COMPASS TESTING

Once an application for admission to the College has been made, students may take the COMPASS on a walk-in basis any time the Testing Center is open. Students should bring a photo ID* and allow 3 hours for the test. Please see the schedule below for the Testing Center hours. Please check the website for Testing Center hours when classes are not in session.

Hillsboro – (636) 481-3147 or 797-3000, ext. 3147
(located in the Library – Room #101)
Mon-Thurs 8:00 a.m.–8:00 p.m.
Friday 8:00 a.m.–2:00 p.m.
Saturday, Aug. 15 only 9:00 a.m.–2:00 p.m.
Saturday, Jan. 9 only 9:00 a.m.–2:00 p.m.

Arnold – (636) 481-3592 or 797-3000, ext. 3592
(located on the third floor – Room #310)
Mon-Thurs 8:00 a.m.–9:00 p.m.
Friday 8:00 a.m.–2:00 p.m.
Saturday** 9:00 a.m.–1:00 p.m.
Saturday, Aug. 15 only 9:00 a.m.–2:00 p.m.
Saturday, Jan. 9 only 9:00 a.m.–2:00 p.m.

* Jefferson College ID, valid driver’s license, state ID, military ID, or passport.

**During Fall & Spring semesters only.
Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.

2015-2016 Calendar

**August**
- **Wed 5**  8-week grades due by 12:00 Noon
- **Thurs 6**  8-week grades available online
- **Mon 17**  Fall classes begin
- **Fri 21**  Last day to add full-semester courses in person (by close of business)
- **Sun 23**  Last day to add full-semester courses online (before midnight)
- **Fri 28**  Last day to drop full-semester courses with full refund

**September**
- **Tues 1**  **Deadline to apply for Fall 2015 graduation and pay graduation fee**
- **Fri 4**  Last day to add 14-week courses
- **Sat 5**  Labor Day recess begins (Campus closed)
- **Mon 7**  Labor Day Holiday (Campus closed)
- **Tues 8**  Labor Day recess ends 7:00 am
- **Fri 11**  Last day to drop from 14-week courses with full refund

**October**
- **Fri 9**  Last day to withdraw from full-semester courses without instructor permission
- **Tues 13**  **Faculty Work Day (no day classes or night classes will meet)**
- **Fri 16**  Last day to withdraw from 14-week courses without instructor permission

**November**
- **Fri 6**  Last day to withdraw from full-semester courses with instructor permission (by close of business – no online option)
- **Wed 11**  Veterans’ Day observed (Campus closed)
- **Fri 13**  Last day to withdraw from 14-week courses with instructor permission
- **Wed 25**  **Thanksgiving recess begins 12:00 noon (Campus closed)  (12:00 classes will not meet)**
- **Mon 30**  Thanksgiving recess ends 7:00 am

**December**
- **Thurs 3**  TR day classes end
- **Fri 4**  MWF day classes end
- **Mon 7**  Fall book buyback begins
- **Tues 8**  Last meeting for Monday only classes (one time a week day/night classes)
- **Thurs 10**  Last meeting for Thursday only classes (one time a week day/night classes)
- **Fri 11**  Last meeting for Friday only classes (one time a week day/night classes)
- **Sat 12**  Last meeting for Saturday classes (one time a week classes)
- **Wed 16**  Fall grades due by 12:00 pm
- **Thurs 17**  Fall grades available online
- **Mon 21**  Fall grades due by 12:00 pm (Wednesday only classes)

**January**
- **Mon 4**  Winter recess ends 7:00 a.m.
- **Mon 11**  Spring classes begin
- **Fri 15**  Last day to add full-semester courses in person (by close of business)
- **Sun 17**  Last day to add full-semester courses online (before midnight)
- **Mon 18**  Martin Luther King Jr. Day (Campus closed)
- **Fri 22**  Last day to drop full-semester courses with refund
- **Fri 29**  Last day to add 14-week online

