

Welcome to JCC



Dear Friends,

Please accept my sincere thanks for taking a look at our College catalogue. After just a few moments, you will see why Jackson Community College (JCC) is a nationally recognized institution of higher education.

The task of selecting a college can be quite difficult. We would like to be of help to you in this process. Drop by our Office of Admissions, on our main campus or any of our centers. One of our fine staff will help you with your educational goals and determine if JCC is right for you, or if you would be better served by another college.

We only ask that you give us a chance to help you reach your goals. Stop by . . . ask your questions . . . tour our facilities . . . meet with our staff. If, after spending time with us you find that we cannot meet your needs, we'll help you enroll elsewhere.

This is just our way of striving to provide you with uncommon service, education, and support . . . something that you'll come to expect from Jackson Community College.

Best wishes on your educational journey.



*Daniel J. Phelan, Ph.D.
President*

ABOUT JCC

JCC was founded as Jackson Junior College in 1928 and operated as a division of the Jackson Union School District, sharing lab and library facilities with the high school. In 1962, Jackson County voters created Jackson Community College as a distinct entity; and in 1964, they passed a charter millage that still funds the College today.

Rapid enrollment and program growth in the 1960s spurred JCC to build a new campus on its present site. Today, the College owns more than 500 acres and sits on a scenic rural site six miles south of the city of Jackson, with Centers in downtown Jackson, Adrian and Hillsdale. An integral educational and economic force in the Jackson-Lenawee-Hillsdale communities, JCC operates on a \$25 million dollar general fund budget.

Each year, some 10,000 students enroll at JCC, with 78 percent attending part-time. About 64 percent take classes on the main campus; others attend one or more of JCC's Centers, take on-site classes sponsored by their employer or take advantage of classes at special sites. About 38 percent of JCC courses are taken by students planning to transfer to a four-year college or university. JCC has approximately 93 full-time faculty (11 percent have doctorate degrees) and 286 adjunct faculty, many of whom teach at more than one JCC location. The College is supported by about 144 full-time and 51 part-time administrators and staff members.

In its efforts to be more accessible to students, the College operates three Centers in the tri-county region, each with many of the same services available on the main campus. The Centers include the Lenawee Center of Adrian, the LeTarte Center of Hillsdale and the Johnson Center in downtown Jackson.

Accreditation

- North Central Association of Colleges and Secondary Schools. (For information, contact the Accreditation Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440).
- Association of Collegiate Business Schools and Programs for the offering of the Associate in Applied Science degree programs in accounting, management and marketing.
- Committee on Allied Health Education and Accreditation

for the offerings of the diagnostic medical sonography program and medical assistant program.

- The Michigan Board of Nursing for the offering of nursing programs.
- National Automotive Technicians Educational Foundation for the offering of automotive programs.

Mission

The mission of Jackson Community College is to provide quality learning opportunities for individual growth and community improvement.

In fulfilling its mission, Jackson Community College provides learning opportunities and other programs and services which:

- Enable learners to transfer college credit and pursue their education at other institutions.
- Enable learners to become employed and advance in a variety of occupations.
- Enable learners to participate successfully in general, occupational or transfer programs.
- Enable workers to become or remain productive employees.
- Assist learners in identifying and reaching their educational goals.
- Support the economic development of individuals and the community.
- Enrich cultural, avocations and other intellectual interests of individuals and the community.

Vision

Jackson Community College is the learning college of choice for the communities it serves. It is valued as an essential contributor to the intellectual, cultural and economic well-being of those communities. It meets the expectations of all stakeholders.

In fulfilling this Vision, Jackson Community College:

- Is a community of learners (students, employees, trustees) who respect each other as full partners in the learning process and welcome diversity among those learners.
- Provides learning experiences which result in substantive change in individual learners and assesses that change.
- Honors teaching which produces the greatest learning.
- Generates active learning and provides learners with collaborative/cooperative learning opportunities.
- Aligns the role of the faculty by the needs of the individual learners and responds to those needs by recognizing different learning styles and offering a variety of methods and options for learning, including distance learning.
- Cares about the success of the learners while maintaining high academic standards and expecting learners to share responsibility for their own learning.
- Ensures opportunities across the curriculum for learning the critical skills of communication, computation, problem solving, working in teams, knowledge management and developing practical, analytical and creative intelligence.

