

## ABOUT JCC

JCC was founded as Jackson Junior College in 1928 and operated as a division of the Jackson Union School District, sharing lab and library facilities with the high school. In 1962, Jackson County voters created Jackson Community College as a distinct entity; and in 1964, they passed a charter millage that still funds the College today. Rapid enrollment and program growth in the 1960s spurred JCC to build a new campus on its present site. Today, the College owns more than 500 acres and sits on a scenic rural site six miles south of the city of Jackson, and operates centers in Adrian, JCC @ VO-TECH and Hillsdale, Clyde E. LeTarte Center. An integral educational and economic force in the Jackson, Lenawee and Hillsdale communities, JCC operates on a \$34 million general fund budget. Each year, more than 9,000 students enroll at JCC, with 59 percent attending part-time. About 68 percent take classes on the main campus; others attend one or more of JCC's centers, or take classes online via JCC's extensive distance learning offerings. About 26 percent of JCC's students are in programs preparing for transfer to a four-year college or university. JCC has 93 full-time faculty (91 percent have postgraduate degrees in their teaching field) and 242 adjunct faculty, many of whom teach at more than one JCC location. The College is supported by 141 full-time and 34 part-time administrators and staff members.

## ACCREDITATION

To review any and all accreditations, please contact the executive vice president, educational and student services.

- Commission on Institutions of Higher Education of the North Central Association of Colleges and Secondary Schools (for information, contact the Accreditation Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, 800.621.7440).
- Association of Collegiate Business Schools and Programs for the offering of programs in accounting, management and marketing.
- Committee on Allied Health Education and Accreditation for the offerings of the diagnostic medical sonography program, echocardiography and medical assistant program.
- The Michigan Board of Nursing for the offering of nursing programs.
- National Automotive Technicians Education Foundation for the offering of automotive programs.
- A complete list of all JCC Advisory Committees can be found beginning on page 143.

## MISSION

Jackson Community College is an institution of higher education whose mission is to assist learners in identifying and reaching their educational goals.

## OBJECTIVES

In fulfilling its mission, Jackson Community College will provide learning opportunities and other programs and services which:

- Enable learners to transfer college credit and successfully pursue their education at other institutions.

- Enable learners to become employed and advance in a variety of occupations.
- Enable learners to participate successfully in general, occupational or transfer programs.
- Enable learners to take and pass appropriate licensing and/or certification examinations.
- Enable learners to become or remain productive employees.
- Assist learners in identifying and reaching their educational goals.
- Support the economic development of individuals and the community.
- Enrich cultural, vocational and other intellectual interests of individuals and the community.

## VISION

Jackson Community College is the learning college of choice for the communities it serves because it exceeds the expectations of all stakeholders. In fulfilling this vision, Jackson Community College:

- Is a community of learners (students, employees, trustees) who respect each other as full partners in the learning process and encourage diversity among those learners.
- Is valued as an essential contributor to the intellectual, cultural and economic well-being of those communities.
- Provides lifelong learning experiences, which result in substantive change in individual learners and assesses that change.
- Honors teaching which produces the greatest learning.
- Generates active learning and provides learners with collaborative/cooperative learning opportunities.
- Aligns the role of the faculty with the needs of the individual learners and responds to those needs by recognizing different learning styles and offering a variety of methods and options for learning, including distance learning.
- Cares about the success of the learners while maintaining high academic standards and expecting learners to share responsibility for their own learning.
- Ensures opportunities across the curriculum for learning the critical skills of communication, computation, problem solving, working in teams, knowledge management and developing practical, analytical and creative intelligence
- Employs technology extensively in the learning process and supports that technology.
- Serves as a community hub with connections to other institutions and organizations.

## VALUES

The following organizational values shall guide all policies and practices at the College.

### INTEGRITY

- Responsible, accountable and ethical behavior.
- Honest and open communication.
- Intellectual honesty.

### CARING

- Mutual respect and trust.
- Commitment to student success.
- Responsiveness to student and other customer needs.
- Respect for differing viewpoints.

### INTERDEPENDENCE

- Partnerships with business, industry, government, other educational entities and our communities.
- Active student participation in their own learning.

