VALENCIA JUNIOR COLLEGE  
1968-1969  

FEES AND TUITION  

The following fee and tuition schedule has been established by the Orange County Board of Public Instruction and the Florida State Legislature and supersedes the schedule published in the 1968-69 VJC Catalog.

**DAY STUDENTS**

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 is credited towards 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. A student's registration is not complete until all fees have been paid in full.

**EVENING STUDENTS**

All fees and tuition must be paid at the time of registration. The college is not legally authorized to grant deferred payments.

**FEE AND TUITION SCHEDULE**

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

<table>
<thead>
<tr>
<th>SESSIONS I and II</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>Residents of Orange County</td>
<td>$8.50</td>
<td>NONE</td>
<td>$100.00</td>
</tr>
<tr>
<td>Residents of Participating Counties (students)</td>
<td>$8.50</td>
<td>$1.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>who are not residents of Orange County but are residents of counties participating in the support of the Junior College program of Florida</td>
<td>(not to exceed $10.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Residents of Non-Participating Counties</td>
<td>$8.50</td>
<td>$5.00</td>
<td>$150.00</td>
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<tr>
<td>OUT-OF-STATE STUDENTS</td>
<td>$8.50</td>
<td>$15.00</td>
<td>$275.00</td>
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<table>
<thead>
<tr>
<th>SESSIONS IIIA and IIIB</th>
<th>Registration Fee Per Credit Hour</th>
<th>Tuition Per Credit Hour</th>
<th>Maximum (6 or more credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDA STUDENTS</td>
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<tr>
<td>Residents of Orange County</td>
<td>$8.50</td>
<td>NONE</td>
<td>$50.00</td>
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<tr>
<td>Residents of Participating Counties (students)</td>
<td>$8.50</td>
<td>$1.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>who are not residents of Orange County but are residents of counties participating in the support of the Junior College program of Florida</td>
<td>(not to exceed $5.00)</td>
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</tr>
<tr>
<td>*Residents of Non-Participating Counties</td>
<td>$8.50</td>
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<tr>
<td>OUT-OF-STATE STUDENTS</td>
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<td>$15.00</td>
<td>$137.50</td>
</tr>
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</table>

*Non-participating counties for 1968-69 are: DeSoto, Franklin, Glades, Hendry, Liberty, Osceola, Sarasota and Suwanee.

Although no special activity fee is charged, $10.00 per Sessions I & II and $5.00 per session IIIA & IIIB, included in the Registration Fee, is allocated for this purpose.

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

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

ORLANDO, FLORIDA
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Valencia Junior College
Orlando, Florida

CALENDAR FOR SESSION I
1968–69
(Subject to Change)

August 16, Friday

Last day for meeting all admission requirements and making a final registration appointment in the Registrar’s Office for Session I. Students applying for admission after this date will be considered on an individual basis.

August 19, Monday

All faculty report for duty.

August 20, Tuesday

Orientation for new and transfer students.

August 20, Tuesday through
August 22, Thursday

Day registration by appointment only for Session I, 9:00 a.m. to 4:00 p.m.

August 21, Wednesday and
August 22, Thursday

Evening registration for Session I for students taking only evening classes, 7:00 to 9:00 p.m.

August 26, Monday

Day and evening classes begin for Session I.

September 2, Monday

Labor day holiday for faculty, staff, and students.

September 20, Friday, 4:00 p.m.

Last opportunity to request refunds for Session I.

September 23, Monday

Students begin making appointments for pre-registration counseling for Session II.

September 30, Monday

Pre-registration counseling for Session II begins. Students may begin making registration appointments for Session II.

October 18, Friday

End of progress report period.

October 21, Monday

Progress grades due in the Registrar’s Office by 4:00 p.m.

November 28, Thursday and
November 29, Friday

Thanksgiving holidays for faculty, staff, and students.

December 2, Monday

Last day to make application for graduation at the end of Session I.

December 12, Thursday

Last day to withdraw with a grade of “W” in any Session I class.

December 13, Friday through
December 20, Friday

Final examination period for Session I day classes. (Final examinations for evening classes are held on the last class meeting.)

December 20, Friday

End of Session I. Grades due in the Registrar’s Office by 4:00 p.m.

December 20, Friday

Christmas holidays begin at 4:00 p.m.
CALENDAR FOR SESSION II
1968–69
(Subject to Change)

September 23, Monday
Students begin making appointments for pre-registration counseling for Session II.

September 30, Monday
Pre-registration counseling for Session II begins. Students may begin making registration appointments for Session II.

December 20, Friday
Last day for meeting all admission requirements and making a final registration appointment in the Registrar's Office for Session II. Students applying for admission after this date will be considered on an individual basis.

January 6, Monday
All faculty report for duty.

January 7, Tuesday
Orientation for new and transfer students.

January 7, Tuesday through
January 9, Thursday
Day registration by appointment only for Session II, 9:00 a.m. to 4:00 p.m.

January 8, Wednesday and
January 9, Thursday
Evening registration for Session II for students taking only evening classes, 7:00 to 9:00 p.m.

January 13, Monday
Day and evening classes begin for Session II.

February 7, Friday, 4:00 p.m.
Last opportunity to request refunds for Session II.

February 24, Monday
Students begin making appointments for pre-registration counseling for Sessions IIIA and IIIB, 1969, and Session I, 1969–70.

March 3, Monday
Pre-registration counseling for Sessions IIIA and IIIB, 1969, and Session I, 1969–70 begins. Students may begin making registration appointments for Sessions IIIA, IIIB, and Session I.

March 3, Monday
Last day to make application for graduation at the end of Session II.

March 7, Friday
End of progress report period.

March 10, Monday
Progress grades due in the Registrar's Office by 4:00 p.m.

April 4, Friday and
April 7, Monday
Easter holidays for faculty, staff, and students.

April 28, Monday
Last day for meeting all admission requirements and making a final registration appointment in the Registrar's Office for Session IIIA. Students applying for admission after this date will be considered on an individual basis.

April 29, Tuesday
Last day to withdraw with a grade of "W" in any Session II class.

April 30, Wednesday through
May 7, Wednesday
Final examination period for Session II day classes. (Final examinations for evening classes are held on the last class meeting.)

May 4, Sunday
Baccalaureate

May 7, Wednesday
End of Session II. Grades due in the Registrar's Office by 12 noon.

May 9, Friday
Graduation
February 24, Monday ........................ Students begin making appointments for pre-registration counseling for Sessions IIIA and IIIB, 1969, and Session I, 1969–70.

March 3, Monday ........................ Pre-registration counseling for Sessions IIIA, IIIB, 1969, and Session I, 1969–70 begins. Students may begin making registration appointments for Sessions IIIA, IIIB and Session I.

April 28, Monday ........................ Last day for meeting all admission requirements and making a final registration appointment in the Registrar’s Office for Session IIIA. Students applying for admission after this date will be considered on an individual basis.

May 12, Monday .......................... All faculty report for duty.

May 12, Monday ........................ Day registration by appointment only for Session IIIA, 9:00 a.m. to 3:00 p.m.

May 12, Monday ........................ Evening registration for Session IIIA for students taking only evening classes, 7:00 to 9:00 p.m.

May 14, Wednesday ........................ Day and evening classes begin for Session IIIA.

May 27, Tuesday, 4:00 p.m. ............... Last opportunity to request refunds for Session IIIA.

June 13, Friday ............................ Last day for meeting all admission requirements and making a final registration appointment in the Registrar’s Office for Session IIIB. Students applying for admission after this date will be considered on an individual basis.

June 13, Friday ............................ Last day to withdraw with a grade of “W” in any Session IIIA class.

