



Registration Guide

Academic Year 2009-2010

 Miami Dade
College



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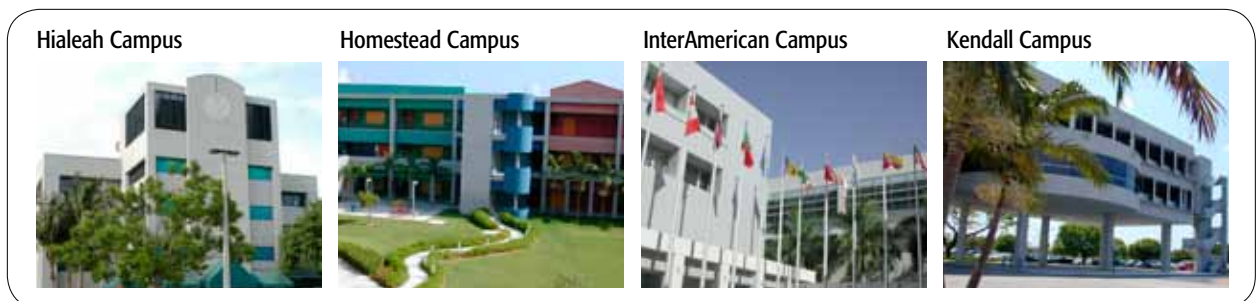
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Mission Statement

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.

Medical Center Campus



North Campus



West Campus



Wolfson Campus



MIAMI DADE COLLEGE CREDIT ACADEMIC CALENDAR 2009 - 2010

Registration dates are subject to change without notice. This calendar is accessible online under the **Quick Links** sidebar at www.mdc.edu.

	FALL 2009 2009-1	SPRING 2010 2009-2	SUMMER 2010 12 Weeks 2009-3	SUMMER 2010 1 st 6 Weeks 2009-3	SUMMER 2010 2 nd 6 Weeks 2009-3
REGISTRATION BEGINS	W Jun 17, 2009	M Oct 12, 2009	M Mar 8, 2010	M Mar 8, 2010	M Mar 8, 2010
LATE REGISTRATION BEGINS (\$50 late fee assessed)	M Aug 24, 2009	T Jan 5, 2010	M May 10, 2010	M May 10, 2010	M Jun 21, 2010
CLASSES BEGIN Weekday and evening	M Aug 24, 2009	T Jan 5, 2010	M May 10, 2010	M May 10, 2010	M Jun 21, 2010
Weekend (Saturday, Sunday)	S Aug 29, 2009	S Jan 9, 2010	S May 15, 2010		
Last Day to: DROP classes and receive a refund; CHANGE courses without financial penalty; REGISTER, ADD a course or CHANGE sections of a course without signature of instructor; change from AUDIT STATUS to CREDIT STATUS or from CREDIT STATUS to AUDIT STATUS	F Aug 28, 2009	M Jan 11, 2010	R May 13, 2010	W May 12, 2010	W Jun 23, 2010
12 WEEK MINI-TERM BEGINS	M Sept 28, 2009	M Feb 8, 2010			
LAST DAY to: WITHDRAW from a course with a grade of W; WITHDRAW from all courses with grades of W; REGISTER for institutional credit by exam	T Nov 3, 2009	W Mar 17, 2010	T Jun 29, 2010	F Jun 4, 2010	F Jul 16, 2010
LAST DAY OF CLASSES	F Dec 11, 2009	F Apr 23, 2010	F Jul 30, 2010	F Jun 18, 2010	F Jul 30, 2010
FINAL EXAMS: Regular weekday and evening classes	S Dec 12, 2009 through F Dec 18, 2009	S Apr 24, 2010 through F Apr 30, 2010			
LAST DAY TO: APPLY for graduation and have your name appear in the commencement program	M Mar 29, 2010	M Mar 29, 2010	M Mar 29, 2010	M Mar 29, 2010	M Mar 29, 2010
COMMENCEMENT CEREMONY	S May 1, 2010	S May 1, 2010	S May 1, 2010	S May 1, 2010	S May 1, 2010

Holidays							
Labor Day S Sep 5, 2009 U Sep 6, 2009 M Sep 7, 2009	Veterans Day W Nov. 11, 2009	Thanksgiving R Nov 26, 2009 F Nov 27, 2009 S Nov 28, 2009 U Nov 29, 2009	Martin Luther King Jr. Day S Jan 16, 2010 U Jan 17, 2010 M Jan 18, 2010	Presidents Day S Feb 13, 2010 U Feb 14, 2010 M Feb 15, 2010	Spring Recess F Apr 2, 2010 S Apr 3, 2010 U Apr 4, 2010	Memorial Day S May 29, 2010 U May 30, 2010 M May 31, 2010	Independence Day S Jul 3, 2010 U Jul 4, 2010 M Jul 6, 2010

Day Abbreviations: M - Monday • T - Tuesday • W - Wednesday • R - Thursday • F - Friday • S - Saturday • U - Sunday • TBA - To be arranged

State Employee Tuition Waiver Applicants Must Register for Eligible Courses NO EARLIER Than One (1) Day Prior to Class Beginning Date

Miami Dade College is an equal access/equal opportunity institution which does not discriminate on the basis of race, gender, color, disability, national origin, marital status, religion, age or veterans status. Contact the office of employee relations/equal opportunity programs/ada coordinator at 305-237-2051 for information.

CONTACT DIRECTORY BY CAMPUS OR CENTER

Carrie P. Meek Entrepreneurial Center
 General Number 305-237-1900
 Admissions 305-237-1903
 Advisement 305-237-1920
 Bookstore 305-237-1991
 Financial Aid 305-237-1920
 New Student Center 305-237-1903

Hialeah Campus
 General Number 305-237-8700
 Admissions 305-237-8775
 Advisement 305-237-8794
 Bookstore 305-237-8724
 Bursar's Office 305-237-8740
 Financial Aid 305-237-8779
 New Student Center 305-237-8700
 Student Life Office 305-237-8736
 Testing 305-237-8791

Homestead Campus
 General Number 305-237-5000
 Admissions 305-237-5555
 Advisement 305-237-5046
 Bookstore 305-237-5042
 Bursar's Office 305-237-5054
 Financial Aid 305-237-5024
 New Student Center 305-237-5046
 Student Life Office 305-237-5065
 Testing 305-237-5105

InterAmerican Campus
 General Number 305-237-6000
 Admissions 305-237-6045
 Advisement 305-237-6133
 Bookstore 305-237-6019
 Bursar's Office 305-237-6264
 Financial Aid 305-237-6040
 Student Svcs. Info. Ctr. 305-237-6045
 Student Life Office 305-237-6163
 Testing 305-237-6041

Kendall Campus
 General Number 305-237-2000
 Admissions 305-237-2222
 Advisement 305-237-2125
 Bookstore 305-237-2361
 Bursar's Office 305-237-2473
 Financial Aid 305-237-2325
 New Student Center 305-237-0713
 Student Life Office 305-237-2321
 Testing 305-237-2341

Medical Center Campus
 General Number 305-237-4000
 Admissions 305-237-4444
 Advisement 305-237-4238

Bookstore 305-237-4178
 Bursar's Office 305-237-4022
 Financial Aid 305-237-4160
 New Student Center 305-237-4141
 Student Life Office 305-237-4213
 Testing 305-237-4275

New World School of the Arts
 General Number 305-237-3135
 Admissions 305-237-3472
 Advisement 305-237-3472
 Financial Aid 305-237-3472

North Campus
 General Number 305-237-1000
 Admissions 305-237-1111
 Advisement 305-237-1425
 Bookstore 305-237-1247
 Bursar's Office 305-237-1287
 Financial Aid 305-237-1058
 New Student Center 305-237-1149
 Student Life Office 305-237-1250
 Testing 305-237-1015

West Campus
 General Number 305-237-8918
 Admissions 305-237-8900
 Advisement 305-237-8940
 Bookstore 305-237-8953
 Bursar's Office 305-237-8951
 Financial Aid 305-237-8941
 Student Life Office 305-237-8904
 Testing 305-237-8918

Wolfson Campus
 General Number 305-237-3000
 Admissions 305-237-3131
 Advisement 305-237-3077
 Bookstore 305-237-3236
 Bursar's Office 305-237-3004
 Financial Aid 305-237-3244
 New Student Center 305-237-3076
 Student Life Office 305-237-3536
 Testing 305-237-3011

When you have a problem you cannot solve, contact the Dean of Student Services on your campus:

Hialeah Campus 305-237-8714
 Homestead Campus 305-237-5003
 InterAmerican Campus 305-237-6069
 Kendall Campus 305-237-2301
 Medical Center Campus 305-237-4028
 North Campus 305-237-1053
 West Campus 305-237-8907
 Wolfson Campus 305-237-3007

LOCATIONS

- 100 North Campus**
11380 N.W. 27th Ave., Miami
- 106 Hialeah Adult Education Center**
251 E. 47th St., Hialeah
- 113 Carrie P. Meek Entrepreneurial Education Center**
6300 N.W. Seventh Ave., Miami
- 118 North Shore Hospital**
1100 N.W. 95th St., Miami
- 127 MEEC-Vocational**
6300 N.W. Seventh Ave., Miami
- 200 Kendall Campus**
11011 S.W. 104th St., Miami
- 206 Miami Killian High School**
10655 S.W. 97th Ave., Miami
- 218 Baptist Hospital**
8900 N. Kendall Drive, Miami
- South Miami Hospital**
6200 S.W. 73rd St., South Miami
- 227 W.R. Thomas Middle School**
13001 S.W. 26th St., Miami
- 235 Hammocks Middle School**
9889 Hammocks Blvd., Miami
- 252 Southwest Miami High School**
8855 S.W. 50th Terrace, Miami
- 300 Wolfson Campus**
300 N.E. Second Ave., Miami
- 308 Westchester Outreach**
860 S.W. 76th Court, Miami
- 310 Miami Beach Senior High**
2231 Prairie Ave., Miami Beach
- 318 Miami Heart Institute**
4701 Meridian Ave., Miami Beach
- 370 South Florida Center For Financial Training**
Various Locations
- 400 Medical Center Campus**
950 N.W. 20th St., Miami
- 500 Homestead Campus**
500 College Terrace, Homestead
- 528 Miami International Airport**
4800 N.W. 36th St., Miami
- 530 Robert Morgan Vocational Technical**
18180 S.W. 122nd Ave., Miami
- 535 Kendall/Tamiami Airport**
14715 S.W. 128th St., Miami
- 600 Interamerican Campus**
627 S.W. 27th Ave., Miami
- 618 Mercy Hospital**
3663 South Miami Ave., Miami
- 700 Hialeah Campus**
1776 W. 49th St., Hialeah
- 710 Mater Academy**
7901 N.W. 103rd St., Hialeah Gardens
- 711 Westland Hialeah High School**
400 West 18th St., Hialeah
- 800 West Campus**
3800 N.W. 115th Ave., Doral

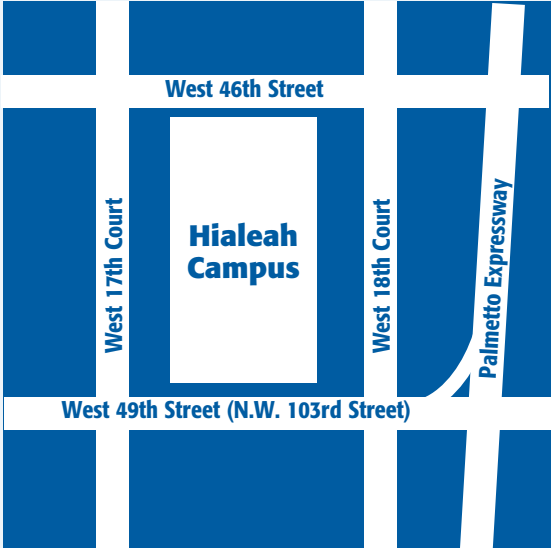


EMERGENCY NOTIFICATION SYSTEMS

MDC provides wireless emergency notification capability to students, family, faculty and staff. Visit www.mdc.edu/alerts for more information.
 During hurricane season, emergency information will be communicated via the following primary vehicles:
MDC Hotline: 305-237-7500 • MDC Web site: www.mdc.edu

