

CHAPTER 1

WELCOME TO JCC



ABOUT JCC

JCC was founded as Jackson Junior College in 1928 and operated as a division of the Jackson Union School District, sharing lab and library facilities with the high school. In 1962, Jackson County voters created Jackson Community College as a distinct entity; and in 1964, they passed a charter millage that still funds the College today. Rapid enrollment and program growth in the 1960s spurred JCC to build a new campus on its present site. Today, the College owns more than 500 acres and sits on a scenic rural site six miles south of the city of Jackson, and operates centers in Adrian, JCC @ LISD TECH and Hillsdale, Clyde E. LeTarte Center. An integral educational and economic force in the Jackson, Lenawee and Hillsdale communities, JCC operates on a \$43 million general fund budget. Each year, more than 9,600 students enroll at JCC, with 53 percent attending part-time. About 63 percent take classes on the main campus; others attend one or more of JCC's centers, or take classes online via JCC's extensive distance learning offerings. About 28 percent of JCC's students are in programs preparing for transfer to a four-year college or university. JCC has 91 full-time faculty (92 percent have postgraduate degrees in their teaching field) and 358 adjunct faculty, many of whom teach at more than one JCC location. The College is supported by 227 staff and administrators.

ACCREDITATION

Jackson Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504.

Accredited occupational programs include:

Accounting – Association of Collegiate Business Schools and Programs (ACBSP)

Automotive – National Automotive Technicians Education Foundation (NATEF)

Aviation – Federal Aviation Administration (FAA), Part 41

Business - Association of Collegiate Business Schools and Programs (ACBSP)

Corrections – Michigan Corrections Officers' Training Council

Medical Assistant - Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the curriculum review Board of American Association of Medical Assistants (AAMA)

Nursing (ADN/LPN) – Michigan Board of Nursing

Online – Higher Learning Commission (HLC) via the Michigan Community College Association Virtual Learning Collaborative (MCCVLC)

Radiologic Technology – Joint Committee on Education in Radiologic Technology (JCERT - accreditation pending)

Respiratory Care – Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Committee on Accreditation for Respiratory Care (CoARC) (operating under a Letter of Review)

Sonography (General, Cardiac, Vascular) – Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the curriculum review Board of American Registry of Diagnostic Medical Sonography (ARDMS)

Institutional and occupational program accreditation inquiries should be directed to the Executive Vice President of Educational and Student Services.

MISSION

Jackson Community College is an institution of higher education whose mission is to assist learners in identifying and achieving their educational goals.

OBJECTIVES

In fulfilling its mission, Jackson Community College will provide learning opportunities and other programs and services which:

- Enable learners to transfer college credit and successfully pursue their education at other institutions.
- Enable learners to become employed and advance in a variety of occupations.
- Enable learners to participate successfully in general, occupational or transfer programs.
- Enable learners to take and pass appropriate licensing and/or certification examinations.
- Enable learners to become or remain productive employees.

- Enable learners to develop the skills of entrepreneurship.
- Support the economic development of the community.
- Enrich cultural, occupational and other intellectual interests of learners and the community.
- Enable learners to become globally aware and engaged.
- Enable learners to develop skills associated with sustainability.

VISION

Jackson Community College is a world-class institution of higher learning where learners succeed and community needs are met.

OBJECTIVES

In realizing this Vision, the College:

- Maintains high academic standards through
 - Excellence in instruction,
 - State-of-the-art technologies, and
 - Superior customer service.
- Is concerned about and attends to the complex needs of learners;
- Reaches out to all students, traditional and non-traditional, to promote the value of higher learning;
- Encourages and empowers all who work at JCC to use innovative and creative approaches to helping students learn;
- Provides opportunities for an intellectually stimulating, enjoyable and meaningful learning and working environment;
- Advances its economic, social, and environmental sustainability (i.e., triple bottom line); and
- Is a resource for the citizens and organizations of the communities it serves.

VALUES

The following organizational values shall guide all policies and practices at the College.