**February**
- **Mon 1**  **Deadline to apply for Spring 2016 graduation and pay graduation fee**
- **Fri 5**  Last day to drop 14-week online courses with refund
- **Mon 15**  Presidents’ Day (Campus closed)

**March**
- **Tues 1**  Faculty In-Service (no day classes; evening classes will meet)
- **Fri 4**  Last day to withdraw from full-semester courses without instructor permission
- **Fri 11**  Last day to withdraw from 14-week online without instructor permission
- **Mon 14**  Priority deadline for processing State and Federal Financial Aid Application for Summer 2016
- **Mon 21**  Spring break ends 7:00 a.m.
- **Fri 25**  Spring Holiday (Campus closed)

**April**
- **Fri 8**  Last day to withdraw from full-semester courses with instructor permission (by close of business - no online option)
- **Fri 15**  Last day to withdraw from 14-week online with instructor permission (by close of business - no online option)

**May**
- **Mon 2**  Summer books go on sale
- **Tues 3**  Last meeting for T/R day classes
- **Wed 4**  Last meeting for Tuesday only classes (one time a week day/night classes)
- **Thurs 5**  Last meeting for Thursday only classes (one time a week day/night classes)
- **Fri 6**  Last meeting for M/W/F day classes (one time a week day/night classes)
- **Sat 7**  Last meeting for Saturday classes (final exam) (one time a week day/night classes)
- **Mon 9**  Spring 2016 book buyback begins
- **Fri 13**  Last meeting for Friday only classes (one time a week day/night classes)
- **Sat 14**  Commencement
- **Mon 16**  Intersession classes begin
- **Thurs 19**  Spring grades due by noon
- **Fri 20**  Spring grades available online

*Remember MyJeffco is available even when the College is closed!*
Hours of Operation

Student Services Hours - Hillsboro

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Saturday, Aug 15 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Saturday, Jan 9 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
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</tbody>
</table>

Cashier Window Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Saturday, Aug 15 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Saturday, Jan 9 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
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</tbody>
</table>

Arts & Sciences 110 Office Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>7:30 a.m.-10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m.-3:30 p.m.</td>
</tr>
</tbody>
</table>

Jefferson College Bookstore

Hillsboro

Spring & Fall Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Saturday, Aug 15 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Saturday, Jan 9 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Arnold

Spring & Fall Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>10:00 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>10:00 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Saturday, Aug 15 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Saturday, Jan 9 only</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Return Policies:

- Last day to return Fall books with a receipt for a full refund is August 21.
- Last day to return Fall books with a receipt and a drop slip for a full refund is August 28.
- Last day to return Spring books with a receipt for a full refund is January 15.
- Last day to return Spring books with a receipt and drop slip is January 22.
- Last day to return rental books for Fall is December 16.
- Last day to return rental books for Spring is May 20.

Book Buyback:

- Fall book buyback at Hillsboro and Arnold will be December 7-December 11.
- Spring book buyback at Hillsboro and Arnold will be May 9-13.
Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.

Directory of Services

(636) 481-3000/797-3000 • TDD users: (636) 789-5772 (Hillsboro)

