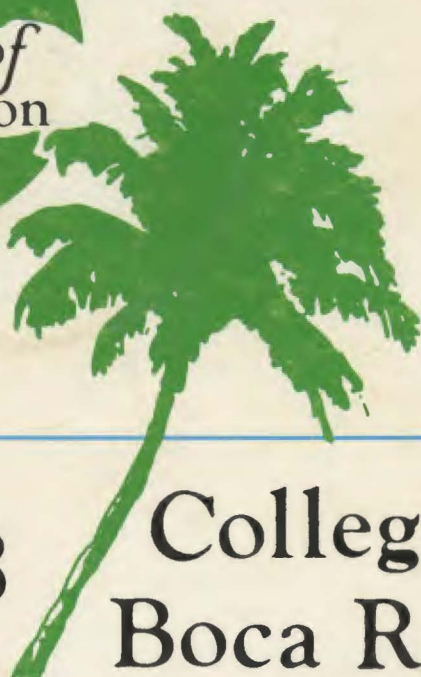


College of
Boca Raton



1976 - 78

College of
Boca Raton

College of Boca Raton
Boca Raton, Florida 33431

The College of Boca Raton is an independent, co-educational college offering four year programs leading to the B.A. and B.B.A. degrees and two year programs leading to the A.A. degree in liberal arts and general business.

The College is fully accredited by the Southern Association of Colleges and Schools for its two-year programs and has applied for accreditation for its new four-year programs.

VISITORS:

We invite you to visit us at your convenience by calling our Admissions Office, at (305) 395-4301.

COLLEGE OF BOCA RATON

Boca Raton, Florida



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The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement, including fees, contained in this bulletin at any time with or without notice. The College further reserves the right to require a student to withdraw at any time under appropriate procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student is not entitled to any credit for work which he may have done at the College. When a student is dismissed or suspended from the College for cause, there will be no refund of tuition and fees paid. If a dismissed student has paid only a part of his tuition and fees, the balance due the College will be considered a receivable and will be collected.

There will be no refund of tuition, fees, charges or any other payments made to the College in the event the operation of the College is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reasons beyond the control of the College.

Admission of a student to the College of Boca Raton for any semester does not imply that such student will be re-enrolled in any succeeding academic semesters.

Accreditation and Membership

The College of Boca Raton is accredited by the
Southern Association of Colleges and Schools
and holds membership in:

American Association of Collegiate Registrars
and Admissions Officers

American Council on Education

American Conference of Academic Deans

American Library Association

Association of College Admissions Counselors

Association for Higher Education

College Entrance Examination Board

Florida Association of Colleges and Universities

Florida Personnel and Guidance Association

National Association of Women Deans and Counselors

Southeastern College Art Conference





I. The College

LOCATION

The College of Boca Raton is located in Boca Raton, on Florida's famous "Gold Coast" approximately forty miles north of Miami. Ft. Lauderdale is twenty miles to the south and Palm Beach is twenty miles north. Boca Raton is a city of 30,000, the second largest in Palm Beach County. The College is five miles from the town and the beach. Florida Atlantic University, an upper-division State university is just minutes away. Boca Raton is easily accessible by car from the Sunshine State Parkway and from U.S. 1 and A1A. It is serviced by the major airports of Miami, Ft. Lauderdale, and West Palm Beach.

HISTORY

The College of Boca Raton was founded in 1963 as Marymount College, a private two-year college for women. The name of the college was changed in December 1974 to reflect the nature of the college as it is today; fully co-educational, non-denominational and with four year programs. The 500 students represent almost every State in this country and about thirty foreign countries.



CAMPUS

The 52 acre campus is landscaped with a variety of tropical and semi-tropical plants and trees, including the swaying palms and stately pines. Five artificial lakes reflect the natural beauty of the setting and the harmonious design of the architecture. The campus is bordered by a golf course to the south and wooded tracts on the north, east and west.

All buildings have been constructed since 1963 and are, therefore, thoroughly modern and completely air-conditioned.

CARROLL HALL is the academic building providing classrooms, labs, art studios and faculty offices. It is a two-story structure with all rooms opening onto a scenic courtyard.

FOUNDERS' HALL houses the dining room, auditorium, business offices, Student Union, and Student Rathskeller.

LEWIS LIBRARY, built in 1969, serves as a total learning resources center. The collection is planned to reach 50,000 volumes and is supplemented by slides, records, tapes, filmstrips and a dial-access system to produce an outstanding collection of audio-visual materials. The building also houses a theatre, academic and admissions offices.

TRINITY HALL, a three-story residence hall accommodating one hundred and twenty students, contains lounges, laundries, recreation areas, student personnel offices, chapel, and the resident proctor's apartment and office.

PATTON HALL houses two hundred students in attractive two-student rooms. Four wings, each housing fifty students, help provide a better experience of group living with personal responsibility. As in Trinity Hall, all residence halls are equipped with their own lounges, laundries, recreation areas and resident proctor rooms.

WIXTED HALL, constructed in 1967, is an exact duplicate of Patton Hall in floor plan. Its brightly colored lobby is a popular spot for parties and informal get-togethers.

ATHLETIC FACILITIES include an outdoor Olympic-size pool, heated for year-round use; tennis courts; basketball court; soccer, baseball and football fields; space for archery, gymnastics, fencing, volleyball, and similar sports. Golf, riding and bowling are available close by.







Philosophy of the College of Boca Raton

The College of Boca Raton's purpose is to promote the development of each student's intellectual, social, emotional, and spiritual capabilities. Capabilities differ, and therefore goals and achievements will differ among students. But the College will have realized its purpose if each student comes to recognize and appreciate his or her own potential and has the knowledge, skills, and motivation to strive to live up to it.

The College of Boca Raton believes in offering students programs and courses that are career oriented so that they will have the competence and confidence to assume a useful and rewarding role in their society. It believes in offering these practical programs in the environment (both physical and psychological) which is conducive to reflection and personal growth. The College is small by design; the faculty and administration are interested in the individual. The College of Boca Raton welcomes the student who is average in terms of academic rank and recognizes his need for personal interest and extra motivation. Its purpose is to provide to any student who sincerely wants a good education, the opportunity, the instruction, and the supportive services to help him realize his goal.

As an institution of higher learning, it strives to provide academic programs that are meaningful, stimulating and humanizing in preparation for living in a complex world. The College is primarily a residential one and not only attempts to create an environment in which the values of group living and sharing are recognized and learned, but also encourages the development of social concern and a sensitivity toward human dignity and the worth of each person.

II. Student Life

Every phase of college life provides a learning situation wherein the student is guided toward wise decision making. While the College of Boca Raton gives primary emphasis to formal learning through instruction and study, it clearly recognizes that the student has many other needs — personal and social — for which it must make provision. To serve these needs, the College offers a program of student services.

The student has ready access to educational and vocational guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership.

Within the orbit of student services are the offices of the Dean of Students, Director of Resident Life, Guidance Counselor, and the Health personnel.

COUNSELING

Counseling at the College aims to further the total development of each individual student. This accent on the individual implies a very definite interest in all phases of the life of the student whose welfare — academic and social — is of primary concern. Upon arrival, each student is assigned a faculty advisor who helps him choose his program of studies and meets with him regularly during the year to evaluate progress and discuss any problem related to adjusting to college life. In addition, students are encouraged to consult individual instructors, the residence hall counseling personnel, the professionally trained guidance and counseling staffs and the Dean of Students concerning any problems.

ORIENTATION

To help the student adjust to college life with as much ease as possible, the period of orientation will be attended to with the assistance of the student personnel staff and a group of upperclassmen. This orientation will familiarize the new student with the College of Boca Raton's spirit as seen in its policies, and its operation as seen in its organizational procedures. It also gives the College an opportunity to know its students' needs and difficulties and to determine how it can assist them.

RESIDENCE HALLS

The three residence halls, Trinity, Patton, and Wixted Halls, provide full living accommodations for 500 students. The men's and women's halls each provide adequate facilities for entertaining guests, relaxing with friends, and doing routine chores (laundry, ironing, etc.) A linen service provides sheets and towels on a weekly basis. Each double room contains two Hollywood beds, two desks, chairs, bureaus, closets, bookcases, and a washbasin and medicine chest. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student. Space for discussion groups or study groups is also available, as are telephones, television, games, and just-chatting corners. New students are assigned to rooms and roommates by the Dean of Students who will make any adjustments. Returning students choose their own rooms and roommates. Through the co-operative efforts of all, a living environment rich with the joys of friendship and of sharing with others will add a new dimension to the learning experience.

Students living in college housing are subject to the disciplinary regulations published in the Student Handbook distributed at the beginning of the college year. All unmarried students under 21 years of age (except those living at home with their own families) are required to live on campus.

HEALTH PROGRAM

The objective of the student health program is to make students aware of the importance and advantage of good mental and physical health so they may achieve the utmost of their pursuit of social and intellectual excellence. The college nurse works in conjunction with the community medical services to provide adequate health care. The aim of this service is to care for the immediate health of the individual student, and to develop in all students proper habits of living. It includes medical examinations, treatment for minor

ailments in the college infirmary, advice and guidance in matters affecting health and, with the cooperation of the physical education staff, the supervision of organized physical activities.

A complete report from a physician is required of all students at the beginning of the first year. This report must be completed and returned to the Dean of Students before the student registers.

STUDENT ACTIVITIES

An expanding program of activities complements the academic program. The student chooses those activities which will contribute most to enjoyment and growth — student government, modern dance, intra-mural sports, choral club, drama, newspaper, yearbook, etc.

The College sponsors a number of cultural activities available to the local community as well as to the students. These include prominent lecturers, musicians, dancers, and actors who perform singly or in groups. Art exhibits by professionals or by students are frequently held on campus.

There is a variety of student social activities: beach parties, dances, folk festivals, films, pool parties, physical education play days, inter-collegiate and intra-mural sports, award dinners, dramatic productions, picnics, and cabarets.

The College of Boca Raton's location permits students to take advantage of the cultural offerings of nearby Palm Beach, Fort Lauderdale, and Miami. They may visit art galleries, attend symphony concerts, hear distinguished lecturers, enjoy fine performances of opera and ballet. Whatever the student's interest, from fine arts to professional football or gourmet dining, all can be found in Boca Raton and surrounding areas.

ATHLETICS

The varsity athletic program includes intercollegiate soccer, tennis, and golf. The girls' tennis team has held the State title for several years.

Students who do not participate in varsity sports are encouraged to participate in the intra-mural sports program. Teams are organized in football, soccer, basketball, volleyball and softball; other sports' activities include archery, fencing, riding, swimming, bowling, and gymnastics.

GENERAL REGULATIONS

Because the College of Boca Raton is a private college, our philosophy makes serious demands on the faculty, the staff and the students. Mature behavior is our goal, and the responsibility for this behavior is borne by the individual. We expect our students to understand our goal and to work with us to achieve it in all phases of campus life. In some areas of responsibility, the College is the chief agent and these responsibilities will be met by the administration. Included in this is the enforcement of the laws of the nation and the State of Florida in regard to drugs and alcohol.

More specific regulations concerning student residence, and other areas touching the common good and the individual good are published in the Student Handbook. Students are held responsible for these regulations and are expected to aid in the protection of the rights and duties of self, peers, school and parents.

III. Admissions

The College of Boca Raton welcomes the applications of young men and women of every race, color, and creed who desire the type of education which will enrich their lives personally and equip them with those skills which will enable them to embark on successful careers or professions.

The College seeks a diversified student body and encourages applicants of widely different backgrounds, aptitudes, and interests. In addition to considering the academic record, the Admissions Committee relies heavily upon the recommendation of the guidance counselor or principal as to the applicant's sincere desire to attend the College of Boca Raton, and his or her capacity to benefit from the programs and services offered. The College recognizes the effect of determination and motivation on a student's performance in college and is anxious to give each individual a chance to prove himself.

All candidates must be graduates of a recognized high school or must present some formal evidence of completing high school requirements such as the G.E.D. (General Equivalency Diploma). Exception is made for outstanding high school students whose counselors recommend them for Early Admission at the end of their junior year.

All applicants are encouraged to take the S.A.T. of the College Entrance Examination Board (or the A.C.T.). These scores are used for placement mainly. There are no cut-off points established for admission purposes. Information about the S.A.T. may be obtained from Box 592, Princeton, N.J.

PROCEDURE:

1. Complete the application form and send it to the Admissions Office with the fee of \$20.
2. Ask your school counselor to send a transcript of your grades and a letter of recommendation directly to the Admissions Office.
3. Arrange to have your test scores sent to the college.
4. The College will notify each applicant as soon as the transcript and recommendation are on file. Upon notification of acceptance, a deposit of \$100 is requested of day students, and a deposit of \$200 is asked of resident students to reserve a place in the class. These deposits are non-refundable but are credited to the student's account.
5. Final acceptance is confirmed when the College receives the final transcript confirming graduation from high school and a medical report signed by the family physician. These reports are filed during the summer before entrance to college.

TRANSFER STUDENTS

Transfer students are welcome at the College of Boca Raton, and every effort is made to make their transfer of credit as easy as possible. Transfer students should follow the general admission procedures outlined above, and request official transcripts from the college (or colleges) they attended, as well as the recommendation of the Dean of Students. A special form for the Dean's recommendation will be sent to the transfer applicant as soon as he files his application. In general, full credit will be given for all work completed satisfactorily at other accredited colleges.

FOREIGN STUDENTS

The College of Boca Raton is proud of the international flavor of its student body and welcomes students from other nations. Since all classes and lectures are conducted in English, however, it is essential that foreign students be fluent in English before their arrival on campus. They must be able to express their thoughts clearly in both spoken and written English. Proficiency in English must be certified by taking the Test of English as a Foreign Language (TOEFL) which is administered by the College Entrance Examination Board, or by taking an English test at the American Consulate in their native country. Students may also arrange to be interviewed by a representative of the Institute of International Education by writing to I.I.E., 809 United Nations Plaza, N.Y.C. 10017. Students admitted to the United States on a student visa must be full-time students and may not engage in off-campus employment without the written permission of the U.S. Immigration authorities.

ADVANCED PLACEMENT AND C.L.E.P.

The College of Boca Raton participates in the Advanced Placement Program of the College Entrance Examination Board and grants credit for knowledge and skills acquired outside of formal classroom experience. High school students who have taken Advancement Placement tests and scored 3 or better may earn both credit and placement in a higher level course. Veterans, mature students, those who have learned "on their own" may earn college credit by taking the tests of the College Level Examination Program. A student may earn up to 30 credits from the General Examinations and meet the requirements of freshman year. Testing information may be obtained by writing: C.L.E.P., Box 1821, Princeton, N.J. 08540.

The College of Boca Raton supports Title VI of the Civil Rights Act of 1964 which states that "No person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Equal Opportunity/Affirmative Action Employer

IV. Finances

FINANCIAL REGULATIONS

All financial obligations or financial arrangements must be completed before the student registers. As the College incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from fees be assured in order to plan and maintain these services over the entire year. For this reason it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. The fact that fees are paid in two or more installments does not constitute a fractional contract.

All financial obligations must be satisfied before semester grade reports or transcripts of credit will be released. **ALL STATEMENTS AS RECEIVED ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT.**

REFUND POLICY

The College reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of the rules of the College or for any other reasonable cause. In view of the foregoing and since the College must make its financial commitments for the entire academic year, no reduction or refund of fees will be made because of the absence, withdrawal, transfer, dismissal, or suspension of a student.

TUITION AND FEES

Tuition	\$2,150	a year
Room and board	1,500	a year
	<u>\$3,650</u>	Total

PAYMENT OF FEES

A parent may elect to make a single payment for the entire academic year, as follows:

Dormitory Student

Reservation deposit	\$ 200	
Balance due	3,450	
	<u>\$3,650</u>	Total

Day Student

Reservation Deposit	\$ 100	
Balance Due	2,050	
	<u>\$2,150</u>	Total

For those electing a two-payment plan, the schedule is as follows:

Dormitory Student

Reservation Deposit	\$ 200	
Payment Before First Semester	2,000	
Payment Before Second semester	1,550	
	<u>\$3,750</u>	Total

Day Student

Reservation Deposit	\$ 100	
Payment Before First semester	1,350	
Payment Before Second semester	750	
	<u>\$2,200</u>	Total

NOTE: The two-payment plan fee is waived for those students receiving Federal Government assistance and for those on College Work/Study grants.

PART TIME STUDENTS

Tuition	\$70 per credit hour
(Part time students may not register for more than 9 hours in any semester.)	
Credit by Examination	\$30 per credit hour
(Credit earned through CLEP scores, work experience, studies in military service, etc. are in this category.)	

LABORATORY FEE \$25

GRADUATION FEE 50

DAMAGE DEPOSIT

A damage deposit of \$100 is required of all resident students. This deposit fee is payable at registration. The remaining portion of the fee is refunded when a student withdraws or graduates from the institution. Students must maintain this deposit at the \$100 level at the beginning of each academic year. Students are responsible for their rooms and their campus. Damage to rooms and public areas of the dormitories and campus are assessed based on individual, joint or group responsibility. The College always attempts to identify those individuals responsible for damage or vandalism. When this is not possible, all students must bear an equal portion of the cost and responsibility. Deductions are also made to cover delinquent infirmary/medical charges.

NOTICE: The College reserves the right to change, upon reasonable notice, any of the fees printed in this catalog.

PRIVATE ROOMS

A limited number of suites and private rooms are available on a first-come, first-served basis. Students interested in living in a suite or private room must indicate their desire to the Dean of Student Services. Students will be placed on a waiting list and assigned to the available private rooms during the first week of school. Private room charges are \$300 per semester. Suites, which consist of two private rooms with an adjoining bathroom, are \$400 per semester. Two students are assigned per suite. Private room and suite charges are payable when assignments are made.

BOOKS

Textbooks may be purchased in the Campus Bookstore on a cash basis only. Other school and personal supplies are available there.

STUDENT INSURANCE

The College has incorporated a group plan for accident insurance.

LATE REGISTRATION

Approval must be obtained from the Academic Dean in all cases of late registration. A fee of \$10 will be charged for late registration.

LAUNDRY

Linens are provided on a rental basis from a local laundry for approximately \$50.00 per year. Payment is made by the student directly to the rental firm.

MEALS

Nineteen meals are served each week except during Thanksgiving, Christmas and Easter vacations. All residence halls and dining facilities are closed during vacation periods.

DORMITORY MAINTENANCE

Certain regulations and rules exist relative to hanging pictures on walls, taping bulletins or other objects to walls, and other measures designed to maintain the appearance of the residence halls. Students will be held responsible for unwarranted damage to rooms and will be billed the cost of necessary repairs.

AUTOMOBILES

Students may have their own automobiles on campus provided they are registered in the office of the Dean of Students. A \$5.00 registration fee is charged.

WITHDRAWAL

Notification of withdrawal for any reason must be made to the Registrar's office by filing the Formal Request for Withdrawal form.

CHECK CASHING SERVICE

The College will cash students' personal checks at the College bank. Checks returned by the bank for any reason will be assessed at \$2.50 per check service charge to be paid by the student cashing the check. Several banks in Boca Raton welcome student accounts.

FINANCIAL AID

The College of Boca Raton participates in the financial aid programs sponsored by the Federal Government. The purpose of these programs is to supplement the resources of the student and his family in order to give needy students the opportunity of obtaining a higher education. Applicants for financial aid are urged to apply early since funds are limited. Financial aid is generally awarded in a combination of loan, employment, and grant.