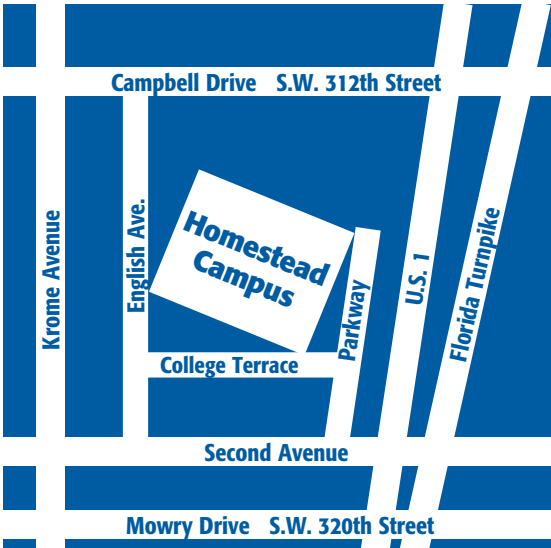
HIALEAH CAMPUS

1776 W. 49th St. • Hialeah, FL 33012



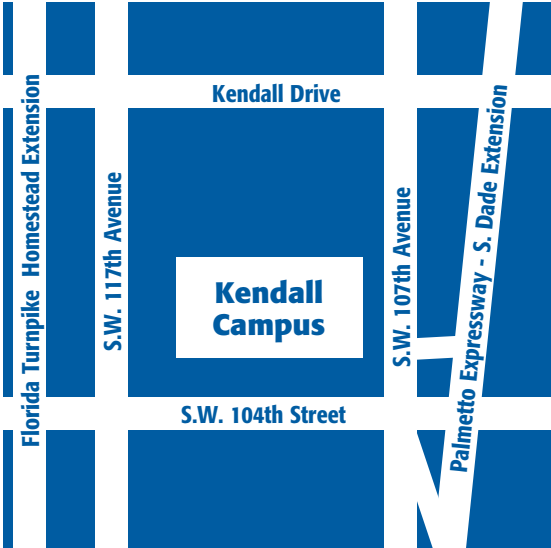
HOMESTEAD CAMPUS

500 College Terrace • Homestead, FL 33030



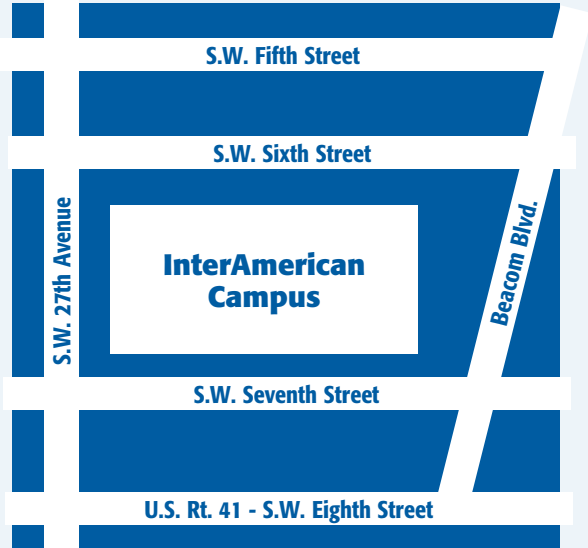
KENDALL CAMPUS

11011 S.W. 104th St. • Miami, FL 33176



INTERAMERICAN CAMPUS

627 S.W. 27th Ave. • Miami, FL 33135



MEDICAL CENTER CAMPUS

950 N.W. 20th St. • Miami, FL 33127



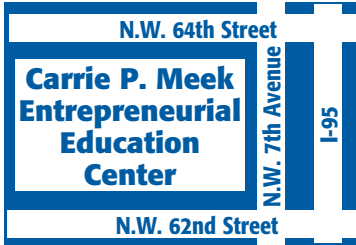
NORTH CAMPUS

11380 N.W. 27th Ave. • Miami, FL 33167



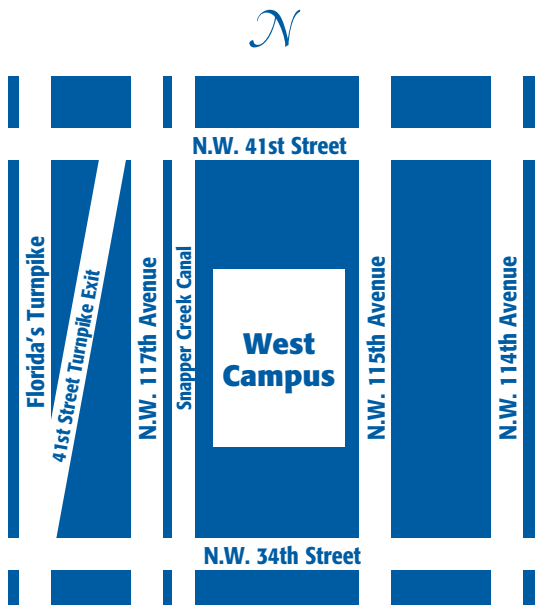
**CARRIE P. MEEK
ENTREPRENEURIAL
EDUCATION CENTER**

6300 N.W. 7th Ave.
Miami, FL 33167



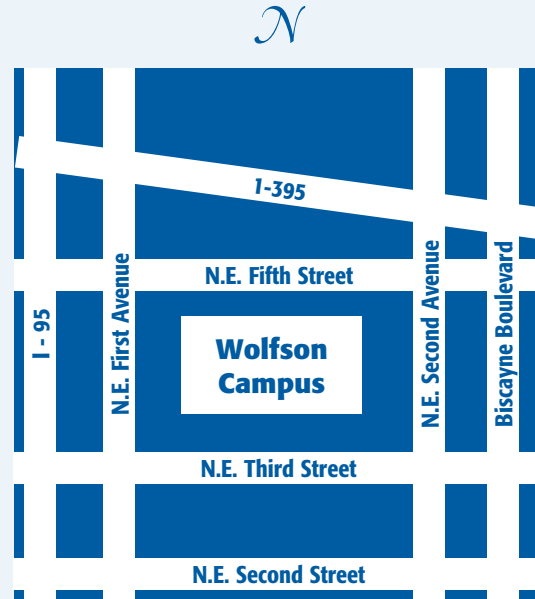
WEST CAMPUS

3800 N.W. 115th Ave. • Doral, FL 33178



WOLFSON CAMPUS

300 N.E. Second Ave. • Miami, FL 33132



CLASSROOM/CAMPUS ALTERNATIVES AND SPECIAL PROGRAMS

The Earth Ethics Institute

Earth Ethics Institute (EEI) is an Earth Literacy resource center at Miami Dade College (MDC) serving administrators, faculty, staff and students, as well as the greater South Florida community. (College-wide; located on the Wolfson Campus.) The Institute collaborates with many local and national partners to offer workshops, lectures and programs, as well as resources, to help educate the College and the South Florida community for an abundant and environmentally sustainable Earth. In addition, EEI sponsors organic gardens on campuses and in area schools, parks and neighborhoods. Information about the Institute can be found at the Earth Ethics Institute website www.earthethicsinstitute.org.

Florida Center for the Literary Arts (FCLA) at Miami Dade College

The Florida Center for the Literary Arts is a cultural and academic initiative that promotes the advancement and appreciation of the literary arts in all forms.

Housed at Wolfson Campus, the center is a nexus for all the literary arts – from traditional to avant garde – serving as a focal point for instruction, research, reading and creating. Year-round, the center offers a lineup of programs for students and the community, including classes, workshops, forums, readings, celebrations and more.

The Center works with established and emerging writers from Florida and elsewhere to help Miami Dade College students, pupils in Miami Dade County Public Schools and diverse members of the community deepen their understanding of literature and sharpen their creative writing abilities.

Among the Center's initiatives are the One Book, Community; One Picture Book, One Community, First Readers; El Club de Lectores and The Big Read. Under the auspices of the Center is Miami Book Fair International, the largest and finest event of its kind in the U.S. which celebrates its 25th anniversary in November 2008. The Center also has a dramatic component, Prometeo Theatre, founded

more than 34 years ago at Miami Dade College's Wolfson Campus with the mission of preserving the Spanish language and Hispanic culture through the theatre.

For more information, call 305-237-3940 or see www.flcenterlitarts.com.

The Honors College

The Honors College is a separate and distinctly unique college-wide initiative within Miami Dade College.

It is designed to meet the needs of a select group of academically talented students who can endure substantially more intellectual examination and who would benefit from more faculty-student interaction. The Honors College is an intensely focused, multi-dimensional learning environment with diverse and alternative curricular offerings. For more information, visit their Web site at <http://www.mdc.edu/honorscollege/>.

Independent Studies

The department of independent studies is an interdisciplinary general education program that offers more than 55 college credit courses. A minimal number of visits to the campus is required, so this program is particularly suited to students who want flexible schedules. Hallmarks of this program include professional faculty committed to student success, day, evening and weekend hours, varied learning activities and the opportunity for accelerated course completion. You may register via the Web or at any MDC campus.

Please contact the particular department for independent studies courses offered on your campus.

Miami International Film Festival

The Miami International Film Festival (MIFF), a Miami Dade College Cultural experience, celebrates its twenty sixth year in the international film festival community. The Festival, presented each year in March, aims to bring the best of film (features, documentaries and





shorts) from around the world to the community.

Deemed a cultural Destination Event, the Festival engages the community by using film not only to entertain but to provoke discussion for change. Additionally, MIFF aims to further establish Miami as a platform for the business of film by connecting filmmakers, buyers, distributors and other professionals in a relaxed and enjoyable environment.

MIFF encourages Miami Dade College students to attend Festival films, volunteer at Festival screenings and events, as well as participate in the REEL Education Seminar Series and "MIFF Abroad," a cross-cultural educational program created to cultivate and nurture the next generation of Ibero-American filmmakers.

MIFF continues to bring entertaining, educational and thought-provoking films to the community; thereby enhancing its worldwide reputation as one of the most important Festivals for the industry, for the business of film and for our film audience.

For more information please visit our website www.miamifilmfestival.com or call 305-237-MIFF (3456).

REVEST

Since 1999, the Florida Department of Children and Families, Division of Refugee Services, has funded the REVEST Program to provide: (1) vocational English for speakers of other languages (VESOL); (2) employability skills training; (3) postsecondary adult vocational certificate programs (PSAV) and Continuing Workforce Education (CWE) (4) transportation assistance in the form of Metro-passes; (5) reimbursements for translations and evaluations of foreign earned credentials; (6) Citizen Preparation classes. All services are free of charge for eligible students, including the cost of educational materials; classes; educational equipment and training tools; books; testing; transportation assistance; referrals to employment agencies, child-care and legal clinics; reimbursement for transcript and evaluation of credits; etc. The REVEST Program has served over 19,000 participants

since 1999 and has gained a reputation as a model refugee education program statewide.

Program Locations: Wolfson Campus and outreach centers, including Hialeah, Kendall and West Dade

Eligible clients: Refugees, entrants and asylees of all nationalities, including, but not limited to: Cuban/Haitian entrants; Cuban/Haitian asylum applicants; Amerasians; Certified victims of Trafficking; and lawful permanent residents who adjusted from prior refugee, entrant or asylee status residing in Miami-Dade County requiring education assistance.

For information: call 305-237-7056.

Service Learning

Service Learning, which integrates community service with classroom learning, 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 further information, contact your professor or the Center for Community Involvement at 305-237-3848.

South Florida CFT - Center For Financial Training

The Center For Financial Training (CFT) provides financial services education, training and technology to financial services professionals throughout the United States and around the world. CFT is the educational arm of the American Bankers Association, and courses are part of a national continuing education curriculum. Completion of prescribed programs can lead to industry-recognized AIB diplomas and certificates, assist in professional licensing requirements and also meet college credit and degree requirements. The South Florida CFT mailing address is c/o Miami Dade College, 245 NE 4th Street, Room 3704-34, Miami, FL 33132, telephone 305-237-3051, fax 305-237-7587, and web site www.mdc.edu/sfcft.



Study Abroad Programs

Office of International Education
 Miami Dade College
 300 N.E. Second Ave., Room 1450
 Miami, FL 33132-2296
 Telephone: 305-237-3008
 E-mail: efernan1@mdc.edu
 Web site: www.mdc.edu/mdcglobal

As a member of the College Consortium for International Studies (CCIS), Miami Dade College offers its students the opportunity to study abroad in nearly 30 countries around the world. Both semester-long and short-term (one month to six weeks) programs are available. Semesters abroad and a variety of summer programs are available in Argentina (Buenos Aires), Australia, Austria (Salzburg), Bulgaria, Canada, China (Nanjing), Costa Rica (Santa Ana and San José), Czech Republic (Prague), Denmark, Dominican Republic, Ecuador, England (London and Lancashire), France (Aix-en-Provence, Nice, Annecy, Chambéry, Paris), Germany (Berlin, Heidelberg), Ghana, Greece, India, Ireland (Maynooth, Limerick, Galway), Italy, Japan, Mexico, Morocco, New Zealand, Peru, Portugal, Russia, Scotland, Spain (Seville), and Switzerland. The programs offer foreign language courses, as well as courses in a variety of disciplines taught in English. In addition, the College offers several short-term MDC faculty-led programs in which students are able to participate, such as European Architecture (summer), Immersion Project in the Dominican Republic (spring), and Economic Effects of Scientific Discoveries (summer). To learn more about faculty-led study abroad programs that are available each year, please visit http://www.mdc.edu/mdcglobal/studyabroad_programs.asp. Participation in study abroad programs is not automatic, and students must apply through the MDC Office of International Education.

