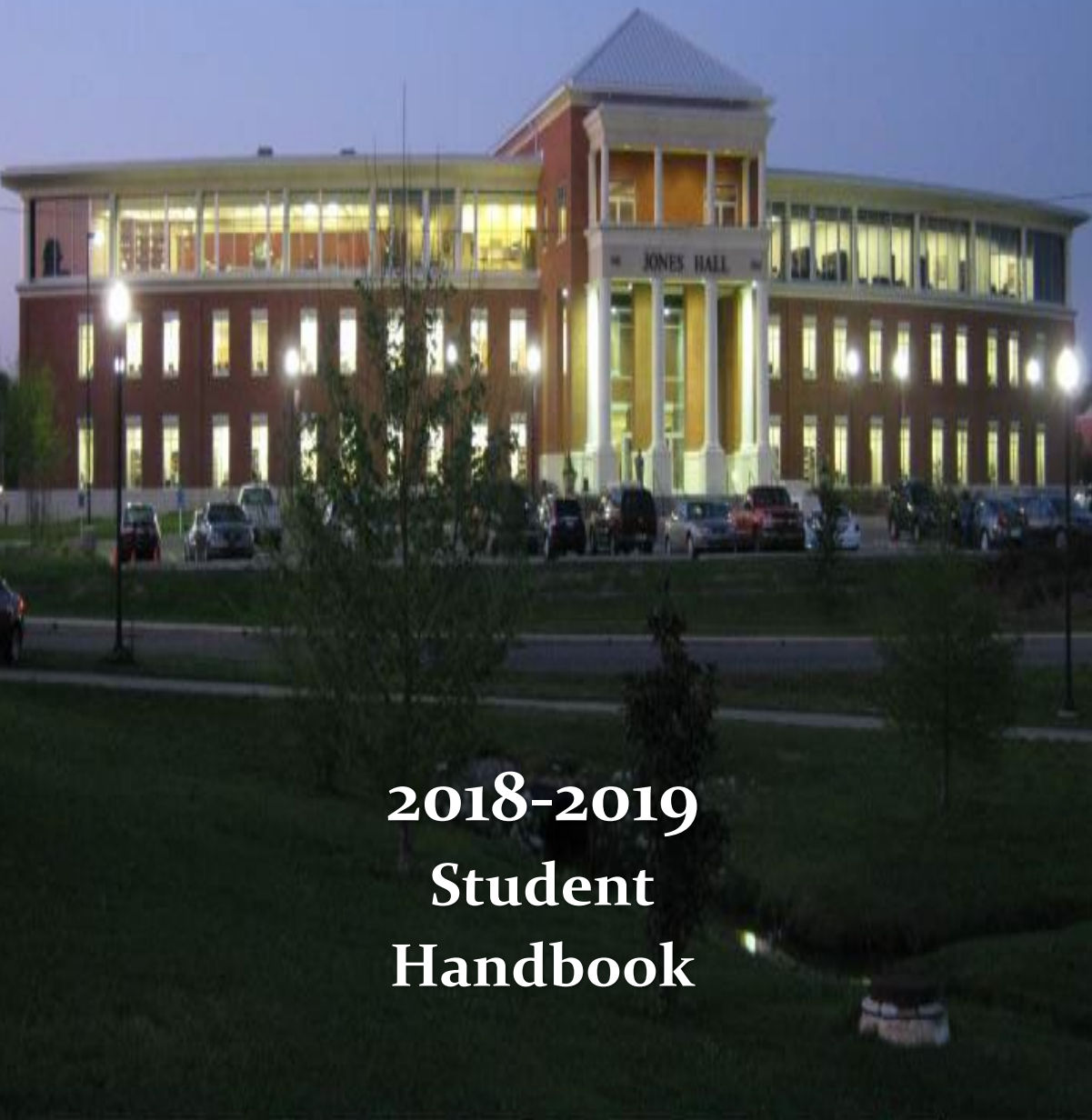


Jones County Junior College



2018-2019
Student
Handbook

WHO TO CONTACT

Academic Dean

Phone: 601-477-4213

Email: jason.dedwylder@jcjc.edu

Admissions & Records

Phone: 601-477-4189

Email: tara.dupree@jcjc.edu

Advisement

Phone: 601-477-4170

Email: bonnie.warren@jcjc.edu

Athletics

Phone: 601-477-4089

Email: joel.cain@jcjc.edu

Baptist Student Union (BSU)