June 20, Friday ............................ End of Session IIIA. Final examinations will be administered on the last meeting of the class.

June 21, Saturday .......................... Grades due in the Registrar’s Office by 12 noon.

CALENDAR FOR SESSION IIIB
1968–69
(Subject to Change)

June 13, Friday ............................ Last day for meeting all admission requirements and making a final registration appointment in the Registrar’s Office for Session IIIB. Students applying for admission after this date will be considered on an individual basis.
June 23, Monday .......................... All faculty report for duty.
June 24, Tuesday .......................... Day registration by appointment only for Session IIIB, 9:00 a.m. to 3:00 p.m.
June 24, Tuesday .......................... Evening registration for Session IIIB for students taking only evening classes, 7:00 to 9:00 p.m.
June 26, Thursday .......................... Day and evening classes begin for Session IIIB.
July 4, Friday ............................ Holiday for faculty, staff, and students.
July 7, Monday ............................ Last day to apply for August graduation.
July 9, Wednesday, 4:00 p.m. ............ Last opportunity to request refunds for Session IIIB.
July 29, Tuesday .......................... Last day to withdraw with a grade of "W" in any Session IIIB class.
August 5, Tuesday ........................ End of Session IIIB. Final examinations will be administered on the last meeting of the class.
August 6, Wednesday ........................ Grades due in the Registrar's Office by 12 noon.
ADMINISTRATION

Superintendent of Public Instruction
JAMES M. HIGGINBOTTOM

Board of Public Instruction
Orange County

CHARLES M. POTTER, Chairman

JOHN KENNEDY, Vice Chairman
RAYMOND H. BASSETT, Member

RUSSELL POUNDS, Member
LOUISE BREEZE, Member

KENNETH THIGPEN, Member
LOWELL CLEMENTS, Member

Junior College Advisory Committee

RAYMER MAGUIRE, Chairman

VIRGINIA (MRS. G. C.) BRYAN, Member
EDWARD J. FALLON, Member

DEAN C. ENGSTROM, Member
REV. S. M. PECK, Member

College Administration Officers

ALBERT T. CRAIG, Ed.D. .............................................. President
JAMES F. GOLLATTSCHIECK, 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

ANDERSON, GLYNDA B. ..................... Counselor
   B. S., Texas College of A. & I; M. Ed., The University of
   Texas

BAKER, MARION H. ......................... Chemistry
   B. A., Swarthmore College; M. S., University of Michigan

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

COMINS, SANDRA A. ......................... English
   B. A. E., University of Florida; M.A., University of Florida

CRAWFORD, SHIRLEY E. ..................... Science
   B. S., Pennsylvania State University; M. A. T., Rollins College

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

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

FAWSETT, PATRICIA C. ..................... Humanities
   B. A., University of Florida; M.A.T., University of Florida

GAFFNEY, KATHARINE F. .................. French
   B. S., Tufts, University; A. M., Boston University

GARCIA, THOMAS A. ...................... 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

HARDY, GEORGE W. ....................... Mathematics
   B. S., University of Florida; M. E., University of Florida
HILD, FRED E.  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  Business Instructor and Assistant in Business Office
A. B., Coe College; M.B.A., George Washington University

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

HUGHEN, LEWIS D.  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  English
B. A., Florida State University; M. A., Florida State University

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

JACKSON, LAURA M.  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  Physical Education
B. S., Women's College of Georgia; M. A., Florida State University

JEFFERS, DENNIS W.  .  .  .  .  .  .  .  .  .  .  .  .  .  Journalism
B. S. J., Ohio University; M. A., 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  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  English
A. B., New York University; A.M., New York University

LOCKMAN, JOHN M.  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  Guidance Counselors

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

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

MARTINEZ, ROSITA  .  .  .  .  .  .  .  .  .  .  .  .  .  .  Spanish
B. A., Normal School for Teachers, Matanzas, Cuba; M. A.,
Middlebury College

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

ODOM, JERRY W.  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  Health and Physical Education
B. S., Wake Forest College, M. Ed., University of North Carolina
PENNINGTON, CLAUDIA E. Director of Library Services
B. S. E., Henderson State Teachers College; M.A., George
Peabody College

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

PURKEY, WILLIAM F. Humanities
B. A., Olivet College; M. A., Stetson University

RAGSDALE, DON F. Law Enforcement
B. S., Southern Illinois University

RATCLIFFE, ELEANOR M. Business Education
B. A., University of Rochester; M. S., Syracuse University

REINIGHAUS, RONALD W. German and Social Science
A. B., University of Alabama; M. A., University of Alabama

RHAMSTINE, ERNEST L. Science
B. A., University of South Florida; M. A., University of
South Florida

RICHARD, RALPH M. Dean of Finance and Business Manager
B. S., Florida State University

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

SHEMALEYA, PHYLLIS K. Physical Education
A. A., Stephens College; A. B., University of Kentucky; M.A.,
New York University

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

SKEATH, ELBUR J. Business Education
B. S., University of Maryland; M. S., Butler University

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

WRIGHT, RICHARD J. Science
B. S., Eastern Kentucky University; M. A. in Ed., University
of Kentucky
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 freshman students, began classes in adequate but temporary facilities at the Mid-Florida Technical Institute, 2908 W. Oak Ridge Road. College enrollment reached a peak of 787 students during the second semester of operation.

By February 1968 the College Advisory Committee and the Board of Public Instruction had selected a permanent site and commissioned architects and educational consultants to develop a long-range master plan for the campus and to design immediately those initial facilities needed by the college.

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, the purposes are as follows:

1. To provide an excellent two year college parallel program which will prepare students to transfer to senior colleges and universities upon completion of an Associate in Arts Degree.

2. To provide quality occupational programs that will prepare the individual for employment in industries and businesses of the area.

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, 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 the following classifications:

A. Graduates of regionally accredited high schools are automatically 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 issued a high school equivalency certificate (or diploma) by 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, and army extension courses are not recognized; and credit will not be granted. Credits and diplomas from correspondence schools will not be accepted.

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. In such a case, a letter will inform the applicant of the conditions of his admission and the means by which they 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 the amount of credit earned. A transfer student who expects to graduate from Valencia Junior College is required to furnish complete information regarding all former enrollments. 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 a level normally included 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 the student’s earning a “C” average during the first 12 semester hours of work at this institution.

C. Transfer students whose cumulative grade point average for all course work previously attempted is less than “C” will be accepted on academic probation only.

D. Students on current 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 the number of transfer credits to be 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 as neither a freshman nor a sophomore, but he 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 an applicant is not a high school graduate, he will not be admitted prior to the date he would normally have graduated had he remained with his high school class.

C. 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.

D. Special students are not required to submit scores on the Florida Twelfth Grade Placement Test.

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

F. A special student may change his status to that of a degree-seeking student at any time by petitioning the Admissions Committee in writing and by meeting all the admission requirements of a degree-seeking student.

G. Credits earned while a special student may be applied toward a degree only after the student has met all admission requirements.

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 the English language to foreign students; 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

To be Considered For Admission

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.

DAY STUDENTS

1. A completed application for admission, residency affidavit, social security number, photograph, and $25.00 — a deposit of $25.00 MUST ACCOMPANY THE APPLICATION FOR ADMISSION and is not refundable unless you are denied admission to the college. The deposit is credited toward the total fees and tuition due for that session. The entire balance of fees and tuition is payable at the time you appear for your final registration appointment.

