Proof of continuous physical presence in Florida for the 12 months immediately preceding the first day of classes.
- A notarized copy of your parent’s current income tax statement showing non-dependency, if you are under the age of 24.
- Substantial evidence of verifying your intent to move to Florida to establish permanent residence and NOT just to attend college.
- Proof of being self-supporting for the 12 months immediately preceding the first day of classes.
- Any other documentation required to support Florida residency for tuition purposes claim.

Any student who seeks reclassification as a Florida resident must complete and submit the Residence Affidavit. All residency reclassification documentation must be submitted no later than the first day of classes for the term in which reclassification is sought. Any question about this procedure or filing an appeal should be directed to the Admissions Office on the Daytona Beach Campus, at (386) 254-4467. **See the Tuition and Fees section, pages 34-35 for details.**

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
- Dental Assisting
- Dental Hygiene
- Emergency Medical Services
- Emergency Medical Technician
- Fire Fighting
- Health Information Management
- Law Enforcement Recruit Training
- Massage Therapy
- Nursing (Associate Degree)
- Occupational Therapy Assistant
- Paramedic
- Physical Therapist Assistant
- Practical Nursing
- Radiography
- Respiratory Care
- Surgical Technology

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.
- Take the placement test in Assessment Services on your campus if you do not have appropriate SAT or ACT scores or have not taken the state of Florida approved College Placement Test (CPT) or have taken any of these tests more than two years ago or if course work wasn’t started within two years from the time you took the test. **For more details, see Assessment Services, page 47.**
- Readmitted students are required to complete Orientation requirements. **See Orientation on page 23 for details.**

STUDENT DISABILITY SERVICES (SDS)

Students with disabilities may contact the Student Disability Services Department, Building 100, Room 111 or 113, on the Daytona Beach Campus. In order to receive services, students should meet with the student disability specialist and provide current, written verification of their disability from a licensed physician, psychologist, etc. Students needing accommodations for any DBCC entrance exam should meet with the student disability specialist prior to scheduling the exam. To reach us, call (386) 254-3056 or 254-3043 TDD. Students attending the DeLand Campus may call the disability specialist at (386) 785-2012. **Also see Student Disability Services, page 49.**

TRANSFER STUDENTS

Students who have attended other colleges and post-secondary 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. The Records Office notifies students of transfer of credit decisions and the DBCC credit equivalents that are met via the transfer credit. This information is also available online at www.dbcc.edu. 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.

TRANSIENT STUDENTS

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.

- Complete the admissions application.
- 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 a counselor or 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 on taking.
- Assume responsibility for selecting the appropriate courses that meet your educational objectives and that your institution will accept toward your program of study.

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 12 credits, after which they must declare a major. If a student has already received an associate of arts degree or a bachelor's degree, the 12 credit limit is not applicable. Students are required to provide transcripts to document degrees earned.

Special credit students who enroll for personal enrichment may enroll as an audit student by the end of the drop/add period.

TEACHER CERTIFICATION/ RECERTIFICATION PREPARATION

Teachers and public school employees who want to take courses for teacher certification or recertification must complete the admissions 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 60 days before the start of each semester.

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

- Completed DBCC admissions application including a \$30 non-refundable application fee.
- A letter of support or financial guarantee from sponsoring person or agency and official verification of funds.
- 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) TOEFL score is required for admission to DBCC.**
- 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

al 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 in Building 120, room 116 on the Daytona Beach Campus.
- Take the placement test in Assessment Services. **For more details, see Assessment Services, page 47.**
- International students who do not meet College Placement Test (CPT) scores in reading and language will be referred to the English Language Institute for English proficiency development.
- Speak with an academic advisor and register for classes.

ENGLISH LANGUAGE INSTITUTE – WHERE THE WORLD MEETS TO STUDY ENGLISH

An academically challenging English study program, the English Language Institute (ELI) teaches non-English speaking students to read, write and speak at a level of proficiency that prepares them to successfully study at American colleges and universities. In addition, ELI offers college credit English language reading and writing courses. Limited class size and a team of experienced, certified and dedicated teachers create a dynamic learning environment which will enable English as a Second Language (ESL) students to progress in a challenging, intensive program of English language study. Approximately 300 students from more than 30 countries study at the ELI each year.

The DBCC ELI program offers:

- Qualified and certified Teaching English to Speakers of Other Languages (TESOL) instructors
- College preparatory credits
- Four levels of instruction in grammar, writing, reading and communication. Each course is four college preparatory credit hours.

- Eight hours of college elective credits
- Advanced level of TOEFL (Test of English as a Foreign Language) preparation
- Three institutional TOEFL tests annually
- Spring, summer and fall 50-day terms
- 12.5 weeks of study per term
- Two windows of enrollment per term
- Multimedia computer lab equipped with current ESL software
- Classes Monday through Thursday, 8 a.m. - 3 p.m.
- Instruction enhanced through online technology
- Affordable tuition and cost of living
- Conversation partners
- Social and cultural activities, including international dinners, festivals, field trips and sports events
- Partnership with DBCC's college credit courses
- English for the business professional

ELI Placement Assessment

Results from the Levels of English Proficiency (LOEP), CPT, written essay and informal interview determine ELI level placement (levels two through five).

