The mission of Miami Dade College is to provide accessible, affordable, high-quality education by keeping the learner's needs at the center of decision-making and working in partnership with its dynamic, multicultural community.
WELCOME

“OPPORTUNITY OF A LIFETIME”

At Miami Dade College, you are likely to come across the phrase, “opportunity changes everything.” It’s a phrase we believe because we have seen the concrete results of giving each person the simple chance to succeed.

Students from every corner of our community, from all age groups and from every ethnic, racial, and economic segment have proven that opportunity can change a life. They have entered an exciting discovery process.

Dreams are born in that learning process. Logic and reason will help you navigate but first search your own horizon. Think about what you love, about how you want to contribute to a better world. And then make your dreams real.

Value the chance to learn; embrace it so that learning continues long after you complete your college studies. Work hard and welcome the help of those who are on this journey with you. Faculty, advisors, fellow students, family - all are your allies and support. This is your student life, your opportunity to discover and take the next steps in your educational passage.

I wish you all the best.

Sincerely,

Eduardo J. Padrón
## CALENDAR

### FALL TERM

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 25, Wed:</td>
<td>Weekday and evening classes begin</td>
</tr>
<tr>
<td>Aug. 28, Sat:</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>Aug. 31, Tues:</td>
<td>Last day for withdrawal with 100% refund for regular Fall term classes</td>
</tr>
<tr>
<td>Sept. 3, Fri:</td>
<td>Last day to register for the CLAST exam</td>
</tr>
<tr>
<td>Sept. 4-6, Sat-Mon:</td>
<td>Holiday Period - Labor Day</td>
</tr>
<tr>
<td>Oct. 2, Sat:</td>
<td>CLAST exam</td>
</tr>
<tr>
<td>Nov. 2, Tues:</td>
<td>Last day to withdraw with a grade of “W” or register for credit by examination, Fall term</td>
</tr>
<tr>
<td>Nov. 25-28, Thurs-Sun:</td>
<td>Holiday Period - Thanksgiving</td>
</tr>
<tr>
<td>Dec. 10, Fri:</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec. 17, Fri:</td>
<td>Last day of examinations</td>
</tr>
<tr>
<td>Dec. 20-Jan 2, 2005:</td>
<td>College Closed</td>
</tr>
</tbody>
</table>

### SPRING TERM

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 4, Tues:</td>
<td>Weekday and evening classes begin</td>
</tr>
<tr>
<td>Jan. 8, Sat:</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>Jan. 10, Mon:</td>
<td>Last day for withdrawal with 100% refund for regular Spring term classes</td>
</tr>
<tr>
<td>Jan. 15-17, Sat-Mon:</td>
<td>Holiday Period: MLK Jr. Day</td>
</tr>
<tr>
<td>Jan. 21, Fri:</td>
<td>Last day to register for the CLAST exam</td>
</tr>
<tr>
<td>Feb. 19, Sat:</td>
<td>CLAST exam</td>
</tr>
<tr>
<td>Mar. 3, Thurs:</td>
<td>Professional Development Day - classes not in session</td>
</tr>
<tr>
<td>Mar. 16, Wed:</td>
<td>Last day to withdraw with a grade of “W” or register for credit by examination, Spring term</td>
</tr>
<tr>
<td>March 25-27:</td>
<td>SPRING RECESS</td>
</tr>
<tr>
<td>Apr. 4, Mon:</td>
<td>Last day to apply for degree and have name appear in Commencement program</td>
</tr>
<tr>
<td>Apr. 22, Fri:</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Apr. 29, Fri:</td>
<td>Last day of examinations</td>
</tr>
<tr>
<td>Apr. 30, Sat:</td>
<td>Commencement Ceremony</td>
</tr>
<tr>
<td>May 2 - 8:</td>
<td>SEMESTER BREAK</td>
</tr>
</tbody>
</table>
### Summer 1st Six Weeks