NATIONAL DIRECT STUDENT LOAN

To be eligible for a National Direct Student Loan, a student must demonstrate financial need and carry an academic workload of six or more credits. Repayment of the loan begins nine months after the student ceases to be at least a half-time student.

WORK-STUDY PROGRAM

Those students who demonstrate great financial need and carry an academic workload of six or more credits are eligible to participate in the Work-Study Program. Students are provided with employment on or off campus, salary is dependent upon the type of work performed.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

The SEOG grant is given to students who are of exceptional financial need and who should not, but for this grant, be financially able to attend the college. Students must take an academic workload of six or more credits. Grants range from \$200 to \$1,000 a year depending on need.

BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM

The BEOG program is a Federal aid program designed to provide financial assistance to those who are in need. The amount of the grant is based on family contribution, federal funds actually available, and the cost of your education, since the grant cannot exceed one half that cost. The "Application for Determination of Family Contribution" is available from the financial aid office at the College of Boca Raton.

GUARANTEED STUDENT LOAN PROGRAM

The Guaranteed Student Loan is available through most banking institutions. Contact your local bank in the state in which you reside for the necessary loan forms. Submit the forms to the College of Boca Raton for verification of attendance and financial need. Repayment begins after you graduate.

FLORIDA STUDENT LOAN

These long-term loans are for Florida residents. Repayment begins within four months following completion or termination of education. Maximum loan is \$1,200 per academic year.

TUITION LOAN PLANS

Parents who prefer to meet educational expenses out of monthly income may do so through the programs of one of the following educational loan companies:

College Aid Plan, Inc.
1030 E. Jefferson Blvd.
South Bend, Ind. 46624

The Tuition Plan, Inc.
575 Madison Avenue
New York, N.Y. 10022

SCHOLARSHIPS

Scholarships are awarded to candidates who show exceptional academic promise and excellent achievement. Winners receive recognition at the College Honors Convocation. The stipend attached to the scholarship depends upon the winner's financial need and continuation of scholarships is subject to continued satisfactory academic achievement.

GRANTS

Grants are awarded primarily on the basis of financial need rather than scholastic excellence. Their amount is based upon demonstrated need as determined by the Parents' Confidential Statement and may range from partial to full tuition. Their continuance depends upon the student's remaining in good standing academically and socially.

CAMPUS EMPLOYMENT

Work opportunities exist in the college library, bookstore, offices, residence halls, and cafeteria. Such employment is assigned first to students in need of financial aid who have filed an application with the Financial Aid office.

Some federal funding is available through the College Work/Study program for students who can demonstrate exceptional need.

VETERANS' BENEFITS

The College of Boca Raton is approved for those eligible to receive funds for education from the Veterans' Administration. The same is true for those receiving aid from Social Security. Students should check with these agencies to determine their benefits.

STATE OF FLORIDA TEACHER SCHOLARSHIPS

The State of Florida offers a number of scholarship loans for Florida residents who are planning to teach in Florida. Competitive examinations for these awards are held twice a year under the direction of the local Superintendent of Schools.

FINANCIAL AID APPLICATION PROCEDURE

1. File an application for admission indicating you are seeking financial aid or requesting a Scholarship. The Financial Aid application and Parents' Confidential Statement will be sent to you. Requests will not be considered unless an application for admission is on file.
2. File the P.C.S. with the College Scholarship Service in Princeton, N.J. as early as possible, asking that the financial need analysis be sent to the College of Boca Raton.
3. Return the College of Boca Raton Financial Aid application to the Financial Aid office at the College.
4. Check to be sure your credentials are sent to the Admissions Office since no aid awards can be made until a student has been officially accepted.

RENEWAL OF SCHOLARSHIPS AND FINANCIAL AID

Students who wish to have their financial aid renewed for the following year must apply in writing to the Financial Aid office and must file an updated Parents' Confidential Statement. They must be in good standing academically and socially.

V. Undergraduate Degree Programs

ASSOCIATE OF ARTS DEGREE PROGRAMS

The Associate of Arts Degree Programs of the College of Boca Raton are designed to provide every student with a sound foundation in the major areas of knowledge as well as an opportunity to concentrate upon one specific field.

A Liberal Arts core curriculum is an integral part of each Associate Degree Program. It gives the student basic courses in English, Arts and Humanities, Social and Behavioral Sciences, and Natural Sciences. These are supplemented by a selected array of career-oriented disciplines which afford areas of concentrations in which special competence may be obtained.

The Liberal Arts Division offers concentrations in Art, Fashion Illustration, General Studies, Pre-School Education, and Theatre Arts. These concentrations provide a broad spectrum of career opportunities within the framework of liberal education.

The Business Division offers a two-year curriculum which examines the basic aspects of business and prepares the student for careers in fields such as Accounting Administration, Business Administration, Fashion Merchandising, Hospitality Management, and Secretarial Administration. Students should, however, expect to serve an apprenticeship in the fields they enter if they aspire to higher positions.

A.A. DEGREE CONCENTRATION PROGRAM

LIBERAL ARTS DIVISION

The Liberal Arts Division offers concentrations in the following areas:

Art	Pre-school Education
General Studies	Theatre Arts
Fashion Illustration	

LIBERAL ARTS CORE CURRICULUM

The following courses are required for *all* Liberal Arts students:

Communication Skills: 9 semester hours

English Composition I	3
English Composition II	3
Effective Speech Communication	3

Arts and Humanities: 12 semester hours

Literature Elective	3
Visual or Performing Arts Elective	3
Introduction to Philosophy	3
Liberal Arts Elective (literature, language, philosophy, science)	3

Social and Behavioral Science: 12 semester hours	
History and/or Government Electives	6
Introduction to Psychology	3
Introduction to Sociology	3
Natural Science and Mathematics: 9 semester hours	
Science Electives	6
Intermediate Algebra	<u>3</u>
Total Semester Hours	42

A.A. DEGREE CONCENTRATION AREAS

1. ART	
Core Curriculum	42
Survey of the History of Art I	3
Survey of the History of Art II	3
Commercial Drawing	3
Basic Communication Design	3
Studio Course Elective	3
Student Exhibition and Seminar	<u>3</u>
Total Semester Hours	60
2. FASHION ILLUSTRATION	
Core Curriculum	42
Basic Communication Design	3
Textiles	3
Fashion Retailing	3
Prerequisite: Retailing, Business Mathematics	
Fashion Illustration	3
Prerequisite: Fashion Retailing, Textiles	
Fabric Design	3
Prerequisite: Textiles, Fashion Illustration	
Basic Communications Design	
Fashion Construction	3
Prerequisite: Fabric Design	
Total Semester Hours	60
3. GENERAL STUDIES	
Core Curriculum	42
General Studies or Business Electives	
(Communications, Humanities, Social and Behavioral Science, Natural Science (or Business Courses))	<u>18</u>
Total Semester Hours	60
4. PRE-SCHOOL EDUCATION	
Core Curriculum (except for Intro to Sociology and only three credits in History and Science)	33
Child Growth and Development	3
Principles and Practices of Pre-School Teaching	3
Curriculum Materials and Activities	3
Prerequisite: Principles and Practices of Pre-School Teaching	
Readiness Activities for Pre-school Child in Creative Expression	3
Prerequisite: Curriculum Materials and Activities	

Readiness Activities for the Pre-School Child in Mathematics and Science	3
Prerequisite: Curriculum Materials and Activities	
Readiness Activities for the Pre-School Child in Language Arts	3
Prerequisite: Curriculum Materials and Activities	
Exceptional Children	3
Health and Nutrition	3
Practicum in Pre-School Education	3
Prerequisite: Permission of Instructor	
Total Semester Hours	<u>60</u>

5. THEATRE ARTS	
Core Curriculum	42
Basic Acting I	3
Basic Acting II	3
Stagecraft	3
Drama Workshop	3
Drama Literature and History of the Theatre	3
Prerequisite: English Composition I and II	
Special Project Elective	<u>3</u>
Total Semester Hours	<u>60</u>

A.A. DEGREE CONCENTRATION PROGRAMS

BUSINESS DIVISION

The Business Division offers concentrations in the following areas:

Accounting Administration	Hospitality Management
Business Administration	Secretarial Administration
Fashion Merchandising	

BUSINESS CORE CURRICULUM

The following courses are required for all Business students:

Communication Skills: 9 semester hours	
English Composition I	3
English Composition II	3
Effective Speech Communication	3
Social and Behavioral Sciences: 3 semester hours	
History or Behavioral Science Elective	3
Arts and Humanities: 9 semester hours	
Visual or Performing Arts Elective	3
Liberal Arts Electives (literature, language, philosophy, science)	<u>6</u>
Total Semester Hours	<u>21</u>

A.A. DEGREE CONCENTRATION AREAS

1. ACCOUNTING ADMINISTRATION	
Core Curriculum	21
Economics I	3
Economics II	3
Business Law I	3
Business Law II	3
Intermediate Algebra	3
College Algebra	3
Prerequisite: Intermediate Algebra	
Elementary Statistics	3
Prerequisite: Intermediate Algebra	
Principles of Accounting I	3
Principles of Accounting II	3
Prerequisite: Principles of Accounting I and II	
Intermediate Accounting I	3
Intermediate Accounting II	3
Cost Accounting	3
Prerequisite: Principles of Accounting I and II	
Tax Accounting	3
Total Semester Hours	<u>60</u>
2. BUSINESS ADMINISTRATION	
Core Curriculum	21
Introduction to Business	3
Accounting I	3
Accounting II	3
Business Law I	3
Business Law II	3
Economics I	3
Economics II	3
Intermediate Algebra	3
Elementary Statistics	3
Prerequisite: Intermediate Algebra	
Science Electives	6
Introduction to Computer Science	3
Business Elective	3
Total Semester Hours	<u>60</u>
3. FASHION MERCHANDISING	
Core Curriculum	21
Introduction to Business	3
Business Mathematics	3
Principles of Marketing	3
Prerequisite: Permission of Instructor	
Retailing	3
Fashion Retailing	3
Prerequisite: Retailing; Business Mathematics	
Sales Management	3
Advertising	3
Prerequisite: Introduction to Business	
Basic Communication Design	3
Interior Decorating	3
Prerequisite: Basic Communication Design	
Textiles	3
Non-textiles	3
Prerequisite: Textiles	

Fashion Illustration	3
Prerequisite: Fashion Retailing; Textiles	
Practicum in Fashion Merchandising	3
Prerequisite: Permission of Instructor	
Total Semester Hours	<u>60</u>
4. HOSPITALITY MANAGEMENT	
Core Curriculum	21
Introduction to Business	3
Business Law I	3
Business Mathematics	3
Accounting I	3
Economics I	3
Hospitality Industry, Organization, and Administration	3
Introduction to Hospitality Management	3
Food and Beverage Management	3
Tourism and the Hospitality Industry	3
Business Elective	3
Six credits of additional Hospitality Management	
Courses taken under advisement	6
Practicum in Hospitality Management	<u>3</u>
Total Semester Hours	<u>60</u>
5. SECRETARIAL ADMINISTRATION	
Core Curriculum	21
Accounting I	3
Business Law I	3
Business Machines	3
Introduction to Business	3
Elementary Typewriting	3
Intermediate Typewriting	3
Prerequisite: Elementary Typewriting	
Advanced Typewriting I	3
Prerequisite: Elementary and/or Intermediate Typing	
Advanced Typewriting II	3
Prerequisite: Advanced Typewriting I	
Elementary Shorthand	3
Intermediate Shorthand	3
Prerequisite: Elementary Shorthand	
Dictation and Transcription I	3
Prerequisite: Intermediate Shorthand	
Office Practice I	3
Office Practice II	<u>3</u>
Total Semester Hours	<u>60</u>

BACHELOR DEGREE PROGRAMS

BACHELOR OF ARTS IN LIBERAL ARTS STUDIES

The curricula leading to the Bachelor of Arts Degree in Liberal Arts Studies are based on four years of college work. A unique feature of the Liberal Arts Studies program is that it affords the student the opportunity to investigate the fields of business and economics in order to foster further

academic or occupational interests. Through this exposure to business courses, students should be able to place their broad liberal arts education within the more specialized context of the business world. The Bachelor of Arts degree in Liberal Arts Studies is also designed to prepare the student for graduate study.

In addition to achieving competency in a field of concentration, the student is expected to integrate his liberal arts course offerings in an attempt to face and solve in a creative way problems of his day. A broad list of integrative course offerings is available for student selection for this purpose. Further development of individual interest fields is available through careful selection of free electives.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN GENERAL BUSINESS

The purpose of the four year curricula leading to the Bachelor of Business Administration degree in General Business is to provide educational experiences that will help students develop their potentialities for leadership and service in business, government, and graduate professional schools in business administration, law, and related areas.

The curriculum provides students with a comprehensive background, rather than detailed training in limited phases of business. The program will be of special interest to those who plan to manage a small business or enter a large corporation with its own training program.

Degree programs and curricula patterns aim to train analytical, flexible, and creative professionals who are able to deal with current and future problems within the business world. Through its Liberal Arts core curriculum, the College will also provide the business student with a thorough education in the Humanities and Social and Natural Sciences.

THE LIBERAL ARTS CURRICULUM

BACHELOR OF ARTS IN LIBERAL ARTS STUDIES

GROUP I BASIC STUDIES CORE

Required for all students pursuing the Bachelor of Arts degree in Liberal Arts Studies.

Communication Skills: 9 semester hours

English Composition I	3
English Composition II	3
Effective Speech Communication	3

Arts and Humanities: 9 semester hours

Literature Elective	3
Visual or Performing Arts Elective	3
Introduction to Philosophy	3

Social and Behavioral Science: 12 semester hours

History and/or Government Elective	6
Introduction to Psychology	3
Introduction to Sociology	3

Natural Science and Mathematics: 12 semester hours

Science Elective	6
Intermediate Algebra	3
College Algebra	3
	<hr/>
	42

GROUP II LIBERAL ARTS STUDIES

- | | |
|---|----|
| 1. LIBERAL ARTS INTEGRATIVE COURSES | 18 |
| A cluster of six courses within the liberal arts which form a meaningful unit. | |
| 2. LIBERAL ARTS CONCENTRATION COURSES | 15 |
| A set of five courses which focus on a single discipline within the liberal arts. | |

GROUP III BUSINESS CORE

Introduction to Business	3
Principles of Management –	3
Prerequisite: Permission of Instructor	
Principles of Marketing –	3
Prerequisite: Permission of Instructor	
Principles of Accounting I	3
Principles of Economics I	3
Business Law I	3
Corporation Finance	3
and/or	
Liberal Arts Electives	
	<hr/>
	21

GROUP IV FREE ELECTIVES

	24
Total Semester Hours	<hr/>
	120

BACHELOR OF ARTS DEGREE IN LIBERAL ARTS STUDIES

CONCENTRATION IN COMMUNICATION ARTS

The Media, Culture, and Society	3
Advanced Print Journalism	3
Prerequisite: Print Journalism	
Public Relations and Advertising	3
Creative Writing	3
Special Project in Communication Arts	3
Prerequisite: Permission of Instructor	
	<hr/>
	15

CONCENTRATION IN LITERATURE

American Literature I	3
American Literature II	3
English Literature I	3
English Literature II	3
Senior Writing Workshop	3
	<hr/> 15

CONCENTRATION IN BEHAVIORAL SCIENCE – PSYCHOLOGY

Psychology of Personality	3
Abnormal Psychology	3
Prerequisite: Two courses in Psychology	
Tests and Measurements	3
Cognitive Psychology	3
Prerequisite: Senior standing and three courses in Psychology	3
Seminar in Psychology	
Prerequisite: Permission of Instructor	
	<hr/> 15

CONCENTRATION IN BEHAVIORAL SCIENCE – SOCIOLOGY

Urban Sociology	3
Prerequisite: Introduction to Sociology	
Social Psychology	3
Prerequisite: Introduction to Sociology	
Sociological Theory	3
Prerequisite: Introduction to Sociology and two additional courses in Sociology	
Intergroup Relations	3
Prerequisite: Introduction to Sociology; Social Psychology	
Seminar in Sociology	3
Prerequisite: Permission of Instructor	
	<hr/> 15

In addition to fifteen credits in **Liberal Arts Concentration Courses** (Communication Arts, Literature, Behavioral Science – Psychology, Behavioral Science – Sociology), the student is required to take eighteen credits in **Liberal Arts Integrative Courses**, that is, six courses within the liberal arts which form a meaningful unit.

THE GENERAL BUSINESS CURRICULUM

BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN GENERAL BUSINESS

GROUP I BASIC STUDIES CORE

Required for all students pursuing the Bachelor of Business Administration degree in General Business.

Communication Skills: 9 semester hours

English Composition I	3
English Composition II	3
Effective Speech Communication	3

Liberal Arts Core: 9 semester hours

Literature Elective	3
Visual or Performing Arts Elective	3
Introduction to Philosophy	3

Social and Behavioral Science: 12 semester hours

History and/or Government Elective	6
Introduction to Psychology	3
Introduction to Sociology	3

Natural Science and Mathematics: 12 semester hours

Science Elective	6
Intermediate Algebra	3
College Algebra	<u>3</u>
	42

GROUP II BUSINESS CORE

Introduction to Business	3
Elementary Statistics	3
Introduction to Computer Science	3
Principles of Accounting I	3
Principles of Accounting II	3
Principles of Economics I	3
Principles of Economics II	3
Business Law I	3
Business Law II	<u>3</u>
	27

GROUP III GENERAL BUSINESS STUDIES

Managerial Accounting	3
Prerequisite: Principles of Accounting I and II	
Principles of Management	3
Prerequisite: Permission of Instructor	
Principles of Marketing	3
Prerequisite: Permission of Instructor	
Quantitative Methods in Business	3
Prerequisite: Elementary Statistics	
Corporation Finance	3
Business Communications	3
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Prerequisite: English Composition I & II	
Business Policy	3
Prerequisite: Permission of Instructor	
Organizational Behavior	3
Prerequisite: Principles of Management	
Risk and Insurance	3
Prerequisite: Principles of Economics I and II	
Income, Money and Banking	3
Prerequisite: Principles of Economics I and II	
	<hr/>
	30

GROUP IV FREE ELECTIVES

Total Semester Hours

21
120



VI. Academic Policies

STUDENT RESPONSIBILITY

Each student is responsible for a knowledge of and adherence to regulations covering registration, withdrawal, degree plans, graduation and requirements and the payment of tuition and fees.

ACADEMIC ADVISEMENT

Academic counseling for students at the College of Boca Raton begins with the first contact made with the prospective student. On the basis of high school grades, rank in class, scores on entrance examination board tests, and the information included in the application for admission, the student is advised as to the most suitable career oriented program. For students accepted for admission, the College provides both English and Mathematics placement examinations. The ratio of faculty and staff members is such that much individual attention is available to each student throughout his academic career at the College.

At the beginning of the academic year, each student is assigned a faculty advisor. The advisor assists students in class scheduling, improving study habits, and career planning. All students are required to meet with their academic advisor at least twice during each semester.

The counseling and guidance center works closely with students who have career, educational, and personal concerns. All other faculty, staff, and administrative officers are also available to assist students in any appropriate way possible.

CLASSIFICATION OF STUDENTS

Students are classified as matriculated or non-matriculated students:

1. MATRICULATED STUDENTS

A full or part-time student who has demonstrated competence for collegiate study, has met all admission requirements and has declared his intentions to obtain a degree. In some cases, students may be undecided concerning their degree area. In order for both the student and faculty advisor to properly plan appropriate course distribution for each degree area, students are required to declare their degree area upon completion of no more than thirty credits for the Associate of Arts degree and forty-five credits for the Baccalaureate Degree.

