Miami Dade College is dedicated to your success. Our educational programs are designed to make you more competitive in the classroom and in the workplace. Like the nearly 2 million alumni who have launched their careers here, we know that MDC will put you on the path to greatness.
Dear Student,

College is a time of enormous self-discovery and growth, and succeeding in your studies will take discipline, determination and belief in your abilities. You are here because you realize that higher education is necessary to compete in today’s knowledge-based economy and that discovering new territory will allow you to thrive intellectually and socially.

Charting new ground can be challenging at times, but it can be equally rewarding. Rest assured that you are never alone at Miami Dade College. You and your MDC family of fellow students, faculty and staff will inspire and challenge each other on this most exciting educational adventure. Together you have power far greater than the sum of your individual goals.

More than 2 million students have blazed a trail to success via MDC’s classrooms since 1960. Now is your opportunity to contribute to the College’s renowned learning community.

During your time at MDC, I encourage you to travel in new directions and become a fully informed and active citizen of our global community. Volunteer for a special cause, take a course that you know will challenge you, join one of the College’s many student organizations or study abroad.

As you expand your mind and develop your individual talents, the MDC family will be rooting for you every step of the way.

I wish you much success.

Sincerely,

Eduardo J. Padrón
President (and proud MDC alumnus)
TOP 10 REASONS TO COME TO MIAMI DADE COLLEGE

• Academic Excellence
• Hundreds of Programs
• State-of-the-Art Technology
• Excellent Faculty
• Affordability – Your Best Education Value
• Smaller Class Size
• Great Student Life
• Multiple Campus Locations
• Convenient and Flexible Schedules
• An Ideal Educational Experience for International Students

HOW DO I BEGIN?

With seven campuses and several centers located throughout the county, you can get a quality MDC education without going far from home.

Do you know where you’ll be in a few years? We do. You’ll be among our graduates throughout the world, enjoying your successful career.

Read through the next few pages and learn how you can begin your college experience.

Find out why so many students thrive at Miami Dade College each year.
ADVANTAGES OF COMPLETING YOUR A.A. DEGREE

Research has shown that students transferring with an Associate in Arts (A.A.) degree from a community college increase their chances of completing a four-year bachelor’s degree with a higher grade point average. The State of Florida, through the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024), assures that students who graduate from Florida State colleges with an A.A. degree are guaranteed certain rights:

- Admission to one of the 11 universities in Florida’s State University System, except to limited-access programs.*
- Acceptance of at least 60 semester hours by the state universities.
- No additional General Education Core requirements.
- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance of credits earned in accelerated programs (e.g., CLEP, A.P., Dual Enrollment, Early Admission, International Baccalaureate and Cambridge AICE).
- Equal opportunity with native university students to enter limited-access programs.
- Advance knowledge of selection criteria for limited-access programs.
- Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a community college, provided the student maintains continuous enrollment.

Should any guarantee be denied, students have the right to appeal. For additional information check the Students’ Rights and Responsibilities Handbook at www.mdc.edu/policy/student_rights_and_responsibilities.pdf. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

State University System of Florida
The State University System (SUS) of Florida is composed of 11 public universities. Ten of them offer baccalaureate and selected graduate degrees. Information on the majors offered by each of the individual universities is available directly from their admissions offices.

Independent Colleges and Universities of Florida
Florida’s State colleges have an articulation agreement with the Independent Colleges and Universities of Florida (ICUF). The agreement guarantees that community college A.A. degree students will enter as juniors, receive at least 60 credit hours toward their bachelor’s degree, and receive recognition for the general educational core courses taken at the community college. For more information, visit www.icuf.org.

* “Limited access” is the designation given to programs that require additional admission requirements, which are more selective than general admission requirements.
EARN YOUR DEGREE FASTER
Earn College Credit While Still in High School

Dual Enrollment
The dual-enrollment program allows eligible high school students to earn college credit while still in high school. Students who are currently attending a Miami-Dade County public school, an accredited private high school or who are being home-schooled may enroll simultaneously in college courses. The program was developed to allow students to begin working on their college degree earlier in their academic careers, and thus complete their degree in a shorter period of time.

Why consider dual enrollment?
• It shortens the time to attain a college degree.
• It saves students and parents money. Dual-enrollment students are exempt from paying the admission application fee and tuition.
• Grades earned through dual enrollment will become part of students’ permanent high school and college transcripts.

Check the eligibility requirements at www.mdc.edu/dualenrollment and contact the dual-enrollment coordinator for more information. Tuition is free for eligible students!

Early Admission
The Early Admission program is a form of dual enrollment through which eligible high school students or home-schooled students enroll at Miami Dade College on a full-time basis during their senior year in courses that are creditable toward the high school diploma and the associate degree.

Advanced Placement
MDC accepts up to 45 credits from the Advanced Placement (A.P.) program. You will receive credit if you scored at least 3 (on a scale of 5). Make sure you send your A.P. scores to MDC.

College-Level Examination Program (CLEP)
If you know more than we are giving you credit for, take the CLEP! You can save time and money with the College-Level Examination Program® (CLEP). MDC grants college-level credit for scoring well on these tests.
GET READY TO APPLY

1 Complete an Admissions Application
Apply for admission online at www.mdc.edu/admissions and simply follow the instructions.
• There is a nonrefundable admission application fee for College credit applications (first-time students only).
• Send your U.S. official high school or college transcripts to Miami Dade College Attention: Transcript Processing Services 11011 S.W. 104th Street, Room R301, Miami, Florida 33176-3393.
• General Educational Development (GED) and/or Home School Students must bring final official documents to a campus Admissions and Registration Office.
• Foreign High School and/or Foreign College/University Students who attended a foreign high school and/or college/university must bring all final, official academic documents to a campus Admissions and Registration Office.

Apply Early!

2 Complete the Financial Aid Application
Apply for financial aid online.
• Go to www.fafsa.ed.gov/ to complete the Free Application for Federal Student Aid.
• Elect the IRS data retrieval option when completing the financial aid application.
• Access the student portal to review your application status.
See page 8 for more information.

3 Satisfy Your Placement Testing Requirement
Students Enrolling in A.A. or A.S. Programs
• Select MDC as a score recipient when you take the SAT or ACT, or present passing scores on the college placement test. Placement scores are valid for two years.
• If you have successfully completed a college-level English and/or math course, see an advisor with a copy of your transcripts (please see step 5).

Transfer Students
• Take the COMPASS/ESL or submit passing valid TOEFL scores.

International Students and/or Non-Native Speakers of English
• Take the Tests of Adult Basic Education (TABE). MDC student number and two pieces of identification are required for testing. One must be a government-issued photo I.D. See Page 10.
4 Establish Your myMDC Account and Email

You must have your myMDC account to register and access College services.

- Go to www.mdc.edu/current.
- Click on Create Account.
- Follow instructions on the screen.
- You will use your username and password to register for courses on the Web.
- You may access your new email account at email.mymdc.net.
- Your username and password will be used to login to the Student Portal at www.mdc.edu/current.

5 Select Your Classes

New Students
- Attend a New Student Orientation.
- Your assigned advisor will assist you in selecting your classes.

