Brevard Community College reserves the right to make changes in the regulations and offerings announced in this catalog as circumstances require. For the most current information on course programs and policies, go to www.brevardcc.edu.

BCC POLICY STATEMENT OF NON-DISCRIMINATION
EQUAL ACCESS/EQUAL OPPORTUNITY
Brevard Community College, in accordance with Federal and State laws as well as College Policy, does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex, sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability. Inquiries regarding the College’s Equal Opportunity Policies including Title IX (sex discrimination) and Section 504 of the Americans with Disabilities Act (Disabled Discrimination) for employees or applicants for employment may be directed to Joni F. Oglesby, Equity Coordinator/Employees – Administration, Bldg. #2 Cocoa Campus, (321) 632-1111, ext. 63780 or alternate contact, Janet L. Madden, Director of Employee Relations, Bldg. #2 Cocoa Campus, (321) 632-1111, ext. 63785. Inquiries for students or applicants for admission may be directed to Dr. James C. Heck, Equity Coordinator/Students - Bldg. #2, Cocoa Campus, (321) 632-1111, ext. 64701 or alternate contact Dr. Donald P. Astrab, Executive Vice President/Chief Learning Officer, Bldg. #2 Cocoa Campus, (321) 632-1111, ext. 62773. Inquiries regarding veterans programs may be directed to the Office of Veterans Affairs, Bldg. #10 - Room 207, Melbourne Campus, (321) 632-1111, ext. 32600.

Accreditation
Brevard Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097: Telephone number (404) 679-4501) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees.
Each of the 28 community colleges in Florida’s statewide system is under the local control of a lay District Board of Trustees composed of citizens who serve without pay and are legally vested with decision-making power in all matters of college policy, programs, building, budget and personnel.

Five Brevard County citizens, appointed by the governor, form the Brevard Community College District Board of Trustees. Meeting in regular sessions once each month, these civic-minded individuals contribute their time and talent to guide the development of Brevard Community College so that it remains responsive to the educational needs of the community.

JAMES W. HANDLEY (Chair)
A resident of Cocoa Beach, Mr. Handley worked for the IBM Corporation for over 30 years and retired in 1984. He worked for IBM at the Kennedy Space Center from 1964 through 1975, and received the IBM Outstanding Contribution Award for achievements on the Saturn/Apollo Program. Originally from Ohio, Mr. Handley graduated from Ohio University with a Bachelor of Science degree in Mechanical Engineering. He is a member of the board of the Boys and Girls Club of Brevard, the Brevard Community College Foundation Executive Committee, and the Astronaut Memorial Planetarium Advisory Committee. He was Brevard County co-chairman of the Jeb Bush for Governor campaigns in 1994 and 1998, and regional co-chairman of the George W. Bush for President campaign in 2000. He volunteers with the Brevard Zoo and the Cystic Fibrosis Foundation, and is a member of the Missile and Space Pioneers, Phi Kappa Sigma fraternity, and was formerly a senator in the Florida Silver Haired Legislature. He was appointed to the Board in 1999.

DR. ALEXANDRA PENN WILLIAMS (Vice Chair)
Appointed to the Board in 1999 and reappointed in 2002, Dr. Penn Williams was born and raised in New York City. She attended Hunter College of the City University of New York for both her undergraduate and graduate work. Her classroom and administrative experience includes 20 years of working with children, youth and college students; her consulting work in curriculum and staff development has taken her to most of the fifty states and several foreign countries. She is a doctor of education with a specialty in management of K through 12 educational programs. She is the author of several professional articles and a book on the topic of integrated curriculum development published by ASCD. She is currently executive director of the Office of Independent Education and Parental Choice for the Florida Department of Education.

MIRIAM E. MARTINEZ
A resident of Satellite Beach since 1981, Mrs. Miriam Martinez was appointed to the Board in 1999 and reappointed in 2002. Mrs. Martinez is the president of the Management Consulting Network, Inc. She holds a B.S. in Mathematics from Florida State University and an M.B.A. from the University of Cincinnati. Mrs. Martinez has served as a board member of the Space Coast Science Center and the Melbourne Community Orchestra, serving as vice president for a term. She has also served as a member of the Industry Advisory Board for the Florida Model Technology Schools program and has participated in Brevard Community College’s Outreach Equity Mentor and World of Work Program. In addition, Mrs. Martinez has served as vice chairperson and chairperson for the Research and Engineering Council of the Manufacturers Alliance for Productivity & Innovation and as a cabinet member for the Product Development and Management Association's Frontier Dialogues. She is a PDMA Certified New Product Development Professional.

C. R. "Rick" McCOTTER III
A native of Brevard County, Mr. McCotter was born and raised in Titusville, and is a product of the Brevard County public school system, graduating from Astronaut High School. An alumnus of BCC, Mr. McCotter received his B.A. in Business Management/Administration from Auburn University. He is the president and owner of McCotter Ford-Mercury in Titusville, a 60-year family-owned automotive business. Mr. McCotter has served the community in the following areas: Chairman of the Titusville Chamber of Commerce in 1997, Parrish Medical Foundation Board member, Salvation Army Advisory Council board member, Brevard County YMCA board member, Space Coast Economic Development Council board member, Transformation Titusville Vision Team member, and City of Titusville City Manager Selection Committee member. He was appointed to the Board in 2001.

ALBERTA K. WILSON
A resident of Brevard for more than 26 years, Ms. Wilson was appointed to the Board in 2003. A business ethics advisor for Boeing, she holds a B.S. in Business Management from Barry University and M.A. degrees in Human Resources Development and Business Management from Webster University. Very active in civic, diversity and educational activities, Ms. Wilson has served on the State Board of Community Colleges, on the Brevard County School Superintendent Selection Committee and Strategic Planning Committee, as president of the Cocoa/Rockledge Civic League, and is currently president of the central Brevard chapter of the NAACP. She is a recipient of the Postmaster General’s Roy Wilkins Heritage Award, KSC Good Citizen of the Year, Southeastern Region William Allen Penn Award, and a Florida Commission on Human Rights’ Civil Rights Award.
Thank you for your interest in Brevard Community College—a college with a long tradition of providing lifelong learning to a vibrant and growing community. This institution has a strong history of providing high-quality instruction and training in small classes, close to home and online. People of all ages who are seeking a traditional college education are able to count on BCC to provide them with their first two years of college.

BCC students enjoy the benefits of an articulation agreement with the state university system. This ensures the transferability of credits to Florida public universities, as well as similar agreements with numerous private institutions. In addition, BCC has a well-established partnership with the University of Central Florida, providing for a seamless transition to this fine, nationally recognized public state university. This relationship is both demonstrated and enhanced by the array of classes which UCF offers at our joint-use facilities on the Cocoa, Melbourne, and Palm Bay campuses. The evidence has shown that in Florida, and across the nation, community college transfer students do as well as, or better than, those students who begin their studies at a four-year institution.

Equally beneficial to our students are the many technical and vocational offerings that permit graduates to enter the workforce for the first time, or retrain for requirements of ever-changing business and industry. The faculty and staff of the college take great pride in the consistently high level of job placements from BCC career and technical programs, and we have many testimonials from employers who are eager to hire our graduates.

If your schedule will not permit you to attend classes on campus, you are welcome to explore the world of knowledge and technical training available via our Virtual Campus. BCC offers both the AA and AS degrees via television and the internet.

A growing area of emphasis for the College is that of business and industry training. The Institute for Business Training and Community Education is working directly with area businesses to provide continuing education opportunities and customized training, especially in the aerospace and high-tech industries which characterize this region of the state.

Lifelong learning is our business. Let us help you make your dreams a reality. Dream! Think! Become!

College Administrative Team

Thomas E. Gamble, Ph.D.
District President

MICHAEL S. KALISZESKI
Campus President
Melbourne Campus

ALBERT P. LITTLE
Vice President
Financial & Adm. Services
Chief Technology Officer

THOMAS E. GAMBLE
District President

INGRID K. BRADLEY
Associate Vice President
Community Relations & Marketing

DONALD P. ASTRAB
Executive Vice President
Chief Learning Officer

M. FRANK BILLINGS
Associate Vice President
Institutional Effectiveness & Strategic Management

BERT J. PURGA
Campus President
Palm Bay Campus

THOMAS E. GAMBLE
District President

JONI F. OGLESBY
Associate Vice President
Human Resources

LAURENCE D. SPRAGGS
Campus President
Titusville Campus

BRENDA S. FETTROW
Campus President
Cocoa Campus

KATHERINE M. COBB
Campus President
Virtual Campus

MICHAEL S. KALISZESKI
Campus President
Melbourne Campus

M. FRANK BILLINGS
Associate Vice President
Institutional Effectiveness & Strategic Management

DONALD P. ASTRAB
Executive Vice President
Chief Learning Officer

JONI F. OGLESBY
Associate Vice President
Human Resources

LAURENCE D. SPRAGGS
Campus President
Titusville Campus

BARBARA AKE
Associate Vice President
Allied Health

KATHERINE M. COBB
Campus President
Virtual Campus

BRENDA S. FETTROW
Campus President
Cocoa Campus

MICHAEL S. KALISZESKI
Campus President
Melbourne Campus

BERT J. PURGA
Campus President
Palm Bay Campus

LAURENCE D. SPRAGGS
Campus President
Titusville Campus

FROM THE DISTRICT PRESIDENT – 3
Our Vision
Brevard Community College is committed to
Being our Community’s Center for
• Quality Teaching and
• Lifelong Learning

Our Mission
To engage our diverse population in quality, accessible, learning opportunities which successfully meet individual and community needs.

Brevard Community College fulfills its mission by offering the following:
1. Undergraduate Studies and Associate Degrees to pursue a Baccalaureate Degree.
2. Technical and vocational training for Associate Degrees and Certificates for entering the workforce, improving professional skills, and developing new competencies.
3. Instructional support services such as advisement and career guidance.
4. Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
5. Workshops and classes for personal growth, developmental instruction, and lifelong learning.

Our Philosophy
The College embraces the following key values and beliefs:
1. RESPECT FOR THE INDIVIDUAL (COURTESY/CIVILITY): Central to our philosophy is respect for the individual, manifested through courtesy and civility in every endeavor.
2. CONTINUOUS IMPROVEMENT/PROFESSIONAL COMPETENCE: Recognizing that we exist in a dynamic environment, we foster innovation to promote continuous improvement in student, employee, and organizational development.
3. PASSION FOR LEARNING: As an educational catalyst, the College sparks the flame of human curiosity by creating an environment to ignite and sustain a passion for lifelong learning.
4. LEADERSHIP, EMPOWERMENT, INTEGRITY: We value leadership styles that engender trust and confidence, and that empower people to make sound decisions.
5. TEAMWORK, SENSE OF BELONGING: We encourage a sense of belonging by employees and students through promoting an atmosphere of teamwork that embraces the college’s mission and goals.
6. SERVICE: We provide quality service to students, colleagues, and the community with the intention that all those served achieve higher levels of success and satisfaction.
7. ACCOUNTABILITY: Through systematic review and evaluation, we are publicly accountable to achieve our mission.
8. SENSE OF ACHIEVEMENT: We value achievement and reward those who strive to do their best.
Brevard Community College, located in the heart of the nation’s space coast, is a two-year, co-educational, publicly supported post-secondary institution. It was established in 1960 as Brevard Junior College. Also established in 1960 was Carver Junior College, another two-year, publicly supported, post-secondary institution that provided educational opportunities to the African-American residents of Brevard County. In May 1963 the two schools merged, and the newly-formed institution, whose mission was to serve all residents of Brevard County, moved to its present location on 87 acres adjacent to Clear Lake. With district offices housed at the Cocoa location, the College has grown to include four campuses, a virtual campus, and the spaceport center located throughout the county.

★ PALM BAY CAMPUS: (PB)
Community College Parkway near the I-95 Interchange exit 173 at Malabar Road.

★ MELBOURNE CAMPUS: (M)
At the corner of N. Wickham and Post Road, west of U.S. 1 and south of S.R. 404 (Pineda Causeway).

King Center for the Performing Arts:
Located on the Melbourne Campus at the corner of Post and Wickham Roads.

★ COCOA CAMPUS (C) and
DISTRICT ADMINISTRATION:
Clearlake Road in Cocoa/West of U.S. 1 & north of the 520 Causeway accessible from exit 202 (S.R.524) on I-95.

Astronaut Memorial Planetarium and Observatory: Located on the Cocoa Campus off Rosetine Street.

★ TITUSVILLE CAMPUS: (T)
U.S. 1 in Titusville (north of Parrish Medical Center.)

★ SPACEPORT CENTER:
Classes offered at the Center for Space Education.

WBCC TV68:
Located on the Cocoa Campus.

VIRTUAL CAMPUS:
Located on the Cocoa Campus.

ALLIED HEALTH:
Located on the Cocoa Campus.

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### FALL TERM 2003

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 13</td>
<td>Wed.</td>
<td>Faculty Report</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>Mon.</td>
<td>Fall Term begins</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Fri.</td>
<td>Last day to drop with refund of fees or change to audit status</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Mon.</td>
<td>Labor Day Holiday (Weekend classes will meet as scheduled)</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Fri.</td>
<td>Last Day to apply for CLAST</td>
</tr>
<tr>
<td>Oct. 4</td>
<td>Sat.</td>
<td>CLAST administration</td>
</tr>
<tr>
<td>Oct. 17</td>
<td>Fri.</td>
<td>Collegewide Inservice Day; No daytime classes for students</td>
</tr>
<tr>
<td>Oct. 20</td>
<td>Mon.</td>
<td>Last day to apply for December graduation</td>
</tr>
<tr>
<td>Oct. 30</td>
<td>Thurs.</td>
<td>Last day to withdraw from classes with grade of “W”</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Tues.</td>
<td>Veteran’s Day Holiday</td>
</tr>
<tr>
<td>Nov. 27-30</td>
<td>Thurs.-Sun.</td>
<td>Thanksgiving Day Holidays</td>
</tr>
<tr>
<td>Dec. 8-12</td>
<td>Mon.-Fri.</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Dec. 20</td>
<td>Sat.</td>
<td>Graduation, 1 p.m. &amp; 4 p.m.</td>
</tr>
<tr>
<td>Dec. 24-Jan. 4</td>
<td>Wed.-Sun</td>
<td>Holidays - Winter Break; College Closed</td>
</tr>
</tbody>
</table>

### SPRING TERM 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 5</td>
<td>Mon.</td>
<td>College re-opens; Staff and Faculty Report</td>
</tr>
<tr>
<td>Jan. 7</td>
<td>Wed.</td>
<td>Spring Term begins – First day for students</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Tues.</td>
<td>Last day to drop with refund of fees or change to audit status</td>
</tr>
<tr>
<td>Jan. 19</td>
<td>Mon.</td>
<td>Holiday - Martin Luther King, Jr. birthday observance (Weekend classes will meet as scheduled)</td>
</tr>
<tr>
<td>Jan. 23</td>
<td>Fri.</td>
<td>Last Day to apply for CLAST</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Sat.</td>
<td>CLAST administration</td>
</tr>
<tr>
<td>Mar. 12</td>
<td>Fri.</td>
<td>Collegewide Inservice Day; No daytime classes for students</td>
</tr>
<tr>
<td>Mar. 16</td>
<td>Tues.</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>Mar. 22</td>
<td>Mon.</td>
<td>Last day to withdraw from classes with grade of “W”</td>
</tr>
<tr>
<td>Mar. 29-Apr. 4</td>
<td>Mon.-Sun.</td>
<td>Holidays – Spring Break; College closed</td>
</tr>
<tr>
<td>May 4-10</td>
<td>Tues.-Mon.</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 7</td>
<td>Fri.</td>
<td>Last day to apply for CLAST</td>
</tr>
<tr>
<td>May 15</td>
<td>Sat.</td>
<td>Graduation, 1 p.m. &amp; 4 p.m.</td>
</tr>
</tbody>
</table>

### SUMMER TERM A 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13</td>
<td>Thurs.</td>
<td>Summer Term A begins</td>
</tr>
<tr>
<td>May 17</td>
<td>Mon.</td>
<td>Last day to drop with refund of fees or change to audit status</td>
</tr>
<tr>
<td>May 31</td>
<td>Mon.</td>
<td>Memorial Day Holiday (Weekend classes will meet as scheduled)</td>
</tr>
<tr>
<td>June 5</td>
<td>Sat.</td>
<td>CLAST administration</td>
</tr>
<tr>
<td>June 9</td>
<td>Wed.</td>
<td>Last day to withdraw from classes with grade of “W”</td>
</tr>
<tr>
<td>June 9</td>
<td>Wed.</td>
<td>Last day to apply for posting August Graduation</td>
</tr>
<tr>
<td>June 23</td>
<td>Wed.</td>
<td>Examination Day/Summer Term A ends</td>
</tr>
</tbody>
</table>
SUMMER TERM B 2004

June 28 Mon. Summer Term B begins
June 30 Wed. Last day to drop with refund of fees or change to audit status
July 5 Mon. Independence Day Holiday (Saturday classes meet Saturday, July 3)
July 9 Fri. Last day to withdraw from 12-week summer courses
July 23 Fri. Last day to withdraw from classes with grade of “W”
Aug. 6 Fri. Examination Day/Summer Term B ends

Melbourne Campus Weekend College

<table>
<thead>
<tr>
<th>TERMS</th>
<th>BLOCK C</th>
<th>TERMS</th>
<th>BLOCK D</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1</td>
<td>Completed</td>
<td>D-1</td>
<td>08/22/03-12/13/03</td>
</tr>
<tr>
<td>C-2</td>
<td>Completed</td>
<td>D-2</td>
<td>01/09/04-05/08/04</td>
</tr>
<tr>
<td>C-3</td>
<td>Completed</td>
<td>D-3</td>
<td>05/13/04-08/06/04</td>
</tr>
<tr>
<td>C-4</td>
<td>06/20/03-09/13/03</td>
<td>D-4</td>
<td>08/16/04-12/11/04</td>
</tr>
<tr>
<td>C-5</td>
<td>09/26/03-12/20/03</td>
<td>D-5</td>
<td>01/03/05-05/07/05</td>
</tr>
<tr>
<td>C-6</td>
<td>01/09/04-05/08/04</td>
<td>D-6</td>
<td>05/10/05-08/05/05</td>
</tr>
<tr>
<td>C-7</td>
<td>05/13/04-08/06/04</td>
<td>D-7</td>
<td>08/15/05-12/16/05</td>
</tr>
</tbody>
</table>

(All dates are subject to change, as the State of Florida approves academic calendar annually.)

Block C’s terms 4 and 5 are 12 weeks in length and run according to the dates listed. Note Blocks C6 and C7 change to follow the regular college semesters. You can earn an AA degree, from start to finish, in just 28 months on the weekends. Consult current schedule for Term dates, payment fees, financial aid, and drop/withdraw dates specific to Weekend College.

VIRTUAL CAMPUS CALENDAR (For distance learning classes only)

revised 7/15/03

<table>
<thead>
<tr>
<th>FALL TERM 200340</th>
<th>SUMMER TERM 200420</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 – August</td>
<td>Voluntary Telecourse PLUS/Blackboard Orientation 05-09-04</td>
</tr>
<tr>
<td>Voluntary Telecourse PLUS/Blackboard Orientation 08-16-03</td>
<td>Last day to register/Pay fees 05-10-04</td>
</tr>
<tr>
<td>Voluntary Blackboard Orientation 08-18-03</td>
<td>Classes begin 05-13-04</td>
</tr>
<tr>
<td>(All other dates same as full term fall calendar)</td>
<td>Last day to drop with refund or change to audit status 05-17-04</td>
</tr>
<tr>
<td>Voluntary Blackboard Orientation 09-06-03</td>
<td>Memorial Day Holiday 05-31-04</td>
</tr>
<tr>
<td>Session 2 – September</td>
<td>Independence Day Holiday 07-05-04</td>
</tr>
<tr>
<td>Voluntary Blackboard Orientation 09-12-03</td>
<td>Last day to withdraw with grade of “W” 07-09-04</td>
</tr>
<tr>
<td>Last day to register/pay fees 09-16-03</td>
<td>Final Exams 08-02-04 – 08-06-04</td>
</tr>
<tr>
<td>Classes begin 09-16-03</td>
<td></td>
</tr>
<tr>
<td>Last day to drop with refund or change to audit status 09-19-03</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Day Holiday 11-11-03</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw with grade of “W” 11-10-03</td>
<td></td>
</tr>
<tr>
<td>Final Exams 11-27-03 – 11-28-03</td>
<td></td>
</tr>
<tr>
<td>SPRING TERM 200410</td>
<td></td>
</tr>
<tr>
<td>Session 1 – January</td>
<td>Final Exams 12-08-03 – 12-12-04</td>
</tr>
<tr>
<td>Voluntary Telecourse PLUS/Blackboard Orientation 01-03-04</td>
<td></td>
</tr>
<tr>
<td>(All other dates same as full term spring calendar)</td>
<td></td>
</tr>
<tr>
<td>Session 2 – February</td>
<td>Final Exams 05-04-04 – 05-10-04</td>
</tr>
<tr>
<td>Last day to register/pay fees 02-03-04</td>
<td></td>
</tr>
<tr>
<td>Classes begin 02-05-04</td>
<td></td>
</tr>
<tr>
<td>Last day to drop with refund or change to audit status 02-09-04</td>
<td></td>
</tr>
<tr>
<td>Spring Break 03-29-04 – 04-04-04</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw with grade of “W” 04-04-04</td>
<td></td>
</tr>
</tbody>
</table>

Registration dates and times will be listed in the Schedule of Classes issued each term. It is important to check the dates and deadlines for classes offered in special sessions such as Weekend College, Mini-mester, and online courses beginning in mid-term.
### District Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Extension</th>
<th>Bldg.-Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>District President</td>
<td>62000</td>
<td>2-200</td>
</tr>
<tr>
<td>Executive VP/Chief Learning Officer</td>
<td>62773</td>
<td>2-202</td>
</tr>
<tr>
<td>VP Finance &amp; Administrative Services/Chief Technology Officer</td>
<td>62250</td>
<td>2-151</td>
</tr>
<tr>
<td>Accounting</td>
<td>62880</td>
<td>2-157</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>64543</td>
<td>2-220</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>33030</td>
<td>6-109</td>
</tr>
<tr>
<td>BCC Foundation</td>
<td>63004</td>
<td>2-225</td>
</tr>
<tr>
<td>Budget Management</td>
<td>63726</td>
<td>2-124a</td>
</tr>
<tr>
<td>Community Relations &amp; Marketing</td>
<td>63330</td>
<td>2-214</td>
</tr>
<tr>
<td>Development</td>
<td>64540</td>
<td>2-204</td>
</tr>
<tr>
<td>Developmental &amp; Tech. - Collegewide Dean</td>
<td>63660</td>
<td>2-209</td>
</tr>
<tr>
<td>Director, Collegewide Admissions &amp; Records</td>
<td>62154</td>
<td>12-222</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>33120</td>
<td>ME 10-204</td>
</tr>
<tr>
<td>Human Resources</td>
<td>63780</td>
<td>2-113</td>
</tr>
<tr>
<td>Institutional Effectiveness &amp; Strategic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>62560</td>
<td>9-108</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>62950</td>
<td>12-203d</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>62520</td>
<td>22-139</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>62524</td>
<td>14-153</td>
</tr>
<tr>
<td>Spaceport Center/SpaceTEC</td>
<td>449-5001</td>
<td>AM6 306-7020</td>
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<td>Student Accounts</td>
<td>62165</td>
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<tr>
<td>Students with Disabilities</td>
<td>63607 (62154)</td>
<td>9-119</td>
</tr>
<tr>
<td>Student Services - Collegewide Dean</td>
<td>64701</td>
<td>2-205</td>
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<tr>
<td>Technical Programs</td>
<td>64030</td>
<td>2-122</td>
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<td>Transfer Programs</td>
<td>64562</td>
<td>2-122</td>
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<tr>
<td>Transfer &amp; Special - Collegewide Dean</td>
<td>63480</td>
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</tr>
<tr>
<td>TRIO - Student Support Services</td>
<td>64291</td>
<td>9-204</td>
</tr>
</tbody>
</table>

**Note:** In compliance with the Family Educational Rights and Privacy Act (FERPA), certain student information will not be released over the telephone.

