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 work place. 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 economy and that discovering new territory will allow you to thrive intellectually and socially.

Chartering 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.

Your journey to success has been blazed by the trail of nearly 2 million students who have passed through 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)
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 community 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, AP, Dual Enrollment, Early Admission, International Baccalaureate and ACE).
- 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 go to 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. New College of Florida, the 11th and newest university, is an honors college that offers a Bachelor of Arts degree with concentrations in a variety of discipline areas. Information on the majors offered by each of the individual universities is available directly from their admissions offices.

Independent Colleges and Universities of Florida

The independent colleges and universities of Florida (ICUF) together offer more than 300 academic programs including bachelor's degrees! Check out our programs at www.mdc.edu/main/academics. 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 simultaneously enroll in community 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?

- Shortens the time to attain a college degree.
- 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 the students’ permanent high school and college transcripts.

Dual Enrollment – Earn College Credit While Still in High School

This is a great time for you to begin earning college credits while still in high school. Take advantage of this unique opportunity that allows you to simultaneously enroll in a college course and shorten your time to earn a college degree.

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

Our courses are transferable to all public colleges and universities in Florida as well as many of the nation’s top universities, including Yale, Stanford and MIT. In addition, we have transfer agreements with several other state and national institutions www.mdc.edu/asa/articulation.asp.

Miami Dade College graduates are found in every profession imaginable: Doctors, lawyers, engineers, artists, police officers, corporate executives, civil servants and many others received their start at Miami Dade College.

With small class sizes, our experienced and fully credentialed faculty creates a learning environment to bring out the best in you.

The College offers more than 300 academic programs including bachelor’s degrees! Check out our programs at www.mdc.edu/main/academics. If you have questions or need additional information, contact the dual enrollment coordinator at your nearest campus www.mdc.edu/asa/dual_enrollment_contacts.asp.
1 Complete an Admissions Application
Apply for admission online.
Go to www.mdc.edu/admissions, click on "Prospective Students," then click on the "Apply" link and simply follow the instructions.

2 Apply for Financial Aid
Apply online at www.mdc.edu/financial_aid.
• Click on "Apply for Financial Aid" - this link will take you directly to the Free Application for Federal Student Aid (FAFSA).
• Submit your FAFSA on the Internet. It is faster and cuts down on errors and delays in processing.
• The FAFSA is also required in order to apply for loans and scholarships.

3 Satisfy your Placement Testing Requirement
(See Page 10)
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.
Transfer Students
• If you have successfully completed a college-level English and math course, see an advisor and bring your transcripts (please see step 6).
International Students and/or Non-Native Speakers of English
• Take the COMPASS-ESL or submit passing valid TOEFL scores.

4 Establish Your myMDC Account
You must have your myMDC account to register and access College services.
Students Enrolling in A.A. or A.S. Programs
• Go to www.mdc.edu/sis, click on "Create Account," then follow instructions on the screen.
• You will use your username and password to login to the Student Portal at www.mdc.edu/sis.

5 Access Your Student Email
Miami Dade College is proud to offer you your own free MyMDC email account.
The College will now be communicating with you only via this MDC email account.
• You may access your new email account at http://email.mymdc.net.
• Your username and password will be used to login to the Student Portal at www.mdc.edu/sis.

6 Select Your Classes/Register Online
Create your class schedule with course reference numbers in one of the following ways:
• Look up open classes online and register at www.mdc.edu, then click on "Current Students," log onto myMDC and Register for Classes.
• 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 Select Your Student ID and Parking Decal
Visit the Student Life Department to get your official MDC Card and parking decal.
You’ll need to show a paid class schedule, vehicle registration and photo ID.

8 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.

9 Get Ready to Apply
Apply Early!
The Bachelor of Science degree meets the Florida Department of Education's requirements for admission to upper institution programs for admission, and respects the content of the A.S./A.A.S. requirements for the baccalaureate degree. The Bachelor of Applied Science meets of Florida.

