

Services to Help You Succeed

STUDENT CENTER – MAIN CAMPUS

The Student Center is the one-stop answer and service center on main campus. Our staff offers timely, accurate, high quality information and service. Located on the second floor of the George E. Potter Center, the Student Center offers a complete range of walk-in services, including financial aid, registration, and advising. Hours are extended to serve both day and evening students, and include some Saturdays during registration periods.

First-Year Student Support

Adjustment to college can sometimes be challenging and difficult, especially for first-year students. JCC is interested in the success of all students and believes that it is particularly important that we focus extra attention on students new to the College. The Freshman Student Coordinator assists new students in making the transition to college by providing them with the information and resources they need to get off to a good start. The Coordinator provides support through a series of planned activities and events, regular mail, phone contact and personal interactions. Contact the Freshman Student Coordinator at (517) 796-8452, 2nd floor, George E. Potter Center main campus.

Non-Traditional Student Support

Many students have been out of high school for several years, and often have primary responsibilities such as family or employment, in addition to college commitments. To help students balance the challenges of multiple responsibilities and priorities, JCC has a coordinator for non-traditional students. The coordinator sponsors a student committee and activities to provide support and enhance students' opportunities for success. Contact the coordinator for Non-Traditional Students at (517) 796-8454, 2nd floor, George E. Potter Center.

Transfer Center

Students can learn more about transferring to 4-year colleges and universities via JCC's web site and by visiting the Student Center. We have view books, catalogs, guidesheets, applications and scholarship information from most Michigan colleges and universities. An advisor can assist with web research for program information to help students select the most appropriate courses at JCC for transfer.

ACADEMIC ADVISING SERVICES

New Students

Students new to JCC have the opportunity to meet with an academic advisor during orientation. A new student seeking a degree or certificate is assigned a specific advisor during the first semester. As appropriate, an advisor may review a student's education/employability development plan (EEDP), high school transcript, ACT/SAT or Course Placement results and employment experience to help map out an educational plan to achieve the student's goals.

The purpose of academic advising is to develop connections between students, faculty and staff to build supportive relationships. Academic advisors provide students with appropriate information, make referrals to campus resources and support students in achieving their goals. Faculty advisors are best qualified to discuss career opportunities in their disciplines. They usually have the clearest understanding of their department's curriculum and may be most knowledgeable about what is required of students to be successful in their fields. In addition, JCC provides extensive career and employment exploration services.

The Student Center offers immediate access to academic advisors for quick answers to your questions. For more involved questions or extensive assistance, make an appointment with your faculty academic advisor, or an advisor in the Student Center or at any JCC location.

Returning Students

Advising continues throughout your JCC experience. Students are encouraged to consult with their faculty academic advisors prior to registering for classes in subsequent semesters. Students are responsible for determining that the courses for which they are registered are applicable to their degree program.

Students Intending to Transfer

The student should request transfer program information from the four-year universities and colleges that you are considering. Even if it's your first semester at JCC, talk with an advisor at your intended transfer institution to be sure you are taking the right courses for the program of your choice. Transfer information is also available on the JCC website, Student Center, and JCC extension center offices.

CAREER DEVELOPMENT & PLACEMENT SERVICES

Career Development & Placement Services in the George E. Potter Center, 2nd floor, provides a centralized location for self-directed career development and job development activities. Career development and placement staff provide the resources to stimulate career awareness, facilitate career exploration, and assist in the extremely important career decision-making process. These services are also available at all JCC Centers.

Resources include a variety of computerized career assessment programs, Internet access, reference books, videos, and periodicals. It also provides free literature on career exploration, networking, career-related work experience, employer research, job openings, résumés, interviewing techniques, salary studies and projections, and lifework portfolio development.

Career Advising

One-on-one career advising includes information on career planning, self-awareness, self-improvement, labor markets, occupations, employers, education and job search techniques. Individual academic advising is available if you are an undeclared student and for others who need career development assistance to help choose appropriate courses based on academic preparation and requirements of programs of study. Designing an educational/employability development plan (EEDP) can enhance success and goal attainment.

