



JONES COUNTY  
JUNIOR  
**COLLEGE**  
PARENT  
HANDBOOK

2014-2015

# Welcome

## Dear Parent,

Welcome to Jones County Junior College. As your child continues the journey to adulthood, we at JONES intend to do all in our power to make this learning and maturing experience rewarding and fulfilling. At JONES, student welfare is our top priority.

If you are sending a child to college for the first time, we know you have questions and concerns about your child's future. The idea behind this handbook is to acquaint you with JONES and to help you help your child in making sound decisions vital to their success. As a parent, you already have a direct link to the most exciting and interesting source of information about the college—your son or daughter. Nevertheless, you might find this guide helpful in acquainting you with JONES and the resources and services that are available.

Parents are an important part of life at JONES. Your comments and suggestions are encouraged as the college continually seeks to improve each student's experience. You have put your trust in our faculty and staff to make the college experience a rewarding and stimulating adventure in your student's life. We look forward to working with you to build a solid foundation for your student's success that will bring lifelong rewards. Sincerely,



### **Ed Smith**

*Vice President of Student Affairs*

### **Jones County Junior College Mission Statement**

Jones County Junior College will inspire greatness by providing educational opportunities for its students, employees, and surrounding communities.

*Jones County Junior College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: ADA/ Section 504, Mrs. Linda Abercrombie, ADA/Section 504 Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4149; Title IX, Mr. John Carter, Assistant to the President, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4161*

# Frequently Asked Questions

## ***Do parents have access to student information?***

The Department of Education's Family Educational Rights and Privacy Act (FERPA) protects the privacy of education records and establishes the right of students to review their records. Any student enrolled at Jones Junior College assumes the rights formerly accorded parents unless he/she is a dependent under section 152 of the Internal Revenue Code of 1954. Jones Junior College assumes that all students are independents unless otherwise notified by the student within five (5) calendar days after the completion of the registration process.

## ***Do parents receive copies of student grades?***

No. Students are notified of mid-term and final grades through myjones located on the JC web page.

## ***Is class attendance mandatory?***

Regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. There is a policy of no cuts at Jones County Junior College. Since there are times when students must be absent from class, they should contact instructors prior to the absence if at all possible. Students are responsible for all work missed regardless of the cause of the absence. On the 7th absence (3-day-a-week-classes) or the 5th absence (2-day-a-week-classes) the student will be dropped from the course, and a grade of "W" will be recorded. (For evening classes, career, and technical classes, please refer to the Student Handbook)

## ***Who advises students on class schedules?***

Each student is assigned a faculty advisor with whom he/she will meet periodically. Advisors assist students by helping to plan a schedule, by providing career information, and encouraging academic endeavors. Students retain their advisors for the duration of enrollment at Jones. Students wishing to change their majors should submit a request on the myjones Portal

## ***How much does it cost to attend Jones?***

For current fees, please refer to Tuition and Fees at [www.jcc.edu](http://www.jcc.edu).

## ***What are the differences between grants, loans, and scholarships?***

Scholarships and grants are both considered "gift-aid" awards. In other words, they do not have to be

paid back. On the other hand, loans require future repayment. All scholarships, grants, and loans have certain requirements. For more information on the types of financial aid available at Jones, go to Financial Aid on the Home page or contact the Financial Aid Office at 601-477-4040.

## ***What types of scholarships are available?***

Scholarships are available to Jones students from a wide variety of sources. The following is a list of some of the sources available to our students: ACT - Academic Excellence - Career and Technical Excellence - Junior Miss/Miss Hospitality - Service scholarships include annual staff/newspaper, athletics, band, cheerleader, and choir. These are based on tryouts, auditions, and number of scholarships available.

## ***What are the major causes of poor academic performance?***

According to the American College Health Association, the top 5 reasons for poor academic performance are:

**Excessive Absences**

**Stress**

**Sickness - (Cold, flu, sore throat, etc.)**

**Concerns about family and friends**

**Relationship difficulties**

# Tips for College Parents

## **1. Teach them how; Don't do it for them**

Students must learn how to function on their own, which won't happen as long as they know the parent will get it done for them. Offer guidance and support while allowing the student to become independent and self-reliant.

