

Online Student Application and Registration Process

Seeking a Degree:

If you intend to complete your associate's degree or certificate online at JCC, follow these steps:

- Step 1: Complete and submit the free online JCC application at:
https://banner.sunyjcc.edu/pls/jccsct/bwskalog.P_DisplLoginNon
- Step 2: Have OFFICIAL copies of your high school and any college transcripts sent to:
Jamestown Community College
525 Falconer Street
P.O. Box 20
Jamestown, NY 14702-0020
Official transcripts are those sent *from* your high school or college directly *to* JCC.
- Step 3: Contact Wendy Burns in the Counseling and Career Development Center at 1.800.388.8557, ext. 1065 or 716.338.1065 or WendyBurns@mail.sunyjcc.edu to set up placement testing in English and math to determine which courses you should take.

Once JCC has received your application, transcripts, and placement results you will receive an acceptance letter in the mail.

- Step 4: After you have been accepted, you work with an advisor to select and register for courses.
- Computer & Information Sciences:*
Denise Joy 1.800.388.8557, ext. 1311 DeniseJoy@mail.sunyjcc.edu
- Individual Studies:*
Ron Turak 1.800.388.8557, ext. 1065 RonTurak@mail.sunyjcc.edu
- Business-Business Administration:*
Cindy Hinz 1.800.388.8557, ext. 7591 CindyHinz@mail.sunyjcc.edu
- Step 5: Access your online courses one week before the schedule start date at:
<https://jamestown.sln.suny.edu> Further directions are on this login page.

If you are interested in applying for financial aid, you can start that process immediately.

For financial aid information and application: <http://www.sunyjcc.edu/financialaid>

Not Seeking a Degree:

If you are a returning student or just want to take an online course(s) at JCC and do not intend to complete your degree, follow these steps:

- Step 1: Complete and submit your **Registration Form, Student Data Form, and Certificate of Residency Form** (New York residents only) to the Registrar's Office.
Mail: JCC - Registrar's Office Fax: 716.338.1472
525 Falconer Street
P.O. Box 20
Jamestown, NY 14702-0020
- Step 2: Students who have completed college level work at another institution *may* be exempt from placement testing. Contact Wendy Burns at 1.800.388.8557, ext. 1065 or WendyBurns@mail.sunyjcc.edu for information.
- Step 3: Access your online courses one week before the schedule start date at:
<https://jamestown.sln.suny.edu> Further directions are on this login page.

Guidelines for Remote Placement Testing

ALL testing must be done in a proctored setting. No student should be allowed to take the test without the supervision of an approved proctor. This ensures the integrity of students' test scores and the security of the ACCUPLACER tests.

Proctor Qualifications

- Familiar with accepted practices for administering standardized tests
- Has no vested interest in the student's scores
- Is not related to the student
- Is employed by an educational institution

Procedure for Arranging Remote Placement Testing

1. Contact a local educational institution to determine if test center personnel are willing to administer the ACCUPLACER tests in their testing center. It is not necessary for that college to be a user of ACCUPLACER. The test is Internet-based.
2. Provide Jamestown Community College with the contact information of the proctor. A form is provided below.
3. Once the prospective proctor contact information is received by JCC and if the person meets the qualifications, a Proctor Agreement Form will be forwarded with the request to be signed and returned. After JCC receives this signed form, JCC will provide the proctor with a log-in and a proctor password to use for testing, as well as instructions for testing.
4. The proctor will notify JCC once the testing is complete.

Any questions please contact: Wendy Burns at 1.800.388.8557, ext. 1065 or WendyBurns@mail.sunycc.edu

Please complete the following Remote Location Request Form and return to:

Wendy Burns
Jamestown Community College
P.O. Box 20
525 Falconer St.
Jamestown NY 14702-0020

Phone 1.800.388.8557, ext 1065
716.338.1065
FAX 716.338.1474
Email WendyBurns@mail.sunycc.edu

Request Form to Take ACCUPLACER® at a Remote Location

Student's Name

Social Security #

Mailing Address

City

State

Zip

E-mail

Phone

Complete the following information regarding the proctor who has agreed to administer/proctor the ACCUPLACER tests to you. **It must be someone from a test center at an academic institution.** (All sections must be filled in!)

Proctor's Name

Institution

Address

City

State

Zip

E-mail

Work Phone

FAX

JCC Online Course Registration Form

COMPLETE THE FOLLOWING:

1. JCC Online Course Registration Form
2. Student Data Form
3. Certificate of Residence Form (New York state residents ONLY) **This form must be mailed!**

RETURN COMPLETED FORMS:

MAIL: Jamestown Community College, Registrar's Office
 525 Falconer St.
 P.O. Box 20
 Jamestown, NY 14702-0020

FAX: 716.338.1472

[Note: Do NOT FAX credit card information. FAX the registration and then call with your card information.]

EMAIL: Pattackentien@mail.sunyjcc.edu

PHONE: 1.800.388.8557, ext. 1018

ONLINE COURSE REGISTRATION FORM

name _____ Email: _____

social security number _____ date of birth _____

Please check the semester for which you are registering: Spring Summer Fall

Please check one: I am working toward my associate's degree at JCC. I am NOT working toward a degree at JCC.

Complete this registration form by providing the information requested. Example:

CRN	SBJ	CRSE	CR	FEE	COURSE TITLE
1882	MAT	1540	3	\$39	Elementary Statistics

CRN	SBJ	CRSE	CR HRS	SLN FEE	COURSE TITLE

If you are registering for an English class, you must meet the course prerequisites or complete a placement test to determine what English course you should take. If you do not, your instructor may remove you from the course. Contact Wendy Burns at 1.800.388.8557, ext. 1065 for more information about placement testing and course prerequisites.

Jamestown Community College does not accept credit card payments via fax or mail.

CALCULATE TUITION AND FEES (subject to change)

Method of payment

- Please enclose a personal check payable to Jamestown Community College with the registration forms. **Do not send cash.**
- To make a credit card payment by phone, call 1.800.388.8557, extension 1003. Mail registration forms to address above.
- To make a credit card payment in person, visit JCC's Jamestown or Cattaraugus County campuses or North County Center.

2010-2011 Tuition: \$156 x number of credits

2010-2011 Tuition \$281 x number of credits
 (out-of-state residents)

SLN FEES: \$13 per credit hour

TOTAL AMOUNT ENCLOSED

\$



Payment in full must accompany forms.
 Make check payable to JCC. Do not send cash.



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 _____
Reg. # _____

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 the college 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, Cattaraugus County, and Erie County, please complete the top portion of the form and return your notarized application to us. The college will have your certificate completed by mail through the business office. **If you live in other counties in New York state**, please take the certificate of residence, along with proof of your residency, to your county treasurer's office. Return the completed certificate of residency to the JCC business office.

The original signed form must be mailed to JCC. Thank you for your cooperation in completing this proof of residency requirement. This form is needed for the college to receive support from your community. 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 _____
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

student's home phone

student's business phone

How long have you lived at the above address? _____ year(s), _____ months Citizenship: US _____

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 _____