

# Student Handbook

2013-2015



# Your future. **Our commitment.**

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.





## Welcome From the President

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.

Hialeah Campus



Homestead Campus



InterAmerican Campus



Kendall Campus



Medical Campus

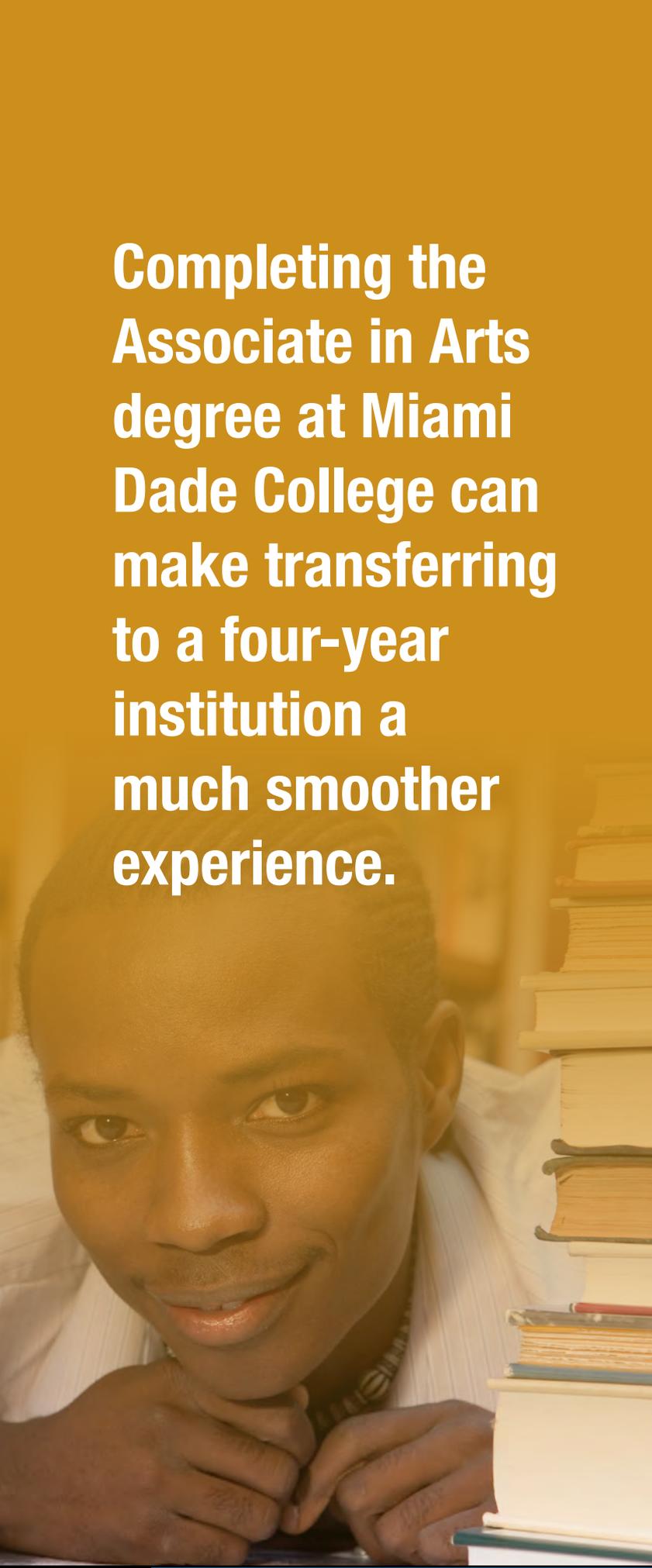


North Campus



Wolfson Campus





**Completing the Associate in Arts degree at Miami Dade College can make transferring to a four-year institution a much smoother experience.**

## **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](http://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](http://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](http://www.mdc.edu/dualenrollment) and contact the dual-enrollment coordinator for more information. Tuition is free for eligible students!