BACHELOR OF APPLIED SCIENCE
The Bachelor of Applied Science is a four-year degree that provides a comprehensive education in a specific area of study. It is designed for students who wish to pursue careers in professional fields or who plan to continue their education in graduate school.

ASSOCIATE IN SCIENCE
The Associate in Science degree is a two-year degree that provides a foundation in general education and a focus in a specific area of study. Students who earn an Associate in Science degree are eligible for transfer to a four-year institution to continue their education.

ASSOCIATE IN ARTS
The Associate in Arts degree is a two-year degree that provides a comprehensive education in the arts. It is designed for students who wish to pursue careers in the arts or who plan to continue their education in graduate school.

UNIVERSITY OF FLORIDA COLLEGE OF PHARMACY
The University of Florida College of Pharmacy offers a range of programs and courses designed to prepare students for careers in pharmacy. These programs and courses are offered in both traditional and online formats.

ACADEMIC CREDENTIALS
Florida College offers a wide range of academic credentials, including associate degrees, bachelor's degrees, and postgraduate degrees. These credentials are designed to prepare students for careers in a variety of fields, as well as for continued education.

FINANCIAL AID
Florida College offers a range of financial aid options to help students afford their education. These options include scholarships, grants, loans, and work-study programs.

VETERANS AFFAIRS
Florida College is committed to providing equal educational opportunities and support services to veterans and their families. The Office of Veterans Affairs is available to assist students in pursuing their educational goals.

ACCESS TO CAREER SERVICES OR VISEMENT & CAREER SERVICES OFFICE
The Office of Visement & Career Services is available to assist students in pursuing their educational goals. The office provides a range of services, including career counseling, job placement assistance, and access to a network of employers.

AID TO VETERANS
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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.

Are you eligible to receive financial aid? To be eligible for federal financial aid, you must:

• Be enrolled or accepted for enrollment as a student working toward a degree or certificate in an eligible program.
• Be a U.S. citizen or eligible noncitizen.
• Provide a valid Social Security number.

Apply early!

Keep all your financial aid options open — apply early each year!

Financial Aid Officers are available to answer your questions:

Miami Dade College campus.

Hialeah Campus
305-237-8779

Homestead Campus
305-237-5024

InterAmerican Campus
305-237-6040

Kendall Campus
305-237-3235

Medical Center Campus
305-237-4160

North Campus
305-237-1108

West
305-237-8941

Wolfson Campus
305-237-2444

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

Scholarships

Scholarships may be used to pay tuition, books and some living expenses. They are awarded based on grade point average, academic record, income and other factors, such as: musical or athletic talent. To review scholarship information go to: www.mdc.edu/scholarships.

Important facts

• Provide a valid Social Security number.
• Provide a high school transcript, GED or pass the Ability to Benefit Test approved by the U.S. Department of Education as your college placement test.
• Maintain satisfactory academic progress.
• Register with Selective Service if you are male.

Money you borrow to pay for your college education and related expenses.

Student Loan:

MDC offers Student Loan programs in several areas:

• Federal Perkins Loan
• Federal Stafford Loan
• Federal PLUS Loan
• Federal Work-Study Program

• Short-Term Loan: MDC loan provided to assist students with partial payment of tuition. This money must be paid back by the due date on the promissory note. There is a non-refundable processing fee and a late fee if not paid on or before the due date. To request a short-term loan you must visit the Financial Aid Office. These funds are based on availability.

Baccalaureate Programs

MDC offers Baccalaureate Degree programs in several areas:

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 Engineering Technology

Combining a challenging curriculum with a high level of hands-on 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.

The program is designed to provide a seamless opportunity to obtain a bachelor’s degree without losing credits for students who have earned Associate’s Degrees in Electronics Engineering Technology and for those who have completed the following associate’s programs: Computer Engineering Technology, Telecommunications Engineering Technology and Biomedical Engineering Technology.

