Valencia
Junior
College

A Community Junior College Publicly supported by The State of Florida and The Orange County Board of Public Instruction.

ORLANDO, FLORIDA
TABLE OF CONTENTS

Calendar .................................................................................. 1
Administration ......................................................................... 3
Faculty ...................................................................................... 5
General Information ................................................................. 7
Admission .................................................................................. 8
Student Personnel Services ..................................................... 14
College Regulations ................................................................. 16
Course Descriptions ................................................................. 23
Index ......................................................................................... 30-31
Request For Admission Papers ............................................... 33
Valencia Junior College
Orlando, Florida

CALENDAR FOR SESSION I, 1967-68
(Subject to Change)

August 3, Thursday .................................. Pre-registration testing 8:15—12:00
August 4, Friday ........................................ Pre-registration testing 8:15—12:00
August 8, Tuesday through
August 11, Friday ...................................... Pre-registration counseling
August 14, Monday ..................................... Last day for meeting all admission requirements and receiving a final registration appointment for Session I

August 14, Monday ..................................... All faculty report for duty
August 17, Thursday and
August 18, Friday ....................................... Registration — By appointment only
August 21, Monday ....................................... Classes begin for Session I
September 1, Friday .................................... Last day to request refunds for Session I

September 4, Monday ................................... Labor Day holiday for faculty, staff, and students
October 13, Friday ....................................... End of progress report period
October 16, Monday ..................................... In-service day for faculty
October 16, Monday ..................................... Progress grades due in the Office of Registrar by 4:00 P.M.

November 23, Thursday and
November 24, Friday ................................... Thanksgiving holidays for faculty, staff, and students
December 8, Friday ....................................... Last day to withdraw with a grade of “W” in any Session I class

December 11, Monday through
December 15, Friday ..................................... Final examination period
December 15, Friday ..................................... Last day for meeting all admission requirements and receiving a final registration appointment for Session II

December 15, Friday ..................................... Grades due in the Office of Registrar by 4:00 P.M.
December 15, Friday ..................................... Christmas holidays begin at 4:00 P.M.

CALENDAR FOR SESSION II, 1967-68
(Subject to Change)

December 15, Friday ..................................... Last day for meeting all admission requirements and receiving a final registration appointment for Session II

January 2, Tuesday ...................................... All faculty report for duty
January 4, Thursday and
January 5, Friday ....................................... Registration — By appointment only
January 8, Monday ....................................... Classes begin for Session II
January 19, Friday ...................................... Last day to request refunds for Session II

March 1, Friday .......................................... End of progress report period
March 4, Monday ........................................ Progress grades due in the Office of Registrar by 4:00 P.M.
March 4, Monday ........................................ In-service day for faculty
April 12, Friday and
April 13, Monday ...................................... Easter holidays for faculty, staff, and students
VALENCIA JUNIOR COLLEGE

CALENDAR FOR SESSION II, 1967-68 — (Cont’d)
(Subject to Change)
April 22, Monday ........................................... Last day for meeting all admission requirements and receiving a final registration appointment for Session IIIA
April 24, Wednesday ..................................... Last day to withdraw with grade of “W” in any Session II class
April 25, Thursday through May 1, Wednesday ....... Final examination period
May 1, Wednesday ......................................... Grades due in the Office of Registrar by 4:00 P.M.

CALENDAR FOR SESSION IIIA, 1967-68
(Subject to Change)
April 22, Monday ........................................... Last day for meeting all admission requirements and receiving a final registration appointment for Session IIIA
May 3, Friday ............................................... Registration — By appointment only
May 7, Tuesday ............................................. Classes begin for Session IIIA
May 14, Tuesday ............................................. Last day to request refunds for Session IIIA
June 3, Monday ............................................. Last day for meeting all admission requirements and receiving a final registration appointment for Session IIIB
June 12, Wednesday ....................................... Last day to withdraw with a grade of “W” in any Session IIIA class
June 14, Friday ............................................. End of Session IIIA; Final examinations will be administered on the last meeting of the class
June 14, Friday ............................................. Grades due in the Office of Registrar by 4:00 P.M.

CALENDAR FOR SESSION IIIB, 1967-68
(Subject to Change)
June 3, Monday ............................................. Last day for meeting all admission requirements and receiving a final registration appointment for Session IIIB
June 18, Tuesday ............................................ Registration — By appointment only
June 20, Thursday .......................................... Classes begin for Session IIIB
June 26, Wednesday ....................................... Last day to request refunds for Session IIIB
July 4, Thursday and July 5, Friday ......................... Holidays for faculty, staff and students
July 31, Wednesday ......................................... Last day to withdraw with a grade of “W” in any Session IIIB class
August 2, Friday ............................................. End of Session IIIB; Final examinations will be administered on the last meeting of the class
August 2, Friday ............................................. Grades due in the Office of Registrar by 4:00 P.M.
ADMINISTRATION

Superintendent of Public Instruction
JAMES M. HIGGINBOTHAM

Board of Public Instruction
Orange County

CHARLES M. POTTER, Chairman

JOHN KENNEDY, Vice Chairman
RUSSELL POUNDS, Member
KENNETH THIGPEN, Member

RAYMOND H. BASSETT, Member
LOUISE BREEZE, Member
LOWELL CLEMENTS, Member

Junior College Advisory Committee

RAYMER MAGUIRE, Chairman

VIRGINIA (MRS. G. C.) BRYAN, Member
DEAN C. ENGSTROM, Member

EDWARD J. FALLON, Member
REV. S. M. PECK, Member

College Administration Officers

ALBERT T. CRAIG, Ed.D. ___________________________ President

JAMES F. GOLLATTSCHECK, PH.D. _______________ Dean of Instruction
ROY E. KINNICK, M.S. ___________________________ Dean of Student Personnel
RALPH M. RICHARD, B.S. _______ Dean of Finance and Business Manager
JAMES S. KELLERMAN, M.S. ________ Director of Admissions and Registrar
CLAUDIA PENNINGTON, M.A. ____________ Director of Library Services
FACULTY

CRAIG, ALBERT T. ....................................................... President
B.S., Southern Illinois University; M.A., University of Illinois; Ed.D., Florida State University

