

EDUCATIONAL SERVICES DIVISION

ENSURING YOUR SUCCESS - Academic Advising

The success of each student is the top priority at IRSC. The Educational Services Division encompasses a variety of services to help students benefit from their college experiences from the first visit to the College to graduation. Services include: Student Advising, Educational Program Planning, Financial Aid, Veterans Affairs, Admissions and Records, Curriculum Support, Career and Transition Services, Student Disability Services, International Student Advising, and Student Success Services/Enrollment Center. These services ensure that each student's program of study will be uniquely suited to his/her interests and abilities.

After an initial counseling and program planning session with an academic advisor, students may register in person at any campus, online at www.irsc.edu or by phone to schedule classes that will meet degree requirements.

Continuous evaluation and updating of the curriculum ensures that the programs of study at IRSC are current and relevant, with courses that provide a firm foundation for career success and continued education. IRSC graduates are well-prepared for transition to upper-level programs, including the opportunity to earn a Bachelor's Degree at IRSC. To assist students planning to continue studies toward a Bachelor's Degree, the Educational Services Division evaluates university specifications for credit transfer and advises students on the courses available at IRSC that fulfill these requirements.

In addition to academic advisement and career counseling, the IRSC Health and Wellness Center, IRSC advisors and branch campuses have resource materials available to refer students in need of personal counseling to appropriate agencies within the four-county service district.

ADMISSIONS & PROCEDURES

ADMISSIONS - Associate, Certificate, Vocational Programs

Any person planning to enroll in Indian River State College Associate Degree, Certificate and/or Vocational programs should complete an IRSC Application for Admission and Statement of Residency. Applicants may complete this form online at www.irsc.edu.

1. Under the open-door admissions policy in effect at IRSC, students with one of the following educational credentials will be admitted to Associate Degree programs:
 - a standard high school diploma
 - a high school equivalency diploma (GED) as prescribed in Section 1003.435, Florida Statute
 - a high school Certificate of Completion as prescribed in Section 1003.433(2)(b) Florida Statute
 - previously demonstrated competency in college credit postsecondary coursework to include at least 30 semester hours or more of college credit with a minimum 2.0 cumulative GPA and college level placement scores on the SAT, ACT, or Florida College Entry-Level Placement Test (FCELPT).
 - Home-School Affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of Section 1002.41, Florida Statute.
2. According to state law, all degree-seeking students entering the Florida College System or State University System must be tested for placement purposes. The

Florida College Entry-Level Placement Test is administered by IRSC. Students who register for any mathematics, English, reading, or college level professional coursework, must have placement scores. Scores are valid for 2 years. Associate Degree-seeking students must begin college preparatory instruction (if required) once they enroll in more than 12 credits and must continuously enroll in at least one preparatory course each term until the requirement is met.

3. Degree-seeking students must submit official transcripts from high school and all post-secondary educational institutions attended to Admissions and Records. All students entering Selective Admissions Programs and/or students receiving financial aid must have their transcripts on file and evaluated prior to their first term of enrollment. All other degree-seeking applicants must complete their admissions and submit all transcripts by the established deadline for the term. The student is responsible for requesting official transcripts and paying related fees from the sending institution.
4. Academically superior students may be admitted to the IRSC Dual Enrollment program while still in high school after they have obtained the approval of their high school principal or others designated by their county's Superintendent of Schools. (See Dual Enrollment and Early Admissions on page 30).
5. Certain specialized programs, such as Health Sciences and Cosmetology, have additional requirements for admission and may have specific application deadlines. Applicants to the Selective Admissions programs should contact the appropriate department for further information.

Once a student's application has been processed, a notification letter of any missing documents will be sent. Students whose continued attendance is interrupted by four or more major terms will be required to submit an updated IRSC Application for Admission and Statement of Residency (students may complete this form online at www.irsc.edu) and are subject to the Admission Guidelines that are in effect at the time of re-entry. Admitted students will be assigned an advisor/counselor, who will assist the students in establishing and completing an academic plan.