How to Apply

If you are a high school graduate, you must:

- Complete a DBCC admissions application and include a non-refundable \$30 application fee made payable to Daytona Beach Community College.
- Submit official high school transcripts or secondary school records if you plan to pursue an AA/AS/AAS degree at DBCC. Translations are required if records are not written in English and an evaluation from a recognized evaluation service may be required.
- Submit the application 60 days before the start of each term.



If you are NOT a high school graduate, you must:

- Be at least 16 years old.
- Complete an international student application.
- Submit the application 60 days before the start of each term.

In addition, if you need an I-20, you must:

- Submit an officially verified financial statement of support from your parents, guardian or sponsor.
- Provide proof of health and accident insurance coverage or purchase DBCC group insurance at the time of registration.

For more information:

Contact: Admissions
 Location: Daytona Beach Campus
 Building 100, Room 106
 Phone: (386) 255-8131, ext. 3322
 Fax: (386) 254-4489
 E-mail: martine@dbcc.edu

DUAL ENROLLMENT

Dual Enrollment provides accelerated learning opportunities for high school students who enroll in approved college courses applicable to both their high school diploma and the associate of arts degree, associate of applied science degree, associate of science degree or a certificate program. **Certain restrictions apply.**

By building a college transcript now, parents save on tuition costs and the cost of textbooks. Students move more quickly through their college transfer or career program.

For information regarding the program and registration procedures, contact the Admissions Office at (386) 254-3059 or the Dual Enrollment Coordinator at (386) 254-4441.

TECH PREP

Tech Prep provides a program for high school students who want to pursue a technical degree or certificate program at DBCC. Tech Prep students learn advanced skills in an applied program that builds on the courses they completed in high school. Dual enrollment credits earned in high school can apply to an associate of applied science degree, associate of science degree or certificate program.

Participating in Tech Prep programs allows for students to advance in a career and enter DBCC for additional course work leading toward a degree in their chosen field.

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

ASSESSMENT

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

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

EXEMPTIONS TO THE PLACEMENT TEST

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

- SAT scores of 440 or above on verbal or 440 or above on math for placement into Intermediate Algebra (MAT 1033) or 500 or above on math for placement into College Algebra (MAC 1105)
- ACT scores of 18 or above on reading or 17 or above on English or 19 or above on math for placement into Intermediate Algebra (MAT 1033) or 21 or above on math for placement into College Algebra (MAC 1105)
- Proof of successful completion of the equivalent of ENC 1101 (College Composition) or MAT 1033 (Intermediate Algebra)

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

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

LIMITED ACCESS PROGRAM PLACEMENT TESTS

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

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

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

HONORS HIGH SCHOOL ACADEMY

Honors High School Academy provides high school students the opportunity to complete the majority of the courses needed for an associate degree by the time they graduate from high school. This academy will be dedicated to students who have the maturity required for college campus life and the academic ability to handle the rigor of college work.

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



Online Student Services

Our goal is to bring the convenience and accessibility of the Internet to you through a multitude of services. We recognize that you may have many roles: employee, parent and student. These responsibilities don't always afford you the ability to visit us during "regular business hours."

Online Student Services (OSS) is a convenient, secure way to access the information and transactions you need around the clock. OSS is available from any computer with Internet access (home, work, public libraries or computers on each DBCC campus). You can avoid lines and a trip to campus by learning how to use OSS and its features.

Privacy is of the utmost importance to us. Your educational records are protected by FERPA. You can learn more about FERPA and other consumer information on the Records and Registration pages on the DBCC home page. Based on FERPA, only you can request or access your student records. They cannot be discussed via e-mail or over the telephone.

First, find us on the Web at www.dbcc.edu. Many of the services are available without the need of a login and personal identification number (PIN). These include:

- Applying for Admission
- Course Availability Search
- Student Help Desk

Those services provided that require a login and PIN include:

- Orientation
- Web Registration
- Tuition and Fee Payment
- Unofficial Transcripts
- View Student Schedule/Grades
- Transfer Evaluation (for credits earned at another institution)
- Financial Aid Award Status
- Demographic Information (Change of address, e-mail, phone and/or major)
- FalconMail (student e-mail)
- Degree Audit
- Change your PIN number

You can read more specific details about each of our Online Student Services in the Student Services section of this catalog.



Academic Advising/Orientation

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

Each new student is required to meet with a counselor or advisor to get placement test results and work out a first semester schedule. This first meeting is important because this is when you get the information you need to get started in classes and learn about programs and services you may want to use or need in the future.

This is a great opportunity to meet with someone face-to-face to ask any questions you might have about attending DBCC. After your first semester, you will be assigned a Faculty Advisor from your program area to assist you and keep you on track with your program of study.

