

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 GED.
- 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 12 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) by using the High School Dual Enrollment form, available from area schools, online, or at any JCC location.
- 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 by contacting JCC Admissions.
2. Recent high school graduates 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. Degree-seeking students should have official transcript(s) from all prior colleges/universities sent directly to JCC Admissions.
4. Participate in Course Placement, if necessary.

COURSE PLACEMENT

New students pursuing a certificate, degree or transfer program should participate in our Course Placement. Results from Course Placement help academic advisors 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 information 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, and mathematics, have received a waiver from a JCC advisor, or have Course Placement results from another college or university.

NEW STUDENT ORIENTATION AND 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 orientation. New students at any Center may need to schedule an appointment for orientation 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. Orientation 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, by fax or online. Easy instructions are included in each semester's schedule of classes. Those who have been students within the last two years may be able to register online.
- The registration period normally begins one month prior to each semester/session with the publication of the Schedule of Classes. View the Schedule online by visiting e-Services on our website.

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 website at www.jccmi.edu.

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 non-degree- to degree-seeking status.
- International students.

INTERNATIONAL

As bidding 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.
- A personal financial resource statement (with supporting documentation).
- A passport size photo.

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.

Jackson Community College does not have housing for students nor does it assist in securing housing for students at this time.

Jackson Community College does not have jobs or scholarships for international students.

NON-DEGREE

Students not expecting to earn a degree or certificate. A non-degree 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 forms are available at all JCC locations, at area high schools, and on the JCC web site. The JCC Dual Enrollment form must be used by current high school and home-schooled students to register for classes, to add classes, to drop classes and to withdraw from classes. The form must be filled out completely.
 - 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 JCC location.

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 will 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
 Postsecondary Access Student Scholarship

INSTITUTIONAL:

JCC Departmental Scholarships:

Allied Health & Health and Physical Fitness; Aviation Flight Technologies; Biology, Geology and Geography & Chemistry and Physics; Business & Manufacturing Technologies; Information Technology Education; Language, Literature, and Arts; 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

Student Aid Program (JCC employment):

Emergency Short-term loans:

JCC Foundation Endowed 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.
- Evelyn 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.

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 (FAFSA) form as soon after January 1 as possible.
3. Complete the JCC Scholarship and Loan application for institutional and private funding consideration.
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; community foundations; 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" brochure at any JCC location.

FINANCIAL AID RECIPIENTS - DROPS AND WITHDRAWALS

Students attending JCC as Title IV (Federal Funds) financial aid recipients who withdraw from all of their classes during the first 60% of the semester will be subject to an adjustment of Title IV Funds. This U.S. Department of Education calculation may result in the student owing the College. The return of Federal Title IV Funds will be in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal PLUS Loan, Federal Pell Grant and Federal SEOG.

Students should consult the Financial Aid Office, prior to dropping any classes. Students will be billed for any financial obligation.

FINANCIAL AID DEADLINES

Students applying for Federal assistance based on need should file the Free Application for Federal Student Aid as soon as possible. Please contact the Financial Aid Office for application deadlines.

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. The Financial Aid Office is located on the 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. Students must report any failing grade to this office or risk delays and/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 Aid 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.