



Policy Name:	Admissions Requirements					
Section Number:	5.01	Section Title:	Student Affairs			
Policy Owner:	Director of Admissions		Last updated:	February 2020	Reviewed:	March 2020
Status:	Active		Due for Review:	March 2025		

ADMISSION TO JONES COLLEGE

All students who meet the admission requirements are admitted to Jones County Junior College (Jones College), and all services and benefits are awarded without regard to race, religion, creed, color, sex, national origin, or disability. Institutional admission permits students to enter the College. It may not admit applicants to all programs. Some programs have additional requirements for entry. Jones ascribes to an “open admissions” policy consistent with all appertaining laws. Jones College embraces the philosophy that students be provided the opportunities for learning experiences. Basic skills courses, counseling, and tutorial assistance will help individual students to succeed in achieving their educational goals. Relevant diagnostic instruments are utilized to determine the strengths and needs of student in order to assist in the selection of the most appropriate program options to help assure student success.

GENERAL ADMISSION

All applicants must submit the following to the Admissions and Records Office:

1. A completed application for admission which is provided by the Admissions and Records Office.
2. A final transcript of high school work showing date of graduation, or acceptable High School Equivalency (HSE) scores must be provided when applicable. Jones accepts only regular diplomas from accredited high schools.

A transfer student must submit an official transcript from each college attended. Jones College only accepts credits from regionally accredited colleges.

Note: Students returning to Jones after sitting out one or more semesters (fall/spring) must complete an updated Application for Admissions. Visit New2Jones at www.jjc.edu for a step by step checklist.

SPECIAL ADMISSIONS

A student graduating from a non-accredited high school or home school program with a diploma equivalent to a Mississippi high school diploma who elects not to take the HSE may be admitted to Jones College by presenting:

1. A final transcript showing date of graduation with a signature of a certifying individual, homeschool transcripts must be notarized, and
2. A composite ACT score of 16 or higher.

Admission to the College does not guarantee financial aid eligibility. Transcripts from non-accredited high schools or home school programs must be evaluated under existing federal regulations. Students are encouraged to consult with the Financial Aid Office early in the admissions process.

ADMISSIONS TO ASSOCIATE OF ARTS (A.A. DEGREE), ASSOCIATE OF APPLIED SCIENCE (A.A.S. DEGREE) OR TECHNICAL CERTIFICATE

In addition to General Admissions requirements, students enrolling in an Associate of Arts or Associate of Applied Science degree plan must provide the following:

1. Official scores on the American College Test (ACT).
2. In addition, technical programs may have program specific entrance requirements. Please consult the appropriate section of the catalog for further details.

Note: Certificates of Attendance, Occupational Diplomas or Special Education Certificates are not acceptable for admission into liberal arts or technical programs.

ADMISSION TO CAREER PROGRAMS

Career Programs, in addition to General Admissions requirements, have program specific entrance requirements. Please consult the appropriate section of the catalog for further details. Applicants who do not hold a regular high school diploma or HSE may qualify for certain career programs by submitting either:

1. An Occupational Diploma from an accredited high school, or
2. Proof of “Ability to Benefit” (ATB) and proof of age.

EARLY ADMISSION

Students may apply for early admission to Jones College provided they meet the following criteria:

1. Must have a minimum of fourteen (14) core high school units.
2. Must have a 3.0 or better grade point average on a 4.0 scale on all high school courses as documented by an official high school transcript.
3. Must have an unconditional written recommendation from their principal and/or guidance counselor stating that is in the best educational interest of the student. The recommendations shall also state that the student’s age will not keep him from being a successful full-time college student.
4. Must have a minimum ACT composite score of twenty-six (26) or the equivalent SAT score.

Note: Early admission students are not enrolled in high school.

INTERNATIONAL STUDENTS

Jones College reserves the right to limit the number of international students admitted. Jones College will admit a limited number of international scholarship athletes and fine arts scholarship recipients. In addition to completing all requirements for admission to Jones College, foreign students must meet these additional requirements:

- Pass the English Equivalent Test (TOEFL) with a score of 500 or more on the paper based or a 69 on Internet Based (iBT); OR present a grade of “C” or better in English Composition I and English Composition II transferred from a regionally accredited university or college within the United States.
- Provide translated financial statement from a sponsor.
- Provide translated proof of medical insurance coverage.
- Provide translated records of two vaccinations for measles, mumps and rubella; provide evidence of vaccination for hepatitis and provide documentation of tuberculosis screening. The State of Mississippi requires all new foreign applicants to be screened for tuberculosis by the local office of

the Mississippi Department of Public Health. Tuberculosis screening must take place in the United States.

- Provide a transcript certified by WES* credential services to the Registrar. Complete, official scholastic records translated into English (if these are being submitted from a high school, a graduation or completion date must be listed on the transcript) and evaluated by WES*. Applicants who have not received a degree equivalent to a U.S. high school diploma may submit a passing General Education Development (GED) test score. Transcripts from colleges or universities outside of the United States must be submitted to WES* for evaluation and translation. If the student would like to have credit applied towards a degree from JC, the evaluation service must provide course comparisons for the appropriate courses. Results should be mailed directly to the Office of Admissions.
* World Educational Service, Inc. 800-937-3899 www.wes.org
- Student must provide official transcripts from regionally accredited colleges or universities (if applicable). Applicants who have completed 12 or more semester hours of college level from regionally accredited colleges or universities are required to submit only their United States transcripts.