- Employs technology extensively in the learning process and supports that technology.
- Serves as a community hub with connections to other institutions and organizations.

Values

The following organizational values guide all policies and practices at the College.

INTEGRITY

Responsible, accountable and ethical behavior.
Honest and open communication.
Intellectual honesty.

CARING

Mutual respect and trust.
Commit to student success.
Responsiveness to student and other customer needs.
Respect for differing viewpoints.

INTERDEPENDENCE

Partnerships with business, industry, government, other educational entities and our communities.
Active student participation in their own learning.

QUALITY

Academic excellence.
New ideas and technologies to serve our students and other customers.
Creative risk taking.
High quality programs and services.
Continuing improvement in team-based culture.

INCLUSION

Programs and activities that attract, nurture and support a diverse student and staff community.
Programs accessible to all persons in the College service area.

SERVICE

Service to our students and from our staff.



TRANSFER GUARANTEE

Jackson Community College guarantees that any course which is included on an official JCC transfer guidesheet or course equivalency guide transfers to that baccalaureate degree institution, provided the following criteria are met:

- Earn a minimum grade of 2.0 in the course(s) you transfer.
- Meet the admission criteria of the baccalaureate degree institution.
- Transfer to a baccalaureate degree institution within three years of completing the course(s) you wish to transfer from JCC.

Keep your record current with the JCC Records Office so that your program of study and your intended transfer institution are correct and accurate. Changes in program of study or transfer institution may impact the transferability of courses taken before the change. Contact an academic advisor if you have any questions about transferability of courses as a result of changing your program of study or transfer institution. Change forms are available in the Student Center on main campus, or at the JCC Centers.*

If you meet all of these conditions, JCC refunds your tuition for any course that is not accepted for transfer by the baccalaureate degree institution.

**JCC cannot guarantee courses taken at other colleges or universities.*

If you have questions, or for more information about the JCC guarantee, contact an academic advisor.

CAREER PROGRAM GUARANTEE

Jackson Community College guarantees that the courses you take in any Associate in Applied Science Degree program will give you the entry-level skills you need for that particular occupation, providing the following criteria are met:

- Follow and complete the official JCC program guidesheet for course selection and sequencing. Apply for and be approved for graduation (the full program of study must be completed at JCC).
- Be employed full time in a job related to your JCC program of study within one year of graduation.
- Keep your record current with the JCC Records Office, to ensure your program of study is correct and accurate.

Note: Although some students are employed prior to graduation, the guarantee will only apply if you have completed all courses required for graduation prior to becoming employed in your field of study.

If you are subsequently judged by an employer to be lacking in technical job skills normally expected of any entry-level employee, JCC will provide further skill training up to 16

credits within two academic years without additional charge for tuition or fees.

In order to be eligible for retraining, the employment must be certified by the Career Development and Placement Office on the main campus as being directly related to the graduate's program of study.

The employer must certify in writing that the employee is lacking the entry-level job skills identified at the time of initial employment, and must specify the area(s) of skill deficiency within 90 days of the graduate's initial employment.

This guarantee applies only to those skills for which the student received training in his or her program at Jackson Community College. It does not apply to students who fail to pass licensing, certification, or registration tests required by an external body.

The employer, the graduate and a faculty advisor in the program of study will develop an educational plan which specifies the courses constituting up to 16 credits of retraining.

The graduate must meet all prerequisites, co-requisites, and other admission requirements for retraining courses.



POLICIES

Many JCC policies are published in Student Rights and Responsibilities, a handbook distributed to every student upon enrollment. Copies are available at the Student Center, 2nd floor, George E. Potter Center, main campus and all JCC locations, or by calling (517) 796-8402.

Academic Policies: See page 17

Drug-free Campus

JCC strictly prohibits the illegal manufacture, possession, use or distribution of controlled substances including alcohol, marijuana, narcotics, stimulants, depressants and hallucinogens. No person shall come on College premises or participate in a College-related activity while under the influence of such a substance. Violators will be subject to discipline and sanctions, up to and including expulsion. (See Student Rights and Responsibilities handbook.)