Transfer Students
- Bring a copy of your transcripts to an advisor for assistance in class selection.

6 Register for Classes Online

- Login at www.mdc.edu/current and select Register, Add/Drop Classes. Create your schedule and register for classes by selecting “Shopping Cart Registration.”
- Be sure to request a copy of your class schedule. It confirms your registration, provides your payment deadline and indicates the location of your classes.

7 Pay Fees on Time

- Pay fees by the deadline indicated on your class schedule.
- Retain your paid schedule for your records.
- If you are receiving financial aid, be sure to follow up with the Financial Aid Office.

8 Get Your Student I.D. and Parking Decal

- Visit the Student Life Department to get your official MDC Card and parking decal.
- You will need to show a paid class schedule, vehicle registration and photo I.D.
Should you apply for financial aid?
Absolutely! Whether or not you think you qualify, you should definitely apply. Most scholarships and institutional grants will require you to apply for federal financial aid first.

Apply early
The financial aid application is available on January 1st of every year. Apply early to be considered for receiving maximum aid.

Additional Requirements
- Must have a valid standard high school diploma or the equivalent.
- Maintain satisfactory academic progress.
- Must be enrolled in an eligible program of study.

Satisfactory Academic Progress
To maintain your financial aid eligibility, it is important to maintain satisfactory academic progress. In general this means:
- Maintain a minimum 2.0 or higher grade point average (GPA) to graduate.
- Maintain a minimum completion rate of 67 percent of all courses attempted.
- Complete your program of study within 150 percent of the program’s length. For example, if your program is 60 credits in length, you are eligible to receive financial aid for a maximum of 90 credits.

Types of Financial Aid Awards
Gift-Aid – Aid that does not have to be repaid (grants and scholarships). Grants are usually awarded on the basis of need. Scholarships are usually awarded on the basis of merit such as academic performance or talent in a particular area.

Federal Grants
- Federal Pell Grant – Available to undergraduate students who demonstrate financial need.
- Federal Supplemental Educational Opportunity Grant (FSEOG) – Awarded to undergraduate students with exceptional financial need.

State Grant
- Florida Student Assistance Grant – State-funded grant program awarded to Florida residents who demonstrate financial need.
- Miami Dade College Grants – Institutional funds awarded to students who demonstrate financial need.

Scholarships
- Scholarships may be awarded based on a number of criteria, including academic achievements, talent, or affiliations with various groups or career aspirations.
- Bright Futures Scholarship – State-funded scholarship that rewards Florida High School graduates for high academic achievement. Recipients must be Florida residents, enroll in an eligible program of study and take at least six nonremedial credits.

Self-help Aid – Aid that needs to be earned or paid back.
- Work-study – On- and off-campus part-time employment opportunities for students with financial need.
- Loans – Borrowed funds that must be repaid.
  a. Perkins Loan – Low interest loan. Interest rate is fixed at 5 percent.
  b. Federal Direct Loans – Available to students who are enrolled at least half-time to assist with education-related expenses.
  c. MDC Short-Term Payment Plan – Available to students who are unable to pay the full amount of their tuition by the payment due date.

Are there limitations to the amount of Financial Aid I am eligible to receive?
Yes, there are limitations to the amount of Financial Aid students are eligible to receive:

- Federal Pell Grant: As of July 1, 2012, students are limited to receiving no more than 12 full-time semesters or the equivalent of Pell Grant funds.
- Federal Direct Loans: There are annual and aggregate limits to the amount of direct loan funds students are eligible to receive.
  - Federal Subsidized Stafford Loan Eligibility is limited to 150 percent of the published program length you are enrolled in.
- For more information, please meet with a financial aid advisor or visit the student aid website at: studentaid.ed.gov.
BACCALAUREATE PROGRAMS

MDC offers Baccalaureate Degree programs in several areas:

Bachelor of Science in Biological Sciences

The Bachelor of Science (B.S.) with a major in Biological Sciences is designed to provide you with preparation for three workforce specialties along with a strong foundation in biology. You will receive hands-on skills in one of two Biological/Life Science fields, biotechnology or biopharmaceutical sciences, or may select a specialty in Science Education that will prepare you for the Florida Department of Education Eligibility Statement in teaching. The experience culminates with a required specialty internship.

Bachelor of Science in Education

The four-year baccalaureate degrees in Education are designed to prepare students to become teachers and pass State professional certification exams. An internship in a school setting is required to provide practical experience. Additionally, individuals with bachelor's degrees in other fields are able to earn teacher certification.

Please refer to the College Catalog for specific program prerequisites.

Bachelor of Science in Electronics Engineering Technology

Combining a challenging curriculum with practical experience, this program covers project management, technical writing, teamwork and more in addition to the core analytical and technical skills that will help open the door to a variety of technology-related disciplines. This program is designed to provide a seamless opportunity to attain a bachelor’s degree without losing credits for students who have earned associate degrees in Electronics Engineering Technology and for those who have completed the following associate degree pathways: Computer Engineering Technology, Telecommunications Engineering Technology and Biomedical Engineering Technology.

Bachelor of Science in Nursing

In the Bachelor of Science in Nursing (BSN) program, students will gain knowledge and skills needed for professional nursing practice in all clinical settings. They will also gain skills for advanced nursing practice leadership, management and education positions in a multicultural society. The program is designed for licensed registered nurses (R.N.) who already have an Associate in Science in Nursing from an accredited program.

Bachelor of Applied Science in Film, Television & Digital Production

The Bachelor of Applied Science (BAS) degree in Film, Television & Digital Production is designed to provide students with practical, hands-on training to learn the skills necessary to obtain employment in the highly competitive fields of film, television and digital media production. Students will learn to use the latest technologies in state-of-the-art facilities, giving them the knowledge and experience they will need to achieve their academic goals and professional aspirations.

Bachelor of Applied Science in Physician Assistant Studies

If you are interested in a career in the fast-growing health care field, this four-year program may be for you. Practicing under the supervision of a physician, physician assistants conduct physical exams, diagnose and treat illnesses, order and interpret tests, counsel on preventive health care, assist in surgery and often write prescriptions. With health care shortages on the rise, physician assistants are in high demand.

Bachelor of Applied Science in Public Safety Management

The four-year Bachelor of Applied Science (BAS) degree is a workforce-driven baccalaureate degree in Public Safety Management designed to provide education and training, resulting in immediate employment possibilities for students in numerous careers in Public Safety. This comprehensive curriculum emphasizes critical thinking, analytical, written and oral communications, as well as research skills designed to prepare today’s learners for entry-level, mid-management and upper-level supervisory positions within Public Safety agencies such as the FBI, DEA, ICE, U.S. Marshals Service and the U.S. Secret Service.

Bachelor of Applied Science in Supervision and Management

The Bachelor of Applied Science (BAS) in Supervision and Management prepares graduates for leadership roles and positions in a variety of industries. The upper-level coursework includes applied management practices, prepares students for supervisory and management opportunities within their technical field, and affords students the opportunity to demonstrate the application of acquired knowledge, skills and competencies through internships and capstone experiences.