BROWN, ALMA E. ....................................................... Librarian
A.B., Talladega College; M.S.L.S., University of Kentucky

COMBS, MARY PATRICIA .............................................. Humanities
B.A., University of Florida; M.A.T., University of Florida

CONE, MARY CELIA ..................................................... Counselor
A.B., Coker College; M.A.T., Rollins College; M.A.E., University of Florida

EDWARDS, LOUIS M. .................................................... Mathematics
B.S., University of Florida; M.E.D., University of Florida

EVANS, DAVID L. ....................................................... Music
B.S., University of Tennessee; M.M., University of Michigan; Ph.D., University of Kentucky

FORTMAN, JON R. ...................................................... Science
B.S.E., University of Florida; M.Ed., Louisiana State University

FRANCIS, BARBARA C. .................................................. English
B.A., Florida State University; M.A., Florida State University

GARCIA, THOMAS ..................................................... Health and Physical Education
B.S., Florida State University; M.S., Florida State University

GOLLATTSCHECK, JAMES F. ........................................... Dean of Instruction
B.A., University of Florida; M.A., University of Florida; Ph.D., Florida State University

HOWARD, DALTON D. .................................................. Psychology
B.S., Florida State University; M.S., Florida State University

HUNT, PEGGY ............................................................ English
B.A., Lenoir Rhyne; M.Ed., University of Florida

JORDAN, DAVID C. ..................................................... Social Science
B.A., University of South Florida; M.A., University of South Florida

KELLERMAN, JAMES S. ................................................. Director of Admissions and Registrar
B.S., Florida State University; M.S., Florida State University

KINNICK, ROY E. ....................................................... Dean of Student Personnel
B.S., University of Tennessee; M.S., University of Tennessee
LEEB, DAVID  
A.B., New York University; A.M., New York University

LYND, BEN H.  
A.B., Marshall University; M.A., Marshall University

MACK, HOWARD W., JR.  
B.A., University of Florida; M.A.T., University of Florida

MacKINNON, CYNTHIA Z.  
B.A., Emory University; M.A., Emory University

MAGLIOCCO, MARGARET B.  
B.S., Western Carolina College; M.S., University of Tennessee

MORALL, MARY A.  
B.A., Talladega College; M.S., Montana State University

ODOM, JERRY W.  
B.S., Wake Forest College; M.Ed., University of North Carolina

PENNINGTON, CLAUDIA E.  
B.S.E., Henderson State Teachers College; M.A., George Peabody College

POOLE, A. QURENTIA  
A.B., Shorter College; M.A., Florida State University

RICHARD, RALPH M.  
B.S., Florida State University

SALSBERRY, RUTH A.  
B.A., Texas Woman's University; M.A., Texas Woman's University

SIMMONS, H. EUGENE  
B.A., Rollins College; M.S., Florida State University; Ph.D., Florida State University

WHELCHEL, DONALD C.  
B.S., Clemson University; M.A.T., Rollins College

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English
Science
Social Science
English
Business Education
Science
Health and Physical Education
Director of Library Services
Art
Dean of Finance and Business Manager

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A.B., New York University; A.M., New York University
A.B., Marshall University; M.A., Marshall University
B.A., University of Florida; M.A.T., University of Florida
B.A., Emory University; M.A., Emory University
B.S., Western Carolina College; M.S., University of Tennessee
B.A., Talladega College; M.S., Montana State University
B.S., Wake Forest College; M.Ed., University of North Carolina
B.S.E., Henderson State Teachers College; M.A., George Peabody College
A.B., Shorter College; M.A., Florida State University
B.S., Florida State University
B.A., Texas Woman's University; M.A., Texas Woman's University
B.A., Rollins College; M.S., Florida State University; Ph.D., Florida State University
B.S., Clemson University; M.A.T., Rollins College
GENERAL INFORMATION

History

Valencia Junior College was organized in February 1967 by the Orange County Board of Public Instruction and the State Board of Education under authority granted them by the 1961 session of the Florida Legislature.

In the fall of 1967 the Charter Class limited to 500 full-time freshmen will begin classes in entirely adequate but temporary facilities located at Mid-Florida Technical Institute, 2908 W. Oak Ridge Road.

The opening of Valencia comes at a time when Central Florida is preparing for a dynamic expansion of its industrial, cultural, educational, and recreational facilities.

Purposes

Valencia Junior College is committed to serving the higher educational needs of the youth and adults of the area on the one hand, and the needs of business, industry, and government on the other. Such a commitment requires it to be a comprehensive, multi-purpose institution. Specifically these purposes are as follows:

1. To provide the first two years of typical four year baccalaureate curriculums designed for students who intend to transfer to senior institutions to complete bachelor's degrees.

2. To provide post-secondary, technical, vocational, and semi-professional programs leading directly to full time employment.

3. To provide a program of adult and continuing education based upon the needs of the community.

Accreditation

Valencia Junior College is accredited by the Florida State Department of Education.

The college has established contact with the Southern Association of Colleges and Schools and has expressed an intention of becoming accredited by that regional accrediting agency at the earliest possible date.

Library

The College library serves as the focal point for learning on campus. It provides books, periodicals, pamphlets and audio-visual materials particularly suited to the curriculum. Students are urged to become familiar with and take advantage of these resources for research, enrichment and recreational reading.

The library service is under the direction of professionally trained librarians aided by clerical assistants whose primary aim is to provide service to the faculty and student body.
ADMISSIONS

Requirements of Admission

Students Entering College For The First Time

Students who are taking college work for the first time are considered for acceptance under several classifications:

A. Graduates of regionally accredited high schools are eligible for admission.

B. Graduates of high schools which are not accredited by their regional accrediting agency are eligible for admission on academic probation.

C. Students who have completed the General Education Development Tests and who have been granted a high school equivalency diploma by a State Department of Education are eligible for admission.

United States Armed Forces Institute (USAFI) self-study or group-study courses, high school or college level General Education Development Tests, military service, military schools attended, or army extension courses are not recognized and credit will not be granted.

Graduation from an accredited High School or its equivalent as described in the preceding paragraphs is the basic qualification for admission to Valencia Junior College. When limited facilities or programs restrict the size of enrollments, admission to the college will be granted in the order in which applications are received by the office of the Director of Admissions.