SEVIS Fee

International students applying for F-1 status are required to pay the SEVIS I-901 fee at www.fmjfee.com. New students and exchange visitors with a Form I-20 or Form DS-2019 are subject to the fee. For complete information on payment of the fee go to www.fmjfee.com, www.ice.gov or call 1-212-620-3418.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Mississippi Code of 1972: 37-15-38 established dual enrollment and dual credit programs for high school and postsecondary credit. The purpose of the Dual Enrollment and Credit Program is to offer structured opportunities for qualified high school students to simultaneously enroll in college courses at Mississippi (public) Institutions of Higher Learning (IHLs) or Mississippi Community of Junior Colleges (CJCs) that provide pathways leading to academic or career technical postsecondary credit.

Definition of a Dual Credit student at Jones College: A dual credit student is a student who is enrolled at the College while enrolled in high school. The student receives both high school and postsecondary credit for coursework regardless of the course location (high school campus, postsecondary campus, or online). One three-hour postsecondary course is equal to one high school Carnegie unit. Definition of a Dual-Enrolled student at Jones College: A dual enrolled student is a student who is enrolled at Jones while enrolled in high school. The student receives postsecondary credit for coursework.

Academic Eligibility

To be eligible for enrollment, a high school student must meet the following criteria:

1. Have earned fourteen (14) Core Carnegie Units as listed in Appendix B of the Mississippi Public School Accountability Standards;
2. Have a minimum overall high school GPA of 3.0 on a 4.0 scale and a partial high school transcript from an accredited high school or home-school program;
3. Obtain unconditional written approval/authorization in the form of the Dual Authorization Form from their high school counselor, principal, or principal's designee.
4. Signed Parental Consent Form (Dual Authorization Form).
5. Submission of official ACT scores to Jones with a Composite score of sixteen (16) is required for all dual enrollment/credit classes. a. Certain courses require specific ACT Component scores for enrollment. For example, a MATH score of nineteen (19) or above is required to enroll in College Algebra and an ENGL score of seventeen (17) or above is required to enroll in English Comp I.

6. Consideration for the dual enrollment program without the minimum fourteen (14) core high school units if they have a minimum ACT composite score of thirty (30) or the equivalent SAT scores, and have the required 2.5 grade point average, and the recommendations prescribed above;
7. Completion of the JC Dual Enrollment/Credit Application for admission and enrollment. Enrollment for the dual program is based on the availability of courses and seats each semester. These projections are provided to the Dual Credit Office by the high school counselors;
8. The student or parents/legal guardians are responsible for the tuition, fees, and other costs (including books and materials) associated with the course taken unless otherwise stated.
 - a. All charges and fees must be paid directly to Jones College.
 - b. Final grades will not be released to the high school until all student debts are paid in full.
 - c. Tuition and fee charges for the students participating in the program will be reviewed annually, and if changes are made, notice will be given to the high school before the course begins.
 - d. Students enrolled in the dual credit/enrollment program are ineligible for financial aid, institutional aid, foundation scholarships, or leadership scholarships.
9. Adhere to the Attendance/Absentee/Withdrawal/Academic/Discipline policies of Jones College. If a student wishes to drop a course, they must email the Dual Enrollment Coordinator to process the withdrawal.

Career and Technical Education Eligibility

To be eligible for enrollment, a high school student must meet the following criteria:

1. Have earned fourteen (14) Core Carnegie Units as listed in Appendix B of the Mississippi Public School Accountability Standards;
2. Have a minimum overall high school GPA of 2.5 on a 4.0 scale and a partial high school transcript from an accredited high school or home-school program;
3. Obtain an unconditional approval/authorization in the form of the Dual Authorization Form from their high school counselor, principal, or principal's designee;
4. Signed Parental Consent Form (Dual Authorization Form);
5. Official ACT score or CRC credential must be on file at JC, with an ACT composite score of 16 or CRC Silver credential for CTE programs only;
6. Consideration for the dual enrollment program without the minimum 14 core high school units is available if they have a minimum ACT composite score of thirty (30) or the equivalent SAT scores, have the required grade point average and recommendations prescribed above.
7. An official copy of their high school transcript must be sent to the Admissions and Records Office at Jones College at least 10 days before the beginning of the enrollment period;
8. Completion of the Jones College admission, registration, and orientation processes for enrollment. Enrollment for the dual program is based on availability of courses each semester that are provided by projections from the high school counselors.
9. The Student or parents/legal guardians are responsible for the tuition and other costs (including books) associated with the course taken, unless otherwise covered by the local school district.
 - a. All charges and fees must be paid directly to Jones College.
 - b. Final grades will not be released to the local high school until all student debts are paid in full.
 - c. Tuition and fee charges for the students participating in the program will be reviewed annually and, if charges are made, notice will be given to the high school before the course begins.
10. Adhere to the Attendance/Absentee/Withdrawal/Academic/Discipline policies of Jones College.
 - a. If a student wishes to drop a course, they must email their instructor to process the withdrawal.

Note: Students enrolled in the dual enrollment program are ineligible for financial aid.

