

**FINANCIAL INFORMATION**  
**JONES COUNTY JUNIOR COLLEGE**  
**FALL 2018**

**BUSINESS OFFICE**

The Business Office is located on the second floor of the Administration Building. Normal hours of operation are 7:30 a.m. until 4:30 p.m. Monday-Thursday and Friday 7:30 a.m.-4:00 p.m. Prompt and accurate settlement of all accounts is expected of all students.

**Legal residents of the State of Mississippi** meet the criteria set forth in Section 37-103, Mississippi Code of 1972, Annotated. A copy of this Section of the Code is available in the Admissions and Records Office.

**FEES**

**Academic and Technical General Tuition Fee:** \$1700.00 (15-21 hours) per semester.  
\$130.00 per semester hour (less than 15 hours)  
*\*more than 21 hours creates a \$130 per hour surcharge*

**Vocational Tuition Fee:** Approximately \$567.00 for a five week session, and \$850.00 for a seven week session.

**Academic, Technical and Vocational Out-of-State Tuition Fee:**

**Part time** (under 15 hours) \$205.00 per semester hour, not to exceed \$1,000.00

**Full Time** (15-19 hours) \$1,000.00

**Non-Resident (Out-of-State) students are charged both Out-of-State and General Tuition.**

**Legal residents of the State of Mississippi** meet the criteria set forth in Section 37-103, Mississippi Code of 1972, Annotated. A copy of this Section of the Code is available in the Admissions and Records Office.

**Registration Fee:** \$40.00

**Senior Citizens.** If space is available, senior citizens over the age of 65 may enroll in courses without paying registration or general fees. However, any applicable lab fee must be paid. Information concerning this program may be obtained from the Deans' Office.

**Mini Session/OnDemand Courses:** A student may enroll in a mini and/or OnDemand session that is offered within the regular semester schedule. These courses are additional hours and may require a student to owe additional tuition or tuition-related fees charges. Please see the Business Office prior to enrolling in any additional courses for an overview of new charges.

**Duals: Dual Credit** students are charged based on individual county contracts. Students should contact Jamie Williams in the Recruiting (601) 477-4027 for more information.

**Dual Enrolled** students are charged the same price as a regularly enrolled student

*\*The Board of Trustees of Jones County Junior College reserves the right to change any or all fees without notice.\**

## **FOR RESIDENCE HALL STUDENTS**

### **\$466 Key Pick-up Payment/Move-in Payment**

This fee applies towards the overall dorm cost

### **Residence Hall Fees.**

#### **FALL 2018**

**\$2066.00** for the fall semester or four payments of \$400 **after \$466 move in payment.**

\$400 due August 31, 2018

\$400 due September 28, 2018

\$400 due October 31, 2018

\$400 due November 30, 2018

### **THESE FEES ARE NOT REFUNDABLE IF A STUDENT MOVES OUT.**

Except on official school holidays, resident hall students are provided three meals per day each day of the week. Meals are provided if the dorms are open. All resident hall students are required to purchase a mailbox and a college cafeteria meal plan.

**Residence Hall Move Out.** To withdraw officially from the dormitory, a student must secure a withdrawal notice from the Director of Housing

**The room and board fees are not refundable.**

A student who moves out may no longer live on campus; however they will still be allowed to continue to use their dorm meal ticket in the cafeteria for the remainder of the term.

**Residence Hall Room Processing Fee.** A residence hall room processing fee of \$50.00 is payable in advance in order to reserve a room in the resident halls. This fee is **nonrefundable** unless the college fails to provide the student a room by the first day of class.

### **Dorm Meal Plan.**

Please see the appropriate housing office for various meal plan options for dorm students; do so by the first week of courses.

