

Advisee Handbook

INFORMATION

Name _____

Major _____

Departmental Academic Advisor _____
Name

I visited my Academic Advisor(s): (Checklist)

- Early Registration
 - Regular Registration
 - Mid-term
 - Mid-term Advisory Grade Review
 - Personal
 - Miscellaneous
 - Referral(s) _____
-

Acknowledgement:

An important factor in the advising process for JCJC students is having an academic advisor who shows concern for you as individuals. You are more likely to value the information and follow the advice given to you when you recognize the faculty advisor's genuine interest and concern.

The **mission of academic advising** is to provide vital links between you and the institution, its faculty, and its curricula through guidance with choice of major, course schedule planning, and registration support; assistance with live/career goal planning; and other mentoring activities leading to your independence, responsible decision-making, and persistence toward degree completion.

Information contained in this handbook is based on concerns and requests most frequently expressed by JCJC Students. The handbook should **not** be considered all-inclusive in its coverage. Students should consult class schedules, handbooks and departmental and college publications, and institutional general bulletins for information on policies, regulation and procedures. Failure to read and be familiar with institutional regulations and policies **does not exempt a student from responsibility.**

Table of Contents	
ADVISEE HANDBOOK	1
Information	2
Mission Statement	5
Goals and Objectives of Academic Advising	6
Advisee Goals	7
Role of the Advisee	8
Characteristics of a Great Advisee	9
15 Tips for College Success	10
Campus Personnel and Resources That You Need to Know	11
Information Resources That You Should Have	12
Computer Instruction Lab	13
Registration Process	15
Registration	15
Early-Registration	15
Changes in Class Schedule (Add/Drop)	15
Withdrawal from the College	15
Student Academic Load/Overload	16
Class Attendance Policy	16
Removal of Incomplete (I) Grades	17
Grade Appeal	17
Advisor/Advisee contract	18

Mission Statement

STATEMENT OF PURPOSE

Jones County Junior College is an open-door, two-year institution granting Associate in Arts degrees, Associate in Applied Science degrees, and Vocational Certificates; its purpose is to provide programs and support services consistent with the ideals of a democratic society to meet the educational needs of students and communities in the Jones County Junior College District.

GOALS

- To provide human, financial, and physical resources necessary for quality programming
- To provide educational programs to meet the interests and needs of students
- To provide resources to work with agencies and industries to enhance economic development.
- To provide educational support services to meet the needs of students and educational programs.
- To provide for educational improvement through continuous planning and assessment.

Goals and Objectives of Academic Advising

1. To help students clarify their values and goals.
2. To provide accurate information about educational options, requirements, policies and procedures.
3. To plan educational programs consistent with students' interests and abilities.
4. To assist students by continued monitoring and evaluating of their educational progress.
5. To integrate the many resources of the institution to meet special educational needs and aspirations.

Advisee Goals

- Identify and clarify personal values, abilities, interests, and goals.
- Become knowledgeable about and adhere to institutional policies, procedures and requirements.
- Contact and make appointments with the advisor when required or when in need of assistance.
- Notify the advisor about change in appointments, career plan, or course schedule.
- Plan in advance for advising sessions: bring necessary materials such as transcripts, JCJC Catalog, departmental requirements, class schedule book, proposed class schedule, and questions.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request re-assignment to a different advisor if necessary.
- Accept final responsibility for all decisions.

Role of the Advisee

- To meet with the advisor periodically as needed.
- To be aware that final responsibility for selecting courses and meeting degree requirements is the **advisee's**. The advisor can suggest, recommend, and remind the student of rules and requirements, but the **advisee** has the primary responsibility for meeting program and degree requirements.
- To inform the advisor of important changes which directly affect academic performance and educational goals.
- To complete the early registration process each semester which begins in October for spring semester and in March for the fall semester.
- To be familiar with the published academic rules and regulations of the College.
- To discuss with the advisor unsatisfactory academic performance and its implications as well as to develop a program of action.
- To be familiar with the academic calendar, which includes the following dates:
 - first and last day of classes
 - scheduled holidays
 - early registration
 - mid-term and final exam periods

Characteristics of a Great Advisee

The advisee:

1. Makes an appointment with assigned advisor as soon as possible. Does not wait until it is time to register. Gets to know his/her advisor as an individual. Develops a relationship beyond simply signing a drop/add form.
2. Makes appointments with his/her advisor when possible. Finds out advisor's office hours and tries to make appointments during those times, or other times when advisor is available. Keep your scheduled appointments and be on time.
3. Has an agenda when meeting with advisor. Prepares for the meeting by jotting down a list of items he/she would like to discuss, scheduling courses, situations where more information is needed, or areas where help is needed.
4. Becomes knowledgeable about all the services available on campus. Such services include financial aid, Career Services, Student Success Center, Computer Lab Instruction, extracurricular activities.
5. Thinks about their entire academic curriculum, not just registration for the current semester. Keeps in mind that a minimum of four years will be spent working towards a degree; thus, puts an overall plan in place to fulfill the degree requirements as he/she proceeds through the curriculum. Does not just look at one semester as isolated but looks at each semester and courses chosen, and their relationship to fulfilling the requirements needed to graduate.
6. Does not depend on advisor to solve problems, but allows advisor to steer him/her to an office or college component that can help in solving the problem.

15 Tips for College Success

1. Get to know your advisor - a valuable source of information. He/she will be able to help you with more than your course schedule.
2. We do not have "Student Advisors". Do not allow fellow students or former students of JCJC to "advise" or tell you which course you do or do not need to take. Each student has a curriculum of mandatory courses needed to complete the Baccalaureate Degree and must successfully complete each course in order to graduate.
3. Talk to your instructor if you are having trouble in the class or if you want more information. Faculty have office hours for your benefit.
4. Take a study skills class or attend sessions during the semester, especially if you are returning to school after a lengthy absence.
5. Take notes in class and review notes before the next class meeting. Review and rewrite notes immediately after each class.
6. Schedule your time. Plan for study time, study breaks, and free time.
7. Don't get behind in studying or in completing assignments; it's too hard to catch up. Keep up! Last minute cramming won't get you through.
8. Go to class! If you must miss class, notify your instructor before your absence, if possible.
9. Find out the prerequisites for your classes and the requirements for your academic major.
10. Know deadlines, such as the last day to drop or add a course and financial aid deadlines. Academic calendars are posted in course schedule booklets and on bulletin boards.
11. **Don't be afraid to ask questions.** If there is something that you don't know or you are unsure of - ask!
12. Learn about and use student support services that are available to you.
13. Sit toward the front of the class; pay attention to the instructor.
14. Get to know at least one person in each class. You can help each other understand assignments!
15. **Problem Resolution.** Experience has shown that the best and quickest way to resolve a problem is to contact the person or office involved. If you have a problem, you should take it directly to the faculty member, department head, director, or manager of the unit involved. If the problem is not resolved, then see your academic advisor.

**CAMPUS PERSONNEL AND RESOURCES YOU NEED TO
KNOW**

President	Dr. Jesse Smith	Admin. Building
VP for Student Affairs	Mr. Ed Smith	Admin. Building
VP for Instructional Affairs	Mr. Jim Kelly	Admin. Building
VP Business Affairs	Mr. Rick Youngblood	Admin. Building
Dean of Student Affairs	Dr. Samuel Jones	Admin. Building
Dean of Honors College	Dr. Mark Taylor	Admin. Building
Dean of Career/Technical	Ms. Candace Weaver	Allied Health
Academic Dean	Dr. Shannon Campbell	Admin. Building
Registrar	Mr. Rick Hamilton	Admin. Building
Director of Men's Housing	Mr. Van Tuggle	Admin. Building
Director of Women's Housing	Ms. Ashley Hill	Smith Hall
Student Success Center	Ms. Gwen Magee	Admin. Building
Chief of Police	Mr. Wayne Pilgrim	Admin. Building
Alumni Relations	Ms. Caroline Kelly	Neill Student Center
Food Services	Mr. Billy Nash	Cafeteria
Book Store	Mr. Kevin Kuhn	Neill Student Center
Facilities Management	Mr. Van Tuggle	Admin. Building
Financial Aid	Ms. Jennifer Suber	Admin. Building
Campus Tours	Ms. Sonya Davis	Admin. Building
Maintenance/Receiving	Mr. Petey Barnett	Physical Plant
Clubs & Organizations	Ms. Sonya Davis	Admin. Building
Student Government Assoc.	Dr. Samuel Jones	Admin. Building
Student Health Services	Dr. Jeri England	Community Services
Intramurals Coordinator	Coach Oleg Baleyev	P. E. Building
Computer Lab	Mr. Roger Plymale	Academic Support Center
Library	Mr. Andrew Sharp	Library

Information Resources That You Should Have

JCJC Catalog (the year you enrolled)

Student Handbook

Advisee Handbook

Campus Map

Computer Instruction Lab

Supervised Lab Instruction

The Computer Lab has 170 computer workstations and a networked printer to allow for student use and faculty lab instruction. For your convenience, student lab assistants are available to assist you with all lab operations.

