

Advisement/Registration

Registration Procedures

Full- and part-time students can register for any campus-based course **prior to the second course meeting**, provided they have met the course prerequisites and have completed any necessary placement tests. You can register for an online course **prior to the first day of the term**, provided you meet the prerequisites. Schedule changes can be processed during drop/add week (August 23-27). After the first course meeting, students must have the instructor's permission to enter the course.

New Students and Readmitted Students: Apply for entrance to the college through the admissions office or at www.sunyjcc.edu. Click on the Admissions link. The admissions office will inform you about advisement and registration procedures.

Currently Enrolled Full-Time Students: After meeting with your advisor, obtain a copy of your schedule at the Counseling and Career Planning Center on Cattaraugus County Campus, registrar's office on the Jamestown Campus, the main offices at the North County and Warren centers, or access it at <https://banner.sunyjcc.edu>. Schedule changes will be processed during drop/add week August 23-27.

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 should also follow the placement test policy described on page 5. If you wish to register as a part-time student, please note:

In-person Registration - Part-time students can register at JCC sites **prior to the second course meeting**. Once a campus-based course has met once you need the instructor's permission to enter the course.

Mail-in and Online Registration

Pre-registration on or before July 9: If you register by mail or online (<https://banner.sunyjcc.edu>) on or before July 9, your student bill needs to be deferred or paid in full no later than August 9, 2010. You will receive your student bill in the mail in late July. You can view your student bill online immediately after registration. You can pay your bill online in full or in installments. Contact the business office at the campus you attend for more details. Failure to pay or defer your bill in full by August 9 may result in late fees or cancellation of your registration. To hold your pre-registration status, please take care of your financial obligation by August 9. 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.

Registration July 10 and later - Students registering by mail or online (<https://banner.sunyjcc.edu>) July 10 or later will receive a bill in the mail. You can view your bill online immediately after registration. Students wishing to pay their bills online may do so in full or in installments. Contact the business office at the campus you attend for more details. Your student bill needs to be paid or deferred in full by September 3, 2010 since failure to do so will result in late fees being added to your bill.

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. You may withdraw from individual classes with a W grade through November 3, but tuition adjustments will be made according to the refund schedules, as noted on page 5. All course change procedures can be initiated in the Counseling and Career Planning Center on the Cattaraugus County Campus, registrar's office on the Jamestown Campus, and in the main office of the North County and Warren centers; online students should contact the instructor of the course they wish to withdraw from. 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** available at the registration areas of each campus or site. **Please refer to withdrawal dates and liability on page 4. Withdrawal after courses have begun on August 23 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.sunyjcc.edu>. Use the college catalog and CAPP Degree Evaluation to identify program requirements. Prepare a tentative course schedule prior to your advisement session.
- If you are changing your program of study and/or your advisor, you must complete an advisor/program change form. Forms are available in the counseling centers on the Cattaraugus County and Jamestown campuses and in the main office at the North County and Warren centers.
- 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. New part-time students are strongly encouraged to take the placement 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.

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 graduated in or are currently ranked in the top 10% of your high school class; you have advanced placement credit for ENG 1530 and mathematics; or you are auditing a course through JCC's "Over 60" program.

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 disability support services coordinator at each site. Registration can be done online at www.sunyjcc.edu/placementtesting or by calling:

Cattaraugus County Campus: Counseling & Career Planning Center, 716.376.7508 | **Jamestown Campus:** Counseling & Career Development Center, 716.338.1065
North County Center: 716.366.2255 | **Warren Center:** 814.723.3577