New Bachelors

Two new degrees will be available fall 2014: the Bachelor of Science in Information Systems Technology and the Bachelor of Applied Science in Supply Chain Management.

For additional information about any of these baccalaureates, please visit www.mdc.edu/bachelors.
Test-Taking Tips
• Practice before taking a test; review online testing resources at www.mdc.edu/testing.
• Find out what the test will cover.
• Get a good night’s sleep.
• Eat a healthy meal before the test.
• Bring a sweater or jacket.
• Bring two identifications. One must be a government-issued photo I.D.
• Arrive early.
• Read all of the directions.
• Be positive.

TAKING THE RIGHT TEST

Testing information and current score requirements
Testing information and current score requirements are available at www.mdc.edu/testing.

New Students
New degree-seeking students may be required to take a college placement test. Exemptions from testing are available if you have valid SAT, ACT or FCAT or PERT scores that meet the State’s minimum score requirements.

Transfer Students
Transfer students who completed English, reading and/or mathematics course(s) may be exempt from one or more sections of the placement test. Contact your advisor for more information. Send your official transcripts to the Transcript Processing Services (see page 6 for address) and bring a copy to your advisor.

College Placement Test
The college placement test consists of three sections: reading, writing and mathematics. A college-level math subtest may be administered based on your mathematics score. If you need to strengthen any of these areas, you may need to take developmental education classes and enroll in a Student Life Skills class (SLS).

Compass/ESL
Students without sufficient proficiency in English are required to take an MDC-approved English proficiency placement test and will be placed in the designated English for Academic Purposes (EAP) course.

Tests of Adult Basic Education (TABE)
The TABE measures your skills in reading, language and mathematics. Students entering career certificate programs of 450 hours or more and Adult General Education programs are required to take the TABE. Exemptions from testing for the career certificate programs are available. For information about exemptions, please visit a Testing Department.
MAKING THE GRADE

To be sure that your path to success is smooth, attend all your classes. You need to be there to make the grade. Attending classes, managing your time and staying positive are essential for you to succeed. Here are some additional study tips to help you:

**Study tips**

- Go to class and don’t be late.
- Prepare in advance for each class.
- Do your most difficult assignments first.
- Keep track of your assignments on your calendar and turn them in on time.
- Choose a quiet place to study that has adequate lighting and a comfortable desk when your concentration is at its best.
- Keep supplies – i.e., pens, pencils, a ruler, calculator and a stapler – nearby.
- Manage your time by creating a daily schedule for class reading, assignments, exam preparation, meals, exercise, work, sleep and social activities.
- Consider forming or joining a study group.
- Talk to your professor or academic advisor if you are having difficulty in a course.
- Ask about special tutoring programs on your campus.
- Be positive: Surround yourself with friends and others who also seek success.

**Thinking about withdrawing from a course?**

Talk to your professor or to an advisor first. If you have no choice but to stop attending, you must officially withdraw from the course. This can be done online or in person at the Office of Admission and Registration. Before taking this step, be aware that too many withdrawals can hurt your financial aid and/or academic standing, and you may be required to repay financial aid grants such as the Federal PELL grant.

**Stay in good academic standing**

Your academic standing, known as Standards of Academic Progress (SOAP), is measured by GPA and credits earned. To remain in good academic standing, you will need to maintain a 2.0 GPA and earn approximately two-thirds of all the credits for which you registered.

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**Student Success Tips**

**Take a First-Year Experience (FYE) Course**

Students who complete an FYE course have better success in their other classes. This course teaches you how to balance school and life by improving your:

- Study skills
- Time-management skills
- Organizational skills
- Test-taking skills and more!

**Utilize learning resources**

Visit your campus library as often as you can. Librarians can assist you with assignments and research activities. At your campus library, you’ll be able to check out and access materials reserved by instructors for the class to review.

**Take advantage of tutoring services and labs**

Check out our special laboratories that offer help in English, mathematics, music, science and computer information systems.

**Remember to reach out to your professors**

They often have information about additional resources that can help you succeed.
SERVICES TO HELP YOU SUCCEED

Advisement and Career Services

• Need help deciding on a career?
• Need help deciding which courses to take during your first year in college?
• Looking for ways to meet prospective employers?
• Want to improve your job interview techniques?
• Need help continuing your education and transferring?

Understand what courses to take
After completing your orientation, you will be assigned an Academic Advisor who will assist you with selecting courses and developing a plan to accomplish your goals. All new students are required to meet with an Academic Advisor before enrolling in courses at the college. After you have completed 25 percent of the courses required for your academic pathway, you will begin to meet with your Faculty Coach/Mentor. Your Faculty Coach/Mentor will provide you with information regarding the requirements for your selected program and will assist you with selecting the right courses needed to complete your degree.

Below are a few questions to consider as you decide on an academic pathway.
What excites you? What jobs or careers appeal to you?
• What are your strengths? What are your weaknesses? What skills do you have?
• Do you enjoy helping people? Are you seeking security and stability?
• Is there a demand for people in this field? Will you need to relocate? Are you comfortable with the salary range?
• Do you value health care professions but have few skills in science? Do you have a strong interest in the arts despite the fact that your family is convinced you will go into accounting?

Degree Audit
A degree audit is a computer-generated analysis that enables you to assess your academic progress. The degree audit helps to guide you toward program completion for your career pathway. For this reason, it is important to identify your career pathway as early as possible.

IEP – Individualized Education Plan
The IEP or Individualized Education Plan provides you with a clear view of your academic goals through graduation. The plan will be developed with your Academic Advisor and will list the courses that you should complete each semester as you progress toward your degree.

Choosing an Academic Pathway
This is no easy task! Many students begin college unsure of their future careers. Academic and Career Advisors are available to assist you with exploring career choices and transfer options.

Career Exploration
An Academic and Career Advisor can help you navigate the interest inventories and assessments that can help answer many of these questions. You can access some of these tools at www.mdc.edu/advisement.

Need a job?
We invite you to utilize our Career Services portal to enhance your job-readiness skills by creating dynamic resumes, portfolios, video resumes and resume websites. Additionally, we have multiple training programs that can help you prepare for job interviews.

Advisement and Career Services Contact Information
www.mdc.edu/advisement

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ACCESS Disability Services
ACCESS (A Comprehensive Center for Exceptional Student Services) Disability Services provide and coordinate accommodations for students with documented disabilities. Federal and state laws and regulations guarantee students with disabilities equal access and equal opportunity in post-secondary education. The College has developed special support services and accommodations to assist students with disabilities in achieving equal opportunities.

Who is eligible for services?
Students who have a documented disability are eligible for services. A disability is classified as a physical or mental impairment that substantially limits one or more of an individual’s major life activities. These may include visual, hearing, or speech impairment, other physical conditions, including cerebral palsy, epilepsy, cancer, heart disease, diabetes, HIV-related illness and various chronic diseases. Other disabilities may include learning disabilities, mental or psychological disorders, and substance abuse disorders.

What services are available?
Depending on documentation, students may be eligible for testing accommodations such as extra time, or in-class accommodations such as a note taker, a captionist or a sign language interpreter. Contact your campus office to obtain additional information and to register for services.