Alumni and Friends  (636) 481-3105 or (636) 797-3000, ext. 3105
Associate Vice President, Student Services  (636) 481-3201 or (636) 797-3000, ext. 3201
Bookstore  (636) 481-3290 or (636) 797-3000, ext. 3290
Central Methodist University @ JCA  (636) 481-3598 or (636) 797-3000, ext. 3598
Child Development Center  (636) 481-3299/481-3298 or (636) 797-3000, ext. 3299 or 3298
Continuing Education  (636) 481-3144/481-3143 or (636) 797-3000, ext. 3144 or 3143
Dean, Arts & Sciences  (636) 481-3141 or (636) 797-3000, ext. 3141
Dean, Career & Technical Education  (636) 481-3401 or (636) 797-3000, ext. 3401
Disability Support Services  (636) 481-3158/481-3169 or (636) 797-3000, ext. 3158 or 3169
Division Chair, Business & Tech Ed  (636) 481-3445/481-3467 or (636) 797-3000, ext. 3445 or 3467
Division Chair, Comm. & Fine Arts  (636) 481-3302/481-3312 or (636) 797-3000, ext. 3331 or 3312
Division Chair, Math, Science & Business  (636) 481-3302/481-3337 or (636) 797-3000, ext. 3302 or 3337
Division Chair, Social Science  (636) 481-3302/481-3348 or (636) 797-3000, ext. 3314 or 3348
Enrollment Services  (636) 481-3217/481-3209 or (636) 797-3000, ext. 3217 or 3209
Faculty Office  (636) 481-3311/481-3302 or (636) 797-3000, ext. 3331 or 3302
Food Service  (636) 481-3255 or (636) 797-3000, ext. 3255
Jefferson College-Arnold  (636) 481-3597 or (636) 797-3000, ext. 3597
Jefferson College-Imperial  (636) 481-3481 or (636) 797-3000, ext. 3481
Learning Center-Arnold  (636) 481-3593 or (636) 797-3000, ext. 3593
Learning Center-Hillsboro  (636) 481-3151 or (636) 797-3000, ext. 3151
Library-Arnold  (636) 481-3556 or (636) 797-3000, ext. 3556
Library-Hillsboro  (636) 481-3166/481-3167 or (636) 797-3000, ext. 3166 or 3167
Missouri Baptist University  
at Jefferson College Arnold  (636) 481-3574 or (636) 797-3000, ext. 3574
at Jefferson College Hillsboro  (636) 481-3242/481-3214 or (636) 797-3000, ext. 3242 or 3214
Student Financial Services  (636) 481-3212/481-3239 or (636) 797-3000, ext. 3212 or 3239
Testing Center-Arnold  (636) 481-3592/481-3593 or (636) 797-3000, ext. 3592 or 3593
Testing Center-Hillsboro  (636) 481-3147/481-3164 or (636) 797-3000, ext. 3147 or 3164
UMSL at Jefferson College Hillsboro  (636) 481-3243 or (636) 797-3000, ext. 3243
Veterans’ Educational Benefits  (636) 481-3210 or (636) 797-3000, ext. 3210
Vice President of Instruction  (636) 481-3301 or (636) 797-3000, ext. 3301
Viking Woods Student Housing  (636) 481-3294 or (636) 797-3000, ext. 3294
How to Use the Class Schedule

A list of codes used in the *Class Schedule* appears below. If you have questions about information on your schedule or for further explanation of these codes, please visit the Student Center Building, Dean or Division Chairs’ Offices, Jefferson College Arnold, or Jefferson College Imperial. Staff will be happy to assist you.

**Days of the Week are designated:**
M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday, and U-Sunday.

**Abbreviations/Denotations:**
P/C = Prerequisite/Corequisite
ARR = Arranged instruction allows for internships and individualized services.

**Accelerated Session:**
Some classes meet less than the full 16-week semester. Exceptions to the standard semester are listed directly below the course title.

**Asterisk (•):**
The asterisk identifies important information (i.e., orientation information, weeks that an accelerated class meets, etc.) specific to the course directly above it.

**Cancellation of Classes:**
Students should be aware that the decision to cancel a class is made based on the enrollment in each class section. Some class sections may be cancelled if enrollment is low. Every effort will be made to notify students in cancelled classes by letter, or, if time is short, by phone. A notice will also be posted at the scheduled class site.

**Prerequisites/Corequisites:**
A prerequisite is a requirement or other condition that must be met prior to entering a course. It is the responsibility of each student registering for classes to make sure the prerequisite has been met. A corequisite is a requirement or other condition that must be met in the same term for which a course is being registered. Failure to meet a prerequisite or corequisite is not grounds for a refund.

If you would like more information about prerequisites and/or corequisites, please see the Jefferson College Catalog or contact the Office of Enrollment Services, Dean or Division Chairs’ Offices, or your advisor at (636) 481-3000 or 797-3000.