2. A completed high school transcript indicating the date of your graduation.

OR

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

EVENING STUDENTS

1. A completed application for admission, residency affidavit, social security number, and photograph.

2. A completed high school transcript indicating the date of your graduation.

OR

If you have attended college, 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 medical doctor. A student may be excused from this requirement if he is exempt from physical education or if he is taking only evening classes.
Guidance Test Information

Students taking day classes who are entering Valencia Junior College for the first time are required to submit scores on the Florida Twelfth Grade Placement Test. Tests will be administered at the college for those whose transcripts do not contain these scores. Evening students are not required to submit scores on the Florida Twelfth Grade Placement Test.

Certain special tests are available for individuals who need them for guidance purposes.

Counseling Appointment

Students taking day classes are required to see a counselor who will assist them in the selection of their courses. These appointments are arranged through the counseling office.

For those students taking only evening courses, an appointment with a counselor is not required. However, evening students are encouraged to contact the counselors to discuss their academic goals and objectives.

Registration

DAY STUDENTS—

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

1. Application for admission, including social security number, residency affidavit, photograph, and the $25.00 deposit.

2. Completed high school or college transcripts.

3. Medical appraisal card (completed by a practicing physician).

4. Florida Twelfth Grade Placement Test scores.

After the above items have been filed and a counseling appointment has been completed —

5. Take the counselor’s clearance form to the office of the Director of Admissions and Registrar and make an appointment for Registration.

EVENING STUDENTS—

No appointment is necessary for evening registration.
All registrations must be completed in person. Proxy registration will be permitted only under the most unusual circumstances.

All fees and tuition must be paid at the time of registration. The college is not legally authorized to grant deferred payments.

Financial Information

1968 – 1969
Fees and Tuition

DAY STUDENTS

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 is credited toward 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. A student’s registration is not complete until all fees have been paid in full.

EVENING STUDENTS

All fees and tuition must be paid at the time of registration. The college is not legally authorized to grant deferred payments.

FEE AND TUITION SCHEDULE

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

SESSIONS I and II

<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>

SESSIONS III A and III B

<table>
<thead>
<tr>
<th></th>
<th>Registration Fee Per Credit Hour</th>
<th>Tuition Per Credit Hour</th>
<th>Maximum (6 or more credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDA STUDENTS</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Orange and participatng counties</td>
<td>$8.50</td>
<td>NONE</td>
<td>$50.00</td>
</tr>
<tr>
<td>*Non-participating counties</td>
<td>$8.50</td>
<td>$5.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>OUT-OF-STATE STUDENTS</td>
<td>$8.50</td>
<td>$15.00</td>
<td>$137.50</td>
</tr>
</tbody>
</table>

*Non-Participating counties for 1968–69 are: Desoto, Franklin, Glades, Hendry, Liberty, Osceola, Sarasota and Suwannee.
Although no special activity fee is charged, $10.00 per Sessions I & II and $5.00 per Sessions III A & III B, included in the Registration Fee, is allocated for this purpose.

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

Refund Policy

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

A. Session I & II
   - Within 10 school days of the beginning of the session...75%
   - Within 20 school days of the beginning of the session...40%
   - Withdrawal after the deadline date as stated in the current calendar and catalog ............... NONE

B. Sessions IIIA & IIIB
   - Within 5 school days of the beginning of the session...75%
   - Within 10 school days of the beginning of the session...40%
   - Withdrawal after the deadline date as stated in the current calendar and catalog ............... NONE

C. Full refunds will be made for courses cancelled by the college.

D. Refunds for part-time students will be on a basis commensurate with those listed for full-time students.

Residency Information

A bonafide 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 Florida public junior colleges.

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 sound educational programs.

HEALTH SERVICES

Valencia Junior College provides minimum health services to students who become ill or injured while at school. 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 enrollment for the purpose of a possible student deferred classification, he must initiate this process 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.

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 from the VA office 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. A class load of fourteen hours is required for qualification as a full time student for veteran's benefits.
TESTING

The Florida Twelfth Grade Placement Test will be administered to all students who have not taken the test prior to admission. 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

There are several sources of financial aid available for students attending Valencia Junior College. The amounts are limited in most cases; however, any student needing financial aid in order to attend college should arrange a conference with the Dean of Student Personnel.

Some loans are available from the Federally Insured Student Loan Program through certain local banks and credit agencies.

Limited funds are available for students who can qualify for the Florida Student Scholarship Loans. These loans have requirements for scholastic averages and a Florida residency of at least three years.

A local foundation has made available a revolving student loan fund which can be used for registration and tuition payments. This has certain scholarship requirements and is limited to students in certain areas of study.

A limited amount of money is available for small, short term loans to help the student who has a problem of an emergency nature which can be cleared within a very short time.

Some funds are budgeted for the employment of student assistants, and we are able to employ a limited number of men and women on a part-time basis for work in laboratories, offices, library, etc.
BOOKSTORE

The College Bookstore, located in the Administration Building, has general school supplies and textbooks available for sale to students. New hardback and paperback textbooks are sold at publisher's list price, and secondhand books are sold at 75 per cent of the list price.

FOOD SERVICE

A vending food service is available in the Student Center to supply a variety of foods and beverages on weekdays from 8:00 A.M. to 9:00 P.M.
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 withdrawn 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. If the matter is not cleared to the satisfaction of the instructor, the student will be withdrawn from the course.

STUDENT CONDUCT

Attendance at Valencia Junior College is a privilege; therefore, 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 them.

In order to maintain 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 student enrolled for twelve (12) or
more semester hours.

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

Special Student             See page 13 under Special Students.

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.
U Unsatisfactory             Physical Education.
                            (Quality points are not awarded in Physical Education)
N Audit or non credit courses.

GRADE-POINT AVERAGE

The grade-point average is determined by dividing total quality
points earned by total academic hours attempted. The following
example illustrates a grade-point average of 2.0, obtained by
dividing 30 quality points by 15 academic hours attempted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
<th>Grade</th>
<th>Academic Hrs. Attempted</th>
<th>Hours Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>GT 152</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AT 175</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>HY 181</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BY 151</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>PE 154</td>
<td>1</td>
<td>S</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>BA 171</td>
<td>2</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

\[ \frac{30}{15} = 2.0 \]
ACADEMIC AVERAGE AND REPEATED COURSE

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 two courses are taken, and credit cannot be received for both (for example, Mathematics 171 & 173), credit will be granted only for the more 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.

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 III A and III B.

PRESIDENT'S HONOR LIST

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

DEAN'S HONOR LIST

In recognition of scholastic achievement, full-time students who earn a 3.0 grade-point average during Session I or II are named to the Dean's Honor List. This honor list is announced at the end of Sessions I and II of each college year.

PROBATION AND SUSPENSION

A student who fails to maintain a 1.0 (D) grade point average during any session will be placed on academic probation beginning with his next session in 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 totalling 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.
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.

WITHDRAWAL POLICY

WITHDRAWAL FROM A COURSE—A student may withdraw from a course up to and including the deadline date for withdrawal as stated in the current college calendar and catalog. Students wishing to withdraw from a course must complete the proper forms in the Office of the Dean of Student Personnel. Students withdrawing properly from a course prior to the deadline will receive a grade of "W".

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 a grade of "W" in all courses. The official withdrawal procedure is as follows:

A. Complete the withdrawal from college forms in the Office of the Dean of Student Personnel.

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 complete the course work for which he is registered and does not withdraw officially as indicated in the above procedures will receive a failing grade in all courses.

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 is offered by a regionally accredited institution.

B. The minimum grade earned is at least the equivalent of a Valencia Junior College “C”.

C. The credit is 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 to do this 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:

A transient student is one who attends Valencia Junior College to take particular courses with permission of his “home” college. This procedure does not constitute a transfer and transcripts of previous college attendance is not required. Students who intend to register 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. Transient forms are available in the office of the Director of Admissions and Registrar.

