Learning Center Orientations
One Session Required Each Semester

Hillsboro Library Room #112/114 and Arnold Room #310

**Summer 2010**
- June 8, 9, and 10
- 9:00, 10:00, 11:00, Noon, 5:15, 7:00

**Fall 2010**
- August 16 and 18
- 9:00, 10:00, 11:00, Noon, 5:15, 7:00
- August 17
- 9:30, 11:00, 12:30, 5:15, 7:00

Jefferson College Northwest Room #100

**Summer 2010**
- June 7 and 9
- 1:30, 2:30, 3:30
- June 8
- 1:30, 2:30, 3:30, 5:30, 6:30

**Fall 2010**
- August 16 and 18
- 1:30, 2:30, 3:30, 5:30, 6:30
- August 17
- 1:30, 2:30, 3:30

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 I.D.* and allow 2 1/2 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** – ext 147
(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. 14 only 9:00 a.m. – 2:00 p.m.
  **during Fall Semester only**

**Arnold** – ext 592
(located on the third floor – Room #310)
- Mon-Thurs 9:00 a.m. – 9:00 p.m.
- Friday** 9:00 a.m. – 2:00 p.m.
- Saturday** 9:00 a.m. – 1:00 p.m.
- Saturday, June 5 only 9:00 a.m. – 12:00 p.m.
- Saturday, Aug. 14 9:00 a.m. – 2:00 p.m.
  **during Fall Semester only**

**Northwest** – ext 533
(Room #100)
- Mon & Wed 1:00 p.m. – 5:00 p.m.
- Tues & Thurs 1:00 p.m. – 8:00 p.m.
- Friday** 9:00 a.m. – 2:00 p.m.
- Saturday, Aug. 14 only 9:00 a.m. – 2:00 p.m.
  **during Fall Semester only**

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

Table of Contents

Non-Discrimination Notice ........................................ 2
Orientation for Learning Center Courses ....................... 2
COMPASS Testing .................................................. 2
Important Dates ....................................................... 3
Hours of Operation .................................................. 4
Directory of Services ............................................... 5
How to Use the Class Schedule ................................. 6
Specialty Course Information ..................................... 6
Building Codes ....................................................... 7
Registration Category Information .......................... 8
Registration Guidelines .......................................... 8
Tuition & Fee Schedule .......................................... 10
Financial Aid Information ....................................... 11
Additional Information ........................................... 13
Inclement Weather Cancellation ............................ 13

Non-Discrimination Notice

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.

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above is the College Affirmative Action Officer, Tasha Welsh, Office - Administration 133-E, telephone number (636)797-3000/942-3000, ext. 157. The Americans with Disabilities Act (ADA) Coordinator for students is Sundaye Harrison, Office - Library 110, ext. 169.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Act is the College Coordinator of Title IX, Patricia Loomis, Office - ASII 408, telephone number (636)797-3000/942-3000, ext. 349.

Copies of the Jefferson College Board of Trustees “Procedure for Resolving Complaints of Discrimination” may be obtained in the Office of the President, the Office of the Dean of Student Services, or in the Office of the Director of Human Resources.
Summer/Fall 2010 Calendar

*Remember STARS is available even when the College is closed!

May
Mon 17  3-week Intersession begins
  Last day to add Intersession course
Tues 18  Last day to drop Intersession course with full refund
Wed 26  Last day to withdraw from Intersession course without instructor permission
Mon 31  Memorial Day (College closed)

June
Tues 1  Last day to withdraw from Intersession course with instructor permission
  (by close of business – no online option)
Fri 4  Intersession classes end
Mon 7  Summer session begins
  (both 6-week and 8-week courses)
Tues 8  Intersession grades due by 12:00 noon
Wed 9  Intersession grades may be viewed online
  Last day to add 6-week courses
Thurs 10  Last day to drop 6-week course with full refund
  Last day to add 8-week courses
Mon 14  Last day to drop 8-week course with full refund
Thurs 24  Last day to withdraw from 6-week course without instructor permission
  Deadline to apply for Summer 2010 graduation and pay graduation fee