**Evening Classes:**
Classes beginning at 4:00 p.m. or later are classified as evening classes, and weather cancellations are affected accordingly. The decision to cancel evening classes because of weather will be made as early as possible and no later than 4:00 p.m. when possible. If such a decision is made, all classes are cancelled in all locations. If Jefferson College is open for evening classes, then all classes will meet in all locations.

**Specialty Course Information**

**Online Courses**
Online courses at Jefferson College are courses which have most of their content delivered on the Internet. Access to high speed Internet is strongly recommended.

**Hybrid Courses**
Hybrid courses at Jefferson College are courses that blend face-to-face instruction with online learning. A significant part of the course learning is online and, as a result, the amount of classroom seat-time is reduced. Access to high speed Internet is strongly recommended.

Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.
Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.
Welcome to Jefferson College! To help you complete the registration process, here are a few frequently asked questions.

1. What is my registration priority?
Priority I: Currently enrolled degree-seeking students with 45 or more cumulative credit hours and currently enrolled certificate-seeking students with 15 or more cumulative credit hours. Students who plan to graduate must complete an application for Fall graduation by September 1 and for Spring graduation February 1. Students may apply for graduation either in person or by printing the online application (available by link under the Student Services tab in MyJeffco) and submitting by fax or mail.
Priority II: All currently enrolled students regardless of their number of completed credit hours.
Open Registration: All other students – new, returning, or transfer students, or students who did not register during the priority registration periods.

2. How/Where can I register?
You can register any of the following ways:
• Online through MyJeffco
• In person at any registration site:
  Office of Enrollment Services, Student Center
  Arts & Sciences 110
  Career & Technical Education 101
  Jefferson College-Arnold
  Jefferson College-Imperial
• By Phone (for six credit hours or less*)
*Initial registration only – drop/add must be done in person or through the Student tab in MyJeffco.

Returning students who have not attended for one or more years will need to update their files. If registering online, an electronic application available at www.jeffco.edu must be submitted before registration can occur. You must provide a valid e-mail address when you apply online.

New Students: It is important that students new to the college experience complete the following steps:
1) Complete an Application for Admission in the Office of Enrollment Services at the Hillsboro campus, or at the Arnold or Imperial locations, or online at www.jeffco.edu. There is a one-time $25 application fee. Upon acceptance, students receive additional enrollment information.
2) Complete the registration process by meeting with an Enrollment Services Specialist to complete the Advisor Checklist, which provides essential information to get new students off to a good start. Call for an appointment:
   (636) 481-3209 or (636) 797-3000, ext. 3209.
3) All degree or certificate-seeking students are required to complete the First Year Experience requirement during their first semester at Jefferson College. Students must enroll in and successfully complete COL100, Freshman Seminar; COL101, Introduction to College: Strategies for Success; or COL136, Mastering the College Experience, to fulfill this requirement.
4) New students may also want to get a College ID (bring photo ID), purchase a parking pass, purchase textbooks, and apply for financial aid.

Transfer Students: Complete an Application for Admission in the Office of Enrollment Services at the Hillsboro campus, or at the Arnold or Imperial locations, or online at www.jeffco.edu. If you apply online, you must pay the $25 application fee and complete the acceptance process before you may register online. Please note: It may take at least five business days to complete the acceptance process. You must provide a valid e-mail address when you apply online.

As a new transfer student, you may be required to complete the First Year Experience requirement (COL100, COL101, or COL136). Transfer students with equivalent courses, as determined by the Senior Director of Enrollment Management/Registrar do not have to enroll in COL100, COL101, or COL136. Also, transfer students with 15 or more credit hours and a GPA of 2.0 or better do not have to enroll in COL100, COL101, or COL136. Transfer students who already possess one or more college degrees do not have to enroll in COL100, COL101, or GUD136.
The Missouri Community College Association (MCCA) has followed the Department of Higher Education’s guidelines in establishing college readiness standards for students entering community colleges. Students who do not have an ACT reading score or have a score below 18 are required to take the COMPASS reading placement test, which determines competency in reading. Test scores must be within the previous two years of registration. Students not meeting readiness standards for admission into certain courses or programs may be enrolled in developmental courses to help them qualify.

