

COLLEGE AFFAIRS

GENERAL INFORMATION

College programs are broadly supervised by the Vice President of Instructional Affairs, Academic Dean, and Dean of Career and Technical Education. These administrators are supported by the Vice President of Business Affairs, Vice President of Student Affairs, division chairpersons, and Advanced Technology Center personnel. The College is organized into the following divisions: Business; Fine Arts; Health, Physical Education, and Recreation; Humanities; Library Resources; Mathematics; Science; Social Science; Associate Degree Nursing; Agricultural and Technology Services; Business Services; Health and Human Services; Industrial Services; and Advanced Technology Center.

THE COLLEGE YEAR

Curricula and courses at Jones County Junior College are generally presented within the framework of the semester system. Fall and spring semesters make up the traditional academic year, though students may pursue degree requirements on a year round basis by attending summer sessions in addition to the two traditional semesters.

STUDENT ACADEMIC RESPONSIBILITIES

All colleges establish certain requirements which must be met before a degree is granted. These regulations concern such things as curricula and courses, majors, and campus residence requirements. Advisors, counselors, faculty, and deans will inform students concerning these requirements, but students themselves are ultimately responsible for being acquainted with regulations and procedures as stated in the [Catalog](#), [Student Handbook](#), and other official publications of the College. For these reasons, it is important for students to be familiar with these publications and remain currently informed throughout their college careers.

ADMISSION TO JONES COUNTY JUNIOR COLLEGE

All students who meet the admission requirements are admitted to Jones County Junior College, and all services and benefits are awarded without regard to race, creed, color, sex, national origin, or disability. Institutional admission permits students to enter the College. It may not admit applicants to all programs. Some programs have additional requirements for entry.

Jones County Junior College ascribes to an “open admissions” policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences. Any student requiring completion of Immigration and Naturalization Service paperwork will not be admitted to the College. Admission to Jones County Junior College is limited to U.S. citizens and legal permanent residents. Basic skills courses, counseling, and tutorial assistance will help individual students to succeed in achieving their educational goals. Relevant diagnostic instruments are utilized to determine the strengths and needs of student in order to assist in the selection of the most appropriate program options to help assure student success.

General Admission to Liberal Arts and Technical Programs

An applicant must submit the following to the Admissions and Records Office:

1. A completed application for admission which is provided by the Admissions and Records Office.
2. A final transcript of high school work. A transfer student must submit an official transcript from each college attended. Acceptable General Educational Development (GED) scores must be provided when applicable.
3. Official scores on the American College Test (ACT), must be submitted for advisement and registration purposes.

Note: Technical applicants who do not have current ACT scores on file must take the Test of Adult Basic Education (TABE) and/or Accuplacer before being admitted. All liberal arts and technical applicants must meet one of the following conditions:

1. Graduation from an accredited high school. Any high school graduate with a standard high school diploma is eligible for enrollment in an academic or technical program; however, some programs require a specific ACT score. Students enrolling with an ACT score below 16 or the equivalents will be enrolled on a probationary status during the first semester, except in those programs that require a specific ACT score. Certificates of Attendance, Special Education Certificates, or Occupational Diplomas are not acceptable for admission into liberal arts or technical programs.
2. Presentation of an official transcript indicating a minimum of 19 academic units from an accredited secondary school. Acceptable units are 3 English, 3 mathematics, 3 social sciences, 2 laboratory sciences, and 8 other major units.
3. An official copy of acceptable GED scores.
4. Transfer from another regionally accredited college. Transfer students must meet the same general requirements as entering freshman. Applicants must be eligible to return in good standing to the college last attended. Applicants who have been suspended from another institution must meet with the Jones County Junior College Admissions Committee. Credit earned from a non-regionally accredited institution will not be accepted.
5. Graduation from non-accredited high school. The application of a student graduating from a non-accredited school will be referred to the Admissions Committee, who will have the authority to determine admissions eligibility.
6. Presentation of an application for readmission to Jones County Junior College. Students who have discontinued attendance at this college for one semester or more (excluding summer school) must apply for readmission. If, in the meantime, they have attended other colleges, official transcripts must be mailed to this college.