### QUALITY

- Academic excellence.
- New ideas and technologies to serve our students and other customers.
- Creative risk taking.
- High quality programs and services.
- Continuing improvement in team-based culture.

### INCLUSION

- Programs and activities that attract, nurture and support a diverse student and staff community.
- Programs accessible to all persons in the college service area.

### SERVICE

- Service to our students and from our staff.
- Student learning from service activity through focused educational opportunities and course content.
- Students and staff connected with each other, the institution and the community.

### PROFESSIONALISM

- Attitudes, action and comments demonstrate professional conduct and reflect on the organization in a positive light.

## TRANSFER GUARANTEE

Jackson Community College guarantees that any course which is included on a current official JCC transfer guide sheet, or course equivalency guide, transfers to that baccalaureate degree institution, provided the following criteria are met:

- Earn a minimum grade of 2.0 in the course(s) you transfer.
- Meet the admission criteria of the baccalaureate degree institution.
- Transfer to a baccalaureate degree institution within three years of completing the course(s) you wish to transfer from JCC.

Keep your record current with the Registration and Records Office so that your program of study and your intended transfer institution are correct and accurate. Changes in program of study or transfer institution may impact the transferability of courses taken before the change. Contact an academic advisor if you have any questions about transferability of courses as a result of changing your program of study or transfer institution.

If you meet all of these conditions, JCC will refund your tuition for any course that is not accepted for transfer by the baccalaureate degree institution.

***JCC cannot guarantee courses taken at other colleges or universities. If you have questions, or for more information about the JCC guarantee, contact an academic advisor.***

## CAREER PROGRAM GUARANTEE

Jackson Community College guarantees that the courses you take in any Associate in Applied Science degree program will give you the entry-level skills you need for that particular occupation, providing the following criteria are met:

- Follow and complete the official JCC program guide sheet for course selection and sequencing. Apply for and be approved for graduation (the full program of study must be completed at JCC).
- Be employed full time in a job related to your JCC program of study within one year of graduation.
- Keep your record current with the Registration and Records Office, to ensure your program of study is correct and accurate.

***Note: Although some students are employed prior to graduation, the guarantee will only apply if you have completed all courses required for graduation prior to becoming employed in your field of study.***

If you are subsequently judged by an employer to be lacking in technical job skills normally expected of any entry-level employee, JCC will provide further skill training up to 16 credits within two academic years without additional charge for tuition or fees. In order to be eligible for retraining, the employment must be certified by Student Services on the main campus as being directly related to the graduate's program of study. The employer must certify in writing that the employee is lacking the entry-level job skills identified at the time of initial employment, and must specify the area(s) of skill deficiency within 90 days of the graduate's initial employment. This guarantee applies only to those skills for which the student received training in his or her program at Jackson Community College. It does not apply to students who fail to pass licensing, certification, or registration tests required by an external body. The employer, the graduate and a faculty advisor in the program of study will develop an educational plan which specifies the courses constituting up to 16 credits of retraining. The graduate must meet all prerequisites, co-requisites, and other admission requirements for retraining courses.

## POLICIES

Many JCC policies are published in Student Rights and Responsibilities, a handbook made available to all students via the College web site. Copies are also available at Student Services on main campus and all JCC locations, or by calling 517.796.8402. The following are summaries of administrative policies that relate directly to students.

## ACADEMIC COMPLAINTS

For information see the Student Rights & Responsibilities handbook, available at the Student Center, 2nd floor, George E. Potter Center, main campus and all JCC locations.

## ACADEMIC AMNESTY/FORGIVENESS

For information call the Registrar's Office at 517.796.8584 or visit the Student Services on main campus.

## DRUG-FREE CAMPUS

JCC strictly prohibits the unlawful manufacture, possession, use or distribution of controlled substances including alcohol, marijuana, narcotics, stimulants, depressants and hallucinogens. No person shall come on College premises or participate in a College activity while under the influence of such a substance. Violators will be subject to discipline and sanctions, up to and including expulsion. (See Student Rights and Responsibilities handbook.)

## POLICY REGARDING FINANCIAL OBLIGATION HOLD

JCC reserves the right to withhold student record information including but not limited to transcripts, diplomas and/or other records until a financial obligation as a result of unpaid tuition, fees and other charges has been met.

