General Information

In general, Northwest Florida State College is an open-door institution. However, depending on the student’s program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by NWFS may obtain appropriate admission forms from any college location, area high schools, on the college website (www.nwfs.edu) or by applying electronically at www.facts.org. Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission to the College:

(Several programs at the college have supplementary admission requirements - see Programs with Additional or Other Admission Requirements for more information.)

1. Complete an Application for Admission and Residency forms.

2. Request official transcripts, as applicable, which include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/ or university transcripts from all institutions attended, and official score reports from CLEP, DANTES, AICE, AP, or IB.

3. Either submit placement test scores (ACT, SAT, FCPT) or take the Florida College Placement Test (FCPT) at NWFS State College.

(NOTE: Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, or mathematics courses are NOT required to take the placement test.)

4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.

5. Register for classes.

Readmission

Any student who has previously attended the college, and who has not been in attendance within one (1) year must submit a Readmission form to the Office of Enrollment Services to update personal data, verify educational goals and residency, and to receive a registration appointment. If the student attended another institution in the interim, an official transcript must be submitted from that institution. The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

Transfer Students

A student who has attended any college or university prior to enrolling at NWFS State College is considered a transfer student. Transfer students must request that an official transcript(s) of all previous college work be sent directly to the Office of Enrollment Services. All re-enrollment forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration. In certain instances, applicants may be conditionally admitted as provided below. (This does not apply to Dual Enrollment/Early College, international student applicants, or any program with special admission criteria.)

Conditional Admissions

An applicant who has completed admission forms, yet has not attended an Orientation/Advising Session nor has been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a “Conditional Admission” Status for one (1) term to allow for these requirements to be met. During this time, any course credit “earned” will not be released until all outstanding requirements have been met and the applicant is fully admitted to the college. Neither official transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college. Should data received cause the applicant to be inadmissible, actions taken will be based on that data and not the student’s performance while on conditional enrollment. Conditional Admission may not be available for all programs, such as Limited Admission or Limited Access programs. Students should contact the Office of Enrollment Services or appropriate department or division office for more information.

One of the opportunities available to high school seniors about to graduate is Conditional Enrollment at the college for the Summer Term. Under this specialized enrollment, graduating seniors may enroll at their own expense in courses during May of the year they are to graduate. Dual Enrollment/Early College, Federal Financial Aid and most scholarship opportunities are not available under Conditional Enrollment status.

Provisional Admission

An applicant may be granted provisional admission status based on the published admission guidelines of that program. Provisional admission status is program-specific and does not guarantee that the student will meet provisional admission requirements in any other program(s). Students who have been provisionally admitted will only be granted one (1) term of enrollment, unless otherwise stipulated, and will not be allowed to continue in the program until they have met the stipulations of their admissions.

Applicants may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities.
Entry-level Testing:
First-Time-In-College (FTIC) students seeking admission to the Associate of Arts degree, the Associate of Science degree and/or the Associate of Applied Science degree programs are required to participate in placement testing prior to registering for their first term. No student will be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science course - or any course having an English, mathematics or reading prerequisite - without meeting the State of Florida mandated minimum scores on the placement test. Northwest Florida State College administers the Florida College Placement Test (FCPT) as the primary placement test.

Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within two years prior to the date of enrollment may request that these scores be accepted as a substitute for the FCPT if these scores meet the established cut-off scores specified by state rules. Students whose ACT or SAT scores do not meet established cut-off scores must retest on the FCPT. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English or mathematics courses are NOT required to take the placement test.

B. State Equivalency Diploma (GED)
Students who have received the General Education Diploma (GED) are entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.

C. Home-Educated Students
Home-educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from the Office of Enrollment Services.

C. Foreign Educated Students
Foreign students who have earned an education equivalent to a U.S. secondary school education (as determined by the International Student Advisor and the College Registrar) and who meet all other International Student admission criteria as applicable (see International Student Admissions for required M-1 or F-1 student visa criteria).

Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma should contact the Office of Enrollment Services to discuss alternative admission options.