Note: Applicants may be allowed provisional acceptance to the institution for four weeks if all required material for admissions has not been submitted. Provisional students will be notified through the mail by the Admissions and Records Office of additional material needed to complete the admission process and the time allowed to

complete the requirements. After four weeks, if the admission process has not been completed, provisional students may be removed from all institutional rolls. Interested parties will be notified, and no enrollment refunds will be made.

The following programs have specific admission requirements. Please consult the appropriate section of this catalog for further details: Associate Degree Nursing, Business and Office Technology, Civil Engineering Technology, Computer Information Systems Technology, Cosmetology, Diagnostic Medical Sonography, Emergency Medical Technician-Paramedic Technology, Forestry Technology, Pharmacy Technology, Practical Nursing, Radiologic Technology Truck Driving.

Admission to Career Programs

Career courses are open to anyone who meets the following admission requirements.

1. Regular applicants must be high school graduates or the equivalent. The following must be submitted to the Admissions and Records Office:

- a. A completed application for admission which is provided by the Admissions and Records Office.
- b. A transcript of high school work. A transfer student must submit transcripts from each college attended. Acceptable GED scores must be provided when applicable.

2. Special applicants are students who do not hold a standard high school diploma or GED. Occupational diploma is not considered a standard high school diploma. The following must be submitted to the Admissions and Records Office:

- a. A completed application for admission which is provided by the Admissions and Records Office.
- b. A partial high school transcript.
- c. Proof of Age.
- d. Proof of “Ability to Benefit” (ATB)

Special applicants must take the Accuplacer test on the JCJC campus (contact Career and Technical Education Dean’s Office to schedule a testing time). An accuplacer score of 55 in reading, 34 in arithmetic, and 60 in sentence skills must be obtained to meet Ability to Benefit. Special applicants not obtaining these minimum scores must meet with the Dean of Career and Technical Education or the Vice President of Instructional Affairs for special admission.

3. All career applicants must complete a test(s) prior to or during registration to determine levels of achievement in reading, math, and language before being admitted. The ACT may be used in some programs in lieu of the Test of Adult Basic Education (TABE). Each applicant should contact the Office of Career and Technical Education Counseling for individual program requirements.

- a. Regular applicants who are determined to have a functional grade level below 10.0 may be admitted on probationary status with the approval of the Dean of Career and Technical Education. Continued enrollment in the

program of choice will be subject to probationary and scholastic suspension policies as set forth in this section of the College Catalog.

- b. Special applicants (non high school/GED graduates) who do not qualify under the Federal guidelines for ATB cannot receive financial aid.
- c. Students can retest in five weeks for possible enrollment at the next six week cycle of career classes.

Note: Special applicants who have not completed high school are encouraged to remain in Related Studies (See Career and Technical Education Support Services) pending successful completion of the General Education Development (GED) test.

Dual Enrollment for High School Students

Jones County Junior College has an enrollment program for high school students. These students may take selected courses for college credit. Interested students should contact the Admissions and Records Office for further information. The following criteria have been established for the dual enrollment program:

1. Must have completed a minimum of fourteen core high school units.
2. Must have a 3.0 grade point average on a 4.0 scale on all high school courses as documented by an official high school transcript.
3. Must have an unconditional written recommendation from their high school principal and/or guidance counselor.
4. May be considered for the dual enrollment program without the minimum fourteen (14) core high school units if they have a minimum ACT composite score of thirty (30) or the equivalent SAT scores and have the required grade point average and recommendations prescribed above.
5. ACT score must be on file at Jones County Junior College.

Note: Students enrolled in the dual enrollment program are ineligible for financial aid.

Early Admission

Students may apply for early admission to Jones County Junior College provided they meet the following criteria:

1. Must have a minimum of fourteen (14) core high school units.
2. Must have a 3.0 or better grade point average on a 4.0 scale on all high school courses as documented by an official high school transcript.
3. Must have an unconditional written recommendation from their principal and/or guidance counselor stating that it is in the best educational interest of the student. The recommendation shall also state that the student's age will not keep him from being a successful full-time college student.
4. Must have a minimum ACT composite score of twenty-six (26) or the equivalent SAT score.

Note: Early admission students are not enrolled in high school.