#### Early Admission

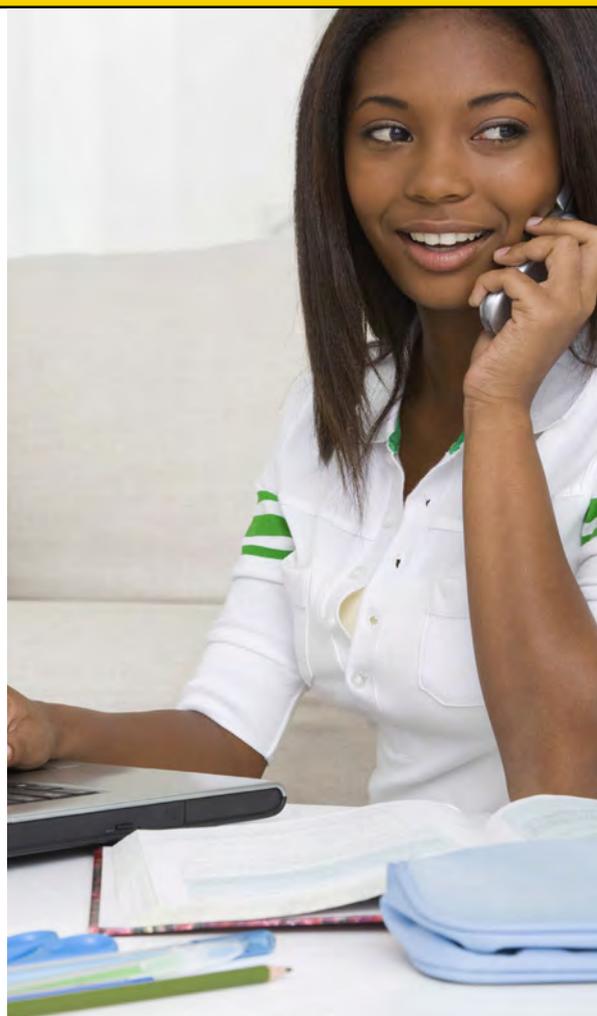
The Early Admission program is a form of dual enrollment through which eligible high schools students or home-schooled students enroll at Miami Dade College on a full-time basis during their senior year in courses that are creditable toward the high school diploma and the associate degree.

#### 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 you 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](http://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/](http://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.

#### *Transfer Students*

- 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).

#### *International Students and/or Non-Native Speakers of English*

- Take the COMPASS/ESL or submit passing valid TOEFL scores.

#### *Students Enrolling in Vocational Courses or Programs*

- 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](http://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](mailto:email.mymdc.net).
- Your username and password will be used to login to the Student Portal at [www.mdc.edu/current](http://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](http://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