### Cocoa Campus (CO)

<table>
<thead>
<tr>
<th>Position</th>
<th>Extension</th>
<th>Bldg.-Room</th>
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</thead>
<tbody>
<tr>
<td>Admissions and Records</td>
<td>63700/63701</td>
<td>11-219</td>
</tr>
<tr>
<td>Admissions Information Desk</td>
<td>62101</td>
<td>11-219</td>
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<tr>
<td>Advisors</td>
<td>63480</td>
<td>11-219A</td>
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<tr>
<td>Allied Health</td>
<td>64110/64185</td>
<td>20-233</td>
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<tr>
<td>Allied Health Non-Credit Classes</td>
<td>64120</td>
<td>20-223-B</td>
</tr>
<tr>
<td>Accelerated Programs/Early Admission</td>
<td>64462</td>
<td>2-203</td>
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<tr>
<td>Dual Enrollment</td>
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<tr>
<td>Bookstore</td>
<td>64082 (631-9300)</td>
<td>06</td>
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<tr>
<td>Business &amp; Industry Training Center</td>
<td>64430</td>
<td>03-268</td>
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<tr>
<td>Cafeteria</td>
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<td>Cashier</td>
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<td>Child Care Center</td>
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<td>Community &amp; Professional Education</td>
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<td>Computer Lab</td>
<td>63310/6430503-184/05-140</td>
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<tr>
<td>Student Services (Dean)</td>
<td>63470</td>
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<td>Financial Aid</td>
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<tr>
<td>Information Center (Student Parking Decals)</td>
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<td>Campus Information</td>
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<tr>
<td>International Student Services</td>
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<tr>
<td>Learning Lab</td>
<td>63200</td>
<td>12-303</td>
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<tr>
<td>Library</td>
<td>62966/62950</td>
<td>12</td>
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<tr>
<td>Planetarium</td>
<td>634-3732</td>
<td>19</td>
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<tr>
<td>President (Campus)</td>
<td>63720</td>
<td>05-127</td>
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<tr>
<td>Security (Student Parking Decals)</td>
<td>64190</td>
<td>14-181</td>
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<td>Service Learning</td>
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<td>Student Government Association</td>
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<td>Student Support Services</td>
<td>64291</td>
<td>09-204</td>
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<tr>
<td>Students with Disabilities (Office for)</td>
<td>63606</td>
<td>09-119</td>
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<tr>
<td>Testing</td>
<td>64794</td>
<td>11-206</td>
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<td>Veterans</td>
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<td>11-209</td>
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<tr>
<td>WENDI Program</td>
<td>65516</td>
<td>12-317</td>
</tr>
</tbody>
</table>

### Spaceport Center (SC)

**Building M6-306 • Kennedy Space Center, FL 32899**

(321) 449-5060 • Fax: (321) 449-5062

### Virtual Campus (CO)

**1519 Clearlake Road • Cocoa, FL 32922-6597 • (321) 632-1111, ext. 64700**

Hearing Impaired: 1-800-955-8770 (voice) • 1-800-955-8771 (TTY)

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Online Student Mentor</td>
<td>64704</td>
<td>13-177</td>
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<td>Student Services (Dean)</td>
<td>63728</td>
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<td>President (Campus)</td>
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<td>13-168</td>
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<td>Online Coordinator</td>
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<td>Online Advisor</td>
<td>63608</td>
<td>13-176</td>
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</table>
# Collegewide Telephone Directory

**FOR EMERGENCY INFORMATION ON COLLEGE CLOSINGS, PLEASE CALL (321) 632-1111, EXT. 65000**

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## Melbourne Campus (ME)

3865 North Wickham Road • Melbourne, FL 32935-2399 • (321) 632-1111

Hearing Impaired: 1-800-955-8770 (voice) • 1-800-955-8771 (TTY)

<table>
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<tr>
<td>32100</td>
<td>01-110-117</td>
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<tr>
<td>32351 (254-6651)</td>
<td>03</td>
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<tr>
<td>32490/32520</td>
<td>10-111</td>
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<tr>
<td>32020</td>
<td>01-108</td>
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<tr>
<td>32443</td>
<td>13</td>
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<td>32760/33200</td>
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<td>32352</td>
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<td>32880</td>
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<td>33550/33551</td>
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<td>33230</td>
<td>01-137</td>
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<tr>
<td>32005</td>
<td>01-Lobby</td>
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<tr>
<td>35100/34060</td>
<td>09</td>
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<tr>
<td>32200</td>
<td>02-103</td>
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<td>02-213</td>
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<td>32030/32040</td>
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<td>33150</td>
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<td>33170/33190</td>
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<td>32750</td>
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<td>32600</td>
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## Palm Bay Campus (PB)

250 Community College Parkway • Palm Bay, FL 32909-2299 • (321) 632-1111

Hearing Impaired: 1-800-955-8770 (voice) • 1-800-955-8771 (TTY)

<table>
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<td>22023/22029</td>
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<tr>
<td>22014/22020</td>
<td>01-117-E &amp; F</td>
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<td>22042</td>
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<td>22203</td>
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<td>22032</td>
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<td>22017</td>
<td>02-159</td>
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<td>22309</td>
<td>01-314-A</td>
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<td>22202</td>
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<td>22015</td>
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<td>22033</td>
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<tr>
<td>22030</td>
<td>01-Lobby</td>
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<td>2214</td>
<td>01-229-A</td>
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<td>22217</td>
<td>02-232</td>
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<td>22206/22210</td>
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## Titusville Campus (TI)

1311 North U.S. 1 • Titusville, FL 32796-2192 • (321) 632-1111

Hearing Impaired: 1-800-955-8770 (voice) • 1-800-955-8771 (TTY)

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<td>42004</td>
<td>03-106</td>
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<td>42055</td>
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<td>42012</td>
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<td>42233</td>
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<td>42022</td>
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<td>42011</td>
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**COLLEGEWIDE TELEPHONE DIRECTORY – 9**
Established in 1960, the Cocoa Campus was Brevard Community College’s first campus. It is home to the collegewide District Administration. Located on this campus are four technologically advanced facilities: the Astronaut Memorial Planetarium, the BCC/UCF Joint Use Library, the Theater 360, and the Florida Solar Energy Center. Together, these facilities comprise the main components for the Florida Circle of Science and Technology. Also located on the campus is the Clark Maxwell, Jr. Lifelong Learning Center, a cooperative effort of BCC and University of Central Florida. This unique instructional facility houses programs for both BCC and UCF, enabling students to complete a bachelor’s and master’s degree without leaving the county.

Building 1
Data Center

Building 2
George Washington Carver Administration Building
• Collegewide Administrative Offices
• Information

Building 3
Clark Maxwell, Jr. Lifelong Learning Center
• Child Care Center
• Institute for Business Training & Community Education
• Theatre 360
• UCF

Building 4
Bernard Simpkins Fine Arts Center
• Auditorium
• Behavior & Social Science
• Communications
• Humanities
• Music and Art

Building 5
Rodney S. Ketcham Business Center
• Business/Office Technologies/Computer Science
• Office of the Campus President

Building 6
Bookstore

Building 7
Irene H. Burnett Science Building
• Math Department
• Science Department
• Science Labs

Building 8
Collegewide Printing Services
• Publications

Building 9
Dr. Mary Cathryne Park Classroom Building
• Foreign Language Lab
• Office of Institutional Effectiveness and Planning
• Office of Students with Disabilities
• Reading Lab
• Student Support Services

Building 10
Gen. George F. Schlatter Veterans Memorial Amphitheater

Building 11
Ralph M. Williams Student Center
• Admissions and Records
• Campus Dean
• Director of Enrollment Services
• Financial Aid
• International Student Services
• Moore Multicultural Center
• Career Center
• Registration
• Student Government
• Student Advisors
• Testing
• UCF Admissions
• Veterans Affairs

Building 12
BCC/UCF Joint Use Library
• CAI Lab
• Collegewide Admissions & Records
• Learning Lab (VPI)
• Library
• Student Job Placement
• WENDI

Building 13
Roger W. Dobson Building
• WBCC TV68

Building 14
Vocational Building
• Air Conditioning
• Drafting
• Electricity
• Fire Science
• Graphic Design
• Photography
• Security/Student Parking Decals

Building 15
Annex

Building 16

Building 17
Technical Center
• Medical Assisting
• Surgical Technology
• Emergency Medical Science
• Paramedic
• Virtual Campus

Building 18
J. Bruce Wilson Gymnasium
• Athletic Department
• Fitness Labs
• Physical Education Department
• Swimming Pool

Building 19
Astronaut Memorial Planetarium & Observatory

Building 20
HCVAS - Allied Health Center

Building 21
Veterinary Technology Building

Building 42
Foundation House
The Melbourne Campus of Brevard Community College opened in 1971 and has become BCC's largest campus. Located on a wooded 120-acre site, the campus serves approximately 40% of the total enrollment of the college. The campus provides state-of-the-art classrooms and laboratory facilities that prepare students for upper division baccalaureate studies, technical degrees, and vocational certificates. A new Student Services Center (SSC) that provides enhanced services opened in November 2001. Melbourne is also home of the Criminal Justice and Police Testing facilities, the King Center for the Performing Arts, and the College's largest concentration of student computer laboratories (21 labs campuswide utilizing the latest technology).
Opened in 1990, the Palm Bay Campus is the newest of Brevard Community College's full-service campuses. Situated on 200 acres with a 50-acre lake, the campus provides training and education in fields such as environmental science, chemical instrumentation, GIS/GPS, computer programming and information systems, MCSE, Oracle, CISCO, MOUS, and office systems, as well as providing the general education courses required for the university transfer Associate in Arts degree. Recent construction expanded the campus to include additional buildings that house science laboratories, academic classrooms, Student Services areas, a wellness center, and a new library.
The Titusville Campus is a full service campus opened in 1979. The campus has a reputation for being student-centered with small classes and student support services that make learning a pleasure. We consider ourselves a "community of learners" where student success is everyone’s goal. The personal service that students receive here is complemented by state-of-the-art classrooms and laboratories on a beautiful 120-acre campus that is located on the Indian River Lagoon waterfront, part of the Intracoastal Waterway. The campus specialties in information technology and environmental, natural and life sciences are supported by our location near the Kennedy Space Center and the Canaveral National Seashore. The college hosts the NASA Business Incubator, supporting entrepreneurs in our community and giving our students access to internships in cutting edge technology companies. We share a campus setting with the Parrish Medical Center and are developing joint programs in the health sciences. The Titusville Campus is dedicated to ensuring that students will accomplish their dreams, and reach their academic and technology goals in a caring, student-centered environment.
BCC’s Virtual Campus is a full service campus providing students interested in non-traditional access to classes with Distance Learning opportunities, which include Online courses and Telecourses. BCC students can earn AA and AS degrees through our Distance Learning Programs.

Services available through the Virtual Campus include online admissions and registration, online testing, online advising, online mentoring, online financial aid information and online learning resources.

Our staff is committed to assisting you with your distance learning education. Feel free to contact us if you have any questions at (321) 632-1111, ext. 64700 or email: virtualcampus@brevardcc.edu.

We invite you to review our current online offerings on the Virtual Campus website:

http://web2010.brevardcc.edu/campuses/virtual/

Take the “Is Distance Learning For Me” Self-assessment survey at:
http://web2010.brevardcc.edu/distancelearning/survey/dl_for_me_start.cfm
Toll Free: 1-888-747-2802

The Virtual Campus Online courses are Powered by Blackboard e-learning Platform.

Brevard Community College’s Spaceport Center operates at NASA’s John F. Kennedy Space Center Visitor Complex in the Center for Space Education (M6-306) to provide AS and AAS degree programs in aerospace technology. It is also home to SpaceTEC™, the country’s National Science Foundation Center of Excellence for aerospace technical education.

The Aerospace Technology program prepares students for entry-level positions in the aerospace industry. It offers a standardized and industry-endorsed curriculum that provides employers with a well-trained and productive technical workforce. Aerospace technician candidates must complete a separate, program-specific application and meet special workplace requirements including U.S. citizenship, and they must agree to undergo security background checks and random drug testing if hired.

Graduates of the Aerospace Technology program may also qualify for many applied-technology jobs such as testing, fabrication, assembly, repair, and manufacturing.

For information contact the Spaceport Center at (321) 449-5060 or visit the website at:

www.spaceportcenter.org
**Affiliated Sites**

In addition to its campuses and centers, Brevard Community College has sites countywide that provide other educational and cultural enrichment opportunities.

**Astronaut Memorial Planetarium and Observatory**  
(Cocoa Campus • Bldg. # 19)  
(321) 632-1111, ext. 63500; or (321) 634-3732  
[www.brevardcc.edu/planet](http://www.brevardcc.edu/planet)

Constructed in part through public donations, the Astronaut Memorial Planetarium and Observatory was built as a memorial to the United States Astronaut Corps. The facility contains classrooms for astronomy courses, laboratories, observatories, a large public access telescope, a unique 200-seat planetarium, and a 174-seat IWERKS Theater. Planetarium programs are available to enhance college classes. In addition, a series of programs for grade levels K-12 is available for use by county school teachers. The planetarium is also available for use by local organizations and the general public. Planetarium programs and laser concerts are presented on a regular schedule. Information about all planetarium activities may be obtained by calling the Astronaut Memorial Planetarium and Observatory, or visiting the website.

**Clark Maxwell, Jr., Lifelong Learning Center**  
(Cocoa Campus • Bldg. #3)

The Center, a cooperative effort of Brevard Community College and the University of Central Florida, is the first such joint-use facility for two colleges in the State of Florida. This unique instructional and service facility offers area residents the chance to develop their potentials and attain career goals while remaining in Brevard County. A BCC Computer Lab, Theatre 360, Child Care Center, and many BCC Community Education service offices are housed in this facility along with UCF administration offices and classrooms.

**WBCC TV68**  
(Cocoa Campus • Bldg. #13)  
[www.brevardcc.edu/wbcc](http://www.brevardcc.edu/wbcc)

BCC’s educational television station, WBCC TV68, dedicates 100% of its broadcast time to delivering educational programs, including telecourses and general interest programs, to BCC students and the surrounding community. WBCC TV, Channel 68 operates 18 hours per day, seven days a week from 6 a.m. - 12 a.m. Station programming is available to a viewing audience of over 1,000,000 Central Florida residents. In addition to open broadcasting on UHF Channel 68, cable subscribers receive WBCC programming on Bright House Channel 5 and Wireless Broadcast Service (WBS) Channel 21, and other Central Florida cable systems. WBCC studio facilities, located on the Cocoa Campus, produce original programming and telecourses, and provide telecommunications technology support for the college in videoconferencing, satellite downlinks, and Web development. WBCC’s programming schedule is available in the FLORIDA TODAY newspaper.

**BCC/UCF Joint-Use Learning Resources Center (Library)**  
(Cocoa Campus • Bldg. #12)  
[www.brevardcc.edu/library](http://www.brevardcc.edu/library)

The Brevard Community College Cocoa Campus Library is a joint-use facility with the University of Central Florida Brevard Campus and the Florida Solar Energy Center. It is located in a three-story, 121,000 square-foot building (Building #12) facing Clearlake on the Cocoa Campus. The spacious facility opened in January 1995 and features an electronic instruction classroom, open stacks, abundant study areas, a conference room, study rooms, and exhibit space.

The Library's collection reflects the curriculum of Brevard Community College's Cocoa campus, and the Brevard curriculum of the University of Central Florida. The special library collection of the Florida Solar Energy Center is located on the third floor of the Library and contains research materials in the field of solar energy. In collaboration with the Space Coast Grants Professional Network, the Grants and Nonprofit Resource Center has been assembled on the first floor of the Library. Holdings of the BCC/UCF Joint-Use Library currently include over 100,000 book volumes, more than 900 current periodical subscriptions and a large number of research databases over the Internet.

For additional information regarding services and current hours of operation, call ext. 62950 or visit the BCC Library website, [www.brevardcc.edu/library](http://www.brevardcc.edu/library).

**The Historic Cocoa Village Playhouse**  
(Cocoa Village, Cocoa, Florida)  
(321) 636-5050

The Historic Cocoa Village Playhouse, located in downtown Cocoa Village, was restored to its 1924 vaudeville beauty through a series of governmental grants and donations. The Playhouse is now on the National Register of Historic Places, and the quaint 495-seat venue now serves as home for a community theater that features volunteer performers of all ages. The Lyceum Performing Arts Series provides family entertainment, along with the STARS OF TOMORROW youth program. Over 60,000 people visit the Playhouse each year.
King Center for the Performing Arts
(Melbourne Campus • Bldg. #9)
(321) 242-2219 • www.kingcenter.com
The $12.5 million cultural center, located on the Melbourne Campus, opened in April, 1988. The architecturally and technically unique six-story Center features a 2,000-seat Performing Arts Theatre with a 6,000 square foot main stage. The Center is a versatile multi-use facility large enough to accommodate the varied cultural and educational needs of the community.

The King Center plays an important educational role in the college and the community. Students of drama, ballet, dance, and opera have opportunities to experience large Broadway touring companies and major ballet and opera companies. In addition, the Center showcases the finest in popular singing artists, classical musicians, comedy, jazz, and country entertainment. Discount rates for area students are frequently available for selected shows on the day of the show only.

The King Center also offers the Children’s Educational Theatre Program. Designed for young audiences and their educators and endorsed by the Brevard County Board of Education, this expanding program features major theatrical touring productions.

Art exhibits, which change monthly, are showcased in the Center Lobby during performances and each Tuesday from 1:00-4:30 p.m., except on days featuring daytime presentations. In addition, BCC offers art exhibitions, choral and instrumental music performances, and theatre presentations featuring student, staff, and community performers at locations throughout the County.

Flexible Scheduling
Brevard Community College recognizes that many students have family, work and personal commitments that make on-campus attendance difficult or impossible. BCC’s courses and programs are designed to assist students in attaining their academic, personal, and career goals.

Through innovative programs, state-of-the-art resources, and community involvement, Brevard Community College maintains its focus on student achievement and success.

In responding to the needs of students who are interested in non-traditional access to classes and in creative approaches to education, BCC has developed distance learning programs, the “weekend college,” and other learning opportunities.

Distance Learning Programs through BCC’s Virtual Campus

BCC uses Blackboard course management system software in online, telecourses and hybrid courses. Blackboard is also used as a supplement in many on-campus classes.

Telecourses
These courses combine televised lessons, related reading assignments, on-campus review opportunities, and minimal on-campus sessions for orientation, discussion, and examinations. Most telecourse instructors have online classrooms for delivery of information. Telecourses are broadcast on WBCC TV, UHF Channel 68, Wireless Broadcast Services (WBS) Channel 21 and Time Warner Cable Channel 5. Tapes of these programs are available for viewing in all BCC libraries. Offerings vary from term to term and are listed in current class schedules.