2. NON-MATRICULATED STUDENTS

A full or part-time student who has not declared his intention or is not eligible to obtain a degree. Students seeking to matriculate into a degree program must declare their intentions with the Office of the Recorder upon completion of fifteen credits. Failure to do so may result in the loss of all credits taken beyond the fifteen-credit limit.

ACADEMIC CLASSIFICATION

Matriculated students are classified as Freshmen, Sophomores, Juniors, and Seniors. Academic classification is determined by the number of credit hours completed as given below:

Classification	Credit Hours
Freshmen	0 - 30
Sophomores	31 - 60
Juniors	61 - 90
Seniors	91 - 120

Non-matriculated students described on Page 31, a student with demonstrated ability to do college work, not following a degree program.

PART-TIME STUDENTS

A student registered for no more than nine credit hours.

TRANSFER STUDENTS

A transfer student is also classified according to the above scale. Classification is determined by the number of transfer credits accepted by the College of Boca Raton.

ADMISSION TO CLASSES

Registered students are permitted to enter classes only after getting financial clearance in the Business Office and completion of registration with the Recorder.

AUDIT

A student who wishes to audit a course must receive permission from his faculty advisor and the instructor of the course, and, if in excess of a fifteen-credit hour load, permission of the Academic Dean. Although a student who officially audits a course is not required to take examinations, he is expected to attend class regularly and to participate in a manner which is agreeable to the instructor. An **AU** will be recorded on the permanent record for courses officially audited. A full-time student will only be charged a registration fee for auditing a course. Students not otherwise enrolled will be charged the regular tuition fee.

CANCELLATION OF COURSES

The College reserves the right to cancel any course for which an insufficient number of students have enrolled or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

CHANGE OF REGISTRATION

Changes in registration are permitted only with the consent of the instructor involved and the student's faculty advisor. Course additions or section changes must be made by the end of the first week of the semester. To drop or add or change a course section, the student must obtain the appropriate change form from the Office of the Recorder. The form must be signed by both the instructor and the faculty advisor. The completed form, accompanied by the necessary payments, must be presented to the Business Office. No classes may be dropped after the end of the eighth week of the semester. To change to a load of less than twelve semester hours requires the approval of the Academic Dean.

ATTENDANCE REGULATIONS

Regular and punctual attendance is essential to successful academic achievements. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. Faculty members will maintain a complete and accurate record on the attendance of each student and report to the student, the faculty advisor, and the guidance counselor whenever irregular attendance is endangering the student's scholastic status in the class. If the irregularity persists, the student is subject to receiving a grade of "XF" (failure due to excessive absences) which is included in computing the grade point average.

PERMISSION TO STUDY AT OTHER INSTITUTIONS

Students who desire to attend another collegiate institution and apply credit to a degree program at the College of Boca Raton must receive prior permission from the Academic Dean.

COURSE LOAD

The normal course load for full-time students is 12-15 semester hours. Students wishing to take additional courses must obtain permission from the Academic Dean. If permission is granted, the student will be billed for the additional courses at the prevailing tuition rate per credit hour.

INDEPENDENT STUDY AND DIRECTED STUDY

Independent study involves scholastic or research endeavors apart from regular courses offered at the College of Boca Raton. The student should pursue his study with direction from his supervising professor.

Directed study (regular catalog courses taken by special arrangement), and involves the student and instructor in virtually a one-to-one relationship; i.e., frequent conferences regarding the study needed in order to complete a regularly offered course.

Although the term "Independent Study" will be used, guidelines marked (*) also apply to Directed Study.

- *1. A student may take no more than one independent study per term. A division may waive this maximum, with the approval of the Academic Dean.

2. The schedule for approval of an Independent Study is as follows:
 - *A. Student has proposal for Independent Study.
 - *B. Student contacts Division Chairperson who, with the Academic Dean, approves or rejects the proposal, recommends potential supervisor, who may either accept or decline the invitation to supervise the study.
 - *C. Supervisor approves written proposal for the Independent or Directed Study.
 - D. Student completes registration in the usual manner.
 - E. At the beginning of each term, the Recorder posts a list of all approved Independent and Directed Study students and their supervisors.
- *3. The student should report periodically to his study supervisor in person, by phone, or by letter.
- *4. The time limit for the completion of an Independent Study is one term. If more time is necessary, the student must make a formal application to his supervisor and the Recorder for an extension that is not to exceed one term.
5. Independent Studies may be proposed for one or more credit hours, although they generally will be valued at three credit hours.

GRADING SYSTEM

Faculty members have the responsibility to provide the College with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student's permanent college record at the close of each semester or session. The grading system of the College of Boca Raton is as follows:

- A - Excellent
- B - Good
- C - Average
- D - Passing (lowest passing grade)
- F - Failure
- XF - Failure Due to Excessive Absences

OTHER SYMBOLS IN USE (not included in computation of averages):

- WP - officially withdrawn from the course with a passing grade (withdrawal notice received by the Recorder).
- WF - officially withdrawn from the course with a failing grade.
- AU - Audit
- R - Repeated
- I - Incomplete

A student who withdraws from a course during the first two weeks of the semester will not receive a grade, and the course will not appear on the permanent college record.

A student who withdraws from a course between the third and eighth week of the semester will receive either a WP or WF.

A student who is passing a course, but who has not completed the course requirements by the end of the semester will receive an "I". The grade of "I" reflects neither passing nor failing work, and will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first two weeks of the following semester. Failure to complete the course requirements within this time frame will result in the student receiving an "F" for the course.

COMPUTATION OF GRADE POINT AVERAGE

For numerical computation of grade point averages, the following values are designated:

A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0; XF = 0.

The grade point average (GPA) is computed by dividing the sum of all grade points earned by the total number of semester credits in all courses for which grades of A, B, C, D, F, and XF have been received.

SCHOLASTIC INDEX

A cumulative record of the quality point standing of each student will be maintained. Students who fail to achieve acceptable minimums will be placed on academic probation for one semester, and their enrollment may be terminated at the end of the following semester if satisfactory progress is not made.

To remain in good standing, a student must obtain the following cumulative scholastic levels:

Student Classification	Cumulative Scholastic Levels
Freshmen, 0-15 Semester Hours	1.80
Freshmen, 16-30 Semester Hours	1.80
Sophomores, 31-45 Semester Hours	2.00
Sophomores, 46-60 Semester Hours	2.00
Juniors and Seniors, 61 Semester Hours and Above	2.00

A freshman failing to attain 1.80 at the end of the first term will be warned by the Academic Dean and notification of this action will be sent to his faculty advisor and parent or guardian, if not an independent student. Students failing to earn the standing designated above will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained. No student may be considered as a candidate for a degree who does not have a 2.00 cumulative standing.

A student on probation will be limited to a maximum load of twelve semester hours and will not be permitted to hold office or participate in extracurricular activities. After two consecutive semesters on probation, the student is subject to academic dismissal.

A student who is dismissed from the College for academic reasons may be re-admitted on probation by presenting a written petition to the Academic Dean and Dean of Administration and Student Services.

The College of Boca Raton accepts credits from other institutions provided they are for courses which are equivalent to College of Boca Raton courses or can be used to satisfy general elective requirements.

The grade of "D" is accepted if the student has a cumulative grade point average of 2.0 or better.

REPEAT COURSES

Where a course has been repeated due to failure, both the original and subsequent grades are reported on the official College transcript, but only the passing grade is included in the calculation of the grade point average.

Required courses must be repeated if failed by the student. Courses may be repeated no more than twice following initial failure.

If a student repeats a course with a "D" grade, and fails the course, the "D" grade will be included in the cumulative grade point average. The "F" grade will appear on the transcript but will not be included in the cumulative grade point average.

THE DEAN'S LIST

Recognition for superior academic achievements at the College of Boca Raton is given both by the Administration and the Faculty.

The name of each eligible student who has completed twelve credits with no incompletes, failures, or withdrawals, and who has achieved a grade point average of 3.25 or higher for a semester, is placed on a list prepared for the Academic Dean. This list is publicized within the College and is distributed to news agencies in the local and regional area. Dean's List students receive a certificate of recognition at Honor's Convocation.

Students who achieve academic distinction are also eligible for the Delta RHO or the Phi Theta Kappa honor societies.

GRADUATION WITH HONORS

Students who have a scholastic index of 3.25 or higher may be recommended for graduation with honors. The scholastic index for graduation with honors is computed on the basis of courses taken at the College of Boca Raton.

The honors categories are as follows:

Honors Category	Scholastic Index
Summa Cum Laude	3.75 - 4.00
Magna Cum Laude	3.50 - 3.74
Cum Laude	3.25 - 3.49

HONORS AND AWARDS

Honors and awards are presented to students in the College as listed below: (Highest cumulative index award presented to those students in respective Divisions with the highest cumulative average):

The Trustee's Medal: awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the College.

The Humanitarian Award: given at graduation to the student who has exhibited outstanding loyalty to the College community.

The President's Award: given in special cases to students exhibiting extraordinary service and commitment to the College.

RESIDENCE AND DEGREE REQUIREMENTS

In addition to specific courses and scholastic average requirements, each candidate for the Associate of Arts degree must spend the last year (two semesters or the equivalent) earning not less than twenty-four semester hours in residence at the College of Boca Raton campus uninterrupted by any work in another institution.

Candidates for a Bachelor's degree must enter the College no later than the beginning of the seventh and complete no less than thirty semester hours in residence at the College of Boca Raton campus, interrupted only by approved summer course work at another institution.

In addition to specific courses and scholastic average requirements, each candidate for the Bachelor of Arts degree in Liberal Arts Study must earn a 2.0 in the Liberal Arts concentration and integrated course requirements.

Candidates for the Bachelor of Business Administration degree in General Business must earn a 2.0 in General Business Study courses.

Candidates for degrees must attend commencement exercises or be excused by the Dean of Administration and Student Services.

TRANSCRIPTS

Each student who has paid all his college fees is entitled, upon request, to receive, without charge, one transcript of his record. For each additional transcript, the fee is \$2.00. Cash or checks made payable to the College of Boca Raton must accompany transcript request.

WITHDRAWAL FROM THE COLLEGE

Students who withdraw from the College are required to obtain proper clearance. Clearance forms are available in the office of the Recorder. These forms must be signed by the following offices:

1. Academic Dean
2. Dean of Administration and Student Services
3. Faculty Advisor
4. Guidance Counselor
5. Business Office Bookkeeper
6. Librarian

VII. Course Descriptions

COURSE DESCRIPTIONS

ART – Art	BIO – Biology
PAR – Performing Arts	CHE – Chemistry
ENG – English	MAT – Mathematics
COA – Communication Arts	PSE – Pre-school Education
PHI – Philosophy	ACC – Accounting Administration
HUM – Humanities	BAD – Business Administration
LAN – Languages	BFM – Business, Fashion Merchandising
HIS – History	HOM – Hospitality Management
GOV – Government	SEC – Secretarial Administration
PSY – Psychology	
SOC – Sociology	

COURSE NUMBER GUIDE

All courses which are included in the regular curriculum of the College are listed in the following pages.

The first (left hand) digit of the course number has the following significance:

- 0 – developmental, remedial, pre-college courses
- 1 – Freshman courses
- 2 – Sophomore courses
- 3 – Junior courses
- 4 – Senior courses

The second (center) digit of the course number has the following significance:

- 0 – 8 Identifies sub-discipline within a given subject area
- 9 Identifies special studies, seminars, and practicums

The third (right hand) digit of the course number has the following significance:

A sequence of courses within a sub-discipline and course prerequisites which are listed in the catalog.



VII. Course Descriptions

LIBERAL ARTS DIVISION

ART	Credits
ART 100 SURVEY OF THE HISTORY OF ART I (3) The visual arts as they developed from prehistoric times up to and including the French Revolution.	
ART 101 SURVEY OF THE HISTORY OF ART II (3) The visual arts as they developed from the French Revolution up to and including the work of the artists of today.	
ART 110 COMMERCIAL DRAWING (3) Basic training in commercial drawing, including perspective, layout and design, and creative problems in composition. Two lecture hours: four studio hours a week.	
ART 120 BASIC COMMUNICATION DESIGN (3) An introduction to the study of line, form, color, and texture. Emphasis on the organization of these elements into composition. A foundation course for both commercial art and fine art. Six studio hours a week.	
ART 211 ADVANCED COMMERCIAL DRAWING (3) Advanced concepts of commercial composition. Emphasis on product design, including poster and cover designs. Prerequisite: Commercial Drawing or permission of instructor.	
ART 221 ADVANCED COMMUNICATION DESIGN (3) Involvement in specific design problems. Emphasis on the development of ideas and their effective communication. Emphasis on experimentation. Six studio hours a week. Prerequisite: Basic Communication Design.	
ART 222 INTERIOR DESIGN (3) Study of furniture styles: design in room arrangement; accessories for the home; use of color. Discussion of business practices in the decorating profession. Prerequisite: Basic Communication Design.	
ART 223 FASHION ILLUSTRATION (3) Developing awareness of design needs in the fashion-world. Color and fabrics. Figure proportions. Developing designer's sketch with emphasis on drawing and design rendering. Six studio hours a week. Prerequisite: Fashion Retailing; Textiles.	
ART 230 PHOTOGRAPHY (3) Fundamentals of photography, including picture-taking, developing, and print making. Dark room fee required.	

- ART 140 PRINTMAKING – SILKSCREEN (3)**
Introduction to the materials and techniques of silkscreen printing using a variety of materials: stencils, films, liquid stop-out, and photo prints. Foundation course for both fine art and commercial art. Six studio hours a week.
Prerequisite: Fashion Illustration.
- ART 250 SCULPTURE (3)**
Modeling and construction in plaster, clay, wax, plastics, metal, and wood. Problems of construction, space, and form. Six studio hours a week.
- ART 260 PAINTING (3)**
A studio course in painting with acrylics, including a study of various tools and techniques involved in creating a finished work of art. Six studio hours a week.
- ART 290 STUDENT EXHIBITION AND SEMINAR (3)**
Seminar leading associate degree candidates to an over-view which relates art to the liberal arts curriculum. Students produce a portfolio and an art exhibit complete with invitations and announcements.
Prerequisite: permission of instructor.
- ART 324 FABRIC DESIGN (3)**
Experimental design projects in loom weaving and off-loom weaving. Techniques include silkscreen, tie-dye, batik. Use of fabrics in interiors and their commercial applications. Six studio hours a week.
Prerequisite: Textiles; Fashion Illustration; Basic Communication Design.
- ART 351 ADVANCED SCULPTURE (3)**
Advanced problems in three-dimensional composition, using modeling materials and techniques. Casting in metals and plastic. Six studio hours a week.
Prerequisite: Sculpture or permission of instructor.
- ART 361 ADVANCED PAINTING (3)**
Advanced composition in acrylics, watercolors, and mixed media. Experimental techniques. Six studio hours a week.
Prerequisite: Painting or permission of instructor.
- ART 362 COLOR (3)**
A visual exploration of the nature of color and its application to the design/communication process. Six studio hours a week.
- ART 425 FASHION CONSTRUCTION (3)**
Techniques of fashion construction using different fabrics and designs. Practical experience in fabric design construction. Six studio hours a week.
Prerequisite: Fabric Design.
- ART 491 ADVANCED STUDENT EXHIBITION AND SEMINAR (2)**
Seminar to help baccalaureate candidates to an over-view that will relate art studies to the liberal arts curriculum. Students produce a portfolio and an art exhibit complete with invitations and announcements.
Prerequisite: permission of instructor.

ART 492 SPECIAL STUDIES IN DESIGN (1-4)

An independent study course offered on an individual basis including conference and studio work in an art area of the student's choice. Offered only with the consent of the instructor. Meetings and credit to be arranged.

PERFORMING ARTS

PAR 100 BASIC ACTING I (3)

Fundamental acting exercises designed to lead the student toward credibility on the stage.

PAR 101 DRAMA WORKSHOP (3)

Introduction to the different aspects of theatrical experience: acting, directing, set designing, costuming, and playwriting.

PAR 110 DANCE COMPOSITION (3)

A study of the basic principles of dance composition. French terminology and jazz will be incorporated in the course.

PAR 111 MODERN DANCE (3)

The use of formal structure, improvisation, encounter and chance as a means of choreographic invention and organization.

PAR 120 MUSIC APPRECIATION (3)

A consideration of the principal musical forms against the background of other arts. Symphony, musical drama, jazz, folk music, and experimental forms.

PAR 121 APPLIED MUSIC: PIANO (1)

Private instruction in piano.

PAR 121 APPLIED MUSIC: VOICE (1)

Private instruction in voice.

PAR 121 APPLIED MUSIC: ORGAN (1)

Private instruction in organ.

PAR 202 BASIC ACTING II (3)

Continuation of Basic Acting I. Individual attention to acting problems. Specific attention given to character development.
Prerequisite: Basic Acting I or permission of instructor.

PAR 203 STAGECRAFT (3)

Set construction, painting, and techniques of mounting and shifting stage scenery. Knowledge of stage and theatre terminology. Lecture and activity.

PAR 290 SPECIAL PROJECT ELECTIVE (3)

Practicum designed to demonstrate ability in one of the following areas: acting, directing, producing or playwriting.

PAR 304 DIRECTING (3)

Problems in stage directing.
Prerequisite: Basic Acting I or permission of instructor.

- PAR 491 ADVANCED SPECIAL PROJECT ELECTIVE (3)**
Practicum designed to demonstrate ability in one of the following areas:
stage managing, acting, directing, producing, or playwriting.
Prerequisite: Senior standing and permission of the instructor.

ENGLISH

- ENG 099 DEVELOPMENTAL ENGLISH (NON-CREDIT)**
A course in basic grammar, sentence structure, and reading comprehension. Students with serious reading or writing deficiencies may be required to take this non-credit course before taking English Composition I.

- ENG 100 ENGLISH COMPOSITION I (3)**
A course in clear, effective expression which is designed to develop abilities in composition. Students study prose masterpieces (with emphasis on the essay) and are trained in the use of library materials for preparing research papers.

- ENG 101 ENGLISH COMPOSITION II (3)**
A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres and do critical reading and writing.

- ENG 210 DRAMA LITERATURE AND HISTORY OF THE THEATRE (3)**
History of the theatre with emphasis on great dramatic literature including the works of Aeschylus, Sophocles, Euripides, Shakespeare, Racine, Moliere, Sheridan, Chekhov, and Ibsen.
Prerequisite: English Composition I and II.

- ENG 211 THE SHORT STORY (3)**
A survey of major short story writers and themes.
Prerequisite: English Composition I and II.

- ENG 212 THE MODERN NOVEL (3)**
A study of significant American, British, and Continental novels from 1900 to 1960.
Prerequisite: English Composition I and II.

- ENG 220 MODERN POETRY (3)**
A study of the major forms of poetry in the works of British and American poets.
Prerequisite: English Composition I and II.

- ENG 313 AMERICAN LITERATURE I (3)**
A survey of American literature from the Puritans to the Civil War.
Prerequisite: English Composition I and II.

- ENG 314 AMERICAN LITERATURE II (3)**
American literature from the Civil War to the present.
Prerequisite: English Composition I and II.

- ENG 315 ENGLISH LITERATURE I (3)**
A survey of British literature from Chaucer through the Enlightenment.
Prerequisite: English Composition I and II.

ENG 316 ENGLISH LITERATURE II (3)

A survey of British literature since the Enlightenment (Romantic, Victorian, and Modern periods).

Prerequisite: English Composition I and II. One course in general literature.

ENG 317 CONTINENTAL LITERATURE I (3)

Masterpieces of European literature from Homer to the Renaissance (selections from Homer, the Greek playwrights, Plato, Virgil, the Bible, Dante, Boccaccio, and others).

