



CAMPUS HOUSING

Demonstrating its innovation and leadership among community colleges, JCC offers students the chance to live and learn on campus with the introduction of Campus View student housing. Campus View offers student apartment living that is convenient, affordable and loaded with amenities.

Each Campus View building is comprised of 24 four-person units. Its 96 residents enjoy full furnishings, single rooms, wireless Internet access, a full kitchen, satellite TV and much more. The units are located on the southeast side of campus and are just a few short minutes walk from all campus buildings. Campus View is an alcohol and smoke-free environment.

For more information on Campus View and any rental inquiries, please contact the Office of Residence Life at 517.796.8656 or visit our web site, <http://www.jccmi.edu/campusview>.



STUDENT SERVICES

Student Services provides assistance and support to students on the Jackson campus, at the Hillsdale LeTarte Center, and at JCC @ LISD TECH. Our staff offers timely and accurate information and a complete range of walk-in services, including registration, advising and financial aid. Student Services 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 help form the student's education plan based on high school transcripts, ACT/SAT or Course Placement results and employment experience.

The purpose of academic advising is to develop connections and build supportive relationships between students, faculty and staff. 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. Student Services 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 Student Services.

RETURNING STUDENTS

Advising continues throughout your JCC experience. Students are encouraged to consult with their advisor before registering for courses. Advisors can help determine the courses that best fit your needs.

STUDENTS INTENDING TO TRANSFER

Transfer information is available on the JCC web site and all Student Services locations. 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.

Students should request transfer program information from the four-year universities and colleges that are being considered. Even if it is 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.

CAREER ADVISING

One-on-one career advising includes information on career planning, labor markets, occupations and education opportunities. Individual academic advising is available to those who need career development assistance.

Student Services maintains a computerized career assessment program, Internet access, reference books, videos and periodicals. It also provides assistance with career exploration and occupational outlook.

EMPLOYMENT SERVICES

Jackson Community College provides employment services both on and off campus.

Jackson Campus: The Employment Services office, located in Human Resources, assists JCC students and alumni with preparation for employment. Specific services available include JobFit Assessment, résumé writing/review, interview techniques and employment opportunities including instructions to navigate the Michigan Talent Bank.

Off Campus: South Central Michigan Works! Service Centers, in Jackson, Lenawee and Hillsdale counties, offer assistance to all employers and job seekers. Employers seeking workers can list job openings on an Internet-based public labor exchange system. Job seekers can get assistance with résumés and post their résumés for review by employers who are recruiting employees.

Jackson County

Commonwealth Commerce Center
209 East Washington Avenue
Jackson, MI 49201
517.841.5627

Lenawee County

Human Services Building
1040 South Winter Street
Adrian, MI 49221
517.266.5627

Hillsdale County

21 Care Drive
Hillsdale, MI 49242
517.437.3381

CONTACT US:

Bookstore:
517.793.8440

Campus Child Care:
517.768.9323

Campus Housing (Campus View):
517.796.8656

Center for Student Success:
517.796.8415

College Incentive Program (CIP):
517.796.8470

Fieldhouse/Jets Sports:
517.796.8455

Library:
517.796.8622

Office of Multicultural Relations:
517.796.8470

**Office of Service Learning &
Civic Engagement:**
517.796.8445

Office of Student Life:
517.796.8628

South Central Michigan Works!:
Jackson County - 517.841.5627
Lenawee County - 517.266.5627
Hillsdale County - 517.437.3381

Or online: www.jccmi.edu

FOUNDATION STUDIES

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

- Center for Student Success, page 22
- Tutoring, page 22
- Assistance for students with special needs (Accommodations), page 23
- Office of Service Learning and Civic Engagement, page 23
- Library, page 23
- Testing Lab, page 23
- Course Placement and Assessment, page 7
- Social Work Services, page 23

THE CENTER FOR STUDENT SUCCESS

Bert Walker Hall - 517.796.8415

The Center for Student Success (CSS) is here to help you succeed in your college studies both academically and personally. CSS offers a variety of services including free tutoring for enrolled students, a drop-in learning lab, the Writing Center, special software, free workshops, assistance with study skills, time management, online class orientation, homework deciphering, accommodations for students with documented disabilities, special funding for students enrolled in occupational programs, academic advising, social worker services and special events. CSS is staffed by full- and part-time faculty, peer tutors and support staff who are committed to your success.

Writing Assistance: College courses often demand strong writing skills. To ensure your success you may receive assistance with your papers, essays, lab reports, documentation of sources and other written assignments. Find help to get you started with your writing assignment including brainstorming topics, organizing ideas, writing rough drafts, editing, proofreading, citing sources and more. Reference materials, encouragement and computers are available. Both faculty and peer tutors are available on a drop-in basis or by appointment.

Tutoring: If you need help with any course, a math course, 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 online 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. Tutoring is free to JCC students. To request a tutor or train to become one, please call us at 517.796.8415.

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 517.796.8415 to schedule an appointment for your assessment or 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 financially disadvantaged, or those with a documented disability. Students must submit the Free Application for Federal Student Aid (FAFSA). Those who meet program and income guidelines and demonstrate the greatest financial need are served first. To ensure timely processing application deadlines are in place for each semester. Those who qualify may receive help with tuition, books, uniforms, child care and/or mileage. Students receiving this type of funding may also receive academic advising in the CSS.