Bachelor of Science in Nursing

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 (B.A.) 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 successfully 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 write prescriptions. With health care shortfalls on the rise, physician assistants are in high demand.

Bachelor of Applied Science in Public Safety Management

The four-year Bachelor of Applied Science (B.A.S.) 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 (B.A.S.) 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.

SUCCEED WITH THE RIGHT FINANCIAL AID

Financial Aid Advice: A Financial Aid Office is located on each Miami Dade College campus.
Practicing before taking a test can be very beneficial. Here are some tips:

- Practice test-taking skills and more! Organizational skills, time-management skills, and study tips are essential for success.
- Taking the right test: Testing information and current score requirements are available at www.mdc.edu/testing. Click on Placement Testing Information.

### Who needs to be tested?

**New Students**
- New degree-seeking students are required to take a college placement test. Exceptions from testing are available if you have valid SAT, ACT, or FCAT scores that meet the state's minimum score requirements.

**Transfer Students**
- Transfer students who completed English, reading, and/or mathematics coursework may be exempt from one or more sections of the test. Contact your advisor for more information. Send your official transcripts to the Admissions Office and bring a copy to your advisor.

**College Placement Test**
- The college placement test consists of three sections: reading comprehension, sentence skills, and elementary algebra. Arithmetic or college-level math subtests may also be administered based on your elementary algebra score. If you need to strengthen any of these areas, you will need to take college preparatory courses and enroll in a Student Life Skills class (SLS).

**Compass ESL**
- Students without sufficient proficiency in English to take the college placement test 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, writing, 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 if you have valid SAT, ACT, or college placement test scores that meet the state’s minimum score requirements. Additional exemptions are available if you have satisfied the CLAS (see next page) requirement or you are in a state-approved apprenticeship program.

**College Level Academic Skills (CLAS)**
- The CLAS is a statewide graduation requirement to receive an Associate in Arts degree. Additional information is available from MDC’s home page at www.mdc.edu, click on Current Students, then under Testing information click on CLAS Information.

### Make the Grade – Go to Class

To ensure 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**
- Prepare in advance for each class.
- Do your most difficult assignments first.
- Go to class and don’t be late.
- Note when assignments are due on your calendar or in your agenda and turn in assignments on time.
- Choose a quiet place to study that has adequate lighting and a comfortable desk where your concentration is at its best.
- Keep supplies – i.e., pens, pencils, a ruler, calculator, and a stapler – near your desk when your concentration is at its best.
- 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 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 Registrar’s Office. 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.

**Volunteer activities are a good way to keep college life in perspective.**
SERVICES TO HELP YOU SUCCEED

Advisement and Career Services
- Need help deciding on a major?
- Need help deciding what courses to take?
- Looking for ways to meet prospective employers?
- Want to improve your job-interview techniques?
- Need help continuing your education and transferring?

If you said “yes” to any of these questions, let Advisement and Career Services help you:

- Create your Individual Education Plan
- Select a major
- Identify your skills and interests
- Prepare for an interview
- Write a résumé

Understand what courses to take
Connect with an academic and career advisor as soon as you enter Miami Dade College. You must see an advisor to develop a plan to accomplish your goals.

Already selected a major
See a faculty or program advisor to select the right courses for your program. Faculty or program advisors are available in each academic department.

Degree Audit
A degree audit is a computer-generated analysis that enables you to assess your academic progress and unfulfilled requirements. The degree audit helps to guide you towards program completion for your declared major. For this reason, selecting a major is important.

Choose a major
This is no easy task! Many students begin college without having selected a major.

Keep these tips in mind as you decide on a major:
• 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 professionals, 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?

ACCESS Disability Services
Special support services and accommodations are provided to assist students with documented disabilities on each campus.
ACCESS Disability Services offers assistance with advisement, registration, readers, sign-language interpreters, note-takers, adaptive technology and testing accommodations. Contact your campus office to obtain additional information and to register for services.