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6, Fri</td>
<td>Last day to register for the CLAST exam</td>
</tr>
<tr>
<td>May 9, Mon</td>
<td>Weekday and evening classes begin</td>
</tr>
<tr>
<td>May 11, Wed</td>
<td>Last day for withdrawal with 100% refund for regular Summer 1st six week classes</td>
</tr>
<tr>
<td>May 28-30, Sat-Mon</td>
<td>Holiday Period - Memorial Day</td>
</tr>
<tr>
<td>Jun 3, Fri</td>
<td>Last day to withdraw with a grade of “W” or register for credit by examination, Summer 1st six week classes</td>
</tr>
<tr>
<td>Jun 4, Sat</td>
<td>CLAST exam</td>
</tr>
<tr>
<td>Jun 17, Fri</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

### Summer Twelve Weeks

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6, Fri</td>
<td>Last day to register for the CLAST exam</td>
</tr>
<tr>
<td>May 9, Mon</td>
<td>Weekday and evening classes begin</td>
</tr>
<tr>
<td>May 12, Thurs</td>
<td>Last day for withdrawal with 100% refund for regular Summer twelve week classes</td>
</tr>
<tr>
<td>May 14, Sat</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>May 28-30, Sat-Mon</td>
<td>Holiday Period - Memorial Day</td>
</tr>
<tr>
<td>Jun 4, Sat</td>
<td>CLAST exam</td>
</tr>
<tr>
<td>Jun 28, Tues</td>
<td>Last day to withdraw with a grade of “W” or register for credit by examination, Summer twelve week classes</td>
</tr>
<tr>
<td>Jul 29, Fri</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

### Summer 2nd Six Weeks

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 20, Mon</td>
<td>Weekday and evening classes begin</td>
</tr>
<tr>
<td>Jun 22, Wed</td>
<td>Last day for withdrawal with 100% refund for regular Summer 2nd six week classes</td>
</tr>
<tr>
<td>Jul 2-4, Sat-Mon</td>
<td>Holiday Period - Independence Day</td>
</tr>
<tr>
<td>Jul 15, Fri</td>
<td>Last day to withdraw with a grade of “W” or register for credit by examination, Summer 2nd six week classes</td>
</tr>
<tr>
<td>Jul 29, Fri</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>
INTERAMERICAN CAMPUS
627 S.W. 27th Avenue
Miami, Florida 33135-2937
General Number . . . . .305-237-6000
Admissions . . . . . . . . .305-237-6020
Advisement . . . . . . . .305-237-6133
Financial Aid . . . . . . .305-237-6040
New Student Center .305-237-6190
Student Life . . . . . . . .305-237-6163
Testing . . . . . . . . . . . .305-237-6041

KENDALL CAMPUS
11011 S.W. 104th Street
Miami, Florida 33176-3393
General Number . . . .305-237-2000
Admissions . . . . . . . . .305-237-2222
Advisement . . . . . . . .305-237-2125
Financial Aid . . . . . . .305-237-2325
New Student Center .305-237-0713
Student Life . . . . . . . .305-237-2321
Testing . . . . . . . . . . . .305-237-2341

MEDICAL CENTER CAMPUS
950 N.W. 20th Street
Miami, Florida 33127-4622
General Number . . . .305-237-4000
Admissions . . . . . . . . .305-237-4160
Advisement . . . . . . . .305-237-4238
Financial Aid . . . . . . .305-237-4160
New Student Center .305-237-4141
Student Life . . . . . . . .305-237-4213
Testing . . . . . . . . . . . .305-237-4275

HOMESTEAD CAMPUS
500 College Terrace
Homestead, Florida 33030-6009
General Number . . . .305-237-5000
Admissions . . . . . . . . .305-237-5555
Advisement . . . . . . . .305-237-5046
Financial Aid . . . . . . .305-237-5024
New Student Center .305-237-5046
Student Life . . . . . . . .305-237-5065
Testing . . . . . . . . . . . .305-237-5105

HIALEAH CENTER
1776 W. 49th Street
Hialeah, Florida 33012-2918
General Number . . . .305-237-8700
Admissions . . . . . . . . .305-237-8770
Advisement . . . . . . . .305-237-8795
Financial Aid . . . . . . .305-237-8779

