

Financial Information

The college reserves the right to make, at any time, any changes it deems advisable in tuition or refund policies. Tuition information is available at www.sunyjc.edu.

TUITION			
NYS resident with valid certificate of residence	\$198 per credit hour	College Processing Fee (one-time fee payable upon admission to JCC)	\$85
NYS resident without valid certificate of residence	\$396 per credit hour	Laboratory/Studio Fees	varies \$10-\$185
Out-of-state resident	\$396 per credit hour	Late Payment Fee	\$40
The following fees are mandatory unless noted as optional and are not refundable after drop/add period:		Placement Test Retesting Fee	\$10
Aviation Flight Fees: To see detailed information visit		Returned Check Fee	\$30 per check
http://www.sunyjc.edu/academics/professional-piloting/program-costs		Learning Network Fee	\$4.00 per credit hour
		Technology Fee	\$8.75 per credit hour

- Students who withdraw their registration from any or all classes shall be liable for payment of tuition and fees, and are eligible for refunds according to the following schedule:

	tuition liability	reduction of tuition charges
Prior to the first day of classes	0%	100%
During the first week	75%	25%
After the first week	100%	0%
- Students participating in drop/add procedures during the first week of classes will not be assessed charges for dropped classes required for course schedule changes.
- Students who wish to withdraw from any or all of their classes are advised to file their course withdrawals promptly with the Student Services Center on the Cattaraugus County Campus, the registrar's office on the Jamestown Campus, or the main office at the North County Center. Students should consult with the financial aid and business offices *before* they stop attending classes.
- All refunds are based on the date withdrawal forms are completed and filed with the registrar's office. Exceptions to this policy will be considered under extenuating circumstances.
- Students who receive Title IV aid (Pell, SEOG, Direct loans) and withdraw from all classes may have their awards reduced and will be responsible to repay any aid disbursed that they are subsequently ineligible to receive. Refunds are paid in the following order: Federal Direct Loans (subsidized and unsubsidized), PLUS Loans, Pell, SEOG Grants, required refunds of other federal, state, private, or institutional assistance, to the student.
- International students are required to provide proof of health insurance including repatriation or they will be required to purchase health insurance as a condition of enrollment to ensure they have appropriate health coverage in the U.S. while they are attending JCC.

Certificate of Residence

To be eligible for New York state tuition rates, students must submit a certificate of residence issued by the county or township (for Chautauqua County residents) in which they reside no earlier than 60 days prior or 30 days after the start of class(es). Without a certificate of residence, the out-of-state tuition rate will be charged. The certificate of residence form and instructions are available at <http://www.sunyjc.edu/current-students/business-office/certificate-of-residence>.

Payment Process for All Students

After you have registered for your classes, please visit <https://banner.sunyjc.edu>. You must first complete your financial responsibility agreement before you will be able to view your current semester charges. You are responsible for accessing your bill which is available on demand via Banner self-service account.

JCC will not mail you a schedule bill.

If you are:

- Expecting financial aid, funds you are eligible to receive will be applied to your student account after registration.
- To pay your bill:
 - You may pay for classes by cash or check in any of the business offices. To pay using a bank account or a credit/debit card, or sign up for the payment plan go online to <https://banner.sunyjc.edu>. Payment must be received by May 18, 2018.
 - If payment is not received, your account will be placed on hold and assessed a late fee.

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 **May 11, 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.

Registration Notes

In-Person Registration

Currently enrolled students should meet with their advisors to discuss summer course selection. Part-time students should see a counselor or a full-time faculty member for summer course selection. See Financial Information section above for payment instructions.

New students should register during the following periods:

Session I: January 2-May 18: 8:30 a.m.-5 p.m., Monday-Friday

Session II: January 2-May 18: 8:30 a.m.-5 p.m., Monday-Friday

May 21-July 6: 8 a.m.-5 p.m., Monday-Thursday; 8 a.m.-4:30 p.m., Friday

Mail-In Registration - See registration forms on pages 21-23. You may register by mail for:

Session I: Between January 2 and May 16

Session II: Between January 2 and July 3

If you begin a summer session and then change your classes, you must complete the drop/add procedure in the registrar's office on May 21 and 22 for Summer Session I and July 9 and 10 for Summer Session II. If you want to add a course, you must do so prior to the second scheduled meeting of the campus-based course to be added and prior to the first scheduled meeting of the online course to be added.

For more information on registration procedures, call 1.800.388.8557, extension 1018.

Academic Information

Grade	Quality Pts.	Grade	Quality Pts.
A Excellent	4.0	C Average	2.0
B+ Very good	3.5	D+ Fair	1.5
B Good	3.0	D Passing	1.0
C+ Above average	2.5	F Failure	0.0

ADDITIONAL GRADES: Consult the college catalog for details about the incomplete (I), credit (CR), audit (AU), special audit (SA, SW, SX), official withdrawal (W), and administrative withdrawal (X) grades.

IMPUTED CREDIT: The faculty and administration have determined that some courses listed in this master schedule may not be counted toward degree programs offered by the college. These are courses which are not at the college level, but are designed as remedial courses for students who need to prepare themselves for college-level work. Eligible students enrolled in courses carrying imputed credit may receive financial aid.

