

# Advisement/ Registration

## Registration Procedures

Full- and part-time students can register for any *campus-based course* prior to the second scheduled class meeting and any *online course* prior to the first scheduled day of the course.

## Placement Test

Students must have completed placement testing and/or meet course prerequisites. See Placement Test Information for more details and how to register for a placement test.

**Currently Enrolled Full-Time Students:** Student advisement and registration concludes January 12. Schedule changes are processed during the drop/add period, January 16-22. Students can print a copy of their schedule by signing into Banner at <https://banner.sunyjc.edu>, or by visiting the Student Services Center on the Cattaraugus County Campus, the registrar's office on the Jamestown Campus, or the main office on the North County Center.

**New Students and Readmissions:** Apply for entrance to the college through the admissions office or at [www.sunyjc.edu](http://www.sunyjc.edu). Click on the admissions link. The admissions office will inform you about advisement and registration procedures.

**Part-Time Students:** Part-time students with 30 or more degree hours are encouraged to seek advisement from a full-time faculty member or counselor. Part-time students must follow the placement test policy. If you wish to register as a part-time student, please note that you can register in person at JCC sites prior to the second class meeting.

## Financial Responsibility Agreement (FRA)

Registering for classes creates a financial obligation to the college. Registered students are required to complete a financial responsibility agreement (FRA) by January 5, 2018. Failure to submit the complete agreement will result in the student being dropped from all registered classes. The FRA may be completed by logging in to self-service Banner and viewing the bill.

## Mail-in and Online Registration

Students registering by mail or online (<https://banner.sunyjc.edu>) may access their bill online immediately after registration. To ensure class registration is not cancelled, each student must complete the financial responsibility agreement by January 5, 2018. Student bills may be paid online in full or in installments at <http://mycollegepaymentplan.com/> Jamestown. Each student bill is due on January 12, 2018. After January 12, 2018, payment is due upon registration. If payment is not received, your account will be placed on hold and assessed a late fee.

Continuing part-time students can register through their self-service Banner (SSB) account. Full-time students can make changes to their schedule through SSB by using their alternative PIN, obtained during advisement.

**Adding a Course:** Students who wish to add courses must do so prior to the second scheduled class meeting for *campus-based courses* and prior to the first scheduled day for *online courses*. Any additions after these dates require the instructor's permission. Permission cards are available at the registrar's office on the Jamestown Campus, the Student Services Center on the Cattaraugus County Campus, and the main office of the North County Center. Permission for online course additions may be obtained via email and sent to [Registrar@mail.sunyjc.edu](mailto:Registrar@mail.sunyjc.edu).

**Withdrawing From a Course:** You may withdraw from individual classes with a W grade through April 9. Tuition adjustments will be made according to the refund schedules, as noted on page 4. All course change procedures can be initiated by contacting the Student Services Center on the Cattaraugus County Campus, registrar's office on the Jamestown Campus, and main office of the North County Center. If you begin the semester and

then decide that you must withdraw from all of your courses, you must complete an official total withdrawal form which can be found at [www.sunyjc.edu](http://www.sunyjc.edu). **Please refer to withdrawal dates and liability on page 4. Withdrawals beginning January 16 will result in liability of your tuition and fees.**

## Advisement Notes

- Full-time students are required to see their advisors to review their academic progress and to discuss courses for the upcoming semester. Part-time students are also strongly urged to seek advisement.
- When you meet with your advisor, review your educational-vocational plans and academic progress. Discuss degree and graduation requirements. *It is ultimately the student's responsibility to learn and know the graduation and program requirements for the degree being sought and to monitor progress toward fulfilling those requirements.*
- Access your student transcript at <https://banner.sunyjc.edu>. Use the college catalog and DegreeWorks Evaluation to identify program requirements. Prepare a tentative course schedule prior to your advisement session.
- If you are changing your program of study, catalog term, and/or your advisor, you must complete a change form. Advisor/Program change forms are available online at [www.sunyjc.edu/advisement](http://www.sunyjc.edu/advisement) and in the Student Records menu of your Banner account.
- Students with financial obligations to the college may be denied registration for additional credit and non-credit courses until satisfactory arrangements are made. Students should review their accounts with the financial aid or business offices before scheduling advisement appointments.
- Students are responsible for making sure their course selection meets financial aid guidelines.