3. What should I talk about with my advisor?
You should discuss completion of your general education requirements and your Associate Degree/Certificate plan, location of support services on campus, clarification of graduation date, basic financial aid information, alternate courses if your selections are filled, necessary approval of honors courses or heavy academic loads, and/or waitlist options.

4. What should I do if I have a registration hold?
A hold is usually the result of a financial obligation to the College. An unpaid parking ticket, an overdue book, and/or an unpaid account balance are common reasons for a hold. After clearing your obligation, the hold is removed and you may then register for classes.

5. How do I get on a waitlist for a class that has closed?
To participate in the waitlist process, the following conditions must be met:
1. The waitlist class time must be open on the student's schedule.
2. The student may not be enrolled in the same class at another time.
3. For a day class, all remaining day sections must be filled.
4. For an evening class, all remaining evening sections must be filled regardless of location.
5. No waitlists will be initiated for online courses.
6. Other policies may apply.

Students not meeting these criteria may be removed from the waitlist. Class openings are offered on a first-come basis. An individual student’s priority is determined from the date he/she was placed on the waitlist. Students attending classes based on waitlist status have no assurance of enrollment in those classes. Additions to a waitlist may be made at any enrollment site.

Waitlisted students who are moved onto active class rosters at least one week before the start of the semester will be notified by letter and will receive a revised class schedule from the Office of Enrollment Services. Waitlist changes after the start of the semester must be authorized by the instructor using an electronic instructor override, the Schedule Change form, or a Waitlist letter provided by the Office of Enrollment Services. Adjustments made on Schedule Change forms or Waitlist letters must be returned to any registration site to complete the add process. Students are responsible for reviewing their schedules and making necessary adjustments to ensure that they are enrolled in the correct number of credit hours. **Waitlisted courses do not count toward full-time enrollment for financial aid, Veterans' benefits, or other circumstances where full-time enrollment may be required.**

6. What if I wish to change my major or personal information?
Update your registration form by correcting the information that needs to be changed, including address and telephone. To change your major, visit the Dean or Division Chairs’ Office that oversees your new major area of study, or visit the Office of Enrollment Services in the Student Center Building to complete a Change of Major/Advisor form. Personal information such as address, telephone, and security question may also be updated at JCA or online on the Student tab in MyJeffco. You may also print and mail a personal information update form available on the Student tab in MyJeffco. To inquire about resident status or name changes, contact the Office of Enrollment Services, Student Center Building.

7. Where may I get another copy of my schedule?
If you need another copy of your schedule, you may print one any time through the Student tab in MyJeffco or request a copy at any registration site. Be certain to bring photo identification.

8. Where do I pay my bill?
When a student registers, he/she has three options for payment: 1) Pay in full by the published deadlines; 2) Have pending or approved financial aid; 3) Enroll in a tuition payment plan. One of these three options must be in place by the deadlines published at www.jeffco.edu or on the Payment Plan Schedule to secure enrollment. A student will be **DROPPED FOR NONPAYMENT** if he/she has not paid in full, does not have approved financial aid, or has not enrolled in a tuition payment plan by the published deadlines.

Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.
Payment Methods
The following three options are available for paying tuition, fees, housing, and childcare on your account:

1) Electronic Checks
Electronic checks are electronic withdraws from either your checking or savings bank account. This method is a secure and convenient way to pay your account balance and offers the following benefits:
• No waiting in line or paying for postage
• No additional fees or percentages charged for electronic checks
• Payment applied to your account faster, eliminating the check transit time in the mail
• E-checks are safe and secure, no more lost or stolen paper checks
• You may pay your bill online at http://myjeffco.jeffco.edu

2) Cash, Paper Checks and Money Orders
Cash, paper checks and money orders will be accepted at the Cashier's windows at all Jefferson College locations. Please consider the following when paying by any of these methods:
• Paper checks and money orders may be mailed to: Jefferson College, Attn: Cashier, 1000 Viking Drive, Hillsboro, MO 63050
• Post-dated checks will not be accepted. Please do NOT send CASH through the mail.