Veteran Student Information
Our Veterans Affairs offices are available to assist all eligible U.S. veteran students and dependents who are using their V.A. educational benefits to further their education. You can get information about entitlements, filing claims to the Department of Veterans Affairs (DVA) and certifying enrollment at MDC. Connect to MDC staff/contacts, specialized services, and certification information and processing. A Financial Aid Shopping Sheet is available to simplify information about costs and financial assistance. Check our active links and resources by visiting www.mdc.edu/veterans.

Information Center
The Miami Dade College Information Center offers online and telephone support to current and prospective students.

Talk to, email or chat with an advisor about:
- Class registration and schedule changes
- Assistance if classes are about to be canceled for nonpayment
- General information about the College and student services
- Ongoing campus and College events and activities

Carrie P. Meek Entrepreneurial Education Center 305-237-1920
College ADA Coordinator 305-237-2090 • TDD: 711
www.spirelay.com
Hialeah Campus 305-237-8621
Homestead Campus 305-237-5175
InterAmerican Campus 305-237-6360
Kendall Campus 305-237-2767
MDC-West 305-237-8940
Medical Campus 305-237-4141
North Campus 305-237-1272
Wolfson Campus 305-237-3072
CONNECTING WITH OTHER STUDENTS

Expand your college experience beyond the classroom. Take time to connect with friends, become involved in student activities, attend cultural events, play sports and just have fun.

Whether you want to take a workshop, join a sports team, go to a poetry reading or see a movie with a friend, you’ll find that student life at Miami Dade College offers a rich mix of activities to broaden your horizons and help you make invaluable connections with students, educators, alumni and industry leaders who want to see you succeed.

The Student Life Department on each campus advises and assists all student organizations, including the Student Government Association and the student budget committees.

Be sure to contact your campus Student Life Department for details about student life activities, events, student organizations and much more.

CAMPUS ACTIVITIES

Arts
Do you like the arts? If so, you’ll be thrilled with the many art exhibits, dance programs, concerts and theatrical productions that are presented by MDC departments and organizations.

Student Government Association
Interested in becoming one of America’s top leaders? Make your voice the voice of the students while developing leadership, organizational and communication skills. Join the Student Government Association and serve as part of a student governing body that represents your peers’ interests.

Clubs and Organizations
Become involved with one of the dozens of clubs and organizations focusing on social service and professional interests. MDC has a chapter of Phi Theta Kappa, the national academic honor society, on each campus.

Music
Get out your instruments and warm up your vocal chords. MDC has several bands, choruses and ensembles open to all students.

Student Newspaper
Get your real-world start in journalism by working on MDC’s newspaper, The Reporter.

Literary Magazines
Waiting to get published? Want to help with magazine production? Wait no longer. Submit your poetry and prose to one of our five literary and arts magazines: Miambiance – Kendall Campus; Axis – North Campus; Café Cultura – Hialeah; Urbana – InterAmerican; Metromorphosis – Wolfson.
Drama
Want to see your name on a Tony® Award one day? Join the Pen Players at North Campus, Curtain Call Theatre Club at Kendall Campus, Prometeo or the New World Players at Wolfson Campus.

Sharks Athletics
Are you interested in joining a sports team? Do you enjoy the excitement of watching great athletes? The athletics program at Miami Dade College is considered one of the premiere two-year college athletic programs in the nation, as the Sharks have won numerous national, State and conference championships.

Equally important is the academic success of MDC’s student athletes; more than 85 percent of the athletes receive scholarships to four-year colleges and universities and MDC regularly leads the State in the number of All-Academic selections.

Miami Dade College is home to five intercollegiate athletic teams:

WOMEN’S
• basketball
• softball
• volleyball

MEN’S
• basketball
• baseball

For tryouts or information about Sharks Athletics, call 305-237-2140 or visit us at Kendall Campus, Room G-316.

Student I.D. Card & Parking Decal
Don’t forget! Obtain your student I.D. card and parking decal at your campus Student Life Department.

A photo I.D., a paid schedule and a vehicle registration are required to obtain the MDC I.D. and parking decal.
The Students’ Rights and Responsibilities Handbook

Remember, the quality of your work, attitude and integrity reflect on Miami Dade College and, more importantly, on you. As a student at Miami Dade College and a member of our community, you have certain rights as well as responsibilities. Pay special attention to the College’s Statement of Expectations. It explains what you can expect from the College and what the College expects from you. The Students’ Rights and Responsibilities Handbook is available online at www.mdc.edu/current.

The handbook covers key information such as:

- The MDC Code of Conduct
- Academic dishonesty
- Grade appeal process
- Discrimination or harassment
- Release of information and much more.

If you have any difficulties or need help with a problem, contact the dean of students’ office.

Smoke-Free Campus
Live – Learn – Breathe

Smoking is prohibited in all College buildings and outdoor campus areas including parking lots, grounds, rooftops, plazas, courtyards, and entrance and exit ways.

For information about resources to help you quit, go to www.mdc.edu/smokefree.

Repeating Courses
If you find that you need to repeat a course, here are the rules:

- After your second attempt* at a course, a registration hold will be placed on your records so we can alert you to other instructional support options.
- You will be required to pay the full cost of instruction (approximately four times the in-state rate) for a course you are repeating for a third time. The repeat surcharge may be petitioned.
- You cannot withdraw from a credit course if you’re attempting it for the third time.
- A fourth and final attempt may be granted due to major extenuating circumstances.
- You must petition for approval. Get the petition form from the dean of students on your campus.
- You may not repeat a course for which you have earned a grade of C or higher. However, some courses in the arts and in music are designated as repeatable. Ask your advisor for more information.

Withdrawals
If you are thinking of withdrawing from a class, speak first with your professor. If you still choose to withdraw, please keep the following in mind:

- A course withdrawal is not an automatic process; you need to withdraw either online or at the registration office.
- If you withdraw from a course after the 100 percent refund date, it counts as an attempt and it will remain on your transcript.
- You may withdraw with a grade of “W” up to the withdrawal date. Withdrawals after that date would be considered only through the petition process. Check with your advisor for more information.

- Withdrawals are not official until processed online or at the Registrar’s Office. Get a copy of your schedule to confirm this transaction.
- Withdrawal deadlines are published in the official College calendar.
- Dropping a course may jeopardize your athletic eligibility, financial aid, veteran benefits, student visa status or participation in student activities.

Appeals
You may be eligible to petition a grade of “W” or “F” based on extenuating circumstances. For additional information, contact the dean of students’ office. The dean of student services helps you with issues related to petitions and administrative withdrawals or refunds. The dean of academic affairs helps you with Grade Appeal proceedings.

Cancellation of Classes and/or Programs
Miami Dade College reserves the right to cancel classes and/or programs for which there is insufficient enrollment, to close a class when the enrollment limit in that class is reached and to make schedule changes as necessary, including a change in time, days, credit, location or instructor. In the event of cancellation, the College will notify each student by email and/or by telephone and will issue a full refund. Miami Dade College is not responsible for any other related expenses.

