

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 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. JCC's Office of Advising and Admissions 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. First-year students can expect regular mailings, phone contact, planned activities and personal interaction with Enrollment Services Specialists to support their academic efforts. Please contact Enrollment Services at (517) 796-8425 should you have questions about college transition or services available to new students.

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, Enrollment Services Specialists offer personalized academic advising and sponsor a variety of activities to promote a health learning environment and enhance student success. Please contact Enrollment Services at (517) 796-8425 should you have questions about our services to non-traditional students.

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 Enrollment Services Specialist 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. Advisors will review the student's education development plan (EDP), 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 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 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

Students should request transfer program information from the four-year universities and colleges that are being considered. Even if it's the first semester at JCC, talk with an advisor at the 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 ADVISING

One-on-one career advising includes information on career planning, self-awareness, labor markets, occupations, employers, education opportunities and job search techniques. Individual academic advising is available to undeclared students and for others who need career development assistance. Creation of an Educational Development Plan (EDP) can enhance success and goal attainment.

The Career Resource Center maintains a variety of computerized career assessment programs, Internet access, reference books, videos, and periodicals. It also provides assistance with career exploration, résumé preparation, interviewing techniques, occupational outlook, and portfolio development.

COMPUTERIZED CAREER ASSESSMENTS

- **DISCOVER** is a self-directed career guidance system designed to help students identify their interests, abilities and values to build a plan based on personal profiles. Inventories provide efficient assessment of interests, 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 easy-to-use format.
- **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 (EDR), resumes, and cover letters.

JOB PLACEMENT SERVICES

Jackson Community College is also pleased to provide the following job placement services, in partnership with the Michigan Works! Service Centers in Jackson, Lenawee and Hillsdale counties.

THE MICHIGAN WORKS! SYSTEM

The Michigan Works! System is a customer focused workforce development system that prepares people for work. Assistance to all employers and job seekers is available to ensure that employers are provided with a supply of skilled workers and individuals are provided with an opportunity to advance knowledge and skills to achieve economic self-sufficiency. Employers seeking workers can list their job openings on the nation's first Internet-based public labor exchange system. Job seekers can post their resumes for review by employers who are recruiting employees.

MICHIGAN'S TALENT BANK AT WWW.MICHWORKS.ORG

Provides an easily accessible Internet-based labor exchange for employers and job seekers and includes both employer job listings and employee resumes. Michigan's Talent Bank is available to all Michigan residents, regardless of employment status.

RESOURCE ROOMS AVAILABLE AT THE MICHIGAN WORKS! SERVICE CENTERS

Employers and job seekers can access local and state labor market information, job-seeking assistance such as resume writing, career information, and information about employment prospects in a specific industry.

MICHIGAN WORKS! SERVICE CENTER LOCATIONS

Jackson County

Commonwealth Commerce Center
209 East Washington Avenue
Jackson, Michigan 49201
(517) 841-5627

Lenawee County

Human Services Building
1040 South Winter Street
Adrian, Michigan 49221
(517) 266-5627

Hillsdale County

3251 Beck Road
Hillsdale, Michigan 49242
(517) 437-3381

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, 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** - 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.
- **PLATO** - 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. Call to make an appointment for your assessment at 787-0800, ext. 8303.
- **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. JCC offers the GED exam regularly. Visit our web page for current dates and times.

- **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 proof reading. Reference materials and computers are available for use.

IMPORTANT TELEPHONE NUMBERS

Center for Student Success	(517) 796-8415
TTY	(517) 796-8417

LEARNING RESOURCES

ATKINSON LEARNING RESOURCES CENTER (LRC) - MAIN CAMPUS

The Atkinson Learning Resources Center (LRC) provides students and guests a balanced collection of books, magazines, videos, books-on-tape and other materials. Our online catalog is available over the Web using any computer with Internet access. The library shares its online catalog with the Jackson District Library (JDL). This partnership allows books and other materials to be requested from any JDL branch and sent directly to the JCC library.

The library offers access to many online databases for magazine, journal and newspaper citations. Several of these databases provide instant full-text access. Specialized databases are available covering such fields as nursing, education, science, psychology, business, and sociology. Reference librarians are always available to help our customers find the best resources for their needs.

The LRC offers an extensive interlibrary loan program. Articles, books, videos, etc. can be requested directly online or at the library.

The LRC provides microfilm and microfiche copiers, photocopiers, and a listening lab for using CDs, audiocassettes and videos.