INTEGRITY

- Responsible, accountable and ethical behavior
- Honest and open communication
- Intellectual honesty



CARING

- Mutual respect and trust
- Commitment to student success
- Responsiveness to student and other customer needs
- Respect for differing viewpoints

INTERDEPENDENCE

- Partnerships with business, industry, government, other educational entities and our communities
- Active student participation in their own learning

QUALITY

- Academic excellence
- New ideas and technologies to serve our students and other customers
- Creative risk taking
- High quality programs and services
- Continuing improvement in team-based culture

INCLUSION

- Programs and activities that attract, nurture and support a diverse student and staff community
- Programs accessible to all persons in the college service area

SERVICE

- Service to our students and from our staff
- Student learning from service activity through focused educational opportunities and course content
- Students and staff connected with each other, the institution and the community

PROFESSIONALISM

- Attitudes, action and comments demonstrate professional conduct and reflect on the organization in a positive light

TRANSFER GUARANTEE

Jackson Community College guarantees that any course which is included on a current transfer guide sheet, or course equivalency guide, transfers to that baccalaureate degree institution, provided the following criteria are met:

- Earn a minimum grade of 2.0 in the course(s) you transfer.
- Meet the admission criteria of the baccalaureate degree institution.
- Transfer to a baccalaureate degree institution within three years of completing the course(s) you wish to transfer from JCC.

Keep your record current with the Registration and Records Office so that your program of study is correct. Be sure to work with your advisor and your transfer institution. Changes in program of study or transfer institution may impact the transferability of courses taken before the change. Contact an academic advisor if you have any questions about transferability of courses as a result of changing your program of study or transfer institution.

If you meet all of these conditions, JCC will refund your tuition for any course that is not accepted for transfer by the baccalaureate degree institution. JCC cannot guarantee courses taken at other colleges or universities. If you have questions, or for more information about the JCC guarantee, contact an academic advisor.



CAREER PROGRAM GUARANTEE

Jackson Community College guarantees that the courses you take in any Associate in Applied Science degree program will give you the entry-level skills you need for that particular occupation, providing the following criteria are met:

- Follow and complete the official JCC program guide sheet for course selection and sequencing. Apply for and be approved for graduation (the full program of study must be completed at JCC).
- Be employed full time in a job related to your JCC program of study within one year of graduation.
- Keep your record current with the Registration and Records Office, to ensure your program of study is correct and accurate.

Note: Although some students are employed prior to graduation, the guarantee will only apply if you have completed all courses required for graduation prior to becoming employed in your field of study.

If you are subsequently judged by an employer to be lacking in technical job skills normally expected of any entry-level employee, JCC will provide further skill training up to 16 credits within two academic years without additional charge for tuition or fees. In order to be eligible for retraining, the employment must be certified by Student Services on the Jackson campus as being directly related to the graduate's program of study. The employer must certify in writing that the employee is lacking the entry-level job skills identified at the time of initial employment and must specify the area(s) of skill deficiency within 90 days of the graduate's initial employment. This guarantee applies only to those skills for which the student received training in his or her program at Jackson Community College. It does not apply to students who fail to pass licensing, certification, or registration tests required by an external body. The employer, the graduate and a faculty advisor in the program of study will develop an educational plan which specifies the courses constituting up to 16 credits of retraining. The graduate must meet all prerequisites, corequisites, and other admission requirements for retraining courses.

POLICIES

Many JCC policies are published in Student Rights and Responsibilities, a handbook made available to all students via the College web site and at orientation. Copies are also available at the bookstore. The following are summaries of administrative policies that relate directly to students.

ACADEMIC COMPLAINTS

For information see the Student Rights & Responsibilities handbook, available at the Student Center on the Jackson campus and all JCC locations. The Academic Complaint form can be found online. See the Academic Deans web page, www.jccmi.edu, under "Academics."

ACADEMIC AMNESTY/FORGIVENESS

For information call the Registrar's Office at 517.796.8584 or visit Student Services on the Jackson campus.

DRUG-FREE CAMPUS

JCC strictly prohibits the unlawful manufacture, possession, use or distribution of controlled substances including alcohol, marijuana, narcotics, stimulants, depressants and hallucinogens. No person shall come on College premises or participate in a College activity while under the influence of such a substance. Violators will be subject to discipline and sanctions, up to and including expulsion. (See Student Rights and Responsibilities handbook.)

FINANCIAL OBLIGATION HOLD

JCC reserves the right to withhold student record information including but not limited to transcripts, diplomas and/or other records until a financial obligation as a result of unpaid tuition, fees and other charges has been met.