*Note: Any time you officially enroll in a course, have a paid schedule for the course and do not drop the course with a refund, it is counted as an attempt.
Notification of students’ rights under FERPA
FERPA is a federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education (see www.ed.gov/about/contacts/gen/index.html for contact information).

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records.
Under FERPA, schools must generally afford students who attend a postsecondary institution:
• Access to their education records
• An opportunity to seek to have the records amended
• Some control over the disclosure of information from the records.

For more detailed information about FERPA, go to www.mdc.edu/ferpa.

Notification of Social Security number collection and usage
In compliance with Section 119.071(5), Florida Statutes, Miami Dade College (MDC) issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). Miami Dade College collects and uses your SSN only to perform the College duties and responsibilities. To protect your identity, MDC will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student identification number that is used for associated employment and educational purposes at MDC, including the access of your college records. For more detailed information go to www.mdc.edu/privacy.

Campus Safety
Each campus has uniformed Public Safety personnel on duty 24 hours per day, seven days per week. To report a crime or an emergency, contact your campus Public Safety Department, any uniformed Miami Dade College Public Safety Officer or use any of the emergency telephones located throughout the campuses and in all elevators. For all major life-threatening emergencies, please call 911 and the appropriate campus Public Safety Department.

Clery Act/Crime Statistics
The annual disclosure of campus crime statistics is prepared by the Miami Dade College Campus Public Safety Departments in conjunction with the Offices of Student Affairs and Student Life, the Director of Emergency Preparedness and the local police departments that serve and protect our campuses. The required three years of crime statistics and full text of the annual disclosure are located on the Miami Dade College Public Safety & Emergency Preparedness webpage at www.mdc.edu/safety. Each year, email notifications are made to all current students and employees that provide the link to access the crime statistics and annual disclosure. Copies of this report may also be obtained upon request at any Campus Public Safety Department.
THE LEARNING OUTCOMES (TLO)

All students who graduate from MDC, regardless of career pathway or degree type, have met 10 goals related to:

1. **Communication**: Communicate effectively using listening, speaking, reading and writing skills.

2. **Quantitative Analysis**: Use quantitative analytical skills to evaluate and process numerical data.

3. **Creative/Critical Thinking and Scientific Reasoning**: Solve problems using critical and creative thinking and scientific reasoning.

4. **Information Literacy**: Formulate strategies to locate, evaluate and apply information.

5. **Global, Cultural and Historical Perspectives**: Demonstrate knowledge of diverse cultures, including global and historical perspectives.

6. **Personal, Civic and Social Responsibility**: Create strategies that can be used to fulfill personal, civic and social responsibilities.

7. **Ethical Thinking**: Demonstrate knowledge of ethical thinking and its application to issues in society.

8. **Computer and Technology Usage**: Use computer and emerging technologies effectively.

9. **Aesthetic Appreciation**: Demonstrate an appreciation for aesthetics and creative activities.

10. **Natural Systems and the Environment**: Describe how natural systems function and recognize the impact of humans on the environment.
SPECIAL PROGRAMS

The Honors College
The Honors College is a separate and unique collegewide initiative within Miami Dade College. It is designed to meet the needs of a select group of goal-oriented, academically talented students who can endure substantially more intellectual examination, who would benefit from more faculty-student interaction than is typically possible in the traditional classroom setting. These students would therefore thrive from collaborations in an intensely focused, multidimensional learning environment as well as diverse and alternative curricular offerings. Each year more than 500 scholars in the Honors College gain a new global perspective through special opportunities for intellectual collaborations, leadership, travel, career explorations and scholarships. For more information, visit www.mdc.edu/honorscollege or call 305-237-7077.

Study Abroad ... Your Door to the World
As a Miami Dade College student, you are eligible to experience the Study Abroad program by living and studying in any of the following countries while earning MDC credits that count toward your degree: Argentina, Australia, Austria, Bulgaria, Canada, China, Costa Rica, Czech Republic, Denmark, Dominican Republic, Ecuador, England, France, Germany, Ghana, Greece, India, Ireland, Italy, Japan, Mexico, Morocco, New Zealand, Peru, Portugal, Russia, Scotland, Spain and Switzerland. Miami Dade College also offers faculty-led study abroad programs in architecture, science, business, nursing, foreign languages and more. Visit www.mdc.edu/mdglobal or call the Office of International Education at 305-237-3008 and learn more about our programs today!

Virtual College
The Virtual College provides MDC students with an alternative to classroom-based instruction. While online courses do not require time on campus, the courses are equivalent to face-to-face courses covering the same material and meeting the same competencies. Students can take one course or pursue an entire Associate in Arts degree through the Virtual College. For additional information, please visit www.mdc.edu/virtual or call the Student Support Center at 305-237-3800.

Service Learning
Service Learning integrates community service with classroom learning and is offered in many classes throughout the College. This program provides students with an opportunity to explore career options, enhance mastery of course material and strengthen their resume, while focusing on personal and civic responsibility. For more information, contact your professor or the Institute for Civic Engagement and Democracy, 305-237-3848 or visit www.mdc.edu/iced.

International Student Services
The Department of International Student Services (ISS) at MDC is committed to the success of every international student! International Student Services provides full assistance with the MDC admissions process, including information about citizenship and immigration services, housing and health care. ISS has an Orientation Program designed for students to learn more about the U.S. and meet other students to help in their transition into higher education. Academic and career advisement is provided by trained professionals who understand the educational aspirations of international students. Intensive information sessions about scholarships, on-campus employment and internships are made readily available to all international students. International students are encouraged to join organizations such as the International Student Organization and to get involved in activities on- and off-campus. Ultimately, the goal of ISS is to create a multicultural and diverse environment that promotes and enriches both the academic and extracurricular life of our students. For additional information, please visit www.mdc.edu/internationalstudents or call 305-237-8888.
MDC COLLEGE AND VOCATIONAL CREDIT PROGRAMS

BACCALAUREATE PROGRAMS
MDC offers several bachelor’s degrees with many more on the way.

BACHELOR OF SCIENCE
The Bachelor of Science degree meets the Florida Department of Education requirements for the baccalaureate degree and is used for professional areas of study.

CODE AREA OF CONCENTRATION
S5201 Biological Sciences - Biotechnology Concentration
S5202 Biological Sciences - Science Education
S5401 Early Childhood Education
S5100 Electronics Engineering Technology
S4301 Exceptional Student Education (K-12)
S4201 Secondary Mathematics Education
S4104 Secondary Science Education - Biology Concentration
S4105 Secondary Science Education - Chemistry Concentration
S4106 Secondary Science Education - Earth & Space Science Concentration
S4107 Secondary Science Education - Physics Concentration

BACHELOR OF SCIENCE IN NURSING
The primary goal of the BSN is to prepare nurses in the State of Florida.

