Dear Parent,

Welcome to Jones College and the Bobcat family. As your child continues the journey to adulthood, the administrators, faculty, and staff at Jones intend to work diligently to make this learning and maturing experience rewarding and fulfilling. We hope your child grows to see Jones as a second home, and we look forward to seeing him/her work toward academic progress while making lifelong memories along the way.

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 assist your child in making sound decisions vital to his/her success.

As a parent, you 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 available for students.

Parents are an important part of life at Jones College. 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, staff, and administration 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.

If we can assist you in any way, please feel free to contact our office.

Office of Student Affairs  
(601)-477-4030

Gwen Magee  
Vice President of Student Affairs

Jones College Mission Statement
Jones College is an open-door, two-year institution, granting Associate in Arts degrees, Associate in Applied Science degrees, Career and Technical certificates, Adult Education credentials, and Workforce credentials. Jones College inspires greatness by providing higher education programs and support services consistent with the ideals of a democratic society in order to meet the higher education needs of the communities of interest through postsecondary programming, workforce and economic development, and community development. To pursue these ideals, Jones College provides (1) human, financial, and physical resources for quality programming; (2) higher education programs to meet the needs and interests of students; (3) workforce education solutions for business and industry to enhance economic development; (4) educational support services for teaching, learning, and higher education programming; and (5) quality development through continuous planning and assessment.
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 College assumes the rights formerly accorded parents unless he/she is a dependent under section 152 of the Internal Revenue Code of 1954. Jones 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 college web page.

Is class attendance mandatory?
Regular class attendance is a required 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 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.

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 by encouraging academic endeavors. Students retain their advisors for the duration of enrollment at Jones. Students wishing to change their majors should submit a request at major@jcjc.edu.

How much does it cost to attend Jones?
For current fees, please refer to Tuition and Fees at www.jcjc.edu/businessoffice/.

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 Current Students> and choose>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 the 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 the following:
- Excessive Absences
- Stress
- Sickness - (Cold, flu, sore throat, etc.)
- Concerns about family and friends
- Relationship difficulties
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 he/she is experiencing any problem on campus.

3. **Discuss Academic Goals and Expectations Ahead of Time**
Ask your student what he/she she hopes to accomplish academically during the first year. It is important for him/her to take ownership of his/her 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 text 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, shopping, and events with friends. 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. Your child may one day exclaim, “Leave me alone; I’m 18 years old,” and the next complain, “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; there is no need to join every club under the sun to try to impress somebody. Help your student figure out what he or she is 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 Office of Student Affairs 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 15 or more semester hours (a tuition break is given at 15 semester hours; 15 hours is required for scholarships, MTAG, and campus housing).

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, Intermediate English). These classes do not count toward graduation.

6. **myJones**
The portal environment for Jones College offers single sign-on access to a variety of college systems and information, including PeopleSoft, Canvas, and Gmail. Students can view, print, and manage grades, enrollment, and college finances; receive and submit eLearning content; or communicate and collaborate with the college 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. **Prerequisite**
A course which must be successfully completed before the student may enroll in a particular class. Ex. English 1113 (Composition I) is a prerequisite 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 April 1st may not have their financial aid completed 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 JC 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.
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. No student will be allowed to withdraw after the last class meeting before the final exam. Students are committed to a grade after an initial drop period and will receive a grade of “FA” due to excessive absences. Open withdrawal dates will be available on class syllabi.

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.

Students are allowed to make changes to their schedule during selected periods of the semester. Students should meet with an advisor or admissions counselor and consult the academic calendar before making a decision to drop or add a class. GPA and/or financial aid may be impacted by dropping a class.

The college does not give excused absences.
In our efforts to protect the College community, Jones College strives to ensure a safe, secure, and pleasant atmosphere conducive to a positive educational process. Safety at Jones is a shared responsibility for all students, faculty, staff, and visitors. Encourage your student to become familiar with the Jones College 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.jcjc.edu/emergency in order to quickly access the page when needed.

Jones College prohibits weapons from campus as defined by Mississippi state law and college policy. Any student found to be in violation of this policy may be dismissed, expelled, or suspended as part of the due process procedure.

Jones College 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.

Jones College prohibits the manufacture, use, sale, possession, consumption, distribution, or abuse of mind altering or controlled substances, 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.
Your student is provided with a free email account. Access may be obtained through the myJones Portal. Official communication for absences, Student Services, and Instructional Affairs will be through the campus email system. The College notifies students of important information such as mid-term grades, final grades, school events, and policies and procedures through email. Students are expected to check email regularly for pertinent communications. Information on accessing Jones email can be found at 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.

The portal environment for Jones College, myJones, offers enhanced personal productivity and personalized access to campus 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.

At Jones, your student will have a faculty advisor for his/her major. While your student will have an advisor, he/she should still be familiar with his/her catalog of study. The faculty advisor will assist your student in planning class schedules, refer the student to proper sources for information, and encourage academic endeavors. Your student will retain his/her advisor for the duration of enrollment at Jones unless the student changes his/her major.
Graduation Requirements

To graduate from Jones with an Associate in Arts degree, your student must do the following:

a. Earn 62 semester hours including Psychology of Personal Adjustment, 3 hours, 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 28 elective hours.

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.

e. 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 do the following:

a. Complete requirements from an outlined curriculum stated in a specified catalog not more than three years old.

b. Successfully complete SSP 1002 Smart Start Pathway

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 do the following:

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 online courses from an accredited institution.

Note: Developmental courses DO NOT count toward graduation requirements for any degree or certificate at Jones College.
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, students are 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/her 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 online before first bringing the vehicle on College property.

Automobile decals are required and may be obtained in room 105 of the Administration Building. 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 at www.jcjc.edu.
OneCard

The Jones Student ID Card, or “OneCard,” is an essential component of the college living and learning environment. The OneCard identifies your student as a privileged member of the Jones 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 website, or email your questions to onecard@jcjc.edu.

Business Office

Payment plan due dates for current terms can be found under the following page:
http://www.jcjc.edu/tuition/

It is vital that students honor their payment plan in a timely manner. Failure to pay a balance can result in any of the following:

Deletion of Schedule/Enrollment
Unable to Take Exams
Late Payment Fee Charge
Unable to Enroll in a Future Term
Unable to Receive a Transcript

The Student Accounts office is located on the second floor of the Administration Building in Room 242. Hours of operation are Monday – Thursday 7:30 am – 4:30 pm | Friday 7:30 am – 4:00 pm.

If you have any further questions regarding charges or payment plans, please contact the Student Accounts office at 601-477-4010.

Financial Aid

Federal Financial Aid
Be sure to submit the FAFSA (Free Application for Federal Student Aid), which is also known as the Pell Grant, at www.fafsa.gov as soon as possible after January 1. The priority deadline for the FAFSA is April 1st for the upcoming school year. Include Jones’ school code (002411) when completing the FAFSA.

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
Visit www.jcjc.edu/financialaid/ for more information.
Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Dr. Kisha Jones, ADA Coordinator, Student Success Center, phone 601-477-2673; email adacoordinator@jcjc.edu and (Title IX) Gwen Magee, Title IX Coordinator, Administration building room 201A, phone 601-477-4028; email gwen.magee@jcjc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.

Jones County Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate in Arts degrees, Associate in Applied Science degrees, and Vocational Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Jones County Junior College.

Jones County Junior College provides a detailed description of all campus policies and procedures in our Student Handbook which can be found at http://www.jcjc.edu/studentpolicies/docs/studenthandbook.pdf

A paper copy will be provided upon request at the Office of Student Affairs.