First semester advising services are available in the Counseling Office on each campus. You can speak with someone about academic advising on any campus or call with questions at (386) 254-3038 (Daytona Beach Campus). You are encouraged to visit the Academic Advising Web page to get updates and participate in new services being created to serve you better. You can e-mail questions on the Counseling Department Web site.

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. Special Credit, Dual Enrollment and Apprenticeship students are exempt from the Orientation requirement.

Students who change majors (from a non-Orientation required program to an Orientation-required pro-

gram) 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.

Both on-campus and online Orientations are available. For a schedule of on-campus sessions, visit <http://go.dbcc.edu/counseling/orientsched.html>. and the Counseling Web page.

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 Student Services at 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 the Counseling Department on the Daytona Beach Campus at (386) 254-3038 or any of our other campuses.

Records and Registration

Students register for classes each semester based on the dates listed in the front of the catalog and the class schedule. Before registering for classes, we encourage you to use the information on the following pages as a guide to ensure your success.

You may register online at www.dbcc.edu or at DBCC's Daytona Beach, DeLand, Flagler/Palm Coast and New Smyrna Beach Campuses.

FACTS ABOUT REGISTRATION

- **Schedule of Classes** - a printed list of all classes offered for a specific semester. Schedules are available each semester at any DBCC campus and throughout the community. The schedule is also available online at www.dbcc.edu under course availability.
- **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.
- **Registration Appointment Times** - are based on the total number of credit hours a student has earned giving first priority to students with the most credits earned.
- **Transfer Hours** - will be calculated into the appointment 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 must declare audit status prior to the last day to adjust schedules (drop/add courses) for the semester.
- **Senior Citizen Registration** - in-state and out-of-state residents, who are 60 years of age or older, may enroll for classes and receive a waiver of the matriculation fee under the following conditions:
 1. Fulfill all admission and placement testing requirements of the College.
 2. Register on the designated Senior Citizen 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. Senior citizens will be assessed fees for the full cost of instruction for any course in which they exceed the maximum number of attempts.
- 5. Senior citizens will be assessed other fees, i.e. laboratory fees, assessment fees, access fees, etc.
- **State Employee Registration** - State employees as identified by the Florida Accounting and Information Resource Web site 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.
- **Fee Statements** - identify the registered classes, list days and times of the classes and calculate cost per class including lab 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, class roll or other process.

2. Must document why the original drop occurred (document using reinstatement form available in the 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 vice president of Student Development 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 vice president of the Student Development Office. 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 a statement that 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).

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.

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

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

The following information applies to courses attempted at Daytona Beach Community College 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 withdrew 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.

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 on page 36.

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 (pages 200-251) 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) 255-8131, ext. 3781 for more information.

ENROLLMENT TERMINOLOGY

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

- **College credit** - courses that typically lead to an 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).
- **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.
- **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

- Students may enroll in a maximum of:
 - 18 credit hours - Fall or Spring Semesters
 - 9 credit hours - any Summer Session
- A counselor or advisor's approval is required before a student may register for more than the maximum load.

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.

1. 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. For further information and eligibility requirements, see Student Services.

2. Advanced Placement (AP) - AP credit is granted to students who have the College Entrance Examination Board 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.

3. 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.) CLEP scores should be sent to the Admissions Office. If required scores are earned, you will receive credit, but not letter grades for the courses earned through CLEP. Registration materials and test fee information about CLEP are available in Assessment Services Offices on each DBCC campus.

5. International Baccalaureate (IB) - DBCC awards credit based upon higher level and/or subsidiary level IB exams. Official transcripts and scores should be sent to the Admissions Office.

You receive credit, but not 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.

6. Cooperative Education - Students on all campuses have an opportunity to blend traditional classroom education with study-related work 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 in Building 110, Room 228 on the Daytona Beach Campus or call (386) 255-8131, ext. 4441 or ext. 5444.

7. 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 project/objectives to be accomplished; and get written approval from both the department chairperson and dean.

8. Air Force Reserved Officers Training Corp (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.

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 the 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 day DBCC receives a request for access. Students should submit to the Office of Admissions and Records, 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 records are not maintained by the DBCC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate 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 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); a 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 in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional 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 includes name, address, telephone number, e-mail address, enrollment status, 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 major 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 Loan Clearinghouse to automatically process enrollment verifications for student loans.
- **Transcripts** - Official or unofficial copies of their DBCC academic records (transcripts). 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:

Course	Credit	Grade	Grade Points
English	3	A	4.0 (x 3) = 12.0
Math	3	B+	3.5 (x 3) = 10.5
Speech	3	F	0.0 (x 3) = 00.0
Psychology	3	C	2.0 (x 3) = 06.0
History	3	D	1.0 (x 3) = 03.0

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:

Grade	Definition	Grade Point Value
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0

C+	High Average	2.5
C	Average	2.0
D+	Below Average	1.5
D	Poor	1.0
F	Failure	0.0

- 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).
 - a. Inform the Records/Registration Office at an campus of their intent to withdraw.
 - b. Complete the student portion of the withdraw form.
 - c. If a financial aid student, discuss withdraw consequences with a financial aid representative.
 - d. Submit the withdraw form to his/her instructor for discussion and approval within five business days of receipt of the form. The instructor will then continue the process (student will receive a falconmail message when the withdraw is complete).
2. 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 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.

