

 Jones County Junior College

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# Advisee Handbook

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## 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 an individual. 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, it's faculty, and it's curricula through guidance with choice of major, course schedule planning, and registration support; assistance with life 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, 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 will inspire greatness by providing educational opportunities for its students, employees, and surrounding communities.

## GOALS

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

# 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 JCJC:

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 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. Keeps scheduled appointments and arrives 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 the timeframe 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. 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 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	Mr. Ed Smith	Administration Building
VP for Instructional Affairs	Dr. Laverne Ulmer	Administration Building
VP Business Affairs	Mr. Rick Youngblood	Administration Building
Dean of Student Affairs	Dr. Samuel Jones	Administration Building
Dean of Honors College	Dr. Mark Taylor	Administration Building
Dean of Business, Technology, And Health Services	Ms. Candace Weaver	Allied Health
Dean of Liberal Arts/Industrial Services, and Advanced Technology Center	Dr. Shannon Campbell	Administration Building
Registrar	Mr. Rick Hamilton	Administration Building
Director of Men's Housing	Mr. Van Tuggle	Administration Building
Director of Women's Housing	Ms. Ashley Hill	Anderson Hall
Student Success Center	Mr. Andrew Sharp	Library
Chief of Police	Stan Livingston	Campus Police
Alumni Relations	Ms. Caroline Ramagos	Jones Hall
Food Services	Mr. Billy Nash	Cafeteria
Book Store	Mr. Kevin Kuhn	Neill Student Center
Facilities Management	Mr. Van Tuggle	Administration Building
Financial Aid	Ms. Jennifer Suber	Administration Building
Campus Life/Clubs/Student Government Assoc.	Ms. Sonya Davis	Administration Building
Maintenance/Receiving	Mr. Michael Bradshaw	Physical Plant
Clubs & Organizations	Ms. Sonya Davis	Administration Building
Student Health Services	Campus Clinic	Home/Health Building
Intramurals Coordinator	Coach Oleg Baleyev	P. E. Building
eLearning	Ms. Jennifer Powell	Academic Support Center
Library Services	Ms. Julie Atwood	Library
OneCard Office	Ms. Candi Smith	Administration Building
Veteran's Affairs	Ms. Crystel Hinton	Administration Building
Non-Traditional Student Center	Ms. Diane Williams	Non-Traditional Success Center
Information Technology Helpdesk	Ms. Melanie James	Community Services

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## **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 Aided Learning Lab offers students computers that are connected to the Internet, and have networked printers. Also the computers have many programs such as Microsoft Office, MyIT Lab, Keyboarding Pro, along with larger numbers of math and nursing tutorials.

The CAL Lab is located in the Academic Support Building. Hours of operation are Monday – Thursday 7:30 a.m. to 9:00 p.m. and Friday 7:30 a.m. to 3:30 p.m. You can contact the CAL Lab by phone at (601) 477-4064.

## **Math Center**

The Math Center utilizes an interactive online database called MyLabsPlus for teaching students enrolled in Fundamentals of Math, Beginning Algebra, Intermediate Algebra and College Algebra. This program provides online resources such as lecture videos, examples and homework.

## 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.jjc.edu](http://www.jjc.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 Counseling 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 a counselor in the Student Success Center 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.

### 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.

### Classification of Freshman and Sophomores

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

### Student Academic Load/Overload

- The minimum course load for a full-time undergraduate student is **12** 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 POLICIES

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.

#### Official Absences

Official absences are those granted students who are representing the school. The College employee responsible for requesting official absences for students must submit the request to the Office of Student Affairs at least twenty-four hours prior to the absence. A notification of the official absence will be posted. However, students are responsible for notifying instructors in advance of any absence and making preparation for assignments.

With the exception of Official Absences, no absences are considered “**Excused**”. Students who miss announced work or tests will be subject to syllabus policy and must justify the absence to the instructor. Absences due to extended hospitalization, military deployment, or other reasons determined by the Office of Student Affairs to be justifiable, will be handled by the Dean on a case-by-case basis.

#### Absences Due to Late Registration

Absences occurring from late registration are charged against the student’s total number of absences from classes.

## **Liberal Arts Attendance Policy**

### **Day Class Absences**

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. If the number of absences equals three times the number of times the course meets per week-including all types of absences-the student will be dropped from the course and a grade of "W" will be recorded.

### **On-Line Absences**

Students in on-line courses will be placed on probation after two absences and will be dropped from the class after three absences.

### **Evening Class Absences**

After two evening class absences for any cause, students are notified by the Office of Student Affairs that absences are jeopardizing their grades and enrollment. After the third absence, students are notified that they have been dropped from the course with a grade of "W".

### **Summer Class Absences**

After two absences from a four-week term summer course or four absences from a eight or nine week course, students are notified by the Office of Student Affairs that absences are jeopardizing their grades and enrollment. After four absences from a four-week summer course or eight absences from a eight or nine week course, students are notified that they have been dropped from the course with a grade of "W" recorded.

### **Day Class Tardies**

Students who arrive after class begins are charged with a tardy. Three tardies constitute one absence. Students missing more than 10 minutes of class time will receive an absence.

### **Evening Class Tardies**

Students who arrive after class begins are charged with a tardy. Students missing more than 30 minutes of class time will be counted absent.

## **Career/Technical Attendance Policy**

Career and Technical Programs have program specific policies on absences and tardies. Policies on absences and tardies will be detailed in the program handbook or course syllabus.

### **Appeal Procedure for Excessive Absences**

Students who exceed the number of allowed absences may appeal to the Dean of Student Affairs for readmission. The student may be re-entered if the absences are deemed to be justifiable. If necessary, the Student Affairs Committee may hear the appeal. All appeals to re-enter must be made immediately. Appeals should not occur during class times. Absences occurring during the appeal process will be counted against the student.

## **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 five business days from knowledge of the Student Affairs Committee's decision.