

NEW STUDENT TIMELINE/CHECKLIST ~ FALL 2012

Revised 10/16/11

✓	DATE	TASK
	STEP 1 January	Complete an online admission application at www.jjc.edu/info/admissions . New students will receive an acknowledgement letter in the mail and a follow-up email to their JJC e-mail account. View college catalog at www.jjc.edu/about/college-info/catalog .
	STEP 2 January	Visit www.jjc.edu/info/password to find your JJC ID number, username, and password, which will allow you to access your JJC e-mail account and sign up for your new student orientation.
	STEP 3 May-June	Submit an unopened, sealed, high school/GED transcript to the Admissions Office in Campus Center A-1020 on Main. If your transcript is not received prior to registration, it may delay your registration for a college-level math course.
	February	Prepare for the ACT COMPASS Placement Test by visiting www.jjc.edu/info/academic-skills and select ACT COMPASS PREPARATION .
	STEP 4 Feb.-May	Complete all three parts (reading, writing, math) of the ACT COMPASS Placement Test. Visit www.jjc.edu/info/compass or contact (815)729-9020 x 2284 for more information. For special accommodations due to a documented disability call (815)280-2230 (StAR).
	April -No later than June	<p>Contact the StAR Department regarding documentation of your disability if you will be requesting accommodations under the American Disabilities Act (ADA) or Section 504 of the Rehabilitation Act.</p> <p>Call StAR (815)729-9020, x2230 in Campus Center A-1125 on Main Campus for an appointment to arrange educational support services. <u>On the day of appointment bring the following:</u></p> <ul style="list-style-type: none"> ✓ If you have a learning disability, you must provide psychological testing results to be eligible for accommodations through StAR. ✓ Copies of your special education records: IEP, most recent psychological testing information, a doctor’s statement, or other verification of your special needs. Go to www.jjc.edu/info/StAR and select the link for DOCUMENTATION POLICY for further information related to documentation. <p><i>Note: This intake appointment should be made as soon as possible. Early planning is necessary if you plan to use textbooks in an alternate format or a sign-language interpreter.</i></p>
	STEP 5 Begin in Jan. No later than June 1st	<p><i>After completion of state and federal taxes.</i></p> <p>Apply for financial aide and scholarships. Information available at www.jjc.edu/info/financialaid (Financial Aid Office in Campus Center A-1020 on Main Campus)</p>
	STEP 6 April	<p>STEPS 6 & 7 are mandatory for all new college students planning to attend full-time.</p> <ol style="list-style-type: none"> a. View the New Student Information Presentation at www.jjc.edu/info/newstudent. b. Using your JJC username and password, select a Group Advising and E-Registration session (group size is limited) c. Print certificate verifying your Group Advising and E-Registration session selection.
	STEP 7 April	<p>Attend the required New Student Orientation and e-Registration session selected in STEP 6. Students will learn about JJC, meet with a counselor, and register during this orientation session. Visit www.jjc.edu/info/nso for more information.</p> <p>You must bring the following to this session:</p> <ul style="list-style-type: none"> ▪ A copy of your COMPASS test results ▪ Your JJC username and password ▪ The certificate verifying your reservation for the Group Session ▪ A picture ID
	Date varies	Pay for your classes before the drop date located on your online bill or you will be dropped from your classes.
	August	Attend StAR New Student Orientation.
	August	Classes begin