BACHELOR OF APPLIED SCIENCE
The Bachelor of Applied Science meets the Florida Department of Education requirements for the baccalaureate degree and respects the content of the A.S./AAS degree through the appropriate transfer of both occupational and general education credit. An updated listing of baccalaureates offered by MDC are located at: sisvsr.mdc.edu/redirect.aspx

CODES AREAS OF CONCENTRATION
PA220 Film, Television & Digital Production
PA210 Health Sciences with an Option in Physician Assistant Studies
PS102 Public Safety Management - Corrections Option
PS106 Public Safety Management - Criminal Justice Investigation Option
PS110 Public Safety Management - Criminal Justice Option
PS105 Public Safety Management - Emergency Management Option
PS100 Public Safety Management - Law Enforcement Option
PS103 Public Safety Management - Probation and Parole Option
PS104 Public Safety Management - Security/ Loss Prevention Option
PS200 Supervision and Management

ASSOCIATE IN ARTS
The A.A. degree pathway is designed to transfer to four-year colleges and universities. It is protected by the Articulation Agreement among all Florida public institutions of higher education. A student who is awarded an A.A. degree by Miami Dade College has met the general education requirements for admission to the upper division in public colleges and universities of the State of Florida. Refer to Flvc.org for additional information. Students may indicate pathways in the A.A. degree and may organize electives to reflect that interest. However, the A.A. degree itself does not have an academic major; thus, no specialty title will appear on the student’s transcript.

CODE PATHWAYS TO A MAJOR:
10304 Accounting
10100 Agriculture
12200 Anthropology
10200 Architecture
10304 Area & Ethnic Studies
11000 Art or Art Education
11903 Atmospheric Science & Meteorology
10400 Biology
12207 Biotechnology
10907 Building Construction
10905 Business Administration
11901 Chemistry
11005 Computer Arts Animation
11002 Computer Information Systems
11073 Computer Science
12204 Criminal Justice Administration
11003 Dance
11305 Dietetics
11200 Drama or Drama Education
12201 Economics
11006 Engineering - Architectural
11006 Engineering - Chemical
11006 Engineering - Civil
11005 Engineering - Computer
11090 Engineering - Electrical
11090 Engineering - Geometrics (Surveying and Mapping)
11902 Engineering - Industrial
15011 Engineering - Mechanical
11903 Engineering - Ocean
11004 Engineering - Science
11500 English/Literature & English Education
11023 Environmental Sciences
11203 Exercise Science
11301 Foreign Language
11004 Forestry
11004 Computer Information Technology
11044 Graphic or Commercial Arts
11200 Health Services Administration
12202 History
15035 Hospitality Administration/Travel & Tourism
11200 Interior Design
11205 International Relations
11302 Landscape Architecture
11606 Mass Communication/Journalism
11700 Mathematics
11001 Music or Music Education
11502 Philosophy
10817 Physical Education Teaching & Coaching
11900 Physics
12206 Political Science
14902 Pre-Bachelor of Arts
14901 Pre-Law
1211 Pre-Medical Science/Dentistry
11209 Pre-Medical Technology
11203 Pre-Nursing
11204 Pre-Occupational Therapy
11205 Pre-Optometry
11206 Pre-Pharmacy
11207 Pre-Physical Therapy
11202 Pre-Physician Assistant
11208 Pre-Veterinary Medicine
11081 Psychology
12100 Public Administration
12101 Recreation
11503 Religion
12202 Social Work
12203 Sociology
11501 Speech Pathology & Audiology
11202 Teaching (Elementary)
10804 Teaching (Exceptional Student Education)
10809 Teaching (Pre-Elementary/Early Childhood)
10810 Teaching (Secondary)
10815 Teaching (Secondary: Biology)
10814 Teaching (Secondary: Chemistry)
10813 Teaching (Secondary: Earth/Space)
10808 Teaching (Secondary: English/Foreign Languages)
10812 Teaching (Secondary: Mathematics Education)
10816 Teaching (Secondary: Physics)
10806 Teaching (Secondary: Social Science)
10803 Teaching (Vocational: Business, Technical, Home)

ASSOCIATE IN SCIENCE
The A.S. degree is awarded to students who successfully complete the technical or occupational programs designed for immediate employment preparation. Credits earned for selected courses in these programs may be acceptable at universities toward a four-year degree.

CODE AREA OF CONCENTRATION
25002 Accounting Technology
22030 Advanced Manufacturing*
26020 Air Conditioning, Refrigeration & Heating Systems Technology
26034 Architectural Design & Construction Technology
26028 Aviation Administration
26027 Aviation Maintenance Management
26053 Biomedical Engineering Technology
22027 Biotechnology
26028 Biotechnology - Bioinformatics
26028 Biotechnology - Chemical Technology
26033 Building Construction Technology
25051 Business Administration
26035 Civil Engineering Technology
26052 Computer Engineering Technology
26051 Computer Information Technology
25065 Computer Programming and Analysis - Business App. Programming
26070 Computer Programming & Analysis - Mobile Applications Development
25024 Court Reporting Technology
27026 Crime Scene Technology - Crime Scene Investigation
27027 Crime Scene Technology - Forensic Science
27020 Criminal Justice Technology - BLD
27019 Criminal Justice Technology- Corrections
27012 Criminal Justice Technology - General
22031 Culinary Arts Management
25071 Database Technology - Microsoft Business Intelligence
25057 Database Technology - Microsoft Database Administrator
25038 Database Technology - Oracle Database Administrator
25060 Database Technology - Oracle Database Developer
26037 Drafting & Design Technology
27040 Early Childhood Education
27033 Early Childhood Education - Administration
27032 Early Childhood Education - Infant Toddler
27031 Early Childhood Education - Preschool
26056 Electrical Power Technology - Electrical Option
26055 Electrical Power Technology - Instrumentation & Control Option
26057 Electrical Power Technology - Mechanical Option
26059 Electrical Power Technology - Nuclear Operations Option
26054 Electrical Power Technology*" 26059 Electronics Engineering Technology
27023 Environmental Science Technology - Assessment/Safety Compliance*
27021 Environmental Science Technology - Conservation Ecology*
27022 Environmental Science Technology - Environmental Science*
27025 Environmental Science Technology - HAZMAT Technology*
27024 Environmental Science Technology - Watershed Management*
26044 Film Production Technology
22026 Financial Services - Banking
22024 Financial Services - Financial Management
22025 Financial Services - Mortgage Finance*
27018 Fire Science Technology
25049 Funeral Service Education
26049 Graphic Arts Technology
26041 Graphic Design Technology
26050 Graphic Internet Technology
22016 Hospitality & Tourism Management
25167 Human Services - Addictions Studies
25026 Human Services - Generalist
25020 Industrial Management Technology*
22013 Instructional Services Technology
26030 Interior Design Technology
25063 Internet Services Technology - Microsoft Option
25069 Internet Services Technology - Open Source Option
21005 Landscape & Horticulture Technology - Horticulture Specialist
21006 Landscape & Horticulture Technology - Landscape Specialization
25068 Marketing Management Entrepreneurship
25048 Marketing Management - International Business
25049 Marketing Management - International Trade
25047 Marketing Management - Marketing
25054 Marketing Management - Nonprofit Management
25050 Marketing Management - Real Estate Marketing
25049 Music Business - Business Management
25043 Music Business - Creative Performance
25044 Music Business - Creative Production
25062 Networking Services Technology
25042 Office Administration - Legal Office Specialist
25021 Office Administration - Office Management Specialist
25041 Office Administration - Office Management Software Application Specialist
27013 Paralegal Studies - ABA Approved
26032 Photographic Technology
26029 Professional Pilot Technology
26043 Radio & Television Broadcast Programming
25033 Sign Language Interpretation
26051 Telecommunications Engineering Technology
26025 Theater & Entertainment Technology
24050 Translation/Interpretation
28000 Transportation & Logistics
The Associate in Applied Science degree is an occupational two-year degree that can lead to immediate employment and is not intended to transfer to a four-year institution.