ENTREPRENEURIAL EDUCATION CENTER
6300 N.W. 7th Avenue
Miami, Florida 33150-4322
General Number . . . .305-237-1900
Admissions . . . . . . . . .305-237-1903
Advisement . . . . . . . .305-237-1907
Financial Aid . . . . . . .305-237-1920
New Student Center .305-237-1900

WORLD WIDE WEB
http://www.mdc.edu
IMPORTANT NUMBERS

NEW WORLD SCHOOL
OF THE ARTS
25 N.E. 2nd Street
Miami, Florida 33132-2103
General Number . . . . . .305-237-3135
Admissions . . . . . . . . . .305-237-3472
Advisement . . . . . . . . . .305-237-3472
Financial Aid . . . . . . . . .305-237-3472

NORTH CAMPUS
11380 N.W. 27th Avenue
Miami, Florida 33167-3418
General Number . . . . . .305-237-1000
Admissions . . . . . . . . . .305-237-1111
Advisement . . . . . . . . . .305-237-1425
Financial Aid . . . . . . . . . .305-237-1058
New Student Center . . . .305-237-1149
Student Life . . . . . . . . . .305-237-1250
Testing . . . . . . . . . . . . . .305-237-1015

WOLFSON CAMPUS
300 N.E. 2nd Avenue
Miami, Florida 33132-2204
General Number . . . . . .305-237-3000
Admissions . . . . . . . . . .305-237-3131
Advisement . . . . . . . . . .305-237-3077
Financial Aid . . . . . . . . . .305-237-3244
New Student Center . . . .305-237-3076
Student Life . . . . . . . . . .305-237-3536
Testing . . . . . . . . . . . . . .305-237-3011

When you have a problem you cannot solve, contact the Dean of Students on your campus:
Homestead . . . . . . . . . .305-237-5003
InterAmerican . . . . . . . .305-237-6069
Kendall . . . . . . . . . . . . . .305-237-2301
Medical Center . . . . . . . .305-237-4028
North . . . . . . . . . . . . . . .305-237-1053
Wolfson . . . . . . . . . . . . . . .305-237-3007
The Student Life Department is the place to go to get involved in extra-departmental and co-curricular activities. The mission of the Student Life Department is to develop and implement services and activities that will help students achieve academic success and enhance their personal and educational development as well as offer opportunities for cultural enrichment and community involvement. Through the Student Life Department you may obtain your student ID, applications to form a new student organization, activities calendars, voter registration forms, Student Life Handbooks, student insurance applications and Students’ Rights and Responsibilities Handbooks.

**STUDENT ID/PARKING DECAL**

Official MDC identification cards for students are available through the Student Life Departments. Dates and times for the ID Offices are listed in the Student Life Departments and on bulletin boards around the campuses. You must bring an official picture ID (driver’s license, passport or military ID), vehicle registration and a current paid class schedule to receive your MDCard and current parking decal.

*There is a fee for all replacement cards.*

**MDC ACCESS ACCOUNT**

Through a special banking relationship, you may get your financial aid refund faster, safer and more conveniently at any ATM. You can also have your regular payroll directly deposited into this account with ATM cash access. Other benefits include free ATMs on campus, ATM access around the country and around the world, no minimum opening balance to open the account and 24-hour, 7-day a week client service. For more information, go to your campus Student Life Department.

**ACTIVITY HOUR**

Take advantage of the student Activity Hour each week to participate in activities sponsored by Student Life or attend club meetings.
SHARKS ATHLETICS

Miami Dade College offers five intercollegiate sports for those students who have outstanding abilities and skills in the following five sports: basketball and baseball for men, and basketball, volleyball and softball for women.

The Sharks compete at the highest level of the National Junior College Athletic Association, and Shark teams consistently finish high in conference and/or state competition. Student athletes competing for the Sharks each year have the opportunity to travel around the state to compete against other community college teams to compete for the National Junior College championship and to be selected to NJCAA All-American teams and special awards.

Whether you are a talented student-athlete or an interested spectator, the Miami Dade intercollegiate athletic department is interested in hearing from you. For further information on tryouts for the teams or schedules, contact the Athletic Department at Room G-316, Kendall Campus, or call 305-237-2140.