Hialeah Campus
305-237-8746
Homestead Campus
305-237-5175
InterAmerican Campus
305-237-6360
Kendall Campus
305-237-2787
Medical Center Campus
305-237-4141
North Campus
305-237-1272
West
305-237-8940
Wolfson Campus
305-237-3072
College ADA Coordinator
305-237-2090 • TDD: 711
www.spirelay.com

Job search
Check out the Student Employment Internship Opportunities website www.mdc.edu/advisement/careerservices, your direct link to employers. Visit the site and build or upload your résumé. Once Career Services approves your résumé, you can apply for jobs and internships for which you qualify. Track your search and application process online, schedule interviews and find out the schedule of future job-readiness workshops, information sessions and job fairs. For more information, contact Advisement and Career Services on your campus.

Note: The information on the MDC Student Employment and Internship Opportunities site is free to students.

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Special support services and accommodations are provided to assist students with documented disabilities on each campus.
ACCESS Disability Services offers assistance with advisement, registration, readers, sign-language interpreters, note-takers, adaptive technology and testing accommodations. Contact your campus office to obtain additional information and to register for services.

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InterAmerican Campus
305-237-6360
Kendall Campus
305-237-2787
Medical Center Campus
305-237-4141
North Campus
305-237-1272
West
305-237-8940
Wolfson Campus
305-237-3072
College ADA Coordinator
305-237-2090 • TDD: 711
www.spirelay.com

College Information Center
305-237-8888 • mdcinfo@mdc.edu

The Miami Dade College Information Center offers online and telephone support to current and prospective students by providing the following services:
- Talk to, email or chat with an advisor
- Class registration and schedule changes
- Assistance if classes are about to be canceled for non-payment
- Obtain general information about the College and student services
- Learn about ongoing campus and College events and activities

Check out the Student Employment Internship Opportunities website www.mdc.edu/advisement/careerservices, your direct link to employers. Visit the site and build or upload your résumé. Once Career Services approves your résumé, you can apply for jobs and internships for which you qualify. Track your search and application process online, schedule interviews and find out the schedule of future job-readiness workshops, information sessions and job fairs. For more information, contact Advisement and Career Services on your campus.

Note: The information on the MDC Student Employment and Internship Opportunities site is free to students.
Student Life Departments

Hialeah Campus
305-237-8796
Homestead Campus
305-237-5066
InterAmerican Campus
305-237-6163
Kendall Campus
305-237-2321
Medical Center Campus
305-237-4213
North Campus
305-237-1250
West
305-237-8904
Wolfson Campus
305-237-3536

CONNECT 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 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 many 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 honorary society, on each campus.

Music
Get out your instruments and warm up your vocal chords. MDC has several bands, choirs 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? Wait no longer. Submit your poetry and prose to one of our five literary and arts magazines: Miambiance - Kendall Campus, Axis - North, Café Cultura - Hialeah, Urbana - InterAmerican and Metromorphosis - Wolfson. You may also help with magazine production.

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 or just enjoy the excitement of watching great athletes play? 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 as 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 ID Card & Parking Decal

Don’t forget! Obtain your student ID card and parking decal at your campus Student Life Department - a photo ID, a paid schedule and a vehicle registration are required to obtain the MDC ID and parking decal.
Responsibilities Handbook

The Students’ Rights and Responsibilities Handbook

As a student at Miami Dade College and a member of our community, you have certain rights as well as responsibilities. Get a copy of the Students’ Rights and Responsibilities Handbook or view it online at www.mdc.edu/current, and read it carefully. 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 handbook covers key information such as:

- The MDC Code of Conduct
- Academic dishonesty
- Grade appeal process

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 college prep or college 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 by repeatable contract. Ask your advisor for more information.

Withdrawals

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

- A course withdrawal is not an automatic process; you either need to withdraw online or at the registration office.