## **MISCELLANEOUS FEES AND EXPENSES**

**Work-Based Learning:** \$130.00 per semester hour

**Change of Schedule Fee:** \$20.00

**Returned Check Fee:** \$40.00

**Replacement Identification Card:** \$40.00

**Replacement Key Card (Smith Hall):** \$40.00

**Multiple Decals or Replacement:** \$25.00

**Commuter Meal Ticket:**

See the OneCard Office

**Alternate Option to Commuter Meal Ticket:**

Students who do not wish to charge or purchase a commuter meal ticket may purchase Bobcat Bucks to be applied to their JCJC OneCard. These funds can be used in the cafeteria, bookstore, select vending machines, and other, multiple **on** and **off** campus locations.

Students who are full time in the fall semester will receive a yearbook. Yearbooks are delivered near the end of spring semester and qualifying students must pick up their yearbook before the close of the second summer semester. See College Calendar 2017-2018 for these dates.

**REFUND/WITHDRAW POLICY**

It is the student's responsibility to withdraw officially. Refunds of fees are computed according to the date the student personally contacts the Student Success Center to complete the withdrawal process or the date the student drops their courses themselves online, **not the last day of class attendance**.

**Students must withdraw from a course by the first day of class in order to receive 100%.**

Requests for exceptions because of extenuating circumstances such as illness or death must be submitted in writing to the Business Office. An administrative committee will review the request, and the student will be notified as to whether or not an exception to the refund policy can be made. The college will not refund fees originally paid by check until the check has successfully cleared the student's bank.

**Registration Fee.** This fee is not refundable.

**Laboratory Fees.** Laboratory fees can be refunded if the student officially withdraws from the lab course by 08/17/2018 for regular session courses and by 08/20/2018 for online courses.

## REFUND/WITHDRAW POLICY CONT.

**General Fee, Technology Fee, Part-time Fee, and Non-Resident Tuition.** Students who officially withdraw from school before the end of the term are entitled to partial refunds under certain conditions. These fees will be refunded as follows:

### Fall 2018

<u>Session</u>	<u>100%</u>	<u>50%</u>
Regular	08/17/18	08/31/18
4W1	08/17/18	08/31/18
5W1	08/17/18	08/31/18
7W1	08/17/18	08/31/18
AU4	08/20/18	08/27/18
AU8	08/20/18	09/04/18
WWW	08/20/18	09/04/18
4W2	09/14/18	09/28/18
SP4	09/17/18	09/24/18
5W2	09/24/18	10/08/18
7W2	10/11/18	10/25/18
4W3	10/15/18	10/29/18
OC4	10/15/18	10/22/18
OC8	10/15/18	10/29/18
5W3	11/01/18	11/15/18
4W4	11/12/18	11/26/18
NO4	11/12/18	11/16/18

*\*Hybrid Online courses are considered Regular Session. Therefore, the Regular Session dates must be considered when determining refund amount.*

**Students must withdraw from a course by the first day of class in order to receive 100%.**

## **BUSINESS OFFICE INFORMATION**

**Payment of Tuition and Fees.** Students may make payment with cash, check, credit card, money order or Bobcat Bucks at the business office during regular office hours.

**Online Payments.** Students may make payments online. Log on to myJones and choose the *PeopleSoft* app. Next navigate to the Student Center, click Account Inquiry and/or **Make a Payment**. Students may pay online with Visa, MasterCard, American Express or Discover.

**Phone Payments.** Students may make payments by phone by calling 1-866-526-6007 and using Visa, American Express, MasterCard or Discover.

## **PAYMENT POLICY**

**The following is the Jones County Junior College Payment Plan for the Fall 2018 term:**

<b>September 14, 2018</b>	½ of Balance Due
<b>October 15, 2018</b>	½ of Balance Due

All students must adhere to this plan to maintain enrollment for the fall 2018 term.

- **Payment plan applies to ALL students.**
- **Interest Free and No Down Payment Required**
- **No payment due to begin classes; however, any payments received by August 15th will receive 10% in Bonus Bucks.**
- **Payment plan balance is all charges less any aid or scholarships; however, if you do not have aid and/or scholarships on your account when payment is due, you will be required to make a payment.**

Scholarships, Pell grants, loans or other types of aid must be completed and awarded to the student's account in order to satisfy the payment plan. The priority deadline for fall 2018 is April 1, 2018. FAFSA applications received after April 1 are not guaranteed to be completed and awarded by September 14th when the first payment is due. Accordingly, students must make payment themselves in order to secure and maintain their enrollment. In the event aid is completed and awarded after a student makes payment, this payment will not be refunded. Any payments will be returned to the student in the form of a refund during the published refund dates and not before.