### CODE AREA OF CONCENTRATION
- **20086** Business Administration - International Business
- **20087** Business Administration - Management
- **20088** Business Administration - Marketing
- **20089** Business Administration - Nonprofit Management
- **20090** Business Administration - Real Estate Marketing
- **20096** Hospitality & Tourism Management - Food Service Management
- **20095** Hospitality & Tourism Management - Lodging Management

### ASSOCIATE IN SCIENCE ALLIED HEALTH/NURSING
Allied Health/Nursing programs have selective admission requirements and offer courses in specialized study as well as general education. The two-year programs culminate in an A.S. degree. Nursing programs require fewer credits than an Associate in Science degree. The student receives an institutional College Credit Certificate upon completion of the program and the program's title will be added to the student's transcript.

### COLLEGE CREDIT CERTIFICATE
College Credit Certificate programs require fewer credits than an Associate in Science degree. These are Florida Department of Education Certified College Credit programs. The college credits granted in these programs will apply toward the related Associate in Science degree. The student receives an institutional College Credit Certificate upon completion of the program and the program's title will be added to the student's transcript.

### CODE AREA OF CONCENTRATION
- **23021** Clinical Laboratory Sciences (Accelerated)
- **23021** Clinical Laboratory Sciences
- **23022** Dental Hygiene
- **23022** Dental Hygiene (Preliminary)
- **23031** Diagnostic Medical Sonography Specialist
- **23048** Emergency Medical Services
- **23048** Emergency Medical Services (Preliminary)
- **23053** Health Information Management
- **23053** Health Information Management (Accelerated)
- **23053** Health Information Management (Preliminary)
- **23063** Histology Technology
- **23063** Histology Technology (Preliminary)
- **23069** Nuclear Medicine Technology
- **23069** Nuclear Medicine Technology (Preliminary)
- **23072** Nursing-R.N. (Accelerated)
- **23072** Nursing-R.N. (Accelerated, Preliminary)
- **23072** Nursing-R.N. (Generic, Preliminary)
- **23072** Nursing-R.N. (Transitional, Preliminary)
- **23072** Nursing-R.N. (Transitional)
- **23080** Orthopancy
- **23080** Orthopancy (Preliminary)
- **23085** Physical Therapist Assistant
- **23085** Physical Therapist Assistant (Preliminary)
- **23090** Physican Assistant
- **23090** Physician Assistant (Preliminary)
- **23095** Respiratory Care
- **23095** Respiratory Care (Preliminary)
- **23096** Veterinary Technology
- **23096** Veterinary Technology

### ASSOCIATE IN APPLIED SCIENCE ALLIED HEALTH
The A.A.S. degree is a two-year degree that leads to employment and is not intended to transfer to a four-year institution. Allied Health programs have selective admissions requirements and offer courses in specialized study as well as general education.

### CODE AREA OF CONCENTRATION
- **A3036** Radiography
- **A3036** Radiography - Transitional
- **A3036** Radiography - Preselect

### ALLIED HEALTH COLLEGE CREDIT CERTIFICATE
College Credit Certificate programs require fewer credits than an Associate in Science degree. These are Florida Department of Education Certified College Credit programs. The college credits granted in these programs will apply toward the related Associate in Science degree. The student receives an institutional College Credit Certificate upon completion of the program and the program's title will be added to the student's transcript.

### CODE AREA OF CONCENTRATION
- **56013** Emergency Medical Technician
- **56014** Healthcare Informatics Specialist
- **56016** Nuclear Medicine Technician Specialist (Preliminary)
- **56008** Paramedic

### COLLEGE CREDIT CERTIFICATE
College Credit Certificate programs require fewer credits than an Associate in Science degree. The college credits granted in these programs will apply toward the related Associate in Science degree. The student receives an institutional College Credit Certificate upon completion of the program and the program's title will be added to the student's transcript.

### CODE AREA OF CONCENTRATION
- **60017** Accounting Applications
- **65078** Accounting Applications
- **65078** Addiction Studies
- **66030** Air Cargo Agent
- **66031** Airline/Airport Management
- **66037** Airport Management
- **66000** Automation
- **65045** Banking Management
- **65044** Banking Operations
- **65043** Banking Specialist
- **65002** Biotechnology
- **65002** Biotechnology
- **65021** Business Operations - Accounting/Budgeting
- **65022** Business Operations - Business Management
- **65023** Business Operations - Customer Service
- **65024** Business Operations - Finance
- **65025** Business Operations - Human Resources
- **65026** Business Operations - International Business
- **65027** Business Operations - Marketing
- **65028** Business Operations - Nonprofit
- **65029** Business Operations - Real Estate
- **65030** Business Operations - Real Estate
- **65031** Business Operations - Small Business
- **65030** Business Specialist - Customer Service
- **65031** Business Specialist - Finance
- **65034** Business Specialist - Human Resources
- **65035** Business Specialist - International Business
- **65036** Business Specialist - Marketing
- **65047** Business Specialist - Nonprofit
- **65048** Business Specialist - Real Estate
- **65049** Business Specialist - Retail
- **65050** Business Specialist - Small Business

### CAREER TECHNICAL CERTIFICATE
These Career Technical Education Certificate (formerly Vocational Credit Certificate) programs are comprised of vocational credit courses. Program length varies depending upon the complexity of the individual program. The training is focused on preparation for immediate job entry and specific job titles. Competencies gained upon successful completion of these training programs may result in advanced placement or specific credits toward an Associate in Science degree. Students interested in these programs should contact the appropriate campus department for additional information.