- If you withdraw from a course after the first week, 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 by the Registrar’s Office. Get a copy of your schedule to confirm this transaction.
- Withdrawal deadlines are published in the official College calendar.

For more information on withdrawing from a course, visit www.mdc.edu/student/waiver.

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.

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 dissemination of information from the records

For more detailed information on FERPA, go to www.mdc.edu/main/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/main/privacy/social_security.asp

Remember, the quality of your work, attitude and integrity reflect on Miami Dade College and, more importantly, on you.
THE LEARNING OUTCOMES (TLO)

All students who graduate from MDC, regardless of major or degree type, have 10 things in common: The Learning Outcomes summarized below. Developed after many conversations with students, faculty, alumni and members of the business community, the outcomes are part of all programs and services. They will help you to succeed in your chosen field, to strengthen the life skills critical to your future, and to become a lifelong learner.

1. Communication — Knowing what you’ve learned doesn’t mean much if you can’t express it. All students should be able to communicate well.
2. Quantitative Analysis — Numbers are everywhere, from the calories in your favorite soda to political polls. All students should be able to process, understand and accurately analyze numerical data.
3. Creative/Critical Thinking and Scientific Reasoning — There’s no guarantee that you’ll know all the answers by the time you graduate, but you will develop the skills to think critically to your future, and to become a lifelong learner.
4. Information Literacy — You can probably surf the Internet and send emails already, but there are many other controversial issues.
5. Global, Cultural and Historical Perspectives — Thanks to the World Wide Web and telecommunications, we are aware of many ways of life across the world. In order to succeed in this global society, students need to develop an appreciation of various cultures and an understanding of different points of view.
6. Personal, Civic and Social Responsibility — While at MDC, you’ll develop skills to fulfills not only your personal responsibilities, but also your roles as citizens and members of a global community. For example, John Donne said, “No man is an island.” Everything you do and say has an impact on those around you, such as exercising your right to vote.
7. Ethical Thinking — President among newspaper headlines from the past 10 years are terms like “stem cell research,” “cheating in high school” and “ euthanasia.” Your course of study will help you develop strategies and values in ethical thinking to help you understand these and other controversial issues.
8. Computer and Technology Usage — You can probably surf the Internet and send emails already, but there are many other opportunities for intellectual explorations and scholarships. For more information, visit www.mdc.edu/honorscollege or call 305-237-3008.
9. Natural Systems and the Environment — Thanks to the World Wide Web and telecommunications, we are aware of many ways of life across the world. In order to succeed in this global society, students need to develop an appreciation of various cultures and an understanding of different points of view.
10. Aesthetic Appreciation — What exactly is trans fat? Is tap water a pure substance or a mixture? How does carbon dioxide affect our atmosphere? An understanding of natural systems is important in caring for your health and the world around you.

THE HONORS COLLEGE

The Honors College is a separate and distinctively unique college-wide 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 regular or traditional classroom setting and who would, therefore, thrive from collaborations in an intensely focused, multi-dimensional learning environment as well as diverse and alternative curricular offerings.

Each year more than 500 scholars in the Honors College gain a new global perspective through special opportunities for intellectual collaborations, leadership, travel, career explorations and scholarships. For more information, visit www.mdc.edu/honorscollege or call 305-237-7077.

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 of Arts degree through the Virtual College. For additional information, please visit http://virtual.mdc.edu or call the Student Support Center at 305-237-3008.

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 resumes, while focusing on personal and civic responsibility. For more information, contact your professor or the Center for Community Involvement, 305-237-3848 or visit www.mdc.edu/cci.