### **Past Due/Overdue Balances.**

Failure to pay your balance could result in any, or all of the following:

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

## LABORATORY FEES

All students who enroll in laboratory courses will be charged the appropriate laboratory fee. These fees, which are payable at the beginning of the semester, are as follows:

### ACADEMIC

<b>Business Administration (BAD)</b> 2533, 2813	<b>\$25.00 per course</b>
<b>Business &amp; Office Administration (BOA)</b> 2413, 2533, 2553	<b>\$25.00 per course</b>
<b>Biology (BIO)</b> 1114, 1124, 1134, 1144, 1214, 1314, 1414, 2414, 2424, 2514, 2524, 2924	<b>\$25.00 per course</b>
<b>Chemistry (CHE)</b> 1114, 1214, 1224, 2424, 2434	<b>\$25.00 per course</b>
<b>Computer Science (CSC)</b> 1313, 1613, 2133, 2143	<b>\$25.00 per course</b>
<b>ENG 124</b>	<b>\$8.75 per course</b>
<b>MAT 124</b>	<b>\$3.50 per course</b>
<b>ENG 1113, 1123</b>	<b>\$23.00 per course</b>
<b>NUR 1119</b>	<b>\$453.00 per course</b>
<b>NUR 1129</b>	<b>\$353.00 per course</b>
<b>NUR 2113</b>	<b>\$159.00 per course</b>
<b>NUR 2129</b>	<b>\$393.00 per course</b>
<b>NUR 2139</b>	<b>\$464.00 per course</b>
<b>Nursing (NUR) 2113</b>	<b><i>\$125.00 per course June summer and \$159.00 for July summer course</i></b>
<b>Psychology of Personal Adjustment PSY 2553</b>	<b>\$52.00 per course</b>
<b>MSVCC Online Course</b>	<b>\$30.00 per course</b>
<b>Physical Science (PHY) 2244, 2254</b>	<b>\$25.00 per course</b>
<b>Physics (PHY) 1213, 2414, 2424, 2515, 2525</b>	<b>\$25.00 per course</b>
<b>Private Music Instructions</b>	
<b>MUA 1141,1151,1172,1182,1241,1251,1272,1282,1331,1341,1362, 1372,1441,1451,1472,1482,1541,1542,1551,1552,1571,1572,1581, 1582,1741,1751,1772,1782,1841,1851,1872,1882,2141,2151,2172, 2182,2241,2251,2272,2282,2331,2341,2362,2372,2441,2451,2472, 2482,2541,2542,2551,2552,2571,2572,2581,2582,2741,2751,2772, 2782, 2841, 2851, 2872, 2882</b>	<b>\$25.00 per course</b>

### CAREER/TECHNICAL

#### Heating and Air Conditioning

<b>ACT 1133, 1214, 1313, 1713, 1813, 2324, 2413, 2424, 2433, 2514, 2624, 2912, 2913, 2914</b>	<b>\$15.00 per course</b>
<b>ACT 1124</b>	<b>\$49.00 per course</b>
<b>CTE 1143</b>	<b>\$50.00 per course</b>

#### Automotive Technology

<b>ATT 1134, 1213, 1314, 1425, 1715, 1811, 2325, 2334, 2435, 2445, 2614, 2914</b>	<b>\$26.00 per course</b>
<b>ATT 1124</b>	<b>\$55.00 per course</b>

#### Business and Office Technology

<b>BOT 1213, 1233, 1243, 1313, 1433, 1763, 2433, 2523, 2643, 2653, 2723, 2743, 2763, 2833</b>	<b>\$25.00 per course</b>
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#### Early Childhood Technology