For more information about participating in a study abroad program, please contact the Office of International Education, Wolfson

Campus, room 1450, phone number 305-237-3008 or visit www.mdc.edu/mdcglobal

Year One – Explore possibilities and travel early

Learn about study abroad opportunities, scholarships and financial aid from the Office of International Education and your professors. Attend a study abroad information session and/or a study abroad fair. Consider starting or continuing the study of a second language. Discuss your degree requirements and how study abroad fits in with your advisor. Participate in a short-term spring, summer or fall break language program.

Year Two – Consider options and go international

Explore specific destinations and the type of programs you may be interested in (short-term, semester, year-long). Schedule an individual appointment with your MDC study abroad advisor. Participate in a spring, summer or fall break language program.

Virtual College

Mailing address:
 Miami Dade College
 300 N.E. Second Ave.
 Room 3704
 Miami, FL 33132

The Virtual College offers over 100 different courses online. These are the same courses (same credit, same competencies) as face to face courses. If you have access to a computer and the Internet and have basic computer and Internet skills, you may register for Virtual College. For more information, visit: vcollege.mdc.edu.

Registration

Register for Virtual College courses online, in person at any campus or by mail.

SAFETY AND SECURITY

Procedures and facilities for students and others to report criminal actions and emergencies

Each campus has uniformed security personnel on duty 24 hours a day, seven days a week. To report a crime or an emergency, contact campus security by dialing the appropriate number, listed below, or report to any security officer.

Hialeah Campus

305-237-8701
1776 W. 49th St., Room 1115
Hialeah, FL 33012-2918

Homestead Campus

305-237-5100
500 College Terrace,
Bldg. A, Room 112
Homestead, FL 33030-6009

InterAmerican Campus

305-237-6100
627 S.W. 27th Ave., Room 1123
Miami, FL 33135-2937

Kendall Campus

305-237-2100
11011 S.W. 104 St., Room 5118
Miami, FL 33176-3393

Medical Center Campus

305-237-4100
950 N.W. 20th St., Room 1153
Miami, FL 33127-4622

North Campus

305-237-1100
11380 N.W. 27th Ave., Room 1175
Miami, FL 33167-3418

Carrie P. Meek Entrepreneurial Education Center (MEEC)

305-237-1910
6300 N.W. 7th Ave.
Miami, FL 33150

Wolfson Campus

305-237-3100
300 N.E. Second Ave., Room 1140
Miami, FL 33132-2296

West Campus

305-237-8918
3800 N.W. 115th Ave.
Doral, FL 33178

Miami Dade College Crime Statistics 2007

To view the 2007 crime statistics, go to www.mdc.edu/safety/default.htm and click on MDC Crime Statistics.

College Policy Regarding Alcohol

Miami Dade College has an established policy that alcoholic beverages are prohibited at student-sponsored functions on campus.

Possession of alcohol by persons under the age of 21 years is prohibited under Florida law. Violations of underage drinking laws will be enforced by law enforcement agencies of the State of Florida. A college employee or student under the influence of alcohol is not to report to work or school.

Violation of College policy regarding alcoholic beverages by students or employees may result in disciplinary action.

College Policy Regarding Illegal Drugs

The College has an established policy providing that "the manufacture, possession, having control over, sale, transmission or use of any narcotic, stimulant or hallucinogenic drug in violation of the laws of Florida or the United States is prohibited." The College cannot protect its students from state and federal drug abuse laws and has a policy of full cooperation with law enforcement agencies. A College employee or student under the influence of drugs is not to report to work or school. A student who is formally charged by a prosecuting authority with a drug violation may, following an administrative hearing, be suspended until the case is adjudicated. A student in this situation is subject to disciplinary action up to and including expulsion from the College. An employee in this situation is also subject to disciplinary action including suspension without pay or dismissal.

Programs to Inform About Drug and Alcohol Abuse

Miami Dade College has Drug Free Campus information that describes the College's policy regarding the possession, use and sale of illegal drugs and alcohol, and provides information on drug and alcohol abuse counseling programs. Referral and counseling services are available to students and employees of the College. Students and employees interested in such services should contact the Student Services Office and Human Resources offices at their campus for information. Visit our Web site at www.mdc.edu/hr/OnlineForms/DrugFreeCampusProgram.pdf for information.



ADMISSION INFORMATION

The Application for Admission to Miami Dade College is accessible online at www.mdc.edu/admissions.

A **nonrefundable \$20 application fee** is required from all new college credit students. (Fee subject to change without notice.) This fee is charged only once.

If paying by check or money order please make your check or money order payable to Miami Dade College and write your Social Security number on your payment. You may also pay your admission fee online via Visa, Mastercard or e-check.

Transcripts

If you are not degree-seeking, transcripts are not required.

First-Time-in-College Students

All first-time-in-college students must submit final high school transcripts or equivalency (showing actual graduation date). If you are a Florida public high school graduate, Miami Dade College will electronically request your records. However, you are ultimately responsible for ensuring that the College receives your final high school transcript or equivalency.

Foreign High School Graduates

You must submit original, certified documents for proof of high school or equivalent graduation. English translation may be required under certain circumstances.

Transfer Students

If you are seeking a degree, you are required to provide official academic transcripts from each college/university previously attended before evaluation for credit can be considered. Your college/university transcripts will be evaluated only if you are enrolled as a degree-seeking student.

Note: Failure to submit all appropriate transcripts will jeopardize future enrollment at the College and financial aid eligibility.

Academic Status for Transfer Students

Miami Dade College adheres to the suspension/dismissal policy of your prior college. Please refer to the transfer student information in the Admissions section of the College Catalog.

Students Who Intend to Apply for Financial Aid

You must show proof of high school graduation, GED or approved equivalent prior to becoming eligible for financial aid. To apply for financial aid, go to www.mdc.edu.

Former Students

If you have not taken credit courses within the last 12 months, please complete a re-admission application.

Testing

All new students must take the Computerized Placement Test or submit acceptable SAT or ACT scores. For a list of scores, please see our testing Web site at www.mdc.edu/testing_information. Students whose first language is not English may be required to take an English proficiency test. Please contact the testing department at the campus you will attend for more information.

NOTE: Test scores used for course placement purposes are only valid for two years.

Bachelor's Degree Students

The bachelor's degree programs are limited-access programs, and certain prerequisites must be completed before being admitted. Admission to the College does not constitute admission to upper-division programs of study. A separate program application is also required for each bachelor's degree program. Please consult the College Catalog on the Web at www.mdc.edu.

Nursing and Allied Health Program Applicants

Admission to the College does not constitute acceptance into any of the nursing or allied health programs. A separate program application is also required. Please refer to the College Catalog or contact the New Student Center at Medical Center Campus for additional information, at 305-237-4141.

Additional Services

If you are interested in student financial aid, veteran's benefits, or ACCESS services for students with disabilities, please contact the appropriate office or the New Student Center for additional information.

Advisement

All new students must see an academic advisor before registering for their first term. Additionally, if you would like to change your major, you must see an academic advisor on your campus.

The Honors College

The Honors College admits a select group of students every fall semester. For more information, visit www.mdc.edu/honorscollege.

Admission for International Students

Please visit the web site dedicated to International Students: <http://www.mdc.edu/internationalstudents/>.

International students are required to complete specific Admissions forms. Go to www.mdc.edu/admissions and click on "Online International Application."

New Student Center	
Hialeah Campus	305-237-8794
Homestead Campus	305-237-5046
InterAmerican Campus	305-237-6045
Kendall Campus	305-237-0713
Medical Center Campus	305-237-4141
North Campus	305-237-1149
Carrie P. Meek Entrepreneurial Education Center	305-237-1903
West Campus	305-237-8918
Wolfson Campus	305-237-3076

NOTIFICATION OF STUDENTS' RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the College has contracted (such as an attorney, auditor or collection agent), a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. When available in College records, any data labeled Directory Information may be released without student consent each time a request is made. Students not wishing dissemination of any part or all of "directory information" must notify the office of the registrar at the home campus of attendance by completing a Request to Prevent Disclosure of Directory Information form not later than the last day for one hundred percent refund as published in the College academic calendar. The request must be made each term. If no request exists for the last term a student was in attendance and the student is no longer enrolled, directory information may be released. Directory information will be released only by the Office of the Dean of Student Services or designee, after the requestor has demonstrated a legitimate need to have such information. Directory information will include the following:
 - a. Student name
 - b. Major field of study
 - c. Participation in officially recognized activities and sports
 - d. Weight and height of members of athletic teams
 - e. Degrees, honors and awards received
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by "The College" to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office / U.S. Department of Education / 400 Maryland Avenue, SW / Washington, D.C. 20202-5920.

FERPA Web site:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), Miami Dade College (MDC) issues this notification regarding the purpose for the collection and usage of Social Security Numbers.

MDC collects your Social Security Number in order to perform the College's duties and responsibilities. To protect your identity, MDC will maintain the privacy of your Social Security Number and shall not release your Social Security Number to unauthorized parties. Each student at MDC will be issued a unique student identification number which is used for educational purposes, including access of your college records.

Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS

requirement makes it necessary for community colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to MDC, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Service.

In addition to the federal reporting requirements, the public school system in Florida uses the Social Security Number as a student identifier. This use is authorized in Florida Statute 1008.386. It is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties.

MYMDC ACCOUNT AND MYMDC.NET E-MAIL ACCOUNT

MyMDC Account

A student login (MyMDC) account is required for ALL online activities as well as to use college computers. Go to www.mdc.edu/sis/ to create an account. You'll use this to log in to the Student Portal, where you can:

- Access your MyMDC.net E-mail Account
- View student feedback of professors
- View/Pay your fees
- Register for classes (Add/Drop/Withdraw)
- View/Print schedule
- Change your home address
- View your grades
- Change your contact information
- Access MDC computers

MyMDC.net Student E-mail Account

All MDC students are assigned a MyMDC e-mail account. Powered by Google Gmail, the e-mail accounts offer five gigabytes of storage space, direct access to MDC's academic calendar, important dates, and many other features.

Please note that MDC sends all electronic correspondence to your MyMDC account. You may access your MyMDC e-mail account through the Student Portal or at: <http://email.mymdc.net>.

Your username and password will be the same as the ones you currently use to log in to the Student Portal.

If you do not already have a MyMDC student account, you may create one by going to https://myact.mymdc.net/create_account/identification.asp.

VOTER REGISTRATION

Registering to vote is as simple as picking up a Florida Voter Registration Application Form at the office of the Registrar, Student Life or ACCESS Services. To register you must be a U.S. citizen, be a Florida resident, be 18 years old and not claim the right to vote in another county or state. Simply complete the form and mail it. If you need assistance to complete the form, just ask and someone will assist you.

If you need additional information, please refer to the frequently asked questions document and Google Tutorial on the Miami Dade College Help Desk <http://support.mdc.edu>. You may also e-mail mdcsupport@mdc.edu or call 305-237-8888.



HOW TO REGISTER

Ways to Register for Your Classes

Register by internet at www.mdc.edu/sis

Before registering on the Web you must get your MyMDC account. You may register and pay for courses on the Internet (www.mdc.edu/sis). Also available on the MDC home page are the schedule of open classes, the College Catalog and the ability to view your class schedule, Degree Audit and transcript.

Web Registration (www.mdc.edu)
24 hours/7 days a week

Register at the registrar's office

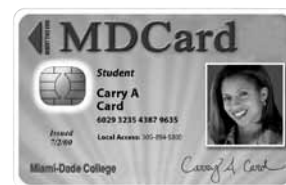
Students may register in person at the campus Registrar's Office and other offices on each campus. See calendar for available registration dates.

Register on campus

Register on campus at one of the many computers offered for this purpose. You may also view the Open Class list, your schedule, pay for your fees, change your address, telephone number and complete other transactions.

Get Your Official MDCARD

The MDCard is the official identification card for students and employees. This card will provide immediate access to the library, laboratories, parking lots, as well as many additional services. Students should see the Student Life Office at any campus for details.



Parking Decal

A current MDC parking decal is required for parking at all campuses and outreach centers. Parking decals will be provided at your campus Student Life Office. Your MDC parking decal must be displayed on the left rear bumper or on the left rear window of your automobile.

How to Find Your Classroom

There are four digit numbers associated with each classroom. If the classroom number is 3210, the first number (3) represents the building on campus, the second number (2) represents the floor and the entire number (3210) is the actual classroom.