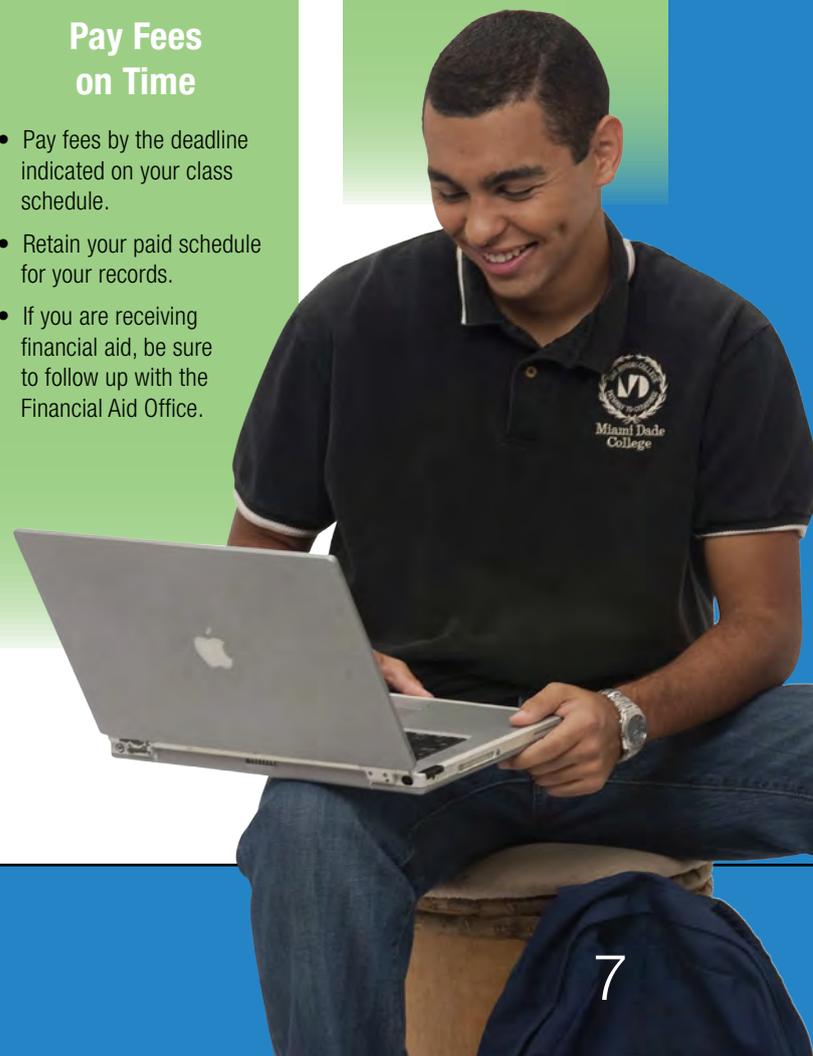
## Pay Fees on Time

- 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.



## FINANCIAL AID

### Financial Aid Offices

A Financial Aid Office is located on each Miami Dade College campus.

**Carrie P. Meek Entrepreneurial Education Center**

305-237-1920

**Hialeah Campus**

305-237-8779

**Homestead Campus**

305-237-5024

**InterAmerican Campus**

305-237-6040

**Kendall Campus**

305-237-2325

**MDC-West**

305-237-8941

**Medical Campus**

305-237-4160

**North Campus**

305-237-1058

**Wolfson Campus**

305-237-3244

## Scholarships

Scholarships may be used to pay for tuition, books and some living expenses. They are awarded based on grade point average, academic pathway, income, and artistic, musical or athletic talent. To review scholarship information go to: [www.mdc.edu/scholarships](http://www.mdc.edu/scholarships).

### 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 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.

Direct 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](http://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](http://www.mdc.edu/bachelors).



## Test-Taking Tips

- Practice before taking a test; review online testing resources at [www.mdc.edu/testing](http://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](http://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

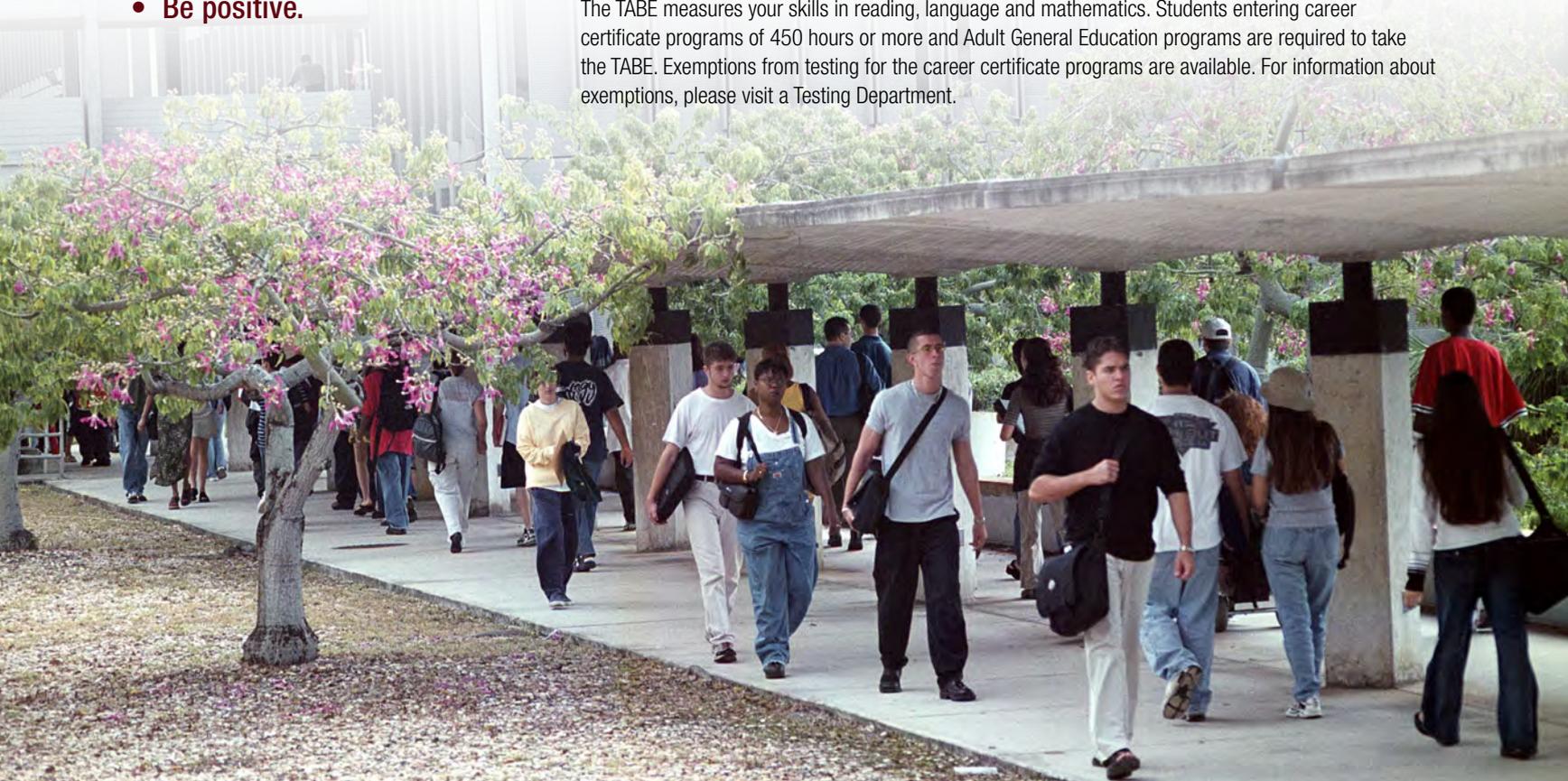
The college placement test consists of three sections: reading, writing and mathematics. A college-level math subtest may be administered based on your mathematics score. If you need to strengthen any of these areas, you may need to take developmental education classes and enroll in a Student Life Skills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