<b>CDT 1313, 1713, 2613, and 2713</b>	<b>\$50.00 per course</b>
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CDT 2915	\$210.00 per course
CDT 2945	\$160.00 per course
CDT 1112	\$215.00 per course
CDT 1344	\$65.00 per course
CDT 1223, 2233, 2413, 2513, 2813	\$20.00 per course
CDT 1213	\$60.00 per course
<b><u>Civil Engineering Technology</u></b>	
CIT 1413	\$59.00 per course
DDT 1163	\$59.00 per course
CIT 1113, 1114, 1213, 2113, 2433, 2434 2443	\$25.00 per course
DDT 1213, 1323	\$25.00 per course
<b><u>Cosmetology</u></b>	
COV 1245, 1255, 1426, 1522, 1532, 1622, 1632	\$17.00 per course
COV 1263, 1542, 1642, 1722, 1732	\$37.00 per course
COV 1122, 1436, 1443	\$51.00 per course
<b><u>Commercial and Residential Maintenance</u></b>	
CRM 1112, 1413	\$59.00 per course
CRM 1122, 1133, 1215, 1222, 1312, 1513, 1615, 1712, 2912	\$25.00 per course
CTE 1143	\$50.00 per course
<b><u>Culinary Arts</u></b>	
CUT 1114, 1124, 1134, 2314	\$75.00 per course
HRT 1123	\$50.00 per course
<b><u>CAD Engineering Technology</u></b>	
DDT 1173, 1323, 1613, 2153, 2213, 2373, 2813, 2823	\$25.00 per course
DDT 1163	\$59.00 per course
<b><u>Diagnostic Medical Sonography</u></b>	
DMS 1414, 1426, 1436	\$34.00 per course
DMS 1114	\$185.00 per course
<b><u>Truck Driving</u></b>	
DTV 1114, 1124	\$200.00 per course
<b><u>Industrial Electronics/Instrumentation</u></b>	
EET 1113, 1123, 1124, 1214, 1334, 1444	\$10.00 per course
EET 1114	\$44.00 per course
INT 2114	\$25.00 per course
INT 2124	\$50.00 per course
<b><u>Electrical Technology</u></b>	
ELT 1413, 2613, 1123, 1273, 1263, 2624, 1193, 1143, 1144	\$10.00 per course
ELT 1113	\$89.00 per course
ELT 1213	\$60.00 per course
ELT 2114, 2424	\$150.00 per course
ELT 1253	\$55.00 per course
CTE 1143	\$50.00 per course

**Emergency Medical Technology/Paramedic**

EMS 1117	\$450.00 per course
EMS 1122	\$400.00 per course
EMS 1825, 2855	\$200.00 per course
EMS 2414, 1513	\$100.00 per course
EMS 1422	\$125.00 per course
EMS 1314, 1414, 1614, 2714, 2912	\$25.00 per course

**Forestry Technology**

FOT 1114	\$50.00 per course
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**Health Care Assistant**

HCA 1115	\$281.00 per course
HCA 1125	\$155.00 per course
HCA 1312	\$101.00 per course
HCA 1214	\$170.00 per course

**Horticulture Technology**

HLT 2413, 2423	\$100.00 per course
HLT 1113, 1123, 1213, 1313, 2323	\$50.00 per course
HLT 2124, 2813	\$35.00 per course

**Electro-Mechanical Technology**

IMM 1934	\$85.00 per course
IMM 1153	\$84.00 per course
IMM 1163	\$25.00 per course
IMM 1214	\$25.00 per course
CTE 1143	\$50.00 per course

**Information Systems Technology**

IST 1124, 1134, 1143, 1153, 1163, 1213, 1223, 1244, 1254, 1314, 2224, 2234, 2313, 2314, 2334, 2373, 2444, 2473, 2483	\$25.00 per course
IST 1413, 2433	\$100.00 per course
IST 1423, 2254	\$119.00 per course

**Paralegal Technology**

LET 1213, 1513, 2463, 2653, 1523, 1713, 2313, 2453	\$60.00 per course
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**Smart Start Pathway**