## **2. Refer**

The Office of Student Affairs is available as a resource to students. Encourage your student to see a Dean if they are experiencing any problem on campus.

## **3. Discuss Academic Goals and Expectations Ahead of Time**

Ask them what they hope to accomplish academically during their first year. It is important for them to take ownership of their education, yet it's okay for you to have clear expectations such as regular class attendance and best efforts in the classroom.

## **4. Plan Your Communication**

Do you want a planned time to talk or do you want to be more spontaneous? A cell phone can be a wonderful way to keep in touch, or it can be, as one student described, an "electronic leash." Resist the "helicopter syndrome". Allow your child room to breathe. E-mail and instant messaging are wonderful ways to keep in touch. Just don't count on a reply to every message.

## **5. Discuss Financial Goals and Expectations**

Develop a tentative budget and be clear about who will pay for what. For example, some parents pay for books and supplies, while their child is responsible for incidental expenses such as snacks, movies, and CDs. Other students are responsible for earning a percentage of their tuition. Teach your child about responsible use of credit and debit cards.

## **6. Expect Conflicting Emotions**

For you and the student - The excitement and joy about opportunities awaiting your child are mixed with waves of nostalgia and a sense of loss. Your child, like you, is being pulled between past, present and future ... one day exclaiming "leave me alone; I'm 18 years old" and the next complaining "you're never around when I need you". Your child's ups and downs are a sign of the ambivalence of this transitional time.

## **7. Encourage Involvement**

This isn't high school anymore; no need to join every club under the sun to try to impress somebody. Help your student figure out what they're passionate about, and then pursue it. JONES has more than 30 clubs and organizations. Getting involved is a great way to meet people with similar interests, and there are many life lessons to be learned outside of the classroom.

## **8. Discuss Behavior Expectations**

For some teenagers, the unbridled freedom that college life affords can lead to unwise choices that can have damaging and far-reaching consequences. Talk to your student about alcohol and drug values, sexual behavior, and other core values. Make sure your student reads and understands the Code of Conduct at JONES.

## **9. Encourage Persistence**

College is tough academically, financially, and socially. Although parents remember back to "the best years of their lives", the young adult years can involve some hard times, many during the student's first year in college. JONES offers counseling services through the Student Success Center to help students through some of these times and to help students continue pursuing their academic and career goals. Remind your student that "tough times don't last, but tough people do".

# College Jargon

## 1. Full-time

A student who is enrolled in 12 or more semester hours (a tuition break is given at 15 semester hours).

## 2. Part-time

A student who is enrolled in less than 12 semester hours.

## 3. Registration

The act of enrolling in classes for a semester.

## 4. Early Registration

Planning classes with your academic advisor and making out your schedule during the early registration period.

## 5. Developmental Classes

Classes designed to prepare the student for college-level classes (ex. Intermediate Algebra, Beginning English). These classes do not count toward graduation.

## 6. myJones

the portal environment for JCJC, offers single sign-on access to a variety of college systems and information, including PeopleSoft, Canvas and JC Gmail. Students can view, print and manage grades, enrollment and college finances; receive and submit eLearning content; or communicate and collaborate with the JC community. The myJones webportal provides students access to all things Jones.

## 7. Canvas

An electronic course management system that allows students to access course material online.

## 8. eLearning

Jones' program of distance learning through online classes.

## 9. Major

The academic area in which students choose to study/pursue a degree.

## 10. Pre-requisite

A course which must be successfully completed before the student may enroll in a particular class. Ex. English 1113 (Composition I) is a pre-requisite for English 1123 (Composition II).

## 11. Credit Hours

The basic unit of measure for college credit. In most cases, the number of credit hours for a course is equal to the number of hours it meets in one week. (Ex. A three-hour course usually meets three hours per week.)

## 12. Code of Conduct

Statements concerning the conduct of Jones students, which is found in the Student Handbook. Students who register at the College agree to conform to its regulations and policies. Violation of the Code of Conduct would subject students to disciplinary actions.

## 13. PTK

(Phi Theta Kappa) – The international honor society for two-year colleges. Eligibility for membership in PTK is based on a grade point average of 3.5 for all college work completed before selection. Students must be enrolled in a minimum of 15 semester hours during the semester preceding selection and the semester of selection.

