

Admissions

ADMISSIONS PROCESS

JCC is an equal opportunity, equal-access college with an open-door admission policy.

- Admission is open to anyone who has graduated from high school or who has a high school equivalency certificate such as a G.E.D.
- Admission is open to others who demonstrate the capacity and maturity to benefit from programs and courses offered by JCC.
- International students are welcome at JCC. See Page 13 for special admissions procedures.
- Students still in high school may attend with the written permission of a parent or legal guardian and school principal or counselor (dual enrolled).
- Admission to JCC does not guarantee admission to a specific program of study. Students interested in nursing, allied health or apprenticeship programs in particular should consult with an academic advisor.
- Applicants must follow the requirements below.

Admission Process

1. Submit an application for admission.
 - International students must submit their application 12 weeks prior to enrollment.
 - Former JCC students who have not attended JCC for more than one year must update their student record.
 - Applicants who completed the admission process but did not register for classes within one year must update their record.
2. High school students should have ACT or SAT scores and any advanced placement test results sent to JCC. If these scores are on a high school transcript, send an official document directly to JCC's Admissions Office. (These are used for placement purposes only; JCC's placement assessment may also be required.)
3. Have your official transcript(s) from all prior colleges/universities sent directly to the Admissions Office.
4. Participate in Course Placement, if necessary.

COURSE PLACEMENT

New students pursuing a certificate, degree or transfer program should participate in our Course Placement. Course Placement results help the academic advisor select appropriate classes for the student. When Course Placement scores indicate a need for skill development, the student is required to take developmental classes. Course Placement is available via our web page.

Students may be excused from Course Placement if they have adequate ACT or SAT scores, have previous successful college course work in reading, writing, mathematics or have received a waiver from a JCC advisor.

NEW STUDENT ADVISING

New students will have the opportunity to meet with an advisor to review their educational plans, select courses and register. During this session, students will learn about JCC policies, procedures and services. New student information is also available via JCC's web page.

Advisors will need transcripts from the high school and previous colleges to assist students. If the student is still attending high school, arrange to have a final official transcript sent upon graduation.

Transferring Credits to JCC

Students who have studied at other institutions of higher education may have those courses evaluated for possible JCC credit. Transcripts and official documents are evaluated only if the student has a current Application for Admission on file. The following are guidelines for transferring credit to JCC:

1. Only official transcripts are evaluated for transfer credit to be posted to an academic record. Student grade reports or student copies of transcripts are only used for advising purposes, not credit evaluation.
2. Only credit granted by regional accrediting associations (i.e. North Central Association of Colleges and Secondary Schools) are considered for transfer to JCC.
3. Credits, not grades, are evaluated for transfer credit with a 2.0/C or better.

4. Evaluation of credit is not necessary when a student has received a two-or-four-year degree from another institution, except for courses that apply to the student's declared program at JCC.
5. Evaluation of credits from non-semester schools is based on consistent course content. If course content is evaluated as consistent, the course requirement is evaluated as met; however, the student is responsible for meeting the total credits required for the declared JCC program.
6. Military Service Credit may be awarded where such credit is applicable to the student's declared JCC program. Evaluations of military credit are consistent with the American Council on Education's Guide to the Evaluation of Education Experiences in the Armed Forces recommendations (ACE).
7. JCC recognizes Advanced Placement (AP), College Level Examination Program (CLEP), and Defense Activity for Non-traditional Education Support (DANTES). Scores on AP are course specific; in order to receive academic credit, see the JCC website for specific scores. CLEP score must be at or above the 65 percentile.
8. A minimum of 12 credits must be taken at JCC to earn a degree or certificate. For an additional degree, 12 additional credits must be taken at JCC. For an additional certificate, six additional credits must be taken at JCC.

REGISTRATION

It's easy to register for classes at JCC!

- For new students on main campus, registration takes place during new student advising and registration. New students at any Center may need to schedule an appointment for academic advising and then register. Contact the closest location for details.
- For guest students and those taking classes for personal interest or continuing education, registration can take place at any JCC location. Advising and course placement may be waived for students who have met the prerequisites.
- For returning students, registration can be completed in person in the Student Center, at any JCC location, by mail, fax or online. Easy instructions are included in each semester's schedule of classes.
- The registration period normally begins one month prior to each semester/session with the publication of the Schedule of Classes.