Certificate and Applied Technology Diploma Programs
An applicant for admission to Applied Technology Diploma (ATD), college credit, or career and technical or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High school transcripts or GED diploma and, if a transfer student, a copy of transcripts from all previously attended postsecondary institutions must be provided.

Baccalaureate Degree Programs
Northwest Florida State College is approved by the State of Florida Board of Education and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees, certificates and diplomas. Contact the Commission on Colleges of the Southern Association of Colleges and Schools at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501, for questions about the accreditation of Northwest Florida State College.

At the present time, NWF State College offers a Bachelor of Applied Science degree in Project Management, a Bachelor of Science degree in Nursing, a Bachelor of Science degree in Elementary Education, a Bachelor of Science degree in Middle Grades Math Education and a Bachelor of Science degree in Middle Grades Science Education. As part of the newly formed State College System in Florida, bachelor’s programs at NWF State College will expand in the future.

Bachelor of Applied Science in Project Management
The Bachelor of Applied Science (B.A.S.) degree program in Project Management is designed to provide a career ladder for those who have already completed an associate degree and who wish to continue their education at the bachelor’s level.

An applicant for admission to the Bachelor of Applied Science in Project Management degree program may be admitted with the following:

- Completion of NWF State College admission and residency materials and the B.A.S. Supplemental Admission Application.
- Completion of an Associate of Science (A.S.) or an Associate of Applied Science (A.A.S.) degree (with a minimum of 60 semester hours) in a professional/technical field. A.A. Degree students may be asked to complete additional credits in a professional area (e.g., accounting, computer science, general business, etc.) in lieu of the additional general education required of the A.S./A.A.S. student.
- Completion of a minimum of 15 credit hours of transferable general education credit hours.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
Baccalaureate Degree Programs (continued)

- Completion of Florida CLAS* requirements. If, at the time of admission, the student has not completed CLAS* requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at the college, or enrollment in future credits may be restricted.

Bachelor of Science in Nursing
The Bachelor of Science in Nursing (B.S.N.) degree program is approved by the Florida Board of Nursing and is nationally accredited by the Commission of Collegiate Nursing Education (CCNE). The program is designed as an A.S. to B.S. degree career ladder. Availability of clinical placement opportunities may limit enrollment in the program.

An applicant for admission to the Bachelor of Science in Nursing degree program may be admitted with the following:

- Completion of NWF State College admission and residency materials and the B.S.N. Supplemental Admission Application by the established deadline.
- Completion of an associate degree nursing program or nursing diploma prior to enrollment.
- Documentation of current Florida RN Licensure. Recent graduates of associate degree nursing programs or Registered Nurses who have recently moved to Florida and have not yet obtained a Florida RN License may apply and may be accepted on a provisional basis for one term. Provisional status may be removed once the student obtains a current Florida RN License.
- Completion of all admission forms by established deadlines.
- Submission of all official transcripts by established deadlines.
- Documentation of a grade point average (GPA) of 2.75 or higher in all college credit coursework and a grade of “C” or higher in all Florida Common Course Prerequisites applicable to the RN to B.S.N. degree program. Depending on program capacity, students with less than a 2.75 GPA may be admitted on a provisional basis. However, in all cases, the student must have earned a “C” or higher in all common course prerequisites. Provisional status may be removed if the student earns a GPA of 3.0 or higher for his/her first eight upper division nursing credits at the college. Ideally, prerequisite and general education courses should be completed prior to enrolling in upper division nursing courses; however, all prerequisite and general education courses must be completed by the beginning of the senior year.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAS* requirements. If, at the time of admission, the student has not completed CLAS* requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at Northwest Florida State College, or enrollment in future credits may be restricted.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualified for a waiver (see page 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAS* requirements. If, at the time of admission, the student has not completed CLAS* requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at NWF State College, or enrollment in future credits may be restricted.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualified for a waiver (see page 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of all general education requirements and lower-division state-mandated common prerequisites with a minimum grade of “C” in each of the prerequisite courses.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for the general education component of the undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale from any approved college or university.
- Passing scores on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE) or passing scores on the College Level Academic Skills Test (CLAST).
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualified for a waiver (see page 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualified for a waiver (see page 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of all general education requirements and lower-division state-mandated common prerequisites with a minimum grade of “C” in each of the prerequisite courses.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for the general education component of the undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale from any approved college or university.
- Passing scores on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE) or passing scores on the College Level Academic Skills Test (CLAST).