**DUAL ENROLLMENT**

A student enrolled at Valencia Junior College may not earn college credit at another institution during the same session, except with transient permission from the office of the Director of Admissions and Registrar of Valencia Junior College.

**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 complete class assignments. They will not be required to take examinations but may participate in all classroom activities.

No grades will be given nor will college credit be earned.

EXAMINATIONS

All students, except those enrolled for audit, must take the final examination. An absence from a final examination must be approved by the Dean of Student Personnel. Any deviation from the regular examination schedule must be approved by the Dean of Student Personnel and the instructor. It is the responsibility of the student to know the examination schedule and to be present and on time.

GRADUATION REQUIREMENTS FOR ALL DEGREES

General requirements for graduation from Valencia Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

The degree candidate must satisfy the following requirements:

1. Complete 60 semester hours of acceptable college academic credit.

2. Complete at least 2, and no more than 4, semester hours credit in physical education. A student may be excused from physical education if he has reached the age of twenty-five, is a veteran of two years active duty, or has obtained a medical exemption. Medical exemptions must be recommended by the student’s physician.

3. Earn an over-all grade-point average of 2.0 (C) on college credit courses. Regardless of the receipt of a degree, a “D” grade used to satisfy degree requirements may or may not transfer, subject to the regulations of the college or university which the student plans to enter. Transferred 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 Admission Office by the deadline date as listed in the college calendar and catalog.

6. Attend the graduation rehearsals and ceremony.

**SPECIAL REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE**

1. Satisfactory completion of the general education program.

2. Satisfactory completion of items 1 through 6 of the requirements for all degrees listed above.

**SPECIAL REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE**

1. Satisfactory completion of a prescribed course of study in one of the occupational programs.

2. Satisfactory completion of items 1 through 6 of the requirements for all degrees listed above.

Students who qualify for both the Associate in Arts and the Associate in Science degrees will be awarded the Associate in Arts Degree.

Students awarded the Associate in Science degree may receive the Associate in Arts degree when all general education requirements have been satisfied.

A student who graduates within five years of his first admission to Valencia Junior College has the right to graduate under the rules, regulations, and requirements stated in the catalog in effect at the time of such admission or of the catalog in effect at the time of such admission or of the catalog in effect for the year in which graduation occurs. Students graduating more than five years after the date of first admission to the college 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. For music majors, modifications within the General Education program are permitted. These modifications are described in the music course
descriptions. Of the 39 semester hours required for general education, the student must satisfy minimum requirements in each of the following areas:

**Area I. Communications (a minimum of 6 semester hours.)**

*Required Courses*

EH 151–152  Fundamentals of English Composition — 3 semester hours each

*Elective Courses*

EH 251–252  English Literature — 3 semester hours each
EH 255  Technique of the Novel — 3 semester hours
EH 268–269  World Literature — 3 semester hours each
FH 151–152  Elementary French — 3 semester hours each
FH 251–252  Intermediate French — 3 semester hours each
GN 151–152  Elementary German — 3 semester hours each
GN 251–252  Intermediate German — 3 semester hours each
SH 151–152  Elementary Spanish — 3 semester hours each
SH 251–252  Intermediate Spanish — 3 semester hours each
SH 261  Introduction to Spanish Civilization — 3 semester hours
SH 268–269  Introduction to Spanish Literature — 3 semester hours each
SP 165  Fundamentals of Speech — 3 semester hours

**Area 2. Humanities (a minimum of 9 semester hours)**

HS 251–252  Humanities — 3 semester hours each

In meeting this requirement a student may:

(1) Complete one of the Humanities courses listed above and two courses representing any two areas listed below: for example, English and Music, Art and Music, Philosophy and Art, etc.

or

(2) Complete both of the Humanities courses listed above and select one course from the following:

*English Courses*

EH 251 – 252  English Literature — 3 semester hours each
EH 268 – 269  World Literature — 3 semester hours each

*Music Courses*

MC 191  Music Appreciation — 3 semester hours
MC 250  Introduction to Music History — 3 semester hours

*Art Courses*

AT 175  Art Appreciation — 3 semester hours
AT 271–272  Introduction to Art History I & II — 3 semester hours each

*Philosophy*

PI 151  Philosophy — 3 semester hours
Area 3. Mathematics (a minimum of 3 semester hours.)

MS 151 College Mathematics – 3 semester hours
MS 152 Advanced College Mathematics – 3 semester hours
MS 170 College Algebra – 3 semester hours
MS 171 College Trigonometry – 3 semester hours
MS 173 College Algebra and Trigonometry – 4 semester hours
MS 251–252–253 Calculus with Analytic Geometry – 4 semester hours each

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

BY 151 – 152 Biological Sciences – 3 semester hours each
BY 172 Fundamentals of Biology – 4 semester hours
BY 251 Human Anatomy and Physiology – 4 semester hours
BY 261 Zoology – 4 semester hours
BY 262 Botany – 4 semester hours
BY 280 Microbiology – 4 semester hours
CY 155 Introductory Chemistry – 4 semester hours
CY 171 – 172 General Chemistry and Qualitative Analysis – 4 semester hours each
CY 265 – 266 Organic Chemistry – 4 semester hours each
CY 275 Quantitative Analysis – 4 semester hours
PS 191 Physical Sciences – 3 semester hours
PS 192 Earth Sciences – 3 semester hours
PH 161 – 162 Introductory Physics – 4 semester hours each
PH 261 – 262 General Physics with Calculus – 4 semester hours each
PH 270 Modern Physics – 3 semester hours

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

Required Courses

GT 151 National Government – 3 semester hours
GT 152 State and Local Government – 3 semester hours

Elective Courses

ES 151 Basic Economics – 3 semester hours
HY 181 – 182 Western Civilization – 3 semester hours each
HY 251 – 252 United States History – 3 semester hours each
HY 280 The Civil War and Reconstruction – 3 semester hours
PY 151 General Psychology – 3 semester hours
PY 260 Psychology of Childhood and Youth – 3 semester hours
SY 261 Introductory Sociology – 3 semester hours

Area 6. Electives (a minimum of 9 hours from a combination of at least two separate areas listed above or from the course offerings listed below.)

BA 175 Introduction to Business – 3 semester hours
EN 150 Orientation to Education – 3 semester hours
HH 150 Personal and Community Health – 3 semester hours
SP 166 Public Speaking – 3 semester hours
SUGGESTED PROGRAM LEADING TO A BACHELOR DEGREE
IN MUSIC OR MUSIC EDUCATION

Students enrolled in this program should understand that since
it is a specialized course, all the General Education requirements
cannot be met in this two year program. General Education
requirements can be completed in the remaining two years of the
student’s program or if carefully planned, during summer sessions.
Completion of this program, however, entitles the student to an
Associate in Arts Degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1st Session</td>
</tr>
<tr>
<td>EH 151 - 152</td>
<td>Fundamentals of English Composition</td>
<td>3</td>
</tr>
<tr>
<td>GT 151</td>
<td>National Government</td>
<td>3</td>
</tr>
<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PE 151, 152, 153, 154</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>* MC 173 - 174</td>
<td>Primary Instrument</td>
<td>2</td>
</tr>
<tr>
<td>MC 171 - 172</td>
<td>Secondary or Instrument or *** Class Lesson</td>
<td>1</td>
</tr>
<tr>
<td>** MC 170 - 185</td>
<td>Music Organization</td>
<td>1</td>
</tr>
<tr>
<td>MC 181</td>
<td>Woodwind Techniques</td>
<td>1</td>
</tr>
<tr>
<td>MC 180</td>
<td>Brass Techniques</td>
<td>1</td>
</tr>
<tr>
<td>MC 186 - 187</td>
<td>Music Theory I &amp; II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 251 - 252</td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>Natural or Physical Science elective</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td>MC 286-287</td>
<td>Music Theory III &amp; IV</td>
</tr>
<tr>
<td>MC 230</td>
<td>Introduction to Music History</td>
</tr>
<tr>
<td>** MC 170 - 185</td>
<td>Music Organization</td>
</tr>
<tr>
<td>* MC 273 - 274</td>
<td>Primary Instrument</td>
</tr>
<tr>
<td>+ MC</td>
<td>Keyboard Harmony</td>
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<tr>
<td>+ MC</td>
<td>String Techniques</td>
</tr>
<tr>
<td>+ MC</td>
<td>Percussion Techniques</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* See statements regarding Applied Music under MUSIC courses.