Hybrid Courses
Hybrid courses combine online interaction with on-campus instruction. These courses meet one or two days per week in the classroom, and the remaining instructional time and class participation take place in an online classroom.
King Center for the Performing Arts
(Melbourne Campus • Bldg. #9)
(321) 242-2219 • www.kingcenter.com

The $12.5 million cultural center, located on the Melbourne Campus, opened in April, 1988. The architecturally and technically unique six-story Center features a 2,000-seat Performing Arts Theatre with a 6,000 square foot main stage. The Center is a versatile multi-use facility large enough to accommodate the varied cultural and educational needs of the community.

The King Center plays an important educational role in the college and the community. Students of drama, ballet, dance, and opera have opportunities to experience large Broadway touring companies and major ballet and opera companies. In addition, the Center showcases the finest in popular singing artists, classical musicians, comedy, jazz, and country entertainment. Discount rates for area students are frequently available for selected shows on the day of the show only.

The King Center also offers the Children's Educational Theatre Program. Designed for young audiences and their educators and endorsed by the Brevard County Board of Education, this expanding program features major theatrical touring productions.

Art exhibits, which change monthly, are showcased in the Center Lobby during performances and each Tuesday from 1:00-4:30 p.m., except on days featuring daytime presentations. In addition, BCC offers art exhibitions, choral and instrumental music performances, and theatre presentations featuring student, staff, and community performers at locations throughout the County.

Moore Multicultural Center
(Welcome Center • Cocoa Campus • Bldg. #11)
www.brevardcc.edu/moorcenter

The Harry T. and Harriette V. Moore Center for Multicultural Activities commemorates the lives and work of the Moores, African-American community leaders and activists who were assassinated in Mims, Florida, in 1951. Harry T. Moore’s life and work exemplified the “courage to challenge” an oppressive system and served as a model for Civil Rights leaders who followed.

Since its inauguration in August 1996 on BCC’s Cocoa Campus, the mission of the Moore Center has been to improve race relations and human relations. Through education, dialogue, and interaction, the center has created a greater awareness and appreciation for the contributions of all races, cultures, and religions represented in American society.

The Moore Center will continue to build relationships with other departments to provide services for students, staff, faculty, and the community in fulfilling its mission to promote diversity inside and outside the classroom through co-curricular events. One of the Center’s primary goals is to provide students opportunities to develop the cultural competence that is vital to good citizenship in an increasingly diverse society.

Among the activities of the Moore Center are campus-community dialogue groups; workshops for students, staff, and faculty; and cultural celebrations.

For more information, contact the Moore Multicultural Center, (321) 632-1111, ext. 63352.

Flexible Scheduling

Brevard Community College recognizes that many students have family, work and personal commitments that make on-campus attendance difficult or impossible. BCC's courses and programs are designed to assist students in attaining their academic, personal, and career goals.

Through innovative programs, state-of-the-art resources, and community involvement, Brevard Community College maintains its focus on student achievement and success.

In responding to the needs of students who are interested in non-traditional access to classes and in creative approaches to education, BCC has developed distance learning programs, the "weekend college," and other learning opportunities.

Distance Learning Programs through BCC’s Virtual Campus

BCC uses Blackboard course management system software in online, telecourses and hybrid courses. Blackboard is also used as a supplement in many on-campus classes.

Telecourses

These courses combine televised lessons, related reading assignments, on-campus review opportunities, and minimal on-campus sessions for orientation, discussion, and examinations. Most telecourse instructors have online classrooms for delivery of information. Telecourses are broadcast on WBCC TV, UHF Channel 68, Wireless Broadcast Services (WBS) Channel 21 and Time Warner Cable Channel 5. Tapes of these programs are available for viewing in all BCC libraries. Offerings vary from term to term and are listed in current class schedules.

Hybrid Courses

Hybrid courses combine online interaction with on-campus instruction. These courses meet one or two days per week in the classroom, and the remaining instructional time and class participation take place in an online classroom.
**Weekend College/Mini-Mesters/Accelerated U**

Brevard Community College recognizes that many adults want to earn an AA Degree; however, due to work and family responsibilities, they are unable to attend traditional day or evening classes. Since Fall of 2000, Melbourne Campus has offered an accelerated AA Degree program with classes on Friday nights and all day Saturday.

The Weekend College is designed for those who know what they want and need a straightforward, convenient way to get there. In addition to offering General Education requirements in a university parallel program, Weekend College includes electives in the areas of education and business. Faculty is the same dedicated and qualified instructors who teach BCC's courses during the normal semester and mini-mester formats.

Courses are more concentrated and intensive than the traditional semester class format. Terms last for 12 consecutive weekends. Students are typically enrolled in 3 classes, that earn 9 semester credit hours in each of 7 terms. Students who are employed or have experiential learning can accelerate their degree by using Co-Op and CAEL options. Dedicated and motivated students, who are prepared for college level class work, can finish the degree program in two years! If you think Weekend College is right for you, call the Melbourne Campus, 632-1111, ext. 32334 for more information.

In addition, all campuses offer mini-mester courses and Palm Bay Campus links complimentary courses in a mini-mester called *'Accelerated U.'* Check a course schedule for listings.

**Special Programs**

**Study Abroad**

Study Abroad programs are an important part of BCC's international educational initiative. Each year, the college offers several courses that include an international travel segment. This segment provides an opportunity for students to experience another culture while pursuing relevant course work.

Study Abroad courses are offered for academic credit in disciplines such as Humanities, Sciences, Western Civilization, Art and Language Studies. Each program consists of formal classroom instruction on campus, followed by international travel itinerary carefully designed to complement and enhance the subject. Students earn college credit for fulfillment of general education requirements. Students must be admitted to the College and pay tuition, fees and travel costs. For more information contact (321) 632-1111 ext. 32325.

**International Education**

Brevard Community College recognizes the importance of providing an international dimension to education. Confronted with a global economy and issues that transcend national boundaries, today’s students must have a better understanding and appreciation of other cultures, customs and political systems. BCC encourages and supports the development of international partnerships; study-abroad programs; service to international students; international programs for the community; and student, faculty, and staff exchange and development programs. For further information, please call (321) 632-1111, ext. 62381.

**Independent Study**

Students can request to take a course by independent study. Courses available by independent study are designed to help students meet course requirements through individual student/faculty interaction. Approval must be obtained from the appropriate Department Chairperson.

**Servicemembers Opportunity College (SOC)**

Brevard Community College is a designated Service-members Opportunity College. Individuals on active duty and their spouses and dependents may choose Brevard Community College as the institution from which to receive a degree. As part of this program, college credits may be transferred from any regionally accredited institution. Credit may also be earned through non-traditional methods (such as Experiential Learning – CAEL). Interested service personnel should contact the student advisor at (321) 632-1111, ext. 22080.
This program focuses on the process of parenting through direct involvement, and recognizes that parents are the child’s most important teachers. The format offers an opportunity for parents to learn through discussion, observation and interaction with children, as well as other parents. It includes evening sessions for parents only and morning sessions for parents and children. The Administration office for this program is located on the Cocoa Campus. Courses are designed for parents and children (from six weeks through five years), at five locations throughout the county.

North Area Lab School
The Children’s Support Center
5650 S. Washington Avenue • Titusville, FL

Central-Beach Area Lab School
Riverside Presbyterian Church
3400 North Atlantic Avenue • Cocoa Beach, FL

Central Area Lab School
Rockledge United Methodist Church
1935 South Fiske Boulevard • Rockledge, FL

South Area Lab School
First Christian Church Disciples of Christ
2010 South Babcock Street • Melbourne, FL

Center for Service-Learning
The Center for Service-Learning involves and supports students in educational and reciprocally beneficial community service-learning experiences. Since its inception in 1988, the Center has involved over 25,000 students who have volunteered over 900,000 hours in Brevard County organizations and projects. Service-Learning is integrated with over 125 courses and 325 course sections each semester under the guidance of 110 faculty. Over 500 students enroll annually in stand-alone community service-learning courses. Over 3,000 students volunteer through service-learning each year. The CSL offers students a wide array of service-learning experiences, incentives and opportunities.

Mission – The Center for Service-Learning strives to make community service an integral part of students’ education to prepare them to be lifelong learners, responsible community members, and productive citizens.

Goals –
• Recruit and place students in educational and meaningful service-learning positions and projects
• Provide opportunities for students, faculty and staff to partner with community organizations
• Support students in service-learning activities or projects
• Integrate and link community service and academic study
• Involve and support faculty in using the service-learning teaching methods
• Support community organizations and projects in service-learning programming

Reserve Officers’ Training Corps
Brevard Community College offers an Army ROTC program through a cross-enrollment agreement with Florida Tech and Air Force ROTC (AFROTC) through the University of Central Florida. The ROTC programs provide general military science curriculum with instruction covering military fundamentals. Some scholarships are available. Students who complete ROTC and graduate with a 4-year degree will be commissioned as officers.

ROTC Admission Requirements
A student must be at least 17 years of age, be able to complete the Junior/Senior Professional Officer Course (POC) and all degree requirements prior to reaching age 30 (age 26 if entering flight training,) pass the medical examination in the sophomore year, and be accepted by the college or university.

For further information about scholarships, enrollment and class structure, contact the Army ROTC Department at Florida Tech, (321) 674-8000, ext. 8094 or the Air Force ROTC at the University of Central Florida-Orlando, (407) 823-1247.

BCC Alumni Association
www.brevardcc.edu/alumni

Fall 2000 brought the celebration of BCC’s 40th anniversary and the establishment of an Alumni Office to facilitate camaraderie and scholarship among BCC’s former student alumni through an Alumni Association. Alumni include traditional AA, AS, AAS, and certificate graduates and any student who has successfully completed a BCC course. The extensive scope of the organization reflects an accurate picture of BCC’s diversity and its many talented students.

The Alumni Office strives to:
– promote ideas, leadership, and personal relations among alumni, faculty, and students of Brevard Community College. “You may be a BCC student for a short time, but you are an alumnus the rest of your life.”
– advance the cause of education and promote general interest in Brevard Community College and the Alumni Association.
– foster, develop, and provide scholarships and other benefits for the next generation of BCC students.
– encourage gifts and bequests for the benefit of Brevard Community College, its students and its Alumni.

If you would like to inquire further about the activities of the Alumni Office or would like to become an active member please call or visit: Alumni Office • Brevard Community College • Building 2, Room 220 • 1519 Clearlake Road • Cocoa, FL 32922 • 321-632-1111, ext. 64543.
Getting Started

Admission to Brevard Community College

To gain admission to BCC all students must complete the following steps:

1. Submit a completed Application for Admission form, including residency affidavit, to the Admissions and Records Office.
   Applications may be obtained from the following:
   - Admissions and Records Office on any campus or center, or
   - BCC’s website: www.brevardcc.edu

   Note: Allow a minimum 24-hour processing time for application.

2. Pay the one-time, non-refundable application fee of $20 ($50 for international students), payable through any of the following methods:
   - Submit to the Cashier's Office on any campus or center, or
   - Mail check or money order with application, or
   - Provide credit card (MasterCard or VISA) over the phone to any Cashier’s Office 321-632-1111, ext. (C) 63920, (M) 32020, (PB) 22032, (T) 42004, or
   - Provide credit card (MasterCard or VISA) over the BCC website: http://register.brevardcc.edu.

3. Provide Documentation of Educational Background
   Provide documentation of educational background, which includes official high school transcript or GED and/or college transcripts. See “Admission Categories” to determine specific requirements.

4. Complete Assessment
   Provide approved test scores for placement purposes, or take appropriate placement test offered by the College. See Placement Testing, page 23 for approved tests.

5. Complete the mandatory New Student Orientation
   Orientation is required for all first time in college students. Students may choose one of the following options:
   - Attend an on-campus session. Dates and times available in Admissions and Records Offices, or

6. Register for classes.
   Students who attend Orientation on campus may receive advisement and may register at that time if all other steps of the admissions process have been completed. Students who complete Web Orientation online should meet with an advisor for assistance with program requirements and selection of classes.
   Online students should contact an advisor: http://web2010.brevardcc.edu/info/

7. Pay Fees
   - Submit payment to the Cashier’s Office on any campus or center, or
   - Mail check or money order with application, or
   - Provide credit card (MasterCard or VISA) over the phone to any Cashier’s Office 321-632-1111, ext. (C) 63920, (M) 32020, (PB) 22032, (T) 42004, or
   - Provide credit card (MasterCard or VISA) over the BCC website: http://register.brevardcc.edu.

Admission Categories

In order to achieve its mission of providing accessible, quality educational programs and services to Brevard County’s diverse population, the College has admission categories that address the goals of students and their educational backgrounds.

Degree Seeking Students

Students who intend to complete an Associate degree (AA, AS, or AAS) must have a standard high school diploma or GED and provide official copies of transcripts from high school and all colleges attended, if any.
Prior to taking any college credit course, student must provide proof of high school graduation with a standard high school diploma or GED.

Placement information

First time in college students must present placement test scores or an official high school transcript designating “College-Ready Diploma.”

Transfer students must present placement test scores or transferrable credits in both English and Mathematics courses that satisfy the general education requirement.
Degree-holding students must present an official transcript from the regionally-accredited institution from which the degree was awarded.
Certificate Seeking Students

Requirements for students who intend to complete a Postsecondary Adult Vocational Certificate (PAV) or a Postsecondary Vocational Certificate (PSVC) vary from program to program. Some programs do not require a high school diploma.

Documentation that may be required includes:

- High school diploma or GED;
- Transcripts from high school, all colleges previously attended, if any;
- Placement testing (TABE, CPT, or other).

Non-Degree/Non-Certificate Seeking Students

Students who wish to take college credit or vocational credit courses for personal enrichment, career exploration, or job preparation or upgrading, will be admitted as non-degree seeking. Non-Degree students:

- May register for no more than 12 semester hours total. Once they have completed 12 hours, they must declare a major and complete the full admissions process, including assessment, transcripts, etc.
- Are not required to submit placement test scores or high school or college transcripts (unless they complete 12 hours).
- Are required to adhere to prerequisites, which may create a need for assessment or transcripts.
- Prior to taking any college credit course, student must provide proof of high school graduation with a standard high school diploma or GED.

Returning Students

Students who do not continuously register for courses at BCC will be put in an “Inactive Student” status two years after their last term of attendance. Students in an inactive status must complete a “Readmit Application” and comply with admissions policies in effect at the time of readmission. There is no readmission fee. Inactive students must provide current proof of Florida residency for tuition purposes.

Admission of Transfer Students to BCC

Students who have been previously registered at another postsecondary institution are considered transfer students. Transfer students must arrange for official transcripts from high school and each college or university previously attended to be mailed to the campus Admissions and Records Office at least two weeks before the first day of registration for the term in which enrollment is desired. A student holding a college degree from a regionally accredited institution is not required to submit a high school transcript, but must submit official college transcripts. No financial aid will be awarded until all transcripts are on file.

BCC will transfer in all freshman and sophomore-level courses (1000-2000 level), earned at colleges or universities accredited by one of the six regionally accrediting associations. Grades of “D” and “F” will be brought in under the terms of the State Articulation Agreement and State Board of Education Rules. Students who transfer with grades of C or higher in college-level English and Math will be exempt from the placement test.

Students who transfer to BCC with a degree (Associate level or above) from a regionally accredited institution will have their course work evaluated on a course-by-course basis towards their current major at BCC. All grades in this category will be brought in as “S” grades, earned hours only (not factored into the BCC cumulative GPA). Additionally, the student will be exempt from the placement test.

Transfer credit from non-regionally accredited institutions will be reviewed on a course by course basis. BCC will transfer in business and technical courses that have an equivalent course taught at BCC. No Gordon Rule courses will be transferred. Students will need to complete a placement test.

Exceptions to this rule apply if a transfer institution participates in the Florida State-Wide Numbering System.

Transient Students to BCC

Enrollment as a Transient Student to BCC from another College: A transient student to BCC must complete an Application for Admission (first term only) and present a Transient Student Form from his/her home institution to avoid the obligation to satisfy all BCC admissions requirements. The form must specify effective term and courses the student is authorized to take at BCC. BCC assumes that the transient student has met appropriate prerequisites for the courses identified on the form and does not require further proof. The student will be allowed transient status on a term-by-term basis, and must present a new transient form each term. If the student decides to become degree seeking at BCC, he/she must meet all admissions requirements (transcripts, placement testing, etc.)

The student is responsible for requesting that an official, final transcript be sent from BCC to his/her home institution for posting to his/her transcript.

Admission of High School Students

Brevard Community College offers three Accelerated Education Programs that enable qualified high school students to take college courses while earning a high school diploma. These programs include Early Admission, Dual Enrollment, and Credit in Escrow. Students should begin the process by contacting their high school guidance counselor to determine eligibility. To enroll, an eligible student must complete the following steps:

- Submit an Application for Admission and an Accelerated Education Programs Application.
- Submit official placement test scores.
Meet grade level, GPA, test score, and other requirements. See *Accelerated Education Programs*, page 35 for more detailed information.

**Admission of International Students**

Applications for international students are available from the International Services Offices located on the Cocoa and Melbourne campuses. Prospective students may visit in person or phone (321) 632-1111, ext. 62381 to obtain an application packet. Applications may also be requested by e-mail at: www.brevardcc.edu/iep/information/admissions.html or by mail from either address below:

- **International Services**
  - Brevard Community College
  - 1519 Clearlake Road
  - Cocoa, FL 32922

- **International Services**
  - Brevard Community College
  - 3865 N. Wickham Road
  - Melbourne, FL 32935

International student applicants need to provide the following for admission to Brevard Community College:

1. Successful completion of a secondary school program equivalent to high school in the United States.
2. Certification of financial resources in the amount of $16,699 per year.
3. Proof of English proficiency equivalent to a score of 500 on the written TOEFL or 173 on the computer based TOEFL.

Any student wishing to attend who does not meet the minimum English requirements may want to apply to the Intensive English Program. The IEP can be accessed by computer at www.brevardcc.edu/iep, by telephone at (321) 632-1111, ext. 65526 or by mail at:

- **International Services**
  - Brevard Community College
  - 1519 Clearlake Road
  - Cocoa, FL 32922

**Transfer Credit for International Students**

Students who have completed college level coursework in other countries are not required to submit transcripts. However, if the student wishes to have this credit considered for transfer or placement purposes, the student is responsible for securing the evaluation services of Josef Silny & Associates or World Education Services, Inc. (WES). These applications may be obtained from the International Students’ Office at each campus. Non-U.S. high school documents must be submitted to the International Students Office.

The recommendations made by the evaluation agency will be considered. Coursework may be accepted provided the courses are at the freshman and sophomore level and equivalent courses are offered at BCC.

**Programs Which Require A Separate Application**

All students seeking admission into an *Allied Health* program must submit a separate application for admission to the program. There is a fee for this application. Most of the programs have application deadlines several months prior to the starting date. Many of these programs have a competitive enrollment process. For information on requirements and application packets for specific programs, contact:

- **Allied Health**
  - Brevard Community College
  - 1519 Clearlake Road
  - Cocoa, FL 32922
  - (321) 632-1111, ext. 64110

Programs offered through the *Criminal Justice Center* also require a separate application. There is no additional fee for this application. Some of the programs have additional physical ability and academic requirements that are listed in the *Programs of Instructions*. For information on requirements, contact:

- **Criminal Justice Center**
  - Brevard Community College
  - 3865 North Wickham Road
  - Melbourne, FL 32935
  - (321) 632-1111, ext. 33529

The **Aerospace Technology Program** requires a separate application. There is no additional fee for this application. There are some specific requirements for applicants for this program. For information on requirements and application packet, contact:

- **Aerospace Programs**
  - Brevard Community College
  - BCC-A, M6-306, Room 2000
  - Kennedy Space Center, FL 32899
  - (321) 449-5060

*Certain Healthcare organizations and Law Enforcement agencies may require a background check.*

**Residency Requirements**

These guidelines implement Section 1009.21, Florida Statutes, and Rule 6A-10.044, Florida Administrative Code for the purpose of determining residency status for tuition purposes in public community colleges and universities.

**Basic Provision** – The law allows U.S. Citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant’s parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

**Physical Presence** – It is important to note that living or attending school in Florida is not tantamount to establishing a legal residence for tuition purposes. Maintaining a legal residence in Florida requires substantial physical presence as a condition.
Requisite Intent – As provided by Section 1009.21, (2)(a)2, Florida Statutes, it is imperative that the required 12-month qualifying period be for the purpose of maintaining a bonafide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. The student who comes to Florida to enroll in a Florida postsecondary educational institution as an out-of-state resident and continuously enrolls in a Florida institution will not normally meet the Florida residency requirement for in-state tuition, regardless of the length of time enrolled.

Dependent/Independent – A copy of the student’s or parent’s most recent tax return or other documentation may be requested to establish dependence/independence.

Exceptions/Qualifications – Section 1009.21, Florida Statutes, permits certain applicants who do not meet the 12-month legal residence requirement to be classified as Florida residents for tuition purposes. These exceptional categories are as follows:

1. Dependent children residing with a legal resident adult relative other than the parent, for at least 5 years.
2. Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
3. Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
4. Active duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children) or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
5. Active duty members of the armed services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed.
6. United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
7. Full-time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children).
8. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.
9. Southern Regional Education Board’s Academic Common Market graduate students attending Florida’s state universities.
10. Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job related law enforcement or corrections training.
11. McKnight doctoral fellows who are United States citizens.
12. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per s.1009.98(a)1.
13. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.
14. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.

Note: Documentation in support of the above exceptions is required.

Documentary Evidence – To qualify as a resident for tuition purposes an applicant or the dependent applicant’s parent/legal guardian must have established and maintained legal residence in Florida for at least 12 months prior to the first day of classes of the term for which residency status is sought. The following hard copy documentation may be requested, considered, and/or subsequently recorded as evidence of establishing a residence for tuition purposes in Florida. The College’s classifying authority is authorized to make discretionary judgments as to residency within the bounds of the law and in reaching this professional judgment, will evaluate all information given the community college and/or state university including the age and general circumstances of the applicant. NO SINGLE DOCUMENT SHALL BE CONSEQUENTIAL.