The LRC is located on the first floor of Bert Walker Hall, main campus. For information call (517) 796-8622 or visit our web site at www.jccmi.edu/InfoTech/LRC/.

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 LIFE & CAMPUS ACTIVITIES

Jackson Community College is committed to providing students with a comprehensive educational experience that offers excellent learning opportunities inside and outside the classroom. The Office of Student Life is charged with offering students a wide variety of social and educational opportunities to enhance their learning experience and connect with peers. From Student Parliament and Phi Theta Kappa to Intramural athletics and the lecture/concert series, Student Life at JCC provides you with the chance to get involved on campus, develop friendships and have fun.

Any group of students wishing to form a new organization or club should check with the Director of Student Life for assistance and guidelines on how to get started. All new student groups must meet specific guidelines set forth by the Student Senate and apply for official recognition before becoming an officially sanctioned campus organization.

THE OFFICE OF STUDENT LIFE

This office operates under the supervision of the Dean of Students and is located within the Office of Student Development at 210 George E. Potter Center. All inquiries regarding Student Life and campus activities should be made to the Director of Student Life at 517-796-8628 or Extension Center Director.

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 Parliament.

STUDENT PARLIAMENT

This group is composed of interested students who submit petitions for election to the Director of Student Life. The parliament members act as official representatives of the student body in matters needing joint student and faculty or administration consideration. The Student Parliament annually allocates funds to student organizations and sets appropriate standards and guidelines to ensure that the activities of all organizations adhere to college policy and its mission. Please consult the Student Life Handbook to learn more about Student Parliament and its election process.

INTRAMURAL SPORTS

JCC offers a comprehensive intramural program including sports such as flag football, soccer, basketball and volleyball. Intramurals are open to any current JCC student, faculty or staff member. The Coordinator of Intramurals is located at the Victor Cuiss Fieldhouse and will be happy to answer any questions regarding Intramurals at JCC.

CLUB SPORTS

A club sport is a program available to all full-time students (minimum of 12 credit hours) at JCC. This program is initiated and funded solely by the full-time students or interested parties participating in the program. The emphasis of a club activity can be recreational, instructional, or competitive. Examples of club programs can be, but are not limited to; volleyball, hockey, basketball, etc. To help in the administrative and decision-making processes, all club activities are overseen by the Student Life Director at JCC. When participating in club activities, all members are representatives of JCC and abide by all rules and regulations set forth in the Agreement.

Hockey fans will be happy to know that JCC has its very own hockey team. The Golden Jets are full-time JCC students who compete regionally against teams such as Muskegon Community College, Wright State University and Hope College. Please contact the Director of Student Life for more details about the Golden Jets hockey team or questions regarding Club Sports at JCC.

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 international honor society of community colleges recognizes and encourages academic excellence, and is open to any JCC student who has completed 12 undergraduate semester credit hours with a cumulative grade point average of 3.5 or above. Phi Theta Kappa provides opportunities for fellowship, scholarships, leadership development, service learning 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 started 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.

OFFICE OF COLLEGE DIVERSITY

Jackson Community College and the Office of College Diversity welcomes and encourages people from all cultural backgrounds and walks of life to experience the dynamic learning environment that JCC provides the community.

Student diversity as defined by the JCC Office of College Diversity (is, but not limited to) race, color, creed, religion, national origin, gender, life styles and physical abilities. The College's efforts in developing a learning environment that embraces and promotes diversity and inclusion is a valuable indication of its commitment to providing quality educational opportunities to the community.

The Office of College Diversity is responsible for monitoring, developing, and implementing programs and activities that will enrich the academic process and social experience at JCC. The office is responsible for motivating and directing the college toward institutionalizing a systematic process that embraces and promotes the principles of diversity and inclusion.

The Director of College Diversity will provide leadership to the college community by monitoring, implementing, and advancing employee-training programs and events focused on diversity awareness and inclusion. The director will utilize the resources of the office to monitor, support, and develop opportunities for the college to participate as an active member in the greater Jackson, Hillsdale and Lenawee communities.

COLLEGE INCENTIVE PROGRAM

The Office of College Diversity has been entrusted with the important responsibility of serving the needs of the College Incentive Program (CIP), formerly know as C.A.R.E. The program is committed to providing resources for improving postsecondary opportunities for CIP youth. Students that complete CIP will earn two years free college tuition at JCC in addition to obtaining valuable life skills that will enrich their educational journey.

For additional information of the Office of College Diversity or CIP, call (517) 796-8470.

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.