LLS 1722	\$25.00 per course
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**Business and Marketing Management**

MMT 1113	\$50.00 per course
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**Pipefitting**

MPT 1121,1133,1142,1212,1152,1162,1222,1232 1241,1311,1322,2173,1342,1333,2181,2253, 2511,2521,2532,2541,2613	\$50.00 per course
MPT 1112	\$129.00 per course

**Machine Shop**



MST 1222, 1232, 1243, 1251, 1263, 1313, 1412, 1422, 1613, 2513, 2523, 2911, 2532, 2542, 2714, 2724, 2551, 2912 **\$50.00 per course**  
MST 1212 **\$84.00 per course**

**Pharmacy Technology**

PHM 1424, 2434, 2534, 2714 **\$20.00 per course**  
PHM 1525, 2614, 2624, 2634 **\$44.00 per course**  
PHM 1123 **\$90.00 per course**  
PHM 1111 **\$359.00 per course**  
PHM 1212, 1512, 2813 **\$20.00 per course**

**Practical Nursing**

PNV 1443 **\$1,226.00 per course**  
PNV 1682 **\$131.00 per course**  
PNV 1914 **\$315.00 per course**  
PNV 1524 **\$25.00 per course**

**Medical Radiologic Technology**

RGT 1114, 2147 **\$45.00 per course**  
RGT 1213, 2533 **\$110.00 per course**  
RGT 1423, 1513, 1523, 1613, 2542 **\$35.00 per course**  
RGT 1413, 2933 **\$70.00 per course**

**Welding**

WLT 1115, 1124, 1135, 1143, 1155, 1162, 1225, 1252, 1313, 1911, 1912, 1913, 1921, 1922, 1923, 1924, 1925, 1926, 2913 **\$50.00 per course**  
CTE 1143 **\$50.00 per course**

**COURSE MATERIALS FEE**

Jones County Junior College is dedicated to providing affordable, technologically advanced, and relevant course materials to our students. This includes electronic books, downloadable reading materials, homework management systems, content and grading resources, and lab based learning tools.

Courses are charged a **\$10 per credit hour** Course Materials Fee or a **\$30 per credit hour** Course Material Fee. The following are the courses with a Course Materials Fee associated with them:

**\$10 Per Credit Hour:**

Subject	Catalog	Description	Amt / Unit
ACT	1124	Basic Compression Refrigeratio	10.00
ACT	1133	Tools and Piping	10.00
ACT	1214	Controls	10.00
ACT	1313	Refrigeration Sys. Components	10.00
ACT	1713	Elec. for Heat,Vent,AC and Ref	10.00
ACT	2424	Air Conditioning II	10.00
ACT	2433	Refrigerant, Retrofit,& Regs.	10.00
ACT	2624	Heat Load & Air Properties	10.00
ACT	2914	Special Project in Heat/AC	10.00
ATT	1213	Brakes	10.00

ATT	1314	Manual Drive Trans/Transaxle	10.00
ATT	1811	Intro. Safety & Emp. Skills	10.00
ATT	2325	Automatic Transmission/Transax	10.00
ATT	2445	Engine Performance III	10.00
ATT	2614	Heating and Air Conditioning	10.00
BOT	2643	CPT Coding	10.00
BOT	2653	ICD Coding	10.00
CDT	1112	Early Childhood Profession	10.00
CDT	1313	Art for Preschool	10.00
CDT	1344	Child Hlth, Safety & Nutrition	10.00
CRM	1112	Fund. of Maintenance Services	10.00
CRM	1122	Maintenance Regulations	10.00
CRM	1133	Math and Blueprint Interpret.	10.00
CRM	1222	Surface Finishes	10.00
CRM	1312	Masonry	10.00
DDT	1113	Fund of Draft	10.00
DDT	1163	Engineering Graphics	10.00
EET	1114	DC Circuits RTV	10.00
EET	1124	AC Circuits RTV	10.00
EET	1192	Fundamentals of Electronics	10.00
ELT	1113	Residential/Light Comm Wiring	10.00
ELT	1253	Branch Circuit/Service Ent.Cal	10.00
HRT	2613	Hospitality Supervision	10.00
MST	1212	Drill Press & Band Saw Ops	10.00
MST	1223	Lathe Turning Knowledge	10.00
MST	1243	Precision Lathe Operations	10.00
MST	1313	Advanced Shop Mathematics	10.00
MST	1412	Blueprint Reading	10.00
MST	2714	Computer Numerical Control I	10.00
WLT	1313	Cutting Processes	10.00
WLT	1155	Pipe Welding	10.00
WLT	1162	Gas Metal Arc Aluminum Welding	10.00
WLT	1252	Advanced Pipe Welding	10.00
WLT	1911	Special Problem in Weld. & Cut	10.00
WLT	2913	Special Problems in Welding	10.00
WLT	1232	Blueprint Reading, Symbols	10.00