Final Exam Schedule

The final exam schedule can be accessed via the web at <http://www.mdc.edu/main/finals>. Please check the final exam schedule for the classes in which you have registered every term. Students are encouraged to verify the final exam schedule for every class enrolled with their professors.

PEAK HOURS OF OPERATION FOR ON-CAMPUS REGISTRATION

Academic Year 2009-2010	Fall 2009 TERM 2009-1	Spring 2010 TERM 2009-2	Summer 2010 TERM 2009-3		
			12-Weeks	1 st 6-Weeks	2 nd 6-Weeks
College-wide Peak Office Hours/Dates Monday - Thursday: 8:00 a.m. to 8:00 p.m. Friday: 8:00 a.m. to 4:30 p.m.	M Aug 10, 2009 - F Aug 28, 2009	M Dec 7, 2009 - F Jan 15, 2010	M Apr 26, 2010 - F May 14, 2010	M Apr 26, 2010 - F May 14, 2010	M Apr 26, 2010 - F May 14, 2010
College-wide Peak Saturday Hours/Dates Hours: 8 a.m. to Noon	S Aug 15, 2009 S Aug 22, 2009 S Aug 29, 2009	S Dec 12, 2009 S Dec 19, 2009 S Jan 9, 2010	S May 1, 2010 S May 8, 2010 S May 15, 2010	S May 1, 2010 S May 8, 2010 S May 15, 2010	S May 1, 2010 S May 8, 2010 S May 15, 2010

Contact your campus for normal hours of operation

EQUAL ACCESS/ EQUAL OPPORTUNITY

Miami Dade College is committed to providing equal access to education and employment opportunity to all regardless of sex, race, color, religion, marital status, age, national origin or disability. The administration is committed to implementing Federal and State laws and regulations, and District Board of Trustees policies governing equal access/equal opportunity. Each campus has an ACCESS Services Office to serve students with disabilities.

The College's commitment to equal access/ equal opportunity includes the following: admission, recruitment, financial assistance, access to course offerings, participation in extracurricular programs and activities, access to and use of facilities, counseling, housing (referral), guidance, advising, health services, athletics and employment and retention of personnel and students. It further extends its commitment to fulfilling the provisions of Title IX Education Amendments and the Section 504 Rehabilitation Act of 1973. The Florida Educational Equity Act states "No person in this state shall, on the basis of race, sex, national origin, marital status or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices" (Section 1000.05, F.S.). Responsibility for the implementation of the above commitments rests with the college district president. To obtain more detailed information or assistance in the area of equal access/equal opportunity, consult the Office of the Campus President or Office of Employee Relations/Equal Opportunity Programs/ADA Coordinator.

ACCESS FOR STUDENTS WITH DISABILITIES

ACCESS (A Comprehensive Center for Exceptional Student Services) is responsible for providing accommodations and specialized equipment to students with disabilities enrolled in credit/non-credit courses at the campus or outreach centers and in alternative programs so that they may fully participate in the educational and social activities offered by the College. A disability is a physical or mental impairment or a health condition that substantially limits one or more major life activities. Examples of disabilities include: physical, visual, hearing or speech impairments; specific learning disabilities; attention deficit disorder; cerebral palsy; epilepsy; cancer; emotional and mental disorders; HIV-related illnesses and substance abuse disorders. To be eligible for accommodations through ACCESS, students must provide documentation regarding their disability.

ACCESS provides the following accommodations: note taking, sign language interpreting, C-Print captioning and academic and vocational advisement. Tutorial services may be available. The following adaptive equipment is available for use by students with disabilities: closed circuit TV magnifiers,

audio recorders, talking calculators and specialized software for scanning, screen reading and voice recognition.

Some students may qualify for course substitutions and/or CLAST and TABE Waivers.

Information can be made available in alternative formats such as large print and Braille.

Please visit the collegewide ACCESS site at www.mdc.edu/main/access/. You may also visit the ACCESS Department on any campus for additional information.

FLORIDA RELAY SERVICE TDD - 711

To access a free relay system using the Internet, go to www.I711.com.

ACCESS	
Homestead	305-237-5234
InterAmerican	305-237-6360
Kendall	305-237-2767
Hialeah/North/MEEK	305-237-1272
Medical	305-237-4048
Wolfson	305-237-3072



LIST OF ACADEMIC PROGRAMS

The complete list of academic programs is accessible online at http://www.mdc.edu/asa/documents/ACP_WebList.pdf.
For information on specific program requirements, visit the Web site at <https://sisvr.mdc.edu/ps/sheet.aspx>.

Bachelor of Science in Secondary Education (B.S.)

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 (www.mdc.edu).

CODE	AREA OF CONCENTRATION
<input type="checkbox"/> S4301	Exceptional Student Education (K-12)
<input type="checkbox"/> S4201	Secondary Mathematics Education
<input type="checkbox"/> S4104	Secondary Science Education - Biology
<input type="checkbox"/> S4105	Secondary Science Education - Chemistry
<input type="checkbox"/> S4106	Secondary Science Education - Earth & Space Science
<input type="checkbox"/> S4107	Secondary Science Education - Physics

Bachelor of Applied Science (B.A.S.)

The four-year Bachelor of Applied Science 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, U.S. Secret Service and others.

CODE	AREA OF CONCENTRATION
<input type="checkbox"/> P5109	Public Safety Management - Basic Corrections Training Academy (State Certification)
<input type="checkbox"/> P5108	Public Safety Management - Basic Law Enforcement Academy (State Certification)
<input type="checkbox"/> P5102	Public Safety Management - Corrections Concentration
<input type="checkbox"/> P5106	Public Safety Management - Crime Scene Investigation Concentration
<input type="checkbox"/> P5110	Public Safety Management - Criminal Justice Concentration
<input type="checkbox"/> P5105	Public Safety Management - Emergency Management Concentration
<input type="checkbox"/> P5107	Public Safety Management - Field Internship Placement
<input type="checkbox"/> P5100	Public Safety Management - Law Enforcement Concentration
<input type="checkbox"/> P5103	Public Safety Management - Probation and Parole Concentration

<input type="checkbox"/> P5104	Public Safety Management - Security/Loss Prevention Concentration
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Bachelor of Science in Nursing (B.S.N.)

The Bachelor of Science in Nursing (B.S.N.) program will provide students with the knowledge and skills needed for professional nursing practice in all clinical settings. The program is an R.N. to B.S.N. program, designed for licensed registered nurses who already have an Associate in Science in Nursing or higher from an accredited program.

CODE	AREA OF CONCENTRATION
<input type="checkbox"/> N5100	Nursing RN to BSN

Associate in Arts (A.A.)

The A.A. degree is designed to transfer to 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 universities of the State of Florida. Refer to www.facts.org for additional information.

CODE	AREA OF CONCENTRATION
<input type="checkbox"/> 10504	Accounting
<input type="checkbox"/> 10100	Agriculture
<input type="checkbox"/> 12200	Anthropology
<input type="checkbox"/> 10200	Architecture
<input type="checkbox"/> 10304	Area & Ethnic Studies
<input type="checkbox"/> 11000	Art or Art Education
<input type="checkbox"/> 11903	Atmospheric Science & Meteorology
<input type="checkbox"/> 10400	Biology
<input type="checkbox"/> 12207	Biotechnology
<input type="checkbox"/> 10907	Building Construction
<input type="checkbox"/> 10503	Business Administration
<input type="checkbox"/> 11901	Chemistry
<input type="checkbox"/> 11005	Computer Arts Animation
<input type="checkbox"/> 10702	Computer Information Systems
<input type="checkbox"/> 10703	Computer Science
<input type="checkbox"/> 12204	Criminal Justice Administration
<input type="checkbox"/> 11003	Dance
<input type="checkbox"/> 11305	Dietetics
<input type="checkbox"/> 11002	Drama or Drama Education
<input type="checkbox"/> 12201	Economics
<input type="checkbox"/> 10905	Engineering - Architectural
<input type="checkbox"/> 10906	Engineering - Chemical
<input type="checkbox"/> 10908	Engineering - Civil
<input type="checkbox"/> 10705	Engineering - Computer
<input type="checkbox"/> 10910	Engineering - Electrical
<input type="checkbox"/> 10909	Engineering - Geomatics (Surveying and Mapping)
<input type="checkbox"/> 10912	Engineering - Industrial
<input type="checkbox"/> 10911	Engineering - Mechanical
<input type="checkbox"/> 10913	Engineering - Ocean
<input type="checkbox"/> 10904	Engineering - Science
<input type="checkbox"/> 11500	English/Literature & English Education
<input type="checkbox"/> 10203	Environmental Studies
<input type="checkbox"/> 12103	Exercise Science
<input type="checkbox"/> 10301	Foreign Language
<input type="checkbox"/> 10101	Forestry

<input type="checkbox"/> 11904	Geology
<input type="checkbox"/> 11004	Graphic or Commercial Arts
<input type="checkbox"/> 11200	Health Services Administration
<input type="checkbox"/> 12202	History
<input type="checkbox"/> 10506	Hospitality Administration/Travel & Tourism
<input type="checkbox"/> 10201	Interior Design
<input type="checkbox"/> 12205	International Relations
<input type="checkbox"/> 10202	Landscape Architecture
<input type="checkbox"/> 10600	Mass Communications/Journalism
<input type="checkbox"/> 11700	Mathematics
<input type="checkbox"/> 11001	Music or Music Education
<input type="checkbox"/> 11502	Philosophy
<input type="checkbox"/> 10817	Physical Education Teaching & Coaching
<input type="checkbox"/> 11900	Physics
<input type="checkbox"/> 12206	Political Science
<input type="checkbox"/> 14902	Pre-Bachelor of Arts
<input type="checkbox"/> 11400	Pre-Law
<input type="checkbox"/> 11211	Pre-Medical Science/Dentistry
<input type="checkbox"/> 11209	Pre-Medical Technology
<input type="checkbox"/> 11203	Pre-Nursing
<input type="checkbox"/> 11204	Pre-Occupational Therapy
<input type="checkbox"/> 11205	Pre-Optometry
<input type="checkbox"/> 11206	Pre-Pharmacy
<input type="checkbox"/> 11207	Pre-Physical Therapy
<input type="checkbox"/> 11202	Pre-Physician Assistant
<input type="checkbox"/> 11208	Pre-Veterinary Medicine
<input type="checkbox"/> 12001	Psychology
<input type="checkbox"/> 12100	Public Administration
<input type="checkbox"/> 12101	Recreation
<input type="checkbox"/> 11503	Religion
<input type="checkbox"/> 12102	Social Work
<input type="checkbox"/> 12203	Sociology
<input type="checkbox"/> 11501	Speech Pathology & Audiology
<input type="checkbox"/> 10802	Teaching (Elementary)
<input type="checkbox"/> 10804	Teaching (Exceptional Student Education)
<input type="checkbox"/> 10809	Teaching (Pre-Elementary/Early Childhood)
<input type="checkbox"/> 10810	Teaching (Secondary)
<input type="checkbox"/> 10815	Teaching Secondary (Biology)
<input type="checkbox"/> 10814	Teaching Secondary (Chemistry)
<input type="checkbox"/> 10813	Teaching Secondary (Earth/Space)
<input type="checkbox"/> 10808	Teaching Secondary (English/Foreign Languages)
<input type="checkbox"/> 10812	Teaching Secondary (Mathematics Education)
<input type="checkbox"/> 10816	Teaching Secondary (Physics)
<input type="checkbox"/> 10806	Teaching Secondary (Social Science)
<input type="checkbox"/> 10803	Teaching Secondary (Vocational: Business, Technical, Home)

Associate in Science (A.S.)

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.