## 14. FAFSA

Free Application for Federal Student Aid – online application which must be filled out in order to apply for financial aid. Students filling out the FAFSA after May 1st may not have their financial aid complete by the beginning of fall classes.

## 15. PIN Number

A PIN is a 4-digit numeric code or 6-digit alphabetic code that is uniquely assigned to an individual to access U.S. Department of Education websites.

## 16. Priority Date

This is the date by which all required paperwork must be submitted to the JCJC FAO. Paperwork submitted after this date may not be completed by the beginning of the semester. Priority date for the fall semester is April 1st.

## 17. Jones OneCard

The official Jones ID card, which must be carried at all times. The OneCard serves as a meal card for students with a meal plan and as an access card for female housing students. The OneCard is also your entry pass to the Bobcat fitness center, library, Campus Clinic, athletic events, and other college sponsored activities.

## 18. Bobcat Bucks

An account-based debit card system that utilizes your OneCard to access the account. Bobcat Bucks can be used for purchases at vendors both on and off campus. Contact the OneCard Office at 601-477-4035 for more information.

# Class Attendance Policy

Regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. There is a policy of no cuts at Jones County Junior College. Since there are times when students must be absent from class, they should contact instructors prior to the absence if at all possible. Students are responsible for all work missed regardless of the cause of the absence. Students who miss an announced test will receive a zero on the test unless the instructor and the Vice President of Student Affairs deems the absence to be of a justifiable nature.

When a student's absences total the number of days the class is scheduled to meet per week, the Office of Student Affairs will notify the student that absenteeism is jeopardizing the student's chances of success in the

classroom. On the 7th absence (3-day-a-week-classes) or the 5th absence (2-day-a-week-classes) the student will be dropped from the course, and a grade of "W" will be recorded. (For evening classes, career, and technical classes, please refer to the Student Handbook) The student may appeal to the Office of Student Affairs for readmission. The Dean will either render a decision or the appeal will be sent to the Student Affairs Committee. All appeals for re-entering must be made immediately. NOTE: Please refer to the student handbook for additional information regarding summer school absences.

***The college does not give excused absences.***

## Student Success Center

Students who are experiencing problems with attendance, academic or personal issues can find assistance in the Student Success Center, located in the Tisdale Library. Through the Center, students are given assistance in planning their college lives in accordance with their individual needs and interests. The SSC offers guidance in academic, career, and personal areas, along with programming related to academic and social issues, life skills, and mental and emotional health. Referrals to counseling services outside the College are facilitated by the counselors in the Center.

*The SSC is open Monday-Friday from 8am-4:30pm and Friday from 8am-4pm. The lobby of the SSC includes a coffee shop and several seating/study areas with wireless Internet for the convenience of students.*

# Emergency Information

## **Emergency Phone Numbers**

<b>In case of Emergency .....</b>	<b>911</b>
Jones Campus Police Department .....	601-477-4006
Jones Campus Clinic .....	601-477-4104
SCRMC Emergency Room .....	601-426-4000
Office of Student Affairs .....	601-477-4030

Jones County Junior College strives to ensure a safe, secure and pleasant atmosphere, conducive to a positive educational process, in our efforts to protect the College community. Safety at Jones is a shared responsibility for all students, faculty and staff and visitors. Encourage your student to become familiar with the college's Emergency Operations Plan, which is available online.

In case of an emergency on campus, our emergency webpage will provide information to students, faculty, staff, and parents about the threat on campus. Parents are encouraged to bookmark this website at [www.jcc.edu/emergency](http://www.jcc.edu/emergency) in order to quickly access the page when needed.

## Weapons Policy

Weapons are prohibited from college campuses by Mississippi state law and by college policy. Students are prohibited from bringing firearms on campus, including hunting rifles or shotguns. Handguns are expressly forbidden from the campus. Any student found to be in possession of a firearm will be arrested and due process procedures will also be instituted by the College.

## Fighting

Jones is committed to providing a safe environment for the College community. Physical abuse of any kind will not be tolerated. Any student involved in a physical altercation will be subject to suspension from the college.