Bachelor of Science in Elementary Education, Bachelor of Science in Middle Grades Math Education and Bachelor of Science in Middle Grades Science Education
The Bachelor of Science in Education degrees are designed to provide a career ladder for those who have already completed an Associate of Arts (A.A.) degree or have 60 hours of acceptable lower division coursework and who wish to continue their education at the bachelor’s level.

An applicant for admission to the Bachelor of Science in Education degree program may be admitted with the following:

- Completion of NWF State College admission and residency materials and the BSE Supplemental Admission Application.
- Completion of an Associate in Arts (A.A.) degree from a regionally accredited college or university, or at least 60 semester hours of postsecondary education from a regionally accredited college or university.
- Completion of all general education requirements and lower-division state-mandated common prerequisites with a minimum grade of “C” in each of the prerequisite courses.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for the general education component of the undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale from any approved college or university.
- Passing scores on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE) or passing scores on the College Level Academic Skills Test (CLAST).

Second Baccalaureate Degree
In recognition that students seeking a second baccalaureate degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some admission and graduation

* At catalog press time, the college received notification that the College Level Academic Skills Test (CLAST) was not funded for 2009-2010, however, students are still required to meet College Level Skills as outlined under CLAS Alternatives on pages 56-57 for graduation. Students should check with the Office of Enrollment Services for updated information.
Baccalaureate Degree Programs (continued)

requirements will be satisfied by virtue of their previous degree. These include
CLAS, Gordon Rule and General Education. However, this would not
preclude prerequisites for the major
that happen to be general education
courses. Students should contact the
appropriate baccalaureate department
or division office for more information.

Foreign Language Requirement
University or college admission to
baccalaureate programs in the State of
Florida requires that students
demonstrate foreign language
competencies. The Florida Department
of Education has identified the
competencies as successful completion
of two credits of high school foreign
language instruction, eight to ten
credits in one foreign language at the
college level or passing scores on the
College Level Examination Program
(CLEP). For native speakers of another
language who can demonstrate
proficiency by evidence of a
secondary high school transcript may
petition for a waiver. Students should
contact the appropriate baccalaureate
department or division office for more information.

Programs with Additional or
Other Admission Requirements

In order to meet selected
programmatic certification and
professional accreditation standards,
certain programs carry additional
admissions requirements. Students
should contact the appropriate
department or division office
for details.

Criminal Justice Training Programs
The Law Enforcement Basic and
Correctional Officer Basic Career and
Technical or Vocational Certificate
Programs are certified through
the Florida Department of Law
Enforcement (FDLE). The college
is designated as Florida Criminal
Justice Training Center Number 21
and students enrolling in these two
certificate programs must meet FDLE
requirements (including fingerprinting
and background check), possess a
high school diploma or its equivalent,
successfully complete the Florida Basic
Abilities Test (FBAT), as well as satisfy
all other NWFSC admission standards.
Students should contact the Division of
Public Safety for additional information
at (850) 729-5378.

Dental Assisting Program
The Dental Assisting program is
accredited by the Commission on
Dental Accreditation. The Commission
on Dental Accreditation can be
contacted at (312) 440-4653 or
211 East Chicago Avenue, Chicago,
IL 60611. The program is a three
semester limited admission career and
technical or vocational credit program.
Applicants must possess a high school
diploma or its equivalent, as well as
satisfy all other NWFSC admission
criteria. The students with the highest
point totals are admitted first. If there
is a tie among point totals prior to
reaching program capacity, a random
lottery among the tied students will
determine who is admitted. Students
should contact the Dental Assisting
Coordinator or the Health Technology
Division for more information at
(850) 729-6444.