Open Monday - Thursday - 7:30 am to 9:00 pm & Friday – 7:30 am to 3:00 pm.

For more information about the Computer Lab, please contact:

Computer Lab Instructor

(located in the Academic Support Center)

Phone: (601) 477-4064

Below are programs available to students in Room 127 at the Computer Lab.

Anatomy	
	Online Learning Center
Careers	
	Bridges Portfolio Login
	Occupational Outlook Handbook
	Resume Writing
Chemistry	
	Chemistry Program
Economics	
	Arnold Xtra
	Economics 5th Edition
	Bank
English	
	A Guide to Writing Research Papers
	Grammar
	Dictionary.com
Foreign Language	
	Entre Amis (French)
	Hola (Spanish)
Math	
	Algebra Homework Help
	Math.com
	Derive
	Course Compass
Microsoft Applications	
	Access

	Infopath
	Publisher
	Excel
	Powerpoint
	Word
Psychology	
	Brain
Reading	
	Editor-in-Chief Level B1
	Editor-in-Chief Level C1
	Escape from Logic Spiders
	Get Me Out of Here
	Memory Challenge
	Thinking Maps
	Whats My Logic
	Where In The USA
	Where In Time

Math Lab

The Math Center has an online database called MyMathLab available for students enrolled in Basic Math, Beginning Algebra, or Intermediate Algebra.

Multiple resources are provided to the students through this program. We use Internet Explorer to access the online database. The Math Center also has CDs that contain a lecture style video clip of the material covered in Basic Math, Beginning Algebra, and Intermediate Algebra.

For more information and hours call 601-477-4068 or email kerri.pippin@jcc.edu.

Registration Process

- The first step in the registration process is admission to the College.
- A schedule booklet outlining registration policies and procedures, schedule of classes, final examination schedules, and other information pertaining to registration for a given semester or summer school is available in the enrollment office and is issued to each student prior to the schedule registration period.
- Registration dates are included in the college calendar. Students are responsible for complying with all of the policies and procedures governing registration, changing of class schedules, tuition payments, the current schedule booklets, and/or official college publications, and other mandated requirements by the college.
- Each student **must** obtain the signature of the departmental head or the academic advisor on the registration form indicating approval of the student's schedule of courses.
- The payment of tuition and fees is a part of the registration process. A student is **not** enrolled or registered until all necessary fees are paid or arrangements are made.

Early Registration

Currently enrolled students are encouraged to register in advance (early-registration) for the following spring or fall semester. The procedures for early-registration for an ensuing semester are published in the "Schedule of Classes" booklet available in the Enrollment Office. The dates and times for early-registration will be available to you online at www.jcjc.edu in October.

Changes in Class Schedule (Add/Drop) and Major/Advisor changes

- A student must:
 - Consult with his/her advisor
 - Complete the process through the JCPortal.

MAJOR CHANGES AND ADVISOR CHANGES WILL ONLY BE PERMITTED DURING THE FIRST (2) WEEKS OF CLASS AND DURING EARLY REGISTRATION.

Withdrawal from the College

- College policy requires a student to complete an application for withdrawal when enrollment is terminated before the end of a semester or summer session.
- A student should discuss the matter with his/her advisor before processing the Application for Withdrawal.
- The Application for Withdrawal may be obtained from the Counseling Center.
- If the student is ill or otherwise incapacitated and cannot complete the Withdrawal (or drop) process, the student must contact, or have someone contact, the Office of Student Affairs immediately.

Students who

- Fail to properly withdraw will be responsible for all charges & fees from the Business Office.

Failure to meet published deadlines for withdrawal

A student who fails to adhere to the published deadlines for withdrawing from classes or withdrawing from the College will be charged the appropriate tuition and fees.

Under no circumstances does non-attendance constitute an official withdrawal from the College.