Computerized Career Assessments

- DISCOVER is a guidance process designed to help students identify their interests, abilities and values to build a plan based on personal profiles. Online inventories provide efficient assessment of interest, job values and rating of abilities related to work. Multimedia features help motivate users with videos, graphics, photos, audio clips and audio screen directions in an inviting graphical user interface.
- MOIS (Michigan Occupational Information System) is a four-phase process that includes self-assessment of interests and abilities designed to assist in choosing a career pathway; extensive occupational information on over 2,000 jobs; career comparison charts and other decision-making tools; and resources for developing educational development plans, resumes, and cover letters.

Job Placement Advising

Placement Services link job seekers and employers, assisting both with fulfilling employment needs. By providing a multimedia job posting system, JCC alumni or currently enrolled students are able to learn about available positions in person, by telephone, electronic mail and the World Wide Web at: www.jackson.cc.mi.us

With job placement software, students are able to register their employability skills and credentials online by visiting JCC's website. As employers post vacancies with Placement Services,

job seekers' resumes are matched automatically, based on qualifications, with potential employers. Job seekers also can register with Michigan's Talent Bank and America's Talent Bank. These Internet-based systems allow employers from across the country to search for qualified candidates.

Placement Services is dedicated to providing up-to-date information on occupational growth and earnings for programs of study offered by JCC. Other services includes one-on-one assistance in developing chronological, functional, combination, electronic and scannable resumes; cover and thank you letters; job search strategies; interview preparation; salary negotiations and other placement-related issues.

Résumé and Interview Preparation Assistance: Job seekers receive individual assistance in developing résumés, cover letters, interviewing skills, salary negotiation techniques and other placement-related issues. Other services include:

- Resource library with reference books, periodicals, video tapes and Internet access to search for information on resume and interview preparation, job fairs, government jobs, internships, occupational growth and salary information plus job openings nationwide and other job-related topics.
- Workshops on resume preparation, interviewing skills and job fairs.

Job Postings are available by accessing:

- Jobs Line: Please call (517) 796-8438 to hear a listing of positions
- E-mail postings: Jobs are listed on JCC's electronic mail system.
- Bulletin boards: Job postings are listed on bulletin boards on main campus and Centers.
- Jobs binder: Check out the hard copies of job postings in the Placement Office, main campus.

THE CENTER FOR STUDENT SUCCESS

The Center for Student Success offers a multitude of programs, services, software, accommodations, specialized equipment, and funding to assist students academically, physically, and financially with their course work. Center staff is on hand to recommend and provide appropriate resource options you can access on campus.

Resources include:

• Project Success-

Learn the basic "survival skills" necessary to succeed in college! Project Success Day is a special day set aside each semester to help students hone those skills necessary to ensure good grades and a great college experience. A variety of open sessions are planned with topics as varied as test-taking strategies, stress management for college students, transitioning from high school to college, study skills, writing the research paper, improving your math skills, and many more. Workshops vary with each event.

- **Study Group Leaders-**

Leaders are selected by an appropriate faculty member to provide additional group assistance outside the classroom. Study Group Leaders are trained by the faculty member and are specifically instructed on the topics to be covered during each session. Leaders can help you make sense of your class and homework. Check with the Center for Student Success to find out which courses have Study Group Leaders.

- **Accommodations-**

Get around with ease at JCC. Students who need mobility assistance and/or classroom accommodations can find the help they need at the Center for Student Success. Accommodations are offered to students who have a documented disability. These may include: sign language interpreter, real time reporters, note takers, textbook and lecture taping, enlarged print, extended testing time, oral testing, quiet testing place, and/or typing. Call (517) 796-8415 or TTY (517) 796-8417.

- **Funding-**

Help is available with the costs of college. JCC offers a Special Populations Grant to help with costs for those who consider themselves to be:

- A single parent
- A displaced homemaker
- Involved in non-traditional training
- Economically disadvantaged
- Academically disadvantaged
- With a disability
- With limited English

The grant offers financial assistance for tuition, fees, supplies, uniforms, books, childcare, and mileage. Students must complete the Free Application for Federal Student Aid (FAFSA) prior to applying for the Special Populations Grant. Students with the greatest financial need are served first. Grant recipients must meet program and income guidelines.

- **Tutoring-**

Need assistance with a tough subject or problem area? Individual tutoring, group tutoring, free workshops and opportunities to earn while you learn are available. Student employment as a tutor is also available. Call (517) 796-8415.

