

CO  
JONES  
NECT

JONES COLLEGE  
STUDENT  
ORIENTATION  
2019-2020

# Student Financial Responsibility:

601-477-4010

Students accept full responsibility to pay all tuition, fees, and other associated costs as a result of registration and/or receipt of services.

## Financial Aid/ Scholarship

**Recipients:** Students who anticipate financial aid/ scholarships covering their charges are responsible for submitting the required paperwork to the appropriate office.

Students who qualify for financial aid will receive an award letter from the Financial Aid Office once a student's file is complete.

The above payment plan will apply to all students enrolled for the Fall 2019 and/or Spring 2020 semester.

A student may pay the entire portion of his or her tuition and fees at any time.

## Payment Plan

Students who fail to meet financial aid requirements are not eligible for financial aid, **OR** students who have not been awarded aid when the first payment is due **will be subject to the above payment plan.**

**Failure to pay the balance on the above due date could result in any or all of the following:**

- Unable to receive a transcript
- Unable to register for a future term and/or current term mini sessions
- Late fees assessed to the account
- Unable to take final exams
- Withdrawal from current term schedule

The Business Office is located on the second floor of the Administration Building in Room 242.

Hours of Operation:

Monday – Thursday 7:30 a.m. – 4:30 p.m. | Friday 7:30 a.m. – 4:00 p.m.

Due Date	Amount Due
<b>Fall 2019</b>	
August 1	Down Payment Due
September 3	1/3 of balance due
October 1	1/3 of balance due
November 1	Remaining Balance Due
<b>Spring 2020</b>	
January 9	Down Payment Due
February 1	1/3 of balance due
March 1	1/3 of balance due
April 1	Remaining Balance Due

# College Standards

Jones College believes in fostering high standards of conduct. A student enrolling in the College is expected to become acquainted with the rules and regulations, and he/she is expected to conform to the standards of conduct set by the College. Violators of these standards of conduct may be subject to disciplinary action.

## College Code of Conduct

The College Code of Conduct may be found in the Student Handbook. ***It is the responsibility of the student to read and understand this code.***

The broad purpose underlying student discipline is to order college living in such a way that the interests of the College community as a whole and of the individual members are best served.

The College's responsibility extends to the conduct of all students enrolled in the College. Students apprehended and proven guilty of serious or repeated violations of college standards may receive a maximum penalty of dismissal from the College. Students who register at the College agree to conform to its regulations and policies.

A student is subject to the laws of the community and state, and enrollment as a student in no way relieves him or her of this responsibility.

The fact that civil authorities have imposed punishment will not prevent the College from protecting its own educational purposes and community by taking suitable action against the student under college regulations.

## Phi Theta Kappa (PTK) [ptk@jcmc.edu](mailto:ptk@jcmc.edu)

Phi Theta Kappa is the international honor society for two-year colleges and offers honor students an opportunity for personal and professional growth in scholarship, leadership, service, and fellowship. Exclusive membership, by invitation only, is based on a cumulative GPA of 3.5. During the semester preceding selection and the semester of selection, students must be enrolled in a minimum of 15 semester hours of academic courses. Membership in PTK offers members a community of high achieving students and access to qualify for transfer scholarships to over 700 colleges or universities.



Opportunities to travel, networking with community leaders, and service are among the many advantages afforded members.

## Student Activities

Students of Jones College are afforded opportunity of participation in institutional decision making via the Student Government Association (SGA). The SGA serves as an effective and responsible link between the student body and the administration. The group serves as a voice for the student body and fosters leadership development.

The Office of Student Affairs offers a wide variety of ways to get involved on campus. Weekly activities, student organizations and clubs, and special events are provided to students at Jones College. Students are encouraged to engage in activities to develop team building skills while meeting people, building friendships, and having fun. A list of clubs and sponsors can be obtained online. Monday Morning News informs students of weekly events.

The Intramural Office ([brooks.buffington@jcmc.edu](mailto:brooks.buffington@jcmc.edu)) offers a wide variety of opportunity for competition and fun in a variety of team sports. The intramural office is located in the D.O. Thoms P.E. Building.