STUDENT ORGANIZATIONS

Student organizations form an integral part of the overall Student Life program at the College. All students are encouraged to participate in clubs and organizations at the College. Information on how to form a student organization is available in the Student Life Department at each campus.
The following student organizations have a chapter on each campus of Miami Dade College.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is the voice of the students and serves as the student governing body responsible for addressing students’ interests and students’ needs with the campus leadership. Members learn leadership, organizational and communication skills as they represent the student body at campus, college and state meetings.

**PHI THETA KAPPA**

Phi Theta Kappa seeks students who strive for academic excellence. PTK provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas, lively fellowship for scholars and encouragement to continue pursuing academic excellence.

See the Campus Section for information on PTK, SGA and other student organizations on your campus.
STUDENT LIFE

STUDENT ORGANIZATIONS

POLICIES
Students participating in student organizations should recognize that their actions as individuals and as part of an organization reflect upon their organization, its members and their school. Individual students must assume responsibility for their own actions, as well as for those of the organizations of which they are members.

RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Submit a roster of members and officers with student numbers to the Student Life Department during the first weeks of major terms.

2. Hold all meetings and plan all activities and events in consultation with the advisor of the organization.

3. Hold regular meetings of the organization on campus. Submit dates and times of meetings to the Student Life Department.

4. Organizations may not restrict membership on the basis of race, creed, religion, sex, age, color or sexual orientation.

5. Register all posters/flyers and publicity materials in the Student Life Department.

6. Consult with a professional staff member in the Student Life Department regarding questions about policies and procedures.

7. Coordinate and secure approval for use of the College mail services with the Student Life Department.

8. Refrain from engaging in any form of hazing, either on campus or off campus. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in the organization.
9. All activities which are in any way publicized on the campus, discussed in organization meetings, financed from organization funds, arranged in the name of a student organization or of the College, or are in any way associated with the College, are considered organization activities and are subject to all College policies.

**ACTIVITY REGISTRATION**

**ON-CAMPUS EVENTS**
All student organizations sponsoring an on-campus event must complete an Activity Registration Form and submit it to the Student Life Department. The advisor as well as the student representative must sign the form and submit it four weeks prior to the event (six weeks for major events). Forms are available in the Student Life Department.

**OFF-CAMPUS EVENTS**
Student organizations sponsoring off-campus events must complete an Off-Campus Activity Registration Form and submit it to the Student Life Department. The advisor, as well as the student representative (president or designee) must sign the form and submit it at least four weeks prior to the event.

**STUDENT ORGANIZATIONS – MISCELLANEOUS**

**SPEAKERS**
Any student organization may invite speakers to its meetings. If an organization wishes to bring a speaker to campus for a general presentation, arrangements should be made through the Student Life Department.

Recognized student organizations may wish to cooperate with an individual student who wishes to bring speakers to the campus. In these cases, the student organization will consent to act as the sponsoring club for the speaker.

**RESERVATIONS**
Recognized student organizations may reserve facilities on campus for meetings and activities they sponsor. In addition, these student organizations may also reserve a table on campus for distribution of materials.
Arrangements should be initiated in the Student Life Department. Activities to be held on the campus should be registered by filling out an On-Campus Activity Form. Approval for such activities is granted by the Student Life Department and a copy of the completed On-Campus Activity Form is returned to the student organization.

RAFFLES
In compliance with state regulations, raffles may not be held on campus.

POLITICAL CAMPAIGNS
Student organizations may bring political figures to campus to speak to the general student population. These activities must be registered and scheduled with the Student Life Department.

MAILBOXES
All recognized student organizations have mailboxes. See your Student Life Department for location. All student organizations should check their mailboxes on a daily basis.
REGISTRATION

Registration is held each term according to scheduled dates available from the campus registration offices.