## POLICY REGARDING WEAPONS ON CAMPUS

Possession of any firearm or any other potentially lethal items or dangerous weapons on campus or College property is prohibited. Violation of this policy by a student or employee may result in disciplinary action and/or referral to law enforcement authorities for prosecution. Other persons violating this policy (with the exception of individuals licensed or legally permitted to carry firearms) may be removed from campus, prohibited from returning and/or referred to law enforcement agencies for prosecution.

## PROPERTY DAMAGE AND LOSS

Jackson Community College does not assume any responsibility for personal property brought onto campus or for damage to vehicles on campus.

## RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES

Jackson Community College provides information technology resources such as computers, Internet and campus intranet access, to students, staff and faculty, and authorized guests who are performing educational, cultural, or other tasks that further the College mission. Users of information technology resources must comply with all federal, state, other applicable laws, and JCC's regulations and policies.

JCC's Responsible Use Policy includes guidelines on topics ranging from password and file protection to privacy and copyright issues. The policy also defines a process for investigating possible violations.

All users are expected to be familiar and comply with the Responsible Use Policy. It is in several publications, including the Student Rights and Responsibilities handbook available in the main campus Student Center and the main offices of the Hillsdale LeTarte Center and JCC @ VO-TECH, Adrian. The policy is also available online or by calling the Solution Center, 517.796.8639.

## SEXUAL HARASSMENT

Sexual harassment is not tolerated on campus. Offenders are subject to College disciplinary action and/or criminal prosecution. Disciplinary proceedings

for a student may result in expulsion. Complaints should be brought to the immediate attention of the compliance officer, Human Resources Department 517.796.8460. (See Student Rights and Responsibilities handbook.)

## JCC @ VO-TECH

1376 N. Main Street

Adrian, MI 49221

Phone: 517.265.5515 • FAX: 517.265.5450

In the fall of 1989, Jackson Community College expanded its operation to Lenawee County with the opening of the Lenawee Center in Adrian, Michigan. The center's steady growth from 280 students to over 900 students by the spring of 2003 was affirmation that Lenawee residents were looking for the quality education that JCC could afford them in a convenient location within the county. By 2001, JCC was again looking to expand its Lenawee operations and signed a historic educational partnership with the Lenawee Intermediate School District to provide expanded educational opportunities to Lenawee residents. As part of this partnership, JCC purchased land on the LISD Vo-Tech Center's campus and built a beautiful 27,000-square-foot facility. JCC @ VO-TECH, as it is now referred to, opened its doors in the Fall of 2003 offering its students state-of-the-art computer lab technology, high-tech classrooms, a student lounge, a full service bookstore, a bistro, and science labs. These features and more have allowed JCC to expand its course offerings in Lenawee County in an attractive, comfortable, and professional atmosphere. In less than two years at JCC @ VO-TECH, enrollment has grown an astounding 45 percent, reaching 1,324 students for Winter '07. With the expansion of its course offerings and courses offered at convenient times for both traditional-aged and working-adult students, JCC @ VO-TECH is the right choice for students pursuing a high-quality education in a location that offers convenience, affordability, and accessibility. Please contact the center so that an advisor may assist you with your educational goals. Our knowledgeable staff will help you with advising, registration, financial aid, and more.

## LeTARTE CENTER

3120 W. Carleton, P.O. Box 712

Hillsdale, MI 49242

Phone: 517.437.3343 • FAX: 517.437.0232

JCC has a long history of offering classes in Hillsdale. On November 21, 2000, the Hillsdale Center was renamed to honor JCC's former President Clyde E. LeTarte and his service to the College and the tri-county area. The Hillsdale LeTarte Center currently offers nearly 700 students more than 90 classes. Prior to the opening of the center, all classes were offered through the adult education program at Hillsdale High School. Continued growth resulted in the Hillsdale LeTarte Center. This 10,700-square-foot facility houses seven classrooms, several student computers in the lobby area which are available all hours that the center is open. All classrooms also have Internet connections. Academic advising is available by appointment. The LeTarte Center offers one-stop services designed to make the enrollment process easy for students.