- **ESL- English as a Second Language-**

Improve your English-listening and reading skills with JCC's new interactive, self-paced instruction at any of four levels: ESL Beginning, ESL Basic, ESL Intermediate and ESL Advanced. They progress from learning basic names of objects and words to beginning sentence structure and communication skills, to higher grammatical structures and reading of whole paragraphs, to advanced comprehension and communication skills that will enable a student for success in a college class. The studies are designed with an interactive computer program, workbook and text. An ESL instructor is available. Continuing Education fee.

- **PLATO-**

No, it's not kids' clay or an in-depth study of ancient Greek philosophers. PLATO is a program of computerized instruction

that is designed to help students improve math, reading and writing skills. After taking an assessment, the program is set up to address areas in which you could benefit. The PLATO computer program allows you to work independently and at your own speed, practice and review old skills, or learn new ones. The PLATO system also provides ACT/SAT test preparation. Call to make an appointment for your assessment at 787-0800, ext. 8303. There is a \$40 charge per discipline, per semester, to use the system.

- **GED Preparation-**

Your first step toward college may be completing your GED, and JCC can help. The College offers a computer-based interactive GED preparation program with an instructor. The PLATO program can give students the refresher they need to pass their GED exams. Preparation includes all five subject areas that comprise the GED. Once enrolled, you can use the program as much as you like or as often as you wish. Program hours are flexible in order to fit your schedule and the lab is available during the entire year. Continuing Education fee. JCC offers the GED exam twice a week throughout the year.

- **Writing Assistance-**

Does your mind go blank when you look at a blank page? Strong writing abilities are important in all subjects. Get help with papers, essays, lab reports and other written assignments. Learn about brainstorming topics, organizing ideas, writing rough drafts, editing and proofreading. Reference materials and computers are available for use.

Important Telephone Numbers

Center for Student Success (517) 796-8415
TTY (517) 796-8417
Check us out online at www.jackson.cc.mi.us

LEARNING RESOURCES

Atkinson Learning Resources Center (LRC) –Main Campus

The Atkinson Learning Resources Center (LRC) serves the residents of the Jackson, Hillsdale and Lenawee counties with reference librarians on duty during all open hours. The LRC maintains a balanced collection encompassing books, magazines, videos, books-on-tape and new technology. It has 12 computer stations offering CD-ROM products (Infotrack, Wilson Science Index, Medline, Cinahl, ERIC, MOIS Computer Select, Newsbank and more) and Internet access through the Library of Michigan to FirstSearch Databases containing 65 databases such as Reference Center Gold.

JCC and the Jackson District Library (JDL) offer an online card catalog called Rosebud, accessible from nine LRC computers, home computers or any JDL branch. Materials can be requested from any JDL branch to be sent to JCC and vice versa, with daily deliveries. Materials not available on the Rosebud system can be procured through a 14,000-member worldwide interlibrary system.

The LRC provides microfilm and microfiche copiers, Xerox machines and carrels for playing CDs, cassettes and videos.

For sight-impaired students, the LRC has a large monitor on an Internet-connected computer and a Kurzwell reader, courtesy of the Michigan Center Lions Club. The LRC is located on the first floor of Bert Walker Hall, main campus. Brochures on accessing LRC resources are available at the circulation desk. For information, call (517) 796-8622.

Computer Labs

Need computer access? Drop in at **JCC's Open Computer Lab** with student consultants, up-to-date software, printers and scanner to help you:

McDivitt Computer Lab (Windows)
James McDivitt Hall, Room 101

Or check the hours posted each semester for drop-in access to these computer labs:

Whiting Computer Lab (Windows)
Justin Whiting Hall, Room 104

Walker Computer Lab (Windows)
Bert Walker Hall, Room 100D

Or try JCC's Extension Centers:

JDC Computer Lab (Windows)
Robert L. Johnson Downtown Center, Room 206 or Room 107
Hours posted or call for current semester hours.

Hillsdale Computer Lab (Windows)
LeTarte Center, Hillsdale, Lobby or Room 17.
If class not in progress

Lenawee Computer Lab (Windows)
Lenawee Center, Room 115
Hours posted or call for current semester hours.

BOOKSTORE

The JCC Bookstore, owned and managed by Follett Company of Iowa, stocks textbooks, supplies and engineering drawing equipment, as well as classic and contemporary hardcover and paperback books. The Bookstore purchases used books for a limited time at the end of each semester and session.