LIST OF ACADEMIC PROGRAMS

<input type="checkbox"/>	25022	Accounting Technology	<input type="checkbox"/>	22025	Financial Services - Mortgage Finance
<input type="checkbox"/>	26026	Air Conditioning, Refrigeration & Heating Systems Technology	<input type="checkbox"/>	27018	Fire Science Technology
<input type="checkbox"/>	26034	Architectural Design & Construction Technology	<input type="checkbox"/>	23049	Funeral Services
<input type="checkbox"/>	26045	Automotive Service Management Technology	<input type="checkbox"/>	26049	Graphic Arts Technology
<input type="checkbox"/>	26028	Aviation Administration	<input type="checkbox"/>	26031	Graphic Design Technology
<input type="checkbox"/>	26027	Aviation Maintenance Management	<input type="checkbox"/>	26050	Graphic Internet Technology
<input type="checkbox"/>	26053	Biomedical Engineering Technology	<input type="checkbox"/>	22016	Hospitality & Tourism Management
<input type="checkbox"/>	22027	Biotechnology	<input type="checkbox"/>	25067	Human Services - Addictions Studies
<input type="checkbox"/>	22028	Biotechnology - Bioinformatics	<input type="checkbox"/>	25026	Human Services - Generalist
<input type="checkbox"/>	22029	Biotechnology - Chemical Engineering	<input type="checkbox"/>	25020	Industrial Management Technology
<input type="checkbox"/>	26033	Building Construction Technology	<input type="checkbox"/>	22013	Instructional Services Technology
<input type="checkbox"/>	25051	Business Administration	<input type="checkbox"/>	25063	Internet Services Technology
<input type="checkbox"/>	26035	Civil Engineering Technology	<input type="checkbox"/>	21006	Landscape Technology - Design & Installation Specialization
<input type="checkbox"/>	26052	Computer Engineering Technology	<input type="checkbox"/>	21005	Landscape Technology - Maintenance Technician
<input type="checkbox"/>	25055	Computer Information Technology	<input type="checkbox"/>	27013	Legal Assisting
<input type="checkbox"/>	25065	Computer Programming & Analysis - Business App. Programming	<input type="checkbox"/>	25048	Marketing Management - International Business
<input type="checkbox"/>	25064	Computer Programming & Analysis - Game Development	<input type="checkbox"/>	25049	Marketing Management - International Trade
<input type="checkbox"/>	25024	Court Reporting Technology	<input type="checkbox"/>	25047	Marketing Management - Marketing
<input type="checkbox"/>	27020	Criminal Justice Technology: BLE	<input type="checkbox"/>	25054	Marketing Management - Non-Profit Management
<input type="checkbox"/>	27019	Criminal Justice Technology: Corrections	<input type="checkbox"/>	25050	Marketing Management - Real Estate Marketing
<input type="checkbox"/>	27012	Criminal Justice Technology: Generic	<input type="checkbox"/>	25019	Music Business - Business Management
<input type="checkbox"/>	25057	Database Technology - Microsoft Database Administrator	<input type="checkbox"/>	25043	Music Business - Creative Performance
<input type="checkbox"/>	25059	Database Technology - Microsoft Solutions Developer	<input type="checkbox"/>	25044	Music Business - Creative Production
<input type="checkbox"/>	25058	Database Technology - Oracle Database Administration	<input type="checkbox"/>	25062	Networking Service Technology - Cisco
<input type="checkbox"/>	25060	Database Technology - Oracle Database Developer	<input type="checkbox"/>	25061	Networking Services Technology - Microsoft
<input type="checkbox"/>	26037	Drafting & Design Technology	<input type="checkbox"/>	25066	Networking Services Technology - Network Security
<input type="checkbox"/>	27014	Early Childhood Education	<input type="checkbox"/>	25042	Office Administration - Legal Office Specialist
<input type="checkbox"/>	26054	Electrical Power Technology	<input type="checkbox"/>	25021	Office Administration - Office Management Specialist
<input type="checkbox"/>	26039	Electronics Engineering Technology	<input type="checkbox"/>	25041	Office Administration - Office Software Application Specialist
<input type="checkbox"/>	27023	Environmental Science Technology - Assessment/Safety Compliance	<input type="checkbox"/>	26032	Photographic Technology
<input type="checkbox"/>	27021	Environmental Science Technology - Conservation Ecology	<input type="checkbox"/>	26029	Professional Pilot Technology
<input type="checkbox"/>	27022	Environmental Science Technology - Environmental Science	<input type="checkbox"/>	26043	Radio & Television Broadcast Programming
<input type="checkbox"/>	27025	Environmental Science Technology - HAZMAT Technology	<input type="checkbox"/>	23033	Sign Language Interpretation
<input type="checkbox"/>	27024	Environmental Science Technology - Watershed Management	<input type="checkbox"/>	26051	Telecommunications Engineering Technology
<input type="checkbox"/>	26044	Film Production Technology	<input type="checkbox"/>	26025	Theater & Entertainment Technology
<input type="checkbox"/>	22026	Financial Services - Banking	<input type="checkbox"/>	24050	Translation/Interpretation
<input type="checkbox"/>	22024	Financial Services - Financial Management	<input type="checkbox"/>	22010	Travel Industry Management

<input type="checkbox"/>	A5087	Business Administration - Management
<input type="checkbox"/>	A5088	Business Administration - Marketing
<input type="checkbox"/>	A5089	Business Administration - Non-Profit Management
<input type="checkbox"/>	A5090	Business Administration - Real Estate Marketing
<input type="checkbox"/>	A5096	Hospitality & Tourism Management - Food Service Management
<input type="checkbox"/>	A5095	Hospitality & Tourism Management - Lodging Management

Associate in Science Allied Health/Nursing (A.S.)

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
<input type="checkbox"/>	23022 Dental Hygiene (Preselect)
<input type="checkbox"/>	23039 Diagnostic Medical Sonography Specialist (Preselect)
<input type="checkbox"/>	23048 Emergency Medical Services (Preselect)
<input type="checkbox"/>	23053 Health Information Management (Preselect)
<input type="checkbox"/>	23063 Histologic Technology (Preselect)
<input type="checkbox"/>	23023 Medical Laboratory Technology (Preselect)
<input type="checkbox"/>	23043 Midwifery (Preselect)
<input type="checkbox"/>	23069 Nuclear Medicine Technology (Preselect)
<input type="checkbox"/>	23032 Nursing-R.N. (Accelerated) (Preselect)
<input type="checkbox"/>	23029 Nursing-R.N. (Bridge) (Preselect)
<input type="checkbox"/>	23030 Nursing-R.N. (Generic) (Preselect)
<input type="checkbox"/>	23040 Opticianry (Preselect)
<input type="checkbox"/>	23035 Physical Therapist Assistant (Preselect)
<input type="checkbox"/>	23060 Physician Assistant (Preselect)
<input type="checkbox"/>	23014 Radiation Therapy Technology (Preselect)
<input type="checkbox"/>	23045 Respiratory Care (Preselect)
<input type="checkbox"/>	23062 Veterinary Technology (Preselect)

Associate of Applied Science Allied Health (A.A.S.)

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
<input type="checkbox"/>	A3036 Radiography (Preselect)

Allied Health College Credit Certificate (C.C.C.)

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

Associate of Applied Science (A.A.S.)

The Associate of 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
<input type="checkbox"/>	A5086 Business Administration - International Business

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
<input type="checkbox"/> 63013	Emergency Medical Technician
<input type="checkbox"/> 63016	Nuclear Medicine Technician Specialist (Preselect)

College Credit Certificate (C.C.C.)

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
<input type="checkbox"/> 65077	Accounting Applications
<input type="checkbox"/> 65078	Addiction Studies
<input type="checkbox"/> 66030	Air Cargo Agent
<input type="checkbox"/> 63012	Airline/Aviation Management
<input type="checkbox"/> 63017	Airport Management
<input type="checkbox"/> 65045	Banking Management
<input type="checkbox"/> 65044	Banking Operations
<input type="checkbox"/> 65043	Banking Specialist
<input type="checkbox"/> 60002	Biotechnology
<input type="checkbox"/> 65041	Business Management - Management
<input type="checkbox"/> 65042	Business Management - Small Business Management
<input type="checkbox"/> 65021	Business Operations - Accounting/Budgeting
<input type="checkbox"/> 65022	Business Operations - Business Management
<input type="checkbox"/> 65023	Business Operations - Customer Service
<input type="checkbox"/> 65024	Business Operations - Finance
<input type="checkbox"/> 65025	Business Operations - Human Resources
<input type="checkbox"/> 65026	Business Operations - International Business
<input type="checkbox"/> 65027	Business Operations - Marketing
<input type="checkbox"/> 65028	Business Operations - Non-Profit
<input type="checkbox"/> 65029	Business Operations - Real Estate
<input type="checkbox"/> 65030	Business Operations - Retail
<input type="checkbox"/> 65031	Business Operations - Small Business
<input type="checkbox"/> 65010	Business Specialist - Accounting/Budgeting
<input type="checkbox"/> 65011	Business Specialist - Business Management
<input type="checkbox"/> 65012	Business Specialist - Customer Service
<input type="checkbox"/> 65013	Business Specialist - Finance
<input type="checkbox"/> 65014	Business Specialist - Human Resources
<input type="checkbox"/> 65015	Business Specialist - International Business
<input type="checkbox"/> 65016	Business Specialist - Marketing
<input type="checkbox"/> 65017	Business Specialist - Non-Profit
<input type="checkbox"/> 65018	Business Specialist - Real Estate
<input type="checkbox"/> 65019	Business Specialist - Retail
<input type="checkbox"/> 65020	Business Specialist - Small Business

<input type="checkbox"/> 66050	Cisco Network Associate
<input type="checkbox"/> 66070	Computer Aided Design Assistant
<input type="checkbox"/> 66071	Computer Aided Design Operator
<input type="checkbox"/> 66045	Computer Programming
<input type="checkbox"/> 66033	Computer Specialist
<input type="checkbox"/> 65051	Hospitality Management - Food & Beverage Management
<input type="checkbox"/> 65048	Hospitality Management - Rooms Division Management
<input type="checkbox"/> 66044	Information Technology Support
<input type="checkbox"/> 64051	Interpretation Studies
<input type="checkbox"/> 65008	Marketing Operations
<input type="checkbox"/> 66032	Microcomputer Repairer/Installer
<input type="checkbox"/> 66046	Microsoft Database Administrator
<input type="checkbox"/> 66047	Microsoft Solutions Developer
<input type="checkbox"/> 62004	Mortgage Finance
<input type="checkbox"/> 66034	Network Systems Developer
<input type="checkbox"/> 65038	Office Management - Legal Office
<input type="checkbox"/> 65039	Office Management - Office
<input type="checkbox"/> 65040	Office Management - Office Software Applications
<input type="checkbox"/> 65032	Office Specialist - Legal Office
<input type="checkbox"/> 65033	Office Specialist - Office
<input type="checkbox"/> 65034	Office Specialist - Office Software Applications
<input type="checkbox"/> 65035	Office Support - Legal Office
<input type="checkbox"/> 65036	Office Support - Office
<input type="checkbox"/> 65037	Office Support - Office Software Applications
<input type="checkbox"/> 66048	Oracle Database Administrator
<input type="checkbox"/> 66049	Oracle Database Developer
<input type="checkbox"/> 63008	Paramedic
<input type="checkbox"/> 66028	Passenger Service Agent
<input type="checkbox"/> 64050	Translation Studies
<input type="checkbox"/> 66051	Web Development Specialist

Advanced Technical Certificate (A.T.C.)

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
<input type="checkbox"/> C6028	Biotechnology
<input type="checkbox"/> C6029	Biotechnology - Bioinformatics
<input type="checkbox"/> C6030	Biotechnology - Chemical Technology
<input type="checkbox"/> C6027	Certified Flight Instructor

Non-Degree Status

Non-degree 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
<input type="checkbox"/> 30171	Personal Interest or Development
<input type="checkbox"/> 39001	Teacher - Transient
<input type="checkbox"/> 39000	Teacher Recertification
<input type="checkbox"/> 30168	Transfer
<input type="checkbox"/> 30170	Upgrade or Develop Occupational Skills

Career And Technical Education Programs

These Career and Technical Education 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 towards an Associate in Science degree. Students interested in these programs should contact the appropriate campus department for additional information.