## 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.

#### 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.

#### 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?



#### 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](http://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](http://www.mdc.edu/advisement)

##### Hialeah Campus

305-237-8794

##### Homestead Campus

305-237-5046

##### InterAmerican Campus

305-237-6133

##### Kendall Campus

305-237-2125

##### MDC-West

305-237-8968

##### Medical Campus

305-237-4141

##### North Campus

305-237-1425

##### Wolfson Campus

305-237-3077

## 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

## 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](http://www.mdc.edu/veterans).

## 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.

**Carrie P. Meek Entrepreneurial  
Education Center** 305-237-1920

**College ADA Coordinator**

305-237-2090 • TDD: 711

[www.spirelay.com](http://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





## Student Life Departments

### Hialeah Campus

305-237-8736

### Homestead Campus

305-237-5065

### InterAmerican Campus

305-237-6163

### Kendall Campus

305-237-2321

### MDC-West

305-237-8904

### Medical Campus

305-237-4213

### North Campus

305-237-1250

### Wolfson Campus

305-237-3536

## 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

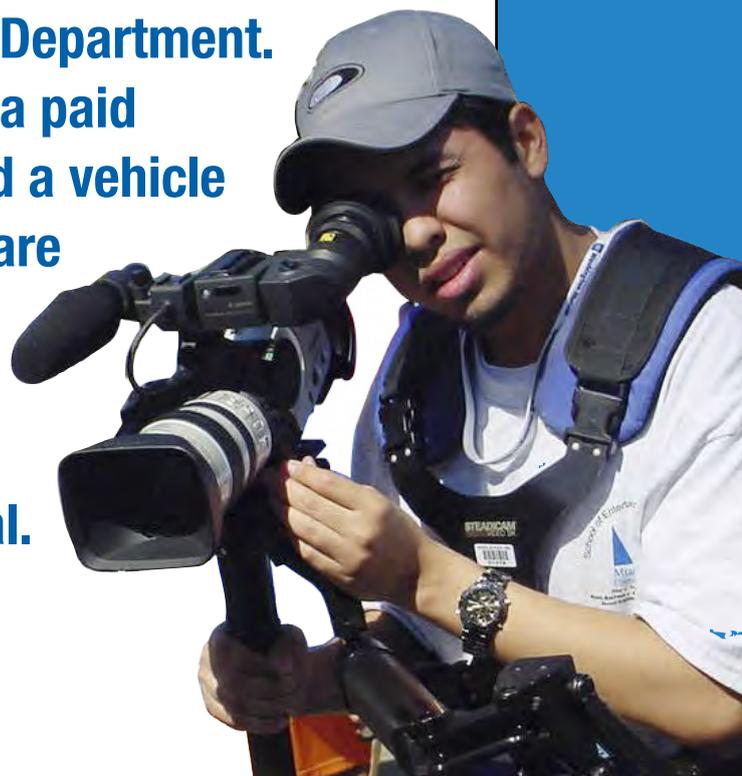
- basketball
- baseball

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.