** Music organizations (College Choir and Instrumental Ensemble)
earn both credit and grades for the student. A maximum of four
credits will be allowed in these courses. They are computed as
ACADEMIC credit.

*** MC 155 - 156 or MC 177 - 178.
+ To be offered 1969 - 70.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN BUSINESS

Secretarial Science Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Freshman Year</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BA 151</td>
<td>Beginning Shorthand</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BA 152</td>
<td>Intermediate Shorthand</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BA 171</td>
<td>Beginning Typing</td>
<td></td>
<td>2</td>
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<tr>
<td>BA 172</td>
<td>Intermediate Typing</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>EH 151</td>
<td>Fundamentals of English Composition</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>EH 159</td>
<td>Business English</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GT 151</td>
<td>National Government</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural or Physical Science Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PE 151, 152, 153, or 154</td>
<td>Physical Education</td>
<td></td>
<td>1</td>
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<td>17</td>
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Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 251 – 252</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 253</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 255</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BA 271</td>
<td>Advanced Typing</td>
<td>3</td>
</tr>
<tr>
<td>BA 275 – 276</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>GT 152</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>HS 251</td>
<td>Humanities</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities Area elective</td>
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<tr>
<td>PE 151, 152, 153, or 154</td>
<td>Physical Education</td>
<td>1</td>
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<td></td>
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</tbody>
</table>

*Students who have had prior instruction in shorthand and/or typing should enroll in the intermediate shorthand and/or typing courses. Such students should select elective courses in lieu of BA 151 and/or BA 171.

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
CLERICAL CERTIFICATE PROGRAM

This is a one-year terminal course. It is intended to provide the student with basic fundamentals in shorthand, typing, and accounting, as well as a basic general education background that will be valuable to him as a working member of society. A certificate is issued upon satisfactory completion of the program (a grade of “C” or better in each of the courses.)

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EH 61</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BA 171</td>
<td>Beginning Typing</td>
<td>2</td>
</tr>
<tr>
<td>BA 151</td>
<td>Beginning Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 51</td>
<td>Secretarial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MS 51</td>
<td>Business Arithmetic</td>
<td>3</td>
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</tbody>
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14 hours

Second Semester

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EH 62</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BA 172</td>
<td>Intermediate Typing</td>
<td>2</td>
</tr>
<tr>
<td>BA 152</td>
<td>Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>HS 95</td>
<td>Cultural Studies</td>
<td>3</td>
</tr>
<tr>
<td>GT 50</td>
<td>Introduction to American Government</td>
<td>3</td>
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</tbody>
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14 hours

REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN LAW ENFORCEMENT

Valencia Junior College provides a two-year program in Law Enforcement. This program has been planned in cooperation with local law enforcement officials and representatives of the International Association of Chiefs of Police.

The Law Enforcement program is designed for high school graduates who desire preparation for employment in law enforcement positions and for persons currently employed in various law enforcement categories.

A student wishing to earn a certificate rather than the Associate in Science Degree may do so by completing only the law enforcement courses.
## Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>1st Session</th>
<th>2nd Session</th>
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</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Fundamentals of English Composition</td>
<td>3</td>
<td></td>
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<tr>
<td>* EH 157</td>
<td>Technical Writing</td>
<td>3</td>
<td></td>
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<tr>
<td>LE 101</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
<td></td>
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<tr>
<td>LE 121</td>
<td>Introduction to Criminology</td>
<td>3</td>
<td></td>
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<tr>
<td>LE 131 – 132</td>
<td>Police Administration I &amp; II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
<td></td>
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<tr>
<td>GT 151</td>
<td>National Government</td>
<td>3</td>
<td></td>
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<tr>
<td>** PE 151, 152, 153 or 154</td>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
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<tr>
<td>* Elective</td>
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<td><strong>16</strong></td>
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## Sophomore Year

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<tr>
<th>Course</th>
<th>Description</th>
<th>1st Session</th>
<th>2nd Session</th>
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</thead>
<tbody>
<tr>
<td>LE 201 – 202</td>
<td>Criminal Investigation I &amp; II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>LE 221 – 222</td>
<td>Criminal Law &amp; Legal Procedures I &amp; II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>* LE 231</td>
<td>Police Personnel Supervision or elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PY 151</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* SY 261</td>
<td>Introductory Sociology</td>
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<tr>
<td>PY 260</td>
<td>Psychology of Childhood &amp; Youth</td>
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<td><strong>3</strong></td>
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</tbody>
</table>

* The Law Enforcement student who wishes to investigate the possibility of transfer into a four-year degree program in criminology and/or law enforcement should confer with the Counseling Department, Valencia Junior College. For transfer purposes it is probable that the starred courses should be replaced by courses which will enable the student to meet the General Education requirements in Area 1 (Communications), Area 2 (Humanities), and Area 4 (Natural and Physical Science). General Education requirements are outlined on page 29 of this catalog.

** Full-time employees of law enforcement agencies are not required to take physical education. See page 28 of this catalog for other categories of exemptions from the physical education requirements.

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
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.

Courses numbered between 50 and 100 carry institutional credit which may or may not be accepted by senior institutions and which does not count toward an Associate in Arts degree at Valencia Junior College. Courses marked 100 – 199 are open to freshmen 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 150 Fundamentals of Applied Art, 2 credits. Four class periods. An introductory studio art course for non-art majors. The course will place emphasis on creative expression and critical evaluation using a variety of two and three dimensional media.

AT 151 Drawing I, 3 credits. Six class periods. Basic problems in drawing the figure and still life are studied. Exploration and practice in the use of various drawing media.

AT 152 Drawing II, 3 credits. Six class periods. Prerequisite: AT 151. A continuation of AT 151 with emphasis on the figure and composition.

AT 161 Design I, 3 credits. Six class periods. A study of the principles of visual organization with emphasis upon design in two dimensions.

AT 162 Design II, 3 credits. Six class periods. A study of the principles and elements of design as applied to three dimensional forms. Projects in construction, modeling, and carving in a variety of materials.

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

AT 202 Ceramics, 3 credits. Six class periods. An introductory course in pottery design: forming, decorating, glazing, and firing.
AT 203 Printmaking, 3 credits. Six class periods. An introductory course in printmaking techniques: woodcut, lino-cut, and silk screen.

AT 271 Introduction to Art History I, 3 credits. Three class periods. A survey of the development of visual art forms from prehistory through the Middle Ages.

AT 272 Introduction to Art History II, 3 credits. Three class periods. A survey of art and architecture from the Renaissance to the present day.

BUSINESS

BA 51 Secretarial Accounting, 3 credits. Three class periods. A basic course in accounting covering the fundamental accounting cycle and emphasizing the kinds of records kept in both mercantile and service business establishments.

