

2018-2019

# ADVISEE HANDBOOK

JONES COLLEGE

[www.jcj.edu](http://www.jcj.edu)

**Acknowledgement:**

Information contained in this handbook is based on concerns and requests most frequently expressed by Jones students. The handbook should **not** be considered all-inclusive in its coverage. Students should consult class schedules, handbooks, departmental and college publications, and institutional emails 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.**

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# Mission Statement

Jones County Junior College (JCJC) 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. JCJC 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, JCJC 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.

## Goals

- Improved Graduation Rates
- Improved Retention Rates
- Improved Transfer Rates
- Development of Excellence-in-Teaching Program
- Increase enrollment

# Advisement Expectations

The goal of the Advisement Program is to ensure your progress toward your academic goals and toward completion of degree requirements. In other words, the goal of advising is your academic success. Your advisor is committed to that goal. However, you are responsible for your education. You must decide what your academic and career goals are, and learn the requirements that must be met to achieve them. Your advisor is just that, an advisor; and, as such, is an important resource for your academic success. Get to know your advisor and contact him/her whenever you have questions or concerns.

Students and advisors together contribute to successful advising. You must take the initiative in contacting your college advisor and assuming the responsibility for your schedule of classes. As in any counseling relationship, what you discuss with your advisor is confidential information and is treated as such.

## Characteristics of a Great Advisee

1. Makes an appointment with his/her advisor when required or needed. Finds out advisor's office hours and makes appointments during those times, or other times when advisor is available. Keeps scheduled appointments and arrives on time.
2. Has an agenda when meeting with advisor. Prepares for the meeting by printing a copy of his/her *Degree Progress Report* from the MyJones Portal and brings the *DPR* to the appointment along with a list of other items he/she would like to discuss or areas where help is needed.
3. Becomes knowledgeable about all resources and services available on campus, such as the MyJones Portal, Student Success Center, Financial Aid, and extracurricular activities.
4. Thinks about their entire academic plan and graduation date, not just registration for the current semester. Keeps in mind the time frame that 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.
5. Does not depend on the advisor to solve problems, but allows advisor to steer him/her to an office or college component that can help in solving the problem.
6. Is aware that final responsibility for selecting courses and meeting degree requirements belongs to the **advisee**. 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.

# Goals and Objectives of Academic Advising

The goal of the Advisement Program is to ensure the student's progress toward his/her academic goals and toward completion of degree requirements.

The following are a list of objectives of the Advisement Program at Jones:

1. Assisting students in developing an educational plan, consistent with career goals, consisting of a course outline and timeline for completing degree or certificate requirements.
2. Providing accurate information about institutional policies, procedures, resources, and programs.
3. Assisting students in understanding abilities, interests, and limitations.
4. Assisting students in their consideration of life goals by relating interest, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.
5. Assisting students in evaluation or re-evaluation of progress toward established goals and degree plans.
6. Assisting students in developing decision-making skills.
7. Making referrals to other institutions, colleges, and/or academic departments.
8. Providing information about students to the institution, colleges, and/or academic departments.

# Advisee Goals

- Identify and clarify personal values, abilities, interests, and goals.
- Develop, along with the advisor, a semester-by-semester outline for completing degree requirements in a specific time period.
- Commit to a major area of study, periodically evaluate progress toward graduation with the advisor.
- 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 degree progress report, 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.
- 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

# 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 Jones 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 their 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. Attend a study skills class workshop 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, whenever 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 the web.
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.