## Alcohol and Illegal Drugs

Jones prohibits the manufacture, use, sale, possession, consumption, distribution, or abuse of mind altering or controlled substances, or alcohol, or evidence of consumption of controlled substances or alcohol while on campus or a college approved activity on or off campus. Any student guilty of illegal use, possession, or sale may be suspended from the college.

# Jones Email

Your student is provided with a free e-mail account. Access may be obtained through the myJones Portal.

Official communication for absences, Student Services, and Instructional Affairs will be through the JCJC Email system. The College notifies students of important information such as mid-term grades, final grades, school events and policies and procedures through e-mail. Students are expected to check e-mail regularly for pertinent communications. Information

on accessing Jones email can be found at [www.jcjc.edu](http://www.jcjc.edu). As with all computer use, students are responsible for compliance with the Electronics Use Policy. The policy is available through the Web page and in the Student Affairs office.

# myJones Portal

myJones, the portal environment for JCJC, offers enhanced personal productivity and personalized access to JCJC systems and information, including student records, financial aid, eLearning and email. Encourage your student to get in the habit of using myJones on a regular basis.

# Faculty Advisement

At Jones, your student will have a faculty advisor assigned according to the student's chosen major field of study. The faculty advisor will assist your student by helping them plan class schedules, providing career information, referring the student to proper sources for information, and encouraging academic endeavors. Your student will retain his/her advisor for the duration of enrollment at Jones. Should your student decide to change majors, he/she should discuss such

a change with the Office of Student Affairs. Another good resource for your student to use in making course selections are the curriculum guides available on our web site at [www.jcjc.edu/student-services/advisementinfo.php](http://www.jcjc.edu/student-services/advisementinfo.php). Your student should also consult the catalog of the senior institution he/she is planning on attending after Jones.



# Graduation Requirements

## ***To graduate from Jones with an Associate in Arts degree, your student must:***

- a.** Earn 62 semester hours including orientation or honors forum, 2 hours; English composition, 6 hours; humanities, 6 hours; fine arts, 3 hours; social science, 6 hours; college algebra or higher level math, 3 hours; laboratory science, 8 hours; and electives subject to approval to complete the total hours required.
- b.** Earn a minimum 2.0 GPA on all work attempted at Jones. (quality points earned from another institution will not make up quality point deficiency for graduation.)
- c.** Maintain a GPA of 2.0 or above when all transfer courses used to meet degree requirements are averaged with course work completed at Jones.
- d.** Complete 25 percent of semester credit hours at Jones.
- f.** Earn not more than 25 percent of the work for graduation by extension and/or correspondence. \*

## ***To graduate from the College with an Associate in Applied Science degree, your student must:***

- a.** Complete requirements from an outlined curriculum stated in a specified catalog not more than three years old.
- b.** Successfully complete LLS 1312 Orientation.
- c.** Earn a minimum 2.0 GPA.
- d.** Complete one semester residence at Jones.
- e.** Earn not more than 25 percent of the work for graduation by extension and/or correspondence.\*

Credit hours generated by work-based learning experience may be substituted for required courses to meet graduation requirements. The number of hours substituted will be restricted to a maximum equivalent to the hours generated by any two major field technical courses. Substitutions must be approved by the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

## ***To graduate from the college with a Career Certificate, students must:***

- a.** Satisfactorily complete the prescribed certificate program as outlined in a catalog not more than three years old.
- b.** Earn an average grade of 2.0 on all subjects in the curriculum.

*\*Exceptions will be considered by the Vice President of Instructional Affairs for credit through the Mississippi Virtual Community College, and on-line courses from an accredited institution.*

***Note: Developmental courses DO NOT count toward graduation requirements for any degree or certificate at Jones County Junior College.***

# College Standards

Since the founding of Jones County Junior College, high standards of conduct have characterized Jones students.

A student enrolling in the College assumes the obligation to become acquainted with the rules and regulations, and while on the campus of Jones, is expected to conform to the standards of conduct set by the College. Violators of these standards of conduct will be subject to disciplinary action.

## **College Code of Conduct**

The College Code of Conduct may be found in the Student Handbook.