Renovations will begin in May 2007 on the Hillsdale's Clyde LeTarte Center. Plans include the addition of a new science lab, upgrading computer labs, renovated office areas, a student cyber café and a new facade. Projected completion date for the Hillsdale renovations is Fall 2007.

## DISTANCE LEARNING

JCC's accredited distance learning program allows students to complete their coursework without time and place restrictions and with the benefit of added flexibility. These courses teach the same concepts and require students to master the same competencies as courses offered on campus; the difference is in the delivery. Although students can work on their course work at any time and any place, there are timelines and due dates in the online courses. While distance learning can take a wide variety of forms, all distance-learning activities are characterized by the separation of place and/or time between the instructor and the learner. At JCC, the major difference between distance learning online courses and traditional courses is the mode of instructional delivery. Traditional courses are generally structured around a group of students meeting at a fixed time and place.

Distance learning courses are considered equivalent to JCC's traditional courses with the same content and the same transfer options. Distance learning courses are not necessarily suited to all students' learning styles or needs. They also should not be considered "open entry/open exit" courses. There are timelines and due dates for online courses. Some students find it difficult to study independently and need face-to-face contact with an instructor and other students on a regular basis. Self-motivated learners with strong reading, writing and computer skills have the best success with these modes of instruction. Distance learning courses do have enrollment limits. Registering for classes early is advised.

JCC offers full online associate degrees and certificates, along with articulation agreements with four-year colleges and universities to complete bachelor's degrees online. To get up-to-date course and degree information visit the Distance Learning web site at [www.jccmi.edu/distancelearning](http://www.jccmi.edu/distancelearning) or call toll-free at 1.888.522.8744.

If you are looking for additional transferable distance learning courses, not currently offered by JCC, visit the Michigan Community College Virtual Learning Collaborative (MCCVLC). The Michigan Community College Association, with support from the Michigan Virtual University, has created a virtual learning collaborative (MCCVLC) among Michigan's community colleges. The collaborative allows Michigan community college students to take courses from other member colleges while receiving support services and maintaining their academic record at their designated home college. Visit the MCCVLC web site at [www.mccvlc.org](http://www.mccvlc.org) for more information.

## GEORGE E. POTTER CENTER

Community Relations & the Performing Arts

Ticket Office: 517.796.8600

Rental information: 517.796.8473

Performers rave about the world-class acoustics of the Harold Sheffer Music Hall, one of three theatres in the George E. Potter Center. Celebrities such as Bill Cosby, Weird Al, Gallagher, Michael Bolton, Kathy Griffin and Clint Black have taken the stage here as well as productions that include Peter Pan, Stomp & Blast. The Michael Baughman Theatre, a smaller, more intimate stage, hosts such groups as JCC's Theatre Department, the community's Center Stage Jackson and the Shakespeare Festival. The Ruth Day Theatre, a stage in the round, welcomes even smaller audiences. More than a hundred

community organizations rent the George E. Potter Center's facilities each year, including the Federer meeting rooms and Robert E. Snyder Dining Room. The George E. Potter Center is also a popular site for weddings and family celebrations, offering complete catering and set-up services. Assistance with audio visual equipment is also available.

## JCC FLIGHT CENTERS

JCC Flight Center at Reynolds Municipal Airport  
3610 Wildwood, Jackson, MI 49202-1811  
517.787.7012

JCC Flight Center at Lenawee County Airport  
2651 Cadmus Road, Adrian, MI 49221  
517.263.1351

The JCC Flight Center at Reynolds Municipal Airport, established in 1979, is a 5,200-square foot facility complete with lounge, briefing room, simulator room, classroom and hangar. JCC utilizes seven modern Cessna and Piper single and multi-engine aircraft. Facilities are state-of-the-art to increase effectiveness of flight training.

JCC provides an associate degree as well as private and commercial pilot certification. Other areas of certification include instrument, multi-engine and flight instructors. Coursework/credits may transfer to a four-year college or university for a bachelor's degree in aviation. JCC also offers flight training at the Lenawee County Airport in Adrian. JCC grew our Jackson flight training program into one of the largest and safest community college flight training programs in America.