3) Credit/Debit Cards
Credit and debit cards can be used to make an on-line payments only and will no longer be accepted over the telephone, at the cashier's window, by mail, or fax. The following applies to both credit and debit card payments:
• A non-refundable convenience fee of 2.75% (minimum $3 fee) will be charged for on-line credit/debit card payments.

Payments for your account balance will be noted as JEFFERSON COLLEGE on your credit card statement. Payment for convenience fees will be noted as PAYPATH PAYMENT SERVICES as a separate line on your monthly credit card statement.

9. How do I register for classes offered on campus by other colleges/universities?
Contact:

Central Methodist University - Jefferson College Arnold
Laura Moehlman (636) 481-3598 or (636) 797-3000, ext. 3598

Missouri Baptist University - Jefferson College Hillsboro
Amber Henry (636) 481-3214 or (636) 797-3000, ext. 3214
Carolyn Scott (636) 481-3242 or (636) 797-3000, ext. 3242

Missouri Baptist University - Jefferson College Arnold
Taylor Bell (636) 481-3574 or (636) 797-3000, ext. 3574
(636) 467-5704

University of Missouri - St. Louis
Jefferson College Hillsboro
Sue Bateman (636) 481-3244 or (636) 797-3000, ext. 3244
Nicole Nordin (636) 481-3245 or (636) 797-3000, ext. 3245

Tuition & Fee Schedule
Tuition and fees are subject to change. Please review the Jefferson College website at www.jeffco.edu for the current tuition and fee rates or call the Office of Enrollment Services at (636) 481-3206 or (636) 797-3000, ext. 3206.

Application for Admission Fee (one-time fee for new students) $25
Application Processing Fee for Occupational Therapy Assistant Program Application Fee $150
Physical Therapist Assistant Program Application Fee $150
Radiologic Technology Program Application Fee $150
Programs with Selective Admission $30
Graduation Fee $45
Second Diploma $25
Official Transcript $5
Credit for Prior Learning Posting Fee Equivalent to one credit hour
Student ID Replacement $7
Parking Fee $10 per academic year

Course Fees:
District Resident $97 per credit
Out-of-District/In-State $146 per credit
Out-of-State $194 per credit
Technology Fee $3 per credit

*Nursing and Law Enforcement Academy tuition information is available at www.jeffco.edu.

Laboratory fees, if assessed, are listed with the appropriate courses on the Schedule of Courses online.
**Financial Obligations and Refund Eligibility**

Students owe tuition to the College when they register. Jefferson College’s refund policy is designed to allow students the opportunity to attend a class for the first 12.5% of the semester (10 business days for a normal 16-week semester). If they elect to drop during that time period, they will then receive a full refund.

A student’s account is cleared ONLY when the student officially drops or pays his/her bill within the trial period. **Failure to attend class does NOT constitute an official withdrawal.** A refund check for any credit balances will be mailed at the end of the refund period for the term.

Refer to the ‘Important Dates’ portion of this schedule for refund deadlines. Dates may also be reviewed online through the “Class Schedule” link. **No refunds will be granted for drops after the published deadline.**

Students may drop or withdraw online through the Student tab in MyJeffco. Official Schedule Change forms are available upon request from the Office of Enrollment Services at (636) 481-3209 or (636) 797-3000, ext. 3209, or in the offices at Jefferson College-Arnold, or Jefferson College-Imperial, or online under the Student tab in MyJeffco.

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. Attendance information is collected from faculty to verify financial aid eligibility. **If a student fails to begin attendance in a course, the institution is required to reduce the student's financial aid enrollment level and eligibility.** If a student is not attending classes, the student is expected to complete the official withdrawal process of the College.