CODE	AREA OF CONCENTRATION
<input type="checkbox"/> 52005	Academy of International Marketing
<input type="checkbox"/> 55013	Accounting Operations
<input type="checkbox"/> 55006	Administrative Assistant
<input type="checkbox"/> 57003	Bail Bond Agent
<input type="checkbox"/> 55023	Business Computer Programming
<input type="checkbox"/> 55014	Business Supervision & Management
<input type="checkbox"/> 56004	Commercial Art Technology
<input type="checkbox"/> 57020	Correctional Officer - County
<input type="checkbox"/> 57021	Correctional Officer - State
<input type="checkbox"/> 57016	Crossover from Correctional Officer to Law Enforcement Officer
<input type="checkbox"/> 55021	Customer Assistance Technology
<input type="checkbox"/> 54000	Early Childhood Education
<input type="checkbox"/> 59000	Electricity Apprenticeship
<input type="checkbox"/> 56002	Electronic Technology
<input type="checkbox"/> 57004	Fire Fighting II
<input type="checkbox"/> 59001	Fire Sprinkler Apprenticeship
<input type="checkbox"/> 59002	Heating, Ventilation, & Air Conditioning (HVAC) Apprenticeship
<input type="checkbox"/> 52001	Insurance Marketing
<input type="checkbox"/> 57022	Law Enforcement Officer
<input type="checkbox"/> 55000	Legal Administrative Specialist
<input type="checkbox"/> 53022	Massage Therapy - Accelerated Option
<input type="checkbox"/> 53021	Massage Therapy - Generic Option
<input type="checkbox"/> 53023	Massage Therapy - Transitional Option
<input type="checkbox"/> 53007	Medical Assisting
<input type="checkbox"/> 53010	Medical Coder Biller
<input type="checkbox"/> 53006	Medical Record Transcribing
<input type="checkbox"/> 55024	Network Support Services
<input type="checkbox"/> 55022	PC Support Service
<input type="checkbox"/> 53004	Pharmacy Technician
<input type="checkbox"/> 53003	Phlebotomy
<input type="checkbox"/> 59004	Plumbing Apprenticeship
<input type="checkbox"/> 57014	Police Service Aide
<input type="checkbox"/> 53019	Practical Nursing (LPN)
<input type="checkbox"/> 57006	Private Security Officer
<input type="checkbox"/> 52011	Real Estate Broker
<input type="checkbox"/> 52012	Real Estate Sales Agent
<input type="checkbox"/> 59003	Sheet Metal Apprenticeship
<input type="checkbox"/> 56008	Television Production
<input type="checkbox"/> 55017	Teller Operations
<input type="checkbox"/> 52007	Travel and Tourism Industry Operations

PROGRAMS OF STUDY

Bachelor of Science Degrees

Bachelor of Science Degree in Education

Miami Dade College School of Education • 627 S.W. 27th Ave.,
• Miami, Florida 33135 • 305-237-6162 • <http://www.mdc.edu/iaf/AcademicPrograms/education/bachelor.asp>

Miami Dade College offers bachelor degree programs that lead to Florida State Department of Education certification in three critical shortage areas of education: Exceptional Student Education (K-6), Secondary Mathematics Education and Secondary Science Education with concentration in biology, chemistry, earth/space science and physics. FLDOE State Certification qualifies graduates for employment any public or private school in Florida. Miami Dade College's bachelor's degree programs have been reviewed and approved by the Florida Department of Education and the Southern Association of Colleges and Schools, and our graduates receive praise and honors from both county and statewide. Dedicated faculty members teach small classes in state-of-the-art classrooms and science labs utilizing best practices in the field of education. Our technologically-rich programs offer real world experiences through student teaching and internships at local schools and institutions. Applicants must satisfy the CLAST requirement pursuant to Florida Department of Education administrative rule 6A-10.0314.

For more information, please call 305-237-6162 for assistance and advisement.

Fingerprinting and background checks are required of specific courses. Please see advisor. (Appointments for fingerprinting and background checks must be scheduled on-line at <http://my-appt.mymdc.net>)

Richard Masten, Background Investigator, North Campus, Room 8354, Telephone 305-237-8479

Bachelor of Science Degree in Nursing

Miami Dade College School of Nursing • 950 N.W. 20th Street, Miami, FL 33127 • 305-237-4141 • <http://www.mdc.edu/medical/nursing/default.asp>

The School of Nursing at Miami Dade College, Medical Center Campus is now offering the Bachelor of Science in Nursing (BSN).

This new degree offers the community, MDC students and its graduates new opportunities to contribute to the nation's health care system. Its primary goal 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.

The program is intended to provide increased opportunities for professional registered nurses who are graduates of Associate in Science degree nursing programs to matriculate into a baccalaureate program in the same environment in which they have experienced academic success.

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 be trained to advance in nursing practice leadership, management and education positions in a multicultural society.

The program is designed for licensed registered nurses who already have an Associate in Science degree or higher from an accredited program recognized by Miami Dade College. Applicants must have an active license as a registered nurse in the United States and must be licensed in the state of Florida prior to start of clinicals.

There is a separate application to the School of Nursing Bachelor's Program. The application can be found at <https://sisvr.mdc.edu/admission>. Deadline dates are as follows: for January admission, September 1st; for August admission, May 1st of every year (\$25 application fee is required). Applicants must have a minimum 2.5 cumulative and nursing GPA, successfully complete a (level 2) background investigation and drug screening (fee is required), complete the prerequisite courses, and the CLAST or CLAST alternative, pursuant to Florida Department of Education Administrative Rule 6A-10.0314. There are additional graduation requirements for this program.

For additional information, please contact the New Student Center at 305-237-4141 or BSN@mdc.edu.

Bachelor of Applied Science Degree

Bachelor of Applied Science in Public Safety Management

Miami Dade College School of Justice • 11380 N.W. 27th Ave., Miami, FL 33167 • 305-237-8161 • <http://www.mdc.edu/north/justice/>

The objective of this unique upper-level educational program is to provide practical experience/certification with in-depth knowledge of the American criminal justice system. The program offers tracks encompassing a variety of components that prepare students for career entry and/or graduate study.



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 any schedule changes as necessary, including a change in time, days, credit, location or instructor. In the event of cancellation, the College will notify each registrant by e-mail and/or by telephone and will issue a full refund. Miami Dade College is not responsible for any other related expenses.

Fingerprinting and background checks are required of specific courses. Please see advisor. (Appointments for fingerprinting and background checks must be scheduled online at <http://myappt.mymdc.net>)

Richard Masten, Background Investigator North Campus, Room 8354, telephone 305-237-8479

Applied Tracks

Concurrent with designed educational curriculum, qualified students have an opportunity to choose from 10 specialized track options. Students may select an area of concentration from one of the following: Law Enforcement, Corrections, Probation and Parole, Security/Loss Prevention, Emergency Management, Crime Scene Investigation, Field Internship Placement, Basic Law Enforcement Academy State of Florida certification, Basic Corrections Training Academy State of Florida certification, or Criminal Justice.

Admissions Overview

A.A., A.S. or A.A.S. degree or 60 college-level credits, 45 credits applicable to the program, Successful completion of ENC1101, and 2.0 GPA or better. Applicants must satisfy the CLAST requirement pursuant to Florida Department of Education administrative rule 6A-10.0314.

Contact Information

For more information about the Bachelor of Applied Science Degree with a major in public safety management:

E-mail: PSM-BASdegree@mdc.edu

Web site: www.mdc.edu

Phone: 305-237-8161 • Fax: 305-237-8351

Associate in Arts (A.A.)

The A.A. degree is designed to transfer to universities. It is protected by the Articulation Agreement among all Florida public institutions of higher education. A student who is awarded an AA degree by Miami Dade College has met the general education requirements for admission to the upper division in public universities of the State of Florida. Refer to FACTs.org for additional information.

Associate in Science (A.S.)

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.

Associate of Applied Science (A.A.S.)

The A.A.S. degree is an occupational two-year degree that can lead to immediate employment and is not intended to transfer to a four-year institution.

Associate in Science - Allied Health/Nursing (A.S.)

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.

Associate of Applied Science - Allied Health (A.A.S.)

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.

College Credit Certificate (C.C.C.)

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 or Associate in Applied 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.

Students pursuing C.C.C. programs (except those offered at Medical Center Campus) are not required to take a placement test.

Advanced Technical Certificate (A.T.C.)

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.

Non-Degree Status

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

Career and Technical Education (C.T.E.)

(formerly known as Vocational Credit Certificate Programs)

Career and Technical Education programs are a sequence of courses designed to provide students with skills and knowledge needed to enter and advance in a chosen occupation. You may enroll in a single course for skill development or a complete program to obtain a Career and Technical Education certificate. High school graduation is not required for entry into most of the programs. However, the minimum basic skills grade levels in mathematics, language and reading that are assigned to each program must be achieved prior to program completion. Students will be eligible to graduate from their program once all program course requirements and test score requirements are met.

These Career and Technical Education 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 towards an Associate in Science degree. Students interested in these programs should contact the appropriate campus department listed below for additional information.

Guide for students interested in Career and Technical Education

1. Program Advisement: Go to the New Student Center or Career and Technical Education support office on the campus that offers your chosen program. Financial aid or scholarship options will also be explained to you there.

Contact Information (Room and Telephone Number)

- North Campus
Room 1173 Telephone 305-237-1149
 - Carrie P. Meek Entrepreneurial Education Center
Room 1101 Telephone 305-237-1903
 - Kendall Campus
Room 6319 Telephone 305-237-2375
 - Wolfson Campus
Room 3113 Telephone 305-237-3076
 - Medical Center Campus
Room 1113 Telephone 305-237-4141
 - Homestead Campus
Room A228 Telephone 305-237-5014 or 305-237-5147
 - InterAmerican Campus
Room 1117 Telephone 305-237-6133
 - Hialeah Campus
Room 2101 Telephone 305-237-8787
 - West Campus
Room 1204 Telephone 305-237-8940
2. TABE test scheduling – Call the Testing Department at a campus convenient to you.
- North Campus
Room 1160 Telephone 305-237-1015
 - Carrie P. Meek Entrepreneurial Education Center
Room 1101 Telephone 305-237-1903
 - Kendall Campus
Room 5213 Telephone 305-237-0418
 - Wolfson Campus
Room 3104 Telephone 305-237-3011
 - Medical Center Campus
Room 1303 Telephone 305-237-4275
 - Homestead Campus
Room A119 Telephone 305-237-5105
 - InterAmerican Campus
Room 1110 Telephone 305-237-6041
 - Hialeah Campus
Room 1309 Telephone 305-237-8730
 - West Campus
Room 1261 Telephone 305-237-8918

If you have any questions regarding the TABE, please contact the campus Testing Department. To view the 2009-2010 Placement Criteria Document, go to http://www.mdc.edu/ir/CPT_CLAST/Placement-Criteria2008_09.pdf, pages 5-6.

Depending on the program, MDC administers the TABE Complete Battery or Survey, Level A, Forms 9 and 10. Level D may be used if the completion level of the program is at the 9th grade level or less. Completion of a prescribed remediation program is suggested prior to retesting with a minimum 30-day period between retests.

Note: Same TABE Form and Level must not be administered within a six month period. Remediation should include 60 hours of instruction between pre/and post-testing, using an alternate version of the TABE and at least 120 hours of instruction when using the same level and same form.

Minimum basic skills levels as grade equivalents in mathematics, language, and reading are defined in each career certificate program description adopted under Rule 6A-6.0571, and published annually by the Commissioner of Education in the document entitled, "Career Education Program Courses Standards." Refer to this document for minimum required basic skills grade levels to earn a certificate by program.

Agencies sponsoring career certificate seeking students may set higher requirements and exemptions for testing.

Students without sufficient English proficiency are referred to the Adult English for Speakers of Other Languages (ESOL) program. Refer to Section IV-C (page 7) of the 2009-2010 Placement Criteria Document.

REQUIRED TO TEST:

1. All first-time-in-program students who designate themselves as certificate-seeking in a program of 450 hours or more. Such students must complete an entry-level examination within the first six weeks of admission into the program.
2. All students whose TABE (or other approved examination) scores are more than two years old and have not been used for placement.
3. All students whose TABE (or other approved examination) scores are more than two years old and who have had a break in their enrollment of more than one year.

EXEMPT FROM TESTING:

1. Students who have earned an associate degree or higher from an institution recognized by MDC (Except in specific situations such as certain programs sponsored by external funding agencies). Official documentation is required. Students with foreign degrees from non-English speaking countries must present passing TOEFL scores.
2. Students who present FCAT, SAT, ACT, or CPT scores which exempt them from college preparatory placement as outlined in Section I, Exemptions From Testing, Item #4 are exempt from testing for career certificate programs. Any score presented which is lower than the score needed for exemption will require the student to be tested on the appropriate TABE subtest(s).
3. Students who have completed the College-Level Academic Skills Test (CLAST) requirement pursuant to Section 1008.29 F.S. are exempt from testing for Career and Technical Education programs.
4. Students who present official scores on any of the state-approved examinations (including the CPT) that demonstrate the skill level required by the specific program. The scores must have been obtained within the past two years.
5. Students seeking entrance into the MDC School of Criminal Justice Corrections and Law Enforcement programs pursuant to Section 943.17(6) F.S. are exempt from entry-level basic skills testing. This exemption does not apply to the Florida Basic Abilities Test (F-BAT) requirement for entry into basic recruit training programs.
6. Students enrolled in a State-approved apprenticeship program are exempt from the requirement of taking the TABE test. (2008 State Bill 1908 – Effective date TBA).

SCHOOL OF COMMUNITY EDUCATION – NON-CREDIT COURSES

Professional Development and Workforce Training • Real Estate and Insurance • Child Care Training • Short Computer Courses • ESL and World Languages • Test Preparation (SAT, CPT, GRE and others) • Arts

and Creative Activities • Sports, Fitness and Dance • Children's camps and year-round programs, and much more!

Log on to www.mdc.edu/ce for Community Education Course Schedules at all MDC Campuses!