Policy Regarding Weapons on Campus

Possession of any firearm, knives, brass knuckles or any other potentially lethal items or dangerous weapons on campus or College property is prohibited. Violation of this policy by a student or employee may result in disciplinary action and/or referral to law enforcement authorities for prosecution. Other persons violating this policy (with the exception of individuals licensed or legally permitted to carry firearms) may be removed from campus, prohibited from returning and/or referred to law enforcement agencies for prosecution.

Responsible Use of Information Technology Resources

Jackson Community College makes available information technology resources such as computers, Internet and campus intranet access, to students, staff and faculty, and authorized guests who are performing educational, cultural, or other tasks related to the College mission. JCC supports an open environment for sharing information where freedom of expression is encouraged and protected. The College computing community is based on a spirit of mutual respect and cooperation to create an open community of responsible users.

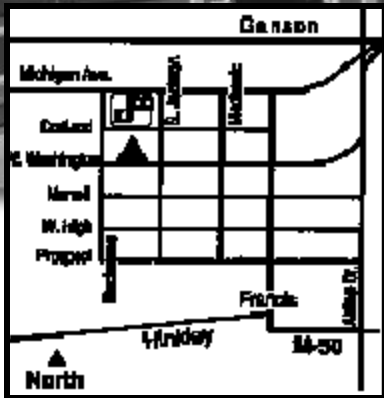
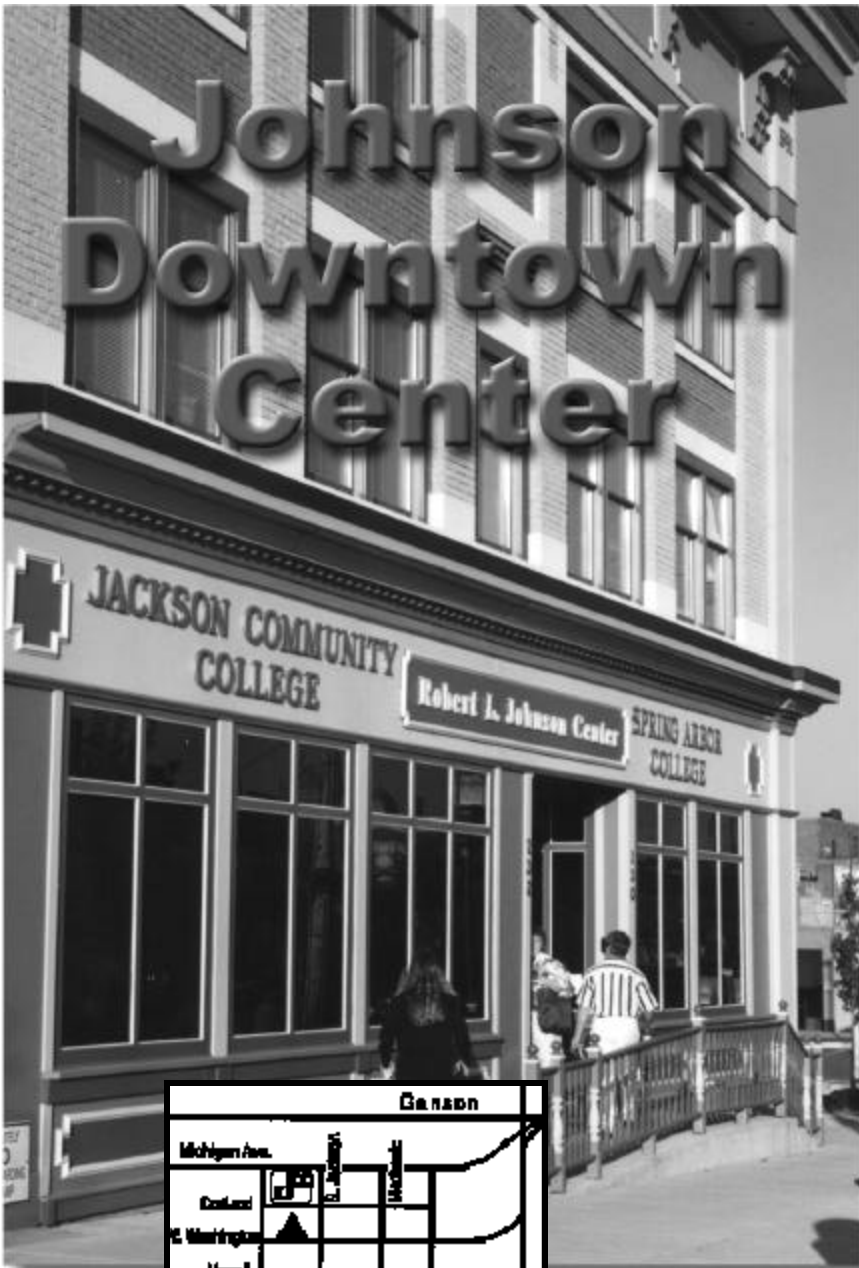
Standards, legal and ethical, that apply to the use of information technology resources derive from standards of common courtesy and common sense apply to any shared resource. JCC's Responsible Use Policy includes guidelines on topics ranging from password and file protection to privacy and copyright issues. The policy also defines a process for investigating possible violations of the guidelines.