**Students who are not planning to attend Jefferson College must drop their courses within the refund period to eliminate their financial obligation to the College. Students with a balance due to the College who withdraw after the refund period are obligated to complete their payment in order to receive official transcripts, as well as to re-enroll in the future. In addition, any unpaid balance due to the College will be subject to collection action.**

**Financial Assistance**

Please allow 4-6 weeks to complete the financial aid application process. **Financial aid must be approved to obtain a book voucher.**

Jefferson College participates in many types of federal student financial aid programs. The goal of the College’s financial aid program is to help individuals secure financial assistance in order to enter and continue in college. The primary responsibility for meeting college costs is that of the student and the family; however, a student in need of financial assistance is encouraged to contact the Office of Student Financial Services (636) 481-3212 or (636) 797-3000, ext. 3212.

Students who wish to be considered for financial assistance must apply for admission to Jefferson College and submit a Free Application for Federal Student Aid (FAFSA) indicating that Jefferson College is to receive the report. **The Jefferson College Title IV School Code is 002468.** Applications are available online at www.fafsa.gov.

Financial assistance to attend Jefferson College is available through scholarships, grants, loans, and part-time employment. A number of scholarships sponsored by area civic clubs, businesses, and individuals are available for qualified students. There are annual deadlines established that indicate when scholarships are generally awarded by the College.

For more detailed information about the financial aid programs offered at Jefferson College, contact the Office of Student Financial Services located in the Student Center on the Hillsboro campus.

**Return of Title IV Funds**

Students who have been paid federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. **Students who quit participating in or withdraw from all courses but have already received their federal financial aid disbursement for the semester, may have been overpaid.** If an overpayment occurs, the student is required to repay a portion of the funds to the school and to the U.S. Department of Education. **This Overpayment Policy, established by the U.S. Department of Education, affects students who have received assistance through the following federal financial aid programs:**

- Parent (PLUS) Loans
- Pell Grant
- Direct Subsidized and Unsubsidized Loans
- Supplemental Educational Opportunity Grant (SEOG)
How is the overpayment amount determined?
The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the student's last date of an academically related activity. The more days the student has been in attendance and actively participating in classes, the less the overpayment. A federally mandated formula is used to calculate the amount of the overpayment.

When determining a last date of attendance and calculating the portion of funds earned by the student, the institution must always use the student's last date of an academically-related activity as indicated in official attendance records of the College and reported by faculty. In addition, a documented last date of attendance based on an academically-related activity must also be used to determine the portion of aid earned by those students who officially withdraw from courses. **Unless the student withdraws from courses on the same day as the student's last academic activity in his/her coursework, the withdrawal date listed on the student's withdrawal form will not be used as the student's last date of attendance.**

If an overpayment of federal financial aid occurs, the student may be required to return a portion of the overpayment to the school and to the U.S. Department of Education. The College will bill the student for the total overpayment and allow 45 days for repayment. Any unpaid balance will be subject to collection action. Students may not use the next semester's financial aid award to pay a past due balance incurred during a different award year.

This policy only applies to students who withdraw from or stop participating in all classes prior to the 60% point of the semester and to students who fail all their classes and cease attendance prior to the 60% point of the semester. **This policy does not apply to a student who has withdrawn from selected courses.**

For more detailed information regarding the Return of Title IV Funds, contact the Jefferson College Office of Student Financial Services at (636) 481-3212 or 797-3000, ext. 3212.

**Important Notice**
Financial aid awards count as an anticipated payment. **If you are not planning to attend the College, you must officially drop from your classes.** If you do not drop, your courses will be held, and financial aid will be applied to your account to pay for the courses, resulting in an eventual overpayment.

**Student Right to Privacy**
Statement on Right to Privacy and Review:
In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to those records, to restrict their names from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain Jefferson College's FERPA policy statement.