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## CAMPUS PERSONNEL AND RESOURCES YOU NEED TO KNOW

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President	Dr. Jesse Smith	Administration Building
VP for Student Affairs	Mrs. Gwen Magee	Administration Building
VP for Instructional Affairs	Mrs. Candace Weaver	Administration Building
VP Business Affairs	Mr. Rick Youngblood	Administration Building
Dean of Student Affairs	Mr. Mark Easley	Administration Building
Academic Dean	Dr. Jason Dedwylder	Administration Building
Career/Tech Dean		Administration Building
VP Enrollment Management	Mr. Rick Hamilton	Library
Title IX Coordinator	Mrs. Amanda McLeod	Administration Building
Director of Men's Housing	Mr. Chuck Robertson	Administration Building
Director of Women's Housing	Ms. Precious Alridge	Anderson Hall
Chief of Police	Chief Stan Livingston	Campus Police
Alumni Relations	Mr. Charlie Garretson	Jones Hall
Food Services	Mr. Billy Nash	Cafeteria
Book Store	Mr. Kevin Kuhn	Neill Student Center
Facilities Management	Mrs. Tina Livingson	Administration Building
Financial Aid	Mrs. Jennifer Suber	Library
Campus Life/Clubs/Student Government Assoc.	Dr. Tessa Flowers	Library
Maintenance/Receiving	Mr. Joe Everett	Maintenance Building
Information Technology Helpdesk	Ms. Susan Holt	Technology Services
Student Health Services	Campus Clinic	Home/Health Building
Intramurals Coordinator	Coach Dolores Deasley	P. E. Building
eLearning	Ms. Ashley Beard	Academic Support Center
Library Services	Mr. Andrew Sharp	Library
OneCard Office	Mrs. Lakin Craft	Administration Building
Veteran's Affairs	Ms. Crystel Hinton	Library
Non-Traditional Student Center	Mrs. Kimberly Bradshaw	Academic Support Center
Counseling Services	Mrs. Sarah Jones	Student Success Center

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# 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 online.
- 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.
- Students must make an appointment, via email or in person, to meet with his/her advisor. The advisor will help the student with class selection and remove the negative service indicator. Student may then self-register via the JC Portal.
- 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 online at [www.jcjc.edu](http://www.jcjc.edu).

## Changes in Class Schedule (Add/Drop)

Students may make changes to their schedule (drop/add classes) **free of charge** via the JCPortal anytime between pre-registration and the beginning of classes. Students who process drop/adds through the Student Success Center will be charged a \$20 drop/add fee per transaction.

Beginning the first day of class, students who want to make changes to their schedule must meet with an Advisement Specialist in the Student Success Center of the Library to process the transaction. Students will be charged a \$20 drop/add fee per transaction for making schedule changes after the first day of class.

## DROPPING A REGULAR CLASS DURING THE SEMESTER

1. Student will contact the instructor of the class they wish to withdraw from to discuss the drop.
2. Instructor will discuss with the student whether or not the drop is in the best interest of the student.
3. If it is agreed that the drop is in the best interest of the student, the instructor will submit the drop request in PeopleSoft by clicking on JC Custom/Student Records/Drop Student from Course and also entering the LDA and reason student is withdrawing.
4. The student and advisor will receive an email notice of the drop request.
5. **There will be a \$20 fee charged to the students account in the Business Office.**

## DROPPING AN ONLINE CLASS

1. To drop an online class, students must email their instructor a request to withdraw from the class. The instructor will process the withdrawal through the Office of eLearning. **There will be a \$20 fee charged to the students account in the Business Office.**

## **Withdrawal from the College**

The permanent record of a student withdrawing from the College is not complete until they have officially withdrawn. The correct procedure is to consult with the Student Success Center to secure and complete an **official withdrawal form**. The withdrawal will then become a part of the students' permanent record. Students who leave school without following this procedure will be subject to **all applicable tuition and fees**. Students should withdraw in person and see that their withdrawal forms are signed by the proper officials. However, in extenuating circumstances, they may withdraw via email with a Dean's approval.

## **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.

## **NONDISCRIMINATION STATEMENT**

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 Affairs, phone [601-477-2673](tel:601-477-2673); email [ADACoordinator@jcc.edu](mailto:ADACoordinator@jcc.edu) and (Title IX) Amanda McLeod, Title IX Coordinator, Enrollment Services, Terrell Tisdale Library, phone 601-477-4083; email [amanda.mcleod@jcc.edu](mailto:amanda.mcleod@jcc.edu). Jones County Junior College, [900 South Court Street, Ellisville, MS 39437](https://www.jcc.edu).