*\*It is the responsibility of the student to read and understand this code.*

The broad purpose underlying student discipline is to order college living in such a way that the interests of the College community as a whole and of the individual members are best served.

The College's responsibility extends to the conduct of all students enrolled in the College. Students apprehended and proven guilty of serious or repeated violations of college standards may receive a maximum penalty of dismissal from the College. Students who register at the College agree to conform to its regulations and policies. A student is subject to the laws of the community and state and enrollment as a student in no way relieves him of this responsibility. The fact that civil authorities have imposed punishment will not prevent the College from protecting its own educational purposes and community by taking suitable action against the student under college regulations.

## Parking

All students wishing to operate or park a motor vehicle, motorcycle, or bicycle on Jones campus grounds or roads must register their vehicle with the Office of Student Affairs within 48 hours of first bringing the vehicle on college property.

Automobile decals are required and may be purchased at the Business Office. The decal should be displayed on the windshield. Any other location will void the decal. A \$25 fee will be charged for failure to properly display your decal.

### **Dorm Students**

Dorm students are required to park in the designated housing parking areas near the halls until 1:00 p.m. Parking is open on campus after 1:00 p.m.

### **Commuter students**

Commuter Students may park in any remaining legal parking areas.

Normal fines for violators are \$25. Fines for illegally parking in handicap spaces are \$75. Parking violators are also subject to towing and/or immobilization.

A complete list of Motor Vehicle Regulations may be found in the Student Handbook.

# OneCard

The Jones Student ID Card, or “OneCard”, is an essential component of the college living and learning environment at JCJC. The OneCard identifies your student as a privileged member of the JCJC community. Many services are delivered through the OneCard, including meal plans, declining balance accounts (Bobcat Bucks), printing privileges, door access, fitness center membership, health clinic services, library services, bookstore charge limits, electronic refunds, student payroll and more. For more details, please visit the OneCard web site or email your questions to [onecard@jcc.edu](mailto:onecard@jcc.edu).

## Business Office

Students may choose between the three payment plan options:

1. Cosign Payment Plan- The student and an approved cosigner sign the form indicating that they understand the payment amount and due dates. There are no automatic drafts done. It is the student’s responsibility to pay the balance due either in person, by phone or online. The student may choose to pay using cash, check, or credit card as long as the payment is made by the specified date. \*Recommended for students expecting aid and/or scholarships.

2. ACH- Student may give us a copy of a voided check. The Business Office will setup a monthly draft to be deducted from their checking account each month.

3. Debit/Credit Card- Student may give the Business Office their debit/credit card information. The Business Office will setup a monthly draft to be deducted from their account each month.

Students Can make a phone payment at 1-866-526-6007 or online using the portal on myJones and clicking the “Pay My Fees” link under the Finance tab.

### **Payment Due Dates:**

September 1st- ¼ of balance due

October 1st- ¼ of balance due

November 1st- ¼ of balance due

December 1st- ¼ of balance due

Students can make a phone payment at 1-866-526-6007 or online using the portal on myJones and clicking the “Pay My Fees” link under the Finance tab.

*\*\*Failure to pay your balance by the due date may result in an automatic withdrawal from your courses and/or exclusion from re-enrolling or receiving a transcript.*

## Financial Aid

Be sure to file your FAFSA (Free Application for Federal Student Aid), which is also known as Pell Grant, online at [fafsa.ed.gov](http://fafsa.ed.gov) as soon as possible after January 1. The priority deadline for FAFSA is April 1 for the upcoming school year. FAFSA forms and worksheets are available at Jones or by contacting your high school counselor. You will need the school code for Jones when completing the FAFSA. Jones’ code is 002411.

### **State Financial Aid**

Mississippi Resident Tuition Assistance Grant (MTAG) - <http://riseupms.com/state-aid/>

Mississippi Eminent Scholars Grant (MESG) - <http://riseupms.com/state-aid/>

### **Other Aid**

Pell Grants, SEOG, MTAG, work-study, and student loans are available to those who qualify. Visit [www.jcc.edu/financialaid](http://www.jcc.edu/financialaid) for more information.

# Jones County Junior College

**900 South Court Street, Ellisville, MS 39437**

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