This policy does not preclude the Admissions Committee from denying admission to an applicant when examination of the applicant's secondary school record provides evidence that he would be unlikely to make satisfactory progress in the educational program or programs provided by the college. The Committee may further determine that an applicant should be admitted in a provisional status. Letters of admission in provisional status will inform the applicant of the conditions of admission and how these may be removed.

Transfer Students

A student is classified as a transfer student if he has registered previously at any college or university regardless of the amount of time spent in attendance or credit earned. Students who enter from other colleges or universities and who expect to graduate from this institution are required to furnish complete information regarding such enrollment. It is the student's responsibility to request that each college or university he has
previously attended send a transcript of his record to the Director of Admissions prior to the deadline date shown in the current calendar and catalog. It is also the student’s responsibility to answer all items on the appropriate application forms completely and accurately. Failure to do so may result in cancellation of registration and loss of all credits earned at this college.

A. Credits earned at fully accredited colleges or universities will be accepted provided the work was in an area and on the level normally considered to be within the first two years of college and provided a grade of “C” or better was earned.

B. Credits earned from non-regionally accredited colleges may be accepted provisionally and validated by earning a “C” average during the first 12 semester hours of work at this institution.

C. Transfer students whose grade point average is less than “C” will be accepted on academic probation only.

D. Students on academic suspension from another institution are ineligible for enrollment for credit courses until one session has elapsed.

E. A student who has been suspended for disciplinary reasons from another institution is not eligible for admission except by approval of the Committee of Review.

F. Transfer quality point deficiencies will be included in the computation of grade point requirements for graduation.

Final determination of transfer credit granted rests with the Director of Admissions and Registrar.

Special Students

A special student is one who desires to be enrolled in course work for personal enrichment, job improvement, etc., but who does not wish to seek a degree from the college. The special student is classified neither as a freshman nor a sophomore but is registered in at least one course for either credit or audit.

A. The special student category is restricted to students taking less than a full load.

B. If a student is categorized as a special student, it will not be necessary to furnish transcripts in order to enroll for credit or audit at Valencia Junior College.

C. Special students are not required to take the VJC testing program.

D. A regularly enrolled degree-seeking student must remain as such and may not elect to change his status to that of a special student.

E. A special student may change his status to a degree-seeking student at any time by means of a written petition to
the Admissions Committee and by meeting all the admissions requirements of a degree-seeking student.

Those who desire to be considered for admission as special students should contact the Admissions Office for the special student admission form.

Foreign Students

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. An application, passport-size photograph, official certificates, and detailed transcripts of records translated into English should be submitted to the Director of Admissions and Registrar two months prior to the opening of the term in which the applicant hopes to gain admittance. This will allow time for exchange of necessary correspondence relative to entrance and, if the applicant is admitted, for assistance to him in obtaining the necessary passport visa.

A. Foreign students are admitted on academic probation.
B. Valencia Junior College does not provide facilities to teach foreign students the English language. Therefore, each foreign student must have sufficient knowledge of the English language to enable him to pursue a full course of study for credit.

Advanced Placement Credit

Under a statewide Advanced Placement Program agreement, it is possible for a student to earn college credits prior to enrollment at Valencia Junior College. To be eligible for credit a student must present a score of 5, 4, or 3 on the examination administered by the College Entrance Examination Board. Credit thus granted by Valencia Junior College is transferable among Florida institutions of higher education participating in a statewide advanced placement agreement.

Admission Procedure

Catalog

Students will be subject to the rules and regulations of the Catalog which is in effect at the time of their entry to the college. Please obtain a copy of this publication as soon as it becomes available.

To Be Considered For Acceptance

In order to be considered for admission to Valencia Junior College, a student must have the following items filed in the office of the Director of Admissions and Registrar before the deadline date as stated in the college calendar and catalog:
1. A completed application for admission, residency affidavit, photograph, and $25.00 MUST ACCOMPANY THE APPLICATION FOR ADMISSION. This $25.00 is not refundable unless you are denied admission to the college.

2. A completed high school transcript with date of graduation.

OR

If the student has attended college, he must submit transcripts from all colleges attended. Transcripts must be sent directly from each school to the office of the Director of Admissions and Registrar.

Medical Appraisal Card

Each student is required to submit the Valencia Junior College medical appraisal card completed by a practicing physician.

Guidance Test Information

New or transfer students entering Valencia Junior College for the first time are required to take the Valencia Junior College battery of guidance tests.

Students will be notified by the Admissions Office when to appear for the testing program.

Counseling Appointment

Students are required to see a counselor who will assist them in the selection of their courses.

All students must have taken the guidance test battery and their transcripts must be available prior to keeping this appointment since this information is used for course planning purposes.

The counseling appointment will be arranged when the student appears for the guidance test.

Registration — By Appointment

Registration will be by appointment only. In order for a student to receive a Registration Appointment, the following items must be completed and filed in the office of the Director of Admissions and Registrar before the deadline date as stated in the college calendar and catalog:

1. Application for admission including residency affidavit, photograph, and $25.00 fee.
2. Completed High School or College transcripts.
3. Medical appraisal (completed by a practicing physician.)
5. Counseling appointment.
After the above items have been completed —

6. Go to the office of the Director of Admissions and Registrar with the counselors clearance form and make an appointment for Registration.

Financial Information
(1967 - 1968)

Fees and Tuition

A deposit of $25.00 must accompany the admission application which is required each session of all students. The deposit is not refundable or transferable but becomes a part of the total fees and tuition due for that session. The entire balance of fees and tuition is payable at the time students appear for final registration appointments.

The following fee and tuition schedule applies to all Valencia Junior College students — credit or audit.

<table>
<thead>
<tr>
<th></th>
<th>Registration Fee per credit hour</th>
<th>Tuition per credit hour</th>
<th>Maximum (12 or more credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDA STUDENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange and participating counties</td>
<td>$8.50</td>
<td>NONE</td>
<td>$100.00</td>
</tr>
<tr>
<td>*Non-participating counties</td>
<td>$8.50</td>
<td>$5.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>OUT-OF-STATE STUDENTS</td>
<td>$8.50</td>
<td>$15.00</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

*Non-Participating Counties for 1967-68 are: DeSoto, Franklin, Glades, Hendry, Hernando, Hillsborough, Liberty, Osceola, Pasco, Sarasota, Suwannee.