Emergency Medical Technician (EMT)
Emergency Medical Technicians
are part of the Emergency Medical
Services team. EMT’s are trained
to provide basic life support and
transportation of the sick and injured.
The EMT program prepares students to
apply for the examination to become a
Florida licensed and National Registry
Emergency Medical Technician Basic. The program offers students
the opportunity to enter the exciting
world of Emergency Services through
education in the college’s state-of-
the-art health program facilities. The
program blends classroom instruction
with hands-on skills training and real
world clinical education to prepare
students as entry level Emergency
Medical Technicians.

The Emergency Medical Technician
program is a limited admission
program. It is 11 credit hours long and
is conducted over one (1) semester.
Applicants to this program must have
a high school diploma or GED and
meet other applicable admission
criteria (including fingerprinting, a
background check and a drug screen). If
the number of qualified applicants
to the program exceeds the number
of openings, students will be accepted
using a combination of application
points and a random selection process.
For additional information on this
program contact the EMS Program
Office at (850) 729-4924.

Emergency Medical Services
The Associate of Science in Emergency
Medical Services (EMS) is limited
to students who are licensed EMT/
Paramedics. For additional information
on this program contact the EMS
Program Office at (850) 729-4924.

Fine and Performing Arts
Some Fine and Performing Arts classes
are open only by audition. Students
should contact the Humanities,
Fine and Performing Arts Division
for additional information at
(850) 729-5382.

Medical Coder Applied Technology
Diploma (ATD) Program
Medical Coder specialists are
technicians who assign a code to each
diagnosis and procedure documented
in a patient’s medical record. The
need for competent medical coders is
increasing with the growth of health
care in the United States. The program
prepares students for employment in
hospitals, medical offices, home health
care agencies, and medical services.
Applicants for employment in this field
must be high school graduates, as well
as satisfy all other NWFSC admission
standards. Students should contact the
Division of Business and Computer
Technology for additional information
at (850) 729-5369.

Nursing Program
The Nursing (RN) program is fully
approved by the Florida Board of Nursing. Applicants to the nursing
program must meet requirements
for RN licensure as published by the
Florida Board of Nursing and with
program standards.

The Associate of Science Degree in
Nursing is a limited admission program.
Students enrolling in this program must
meet matriculation criteria (including
a criminal background check, drug
screen, and CPR Certification).
Beginning students (including LPN’s)
will apply for admission to the program
in the Spring Term and are admitted
for enrollment in the Fall Term.

Graduates of the program are eligible
to apply for the licensing examination
to become a Registered Nurse (RN).
Students should contact the Health
Technology Division for additional
information at (850) 729-6400.

Paramedic
Paramedics are the highest trained
and educated pre-hospital provider of
emergency medicine. In the Paramedic
program, students are provided the
highest quality education to prepare
to become competent leaders in the
high pace work of Emergency Medical
Services. The Paramedic program
is three full semesters beyond the Emergency Medical Technician Basic level and prepares students to apply for the Florida or National Registry Paramedic board examination. The Paramedic Certificate program is a limited admission College Credit Certificate. Students admitted to this program must have a high school diploma or GED and meet other applicable admission criteria (including documentation of current Florida Emergency Medical Technician (EMT) Certification, fingerprinting, a background check and a drug screen). If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. The curriculum for this program forms the core of the Emergency Medical Services Associate of Science degree program. Students should contact the EMS Office for more information at (850) 729-4924.

Radiography
The Radiography Program is a Limited Access, Two-year Associate of Science degree program. New students are accepted annually for enrollment in the Fall Term. Students admitted to this program must meet specific admission criteria (including a background check and drug screen). The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Graduates of the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam. Students should contact the Health Technology Division for more information at (850) 729-6400.

Reserve Officer Training Corps (ROTC)
The U.S. Army Reserve Officers’ Training Corps (ROTC) program provides an outstanding opportunity for military leadership training. Students may also begin leadership training at the college level. Participation in the program does not require a commitment to enter the U.S. Army for non-scholarship students. The four courses in the program are transferable to any ROTC program in different branches of the military and participants in the program are able to transfer seamlessly for upper division studies.