BA 151 Beginning Shorthand, 3 credits. Four class periods. The basic principles of Gregg (Diamond Jubilee) shorthand with emphasis on theory and the development of reading and writing skills. For students with less than one year of high school shorthand.

BA 152 Intermediate Shorthand, 3 credits. Four class periods. Prerequisite: BA 151 or one year of high school shorthand. A continuation of Gregg (Diamond Jubilee) shorthand with continued emphasis on theory and the development of dictation skills.

BA 171 Beginning Typewriting, 2 credits. Four class periods. The basic skills of typewriting, including their application to correspondence and statistical typing. 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 more advanced styles of correspondence, statistical typing, and manuscripts.

BA 175 Introduction to Business, 3 credits. Three class periods. The fundamentals of business organization and procedures to acquaint the student with management, terms, organization, and control of large and small business.

BA 251 – 252 Principles of Accounting, 3–3 credits. Three class periods. The basic theory and techniques of recording business transactions, the preparation of financial statements, and partnership and corporation accounting.

BA 253 Advanced Shorthand, 3 credits. Four class periods.
Prerequisite: BA 151 and 152 or equivalent. Dictation and transcription from new material at measured rates of speed. Spelling, punctuation, and vocabulary will be emphasized in transcription.

BA 255 Shorthand Transcription, 3 credits. Four class periods. Prerequisite: BA 151, BA 152, and BA 253 or equivalent. New material dictation at measured and unmeasured speed, and transcription of that dictation into mailable copy in mailable form, free of errors in spelling, grammar, and punctuation.

BA 271 Advanced Typewriting, 3 credits. Three class periods. Prerequisite: BA 171 and 172 or equivalent. Intensive work with business letters, forms, papers, and duplication materials. Continuing efforts will be made to raise speed and accuracy on both straight copy and production work.

BA 275 Business Law I, 3 credits. Three class periods. An introduction to law: its social forces, classes, agencies for enforcement, court procedure, contracts, agency and employment, negotiable instruments, personal property and bailments, sales of goods, and partnerships.

BA 276 Business Law II, 3 credits. Three class periods. Prerequisite: BA 275. Involvement of law in partnerships, corporations, real property and leases, insurance, security devices, bankruptcy, trusts and estates, and government regulations in business and labor.

BIOLOGY

BY 151 Biological Sciences, 3 credits. Three class periods. A general course, without laboratory, covering the animal and plant kingdoms, chemical and cellular bases of life and metabolism. This course may not be taken for credit subsequent to receiving a grade of "C" or better in any other biology course.

BY 152 Biological Sciences, 3 credits. Three class periods. Prerequisite BY 151. A continuation of BY 151, including a study of the endocrines, nervous systems, behavior, reproduction, genetics, evolution, and ecology.

BY 172 Fundamentals of Biology, 4 credits. Three class periods and one three hour laboratory. The course develops an understanding of the operation of biological systems through acquaintance with selected basic biological concepts and principles.

BY 251 Human Anatomy and Physiology, 4 credits. Three class periods and one three 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 three hour laboratory. 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 three hour laboratory. A study of the structural organization, classification, physiology, reproduction, heredity and evolution of plants.

BY 280 — Microbiology, 4 credits. Three class periods and one three hour laboratory. A study of bacteria, protozoa, yeasts, molds and viruses, with emphasis on pathogenic microorganisms. Basic principles of destruction, removal, and inhibition of microorganisms are presented, as well as problems of infection, immunization and allergies.

CHEMISTRY

CY 155 — Introductory Chemistry, 4 credits. Three class periods and one three hour laboratory. For students without high school preparation in chemistry. Emphasis is given to the theory of atomic structure and its application to the valence and properties of elements; physical states; solutions; molecular weights and volume; the periodic table; metals and non-metals; and acids, bases and salts. (Offered as CY 151 and CY 152 prior to 1968–69)

CY 171 General Chemistry and Qualitative Analysis, 4 credits. Three class periods and one three hour laboratory. Prerequisite: CY 155 or satisfactory completion of one year of high school chemistry. Two years of high school algebra or MS 170 is recommended. Includes modern theory and principles of atomic and molecular theory with a comprehensive study of the Periodic Table. Emphasis on formula writing and oxidation numbers.

CY 172 — General Chemistry and Qualitative Analysis, 4 credits. Three class periods and one three hour laboratory. Prerequisite: Satisfactory completion of CY 171. A continuation of CY 171 with strong emphasis on qualitative analysis.

CY 265 — Organic Chemistry, 4 credits. Three class periods and one three hour laboratory. Prerequisite: CY 172. Basic course dealing with the aliphatic and aromatic series compounds, their properties, synthesis, and reaction.

CY 266 — Organic Chemistry, 4 credits. Three class periods and one three hour laboratory. Prerequisite: CY 265. Continuation of CY 265 with emphasis on aromatic compounds.
CY 275  Quantitative Analysis, 4 credits. Two class periods and
two three hour laboratories. Prerequisite: CY 172. Survey of
laboratory technique and theoretical principles of analytical
chemistry, gravimetric procedures and oxidation-reduction
methods.

EH 51  English Review, 3 credits. Three class periods. Designed
to teach students basic writing skills. This course can only be
taken in conjunction with English 151. (Offered as EH 41
prior to 1968 – 69)

EH 61 – 62 Business Communications, 3–3 credits. Three class
periods. Techniques and practices in effective oral and
written business communications.

EH 151 – 152 Fundamentals of English Composition, 3–3
credits. Three class periods. Instruction and practice in clear
and effective writing. A documented research paper is
required of all students. Reading in major genres of fiction,
drama, and poetry.

EH 157  Technical Writing, 3 credits. Three class periods.
Prerequisite: EH 151. Specialized training in the effective
presentation of technical and semi-technical information.

EH 159  Business English, 3 credits. Three class periods.
Prerequisite: EH 151. A review of basic principles of
composition. Emphasis upon use of essential language
structures in clear, simple, and precise communication.

EH 251  English Literature I, 3 credits. Three class periods.
Prerequisite: EH 151–152. Major literary works in the
English language. This course covers medieval through
seventeenth-century literature.

EH 252  English Literature II, 3 credits. Three class periods.
Prerequisite: EH 151–152. Major literary works in the
English language from the eighteenth century through the
twentieth century.

EH 255  Technique of the Novel, 3 credits. Three class periods.
Prerequisite: EH 151–152. A study of the form of the novel.

EH 268  World Literature I, 3 credits. Three class periods.
Prerequisite: EH 151–152. A study of the masterpieces of
world literature from ancient to Renaissance times.

EH 269  World Literature II, 3 credits. Three class periods.
Prerequisite: EH 151–152. A study of the masterpieces of
world literature from neo-classical to modern times.

EDUCATION

EN 150  Orientation to Education, 3 credits. Three class
periods. A general overview of teaching, developed through a
study of the processes of teaching and learning, the
organization and structure of American education, and current issues and problems related to education.

ECONOMICS

ES  151 — 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 every day life. (Offered as ES 251 prior to 1968–69)

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.

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

GOVERNMENT

GT  50 Introduction to American Government, 3 credits. Three class periods. This course is designed to improve the student’s knowledge and understanding of the ideas that form the foundations of American society. Emphasis is placed on understanding concepts involved in the historical background and structural form of national, state and local government, basic civil and political rights, political organization, and certain services and functions of government on all levels.