## Choosing a Major:

# LOVE your major

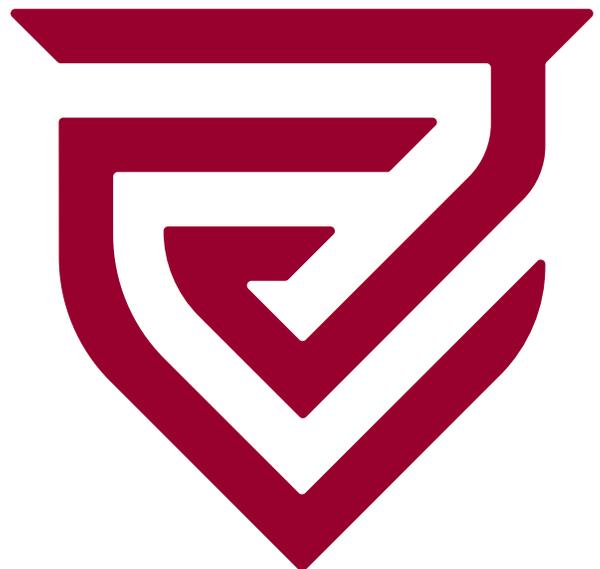
While attending Jones, there are two different career options that you can choose between to guide you into the major of your choice.

**ACADEMICS** The first is an academic career path that includes professional type majors such as engineering, nursing, business, education, etc.

**CAREER TECH** A student can also enroll in one of the 27 Career/ Technical programs offered at Jones College. Career/Technical courses and programs offer highly skilled and technical educational opportunities that meet the specialized needs of individuals, communities, and businesses. Courses in Career and Technical Education are sequenced and designed to prepare students for employment in current and emerging careers not requiring a baccalaureate or advanced degree. Career and Technical education courses may be applied toward a certificate ( 12 month program) or an A.A.S. Degree (two year program).

### DECLARING A MAJOR

Choosing a major is a critical step toward graduating in a timely manner. One way that students can get help with the decision is by taking an interest inventory, which can be administered in the Enrollment Services Office. This inventory will match the students' interests with specific careers or majors.



## Core Graduation Requirements

Core graduation requirements for an Associate in Arts Degree

Psychology of Personal Adjustment (3 hrs)

English Composition I (3 hrs)

English Composition II (3 hrs)

College Algebra or higher Math (3 hrs)

(Real Numbers will not count here.)

Lab Sciences (4 hrs each) – Choose 2

Fine Arts – Choose 1

Social Sciences (3 hrs each) – Choose 2

Humanities (3 hrs each) – Choose 2

ELECTIVES should equal to 28 or more hours.

These are the core requirements for graduation. Students must have 62 hours passed and a GPA of 2.0 or above on all JC work as well as 2.0 when combined with any transfer credit applied towards graduation. A minimum of 16 hrs. must be earned at Jones for an Associate degree. Any student requesting an exception from these requirements based on the curriculum of a senior college **MUST** make prior arrangements with the Registrar. \*History classes can be counted as either a humanity or a social science but not both.



**Note:** Developmental courses will not count toward graduation requirements unless explicitly specified for a particular curriculum. Career and technical students working toward an Associate degree in Applied Science or Certificate should see their advisor for graduation requirements. Credit hours for a course are listed as the last digit of the course number.

## Faculty Advisement

All students have faculty advisors with whom they meet periodically. Advisors assist students with helping to plan a schedule, providing career information, referring students to proper sources for information, and encouraging academic endeavors. Students retain their advisors for the duration of enrollment at Jones. You are required to meet with your advisor during the first full week of school. Students wishing to change majors should do so by emailing major@jcdc.edu.

## 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, Enrollment Services, Financial Aid, and extracurricular activities.
4. Thinks about his/her 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, which 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.

