



Fall 2010 Registration Information

Like last year, we anticipate another significant enrollment increase. **There may be limited course availability for On-Campus Registration – please check WebAdvisor from the JCC homepage for up-to-date availability.**

*****The application deadline for Fall 2010 is July 20*****

1. **See your Academic Advisor:** Your advisor will sign your completed course registration form. If you do not know who your advisor is, please see the Advising section of this document or visit Student Services. **You must be accepted as a student at the college before you visit your academic advisor.**
2. **Register for your courses:** 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.
3. **Print Your Schedule :** Print your schedule online through WebAdvisor. You may do so at home or in the Career/Transfer Resource Center (Wilson C1034) from 8am-1pm and 5-7pm Aug 9 and 8am-1pm Aug 10. Assistance will be available.
4. **Financial Aid?** Please see the Financial Aid section to see if you need to visit Financial Aid. **Do not visit Financial Aid during on-campus registration if you have not completed your FAFSA.**
5. **Pay Your Tuition :** You may pay your tuition either in person at the Business Office or online through WebAdvisor. The Career/Transfer Resource Center (Wilson C1034) is open for WebAdvisor payments. Credit/Checkcard (Visa, Mastercard) are accepted through WebAdvisor. **Payment is due by 7pm on August 10 for On-Campus Registration or your schedule will be dropped.**
6. **Student ID:** Take your schedule to the Library in the Tart Building to have your Student ID made or your current Student ID validated for the new academic year.
7. **Purchase your Books –** You may purchase your books out-of-pocket as available in the Bookstore during regular business hours at any time after you register. You may charge books to financial aid or purchase books out-of-pocket during the following times:
 - August 6, 9am-4pm (Online Registration students only)
 - August 7, 9am-1pm (Online Registration students only)
 - August 9-10: 8:30am – 2:00pm and 4:00pm – 7:00pm
 - August 11-27: Mon-Thurs 9am-2pm and 5pm-7pm, Fri 9am-2pm
 - (You may continue to purchase books through August 31st (9am-2pm and 5pm-7pm), but you may not charge against Financial Aid)

Academic Advising

If you have not been advised and do not have your signed course registration sheet before On-Campus Registration, please visit your regular academic advisor (<http://www.johnstoncc.edu/whoismyadvisor.aspx>) to complete this form and proceed to step two in the Registration Steps above. You are encouraged to visit your academic advisor before the day of On-Campus registration. Please follow the same advising instructions as listed above for online registration students.

*****Center for Academic Planning (CAP) –** The CAP will be expanded during On-Campus Advising and Registration to allow for more space – please see table below for location information: *****Students from Wachovia Partnership and Associate of Fine Arts should return to their regular advisors during On-Campus Advising and Registration.**

August 9, 8am-1pm and 5pm-7pm; August 10, 8am-1pm

Auditorium Lobby- Associate of Arts, Associate of Science, AGE, AGE-Medical, and Special Students

CAP (Wilson Lounge regular location) – Developmental Students (students taking at least two developmental English or Reading courses).

August 10 5pm-7pm: All CAP students will be advised in the CAP Wilson Lounge location.

Hours – The CAP locations will begin checking in and issuing line numbers at 7am. Advising and registration will begin at 8am.

Drop/Add Advising: During the Drop/Add Advising period from August 11-17, students not visiting the CAP will need to contact either Student Services or the Department Secretaries for their program for an advising contact since the availability of regular advisors may be limited due to planning and instruction.

***Business Technologies Students–** Please contact Sonia Rhodes (209-2080, Wilson C2003)

***Applied Industrial Technologies Students–** Please contact Amanda Parker (209-2145, Britt H116)

***Nursing and Early Childhood Students –** Please contact Rachel Tice (209-2166, Health F209)

***Allied Health and Imaging Students –** Please contact Tovoya Dobbins (209-2166, Health F154)

Adding/Dropping Classes and Refunds

- Students may add classes on August 9-10, and again on August 16-17. Students must obtain their advisor's written authorization to add any class. No classes will be added after August 17 (this includes changing sections of the same course, changing from seated to online, etc).
- Students may drop classes with 100% refund on August 9-13. Students may drop classes with 75% refund from August 16 through August 25. Students may drop classes without a grade penalty until November 15, but no refunds will be issued after August 25. Students must obtain their instructor's (or department chair's) written authorization to drop any class after August 25. **No signature is required for drop only on August 9 – August 25.** (Please note that fast track classes have different drop dates – see your syllabus for more information)
- Students dropping one or more classes and adding one or more classes on August 16 or August 17 : Please be sure to do so during the same transaction to avoid a tuition overcharge.
- If you want to add a course on August 16-17, you will need to see the program director for your program of study (CAP students will still visit the CAP) or contact the department secretary for your program (see the Drop/Add Advising Section above).

Financial Aid

If you have not completed your FAFSA, please do not visit the Financial Aid Office during on-campus registration. If you completed your FAFSA after August 2, the Financial Aid Office will most likely not have received your FAFSA information from the Federal Government by On-Campus Registration and your application cannot be processed. You may visit after registration is complete to apply for reimbursement, but your application will not be processed in time for on-campus registration and tuition payment.

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

LIMITED AVAILABILITY OF EMERGENCY LOANS FOR ON-CAMPUS REGISTRATION

Students who do not have Financial Aid and need an emergency loan:

- Must have completed the FAFSA (if not by August 2 we may not have received your report)
- Must be in good standing (2.0 GPA, passed 67% of classes taken, not currently on probation)
- Must have already registered for classes before visiting the FA office

*Book Emergency Loans can be used to charge books on the same dates as all other Financial Aid students (see Bookstore dates and hours on reverse side)

DO I NEED TO GO TO THE BUSINESS OFFICE IF I HAVE FINANCIAL AID?

Students who have received an award letter that will cover the entire cost of tuition and fees 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 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 Registration. Please see Step #7 in Registration (p. 1 of this document) for dates and hours.
- Out-of-stock books must be pre-charged against your Financial Aid on the last two days to charge (August 26th and 27th). A charge slip must be completed.
- **There will be no book charges after August 27th** (no exceptions).
- Students with authorization forms are required to turn in these forms to the Business Office at least one business day prior to charging items in the Bookstore.

JCC Web Services for Students (schedules, JCC email, online coursework)

1. Go to www.johnstoncc.edu and click the WebAdvisor link at the top right of the screen.
2. Click on [Account Information](#) 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). After you have verified your User ID, you will then click on [Reset My Password](#) and follow the instructions in step 4.
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 8 characters including both letters and numbers with no special characters or spaces. You must also have at least 1 capital letter and one number, and you may not use 3 or more letters from the user's account name. 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. **Please contact the Instructional Technology and Distance Education Center at 919-464-2260 or distancelearning@mail.johnstoncc.edu if you have any questions or concerns.**

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 for the full school year, including Summer 2011.

Jaguar Survival Guide

Please stop by Student Services to pick up your FREE copy of the Jaguar Survival Guide. This is a great resource for both new and returning students that includes a wealth of information about JCC student resources, policies, student activities, academics, and much more!