Classification of Freshmen and Sophomores

Classification at end of the year	Freshman	Sophomore	
Number of credit hours toward degree	Less than 32 hrs. 1.5 cum. GPA	33-63 hrs. 1.75 cum GPA	64-above 2.0 cum GPA

Student Academic Load/Overload

- The normal course load for a full-time undergraduate student is **15** and no more than **19** semester hours.
- A course load in excess of **19** semester hours must be approved by the Vice President for Instructional Affairs.

Class Attendance Policy

The College expects students to attend all classes. While unnecessary absences are discouraged, the College recognizes that, on occasion, students may have legitimate reasons for being absent. Thus, a student will be permitted excused absences per semester.

When a student's absences total the number of days the class is scheduled to meet per week, a probation letter will be sent. If the number of absences equals three times the number of days the course meets per week, the student will be dropped from course, a letter will be mailed, and a grade of "W" will be recorded.

Each student has the responsibility to confer with his instructor(s) regarding all absences or intended absences. Class excuses are issued for legitimate reasons (medical, funerals - immediate family members only [mother, father, siblings, etc.], official college business/activities, etc.) by the Office of Student Affairs.

Notes from relatives, friends, etc. are not accepted as "official" documentation for absences.

The Office of Student Affairs will determine if an absence is legitimate and if an excuse will be issued. Students who become ill are encouraged to report to the Campus Clinic, located in the Home & Health Bldg. Written verification of illness issued by the Campus Clinic should be carried to the Office of Student Affairs, and an official College excuse should be obtained. Students residing in on-campus housing facilities are governed by the same policies and procedures as non-residential students class attendance and class excuses are concerned.

Removal of Incomplete (I) Grades

The "I" (Incomplete) symbol is used by the instructor when the course requirements have not been met because of illness or some other reason is accepted by the instructor. It is the responsibility of the individual receiving the "I" to make arrangements with the instructor for the removal of the "I" grade.

Students have a time limit of 6 weeks into the following semester to remove the "I" or it will change to "F" (failure). The summer semester is not considered.

No student will be allowed to graduate with an "I" on the record.

Grade Appeal

The instructor has the responsibility for evaluating course work and determining grades; however, the student has the right to appeal a grade that he/she believes to be in error. The appeal process involves any or all of the following steps:

Student performance should be evaluated according to academic criteria, not on the basis of opinions or conduct in matters unrelated to academic standards. The instructor has the authority in his class over all matters affecting the conduct of the class, including the assignment of grades.

Appeals associated with final grades must be received by the Vice President of Student Affairs in writing within 30 school days after the end of the term in which the grade was assigned. The method of grading by instructors should follow the grading policy for that class. All records on which grades are based should be retained on file for one full semester. The grade appealed shall remain in effect until the appeal process is concluded.

Procedures for hearings will meet requirements of due process. The Student Affairs Committee will make a determination based upon evidence pertinent to the case. A majority vote of the Committee members present will be sufficient for a finding.

The student will be notified in writing of the Committee's determination within seventy-two hours of the hearing.

If the student chooses to appeal a grade he should:

1. Take his complaint to the instructor involved.
2. If the student does not obtain satisfaction, he may follow the procedure for Student Complaints and Grievances also found in this handbook.

3. Hearing Procedure. The following guidelines are established for the direction of the Student Affairs Committee conducting formal hearings on academic appeals:
 - a. The instructor and the student shall be informed in writing by the Vice President of Student Affairs of the place and time of the hearing.
 - b. The instructor and the student will be allowed 72 hours to prepare for the hearing. The instructor or student may request additional time by showing cause.
 - c. A majority of the Student Affairs Committee shall constitute a quorum.
 - d. The student must appear in person to present his case to the Student Affairs Committee, and he may call witnesses in his behalf. The instructor must be present in order to respond to committee inquiries. If written evidence is permitted against an instructor, he shall be allowed to see the actual signed statements at least 72 hours before the hearing.
 - e. The instructor shall be presumed to have assigned the proper grade until it is proven otherwise. The burden of proof to the contrary rests with the student.
 - f. The instructor and student shall be present during the presentation of all evidence and have the opportunity to challenge the admissibility of any evidence. They shall have the opportunity to question all witnesses. The chairman of the Student Affairs Committee shall supervise any questioning of this nature, and, at his discretion strike any questions which are not relevant to the purpose of the hearing. The Student Affairs Committee may question the instructor, the student, and any witnesses.
 - g. The decision in each case shall be made by a majority of Committee members present and voting.
 - h. Further appeal by the student will be referred to the President. This appeal must be made within seven business days from knowledge of the Student Affairs Committee's decision.