“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

Grade reports are not mailed; however they are available to all students at the end of each semester at www.dbcc.edu, from computer commons and labs on any campus and from any off-campus computer that has access to the Internet.

STANDARDS OF PROGRESS

DBCC sets academic standards to ensure your chances of success. Standards of Progress is calculated to help identify students in academic jeopardy and as an opportunity to create a dialogue between students and counselors/advisors to provide referrals and recommendations, i.e. tutoring, appeals and better course/time management. All students must maintain a 2.0 or better cumulative standards of progress grade point average (GPA) for all DBCC course work attempted. Registration options are restricted for those students who reach levels other than Good Standing.

The Standards of Progress (SOP) cumulative GPA is a unique calculation, different from the standard GPA that appears on the official and unofficial transcript. The SOP cumulative GPA differs from the standard cumulative GPA because transfer course work is not used when determining the recalculated SOP semester GPA. The SOP GPA utilizes the College’s resident course work and includes college preparatory course work. Earned grades of “W” and “I” also are included in the recalculated SOP semester GPA.

The Standards of Progress report is run each semester approximately two weeks after the semester starts. The calculation uses the previous semester’s grades to determine academic status. (For the purposes of SOP, summer is considered one semester with four terms and SOP is only run at the end of the last summer term.) Due to the Standards of Progress being run only once a semester, your progress may improve before registration begins for the next upcoming semester. If you have questions about your status, you should consult with a counselor or advisor on one of our campuses for clarification.

There are four categories of Standards of Progress: Good Standing, Warning, Probation and Suspension.

1. Good Standing - Students will remain in or move to good standing if their semester and cumulative SOP GPA is above 2.0. Students on Good Standing will be allowed to register for a maximum of 18 credits in Fall and Spring semesters and a total of 18 credits over the Summer session (nine in sub-session A and nine in sub-session B unless approved by a counselor or advisor for an overload).

2. Warning - Students are placed on warning if either their semester or their SOP cumulative GPA falls below 2.0 after one semester. Students whose semester GPA is maintained at 2.0 or higher, but whose SOP cumulative GPA is not improved to 2.0 or higher will remain on warning until both GPAs improve to the minimum of 2.0 or higher.

- Students on Warning are required to repeat all math, English and college preparatory courses in which less than a "C" was earned within the next semester enrolled.
- The student placed on Warning will be restricted to enrolling for a maximum of 13 semester hours in the Fall and Spring semesters (seven hours in Summer sessions overall).
- It is expected that the student meet with a counselor or advisor to discuss his/her academic status and to discuss options and appropriate course selections to improve academic standing prior to his/her next registration.
- Students who do not maintain a 2.0 semester GPA and 2.0 SOP cumulative GPA within the next semester will moved to Probation.

3. Probation - Students are placed on probation if **both** their semester **and** their SOP cumulative GPA falls below 2.0 after two consecutive semesters. Students whose semester GPA is maintained at 2.0 or higher, but whose SOP cumulative GPA is not improved to 2.0 or higher will remain on Probation until both GPAs improve to the minimum of 2.0 or higher. Students who do not maintain a 2.0 semester GPA and 2.0 SOP cumulative GPA within the next semester will be moved to Suspension.

- Students on Probation are required to repeat all math, English and college preparatory courses in which less than a "C" was earned within the next semester enrolled.
- The student placed on Probation will be restricted to enrolling for a maximum of seven credit hours in Fall and Spring semesters or

four credits hours in each Summer session.

- It is required for the student to meet with a counselor or advisor to develop a restricted, prescriptive program. This program will include the repeat of courses attempted previously but not successfully completed or courses that could assist with overcoming skill deficiencies prior to registering for the next semester.
- Students who do not maintain a 2.0 semester GPA and 2.0 SOP cumulative GPA within the next semester will be moved to Suspension.

4. Suspension - Students are placed on suspension if both their semester and their SOP cumulative GPA falls below 2.0 after three consecutive semesters.

- Students on Academic Suspension are required to sit out one semester unless extenuating circumstances are approved by a Suspension Advisor who will change the Academic Status from "SUSP" (Suspended) to "SUSA" (Suspended, Allowed to Register). The Suspension Advisor will also enter the restricted number of semester hours as appropriate.
- Students who have not been granted an exception by a Suspension Advisor must sit out for one semester and are required to participate in the FOCUS Suspension Intervention Program. This program requires that the student obtain a Suspension Readmission Request Form that must be completed and submitted to a Suspension Advisor. The student will need to schedule an interview with a Suspension Advisor to submit the Suspension Readmission Request and to complete a suspension contract. This contract outlines the requirements for the student during his/her semester out. Students will be required to repeat all math, English and college

preparatory courses in which a less than "C" grade was earned within the next semester of intended enrollment. As part of the contract, a restricted, prescriptive program will be developed with and required of students on this status including the repeat of courses attempted previously but not successfully completed or courses that could assist with overcoming skills deficiencies. The student also will be required to attend a suspension intervention program workshop that covers requirements of the status and strategies to improve academic status.