1. Proof of purchase of permanent primary Florida home.
2. Professional/Occupational license in Florida.
3. Full-time, nontemporary employment in Florida.
   (e.g., W-2 forms, letter from employer)
4. Purchase of Florida real property.
5. Part-time permanent employment in Florida.
6. Proof of membership in Florida organizations.
7. Proof of acceptance of permanent employment in Florida.
8. Family ties in Florida.
10. Florida voter’s registration.
11. Declaration of domicile in Florida.
12. Florida vehicle registration.
13. Florida driver’s license.
15. Transcripts from Florida schools for multiple years.

The determinative hard copy documents must be dated at least 12 months before the first day of class for the term in which residency is sought.

## Placement Testing

### Associate Degree Programs

As part of the admissions process, all degree-seeking (AA, AS, AAS) students must complete assessment of reading, writing, and mathematics skills for placement into the appropriate level courses. **First-time in college students** must present scores, no more than two years old, on one of the following approved placement tests: Scholastic Aptitude Test (SAT), American College Test (ACT), Computerized Placement Test (CPT) or Florida College Entry Level Placement Test (FELPT). Scores must meet or exceed the scores listed below to place students into college credit courses.*

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>Writing</th>
<th>Mathematics</th>
</tr>
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<tbody>
<tr>
<td>SAT</td>
<td>Verbal 440</td>
<td>Verbal 440</td>
<td>Math 440</td>
</tr>
<tr>
<td>ACT</td>
<td>Reading 18</td>
<td>English 17</td>
<td>Math 19</td>
</tr>
<tr>
<td>CPT</td>
<td>Reading 83</td>
<td>Sentence 83</td>
<td>Algebra 72</td>
</tr>
<tr>
<td>FELPT</td>
<td>Reading 83</td>
<td>Sentence 83</td>
<td>Algebra 72</td>
</tr>
</tbody>
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*Score requirements are subject to change based on rulings of the Florida Legislature.

Students who hold a **College Ready Diploma** will be placed directly into appropriate college level courses.

Placement of **transfer students** will be based on the official evaluation of credit earned at previous colleges. Placement testing may be required. **Degree holding** students will not be required to undergo placement assessment upon submission of an official transcript from a regionally accredited college.

The College administers the CPT and FELPT at no charge to the student. Any of the tests can be scheduled by contacting the Testing Office, Learning Lab, or Admissions and Records Office at any campus or center. See Collegewide Telephone Directory.

### College Preparatory Courses

Students whose placement test scores identify them as needing additional preparation shall enroll in college-preparatory courses to develop the needed college-entry skills. A student who is required to complete a college-preparatory course must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower-division college credit college coursework; however, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed, and the student demonstrates satisfactory performance in degree-earning coursework. (Florida Statute 1008.30)

Preparatory courses are designed to assist students in acquiring the skills necessary for succeeding in college level courses. While the courses do not carry credit toward graduation, students must have regular attendance, passing grades and must pass a state-mandated exit exam to complete the preparatory coursework and become eligible to enroll in college credit courses.

Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for preparatory courses. Students should check with the Financial Aid Office.

Preparatory courses are graded with S for satisfactory; U for unsatisfactory; N for progressed but did not achieve course objectives; or I for Incomplete. These grades are not calculated into the grade point average. When grades of U or N are earned, students must re-register for the course. Students can attempt preparatory courses up to three times. The third attempt will be subject to the full cost of instruction. Preparatory courses may not be audited.

### Alternative Methods of Preparatory Instruction

Students can seek methods other than the College’s preparatory courses for improvement of skills. Alternative methods of instruction include, but are not limited to, Brevard County School Board, private providers, and online instruction. The Student Services Office can provide a list of alternate providers. Once instruction is complete, the student should present a certificate of completion to an advisor for a referral to retest on the appropriate placement subtest.

### Certificate Programs

Students enrolling in a Postsecondary Adult Vocational Certificate (PSAV) are required to submit scores, no more than two years old, from the Test of Adult Basic Education (TABE). Students must complete the TABE within six weeks of the beginning of their first term of classes. Students who do not meet the required TABE score in any area can begin coursework in the certificate program, but must complete remediation of skills prior to graduation from the program. Remediation is available in all Learning labs through the Vocational Preparatory Instruction (VPI) program.
New Student Orientation

Completion of the New Student Orientation is a part of the admissions process and is mandatory for all first-time college students. This requirement may be accomplished by attending one of the live sessions on any campus, or completing the online version on the BCC website at http://web2010.brevardcc.edu/secure/orientation.

New students attending a group orientation on campus will have the opportunity to receive advisement and complete registration during the session.

Registration

Registration is the process of selecting and enrolling in courses. In order to register, students must have completed the admissions process with the following documents on file in the Admissions and Records Office:

- BCC Application for Admission;
- Official high school transcript, or GED, if required;
- Official college transcript, if applicable;
- Placement test scores, if required;
- Students receiving Financial Aid must have a declared major on file;
- Complete New Student Orientation: attend an on-campus session, or present Certificate of Completion from Web Orientation;
- High school students must have a completed Accelerated Programs Application every term.

All students must register by the deadline established in the Schedule of Classes.

It is essential that students select their courses carefully, ensuring that course work fulfills the requirements of their selected degree or certificate program. Advisors are available to assist students in planning a program of study that meets their educational and career goals.

Registration for courses at Brevard Community College can be accomplished in a number of ways.

Assisted registration:

- An advisor will provide guidance in selecting courses and creating an academic plan. The advisor can register students for courses.
- If a student knows exactly which courses and which sections to take, an Admissions and Records staff member can register students.
- Staff members of special programs such as Office for Students with Disabilities and Student Support Services can assist in course selection and registration.

Note: Students must come in person to one of the above mentioned offices for assisted registration.

Self-Registration:

- students can register through the BCC website http://web2.brevardcc.edu.

Self-registration requires that a student know what courses are needed, that prerequisites have been met and that there are no holds on the student’s record. Instructions for these methods of registration are available each semester in the Schedule of Classes. Students may not self-register for college preparatory courses.

Student ID Number

All students are issued a 9 digit identification number that must be used to access all of their records, register online, etc. Students do have to provide their Social Security Number to the College for reporting purposes, but that number will remain secure and is not used as a student ID number.

Student Photo ID Card

Students may obtain a Photo Identification Card at the campus library. The card is designed to be carried in your wallet, and also serves as the student’s library card. There is no charge for the card, however, replacements for lost cards are $10.00. To obtain a Student Photo ID Card, take a copy of your class registration, along with a photo ID, to the campus library. You must make sure that the name and address on the registration and photo ID, are the same.

Registration Holds

Students’ records may have a hold that prevents them from registering for classes. Typical reasons for a hold include outstanding debt, incomplete record, lack of preparatory course completion, or lack of placement test results. To find out what type of hold is on a record, students can view holds on the website at: web2.brevardcc.edu or contact the Admissions and Records Office.

Auditing a Class

A student may register in a course on an audit basis by completing and submitting an audit form to the Admissions/Records office. Forms are available in the campus Admissions and Records Office. A student may change from credit to audit or audit to credit status during the drop/add period only. Class tests or examinations are not required of the student auditing the course; however, class attendance is expected. Additionally, the student must meet the same prerequisite requirements as degree-seeking students for specific courses (e.g., student must be a high school graduate to take college credit courses; student cannot take a Gordon Rule course without appropriate prerequisites.) Students will receive a grade of “AU” for courses they audit. Audit courses will not affect the grade point average or academic standing, or award credits.
Preparatory and vocational courses cannot be audited. Courses taken on an audit basis may not be counted when calculating eligibility for Veterans’ benefits, financial assistance, or certification of enrollment by outside agencies. Audited courses do not count in the total attempts for grade forgiveness or withdrawal purposes. A change from audit to credit is not permitted after the drop/add period.

**NOTE:** Audit fees are the same as fees for credit

**Dropping a Class**

If a student must drop a class, the same methods as registration can be used, and must be done by the established Last Date to Drop a Class. See the Schedule of Classes for dates each semester. Any tuition paid for a course dropped by the deadline will be refunded. The course will not appear on the student’s transcript. After the Drop deadline, a student must withdraw from the class following required procedures.

**Payment of Fees**

Fees will be assessed to the student upon registration for classes. The student’s portion of fees must be paid by the deadline established in the Schedule of Classes. Students may be dropped from course(s) for non-payment of fees. All fees must be received by the dates and times noted or the student may be dropped from classes and assessed a $30 re-registration fee when registering during late add/drop. Student’s original schedule of classes is not guaranteed at the time of re-registration. Fees can be paid at any campus Cashier’s Office, through the mail, over the phone, or through the BCC website, http://web2.brevardcc.edu.

**Online Services for Students at**
http://register.brevardcc.edu

Brevard Community College provides a full range of Web-based services over the Internet for prospective and enrolled students, including the full text of the College Catalog. Students can apply for admission, and financial aid and may register for classes online. In addition, students can review their financial accounts and academic records and may update their addresses. Information concerning services to students with disabilities, library services, career information, scholarship search, activities, campus security, and online courses is also available over the Web.

**Note:** Students must register in person for college preparatory courses.

**Grades**

BCC no longer mails grades to students. Students who have no holds on their records may view their grades online beginning the day after the deadline date for faculty final grade input.

**Follow these steps:**
- Go to the BCC web page at http://www.brevardcc.edu
- Click on “Student Services”
- Click “Login to Secure Area”
- Enter User ID and 6 digit PIN; click “Login”
- Click “Student Services and Financial Aid”
- Click “Student Records”
- Click “Final Grades”

**I-mail Account**

All students are assigned a free e-mail account known as “I-mail” twenty-four hours after they register for classes. For more information, log on to: http://imail.brevardcc.edu and click on HELP. BCC uses these accounts as the primary communication with students for all online classes as well as to inform students of important academic information and deadlines.

**Enrollment Certification**

Brevard Community College certifies student enrollment per semester after the add/drop period, using the following guidelines:

- FT (full time) .........................12
- QT (3/4 time) .........................9
- HT (half time) .......................6
- LT (less than half time) ............Under 6

Dropped, Withdrawn, Audited, or Continuing Education courses do not count in Credit Hours toward enrollment verification.

Requests for enrollment verification must be submitted in writing to the campus Admissions & Records office. If student has an “Enrollment Verification” hold on their record, it will not be processed.

**Florida Academic Counseling and Tracking for Students www.FACTS.org**

FACTS is Florida’s official college advising website through which students can access information and perform interactive functions that help them with career and educational planning. Features include: information on over 75 Florida schools; Bright Futures scholarship information; admission applications; degree program offerings; college catalogs; financial aid applications; degree audits; academic transcripts; college transfer tools; academic reference materials; and more.
Scholarship and Grading

Grading Policies
BCC uses a 4.00 grading scale. Students are awarded letter grades for course work attempted.

Used in GPA computation are:
- A: Excellent ........................................... 4 points
- B: Good .............................................. 3 points
- C: Satisfactory...................................... 2 points
- *D: Poor ............................................. 1 point
- F: Failure............................................. 0 points

*A “D” grade earned in English, math, humanities, or social or behavioral science course work will not satisfy general education requirements for the AA and some AS Degree programs and will be counted only as elective credit.

Not used in GPA computation are:
- AU......................................................Audit
- I.......................................................Incomplete
- N............................................Progressed but did not achieve course objectives. Student must re-enroll.
- S..................................................Satisfactory
- U..................................................Unsatisfactory
- W..................................................Withdrawal
- W6...........................................Withdrawal, called to active military duty

The following letter grades have special requirements:

AU: Awarded to a student who enrolls in a credit class for enrichment but not for credit and requests the audit status in writing. Student must pay the regular fees and meet appropriate course prerequisites. No credit is earned. To change enrollment from credit to audit or audit to credit, a student must contact the Admissions and Records Office before the established deadline. Vocational and college preparatory courses may not be audited.

Note: Financial Aid and Veteran students will not receive benefits for audit classes.

I: An "I" grade is assigned when the student and the instructor reach a mutual agreement that the student has a reasonable chance of successful completion of the coursework within the time frame prescribed by College policy. A grade of "I" is not computed in a student's GPA. BCC policy requires that an "I" grade must be completed by the end of the next major term or the "I" reverts to an "F". (Summer terms are not considered in this time limit). An "I" received in the term of graduation will be calculated as an "F" grade for purposes of computing the student's GPA for graduation. An "I" cannot be assigned to a course if the student fails to attend the course, drops the course, or withdraws from the course. A student who registers for a course but fails to meet the course requirements, without officially dropping or withdrawing from the course, will receive a grade of "F" in the course.

Note: Students who receive Pell Grants must arrange for grade change within three weeks of the beginning of the following term. Students who receive an "I" grade in the term they apply to graduate will have three weeks from the end of the term to have the grade changed to be able to graduate in that term. After that time, students must reapply for graduation and pay the reapplication fee.

N: Awarded when students have made satisfactory progress on work attempted, but have not achieved all course objectives. "N" grades are awarded only in college preparatory courses. To pass the class, re-enrollment is required.

Note: The "N" grade can be repeated for VA benefits. Veteran students who receive an "N" grade in a college preparatory class will be required to repay all benefits unless mitigating circumstances are determined as excusable by the Department of Veterans’ Affairs. Students who complete a college preparatory class or certificate course before the end of the term will have their benefits reduced accordingly. The instructor will notify the VA Office by memorandum of the date course was completed.

W: Assigned if a student officially withdraws by the established deadline in the Schedule of Classes or the college administratively withdraws the student for reasons such as non-compliance of rules or extenuating circumstances. The student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

See Maximum Attempts Per Course.

Graduation
The College holds two commencement ceremonies for graduating students: a Spring ceremony in May and a Summer/Fall ceremony in December. Students who complete their requirements for graduation during the summer will continue to be “officially” graduated in August and the degree or certificate awarded. There will be no negative impact on a student’s ability to transfer with degree. All students who complete degree requirements during the summer are invited to “walk” in the Summer/Fall commencement ceremony.

Students who are ready to graduate must submit an Intent to Graduate Application by the prescribed application deadline during the term in which they plan to graduate. The application deadline date is published each term in the Schedule of Classes and is on the Academic Calendar. A late fee will be assessed for applications submitted after the
interaction, and intellectual stimulation through special sections of general education and elective courses. Students are actively involved in courses structured to provide an innovative approach to learning.

Honors Program Benefits
As a part of the Honors Programs, students enjoy a number of benefits:

- Small classes
- Environment promoting scholarly research as well as independent and critical thinking
- Priority registration
- Honors Study/Resource Center (Melbourne Campus)
- Special library privileges
- Recognition at graduation

Admissions Requirements
To qualify for admission to the Honors Program, students must obtain an application from a student advisor on any campus or directly from the Honors Program Director and meet one of the following requirements:

- Have a high school GPA of 3.5 or above (unweighted)
- Be in the top 10% of high school graduating class
- Have an SAT combined score of 1100 or above, or have an ACT composite score of 26 or above
- Have a CPT or FELPT score of 100 or above on Sentence Skills and 97 or above in Reading
- Have a 3.5 cumulative GPA from at least 12 credit hours of college-level work (for students currently enrolled at BCC; no more than 6 credit hours transferred from another accredited postsecondary school will be considered).
- Have successfully completed Advanced Placement examinations in high school

Additionally, students must be recommended for admission by a high school teacher or guidance counselor, or by a BCC advisor or faculty member (or faculty from another college, in the case of transfer students).

Program Options
Students may participate in the Honors Program as an Honors Student (seeking an Honors Diploma) or as an Honors Affiliate (simply seeking access to the Honors classes and program benefits). Both levels require that students meet the aforementioned qualifications for admission to the program.

Honors Students have the goal of completing a minimum of 18 credit hours of Honors classes while maintaining an overall GPA of at least 3.5 to receive an Honors Diploma.
Graduation Requirements (for the Honors Diploma-seeking student described above)

- 3.5 or higher GPA
- 18 credit hours in Honors courses
- 20 hours of community service (through the Center for Service Learning)
- Enrollment in at least one Honors course each semester
- Successful completion of the Phi Theta Kappa sponsored Leadership course, SLS 2261.

Honors Affiliates do not intend to complete 18 credit hours of courses, but would simply like the opportunity to take Honors classes. Admission requirements are the same, but Honors Affiliates are not required to complete 18 hours of Honors courses, perform the 20 hours of service, or take the leadership course. Transcripts, of course, will note the Honors classes. Maintenance of a 3.5 GPA is required.

For more information or for an application, call the Honors Program Director at (321) 632-1111, extension, 32850.

Grade Change

All grade changes must be initiated by the instructor, and approved by the appropriate Department Chair and Campus President. If the instructor is no longer a member of the faculty, the Department Chair may initiate the grade change. Changes must be submitted on a Grade Change Form. Students who do not agree with an instructor’s final grade decision must file an academic appeal through the Campus Dean.

Grade changes are processed on the campus where the course was taken. Grade changes or alterations to the student’s academic record cannot be made after a student has graduated.

Grade Forgiveness Policy

State Board Rule 6A.14.0301:

A course in which a grade of “D” or “F” has been earned can be repeated a maximum of two times for grade forgiveness purposes. All grades will remain on the student’s official transcript. The original grade will be marked with a “T” to indicate that the course has been repeated, and the repeat course will be marked with an “R” on the student’s transcripts. The original grade will always appear on the transcript, but only the repeated course grade will be calculated into the GPA. A course in which a satisfactory grade of “A”, “B”, or “C” has been earned may not be repeated for grade forgiveness or GPA purposes. No course may be repeated for grade forgiveness purposes after graduation.

Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). The most recent grade is included in the computation of the cumulative grade point average.

Through the academic appeals process, students with extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate Campus Dean.

This policy went into effect in the Fall of 1997. Courses taken prior to that term may be forgiven and do not count in the maximum total attempts.

Note: It is the student’s responsibility to notify the Admissions Office that a course was repeated for grade forgiveness purposes.

Maximum Attempts Per Course

Students may withdraw without academic penalty from any course by the established deadline as follows:

1. A student may have only three attempts per course including the original grade, repeat grades and all withdrawals. The most recent grade is included in the computation of the cumulative grade point average. Students will be required to pay 100% of the direct instructional cost beginning with the third attempt. Students who want to pursue an appeal should consult an advisor.

2. Courses taken at institutions other than BCC will not be counted in determining repeat charges.

3. Some types of financial aid do not cover repeat course attempts. Students should check with the Financial Aid Office to determine status.

4. A course can be counted only once toward meeting graduation requirements, except where permitted by a course description.

5. Attempts “counted” begin with courses taken Fall of 1997.

6. A fourth attempt may be allowed only with approval of the Campus Dean, based upon an academic appeals process which requires documenting serious extenuating circumstances.

Note for AA Degree students: Some senior institutions count all hours attempted and all quality points earned.

Note for VA Students: VA benefits may not be received for repeat courses assigned a “D” grade, if a grade of “C” or higher is required by SBE Rule 6A-10.30 (Gordon Rule).

Standards of Progress – VA Students:

Under federal regulations, VA educational benefits will be discontinued for students whose GPA falls below 2.00 in two consecutive terms. Additionally, veteran students enrolled in Postsecondary Vocational Certificate programs will be required to maintain a minimum level of proficiency/progress that will insure successful completion of the program. Proficiency/progress will be monitored and will be based on attendance, records,
graded course work, test results, and instructors’ assessments. Veterans benefit students that are not making progress toward satisfactory completion of the vocational program will have their VA educational benefits suspended. Students in these situations should contact the campus VA office immediately for assistance in applying for reinstatement of VA educational benefits.

Course Waiver/Substitution

Upon recommendation of the appropriate Department Chair and approval from the Campus President under extenuating circumstances a course may be waived or substituted. A Petition for Course Waiver or Petition for Course Substitution form must be filed with the campus Admissions and Records Office for the waiver or substitution to be processed. Courses are waived or substituted for specific degrees only. Students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. However, students receiving financial aid or veteran’s benefits, who are reported as never attending a course, will be dropped from the class and benefits adjusted or rescinded.

After the last date to withdraw, the instructor should assign the grade of “F” to those students who exceed the established attendance standards for the class. However, if a student is assigned an “F” due to excessive absences, that student may file an appeal to change the grade. (See Student Handbook.)

Note: If a veteran student exceeds the maximum authorized absences after the last date for withdrawal, the instructor must promptly notify the campus VA office by memorandum.

It is the policy of the Department of Veterans’ Affairs that veteran students who withdraw from a class after the established drop deadline or are administratively withdrawn will be required to repay all benefits received for those classes unless mitigating circumstances are determined as excusable by the Department of Veterans’ Affairs. The only exception to this policy is that the VA will allow students to withdraw one time for a maximum of six credit hours without having to furnish mitigating circumstances and/or repay benefits.

Withdrawal

Per State Board Rule, 6A-14.0301:

Students may withdraw without academic penalty, from any course, by the designated deadline for the course. There is an official withdrawal deadline date for each part of term within the semester. Students who officially withdraw will be given a grade of “W”. Withdrawals after that date will be granted only through the Campus Dean. Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). Through the academic appeals process, students with extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate Campus Dean.

Students cannot withdraw from a course taken for the third time. They must receive a grade for the third attempt.

Students must pay the full cost of instruction (approximately equal to out-of-state fees) for credit classes they attempt a third time and any additional times. If students have extenuating circumstances, they may petition the appropriate Campus Dean for an exemption from paying the full cost of instruction.

This policy went into effect in the Fall of 1997 (199740.) Courses taken prior to that term may be forgiven and do not count in the maximum total attempts.