July
Thurs 1  Last day to withdraw from 8-week course without instructor permission
Mon 5  Independence Day observed (College closed)
Thurs 8  Last day to withdraw from 6-week course with instructor permission
  (by close of business – no online option)
Thurs 15  6-week classes end
  Last day to withdraw from 8-week course with instructor permission
  (by close of business – no online option)
Mon 19  6-week grades due by 12:00 noon
Tues 20  6-week grades available online
Thurs 29  8-week classes end

August
Mon 2  8-week grades due by 12:00 noon
Tues 3  8-week grades available online
Mon 16  Fall classes begin
Fri 20  Last day to add full-semester course in person
  (by close of business)
Sun 22  Last day to add full-semester course online
  (before midnight)
Fri 27  Last day to drop full-semester course with full refund

September
Fri 3  Last day to add 14-week courses
Sat 4  Labor Day recess begins (College closed)
Tues 7  Labor Day recess ends 7:00 am
Fri 10  Last day to withdraw from 14-week course with full refund

October
Fri 8  Last day to withdraw from full-semester course without instructor permission
Fri 15  Faculty In-Service (no day classes)
  Last day to withdraw from 14-week course without instructor permission

November
Fri 5  Last day to withdraw from full-semester course with instructor permission
  (by close of business – no online option)
Thurs 11  Veterans’ Day observed (College closed)
Fri 12  Deadline to apply for Fall 2010 graduation and pay graduation fee
  Last day to withdraw from 14-week course with instructor permission
Wed 24  Thanksgiving recess begins 12:00 noon
  (College closed)  (12:00 classes will not meet)
Mon 29  Thanksgiving recess ends 7:00 am

December
Thurs 2  TR day classes end
Fri 3  MWF day classes end
Fri 10  Evening classes end except for Thursday
Sat 11  Saturday classes end
  Please refer to the Final Examination Schedule published online for final exam dates & times.
Thurs 16  Thursday evening classes end
Mon 20  Fall grades due by 12:00 noon
Tues 21  Fall grades available online

Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.
Hours of Operation

Student Services Hours - Hillsboro
Monday-Thursday 8:00 a.m.-7:00 p.m.
Friday 8:00 a.m.-4:30 p.m.
Saturday, June 5 only 9:00 a.m.-Noon
Saturday, Aug. 14 only 9:00 a.m.-2:00 p.m.
Summer Hours
June 7-August 6
Monday-Thursday 7:30 a.m.-7:00 p.m.

Cashier Window Hours
Monday-Thursday 7:30 a.m.-6:00 p.m.
Friday 7:30 a.m.-4:00 p.m.
Extended Cashier Window Hours
June 1- June 10 and August 9-27
Monday-Thursday 7:30 a.m.-7:00 p.m.
Friday 7:30 a.m.-4:00 p.m.
Saturday, June 5 only 9:00 a.m.-Noon
Saturday, Aug. 14 only 9:00 a.m.-2:00 p.m.
Summer Hours
June 7- August 6
Monday-Thursday 7:30 a.m.-6:00 p.m.

Arts & Sciences 110 Office Hours
Monday-Friday 7:30 a.m.-10:00 p.m.
Saturday 8:00 a.m.-3:30 p.m.
Summer Hours
June 7- August 6
Monday-Thursday 7:30 a.m.-10:00 p.m.

Jefferson College Bookstore
Hillsboro
Fall Hours:
Monday - Thursday 8:00 a.m.-6:00 p.m.
Friday 8:00 a.m.-4:00 p.m.
Summer Hours:
June 7- August 6
Monday - Thursday 8:00 a.m.-6:00 p.m.

Arnold
Fall Hours:
Monday - Thursday 10:00 a.m.-7:00 p.m.
Friday 10:00 a.m.-4:00 p.m.
Summer Hours:
June 7- August 6
Monday - Thursday 10:00 a.m.-7:00 p.m.

Return Policies:
• Last day to return Summer books with a receipt for a full refund is June 10.
• Last day to return Fall books with a receipt for a full refund is August 20.
• Last day to return Fall books with a receipt and a drop slip for a full refund is August 27.

Book Buyback
• Summer book buyback at Hillsboro and Arnold will be July 26 - July 29.
• Fall book buyback at Hillsboro and Arnold will be December 1 - December 10.
• Fall book buyback at Northwest location will be December 9 from 11 a.m.-6 p.m.