Students may register

by telephone:
STAR Service - 305-237-0000

by Internet:
www.mdc.edu

on campus:
Go to one of the Student Access Computers or to the Registrar’s Office

Establish your myMDC account at www.mdc.edusis

A myMDC account (student login) is needed by all students in order to:

• Register for or change classes
• View/Pay your classes
• Print your schedule
• View your financial aid awards
• Change e-mail and home addresses
• View student feedback of professors
• Access and use MDC computers

All students are required to establish an e-mail account. There are e-mail providers that will let you set-up an e-mail account for free. The e-mail address you provide is used to send you important information about the College.

myMDC ACCOUNT

All students are automatically assigned a PIN upon admission to the College. Initially this is your birth month and year.

See the MDC College Catalog or the College Schedule of Classes for more details or visit www.mdc.edu/sis.

BURSAR’S OFFICE

The Bursar’s Office is the place to pay for classes, obtain a paid receipt of your classes and pay for outstanding financial obligations.

The Bursar’s Office accepts cash, checks and VISA or MasterCard for payment. Students may pay by telephone STAR Service, 305-237-0000, or by Internet www.mdc.edu. Refunds for fees paid by credit card will be made by check payable to the student. Non-payment will result in a voided class schedule.
FINANCIAL AID
All students must be in good academic standing to receive financial aid.
NOTE: Students with disabilities for whom part-time enrollment is a necessary accommodation may be eligible for State financial aid. Contact the campus ACCESS Office for more information.

ACADEMIC ADVISEMENT
Advisement is available for all students. Services include analyzing Degree Audits, checking graduation status, interpreting test scores, and providing information and guidance for career decisions.

CAREER SERVICES
Receive help with choosing a major or find out about careers that relate to a chosen program. The office provides assessment of personality and interests, help with job search, résumé writing and cover letters or preparation for a job interview. The office maintains listings of jobs and employer contact information, and can help with your job search. In addition the office offers information about careers and other college programs to help you continue your education.

ACCESS/DISABLED STUDENT SERVICES
The ACCESS (A Comprehensive Center for Exceptional Student Services) office provides support services for students with documented disabilities. Contact this office to obtain more information on the auxiliary learning aids that are available to help currently enrolled students succeed in college. Register with this office when you are enrolled in classes.

GRADUATION
Graduation is not automatic – students must apply for graduation through Advisement Services. In order to receive a diploma/certificate and have your name printed in the commencement program, you must meet the deadlines published by Miami Dade College.
Commencement exercises are held once a year at the end of Spring term. Students who expect to graduate during any term within this academic year may participate in the ceremony. The deadline to apply for graduation and have your name printed in the commencement booklet is Monday, April 4, 2005.

Students may go to Advisement to verify their status for graduation. If a student is rejected for graduation after applying, he/she must submit a new graduation application to Advisement for the semester in which he/she will have completed all graduation requirements.

Graduation will be held Saturday, April 30, 2005.

**HONORS COLLEGE**

The Honors College at MDC offers a scholarly environment that challenges academically gifted and intellectually curious students. Honors College students learn from teachers who are experts in their field, who have an appreciation for the honors experience, and who possess the creative ability to turn the classroom into an interactive laboratory. In addition to a rich and comprehensive curriculum, the Honors College offers students a generous scholarship award, collegewide support services, and enrichment opportunities that include attendance and participation at national and regional conferences, internships, corporate coaches, travel study tours, university transfer counseling and an individual educational plan. The successful Honors College graduate will be prepared to transfer to most prestigious colleges and universities in the nation.

**INTERNATIONAL STUDENT SERVICES**

International students may obtain information on admissions, housing, visas and classes in this office. A special orientation for international students is held at the beginning of each major term. Special activities and counseling/ advisement are available throughout the year.
NEW STUDENT CENTER
The New Student Center is the initial contact point of incoming students and provides information pertaining to admissions, registration, testing, advisement, financial aid and general information. Students will receive direction and information to facilitate their studies.

VETERANS AFFAIRS
The Veterans Affairs Office is open to veterans and their dependents who wish to receive V.A. education benefits. Personal and academic counseling, registration fee deferments, tutorial assistance and V.A. Work-Study programs are available.

TESTING
The Testing Department offers a variety of assessment services and resources to assist students.

LEARNING SUPPORT/TUTORING
Tutoring is designed to improve students’ scholastic performance. Staff and peer tutors are available to facilitate learning in a variety of ways.

