



SPRING 2010 REGISTRATION INFORMATION

Jan 5, 2010: 8:00am – 1:00pm, 5:00pm – 7:00pm

Steps to Registration (in this order, check as you complete)

- See your academic advisor** to have him/her sign your completed course registration form. If you do not know who your advisor is, please visit Student Services. You **must be accepted as a student at the College before you visit your academic advisor**. Students in the following programs of study will come to the Tart Building for CHECK-IN and ADVISING:
 - College Transfer Students (Associate in Arts, Associate in Science), Developmental Students (students who must take 2 or more semesters of developmental English or Reading), Associate in General Education – Medical, and Special Students.
 - ***AFA Arts and Music, Pre-Engineering, Wachovia Partnership, and Early Education (Transfer Track) students will continue to see their program faculty advisors.
 - Register for your courses:**
 - On campus:** Have your completed and **signed** course registration form keyed in by your advisor, OR take it to the Registrar's Window (outside Student Services) to have your schedule keyed in during on-campus registration (January 5).
 - Early registration:** During early registration, use WebAdvisor or TRACS to complete your registration starting on your activation date. You will find your activation date and the phone number for TRACS on your course registration worksheet completed and signed by your advisor (November 16 – 30). You will also find your activation date in WebAdvisor after you log in.
 - Print your Schedule.**
 - **Wilson C1034 (across from Student Services):** 8am-1pm and 5-7pm during on-campus registration hours (above)
 - **Print it yourself** through WebAdvisor in the Wilson Computer Lab (Wilson C2007, 8-1pm and 2-5pm) on Jan 5. You can print at home through WebAdvisor at any time (login instructions on reverse side).
 - Financial Aid** If you have not received an awards letter but believe that you will receive financial aid, report to the Financial Aid office. If you have received an awards letter, go to the Student ID step of the process. **If you have not applied for financial aid by the day of on-campus registration, please do not visit financial aid on that day – please wait until after on-campus registration.
 - Pay your Tuition.** You may pay your tuition either in person at the Business Office or online through WebAdvisor. Cash, Check, Credit/Checkcard (Visa, Mastercard) are accepted at the Business Office. Credit/Checkcard (Visa, Mastercard) are accepted through WebAdvisor. WebAdvisor can be accessed in the Wilson Open Computer Lab (C2007) from 8-1pm and 2-5pm on Jan 5.
 - **Early registration (telephone/web) payment is due by December 2 or your schedule will be dropped**
 - **On-campus registration payment is due by 7pm on January 5 or your schedule will be dropped.**
 - Student ID:** Take your schedule to the Library (Tart Building) to have your Student ID made or your current ID validated.
 - Bookstore:** Go to the Bookstore to purchase your books.
- Bookstore Hours:** **January 4th:** (10am – 4pm) *only students who used telephone or online registration
 January 5th: (8:30am-2:00pm and 4:00pm-7:00pm)
 January 6 – January 21st: Monday-Thursday (9:00am-2:00pm and 5:00pm-7:00pm) and Friday (9:00 am-2:00pm)

Financial Aid Information

If you have not completed your FAFSA by January 5, please do not visit the Financial Aid Office during on-campus registration. You may visit after registration is complete to apply for reimbursement of tuition and expenses, but your application will not be processed in time for on-campus registration and tuition payment.

Please remember that Financial Aid students and Veterans should only be taking classes that are in their current program of study.

Emergency Loans (applications start November 16th)

- **Students must have already registered before they come to Financial Aid for an emergency loan.** The Datatel system will not allow us to process an emergency loan until the student has registered.
- Students applying for an emergency loan must have applied for Financial Aid and be in good standing (Satisfactory Academic Progress: 2.0 GPA and have passed 67% of classes taken and not currently on probation).
- Students with Book Emergency Loans can begin charging books on the same dates as all other Financial Aid students: Jan 4 – Jan 21st.

Do I need to go to the Business Office if I have Financial Aid?

- Students who have received an awards letter regarding Financial Aid do not need to report to the Business Office unless they are also sponsored students (WIA, VA, VR, VOC REH, etc.) that have not already submitted a written authorization to the Business Office.
- Students with authorization forms from sponsors (WIA, VA, VOC REH, ESC, etc.) are required to turn forms in to the Business Office at least one business day prior to charging items in the bookstore.

Charging books against Financial Aid

- **Student ID and printed class schedule are required to purchase books with Financial Aid.** Class Schedules can be printed from WebAdvisor or at one of the posted print stations during On-Campus Advising and Registration.
- Out of stock books must be pre-charged against your Financial Aid on the last two days to charge (January 20th and 21st). A charge slip must be completed. There will be **no book charges after January 21st** (no exceptions).