Northwest Facility Office Hours
Monday-Thursday 8:00 a.m.-8:00 p.m.
Friday 8:00 a.m.-4:00 p.m.
Saturday, June 5 only 9:00 a.m.-Noon
Saturday, Aug. 14 only 9:00 a.m.-2:00 p.m.
Summer Hours
June 7- July 30
Monday-Thursday 12:00 p.m.-8:00 p.m.

Arnold Facility Office Hours
Monday-Thursday 8:00 a.m.-8:00 p.m.
Friday 8:00 a.m.-4:00 p.m.
Saturday, June 5 only 9:00 a.m.-Noon
Saturday, Aug. 14 only 9:00 a.m.-2:00 p.m.
Saturday, Aug. 19-Dec. 11 8:30 a.m.-Noon
Summer Hours
June 7- August 6
Monday-Thursday 7:30 a.m.-7:00 p.m.

Important Notice: Students requiring access to their individual student

records or financial aid information are required to show a photo ID.

Directory of Services

(636) 797-3000/942-3000 TDD users: (636) 789-5772 (Hillsboro)

Admissions 217/235
Advising & Retention Center (ARC) 209
Alumni and Friends 105
Books & School Supplies 251
Career Development 215
Child Development Center 299/298
Continuing Education 144/143
Dean, Arts & Sciences 301
Dean, Career Education 401
Dean, Learning Resources 141
Dean, Student Services 201
Disability Support Services 158/169
Division Chair Business & Tech 445/467
Division Chair Comm./Arts 302/333
Division Chair Math & Science 302/337
Division Chair Social Science 302/351
Faculty Office 331/302
Financial Aid 212/239
Food Service 255
Jefferson College-Arnold 597
Jefferson College-Northwest 532
Learning Center-Arnold 592
Learning Center-Hillsboro 151
Learning Center-Northwest 533
Library-Arnold 556
Library-Hillsboro 166/167
Missouri Baptist University
   at Jefferson College Hillsboro 242/214
   at Jefferson College Arnold 574
Registrar/Student Records Office 205/206
Testing Center-Arnold 592/593
Testing Center-Hillsboro 147/164
Testing Center-Northwest 533
Tuition Payment (Cashier) 123
UMSL at Jefferson College 243
Veterans’ Educational Benefits 210
Viking Woods Student Housing (636) 797-2968
How to Use the Class Schedule

A list of codes used in the Class Schedule appears below. If you have questions about the 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, Jefferson College Northwest, 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
Bold type = Evening courses
ARR = Arranged instruction allows for internships, online courses, 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. Courses with a prerequisite list the letter P in the P/C column. A corequisite is a requirement or other condition that must be met in the same term for which a course is being registered. Courses with a corequisite list the letter C in the P/C column. 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 Registrar/Student Records Office, Dean or Division Chairs’ Offices, or your advisor at (636) 797-3000/942-3000.

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. 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.

ITV courses
ITV courses at Jefferson College are courses which use telecommunication technologies to allow an instructor in a host location to teach a class at that location as well as at one or more distant sites at the same time. Participants are able to see and talk to each other through live broadcast.

Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.
Building Codes

Hillsboro Campus Building and Room Codes:

- ADMI: Administration Building
- ASI: Arts & Sciences I Building
- ASII: Arts & Sciences II Building
- ATS: Area Technical School
- CTE: Career & Technical Education Building
- FA: Fine Arts Building
- FARM: Vet Tech Animal Facility
- FC: Fitness Center
- FH: Field House
- GYM: Gym
- LC: Learning Center
- LH1: Lecture Hall 1
- LH2: Lecture Hall 2
- LIB: Library
- LT: Little Theatre
- POOL: Swimming Pool
- SC: Student Center
- SHOP: Theatre Shop
- TC: Technology Center
- TH: Theatre

Off-Campus Building Codes and Driving Directions

JCA....Jefferson College Arnold (Hwy 141 & Astra Way)
Directions from I-270:
Take I-55 south to Hwy 141 (exit 191). Right on Hwy 141 to second stoplight (Astra Way). Left at Astra Way to stop sign. Go across Missouri State Road onto the campus of the Jefferson County Library and the Arnold Recreation Center. Follow the winding road past the Library and Recreation Center, continuing to the right past the stop sign, around to the College at the top of the hill.