Points to Remember

- It is the student's responsibility to satisfy all prerequisites and co-requisites prior to enrolling in a course. The College reserves the right to drop students from courses for which they do not meet these requirements.
- Payment arrangements must be made at time of registration. Holds are placed on the student's registration, records and transcripts until financial obligations are met.

- Students who qualify for financial assistance need to obtain the appropriate documents from Student Financial Services and give them to the cashier.



CREDIT FOR PRIOR LEARNING

You may be able to get college credit for work and life experiences if these experiences have helped you acquire college-level competencies and skills required in specific college courses.

- Have you participated in training programs or seminars sponsored by your employer or professional association?
- Have you benefited from specific military education?
- Have you participated in community and volunteer activities?

These experiences often include significant learning experiences that develop mastery of college course content and skills for credit assessment. Credits awarded for prior learning are applicable for degree and certificate requirements and may be earned by the following options:

Prior Learning Options

Jackson Community College recognizes that some students enter college with proficiencies that warrant college credit.

Prior learning credit for waiver or substitution of a degree requirement may be granted to students through the College Level Examination Program (CLEP), Defense Activity for Non-traditional Education Support (DANTES), Advanced Placement (AP) and department exams administered by JCC faculty.

Credit by Examination

Students may request credit by examination to demonstrate skills and knowledge in many courses offered by the College. The department exam may be a comprehensive written exam, oral, portfolio review, lab projects, computer programs, timed writings or any combination depending on the subject area. Credit by examination is designed to grant credit at JCC and may or may not transfer to other colleges or universities.

Credit by examination forms are available from the appropriate department chair's office or the JCC web site. Students should discuss with the chairperson the feasibility of completing the examination. If the application for credit by examination is approved, it is assigned to a faculty member who contacts the student and provides more information about the examination.

Be aware of the following:

1. One attempt at credit by examination per course is allowed. A maximum of 30 credits is allowed via credit by examination.
2. Credit by examination may not be used as a method for repeating a course.
3. Credit earned as a result of the exam will not be applied to the graduation minimum of 12 JCC credit hours.
4. To receive credit by examination, a grade of 2.0 or better must be earned. Before the credit is posted to your transcript, payment must be made to the cashier on main campus or any extension center.
5. Complete the process by paying 50% of the current in-district per credit hour rate.
6. Transcripts show credits earned for the course as a result of the exam not a grade.

Portfolio Development

Some educational experiences cannot be evaluated by exam, therefore students may develop a portfolio from which their college-level learning may be assessed. Students should follow these steps:

1. Contact the GEN 022 instructor or a JCC advisor for an initial interview.
2. Register and pay the tuition for GEN 022 Portfolio Development, a one-credit mini-course.
3. Submit the completed portfolio and \$5 for each credit requested. (A faculty member will assess the experience and send a recommendation to the registrar, who will notify the student of the number of credits awarded.)
4. Complete the process by paying 50 percent of the current in-district tuition rate for each credit approved. The credits (30 semester credits maximum) are recorded on your transcript.

NOTE: Some portfolio credits are accepted for transfer from one college to another. Students should check with the transferring institutions to see if portfolio credit is acceptable.

Articulation Agreements

The College has developed a number of program articulation agreements with area career centers and other colleges. To learn whether you are eligible for advanced placement or credit for previous experience visit our Web site at www.jackson.cc.mi.us.

STUDENT STATUS

Students are classified according to their educational goals.

Degree-seeking

Students working toward an associate degree or certificate.

- First-time student.
- Students who have attended another college and have transferred to JCC.
- Students who have changed from nondegree- to degree-seeking status.
- International students.

International

Abiding by the U.S. Immigration and Naturalization Service stipulations, JCC will classify as an international student any applicant who is not a United States citizen and who has been admitted to the U.S. in a temporary, nonresident status. Individuals who have refugee, immigrant or resident alien status are not classified as international students. The visa classification of each international applicant determines the admission requirements and the attendance regulations applied to the applicant.

General admission to JCC for all types of visas requires applicants to

- Be at least 18 years old.
- Provide proof of competency in the English language.
- Provide additional documents as required by the applicant's USINS visa classification.

Admission to JCC is considered after receipt of the application and all required documents. Applicants outside the United States are advised to apply as early as possible to allow for mail delays, getting visas and exit permits, and making travel arrangements. All admission material should be received by JCC no later than twelve weeks prior to the semester registration period.

Prior to registering for classes, international students are asked to take Course Placement administered to **new** students. If the assessments indicate a need for improved English language skills, the student will be required to enroll in appropriate language courses.

