

ADMISSION 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 10 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 by using the Dual Enrollment and High School Guest Registration form, available from area schools, online, or at any JCC location. For more information, see the form on our web page.
- Admission to JCC does not guarantee admission to a specific program of study. Students interested in nursing or allied health programs should consult with an academic advisor.
- Applicants must follow the admissions process below.
- Some types of criminal convictions may preclude or delay eligibility to enter certain occupations. If you have been convicted of a crime it is your responsibility to research your chosen occupation.

ADMISSION PROCESS

1. Submit an application for admission.
 - International students must submit their application 12 weeks prior to enrollment.
 - Applicants who completed the admission process but did not register for classes within one year must update their record by contacting the Student Services Office.
 - Former JCC students who have not attended JCC may update their student record during registration. Re-application is not necessary. Students who have not been enrolled for more than one year are subject to the curricula and requirements of the catalog in effect at the time of re-enrollment.
2. Recent high school graduates should have ACT or SAT scores and any advanced placement test results sent to JCC. If ACT or SAT scores are on a high school transcript, send an official document directly to the Student 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 Student Services Office. The transcript must be mailed directly from the institution, not delivered by the student, including sealed envelopes.
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 meet with an advisor to review their educational plan, select courses and receive information about registering. Advisors will use Course Placement results, ACT/SAT scores, or previous college transcripts to properly assist students in choosing coursework. If 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 an informative and thorough introduction 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 that help promote a successful start to their JCC education. Prospective students should contact the Student Services Office at 517.796.8425 for details about orientations 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 credit that will be posted on your JCC transcript. 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 (e.g., 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 higher only.
4. 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.
5. Evaluation of military credit is 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 Service-members Opportunity College and is committed to serving the special needs of military personnel.

6. 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.
7. 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.

STUDENT STATUS

Students are classified according to their educational goals.

DEGREE-SEEKING

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

INTERNATIONAL STUDENTS

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 students' 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 and High School Guest Student Registration form is 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.

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 will help with your questions about meeting college costs and applying for financial aid.

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 the following 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 SOURCES:

Federal Pell Grant
 Federal Academic Competitive Grant
 Federal Supplemental Educational Opportunity Grant
 Federal Work-Study

Federal Stafford Loans
PLUS (Parent Loan for Undergraduate Student)

MICHIGAN SOURCES:

Michigan Competitive Scholarship
Michigan Educational Opportunity Grant
Michigan Adult Part-time Grant
Michigan Promise Award
Michigan Work-Study
Tuition Incentive Program
Michigan Nursing Scholarship

INSTITUTIONAL SOURCES:

JCC Institutional 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. Contact the Financial Aid Office for details on scholarships that are available, timelines, and for 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 list of all current scholarships is available on our web site.

HOW TO APPLY FOR FINANCIAL AID

1. Apply for admission to Jackson Community College.
2. Complete a Free Application for Federal Student Aid (FAFSA) form as soon after January 1 as possible. To guarantee that your full financial aid package is ready for the Fall semester, be sure to file your FAFSA and submit all required documents prior to June 1. After June 1, you may experience some delays in receiving your financial aid award.
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. To process your financial aid application, we request your cooperation in providing us with the requested documents. The sooner you respond, the faster we can package your financial aid award.
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.

STUDENT CLASSIFICATIONS

The following student definitions are used by JCC. Other schools, agencies, government organizations and financial aid sources may use different definitions.

- **Full-time:** 12 or more credits.

- **Three-quarter-time:** 9-11 credits.
- **Half-time:** 6-8 credits.
- **Less-than-half time:** 1-5 credits.
- **Overload:** 19 or more credits (requires approval by the Dean of Student Services)
- **Freshman:** Completion of 23 or fewer semester hours of credit.
- **Sophomore:** Completion of 24 or more semester hours of credit.

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.

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 money to 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 TIMELINES

Students applying for Federal assistance based on need should file the Free Application for Federal Student Aid as soon as possible. To guarantee that your full financial aid package is ready for the Fall semester, be sure to file your FAFSA and submit all required documents prior to June 1. After June 1, you may experience some delays in receiving your Financial Aid award.

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. Call 517.796.8410 or go to Financial Aid 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. 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.