## Placement Test Information

JCC administers the placement test to students prior to their enrollment in college courses. The test is used to gather information to place you in classes for which you are best prepared and in which you are most likely to succeed. The test consists of two parts. The first part is comprised entirely of multiple choice questions which measure your ability in the basic skills of reading and mathematics. The second part is the English essay in which you demonstrate your ability to write a composition. Your advisor will use this information to help you plan your future at JCC. All new full-time students are required to take the placement test. Part-time students must take the placement test prior to enrolling in any course which has a reading, writing, or math prerequisite unless they qualify for an exemption.

**Exemptions from taking the placement test include:** you have a degree from an accredited college or university (associate's, bachelor's, master's, etc.); you have transfer credit in mathematics and ENG 1530 from an accredited institution; you have advanced placement credit for ENG 1530 and mathematics; or you are age 60 or older and plan to audit your course(s).

Students who provide written documentation from their high school that they placed in the top 10% of their class are exempt from the reading and writing portion of the placement test. Top 10% students still need to take the math portion of the placement test unless they have met at least one of the conditions needed for a math placement test waiver.

You may waive just the math portion of the test if you are currently enrolled in, or have passed, either precalculus or calculus. Please note that you will still need to take the reading and writing portions of the placement test.

If you are a returning part-time student and plan to take a course with a reading or writing prerequisite and you haven't taken the placement test (see exemptions), plan on registering for one of the test dates. If you have a disability and require testing accommodations, contact the accessibility support services coordinator at each site. Registration can be done at [www.sunyjc.edu/admissions/placement-testing](http://www.sunyjc.edu/admissions/placement-testing) or by calling:

**Cattaraugus County Campus:** 716.376.7508

**Jamestown Campus:** 716.338.1065

**North County Center:** 716.363.6500

# Immunization & Meningococcal Disease Information

According to New York State Public Health Law (NYS PHL) §2167, JCC is required to maintain a record of the following for each student: **A response to receipt of meningococcal disease and vaccine information** signed by the student or student's parent or guardian. This must include information on the availability of meningococcal meningitis vaccine **and** either 1) **a record of meningococcal meningitis immunization** within the past 5 years, or 2) **an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization** signed by the student or student's parent or guardian.

Complete JCC's Certificate of Immunization/Acknowledgement of Meningitis Information form, available at the JCC health center on the campus you are attending or downloaded from [www.sunyjcc.edu](http://www.sunyjcc.edu). According to New York State Public Health Law, no institution shall permit any student to attend the institution in excess of 30 days without complying with this law. The cost of the vaccine may be covered by the individual's health insurance policy.

To learn more about meningitis and the vaccine, contact the JCC health center and/or your physician. Additional information about the disease is available at the New York State Health Department ([www.health.state.ny.us](http://www.health.state.ny.us)), the Centers for Disease Control and Prevention (CDC) ([www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo)), and the American College Health Association (ACHA) ([www.acha.org](http://www.acha.org)).

**Students born on or after January 1, 1957:** New York State Public Health Law 2165 requires post-secondary students attending colleges and universities to demonstrate proof of immunity to measles, mumps, and rubella. This law applies to anyone born January 1, 1957 or later who is taking six or more semester hours. Failure to do so will result in suspension and a \$25 fine. JCC's Certificate of Immunization/Acknowledgement of Meningitis Information form should be signed by a physician, unless you are attaching other legal proofs such as school records or county clinic records. For questions regarding immunizations, contact the campus health center at the site you are attending:

**Cattaraugus County Campus: 716.376.7569, Jamestown Campus, 716.338.1013, or North County Center 716.338.6500**

## Course Registration Form

Complete the following:

Course Registration Form    Student Data Form    Certificate of Residence (New York state residents only)

Please mail or fax completed forms to:

**Cattaraugus County Campus:** Jamestown Community College, Student Services Center,  
260 N. Union St., PO Box 5901, Olean, NY 14760-5901  
**Fax: 716.376.7022**