## Drop/Add Process

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

## Withdrawal from the College

**601-477-4257**

The permanent record of a student withdrawing from the College is not complete until he or she has officially withdrawn. The preferred method to withdraw from the institution is to consult with the Enrollment Services by contacting them face-to-face, by phone, or by email. Students who leave school without following this procedure will be subject to all applicable tuition and fees. Students wishing to withdraw from a single class should make an appointment to see their instructor. The instructor will review the student's academic plan, and if it is determined to be in the best interest of the student, the instructor will submit the withdrawal request.

## Tutoring Services

**601-477-4055**

Tutoring sessions assist students with academic skills development through one-on-one or small group tutoring. The goal is to help students build the skills and confidence needed to be successful in coursework and in their academic, professional, and personal pursuits.

To schedule an appointment for tutoring: [www.jjc.edu](http://www.jjc.edu)> Click on Library at bottom of page> Click on Tutoring at the top of page and complete the Google Form. You will be contacted by text or email with your appointment time. These services are FREE to Jones students.

## Clinic

**601-477-4104**

Jones promotes the health and well-being of students through education, prevention, and care of acute medical conditions, thereby enhancing the quality of the student's college experience. The college operates a **FREE** clinic located in the Home and Health Services Building. The clinic serves students with a full time nurse practitioner during the school day.

## Counseling Services

**601-477-4070**

Counseling services are available to students through the Office of Student Affairs. JC counselors provide intake, crisis, and short term personal counseling to enrolled students. Students may discuss and explore freely, in confidence, any concerns, feelings, or fears they may have. The ultimate goal is to help students grow in self-understanding so that they can successfully cope with their immediate situations and with future decisions.

To schedule an appointment, please call 601-477-4070 or email [sarah.jones@jjc.edu](mailto:sarah.jones@jjc.edu).

Office hours are Monday-Thursday:  
8 a.m. - 4:30 p.m. and Friday: 8 a.m. - 4 p.m.

## Admissions Counselors

Be sure to connect your Admissions Counselor. Once you have applied to Jones, your Admissions Counselor will guide you through admissions, enrollment, and financial aid.

You are always welcome to schedule a face-to-face or phone appointment to talk about your options regarding your coursework. You can also come by to meet your Admissions Counselor and make schedule changes in Enrollment Services, located on the first floor of the library. Admissions Counselors can be reached at (601) 477-4257.

## Fitness Center

**601-477-5416**

The Bobcat Fitness Center provides students with a variety of fitness opportunities and recreational activities. The Fitness Center is equipped with cardiovascular exercise equipment, weight training equipment, aerobics' room, racquetball court, locker rooms, and a variety of fitness classes and programs. An active Jones ID card is required for entry.

# eLearning

601-477-5454

## CANVAS

Jones Canvas is an electronic course management system that allows students to access course material online. Both traditional and eLearning classes utilize the Jones Canvas System.

### Jones Canvas Login Instructions:

URL: [jcc.instructure.com](http://jcc.instructure.com)

Login: first initial, last name, and last 4 digits of student ID (ex – jdoe1234)

Password: jcc#### (last 4 digits of social) (ex – jcc0123)

### Jones Canvas Login Instructions:

1. Go to [www.jcc.edu](http://www.jcc.edu).
2. Click on myJones.
3. Enter your username and password.
4. Then click on Canvas.

### Login Assistance

If you have problems logging in, immediately contact the eLearning office at 601-477-5454 or the 24/7 Helpline at 1-855-308-2755.

### Proctor Exams

Available proctor testing times can be seen on each calendar day in SmarterProctoring. Each day may be different, so to ensure that proctor testing times are available, check SmarterProctoring for more testing time information. During busy midterm and final exam testing, proctor testing hours will be extended. For more information on proctor testing times and schedules, see SmarterProctoring.

### To Schedule an Appointment in SmarterProctoring:

1. Log into Canvas and access your course.
2. Click **SmarterProctoring** in your course navigation.
3. Click **Launch** or a new tab will automatically open.
4. Click **Login**. (Log in-1st time only)
5. Click **Begin Registration**.
6. Student options.
  - **Enable SMS Notifications** to receive text messages.
  - Enter **Postal Code**.
  - Verify **Time Zone**.
  - Click **Save Registration**.
7. Click **Select Proctor**.
8. Select the location you want to test at and click **Request**

**Session.** (Note: If you do not see the location you would like, you may need to change your preferred travel distance.)