Prerequisite: English Composition I and II; one course in general literature.

ENG 318 CONTINENTAL LITERATURE II (3)

Masterpieces of European literature from the Renaissance to the present (selections from *Don Quixote*, French classical drama, *Candide*, the great French and Russian novelists, Ibsen, and others).

Prerequisite: English Composition I and II; one course in general literature.

ENG 319 STUDIES IN SHAKESPEARE (3)

Selected plays, (historical plays, comedies, tragedies).

Prerequisite: English Composition I and II; one course in general literature.

ENG 420 HISTORY OF THE ENGLISH LANGUAGE (3)

A survey of the development of the English language from the Old English period to modern times.

Prerequisite: English Composition I and II, and one 300 level English course.

ENG 490 SENIOR WRITING WORKSHOP (3)

A course in which students undertake the writing of a major research paper under faculty guidance.

Prerequisite: Permission of the instructor.

COMMUNICATION ARTS

COA 100 EFFECTIVE SPEECH COMMUNICATION (3)

Practical study in the effective communication of words, thoughts, and emotions primarily by means of voice. Emphasis on audience adaptation, use of language and sound to create meaning and effective speech communication.

COA 101 INTRODUCTION TO COMMUNICATION ARTS (3)

A definition and description of what is meant by "communication" in a technologically oriented society. Emphasis on communicating through informative prose, slanted language, humor, music, literature, graphics and advertising.

COA 102 INTRODUCTION TO MOTION PICTURES (3)

A course designed to create awareness of the cinema as an art form. Emphasis on a technical, aesthetic and historical understanding of the film. Films and film criticism will be studied and discussed.

COA 203 ORAL INTERPRETATION (3)

A fundamental course devoted to the theory, methods, and practice of oral communication of different types of literature.

COA 204 PRINT JOURNALISM (3)

The gathering, selection, writing, and editing of news, its sources, its processing and display. News writing will stress interest, readability, verification, and style.

COA 310 THE MEDIA, CULTURE, AND SOCIETY (3)

A study of sociological, psychological, and aesthetic effects of mass media on their audience, with some attention to aspects of "pop" culture which are disseminated by the mass media.

COA 311 ADVANCED PRINT JOURNALISM (3)

A practical course in journalistic writing which includes work on extended magazine articles, in-depth interviews, and feature stories as well as straight news reporting. Some attention to editorial considerations such as the relative merits of objective journalism and more subjective "new" journalism, the role of print media in forming values, and the preferences of readers for various kinds of material.

Prerequisite: Print Journalism.

COA 312 PUBLIC RELATIONS AND ADVERTISING (3)

How to write and design advertisements and how to prepare public relations material. The student will learn the needs of business and industry in these areas and explore the psychological foundation of various kinds of advertising.

COA 313 CREATIVE WRITING (3)

A practical course in writing poetry, short stories, plays, and film scripts.

COA 490 SPECIAL PROJECT IN COMMUNICATION ARTS (3)

Directed study in the field of communication arts leading to a series of papers or projects which exhibit research ability and original thinking.

Prerequisite: Senior standing or permission of instructor.

PHILOSOPHY AND HUMANITIES

PHI 100 INTRODUCTION TO PHILOSOPHY (3)

To acquaint the student with the meaning and function of philosophy, integrating it with other fields such as art, history, politics, religion and science. The course includes a preliminary survey of basic problems and major types of philosophy from both classical and contemporary sources.

PHI 201 LOGIC (3)

An elementary course in the principles and problems of critical thinking. The relation between language and reasoning; different uses of language; problems of meaning. Formal principles of deductive and inductive reasoning are studied and applied.

PHI 202 BASIC PROBLEMS IN ETHICS (3)

A systematic study of the different ethical systems as found in the writings of Aristotle, Aquinas, Kant, Dewey, etc. The principles derived will be applied to the problems of the present in individual as well as social situations.

Prerequisite: Introduction to Philosophy.

HUM 210 HUMANITIES: INTRODUCTION TO THE GREAT IDEAS (3)

The aim of this course is a discussion and evaluation of several of the major intellectual ideas of Western civilization: human freedom and the problem of God; determinism and the problem of free will; justice and the nature of man; happiness in human society.

PHI 303 PHILOSOPHY OF LOVE (3)

An analytical investigation of the concept of love emphasizing its metaphysical dimensions and such associated themes as friendship, beauty, desire, sex, and the human situation. Materials will include classical and contemporary views on the nature of love.

Prerequisite: Junior standing or permission of instructor.

PHI 304 PHILOSOPHY OF ART (3)

A study of philosophical writings on art and the creative process ranging from Aristotle to Susanne Langer. Concepts such as beauty will be analyzed and issues such as the establishment of artistic worth will be discussed.

Prerequisite: Junior standing or permission of instructor.

PHI 305 INTRODUCTION TO EXISTENTIALISM (3)

An attempt to understand the fundamental concepts of existential philosophy; study of its origins in nineteenth century thought. An analysis of dread; commitment and alienation; being and nothingness; freedom and value. The works of Kierkegaard, Jaspers, Heidegger, Marcel, Sartre, and Camus are examined.

Prerequisite: Junior standing or permission of instructor.

FOREIGN LANGUAGES

LAN 100 ELEMENTARY FRENCH I (3)

Fundamental course in the four skills of listening, speaking, reading and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials and exercises in the audio-visual laboratory.

LAN 101 ELEMENTARY FRENCH II (3)

Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency.

LAN 110 ELEMENTARY SPANISH I (3)

Fundamental course in the four skills of listening, speaking, reading and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials and exercises in the audio-visual laboratory.

LAN 111 ELEMENTARY SPANISH II (3)

Continuation of Elementary Spanish I. Stress on building vocabulary and grammatical structure with practice for fluency.

- LAN 202 INTERMEDIATE FRENCH III (3)**
 Review course in grammar, conversation, and reading. Emphasis on spoken idiomatic French and composition.
 Prerequisite: Elementary French I and II or permission of instructor.
- LAN 203 INTERMEDIATE FRENCH IV (3)**
 Introduction to French literature. Selections from poetry, drama, essays and fiction of 19th and 20th century literature.
 Prerequisite: Intermediate French III or permission of instructor.
- LAN 212 INTERMEDIATE SPANISH III (3)**
 Review course in grammar, conversation and reading in contemporary subjects. Emphasis on spoken idiomatic Spanish and composition.
 Prerequisite: Elementary Spanish I and II or permission of instructor.
- LAN 213 INTERMEDIATE SPANISH IV (3)**
 Introduction to Spanish literature. Selections from poetry, drama, essays and fiction of 19th and 20th century literature.
 Prerequisite: Intermediate Spanish III or permission of instructor.
- LAN 290 INDEPENDENT DIRECTED STUDY IN LANGUAGES (3)**
 Selected readings with written assignments and verbal reports.
 Prerequisite: Intermediate III and IV or permission of instructor.

HISTORY AND GOVERNMENT

- HIS 100 COLONIAL-MIDDLE PERIOD UNITED STATES HISTORY (3)**
 A general examination of the foundations of U.S. History. The course will devote special emphasis to interaction of institutions and thought during several formative-critical periods.
- HIS 101 20TH CENTURY UNITED STATES HISTORY (3)**
 A thematic treatment of U.S. History in a socio-politico-intellectual framework designed to study particular trends in the development of U.S. institutions and thought in the 20th century with emphasis on the evolution of major contemporary forces.
- HIS 202 HISTORY OF WESTERN CIVILIZATION (3)**
 An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, and Medieval Western civilizations.
- HIS 203 MODERN EUROPEAN HISTORY (3)**
 A study of selected historical phenomena from the Reformation to the present.
- GOV 210 AMERICAN GOVERNMENT (3)**
 An analysis of the theory and practice of the basic principles underlying our political system; relationships between the executive, legislative, and judicial branches of the federal, state, and local governments will be examined.
- HIS 304 MEN AND IDEAS OF THE 19TH AND 20TH CENTURIES (3)**
 An intense examination of men and ideas in the 19th and 20th century Western civilization and their impact on history.
 Prerequisite: American History or Modern European History.

GOV 311 POLITICAL SCIENCE AND CONTEMPORARY CULTURE (3)

An in-depth examination of the basic concepts of modern political science with emphasis upon the behavioristic aspects of community interaction with government.

Prerequisite: American Government.

GOV 312 COMPARATIVE POLITICAL SYSTEMS (3)

An examination of the structure of parliamentary systems of Western Europe with comparative studies of world governmental systems.

Prerequisite: American Government.

HIS 405 ASIAN HISTORY AND CULTURE (3)

An examination of the major historical and cultural trends in Asia. Emphasis will be placed upon the world role of China and Japan in the 20th century.

HIS 406 LATIN AMERICAN HISTORY AND CULTURE (3)

An examination of the socio-economic aspects of both Middle and South America. This historical overview will center upon the problems of contemporary Latin America and its evolving cultural traditions.

HIS 407 HISTORY OF AMERICAN MINORITIES (3)

Examination of major minority groups such as Blacks, Indians, and Mexican-Americans, and their role in society in the last quarter of the 20th century.

Prerequisite: American History.

HIS 490 SENIOR HISTORY/POLITICAL SCIENCE PROJECT (3)

A directed project or paper.

Prerequisite: American History (6 credits), or Political Science and American Government.

GOV 490 READINGS IN POLITICAL SCIENCE (3)

Advanced readings in political science with emphasis upon modern behaviorist methodology.

Prerequisite: Political Science.

HIS 491 READINGS IN HISTORY (3)

Advanced readings in U.S. or European History with emphasis on different schools of historical thought.

Prerequisite: American History.

BEHAVIORAL SCIENCE – PSYCHOLOGY

PSY 100 INTRODUCTION TO PSYCHOLOGY (3)

A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior, and the relevance of psychology in contemporary society.

PSY 201 CHILD GROWTH AND DEVELOPMENT (3)

A survey of the major concepts and theories of child development. Emphasis on contemporary thought and research.

Prerequisite: Introduction to Psychology.

- PSY 202 ADOLESCENT PSYCHOLOGY (3)**
 A study of adolescent interests and values influenced by views of self, family, education, group expectation and social change.
 Prerequisite: Introduction to Psychology; Child Development.
- PSY 203 EDUCATIONAL PSYCHOLOGY (3)**
 An overview of the contribution of psychology to education. Brief review of child psychology, tests and measurements, learning theory, and classroom management.
 Prerequisite: Introduction to Psychology.
- PSY 204 GROUP DYNAMICS (3)**
 Psychological principles as they apply to the individual in social groups, experimental analysis of group formation, maintenance, morale, and productivity.
 Prerequisite: Introduction to Psychology.
- PSY 310 ABNORMAL PSYCHOLOGY (3)**
 Behavior deviations and mental disorders occurring in infancy, childhood, maturity, and senility; basic concepts employed in psychopathology, mental hygiene, and psychiatry.
 Prerequisite: Permission of instructor.
- PSY 311 PSYCHOLOGY OF PERSONALITY (3)**
 Major personality theories and their implication for understanding both normal and deviate personality developments.
 Prerequisite: Abnormal Psychology or permission of instructor.
- PSY 412 TESTS AND MEASUREMENTS (3)**
 Emphasis on the construction and evaluation of standardized tests and their use in psychology, education, and industry.
 Prerequisite: Junior or Senior standing and permission of instructor.
- PSY 413 COGNITIVE PSYCHOLOGY (3)**
 Theories of cognitive psychology with emphasis on the contributions of Piaget.
 Prerequisite: Junior or Senior Standing or permission of instructor.
- PSY 490 SEMINAR IN PSYCHOLOGY (3)**
 A detailed examination and analysis of selected topics in the field of psychology.
 Prerequisite: Introduction to Psychology and two additional courses in Psychology.
- PSY 491 FIELD EXPERIENCE IN PSYCHOLOGY (3)**
 Field experience in connection with appropriate psychological themes and problems.
 Prerequisite: Permission of instructor.

BEHAVIORAL SCIENCE – SOCIOLOGY

- SOC 100 INTRODUCTION TO SOCIOLOGY (3)**
A survey course designed to introduce the student to the science of sociology. Fundamental concepts and terminology used in the field; description and analysis of social relationships and group life; culture change; the process of social interaction.
- SOC 201 CONTEMPORARY SOCIAL PROBLEMS (3)**
A presentation of methods for identifying social problems. Analysis of such problems as crime, youth, drug abuse, discrimination and disadvantage, family disorganization, ecology, and armed conflict.
Prerequisite: Introduction to Sociology.
- SOC 202 MARRIAGE AND THE FAMILY (3)**
An examination of the family as it differs cross-culturally and within industrial society; a consideration of alternative marital arrangements.
Prerequisite: Introduction to Sociology.
- SOC 203 CULTURAL ANTHROPOLOGY (3)**
Origin and development of human culture; function of elements and configurations of material and non-material culture in meeting human needs. Examples of the dynamics of cultural processes from the social, economic, governmental, religious, and artistic life of various peoples.
- SOC 310 SOCIAL PSYCHOLOGY (3)**
A view of social psychological configurations and personality characteristics. Emphasis on group forces and on the impact of societal pressures.
Prerequisite: Introduction to Sociology.
- SOC 311 URBAN SOCIOLOGY (3)**
A presentation of the process of urbanization in historical perspective and a consideration of the impact of urbanization on a social psychological as well as societal level.
Prerequisite: Introduction to Sociology.
- SOC 312 INTERGROUP RELATIONS (3)**
An analysis of subordinate group relations with emphasis on contemporary social problems.
Prerequisite: Introduction to Sociology.
- SOC 313 INTRODUCTION TO SOCIAL WORK (3)**
An examination of the modern welfare services, followed by the study of some of the methods by which social workers help to solve a host of problems which range from adoption and care for the aged to marital counseling, parole supervision, and community organization.
Prerequisite: Permission of instructor.
- SOC 314 SOCIAL WELFARE AND SOCIAL INSTITUTIONS (3)**
A course designed to identify service structure and programs of the social welfare system; to identify the process of development and implementation of policies; and to identify and critically assess the related issues. There will be the use of observation and field experiences in a social service or related agency.
Prerequisite: Introduction to Social Work.

SOC 415 SOCIOLOGICAL THEORY (3)
An exploration of what constitutes sociological theory. The relationship between research and theory; a comparison of the thoughts of classical and contemporary sociological theorists.
Prerequisite: Introduction to Sociology and two additional courses in Sociology.

SOC 490 SEMINAR IN SOCIOLOGY (3)
An opportunity for independent work on a contemporary problem. Presentation of a major paper.
Prerequisite: Introduction to Sociology and two additional courses in Sociology.

NATURAL SCIENCE – BIOLOGY

BIO 100 INTRODUCTION TO BIOLOGY I (3)
Study of the scientific method in relation to fundamental concepts of living matter, and development of interest in current scientific progress.

BIO 101 INTRODUCTION TO BIOLOGY II (3)
Application of biological principles in relation to heredity, population genetics, ecology and evolution. Students become aware of the significant contributions of biology to society.
Prerequisite: Introduction to Biology I.

BIO 110 GENERAL BIOLOGY I (4)
In-depth study involving scientific method, relation of biological principles to every day life; factors controlling growth and development; appreciation of the critical significance of the life sciences in the modern world. Three hours lecture; two hours laboratory.

BIO 111 GENERAL BIOLOGY II (4)
Continuation of Biology I dealing with heredity, embryology, population biology, ecology with the unifying theme of evolution; discussion of current related topics. Three hours lecture; two hours laboratory.
Prerequisite: General Biology I.

BIO 220 PHYSIOLOGY AND HYGIENE (3)
Presentation of the basic structure and functions of the human body; various aspects of individual and community health problems are discussed.

BIO 330 GENETICS (3)
Principles of reproduction and heredity; a review of the contributions of genetics throughout history; the classical genetics of Mendel and the more recent advances of molecular genetics are discussed.
Prerequisite: Biology – 6 credits in Biology.

BIO 340 ECOLOGY (3)
Study of living organisms in relation to their abiotic and biotic environment; current reviews of pollution and its effects on biota, especially man; examination of local environmental problems.
Prerequisite: Biology – 6 credits in Biology.

BIO 490 SPECIAL PROJECTS IN BIOLOGY (3)

Individually designed according to the interest and background of the student; historical aspects in specific areas, laboratory projects, field work.

Prerequisite: Biology — 9 credits in Biology.

NATURAL SCIENCE — CHEMISTRY

CHE 100 INTRODUCTION TO PHYSICAL SCIENCE (3)

Introduces the student to the basic concepts, methods, and achievements of physical science. The student acquires a better understanding of the natural and man-made environment and the physical forces that influence it. Selected topics from chemistry, physics, astronomy, and geology are integrated.

CHE 110 CHEMISTRY IN TODAY'S WORLD (3)

A lecture course which introduces the student to the basic principles of chemistry, both organic and inorganic. Emphasis is on ways in which chemistry creates and solves problems in health, food, environment, etc., and how it leads to understanding of its role in contemporary living.

CHE 120 INTRODUCTORY INORGANIC CHEMISTRY (4)

A study of the fundamental principles, theories, and laws of inorganic chemistry. Three hours lecture; two hours laboratory.

CHE 121 INTRODUCTORY ORGANIC CHEMISTRY (4)

Survey of common classes of organic compounds with emphasis on the structural aspect, functional groups, and importance to chemical properties. Chemistry of compounds with biological interest. Three hours lecture; two hours laboratory.

MATHEMATICS

MAT 099 FUNDAMENTALS OF MATHEMATICS (NON-CREDIT)

A course required for those students whose background in algebra, geometry, or trigonometry is inadequate for college mathematics. The course is intended to provide competence in the mathematical skills required for College Mathematics I.

MAT 100 BUSINESS MATHEMATICS (3)

Fundamental operations in mathematics and algebra are reviewed. Percentages, commissions, trade discounts, cash discounts, mark-ons, inventory valuations, are covered.

MAT 110 INTERMEDIATE ALGEBRA (3)

A basic course in mathematical concepts, including a review of fundamentals in numerical and algebraic operations; functions and their graphs, sequences and series; linear and quadratic equations; systems of equations, exponents and radicals.

MAT 211 COLLEGE ALGEBRA (3)

Brief review of algebraic fundamentals. Factoring, fractions, linear and quadratic equations, variation, binomial theorem, graphs, permutations, combinations, and probability.

Prerequisite: Intermediate Algebra.

MAT 220 ELEMENTARY STATISTICS (3)

A basic course in statistical methods. Analysis of statistical data in the form of tables, frequency distributions, graphs, central tendency, and variability. An introduction to probability theory is included.
Prerequisite: Intermediate Algebra.

PRE-SCHOOL EDUCATION

PSE 100 PRINCIPLES & PRACTICES OF PRE-SCHOOL TEACHING (3)

A study of programs for young children, including principles and procedures for the development of scientific, creative, social and cultural concepts. The course is supplemented by directed observations in pre-school settings.

PSE 101 HEALTH AND NUTRITION (3)

A study of the principles and concepts that help maintain individual and family health. The relationship between food and health; the quantitative needs of individuals and balanced dietary plans for varying home income levels. The feeding of infants, pre-school, and in-school children. The course will investigate social service agencies which deal with problems created by improper health and nutritional practices.

PSE 102 EXCEPTIONAL CHILDREN (3)

Abnormal behavior and its development in the pre-school child will be emphasized. Special consultants will be guest lecturers. Field trips to institutions for exceptional children are planned.