Note: It is the student’s responsibility to complete a Course Withdrawal Form to initiate the process. Students who withdraw from a course are still responsible for tuition and fees for the course.

Transcripts

Current students can obtain unofficial transcripts at the Web address www.FACTS.ORG. A signature from the student is required to release an official transcript. A written request for transcripts should be made to the Admissions and Records Office at least two weeks before the transcript is required. Fax requests can be accepted as long as all information is complete and a legible photo ID is included to verify signature. E-mail requests for transcripts cannot be processed.

There is a $5 charge for official transcripts. All financial obligations to the College must be paid before a transcript will be released.

Official transcripts may be sent electronically to some Florida state schools only. Other transcripts are sent through the U.S. Mail, as some institutions will not accept hand-carried transcripts. To download a transcript request go to:

Transient Student from BCC

A transient student from Brevard Community College is someone who is currently enrolled at BCC and desires to take courses at another institution. The campus Supervisor of Admissions & Records or the campus Director of Enrollment Services may complete the Request for Transient Student Status form; however, the signature of the Director of Collegewide Admissions & Records must be on the form.

Transient student status will only be approved if each of these requirements has been met:

• Student is in good standing at BCC with a minimum GPA of 2.0
• Student has completed all required preparatory courses
• Student has completed at least 15 credits at BCC

Student may be approved to take only those courses that they would be eligible to take at Brevard Community College (e.g., student who has not completed MAT 1033 would not be approved to take MAC 1105 at BCC or another institution.)

The transient institution must be a regionally accredited school from which BCC accepts transfer credits without exceptions. The student is responsible for requesting that an official, final transcript be sent from the transient institution to BCC for posting on their transcript.

Early Alert

“Early Alert” is a mid-term warning letter generated by faculty during the fall and spring terms. Students determined to be in academic jeopardy in a specific course are encouraged to take the steps necessary to successfully complete their course(s).

Credit By Examination

Students may earn a maximum of 45 credits through the following Credit By Examination mechanisms.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP):

Students can earn college credits through this national examination program. The maximum that can be earned through the CLEP examination program is 45 credit hours.

Courses earned through CLEP will be recorded with an “S” grade. No duplicate credit may be earned. A listing of the CLEP subject exams and their course equivalents as well as additional information and applications are available in the Student Services Office on each campus.

ADVANCED PLACEMENT:

Credit toward a BCC degree is offered to those high school students who earn advanced placement test scores of 3 or higher. The amount of credit awarded depends on the score received. Credit will be recorded in the same manner as CLEP.

CREDIT BY INSTITUTIONAL EXAMINATION:

Students may be able to earn credit by Institutional Examination on course material not covered by CLEP exams or Advanced Placement exams. The appropriate Department Chair should be contacted to determine which courses are eligible for credit by Institutional Examination. Cost per exam is $50. A grade will be awarded and appear on the transcript, and the grade earned will be calculated in the GPA.

DANTES EXAMS:

The Defense Activity for Nontraditional Education Support (DANTES) program is a test conducted by the Educational Testing Service (ETS). The DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific college courses and in calculated credit hours. No duplicate credit can be earned, nor will ETS assign grades to credits earned. Additional information about DANTES exams can be obtained from the Campus Dean’s Office.

INTERNATIONAL BACCALAUREATE (IB) PROGRAM:

The “IB” program is an advanced level 2-year curriculum for high school students offered at select high schools. BCC will award IB diploma students up to 30 semester hours of college credit based upon IB exam scores. Students must request that official IB exam scores and high school transcripts be sent to BCC for evaluation and the awarding of credit per State Board Rule 6A - 10.024(8). For specific information, call Ext. 62799.

Assessment of Prior Learning

CREDIT FOR PRIOR MILITARY TRAINING/EDUCATIONAL EXPERIENCE:

Students who have prior active military service or training earned in senior division ROTC units may be eligible to receive elective credit for some of their military service. The Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council of Education shall be the guide for awarding credits for courses taken in the Armed Services. Credits granted for all tests and/or service schools shall be limited to one-half the total number of semester hours needed for the certificate or degree from Brevard Community College.

CREDIT FOR CORRESPONDENCE COURSES:

Transfer credit may be granted for coursework completed through correspondence at a regionally accredited institution.

CREDIT FOR EXPERIENTIAL LEARNING:

BCC has adopted the CAEL (Credit for Adult Experiential Learning) process for recognition of prior learning. Students with sufficient learning experience can be recognized through CAEL by documenting their learning activities and
receiving college credit. Up to 25% of college credit can be granted for a degree or certificate for specific BCC courses. Credit is awarded on a course-by-course basis only. The recorded grade of the courses will be an “S” and will not affect the GPA of the students. The CAEL course (SLS 1371) is graded and the grade earned will be calculated in the GPA. For more information, call ext. 32060.

CREDIT FOR CERTIFIED PROFESSIONAL SECRETARY EXAM:
Official certification of CPS exam results must be submitted to the Campus Admissions and Records Office. The student must complete three semester hours within the Associate in Science Degree in the Office Systems Technology before credit for the CPS exam will be officially recognized. A minimum of 15 semester hours of degree requirements must be earned at Brevard Community College. Credit for the CPS exam will be recorded on the student’s record in the same manner as CLEP.

CREDIT FOR MEDICAL LABORATORY TECHNOLOGY:
Credit for competencies demonstrated by credentials that are not described in semester credit hours can be awarded upon fulfillment of all the other requirements for the associate degree in Medical Laboratory Technology. Applicants must first attain a “C” average in the general education requirements for the AS Degree. This plan enables accredited vocational school MLT certificate graduates or practicing medical laboratory technicians who hold a Florida HRS license or a national certificate to acquire an Associate in Science Degree in Medical Laboratory Technology from BCC. Additional information and application forms can be obtained from the Allied Health Division Office.

CREDIT FOR RADIOGRAPHY:
Credit for competencies demonstrated by Certification from the American Registry of Radiologic Technologists will be awarded upon the presentation of necessary verification. This program enables practicing registered radiologic technology radiographers to acquire an Associate in Science Degree in Radiography from BCC. Additional graduation requirements are the same as those of students enrolled in the program. Verification procedures and additional information can be obtained from the Allied Health Division Office.

CREDIT FOR REGISTERED NURSING:
Credit for competencies evidenced by licensure (R.N.) from the Florida Board of Nursing will be awarded in the same manner as students who enrolled and successfully completed all program courses. Verification procedures and additional information may be obtained from the Allied Health Division Office.

CONTINUING EDUCATION UNITS (CEU’S):
The Council on the Continuing Education Unit defines the CEU as ten contact hours or participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Ten contact hours equal one CEU. The CEU is awarded through Continuing and Professional Education for professionals seeking supplemental vocational seminars or courses providing job upgrading or retraining.

Family Education Rights & Privacy Act
Brevard Community College maintains certain practices and procedures to assure compliance to the Family Educational Rights and Privacy Act (FERPA). This law affords students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Campus Dean, or an appropriate college official, written requests that identify the record(s) they wish to inspect. The College 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College 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.

3) 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, that permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as
a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Brevard Community College
Director of Collegewide Admissions & Records
1519 Clearlake Road
Cocoa, FL 32922

Directory Information
Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, Brevard Community College has established the following as directory information:

- Name, address, telephone listing, electronic mail address
- Date and place of birth
- Participation in officially recognized activities and sports
- Major
- Weight and height of athletes
- Enrollment status (full, part time)
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Grade level

Although the above directory information may be available for release, Brevard Community College does not routinely release such information to third parties. The Act states that each student has the right to inform the College that any or all the information is not to be released. The College will honor the student’s request to restrict the release of “Directory Information” as stated previously. To withhold information, a student must notify the Admissions and Records Office in writing prior to the drop/add period each semester. Status of disclosure at the last registration period is binding and all records will be noted “Confidential.” No information will be released without the written consent of the student.
Accelerated Education Programs

for High School Students

Several educational options are available that enable qualified students to begin their college education while still in high school. To qualify for program acceleration through Early Admission, Dual Enrollment, or Credit in Escrow, public and private high school students must meet grade level, GPA and other program requirements. In addition students must submit:

1. BCC Application for Admission (initial term only), and
2. Complete a BCC Accelerated Education Programs Application (each enrollment term), and
3. Official scores on one of the designated placement tests if enrolling in college credit courses.

Private schools must meet requirements of F.S.-1002.42 and F.S.-1003.43 and have an Articulation Agreement on file with the College in order for their students to participate in early admission and dual enrollment programs.

Home-school students must be in compliance with applicable Florida laws. Along with meeting testing and GPA requirements, they must submit the following completed documents:

1. BCC Application for Admission (initial term only),
2. Copy of letter of intent to home school submitted to School Board,
3. BCC Accelerated Programs Application for home-education students (each enrollment term),
4. Home Education Statutory Compliance Affidavit (each enrollment term),
5. Transcript or equivalent showing progress toward home education program completion (each term).

In accordance with Florida law, Brevard Community College does not assess fees, including tuition, to Early Admission and Dual Enrollment students. The Brevard County School Board loans textbooks to public school students. Private and home education students are responsible for acquiring textbooks.

High school students interested in accelerated education programs should first contact their high school guidance counselor to determine eligibility.

Dual Enrollment

The Dual Enrollment Program enables qualified public, private and home-school students in the 10th, 11th, or 12th grades to enroll in academic and vocational courses offered by BCC. The credits that students earn count toward both a high school diploma and a college degree or vocational certificate.

In addition to submitting required documents, candidates must meet the minimum cumulative unweighted GPA requirement for the selected program:

- 3.00 for an Associate in Arts Degree
- 2.50 for an Associate in Science Degree
- 2.00 for a Vocational Certificate

Early Admission

Qualified Brevard County high school students (public, private and home-education) who have completed their junior year can enroll at BCC instead of enrolling at their high school at the beginning of their senior year.

Students accepted for Early Admission must earn sufficient credits at the College to meet high school graduation requirements. The credits that early admission students earn count toward both a high school diploma and a college degree or vocational certificate.

Students who complete sufficient semester hours with at least a 2.0 cumulative GPA may be awarded a high school diploma by the high school from which they transferred. Students whose GPA falls below a 2.00 may be withdrawn from the program for academic reasons and returned to their high school program.

In addition to submitting required applications and high school transcripts, early admission candidates must have a personal interview with a college representative, present college-level scores on a state approved placement test, and meet the minimum state cumulative unweighted GPA requirement of 3.0.

Credit in Escrow

High school students who have completed their freshman year (9th grade) with a minimum unweighted GPA of 2.00 can enroll part-time at BCC. A student can enroll for a maximum of 11 hours during the fall or spring semester or 6 hours during each summer term.

Students who participate in Credit in Escrow option must pay admission fees and tuition, and must furnish their own textbooks and supplies. Credit earned at BCC will be held in escrow until the student graduates from high school and does not count toward high school graduation requirements.

Advance Standing

Agreements between Brevard Community College and the Brevard County School Board enable students enrolled in a limited number of certificate and technical degree programs to receive postsecondary credit for completion of specific program-related secondary courses while in high school. To have advanced standing credit placed on their permanent college record, students must have:

1. Earned at least a grade of B in the designated vocational/technical high school courses.
2. Graduated from high school.
3. Completed at least one semester at BCC with a 2.0 GPA in the program for which the advance standing credit is to be awarded.

Students must petition the Director of Collegewide Admissions and Records to have advanced standing credit place on their college record. The recorded grade will be an “S” and will not affect the GPA of the students.
Palm Bay Campus
BCC Student Services Mission and Goal Statement

Brevard Community College, by virtue of its institutional purpose and mission, has a responsibility to provide appropriate student services based upon the individual needs of all students. Lead by the Collegewide Dean of Student Services and including Campus Deans and other Student Services support staff, the BCC Student Services Division is charged with meeting those student needs not traditionally associated with classroom activity. Specifically, the Mission of the Student Services Division is to provide assistance with academic assessment, advisement, course placement, class registration, career scheduling, career planning, referrals to external agencies for support services, and development of student leadership and social skills. As an integral part of the “learning-centered college,” Student Services strives to increase students’ social and academic integration, students’ development of education and career plans, and students’ acquisition of study and life skills.

The Student Services Division believes that providing admissions, registration, advisement, tutoring, assessment, career planning and other related services to students at an open door community college is one of the highest professional callings in the nation. The Division asserts that all students deserve assistance from staff members who are knowledgeable, friendly, and efficient. BCC Student Services respects and welcomes students from all racial, ethnic, and economic backgrounds.

Student Services has adopted the following seven broad goals to fulfill this purpose:

1. Provide efficient and friendly registration services.
2. Provide needed information to students through a number of sources including campus information offices and numerous publications such as the Student Handbook and the Student Planning Guide.
3. Provide academic advisement and career information service to assist students in the development of meaningful education plans compatible with their life goals.
4. Promote leadership development opportunities through student government, student activities, publications, and other events that encompass a wide range of interest and contribute to the establishment of an atmosphere of responsible citizenship and social awareness.
5. Implement and enforce a student code that states students rights and responsibilities, college regulations, disciplinary procedures, and possible sanctions.
6. Maintain student records in accordance with the highest of accreditation standards and in accordance with state and federal law.
7. Provide quality assessment services to assist in program and career planning.

Student Ombudsman (Advocates)

On each BCC campus the Campus Dean serves as the ombudsman to assist students with problems involving the delivery of student services.

Academic Advising

Academic advising is available on all BCC campuses. Advisors help interpret placement test scores and help students select appropriate classes for their major. They also assist AA degree-seeking students in preparing for transfer to upper-division colleges and universities. In order to facilitate proper course selection, students are encouraged to see an advisor prior to registration. Although academic advising is available, students are ultimately responsible for their academic progress.

Students are encouraged to visit advisors during non-registration periods to take advantage of all advisement services.

Learning Resources (Libraries)

The Learning Resource Centers provide information and services to support the curriculum and meet the needs of Brevard Community College students, staff, and faculty. The College has libraries on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, each with its own unique book, audiovisual, and periodical collection. In addition to a combined print collection of more than 200,000 volumes, the LRC’s provide free access for BCC students to many research databases through the Internet. The LRC’s website at www.brevardcc.edu/lrc links students to online assistance, research databases, and other selected web research sources.

Enrolled BCC students can check out or use materials at any campus Learning Resource Center, and are eligible for borrowing privileges at all Florida community college and state university libraries. Through the LINCC (Library Information Network for Community Colleges) database,
students have online access to the collections of Florida's other 27 community colleges. The Community College network system currently supports interlibrary loan and courier delivery service to further enhance the accessibility of resources for all students. Some library services are also made available to Brevard County residents.

Librarians are available at all campus Learning Resource Centers to assist with research and course assignments, and to provide library orientation sessions. Instruction in library research tailored for course assignments is offered as requested by instructors. The Brevard Information Literacy Tutorial (BILT) is an online tutorial for research skills available on the library Website. The libraries offer two courses for credit, LIS 1023, Information Technology Literacy (2 credits) and LIS 2004, Introduction to Internet Research (1 credit). These courses teach information literacy skills.

For additional information regarding campus learning resource services and current hours of operation, call the campus or visit the BCC Library website.

Learning Labs and Testing Services

The Learning Lab located on each campus is a comprehensive resource center that provides academic support to all students in all disciplines. Each Learning Lab offers the following:

- Testing, including placement tests, teacher make-up tests, and online tests;
- Computer Assisted Instruction, including mathematics and writing;
- Vocational Preparatory Instruction for certificate seeking students who need remediation;
- Job Placement and Career Exploration, including career interest assessments and
- Free tutoring conducted by professional tutors.

Foreign Language Labs

The Foreign Language Labs located on each campus are foreign language and culture resource centers. They provide academic support to students of foreign languages and American Sign Language while the students earn one-hour credit of their total four-hour credit requirement in the target language. At each Foreign Language Lab, the students do the following:

- Tailor the use of what they discover in class to their individual needs.
- Incorporate the new language into their communication skills.
- Use audio and videotapes, computer software, classical and modern literature to study other cultures and their languages.
- Launch into a world of language.
- Find the readings on current events to challenge them to create solutions to problems and inequities of cultural diversities.

Veterans’ Programs

Brevard Community College maintains Veterans’ Offices on the Cocoa and Melbourne campuses. Special help is provided to all veteran students in completing the proper enrollment forms to the Department of Veterans’ Affairs. In addition, the offices provide advising and tutoring services to veteran students.

Office for Students With Disabilities

Brevard Community College assists students with disabilities by providing reasonable accommodations on a case-by-case basis. In order to receive the most appropriate assistance, students are encouraged to register with the Office for Students with Disabilities on their campus. Adaptive furniture, equipment, and devices are available, as well as sign language interpreters, specialized computer software, academic advisement, placement and classroom test administration, the services of a learning disabilities specialist, advocacy, and other services to help students attain their educational goals. All services are free and information is kept confidential.

Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and CLAST or TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with Sections 240.152, 240.153, and 240.107 Florida Statutes and State Board of Education, Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact the Office for Students with Disabilities on their respective campuses.

Student Support Services

Student Support Services offers personal, academic, career, and financial aid counseling, as well as tutoring and study skills assistance to degree-seeking citizens who are low income and/or first generation students (neither parent holds a bachelor's degree) or are physically or learning disabled. Services are provided without cost and are available at all campuses.

Cooperative Education

Cooperative Education is a unique program that allows students to gain work experience directly related to their academic major. Students are employed by local businesses that are sponsors of CO-OP Education. The work experience allows students to apply and test the skills and concepts gained in the classroom to real-world work settings. Participating students must have and maintain a 2.0 (C) grade point average and have completed at least one semester (15 hours) in the major field. For additional information, contact the Career Center on the Melbourne campus, ext. 32880.
Career and Job Placement Services

Through a partnership with the Brevard Workforce Development Board and the Brevard Job Link, Brevard Community College offers students and alumni, a full array of career and job placement services. Using Career Center sites, BCC can provide students and alumni access to career exploration tools including interest inventories, skills assessments, as well as college and scholarship search programs. The BCC Career Center connects students and alumni preparing for a career to the local, state and national labor market.

Students/Alumni can build resumes, learn interview and negotiation skills, and use the BCC Career Center to locate employment in their field. For more information contact a BCC Career Center, or the Student Services office on any campus.

Services available by campus:

**Cocoa**  
Career Center, Student Services at the Welcome Center, Bldg. 11, Room 212

**Melbourne**  
Career Center, Bldg. 1, Room 140

**Palm Bay**  
Career Center, Bldg. 1

**Titusville**  
Student Services in Bldg. 3

Housing

The College does not maintain housing facilities nor does it list recommended housing. College campuses and centers are centrally located throughout Brevard County to provide easy commuting.

Child Care

Child Care is available for the children of students, faculty, and staff in the Child Care Center located in the Lifelong Learning Center, Cocoa Campus, and in the Melbourne, Palm Bay, and Titusville campus Child Care Centers. The Centers are designed and equipped for pre-kindergarten children and offer planned programs in various age groups from two to five years of age. The Centers are staffed with highly qualified personnel assisted by student aides allowing an unusually favorable ratio of children to adults. The Centers operate on a self-support basis with a schedule of fees per child entered.

The BCC Child Care Centers have a Model Pre-Kindergarten Early Intervention Program with 30 designated grant spaces for 3-4-year-old children who meet economic guidelines. Children of students and staff are given first priority for these spaces. The Centers are also used for training purposes for students and professionals in the early childhood field.

Parents of children (ages two through five) are invited to visit a Center to learn more about our programs.

HIV, AIDS & Other Life-Threatening Diseases

When an employee or student becomes aware that he/she has a serious medical condition, such as HIV, AIDS or another life-threatening communicable disease, the student or employee is encouraged to seek assistance from the College. Specific information relating to HIV or AIDS can be obtained by calling 1-800-FLA-AIDS.

The College conforms to the American College Health Association’s recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the Recommended Standards for a College Health Program, 4th edition, 1984. These standards include:

“... no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974.” Although Brevard Community College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, we strongly encourage everyone attending the College to be aware of the symptoms, risk factors, preventative measures and cure for these diseases.

Meningococcal Disease

An acute bacterial disease, characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza, however Influenza rarely has vomiting or other gastrointestinal symptoms. Approximately 2500 to 3000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly whom reside in dormitories may be at increase risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of 3 to 5 cases per 100,000.

Transmission occurs by direct contact, including droplets from the nose and throat of infected persons. The exchange of salvia by kissing, sharing of food utensils, and sharing cigarettes is the most common modes of transmission among college students.

Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with 1 dose for individuals 2 years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serous allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.
Hepatitis B

Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30 to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of 5 rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at 1-5 years, and 6% of persons infected after age 5. Death from chronic liver disease occurs in 15-25% of chronically infected persons – 1.5 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world’s populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States 80 to 100 thousand become infected and approximately 5000 die annually from Hepatitis B.

Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, men who have sex with men, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients.

You should not be vaccinated with this vaccine if:

• you have ever had a life threatening allergic reaction to baker's yeast (used to make bread),
• you have ever had a severe allergic reaction to previous dose of Hepatitis vaccine or,
• you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition).

Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience:

• Soreness and/or redness where the shot was administered, lasting a day or two,
• Mild to moderate fever, again lasting a day or two,

Severe reaction is extremely rare!

Reference: CDC. Prevention and Control of Meningococcal Disease: Recommendations of the Advisory Committee on Immunizations Practices (ACIP), MMWR June 30, 2000; 49 (RR-07); 1-10

Immunization Action Coalition www.immunize.org

Parking Regulations

Because Brevard Community College is a commuter college, parking and traffic regulations must be maintained for the protection of all. Students may park in student parking lots only (designated by signs and/or white lines). Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red). Students are required to have a parking decal that can be obtained free of charge at:

1. The Security Office, Building 14, on the Cocoa Campus,
2. Information/Security Desk, Building 1, at the Melbourne Campus,
3. The Security Office, Building 1, at the Palm Bay Campus,
4. Information Desk, Building 1, at the Titusville Campus.