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.
Hialeah Campus
3781 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

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

InterAmerican Campus
627 S.W. 27th Ave.
Miami, FL 33135-2937
General Number: 305-237-6000
New Student Center: 305-237-6000
Admissions: 305-237-6000
Advisement: 305-237-6000
Financial Aid: 305-237-6000
Public Safety: 305-237-6000
Recruitment: 305-237-6271
Testing: 305-237-6041

Kendall Campus
1101 S.W. 104th St.
Miami, FL 33176-3393
General Number: 305-237-2000
New Student Center: 305-237-2013
Admissions: 305-237-2013
Advisement: 305-237-2013
Financial Aid: 305-237-2013
Public Safety: 305-237-2013
Recruitment: 305-237-2562
Testing: 305-237-2441

Wolfson Campus
300 N.E. Second Ave.
Miami, FL 33132-2204
General Number: 305-237-3000
New Student Center: 305-237-3000
Admissions: 305-237-3000
Advisement: 305-237-3000
Financial Aid: 305-237-3044
Public Safety: 305-237-3010
Recruitment: 305-237-3076
Testing: 305-237-3011

Medical Center Campus
300 N.W. 25th St.
Miami, FL 33127-4822
General Number: 305-237-4000
New Student Center: 305-237-4141
Admissions: 305-237-4140
Advisement: 305-237-4141
Financial Aid: 305-237-4140
Public Safety: 305-237-4100
Recruitment: 305-237-4141
Testing: 305-237-4275

North Campus
11380 N.W. 27th Ave.
Miami, FL 33182-3418
General Number: 305-237-1100
New Student Center: 305-237-1100
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

West
3880 N.W. 111th Ave.
Miami, FL 33176-3393
General Number: 305-237-2000
New Student Center: 305-237-2000
Admissions: 305-237-2000
Advisement: 305-237-2000
Public Safety: 305-237-2000
Recruitment: 305-237-2562
Testing: 305-237-2441

Carrie P. Meek
Entrepreneurial
Education Center
6300 N.W. Seventh Ave.
Miami, FL 33150-4222
General Number: 305-237-1900
New Student Center: 305-237-1900
Admissions: 305-237-1900
Advisement: 305-237-1900
Financial Aid: 305-237-1900
Public Safety: 305-237-1910
Testing: 305-237-1901

New World School of the Arts
251 NE Second St.
Miami, FL 33132-2133
Admissions: 305-237-7007
Student Services: 305-237-7408
Public Safety: 305-237-3101

Wolfson Medical Center Campus
305-237-2301
Medical Center Campus
305-237-2301
Medical Center Campus
305-237-2301

Student Handbook
2011-2013

GLOSSARY OF USEFUL TERMS

A.A. (Associate in Arts) Degree: A transfer degree program designed for students who are interested in transferring their education at a four-year or college 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 course credits 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: Document issued by the college's financial aid office listing all of the financial assistance offered to a student.

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

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

CLEAS (College Level Examination Academic Skills): CLEAS is a statewide graduation requirement to receive a bachelor's degree.

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

College Prep Courses: Courses designed to improve basic skills in reading, math, and writing. They are required based on test scores and 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 3-credit class merits three hours a week.

Degree Audit: A computerized document listing required courses for graduation based on the student's declared major. 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.

Elective: A college-level course not taken to fulfill a general education or program requirement.

Financial Aid: Various types of financial aid including scholarships, work-study jobs or grants to eligible students.

Full Time: Students enrolled for 12 or more credit hours for fall, spring or 12-week summer session or less than 12 credits in a 12-week summer session.

Part Time: Students enrolled in less than 12 credit hours for fall and spring, and less 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.

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

Scholarship: Money awarded to pay for your tuition.

SAP (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.

Work Study: Off-campus, part-time employment for eligible students.

100 Percent Refund Date: The last day to drop and receive a refund, changes courses with an instructor's permission, add a course or change sections of a course without permission of instructor.

150 Percent Financial Aid Rule: Financial aid will only pay for 150 percent of the credits required to complete your program — either degree or certificate.

*All information is subject to change. It is the responsibility of the student to adhere to these deadlines.*