WEAPONS AND VIOLENCE ON CAMPUS

Nothing is more important to Jackson Community College than the safety and security of its students, employees and guests. Threats, threatening behavior, or acts of violence against students, employees, visitors, guests or other individuals by anyone on Jackson Community College property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest or prosecution. Weapons and potentially lethal items on college property is prohibited.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Jackson Community College property shall be removed from the premises as quickly as safety permits and shall remain off Jackson Community College premises pending the outcome of an investigation. Jackson Community College will initiate an appropriate response. This response may include, but is not limited to, suspension and/or criminal prosecution of the person or persons involved.

PROPERTY DAMAGE AND LOSS

Jackson Community College does not assume any responsibility for personal property brought onto campus or for damage to vehicles on campus.

RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES

Jackson Community College provides information technology resources such as computers, Internet and campus intranet access, to students, staff and faculty, and authorized guests who are performing educational, cultural, or other tasks that further the College mission. Users of information technology resources must comply with all federal, state, other applicable laws, and JCC's regulations and policies.

JCC's Responsible Use Policy includes guidelines on topics ranging from password and file protection to privacy and copyright issues. The policy also defines a process for investigating possible violations.

All users are expected to be familiar and comply with the Responsible Use Policy. It is in several publications, including the Student Rights and Responsibilities handbook available at the Jackson campus Student Center, the Hillsdale LeTarte Center and JCC @ LISD TECH, Adrian. The policy is also available online or by calling the Solution Center, 517.796.8639.

SEXUAL HARASSMENT

Sexual harassment is not tolerated on campus. Offenders are subject to College disciplinary action and/or criminal prosecution. Disciplinary proceedings for a student may result in expulsion. Complaints should be brought to the immediate attention of the compliance officer, Legal Affairs, 517.796.8462. (See Student Rights and Responsibilities handbook.)



JCC @ LISD TECH
1376 N. Main Street
Adrian, MI 49221
Phone: 517.265.5515 • FAX: 517.265.5450



In the fall of 1989, Jackson Community College expanded its operation to Lenawee County with the opening of the Lenawee Center in Adrian, Michigan. The center's steady growth from 280 students to over 900 students by the spring of 2003 was affirmation that Lenawee residents were looking for the quality education that JCC could afford them in a convenient location within the county. By 2001, JCC was again looking to expand its Lenawee operations and signed a historic educational partnership with the Lenawee Intermediate School District to provide expanded educational opportunities to Lenawee residents. As part of this partnership, JCC purchased land on the LISD TECH Center's campus and built a beautiful 27,000-square-foot facility. JCC @ LISD TECH opened its doors in the Fall of 2003 offering its students state-of-the-art computer lab technology, high-tech classrooms, wireless Internet access, a student lounge, a full service bookstore, a bistro, and science labs. These features and more have allowed JCC to expand its course offerings in Lenawee County in an attractive, comfortable, and professional atmosphere. In just a few years at JCC @ LISD TECH, enrollment has grown an astounding 50 percent, reaching nearly 1,350 students for Winter '09. With the expansion of its course offerings and courses offered at convenient times for both traditional-aged and working-adult students, JCC @ LISD TECH is the right choice for students pursuing a high-quality education

in a location that offers convenience, affordability, and accessibility. Please contact the center so that an academic advisor may assist you with your educational goals. Our knowledgeable staff will help you with advising, registration, financial aid, and more.

LeTARTE CENTER
3120 W. Carleton, P.O. Box 712
Hillsdale, MI 49242
Phone: 517.437.3343 • FAX: 517.437.0232

JCC has a long history of offering classes in Hillsdale. On November 21, 2000, the Hillsdale Center was renamed to honor JCC's former President Clyde E. LeTarte and his service to the College and the tri-county area. The Hillsdale LeTarte Center currently offers nearly 700 students more than 90 classes. Prior to the opening of the center, all classes were offered through the adult education program at Hillsdale High School. Continued growth resulted in the Hillsdale LeTarte Center. This 10,700-square-foot facility houses seven classrooms and several student computers in the lobby area which are available all hours that the center is open. All classrooms also have Internet connections. Academic advising is available by appointment. The LeTarte Center offers one stop services designed to make the enrollment process easy for students.

Recent renovations have added a science lab, a student cyber café, upgraded computer labs, and renovated office areas.