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

GT  152 – State and Local Government, 3 credits. Three class periods. Study of state, county, and municipal government with emphasis on trends in the development of the political system.
HEALTH

HH 150 - Personal and Community Health, 3 credits. Three class periods. Personal health habits. Application of scientific health facts and principles for better living. Functions and control of local, state, and national health agencies.

HUMANITIES

HS 95 - Cultural Studies, 3 credits. Three class periods. A basic historical and conceptual approach to the art forms of western culture. Emphasis on the appreciation of the monuments of literature, art, music, philosophy, and religion from ancient times to the modern world.

HS 251 - Humanities I, 3 credits. Three class periods. An integrated study of humanism and the contributions of western culture as reflected in the fields of literature, art, music, philosophy, and religion. Emphasis on the ideas and ideals which have influenced man throughout his development.

HS 252 - Humanities II, 3 credits. Three class periods. Emphasis on the modern world and the culmination of all the creative tendencies of man.

HISTORY

HY 181 - Western Civilization, 3 credits. Three class periods. The major social, political, economic, and cultural characteristics of western society from the ancient world through the seventeenth century.

HY 182 - Western Civilization, 3 credits. Three class periods. A continuation of HY 181 with emphasis on the modern world.

HY 251 - United States History, 3 credits. Three class periods. 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.

HY 252 - United States History, 3 credits. Three class periods. The history of the United States from the Reconstruction Era until the present, with special emphasis on the rise of America to world power, and its position in the twentieth century.
HY 280 — The Civil War and Reconstruction, 3 credits. Three class periods. A study of the causes, course and outcome of the American Civil War and the political, social, and economic effects of the Reconstruction Era.

JOURNALISM

JM 101 — Introduction to Journalism, 3 credits. Three class periods. An introduction to the profession of journalism; historical background; the theory and practice of writing news.

JM 103 — 104 — 203 — 204 — College Newspaper, 1 credit. Three hours per week. A laboratory course for the production of the college newspaper. The staff will meet for three hours each week. Reporting, editing, business, make-up, and other phases of the newspaper will be done at other times.

LAW ENFORCEMENT

LE 101 Introduction to Law Enforcement, 3 credits. Three class periods. Philosophical and historical background of police agencies; evaluation of purposes, functions, administrative, and technical problems.

LE 121 Introduction to Criminology, 3 credits. Three class periods. Survey of delinquent and criminal behavior; including causation and referral of specific behavioral problems.

LE 131 Police Administration I, 3 credits. Three class periods. Principles of organization and administration as applied to staff functions. Planning and research, personnel and training, inspection and control.

LE 132 Police Administration II, 3 credits. Three class periods. Prerequisite: LE 131. Principles of organization and administration as applied to operational function. Patrol; criminal investigation; vice, juvenile, and traffic.

LE 201 Criminal Investigation I, 3 credits. Three class periods. Recording the crime scene, collecting and preserving evidence. Familiarization with the police crime laboratory.

LE 202 Criminal Investigation II, 3 credits. Three class periods. Prerequisite: LE 201. Theory of investigation, case preparation, interviewing and interrogation.
LE 221-222 Criminal Law and Legal Procedures I and II, 3-3 credits. Three class periods. Theory, history, and purpose of Criminal Law; role of the Supreme Court and the Constitution in law enforcement; principles and mechanics of criminal procedures in Florida as applied to arrest, force, search and seizure, with emphasis on rules and evidence.

LE 231 Police Personnel Supervision, 3 credits. Three class periods. A consideration of supervisory problems peculiar to a police organization, equating sound principles of human relations and supervisory techniques to effective police performance.

MUSIC

Valencia Junior College offers music courses for all students in the college and strives to bring to the community the performing arts. The college seeks to provide musical performances such as concerts, opera or opera vignettes, programs, clinics, and workshops which will contribute to the cultural life of the community. A variety of music organizations and ensembles are fostered, and active student and community participation in these organizations is sought.

The completion of the suggested program in this catalog would normally prepare a student to enter a university as a third-year student in various programs leading to a degree in music. This program provides a broad foundation in music, i.e. music theory, applied music, ensembles, music history and music education.

Applied music courses -- private lessons in voice or music instruments -- are required of all music majors. Applied music courses are available also for students who do not intend to major in music. Only eight hours of Applied Music credit may be earned for any one instrument or Voice. (See applied music course descriptions).

Every new student (freshman or transfer), majoring or minoring in music, is required to take a placement audition in Applied Music. (The student should make an appointment for this audition by reporting to the office of the chairman of the music department at his initial registration). If achievement is below the freshman music-major level, the student must enroll in the MC 165–166 applied music series until prepared for the MC 171–172 series. (See course descriptions). Credit in the MC 165–166 series will not apply toward meeting the requirements in the student’s principal instrument.

Jury examinations are held at the end of each semester, and advancement is determined by the development and proficiency of the student. Students may be assigned the same course number on successive registrations but will not receive duplicate credit for a repeated course.
Applied Music majors and Music Education majors are required to appear in student recitals at least once each session. All music majors are required to attend regularly scheduled student recitals.

All music majors must register for one major music organization each semester, i.e. College Choir or Instrumental Ensemble. These organizations are also open to qualified non-music majors. A maximum of 4 hours’ credit may be earned in music organizations.

MC 155-156 Class Voice I-II, 1-1 credit. Two class periods. For instrumental music majors and students with no previous vocal study. Emphasis on correct diction, tone production, and development of repertoire.

MC 165 – 166 – Applied Music (Private Instruction), 1-1 credit. One one-half hour lesson per week. Private instruction for non-music majors or those students below Freshman music major level of accomplishment. Credit in these courses will not fulfill requirements for Primary applied music for music majors.

MC 170 – College Choir, 1 credit. Three class periods. Choral organization open to all college students. May be repeated for credit. Maximum of four credits.

MC 171 – 172 – Applied Music (Private Instruction – Secondary Instrument), 1-1 credit. One one-half hour lesson per week. Freshman music major level. May be used for secondary instrument credit.

MC 173 – 174 – Applied Music (Private Instruction – Primary Instrument), 2-2 credit. One one hour lesson per week. For music majors and other students by audition.


MC 180 – Class Brass, 1 credit. Two class periods. Basic instruction on the brass instruments. Designed for music education majors, but open to any student by consent of the instructor.

MC 181 – Class Woodwinds, 1 credit. Two class periods. Basic instruction on the woodwind instruments. Designed for music education majors, but open to any student by consent of the instructor.

MC 185 – Instrumental Ensemble, 1 credit. Three class periods. Open to all students of the college who play appropriate instruments. May be repeated for credit. Maximum of four credits.
MC 186 – Music Theory I, 4 credits. Four class periods. A study of the elements of music through visual and aural analysis. The principles of music notation, construction of scales and intervals, and formation of triads. Elementary sightsinging techniques.


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.

MC 250 – Introduction to Music History, 3 credits. Three class periods. A survey of the development of music from the ancient Greeks to the present day. Emphasis upon the stylistic forms of each period.

MC 271 – 272 – Applied Music (Private Instruction - Secondary Instrument), 1-1 credit. One one-half hour lesson per week. Prerequisite: MC 172.


MC 287 – Music Theory IV, 4 credits. Four class periods. Prerequisite: MC 286. Further study of aural dictation including comprehensive modulations. Further techniques in partwriting and analysis will be developed. Advanced sightsinging techniques.

MATHMATICS

MS 51 Business Arithmetic, 3 credits. Three class periods. Designed for students pursuing the one-year clerical certificate program. The course includes the arithmetic of whole numbers, percentage, interest, sales records, payrolls, and taxes.