**Jamestown Campus, North County Center, Warren Center:** Jamestown Community College, Registrar's Office,  
525 Falconer St., P.O. Box 20, Jamestown, NY 14702-0020  
**Fax: 716.338.1472**

**Please note:** If course prerequisites were completed at another institution, you must provide an unofficial transcript as proof that they were met. Otherwise, instructor permission is required.

| SPRING 2018 REGISTRATION FORM    for part-time students only (1-11 credits)  |      |          |  |                          |              |
|--|------|----------|--|--------------------------|--------------|
| Name _____   |      |          | J-number or social security number _____ |                          |              |
| <b>Complete registration form by providing information requested. Consult master schedule for course information. Example:</b> |      |          |  |                          |              |
| JM   | 3200 | ENG 1540 | 3  | Writing About Literature |              |
| CMP  | CRN  | SBJ      | CR HRS                                   | COURSE FEE               | COURSE TITLE |
|  |      |          |  |                          |              |
|  |      |          |  |                          |              |
|  |      |          |  |                          |              |
|  |      |          |  |                          |              |

  

| Tuition & Fees (subject to change)   |  |    |
|--|--|----|
| <b>Payment Process</b><br>Please review registration and payment procedures outlined on pages 4, 5, and 6. | <b>TUITION - \$198 x number of credits (NY resident with valid certificate of residence)</b><br><b>\$396 x number of credits (NY resident without valid certificate of residence or out-of-state resident)</b> | \$ |
|  | <b>LAB FEES (see on-campus course listing)</b>   |    |
|  | <b>FSA FEES (on-campus students only): \$10.25 per credit hour</b>   |    |
|  | <b>HEALTH SERVICES FEE (on-campus students only): \$2.75 per credit hour</b>   |    |
|  | <b>TECHNOLOGY FEE (all students): \$8.75 per credit hour</b>   |    |
|  | <b>LEARNING NETWORK FEE (all students): \$4.00 per credit hour</b>   |    |
|  | <b>TOTAL AMOUNT ENCLOSED</b>   |    |

# Student Data Form

Please PRINT clearly.

1. Social Security Number:    -   -       2. Birth Date:   /   /       3. Sex:  Male  Female  
Month Day Year

4. Are you a U.S. citizen?  Yes  No *If no, please attach copy of visa, green card, or other appropriate documentation to this form.*

5. Race classification:  American Indian or Native Alaskan  Asian  Black or African American  Native Hawaiian or other Pacific Islander  White  Unknown  
 Are you Hispanic or Latino?  Yes  No *If yes, please indicate background:*  Dominican  Mexican  Puerto Rican  Central American  
 South American  Other Hispanic/Latino

6. Legal name: Last name                       
 First name                       
 Middle name

7. If you have ever used a different name, please provide it. } Last name                       
 First name

8. Permanent Address: Street                       
 P.O. Box                       
 City                       
 State   Zip code +4     -      
 Phone    -    -      
Area code

9. Temporary Address: Street                       
 P.O. Box                       
 City                       
 State   Zip code +4     -     Last date temporary address can be used.  
 Phone    -    -                   
Area code Month Day Year

10. Emergency Contact: Full Name                       
 Phone    -    -      
Area code

11. Choose the item that best describes your reason for taking classes at JCC (*please check only one*):  
 Transfer to another SUNY college after earning a degree/certificate  Learn new skills or upgrade existing skills without earning a degree/certificate  
 Transfer to a non-SUNY college after earning a degree/certificate  Seek enrichment rather than pursue a degree/certificate  
 Transfer to a SUNY college without earning a degree/certificate  Obtain a GED through the accumulation of college credits  
 Transfer to a non-SUNY college without earning a degree/certificate  Uncertain  
 Earn a degree/certificate and seek employment rather than pursue further post-secondary education

12. Are you planning to complete your entire degree online?  Yes  No

13. Type of high school diploma you earned or will earn:  Local  Regents  General Equivalency Diploma (GED)  None

Date you received or will receive high school diploma or GED:   /       
Month Year

State in which high school diploma received:  New York State  Other

14. Highest degree earned:  
 No Degree  Associate in Applied Science  Associate in Science  Bachelor's  Doctorate  
 Associate in Arts  Associate in Occupational Studies  Certificate Program  Master's  Other degrees or informal courses

15. Optional (check all impairments that apply):  
 Mobility impaired  Emotionally impaired  
 Hearing impaired  Learning disabled  
 Visually impaired  Other

16. Optional  
 Are you a single parent?  Yes  No  
 Are you a displaced homemaker?  Yes  No  
 Do you have a limited English language proficiency?  Yes  No

17. Email address to reach student regarding any questions on this form: \_\_\_\_\_

The college is periodically requested to provide names and addresses of students to outside organizations such as other colleges and employers. If you prefer that your name and address not be included, please notify the registrar's office.