**\$30 Per Credit Hour:**

Subject	Catalog	Description	Amt / Unit
ACC	1213	Principles of Accounting I	30.00
ACC	2223	Principles of Accounting II	30.00
ACT	2325	Commercial Refrigeration	30.00
ACT	2413	Air Conditioning I	30.00
AGR	1214	Animal Science	30.00
AGR	2413	Farm Management	30.00
ART	1113	Art Appreciation	30.00

ART	1313	Drawing I	30.00
ART	1433	Design I	30.00
ART	1453	Three Dimensional Design	30.00
ART	1513	Computers in Art	30.00
ART	1913	Art for Elementary Teachers	30.00
ART	2613	Ceramics I	30.00
ART	2623	Ceramics II	30.00
ART	2713	Art History I	30.00
BAD	1113	Introduction to Business	30.00
BAD	2413	Legal Environment of Business	30.00
BAD	2523	Personal Financial Mgnt.	30.00
BAD	2813	Administrative Communications	30.00
BIO	1114	Principles of Biology I	30.00
BIO	1124	Principles of Biology II	30.00
BIO	1134	General Biology I	30.00
BIO	1144	General Biology II	30.00
BIO	2514	Anatomy and Physiology I	30.00
BIO	2524	Anatomy and Physiology II	30.00
BIO	2924	Microbiology	30.00
BOT	1213	Professional Development	30.00
BOT	1233	Microsoft Word I	30.00
BOT	1313	Applied Business Math	30.00
BOT	1613	Medical Office Terminology I	30.00
BOT	1763	Communication Essentials	30.00
BOT	2133	Desktop Publishing	30.00
BOT	2323	Database Management	30.00
BOT	2723	Administrative Office Proc.	30.00
BOT	2743	Medical Office Concepts	30.00
BOT	2833	Integrated Computer Apps.	30.00
CDT	1223	Child Development II	30.00
CDT	1223	Preschool & Primary Dev.	30.00
CDT	2233	Guiding Social & Emotional Beh	30.00
CDT	2413	Atypical Child Development	30.00
CHE	1114	General Chemistry Survey Basic	30.00
CHE	1214	General Chemistry I	30.00
CHE	1224	General Chemistry II	30.00
CHE	2424	Organic Chemistry I	30.00
CHE	2434	Organic Chemistry II	30.00
CIT	1213	Road Design & Const.	30.00
CIT	2113	Legal Principles of Surveying	30.00
CRJ	1313	Intro to Criminal Justice	30.00
CRJ	1363	Int Corrections	30.00
CRJ	1383	Criminology	30.00
CRJ	2333	Criminal Investigation	30.00
CSC	1123	Micro-Internet Applications	30.00
CSC	1613	Computer Programming I	30.00
CSC	2134	Programming I with "C++"	30.00