## Advisement Calendar 2018-19

### Fall

#### **August**

- 13 Dorms open at 2pm
- 14 New Faculty Orientation
- 15 Faculty and Staff Orientation
- 16 Faculty Orientation and Registration (9am – 12pm)
- 17 Day, 4W1, 5W1, and 7W1 Classes Begin
- 17 Last Day for 100% Refund for Regular, 4W1, 5W1, and 7W1 Classes
- 20 Evening, AU4, AU8, & WWW Online Classes Begin
- 21 Last Day to Enroll in AU4 Classes
- 22 Last Day to Enroll in Regular Classes
- 23 Last Day to Enroll in AU8 Classes
- 25 Last Day for Schedule Changes (for Students Currently Enrolled)
- 25 Last Day to Enroll in MSVCC Online (WWW) Classes
- 28 Last Day for 50% Refund for AU4 Classes

#### **September**

- 4 Labor Day Holiday (Evening Classes Meet)
- 5 Last Day for 50% Refund for Regular, 5W1, 7W1 & MSVCC Online (WWW) & AU8 Classes
- 7 Freshman Convocation
- 9 Last Day to Withdraw from AU4 Classes
- 13 Last Day to Withdraw from AU8 Classes
- 18 SP4 Classes Begin
- 21 **Advisement Meeting for Freshman/Sophomores**
- 25 Last Day for 50% Refund for SP4 Classes
- 27 5W2 Classes Begin
- 27 Last Day for 100% Refund for 5W2 Classes

#### **October**

- 1 Associate Degree Nursing Application Deadline for Spring Semester
- 1 LPN Nursing Application Deadline for Spring Semester
- 1 Last date to for advisors to send major changes to Bonnie**
- 5 Mid Term Grades Due
- 6 Last Day to Withdraw from SP4 Classes
- 8 Last Day for 50% Refund for 5W2 Classes
- 10 Dorms Close at 2pm
- 11 7W2 Classes Begin
- 11 Last Day for 100% Refund for 7W2 Classes
- 11-12 Fall Break (No day classes, Evening classes will meet)
- 14 Dorms Open at 2pm
- 15 4W3, OC4 and OC8 Classes Begin
- 15 Last Day for Refund for 4W3, OC4 and OC8 Classes
- 15 ½ Tuition Payment Due in Business Office
- 22 Last Day for 50% for OC4 Classes
- 22 - 26 Faculty create schedules for all advisees & email student schedules**
- 22 – November 16 - Suspension of flex time to meet student needs**
- 25 Last Day for 50% Refund for 7W2 Classes
- 29 Last Day for 50% Refund for 4W3 and OC8 Classes

**29 – November 16 – Give students opportunity to make schedule changes**

#### **November**

- 1 5W3 Classes Begin
- 1 Last Day for 100% Refund for 5W3 Classes
- 4 Last Day to Withdraw from OC4 Classes
- 4 Last Day to Withdraw from MSVCC Online (WWW) Classes
- 12 – 16 Advisor attempts 3 contacts for students who did not respond (phone or text). Document in PS and notify Advisement Coordinator**
- 12 4W4 and NO4 Classes Begin
- 12 Last Day for Refund for 4W4 and NO4 Classes

- 15 Last Day for 50% Refund for 5W3 Classes
- 15 EMT Application Deadline for Spring Semester
- 16 Last Day for 50% Refund for NO4 Classes
- 16 Dorms Close at 2pm
- 19 – 23 Thanksgiving Holiday
- 24 Last Day to Withdraw from OC8 Classes
- 25 Dorms Open at 2pm
- 26 Last Day for 50% Refund for 4W4 Classes
- 26 Students will be deleted who have not responded to advisors and also those with NO PAY indicators**
- 26 Students will be passed off to Enrollment Services to begin reaching out to all unregistered students**

#### **December**

- 1 Last Day to Withdraw from NO4 Classes
- 10-13 Final Exams
- 14 Grades Due by 9am
- 14 Last Day for Administrative Offices to be Open

#### **Spring Semester 2019**

##### **January**

- 2 Administrative Offices Open
- 3 Registration (9 am – 12pm)
- 3 Dorms Open at 2pm
- 4 Day, 4W1, 5W1, & 7W1 Classes Begin
- 4 Last Day for 100% Refund for Regular, 4W1, 5W1 & 7W1 Classes
- 7 Evening Classes Begin
- 8 Last Day to Enroll in Face-to-Face Classes
- 10 Last Day for Schedule Changes (for Students Currently Enrolled)
- 18 Last Day for 50% Refund for Regular, 4W1, 5W1, & 7W1 classes
- 21 Martin Luther King Holiday (Evening classes meet)
- 22 MSVCC Online, JA4, & JA8 Classes Begin (15W)
- 22 Last Day for 100% Refund for MSVCC Online (WWW) Classes
- 24 Last Day to Enroll in JA8 Classes
- 25 Last Day to Enroll in MSVCC Online (WWW) Classes
- 29 Last Day for 50% Refund for JA4 Classes