Check the JCC Schedule of Classes each semester for hours. The main campus JCC Bookstore is located on the first floor of the George E. Potter Center next to the Frank Dove Commons. The JCC Lenawee, LeTarte Hillsdale and Johnson Downtown Centers each have on-site bookstore hours. For more information, call (517) 796-8440, or the specific JCC Center.

FOOD SERVICES – MAIN CAMPUS

Cafeteria food service is provided by ARAMark in the George E. Potter Center, Robert Snyder Dining Room on class days. To inquire about hours, call (517) 783-1521.

The McDivitt Cafe (James McDivitt Hall) provides light food service in the early evening, Monday through Thursday. Vending machines are available in all classroom buildings and in the Potter Center's Frank Dove Commons.

TRANSPORTATION – MAIN CAMPUS

City buses run on class days from Jackson to the JCC main campus through the Jackson Transportation Authority. Schedules and rate information are available in the Student Center, Main Campus and in JCC's schedule of classes.

STUDENT ACTIVITIES & ORGANIZATIONS

Get involved in campus activities to expand your education, friendships and leadership experience! Any group of students wishing to form a new club or meet informally should refer to the Student Handbook or check with the Student Center for assistance and guidelines. Active groups include the following.

Student Association

Every student is a member of the Student Association. With the support of faculty and administration, the association provides a democratic means for students to govern themselves. The association is governed by the Student Senate.

Student Senate

This group is composed of interested students who submit petitions for election to the coordinator of student activities. The senators act as official representatives of the student body in matters needing joint student and faculty or administration consideration. The Student Senate annually allocates Student Association funds to student organizations.

Adventure Club

Through this activity-based club, students practice teamwork and learn the value of social support.

Black Student Union

Students support each other and undertake projects designed around community needs.

Christ in Action

Students meet to learn about Christ and discuss scriptures.

Engineering Club

As a future engineer enjoy social, professional and service activities.

Intramural Sports

JCC athletic teams compete among themselves in sports such as flag football, soccer, basketball and volleyball.

Student Publications

The *Phoenix*, a newspaper published by students, covers campus events and information of general interest to the campus community. Students also contribute to the publication *Trillium* and the collection of essays titled "The Best of JCC."

STUDENT HONORS

Phi Theta Kappa

The national honor society of community colleges recognizes and encourages academic excellence, and is open to any JCC student with a cumulative grade point average of 3.5 or higher. Phi Theta Kappa provides opportunities for fellowship, scholarships, leadership and service development and idea exchange among scholars.

Kappa Beta Delta

This international honor society has chapters at Associate degree-granting institutions that are accredited by the Association of Collegiate Business Schools and Programs. JCC's Chapter was granted in 1998 and has recognized student academic excellence in the Accounting and Business programs. The membership is open to all students who have completed 15 credit hours (six of which must be in Accounting, Business or Finance) while maintaining at least a 3.2 or higher grade point average.

Excellence in Learning Awards

These awards recognize and encourage student excellence not necessarily related to grades. The Excellence in Learning Awards, given annually in April, were established on the premise that good grades are not the only indicator of successful learning.

Dean's List

Students are recognized each Fall or Winter semester for high academic achievement by being named to the Dean's List. The minimum requirements for being named are:

- Full-time students who complete 12 or more credits during the semester with a semester GPA of 3.5 or higher.
- Part-time students, who after completing a total of 12, 24, 36, 48, 72, 84 and 96 credit hours, have earned a cumulative GPA of 3.5 or higher.

The College sends recognition letters to students' homes and notifies home newspapers.

FIELDHOUSE SERVICES

The staff and faculty welcome you as a currently registered student to use the Victor Cuiss Fieldhouse during open times. The facilities include an indoor jogging track (10 laps to the mile), three one-wall racquetball courts, two full-size basketball courts, two volleyball courts, lockers for men and women and adapted lockers and showers for students with disabilities. The Victor Cuiss Fieldhouse is open to all students through the intramural program and through classes in the Health and Physical Fitness Department.

Weight Training and Conditioning Center

The Weight Training and Conditioning Center, located in the Fieldhouse, provides Cybex weight conditioning equipment and aerobic conditioning options. The facility is open to all students who register for a Personalized Fitness class.

