


2016-2017

ADVISEE HANDBOOK

JONES COUNTY JUNIOR COLLEGE

www.jcjc.edu



Acknowledgement:

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.

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 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 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 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.

CAMPUS PERSONNEL AND RESOURCES YOU NEED TO KNOW

President	Dr. Jesse Smith	Administration Building
VP for Student Affairs	Dr. Sam Jones	Administration Building
VP for Instructional Affairs	Ms. 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	Mr. Sandy Cochran	Administration Building
Registrar	Mr. Rick Hamilton	Administration Building
Director of Men's Housing	Mr. Van Tuggle	Administration Building
Director of Women's Housing	Ms. Michelle Shearer	Administration Building
Student Success Center	Mr. Andrew Sharp	Library
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	Mr. Van Tuggle	Administration Building
Financial Aid	Ms. Jennifer Suber	Administration Building
Campus Life/Clubs/Student Government Assoc.	Ms. Sonya Dykes	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	Ms. Lakin Ewing	Administration Building
Veteran's Affairs	Ms. Crystel Hinton	Administration Building
Non-Traditional Student Center	Ms. Kimberly Bradshaw	Student Success Center

Information Resources That You Should Have

JCJC Catalog (the year you enrolled)

<http://www.jcjc.edu/catalog/index.php>

Student Handbook

<http://www.jcjc.edu/studentpolicies/docs/studenthandbook.pdf>

Advisee Handbook

<http://www.jcjc.edu/studentpolicies/docs/adviseehandbook.pdf>

Campus Map

<http://www.jcjc.edu/catalog/index.php>

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.

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. There is no fee charged.

DROPPING AN ONLINE CLASS

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.

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.

Advisement Calendar 2016-17

Fall

- March-August Early Registration/Jones UpClose
- Fri. Aug. 19 Traditional Registration
Last day to enroll in online (WWW) classes
- Mon. Aug. 22 Day, Evening, and Online (WWW 15 week) classes begin**
Last day for 100% refund for regular, WWW, 5W1, 7W1, AU8, AU4 classes
- Tues. Aug. 23 Last day for schedule changes for online classes
- Fri. Aug. 26 Last day for schedule changes
- Mon. Aug. 29 Last day for 50% refund for AU4 classes
- Fri. Sept. 2 FRESHMAN ADVISEMENT MEETING – 12:30pm**
- Tues. Sept. 6 Last day for 50% refund for regular, WWW, 5W1, 7W1, AU8 classes
- Sat. Sept. 10 Last day to withdraw from AU4 classes
- Mon. Sept. 19 SP4 classes begin; Last day for 100% refund for SP4
- Mon. Sept. 26 Last day for 50% refund SP4 classes
- Wed. Sept. 28 5W2 classes begin; Last day for 100% refund for 5W2
- Sat. Oct. 1 Last day to withdraw from AU8 class
- Fri. Oct. 7 Mid-Term Grades Due
- Sat. Oct. 8 Last day to withdraw from SP4 classes
- Wed. Oct. 12 Last day for 50% refund for 5W2 classes
- Fri. Oct. 14 7W2 classes begin; Last day for 100% refund 7W2
- Mon. Oct. 17 OC8 and OC4 classes begin; Last day for 100% refund
- Mon. Oct. 17 **EARLY REGISTRATION FOR SPRING BEGINS**
- Thur. Oct. 20-21 Fall Break – Evening classes will meet
- Mon. Oct. 24 Last day for 50% refund for OC4 classes
- Fri. Oct. 28 Last day for 50% refund 7W2
- Mon. Oct. 31 Last day for 50% refund OC8 classes
- Fri. Nov. 4 5W3 classes begin; Last day for 100% refund 5W3
- Sat. Nov. 5 Last day to withdraw from OC4 classes
- Sun. Nov. 6 LAST DAY TO WITHDRAW FROM ONLINE CLASSES**
- Mon. Nov. 14 NO4 classes begin; Last day for 100% refund NO4
- Fri. Nov. 18 Last day for 50% refund for 5W3 and NO4 classes
- Sat. Nov. 26 Last day to withdraw from OC8 classes
- Fri. Dec. 2 Online Grades Due
- Sat. Dec. 3 Last day to withdraw from NO4 classes
- Dec. 12-15 Final Exams
- Fri. Dec. 16 Final Grades Posted

Spring

- Fri. Jan. 6 Traditional Registration
- Mon. Jan. 9 Day and Evening classes begin
Last day for 100% refund for regular, 5W1 and 7W1
Classes
- Fri. Jan. 13 Last day to enroll in online (WWW) classes
- Tues. Jan. 17 WWW, JA8 and JA4 classes begin; Last day for 100%
refund WWW, JA8, JA4 classes
- Wed. Jan. 18 Last day for schedule changes for online (WWW) classes
- Mon. Jan. 23 Last day for 50% refund for regular, 5W1, 7W1
- Tues. Jan. 24 Last day for 50% refund for JA4 classes
- Tues. Jan. 31 Last day for 50% refund JA8, WWW classes
- Sat. Feb. 4 Last day to withdraw from JA4 classes
- Mon. Feb. 13 FB4 classes begin; Last day for 100% refund
- Wed. Feb. 15 5W2 classes begin; Last day for 100% refund
- Mon. Feb. 20 Last day for 50% refund for FB4 classes
- Fri. Feb. 24 Mid-Term Grades Due
- Sat. Feb. 25 Last day to withdraw from JA8 classes
- Wed. Mar. 1 Last day for 50% refund for 5W2 classes
- Fri. Mar. 3 7W2 classes begin; Last day for 100% refund
- Sat. Mar. 4 Last day to withdraw from FB4 classes
- Mon. Mar. 13 MR8 and MR4 classes begin; Last day for 100% refund
- Fri. Mar 14-17 Easter Break – Evening classes will meet
- Fri. Mar. 17 Last day for 50% refund for 7W2 classes
- Mon. Mar. 20 Last day for 50% refund for MR4 classes
- Wed. Mar. 22 **EARLY REGISTRATION FOR SUMMER/FALL BEGINS**
- Mon. Mar. 27 Last day for 50% refund for MR8 classes
- Wed. Mar. 29 5W3 classes begin; Last day for 100% refund for 5W3
- Fri. Apr. 1 Financial Aid Priority Deadline
Last day to withdraw from MR4 classes
- Mon. Apr. 3 Last day to withdraw from WWW (15 week classes)
- Mon. Apr. 10 AP4 classes begin; Last day for 100% refund
- Wed. Apr. 12 Last day for 50% for 5W3 classes
- Mon. Apr. 17 Last day for 50% refund for AP4 classes
- Sat. Apr. 22 Last day to withdraw from MR8 classes
- Sat. Apr. 29 Last day to withdraw from AP4 classes
- May 1-4 Final Exams
- Fri. May 5 Graduation
Final Grades Posted