## THINGS TO KNOW

### 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](http://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](http://www.mdc.edu/smokefree).**

### 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.*

### 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.



### 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](http://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](http://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](http://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](http://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](http://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/mdcglobal](http://www.mdc.edu/mdcglobal) 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](http://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](http://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 extra-curricular life of our students. For additional information, please visit [www.mdc.edu/internationalstudents](http://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 - Biopharmaceutical Sciences Concentration
S5200	Biological Sciences - Biotechnology Concentration
S5202	Biological Sciences - Science Education
S5400	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 Sciences Concentration
S4107	Secondary Science Education - Physics Concentration

### BACHELOR OF SCIENCE IN NURSING

The primary goal of the BSN is to provide students and practicing nurses with a high quality, accessible, cost-effective and seamless academic program designed to meet the critical workforce need for baccalaureate-prepared nurses in the State of Florida.

CODE	AREA OF CONCENTRATION
N5100	Bachelor of Science in Nursing (RN to BSN)

### 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/ps/sheet.aspx](http://sisvsr.mdc.edu/ps/sheet.aspx)

CODE	AREA OF CONCENTRATION
P5220	Film, Television & Digital Production
P5210	Health Science with an Option in Physician Assistant Studies
P5102	Public Safety Management - Corrections Option
P5106	Public Safety Management - Crime Scene Investigation Option
P5110	Public Safety Management - Criminal Justice Option
P5105	Public Safety Management - Emergency Management Option
P5100	Public Safety Management - Law Enforcement Option
P5103	Public Safety Management - Probation and Parole Option
P5104	Public Safety Management - Security/Loss Prevention Option
P5200	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 [Fivc.org](http://Fivc.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:

10504	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
10503	Business Administration
11901	Chemistry
11005	Computer Arts Animation
10702	Computer Information Systems
10703	Computer Science
12204	Criminal Justice Administration
11003	Dance
11305	Dietetics
11002	Drama or Drama Education
12201	Economics
10905	Engineering - Architectural
10906	Engineering - Chemical
10908	Engineering - Civil
10705	Engineering - Computer
10910	Engineering - Electrical
10909	Engineering - Geomatics (Surveying and Mapping)
10912	Engineering - Industrial
10911	Engineering - Mechanical
10913	Engineering - Ocean
10904	Engineering - Science
11500	English/Literature & English Education
10203	Environmental Sciences
12103	Exercise Science
10301	Foreign Language
10101	Forestry
11904	Geology
11004	Graphic or Commercial Arts
11200	Health Services Administration
12202	History
10506	Hospitality Administration/Travel & Tourism
10201	Interior Design
12205	International Relations
10202	Landscape Architecture
10600	Mass Communications/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
11400	Pre-Law
11211	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
12001	Psychology
12100	Public Administration

12101	Recreation
11503	Religion
12102	Social Work
12203	Sociology
11501	Speech Pathology & Audiology
10802	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 Secondary (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
25022	Accounting Technology
22030	Advanced Manufacturing*
26026	Air Conditioning, Refrigeration & Heating Systems Technology
26034	Architectural Design & Construction Technology
26028	Aviation Administration
26027	Aviation Maintenance Management
26053	Biomedical Engineering Technology
22027	Biotechnology
22028	Biotechnology - Bioinformatics
22029	Biotechnology - Chemical Technology
26033	Building Construction Technology
25051	Business Administration
26035	Civil Engineering Technology
26052	Computer Engineering Technology
25055	Computer Information Technology
25065	Computer Programming & Analysis - Business App. Programming
25070	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: BLE
27019	Criminal Justice Technology: Corrections
27012	Criminal Justice Technology: Generic
22031	Culinary Arts Management
25071	Database Technology - Microsoft Business Intelligence
25057	Database Technology - Microsoft Database Administrator
25058	Database Technology - Oracle Database Administration
25060	Database Technology - Oracle Database Developer
26037	Drafting & Design Technology
27014	Early Childhood Education
27033	Early Childhood Education - Administrators
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*
26039	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
23049	Funeral Service Education
26049	Graphic Arts Technology
26031	Graphic Design Technology
26050	Graphic Internet Technology
22016	Hospitality & Tourism Management
25067	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 Specialization*
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
25019	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 Software Application Specialist
27013	Paralegal Studies - ABA Approved
26032	Photographic Technology
26029	Professional Pilot Technology
26043	Radio & Television Broadcast Programming
23033	Sign Language Interpretation
26051	Telecommunications Engineering Technology
26025	Theater & Entertainment Technology
24050	Translation/Interpretation
28000	Transportation & Logistics