CTE	1143	NCCER Core	30.00
CUT	1114	Culinary Principles I	30.00
CUT	1134	Principles of Baking	30.00
CUT	1135	Principles of Baking	30.00
CUT	2223	Menu Plan & Facilities Design	30.00
CUT	2244	Dining Room Management	30.00
CUT	2314	American Regional Cuisine	30.00
DDT	1213	Construction Materials	30.00
DDT	2911	Special Project	30.00
DDT	2912	Special Project	30.00
DDT	2913	Special Project	30.00
DMS	1114	Introduction to Ultrasound	30.00
ECO	2113	Economics I	30.00
ECO	2123	Economics II	30.00
EET	1444	Funds. of Instrumentation	30.00
EGR	2413	Engineering Mechanic	30.00
ELT	1143	AC/DC Circuits for Elec. Tech.	30.00
ELT	1144	AC/DC Circuits for Elec. Tech.	30.00
ELT	1193	Fundamentals of Electricity	30.00
ELT	2613	Programmable Logic Controllers	30.00
EMS	1117	EMT	30.00
EMS	1825	Cardiology	30.00
EMS	2855	Medical	30.00
ENG	124	Intermediate English	30.00
ENG	1024	Intermediate English	30.00
ENG	1113	English Composition I	30.00
ENG	1123	English Composition II	30.00
ENG	2133	Creative Writing I	30.00
ENG	2153	Traditional Grammar	30.00
EPY	2533	Human Growth and Development	30.00
FCS	1113	Social and Professional Dev.	30.00
FCS	1233	Principles of Nutrition	30.00
FCS	1253	Nutrition	30.00
FOT	2213	App of GIS/GPS in Forestry	30.00
GEO	1113	World Geography	30.00
GIT	2123	Fund. of Geographic Info. Syst	30.00
HCA	1115	Basic Health Care Assisting	30.00
HCA	1125	Special Care Procedures	30.00
HCA	1214	Body Structure and Function	30.00
HEC	1233	Principles of Nutrition	30.00
HEC	1253	Nutrition	30.00
HIS	1113	Western Civilization I	30.00
HIS	1123	Western Civilization II	30.00
HIS	2213	American History I	30.00
HIS	2223	American History II	30.00
HLT	2113	Turfgrass Management	30.00
HLT	2323	Greenhouse & Nur. Prod. II	30.00

HPR	1213	Personal and Community Health	30.00
HPR	1593	Hlth Cpts & Wellness/Nutrit.	30.00
HPR	2213	First Aid & CPR	30.00
HPR	2712	Athletic Training Terminology	30.00
HRT	1123	Intro. to Hospitality	30.00
HRT	1213	Sanitation and Safety	30.00
HRT	2623	Hospitality Human Resource Mgt	30.00
HUM	1113	Introduction to Humanities	30.00
INT	2124	Control Systems II	30.00
IST	1124	IT Foundations	30.00
IST	1153	Web and Programming Concepts	30.00
IST	1213	Client Install & Configuration	30.00
IST	1244	Netwk Admn. Windows Server	30.00
IST	1254	Netwk Admn. Using Linux	30.00
IST	1254	Netwk Admn. Using Linux	30.00
IST	1314	Visual BASIC Programming	30.00
IST	1413	Client Side Programming	30.00
IST	1414	Client Side Programming	30.00
IST	2224	Network Planning and Design	30.00
IST	2253	Adv. Netwk Admn.Windows Serv	30.00
IST	2373	C Programming Language	30.00
LET	1113	Legal Systems and Terminology	30.00
LET	1123	Introduction to Law	30.00
LET	1523	Will and Estates	30.00
LET	1713	Legal Writing	30.00
LET	2313	Civil Litigation I	30.00
LET	2353	Criminal Law and Procedures	30.00
LET	2383	Criminal Law and Procedure	30.00
LLS	1312	Orientation	30.00
MAT	124	Beginning Algebra	30.00
MAT	1204	Beginning Algebra	30.00
MAT	1233	Intermediate Algebra	30.00
MAT	1234	Intermediate Algebra	30.00
MAT	1313	College Algebra	30.00
MAT	1323	Trigonometry	30.00
MAT	1513	Business Calculus	30.00
MAT	1613	Calculus I	30.00
MAT	1723	Real Number System	30.00
MAT	2613	Calculus III	30.00
MFL	1213	Spanish I	30.00
MFL	1223	Spanish II	30.00
MMT	1113	Marketing I	30.00
MMT	1323	Advertising	30.00
MMT	1753	Marketing Seminar	30.00
MMT	2213	Management	30.00
MMT	2243	Marketing Management Dec	30.00
MMT	2243	Makg	30.00