Although no special activity fee is charged, $10.00 per session, included in the Registration Fee, is allocated for this purpose. Special fees may be required for expendable materials in certain courses in Art and Music.

The college reserves the right to withhold students from classes, final examinations, and graduation unless fees and tuition are paid in full. No grades, diplomas, statements of honorable dismissal, or transcripts of credits will be issued until satisfactory settlement of college fees and tuition has been made.

Required fees and tuition are established by the Orange County Board of Public Instruction and the Florida State Legislature and are subject to change without notice.

Refund Policy

If a student finds it necessary to withdraw from college, the Dean of Student Personnel must be notified immediately. The refund will be determined by the date of official notification. Then, upon a written request fees will be refunded as follows:

A. Withdrawal prior to the deadline date as stated in the current calendar and catalog. — 75%

B. Withdrawal after the deadline date — NONE
Refunds will be made on the same basis for part-time students provided they are enrolled in at least two courses. No refund will be made when a student withdraws from the college while enrolled in a single course.

There will be no refund of the following fees:
Special fees that may be required for expendable material in certain courses in Art and Music, graduation, and transcript.

**Residency Information**

A bona fide Florida resident, for purposes of admission and payment of fees to Valencia Junior College, is one whose parent or legal guardian (or the applicant — if over 21) has resided in the State of Florida for at least twelve months immediately preceding registration at Valencia Junior College.

Residency classifications are defined as follows:

Orange and participating counties — Florida counties which contribute to the local support of Florida public junior colleges. Locally stationed military personnel and their dependents are classified as participating residents. Service personnel returning directly from an extended tour of active duty are classified according to their residence at the time they entered the service.

Non-participating counties — Florida counties which do not participate in the local support of a Florida public junior college.

Out-of-state — All students not classified in either of the above Florida resident classifications are classified as out-of-state students.

In establishing the classification of a Florida student for purposes of assessing tuition, the burden of proof rests with the applicant.
STUDENT PERSONNEL SERVICES

Counseling

Counselors are available to provide assistance to students in the planning of programs to enable them to achieve their educational objectives. These specialists, with the aid of the full faculty, help students in selecting courses, developing class schedules and organizing a sound educational program.

Health Services

Valencia Junior College provides minimum health services to students becoming ill at school or who are injured. Emergency hospital treatment is arranged for through the Dean of Student Personnel.

Student Accident Insurance

An accident insurance program is available for students on a voluntary basis. Information and application forms may be secured at the time of registration.

Selective Service and Veterans Administration Certification

If a male student wishes to have Valencia Junior College certify his activity in study for purpose of a possible student deferred classification, he must initiate this process. He may do so through the office of the Dean of Student Personnel. The college will send a Selective Service Enrollment Certificate to the local draft board of every male student who requests it when he enters Valencia Junior College and/or becomes subject to the draft.

Valencia Junior College is approved by the State Department of Education and the Veterans Administration for education and training under the various Veterans Administration programs. Students enrolling for the first time, who are expecting to use educational benefits under one of these programs, should apply to the local Veterans Administration office prior to registration at Valencia Junior College. Certificates obtained should be presented to the office of the Dean of Student Personnel. Students receiving educational and training allowance each month from the government are required to pay all fees and tuition. Regular admission procedures must be followed.

Testing

Certain tests are required of all students as a part of the admission procedure. Other tests are administered from time
to time as a service for individuals or groups of students who may need special counseling.

**Student Activities**

The community junior college offers an excellent opportunity for a sound activity program contributing to the educational experiences of the student. The opportunity to participate in activities stimulating moral, physical, social, political and intellectual life of students will be provided through clubs, forensics, student publications, athletics, cultural events, scheduled social affairs, etc.

Students are encouraged to become involved in this aspect of college life.

**Student Financial Aid**

Valencia Junior College has a limited amount of money which may be used to aid students financially. Information regarding eligibility requirements and the availability of such funds may be obtained from the office of the Dean of Student Personnel.
COLLEGE REGULATIONS

Student Load

Fifteen or sixteen semester hours is the normal full-time load during Sessions I and II and six hours in Sessions IIIA and IIIB. Nineteen semester hours is the maximum full-time load during Sessions I and II and seven hours in Sessions IIIA and IIIB. In very unusual cases a student may register for additional course hours with the permission of the Dean of Student Personnel.

Class Attendance

Students are expected to attend all classes for which they are registered except in cases of illness or other emergencies, since regular attendance and regular application constitute the two most significant factors which promote success in college work. If a student accumulates so many absences that further enrollment in the class appears to be of little value, it shall be the duty of the instructor to warn the student in writing that additional absences may cause him to be dropped from the course. This warning, when possible, will be delivered personally; otherwise, it will be mailed to the student. A copy of this warning will be given to the Dean of Student Personnel.

Student Conduct

Attendance at the Valencia Junior College is a privilege, and as such the conduct of students is expected to be honorable and dignified at all times. College students are considered to have reached the age of responsibility and discretion. Students must realize from the first that the responsibility of their success in college rests largely upon themselves.

In order to establish the college ideals of scholarship and deportment, Valencia Junior College reserves the right to require the withdrawal of a student at any time for any reason deemed sufficient by college officials.

Classification Of Students

Freshman — A student regularly enrolled in college credit courses who has completed less than twenty-four (24) semester hours of college work at the time of registration.
Sophomore — A student regularly enrolled in college credit courses who has completed twenty-four (24) semester hours but not more than sixty-four (64) semester hours of college work at the time of registration.

Unclassified Student — A student enrolled in college credit courses, but not classified as either freshman or sophomore.

Full-Time Student — A degree credit student enrolled for twelve (12) semester hours or more.

Part-Time Student — A degree credit student enrolled for less than twelve (12) semester hours.

Grading System

Letters are used to indicate the quality of work achieved by the student at Valencia Junior College.