JCI....Jefferson College Imperial (4500 Jeffco Boulevard)
Directions from I-55:
Take the Richardson Road/Vogel Road exit and travel east to the intersection of Jeffco Blvd. Turn right (south) and Jefferson College Imperial will be on your left within 1.2 miles.

JCNW....Jefferson College Northwest (Hwy 30 & PP)
Directions from I-270:
Hwy 30 west 16 miles to Highway PP (at Rock Creek Road). Turn right onto PP and enter the parking lot.

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 category?
Category 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 graduation by June 25 for Summer and November 12 for Fall. Students may apply for graduation either in person or by printing the online application (available by link under the Academic Services tab in STARS) and submitting by fax or mail.
Category II: All currently enrolled students regardless of their number of completed credit hours.
Category III: 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 STARS
• In person at any registration site:
  Registrar/Student Records Office, Student Center
  Arts and Sciences 110
  Career & Technical Education 101
  Jefferson College-Arnold
  Jefferson College-Imperial
  Jefferson College-Northwest
• By Phone (for six credit hours or less*)
  *Initial registration only – drop/add must be done in person or through the Student tab in STARS.

Returning students who have not attended for one or more years will need to update their file. 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 Admissions at the Hillsboro campus, or the Arnold, Imperial, or Northwest 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 which consists of meeting with an academic advisor to complete the Advisor Checklist, which provides essential information to get new students off to a good start. Call for an appointment: 636-797-3000/942-3000, extension 209.
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 COL101, Introduction to College: Strategies for Success, or GUD136, 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 Admissions at the Hillsboro campus, or the Arnold, Imperial, or Northwest 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. Be aware, it may take at least five business days to complete the acceptance process. Upon acceptance, you will receive detailed enrollment information.

As a new transfer student, you may be required to complete the First Year Experience requirement (COL101 or GUD136). Transfer students with equivalent courses, as determined by the Registrar, do not have to enroll in COL101 or GUD136. Also, transfer students with 15 or more credit hours and a GPA of 2.0 or better do not have to enroll in COL101 or GUD136. Transfer students who already possess one or more college degrees do not have to enroll in COL101 or GUD136.
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, 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 Registrar/Student Records Office. 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 Registrar/Student Records Office. 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 Advising and Retention Center 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 online through Banner Self-Service on the Student tab in STARS. To inquire about resident status or name changes, contact the Registrar/Student Records Office, Student Center Building. You may also print and mail a personal information update form available on the Academic Services tab in STARS.

7. **Where may I get another copy of my schedule?**
If you need another copy of your schedule, you may print one anytime through the Student tab in STARS 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.
Payment for tuition and fees may be made by the following options:

1. You may pay in person at the Cashier window in the Student Center on the Hillsboro campus or at the Registration counter at the Arnold, Imperial or Northwest locations.
2. You may pay by mail using check or credit card. Be certain to include the student’s name, student number, and credit card information. Please mail payments to Jefferson College, Attn: Cashier Office, 1000 Viking Drive, Hillsboro, MO 63050.
3. You may also pay online with a credit card or electronic check through the Student tab in STARS.

You may pay your fees in any of the following ways:
1. Pay fees in full when you enroll.
2. Enroll in a tuition payment plan.
3. A third party may pay your fees upon written authorization to the Cashier. (If the third party will not pay prior to course completion, the student is required to pay tuition and fees up front.)

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

**Missouri Baptist University - Jefferson College Hillsboro**
- Amber Henry
- Ext. 214
- Carolyn Scott
- Ext. 242

**Missouri Baptist University - Jefferson College Arnold**
- Elisabeth Smith
- Ext. 574

**University of Missouri - St. Louis**
- Jefferson College Hillsboro
- Barb Brown
- Ext. 243
- Nicole Nordin
- Ext. 245
- Sue Bateman
- Ext. 244

**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 Registrar/Student Records Office at 636-797-3000, ext. 206.

**Application for Admission Fee**
- (one-time fee for new students) $25

**Application Processing Fee for Programs with Selective Admission**
- $30

**Graduation Fee**
- $45

**Second Diploma**
- $25

**Official Transcript**
- $5

**Credit by Exam Posting Fee**
- Equivalent to one credit hour

**Student ID Replacement**
- $7

**Parking Fee**
- $10 per academic year

**Course Fees:**

- District Resident $85 per credit
- Out-of-District/In-State $128 per credit
- Out-of-State $170 per credit