MMT	2313	E-Commerce Marketing	30.00
MUS	1113	Music Appreciation	30.00
PHI	2113	Introduction to Philosophy	30.00
PHI	2613	World Religions	30.00
PHM	1413	Pharm. Anat. and Physiology	30.00
PHM	2813	Pharmacy Transition	30.00
PHY	2244	Physical Science I	30.00
PHY	2414	General Physics I	30.00
PHY	2424	General Physics II	30.00
PHY	2515	General Physics IA	30.00
PHY	2525	General Physics IIA	30.00
PSC	1113	American National Government	30.00
PSY	1513	General Psychology	30.00
PSY	2513	Child Psychology	30.00
PSY	2533	Human Growth and Development	30.00
SOC	2113	Introduction to Sociology	30.00
SOC	2133	Social Problems	30.00
SOC	2143	Marriage and the Family	30.00
SPT	1113	Oral Communication (Speech)	30.00
SWK	1113	Social WK-A Helping Profession	30.00

### **E-Book(s)**

ECO 1113	Introduction to Economics	\$130.00 flat fee
JOU 1313	News Writing and Reporting	\$30.00 per unit
DDT 2213	Structural Detailing	\$15.00 per unit

## **GENERAL INFORMATION**

### **Business Office Information:**

**Receipts for Payment of Fees.** The Business Office issues a receipt to the student for each payment made to the college. It is the student's responsibility to keep the receipt in safekeeping. The college cannot assume responsibility for a claim of remittance on account unless the claim is attested by a receipt.

**Unpaid Fees.** Students cannot receive an official transcript of credit earned and cannot register for other classes until fees are paid. A student may be dropped from their courses for not making a payment deadline. A student requesting an official transcript of credit, but has unpaid fees, must pay this balance in full using cash or credit card.

### **Credit Balances/Excess Credit on Account.**

Credit balances or balances with an excess credit are reviewed at the end of each term.

If the excess credit is a result of an over payment the over payment is refunded to the party that initiated the original payment.

If the excess credit is a result of any institutional funds that are non-refundable, such as academic, or service scholarships those scholarships will be reduced to reflect a zero balance on the student's account.

Refundable Federal and State funds are refunded to the student within 14 days of disbursement.

**Personal Checks.** Students, faculty and staff may not cash personal checks.

**Statements of Account.** Students are responsible for paying all fees, including room and board, on published due dates. Students may log on to the myJones at any time and view their charges, payments made, refunds, financial aid and scholarships awarded. Students needing itemized statements of charges and fees must notify the Business Office and such statements will be provided.

**College Property.** A charge will be made to anyone using school equipment and failing to return it. Periodic inspections of dormitory rooms will be made, and the occupants of the room must pay for any missed or damaged property.

**Personal Property.** Even though precaution is taken to maintain adequate security, the college cannot assume responsibility for loss or damage to student possessions. Students are encouraged to carry appropriate insurance to cover such losses.

**Bobcat Bucks.** The JCJC OneCard ID is more than just an ordinary ID card. The OneCard lets you buy on the fly with Bobcat Bucks. Simply deposit money onto the card and use it wherever the OneCard is accepted (Campus Bookstore, Cafeteria and select Vending Machines). The OneCard lets you get what you need fast. It works just like a debit card for cash-free purchases on campus. And there is NO monthly fee! Come by Student Accounts and purchase some Bobcat Bucks for your OneCard. You can find the OneCard policies on the Jones web site at <http://www.jcjc.edu/onecard>

**THE BOARD OF TRUSTEES RESERVES THE RIGHT TO CHANGE ANY OR ALL FEES WITHOUT NOTICE.**