Continued Suspension Status - Students who do not successfully move to probation or good standing after completing the suspension intervention program will be required to:

- Sit out one full year (two major semesters).
- Repeat the requirements of initial suspension.
- Meet with a Suspension Advisor once a month to maintain progress status check.
- Students must meet with a counselor or advisor to discuss any registration options after other requirements have been fulfilled for suspension status to be changed to SUSA (suspension-allowed to register).

Removal of Academic Warning, Probation and Suspension - A student may be removed from any Standards of Progress Academic Status (except Good Standing) by attaining a SOP semester GPA and a cumulative GPA of 2.0 or better during the current semester. He/she will be upgraded to Good Standing once the process is run that semester.

Veterans Affairs

U.S. Veterans and Others Applying for U.S. Veterans Administration Assistance

DBCC is an approved institution for veterans training. Veterans and those eligible for Veterans Affairs (VA) benefits must be certified through the Office of Veterans Affairs to receive VA education benefits. You also must meet DBCC admission requirements. You are encouraged to complete the required VA procedures as early as possible before registering and check with the office each semester thereafter about your educational benefits.

Veterans and those eligible for veterans benefits must meet the following standards:

ATTENDANCE STANDARDS

Vocational Certification and Adult Education 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 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.

ACADEMIC STANDARDS - GRADE NOTIFICATION

The VA regional office is notified immediately when an eligible person receives a grade, or grades, of "X," "S" or "W." Credit hours for benefit purposes will be adjusted accordingly. Unless extenuating circumstances exist, the eligible person will be in overpayment for benefits paid for the course or courses from the first day of the term to the day the grade was issued.

PROGRAM LENGTH AND COURSE APPROVAL

All degree programs are approved for a specific number of credit hours. Eligible persons will not be certified to the VA or paid by the VA for courses above and beyond the approved length. The VA will pay only for required courses in an approved program. The same rule applies for vocational certificate programs which are measured in credit hours rather than 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 following any semester when an eligible person receives all grades of "I," "F" or combination.

An eligible person is placed on academic warning if the first semester's GPA falls below 2.0. Educational benefits are suspended for failure to achieve satisfactory progress IF an eligible person's GPA falls below 2.0 for two consecutive semesters.

If an eligible person is not making satisfactory progress, VA educational benefits are suspended until the VA finds the cause has been eliminated, and the educational program being pursued is suited to the person's aptitudes, interests and abilities.

SHORT-TERM PROGRAMS

If you are receiving VA benefits, your certification will be terminated if you 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 a program for which you have been VA certified). Students enrolled in short-term programs must 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 would not, therefore, be certified as eligible to receive benefits.

To contact the U.S. Veterans Administration Regional Office, call 1-888-GIBILL-1. To contact the VA representative at DBCC, please call (386) 254-3065, e-mail vogelj@dbcc.edu or fax (386) 254-4406.



Financial Information

Tuition, Fees and Refunds

Financial Aid



Tuition, Fees and Refunds

All fees are due within 10 business days or by the start of classes, whichever comes first. After classes begin, all fees are due within 24 hours. If fees are not paid by the due date, your registration will be cancelled and your classes dropped.

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

YOU SHOULD KNOW THAT:

1. 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, page 16.**
2. Fees to audit a course are the same as the cost of a credit course.
3. Some courses require lab fees and/or insurance.
4. You should bring sufficient funds to meet immediate needs. Personal checks are accepted only for the exact amount of fees.
5. If you need financial assistance, contact the Financial Aid Office before you register. **See Financial Aid section on pages 37-44.**
6. 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 FEES

Tuition and fees are subject to change based on Legislative action and/or at the discretion of the District Board of Trustees.

If there is a tuition increase after you register and pay, you will be notified and billed for the difference.

1. Application Fee

There is no charge to apply for admission to DBCC except for international students who are assessed a \$30 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.

2. College Credit and College Preparatory Credit Courses

Florida Residents	\$57.97 per credit hour
Non-residents	\$217.65 per credit hour
Access Fee	\$20 per semester
Lab Fees (vary by course)	\$3 - \$180

3. Fees for Vocational Credit Courses

Florida Residents	\$49.84 per credit hour
Non-residents	\$199.03 per credit hour
Access Fee	\$20 per semester
Lab Fees (vary by course)	\$3 - \$180

4. Apprenticeship Courses

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

5. 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.

6. 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 \$21.90 per credit hour equivalent for Florida residents and \$87.90 per credit hour for non-residents.

7. Assessment/Testing Fees

Credit by Exam (APLE)	\$25/test
Portfolio (APLE)	\$45/course
CLEP	\$60/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
F-BAT	\$30/test
CJ-BAT	\$40/test
GED (Full Battery)	\$50/test
GED (Per Section)	\$10/test

8. Veterans Deferment of Fees

Veterans eligible for VA education benefits are granted a deferment once an 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 Building 100, Room 208, on the Daytona Beach Campus.

