

## Frequently Asked Questions – Academic Advising

### **Q: What classes do I need to take to complete my degree? What classes would I need to take if I changed my program of study?**

**A:** You can access your Degree Audit through eServices. Your Degree Audit will tell you what is needed to complete your program, and you can run a What If scenario to look at different programs of study. Log-in to eServices and click on the blue Students menu. Under the Academic Planning link, select My Degree Audit. Your Degree Audit will also show you your progress toward graduation.

### **Q: How do I know if my classes will transfer to another institution?**

**A:** The Michigan Transfer Network, <http://www.michigantransfernetnetwork.org/>, allows you to view transfer course equivalencies between most Michigan colleges and universities.

Students should contact an academic advisor at the prospective transfer school early on to determine which JC courses are equivalent to courses at that school and which JC credits are related to the student's major. This is especially important if the school you are transferring to is out of state.

### **Q: How do I graduate?**

**A:** To be eligible for graduation, a student must first complete a Graduation Application. This should be submitted at the beginning of the semester in which the student believes they will be completing studies. After the application has been submitted, an official degree audit will be conducted. Your degree audit will confirm degree completion progress or inform you of any courses you have left to take to complete your degree. Students should complete a separate Graduation Application for each degree, certificate, concentration, or skill set desired. Graduation Applications can be found on our website, [www.jccmi.edu](http://www.jccmi.edu) through the A-Z Index, or can be picked up from Student Services at any of our campuses.

### **Q: Who is my academic advisor?**

**A:** Advisors are available at all Jackson College campuses. Please refer to the Academic Advising webpage for information on how, when, and where to meet with an advisor:

<http://www.jccmi.edu/student-services/advising.htm>

### **Q: How do I request my transcript?**

**A:** Jackson College utilizes the National Student Clearinghouse for completely online and paperless transcript requests. You complete the entire process online and track the status of your order. You will need an email account and a valid major credit or debit card for the \$5 fee. Request your transcripts here: <http://www.jccmi.edu/student-services/Registration/Transcripts.htm>

**Q: How do I decide which classes to take?**

A: Students should begin by reviewing the course catalog and their degree audit. The Advising Toolbox, located on the Academic Advising webpage, provides many useful tools including a link to course descriptions, syllabi for classes, transfer guides, and a planning sheet to build a long term education plan. You can access the advising webpage and Advising Toolbox here:

<http://www.jccmi.edu/studentservices/advising.htm>

**Q: How do I transfer to Jackson College from another college or university?**

A: Jackson College grants credit for courses transferred from regionally accredited institutions. Students should contact all previously attended schools and request that an official transcript be sent to Jackson College for evaluation. Transcripts can be sent to:

Jackson College  
Attn: Registrar's Office  
2111 Emmons Rd.  
Jackson, MI 49201

After the transcript is received and evaluated, students will receive a report in the mail, indicating what transfer credits were granted. Students should contact any Jackson College campus after their transcript is evaluated to learn their next steps.

**Q: What is an ADO? What courses make up the ADO requirements?**

A: ADO stands for Associate Degree Outcome. There are 10 ADOs for every degree offered at Jackson College. The catalog lists out which ADOs are required for your particular program of study, and what classes you can take to meet each ADO requirement. You can also view this information through your degree audit on eServices.