FLORIDA STATEWIDE COURSE NUMBERING SYSTEM

The course numbers used at Miami Dade College are part of a statewide system of course prefixes and numbers used at all public, and some private, colleges and universities in Florida. One of the major advantages of this system is that it makes transferring much easier within the State of Florida. All courses that are essentially equivalent carry the same prefix and last three digits of the number, no matter where they are offered in the state.

The first digit of the number indicates the year that students usually take the course at that school. For example, SPC1026 is usually taken in the first year at MDC. However, it is essentially the same course as SPC2026 or SPC3026 offered at a university and will automatically transfer as the same course. In addition, courses starting with the number 0 do not count toward graduation or transfer.

FACTS - FLORIDA ACADEMIC COUNSELING AND TRACKING FOR STUDENTS

Florida's Online Gateway for College Information is www.facts.org. Use the state of Florida's FACTS.org Web site to do the following:

- Link to all the Florida public college and university home pages.
- Find prerequisites needed for your major using the Common Prerequisite Manual.
- Apply for admission to selected state colleges and universities.
- Complete electronic transient student forms for processing approvals to take coursework at participating institutions.

- Search for all Florida colleges and universities that offer a degree and program in which you have an interest.
- View/print a Degree Audit from the school you are attending or did attend.
- View/print a Degree Audit of a school you may transfer to. It matches the credits taken at your current or previous college with the requirements at the school that you are interested in attending.
- View/print a transcript from a Florida college you are attending or did attend.
- Link to all the library home pages in the state and to the State Universities Web Library User Information Services or WeblUIS. You can also link to the Library Information Network for Community Colleges (LINCCWeb) to access their libraries.
- Use the power of two online programs to assist in your career choices. Use e-CHOICES to assess and identify your interests and match those interests with occupations within Florida. The site also has extensive databases of occupations, colleges, universities and graduate schools. The System of Interactive Guidance and Information (SIGI PLUS), a career-planning product of Educational Testing Services, is provided to you by FACTS.org, the Florida Virtual Campus and the Agency for Workforce Innovation. SIGI PLUS helps individuals assess their work-related values, interests and skills, and search for related occupations and college majors. SIGI PLUS provides students and adults with a realistic view of the best educational and career options for their future success.
- Access the catalogs of the colleges and universities in Florida.



MIAMI DADE COLLEGE COURSE OFFERINGS AND PREFIX TITLES

Miami Dade College course offerings and their descriptions are grouped in alphabetical order under the applicable course prefix title. For instance: FIN 2100, Personal Finance, is listed under Finance and Dance courses, DAA, are listed under Dance, not Physical Education.

Please use this as a reference to locate your courses in the class offerings. Also note that many courses have corresponding pre and/or co-requisites and additional special fees.

PREFIX TITLE

ACG	Accounting - General
ACO	Accounting Occupational/Technology
ACR	HVACR: Heating/Ventilation/AC/Refrigeration
AFH	African History
AFR	Air Force ROTC (Aerospace Studies)
AMH	American History
AML	American Literature
AMS	American Studies
ANT	Anthropology
ARC	Architecture
ARH	Art History
ART	Art
ARV	Architectural/Drafting Technology
ASC	Aviation Science
ASL	American Sign Language
AST	Astronomy
ATE	Animal Science: Technology
ATF	Aviation Technology Flight
ATT	Aviation Technology Theory
AVM	Aviation Management
AVS	Avionics
BAN	Commercial Banking (AIB)
BCA	Building Construction Apprenticeships
BCH	Biochemistry
BCN	Building Construction
BCT	Building Construction
BCV	Building Construction
BOT	Botany
BRC	Banking
BSC	Biological Sciences
BUL	Business Law
BUV	Business Occupational/Technology
CAP	Computer Applications
CCJ	Criminology & Criminal Justice
CEN	Computer Engineering
CET	Computer Engineering Technology
CGS	Computer General Studies
CGV	Computer Concepts and Occupational Technology
CHI	Chinese Language
CHM	Chemistry
CIS	Computer Information Systems
CJC	Criminology & Criminal Justice
CJD	Criminal Justice Development
CJE	Criminal Justice Development
CIK	Criminal Justice & Related Technologies
CJL	Criminal Justice Development
CJT	Criminal Justice Technology
CLP	Clinical Psychology
COE	Cooperative Education
COM	Communications / Vocational
COP	Computer Programming
CPO	Comparative Politics
CRW	Creative Writing
CTE	Home Economics: Clothing & Textiles
CTS	Computer Technology & Skills
DAA	Dance Activities
DAN	Dance
DEH	Dental Hygiene
DEP	Developmental Psychology
DES	Dental Support

PREFIX TITLE

DIG	Digital Media
EAP	English for Academic Purposes
ECO	Economics
EDF	Education: Foundations & Policy Studies
EDG	Education: General
EEC	Education: Early Childhood
EEL	Engineering: Electrical
EER	Electronic Technology/Vocational
EET	Electronic Engineering Technology
EEV	Electrical/Electronic Vocational
EEX	Education: Exceptional-Child-Core Competencies
EGN	Engineering General
EGS	Engineering: General/Engineering: Support
EHD	Education: Hard of Hearing and Deaf
EME	Education: Technology and Media
EMS	Emergency Medical Services
ENC	English Composition English College Preparatory
ENG	English: General
ENL	English Literature
EPI	Educator Preparation Institutes
ESC	Earth Science
EST	Electronic Specialty Technology
ETC	Engineering Tech: Civil
ETD	Engineering Tech: Drafting
ETG	Engineering Tech: General
ETI	Engineering Tech: Industrial
ETM	Engineering Tech: Mechanical
ETV	Engineering Tech: Mechanical Drafting
EUH	European History
EVR	Occupational Safety & Health Technology
EVS	Environmental Science
FFP	Fire Fighting and Protection
FIL	Film
FIN	Finance
FOS	Food Service
FOT	Foreign & Biblical Language in Translation
FRE	French Language
FRW	French Literature (Writing)
FSE	Funeral Services
FSS	Food Service Systems
GEA	Geography-Regional Areas
GEB	General Business
GEO	Geography-Systematic
GIS	Geography: Information Science
GER	German Language
GLY	Geology
GRA	Graphic Arts
GRV	Graphics
HAI	Haitian Creole Language
HBR	Modern Hebrew Language
HCW	Haitian Creole Language
HEV	Home Economics
HFT	Hospitality Management
HIM	Health Information Management
HLP	Health, Leisure, Physical Education
HMV	Travel Agency Operations
HOS	Horticulture Sciences
HSC	Health Sciences
HUM	Humanities

PREFIX	TITLE	PREFIX	TITLE
HUN	Human Nutrition	OPT	Ophthalmic Technology
HUS	Human Services	ORH	Ornamental Horticulture
IDH	Interdisciplinary Honors	OST	Office Systems Technology
IDS	Interdisciplinary Sciences	OTA	Office Technology Application
IND	Interior Design	PAD	Public Administration
INP	Industrial & Applied Psychology	PAS	Physician Assistant
INR	International Relations	PCB	Process Biology
IPM	Horticulture Sciences	PCO	Psychology for Counseling
ISC	Interdisciplinary Sciences	PEO	Physical Education Acts (General) - Object Centered, Land
ISS	Interdisciplinary Social Sciences	PEP	Physical Education Acts (General) - Performance Centered
ITA	Italian Language	PET	Physical Education Theory
JOU	Journalism	PGY	Photography
JPN	Japanese Language	PHI	Philosophy
JST	Judaic Studies	PHM	Philosophy of Man & Society
LAH	Latin American History	PHT	Physical Therapy
LDE	Landscape Design	PHY	Physics
LIN	Linguistics	PHZ	Physics
LIS	Library Science	PLA	Paralegal/Legal Assisting/Legal Adm.
LIT	Literature	PMT	Precision Metals Technology
MAC	Mathematics: Calculus & Pre-Calculus	POR	Portuguese Language
MAD	Mathematics: Discrete	POS	Political Science
MAE	Mathematics Education	POT	Political Theory
MAN	Management	PRN	Practical Nursing
MAP	Mathematics Applied	PSB	Psychobiology
MAR	Marketing	PSC	Physical Sciences
MAS	Mathematics: Algebraic Structures	PSY	Psychology
MAT	Mathematics College Preparatory	PTN	Pharmacy Technician
MCB	Microbiology	PUR	Public Relations
MDW	Midwifery	QMB	Quantitative Methods in Business
MEA	Medical Assisting Technology	RAT	Radiation Therapy
MET	Meteorology	REA	Reading Reading College Preparatory
MGF	Mathematics: General & Finite	RED	Reading Education
MHF	Mathematics	REE	Real Estate
MKA	Marketing Applications	REL	Religion
MLT	Medical Laboratory Technology	RET	Respiratory Therapy
MLV	Medical Laboratory Sciences/Phlebotomy	RMI	Risk Management & Insurance
MMC	Mass Media Communication	RTE	Radiologic Technology
MNA	Management Applied	RTT	Radio & Television Technology
MSL	Military Science	RTV	Radio-Television
MSS	Massage Therapy	RUS	Russian Language
MTB	Mathematics - Technical and Business	SBM	General Business
MTG	Mathematics: Topology & Geometry	SCE	Science Education
MUC	Music: Composition	SLS	Student Life Skills
MUE	Music: Education	SON	Sonography
MUH	Music: History/Musicology	SOP	Social Psychology
MUL	Music: Literature	SOW	Social Work
MUM	Music: Music Commercial	SPA	Speech Pathology & Audiology
MUN	Music: Musical Ensembles	SPC	Speech Communication
MUO	Music: Opera/Musical Theatre	SPN	Spanish Language
MUS	Music	SPT	Spanish Literature in Translation
MUT	Music: Theory	SPW	Spanish Literature (Writings)
MVB	Music: Applied-Brasses	STA	Statistics
MVJ	Music: Applied-Jazz	SUR	Surveying & Related Areas
MVK	Music: Applied-Keyboards	SYG	Sociology, General
MVO	Music: Applied-Other Instruments	TAX	Taxation
MVP	Music: Applied-Percussion	TDR	Engineering Technology: General
MVS	Applied Music: Strings	THE	Theatre Studies & General Resources
MVV	Music: Applied-Voice	TPA	Theatre Production & Administration
MVW	Music: Applied-Woodwinds	TPP	Theatre Performance & Performance Training
NMT	Nuclear Medicine Technology	TRA	Transportation and Logistics
NUR	Nursing	TSL	Teaching English as a Second Language
OCA	Office Computer Applications	VIC	Visual Communication
OCB	Oceanography	VPI	Vocational Preparation
OCE	Oceanography	WOH	World History
OCP	Oceanography	ZOO	Zoology
OFT	Office Technology Occupational - Variable Paced		

IMPORTANT ACADEMIC POLICIES

Withdrawal from Courses

Students may withdraw from (drop) courses within the withdrawal period indicated on their class schedule. They may do so online using their MyMDC account, or in person at any campus Registrar's Office. A reduction in course load may jeopardize the student's athletic eligibility, financial aid and veteran benefits, and may limit participation in student activities.

Administrative Withdrawal from Courses

Faculty have the right to withdraw a student from class for no shows or excessive absences as determined by established departmental guidelines.

If students are withdrawn from courses as a result of administration adjustment (cancelled section), they may see an advisor or counselor regarding selection of another course. A full refund will be automatically granted for cancelled courses.

College Withdrawal Policy for Credit and College Prep Courses

Since the Fall Term of 1997, students who enroll in the same course for the third time (or more) will not be permitted to withdraw from the class. Attempts taken by a student prior to the Fall Term 1997 will not be counted as an attempt for purposes of this policy. An attempt is counted any time the student officially enrolls, has a schedule validated for the class and does not drop the class with a refund. For example: A student enrolls in a course in the Fall Term 1997 and receives a grade of F in the course. The student enrolls again in the same course in the Spring Term 1998 and finds it necessary to withdraw from the class with a grade of W. The student enrolls again for the third time in the course for the Summer Term 1998. The student needs to withdraw again from the class. This will not be permitted and the student must receive a valid grade of A, B, C, D, F, S, P or U at the end of the term.

Cost to Re-Enroll in a Course

Students who enrolled in the same course twice, received a grade of W, D, F, P, U or X and wish to re-enroll for the third time must pay the full cost of instruction for this and any later attempts. This fee is equivalent to the cost of the course for a student paying fees as a



nonresident of the state of Florida. Students who are assessed the higher fee on the third attempt only may appeal to have the fee lowered. Contact the Dean of Student Services Office at the campus you attend for more information. A student cannot re-enroll in a course for credit if the student previously earned a grade of I, S, C or better. These changes are as a result of 6A-14.0301 Florida Administrative Code.