MS 61 – Introductory Mathematics, 3 credits. 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. (Offered as MS 31 prior to 1968–69)
MS 81  Introductory Algebra, 3 credits. Three class periods. Designed for students who plan to take college algebra but lack an adequate background. Includes principles of elementary algebra, functions and graphs, exponents and roots, linear and quadratic equations, systems of equations, and inequalities.

MS 151  College Mathematics, 3 credits. Three class periods. Prerequisite: MS 61 or two years of high school mathematics; or equivalent. Emphasis is on topics in contemporary mathematics which serve as background for the real number system.

MS 152  Advanced College Mathematics, 3 credits. Three class periods. Prerequisite: MS 151 or equivalent. An extension of MS 151, including a basic study of algebraic principles, polynomials, linear systems, inequalities, logic, and introductory probability. This course is recommended for elementary education majors and as background for business and science students who plan to take statistics.

MS 170  College Algebra, 3 credits. Three class periods. Prerequisite: two years of high school algebra and one year of high school geometry; MS 81 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: Two and one-half years of high school algebra; two years of high school algebra and one year of plane geometry; 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. Prerequisites: two years of high school algebra, one year of plane geometry, one-half year of trigonometry. An integrated study of college algebra and trigonometry. Intended for the above-average student planning to study analytic geometry and calculus.

MS 251  Calculus with Analytic Geometry I, 4 credits. Four class periods. Prerequisite: MS 171 or MS 173; or two years of high school algebra, one year of plane geometry, one-half year of trigonometry and approval of the Counseling Department. An integrated course in differential and integral calculus with analytic geometry. This course emphasizes the
line, inequalities, limits and continuity, derivatives, applications, the differential, and conic sections.

**MS 252 Calculus with Analytic Geometry II, 4 credits.** Four class periods. Prerequisite: MS 251. Includes the definite integral, application, differentiation and integration of trigonometric and exponential functions, parametric equations, and polar coordinates.

**MS 253 Calculus with Analytic Geometry III, 4 credits.** Four class periods. Prerequisite: MS 252. Topics include: formal methods of integration, applications, indeterminant forms, vectors, infinite series, three dimensional analytic geometry, partial differentiation, and multiple integration.

**MS 255 Elementary Statistics, 3 credits.** Three class periods. Prerequisite: Two years of high school algebra with a grade of “C” or better; MS 81; MS 152; or MS 170. An introductory course which includes such topics as probability, summarization of data, normal distributions, standard deviation, regression, correlation, and inference.

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**PHYSICAL EDUCATION**

**PE 151 Bowling; PE 152 Golf; PE 153 Archery; PE 154 Tennis, 1 credit for each.** Two class periods. Fundamental skills and experience in group and individual activities. Physical conditioning and self-expression through recreational and carry-over sports.

**PE 161 Varsity Baseball, 1 credit.** Student must participate as a member of the college varsity baseball team for one full season. Permission of head coach required. A student may receive only one credit for all varsity sports participation.

**PE 162 Varsity Basketball, 1 credit.** Student must participate as a member of the college varsity basketball team for one full season. Permission of head coach required. A student may receive only one credit for all varsity sports participation.

**PE 260 Introduction to Physical Education, 3 credits.** Three class periods. Designed primarily for students planning to major in physical education. An examination of the place, function, and contribution of physical education to the total educational program. Discussion of history, philosophy, and problems of physical education.
PHYSICS

PH 161–162 Introductory Physics I–II, 4-4 credits. Three class periods and one 3 hour laboratory. Prerequisite: MS 170 or equivalent. Co-requisite: MS 171 or MS 173. The first semester emphasizes mechanics, heat and sound. The second semester covers electricity, optics, and elementary aspects of modern physics. This course may not be taken for credit subsequent to receiving a grade of "C" or better in any higher Physics course.

PH 261–262 General Physics with Calculus I-II, 4-4 credits. Three class periods and one 3 hour laboratory. Co-requisite for 261: MS 251. Co-requisite for 262: MS 252. The first semester will cover mechanics, heat and sound. The second semester will emphasize electricity, optics, and elementary aspects of modern physics.

PH 270 Modern Physics, 3 credits. Three class periods with demonstrations. Prerequisites: General Physics with Calculus I-II; or Introductory Physics I-II and MS 251. This course deals with relativity, atomic theory, quantum mechanics, solid state, laser techniques, the nucleus and modern particles.

PHILOSOPHY

PH 151 Philosophy, 3 credits. Three class periods. An introduction to major philosophical themes in Western culture.

PHYSICAL AND EARTH SCIENCES

PS 191 Physical Sciences, 3 credits. Two class periods and one 2 hour laboratory. A survey of the history of science, chemistry, and physics.

PS 192 Earth Sciences, 3 credits. Two class periods and one 2 hour laboratory. A survey of the earth sciences including geology, meteorology, and descriptive astronomy.

PSYCHOLOGY

PY 151 General Psychology, 3 credits. Three class periods. A life-oriented course in psychology, designed to give the student a factual foundation in the techniques and vocabulary of psychology. The course provides a biological basis for behavior and surveys the research and application of psychology in the areas of learning, intelligence, motivation, emotion, personality, behavior disorders, mental health, and therapy.
PY 260 Psychology of Childhood and Youth, 3 credits. Three class periods. Prerequisite: PY 151. A course planned to trace the process of development from conception through early adolescence. A study designed to bring together data relating to the many factors involved in human development.

Designed for students who desire an understanding of children from the point of view of parents or professional workers dealing with children.

SPANISH

SH 151–152 Elementary Spanish, 3–3 credits. Three class periods and one one-hour laboratory. Beginning course in fundamental Spanish grammar and communication skills.

SH 251–252 Intermediate Spanish, 3–3 credits. Three class periods and one one-hour laboratory. Prerequisite: SH 152; 2 years of high school Spanish, or equivalent. Conversation approach with reading from Modern Spanish and Spanish-American authors.

SH 261 Introduction to Spanish Civilization, 3 credits. Three class periods. Prerequisite: SH 252 or equivalent. A basic study of the history, culture, and art of Spain. Emphasis will be given to the development of conversational skills in Spanish.

SH 268–269 Introduction to Spanish Literature, 3-3 credits. Three class periods. Prerequisite: SH 252 or equivalent. The first semester is a survey of the literary masterpieces of Spain from the twelfth century to the golden age. The second semester is a continuation from 1800 to the twentieth century.

SPEECH

SP 165 Fundamentals of Speech, 3 credits. Three class periods. Principles of oral communication common to all speaking and listening. Emphasis on study, practice, and evaluation of preparation and delivery techniques for extemporaneous speaking.

SP 166 Public Speaking, 3 credits. Three class periods. Prerequisite: SP 165. Review of principles of speech preparation and delivery. Practice in most common types of public speaking and parliamentary procedure.
SP  167 Oral Interpretation, 3 credits. Three class periods. 
Prerequisite: SP 165. Principles of selection, analysis, pre-
paration, and presentation of materials for oral reading. 
Experience in choral speaking and readers’ theater.

SP  265 Argumentation and Debate, 3 credits. Three class 
periods. Prerequisite: SP 165 or permission of instructor. 
Principles of evidence, analysis, argument, and refutation 
common to persuasive speaking and debate. Opportunity for 
competitive debate.

SOCIIOLOGY

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.
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REQUEST FOR ADMISSION PAPERS

Students who desire 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: ..............................................................
(First) (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 of Valencia Junior College and am applying for readmission.

I last attended Valencia Junior College ...........................................
(Session and Year)

☐ 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. IIIA) (Sess. III B)

Year: 19 ............

Signed: ..............................................................................

Date: .................................................. Soc. Sec. No. ..........................