All users are expected to be familiar and comply with the Responsible Use Policy. It is in several publications, including the Student Rights and Responsibilities handbook available in the main campus Student Center and the main offices of the LeTarte Hillsdale, Lenawee and Johnson Downtown Centers. The policy is also available online or by calling the Solution Center, (517) 796-8639.

Sexual Harassment

Sexual harassment or sex offenses of any type are not tolerated on campus. Offenders are subject to College disciplinary action and/or criminal prosecution. Disciplinary proceedings for employees or students may result in termination. In any on-campus disciplinary proceeding, both the accused and the accuser may have others present during the hearing. Likewise, both parties will be informed of the outcome of the proceedings. If a person believes that any part of the JCC system has violated civil rights, complaints should be brought to the immediate attention of the compliance officer, Human Resources Department (517) 796-8460. (See Student Rights and Responsibilities handbook.)





The Johnson Downtown Center was opened in Fall of 1991. JCC offers classes in seven classrooms on the first floor with an additional computer lab on the second floor. A mini computer lab is also accessible with four computers for students to utilize during hours that the Center is open. The Center offers a student lounge and the bookstore is open during registration each semester.

More than 80 classes are offered each semester with a variety of scheduling to meet the needs of the students. The Johnson Downtown Center provides one-stop services in admissions, registration, payments, financial aid, and academic advising by appointment all designed to make the enrollment process easy for students. Career Development and Placement Services are available by appointment at this location.

In 1992, Spring Arbor College joined the Johnson Downtown Center by offering services and bachelor's degree completion programs at this location.

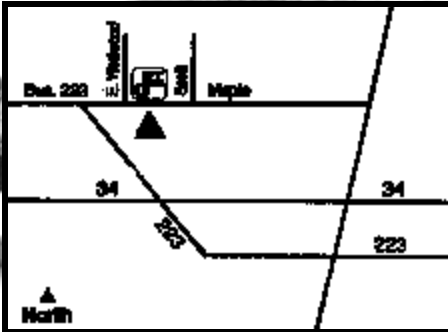
JOHNSON DOWNTOWN CENTER

230 W. Cortland
Jackson, MI 49201

Phone: (517) 787-3600
FAX: (517) 787-3627



Lenawee Center



Combining education with the benefit of "close to home" Jackson Community College, **Lenawee Center** in Adrian is designed to meet the community needs. Nestled in a suburban setting, the Center is within minutes of the highway, shopping, restaurants and recreation but still provides an ideal atmosphere for serious learners.

In August 1989, the College opened this location to expand the offering in the community. The rapid growth from 280 students to over 900 students demonstrated the need for the quality education JCC could offer. This 18,000 square-foot structure offers students a way to complete some associate degrees or with the guaranteed transfer agreement, a student could complete their first two-years of college credits and transfer to a four-year university.

This location offers one-stop services. We know time is important to our students, so the JCC Centers offer the convenience of buying books, registration, advising, financial aid, career placement and scheduling of classes on-site. All designed to make the enrollment process easy for the students with highly trained, approachable staff.



Jackson Community College of Lenawee plans to continue its growth and teaching excellence. JCC will be relocating to a new location that will allow the Center to offer additional programs with new classrooms.

LENAWEE CENTER, ADRIAN

1008 W. Maple Ave.
Adrian, MI 49221

Phone: (517) 265-5515
FAX: (517) 265-5450