DISTANCE LEARNING

JCC's accredited distance learning program allows students to complete their course work without time and place restrictions and with the benefit of added flexibility. These courses teach the same concepts and require students to master the same competencies as courses offered on campus; the difference is in the delivery. Although students can work on their course work at any time and any place, there are timelines and due dates in the online courses. While distance learning can take a wide variety of forms, all distance learning activities are characterized by the separation of place and/or time between the instructor and the learner. At JCC, the major difference between distance learning online courses and traditional courses is the mode of instructional delivery. Traditional courses are generally structured around a group of students meeting at a fixed time and place.

Distance learning courses are not necessarily suited to all students' learning styles or needs. They also should not be considered "open entry/open exit" courses. There are timelines and due dates for online courses. Some students find it difficult to study independently and need face-to-face contact with an instructor and other students on a regular basis. Self-motivated learners with strong reading, writing and computer skills have the best success with these modes of instruction. Distance learning courses do have enrollment limits. Registering for classes early is advised.

JCC offers full online associate degrees and certificates, along with articulation agreements with four-year colleges and universities to complete bachelor's degrees online. To get up-to-date course and degree information visit the Distance Learning web site at www.jccmi.edu/distancelearning or call toll-free at 1.888.522.8744.

If you are looking for additional transferable distance learning courses, not currently offered by JCC, visit the Michigan Community College Virtual Learning Collaborative (MCCVLC). The Michigan Community College Association has created a virtual learning collaborative (MCCVLC) among Michigan's community colleges. The collaborative allows Michigan community college students to take courses from other member colleges while receiving support services and maintaining their academic record at their designated home college. Visit the MCCVLC web site at www.mccvlc.org for more information.

GEORGE E. POTTER CENTER

Community Relations and The Performing Arts

Ticket Office: 517.796.8600

Rental information: 517.796.8473



Performers rave about the world-class acoustics of the Harold Sheffer Music Hall, one of three theatres in the George E. Potter Center. Celebrities such as Bill Cosby, Weird Al, Gallagher, Michael Bolton, Travis Tritt and Clint Black have taken the stage here as well as productions that include CATS, Stomp and Blast. The Michael Baughman Theatre, a smaller, more intimate stage, hosts such groups as JCC's Theatre Department, the community's Center Stage Jackson, a comedy series and the Michigan Shakespeare Festival. The Ruth Day Theatre, a stage in the round, welcomes even smaller audiences. More than a hundred community organizations rent the George E. Potter Center's facilities each year, including the Federer meeting rooms and Robert E. Snyder Dining Room. The George E. Potter Center is also a popular site for weddings and family celebrations, offering complete catering and set-up services.

JCC FLIGHT CENTERS

JCC Flight Center at Reynolds Municipal Airport

3610 Wildwood, Jackson, MI 49202-1811

517.787.7012

JCC Flight Center at Lenawee County Airport

2651 Cadmus Road, Adrian, MI 49221

517.263.1351

The JCC Aviation Flight Technology program, established in 1979, has two training facilities to serve the aviation student at Jackson municipal airport and Lenawee County airport in Adrian. Each location provides classroom areas, briefing and

instructor rooms with hangar. JCC utilizes a fleet of modern Cessna single engine aircraft for safe, effective training. JCC provides an associate degree as well as private, instrument and commercial certification and flight instructor rating certifications. Course credits may transfer to a four-year institution for a bachelor's degree in aviation through articulation agreements established with JCC's partner colleges and universities. JCC's flight program provides one of the most flexible, safest and cost effective programs in America.



COMMUNITY EVENTS CENTER

Community Relations and The Performing Arts

Rental Information: 517.796.8473

The Community Events Center (former Space and Science Center) offers more than 13,000 square feet that can be used for a variety of different events. This unique dome-shaped facility is an excellent location for banquets (can accommodate up to 700 people), exhibits, expos, and festivals. Catering services are available through ARAMARK/Classic Fare Catering.

CORPORATE AND CONTINUING EDUCATION

Bringing business, education, and training together is the goal of JCC's Corporate and Continuing Education office (CCE). CCE collaborates with our economic and workforce development partners to better serve employers in the South Central Michigan region through customized training and continuing education. If you are interested in education and training options for your employees, call the CCE office today at 517.796.8635 or 517.796.8615.