A 15 mile-per-hour speed limit applies to all BCC campuses. Fines are assessed for failure to display a decal and for parking or moving violations. Student records may be placed on hold for unpaid fines.

Student Insurance

Students who are enrolled in certain programs, classes, or clubs will be required to show proof of insurance for injury and accident coverage or liability. International students, industrial/vocational students, intercollegiate sports athletes, and students participating in high-risk activities, such as sailing or karate, are examples of those who will need such insurance.

Regarding injuries or accidents sustained during College activities, insurance coverage will be affected by private contract between an insurance company and the student or parent. Applications will be made available on each campus to the students through Student Services. BCC will not be accountable for money transactions between the insurance carrier and students.

Athletics

Brevard Community College is a member of the National Junior College Athletic Association, Florida Community College Athletic Association, and NJCAA Region VIII Southern Conference. BCC offers three men’s and three women’s sports at the intercollegiate level. The men’s sports offered as NJCAA sanctioned sports are baseball, basketball, and golf. The women’s sports are basketball, softball, and volleyball. All athletes must be full-time students and be registered for 12 or more semester hours of credit in order to be eligible. Scholarships are available.

Visual and Performing Arts

For students who wish to pursue the visual arts, musical, theatrical or dance activities, the College offers art, choral groups, college bands, orchestra, vocal and instrumental jazz ensembles, theatre and dance classes. College credit and scholarships are available in these areas.
Student Government Association
The primary purpose of the Student Government Association (SGA) is to ensure broad student involvement in college and college/community activities, and to coordinate the activities of the various campus clubs and organizations. The SGA on each campus includes elected representatives and representatives of active, recognized clubs and organizations.

Clubs and Organizations
Honorary, service-oriented, special interest, and professional clubs and organizations are available on each campus. To learn more or to join a club or organization, check with the campus Student Services Office.

Student’s Bill of Rights and Responsibilities
Brevard Community College District students are both citizens and members of the academic community. As citizens, students may enjoy freedom of speech, peaceful assembly, and the right to petition.

When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all Board of Trustees’ Policies and Procedures.

Students should consult the Student Handbook for a more detailed description of the Students’ Rights and Responsibilities and the Student Code of Conduct Disciplinary Procedures.

Student Code of Conduct
Violation of the standard stated herein will be considered a disciplinary matter and treated in accordance with procedures of due process and in consideration of the respect of the rights and welfare of all members of the College community.

Standards of conduct for which students are subject to disciplinary action, including suspension or expulsion from BCC, include, but are not limited to, those described below:

• Academic dishonesty
• Unauthorized use of college facilities
• Unauthorized student possession of alcoholic beverages
• Arson
• Assault and/or Battery
• Complicity
• Contracting or endorsing a product in the name of the College
• Damage or destruction of property
• Defamation, threats, and extortion
• Disruption
• Unauthorized children on campus
• Inappropriate dress or appearance
• Violation of the college’s illegal drugs and controlled substances policy

• Misuse of emergency equipment (tampering with fire alarms or emergency devices, etc.)
• Gambling
• Hazing
• Failure to provide proper identification
• Providing false information
• Duplication of keys
• Violation of public law
• Unauthorized distribution or sale of literature or goods
• Unauthorized use of college mail services
• Failure to comply with reasonable request or orders from authorized college officials
• Breach of peace
• Conduct or expression that is lewd, indecent, or obscene
• Bringing animals on campus without authorization
• Violation of probationary status
• Falsification of records
• Search and seizure
• Smoking in enclosed facilities
• Theft, unauthorized possession and/or sale of property
• Use of vehicles in unauthorized areas
• Possession of firearms, weapons, fireworks, or explosives on campus
• Theft or abuse of computer time
• Failure to pay financial obligations
• Interference with the freedom of movement of any member or guest of the College
• Active threat of violence against any member or guest of the College
• Violations of federal and state law, respective county and city ordinances, and all College and District Board of Trustees rules and regulations

Disciplinary Sanctions
Disciplinary sanctions may be imposed in cases of Student Code of Conduct violations including the following:
1. Expulsion from the College
2. Suspension
3. Temporary suspension
4. Final disciplinary probation
5. Disciplinary probation
6. Disciplinary censure
7. Restitution
8. Restriction or revocation of privileges
9. Other appropriate action
Student Disciplinary Procedures
(Except for Academic Dishonesty Cases)

It should be duly noted that the disciplinary procedures stated herein play a role substantially secondary to counseling, guidance, and admonition in the process of promoting good citizenship at Brevard Community College.

1. Alleged violations of the Student Code of Conduct, except academic dishonesty cases, are referred to the Campus Dean or Campus President.

2. Alleged violations are investigated by the Campus Dean or Campus President.

3. Following an impartial investigation of the alleged violation by the Campus Dean or designee, the Campus Dean decides upon an appropriate course of action. If, in the judgment of the Campus Dean, formal disciplinary action is required, such disciplinary action may be immediately imposed upon approval of the Campus President. A list of possible disciplinary sanctions appears under the Disciplinary Sanctions heading.

4. If disciplinary sanctions are imposed, the student has the right to appeal this decision and to request that an impartial campus disciplinary hearing be held. In order to appeal the disciplinary sanctions, the student must request in writing that a Campus Disciplinary Hearing be scheduled. The student’s written request for a hearing must be received in the Campus Dean’s office no later than ten days following the student’s receipt of written notification of disciplinary sanctions.

5. The Campus Disciplinary Committee will be formed, and the hearing will take place. (See procedures in the Student Handbook under Campus Discipline Committee.)

6. If there is a finding of guilt, the Committee will inform the student, report findings to the Campus Dean, and return the matter to the discretion of the Campus Dean.

7. If there is a finding of innocence, the Hearing Committee will exonerate the student of charges brought against him/her unless substantial new evidence is brought forth. If new evidence is presented, the Campus Dean or Campus President shall review the new evidence and decide whether a new hearing is justified.

8. Final Appeal:
An appeal may be made to the District President of the College. The student must make the appeal in writing and submit it to the Dean of Collegewide Student Services within five days of receiving the written report stipulating the findings and sanctions. The written appeal must include justification and rationale for the appeal.

The District President’s decision is final.

Academic Dishonesty Cases

Academic dishonesty includes conduct aimed at making false representation with respect to a student’s academic performance. Examples of academic dishonesty cases are listed below. Actions such as stealing examinations, course materials, or falsifying records will be adjudicated under the regular student disciplinary procedure.

- Cheating
- Collaborating with others in work to be presented, if contrary to the stated rules of the course
- Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Academic Dishonesty Procedure

1. Violations of Academic Dishonesty Policy are brought to the attention of the student by the instructor.

2. If there is suspicion of wrongdoing without corroborating evidence, the matter is discussed with the student and (if warranted) a verbal warning will be issued.

3. If there is clear evidence that a violation has taken place then a sanction can be imposed by the instructor ranging from a written warning to expulsion from the course with a failing grade.

4. Final Appeal: The student may appeal the case to the instructor’s supervisor. If the matter cannot be resolved at that level then the student can request a hearing before the Collegewide Academic Student Appeals Committee. The Committee’s recommendation is sent to the District President for review.

The District President’s decision is final. The student may be permitted to remain enrolled in the course during the appeal process.

Harassment/Discrimination Policy

Brevard Community College is committed to provide equal access and equal opportunity in student-admissions, services and programs and in faculty and staff employment and advancement. It is the policy of the College to assure compliance with federal and state regulations prohibiting discrimination. Brevard Community College, in accordance with Federal and State laws as well as College Policy, does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability.

DEFINITION OF HARASSMENT: Harassment is any repeated or unwelcome verbal or physical abuse which intimidates or causes the recipient discomfort or humiliation or which interferes with the recipient’s educational...
or job performance. Any form of harassment related to an employee’s, applicant’s, student’s, or student applicant’s age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability is a violation of this policy.

DEFINITION OF COMPLAINT: Complaints consist of disagreements between employees and/or students concerning the following:

- Sexual harassment
- Discrimination.

PROCEDURES FOR FILING A COMPLAINT: Any employee or student having a complaint concerning sexual harassment may discuss it with the Campus Dean, Department Chair, Campus President, or the Associate Vice President for Human Resources. Due to the nature of the allegation and information received, confidentiality will be preserved wherever possible. Any employee or student having a complaint concerning harassment or discrimination may discuss it with the Campus Dean, Department Chair, Campus President, or with the Associate Vice President for Human Resources who will attempt to resolve the differences between the parties involved. Such a discussion should occur within sixty (60) days of the allegation and should include as much specific information as possible, including names and positions of persons involved, identification of witnesses, if any; the time, place and details of the incident leading to the allegation.

A written statement of the complaint may be necessary for any action to be taken. Confidentiality will be kept to the extent possible to complete the investigation.

Retaliation against an individual for reporting any type of harassment or for participating in an investigation is prohibited by the College policy and state and federal laws. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

ACTION: Once a written complaint has been filed with any of the offices designated to receive a complaint, it will be investigated by the office who received the complaint, the Coordinator of Employee Relations or the Associate Vice President for Human Resources. He/she will forward a recommendation to the District President for determination of action to be taken. The District President will render a decision and advise the appropriate parties.

DISCIPLINARY ACTIONS: Any employee or student of this institution, who is found to have harassed another employee or student, or to have filed a false claim, will be subject to disciplinary action up to and including termination, suspension, and or expulsion; within the provisions of applicable current Board rules.

NOTIFICATION: Further information on Equity and/or Harassment is available from Mrs. Joni Oglesby, Associate Vice President for Human Resources, Building 2, Room 113, Cocoa Campus at extension 63780, or Janet Madden, Director of Employee Relations, Bldg. 2, Room 117, Cocoa Campus, ext. 63785.

Student Appeals

Any situation requiring an appeal, other than disciplinary or academic dishonesty, should be addressed as soon as possible in a non-confrontational manner. If the situation involves classroom policy or grades, the student should contact the instructor. Problems involving refunds and/or exception from or difference with College policies should be addressed to the Campus Dean. The Collegewide Student Appeals Committee is made up of students, faculty and staff. This committee considers appeals which cannot be resolved through regular channels on the home campus. Appeal forms, as well as additional information on the entire appeals process, are available through your Student Services Office.

STUDENT APPEALS PROCESS

There are two types of student appeals – academic appeals and administrative appeals. The process for filing a student appeal is outlined below:

- **Academic Appeals** – Issues with the instructor, classmates, course content and/or delivery, grades, etc. (Begin the appeals process with step 1.)

- **Administrative Appeals** – Issues with admissions, registration, late withdrawals due to extenuating circumstances. (Begin with step 1, skip steps 2 and 3.)

1. Obtain a Student Appeals Form from your Campus Dean’s Office.
2. Meet with the course instructor and attempt to resolve the issue. Obtain instructor’s signature on Student Appeals Form. If the issue is not resolved, proceed to step 3.
3. Meet with the appropriate department chairperson and attempt to resolve the issue. Obtain department chairperson’s signature on the Student Appeals Form. If issue is not resolved, proceed to step 4.
4. Submit the Student Appeals Form (with the instructor and department chairperson’s signatures if it is an academic appeal) to the respective Campus Dean. The Student Appeals Form must be accompanied by full documentation of the circumstances surrounding the issue. If the issue is not resolved, proceed to step 5.
5. If the issue is not resolved by the Campus Dean, a student can request that the appeal be forwarded to the respective Campus President. If the issue is not resolved, proceed to step 6.
6. If the issue is not resolved by the Campus President, a student can request that the appeal be forwarded to the Collegewide Student Appeals Committee. Additional documentation of the circumstances surrounding the appeal may be required.

Note: The decision of the Collegewide Student Appeals Committee is final.
Financial Aid

Brevard Community College makes postsecondary education possible for all individuals in the community. The primary purpose of the Financial Aid Department at Brevard Community College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call a BCC Financial Aid Office or visit the website at www.brevardcc.edu/FinancialAid.

What types of financial assistance are available to qualified students?

BCC participates in a variety of federal, state and institutionally funded aid programs. Assistance programs are classified as Grants, Scholarships, Loans, or Employment.

- **GRANTS** are federally or state funded programs that do not require repayment. This type of aid is generally awarded to individuals who demonstrate exceptional financial need.

- **SCHOLARSHIPS** are usually awarded to students who demonstrate academic excellence or exceptional talent or skills. Each scholarship has its own criteria, requires a separate application, and does not require repayment.

- **LOANS** are financial assistance, that must be repaid usually with interest and in a specific time period. Often repayment is deferred while the student is attending college.

- **EMPLOYMENT** programs allow the student to defray part of the expenses of a college education by working part-time. Most positions are located on campus and require 12 hours of work per week.

What specific Financial Aid Programs are offered at Brevard Community College?

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Florida Student Assistance Grant
4. Federal College Work Study Program
5. Federal Stafford Subsidized and Unsubsidized Student Loan Program
6. Federal Parent Stafford Loan Program
7. BCC Tuition Assistance Program
8. BCC Academic Medallion Scholarships
9. Scholarships from local sources

Financial Aid Search via the Internet

Another source for scholarship information is through Internet searches. Examples of scholarship search services include:

- www.fastweb.com
- www.finaid.org
- www.plato.org
- www.collegeboard.com/paying

What are the general eligibility requirements for need-based financial aid?

To qualify for financial aid, the student must prove that financial assistance is needed. Need is the difference between the amount the student and the student’s family can contribute and the cost to attend the college of choice. A student must meet the following requirements:

1. Have a high school diploma or a GED, or demonstrate the ability to benefit from the program through a federally-approved test
2. Be enrolled in a degree or certificate program of at least one year in length
3. Be a U.S. citizen or eligible non-citizen
4. Sign certification statements of “Educational Purpose/Refunds and Default”
5. Maintain satisfactory academic progress

Eligible Programs

For the purposes of determining financial eligibility, a student who enrolls in an eligible program at Brevard Community College must be attending the institution for purposes of:

1. Obtaining an AA, AS or AAS Degree; or
2. Obtaining a certificate that has required course work of sufficient length to be eligible.

Postsecondary Adult Vocational Programs (PSAV):

PSAV program students will be funded for only their designated program intent. For example, if a student's program intent is welding, a mixture of welding, auto mechanics, and electrical engineering will not be permitted. Eligibility resides within a designated program. Financial Aid will fund only the course work directly related to the program certificate.

Interested students should contact the Financial Aid Office on the campus they plan to attend for the financial aid brochure and application.
What criteria must transfer students meet in order to qualify for financial aid?

Transfer students who apply for financial aid must have at least a 2.00 GPA after transfer credits are evaluated to be eligible to receive financial aid funding. Transfer students with less than 2.00 GPA must raise their cumulative GPA to at least 2.00.

What is the application procedure for financial aid?

1. Obtain and complete a Free Application for Federal Student Aid (FAFSA). Forms for the following academic year are available at local community college/university campuses and public libraries at the beginning of January. Students can also file electronically via the Internet. The Internet address is www.fafsa.ed.gov. The financial aid process is lengthy, so early application is highly encouraged.

2. While the student awaits the Student Aid Report (SAR) that will be generated as a result of the filing of the FAFSA, he/she should contact the Admissions and Records Office at BCC to make sure records are complete, including high school transcript, college transcript(s), appropriate testing, and declaration of a major.

3. Once the student receives the SAR, he/she should contact the Financial Aid Office to see if additional information is needed to complete his/her financial aid file.

4. The SAR is not a financial award. Each student will receive an Award Notice, that informs the student of the aid for which he/she is eligible.

5. Once the student receives the Award Notice, he/she should check the aid which he/she wishes to receive and return the signed Award Notice to the following address:

   Financial Aid Office
   Brevard Community College
   3865 N. Wickham Road
   Melbourne, FL 32935

What academic standards must students meet to remain eligible to receive financial aid?

Federal and state regulations require that students must meet minimum standards in order to be eligible to receive Financial Aid funds. The following minimum standards at Brevard Community College are applied uniformly to all Title IV financial aid programs administered by the College, except those programs whose eligibility requirements are restricted to institutional funds or outside donor restrictions:

1. Students must meet an academic performance requirement of at least a 2.0 cumulative GPA.

2. Students must make progress toward their degree. Minimum progress toward a degree requires first year financial aid applicants who have previously attended the college to have earned 67 percent of registration attempted at the College.

3. Minimum progress toward a degree requires continuing financial aid recipients to earn 67 percent of credit hours attempted during the current academic year for renewal eligibility. If a continuing financial aid recipient completes zero credits/hours for any funded term during the academic year, then he or she will lose all subsequent financial aid awarded for the academic year.

4. Students must complete their educational objective within a given time frame:
   a. All AA, AS and AAS degree-seeking students have a maximum 90 attempted credit hours.
   b. All certificate seeking students are limited to no more than 150% of the published length of the educational program.

   All transfer credits that are accepted by the college will be included as attempted credit hours as well as all Brevard Community College attempted coursework regardless of whether the courses are applicable toward the student's degree.

Attendance?

Students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. However, students who are receiving financial aid or veteran’s benefits, who are reported as never attending a course, will be dropped from the class and benefits adjusted or rescinded.

Distance learning students also have specific attendance requirements. Students are expected to “logon” to their classes on a regular basis. It is the responsibility of the student to secure other resources to “attend” class if computer or internet access problems are encountered.

How do incomplete grades, withdrawals, remedial course work and repeating courses impact a student’s financial aid?

A student who did not complete any credit hours in a term and has incompletes in that term has 20 college days in a full semester (10 in a mini-term) from the first day of classes of the following term to make up incomplete grades in order to continue receiving funds. Reinstatement of awards is contingent on a funds-available basis, and it is the student’s responsibility to notify the Financial Aid Office within the time frame provided.

If grade changes or incomplete grades made up after the time frame should affect subsequent terms or
academic year eligibility, students must provide transcripts reflecting such changes and petition for resolution through the Financial Aid Appeals Committee. Withdrawals from any course(s) shall be counted in the total hours attempted and can result in failure to meet the standards of progress. Students must follow the official withdrawal procedures established by the College.

Funding for students assigned for remedial course work (college preparatory courses) will be limited to 30 credits. Course repeats always count in the total attempted credits, but the GPA configuration will only consider the final attempt in the cumulative GPA.

**Do I have to repay federal funds if I withdraw from a course?**

Return of unearned funds refers to the return of federal financial aid dollars that the student did not earn as a result of totally withdrawing from all classes.

Students who receive federal financial aid funds and subsequently withdraw from all classes will have a federal formula applied based on the date of withdrawal, percentage of the payment, and period attended by the student. If the formula indicates an amount “unearned,” a repayment of aid is required.

The institution will notify the student in writing of any amount to be returned to the Federal Title IV accounts. Student must repay the amount within 45 days. Student will not qualify for further federal aid until the repayment is satisfied.

**What is the procedure for reinstating financial aid that has been suspended or denied?**

If a student is denied/suspended from financial aid, the student must attend a semester without Title IV federal aid and earn six credits with an all-college cumulative 2.0 GPA or better. Students who take more than six hours are required to pass all credits attempted. The student is required to submit an appeal along with an updated transcript for further consideration and/or reinstatement of financial aid.

**PROBATION/SUSPENSION (FINANCIAL AID)**

Students are monitored for a cumulative 2.0 GPA, completed credits/hours, and time frame at the end of every term. Failure to maintain a cumulative 2.0 GPA results in a probationary status that remains until the final review is performed. Students who complete zero credits/hours or reach the maximum time frame will be denied further aid.

**DETERMINATION OF CONTINUED ELIGIBILITY (FINANCIAL AID)**

A final review of satisfactory progress occurs at the end of the student’s academic year. Students who do not meet the above-stated minimum requirements are suspended from receiving further financial aid.

**What is the procedure for financial aid appeal?**

Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) can, in certain cases, request a formal review of the decision to revoke financial aid eligibility.

Circumstances that can be considered for this special review (appeal) include: death in the student’s immediate family, medical emergencies, accidents, divorce or separation, personal tragedy, or other documented circumstances beyond the student’s control that prevented him or her from meeting the minimum standards.

To appeal the decision on this basis, the following procedure must be followed:

1. The students must submit a written request to the Office of Financial Aid. This must include a planning guide and an unofficial BCC transcript.
2. The circumstances that prevented satisfactory progress to occur must be clearly stated.
3. The request must include documentation to support the exceptional circumstances, such as death certificate, statement from physician, or other verifiable information.
4. Once the review has been made, the student will be notified of the result of the review.

**May veterans receive VA Education Benefits while enrolled at Brevard Community College?**

Brevard Community College is fully accredited and approved for veterans training. Veterans eligible for educational benefits under law can receive these benefits while enrolled in approved programs of courses leading to a degree or vocational objective. Random selection of classes for VA payment is prohibited.

Training time classifications, subject to VA policy, are:

- 12 or more semester hours = full time
- 9 - 11 semester hours = 3/4 time
- 6 - 8 semester hours = 1/2 time
- 1 - 5 semester hours = less than 1/2 time

Enrollment in fewer hours is required for eligibility during Summer Terms. All new veterans must register with their campus Veterans Affairs Office as early as possible to avoid delay in benefit payments.