**ASSOCIATE IN APPLIED SCIENCE**

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**

- A5086 Business Administration - International Business
- A5087 Business Administration - Management
- A5088 Business Administration - Marketing
- A5089 Business Administration - Nonprofit Management
- A5090 Business Administration - Real Estate Marketing
- A5096 Hospitality & Tourism Management - Food Service Management
- A5095 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.

**CODE AREA OF CONCENTRATION**

- 23023 Clinical Laboratory Sciences
- 23023 Clinical Laboratory Sciences (Accelerated)
- 23023 Clinical Laboratory Sciences (Preselect)
- 23022 Dental Hygiene
- 23022 Dental Hygiene (Preselect)
- 23039 Diagnostic Medical Sonography Specialist
- 23039 Diagnostic Medical Sonography Specialist (Preselect)
- 23048 Emergency Medical Services
- 23048 Emergency Medical Services (Preselect)
- 23053 Health Information Management
- 23053 Health Information Management (Accelerated)
- 23053 Health Information Management (Preselect)
- 23063 Histologic Technology
- 23063 Histologic Technology (Preselect)
- 23069 Nuclear Medicine Technology
- 23069 Nuclear Medicine Technology (Preselect)
- 23032 Nursing-R.N. (Accelerated)
- 23032 Nursing-R.N. (Accelerated; Preselect)
- 23030 Nursing-R.N. (Generic)
- 23030 Nursing-R.N. (Generic; Preselect)
- 23029 Nursing-R.N. (Transitional)
- 23029 Nursing-R.N. (Transitional; Preselect)
- 23040 Opticianry
- 23040 Opticianry (Preselect)
- 23035 Physical Therapist Assistant
- 23035 Physical Therapist Assistant (Preselect)
- 23060 Physician Assistant
- 23060 Physician Assistant (Preselect)
- 23045 Respiratory Care
- 23045 Respiratory Care (Preselect)
- 23062 Veterinary Technology
- 23062 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**

- 63013 Emergency Medical Technician
- 63014 Healthcare Informatics Specialist
- 63016 Nuclear Medicine Technician Specialist (Preselect)
- 63016 Nuclear Medicine Technology Specialist (Preselect)
- 63008 Paramedic

**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**

- 65077 Accounting Applications
- 65078 Addiction Studies
- 66030 Air Cargo Agent
- 63012 Airline/Aviation Management
- 63017 Airport Management
- 68000 Automation
- 65045 Banking Management
- 65044 Banking Operations
- 65043 Banking Specialist
- 60002 Biotechnology
- 65041 Business Management - Management
- 65042 Business Management - Small Business Management
- 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 - Retail
- 65031 Business Operations - Small Business
- 65010 Business Specialist - Accounting/Budgeting
- 65011 Business Specialist - Business Management
- 65012 Business Specialist - Customer Service
- 65013 Business Specialist - Finance
- 65014 Business Specialist - Human Resources
- 65015 Business Specialist - International Business
- 65016 Business Specialist - Marketing
- 65017 Business Specialist - Nonprofit
- 65018 Business Specialist - Real Estate
- 65019 Business Specialist - Retail
- 65020 Business Specialist - Small Business

- 65059 Chef Apprentice
- 66050 Cisco Certified Network Associate (CCNA)
- 66070 Computer-Aided Design Assistant
- 66071 Computer-Aided Design Operator
- 66045 Computer Programmer
- 66033 Computer Specialist
- 66072 Crime Scene Technician
- 65060 Culinary Arts Management Operations
- 60004 Early Childhood Education - Administrator

- 60003 Early Childhood Education - Preschool
- 69000 Educator Preparation Institute
- 65099 Entrepreneurship
- 65058 Food and Beverage Operations
- 65057 Food and Beverage Specialist
- 66074 Homeland Security
- 63025 Horticulture Professional
- 63026 Horticulture Specialist
- 65051 Hospitality Management - Food & Beverage Management