PSE 103 CURRICULUM MATERIALS AND ACTIVITIES FOR THE PRE-SCHOOL CHILD (3)

The course is designed to include a study of the methods and materials for various curriculum designs. Special focus will be placed on classroom management.

Prerequisite: Principles and Practices of Pre-School Teaching or permission of instructor.

PSE 104 COMMUNITY AGENCY RELATIONS AND RESOURCES (3)

A study of the foundations and practices underlying school, home, and community relationships. The course will study both public and private agencies which work with children.

PSE 205 READINESS ACTIVITIES FOR THE PRE-SCHOOL CHILD IN MATH-SCIENCE (3)

Emphasis upon developing and using meaningful strategies for involving children in experiences in the fields of mathematics and science.

Prerequisite: Curriculum Materials and Activities for the Pre-School Child.

PSE 206 READINESS ACTIVITIES FOR THE PRE-SCHOOL CHILD IN CREATIVE EXPRESSION (3)

Emphasis is on developing and using meaningful strategies for involving children in music, art, sensory motor, and psychomotor activities.

Prerequisite: Curriculum Materials and Activities for the Pre-School Child.

**PSE 207 READINESS ACTIVITIES FOR THE PRE-SCHOOL CHILD
IN LANGUAGE ARTS (3)**

Emphasis upon developing and using meaningful strategies for involving children in language arts experiences.

Prerequisite: Curriculum Materials and Activities for the Pre-School Child.

PSE 290 PRACTICUM IN PRE-SCHOOL EDUCATION (3)

The development of teacher competency at the pre-school level through systematic observation, participation, and teaching under supervision within a pre-school center. Students are responsible for one day a week in a pre-school classroom; students provide their own transportation to the pre-school center.

Prerequisite: Permission of instructor.

BUSINESS DIVISION

ACCOUNTING ADMINISTRATION

ACC 100 PRINCIPLES OF ACCOUNTING I (3)

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorship business enterprise. Emphasis is on the accounting cycle, asset valuation, income determination, and preparation of financial statements.

ACC 101 PRINCIPLES OF ACCOUNTING II (3)

Continuation of Principles of Accounting I. A study of accounting principles and procedures as applied to the corporate form and partnership forms of business enterprises.

Prerequisite: Accounting I.

ACC 202 COST ACCOUNTING (3)

Accounting procedures as related to job order, process, and standard cost systems. The collection, recording, and presentation of cost data relative to materials, labor, and overhead are emphasized. Accounting principles are illustrated through selected problems.

Prerequisite: Principles of Accounting I and II.

ACC 303 MANAGERIAL ACCOUNTING (3)

Use of accounting data as an aid in formulating managerial decisions. Analysis and interpretation of financial statements. Special problems in accounting for cash, payroll and sales taxes, investments, fixed assets, and liabilities are studied.

Prerequisite: Principles of Accounting I and II.

ACC 304 INTERMEDIATE ACCOUNTING I (3)

Review of recording and reporting procedures; accounting concepts and theories guiding the valuation and classification of current assets, plant assets, intangible assets and current liabilities.

Prerequisites: Principles of Accounting I and II.

ACC 305 INTERMEDIATE ACCOUNTING II (3)

Continuation of Intermediate Accounting I. Capital stock, rights, options and retained earnings; long term liabilities; income tax allocation; long term investments; prior period adjustments; funds flow; price level accounting; consignments; installment sales.

Prerequisite: Intermediate Accounting I.

ACC 306 TAX ACCOUNTING (3)

A comprehensive explanation of the federal tax structure as it applies to individuals; application of tax principles to specific problems; taxable and non-taxable income; deductions; capital gains; inventory valuations; declaration of estimated tax.

BUSINESS ADMINISTRATION

BAD 100 INTRODUCTION TO BUSINESS (3)

Introduces the student to the broad area of business. Topics include business, business management, business operations, financial management, quantitative methods, marketing management and international business.

BAD 210 PRINCIPLES OF ECONOMICS I (3)

Introduces the student to the basic principles of microeconomics which is concerned with the interrelationship of individual business firms, industries, consumers, workers, and other factors of production that comprise a modern economy.

BAD 211 PRINCIPLES OF ECONOMICS II (3)

Introduces the student to important macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment, and the influence of the nation's economy upon contemporary social problems.

Prerequisite: Economics I.

BAD 212 BUSINESS LAW I (3)

An introduction to the rights, duties, and obligations of parties to business transactions through a study of contracts, sales, bailments, and negotiable instruments.

BAD 213 BUSINESS LAW II (3)

Continuation of Business Law I. Consideration of the laws of agency, employment, risk-bearing devices, personal and real property and probate.

Prerequisite: Business Law I.

BAD 214 INTRODUCTION TO COMPUTER SCIENCE (3)

An understanding of the role played by computers in the business community, including unit record card systems, computer language, and inter-related data processing operations.

BAD 215 INTRODUCTION TO REAL ESTATE (3)

The economics of real estate, legal instruments, the real estate market, the real estate business, public and real estate activities. This course is a prerequisite of the Real Estate Commission for those seeking a salesman's license.

BAD 316 PRINCIPLES OF MANAGEMENT (3)

Introduces the student to the major concepts of business management and organization. Management is studied as a process, which enables it to be analyzed and described in terms of several major functions, including planning, organizing, directing, and controlling.

Prerequisite: Junior standing or permission of instructor.

BAD 317 PRINCIPLES OF MARKETING (3)

Introduces the student to the functional area of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies, and promotional activities.

Prerequisite: Permission of instructor.

BAD 318 SALES MANAGEMENT (3)

A concentrated look at the sales function of marketing management. This course discusses recruitment and selection of sales personnel; training, compensation, and motivation programs; establishment of territories and quotas; and budgeting and forecasting problems. Cases and role-playing will be used extensively. Current issues effecting the sales manager's role will be discussed.

BAD 319 CORPORATION FINANCE (3)

Securing and administering funds used in the modern corporation; corporate organization, stock and bonds, principles of long term finance, management of working capital and income, security exchanges, corporate expansion, failure, and reorganization.

BAD 320 PERSONAL FINANCE (3)

This course is designed to help everyone who is interested in the problem of allocating income and managing personal finances. Financial and economic areas are explored as they relate to problems that may arise in the process of managing personal monetary affairs.

Prerequisite: Corporation Finance; Economics II.

BAD 321 BUSINESS COMMUNICATIONS (3)

The study of principles and practices underlying administrative communication, including the thinking and creative processes involved in problem solving.

Prerequisite: Junior standing or permission of instructor.

BAD 322 QUANTITATIVE METHODS IN BUSINESS (3)

This course makes use of quantitative methods in the analysis of business problems. Methods include the use of traditional areas of mathematics along with decision theory (linear programming, game theory, models, PERT).

Prerequisite: Junior standing; Elementary Statistics.

BAD 323 RISK AND INSURANCE (3)

This course emphasizes the viewpoint of both the risk manager and the consumer in dealing with risk through insurance. Principles of property, casualty, and life insurance are explored as well as types of insurance carriers and their management.

Prerequisite: Economics I and II.

BAD 324 ORGANIZATIONAL BEHAVIOR

(3)

Provides exposure to the application of behavioral science concepts to the analysis of individual and group behavior within a formal organizational setting.

Prerequisite: Principles of Management.

BAD 425 INCOME, MONEY AND BANKING

(3)

This course focuses on money markets and financial institutions. Emphasis is given to the role of commercial banks in the money market and the relationship of financial institutions to commercial banks. Business cycles and monetary and fiscal policies, and their significance to the economy are examined.

Prerequisite: Economics II.

BAD 426 BUSINESS POLICY

(3)

An integration of the functional areas of business in solving business problems. Extensive use is made of case problems as real-life situations. Prerequisite: Senior standing or permission of instructor.

FASHION MERCHANDISING

BFM 100 RETAILING

(3)

A basic introduction to retailing: This course examines the evolution of retail establishments; current trends in retailing are discussed; the problems involved in managing retail store outlets are investigated. The function of the retailer, his role in the distribution structure, and his interaction with manufacturer wholesalers, and consumers are also considered.

BFM 101 FASHION RETAILING

(3)

Fashion markets and the problems confronting the fashion buyer. Independent research and field trips to Miami fashion markets. Discussion of fashion relating to the department store.

Prerequisite: Retailing; Business Mathematics.

BFM 110 ADVERTISING

(3)

A broad overview of the promotion aspect of the marketing mix, this course includes a study of advertising, sales promotion, and public relations. The interaction of these areas in developing strategies is discussed with emphasis on current campaigns.

Prerequisite: Introduction to Business.

BFM 220 TEXTILES

(3)

The basic fabrics commonly used in fashion merchandise are studied for sources of materials, construction, comparative qualities, and use. Methods of fiber identification, construction, and finishes. Each student compiles a swatch book.

BFM 221 NON-TEXTILES

(3)

A study of the non-textile field with special attention to furs, shoes, gloves, china, glassware and silver as well as leather goods and wood. Demonstrations by local stores.

Prerequisite: Textiles.

- BFM 290 PRACTICUM (3)**
This course summarizes the fashion merchandising program with work experience in local retail stores. Under the supervision of the instructor and employer the student gains practical experience in merchandising.
Prerequisite: Permission of instructor.

HOSPITALITY MANAGEMENT

- HOM 100 INTRODUCTION TO HOSPITALITY MANAGEMENT (3)**
The growth and progress of the hospitality industry; how hotels, motels and restaurants are organized, financed, and operated. The industry's opportunities and future trends.
- HOM 201 HOSPITALITY INDUSTRY SALES PROMOTION (3)**
Sales planning, advertising and the types of sales programs needed in the hospitality industry.
- HOM 202 HOSPITALITY INDUSTRY ORGANIZATION & ADMINISTRATION (3)**
An overview of the administration, analysis and control of hospitality management operations. Costs, supervisory effectiveness, payroll, control charting, reporting and long-range planning will be stressed.
- HOM 203 TOURISM AND THE HOSPITALITY INDUSTRY (3)**
A complete overview of one of the largest industries in our country. Explains the science of tourism and its importance to the hospitality industry.
- HOM 210 FOOD AND BEVERAGE MANAGEMENT (3)**
Surveys the entire food and beverage operation from purchasing, receiving, inventory and storage to preparation, handling, and servicing the guest or institutional consumer.
- HOM 211 FOOD PRODUCTION PRINCIPLES (3)**
Training in management of a food service operation as owner or operator responsible for the preparation and service of quality foods.
- HOM 212 SANITATION IN FOOD SERVICE (3)**
A thorough examination of the requirements for sanitary control in a food service industry.
- HOM 290 PRACTICUM IN FOOD SERVICE MANAGEMENT (3)**
Students will be assigned to food service establishments to acquire field experience in their area of interest.
- HOM 291 PRACTICUM IN HOSPITALITY MANAGEMENT (3)**
Students will be assigned to hotels, motels, and resorts to acquire field experience in their area of interest.
- HOM 292 INDEPENDENT STUDY IN HOSPITALITY MANAGEMENT (3)**
Detailed case studies to be prepared by the student through research and analysis of existing hospitality operations in the surrounding community. This directed study to be under the supervision of a faculty member.

- HOM 304 LAYOUT AND DESIGN OF HOSPITALITY FACILITIES (3)**
A comprehensive study of the selection of equipment, allocation of space, and layout of services and facilities of the hospitality industry.
- HOM 405 SEMINAR SERIES IN HOSPITALITY ADMINISTRATION (3)**
Discussion of the various managerial functions of the hospitality industry. The purpose will be to integrate the various business administration courses offered and their application to the field.
- HOM 490 ADVANCED PRACTICUM IN HOSPITALITY MANAGEMENT (3)**
Students will be assigned to hotels and motels in order to receive advanced experience in their area of interest.
- HOM 491 ADVANCED PRACTICUM IN FOOD SERVICE MANAGEMENT (3)**
Students will be assigned to food service establishments in order to acquire advanced experience in their area of interest.

SECRETARIAL ADMINISTRATION

- SEC 100 ELEMENTARY TYPEWRITING (3)**
Introduction to the keyboard and correct typing techniques leading to development of speed and accuracy. Basic letter, manuscript, and tabulation forms are introduced. A minimum of 30 words per minute is required for entrance to Intermediate Typewriting.
- SEC 101 INTERMEDIATE TYPEWRITING (3)**
Further development of production ability in preparation of correspondence, reports, and business forms. Continued emphasis on speed and accuracy. A minimum of 40 words per minute is required for entrance to Advanced Typewriting.
Prerequisite: Elementary Typewriting.
- SEC 110 ELEMENTARY SHORTHAND (3)**
Introduction of basic Gregg shorthand theory. Dictation speed goal is 60 words per minute for 3 minutes. Basic transcription will be introduced.
- SEC 111 INTERMEDIATE SHORTHAND (3)**
Reinforcement of basic principles of Gregg shorthand. Increased emphasis on increasing dictation speed, with a goal of 90 words per minute for 3 minutes. Further development of transcription skills and correct English usage is stressed.
Prerequisite: Elementary Shorthand.
- SEC 202 ADVANCED TYPEWRITING I (3)**
Production ability is stressed through preparation of office forms, legal documents, tabulated reports, and correspondence. Speed and accuracy are further developed; a minimum of 50 words per minute is required for entrance to Advanced Typewriting II.
Prerequisite: Successful completion of Elementary and/or Intermediate Typewriting or permission of instructor.

SEC 203 ADVANCED TYPEWRITING II (3)

Training on variety of electric typewriters, in machine transcription, in composition at the typewriter, and in handling business correspondence situations (typing from rough draft, form letters, etc.). Continued emphasis on development of speed and accuracy in production.

Prerequisite: Advanced Typewriting I or permission of instructor.

SEC 212 DICTATION AND TRANSCRIPTION I (3)

Review of shorthand theory, intensive practice in speed building, emphasis on developing transcription ability. Speed goals are 110-120 words per minute.

SEC 213 DICTATION AND TRANSCRIPTION II (3)

Continued development of dictation speeds with strong emphasis on accurate transcription of business correspondence, documents, reports and forms. Development of increased production levels and problem-solving abilities are stressed.

SEC 220 BUSINESS MACHINES (3)

A course designed to familiarize the student with the operation of the machines which are encountered in office work; calculating and adding machines, duplicating and transcribing machines. Student progress is individual with solution of the problems assigned and demonstrated proficiency as the aim of the course.

SEC 221 OFFICE PRACTICE I (3)

A capstone course which develops administrative skills beyond typing and shorthand. Areas of study include; application and resume preparation; telephone techniques; mail handling (internal) and preparation (external); personal grooming; hostess responsibilities; organization techniques; interaction with office personnel.

SEC 222 OFFICE PRACTICE II (3)

A continuation of Office Practice I. This course includes a study of filing methods, practice with a variety of business machines (calculators, duplicators), an introduction to interview techniques. In addition to these aspects of a secretarial position, the student is encouraged to develop her professional personality and attitude.

DIRECTED STUDY AND INDEPENDENT STUDY

DST 291 DIRECTED STUDY (1 - 3)

Individual work with a member of the faculty covering course work given within the two year curriculum.

Prerequisite: Permission of instructor and division chairperson required.

IST 292 INDEPENDENT STUDY (1 - 3)

Independent work with a member of the faculty covering course work not given within the two year curriculum.

Prerequisite: Permission of instructor and division chairperson required.

DST 391 DIRECTED STUDY (1 - 3)

Individual work with a member of the faculty covering course work given within the junior and senior years.

Prerequisite: Permission of instructor and division chairperson required.

IST 492 INDEPENDENT STUDY

(1 - 3)

Independent work with a member of the faculty covering course work not given within the junior and senior year.

Prerequisite: Permission of instructor and division chairperson required.





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Assistant Professor ACCOUNTING/ADMINISTRATION
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DIRECTOR, CALDWELL PLAYHOUSE
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CHAIRMAN, LIBERAL ARTS DIVISION
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Lecturer PRINTMAKING AND PHOTOGRAPHY
B.F.A. University of Florida; M.F.A. Florida State University

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Lecturer PSYCHOLOGY
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Ed.D. University of Florida

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- Darlene Lumpkin
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A.A., Palm Beach Junior College; B.A., M.Ed., Florida Atlantic
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Diploma, Victoria School of Theatrical Arts
- John Ross
Lecturer THEATER ARTS
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F.M.F.A., Carnegie Mellon University
- Elsie Sears
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B.A., Adelphi University; M.S., Rutgers University
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B.A., Florida Atlantic University
- Sara Weiss
Lecturer ANTHROPOLOGY
B.A., University of Michigan; M.A., Colorado University
- Michael Williams
Lecturer MATHEMATICS
B.A., Florida State University; M.S., Florida Atlantic University
-
- Dorothy Clark ASSOCIATE LIBRARIAN
B.A., Brown University

Academic Calendar

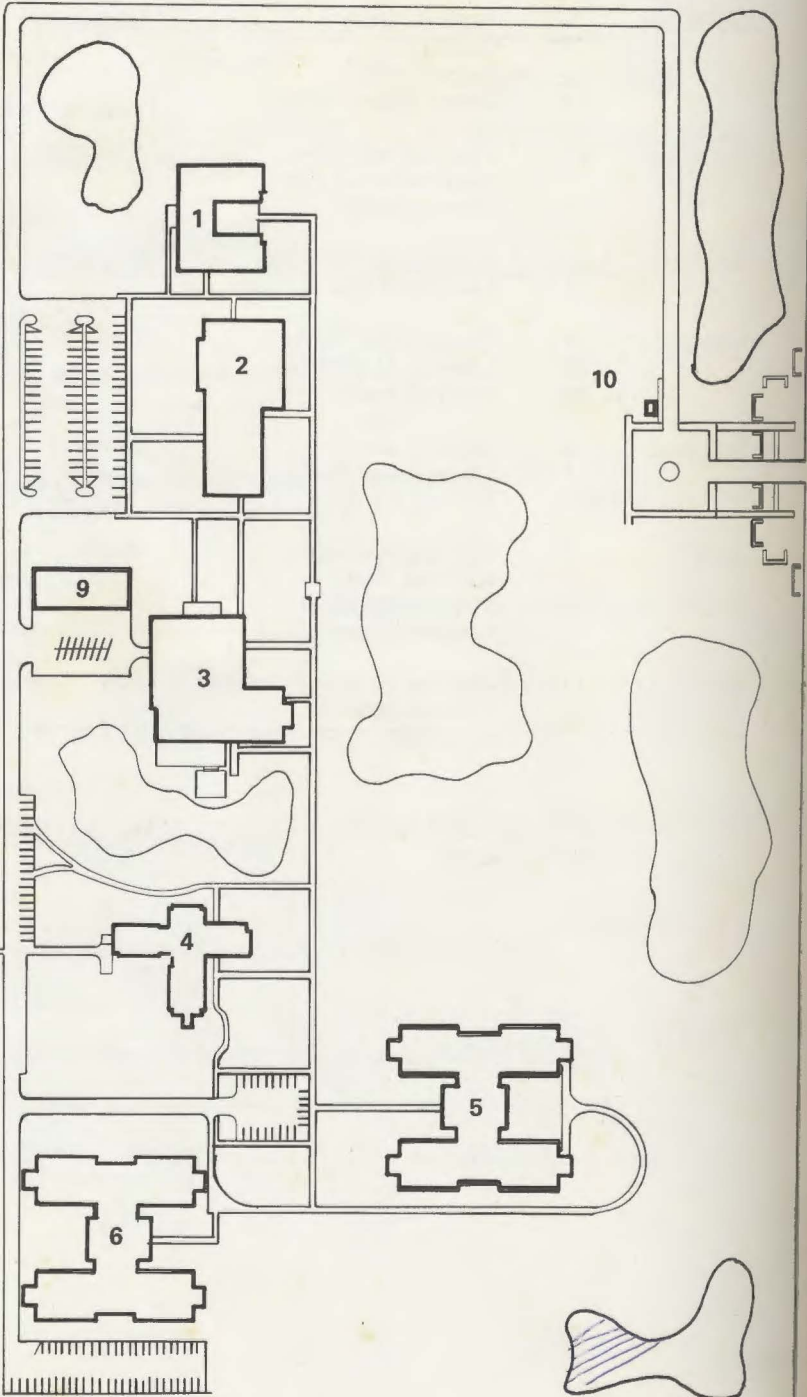
1976-77			1977-78	
September	7 8 10 13	Students arrive Orientation Registration Classes begin	September	6 7 9 12
November	24 29	Thanksgiving recess begins after last class Classes resume	November	23 28
December	6-10 21	Registration Winterim Last day of first semester	December	5-9 20
January	4 25 30	Classes begin Winterim Last day of Winterim Students arrive	January	3 24 29
February	2 3 18-21	Registration Classes begin Parents' Weekend	February	1 2 17-20
April	6 11 12	Spring recess begins after last class Students return Classes resume	March	22 27 28
May	17 21	Last day of second semester Commencement	May	16 20

BOCA RATON CAMPUS

- 1. CARROLL HALL
- 2. LEWIS LIBRARY
- 3. FOUNDER'S HALL
- 4. TRINITY HALL

- 5. WIXTED HALL
- 6. PATTON HALL
- 7. BATH HOUSE

- 8. TENNIS COURTS
- 9. MAINTENANCE
- 10. CAMPUS SECURITY





VISITORS:

We invite you to visit us at your convenience by calling our Admissions Office, at (305) 395-4301.