In addition to the regular admission process, international students need to provide:

- Certified transcripts with certified English translation.
- A brief personal statement explaining educational background and plans.
- Evidence of English proficiency (550 or better for the written Test of English as a Foreign Language) or a score of 213 for computer TOEFL.
- An Affidavit of Support (F-1 students with U.S. sponsors).
- An F-1 transfer clearance form, if transferring from a U.S. college or university.

Upon completion of these requirements, JCC issues the I-20 Certificate of Eligibility.

International students at JCC pay the out-of-state tuition rate. Restrictions may apply to some nursing and allied health programs.

Nondegree

Students not expecting to earn a degree or certificate.

A nondegree student may:

- Take classes for individual interest or skill development.
- Be a high school guest. Students still in high school may, with permission from their parents and principal or guidance counselor, enroll for an academic course. Dual Enrollment Applications are available at all JCC locations, at area high schools, and on the JCC web site.

- a. Dual-enrolled high school students (the high school pays for the classes) may take a course for college credit only, high school credit only, or both college and high school credit.
- b. Students not dual-enrolled, i.e., whose courses are not paid by their high schools, may take the classes for college credit only.
- Be a college guest. Students attending 4-year colleges often enroll at JCC for a single semester. It's best to obtain written approval for transfer of credit to the home college before registering at JCC. Students should obtain a MACRAO guest application from their home institution. It needs to be approved by the home institution.
- Change from nondegree to degree-seeking status by updating your record on main campus or any extension center.

CHANGING YOUR MIND

If you are a former JCC student returning to college, congratulations! Be sure to update your record if you have not attended classes for one academic year. The current admission policies and academic programs will apply, as well as the current curricula and requirements.

If you are changing your program, consult a JCC academic advisor and update your record. Students who change their program are subject to the curricula and requirements in effect at the time of the change.

If you are changing your student status, that is, you are a non-degree student who has decided to seek a degree, you must update your record.

FINANCIAL AID



Getting ready for college takes lots of planning - especially financial aid planning.

The Financial Aid Office can help you find whatever educational financial aid is available.

You may have more options than you thought possible!

Call the Financial Aid Office, (517) 796-8410, for an appointment. We'll help with your questions about, meeting college costs and applying for financial aid. You'll find us in the Student Center, 2nd floor, George E. Potter Center, main Campus.

Types of financial aid at JCC

JCC administers federal, state, institutional and private sources of financial support. You may qualify for one or more of these four types of financial aid.

- Grant or scholarship - gift assistance you do not have to repay.
- Loan - borrowed money you must repay with interest.
- Work-study - part-time employment on or off campus.

Federal

Federal Pell Grant
 Federal Supplemental Educational Opportunity Grant
 Federal Work-Study
 Federal Stafford Loans
 PLUS (Parent Loan for Undergraduate Student)

Michigan

Michigan Competitive Scholarship
 Michigan Educational Opportunity Grant
 Michigan Adult Part-time Grant
 Michigan Merit Award
 Michigan Work-Study
 Tuition Incentive Program

Institutional: JCC Departmental Scholarships

Allied Health; Aviation Technology; Biology, Geology & Geography; Business; Chemistry & Physics; Health and Physical Fitness; Information Technology Education; Language and Literature; Manufacturing Technologies; Mathematics & Engineering Sciences; Nursing; Social Science

Recognition of Excellence Scholarships

For students seeking education through one of our six career pathways. This scholarship award recognizes academic and/or talent excellence. Career pathways include:

Arts and Communications Pathway
Business, Management, Marketing & Technology Pathway
Engineering/Manufacturing & Industrial Technology Pathway
Health Sciences Pathway
Human Services Pathway
Natural Resources and Agriscience Pathway

Board of Trustees Tuition Grants

For students seeking education through one of our six career pathways. This grant award recognizes academic and/or talent excellence for students demonstrating financial need. Students must complete and have on file at JCC the results of the current Free Application for Federal Student Aid. Career pathways include:

Arts & Communication Pathway
Business Management, Marketing & Technology Pathway
Engineering/Manufacturing & Industrial Technology Pathway
Health Sciences Pathway
Human Services Pathway
Natural Resources & Agriscience Pathway

Student Aid Program (JCC employment)
Emergency Short-term loans

Private Scholarships

Dozens of private scholarships are awarded at JCC based on criteria set by the sponsoring organizations and donors.