- 65048 Hospitality Management - Rooms Division Management
- 67014 Infant/Toddler Specialization
- 66044 Information Technology Support
- 68011 Intermodal Freight Transportation
- 68010 International Freight Transportation
- 64051 Interpretation Studies
- 68001 Lean Manufacturing
- 65008 Marketing Operations
- 66032 Microcomputer Repairer/Installer
- 66046 Microsoft Database Administrator

- 62004 Mortgage Finance
- 66034 Network Systems Developer
- 65038 Office Management - Legal Office
- 65039 Office Management - Office Applications
- 65040 Office Management - Office Software Applications
- 65032 Office Specialist - Legal Office
- 65033 Office Specialist - Office Applications
- 65034 Office Specialist - Office Software Applications

- 65035 Office Support - Legal Office
- 65036 Office Support - Office Applications
- 65037 Office Support - Office Software Applications
- 66048 Oracle Database Administrator
- 66049 Oracle Database Developer
- 66028 Passenger Service Agent
- 65056 Rooms Division Operations
- 65055 Rooms Division Specialist
- 64050 Translation Studies
- 66051 Web Development Specialist

- 66048 Oracle Database Administrator
- 66049 Oracle Database Developer
- 66028 Passenger Service Agent
- 65056 Rooms Division Operations
- 65055 Rooms Division Specialist
- 64050 Translation Studies
- 66051 Web Development Specialist

**ADVANCED TECHNICAL CERTIFICATE**

The Advanced Technical Certificate is available to students who have already been awarded an Associate in Science degree and wish to upgrade their skills. Students must successfully complete a prescribed set of courses at the advanced level in order to be awarded the certificate.

**CODE AREA OF CONCENTRATION**

- C6028 Biotechnology
- C6029 Biotechnology - Bioinformatics
- C6030 Biotechnology - Chemical Technology
- C6027 Certified Flight Instructor

**NONDEGREE STATUS**

Nondegree codes are for students who intend to enroll in specific credit courses only and do not intend to complete a degree or certificate.

**CODE AREA OF CONCENTRATION**

- 30171 Personal Interest or Development
- 39001 Teacher - Transient
- 39003 Teacher Recertification
- 30168 Transfer
- 30170 Upgrade or Develop Occupational Skills

**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
- 55013 Accounting Operations
- 55006 Administrative Office Specialist
- 59002 Air Conditioning, Refrigeration & Heating Technologies Apprenticeship
- 57003 Bail Bond Agent
- 55023 Business Computer Programming
- 55014 Business Supervision & Management
- 56004 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
- 55021 Customer Assistance Technology
- 59000 Electricity Apprenticeship
- 56002 Electronic Technology
- 57004 Fire Fighter Minimum Standards
- 59001 Fire Sprinkler Apprenticeship
- 57022 Florida CMS Law Enforcement BRT
- 52001 Insurance Marketing
- 55000 Legal Administrative Specialist
- 53022 Massage Therapy - Accelerated Option
- 53021 Massage Therapy - Generic Option
- 53023 Massage Therapy - Transitional Option
- 53007 Medical Assisting
- 53010 Medical Coder/Biller
- 53006 Medical Record Transcribing
- 57024 National Parks Service - Seasonal Law Enforcement Training Program (SLETP)
- 55024 Network Support Services
- 55022 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
- 59003 Sheet Metal Apprenticeship
- 56008 Television Production

**PROGRAMS AND COURSES ARE SUBJECT TO CHANGE.**

PLEASE CONSULT THE ACADEMIC DEPARTMENT, THE OFFICE OF ADVISEMENT & CAREER SERVICES OR THE WEBSITE AT WWW.MDC.EDU FOR THE MOST CURRENT INFORMATION. Miami Dade College is an equal access/equal opportunity institution which does not discriminate on the basis of gender, race, color, marital status, age, religion, national origin, disability, veteran's status, sexual orientation, or genetic information. Contact the office of Equal Opportunity Programs/ADA Coordinator, at 305-237-2577 for information.

## GLOSSARY OF USEFUL TERMS

**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 W:** Grade (representing "withdrawn") 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 I:** Grade (representing "incomplete") assigned when an instructor, based on valid and extenuating circumstances, allows the student to complete course requirements after the end of the current semester. If the student does not complete the requirements for the course by the end of the next major semester, the "I" grade will become an "F". An I-grade contract is required.