The staff can assist by identifying and locating learning resources and teaching students to use them effectively, as well as by assisting them in acquiring ideas, concepts and methods central to the student’s program of study. The service is offered to any registered student in college prep or college level courses. Tutoring is provided mainly in the areas of English, math and science.

WEB ACCESS TO STUDENT SERVICES AT WWW.MDC.EDU
Establish your myMDC account at www.mdc.edu/sis
Click on Current Students View:
• Grades
• Unofficial Transcripts
• Financial Aid Summary
• Class Schedule
• Full and Summary Degree Audit
• College and Campus News and Events

Time and Travel Savers:
• Summary Degree Audit (A.A. Degree Only)
• Web Registration
• Pay Fees
• Drop and Add Courses
• Change your PIN
• Update personal information
• Use FACTS.org to degree shop at a state university, and more!
FULL TIME VS. PART TIME

A student who is enrolled for 12 credits or more in the 16-week terms (Fall and Spring) and 6 credits or more in the six-week terms (Summer) is considered to be full time. Any student taking fewer credits is considered to be part time. Credits enrolled for audit or by departmental examination do not count in the computation of full-time status.

WITHDRAWALS

A student desiring to withdraw from a course after the first week of classes should initiate withdrawal procedures with the classroom instructor. Withdrawals are not official until the withdrawal (drop) card is completed and turned in to the Registrar’s Office. Withdrawal deadlines are published in the official College calendar.

See the official College calendar for the last day to change courses without penalty.

A reduction in course load may jeopardize the student’s athletic eligibility, financial aid, veteran benefits, and participation in student activities.

REPEAT POLICY FOR COURSES

Students enrolled in the same college prep or college credit course for a third attempt will not be permitted to withdraw from the course. Students will be required to pay the full cost of instruction for the course (approximately four times the in-state rate) on their third attempt. A registration hold will be placed on a student’s records after the second attempt to alert the student about other instructional support options.

An attempt is counted as any time the student officially enrolls in a term, has a paid schedule for the course, and does not drop the course with a refund. Students may only repeat a credit course in which they received a “W” or earned a grade of “D” or “F”.

A fourth and final attempt may be granted due to major extenuating circumstances. If a student must petition for approval, the petition form is available in the Dean of Students’ office on each campus.

A student may not repeat a course for which he/she has earned a grade of C or higher.
without approval. Ask an advisor for more information.

**GRADING SYSTEM**

Final grades are available on the College’s STAR telephone service (305-237-0000) or at www.mdc.edu (click on Students) two to three days following the end of the term. However, the College may withhold grades if there are any outstanding fees and overdue materials belonging to the College.

Students in college credit and vocational credit courses are graded according to the Grade Point Average (GPA) System.

**CALCULATING YOUR GPA**

Miami Dade College, like most American educational institutions, measures learning through the assignment of a letter grade by an instructor. Your letter grades are then converted to a four-point system – a GPA. It works this way:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>INTERPRETATION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
</tbody>
</table>

To calculate your GPA, multiply the points for each grade you received by the number of credits in that course; then divide the total number of points by the total number of credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>x Pts Cr.</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>A</td>
<td>4 x 3</td>
<td>12</td>
</tr>
<tr>
<td>DEP 2000</td>
<td>F</td>
<td>0 x 3</td>
<td>0</td>
</tr>
<tr>
<td>BSC 2085</td>
<td>C</td>
<td>2 x 3</td>
<td>6</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>B</td>
<td>3 x 2</td>
<td>6</td>
</tr>
</tbody>
</table>

Divide 24 points by 11 credits – this equals a 2.18 GPA

*Note: an actual grade report may serve as an illustration.*

There are some other letters you could receive for a course that are not computed into your GPA. They include W = dropped course, X = audit, I = incomplete, S = satisfactory, NR = not reported by the instructor. Check the Catalog for more details regarding academic standards and regulations.
ACADEMIC STANDARDS

The main purpose for the Standards of Academic Progress (SOAP) is to establish a formal process through which the administration and faculty at Miami Dade can identify and provide assistance to students who experience academic difficulty. When academic progress has not been satisfactory, the Standards require students to limit the number of credits for which they register. Special assistance is made available to those students.