Examples include:

- Citizen Patriot Snowflake Scholarship for subscribers to the Jackson newspaper.
- Dorothy M. Schultz Chemistry Scholarship for chemistry majors.
- Evelyne Jones Vocal Scholarship for music/voice majors.
- Foote Hospital/NAACP Scholarship for African Americans in Health Careers.
- George and Barbara Raven Student Aid Fund for students pursuing a bachelor's degree in engineering, mathematics, physical science or natural science.
- Pleasant Lake Lions Club R. Gieske Memorial Scholarship for Northwest High School graduates who live in Henrietta Township.

The private loans are the American Association of University Women Loan and Junior Dorcas Society Loan.

How to Apply for Financial Aid

1. Apply for admission to Jackson Community College.
2. Complete annually a Free Application for Federal Student Aid form as soon after January 1 as possible.
3. Review the JCC Financial Aid and Private Scholarship & Loan Program brochure, obtain necessary applications and submit by the deadline dates.
4. Respond promptly to any requests from the Financial Aid Office for additional information such as copies of federal tax returns, verification of untaxed income or benefits, etc.
5. Explore other financial aid options available in the community. Contact high school counselors, parent/student employers, local businesses, professional, civic and social clubs and organizations, religious clergy and public or college libraries.

Remember, you must reapply for financial assistance each academic year.

Determining the Amount of Aid

Most financial aid is awarded to students on the basis of need: estimated expenses - tuition, books, supplies, transportation, room and board, and personal expenses - minus the family's expected contribution.

Some financial aid may also be available regardless of need. Such monies may be based on a specific area of interest, academic major, talent or other category. For details, pick up a copy of "Money for College" at any Center.

Financial Aid Deadlines

Students applying for Federal Assistance based on need should have the results of the Free Application for Federal Student Aid in the Financial Aid Office by:

<u>ANTICIPATED ENROLLMENT</u>	<u>FINANCIAL APPLICATION DUE DATE</u>
Fall and Winter semesters	April 1
Winter semester	November 1
Spring semester	March 1

For more information, pick up a copy of "Money for College," a helpful brochure that outlines all of the financial aid programs administered by JCC. Brochures are available at all JCC locations. Student Financial Services is located in the Student Center, 2nd floor, George E. Potter Center on main campus. For an appointment, call (517) 796-8410.

Students requesting financial aid consideration must apply each academic year.



VETERAN AFFAIRS

Veterans are encouraged to apply for VA educational benefits at least three months prior to the beginning of classes. Application materials are available through the Financial Aid Office, 2nd floor of the George E. Potter Center, main campus (517) 796-8410.

Standards of Progress for VA Benefit Recipients

As required by the Veterans Administration, JCC has established and monitors the following standards of progress for students receiving VA education benefits.

- Students must have a cumulative grade point average of 2.0. Marks of Y (audit), W (withdrawal), IP (in progress) and I (incomplete) are considered unsatisfactory.
- Students need to progress at a rate that enables them to complete their program within the prescribed number of credits as outlined in the JCC Catalog or guide sheets.
- Students who do not meet these standards are placed on probation for the next two consecutive enrollment periods for which they are certified to receive VA educational benefits. Students are not reinstated for certification for subsequent semesters until they have, at their own expense, raised their cumulative GPA to a 2.0 and completed the application for VA education benefits or VA request for change of program or place of training.
- Students must notify the Financial Aid Office when dropping a class, whether they do so officially or just walk away from the classes. They need to report any failing grade to this office or risk delays or forfeiture of VA education benefits.
- JCC notifies students by mail when they are not in compliance with the standards of progress. JCC also notifies the VA when a student is not eligible for recertification.
- Students who have attended a college other than JCC need to have official transcripts sent to the Admissions office. Appropriate credit must be granted and reported to the student and the Veterans Administration. Transcript evaluation must take place during the student's first semester at JCC to be eligible for further certification to the Veterans Administration.



ON-CAMPUS STUDENT EMPLOYMENT

Student employment is one way JCC provides both financial assistance and meaningful work experience for students. In addition, student employment helps out busy College departments while developing a pool of capable employees for the community. Only JCC students are eligible to be employed through the Federal Work Study, Michigan Work Study or Student Aide programs. Each program has specific enrollment requirements, which may vary each semester. Students should consider their



other commitments when considering a job on campus, i.e., class load, family obligations and other off-campus employment. High school students attending JCC by special permission may not work on campus.

JCC students interested in a part-time position should apply through Human Resources, Bert Walker Hall, Room 123, main campus.