# Certificate of Residence *Do not fax this form!*

**New York state residents:** If you do not complete and return this form, you must pay out-of-state tuition.  
**If you are paying out-of-state tuition, you DO NOT have to complete this form.**

## OFFICE USE ONLY

County \_\_\_\_\_/\_\_\_\_\_  
Town \_\_\_\_\_/\_\_\_\_\_  
Months \_\_\_\_\_/\_\_\_\_\_  
Semester \_\_\_\_\_

### Please follow directions carefully:

- Provide all information requested. Form must be signed, notarized, and submitted to the JCC business office.
- Legal address should list street, road, or route number. RDs and box numbers are not sufficient.
- All Chautauqua County residents must provide township of residence.
- Name of property owner is required by your county treasurer.
- Students must account for at least one year of residency in New York state. Accounts that do not have this form on file will be assessed non-resident status.
- New York state law requires students to file a new certificate of residency every year.

For tuition purposes, New York residency means that you have lived in this state as a permanent resident for 12 months prior to the start of the semester. If you have not lived in New York state for 12 consecutive months, contact the business office as soon as possible. New York State Education Law 6305 requires JCC to have a current certificate of residence on record for your student account every academic year. **Please complete this form no earlier than 60 days prior to the start of the semester.** You can have your signature notarized at your campus business office in person with proof of identification.

**If you live in** Chautauqua County, Allegany County, or Cattaraugus County, complete the top portion of the form and return your notarized application to JCC, PO Box 20, Jamestown, NY 14702-0020. The college will have your certificate certified through the business office. **If you live in other counties in New York state**, access JCC's website, [www.sunycc.edu](http://www.sunycc.edu), for instructions from your county treasurer's office. Forward the original certified affidavit issued to you from your county treasurer's office to JCC's business office. **The original signed form must be mailed to JCC.**

Thank you for completing the proof of residency requirement which may now make you eligible for the lower New York state resident tuition rate. Please contact the college business office if you have questions: Cattaraugus County Campus: 716.376.7504, Jamestown Campus: 716.338.1003, or North County Center: 716.363.6500.

## CERTIFICATE OF RESIDENCE

*Affidavit (or Affirmation) for Certificate of Residence Pursuant to Section 6305 of the Education Law in connection with attendance at a community college.*

today's date \_\_\_\_\_ social security number \_\_\_\_\_ Citizenship: US \_\_\_\_\_ Other \_\_\_\_\_  
month day year

student's name \_\_\_\_\_  
last first initial

parent or guardian \_\_\_\_\_  
last first initial

student's permanent legal address \_\_\_\_\_  
street or road (include number) post office/city township  
county state zipcode

name of property owner (REQUIRED)

student's home phone

student's cell phone

How long have you lived at the above address? \_\_\_ year(s), \_\_\_ months *If you have not lived at the above address stated on this form for one year, list previous address(es):*

street or road (include number) post office/city township

county state years / months name of property owner

street or road (include number) post office/city township

county state years / months name of property owner

I hereby certify the above address is my permanent legal address, and that I have been a resident of New York state for one (1) year and of the county named above for the last six (6) months preceding my enrollment at Jamestown Community College, Jamestown, NY.

student's signature \_\_\_\_\_

stamp of notary public: date \_\_\_\_\_ signature of notary public \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

This is to certify that \_\_\_\_\_ is presently residing in the City or Town (specify) of \_\_\_\_\_ and has resided in the State of New York for a period of at least one year and in the County of \_\_\_\_\_ for at least six months immediately preceding the date hereof.

dated at \_\_\_\_\_, New York this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

town or city clerk's signature \_\_\_\_\_