9. 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 cancelled because of insufficient enrollment.

- 10. Graduation Fee (Non-Refundable)** \$25
- Each Additional Degree** \$10
- Duplicate Diploma \$10
- 11. Other Fees**
- Returned Check (per Florida Statute) **Minimum** \$25
- Late Registration Fee \$25/course
- Reinstatement Fee \$50/course
- Parking Permit no charge
- Each Additional Parking Permit \$10
- *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.

12. 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 for 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. Please check the dates carefully. Refunds will not be given after the deadlines. Students who pay for their courses by cash or check will be refunded by a check from DBCC. Students who pay for courses by credit card will be refunded by crediting back that same credit card. Refunds by check and credit card will be processed approximately seven to 10 business days following the official drop. Refunds will be based upon the following:

A. College Credit and Occupational Certificate Courses

A 100 percent refund will be given:

- 1. If a student drops a course or all courses by the date published in the College's academic calendar.
- 2. For classes scheduled to meet only once a week (including day, evening and weekend classes) OR classes beginning after the first week of the semester if a student drops a course prior to the second scheduled class meeting.

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. Refunds are not given after this date.

- 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. Refunds are not given after this date.



There are no refunds for classes dropped after the refund period has ended. One class cannot be substituted for another after the date published in the College calendar unless the Academic/Refund Appeals committee has reviewed and approved your appeal. In some cases, you may be able to add a class. In other instances, you will need written permission from the appropriate department chairperson before you can register.

Appeals for refunds based upon documented, extenuating circumstances beyond your control may be made to the Academic/Refund Appeals committee. Supporting documentation is required before this type of appeal can be processed.

For additional information about appeals, contact the Office of Appeals at (386) 255-8131, ext. 3781. Appeal forms also are available on all campuses.

WITHDRAWALS FOR TUITION PURPOSES

Students who withdraw from a course (See Withdrawal Policy, page 35) 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.



Financial Aid

The decision to attend college is an extremely important one. It is an investment in your future and involves a considerable commitment of time and money. DBCC is a comprehensive public college that provides a wide variety of quality educational programs at a reasonable cost. DBCC's Financial Aid Office administers various types of financial assistance to help students pay part of that cost.

For information and assistance, please contact the Financial Aid Office located in Building 100, Room 105, on the Daytona Beach Campus. The financial aid staff will gladly guide you through the application process and will be pleased to assist you in completing the necessary forms.

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.

WHAT ARE THE 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. (Half-time 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 or AS degree or an approved vocational certificate.
4. Be enrolled in an eligible program of study. Eligible programs are postsecondary programs which lead to an AA, AAS or AS 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 high school diploma or GED. (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 [FAFSA].)

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 consists of completing the appropriate applications and submitting requested documentation to the Financial Aid Office. To be considered for financial aid at DBCC, a student must do the following:

- Complete the Free Application for Federal Student Aid (FAFSA). Indicate that you are planning to attend DBCC in "Step Six" of the FAFSA. DBCC's Title IV School Code is 001475. This application is required to determine eligibility for all sources of federal financial aid. (Please note, the accurate FAFSA results must be received by the Financial Aid Office prior to your last day of attendance at DBCC.) The FAFSA is available in the Financial Aid Office on all campuses. Area high schools also have supplies of FAFSA forms. The FAFSA should be completed at least five weeks prior to the beginning of the semester. The FAFSA application must be received by the processor no later than June 30, 2004.
- Complete the DBCC Financial Aid application and submit it to the Financial Aid Office.
- Submit signed copies of your 2002 federal income tax return to the Financial Aid Office. Dependent students must also submit a signed copy of the parents' federal income tax return.
- Submit the Student Aid Report (SAR) to the Financial Aid Office. The correct and complete SAR must be submitted by your last date of enrollment in 2003-2004 or by Aug. 31, 2004 (whichever is earlier).

In addition, a student will be required to supply additional documentation if the student's financial aid application is chosen for verification. Verification is the required federal process of checking the accuracy

of the information supplied on the FAFSA. Selection is based on guidelines set up by the Department of Education. If selected for verification, the Financial Aid Office will send information regarding what additional information must be submitted. Verification must be completed by the last day of summer classes or the last day of attendance, whichever comes first.

WHAT DETERMINES A STUDENT'S DEPENDENCY STATUS?

When a student applies for federal student aid, the answers to certain questions will determine whether the student is considered dependent on their parents or whether the student is independent. A dependent student must report the parents' income and assets as well as the student's income and assets. An independent student must report only the student's own income and assets (and those of the student's spouse, if married).

A student is classified as dependent or independent because federal student aid programs are based on the idea that the student (and the student's parents or spouse, if applicable) have the primary responsibility of paying for the student's post-secondary education. Students who have access to parental support (dependent student) should not receive need-based federal funds at the expense of a student who does not have such access (independent student).

A student is considered independent if at least one of the following applies to the student:

- the student was born before Jan. 1, 1980;
- the student is married;
- the student has legal dependent(s) who receive more than half of their support from the student;
- the student is an orphan or ward of the court (or was a ward of the court until age 18); or
- the student is a veteran of the U.S. Armed Forces.