FOR FURTHER INFORMATION WRITE OR CALL:

Dean of Admissions
COLLEGE OF BOCA RATON
Boca Raton, Florida 33431
(305) 395-4301

305) 994-0770



College of Boca Raton



1978-79
College of
Boca Raton

College of Boca Raton
Boca Raton, Florida 33431

The College of Boca Raton (formerly Marymount College) is a private, co-educational college offering two year programs leading to the A.A. degree in liberal arts and business. The College is fully accredited by the Southern Association of Colleges and Schools.

Founded in 1963 by the Religious of the Sacred Heart of Mary, the control of the college now lies with a Board of Trustees composed of Catholic laymen who subscribe to the philosophy and goals of the founders.

VISITORS:

We invite you to visit our campus. Appointments for interviews and tours may be made by calling the Admissions Office (305)994-0770.

The College of Boca Raton supports Title VI of the Civil Rights Act of 1964 which states that "no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The College follows the same non-discriminatory policy towards the handicapped.

Equal Opportunity/Affirmative Action Employer

COLLEGE OF BOCA RATON

Boca Raton, Florida



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The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement, including fees, contained in this bulletin at any time with or without notice. The College further reserves the right to require a student to withdraw at any time under appropriate procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student is not entitled to any credit for work which he may have done at the College. When a student is dismissed or suspended from the College for cause, there will be no refund of tuition and fees paid. If a dismissed student has paid only a part of his tuition and fees the balance due the College will be considered a receivable and will be collected.

There will be no refund of tuition, fees, charges or any other payments made to the College in the event the operation of the College is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reasons beyond the control of the College.

Admission of a student to the College of Boca Raton for any academic year does not imply that such student will be re-enrolled in any succeeding academic year.

Accreditation and Membership

The College of Boca Raton is accredited by the
Southern Association of Colleges and Schools
and holds membership in:

American Association of Collegiate Registrars
and Admissions Officers

American Council on Education

American Conference of Academic Deans

American Library Association

Association of College Admissions Counselors

Association for Higher Education

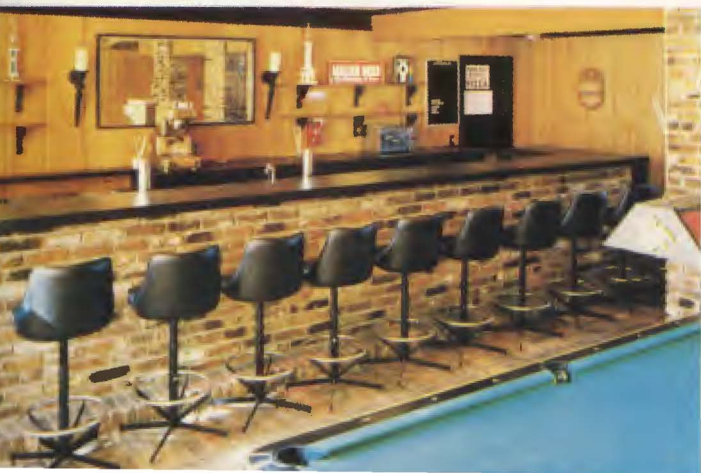
College Entrance Examination Board

Florida Association of Colleges and Universities

Florida Personnel and Guidance Association

Southeastern College Art Conference





A Message From The Trustees

The College is a private institution and stands without apology for its philosophy. The college is as much an atmosphere as it is a place. It has certain standards of behavior, and students unable to accept rules and regulations should not make application. Because the College of Boca Raton is a private college, our philosophy makes serious demands on the faculty, the staff, and the students. Mature behavior is our goal, and the responsibility for this behavior is borne by the individual. We expect our students to understand our goal and to work with us to achieve it in all phases of campus life. In some areas of responsibility, the College is the chief agent and these responsibilities will be met by the administration. Included in this is the enforcement of the laws of the nation and the State of Florida in regard to drugs and alcohol. Violations will not be tolerated.

More specific regulations concerning student residence and other areas touching the common and the individual good are published in the Student Handbook. Students are held responsible for these regulations and are expected to aid in the protection of the rights and duties of self, peers, school and parents. Ultimately, you are responsible for your own education. We wish to provide the means by which you can develop your own gifts and talents; the faculty and staff are here to assist you in this undertaking. We are not "selling a product." Education is not a commodity to be purchased at any price. It is a process which demands your whole-hearted cooperation. On our part, we shall do our best to provide you with an instructional program, a physical plant and a variety of student services which will promote your fullest development. In return, we expect you to comply fully with all academic and social rules and regulations. We care deeply about your welfare and welcome the opportunity to work with you in the development of the skills and competencies you will need for a career, along with the personal values and commitments you will reflect in your daily living.

Sincerely,
Board of Trustees

Frank G. Roberts

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James J. Hanley

Hugh Canfield

Thomas S. Carlin

Alan L. Ross

Arthur C. Rauld

Philosophy of the College of Boca Raton

A college can not "give" an education any more than a guide can climb the mountain for the traveler. The most it can do is to offer guidance, to show a path which will help the student do his or her own climbing, that is: to see, to feel, and to think for oneself. The College of Boca Raton seeks to promote the development of each student's intellectual, spiritual, emotional and social capabilities. As a small, private college, we regard each student as a unique individual with his or her own individual goals and achievements. Aptitudes differ among students and, consequently, achievements may differ too. But the College will have realized its purpose if each student comes to recognize and appreciate his or her own potential and has the knowledge, skills, and motivation to strive to live up to it.

The College believes in offering students programs and courses that are career oriented so that they will have the competence and confidence to assume a useful and rewarding role in their society. It believes in offering these programs in an environment (both physical and psychological) which is conducive to reflection and personal growth. The liberal arts remain basic to the curriculum for we believe that the college experience must do more than prepare the student to earn a living; it must involve him in the crucial questions of human existence: identity, meaning, personal values. As an institution of higher learning, we strive to provide academic programs that are meaningful, stimulating and humanizing in preparation for living in a complex world. The College is primarily a residential one and attempts to create an environment in which the values of group living and sharing are recognized and learned.

The College is small by design; the faculty and administration try to get to know each individual student. Our purpose is to provide to any student who sincerely wants a good education the opportunity, the instruction, and the supportive services to help him realize this goal.

As part of its commitment to the local community, the College offers from time to time programs and courses in association with other community organizations such as the Boca Raton Community Hospital, I.B.M., and local banks.





I. The College

LOCATION

The College of Boca Raton is located in Boca Raton, on Florida's famous "Gold Coast" approximately forty miles north of Miami. Ft. Lauderdale is twenty miles to the south and Palm Beach is twenty miles north. Boca Raton is a city of 55,000, the second largest in Palm Beach County. The College is five miles from the town and the beach. Florida Atlantic University, an upper-division State university is just minutes away. Boca Raton is easily accessible by car from the Sunshine State Parkway, I-95, U.S. 1 and A1A. It is serviced by the major airports of Miami, Ft. Lauderdale and West Palm Beach.

HISTORY

The College of Boca Raton was founded in 1963 as Marymount College, a two-year Catholic college for women. The College is now under the control of a Board of Catholic laymen who subscribe to the philosophy of the Founders. It is now fully co-educational.

CAMPUS

The 52 acre campus (donated by the Arvida Corporation) is landscaped with a variety of tropical and semi-tropical plants and trees, including the swaying palms and stately pines. Four artificial lakes reflect the natural beauty of the setting and the harmonious design of the architecture. The campus is bordered by the Boca Raton Bath and Tennis Club to the south and wooded tracts on the north, east and west.

All buildings have been constructed since 1963 and are, therefore, thoroughly modern and completely air-conditioned.

CARROLL HALL is the academic building providing classrooms, labs, and art studios. It is a two-story structure with all rooms opening onto a scenic courtyard.

FOUNDERS' HALL houses the dining room, chapel, auditorium, business offices, Student Union, and Student Rathskeller.

LANDGREN CHAPEL, dedicated to the memory of Harold Landgren. Mass is celebrated here regularly and the Chaplain's office is adjacent.

LEWIS LIBRARY, built in 1969, serves as a total learning resources center. The collection is planned to reach 50,000 volumes and is supplemented by slides, records, tapes, filmstrips and a dial-access system to produce an outstanding collection of audio-visual materials. The building also houses a theatre, academic and admissions offices.

TRINITY HALL, a three-story residence hall accommodating one hundred and twenty students, contains lounges, laundries, recreation areas, and the resident proctor's apartment and offices.

PATTON HALL houses two hundred students in attractive two-student rooms. Four wings, each housing fifty students, help provide a

better experience of group living with personal responsibility. As in Trinity Hall, all residence halls are equipped with their own lounges, laundries, recreation areas and resident proctor rooms.

WIXTED HALL, constructed in 1967, is an exact duplicate of Patton Hall in floor plan.

ATHLETIC FACILITIES include an outdoor pool for year-round use; tennis courts; basketball court; soccer and baseball fields; space for volleyball and similar sports. Golf, riding and bowling are available nearby. Intercollegiate teams are available in tennis, golf, and baseball.

THE CALDWELL PLAYHOUSE named in memory of the late James R. Caldwell, founder of the Rubbermaid Company and a Trustee of the College, is a professional resident theatre company operated by the college. It supplements the academic program in Theatre Arts and is open to the public.

THE BOCA RATON BASEBALL SCHOOL is a well known baseball training school which operates on the campus and is responsible for the college's intercollegiate baseball team.

II. Student Life

Every phase of college life provides a learning situation wherein the student is guided toward wise decision making. While the College of Boca Raton gives primary emphasis to formal learning through instruction and study, it clearly recognizes that the student has many other needs — personal and social — for which it must make provision. To serve these needs, the College offers a program of student services.

The student has ready access to educational and vocational guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership.

Within the orbit of student services are the offices of the Director of Student Services, the Associate Director, the Guidance Counselor, the Director of Campus Ministries, the Athletic Director, and the College Nurse.

COUNSELING

Counseling at the College aims to further the total development of each individual student. This accent on the individual implies a very definite interest in all phases of the life of the student whose welfare — academic and social — is of primary concern. Upon arrival, each student is assigned a faculty advisor who helps him choose his program of studies and meets with him regularly during the year to evaluate progress and discuss any problem related to adjusting to college life. In addition, students are encouraged to consult individual instructors, the residence hall advisors, and the professionally trained guidance and counseling staffs.

ORIENTATION

To help the student adjust to college life with as much ease as possible, the period of orientation will be attended to with the assistance of the student personnel staff and a group of upperclassmen. This orientation will familiarize the new student with the College of Boca Raton's spirit as seen in its policies, and its operation as seen in its organizational procedures. It also gives the College an opportunity to know its students' needs and difficulties and to determine how it can assist them. Orientation takes place before classes begin and continues on a regular basis throughout the first semester.

RESIDENCE HALLS

The three residence halls, Trinity, Patton, and Wixted Halls, provide full living accommodations for 500 students. The men's and women's halls each provide adequate facilities for entertaining guests, relaxing with friends, and doing routine chores (laundry, ironing, etc.) Each double room contains two Hollywood beds, two desks, chairs, bureaus, closets, bookcases, and a washbasin and medicine chest. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student. Space for discussion groups or study groups is also available, as are telephones,

television lounges and just-chatting corners. New students are assigned to rooms and roommates by the Student Services Office who will make any adjustments. Returning students choose their own rooms and roommates. Through the co-operative efforts of all, a living environment rich with the joys of friendship and of sharing with others will add a new dimension to the learning experience.

College of Boca Raton is a residential college and all students are required to live on campus except those who are living at home with their parents within commuting distance, and those who are married.

Resident students are subject to the disciplinary regulations published in this catalog and in the Student Handbook distributed at the beginning of each college year.

HEALTH PROGRAM

The objective of the student health program is to make students aware of the importance and advantage of good mental and physical health so they may achieve the utmost of their pursuit of social and intellectual excellence. The college nurse works in conjunction with the community medical services to provide adequate health care. The aim of this service is to care for the immediate health of the individual student, and to develop in all students proper habits of living. It includes medical examinations, treatment for minor ailments in the college infirmary, advice and guidance in matters affecting health and, with the cooperation of the physical education staff, the supervision of organized physical activities. A complete medical report is required from each student before admission. This includes a health history and a physical examination form. A registered nurse is on duty in the infirmary every week day. She will make appointments with a local physician as necessary. Two full service hospitals are within a short distance of the college. Students with special problems (allergies, etc.) will be cared for by the nurse at the request of the parents or the family physician.

STUDENT ACTIVITIES

An expanding program of activities complements the academic program. The student chooses those activities which will contribute most to enjoyment and growth — student government, drama club, choral club, athletics, modern dance, newspaper, yearbook, etc.

The College sponsors a number of cultural activities available to the local community as well as to students. Art exhibits by professionals or by students are often held on campus. The Caldwell Playhouse presents a series of professional productions on the campus during the Spring semester.

There is a variety of student social activities: beach parties, dances, folk festivals, films, pool parties, sports' days, inter-collegiate and intramural sports, award dinners, dramatic productions, and informal entertainment in the Rathskeller.

Our location in Boca Raton permits students to take advantage of the cultural offerings of nearby Palm Beach, Fort Lauderdale, and Miami. They may visit art galleries, attend symphony concerts, hear distinguished lecturers, enjoy fine performances of opera and ballet. Whatever the

individual's interest, from fine arts to professional football to gourmet dining, all can be found in Boca Raton and the surrounding areas.

ATHLETICS

Students who do not participate in varsity sports (tennis, golf, baseball) are encouraged to engage in these sports on an intra-mural basis. They may also take part in swimming, basketball, softball, volleyball, bowling and ping-pong.

GENERAL REGULATIONS

The College regards its students as responsible young adults and allows them considerable personal freedom. The rules and regulations are few — but they are firm, and violation of these rules may result in expulsion.

The possession or use of marijuana or any form of narcotic or hallucinogenic drug is expressly forbidden.

The men's and women's dorms are open for visitation between noon and 11 p.m. Sunday through Thursday, and from noon until 1 a.m. on Friday and Saturday. Students may not be in the dorms of the opposite sex outside of visitation hours.

Beer and wine is served in the Rathskeller during the evening hours. The use of alcohol is permitted in one's own room but is not permitted in lounges, lobbies and other public places on campus.

There is no curfew; students may set their own hours. Dorms are locked at midnight and a security guard admits students returning to campus after that hour. If students are away from campus overnight, they must inform the resident advisor where they can be reached in case of emergency. An atmosphere of quiet and consideration for others is expected particularly in the evening hours. No pets are allowed. Rooms must be vacated during the Christmas, Easter and summer vacations. In general the student's privacy is respected, but rooms may be entered and inspected to ensure proper maintenance and compliance with college regulations.

Automobiles are allowed on campus but must be registered with the Office of Student Services. Speeding, driving and/or parking on grass and similar violations will result in fines and in loss of the right to have a car on campus.

Damage to the dorm rooms will be billed to the students occupying them. Damage to other areas of the campus, when the responsibility can not be determined, will be charged to all students on a pro-rated basis. Damage to or theft of property belonging to the college or to students will be reported to the Boca Raton Police Department for investigation.

Firearms, fire-crackers and dangerous weapons are not permitted on the campus.

III. Admissions

The College of Boca Raton welcomes applications from young men and women of every race, color, and creed who desire the type of education which will enrich their lives personally and equip them with those skills which will help them embark on successful careers or professions.

The College retains the basic Catholic orientation of the Founders, but requires no courses in religious doctrine or attendance at religious services. Students of all faiths are welcome to enroll.

The College is primarily residential and all students must live on campus except those who live with their immediate families within commuting distance.

All candidates must be graduates of a recognized high school or must present some formal evidence of completing high school requirements such as a General Equivalency Diploma. Greater emphasis is placed on the recommendation of the guidance counselor than on test scores. The College recognizes the effect of determination and motivation on a student's performance in college and is anxious to give each individual a chance to prove himself. Applicants are encouraged to take the SAT of the College Entrance Examination Board (or the ACT) and these scores are used for placement purposes.

PROCEDURE

1. Complete the application form and send it to the Admissions Office with the \$20 fee. There is no deadline for applications. Most students apply early in their senior year.
2. Ask your school counselor to send a transcript of your grades and a letter of recommendation directly to the admissions office. Your SAT or ACT scores may be included on your transcript or they may be sent separately.
3. If it is possible for you to visit the campus, please call or write to arrange for an interview and tour of the campus.
4. As soon as your school records and counselor's recommendation are on file the college will notify you of its decision. Upon acceptance, a deposit is required to reserve your place in the class. This deposit is non-refundable but is credited to your account.
5. Final acceptance is confirmed when the College receives the final transcript confirming graduation from high school and a medical report signed by the family physician. These reports are filed during the summer before entrance to college.

TRANSFER STUDENTS

Transfer students are welcome at the college, and every effort is made to make their transfer of credits as easy as possible. Transfer students should follow the general admissions procedures outlined above. They do not need to submit a high school transcript if they have already completed fifteen college credits. They must send in the college transcript from each college attended along with a recommendation from the Dean of Students. A form for the Dean's recommendation will be sent to the student as soon

as his application is received. In general, full credit will be given for all work completed with a grade of C or better at other accredited colleges.

EARLY ADMISSION

Students who wish to enter college directly after the eleventh grade may apply for early admission if their guidance counselors recommend such action. They must arrange with the high school to receive a high school diploma when they complete one semester (or one year) of college. They should apply early in the eleventh grade.

FOREIGN STUDENTS

The College of Boca Raton is proud of the international character of its student body and welcomes students from other nations. **All foreign students must be fluent in English before they enroll** since we do not have classes to teach English to foreign students. Applicants will be asked to furnish proof that they can read, write and speak English fluently. Such proficiency may be shown through the TOEFL exam which is administered by the College Board, or by taking the English fluency test at the nearest American consulate in their native country. They may also submit letters of recommendation from those teachers who have instructed them in English. All transcripts of their previous academic work must be translated into English before they are sent to the College. Students admitted to the United States on a student visa must be full-time students and may not engage in off-campus employment without the written permission of the U.S. Immigration authorities. Because no federal financial aid funds are available to foreign students, they must be prepared to pay full fees as listed in this catalog. They must also be aware that the campus is closed during vacation periods and they must provide for their own off-campus housing at such times.