**Students Receiving Social Security Benefits**

Eligible students may receive Social Security benefits while attending Brevard Community College. Benefits are subject to Social Security policy. Verification of the course load can be made only after the established drop deadline for each term. Full-time status is determined to be 12 or more semester hours.
Scholarships

BCC offers scholarships in a number of areas. Students can apply directly to the BCC department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid regarding the following scholarships:

INSTITUTIONAL SCHOLARSHIPS
Principal’s Scholarship
BCC High School Academic Achievement Award
BCC Academic Excellence
Star Sat 12000
Reginald E. Johnson
Brevard Incentive Scholarships
Special Awards:
  – Cocoa Beach Chamber of Commerce
  – Delta Sigma Theta
  – College Reach Out Program (CROP)
  – Community Development
  – Congressional Art
  – Tuskegee Airmen
Art Scholarships
Drama Scholarships
Athletic Scholarships
Music Scholarships
Presidential Scholarships
Honors Scholarships
Academic Scholarships
Forensics Scholarships

Procedures for applying
Each scholarship program has its own application procedures. The campus financial aid offices have information regarding each of BCC’s scholarship programs.

Student eligibility standards
• Demonstrate financial need or exhibit specific skills,
• Be enrolled for the appropriate number of credit hours, or
• Maintain satisfactory academic progress.

Criteria for selection
Selection criteria for each scholarship program is established by BCC. Most BCC scholarships are awarded according to financial need or skill.

Criteria for determining the amount of the award
The amount of aid a student receives is based on appropriate recommendation or the Student’s unmet Financial need.

Other scholarships
Information regarding outside scholarships are available at the local campus financial aid office. Students are urged to apply for external scholarships. A variety of local and national clubs and organizations offer scholarships to students who meet certain criteria.

BCC FOUNDATION SCHOLARSHIPS
The Brevard Community College Foundation, Inc. is a non-profit, IRS tax-exempt organization, that locates and develops support funds over and above those received from public sources. The Foundation is supervised by a Board of Governors comprised of community leaders who support the advancement of excellence at Brevard Community College.

Many donor and memorial scholarships are available through the Brevard Community College Foundation. For specific information and applications, please contact the campus Financial Aid Office. High school seniors should contact their guidance counselor. Many scholarship deadlines are in the spring prior to fall enrollment. To access Foundation scholarships online, go to www.web2010.brevardcc.edu/Foundation.
Select scholarships from the links provided and choose a scholarship by discipline.

State Scholarships
Florida Bright Futures Programs
Florida Bright Futures Scholarships provide financial awards through three different programs to eligible Florida high school graduates on the basis of high academic achievement and enrollment in an eligible Florida post-secondary institution within three years of high school graduation. This scholarship does not pay the cost of preparatory course work.
Florida Bright Futures Scholarships are renewable for up to seven subsequent school years from high school graduation, provided that the recipient meets all renewal criteria.
For further information contact the high school guidance office, a Financial Aid office of Brevard Community College, or the Department of Education at its internet address: www.firn.edu/doe/brfutures. Or call: 1-888-827-2004.
**Student Fee Schedule**

The Board of Trustees established the student fee schedule within the guidelines approved by the Florida Legislature. It is subject to change within the academic year covered by this catalog.

Brevard Community College must receive the total amount due on or before the payment due date. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or certification. Brevard Community College may utilize the services of an attorney and/or collection agency to collect any amount past due and you will be charged an additional amount equal to the cost of collection including reasonable attorneys fees and expenses incurred by Brevard Community College.

Payment can be made with cash, Visa credit card, MasterCard credit card, or personal check made payable to Brevard Community College.

**Application Fee**

All new resident and non-resident students (except non-resident aliens) who apply for admission are required to pay a one-time, non-refundable application fee of $20.

A non-refundable $50 application fee will be charged for international student (non-resident alien) applications.

**Registration Fees**

**Academic and Vocational Credit**

(Effective July 1, 2002, fees are subject to approval by the Board of Trustees.)

Please consult the online catalog for current rates.

http://web2010.brevardcc.edu/currentcatalog/index.htm

**Florida Resident**

AA, AAS, and AS Degree Programs.....$56.50 per credit hour

Vocational Certificate Programs.........$46.45 per credit hour

**Non-Florida Resident**

AA, AAS, and AS Degree Programs...$210.25 per credit hour

Vocational Certificate Programs.......$180.30 per credit hour

**Non-Credit Courses**

Non-credit classes vary in cost according to length, materials and instructor costs. Fees are advertised with class announcements. Check with the Community & Professional Education Center for information on classes.

**Re-Registration Fee**

The College assesses a non-refundable re-registration fee of $30 to any student who is dropped for nonpayment and wishes to re-register.

**Full Cost of Instruction**

In accordance with Florida law, the College charges students the full cost of instruction for repeat enrollments in certain courses. This charge is $202.29 per credit hour (effective 7/1/03, subject to change with Board of Trustees approval). See Maximum Attempts Per Course, page 29.

**Additional Distance Learning Fees**

Shipping Cost........$10.00 - $18.00 (if required)

Software.................$70.00 per prep course

Lab Fee

(Online course) ......$10.00 per credit hour

Lab Fee

(Hybrid course) ......$5 per credit hour

(plus any on-campus lab fee)

* Additional Lab fees may be required for certain courses.

**Allied Health Program Fees**

Health Program Liability Insurance  $16.00

Cosmetology Kit (varies) $650.00

Dental Assisting Instrument Kit $100.00

Dental Hygiene Instrument Kit (freshman year) $525.00

Dental Hygiene Instrument Kit (sophomore year) $825.00

Dental Hygiene Community Dental Health Kit $45.00

Nails Kit $350.00

Facial Kit $350.00

Accident Insurance $10.50

Allied Health program application fee $25.00

Background Check $15.00

Allied Health Certificate (duplicate) $5.00

**Testing Fees**

- CAEL (experiential learning) .................$50.00 (per course attempted through portfolio review)

- CLEP (per exam) .........................$70.00 (Examination fee paid to the College Board)

- Credit by Examination .................$50.00 (per course examination)

- DANTES Test ................................$60.00

**Learning Lab Fee - per term**

Florida resident with high school diploma.........$35.00

Non-Florida resident with high school diploma.......$60.00

BCC students accepted for or enrolled in vocational or college credit courses are exempt from Learning Lab fees.

Fees may be waived also by the District President or designee.

**Lab Fees**

To partially offset the high cost of consumable materials and supplies, laboratory fees are assessed in some courses.
Graduation Fees
Graduation fees are non-refundable and must accompany the Intent to Graduate Application. All financial obligations to the college must be satisfied before a diploma or final transcript will be released to the student. While all students are encouraged to attend the formal graduation ceremony, they are not required to attend. If the student plans to attend the ceremony, caps and gowns are available for purchase through the Bookstore. Tickets to the ceremony are not required for family or guests.

Graduation Fee
The graduation fee is $20 for each degree the student is completing. An Intent to Graduate Application must be submitted for each degree.

Late Fee
There is a $20 late fee assessed to students who apply for graduation after the published application deadline of the term in which they wish to graduate.

Re-application Fee
Students who do not complete all graduation requirements in the term of initial application must submit a new Intent to Graduate Application and pay another $20 graduation processing fee in the term they complete their requirements.

Duplicate or Replacement Diploma
A duplicate diploma may be requested at the time of initial application at the cost of $20 per diploma. A replacement diploma can be printed at the cost of $20 per diploma.

Note: Diplomas will be printed with the name as it was at the time of graduation. All duplicate and replacement diplomas will be stamped: “ISSUED AS A DUPLICATE OF THE ORIGINAL DIPLOMA”.

Return Check Policy
The College charges a processing fee of $20 or 5% of the amount of the check, whichever is greater, for each check returned unpaid to the College. If a student incurs two returned checks, the College will no longer accept checks from the student for college payments.

In the event that a check was returned due to an error made by a banking institution, a letter from the banking institution acknowledging its error must be received by the College in order to waive the processing fee.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college credit or vocational credit course fees will not be processed until after the last day to drop a course. To be eligible for a refund, the student must drop the course(s) on or before the last day of the Add/Drop period, as listed in the Schedule of Classes.

Matriculation, tuition, and lab fees paid during scheduled registration periods are automatically refundable based on the following:

- Fall, Spring and Summer Terms - All fees, except the non-refundable $30 re-registration fee, are refunded at 100% if the drop procedure is completed by the established deadline in the Schedule of Classes. There will be no automatic refunds after that period.

- Non-Credit Courses – To receive a refund for a non-credit course, a student must submit a refund request in writing at least three business days prior to the start of the class. No refunds will be issued after that period.
ASSOCIATE IN ARTS DEGREE
- University Parallel Program -

The Associate in Arts Degree (AA) is a university parallel degree designed for students who intend to earn a bachelor's degree from a four-year college or university. The AA degree is comparable to the freshman and sophomore years (lower division) of a university program and requires a total of sixty (60) college-level credit hours for completion. All AA degree students must also satisfy the College Level Academic Skills Test (CLAST) by either taking the test or qualifying for an exemption.

Within the sixty (60) credit hours, students must successfully complete thirty-six (36) credit hours of general education courses from within the subject areas of communications, mathematics, humanities, behavioral/social sciences, and natural sciences.

A specific number of credit hours are required in each subject area. A grade of "C" or higher must be earned in all courses designated as Gordon Rule.

The remaining 24 credit hours are electives. Students do not select a major until they transfer as juniors into a university or college baccalaureate degree program. To transfer into junior level work in a specific major, students must have completed the common program prerequisites for their selected degree within their AA Degree. It is essential that students work closely with an academic advisor to choose electives required for their major, in addition to completing general education requirements.

While BCC does not have a foreign language requirement, the state university system does have a foreign language requirement for admission. Two consecutive courses in the same language at the community college will satisfy that requirement.

Students who earn an AA degree are guaranteed admission to one of the public Florida universities. They are not guaranteed admission, however, to a limited access program within the institution. These programs limit enrollment to a specific number of applicants and have more rigorous admission standards.

(See Community College Transfer Guarantee below)

Community College Associate in Arts Transfer Guarantee

Under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024), Brevard Community College Associate in Arts Degree graduates are guaranteed the following rights:

• Admission to one of the state universities, except to limited access programs that have additional admission requirements.

• Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.

• Adherence to university requirements and policies based on the catalog in effect when the student first entered a community college, provided the student has maintained continuous enrollment.

• Transfer of equivalent courses under the Statewide Course Numbering system.

• Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, and International Baccalaureate).

• No additional General Education Core requirements.

• Advanced knowledge of selection criteria for limited access programs.

• Equal opportunity with native university students to enter limited access programs.

Graduation Requirements for the Associate in Arts Degree

Responsibility for meeting the requirements of graduation rests with the student. The Associate in Arts Degree is awarded to those students who have:

• Satisfactorily completed a prescribed course of study totaling 60 semester hours that include 36 semester hours of general education course work and 24 hours of elective credit,

• Completed at least 25% (15 hours) of the college credit hours through Brevard Community College,

• Achieved a "C" or higher in all courses used to fulfill communications, mathematics, humanities and social/behavioral sciences general education requirements, and

• Achieved a cumulative GPA of 2.00 or higher in all college work attempted. An "I" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed, resulting in a passing grade, the student's transcript is amended and a final GPA calculated,

• Satisfied the College Level Academic Skills Test (CLAST) requirement by either taking and passing the four components of the test or qualifying for an exemption,

• Filed an Intent to Graduate Application on or before the published deadline. This includes an advisor's signature and the payment of graduation fee, and

• Removed all financial obligations to the College.

CATALOG YEAR POLICY: Students can choose to graduate under requirements of either the:

1) BCC Catalog in effect at the time they began their studies providing they have been in continuous enrollment. “Continuous enrollment” is defined as enrolling at least one term in each academic year, or

2) BCC Catalog in effect during the year in which they have completed their degree/program requirements.

You may earn any number of Associate in Applied Science and/or Associate in Science Degrees. (You may earn only one Associate in Arts Degree.)
College Level Academic Skills Test (CLAST)

The CLAST is an achievement test that measures selected communications and mathematical skills. Florida Statutes and State Board of Education rules mandate that students satisfy the CLAST requirement when pursuing an Associate in Arts Degree (AA). Students must present scores that meet the minimum standards in effect at the time they initially took the test.

Students are eligible to register for the CLAST after satisfactorily completing at least 18 semester hours of college level coursework. They may retake a subtest of the CLAST in which they failed to achieve a passing score.

Students are not required to satisfy the CLAST to receive an AS or AAS degree. However, AS degree graduates who transfer into a Baccalaureate degree program at a Florida state university must take the examination prior to completing 36 credit hours at the university.

Passing scores for the award of an AA Degree and for admission to upper division status have been established by the State Board of Education as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>295</td>
</tr>
<tr>
<td>Writing</td>
<td>295</td>
</tr>
<tr>
<td>Computation</td>
<td>295</td>
</tr>
<tr>
<td>Essay</td>
<td>6</td>
</tr>
</tbody>
</table>

CLAST EXEMPTIONS: Students who are able to demonstrate competencies in language skills, reading, writing and mathematics by any of the following options may be exempt from some or all of the CLAST requirements.

- **COMPUTATION (Math) Subtest**
  - Achieve an SAT Math Score of 500 or above
  - Achieve an ACT Math Score of 21 or above
  - Achieve a 2.5 cumulative GPA on a 4.0 grade scale in MAC, MAP, MGF, or STA courses for a minimum of six (6) semester credit hours

- **ENGLISH LANGUAGE SKILLS Subtest**
  - Achieve an SAT Verbal Score of 500 or above
  - Achieve an ACT English Score of 21 or above
  - Achieve a 2.5 cumulative GPA on a 4.0 grade scale in ENC 1101 and ENC 1102 or equivalent college level English courses for a minimum of six (6) semester credit hours

- **READING Subtest**
  - Achieve an SAT Verbal Score of 500 or above
  - Achieve an ACT Reading Score of 22 or above
  - Achieve a 2.5 cumulative GPA on a 4.0 grade scale in ENC 1101 and ENC 1102 or equivalent college level English courses for a minimum of six (6) semester credit hours

- **ESSAY Subtest**
  - Achieve an SAT Verbal Score of 500 or above
  - Achieve an ACT English Score of 21 or above
  - Achieve a 2.5 cumulative GPA on a 4.0 grade scale in ENC 1101 and ENC 1102 or equivalent college level English courses for a minimum of six (6) semester credit hours

Students who earn college credit through examinations for ENC 1101 and ENC 1102 and/or mathematics courses that satisfy the general education requirements may also be exempted from the appropriate subtests. These examinations include CLEP, AP, and IB.

CLAST RULES ARE SUBJECT TO CHANGE DUE TO REVISIONS IN FLORIDA LAW. Students seeking an exemption must contact an academic advisor.

Note: All students who pursue a bachelor’s degree in Education in Florida must take and pass all four sections of CLAST.

<table>
<thead>
<tr>
<th>Section</th>
<th>Score</th>
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<tbody>
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<tr>
<td>Computation</td>
<td>295</td>
</tr>
<tr>
<td>Essay</td>
<td>6</td>
</tr>
</tbody>
</table>

GORDON RULE
SBE Rule 6A-030

All AA Degree students are required to meet Gordon Rule requirements. They must:

- Earn a “C” or higher in all courses used to fulfill English, mathematics, humanities, and social/behavioral science general education requirements. The “C” or higher in those courses assures that all Associate in Arts Degree students have attained the required level of competence in writing and mathematics as required by SBE Rule 6A-030 (Gordon Rule).

- Produce written work of at least 6,000 words in each of the two General Education English classes listed under Communications.

- Produce written work of at least 3,000 words in each course taken under humanities and social/behavioral science.

- Produce a total combined written work of at least 24,000 words.
# ASSOCIATE IN ARTS (AA) DEGREE REQUIREMENTS

Specific requirements depend on area of concentration – see an advisor. Honors courses will satisfy requirements in their related areas.

## I. *COMMUNICATIONS* (9 credit hours) Credits

Students must complete all three (3) of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102 Communications 2</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2600 Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

## II. *MATHEMATICS* A minimum of 6 credit hours from the following list, successfully completed with a grade of "C" or higher.

**NOTE:** All prerequisites must be observed.

Students should select courses with a thorough understanding of the mathematics requirements for their particular upper division major at the transfer university of choice. See an advisor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114 College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140 Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1147 Pre-Calculus Algebra/Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>MAC 1233 Essentials of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1311 Calculus with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312 Calculus 2 with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313 Calculus 3 with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MAF 2104 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAP 3205 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106 Math for Liberal Arts 1</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107 Math for Liberal Arts 2</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023 Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

## III. NATURAL SCIENCE

**PLAN A** (7 credit hours)

Life Science: 4 hours/Physical Science: 3 hours

One course from the Life Sciences:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTC 1010 Botany</td>
<td>4</td>
</tr>
<tr>
<td>BSCC 1005 Fundamentals of Biology*</td>
<td>4</td>
</tr>
<tr>
<td>BSCC 1101 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BSCC 1084 Survey of Human Anatomy &amp; Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>BSCC 2085 Human Anatomy &amp; Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>BSCC 2086 Human Anatomy &amp; Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td>MCCB 2010 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>OCBC 2013 Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>ZOOC 1010 Zoology</td>
<td>4</td>
</tr>
</tbody>
</table>

Three credit hours of Physical Science:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 2041L General Physics 1 with Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHY 2049L General Physics 2 with Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 2053L College Physics 1</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 2054L College Physics 2</td>
<td>4</td>
</tr>
<tr>
<td>PSC 1321L Physical Science Survey 1</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1331L Physical Science Survey 2</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1341L Physical Science for Today's World</td>
<td>3</td>
</tr>
</tbody>
</table>

**PLAN B**

8 credit hours of chemistry including labs OR 8 credit hours of physics including labs.

## IV. HUMANITIES (6 credit hours)

The Humanities requirement may be satisfied by the completion of Plan A, B, or C

**PLAN A** Select 6 Credits – any two courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2210L Humanities 1 Survey: Ancient &amp; Medieval Cultures</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2230L Humanities 2 Survey: Renaissance Through the Early Twentieth Century</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2218H Honors in Humanities 1</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2219H Honors in Humanities 2</td>
<td>3</td>
</tr>
</tbody>
</table>

**PLAN B** Select 6 Credits

Choose one course from Plan A AND one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 2012 Survey of American Literature 1</td>
<td>3</td>
</tr>
<tr>
<td>AML 2021 Survey of American Literature 2</td>
<td>3</td>
</tr>
<tr>
<td>ARH 1050 Art History Survey: Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>ARH 1051 Art History Survey: Early Italian Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2009 Contemporary Art</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2012 British Literature 1</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2022 British Literature 2</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020 Creativity and the Arts</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2250 Contemporary Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2270 Humanities in Latin America, Africa and the Eastern World</td>
<td>3</td>
</tr>
<tr>
<td>MUL 2010 Survey of Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2010 Problems in Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>REL 2300 World Religions</td>
<td>3</td>
</tr>
<tr>
<td>THE 1100 History of the Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

**PLAN C**

HUM 2740 Study Abroad in Humanities | 6 |

## V. SOCIAL/BEHAVIORAL SCIENCE (8 credit hours)

(Minimum 3 credit hours Behavioral Science and Social Science)

The Social/Behavioral Science requirement can be satisfied by the completion of Plan A, B, or C

**PLAN A**

3 hours of Behavioral Science

3 hours of Social Science

HLP 1081 Health Analysis & Improvement (2 hours)

**PLAN B**

3 hours of Behavioral Science

6 hours of Social Science

**PLAN C**

6 hours of Behavioral Science

3 hours of Social Science

Behavioral Science courses must be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLP 1001 Human Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012 General Psychology 1</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Science courses must be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2010 United States History 1 – to 1877</td>
<td>3</td>
</tr>
<tr>
<td>AMH 2020 United States History 2 – since 1877</td>
<td>3</td>
</tr>
<tr>
<td>EUH 1000 Western Civilization 1</td>
<td>3</td>
</tr>
<tr>
<td>EUH 1001 Western Civilization 2</td>
<td>3</td>
</tr>
<tr>
<td>HIS 2955 Study Abroad in Western Civilization</td>
<td>6</td>
</tr>
<tr>
<td>ISS 1011 Social Science Survey 1</td>
<td>3</td>
</tr>
<tr>
<td>ISS 1012 Social Science Survey 2</td>
<td>3</td>
</tr>
<tr>
<td>ISS 1200 Introduction to International Studies</td>
<td>3</td>
</tr>
<tr>
<td>POS 2141 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SOW 2054 Community Involvement</td>
<td>3</td>
</tr>
</tbody>
</table>

## VI. ELECTIVES (24 credit hours)

Students should select electives based on common program prerequisites for the intended upper division major.

*Prerequisite: appropriate placement test scores are required.*
Students planning to transfer to a four-year or senior college with junior standing can complete the graduation requirements for the Associate in Arts Degree by taking courses at BCC that also satisfy the Baccalaureate Degree requirements at the college to which they transfer.

It is the student's responsibility to ensure that their degree program at Brevard Community College contains the appropriate prerequisites for their selected baccalaureate degree programs.

The College strongly urges all students to work closely with an academic advisor and to obtain transfer requirement information for their intended major at the beginning of their enrollment at BCC. Working with transfer manuals from senior institutions, Brevard Community College academic advisors can assist students in planning to transfer an AA degree program for virtually any major offered in an upper-division state supported university and at many private institutions.