PLACEMENT TESTING

Florida Statutes require that degree-seeking students take one of the approved placements tests prior to registration for classes. Students who present ACT scores of Reading 18, English 17, Math 19, or SAT scores of Verbal 440, Math 440 or higher, may be exempt from taking the Florida College Entry-Level Placement Test (FCELPT.) Currently, IRSC administers the FCELPT and the National ACT Exam. The FCELPT is offered daily at each campus. Photo identification is required. Testing schedules are available at all IRSC campuses.

CLASSIFICATION OF STUDENTS

Students may enroll at IRSC on a full-time or part-time basis. Students who enroll for 12 or more semester hours in the Fall and Spring Semester are classified as full-time, while those who enroll for fewer than 12 hours are part-time students. During the Summer Semesters, a student must be enrolled in 6 or more semester hours per term to be classified as a full-time student. For financial aid purposes, students must be enrolled in 12 credit hours each term to be considered full-time and 6 credit hours to be considered half-time. The number of semester hour credits earned determines

a student's classification. Freshmen have earned fewer than 30 semester hours; sophomores have earned at least 30 semester hours; juniors have earned at least 60 semester hours; seniors at least 90 semester hours.

ATTENDANCE

Regular class attendance is required at IRSC. Students are expected to adhere to the policies set by each instructor. Students who do not attend the first week of their class will be withdrawn and will receive a grade of 'W'. Attendance in online classes is verified by logging in through Angel. Students who receive financial aid or Veterans benefits should refer to the Financial Aid section of this catalog for further information on attendance.

ADMISSIONS – Baccalaureate Programs

Any person planning to enroll in Indian River State College Baccalaureate programs must complete the Application for Admission and Statement of Residency and pay the one-time \$30 non-refundable application fee. Students may complete this form online at www.irsc.edu. Admission is open to all applicants who meet the admission requirements. All applicants must provide official transcripts. Students must demonstrate successful completion of College Preparatory requirements in English, reading and math prior to admission into a Baccalaureate program.

BACHELOR OF APPLIED SCIENCE DEGREE in ORGANIZATIONAL MANAGEMENT (B.A.S.)

Applications for IRSC's Bachelor of Applied Science Degree in Organizational Management program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.A.S. program in Organizational Management are:

1. Applicants for the Bachelor of Applied Science Degree in Organizational Management program must have earned an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) Degree (or equivalent) from a regionally accredited postsecondary institution.. Students wishing to pursue a Bachelor of Applied Science in Organizational Management with a major in either Health Care Management or Public Safety Administration must meet the admission requirement of those specialized tracks for acceptance into those concentration areas. Students with an Associate in Arts (A.A.) Degree (or equivalent) may be admitted to the B.A.S. program with the approval of the Assistant Dean of Business Technology. Those with A.A. degrees who have completed all core General Education requirements will be required to complete a total of eighteen (18) credits in an occupational/technical area (e.g., accounting technology, computer science, business, etc.) in lieu of the additional core General Education required of the A.S./A.A.S. graduate.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.

BACHELOR OF APPLIED SCIENCE DEGREE IN DIGITAL MEDIA (B.A.S.)

Applications for IRSC's Bachelor of Applied Science Degree in Digital Media program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.A.S. program in Digital Media are:

1. Earned an Associate Degree (or equivalent) from a regionally accredited postsecondary institution. An A.S. Degree in Graphic Design or Digital Media is preferred.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.

BACHELOR OF SCIENCE DEGREE IN EDUCATION (B.S.)

Applications for IRSC's Bachelor of Science Degree in Education programs are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.S. programs in Education programs are:

1. Earned an Associate in Arts Degree (or equivalent) from a regionally accredited postsecondary institution.
2. Completion of all lower-division state-mandated common prerequisites including the three (3) Education prerequisites: EDF 2005, EDF 2085 and EME 2040.
3. Earned an overall grade point average (GPA) of 2.5 in lower-division coursework.
4. Submission of a satisfactory brief narrative that includes a request for admission to the program, factors influencing the applicant's decision to teach, the applicant's philosophy of education, and previous teaching or related experiences which demonstrate the applicant's potential as an educator.
5. Demonstrate mastery of general knowledge by presenting passing scores on all portions of the General Knowledge (GK) test of the Florida Teacher Certification Exam.
6. Submission of written recommendations from three (3) individuals familiar with the applicant's academic work, personal character, and/or ability to work with children and/or youth.

