

STUDENT CENTER - MAIN CAMPUS

The Student Center focuses on students, providing assistance and support. Our staff offers timely and accurate information and service. Located on the second floor of the George E. Potter Center on main campus, the Student Center offers a complete range of walk-in services, including registration and advising. The Student Center offers extended hours at various times during the semester.

ACADEMIC ADVISING SERVICES

NEW STUDENTS

Students new to JCC have the opportunity to meet with an academic advisor after completing the JCC application and course placement requirements. 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 career exploration services.

The Student Center offers access to academic advisors for quick answers to your questions. For more involved questions or extensive assistance, make an appointment with your faculty advisor or an academic 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 advisor prior to registering for courses 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 web site, Student Center, and JCC extension center offices.

Students can learn more about transferring to four-year colleges and universities via JCC's web site and by visiting the Student Center. We have view books, catalogs, guide sheets,

applications and scholarship information from most Michigan colleges and universities. An academic advisor can assist with web research for program information to help students select the most appropriate courses at JCC for transfer.

CAREER ADVISING

One-on-one career advising includes information on career planning, labor markets, occupations, and education opportunities. 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 Student Center maintains a computerized career assessment program, Internet access, reference books, videos, and periodicals. It also provides assistance with career exploration and occupational outlook.

JOB PLACEMENT SERVICES

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

South Central Michigan Works! 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 an Internet-based public labor exchange system. Job seekers can post their résumés for review by employers who are recruiting employees. Employers and job seekers can access local and state labor market information, job-seeking assistance such as résumé writing, career information and information about employment prospects in a specific industry. Employment advisors at South Central Michigan Works! will assist you in preparing your résumé.

SOUTH CENTRAL 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

21 Care Drive
Hillsdale, Michigan 49242
(517) 437-3381

FOUNDATION STUDIES

Foundation Studies supports each student in the development of skills to adjust to the demands of college and to succeed academically by bringing together the resources of JCC, providing support and development services, assisting faculty in curriculum development, and promoting extra-curricular opportunities. For specific information on services offered through Foundation Studies, please refer to these sections in the catalog:

- Center for Student Success
- Tutoring
- Assistance for students with special needs
- Office of Service Learning and Civic Engagement
- Atkinson Library
- JCC Testing Lab
- Course Placement and Assessment

THE CENTER FOR STUDENT SUCCESS

The Center for Student Success is here to help you succeed in your college studies both academically and personally. The center offers a variety of services including free tutoring for enrolled students, a drop-in learning lab, the Writing Center, special software, free workshops, accommodations for students with documented disabilities, special funding for students enrolled in occupational programs, academic advising, and special events. The Center is staffed by full- and part-time faculty, peer tutors and support staff to provide appropriate resources and referrals.

Writing Assistance: Strong writing abilities are important in most courses. Get help with your papers, essays, lab reports, documentation of sources and other written assignments. You will learn about brainstorming topics, organizing ideas, writing rough drafts, editing and proof reading. Reference materials and computers are available for your use. Both faculty and peer tutors are available to help you on a drop-in basis or by appointment.

Tutoring: If you need help with a difficult subject, a math class, or a writing assignment, the Center for Student Success can help. Full and part time faculty, para-professional, certified and peer tutors offer tutoring in a variety of formats including on-line tutoring to help you succeed. We also hire tutors and train them through our College Reading and Learning Association Certified Tutor Training Program, a great opportunity to earn while you learn. This service is free to JCC students. To request a tutor or train to become one, please call us at the number listed on page 22.

PLATO: PLATO is a program of computerized instruction that is designed to help students improve math, reading, writing and science skills. The PLATO computer program allows you to work independently or with one of our faculty at your own pace, to practice and review old skills, and to learn new ones. Call to schedule an appointment for your assessment or just visit the center.