To enroll, a student must be physically and morally qualified, a full-time degree-seeking student and a U.S. citizen. Students should contact the ROTC Office for additional information at (850) 729-6022.

Transient Students
Currently enrolled degree-seeking students who have met the minimum residency requirement for their program through enrollment in coursework at Northwest Florida State College may request approval from the Senior Vice President to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an Application for Transient Study form prior to enrolling at the other institution. Forms may be obtained from any NWFSC Center/Campus or from the Office of Enrollment Services at the Niceville Campus. An electronic version of the form is available for students attending a Florida public institution at www.FACTS.org. Approval of transient study requests is determined by the Associate Dean, Student Services/Registrar and the Senior Vice President according to established guidelines. Guidelines are available from the Office of Instructional Services or Enrollment Services.

Non-Degree Students
Applicants who do not wish to earn a degree or certificate from Northwest Florida State College and wish to take college or career and technical or vocational credit courses may not need to provide evidence of prior educational coursework. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of all prior educational course work. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed Application for Admission and Florida Residency form. Students will not be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science course - or any course having an English, mathematics or reading prerequisite - without meeting the State of Florida mandated minimum scores on an approved placement test or by producing evidence that they have met the prerequisite. Upon changing to degree-seeking status at NWF State College, high school/college transcripts, as appropriate, will be required.

Interim-study students (i.e. transient students who normally seek enrollment only for one term and whose enrollment is to satisfy a part of their pursuit of a degree at another institution) are advised to obtain, preferably in writing, their parent institution’s authorization of course selection.

Adult General Education
This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida high school diploma (through the GED test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 years old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education Development Test (GED). (Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program; other applicants may enroll on a fee-paying basis.)

International Students
Northwest Florida State College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college term. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 or M-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. Application for Admission and Residency form.
International Students (continued)

2. Transcripts: Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside evaluation service at the student’s expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.

3. Financial Support: An official statement from the applicant’s (or sponsor’s) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: $20,640 for the academic year.)

4. Language Proficiency: Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 97 for the computer-based TOEFL and 32 on the internet-based TOEFL. Students, who have evidence of English proficiency in lieu of a passing TOEFL score, may petition the Admissions Committee for consideration. NOTE: NWF State College does NOT give the TOEFL test.

5. Health Information: Health insurance with hospitalization coverage and a repatriation clause is required. This insurance should be obtained prior to the international student’s first registration and must be maintained while attending NWFSC.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1 or M-1) Visa. Final approval for visa is determined by the American Embassy or consulate representative.

Northwest Florida State College does NOT provide on campus housing; therefore, international students must arrange housing accommodations in the community. The United States Citizenship and Immigration Service (USCIS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. USCIS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

Collegiate High School

Northwest Florida State College operates an innovative charter high school on the Niceville Campus. This public school is part of the Okaloosa County School District. Through this unique high school/college program, students may earn both a high school diploma and a two-year college degree at the same time through full-time study at NWF State College. The Collegiate High School is free of charge and operates under guidelines established by Florida statute.

Admission is open to any public, private or home school student in Okaloosa County who is of high school age for grades 10, 11, or 12.

Collegiate High School students enroll in regular college courses and earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an educational advisor. The program of study meets the Florida statutory requirements for both a high school diploma and an associate degree. A limited pre-collegiate track assists students who are not completely prepared to directly enter a full program of college-level classes. For more information, call the Collegiate School Office at (850) 729-4949 or visit www.nwcollegiatehigh.org.

Simultaneous Enrollment for High School Students

Simultaneous enrollment programs provide a means for educational acceleration for academically superior high school students. These include the following admission categories:

Dual Enrollment/Early College provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Northwest Florida State College courses while simultaneously enrolled in high school. Students receive both high school and college credit for these courses. Dual Enrollment/Early College students are exempt from tuition, matriculation, and laboratory fees. Public school students have books provided by the student’s high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures comply with Florida law and regulations and are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Dual Enrollment/Early College Office at (850) 729-5205 or visit www.nwsc.edu/dual for the most current admission information and procedures, and a list of approved college courses.