A excellent Awards 4 quality points.
B good Awards 3 quality points.
C average Awards 2 quality points.
D below average Awards 1 quality point.
F failure Awards 0 quality points.
I incomplete Awards 0 quality points.
                   (Automatically changed to “W” if not made up in the ensuing session)
W withdrawn Awards 0 quality points.
S satisfactory Physical Education 151 - 152 - 153 - 154
U unsatisfactory Physical Education 151 - 152 - 153 - 154
                   (Quality points are not awarded in Physical Education 151 - 152 - 153 - 154)
N audit or non credit courses.

No student may repeat a course in which he has earned a grade of “B” or “A”, except on an audit basis.

Withdrawal Policy

WITHDRAWAL FROM A COURSE — A student may withdraw from a course up to and including the deadline date for withdrawals as stated in the current college calendar and catalog. A grade of “W” will be recorded upon his permanent record if the following official withdrawal procedure is followed:

Report to the counseling office and fill out the withdrawal form.

WITHDRAWAL FROM COLLEGE — If a student wishes to terminate all of his studies at the college and officially withdraws prior to the deadline date for withdrawals as stated in the current calendar and catalog, he will receive an automatic grade of “W”. The official withdrawal procedure is as follows:
A. Report to the Dean of Student Personnel and fill out the withdrawal from college form.

B. Obtain signatures of the Director of Library Services, Dean of Finance and Business Manager, and the Director of Admissions and Registrar.

C. Turn in I. D. card to Director of Admissions and Registrar.

A student who does not withdraw officially as indicated in the above procedures will receive a failing grade in all courses.

**Progress Grades**

A progress report in all subjects for all students will be mailed by the Admissions Office during the ninth week of Sessions I and II. This will be the only academic progress report made until the end of the session. There will be no progress report made in Sessions IIIA and IIIB.

**Academic Average and Repeated Courses**

The grade-point average is determined by dividing the total of quality points earned by the total academic credits attempted.

A student's average will include grades on all work attempted. When a course is repeated, both the original grade and the repeat grade will be used in determining the student's average. When a course is repeated or when two courses are taken in which credit cannot be received in both, credit will be allowed only in the most recent course taken, even if the latest grade is lower than a previous grade.

No student may repeat a course in which he has earned a grade of "B" or "A", except on an audit basis.

**President's Honor List**

In recognition of scholastic achievement, full time students who maintain a 3.5 grade point average at the end of Sessions I and II are named to the President's Honor List. This honor list is announced at the end of Sessions I and II each college year.

**Probation and Suspension**

A student who fails to maintain a 1.0 grade point average during any session will be placed on academic probation beginning with the next session's attendance. The student is then required to meet the following conditions in order to satisfy the probation requirement:

A. The period of probation shall extend until grades have been received in a total of at least twelve (12) semester hours of academic work.

B. A cumulative average of 2.0 (C) must be maintained at all times during the period of probation.
Students admitted to the college on academic probation must also meet the conditions stated above in order to be removed from probation.

If at any point during the probationary period, the cumulative average falls below 2.0 (C), the student will be suspended for one session. If the student re-enters at a later date he will be placed on probation automatically.

**Correspondence and Extension Course Credit**

No more than fifteen semester hours of credit earned through extension and/or correspondence courses are creditable toward a degree. A student must have permission of the Dean of Student Personnel prior to registering for such courses. Extension and/or correspondence courses shall be included in a student's load, provided:

A. The course was offered by a regionally accredited institution.

B. The minimum grade earned was at least the equivalent of a Valencia Junior College "C".

C. The credit was acceptable toward one of its own degrees by the institution conducting the correspondence and/or extension course.

D. None of the final 15 semester hours before graduation may be earned through correspondence and/or extension courses.

Students expecting to transfer correspondence and/or extension credit to another institution should become familiar with that institution's policy on the acceptance of such courses.

**Transient Students**

A student may wish to take a course or courses away from his "home" college and still be able to apply the credit toward a degree. Students qualifying for this permission will be considered transient students.

A. *Transient students from Valencia Junior College*:

Permission to attend another institution on a transient basis may be granted only to students who have a cumulative 2.0 (C) average on all work attempted prior to the session in which the student intends to be transient. Eligibility for transient status is determined by the Director of Admissions and Registrar. The regulations pertaining to acceptance of transfer credit from other institutions apply to transient students.

B. *Transient students from another college*:

Students who intend to matriculate at Valencia Junior College on a transient basis from their "home" college must fill out the Valencia Junior College application for admission plus a transient form. The VJC transient
form must be submitted to the proper authority from the student's “home” college for approval.

Dual Enrollment

A currently enrolled student at Valencia Junior College may not attend another institution, except with transient permission from the office of the Director of Admissions and Registrar of Valencia Junior College.

Credit will not be granted at Valencia Junior College if a student is enrolled in another institution without permission during the same session. The Valencia Junior College registration will be cancelled and NO fees will be refunded.

Audit Students

A student registered for a college credit course for which he does not wish college credit is considered an audit student.

Audit students must be regular in attendance and must make regular class preparation. They will not be required to take examinations but may participate in discussions and other classroom course activities. No grades will be given nor will college credit be granted.

The attendance policy, withdrawal procedure, and fees are the same for both credit and audit students.

Students may register for a class on an audit basis without special permission at the regularly scheduled time for registration.

Audit students may not change to credit status once the registration period has expired. After the registration period and up to the deadline date for withdrawing from a course, credit students may change to audit status only after obtaining the written recommendation of the Dean of Student Personnel.

Graduation Requirements

Associate in Arts Degree

Valencia Junior College will award the Associate in Arts Degree to all students who have completed successfully a prescribed university parallel transfer program.

The degree candidate must satisfy the following requirements:

1. Complete 60 semester hours of acceptable college academic credit, and the physical education requirements listed below.

2. Complete at least 2, and no more than 4, semester hours credit in physical education. Students may be excused from physical education for one of the following reasons: has reached the age of twenty-five, is a veteran of two years active duty, or obtains a medical exemption. All
medical exemptions must be recommended by the student’s physician.

3. Earn a grade point average of 2.0 (C) on all college credit courses. Students are reminded that regardless of their receipt of the Associate in Arts Degree, a “D” grade used to satisfy their degree requirements may not transfer, subject to the regulations of the college or university which they plan to enter. (Transfer Students — Transfer quality point deficiencies will be included in the computation of grade point requirements for graduation. In no case will a student be graduated who has less than a “C” average on all work attempted at Valencia Junior College.)