ADVANCED PLACEMENT AND CLEP

The College of Boca Raton participates in the Advanced Placement Program and grants credit for knowledge and skills acquired outside of formal classroom experience. High school students who have taken the Advanced Placement tests and scored 3 or higher may earn both credit and placement in a higher level course. Veterans, mature students, those who have learned "on their own" may earn college credit by taking the CLEP tests. Such Students may earn up to 30 credits from the General Examinations and meet all the requirements of freshman year. Information may be obtained by writing CLEP, Box 1821, Princeton, N.J. 08540.

FINANCIAL AID

The College of Boca Raton participates in all the financial aid programs sponsored by the Federal Government. The purpose of these programs is to supplement the resources of the applicant and his family. All financial aid awards are made on the basis of need and all applicants must file a financial statement showing the family's resources. The amount of financial aid available is limited and applicants are encouraged to apply as early as possible (preferably by February 15 for entrance the following September). Tentative awards are made when the student has filed all the required forms and the analysis of need has been received from the College Scholarship Service. Aid is generally awarded in a combination of loan, employment and grant. Students are also encouraged to apply for any State grants or loans which are open to them and to investigate educational loans from local banks.

PROCEDURE

1. Any applicant for admission who indicates on his application that he is seeking financial aid will be sent a financial aid application and a Financial Aid Form.
2. The college aid application must be filled in and returned to the College. The Financial Aid Form must be completed and returned to the College Scholarship Service. The CSS will process this form and send the college a report on what the family can be expected to contribute to the educational costs.
3. The student should make sure that his transcripts and recommendations are on file at the college since no financial aid decisions are made until a student has been accepted.
4. When the student has been accepted and the financial analysis has been received from the College Scholarship Service, the College will determine the financial aid award and notify the student. If the student wishes to accept the award, he must notify the College within 15 days and submit the non-refundable \$200 deposit. This deposit is credited to his account.

No Financial Aid is Available to Foreign Students

TYPES OF AWARDS

The applicant does not apply for the various types of awards individually. The College will determine the types and amounts of awards from the amount of aid available in the various programs and the family's expected contribution.

BEOG and SEOG

The Basic Educational Opportunity Grant is a federal aid program for those with substantial need. The grant may be worth up to \$1,400 a year depending on the family's resources and the federal funds actually available. The Financial Aid Form (FAF) which the college requires for its aid programs is also used to determine eligibility for the Basic Grant, so

the student does not have to file a separate application for this award. The Supplementary Grant provides additional assistance to those with severe need who can not meet college costs with the other available forms of aid.

NATIONAL DIRECT STUDENT LOAN

NDSL programs provide low interest loans to students who demonstrate need. Repayment of the loan begins nine months after the student ceases to be at least a half-time student. The College will allocate these loans to those who are eligible.

COLLEGE WORK STUDY PROGRAM

Under this program, students are assigned jobs on campus depending on their financial need and the availability of funds. The average award is \$600 a year.

GUARANTEED STUDENT LOAN

This loan is available through most local banks. The student should contact the bank for the necessary forms. The College will fill out that portion of the form which asks for verification of enrollment and of financial need. This type of loan may still be available to the student when all funds administered by the College (BEOG, SEOG, CWS, NDSL) have been used up. Apply for this directly to the bank.

STATE GRANTS AND LOANS

Most states have good grant and loan programs for state residents which may be used to attend out-of-state colleges. Investigate these through your high school guidance office or by contacting the Department of Education in your State capital.

TUITION LOAN PLANS

Parents who prefer to meet educational costs out of monthly income may do so through the programs of several educational loan companies such as these:

College Aid Plan, Inc.
1030 E. Jefferson Blvd.
South Bend, Ind. 46624

The Tuition Plan, Inc.
575 Madison Avenue
New York, N.Y. 10022

ATHLETIC AWARDS

Some limited funds are available for outstanding tennis, golf and baseball players. Such students should follow the financial aid procedures outlined above to determine their eligibility for other types of aid and should indicate their interest in being considered for a special athletic award.

VETERANS' BENEFITS

The College of Boca Raton is approved for Veterans Training.

RENEWAL OF FINANCIAL AID

To have financial aid renewed, students must submit a new Financial Aid Form each year. They must be in good standing at the college both academically and socially.

IV. Finances

FINANCIAL REGULATIONS

All financial obligations or financial arrangements must be completed before the student registers. As the College incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from fees be assured in order to plan and maintain these services over the entire year. For this reason it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. The fact that fees are paid in two or more installments does not constitute a fractional contract.

All financial obligations must be satisfied before semester grade reports or transcripts of credit will be released. **ALL STATEMENTS AS RECEIVED ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT.**

REFUND POLICY

The College reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of the rules of the College or for any other reasonable cause. In view of the foregoing and since the College must make its financial commitments for the entire academic year, no reduction or refund of fees will be made because of the absence, withdrawal, transfer, dismissal, or suspension of a student.

TUITION AND FEES

Tuition	\$2,600	a year
Room and board	<u>1,600</u>	a year
	\$4,200	Total

PAYMENT OF FEES

A parent may elect to make a single payment for the entire academic year, as follows:

Dormitory Student

Reservation deposit	\$ 200
Balance due	<u>4,000</u>
	\$4,200 Total

Day Student

Reservation Deposit	\$ 100
Balance Due	<u>2,500</u>
	\$2,600 Total

For those electing a two payment plan the schedule is as follows:

(The extra \$100 is a service charge)

Dormitory Student

Reservation Deposit	\$ 200
Payment Before First Semester	2,050
Payment Before Second Semester	<u>2,050</u>
	\$4,300 Total

Day Student

Reservation Deposit	\$ 100
Payment Before First Semester	1,300
Payment Before Second Semester	<u>1,300</u>
	\$2,700 Total

NOTE: The two-payment plan service charge is waived for those students receiving Federal Government assistance and for those on College Work/Study grants.

PART TIME STUDENTS

Tuition \$70 per credit hour
(Part time students may not register for more than 6 hours in any semester.)

Credit by Examination \$30 per credit hour
(Credit earned through CLEP scores, work experience, studies in military service, etc. are in this category.)

LABORATORY FEE, changed for certain lab courses \$20

GRADUATION FEE \$50

DAMAGE RESPONSIBILITY

Students are responsible for their rooms and their campus. Damage to rooms and public areas of the dormitories and campus are assessed based on individual, joint or group responsibility. The College always attempts to identify those individuals responsible for damage or vandalism. When this is not possible, all students must bear an equal portion of the cost and responsibility. Deductions are also made to cover delinquent infirmary/medical charges.

NOTICE: The College reserves the right to change, upon reasonable notice, any of the fees printed in this catalog.

PRIVATE ROOMS

A limited number of suites and private rooms are available on a first-come, first-served basis. Students interested in living in a suite or private room must indicate their desire to the Office of Student Services. Students will be placed on a waiting list and assigned to the available private rooms during the first week of school. Private room charges are \$400 per semester. Suites, which consist of two private rooms with an adjoining bathroom, are \$500 per semester. Two students are assigned per suite. Private room and suite charges are payable when assignments are made.

BOOKS

Textbooks may be purchased in the Campus Bookstore on a cash basis only. Other school and personal supplies are available there.

STUDENT INSURANCE

The College has incorporated a group plan for accident insurance.

The College of Boca Raton assumes no responsibility for loss or damage to the personal property and effects of students. If students desire insurance protection for their personal effects, they should obtain coverage in conjunction with their parents insurance or from an independent source.

LATE REGISTRATION

Approval must be obtained from the Academic Dean in all cases of late registration. A fee of \$10 will be charged for late registration.

LAUNDRY

Coin operated laundry machines are available in each dormitory. Students are to provide their own towels and linen.

MEALS

Nineteen meals are served each week except during Thanksgiving, Christmas and Easter vacations. All residence halls and dining facilities are closed during vacation periods.

AUTOMOBILES

Students may have their own automobiles on campus provided they are registered in the office of Student Services.

WITHDRAWAL

Notification of withdrawal for any reason must be made to the Registrar's office by filing the Formal Request for Withdrawal form.

CHECK CASHING SERVICE

The College will cash students' personal checks at the College bank. Checks returned by the bank for any reason will be assessed at \$5.00 per check service charge to be paid by the student cashing the check. Several banks in Boca Raton welcome student accounts.

V. Undergraduate Degree Programs

ASSOCIATE OF ARTS DEGREE PROGRAMS

The Associate of Arts Degree Programs of the College of Boca Raton are designed to provide every student with a sound foundation in the major areas of knowledge as well as an opportunity to concentrate upon one specific field.

A Liberal Arts core curriculum is an integral part of each Associate Degree Program. It gives the student basic courses in English, Arts and Humanities, Social and Behavioral Sciences, and Natural Sciences. These are supplemented by career-oriented disciplines which afford areas of concentrations in which special competence may be obtained.

The Liberal Arts Division offers concentrations in Art, General Studies, Pre-School Education, and Theatre Arts. These concentrations provide a broad spectrum of career opportunities within the framework of liberal education.

The Business Division offers a two-year curriculum which examines the basic aspects of business and prepares students for careers in the fields of Business Administration, Fashion Merchandising, Hospitality Management, Secretarial Administration, and Commercial Art.

A.A. DEGREE PROGRAMS

LIBERAL ARTS DIVISION

The Liberal Arts Division offers concentrations in the following areas:

Art	Pre-school Education
General Studies	Theatre Arts

LIBERAL ARTS CORE CURRICULUM

The following courses are required for *all* Liberal Arts students:

Communication Skills: 9 semester hours

English Composition I	3
English Composition II	3
Effective Speech Communication	3

Arts and Humanities: 12 semester hours

Literature Elective	3
Visual or Performing Arts Elective	3
Introduction to Philosophy or Logic	3
Liberal Arts Elective (literature, language, philosophy, science)	3

Social and Behavioral Science: 12 semester hours

History and/or Government Electives	6
Introduction to Psychology	3
Introduction to Sociology	3

Natural Science and Mathematics: 9 semester hours

Science Electives	6
Algebra	<u>3</u>
Total Semester Hours	42

LIBERAL ARTS CONCENTRATION AREAS

1. ART	
Core Curriculum	42
Survey of the History of Art I	3
Survey of the History of Art II	3
Drawing	3
Basic Design	3
Studio Course Elective	3
Student Exhibition and Seminar	<u>3</u>
Total Semester Hours	60
2. GENERAL STUDIES	
Core Curriculum	42
General Studies or Business Electives (Communications, Humanities, Social and Behavioral Science, Natural Science, or Business Courses)	<u>18</u>
Total Semester Hours	60
3. PRE-SCHOOL EDUCATION	
Core Curriculum (except for Intro to Psychology and only three credits each in History and Science)	33
Child Growth and Development	3
Principles and Practices of Pre-School Teaching	3
Curriculum Materials and Activities	3
Prerequisite: Principles and Practices of Pre-School Teaching	
Readiness Activities for Pre-School Child in Creative Expression	3
Prerequisite: Curriculum Materials and Activities	
Readiness Activities for the Pre-School Child in Mathematics and Science	3
Prerequisite: Curriculum Materials and Activities	
Readiness Activities for the Pre-School Child in Language Arts	3
Prerequisite: Curriculum Materials and Activities	
Exceptional Children	3
Health and Nutrition	3
Practicum in Pre-School Education	3
Prerequisite: Permission of Instructor	
Total Semester Hours	<u>60</u>
4. THEATRE ARTS	
Core Curriculum	42
Basic Acting I	3
Basic Acting II	3
Stagecraft	3

Drama Workshop	3
Drama Literature and History of the Theatre	3
Prerequisite: English Composition I and II	
Special Project Elective	<u>3</u>
Total Semester Hours	60

BUSINESS DIVISION

The Business Division offers concentrations in the following areas:

Business Administration	Hospitality Management
Fashion Merchandising	Secretarial Administration

BUSINESS CORE CURRICULUM

The following courses are required for *all* Business students:

Communication Skills: 9 semester hours

English Composition I	3
English Composition II	3
Effective Speech Communication	3

Arts and Humanities: 9 semester hours

Visual or Performing Arts Elective	3
Liberal Arts Electives (literature, language, philosophy, science)	6

Social and Behavioral Sciences: 3 semester hours

History or Behavioral Science Elective	<u>3</u>
Total Semester Hours	21

BUSINESS CONCENTRATION AREAS

1. BUSINESS ADMINISTRATION

Core Curriculum	21
Introduction to Business	3
Accounting I	3
Accounting II	3
Business Law I	3
Business Law II	3
Economics I	3
Economics II	3
Intermediate Algebra	3
Elementary Statistics	3
Prerequisite: Intermediate Algebra	
Science Electives	6
Introduction to Computer Science	3
Business Elective	<u>3</u>
Total Semester Hours	60

2. FASHION MERCHANDISING

Core Curriculum	21
Introduction to Business	3
Business Mathematics	3
Principles of Marketing	3

Retailing	3
Fashion Retailing I	3
Fashion Retailing II	3
Sales Management	3
Advertising	3
Basic Communication Design	3
Designers	3
Textiles	3
Fashion Production	3
Fashion Illustration	3
Total Semester Hours	<u>60</u>

3. HOSPITALITY MANAGEMENT

Core Curriculum	21
Business Mathematics	3
Accounting I	3
Economics I	3
Introduction to Hospitality Industry	3
Hospitality Marketing and Sales	3
Hospitality Operations I	3
Hospitality Operations II	3
Food and Beverage Management	3
Hospitality Electives	9
Internship/Apprenticeship Program	6
Total Semester Hours	<u>60</u>

4. SECRETARIAL ADMINISTRATION

Core Curriculum	21
Introduction to Business	3
Business Mathematics	3
Accounting I	3
Business Law I	3
Elementary Typewriting	3
Intermediate Typewriting	3
Prerequisite: Elementary Typewriting	
Advanced Typewriting	3
Prerequisite: Elementary and/or Intermediate Typing	
Elementary Shorthand	3
Intermediate Shorthand	3
Prerequisite: Elementary Shorthand	
Dictation and Transcription I	3
Prerequisite: Intermediate Shorthand	
Dictation and Transcription II	3
Prerequisite: Dictation/Transcription I	
Office Practice I	3
Office Practice II	3
Total Semester Hours	<u>60</u>

5. COMMERCIAL ART	
Core Curriculum	21
Basic Commercial Drawing	3
Basic Communication Design	3
Drafting	3
Layout and Design	3
Commercial Printing Workshop	3
Experimental Typo-Photo Workshop	3
Visual Identity Program	3
Environmental Graphics	3
Publications Design	3
Color Theory	3
Directed Study in Commercial Art	3
Printshop Apprenticeship Program	3
Portfolio Workshop	3
	<hr/>
	60

VI. Academic Policies

STUDENT RESPONSIBILITY

Each student is responsible for a knowledge of and adherence to regulations covering registration, withdrawal, degree plans, graduation requirements and the payment of tuition and fees.

ACADEMIC ADVISEMENT

Academic counseling for students at the College of Boca Raton begins with the first contact made with the prospective student. On the basis of high school grades, rank in class, scores on entrance examination board tests, and the information included in the application for admission, the student is advised as to the most suitable career oriented program. The ratio of faculty and staff members is such that individual attention is available to each student throughout his academic career at the College.

Each new student is assigned a faculty advisor who will assist in class scheduling, improving study habits, and career planning. All students should meet with their academic advisor at least twice during each semester.

The counseling and guidance center works closely with students who have career, educational, and personal concerns. All other faculty, staff, and administrative officers are also available to assist students in any appropriate way possible.

CLASSIFICATION OF STUDENTS

Students are classified as matriculated or non-matriculated students:

1. MATRICULATED STUDENT:

A full or part-time student who has demonstrated competence for collegiate study, has met all admission requirements and has declared his intentions to obtain a degree. In some cases, students may be undecided concerning their degree area. In order for both the student and faculty advisor to plan appropriate course distribution for each degree area, students are required to declare their degree area upon completion of no more than thirty credits for the Associate of Arts degree.

2. NON-MATRICULATED STUDENT:

A full or part-time student who has not declared his intention or is not eligible to obtain a degree. Students seeking to matriculate into a degree program must declare their intentions with the Office of the Recorder upon completion of fifteen credits. Failure to do so may result in the loss of all credits taken beyond the fifteen-credit limit. Non-matriculated also refers to students who are enrolled in courses for self-enrichment and who are not following any specific degree program requirements.

ACADEMIC CLASSIFICATION

Matriculated students are classified as Freshmen, or Sophomores. Academic classification is determined by the number of credit hours

completed as given below:

Classification	Credit Hours
Freshmen	0 - 30
Sophomores	31 - 60

PART-TIME STUDENTS

A student registered for no more than six credit hours.

TRANSFER STUDENTS

A transfer student is also classified according to the above scale. Classification is determined by the number of transfer credits accepted by the College of Boca Raton.

ADMISSION TO CLASSES

Registered students are permitted to enter classes only after getting financial clearance from the Business Office and completing registration with the Recorder.

AUDIT

A student who wishes to audit a course must receive permission from his faculty advisor and the instructor of the course, and, if in excess of a fifteen-credit hour load, permission of the Academic Dean. Although a student who officially audits a course is not required to take examinations, he is expected to attend class regularly and to participate in a manner which is agreeable to the instructor. An **AU** will be recorded on the permanent record for courses officially audited. A full-time student will only be charged a registration fee for auditing a course. Students not otherwise enrolled will be charged the regular tuition fee.

CANCELLATION OF COURSES

The College reserves the right to cancel any course for which an insufficient number of students have enrolled or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

CHANGE OF REGISTRATION

Changes in registration are permitted only with the consent of the instructor involved and the student's faculty advisor. Course additions or section changes must be made by the end of the first week of the semester. To drop or add or change a course section, the student must obtain the appropriate change form from the Office of the Recorder. The form must be signed by both the instructor and the faculty advisor. The completed form, accompanied by the necessary payments, must be presented to the Business Office. No classes may be dropped after the end of the eighth week of the semester. To change to a load of less than twelve semester hours requires the approval of the Academic Dean.

ATTENDANCE REGULATIONS

Regular and punctual attendance is essential to successful academic achievements. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. Faculty members will maintain a complete and accurate record on the attendance of each student and report to the student, Academic Dean, faculty advisor, and the guidance counselor whenever irregular attendance is endangering the student's scholastic status in the class. If the irregularity persists, the student is subject to receiving a grade of "XF" (failure due to excessive absences) which is included in computing the grade point average.

PERMISSION TO STUDY AT OTHER INSTITUTIONS

Students who desire to attend another collegiate institution and apply credit to a degree program at the College of Boca Raton must receive prior permission from the Academic Dean.

COURSE LOAD

The normal course load for full-time students is 9-15 semester hours. Students wishing to take additional courses must obtain permission from the Academic Dean. If permission is granted, the student will be billed for the additional courses at the prevailing tuition rate per credit hour.

INDEPENDENT STUDY AND DIRECTED STUDY

Independent study involves scholastic or research endeavors apart from regular courses offered at the College of Boca Raton. The student should pursue study with direction from his supervising professor.

Directed study (regular catalog courses taken by special arrangement) involves the student and instructor in virtually a one-to-one relationship; i.e., frequent conferences regarding the study needed in order to complete a regularly offered course.