Early Admission, a form of Dual Enrollment/Early College, provides the opportunity for qualified high school students from Okaloosa and Walton counties, who are not currently taking classes in high school, to enroll in NWF State College courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria.

Concurrent Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Northwest Florida State College courses while simultaneously enrolled in high school. Unlike Dual Enrollment/Early College, college credits earned through concurrent enrollment do not apply to the student’s high school diploma. Credits earned under this enrollment category count only for college degree credit purposes and do not carry simultaneous high school unit credits. Students concurrently enrolled pay standard college tuition, matriculation, laboratory and textbook fees.

Please note the terms and eligibility criteria of these high school enrollment programs are defined by state regulation, college policies and procedures and current articulation agreements, and may vary between Okaloosa and Walton counties, private and home schooled students. As such, they are subject to change.

Students must meet the admission requirements in order to enroll in either the Dual, Early Admission or Concurrent Enrollment programs. Student success in these programs is dependent upon both academic readiness and social maturity. Prospective students should consult the Dual Enrollment/Early College Office at (850) 729-5205 for the most current admission information and procedures or visit www.nwsc.edu/dual.
For students who meet certain requirements, the college may award credit for certain types of non-traditional study such as Tech Prep or High School Career Academy Courses and Certifications. Credit is awarded based upon the nature of the training, current skill levels, and relationship to NWFS program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment and departmental recommendations. Students receiving credit under this option must complete credits in residence at NWFS, per established agreements, before the credits will appear on the student's permanent record (transcript).

Additional minimum grade or course requirements, as well as demonstration of competencies may also be required. Credits received through these methods may not be transferable or applicable to the A.A. Degree. Final decisions regarding the award of credits and the recording of credits on the student’s transcript rest with the Associate Dean, Student Services/College Registrar.

**Florida Residency Classification**

Students are classified as Florida residents, Border State residents or as non-Florida residents for the purpose of fee assessment at the time of initial registration. Criteria for determining residency status are detailed in Florida Statutes and the administrative rules of the State Board of Education. A Florida resident for tuition purposes is a person who has (or a dependent person whose parent or legal guardian has) established and maintained legal residence in Florida for 12 months immediately preceding the first day of classes of the term for which enrollment is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, lawful permanent resident, or certain individuals granted indefinite stay by the U.S. Citizenship and Immigration Service. Living in or attending school in Florida does NOT establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which Florida residency is sought. Students cannot hold out-of-state driver's licenses, vehicle registrations, etc. and be eligible for Florida residency.

Information on residency is available at the Registrar/Admissions Office, Building C-1, Niceville Campus and at all other NWF State College Campus locations. Students may also review the residency guidelines at www.nwfs.edu or at www.facts.org. Providing false residency information is a violation of Florida law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

### Dependent/Independent

A dependent student is any person, under 24 years of age who is eligible to be claimed by his or her parent as a dependent under the federal income tax code and who receives at least 51 percent of their cost-of-living expenses from his or her parent. Students classified as dependent must have a parent or legal guardian complete the Residency Classification form. A copy of the student’s or parent’s most recent tax return or other documentation may be required to establish dependent/ independent status. Some students under the age of 24 may be classified as “independent” if they meet certain criteria listed below. Documentation for exceptions must be attached to the Residency Classification form.

- The student is married.
- The student has children who receive more than half of their support from the student.
- The student has other dependents who live with and receive more than half of their support from the student.
- The student is currently serving on active duty in the U.S. Armed Forces for purposes other than training or is a veteran of the U.S. Armed Forces.
- Both of the student’s parents are deceased or the student is or was (until age 18) a ward/dependent of the court.
- The student is classified as an independent student by the Financial Aid Office.

### Exceptions/Qualifications

Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statute §1009.21(11)]. These exceptions are listed below.