4. Complete the last 15 college credit hours in residence at Valencia Junior College.

5. File application for graduation in the Admissions Office by the deadline date as listed in the college calendar and catalog.

6. Fulfill all financial obligations to the college.

7. Attend the graduation rehearsals and ceremony.

Students graduating within five years of first enrollment at Valencia Junior College are subject to the requirements stated in the catalog which is in effect at the time of first enrollment. Students graduating more than five years after the date of first enrollment must meet the requirements stated in the catalog which is in effect for the year in which graduation occurs.

General Education

The general education program at Valencia Junior College is designed to contribute to the growth and development of the individual student by providing a basic liberal education. It embraces a minimum of 39 semester hours of academic credit and serves as the core of the curriculum. Of the 39 semester hours required for general education, the student must satisfy minimum requirements in each of the following areas:

Area 1. Communications (a minimum of 6 semester hours.)

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151 - 152</td>
<td>Composition</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FH 151 - 152</td>
<td>Elementary French</td>
</tr>
<tr>
<td>FH 251 - 252</td>
<td>Intermediate French</td>
</tr>
<tr>
<td>GN 151 - 152</td>
<td>Elementary German</td>
</tr>
<tr>
<td>SH 151 - 152</td>
<td>Elementary Spanish</td>
</tr>
<tr>
<td>SH 251 - 252</td>
<td>Intermediate Spanish</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
</tr>
</tbody>
</table>
Area 2. **Humanities (a minimum of 6 semester hours.)**

- **HS** 251 - 252  Humanities

or

Completion of one of the Humanities courses listed above and in addition, any course from the following:

- **AT** 175  Art Appreciation
- **HY** 181 - 182  Western Civilization
- **MC** 191  Music Appreciation

Area 3. **Mathematics (a minimum of 3 semester hours.)**

- **MS** 151  College Mathematics
- **MS** 152  Advanced College Mathematics
- **MS** 170  College Algebra
- **MS** 171  College Trigonometry
- **MS** 173  College Algebra and Trigonometry
- **MS** 251 - 252  Calculus with Analytic Geometry

Area 4. **Natural Sciences (a minimum of 6 semester hours.)**

- **BY** 151 - 152  Biological Sciences
- **BY** 172  Fundamentals of Biology
- **BY** 251  Human Anatomy and Physiology
- **BY** 261  Zoology
- **BY** 282  Botany
- **BY** 280  Micro-Biology
- **CY** 151 - 152  Introductory Chemistry
- **CY** 171 - 172  General Chemistry and Qualitative Analysis
- **PS** 191  Physical Science
- **PS** 192  Earth Sciences

Area 5. **Social Sciences (a minimum of 6 semester hours.)**

**Required Courses**

- **GT** 151  National Government
- **GT** 152  State and Local Government

**Elective Courses**

- **HY** 251 - 252  United States History
- **PY** 151  General Psychology
- **SY** 261  Introductory Sociology

Area 6. **Electives (a minimum of 12 hours from a combination of at least two separate areas listed above or from the course offerings listed below.)**

- **BA** 175  Introduction to Business
- **EN** 150  Orientation to Education
- **ES** 251  Basic Economics
- **HH** 150  Personal and Community Health
- **SP** 166  Public Speaking
COURSE DESCRIPTIONS

In the case of courses which are hyphenated in sequence under a single classification, the first is considered to be a prerequisite of the second.

The first digit of each course number indicates whether it has first or second year status. Courses marked 100 - 199 are open to freshman and sophomores. Courses marked 200 - 299 are primarily for sophomores.

A course may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action.

Art

AT 151 - 152 Drawing I - II, 3 - 3 credits. Six class periods. The first semester deals with the basic principles of drawing through the use of still life, landscape, and the figure. The second semester is a continuation of Drawing I with emphasis on the figure and composition.

AT 161 - 162 Design I - II, 3 - 3 credits. Six class periods. The first semester emphasizes the basic elements of design through the use of line form, texture, and color. The second semester is a continuation of Design I with concentration on the practical application of the visual elements.

AT 175 Art Appreciation, 3 credits. Three class periods. The history and development of art forms designed to supply the non-art major with a foundation for understanding the visual arts.

Business

BA 151 Beginning Stenography, 3 credits. Four class periods. The basic principles of simplified shorthand with emphasis on theory and the development of skill. For students with less than one year of high school shorthand.

BA 152 Intermediate Stenography, 3 credits. Four class periods. Prerequisite: BA 151 or one year of high school shorthand. A continuation of simplified shorthand with emphasis on theory and the development of skill.

BA 171 Beginning Typewriting, 2 credits. Four class periods. The basic skills of typewriting including their application to correspondence, manuscripts and reports. For students with less than one year of high school typewriting.

BA 172 Intermediate Typewriting, 2 credits. Four class periods. Prerequisite: BA 171 or one year of high school typewriting. A continuation of the skills of typewriting including their application to correspondence, manuscripts and reports.
BA 175 Introduction to Business, 3 credits. Three class periods. The fundamentals of business organization and procedures to acquaint the student with the management, terms, organization, and control of large and small business.

BA 251 - 252 Principles of Accounting, 3 - 3 credits. Three class periods. The principles of accounting including the use of journals, cash books and ledgers, trial balance, preparation of worksheets, balance sheets, profit and loss statements, controlling accounts, and subsidiary ledgers.

**Biology**

BY 151 Biological Sciences, 3 credits. Three class periods. The major principles of the biological sciences through a study of the animal phyla emphasizing the fundamental concepts of Scientific Method, the subdivisions of Biology, and basic Anatomy and Physiology from the single cell through the multicellular organism. This course may not be taken for credit subsequent to receiving a grade of “C” or better in any other course in Biology.

BY 152 Biological Sciences, 3 credits. Three class periods. Prerequisite: BY 151. This course is designed as a follow-through from BY 151 with the major principles of the biological sciences through a study of the plant phyla as its major emphasis. This course may not be taken for credit subsequent to receiving a grade of “C” or better in any course in Biology other than BY 151.