Special Funding: You may be eligible for financial assistance if you are enrolled in an occupational education program. We provide funds for single parents, displaced homemakers, those involved in non-traditional occupations, those who are academically or financially disadvantaged, or those with a documented disability. Students who are interested must also submit the Free Application for Federal Student Aid (FAFSA). Those with the greatest financial need are served first and must meet program and income guidelines. Application deadlines are in place for each semester so apply early. If qualified, this grant may help you with tuition, books, uniforms, child care or mileage. Academic advising is available in the center for students receiving this type of funding.

Accommodations: If you have a learning disability, hyperactivity (ADHD), vision or hearing impairment or other disability that interferes with your learning, the center for Student Success can provide the support you need. We also provide mobility assistance and special seating or other reasonable accommodations for those with physical challenges. In accordance with the Americans with Disabilities Act (ADA) these disabilities must be documented within the last three years. In cases where your need to obtain appropriate documentation, we may assist you in finding the resources or by making referrals. Other reasonable accommodations may include notetakers, textbook on tape, sign language interpreters, lecture taping, scribe, extended test time, oral testing, quiet testing place and others as appropriate. Academic advising for students with disabilities is available through the center. Assistive technology is available in the computer labs. These services are free to JCC students.

English as a Second Language: You can improve your English listening and reading skills with JCC's interactive, self-paced instruction at beginning, basic, intermediate and advanced levels. The studies are designed with an interactive computer program, workbook, and text. Our ESL faculty will assist you and customize your instruction.

GED Preparation: Completing your GED may be your first step toward college. Enrollment in this program helps prepare you for the five tests that comprise the GED: language arts - writing, social studies, science, language arts - reading and mathematics. This computer-assisted program is self-paced and allows you flexibility in enrollment and study time to suit your

busy schedule. The instruction is individualized, guiding you to work only on areas in which you need practice. Enroll at anytime and use the program as often as you like during the semester you enrolled. Note: This course will not apply towards a JCC certificate or degree.

Center for Student Success in Walker Hall (517) 796-8415

THE OFFICE FOR SERVICE LEARNING & CIVIC ENGAGEMENT

Service learning links a hands-on service opportunity in the community with in-class learning. Service learning gives you an opportunity to explore majors and careers and to increase your learning while helping to make the curriculum relevant to your life.

The mission of JCC's Office of Service Learning and Civic Engagement is to create an environment and infrastructure that facilitates and supports the integration of service learning methodology across the curriculum leading to civically engaged students.

Contact the Service Learning Office at (517) 796-8445 or talk with your instructor about including a service learning component in your class.

LEARNING RESOURCES

ATKINSON LIBRARY - MAIN CAMPUS

The Atkinson Library provides students and guests a balanced collection of books, magazines, videos, DVDs, books-on-tape and other materials. Our online catalog is available on 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 you find the best resources for your needs.

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

We also provide microfilm and microfiche copiers, photocopiers, and a listening lab for using CDs, audiocassettes and videos.

The library is located on the first floor of Bert Walker Hall, main campus. For information call (517) 796-8622 or visit our JCC web site.

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. Check the hours posted each semester for drop-in access to these computer labs:

- Whiting Hall, Room 104
- Walker Hall, Room 100D (inside the library)

OR TRY JCC'S EXTENSION CENTERS:

- Hillsdale Computer Lab
LeTarte Center, Hillsdale, Lobby or Room 17.
If class not in progress
- Lenawee Computer Lab
JCC @ VO-TECH, Hours posted or call for current semester hours.

JCC TESTING LAB

The JCC Testing Lab provides applicants, students, and guest students with a routine location to complete course placement assessments and course exams in a comfortable, secure environment for computerized tests and paper-pencil tests. Check for current hours by calling the library at (517) 796-8622. Students who need special accommodations due to physical impairments or learning disabilities should contact the Center for Student Success, (517) 796-8415. Students with needs must make arrangements at least one week prior to taking a test or the course placement assessment. The Testing Lab is equipped with assistive technology.