If a student cannot answer "yes" to one of the above questions, the student is dependent.

WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?

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.

The FAFSA must be completed to apply for all need-based federal, state, and institutional sources of financial aid.

In general, students must be enrolled at least half-time to receive financial aid. However, some aid pro-

grams 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 as 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 full-time enrollment. The full-time award is prorated for all vocational credits less than 450 clock hours.

PELL Grants range from \$400-\$4,050 for full-time 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. Award levels are based on state appropriations and vary each year. Specific renewal requirements must be met. Funds are limited.

DBCC Need Grant - Funded by DBCC, this need-based grant is designated for undergraduate students who have not previously completed a bac-

calaureate or professional degree and who are pursuing the AA, AAS, AS degree or eligible postsecondary adult vocational certificate programs. Eligibility is based on financial need. The maximum grant per semester is \$700. Funds are limited.

DBCC Vocational Need Grant - Funded by DBCC, this need-based grant is designated for undergraduate students who have not previously completed a baccalaureate or professional degree and who are enrolled in an eligible postsecondary adult vocational certificate program. Eligibility is based on financial need. The maximum grant per semester is \$700. Funds are limited.

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 \$150 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 enroll full-time in a program leading to an AA, AAS or AS degree, and follow the Standards of Progress. Students must complete the FAFSA. The Athletic Department determines which students are eligible for the scholarship. The amount of the scholarship 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 Director 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 Director 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.

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 Medallion 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.

Foundation Scholarships - DBCC administers several scholarships funded through the DBCC Foundation. Amounts and requirements vary. Scholarship information, application forms and deadlines are available in all DBCC Counseling offices and on the DBCC Web site.

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.

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. Federal Family Education Loans

Federal Subsidized Stafford Loan - Federal Subsidized Stafford Loans are made by a lender such as a bank or credit union. Eligibility is based on finan-

cial need. The loan's interest rate is variable and may change every July 1, but will never exceed 8.25 percent. Students must be enrolled in an eligible program at least halftime. Loans are not available for the Summer Semester at DBCC. First year students may be eligible to borrow up to an annual maximum of \$2,625. Students who have successfully completed their first year (30 credits) may borrow up to a maximum of \$3,500. The maximum loan amount will be reduced utilizing a proportional proration 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.

Federal Unsubsidized Stafford Loans - 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 halftime. Independent students may be eligible to borrow up to an annual maximum of \$4,000 in additional Federal Unsubsidized Stafford Loans if remaining eligibility exists. The maximum loan amount will be reduced utilizing a proportional proration 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 Semester). With few exceptions, the Unsubsidized Loan's terms and conditions are the same as Subsidized Stafford Loans. However, the government does not pay the interest during in-school and deferment periods. The student must pay the interest. The lender will charge a three percent origination fee. The Guarantee Agency may charge a maximum one percent insurance fee.

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 halftime. 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 variable but is capped at nine 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. 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.

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.

WHAT IS DBCC'S FINANCIAL AID POLICY?

Each year the Financial Aid Office receives requests for more campus-based and institutional funds than are available. Applications are reviewed in the order in which students have completed the application process.

Awards initially are based on the projected enrollment status indicated on either the FAFSA or the DBCC Financial Aid Application. Awards are revised if the actual enrollment status differs from the award projection.

Full-time enrollment is a minimum 12 hours per semester; three-quarter time is a minimum of nine hours per semester; half-time is a minimum six hours per semester. (**Note:** Audited classes are not eligible for financial aid.) With the exception of the Pell Grant, a student must be enrolled at least half-time to be eligible for aid.

Any aid a student receives or expects to receive from an outside source must be reported to the Financial Aid Office. Such outside assistance must be considered as a component of the student's financial aid package and will reduce need. All Veterans' educational benefits are treated as a resource when determining remaining need.

Applications for an upcoming academic year are available in January. All required documents must be on file in the Financial Aid Office before a student is offered a financial aid package.

The Financial Aid Office reserves the right to review and cancel awards at any time because of changes in a student's financial or academic status, academic program, resident status, enrollment status, etc.

Full-Time College Credit Budget

	<i>In-State</i>	<i>Out-of-State</i>
Tuition (24 college credits)	\$1,391	\$5,224
Books & Supplies*	\$ 463	\$ 463
Room & Board**	\$2,128 (dependent)	\$2,128 (dependent)
	\$9,902 (independent)	\$9,902 (independent)
Personal	\$1,226 (dependent)	\$1,226 (dependent)
Transportation	\$1,000 (dependent)	\$1,000 (dependent)
	+ _____	+ _____
Total Budget	\$6,208 (dependent)	\$10,041 (dependent)
	\$11,756 (independent)	\$15,589 (independent)

Full-Time Vocational Credit Budget

	<i>In-State</i>	<i>Out-of-State</i>
Tuition (30 vocational credits)	\$1,495	\$5,971
Books & Supplies*	\$ 503	\$ 503
Room & Board**	\$2,128 (dependent)	\$2,128 (dependent)
	\$9,902 (independent)	\$9,902 (independent)
Personal	\$1,226 (dependent)	\$1,226 (dependent)
Transportation	\$1,000 (dependent)	\$1,000 (dependent)
	+ _____	+ _____
Total Budget**	\$6,352 (dependent)	\$10,828 (dependent)
	\$11,900 (independent)	\$16,376 (independent)

* ***Some programs of study have additional costs. Please refer to the Program Descriptions.***

** ***Please note, DBCC does not provide dormitories.***

HOW DOES DBCC DETERMINE 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 towards 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 chart on this page illustrates 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 Semesters).