BY 172 Fundamentals of Biology, 4 credits. Three class periods and one 3-hour laboratory. An understanding of the general principles of biology and the fundamental processes of both plant and animal life.

BY 251 Human Anatomy and Physiology, 4 credits. Three class periods and one 3-hour laboratory. This course deals with the structure of the human body and the normal functions of its systems: the cell tissues, organs, systems, and the body as an integrated whole.

BY 261 Zoology, 4 credits. Three class periods and one 3-hour laboratory. Prerequisite: BY 172. A lecture and laboratory study of animals, from the simple to the complex: their structure, function, and classification.

BY 262 Botany, 4 credits. Three class periods and one 3-hour laboratory. Prerequisite: BY 172. A study of protoplasm, the cell, the root, stem, leaf and flower in their structural and functional relations and plant classifications.

BY 280 Micro-Biology, 4 credits. Three class periods and one 3-hour laboratory. Characteristics of micro-organisms with particular emphasis on the problems of sterilization, infection, immunization and resistance.
Chemistry

CY 151 - 152 Introductory Chemistry, 4 - 4 credits. Three class periods and one 3-hour laboratory. A lecture and laboratory course in beginning chemistry. Includes a study of the theoretical and descriptive aspects of chemistry with emphasis on the systematic treatment of chemical principles and their application.

CY 171 - 172 General Chemistry and Qualitative Analysis, 4-4 credits. Three class periods and one 3-hour laboratory. Prerequisite: One credit in high school chemistry or satisfactory completion of CY 151 and CY 152. A treatment of the fundamental theories of qualitative analysis through the study of chemical principles. Emphasis is placed on proficiency in chemical calculations.

English


EH 151 - 152 Composition, 3 - 3 credits. Three class periods. A course designed to train students in methods of forceful expression, logical thinking and intelligent reading. It provides training in the planning, organizing, and writing of essays on literary topics.

Education

EN 150 Orientation to Education, 3 credits. Three class periods. A general introduction to teaching through its development, organization and professional opportunities.

Economics

ES 251 Basic Economics, 3 credits. Three class periods. A general survey course designed to provide an overview of basic economic concepts and institutions. Emphasis is placed upon the theories or principles of production, determination of prices, distribution of income, and the economic problems of everyday life.

French

FH 151 - 152 Elementary French, 3 - 3 credits. Three class periods. Beginning course in fundamental French grammar and communication skills.

FH 251 - 252 Intermediate French, 3 - 3 credits. Three class periods. Prerequisite: FH 152 or equivalent or two years of high school French. Conversation approach with readings from modern and classic authors.
German

GN 151-152 Elementary German, 3 - 3 credits. Three class periods. Beginning course in fundamental German grammar and communication skills.

Government

GT 151 National Government, 3 credits. Three class periods. Theory organizations, principles and functions of Federal Government, stressing the relationship of the individual and his government.

GT 152 State and Local Government, 3 credits. Three class periods. State, county, and municipal government with emphasis on trends.

Health

HH 150 Personal and Community Health, 3 credits. Three class periods. The total hygiene of the individual. Modern practices of public health agencies are considered.

Humanities

HS 251 - 252 Humanities, 4 - 4 credits. Four class periods. An integrated course with emphasis placed upon the students understanding of the ideas and ideals in western culture as reflected in the study of literature, art, music, philosophy, and religion. The second semester places emphasis on the modern world.

History

HY 181 - 182 Western Civilization, 3 - 3 credits. Three class periods. The first semester deals with cultural beginnings of western civilization from the ancient world through the commercial revolution of the sixteenth century. The second semester covers the evolution of modern western civilization since the commercial revolution.

HY 251 - 252 United States History, 3 - 3 credits. Three class periods. The first semester covers the history of the United States beginning with the European background and dealing with the evolution of the American nation until the end of the Civil War in 1865; the second semester includes from the Reconstruction Era until the present.

Music

MC 155 - 156 Class Voice I - II, 1 - 1 credit. Two class periods. For students with no previous vocal study. Emphasis on correct diction and tone production.
MC 165 - 166 Applied Music (Private Instruction), 1 - 1 credit. One ½-hour lesson per week. For non-music majors or those students below freshman music-major level in accomplishment. (Special fee.)

MC 170 College Choir, 1 credit. Three class periods. Choral organization open to all college students.

MC 191 Music Appreciation, 3 credits. Three class periods. A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world’s great music. This course is open to all students.

Mathematics

MS 31 Introductory Mathematics, NO CREDIT. Three class periods. To increase the student’s understanding of arithmetic and elementary algebra and to improve his manipulative skills. Required for those students not meeting admission standards for other mathematics courses.

MS 151 College Mathematics; 3 credits. Three class periods. Prerequisite: Mathematics MS 31; or 2 years of high school mathematics or equivalent. Emphasis is on topics in contemporary mathematics and a development of the real number system.

MS 152 Advanced College Math, 3 credits. Three class periods. Prerequisite: MS 151; or 2 years of high school algebra or equivalent. A basic study of algebraic principles, polynomials, theory of equations, determinants and inequalities. (Credit is not given for both MS 152 and MS 170).

MS 170 College Algebra, 3 credits. Three class periods. Prerequisites: 2 years of high school algebra; or 1½ years of high school algebra and ½ year of plane geometry, trigonometry, or equivalent. A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: Factoring, exponents and radicals, linear and quadratic equations, systems of equations, introduction to matrices, graphs, mathematical induction, theory of equations. (Credit is not given for both MS 170 and MS 173).

MS 171 College Trigonometry, 3 credits. Three class periods. Prerequisite: 2½ years of high school algebra; 2 years of high school algebra and one year of plane geometry; MS 152; or MS 170. A study of angles and their measures, trigonometric functions of angles and of real numbers, solutions of plane triangles, trigonometric equations, and inverse functions. (Credit is not given for both MS 171 and MS 173).

MS 173 College Algebra and Trigonometry, 4 credits. Four class periods. Prerequisite: 2 years of high school algebra
and 1 year plane geometry and trigonometry. An integrated study of college algebra and trigonometry. Intended for the above-average student planning to study analytic geometry and calculus.

