

### 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 11 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 the Enrollment Services Office.
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 the Enrollment Services Office. 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 the Enrollment Services Office.
4. Participate in course placement, if necessary.

### COURSE PLACEMENT & ASSESSMENT

New students participate in our assessment process. Information from the assessment will help students and academic advisors select appropriate classes. Students must take prerequisites as indicated by assessments to ensure they

possess a minimum level of skills and knowledge to succeed in their courses. Assessments may be one of the following:

- ACT or SAT scores
- Course placement
- Assessments administered at other accredited colleges
- Evidence of successful college coursework

For current score levels and time limits, see our web page.

### NEW STUDENT ADVISING

New students will have the opportunity to meet with an advisor to review their educational plan, select courses and receive information about registering for classes. Advisors will need course placement results, ACT/SAT scores, or previous college transcripts to properly assist students in choosing coursework. If a student is still attending high school, please arrange to have a final official transcript sent upon graduation.

### NEW STUDENT ORIENTATION

Research in higher education speaks strongly about the importance of colleges and universities providing their new students with informative and thorough introductions to campus services, programs and activities. To meet this end, Student Services and the Office of Student Life sponsor orientations prior to the start of each academic semester so incoming students can learn about their college community and ask questions to promote a successful start to their college education.

Prospective students should contact the Enrollment Services Office at (517) 796-8425 for details about the orientation program and how to sign up for a session.

### 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 (including sealed envelopes) 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. Credit is granted and posted for courses with a 2.0/C grade or better only.

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). In addition, JCC is designated as a Servicemembers Opportunity College and is committed to serving the special needs of military personnel.
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 web site 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!

- After completing the JCC application and completing the course placement requirements, new students should plan to meet with an academic advisor. Academic advisors are available at all JCC locations.
- For guest students, students still in high school, 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 eligible 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 web site.

## 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 the Financial Aid Office 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), Advanced Placement (AP) and credit by examination 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 examination 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 credit only for the course as a result of the exam, not a grade.

**ARTICULATION AGREEMENTS**

The College has developed a number of program articulation agreements with area career centers and other colleges. To learn whether you are eligible for advanced placement or credit for previous experience visit our web site at [www.jccmi.edu](http://www.jccmi.edu).

**STUDENT STATUS**

Students are classified according to their educational goals.

**DEGREE-SEEKING**

- Students working toward an associate degree or certificate.
- International students (see criteria below).

**INTERNATIONAL**

In accordance with the U.S. Immigration and Naturalization Service/Homeland Security 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. International students at JCC pay the out-of-state tuition rate.

To receive the Michigan or Jackson County tuition rate based on the student's legal US residency status, a student must:

- Be a citizen, **or**
- Obtain legal US residency status as a permanent resident, refugee or be granted asylum as of the start of the semester.

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, obtaining visas and exit permits, and making travel arrangements. All admission material should be received by JCC no later than 12 weeks prior to the semester registration period.

Prior to registering for classes, international students are asked to take course placement administered to new students.

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 no more than six months old).
- A passport size photo.

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

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

Jackson Community College will not provide jobs or financial assistance for international students.

**NON-DEGREE-SEEKING**

- Students taking courses for personal interest or skill development.
- High school students with permission from their parents and principal or guidance counselor, enrolled for academic courses. Dual Enrollment forms are available at all JCC locations, at local high schools, and on the JCC web site. The JCC Dual Enrollment form must be used by high school and home-schooled students to register, drop and withdraw from courses. The form must be filled out completely.
- Students attending other colleges or universities often enroll

at JCC for a single semester or more. Students must obtain a MACRAO guest application from their home institution in order to enroll in courses. It is recommended that the student obtain written approval for transfer of credit to the home college before registering at JCC.

## CHANGING YOUR MIND

If you are a former JCC student returning to college, congratulations! Consult an academic advisor to update your record if you have not attended classes for one academic year. Returning students are subject to the curricula and requirements in effect at the time of the change.

If you are changing your program, consult a JCC academic advisor and 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 more information. We'll help with your questions about meeting college costs and applying for financial aid. You will find us on the 2nd floor of the 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  
Michigan Nursing Scholarship

### INSTITUTIONAL:

#### JCC Presidential Scholarships:

Each year JCC sets aside a portion of its operating budget for institutional scholarships. Although the amount differs each year, the College attempts to provide assistance to both new and returning students. All departments participate in the allocation of funds. Follow the "How to Apply for Financial Aid Section" of this chapter. Contact the Financial Aid Office for details on scholarships available, timelines, and any other assistance.

#### JCC Foundation Endowed Scholarships:

Dozens of private scholarships are awarded at JCC based on criteria set by the sponsoring organizations and donors. A book, with a listing of all current scholarships, is available in Student Services, 2nd floor, George E. Potter Center.

### 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: 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, see the JCC web site.

### 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 inside the student center on the 2nd floor of the George E. Potter Center, main campus. For more information, call (517) 796-8410.

*Students requesting financial aid consideration must apply each academic year. Financial aid recipients must enroll in classes prior to the end of the drop/add period to receive their financial aid for the semester.*

### VETERAN AFFAIRS

Veterans are encouraged to apply for VA educational benefits at least three months prior to the beginning of classes. The Request for Enrollment Certification Form is available through the Financial Aid Office on the 2nd floor of the George E. Potter Center, main campus (517) 796-8410 and on the JCC web site.

### 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 may receive VA benefits only for courses required for their academic program and must 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 raised their cumulative

GPA to a 2.0 and completed the VA Request for Change of Program or Place of Training form, if applicable.

- Students must notify the VA and the Financial Aid Office immediately regarding all schedule changes. Students must report any failing grade or risk delays and/or forfeiture of VA education benefits.
- 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.
- 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

### 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 position should apply through Human Resources.