The overall objective of the Standards is not to discourage or penalize students but to alert them to improve their performance and correct themselves early in their college career.

**Important Notice!** New Standards of Academic Progress (SOAP) will go into effect at the end of the 2004 Summer Term! The new SOAP requirements state that in order to remain in clear academic standing, you must maintain a 2.0 grade point average and you must earn 67% or two-thirds of the credits for which you’ve registered. Your Federal financial aid benefits may be affected if you do not maintain a clear academic standing! For additional information, see an Academic Advisor or Financial Aid Advisor as appropriate.
LIBRARY

The Library provides the following services: checking out materials, reference services, reserve materials, inter-campus loan, inter-library loans and other services.

CHECKING OUT MATERIALS/ CIRCULATION POLICIES

Miami Dade College students and employees may check out materials from the circulation collection by presenting their MDCard. Currently registered students can check out materials at all MDC campuses. Most materials can be checked out for two to three weeks. Certain reserve and non-print materials may have a shorter borrowing period.

REFERENCE SERVICES

Library faculty offer assistance with your assignments and research activities. They help you locate and identify appropriate resources using indexes, reference materials, online databases and the Internet. Instruction in the use of the library and how to format your bibliographic citations is also available. Come by the reference desk for personal assistance.
RESERVE MATERIALS
Instructors may place materials on reserve for the class to review. Although most of these materials are restricted to room use only, some may be checked out. Ask for reserve materials at the service desk.

INTERCAMPUS LOAN
As a registered student at MDC, you have access to the resources and materials from any campus library at the College. Using the online library catalog you can locate materials available at other campuses and have them transferred to your campus. For assistance check with the reference desk.

INTERLIBRARY LOAN
As members of SEFLIN (Southeast Florida Library Information Network) and the Miami Health Science Library Consortium, and through the Florida Distance Learning Library Initiative Document Delivery, the library provides free Florida inter-library loans. You also have access to local member libraries. Materials from national and international libraries can be borrowed at a minimal cost. If an MDC library doesn’t have what you are looking for, just ask for it!

OTHER SERVICES
The library has photocopy machines available for student use, at a minimal cost. We also provide newspapers, magazines, videotapes and CD-ROMS. Do not hesitate to ask at the service desk for any service you may require.
Follett College Stores operates the bookstores as a service to the students, faculty and staff. For the convenience of the students, the bookstores have extended hours at the beginning of each term. The hours are posted at the entrance of each bookstore.

<table>
<thead>
<tr>
<th>BOOKSTORE</th>
<th>HOURS OF OPERATION</th>
<th>MEDICAL CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestead</td>
<td>305-237-5042</td>
<td>305-237-4178</td>
</tr>
<tr>
<td></td>
<td>Mon. 10 a.m. - 6 p.m.</td>
<td>Mon. 9 a.m. - 6 p.m.</td>
</tr>
<tr>
<td></td>
<td>Tues-Thurs. 8 a.m. - 3 p.m.</td>
<td>Tues-Thurs. 9 a.m. - 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fri. 9 a.m. - Noon</td>
<td>Fri. 9 a.m. - Noon</td>
</tr>
<tr>
<td>Interamerican</td>
<td>305-237-6019</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td>Mon.-Tues. 8 a.m. - 3 p.m.</td>
<td>305-237-1247</td>
</tr>
<tr>
<td></td>
<td>Wed.-Thurs. 1 p.m. - 8 p.m.</td>
<td>Mon.-Tues. 7:30 a.m. - 7 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fri. 8 a.m. - Noon</td>
<td>Wed.-Thurs. 7:30 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>Kendall</td>
<td>305-237-2361</td>
<td>Fri. 7:30 a.m. - Noon</td>
</tr>
<tr>
<td></td>
<td>Mon.-Tues. 7:30 a.m. - 7 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed.-Thurs. 7:30 a.m. - 6 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri. 7:30 a.m. - Noon</td>
<td></td>
</tr>
</tbody>
</table>

Course materials can also be obtained through the MDC online bookstore at www.efollett.com.
PUBLIC SAFETY

SERVICES
The Department of Public Safety renders several services to the College community. Among these services are:

• Security escorts
• Basic First Aid
• Lost and Found

CRIMINAL OFFENSES
Miami Dade College campuses are safe places to learn. However, crimes do occur at times. In such instances, any offenses should be reported to the Department of Public Safety as soon as possible to assure that all information is reported accurately, and that timely contact is made with any necessary outside authorities.