##### **February**

- 1 4W2 Classes Begin
- 1 Last Day for 100% Refund for 4W2 Classes
- 1 ½ Tuition Payment Due in Business Office
- 5 Last Day for 50% Refund for MSVCC Online (WWW) & JA8 Classes
- 9 Last Day to Withdraw from JA4 Classes
- 11 5W2 Classes Begin
- 11 Last Day for 100% Refund for 5W2 Classes
- 15 Last Day for 50% Refund for 4W2 Classes
- 18 FB4 Classes Begin
- 18 Last Day to Enroll in FB4 Classes
- 18 Last Day for 100% Refund for FB4 Classes
- 19 Last Day for 50% for FB4 Classes
- 22 Mid Term Grades Due
- 25 Last Day for 50% for 5W2 and FB4 Classes
- 28 4W3 Classes Begin
- 28 Last Day for 100% Refund for 4W3 Classes

##### **March**

- 1 7W2 Classes Begin
- 1 Last Day for 100% Refund for 7W2 Classes
- 1 ½ Tuition Payment Due in Business Office
- 1 AD Nursing Application Deadline for Fall Semester
- 1 Radiography Application Deadline for Fall Semester
- 2 Last Day to Withdraw from JA8 Classes
- 8 Dorms Close at 2pm

- 9 Last Day to Withdraw from FB4 Classes
- 11–15 Spring Break, Campus Closed
- 14 Last Day for 50% Refund for 4W3 Classes
- 15 Last Day for 50% for 7W2 Classes
- 17 Dorms Open at 2pm
- 18 MR4 Classes Begin
- 18 Last Day for 100% Refund for MR4 Classes
- 18 Last Day to Enroll in MR4 Classes
- 20 Early Registration for Summer/Fall Begins
- 25 5W3 Classes Begin
- 25 Last Day for 50% Refund for MR4 Classes
- 25 Last Day for 100% Refund for 5W3 Classes
- 31 Last Day to Withdraw from MR4 Classes
- April**
- 1 LPN Application Deadline for Fall Semester
- 1 4W4 Classes
- 1 Last Day for 100% Refund for 4W4 Classes
- 6 Last Day to Withdraw from MR4 Classes
- 8 Last Day to Withdraw from MSVCC Online (WWW) Classes
- 9 AP4 Classes Begin
- 12 Last Day to Enroll in AP4 Classes
- 9 Last Day for 50% for 5W3 Classes
- 15 EMT and Radiography Application Deadline for Fall Semester
- 17 Last Day for 50% Refund for 4W4 Classes
- 17 Dorms Close at 2pm
- 18 – 19 Easter Break and Good Friday, Campus Closed (Evening Classes Meet)
- 21 Dorms Open at 2pm
- 26 Graduation Practice
- 26 Sophomore Luncheon
- 27 Last Day to Withdraw from MR8 Classes
- 29-30 Final Exams
- May**
- 1-2 Final Exams
- 1 Pharmacy Technology Application Deadline for Fall Semester
- 3 Graduation
- 3 Final Grades Due by 9am
- 18 Cosmetology Application Deadline for Fall Semester

**Summer Semester 2019**

- May**
- 23 Registration (9am – 12pm)
- 27 Memorial Day (Campus Closed)
- 28 4W1 Classes Begin
- 28 Last Day for 100% for 4W1
- June**
- 3 JN4 and JN8 Classes Begin
- 3 Last Day for 100% Refund on JN4 and JN8 Classes
- 4 Last Day for 50% for 4W1 Classes
- 10 Last Day for 50% Refund for JN4 Classes
- 21 4W1 Classes End
- 22 Last Day to Withdraw from JN4 Classes
- July**
- 1 JL4 Classes Begin
- 1 Last Day for 100% Refund for JL4 Classes
- 8 4W2 Classes Begin
- 8 Last Day for 100% Refund for 4W2 Classes
- 8 Last Day for 50% for JL4 Classes
- 13 Last Day to Withdraw from JN8 Classes
- 15 Last Day for 50% Refund for 4W2 Classes

20 Last Day to Withdraw from JL4 Classes

**August**

2 Final Grades Due by 9am

2 Graduation