BOOKSTORE

The JCC Bookstore and the JCC @ VO-TECH Bookstore are operated under an agreement with the Follett Higher Education Group. The bookstores stock new and used textbooks, school supplies, JCC clothing, gifts, magazines, reference books and academically discounted software. The bookstore conducts book buyback year round — however the best prices are generally offered at the end of the fall and winter semesters.

Check the JCC schedule of classes each semester for current bookstore hours. The JCC Bookstore is located on the first floor of the George E. Potter Center on JCC's main campus, next to the Frank Dove Student Union. The JCC @ VO-TECH Bookstore is located in room 212 of the JCC @ VO-TECH Center, in Adrian. Additionally, a temporary bookstore is operated at the beginning and end of each semester at the Hillsdale LeTarte Center.

For more bookstore information, please call (517) 796-8440.

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 on main campus.

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 arts, 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 assistant dean 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 Parliament 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 assistant dean of student life and is located in the Victor Cuiss Fieldhouse. All inquiries regarding Student Life and campus activities should be made to the assistant dean of student life at (517) 796-8628.

JACKSON COMMUNITY COLLEGE STUDENT ASSOCIATION

Every student is a member of the Jackson Community College Student Association (JCCSA). With the support of faculty, 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 assistant dean 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 contact the assistant dean of student life at (517) 796-8628 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 and gaming events such as euchre, chess and Play Station tournaments. Intramurals are open to any current JCC student, faculty or staff member. The coordinator of intramurals is located at the Victor Cuiss Fieldhouse at (517)787-0800, ext. 8592. Please call if you have questions regarding intramurals or if you would like to learn more about participating in our intramurals program.

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, and cross country. To help in the administrative and decision-making processes, all club activities are overseen by the assistant dean of student life. When participating in club activities, all members are representatives of JCC and abide by all rules and regulations set forth by the College.

Hockey fans will be happy to know that JCC has its very own hockey team. The Golden Jets are members of the American Collegiate Hockey Association and is comprised of full-time JCC students who compete regionally against teams such as Muskegon Community College, Wright State University and Hope College. Please contact the assistant Dean of student life at (517) 796-8628 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.

EXCELLENCE IN LEARNING AWARDS

Faculty nominate students for this award given annually in April. Students who demonstrate initiative, commitment, enthusiasm, or outstanding performance in the pursuit of learning are eligible. JCC has established this award to recognize learning excellence in ways not tied to course grades because we believe 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 local newspapers.

OFFICE OF MULTICULTURAL RELATIONS

MISSION

"To actively promote and support diversity and multicultural education."

Jackson Community College and the Office of Multicultural Relations 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 is, as defined by the JCC Office of Multicultural Relations, (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 Multicultural Relations 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 multicultural relations will provide leadership to the college community by monitoring, implementing, and advancing training programs and events focused on diversity, multicultural education and inclusion. The office will utilize its resources to monitor, support, and develop opportunities for the college to participate as an active member in the greater Jackson, Hillsdale and Lenawee communities.

MINORITY STUDENT SERVICES

JCC is committed to providing support services, assisting minority students in becoming and remaining successful college students. The director of the Office of Multicultural Relations serves as a resource for minority students, provides referrals to the appropriate services and assists in the translation of the information obtained.

The director of the Office of Multicultural Relations works with minority students to resolve student-related issues. Anyone seeking additional information regarding minority students may call (517) 796-8470.

COLLEGE INCENTIVE PROGRAM

The Office of Multicultural Relations 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 contact the CIP office, (517) 796-8480.

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), 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 any health and physical fitness class.

EXTENDING INTO THE COMMUNITY

CAMPUS CHILD CARE

Child care, operated by ABC Academy, is available 6 a.m. - 6 p.m. Monday - Friday all year on JCC's main campus. Preschool, latch key, infant, toddler care, and free Head Start and MSRP programs are available. Admittance is prioritized to JCC students first, JCC employees next, and then the general public. For more information, (517) 768-9323 or visit their web site @ www.abccademyjackson.com.