**Note:** Documentation in support of these exceptions is required.

1. **A student who intends to make Florida his/her permanent home and is married to someone who meets the requirements for classification as a resident for tuition purposes.**

2. **Active duty service members of the U.S. stationed in Florida (spouse and dependent children included).**

3. **Active duty service members of the U.S. not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included).**

4. **Full-time instructional and administrative personnel employed by the State public schools system, college system, or university system (spouse and dependent children included).**

5. **A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.**

6. **Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.**

7. **Latin American/Caribbean Scholars.**

8. **U.S. citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included).**

9. **Full-time employees of state-agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training.**

10. **Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.**
The Florida Legislature allows the option of providing Alabama residents a different tuition assessment for postsecondary classes. At NWF State College the Alabama Border State Fee, at a rate of an additional $1.00 per credit hour to the current in-state tuition rate, will be assessed for all eligible Alabama residents.

To be eligible for the Alabama Border State Fee the student must complete the Alabama Residency form and provide verification of an Alabama driver’s license, Alabama vehicle registration, or Alabama voter’s registration card.

**Servicemembers Opportunity College (SOC)**

Northwest Florida State College, through the Servicemembers Opportunity College (SOC), extends to United States service members (and their dependents) stationed throughout the world an opportunity to contract with the college to earn degrees. Students who have earned a minimum of 25% of their credits towards their program at NWFSC are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with the college’s educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

**Effective Catalog Policy**

Students who maintain continuous enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student’s first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student’s first term of enrollment in the program. If the continuous enrollment requirement is not met, or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of re-admittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Associate Dean, Student Services/Registrar to the Senior Vice President.

**Evaluation of Transfer Credit**

All credits at other colleges or universities accredited by one of the six regional higher education accrediting bodies will be recorded as transfer credit and placed on the student’s permanent record (transcript) as follows:

- For students pursuing an associate degree or college certificate, all attempted credits at the freshman and sophomore level, and
- For students pursuing a baccalaureate degree, all attempted credits at the freshman, sophomore, junior and senior level.

Credits awarded at institutions non-regionally accredited may be accepted by Northwest Florida State College and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at NWFSC.

The acceptability of college courses for transfer credit at NWF State College shall be at the discretion of the Associate Dean, Student Services/Registrar, in consultation with the instructional personnel as appropriate.

Credits recorded as transfer credit on the student’s permanent record (transcript) do not guarantee that these will meet specific degree requirements for the student’s program. The college may limit the number of transfer credits applicable towards the student’s degree. The determination of how transfer credits may apply to furtherance of a specific degree program rests with the Associate Dean Students Services/Registrar in consultation with the appropriate faculty/instructional staff.

The following factors will be considered in the evaluation of credits for transfer. The factors will be used in determining whether the course is transferable and in determining whether the course is recorded as a specific or unclassified course.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction...
Acceptance of Transfer Credits from Non-Regionally Accredited Institutions

Acceptance of credits from non-regionally accredited institutions of higher education will be based upon recommendation from the NWF State College instructional department responsible for the course subject area(s). The recommendation will be submitted to the Associate Dean, Student Services/Registrar for final review and recommendation.

Application of Transfer Credits to Baccalaureate Degree Programs

Lower division college credits in technical areas not generally applicable at the baccalaureate degree level will be reviewed according to the following factors prior to their acceptance as satisfying degree requirements.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)
- Analysis of clusters of course content as evidenced by course sequence; department normally responsible for the subject matter in question.
- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division degree requirements subject to one or more of the following conditions:

- Successful completion of related higher-level courses in the student's program of study;
- Successful completion of subsequent courses in the subject/course sequence;
- Successful completion of complementary lower division coursework in the subject or related area;
- Demonstration of specific lab/clinical skills or other applied competencies;
- Completion of additional supplemental independent/directed study in the subject area which augments the skills/content of the technical course;
- Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;
- Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);
- Verification of faculty credentials at the transferring institution.

International Students

International students must have their transcripts translated and evaluated by one of the credential evaluation agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (NACES). Each course will be individually assessed for transfer consideration. Credits will be awarded on a course-by-course basis.

Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by written request to the Senior Vice President. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter in question. The review process will parallel that applied to the general evaluation of credits for transfer; however, the final determination will be made by the Senior Vice President in consultation with the Associate Dean, Student Services/Registrar. Normally such appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.