DISCIPLINE
The Dean of Students handles all disciplinary actions involving students, including non-compliance with stated public safety guidelines.

PARKING
There are student parking lots and/or garages on each of the campuses. Parking is limited – arrive early to allow plenty of time (at least 30 minutes) to get to class. Lots/garages are patrolled by Public Safety. Drivers obstructing normal traffic flow or disobeying posted signs will be ticketed. Vehicles that are parked illegally will be ticketed and/or towed away at the owner’s expense.

All students parking on Miami Dade College facilities must have a parking decal.

Parking decals for students are distributed through the Student Life Departments. Students must show vehicle registration and current paid schedule to receive a parking decal.

Students with special needs should check with the Department of Public Safety or with the ACCESS/Disabled Student Services at their campus for designated parking areas.
CRIME PREVENTION TIPS

• Do not leave personal property unattended and, whenever possible, use unique identifiers.
• Lock all car doors.
• Do not leave any property within eyesight inside the vehicle.
• Do not accept help from strangers.
• Do not loiter in any parking areas.

• Be aware of your surroundings at all times.

If you need help, call the Department of Public Safety. The Department of Public Safety can also provide information for victims of rape, domestic abuse, and alcohol/drug abuse.

SAFETY AND SECURITY FACTS AND FIGURES

Go to www.mdc.edu/, click on “About MDC” and select “Consumer Information”.

HOW TO CONTACT PUBLIC SAFETY

Homestead Campus 305-237-5100
InterAmerican Campus 305-237-6100
Kendall Campus 305-237-2100
Medical Center Campus 305-237-4100
North Campus 305-237-1100
Entrepreneurial Education Center 305-237-1910
Hialeah Center 305-237-8701
Wolfson Campus 305-237-3100
STUDENTS’ RIGHTS AND RESPONSIBILITIES

A Students’ Rights and Responsibilities Handbook, available to all students, sets forth the rights of students with corresponding responsibilities. Consolidated into this one booklet are issues associated with the total relationship between the student and the College. Pick up a copy in the Student Life office or download it online at www.mdc.edu/sis.

CATALOG

The MDC catalog includes information about campuses, admissions, fees, regulations, and program and course descriptions. There is an Internet version of the published catalog at http://www.mdc.edu/catalog/

FACTS – WWW.FACTS.ORG

FACTS, the Florida Academic Counseling and Tracking for Students system provides users direct access to information from Florida’s public community colleges and universities, and many of its private institutions. Today, FACTS offers current and prospective students a comprehensive suite of academic services and up-to-date information, all accessible from a single Web site: www.facts.org.

WORLD WIDE WEB – www.mdc.edu

Miami Dade College Web site includes the College Catalog, forms, informational documents, official College publications and more. Some information/forms are available for download. Your Degree Audit (previously an A.G.I.S.) can be obtained when you establish your myMDC account. Go to Degree Shopping to play What If...? with the courses you've taken. Select a program and see how your coursework satisfies the requirements for that particular program.
INFORMATION CENTER

Just one call can make the difference: 305-237-8888.

The center’s mission is to help draw the community into the college and reach out to those interested in beginning their academic life at MDC.

The MDC Information Center provides students with the ability to receive the following services online or by phone:

- General College information
- Academic Advisement
- Financial and scholarship opportunities
- Registration
- Class schedule changes
- Important dates and campus activities
- Referrals to external resources

Visit Ask MDC just by clicking on our Web site: http://www.mdc.edu, and click on Help/Ask MDC which is our knowledge base software. Here you can find answers to your questions when you search by topics or key words and e-mail our e-advisors.