- Students with authorization forms from sponsors (WIA, VA, VOC REH, ESC, etc.) are required to turn forms in to the Business Office at least one business day prior to charging items in the bookstore.

Financial Aid Refund Information

Spring 2010 Financial Aid payments will be based on enrollment at the 30% point of the semester (February 10th). Checks will be available for pick up in the Business Office on February 17th from 9am to 6pm and February 18th from 9:00 am until 6:00 pm. Any checks not picked up during these hours will be mailed out the next business day.

WebAdvisor, Student Email, and Distance/Online Classes

Student Email Addresses: All JCC students have a FREE student email address through Google mail. Access your student email address through the JCC Homepage. JCC will send important information for students throughout the course of the school year via this email address, and students taking online courses at JCC will be **required** to use their student email address for course communications.

Distance Education Classes: Distance Education courses at JCC are administered through Blackboard, which is accessible through the JCC Homepage. Blackboard will become available on the first day of classes (August 17th).

WebAdvisor: You can print your schedule, register online during early registration, check your Business Office account, and much more through WebAdvisor. JCC students also access their grades each semester through WebAdvisor (grade reports are not mailed).

Logging in to JCC's Web Services for Students:

1. Go to www.johnstoncc.edu and click the WebAdvisor link at the top right of the screen.
2. Account Information will allow you to learn your User ID and to set or reset your PASSWORD for WebAdvisor, Blackboard, and JCC Email.
3. **First time logging in to anything?** Click on "What's my User ID". You will need to provide: (1) your last name, (2) your full Social Security # or your Colleague ID (on your student ID, acceptance letter, or advising sheet)
4. **If you already know your User ID** and just need your Password (or to reset your password), click on "Reset My Password." If you are resetting your password, be sure that you are typing the FIRST FOUR digits of your social security number and you are following the exact format given when entering your birthdate. You will also need to enter the **zip code that JCC has in our registration system** for the "preferred address zip code" field. If you do not know what is on record, please visit Student Services to be sure that we have your correct address and phone information.
5. You will now choose a new password – at least 6 characters including both letters and numbers. Then choose a security question (the answer to this question is not case sensitive). You will be asked this question again – please choose a Q&A that you will remember!
6. If you do not receive a screen that says "password updated successfully", please retry this process from the beginning before contacting JCC for help. If after a second try you still have trouble, please contact the Instructional Technology and Distance Education Center at (919) 464-2260 for assistance with the process.
7. You will now Log In using your new password for all three services above. **If you forget your new password**, you will go to WebAdvisor to reset your password using the process starting with #4 above.

Training Sessions for JCC Web Services: The IT&DEC will offer information sessions for getting started in an online class, as well as submitting assignments using the discussion board feature. The sessions will be held in Tart 154 on from November 4 through November 30. If you would like to attend one of these sessions, please contact Ramonda Davis-Carter at (919) 209-2548 or rldaviscarter@mail.johnstoncc.edu. You may pick up schedules for the training sessions in Student Services (Wilson Building).

Adding/Dropping Classes and Refunds

- Students may **add** classes on January 5, and again on January 7, 8, and 11. Students must obtain their advisor's **written authorization** to add any class. **No classes will be added after January 11** (this includes changing sections of the same course, changing from seated courses to online, etc).
- Students may **drop** classes with 100% refund on January 5-6. Students may drop classes with 75% refund from January 7 through January 19. Students may drop classes without a grade penalty until April 9, but **no refunds will be issued after January 19**. Students must obtain their instructor's (or department chair's) **written authorization** to drop any class after January 19th (dates will differ for fast track courses – please contact the registrar's office at 209-2018 for further information).
- **Warning:** All drop/add transactions must be completed in one process. If a student changes or drops a class after the semester has begun (on or after January 7), the system refunds 75% of the tuition. If a student adds a class at another time (not during the same computer transaction as the drop), instead of a net zero, his or her account reflects the 75% refund and a 100% charge for the new class. The result is an additional 25% of the class tuition.

Parking Permits

Parking permits are required for all students. Please visit the Information Desk at the main entrance of the Wilson Building to obtain your **FREE** student parking permit (you will need the license # of your vehicle). These permits are valid through Summer 2010.

New Student Information Sessions

New Student Information Sessions are not pre-scheduled for the Spring semester. If you would like to set up an appointment for a campus tour and important information about getting started on campus, please contact Maria Lynch at 919.209.2201 or mhlynch@johnstoncc.edu.

www.johnstoncc.edu