Inquiries regarding FERPA should be directed to the Office of Enrollment Services. Jefferson College may make available to the public this directory information:

- Name
- Address
- Telephone number
- Date of birth
- Jefferson College e-mail address
- Dates of attendance at Jefferson College
- Full-time or part-time enrollment status
- Major area of study
- Participation in officially recognized sports
- Degrees or certificates awarded
- Awards received
- Photograph
- Most recent prior school attended

In addition, students are routinely included in graduation lists, dean's lists, and enrollment lists provided to the military.

If the student objects to the release of directory information, a "Request to Prevent Disclosure of Directory Information" form must be completed prior to the first day of class at the Office of Enrollment Services or in the offices at Jefferson College-Arnold or Jefferson College-Imperial. The form can also be printed from a link on the Student tab in MyJeffco. Students are advised that the social security number is voluntarily disclosed to Jefferson College and is maintained as confidential information.
Student Right to Know and Campus Security Act
As required by federal law, a notice of the Student Right to Know information is distributed in a timely manner to prospective and current students and employees, and other significant parties. A brief summary of the required federal disclosures as well as the locations for obtaining the entire documents is provided to each student when he/she applies for admission. In addition, the information is e-mailed to each student individually at his/her jeffco.edu e-mail address shortly after the start of the fall semester. The current versions of these reports are also available on the College website’s Consumer Information page at www.jeffco.edu.

In addition, Jefferson College is in compliance with the Gramm-Leach-Bliley Act which requires procedures to ensure the security and confidentiality of student information, to protect against any anticipated threats to the security or integrity of such information, and to guard against the unauthorized access to, or use of, such information that could result in substantial harm or inconvenience to any student. The statement regarding the Student Privacy Policy may be reviewed in full at www.jeffco.edu or a copy may be requested from the Business Office by calling (636) 481-3121 or (636) 797-3000, ext. 3121.

PLEASE NOTE: It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status be subject to discrimination in employment or in admission to any educational program or activity of the College. If accommodations for a disability are needed, please call Christine Platter at (636) 481-3169 or (636) 797-3000, ext. 3169. Individuals with hearing/speech impairments may call TDD phone number (636) 789-5772 (Hillsboro).

Accreditation
Jefferson College is accredited by the Higher Learning Commission. Individuals should direct their questions, comments, or concerns to the following address:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL  60604
(800) 621-7440 or (312) 263-0456
FAX (312) 263-7462

Jefferson College Catalog
The information in this Important Registration Information is abbreviated. The current issue of the Jefferson College General Catalog contains complete information concerning admissions, registration, course descriptions, prerequisites, corequisites, degree requirements, and fees. The Catalog is available at www.jeffco.edu and at new student orientation events.

Emergency Calls
An emergency is defined as a situation in which a student must take immediate action to protect life, limb, or property. Emergency phone calls cannot be transferred to a student while in class, and Jefferson College does not have a campus intercom system. If the message is truly of a life-or-death nature, the Office of Enrollment Services will attempt to contact the party.

Viking Text Message Service
To register for this service, you must log into your MyJeffco account, then click on the “Viking Text Messaging” button on the Home tab. You will be asked to enter your cell phone number and cellular carrier.

Inclement Weather Cancellation
Announcements concerning class cancellations are carried on the following radio stations: KJFF AM (1400) Festus, KREI AM (800) Farmington, KTTJ FM (98.5) Farmington, WIL FM (92.3) St. Louis, and WRTH AM (1430) St. Louis. In addition, announcements of cancellations are made on JCTV (cable channel 21) and can be accessed at www.jeffco.edu.
Class cancellations may also be accessed by calling the College at (636) 481-3000 or (636) 797-3000 or if you have signed up for Viking Text Message Service, you will be notified via text message.

The contents of this document are provided for informational purposes. Jefferson College reserves the right to terminate programs for financial or other reasons which the College determines warranted. The programs, services, or other activities of the College may be terminated at any time due to reasons beyond the control of the College, including but not limited to acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, or financial insolvency.