Students can also review on the Internet the prerequisite requirements for specific majors at Florida public universities at www.facts.org. It is the student's responsibility to ensure that his/her degree program at BCC contains the appropriate pre-professional courses. University majors for which students can prepare include, but are not limited to:

- Advertising
- Advertising & Public Relations
- Agriculture
- Allied Legal Services
- Anthropology
- Architecture
- Astronomy
- Biology
- Broadcasting (Communication)
- Business
- Chemistry
- Communications
- Computer Science
- Criminal Justice
- Dance
- Dietetics & Nutrition
- Drama
- Education
  - Elementary School
  - Junior High/Middle School
  - High School
- Film (Communication)
- Food and Nutrition
- Foreign Language
- Fruit Crops
- Geology (Earth Science)
- Graphic Design
  (Commercial Art)
- Health Professions
- History
- Humanities
- Insurance
- International Affairs
- International Business
- International Relations
- Journalism
- Landscape Architecture
- Library Science
- Limnology (Fresh Water Ecology)
- Math
- Medicine
- Music
- Nuclear Engineering
- Philosophy
- Photography (Art)
- Physician Assistant
- Political Science
- Public Administration
- Radio/Television
- Real Estate
- Social Science
- Social Work
- Special Education
- Speech
- Speech Pathology
- Statistics
- Theatre
- Transportation Planning
- Urban & Regional Planning
- Wildlife Ecology
University of Central Florida/Brevard Campus
Operates in partnership with the Brevard Community College campus system and offers undergraduate, graduate and certificate program courses at the BCC Cocoa, Palm Bay and Melbourne campuses. The partnership, also known as the 2+2 Program, is designed to facilitate a seamless transition from BCC to UCF - all without the need to leave Brevard County.

The BCC/UCF 2+2 Program is simple:
BCC provides students with freshman and sophomore-level classes leading to the Associate of Arts Degree. The University of Central Florida's Brevard Campus provides BCC graduates with junior, senior, and graduate-level programs leading to the bachelor's and master's degree.

Two years at BCC and two years at UCF = the 2+2 Program

Advantages of the BCC/UCF 2+2 Program:
- **Easier Transfer** - Academic counseling is available to facilitate a smooth transition
- **University Acceptance** - The statewide articulation agreement assures AA graduates of a Florida public community college acceptance at a state university. In addition, Limited Access programs require a separate application. Admission to a Limited Access program is competitive and not guaranteed.
- **More Affordable** - Tuition and fee charges are more reasonable since both institutions are state supported. Students get more for their educational dollar.
- **Convenient Class Schedule** - Most courses are offered one evening per week, at times less likely to disrupt work schedules and family life.
- **Close to home** - The 2+2 Program enables most students to complete the four-year degree without leaving Brevard County.

Summer school attendance is not required

Transfer Scholarships – Students graduating from BCC under the 2+2 program are eligible to apply for merit based scholarships offered by UCF.

Academic Support Services – the following services are available at the UCF offices located in Brevard County:
- Undergraduate Admissions
- Financial Assistance
- Records & Registration
- Transfer Services
- Technical & Computer Labs
- Student Disability Services

For more information on the 2+2 Program or UCF Brevard Campus, please contact:

**The UCF Cocoa Campus**
1519 Clearlake Road Office Cocoa, FL 32922
Phone: (321) 632-1111, ext. 65537
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

**The UCF Palm Bay Center**
250 Community College Parkway
Palm Bay, FL 32909
Phone: (321) 632-1111 ext. 23003
Hours: Monday – Thursday, 9:00 a.m. – 6:30 p.m.
Friday, 9:00 a.m. – 1:00 p.m.
ASSOCIATE IN SCIENCE (AS)

The Associate in Science (AS) Degree is a career education degree of the community colleges in Florida, including BCC. The AS is intended to prepare students for entry into employment. Though not considered a transfer degree, some transfer is possible. The AS requires successful completion of a minimum of 15 college credits of general education. The courses used to satisfy this requirement are taken from the five areas of general education and are listed in each program’s requirements. At least 25% of all coursework must be completed at BCC.

PROGRAM ADMISSION REQUIREMENTS

<table>
<thead>
<tr>
<th>Associate in Science</th>
<th>High School Diploma or GED</th>
<th>Test</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS/ATAS Aerospace Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>K</td>
</tr>
<tr>
<td>AS/CHAS Chemical Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>CMTB</td>
</tr>
<tr>
<td>AS/CIAS Computer Information Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>CMTB</td>
</tr>
<tr>
<td>AS/CPAS Computer Programming &amp; Analysis</td>
<td>Yes</td>
<td>CPT</td>
<td>CMTB</td>
</tr>
<tr>
<td>AS/CEAS Computer Technology (Computer Engineering Technology)</td>
<td>Yes</td>
<td>CPT</td>
<td>M</td>
</tr>
<tr>
<td>AS/CRAS Crime Scene Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>M</td>
</tr>
<tr>
<td>AS/CJAS Criminal Justice Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>CM</td>
</tr>
<tr>
<td>AS/DHAS 2,3 Dental Hygiene</td>
<td>Yes</td>
<td>CPT</td>
<td>C</td>
</tr>
<tr>
<td>AS/DTAS Digital Television &amp; Media Production</td>
<td>Yes</td>
<td>CPT</td>
<td>CM</td>
</tr>
<tr>
<td>AS/DRAS Drafting &amp; Design Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>CM</td>
</tr>
<tr>
<td>AS/CCAS Early Childhood Education</td>
<td>Yes</td>
<td>CPT</td>
<td>CM</td>
</tr>
<tr>
<td>AS/EEAS Electronics Engineering Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>M</td>
</tr>
<tr>
<td>AS/EMAS Emergency Medical Services</td>
<td>Yes</td>
<td>CPT</td>
<td>C</td>
</tr>
<tr>
<td>AS/FRAS Fire Science Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>C</td>
</tr>
<tr>
<td>AS/GDAS Graphics Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>CM</td>
</tr>
<tr>
<td>AS/ITAS Internet Services Technology – E-Commerce Infrastructure</td>
<td>Yes</td>
<td>CPT</td>
<td>CMTB</td>
</tr>
<tr>
<td>AS/LGAS Legal Assisting/Paralegal</td>
<td>Yes</td>
<td>CPT</td>
<td>CEMTB</td>
</tr>
<tr>
<td>AS/MFAS Manufacturing Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>CM</td>
</tr>
<tr>
<td>AS/MLAS 2 Medical Laboratory Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>C</td>
</tr>
<tr>
<td>AS/CNAS Networking Services Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>CMB</td>
</tr>
<tr>
<td>AS/NUAS 2 Nursing (RN)</td>
<td>Yes</td>
<td>CPT</td>
<td>C</td>
</tr>
<tr>
<td>AS/OFAS Office Administration</td>
<td>Yes</td>
<td>CPT</td>
<td>CMT</td>
</tr>
<tr>
<td>AS/RDAS 2,3 Radiography</td>
<td>Yes</td>
<td>CPT</td>
<td>C</td>
</tr>
<tr>
<td>AS/VTAS 2,3 Veterinary Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>C</td>
</tr>
</tbody>
</table>

1. In addition to the BCC application for admission, this program requires an additional interview/application. Contact the Spaceport Center at (321) 449-5046.

2. In addition to the BCC application for admission, these programs require an additional interview/application. Applications can be obtained from the website or by contacting the Brevard Community College, Allied Health Division, 1519 Clearlake Road, Cocoa, FL 32922, Attention (The Program Name).

3. These programs require students to take the Test of Adult Basic Education (TABE) for bonus points toward admission to these limited access programs.

Note: For additional information on all Technical programs visit our website at www.brevardcc.edu/tech_ed.

C-Cocoa  M-Melbourne  T-Titusville  B-Palm Bay  K-Spaceport Center  E-Virtual
ASSOCIATE IN APPLIED SCIENCE (AAS)

The Associate in Applied Science (AAS) Degree is a career education degree of the community colleges in Florida, including BCC. This degree is designed to prepare students for entry into employment. The AAS Degree requires completion of a minimum of fifteen (15) college credits of general education. However, the AAS may include courses that will not typically apply to a baccalaureate program. This allows for general education courses designed to more closely tie to the occupational area. At least 25% of all coursework must be completed at BCC.

PROGRAM ADMISSION REQUIREMENTS

<table>
<thead>
<tr>
<th>Associate in Applied Science</th>
<th>High School Diploma or GED</th>
<th>Test</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS/ATAA Aerospace Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>K</td>
</tr>
<tr>
<td>AAS/BUAA Business Administration</td>
<td>Yes</td>
<td>CPT</td>
<td>CMTB</td>
</tr>
<tr>
<td>AAS/EEAA Electronics Engineering Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>M</td>
</tr>
<tr>
<td>AAS/HMAA Hospitality &amp; Tourism Management</td>
<td>Yes</td>
<td>CPT</td>
<td>CMTB</td>
</tr>
<tr>
<td>AAS/IBAA International Business Management (Business Administration)</td>
<td>Yes</td>
<td>CPT</td>
<td>CM</td>
</tr>
</tbody>
</table>

1. In addition to the BCC application for admission, the Aerospace Technology Program requires an additional interview/application. Contact the Spaceport Center at (321) 449-5046.

APPLIED TECHNOLOGY DIPLOMA PROGRAM (ATD)

The Applied Technology Diploma consists of a course of study that is part of an Associate in Science (AS) and/or Associate in Applied Science Degree (AAS), is less than 60 credit hours, is approximately 50% technical components (non-general education), and leads to employment in a specific career field.

PROGRAM ADMISSION REQUIREMENTS

<table>
<thead>
<tr>
<th>Applied Technology Diploma Programs (ATD)</th>
<th>High School Diploma or GED</th>
<th>Test</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATD/EMTD Emergency Medical Technician</td>
<td>Yes</td>
<td>CBT</td>
<td></td>
</tr>
<tr>
<td>ATD/MLTD Medical Clinical Laboratory Technician</td>
<td>Yes</td>
<td></td>
<td>C</td>
</tr>
</tbody>
</table>

1. In addition to the BCC application for admission, this program requires an additional interview/application. Applications can be obtained from the website or by contacting Brevard Community College, Allied Health Division, 1519 Clearlake Road, Cocoa, FL 32922, Attention: EMT Department.

Note: For additional information on all Technical programs visit our website at www.brevardcc.edu/tech_ed.
**POSTSECONDARY VOCATIONAL CERTIFICATES (CCC)**

The Postsecondary Vocational Certificate is a series of college-credit courses that prepares students for entry-level employment in specific career fields. Upon completion of the Certificate program, students continuing their education in the related AS or AAS Degree program may have the credit applied toward the AS or AAS Degree as noted in specific catalog listings. A high school diploma (or GED) is a requirement for admission.

## COLLEGE CREDIT CERTIFICATES

<table>
<thead>
<tr>
<th>Associate in Applied Science</th>
<th>High School Diploma or GED</th>
<th>Test</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCC/AACC</td>
<td>Accounting Applications</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/AFCU</td>
<td>AutoCAD Foundations</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/BMCC</td>
<td>Business Management</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/CLCC</td>
<td>Chemical Laboratory Specialist</td>
<td>Yes</td>
<td>CPT</td>
</tr>
<tr>
<td>CCC/CHDI</td>
<td>Childhood Development Early Intervention</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/COCU</td>
<td>Cisco CCNA Certificate</td>
<td>Yes</td>
<td>CMB</td>
</tr>
<tr>
<td>CCC/CPCC</td>
<td>Computer Programming</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/CSCU</td>
<td>Computer Specialist</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/DACC</td>
<td>Drafting</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/ECCC</td>
<td>Electronic Commerce</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/DPCU</td>
<td>Graphic Design Production</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/DSCU</td>
<td>Graphic Design Support</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/MPCC</td>
<td>Interactive Media Production</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/MSCU</td>
<td>Interactive Media Support</td>
<td>Yes</td>
<td>CM</td>
</tr>
<tr>
<td>CCC/SBMU</td>
<td>International Business Specialist (Business Management)</td>
<td>Yes</td>
<td>C</td>
</tr>
<tr>
<td>CCC/MOCC</td>
<td>Marketing Operations</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/CDCC 1,2</td>
<td>Medical Coder/Biller</td>
<td>Yes</td>
<td>CPT</td>
</tr>
<tr>
<td>CCC/MRCC</td>
<td>Microcomputer Repairer/Installer</td>
<td>Yes</td>
<td>MB</td>
</tr>
<tr>
<td>CCC/MSCU</td>
<td>Microsoft Certified Systems Developer (MCSD)</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/NSCU</td>
<td>Network Systems Developer</td>
<td>Yes</td>
<td>MB</td>
</tr>
<tr>
<td>CCC/OSSU</td>
<td>Office Systems Specialist</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/OACC</td>
<td>Oracle Certified Database Administrator</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
<tr>
<td>CCC/PARA</td>
<td>Paramedic</td>
<td>Yes</td>
<td>CB</td>
</tr>
<tr>
<td>CCC/WDCC</td>
<td>Web Development Specialist</td>
<td>Yes</td>
<td>CMTB</td>
</tr>
</tbody>
</table>

1. In addition to the BCC application for admission, this program requires an additional interview/application. Applications can be obtained from the website or by contacting Brevard Community College, Allied Health Division, 1519 Clearlake Road, Cocoa, FL 32922, Attention: Medical Coder/Biller Department.

2. This program requires students to take BSCC 1084 - Survey of Human Anatomy and Physiology, which has a reading prerequisite. Students must pass the Reading subtest of the CPT or take the appropriate remedial course if required, prior to taking the course.

Student must have correct major on record and register in appropriate courses to bypass traditional testing requirements.

C-Cocoa  M-Melbourne  T-Titussville  B-Palm Bay  K-Spaceport Center  E-Virtual
<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>High School Diploma or GED</th>
<th>Test</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAV/AIRM</td>
<td>Air Conditioning, Refrigeration &amp; Heating Technology</td>
<td></td>
<td>TABE</td>
<td>B</td>
</tr>
<tr>
<td>PAV/FINC</td>
<td>Accounting Operations</td>
<td></td>
<td>TABE</td>
<td>CTB</td>
</tr>
<tr>
<td>3</td>
<td>Apprenticeship Programs</td>
<td>Yes</td>
<td>TABE</td>
<td>CTB</td>
</tr>
<tr>
<td>PAV/AUTM</td>
<td>Automotive Service Technology</td>
<td></td>
<td>TABE</td>
<td>C</td>
</tr>
<tr>
<td>PAV/CORA 3</td>
<td>Auxiliary Correction Officer</td>
<td>Yes</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>PAV/LAWA 3</td>
<td>Auxiliary Law Enforcement Officer</td>
<td>Yes</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>PAV/ECHS</td>
<td>Computer Repair Technology (Electronic System Assembly)</td>
<td>Yes</td>
<td>TABE</td>
<td>MTB</td>
</tr>
<tr>
<td>PAV/CORP 3</td>
<td>Correctional Probation Officer</td>
<td>Yes</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>PAV/CORR 3</td>
<td>Correctional Officer-Combination Curriculum (Minimum Standards)</td>
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1. These programs require students to take BSCC 1084 - Survey of Human Anatomy & Physiology, which has a reading prerequisite. Students must pass the Reading subtest of the CPT or TABE, or take the appropriate remedial course if required, prior to taking the course.

2. The Dental Assisting program has college level reading and writing requirements. Students must pass the reading and writing subtests of the CPT, or take the appropriate remedial courses if required, prior to taking BSCC 1084 or a written communication course.

3. In addition to the BCC application for admission, these programs require an additional interview/application. Applications can be obtained from the website or by contacting the appropriate office. Allied Health Offices are located on the Cocoa campus; Criminal Justice offices are located on the Melbourne campus. Call (321) 632-1111, ext. 23212 for Apprenticeship information.

Students may be exempted from the TABE if they have a college degree or have placement scores on file that are less than 24 months old and indicate that no prep courses are required in any area. A request for exemption must be filed through the campus admissions and records office.

C-Cocoa   M-Melbourne   T-Titusville   B-Palm Bay   K-Spaceport Center   E-Virtual
ASSOCIATE IN SCIENCE (AS) & APPLIED SCIENCE (AAS) DEGREE REQUIREMENTS

General AS and AAS Information
Associate in Science (AS) degree and Associate in Applied Science (AAS) degree programs require a minimum of two years of study and at least sixty (60) college credit hours. These programs are designed for students who plan to enter employment as technicians or semi-professionals, or students who are employed and plan to use their educational experiences to advance in their career.

Both AS and AAS degree programs consist of courses developed to provide students with the knowledge, skills, and competencies required for initial employment as well as the general knowledge and skills necessary to succeed in a technical work environment. Courses within the degree programs generally include:

1. Technical Major Courses - 25% - 60%
   Technical courses provide the specialized skills and knowledge needed for entry-level employment and are taught by faculty who have a demonstrated record of successful employment in the field as well as advanced education.

2. General Education Courses - 25%
   General education courses prepare the student with oral and written communication skills, computational skills, and other knowledge needed to become an informed citizen and an effective employee. These courses are taught by faculty with advanced degrees in the appropriate discipline.

3. Technical Support Courses - 15% - 50%
   Technical support courses include knowledge and applied skills outside the program discipline yet necessary to enter and advance in employment. Technical support courses include a course in computer science or demonstrated computer competency.

It is very important that students meet with an academic advisor to carefully plan their schedule for completing their program requirements. Certain AS and AAS Degree programs require students to complete technical courses in a sequence to ensure learning is maximized. Planning is particularly important because class availability may be limited.

Both technical degree programs are developed and maintained with assistance from technical advisory committees. BCC maintains a standing technical advisory committee for each technical and vocational program. These committees are actively involved in reviewing the curriculum, equipment, and facilities, and preparing recommendations that assist the College in keeping programs state-of-the-art. Each campus may not offer all AS and AAS Degree programs of study.

AAS and AS students who wish to also complete an AA degree can complete the remainder of the general education hours at BCC. The dual degree will be indicated on the student transcript. The Director of Collegewide Admissions & Records should be notified that both degrees are desired. Responsibility to notify the Registrar rests with the students.

AS & AAS DEGREES
General Education Requirements:
All AS & AAS Degree graduates must complete a minimum of 15 general education core credits including coursework from:

- **A. Written Communications** ........................................ 3
- **B. Oral Communications** ........................................... 3
- **C. Computation/Natural Science** ................................. 3
- **D. Social/Behavioral Science** .................................... 3
- **E. Humanities** .......................................................... 3

- **F. General Education Elective (Program option)** ........... 3

Specific coursework that meets the general education requirements can be selected from the following listings. Other courses can be approved upon written request to the Collegewide Dean of Developmental & Technical Education. Selected programs may require additional general education coursework.

**A. WRITTEN COMMUNICATIONS:** 3 credits required
ENC 1101 Communications 1
(includes computer competency component)

**B. ORAL COMMUNICATIONS:** 3 credits required
SPC 2600 Fundamentals of Speech Communications

**C. COMPUTATION/NATURAL SCIENCE:** 3 math credits are required
(MAT 1033 Intermediate Algebra or higher) – unless the degree program has specific science and/or mathematics requirements; review the specific program for further information.

**D. SOCIAL/BEHAVIORAL SCIENCE:** 3 credits required – unless specified in the program requirements. Select from below.

- AMH 2010 United States History 1 - U.S. History to 1877
- AMH 2020 United States History 2 - U.S. History since 1877
- CLP 1001 Human Adjustment
- EUH 1000 Western Civilization 1
- EUH 1001 Western Civilization 2
- HIS 2955 Study Abroad in Western Civilization
- ISS 1011 Social Science Survey 1
- ISS 1012 Social Science Survey 2
- ISS 1200 Introduction to International Studies
- POS 2041 American National Government
- POS 2112 State and Local Government
- PSY 2012 General Psychology
- SOW 2054 Community Involvement
- SYG 2000 Introduction to Sociology

**E. HUMANITIES:** 3 credits required.
Any Humanities course with a writing requirement will meet this requirement.

**F. GENERAL EDUCATION ELECTIVE:** This 3 credit program option must be designated within the program.
ENC 2210 Technical Writing (AAS only)
Equivalent Honors courses may be used in any area (A-E) above.

Associate in Science Degree – AS
The Associate in Science (AS) Degree is a career education degree of the community colleges in Florida, including BCC. The AS is intended to prepare students for entry into employment. Though not considered a transfer degree, some transfer is possible. The AS requires successful completion of a minimum of 15 college credits of general education. A grade of C or higher in general education courses is required for transfer.
Associate in Applied Science – AAS
The Associate in Applied Science Degree stresses technology to prepare students for the workforce, and leads to employment in a specific occupation. In addition to technical courses, students must complete a minimum of 15 college credits of general education.

Graduation Requirements for the Associate in Science (AS) Degree and the Associate in Applied Science (AAS) Degree
Responsibility for meeting the requirements for graduation rests with the student. The Associate in Science Degree and the Associate in Applied Science Degree is awarded to those students who have:

1. Satisfactorily completed a prescribed course of study that totals at least 60 hours and satisfactorily completed all courses within the student's selected program.
2. Satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.
3. Completed at least 25% of the college credit hours through Brevard Community College.
4. Achieved a cumulative GPA of 2.00 or higher in all college work attempted. An "I" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and a final GPA calculated.
5. Filed an Intent to Graduate Application on or before the published deadline. This includes an advisor's signature and the payment of graduation fee.
6. Removed all financial obligations to the College.

IMPORTANT NOTES:
Catalog Year Policy
Students may choose to graduate under requirements of either the: 1) BCC Catalog in effect at the time they began their studies, providing they have been in continuous enrollment. “Continuous enrollment” is defined as enrolling at least one term each academic year, or 2) BCC Catalog in effect during the year in which they have completed their degree/program requirements.

Additional Degrees
You may earn any number of Associate in Applied Science and/or Associate in Science Degrees. (You may earn only one Associate in Arts Degree.)

If you want to earn more than one degree at BCC, you may complete the first degree and then pursue another degree or you may pursue two or more degrees at the same time. Whenever possible, a course will be applied to more than one degree.

If you are seeking admission to a limited enrollment program, the Associate in Arts degree will be designated as your primary major and your intended program will be your minor. Once you are admitted to the program your major will be updated as your primary program.