Standards of Academic Progress

The main purpose for the Standards of Academic Progress (SOAP) is to establish a formal process through which the administration and faculty at MDC can identify and provide assistance to students who experience academic difficulty. Most students at MDC do make satisfactory academic progress. However, students who experience academic difficulty as identified by a Grade Point Average

of below the minimum 2.0 and/or earning fewer than two-thirds (67%) of the credits for which they are registered, are alerted by the College. The Standards are not intended to discourage or penalize students who are sincerely trying to make good use of the College's instructional services. Rather, the Standards reflect the commitment of the MDC faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals. Students have available to them a variety of means to remedy their academic weaknesses. When academic progress has not been satisfactory, the Standards require students to limit the number of credits for which they register. Special academic assistance will be provided by the College to those students. The overall objective of the standards is to improve performance of students having academic difficulty and to increase public support for MDC's efforts to provide sound educational programs of the highest quality.

Standards of Academic Progress for Students Receiving Financial Aid

Federal regulations state that students are eligible to receive financial aid benefits for up to 150 percent of the number of credits required to complete the degree or certificate in which they are enrolled. This applies to all credits registered for regardless of where they were taken and includes courses that were attempted or withdrawn, but does not include "I" grades or audits. Thirty credits of college preparatory and all ESL, ENS and EAP credits are exempted from this 150 percent

The Student's Rights and Responsibilities Handbook is available online at http://www.mdc.edu/policy/student_rights_and_responsibilities.pdf or at your campus Student Life Office.

except those ENS credits applied toward the elective requirements for the A.A. degree.

Students who meet or exceed the 150 percent are no longer eligible to receive federal/state financial aid. A student must also be in good academic standing and benefits may be affected if placed in one of the Standards of Academic Progress categories. Students may appeal at the financial aid office through the Petition for Financial Aid Waiver for extenuating circumstances.

Standards of Academic Progress for Veterans

A student who receives educational benefits from the U.S. Department of Veterans Affairs (i.e., a V.A. student), must maintain satis-

factory progress (cumulative grade point average of 2.0 or better) at the end of each term. A V.A. student who does not have a 2.0 cumulative GPA at the end of a term will be placed on academic probation for the next two terms. If the V.A. student has not attained a 2.0 cumulative GPA by the end of the probation period, the student's V.A. educational benefits will be terminated. After one term has elapsed, the student may petition the school to be recertified for V.A. educational benefits. The student may be recertified only if there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program.

LEARNING OUTCOMES

All students who graduate from MDC – regardless of major or degree type – have ten things in common: the college-wide student 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 regardless of major or degree type. They will assist you to succeed in your chosen field, to strengthen the life skills critical to your future, and to become a lifelong learner.

Communications

Knowing what you've learned doesn't mean much if you can't express it. All students should be able to communicate well.

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.

Critical/Creative 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 through a situation and arrive at a logical conclusion.

Information Literacy

Why are there concerns about "Wikipedia" as an acceptable research tool? By the time you graduate, you'll know the pros and cons of using Internet resources and be able to locate relevant and accurate information resources.

Global, Cultural and Historical Perspectives

Thanks to the Worldwide Web and telecommunication, 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.

Personal, Civic and Social Responsibility

While at MDC, you'll develop skills to fulfill 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.

Ethical Thinking

Prevalent among newspaper headlines from the past ten 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.

Computer and Technology Usage

You can probably surf the net and send e-mails already, but there are many other powerful tools at your fingertips. Before you graduate, you will learn how to use word processing, spreadsheet, database and presentation programs.

Aesthetic Appreciation

Appreciating the creative process is an essential part of being a well-rounded individual, whether you prefer Beethoven or Tupac.

Natural Systems and the Environment

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.

Attention Students!

Florida law eliminated the CLAST exam effective July 1, 2009; therefore, the CLAST exam will not be offered after June 30, 2009. However, AA degree-seeking students must meet the current CLAST exemptions in order to graduate (the exemptions include earning a 2.5 GPA in 6 credits of specific courses, or achieving the requisite scores on the SAT or ACT).

College Level Academic Skills (CLAS)

Students who have not yet satisfied their College Level Academic Skills requirement (with passing CLAST scores or by exemptions) are strongly encouraged to **take the appropriate CLAST subtest by June 30, 2009**. Students who have already earned a grade of 'B' or 'A' in a CLAST eligible course should not take CLAST, unless the student is applying for admission into the School of Education Baccalaureate Program. See CLAST registration details below.

Requirements for Awarding the Associate in Arts Degree on or after July 1, 2009. The requirement to pass CLAST in order to be awarded an Associate in Arts degree has been repealed by the Florida Legislature and is expected to become law. The effective date is July 1, 2009. The Legislature maintained the current CLAST exemptions as degree requirements.

In order to be awarded an AA degree on or after July 1, 2009, students will:

- Not have to take or present passing scores on CLAST. Future administrations of CLAST are not authorized nor funded by the State of Florida or Department of Education after June 30, 2009;
- Need to meet one of the following requirements in addition to successfully fulfilling other current AA degree requirements in place:
 - Achieve a score that meets or exceeds a minimum score on a nationally standardized examination (ACT or SAT); OR
 - Demonstrate successful remediation of any academic deficiencies and achieve a cumulative grade point average of 2.5 or above on a 4.0 scale in selected postsecondary-level coursework identified by the State Board of Education in conjunction with the Board of Governors.
- Need to request a waiver to the above requirements for students with documented specific learning disabilities and other extenuating circumstances, under criteria very similar to those previously in place under Florida Statute 1008.29. (new waiver information is pending)

For students who will graduate anytime prior to July 1, 2009, current requirements prevail. For those applying for graduation taking place on or after July 1, 2009, the following routes to an AA degree will fulfill requirements:

CLAST	ACT/SAT	2.5 GPA	Award AA?
Passed before 07/01/09	Did Not Take or Pass	Did Not Meet	Yes
Passed before 07/01/09	Passed	Did Not Meet	Yes
Passed before 07/01/09	Did Not Take or Pass	Met GPA	Yes
Did Not Pass	Passed	Met GPA	Yes
Did Not Pass	Did Not Take or Pass	Met GPA	Yes
Did Not Pass	Passed	Did Not Meet	Yes
Did Not Take	Passed	Did Not Meet	Yes
Did Not Take	Did Not Take or Pass	Met GPA	Yes
Did Not Take	Passed	Met GPA	Yes
Did Not Take or Pass	Did Not Take or Pass	Did Not Meet	No (Yes if waiver is approved)



APPLICATION FOR GRADUATION

You should apply for your degree as soon as you have registered for your classes in your last semester toward your program of study, unless you are graduating in the Summer Term. If you will be completing all your graduation requirements in the Summer Term, make sure you apply for graduation as soon as the Spring Term has begun for that academic year to ensure that your name appears in the Commencement Program.

1. After registering for your classes, visit the Advisement Department and request a Degree Audit report for approval to apply for graduation.
2. If you are applying for an A.A. degree, or planning to transfer to upper-division status at a state university in Florida, you must meet the College-Level Academic Skills Test (CLAST) requirement prior to graduating with the A.A. degree. Registration procedures for the CLAST may vary by campus. Campus Testing Departments, Registrar's Offices and Advisement Offices are able to assist students.
3. You will receive acknowledgment of your application for graduation by mail.



FINANCIAL INFORMATION FOR 2009-2010

All fees are subject to change without notice

\$20 Admission Application Processing Fee

All new college credit students are assessed a \$20 nonrefundable admission application processing fee. This fee must be paid when the application is submitted.

Registration Fees

The registration fees for academic year 2009-2010 are:

	College Credit	Vocational Credit
Florida Residents - Lower Division and Vocational Credit	\$86.19 per credit	\$70.71 per credit
Non-Florida Residents (other states and foreign countries):	\$312.58 per credit	\$282.79 per credit
Florida Residents - Bachelor's programs	\$95.57 per credit	
Non-Florida Residents - Bachelor's programs	\$485.57 per credit	

Current employees of Miami Dade College, who have been employed full-time six months prior to the first day of classes, may take two courses each term and regular registration fees will be waived (up to a maximum of \$491.04 waived) for fall, spring and summer terms. Employees must pay special fees (if any) listed for the course.

Full cost of instruction charged for students repeating courses more than allowed by College policy is \$312.58 per credit.

Tuition and fees information online: www.mdc.edu/tuition

Payment Deadlines

All payment deadlines automatically assigned by the computer are Monday through Thursday, but please see your class schedule for specific payment deadlines.

Payment Methods

Students can pay for their classes with a Mastercard or Visa credit card in person or on the web, but credit card payments cannot be accepted by mail. Also, payments can be made via the web with E-Checks.

REFUND POLICY

- Refunds of matriculation and tuition fees are made only if official drop or withdrawal cards are turned in at the Registrar's Office by the published deadlines (see calendar), or if you drop via the Web (and the drop is confirmed) by the deadline.
- If the student withdraws from the College as a result of administrative action or for the convenience of the College, except for disciplinary reasons, the student is entitled to a full refund of matriculation and tuition fees.
- If the student is dropped from a class due to cancellation of that class, the student is entitled to a full refund of matriculation and tuition fees.
- If the student is withdrawn from a course or courses for disciplinary reasons, the student is not entitled to a refund of matriculation, tuition or special fees.

- The \$20 admissions application fee and the \$50 late registration fee are not refundable.
- Refunds are processed as soon as possible after the refund deadline, and should be received within 30 days after classes begin.
- Refund for matriculation, tuition or any special fees paid by Visa/Mastercard will be credited back to the card used for payment.
- Refund for matriculation, tuition or any special fees paid by cash or check will be processed via the **MDC OneCard**.

GET YOUR REFUND MONEY FASTER



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All cash/check refunds are now processed through the MDC OneCard system. For more information, visit our Web site at www.mdc.edu.

Course Special Fees

Some courses carry special fees in addition to the regular registration fees, these fees are subject to change at any time each term. See course index section for more information.

Virtual College Course Special Fee

All Virtual College courses require a \$10 per credit special fee, in addition to the registration fees and any other special course fees, as applicable.

\$50 Late Registration Fee

College credit students registering on or after the first day of classes will be assessed a \$50 nonrefundable late registration fee. Please check the Registration and Academic Calendar.

All college credit students who register on or after the first day of classes will be assessed a \$50 nonrefundable late registration fee.

\$10 Computer Competency Testing Fee

Beginning on May 12, 2008 MDC students will be required to pay a \$10.00 fee in order to take the CSP. Please note that MDC test fees are non-refundable/non-transferable and payment is required prior to testing.

Campus	Telephone	Federal School Code
North	305-237-1058	010223
Kendall	305-237-2325	004536
Medical Center	305-237-4160	014632
Wolfson	305-237-3244	014631
Homestead	305-237-5024	E00611
InterAmerican	305-237-6040	E00994
Hialeah	305-237-8779	010223
West	305-237-8941	014631

\$5 Official Academic Transcript Fee

All students will be charged a \$5 fee for each official transcript. However, any student that graduates after April 28, 2007 from a Bachelor's, Associate in Arts (AA), Associate in Science (AS), or Certificate program will be entitled to three free official transcripts. After the first three official transcripts (or if NOT yet graduated) all students will be charged \$5 per transcript. For more information, visit the web at www.mdc.edu/transcripts.

\$15 Replacement Student Id Card Fee

If the first free MDC Student ID Card is lost or stolen, the student is responsible for paying the \$15 replacement fee for a new Student ID Card.

Fees For Printing On Campus

Printing fees are listed on the web at <http://www.mdc.edu/kendall/kendallcourtyard/forms/pay2print.pdf>.

For more information, contact the Computer Courtyard at your campus.

\$20 Fee For Duplicate Diploma

Students who lose their original diploma and request a duplicate will be assessed a \$20 fee.

AUTOMATED TELLER MACHINE (ATM)

ATMs are available on MDC premises. Check the Bursar's Office at your campus for information.

FINANCIAL AID

To apply for financial aid, complete a Free Application for Federal Student Aid (FAFSA). Applications are available in the Financial Aid Office or online at: www.fafsa.ed.gov

If you need assistance with the FAFSA or the Student Aid Report (the colored pages sent to you by the Federal Processor), call 800-433-3243.

Student Entrance/Exit Loan Counseling: www.mapping-your-future.org



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Miami Dade College is an equal access/equal opportunity institution which does not discriminate on the basis of race, gender, color, disability, national origin, marital status, religion, age or veteran's status. Contact the office of equal opportunity programs/ADA coordinator at 305-237-0269 for information.



The Miami Dade College Foundation supports the mission and values of Miami Dade College by encouraging gifts from a wide variety of sources, particularly in the areas of scholarship and program support. For more information on how you can contribute to the College, please call MDC at 305-237-3240.