MS 251-252 Calculus with Analytic Geometry, 4-4 credits. Four class periods. Prerequisite: MS 171 or MS 173; or 2 years of high school algebra, one year of plane geometry, ½ year of trigonometry and approval of the Guidance Department. An integrated course in differential and integral calculus with analytic geometry. The first semester emphasizes the line, inequalities, limits and continuity, derivatives, applications, the differential, the definite integral. The second semester includes the definite integral, applications, the conics, differentiation and integration of trigonometric and exponential functions, parametric equations, polar coordinates.

Physical Education

PE 151 - 152 - 153 - 154 Physical Education, 1-1-1-1 credit. Two class periods. Fundamental experiences in team and group activities. Physical conditioning and self expression through team competition, rhythmic activities and outdoor education skills.

Physical and Earth Sciences

PS 191 Physical Sciences, 3 credits. Two class periods and one 2-hour laboratory. A laboratory-lecture course integrating selected topics from the areas of chemistry and physics designed to give the student a working knowledge of the physical factors in our environment.

PS 192 Earth Sciences, 3 credits. Two class periods and one 2-hour laboratory. A laboratory-lecture course integrating selected topics from the earth sciences; solar astronomy, geology and meteorology designed to acquaint the student with the composition, structure, origin and behavior of the materials that make up man's natural environment.

Psychology

PY 151 General Psychology, 3 credits. Three class periods. An introduction to the field of psychology through which the student becomes acquainted with the human being as a bio-social organism.

Spanish

SH 151 - 152 Elementary Spanish, 3-3 credits. Three class periods. Beginning course in fundamental Spanish grammar and communication skills.
SH 251-252 Intermediate Spanish, 3-3 credits. Three class periods. Prerequisite: SP 152 or equivalent or 2 years of high school Spanish. Conversation approach with readings from Modern Spanish and Spanish-American authors.

**Speech**

SP 165 Fundamentals of Speech, 3 credits. Three class periods. Basic principles of speech with emphasis on improving speaking and listening skills common to all forms of oral communication.

SP 166 Public Speaking, 3 credits. Three class periods. Prerequisite: SP 165. Extemporaneous speaking, impromptu speaking, oral interpretation and the application of basic parliamentary procedure.

**Sociology**

SY 261 Introductory Sociology, 3 credits. Three class periods. Nature and application of sociological concepts, theories and methods; analysis of societies and groups; social processes and social change.
# INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Average</td>
<td>18</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>18</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>18</td>
</tr>
<tr>
<td>Accreditation</td>
<td>7</td>
</tr>
<tr>
<td>Activities, Student</td>
<td>15</td>
</tr>
<tr>
<td>Administration</td>
<td>3</td>
</tr>
<tr>
<td>Admission</td>
<td>8</td>
</tr>
<tr>
<td>Procedure</td>
<td>10</td>
</tr>
<tr>
<td>Request Form</td>
<td>33</td>
</tr>
<tr>
<td>Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Advanced Placement Credit</td>
<td>10</td>
</tr>
<tr>
<td>Art Courses</td>
<td>23</td>
</tr>
<tr>
<td>Attendance, Class</td>
<td>16</td>
</tr>
<tr>
<td>Audit Students</td>
<td>20</td>
</tr>
<tr>
<td>Biology Courses</td>
<td>24</td>
</tr>
<tr>
<td>Business Courses</td>
<td>23</td>
</tr>
<tr>
<td>Calendar</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry Courses</td>
<td>25</td>
</tr>
<tr>
<td>Classification, Students</td>
<td>16</td>
</tr>
<tr>
<td>Conduct, Student</td>
<td>16</td>
</tr>
<tr>
<td>Correspondence Course Credit</td>
<td>19</td>
</tr>
<tr>
<td>Counseling</td>
<td>14</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>23</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>20</td>
</tr>
<tr>
<td>Earth Science Courses</td>
<td>28</td>
</tr>
<tr>
<td>Economics Courses</td>
<td>25</td>
</tr>
<tr>
<td>Education Courses</td>
<td>25</td>
</tr>
<tr>
<td>English Courses</td>
<td>25</td>
</tr>
<tr>
<td>Extension Course Credit</td>
<td>19</td>
</tr>
<tr>
<td>Extra Curricular Activities</td>
<td>15</td>
</tr>
<tr>
<td>Faculty</td>
<td>5</td>
</tr>
<tr>
<td>Fees</td>
<td>12</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>15</td>
</tr>
<tr>
<td>Foreign Student</td>
<td>10</td>
</tr>
<tr>
<td>French Courses</td>
<td>25</td>
</tr>
<tr>
<td>General Education Certification</td>
<td>21</td>
</tr>
<tr>
<td>German Courses</td>
<td>26</td>
</tr>
<tr>
<td>Government Courses</td>
<td>26</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>18</td>
</tr>
<tr>
<td>Grading System</td>
<td>17</td>
</tr>
</tbody>
</table>
REQUEST FOR ADMISSION PAPERS

Any student who desires to apply for admission should use the form shown below, or a personal letter, to request the necessary admission papers. An official application blank and other papers will be forwarded by return mail.

For any information not covered in the catalog, correspondence and personal conferences are cordially welcomed. Such correspondence should be addressed to the Director of Admissions and Registrar, Valencia Junior College, Orlando, Florida.

Director of Admissions and Registrar
Valencia Junior College
P. O. Box 3028
Orlando, Florida 32802

Dear Sir:

Please send the necessary admission papers to:

Name: ____________________________________________

(MIDDLE) (LAST)

Mailing Address: _______________________________________

_________________________________________________________________

I was (or will be) graduated from__________________________

High School in 19____.

□ I (have) (have not) previously attended another college or university.

□ I am requesting the regular admission form.

□ I am requesting the special student admission form. (See Catalog)

□ I am applying for admission to Valencia Junior College for the first time.

□ I am a former student at Valencia Junior College and am applying for readmission.

□ I last attended Valencia Junior College__________________________

□ I previously applied for admission to Valencia Junior College but did not register for courses.

□ I plan to attend Valencia Junior College beginning with term and year indicated:

August ☐ January ☐ May ☐ June ☐
(Sess. I) (Sess. II) (Sess. III A) (Sess. III B)

Year: 19____

Signed: ____________________________________________________

Date: ___________________________ Soc. Sec. No._________________