

# 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:** After meeting with your advisor, sign into Banner at <https://banner.sunyjc.edu> to print a copy of your schedule, or obtain a copy at the Counseling and Career Center on the Cattaraugus County Campus, registrar's office on the Jamestown Campus or the main office on the North County Center. Student advisement and registration concludes January 13. Schedule changes are processed during drop/add period, January 17-23.

**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 6, 2017. 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 6, 2017. Student bills may be paid online in full or in installments at <http://mycollegepaymentplan.com/> Jamestown. Each student bill is due on January 13, 2017. After January 13, 2017, payment is due upon registration. If payment is not received, your account will be placed on hold and assessed a late fee.

Continuing students who choose to register online must have a user ID (J# or Social Security number) as well as a personal ID number (six-digit PIN) to access the website. Contact the registrar's office for details. Students new to JCC will not be able to access the website without contacting the registrar's office, 716.338.1018.

**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 Counseling and Career 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 7. 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 Counseling and Career 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 17 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 10 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, 716.338.1000, 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, Counseling & Career Planning 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**

### SPRING 2017 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)

<b>Payment Process</b> Please review registration and payment procedures outlined on pages 4, 5, and 6.	<b>TUITION - \$193 x number of credits (NY resident with valid certificate of residence)</b> <b>\$386 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): \$2.50 per credit hour</b>	
	<b>TECHNOLOGY FEE (all students): \$8.50 per credit hour</b>	
	<b>LEARNING NETWORK FEE (all students): \$3.75 per credit hour</b>	
	<b>TOTAL AMOUNT ENCLOSED</b>	