9. Click **Continue Scheduling Session**.
10. Choose a date and time on the calendar.
11. Verify the information and click **Register**.

If you need further assistance, please call the eLearning office at 601-477-5454.

## Calendar for eLearning

	Start Date	Last Day to W
<b>Fall 2019</b>		
August 15 Week Class	08/26/2019	11/10/2019
August 8 Week Class	08/26/2019	10/05/2019
August 4 Week Class	08/26/2019	09/14/2019
October 8 Week Class	10/21/2019	11/30/2019
October 4 Week Class	10/21/2019	11/09/2019
November 4 Week Class	11/18/2019	12/07/2019
<b>Spring 2020</b>		
January 15 Week Class	01/13/2020	03/29/2020
January 8 Week Class	01/13/2020	02/22/2020
January 4 Week Class	01/13/2020	02/01/2020
February 4 Week Class	02/10/2020	02/29/2020
March 4 Week Class	03/09/2020	03/28/2020
March 8 Week Class	03/09/2020	04/18/2020
April 4 Week Class	04/06/2020	04/25/2020
<b>Summer 2020</b>		
June 8 Week Class	06/01/2020	07/11/2020
June 4 Week Class	06/01/2020	06/20/2020
July 4 Week Class	06/29/2020	07/18/2020

## Parking on Campus

601-477-4006

All students wishing to operate or park a motor vehicle or motorcycle on Jones campus grounds or roads must register their vehicle online before first bringing the vehicle on college property.

Automobile decals are required and may be obtained from Campus Police, Room 105, Administration Building. Any ADDITIONAL decals may be purchased at the Business Office for \$25 each. The decal shall be displayed on the lower right side of windshield in front of passenger. Any other location will void decal. A \$25 fee will be charged for failure to properly display your decal. Housing Students are required to park in the designated housing parking areas near the halls until 1:00 p.m. Parking is open on campus

after 1:00 p.m. Commuter students may park in any remaining legal parking areas.

Normal fines for violators are \$25. Fines for illegally parking in handicap spaces are \$75. Parking violators are also subject to towing and/or immobilization fees.

Handicap parking is available for those students with State issued handicap tags or placards. Students ID name and State issued handicap permit name must match. All JC handicap parking is clearly marked with blue stripes and/or handicap signs. All other parking should be between two yellow lines and not on grass or sidewalks.

**Campus Police 601-477-4006**

## Ebooks

eBooks are offered in most all courses – academic and technical classes. eBooks can be accessed 24/7 by accessing your Canvas course. Once logged into Canvas, click on the Bookshelf link in the course navigation to view your online version of the book. Some eBooks also have the option to be ordered as “Print onDemand” for no additional charge. If your eBook doesn’t have the Print onDemand option and you would like a copy of the book, please contact the JC Bookstore. For 24/7 help, contact VitalSource @ [1.855.200.4146](tel:1.855.200.4146) or by online @ [support.vitalsource.com](mailto:support.vitalsource.com).

### Facts about your eBook

eBooks MUST be viewed in Firefox or Chrome.

eBooks will NOT work in Internet Explorer. Firefox and Chrome are both free downloads.

[www.mozilla.org](http://www.mozilla.org) OR [www.google.com/chrome](http://www.google.com/chrome)

#### Did you know you can download your eBook(s) for off-line use?

1. Login to your **Canvas** course.
2. Click on the “**Bookshelf**” link inside your Canvas course navigation (*left hand side*).
3. Click on the **image of the book** (*SINGLE click the image of the book*) to open in VitalSource Bookshelf. (*You MUST open each eBook you have in every course before going to Step #4.*)
4. Click on the **Library icon** at the top left of your screen. (*looks like a home icon*)
5. This takes you to your “Main Menu” in the Bookshelf.
6. Click on the icon on the right hand side that looks like 9 blocks – click Read Offline with Bookshelf App Download
7. This will open a new tab in your browser to download the Bookshelf for your device.
8. **Download** the file for your device.