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 check 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.

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 Work-study award cannot be used to charge fees.

The Bursar's Office is responsible for disbursing checks. After the first mailing each term, checks will be cut and mailed once a week.

In the event that a student has already registered and paid cash for fees, the entire financial aid scholarship or grant for the term will be disbursed as explained above.

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 disbursed 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/oslc/>. Loan entrance interviews are held Monday-Friday in the Financial Aid Office. Any loan disbursement will not be tendered 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**) 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 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 insure 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. (The withdrawal date is determined by the date indicated on the student's "Withdrawal Form" submitted to the Registrar's Office.) 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 account balance.

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 excesses. 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

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

WHAT ARE STANDARDS OF SATISFACTORY PROGRESS?

Federal and state regulations require students meet minimum standards of satisfactory progress to be eligible to receive financial aid. The standards apply to **all classes attempted** at DBCC, including those not funded through financial aid assistance.

The minimum financial aid satisfactory progress standards at DBCC are defined below. Some state programs have more stringent requirements. In order to maintain satisfactory academic progress, students must meet both of the following requirements:

1. 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 course work.
2. Make progress toward his/her degree or certificate. Minimum progress requires financial aid recipients to earn passing grades in 75 percent of all credit hours attempted. Maximum time frame to complete an AA, AAS, AS or certificate program of study may not exceed 150 percent of the published length of the program for students attending class on a full-time basis.

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. 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 re-evaluation. 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 one successful attempt; the remaining repeat course(s) will be calculated as unsuccessful attempts.

Evaluation of Satisfactory Academic Progress for Financial Aid

Students Pursuing the AA, AAS or AS 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.

Financial Aid Probation/Warning

Students Pursuing the AA, AAS or AS 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 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.

Financial aid funds may be received for no more than 30 remedial credit hours. Additionally, once a student receives the AA degree, no more funding is available for coursework applicable to the AA degree.

Reinstatement

A student who is on financial aid suspension 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 the required minimum standards for reinstatement of financial aid assistance are met.

Exhaustion of Financial Aid Eligibility

A student will cease to be eligible for any sources of financial aid assistance when the student has attempted 120 hours, **including developmental classes**. A student who seeks dual degrees, AA, AAS, AS or certificate, or two AAS or AS degrees or certificates, may not exceed 130 attempted hours, **including developmental classes**. **Please note** that transfer credits accepted towards graduation at DBCC are included in both the 120 and 130 hour maximums. Also, exhausting financial aid eligibility may occur at any point in the academic year in which you are enrolled; there is no probation period.

Appeal

Federal regulations state that in the case of extraordinary circumstances, a student may appeal unsatisfactory progress and/or when 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. A student who meets these criteria and wishes to appeal should request an appeal form from the Student Appeals Office in Building 100, Room 204, on the Daytona Beach Campus or the main office at other campuses. Extensive documentation must be included with the appeal to substantiate the student's case.

If the Appeal's Committee approves the appeal, the student's aid will be reinstated for the applicable semester(s) (provided the student is otherwise eligible.)

The Appeal's Committee may stipulate restrictions governing the number of remaining credit hours eligible for financial aid assistance. The student's academic record will be re-evaluated during the next regular financial aid satisfactory progress evaluation.

WHAT ARE THE RIGHTS AND RESPONSIBILITIES OF A FINANCIAL AID RECIPIENT?

As a student consumer, students have a right to:

- Be informed of the correct procedures for applying for aid; cost of attendance; types of aid available; how financial need is determined; criteria for awarding aid; how academic progress is determined; and what must be done to continue receiving aid.
- Be informed of the type and amount of assistance the student will receive; and how and when the student will receive the aid.
- View the contents of the student's financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the conditions of any loan.

It is the student's responsibility to:

- Complete application materials correctly and submit them on time.
- Read all materials sent from the Financial Aid Office and all agencies awarding aid; read, understand and keep copies of all forms the student signs.
- Know and comply with the rules governing the aid received.
- Provide additional documentation, verification, corrections and/or any new information the Financial Aid Office requests.
- Comply with the provisions of any promissory note and all other agreements signed.
- Use financial aid only for expenses related to attending the College.
- Maintain satisfactory academic progress.
- Notify the Financial Aid Office of any resources not considered during the original need analysis and aid not listed on the award letter.
- Keep local and permanent addresses current at the Records Office.