Although the term "Independent Study" will be used, guidelines marked (*) also apply to Directed Study.

*1. A student may take no more than one independent study per term. A division may waive this maximum, with the approval of the Academic Dean.

2. The schedule for approval of an Independent Study is as follows:

*A. Student has proposal for Independent Study.

*B. Student contacts Division Chairperson who, with the Academic Dean, approves or rejects the proposal, recommends potential supervisor, who may either accept or decline the invitation to supervise the study.

*C. Supervisor approves written proposal for the Independent or Directed Study.

D. Student completes registration in the usual manner.

E. At the beginning of each term, the Recorder posts a list of all approved Independent and Directed Study students and their supervisors.

*3. The student should report periodically to his study supervisor in person, by phone, or by letter.

*4. The time limit for the completion of an Independent Study is one term. If more time is necessary, the student must make a formal application to his supervisor and the Recorder for an extension that is not to exceed one term.

5. Independent Studies may be proposed for one or more credit hours, although they generally will be valued at three credit hours.

GRADING SYSTEM

Faculty members have the responsibility to provide the College with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student's permanent college record at the close of each semester or session. The grading system of the College of Boca Raton is as follows:

- A - Excellent
- B - Good
- C - Average
- D - Passing (lowest passing grade)
- F - Failure
- XF - Failure Due to Excessive Absences

OTHER SYMBOLS IN USE (not included in computation of averages):

WP - officially withdrawn from the course with a passing grade (with-drawal notice received by the Recorder).

WF - officially withdrawn from the course with a failing grade.

AU - Audit

R - Repeated

I - Incomplete

A student who withdraws from a course during the first two weeks of the semester will not receive a grade, and the course will not appear on the permanent college record.

A student who withdraws from a course between the third and eighth week of the semester will receive either a WP or WF.

A student who is passing a course, but who has not completed the course requirements by the end of the semester will receive an "I". The grade of "I" reflects neither passing nor failing work, and will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first two weeks of the following semester. Failure to complete the course requirements within this time frame will result in the student receiving an "F" for the course.

COMPUTATION OF GRADE POINT AVERAGE

For numerical computation of grade point averages, the following values are designated:

A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0; XF = 0.

The grade point average (GPA) is computed by dividing the sum of all grade points earned by the total number of semester credits in all courses for which grades of A, B, C, D, F, and XF have been received.

SCHOLASTIC INDEX

A cumulative record of the quality point standing of each student will be maintained. Students who fail to achieve acceptable minimums will be placed on academic probation for one semester, and their enrollment may be terminated at the end of the following semester if satisfactory progress is not made.

To remain in good standing, a student must obtain the following cumulative scholastic levels:

Student Classification	Cumulative Scholastic Levels
Freshmen, 0-15 Semester Hours	1.80
Freshmen, 16-30 Semester Hours	1.80
Sophomores, 31-45 Semester Hours	2.00
Sophomores, 46-60 Semester Hours	2.00

A freshman failing to attain 1.80 at the end of the first term will be warned by the Academic Dean and notification of this action will be sent to his faculty advisor and parent or guardian. Students failing to earn the standing designated above will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained. No student may be considered as a candidate for a degree who does not have a 2.00 cumulative standing.

A student on probation will be limited to a maximum load of twelve semester hours and will not be permitted to hold office or participate in extracurricular activities. After two consecutive semesters on probation, the student is subject to academic dismissal.

A student who is dismissed from the College for academic reasons may be re-admitted on probation by presenting a written petition to the Academic Dean.

The College of Boca Raton accepts credits from other institutions provided they are for courses which are equivalent to College of Boca Raton courses or can be used to satisfy general elective requirements.

The grade of "D" is accepted in transfer if the student has a cumulative grade point average of 2.0 or better.

REPEAT COURSES

Where a course has been repeated due to failure, both the original and subsequent grades are reported on the official College transcript, but only the passing grade is included in the calculation of the grade point average.

Required courses must be repeated if failed by the student. Courses may be repeated no more than twice following initial failure.

If a student repeats a course with a "D" grade, and fails the course, the "D" grade will be included in the cumulative grade point average. The "F" grade will appear on the transcript but will not be included in the cumulative grade point average.

THE DEAN'S LIST

Recognition for superior academic achievements at the College of Boca Raton is given both by the Administration and the Faculty.

The name of each eligible student who has completed twelve credits with no incompletes, withdrawals, or grades below C, and who has achieved a grade point average of 3.25 or higher for a semester, is placed on a list prepared for the Academic Dean. This list is publicized within the College and is distributed to news agencies in the local and regional area. Dean's List students receive a certificate of recognition at Honors Convocation.

Students who achieve Dean's List for two consecutive semesters and who have demonstrated leadership, loyalty, and dedication are eligible for Phi Theta Kappa, The National Junior College Honor Society.

GRADUATION WITH HONORS

Students who have a scholastic index of 3.25 or higher may be recommended for graduation with honors. The scholastic index for graduation with honors is computed on the basis of courses taken at the College of Boca Raton.

The honors categories are as follows:

Honors Category	Scholastic Index
Summa Cum Laude	3.75 - 4.00
Magna Cum Laude	3.50 - 3.74
Cum Laude	3.25 - 3.49

HONORS AND AWARDS

Honors and awards are presented to students in the College as listed below:

The Trustee's Medal: awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the College.

The Humanitarian Award: given at graduation to the student who has exhibited outstanding loyalty to the College community.

The President's Award: given in special cases to students exhibiting extra-ordinary service and commitment to the College.

The Scholastic Award: given at graduation to the two students who have attained the highest cumulative grade point average in their respective divisions.

RESIDENCE AND DEGREE REQUIREMENTS

In addition to specific courses and scholastic average requirements, each candidate for the Associate of Arts degree must spend the last year (two semesters or the equivalent) earning not less than twenty-four semester hours in residence at the College of Boca Raton campus, uninterrupted by any work in another institution.

TRANSCRIPTS

Each student who has paid all his college fees is entitled, upon request, to receive without charge one transcript of his record. For each additional transcript, the fee is \$2.00. Cash or checks made payable to the College of Boca Raton must accompany transcript request.

WITHDRAWAL FROM THE COLLEGE

Students who withdraw from the College are required to obtain proper clearance. Clearance forms are available in the office of the Recorder. These forms must be signed by the following offices:

1. Academic Dean
2. Director of Student Services
3. Faculty Advisor
4. Guidance Counselor
5. Business Office Bookkeeper
6. Librarian

ADMINISTRATION AND STAFF

Office of the President

Donald E. Ross, M.S., L.L.D.

Constance M. Betchley, Administrative Assistant

Betty J. Leonard, Receptionist

Office of the Executive Vice President

Gerald D. Carville, B.S., Executive Vice President

Sana Ul Qadir, A.A., Administrative Assistant

Alice J. Heald, Secretary

Sharon Norris, Head Bookkeeper

Patrick Carville, Director of Buildings and Grounds

Ian Fikuart, Student Union Manager

Jimmy Kaikobad, B.B.A., Financial Aid Clerk

Thomas Rollins, B.A., Bookstore Manager/Bookkeeper

Renee Talcott, Bookkeeper

Office of Admissions

Sister Richard Marie Beck, RSHM, M.A., Dean of Admissions

Barbara Eberle, Secretary

Gabriel Hayes, M.A., Recruitment Counselor

John McDonald, Recruitment Counselor

Office of Academic Affairs

James D. Matthews, M.B.A., Academic Dean

Sister Marie Fidelis Remski, IHM, Ph.D., Assistant Dean

Dorothy Clarke, A.B., Librarian

Dahrl E. Moore, B.A., Assistant Librarian

Edith Whitlock, Recorder

Mary Dackerman, Secretary

Marjorie Shull, Clerk

Office of Student Services

Gregory J. Malfitano, B.A., Director of Student Services

George A. Favareau, Ed. D., Associate Director of Student Services

Kenneth Howie, III, M.A., Guidance Counselor

Reverend Martin Devereaux, B.A., Director of Campus Ministry

Kristen O. Perry, M.S., Coordinator Recreational Program

Winifred Alexander, R.N., College Nurse

Winifred Smith, Secretary

Faculty

The Faculty is comprised of the entire professional college community. It includes those members of the administration and staff whose full time efforts are dedicated to the welfare of the student body. The Adjunct faculty are those who instruct on a part time basis at the College.

Marie Richard Beck, R.S.H.M.
Associate Professor
B.A., Marymount College; M.A., Marquette University

DEAN OF ADMISSIONS

Joel J. Blaustein
Assistant Professor
B.A., University of Buffalo; Ph.D., City University of New York

BEHAVIORAL SCIENCE

Gerald D. Carville
B.S. Syracuse University

EXECUTIVE VICE-PRESIDENT

Dorothy Clarke
B.A., Brown University

LIBRARIAN

Martin Devereaux
B.S. University of Notre Dame; B.A. St. Mary's Seminary; M.A. (Cand.)
Barry College.

DIRECTOR OF CAMPUS MINISTRY

George A. Favareau
A.B., Catholic University; M.A., Columbia T.C.;
Ed.D., University of Colorado

ASSOCIATE DIRECTOR OF
STUDENT SERVICES

Michael P. Hall
Assistant Professor
B.F.A., Carnegie-Mellon University; M.A., University of Florida

COORDINATOR, THEATRE ARTS
DIRECTOR, CALDWELL PLAYHOUSE

Kenneth Howie, III
B.S., Juniata College; M.A., Washington College

GUIDANCE COUNSELOR

Gregory J. Malfitano
B.A., Wilmington College

DIRECTOR OF STUDENT SERVICES

James D. Matthews
B.S., St. Louis University; M.B.A., North Texas State University

BUSINESS; ACADEMIC DEAN

Kristen Perry
Assistant Professor
B.S., M.S., Butler University

PHYSICAL EDUCATION; COORDINATOR
INTRAMURAL AND CAMPUS RECREATIONAL PROGRAMS

John R. Pickering
Assistant Professor HISTORY/GOVERNMENT
B.A., Stetson University; M.A., Florida State University; Ph.D. (Cand.)
University of Denver

Eilene Pierson
Assistant Professor ENGLISH AND SPEECH
B.A., Villa Maria; M.A., University of North Carolina

Ernest Ranspach
Assistant Professor ART
B.S., University of Michigan; M.F.A., Wayne State University

Marie Fidelis Remski, I.H.M.
Professor BIOLOGY; ASSISTANT ACADEMIC DEAN
A.B., M.A., Ph.D., University of Michigan

Donald E. Ross PRESIDENT
B.F.A. New York Institute of Technology; M.S. Hofstra
University; L.L.D. New York Institute of Technology

Drollene Tittle
Assistant Professor SOCIOLOGY
B.A., Ouachita Baptist College; M.A., University of Texas

Carol Wershoven
Assistant Professor ENGLISH
A.A., Marymount College, Florida; B.A., M.Ed., M.A., Florida Atlantic
University; Ph.D., (Cand.), University of Florida

Mary Virginia Yosgandes
Assistant Professor ENGLISH & FOREIGN LANGUAGES
B.A., Emmanuel College; M.A., Boston University

Adjunct Faculty

Linda T. Albertson
Adjunct Lecturer PRE-SCHOOL EDUCATION
B.A., Wheelock College; M.A., Florida Atlantic University

Marian R. Borken
Adjunct Lecturer PHOTOGRAPHY
B.F.A., University of Florida; M.F.A., Florida State University

Jeff M. Brown
Adjunct Lecturer ECONOMICS
B.A., University of Minnesota; L.L.B., Stetson University

- Julia A. Chapnick
Adjunct Lecturer
B.S., University of Detroit
SECRETARIAL ADMINISTRATION
- Wilbur W. Curless
Adjunct Lecturer
A.A., Palm Beach Junior College; B.S., Stetson University
B.D., Th.D., Southern Baptist Theological Seminary
BIOLOGY
- Robert J. Curran
Adjunct Lecturer
B.A., M.A., Fordham University
PHILOSOPHY
- Ana de Elejalde
Adjunct Lecturer
B.A., Washburn University; M.S.W., Kansas University
SOCIAL WORK
- Fernando de Elejalde
Adjunct Lecturer
D.D.S., M.D., University of Buenos Aires; Menninger School of Psychiatry
PSYCHOLOGY
- Doris Elmer
Adjunct Lecturer
B.S., University of Wisconsin; M.A., University of Chicago
SOCIOLOGY
- John R. Evans
Adjunct Lecturer
B.S., M.A., University of Cincinnati
HOSPITALITY MANAGEMENT
- A. Alfred Fink
Adjunct Lecturer
L.L.B., Rutgers University
BUSINESS LAW
- Sidney S. Korn
Adjunct Lecturer
B.S., New York University; L.L.B., New York University
BUSINESS LAW
- John Livingood
Adjunct Lecturer
B.A., Gettysburg College; M.A., Ph.D., University of Pennsylvania
MATHEMATICS
- Michael Meath
Adjunct Lecturer
A.A., Onondaga Community College
STAGECRAFT
- Philip J. Montante
Adjunct Lecturer
A.B.A., B.B.A., Drake College; M.ED., Florida Atlantic University,
J.D., Samford University
LAW

Henry L. Nance, Jr.
Adjunct Lecturer BUSINESS
A.A., Broward Community College; B.B.A., Florida Atlantic
University; M.B.A., Nova University

Eilene Pasztor
Adjunct Lecturer SOCIAL WORK AND PSYCHOLOGY
B.A., Stanford University; M.S.W., Ohio State University

Som C. Pruthi
Adjunct Lecturer COMPUTER SCIENCE
B.S., Delhi Poly; M.S., Lowell Tech.; M.S., Syracuse University

Anthony Quesada
Adjunct Lecturer BUSINESS
B.S., Nebraska University; M.B.A., Harvard University

Marilyn Remus
Adjunct Lecturer DANCE
Certificate, Victoria School of Theatrical Arts

Elsie Sears
Adjunct Lecturer CHEMISTRY
B.A., Adelphi College; M.S., Rutgers University

Hubert Shenkin
Adjunct Lecturer BUSINESS ADMINISTRATION
B.A., M.B.A., City College of New York

Barbara B. Tyler
Adjunct Lecturer COMMERCIAL DESIGN/FASHION
ILLUSTRATION
B.F.A., Swam School of Design; M.F.A., University of Massachusetts

Academic Calendar

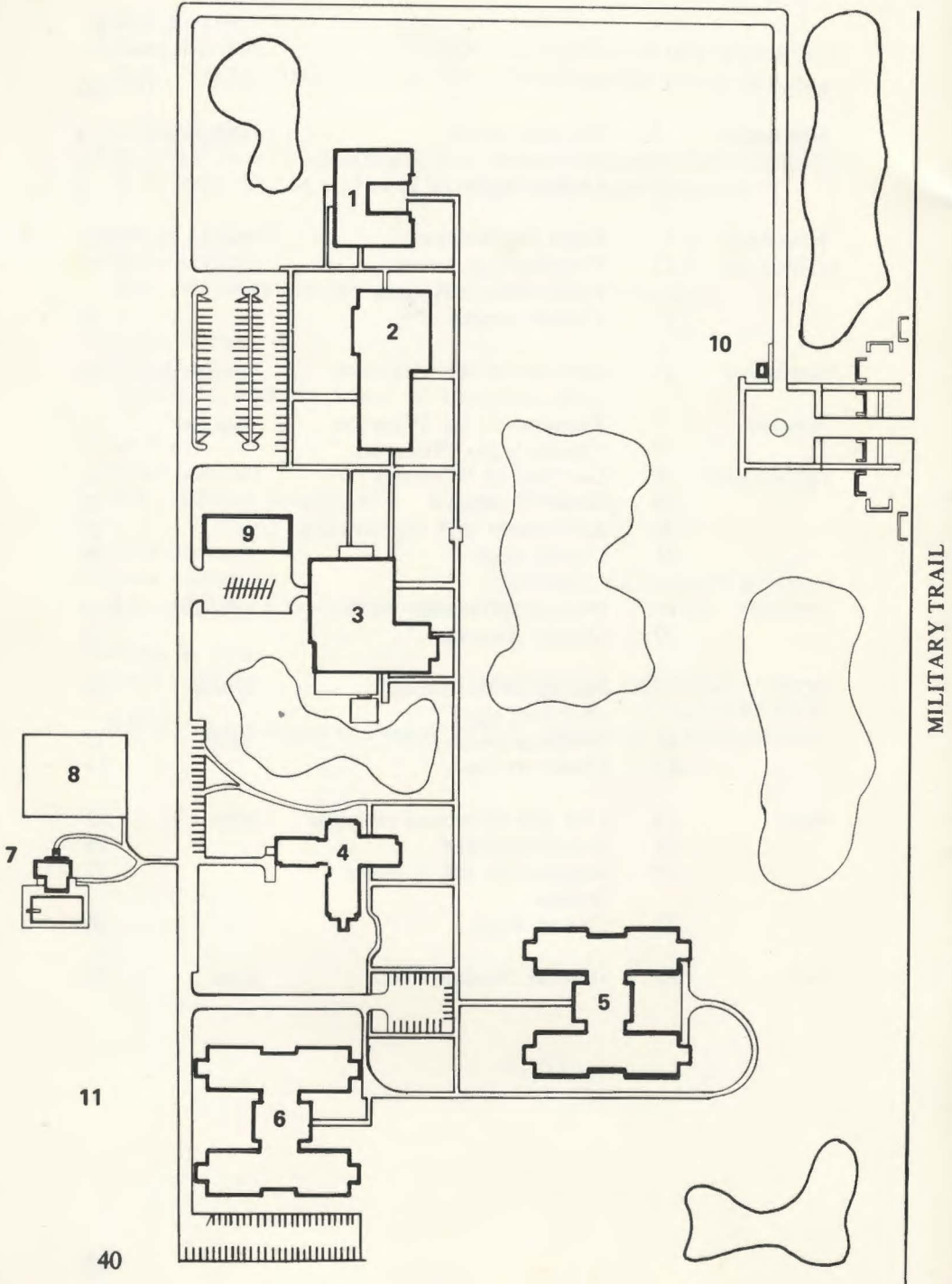
1978-79			1979-80	
September	5 6 7	Students arrive Advisement and Registration Classes begin	September	4 5 6
November	6-17 22 27	Early Registration Thanksgiving recess begins after last class Classes resume	November	5-16 21 26
December	15	Last day of first semester	December	14
January	3 4 26 29 30 31	Registration for Winterim Classes begin Winterim Last day of Winterim Students arrive Advisement and Registration Classes begin	January	2 3 25 28 29 30
February	16-19 20	Parents' Weekend Classes Resume	February	15-18 19
April	6 22 23	Spring recess begins after last class Students return Classes resume	March	28
April	22 23	Students return Classes resume	April	13 14
May	23 26 29 30	Last day of second semester Commencement Registration for Summer Session Classes begin	May	21 24 27 28
June	22	Summer Session Ends	June	20

BOCA RATON CAMPUS

- 1. CARROLL HALL
- 2. LEWIS LIBRARY
- 3. FOUNDER'S HALL
- 4. TRINITY HALL

- 5. WIXTED HALL
- 6. PATTON HALL
- 7. POOL

- 8. TENNIS COURTS
- 9. MAINTENANCE
- 10. CAMPUS SECURITY
- 11. ATHLETIC FIELDS





VISITORS:

We invite you to visit us at your convenience by calling our Admissions Office, at (305) 994-0770.

FOR FURTHER INFORMATION WRITE OR CALL:

Dean of Admissions
COLLEGE OF BOCA RATON
Boca Raton, Florida 33431
(305) 994-0770