Note: All students accepted into an Education Baccalaureate Degree program must pass a Level II background check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) prior to beginning any course with a field experience component. Background checks will be administered by the school district(s) where field experiences are to be conducted. Students who cannot obtain a satisfactory background check will be prohibited from registering for courses with a field experience component and may be dismissed from the Education program.

BACHELOR OF SCIENCE DEGREE IN NURSING (B.S.N.)

Requirements for admission to the Bachelor of Science in Nursing (B.S.N.) are:

1. Applicants must have completed an Associate in Science Degree in Nursing (or equivalent) from a regionally accredited postsecondary institution.
2. Applicants must have a 2.5 grade point average (GPA) on a 4.0 scale.
3. Applicants must have a valid Florida Registered Nurse license.
4. Applicants must demonstrate computer competency as required by IRSC.

BACHELOR OF SCIENCE DEGREE IN BIOLOGY (B.S.)

Applications for IRSC's Bachelor of Science Degree in Biology program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.S. program in Biology are:

1. Earned an Associate in Arts Degree (or equivalent) from a regionally accredited postsecondary institution.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.
3. Completion of all required common prerequisite courses (listed below) with a grade of "C" or higher

BSC 2010 - General Biology, BSC 2010L - General Biology Lab, BSC 2011 - General Biology II, BSC 2011L - General Biology II Lab, CHM 1045 - General Chemistry I, CHM 1045L - General Chemistry I Lab, CHM 1046 - General Chemistry II, CHM 1046L - General Chemistry II Lab, CHM 2210 - Organic Chemistry I, CHM 2210L - Organic Chemistry I Lab, CHM 2211 - Organic Chemistry II, CHM 2211L - Organic Chemistry II Lab, MAC 2311 - Calculus I, STA 2023 - Statistics

BACHELOR OF SCIENCE DEGREE IN HUMAN SERVICES (B.S.)

Applications for IRSC's Bachelor of Science Degree in Human Services program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.S. program in Human Services are:

1. Earned an Associate Degree (or equivalent) from a regionally accredited postsecondary institution. An A.S. Degree in Human Services is preferred.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.

NON-DEGREE SEEKING BACCALAUREATE STUDENTS

Non-degree seeking students may register for certain upper-division courses for the purpose of personal or professional development without being admitted to a Baccalaureate Degree program. Non-degree seeking students must complete an IRSC Application for Admission and Residency Affidavit, pay the Baccalaureate application fee, submit transcripts documenting completion of an Associate Degree or higher, and demonstrate successful completion of College Preparatory requirements in English, reading and math prior to admission as a non-degree seeking Baccalaureate student. Enrollment will be on a space-available basis only. Upper-division credits earned as a non-degree seeking student may be applied toward a Baccalaureate Degree upon admission to a Baccalaureate Degree program. Additional academic program requirements or restrictions may apply. Consult with an IRSC advisor/counselor for additional information.

SPECIAL ADMISSIONS

ADMISSION TO HEALTH SCIENCE PROGRAMS

In addition to admission requirements for most of the programs at IRSC, the Health Sciences Division requires applicants to meet additional "Selective Admission" conditions. These include submission of a Health Sciences program application, payment of a \$30 nonrefundable/non transferable application fee for each program, appropriate academic preparation, and acceptable scores on various aptitude tests. Students who need refresher or remedial help before being accepted into the Health Science programs are referred to the Academic Support Center (ASC), where individualized instruction is available. Program information outlining the selective admission criteria is available from the IRSC website.

HIGH SCHOOL TRANSCRIPTS

The College accepts high school credentials in accordance with Florida Statutes and State Board of Education Rules. In alignment with F.S. 1003.428, a valid high school credential will be validated by submission of an official transcript from the awarding school that documents that the student successfully completed a variety of secondary courses over a specified period of dated enrollment such as semester periods, grade levels, or other defined dates that demonstrates student longitudinal engagement and course participation, and for which grades were assigned, successful completion or graduation is noted, and an official seal or signature is attested. The Student Services Review Committee will make the final determination for transcripts that are otherwise inconclusive.