**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: 305-237-5003  
InterAmerican Campus:  
305-237-6069  
Kendall Campus: 305-237-2301  
MDC-West: 305-237-8965  
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

### Hialeah Campus

1776 W. 49th St.  
Hialeah, FL 33012-2918  
General Number: 305-237-8700  
New Student Center: 305-237-8794  
Admissions: 305-237-8775  
Advisement: 305-237-8794  
Financial Aid: 305-237-8779  
Public Safety: 305-237-8701  
Recruitment: 305-237-8871  
Testing: 305-237-8791  
Veterans Information: 305-237-1783

### Homestead Campus

500 College Terrace  
Homestead, FL 33030-6009  
General Number: 305-237-5555  
New Student Center: 305-237-5046  
Admissions: 305-237-5555  
Advisement: 305-237-5046  
Financial Aid: 305-237-5024  
Public Safety: 305-237-5100  
Recruitment: 305-237-5046  
Testing: 305-237-5105  
Veterans Information: 305-237-2790

### InterAmerican Campus

627 S.W. 27th Ave.  
Miami, FL 33135-2937  
General Number: 305-237-6000  
New Student Center: 305-237-6271  
Admissions: 305-237-6020  
Advisement: 305-237-6133  
Financial Aid: 305-237-6040  
Public Safety: 305-237-6100  
Recruitment: 305-237-6271  
Testing: 305-237-6041  
Veterans Information: 305-237-6052

### Kendall Campus

11011 S.W. 104th St.  
Miami, FL 33176-3393  
General Number: 305-237-2000  
New Student Center: 305-237-0713  
Admissions: 305-237-2222  
Advisement: 305-237-2125  
Financial Aid: 305-237-2325  
Public Safety: 305-237-2100  
Recruitment: 305-237-2582  
Testing: 305-237-2341  
Veterans Information: 305-237-2790

### MDC Call Center

305-237-8888 • [mdcinfo@mdc.edu](mailto:mdcinfo@mdc.edu)

### MDC-West

3800 N.W. 115th Ave.  
Miami, FL 33132-2204  
General Number: 305-237-8918  
Admissions: 305-237-8900  
Advisement: 305-237-8968  
Financial Aid: 305-237-8941  
Public Safety: 305-237-8100  
Recruitment: 305-237-8940  
Testing: 305-237-8918  
Veterans Information: 305-237-1783

### Medical Campus

950 N.W. 20th St.  
Miami, FL 33127-4622  
General Number: 305-237-4000  
New Student Center: 305-237-4141  
Admissions: 305-237-4160  
Advisement: 305-237-4141  
Financial Aid: 305-237-4160  
Public Safety: 305-237-4100  
Recruitment: 305-237-4141  
Testing: 305-237-4275  
Veterans Information: 305-237-4371

### New World School of the Arts

25 N.E. Second St.  
Miami, FL 33132-2013  
Admissions: 305-237-7007  
Public Safety: 305-237-3101  
Student Services: 305-237-7408

### North Campus

11380 N.W. 27th Ave.  
Miami, FL 33167-3418  
General Number: 305-237-1000  
New Student Center: 305-237-1149  
Admissions: 305-237-1111  
Advisement: 305-237-1425  
Financial Aid: 305-237-1058  
Public Safety: 305-237-1100  
Recruitment: 305-237-1149  
Testing: 305-237-1015  
Veterans Information: 305-237-1783

### Wolfson Campus

300 N.E. Second Ave.  
Miami, FL 33132-2204  
General Number: 305-237-3000  
New Student Center: 305-237-3076  
Admissions: 305-237-3644  
Advisement: 305-237-3077  
Financial Aid: 305-237-3244  
Public Safety: 305-237-3100  
Recruitment: 305-237-3076  
Testing: 305-237-3011  
Veterans Information: 305-237-7025

Hialeah Campus



Homestead Campus



InterAmerican Campus



Kendall Campus



Medical Campus



North Campus



Wolfson Campus



### EMERGENCY NOTIFICATION SYSTEMS

MDC provides wireless emergency notification capability to students, family, faculty and staff.

Visit [www.mdc.edu/alerts](http://www.mdc.edu/alerts) for more information. Student Hotline number 305-237-7500.





Miami Dade  
College

Miami Dade College  
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