ATTENDANCE: Every student is expected to attend all lecture and laboratory sessions for which he or she is registered. Absences will be recorded by instructors, and the student will be held responsible for making up all work missed. Attendance requirements for each course are established by the instructor and announced, published, and distributed with the course outline at the first class meeting.

PARTICIPATION IN ONLINE COURSES: Online students must begin their course the week it is scheduled to begin. Students are expected to log in to their course three-four times per week. Participation requirements are set by the instructor and published in course information documents. More information is available at www.sunyjcc.edu/academics/online-learning.

RETENTION AND GRADUATION RATES: A study of the 968 students who enrolled as first time full-time students at JCC in fall 2013 indicated that 36% had graduated by the beginning of the fall 2016 semester. An additional 15% had transferred to other colleges prior to graduation and 5% were still enrolled. A recent survey of 2015 graduates indicated that 42% of those responding had transferred to four-year colleges or universities, while 46% were employed full-time. (Sources: Materials from the State University of New York Administration Office of Institutional Research and the 2014-2015 graduate follow-up survey conducted by JCC's Office of Institutional Research.) This data is available in the institutional research office on the Jamestown Campus. Contact Barbara Russell, dean of research and planning at 716.338.1210 for additional information. It should be noted that some students "stop out" for a semester or two due to family, work, or financial considerations, but eventually return to complete their educational programs. Some students leave college before receiving their degrees because they have obtained the necessary skills for employment or have otherwise met their educational goals by attending JCC. Additional information about JCC graduates is available at <http://www.sunyjcc.edu/facts>.

Course Codes

FW Fieldwork	LA Lab
IC Imputed Credit	LE Lecture
IN Internship	LL Lecture & Lab Combined
IS Independent Study	LR Lecture - Additional Course Required
ITR Interactive TV-Additional Course Required	
ITV Interactive TV	

Course Requirements

Students who have completed pre-/corequisites with a passing grade at another institution must provide a copy of their unofficial transcript at the time of registration. Terms used in course requirement information in the master schedule:

PREREQUISITE: A course or other requirement that must be completed prior to enrolling in another course.

COREQUISITE: A course or other requirement that must be completed during the same semester as another course.

ELIGIBILITY: Refers to an academic readiness to take certain courses through successful completion of previous coursework or placement testing.

RECOMMENDATION: A condition of enrollment that a student is advised to meet, but not required to meet.

PLACEMENT TEST: The college placement test assesses skills in mathematics, reading, and writing. If a student chooses to take any course for which there is a placement test prerequisite, he/she must take the appropriate test. As a rule, full-time students take the complete test during the application process and prior to registration. New part-time students are strongly encouraged to take the test prior to registration. 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.

PERMISSION OF INSTRUCTOR: A course with this notation requires the student to meet with the instructor to receive permission to take the course.

WAIVER OF PRE-/COREQUISITES: If a student feels qualified to take a course for which he or she does not appear to have the formal prerequisite background, the student should contact the instructor of the course. If, in the estimation of the instructor, the student meets the prerequisites in some other way, the instructor may sign an instructor's permission card which the student can then present to the Registrar's Office on the Jamestown Campus, the Counseling and Career Planning Center on the Cattaraugus County Campus, or the Main Office on the Dunkirk Campus. In the absence of the instructor, the waiver may be signed by the discipline coordinator/director, or dean. Students cannot register for courses for which they do not have a pre/corequisite or a signed waiver form.

Course Schedule Terminology

BLDG	Building in which course meets
CMP	Campus location
CRSE	Catalog number: numerical classifications for course areas
CR	Credit hours
CRN	The four-digit course reference number used to register for a course
FEE	Additional cost to student for materials, equipment, etc. for a specific course
IM	Instructional method
INSTRUCTOR(S)	Name of instructor
RM	Room in which course meets
SBJ	Abbreviation of the name of the academic discipline
TP	Type of course (F2F = Face to Face; WB = Online; WBO = Face to Face and Online)
UMTWRF	Days of week course meets (U = Sunday; R = Thursday)

Course Registration Form

You can register *by mail* between January 2 and May 16 for Summer Session I and between January 2 and July 3 for Summer Session II.

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: 716.376.7020

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

Do not send cash. Make check payable to Jamestown Community College. Payment in full must accompany forms.

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.

SUMMER 2018 REGISTRATION FORM for part-time students only (1-11 credits)

Name _____ J-number or social security number _____

Complete registration form by providing information requested. Consult master schedule for course information. Example:

JM 3200 ENG 1540 3 Writing About Literature Higgins,G 1:15PM - 2:30PM ..T.R.. ARSC 227 LE

CMP	CRN	SBJ	CR HRS	COURSE FEE	COURSE TITLE

Tuition & Fees (subject to change)

Payment Process Please review registration and payment procedures outlined on page 3.	TUITION - \$198 x number of credits (NY resident with valid certificate of residence) \$396 x number of credits (NY resident without valid certificate of residence or out-of-state resident)	\$
	LAB FEES (see on-campus course listing)	
	TECHNOLOGY FEE (all students): \$8.75per credit hour	
	LEARNING NETWORK FEE (all students): \$4.00 per credit hour	
	TOTAL AMOUNT ENCLOSED	

Student Data Form

Please PRINT clearly.

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

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.sunyjcc.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 _____