9. Follow the on-screen directions for installing the app for offline reading.

10. After the Bookshelf software downloads, you should have an icon on your desktop that says **VitalSource Bookshelf**.

11. **Sign in or register** for new account.

If you have had an eBook from a previous semester, then **Sign In** and use your account information previously created.

If you are a new student or have not used an eBook from a prior semester, then **Register** for new account.

Use your JC student email account (ex. First Letter first name, last name, last 4 digits of student id).

12. Your book list will download to your device for offline reading.

13. After downloading your eBook(s), all current **eBooks** will appear in your **Bookshelf** for viewing while offline

(not connected to the Internet).

#### Something Didn't Work?

Make sure you used your JC email account. If you did not, call VitalSource Support. Your eBooks are associated with your JC email account.

**Questions or problems:** [support.vitalsource.com](mailto:support.vitalsource.com)

**24/7 Support: 1.855.200.4146**

## MyJones

MyJones, the portal environment for JC, offers enhanced personal productivity and personalized single sign-on access to a variety of college systems and information, including such Web services as Peoplesoft, Canvas, and JC Gmail. Log in to myJones to view, print, and manage your grades, enrollment, and college finances; receive and submit eLearning content; or communicate and collaborate with the JC community. To log in to your private, personal portal experience, go to [www.jcjc.edu](http://www.jcjc.edu) and click on myJones.

Your UserName and Password are assigned within 48 hours after you complete the admission's application.

**UserName:** Your UserName will be your Jones email address.

(**Example:** John Smith ID # 01000456 – User ID = jsmith0456@jcjc.edu)

**Password:** Your initial password is the first two letters of your first name (UPPERCASE), first two letters of your last name (UPPERCASE), and the last four digits of your social security number.

(**Example:** John Smith 01000456 – password = JOSM1234)

**Important:** The password is case-sensitive. (Check your Caps Lock key)

### myJones Password Assistance

Login privilege will be suspended for 15 minutes after three unsuccessful login attempts with the wrong password. If you have forgotten your password, call [601-477-4160](tel:601-477-4160) or email [myJones@jcjc.edu](mailto:myJones@jcjc.edu) with your student ID.

### myJones HELP

If you need additional assistance from the college, contact the Information Technology (IT) Help Desk at (601) 477-4160.

## JCJC Email

Students at Jones are provided with a free email account, which is located at [www.jcjc.edu](http://www.jcjc.edu) under the myJones link.

JCJC uses your jcjc.edu email as the primary means of communication with you. You will receive important information about school events, policies, financial aid information, and more. Students are expected to check email on a regular basis for pertinent communications. As with all computer use associated with Jones College, students are responsible for compliance with the college's Electronics Use Policy. The policy is available online and in the Student Affairs Office.

### Forwarding Your Jones Email to a Personal Account

Students have the option of forwarding messages from their Jones Gmail to another personal email account for convenience.

Note: This is only an option. Email will always be available from myJones.

### Instructions:

1. Login to your Jones account, click **Settings** at the top right of the screen.
2. Click **Forwarding** and **POP/IMAP**. Click the button that says, **Add a forwarding address**, then enter your personal address.
3. Click **Save Changes**. Then, send a test email to your Jones account to ensure it works.

### Protect Your Privacy

Once you log in, you should change your password to something that you can easily remember. To protect your privacy, don't share your password with others. Remember to keep it in a safe place.

## Emergency Text Messaging System

Jones College strives to provide a safe learning environment for our students, employees, and visitors.

As part of this effort, Jones is equipped with a text message and email emergency alert system. Students may enter two cell phone numbers and two email addresses. (Jones officially recommends that the student uses a parent or spouse as the second phone number and e-mail address.)

### EMAIL LINK

All enrolled students are entered into the alert system using telephone information provided on the admission's application. A link to the system will be e-mailed to the student at the beginning of each semester giving login instructions for updating information. The system will only be used for school closings, emergency situations, monthly tests, and important registration messages. We urge students to take advantage of this FREE service.