**Level I Nursing Fall Tuition:**

- Nursing Application Processing Fee $30
- Daytime In-District $2,787.00
- Evening/Weekend In-District $1,393.00
- Daytime In-State $3,740.00
- Evening/Weekend In-State $1,870.00
- Daytime Out-of-State $4,775.00
- Evening/Weekend Out-of-State $2,389.00

(Level II Nursing tuition is charged at the standard per-credit rate)

**Level I Nursing Summer Tuition:**

- Nursing Application Processing Fee $30
- Daytime In-District $1,669.00
- Evening/Weekend In-District $1,320.00
- Daytime In-State $2,233.00
- Evening/Weekend In-State $1,772.00
- Daytime Out-of-State $2,851.00
- Evening/Weekend Out-of-State $2,259.00

(Level II Nursing tuition is charged at the standard per-credit rate)

Laboratory fees, if assessed, are listed with the appropriate courses or 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 their 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 STARS. Official Schedule Change forms are available upon request from the Registrar/Student Records Office at (636) 797-3000/942-3000, ext. 206, or in the offices at Jefferson College-Arnold, Jefferson College-Imperial, or Jefferson College-Northwest or online under the Academic Services tab in STARS.

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 Financial Aid Office (ext. 212).

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 or by calling 1-800-4FED-AID.

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 Admissions and Financial Aid located in the Student Center on the Hillsboro campus.

Return of Title IV Funds

_This policy only applies to students who withdraw from all courses or completely stop attending all classes._

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 attending or withdraw from all courses prior to the 60% point in the semester, 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.

The federal repayment policy, established by the U.S. Department of Education, through the re-authorization of the Higher Education Act of 1965, as amended in 2008, affects students who have received assistance through the following federal financial aid programs:

- Academic Competitiveness Grant (ACG)
- Parent (PLUS) Loans
- Pell Grant
- Stafford Subsidized and Unsubsidized Loans
- Student Support Services Grant
- Supplemental Educational Opportunity Grant (SEOG)
When is the 60% point in the semester?
The 60% point for the Summer/Fall 2010 terms is as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intersession</td>
<td>May 28, 2010</td>
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<tr>
<td>Summer 6-week</td>
<td>June 30, 2010</td>
</tr>
<tr>
<td>Summer 8-week</td>
<td>July 8, 2010</td>
</tr>
<tr>
<td>Fall</td>
<td>October 28, 2010</td>
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</tbody>
</table>

* These dates are subject to change. Contact the Financial Aid Office for updates.

The longer a student remains in attendance, the smaller the amount of overpayment owed. Students who remain in attendance through at least the first 60% of the period of the semester, but later withdraw from the College, will not be required to repay any portion of their federal financial aid as an overpayment.

For more detailed information regarding the Return of Title IV Funds, contact the Jefferson College Office of Financial Aid at extension 212.

** 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 of those records, to restrict their name from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain a copy of Jefferson College’s FERPA policy statement.

Inquiries regarding FERPA should be directed to the Registrar. 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 Registrar/Student Records Office or in the offices at Jefferson College-Arnold, Jefferson College-Imperial, or Jefferson College-Northwest. The form can also be printed from a link on the Academic Services tab in STARS. 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 (click on Federal Disclosures, then Student Privacy Policy) or a copy may be requested from the Business Office by calling (636) 797-3000/942-3000, extension 121.

Check www.jeffco.edu or the Payment Plan Schedule for payment options and due dates.
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 Sundaye Harrison at (636) 797-3000/942-3000, ext. 169. Individuals with hearing/speech impairments may call TDD phone number (636) 789-5772 (Hillsboro).

Accreditation
Jefferson College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. Individuals should direct their questions, comments, or concerns to the following address:

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL  60602
(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 on the College web site 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 Registrar/Student Records Office will attempt to contact the party. Please be certain to provide a copy of your class schedule to emergency contacts and caregivers.

Viking Text Message Service
To register for this service, you must log into your STARS account, then click on the “Viking Text Message Service” button on the STARS 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, KTJJ 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) 797-3000/942-3000.

The contents of this course 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.