### CODE AREA OF CONCENTRATION
- **52005** Academy of International Marketing
- **55001** Accounting Operations
- **55006** Administrative Office Specialist
- **55002** Air Conditioning, Refrigeration & Heating Technologies Apprenticeship
- **57003** Bail Bond Agent
- **57002** Business Computer Programming
- **57004** Business Management & Administration
- **57004** Commercial Art Technology
- **57014** Community Service Officer/Police Service Aide
- **57020** Correctional Officer - County
- **57021** Correctional Officer - State
- **57016** Crossover from Correctional Officer to Law Enforcement Officer
- **57021** Customer Assistance Technology
- **57000** Electricity Apprenticeship
- **56002** Electronic Technology
- **57004** Fire Fighter Minimum Standards
- **57001** Fire Sprinkler Apprenticeship
- **57022** Florida CMS Law Enforcement BRT
- **57001** Insurance Marketing
- **57000** Legal Administrative Specialist
- **57022** Massage Therapy - Accelerated Option
- **57021** Massage Therapy - Generic Option
- **57023** Massage Therapy - Transitional Option
- **57007** Medical Assisting
- **57018** Medical Coder Biller
- **57006** Medical Record Transcribing
- **57024** National Parks Service - Seasonal Law Enforcement Training Program (SLETP)
- **55004** Network Support Services
- **57002** PC Support Service
- **53004** Pharmacy Technician
- **53003** Phlebotomy Technician
- **59004** Plumbing Apprenticeship
- **53019** Practical Nursing (LPN)
- **53019** Practical Nursing (LPN, Preselect)
- **57023** Private Investigator Intern
- **57006** Private Security Officer
- **52012** Real Estate Sales Agent
- **57003** Sheet Metal Apprenticeship
- **56008** Television Production

### PROGRAMS AND COURSES ARE SUBJECT TO CHANGE.

PLEASE CONSULT THE ACADEMIC DEPARTMENT, THE OFFICE OF ADVICE & CAREER SERVICES OR THE WEBSITE AT WWW.MDC.EDU FOR THE MOST CURRENT INFORMATION.

MDC is an equal opportunity/affirmative action institution which does not discriminate on the basis of gender, race, color, marital status, age, religious affiliation, national origin, disability, veteran’s status, sexual orientation, or genetic information. Contact the office of Equal Opportunity Programs/ADA Coordinator, at 305-297-2977 for information.
A.A. (Associate in Arts) Degree: A transfer degree program designed for students who are interested in continuing their education at a four-year college or university.

Academic Year: Beginning of the fall term to the end of the summer term.

A.S. (Associate in Science) Degree: A degree program designed for students who are seeking employment immediately after graduation.

Articulation Agreement: An agreement specifying how courses transfer among academic institutions. In Florida, an articulation agreement with all State universities guarantees admission to any student with an A.A. degree.

Award Letter: A document issued by a college’s financial aid office listing all of the financial assistance offered to a student.

Baccalaureate Degree: An undergraduate degree that is given after the successful completion of an academic course of study that usually lasts for four years.

College Credit Certificate: A certification program designed for students in need of marketable employment skills or individuals looking to enhance their current skills.

CLEP (College Level Examination Program): Credit earned for a particular class through a proficiency test.

Development Ed Courses: Courses designed to improve basic skills in reading, math, and writing. They do not count toward graduation.

Co-Requisite: A course that must be taken simultaneously with another course.

Credit: A unit of work in a subject, generally equivalent to one hour of class a week throughout a 16-week term. Thus, a three-credit class meets for three hours a week.

Degree Audit: A computerized document listing required courses for graduation, based on the student’s declared career pathway. The degree audit summarizes courses the student has taken to fulfill those requirements and provides course sequencing information.

Drop: Withdrawing from a course after the first week of classes. Students must officially withdraw from the course by completing established procedures. See an academic advisor for more information. Withdrawal deadlines are published in the official college calendar. It is the responsibility of the student to adhere to these deadlines.

Electives: College-level courses not taken to fulfill the A.A. degree or satisfy prerequisites for a major at the upper division.

Financial Aid: Types of financial assistance available to eligible students to help with education-related expenses.

Full Time: Students enrolled for 12 or more credit hours for fall, spring, or 12-week summer semesters, or 6 or more for a 6-week summer session.

GPA (Grade Point Average): The ratio of grade points earned to credits attempted.

Grades: A measurement of achievement in a class. Typical grades are A, B, C, D, and F in college-level courses; developmental ed courses receive S - Satisfactory, P - Making Progress or U - Unsatisfactory.

Grade of I: Grade (representing “incomplete”) assigned when a student officially withdraws from a course after the first week of the semester. This does not affect the GPA, but may affect academic standing and eligibility for financial aid. See your academic advisor for details.

Grade of W: Grade (representing “withdrawn”) assigned when a student drops and receives a refund; change courses without financial penalty; register, add a course or change sections of a course without permission of instructor.

Pathway to a Major: Designation given to the complete group of courses necessary to fulfill the requirements for graduation in a specific field of study, such as business administration, engineering, etc.

Part Time: Students enrolled in fewer than 12 credit hours for fall and spring, and fewer than 6 credit hours for a 6-week summer session or less than 12 credits in a 12-week summer session.

Prerequisite: An academic requirement that must be met before another course can be taken.

Program: A curriculum or group of courses leading to a degree or certificate in a specific field of study.

Registration: Process of enrolling for classes, entailing selection of courses by day and hour and the payment of fees.

SAP for financial aid purposes (Standards of Satisfactory Academic Progress): Federal regulations require the College to establish Standards of Satisfactory Academic Progress as a general eligibility requirement for financial assistance.

SOAP (Standards of Academic Progress): A process that identifies and provides assistance to students who experience academic difficulty.

Term: A subdivision of the academic year, i.e., Fall, Spring, and Summer terms. Fall and Spring are approximately 16 weeks each. Summer terms are six weeks each. The combined summer term is 12 weeks.

Transcript: A student’s academic record.

Validated Schedule: A paid schedule.

100 Percent Refund Date: The last day to drop and receive a refund; change courses without financial penalty; register, add a course or change sections of a course without permission of instructor.
IMPORTANT PHONE NUMBERS

Carrie P. Meek
Entrepreneurial Education Center
6300 N.W. Seventh Ave.
Miami, FL 33150-4322
General Number: 305-237-1900
New Student Center: 305-237-1903
Admissions: 305-237-1903
Advisement: 305-237-1903
Financial Aid: 305-237-1920
Public Safety: 305-237-1910

Dean of Students
When you have a problem you cannot solve, contact the dean of students on your campus:
Hialeah Campus: 305-237-8715
Homestead Campus: 305-237-8775
InterAmerican Campus: 305-237-6271
Kendall Campus: 305-237-2222
MDC-West: 305-237-8900
Medical Campus: 305-237-4028
North Campus: 305-237-1053
Wolfson Campus: 305-237-3007

Employee Relations/Equal Opportunity Programs/ADA
Kendall Campus
11011 S.W. 104 St., Room 1112
Miami, FL 33176-3393
305-237-2090

EMERGENCY NOTIFICATION SYSTEMS
MDC provides wireless emergency notification capability to students, family, faculty and staff.
Visit www.mdc.edu/alerts for more information. Student Hotline number 305-237-7500.
Miami Dade College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Miami Dade College.

The U.S. Department of Education ranks Miami Dade College at the head of the class for associate degrees!

#1 for total number of associate degrees awarded
#1 for associate degrees earned by minorities
#1 for associate degrees earned by Hispanics
#1 for associate degrees earned by African-Americans
#1 for associate degrees awarded in nursing
#1 for associate degrees awarded in liberal arts and sciences, general studies and humanities

Miami Dade College is an equal access/equal opportunity institution and does not discriminate on the basis of sex, race, color, marital status, age, religion, national origin, disability, economic status, sexual orientation or genetic information.

Contact the Office of Director, Equal Opportunity Programs/ADA Coordinator, at 305-237-2577 for assistance.

www.mdc.edu · 305-237-8888