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 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 you need to obtain appropriate documentation, we may assist you in finding the resources or by making referrals. Other reasonable accommodations may include notetakers, alternative texts, 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 CSS. Assistive technology is available in the computer labs. These services are free to JCC students.

Social Work Services: We understand there are several factors that impact your ability to succeed in college. Because we are committed to your success we have licensed, certified social workers on campus two days a week. Confidential referrals can be made at any time and are free to JCC students. If you are experiencing a highly stressful situation or challenge in your life, please contact the Center for Student Success.

English as a Second Language: Assistance may be provided to those with limited English proficiency. Please contact CSS to discuss what programs may be available to you.

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. To get started, please call Mary Pallesen at South Central Michigan Works! at 517.841.5637 or Jeannie Kahl at 517.266.5627 for service in Hillsdale and Lenawee counties.

Note: *This course will not apply towards a JCC certificate or degree.*

THE OFFICE OF SERVICE LEARNING AND CIVIC ENGAGEMENT

Service learning links hands-on service projects in the community with in-class learning. Service learning gives you an opportunity to explore 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.



LIBRARY

The library provides students and guests with a collection of books, magazines, videos, DVDs, books-on-tape and other materials that are current and support our academic programs. 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. Make use of our online reference service. The library offers an extensive interlibrary loan program. Articles, books and videos can be requested directly online or at the library.

The library is located in William Atkinson Hall, our new information technology building, on the Jackson campus. Students may check out notebook computers to use any where in Atkinson Hall's high-speed wireless environment. The library features breakout rooms for quiet study and group work.

Library services are also available at Hillsdale LeTarte Center and JCC @ LISD TECH. For information call 517.796.8622 or visit the JCC web site.

COMPUTER LABS

Need computer access? Drop in at JCC's open computer lab in William Atkinson Hall. Student consultants are available to assist you with up-to-date software, printers and scanners.

COMPUTER LABS AT JCC'S EXTENSION CENTERS:

- Hillsdale Computer Lab
LeTarte Center, Hillsdale, lobby or room 17.
(If class not in progress)
- Lenawee Computer Lab
JCC @ LISD TECH, hours posted or call for current semester hours.

TESTING LAB

The JCC testing lab in Atkinson Hall 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 517.796.8621. 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 @ LISD 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 bookstores conduct book buy back year round, however the best prices are generally offered at the end of the Fall and Winter semesters. Check the JCC schedule each semester for current bookstore hours. The JCC Bookstore is located on the first floor of the George E. Potter Center on the Jackson campus, next to the Frank Dove Student Commons. The JCC @ LISD TECH Bookstore is located in room 212 of the JCC @ LISD 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 - JACKSON 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 (in James McDivitt Hall) provides light food service Monday through Friday. A new bistro with cappuccino, fruit smoothies and light snacks is open in Atkinson Hall.

TRANSPORTATION - JACKSON CAMPUS

City buses run on class days from Jackson to the Jackson campus through the Jackson Transportation Authority. Schedules and rate information are available from Student Services on the Jackson campus.

STUDENT LIFE AND 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 offers 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 in the Victor Cuiss Fieldhouse 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 directed 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 and are free of charge. 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.

JETS INTERCOLLEGIATE ATHLETICS

JCC is a member of the National Junior College Athletic Associations (NJCAA) and a provisional first-year member of the Michigan Community College Athletic Association (MCCAA). The MCCAA is comprised of 19 community colleges. The Jets compete in the Western Conference of the MCCAA against community colleges such as the Lansing Community College Stars, the Grand Rapids Community College Raiders and the Kellogg Community College Bruins.

JCC varsity sports include:

Women	Men
Cross Country	Cross Country
Basketball	Basketball
Softball	Baseball
Volleyball	Soccer
Soccer	

The athletics office is located in the Victor Cuiss Fieldhouse. Please call 517.796.8455 or visit <http://www.jccmi.edu/athletics/index.htm> for questions regarding JCC Jets athletics. GO JETS!

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 these awards given annually. 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 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, variables including (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 provides leadership to the college community by monitoring, implementing and advancing training programs and events focused on diversity, multicultural education and inclusion. The office monitors, supports and develops 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 to assist 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 known as C.A.R.E. The program is committed to providing resources for improving postsecondary opportunities for CIP youth.

Students who complete CIP will earn 63 credits of tuition at JCC in addition to obtaining valuable life skills that will enrich their educational journey. For additional information contact the CIP office, 517.796.8470.

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), 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 or lifetime learning fitness class.



CAMPUS CHILD CARE

Child care, operated by ABC Academy, is available 6a.m.- 6p.m., Monday - Friday, all year on the Jackson campus. Preschool, latch key, infant, toddler care, and free Head Start and Michigan School Readiness Program (MSRP) programs are available. Admittance is prioritized to JCC students first, JCC employees next, and then the general public. For more information call 517.768.9323 or visit www.abccademyjackson.com.