Phone: 601-477-3973

Email: jcbsu@gmail.com

Bobcat Fitness Center

Phone: 601-477- 5416

Email: dolores.deasley@jcjc.edu

Bookstore

Phone: 601-477-4108

Email: kevin.kuhn@jcjc.edu

Business Office - Student Accounts

Phone: 601-477-4225

Email: tasha.peters@jcjc.edu

Campus Clinic

Phone: 601-477-4104

Email: vicki.hampton@jcjc.edu

Campus Police

Phone: 601-477-4006

601-422-5397

Email: stan.livingston@jcjc.edu

Vice President of Instructional Affairs

Phone: 601-477-4213

Email: candace.weaver@jcjc.edu

eLearning

Phone: 601-477-5454

Email: ashley.beard@jcjc.edu

Financial Aid

Phone: 601-477-4040

Email: jennifer.suber@jcjc.edu

Fine Arts

Phone: 601-477-4094

Email: @jcjc.edu

Honor's College

Phone: 601-477-4029

Email: julie.atwood@jcjc.edu

Information Technology Helpdesk

Phone: 601-477-4160

Email: helpdesk@jcjc.edu

Men's Housing

Phone: 601-477-5406

Email: tina.livingston@jcjc.edu

OneCard Services

Phone: 601-477-4035

Email: onecard@jcjc.edu

Services for Students with Disabilities

Phone: 601-477-2673

Email: kisha.jones@jcjc.edu

Student Services

Phone: 601-477-4030

Email: karen.purvis@jcjc.edu

Student Government Association

Phone: 601-477-4229

Email: tessa.flowers@jcjc.edu

Student Publications

Phone: 601-477-4109

Email: kelly.atwood@jcjc.edu

Student Affairs

Phone: 601-477-4257

Email: counselor@jcjc.edu

Tutoring Services

Phone: 601-477-4184

Email: tutoringservices@jcjc.edu

Veteran Affairs/Work Study

Phone: 601-477-4033

Email: crystal.hinton@jcjc.edu

Wesley Campus Ministry

Phone: 601-477-8776

Email: jcwcwesley@gmail.com

Women's Housing

Phone: 601-477-4039

Email: precious.alridge@jcjc.edu

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WELCOME FROM THE COLLEGE PRESIDENT

Welcome to Jones County Junior College, and congratulations on your choice of colleges! You will find that Jones has student welfare as its top priority, that our faculty is committed to student success, and that no college is better at embracing the student as an individual. I like to tell students that the choices they make those first four years out of high school will greatly impact the way they live the rest of their lives. Good, informed decisions concerning one's major, career, work ethic, and friends are vital to future successes, both professionally and personally. You who are non-traditional students returning to Jones from the workforce can especially relate to these words; you know what the world has to offer and are now back in school, determined to improve your lives and to make the world a better place in which to live.



This student handbook is one way of communicating what we expect of you as a Jones student and what you may expect from the College. We want you to know firsthand that our expectations of you are quite high; and while many of our rules and methods of operation are explained to you in this handbook, there are other publications of this college that give further vital information, such as the College Catalogue, course syllabi, email memoranda, and the JC Portal. We hope you will avail yourselves of all of these publications in order to stay abreast of campus information and policies.

On a more personal note, I want you to be rest assured that I, along with all of the employees of Jones County Junior College, see you as the most important element of our institution and that we intend to treat you with the dignity and courtesy that you deserve, and conversely, we expect you to treat others in like manner. During your tenure here at Jones, I hope you get to experience some of the wonderful improvements planned for the College. I also hope that you earn the best education possible here at Jones, that you make many new friendships, that you have a positive experience, and that you, like most of us here, gain a lifelong love for Jones County Junior College.

Warmest regards,
Dr. Jesse Smith, President

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

Dear Student,

Congratulations and welcome to our Bobcat family. I am humbly grateful that you have chosen Jones County Junior College to be your home where you can further your education, accomplish your dreams, and fulfill your ambitions. We are happy and proud to have you as a new member of our family. I know firsthand that transitioning from high school to college is quite a task at first, but I promise that you will learn the ropes and have the best experiences of your life here at Jones. It took some time for me as a freshman to figure out the life of a college student, and it was not easy. However, I am here to give you a little advice to help you find your way.



Make school your top priority. This is college, and it is not easy, but none of the good things in life come easy. So, put in the time and effort to do well in your classes, and it will show in your grades. As Mr. Joseph Tuggle would say “do what you have to do now, so you can do what you want to later.” And I have somewhat structured my academic life around this phrase because it holds great truth. Therefore, I relay the message to you by saying that if you do the important things first, there will be time for the fun things afterward.

Get involved on campus as much as possible! Step out of your introverted bubble, make some friends, be active on campus, go to the sporting events, and join a club or organization. Believe it or not, these things are imperative to your journey of being a college student. Building relationships and having fun is an important key to having connections and making memories that will last forever. By getting involved, being a part of the events on campus, or helping accomplish more for our school will help you build on those memories. You can do these things by joining Student Government Association and being the voice of your classmates to help make Jones better than how you receive it or join one of the plethora of clubs on campus to be a part of something amazing.

My goal for you this year is to take every opportunity that is available to you. Opportunities help open many doors to success. So, jump on every opportunity that presents itself because it will take you to great places. Our motto here at Jones is “Inspiring Greatness,” and the only way for you to do that is to always be the best you and stay ambitious. Your road to success will be a hard earned journey, but with a school of opportune and greatness at your side, you will be more than equipped to achieve the endless possibilities ahead of you.

Sincerely,
Jared Woullard
JCJC SGA President 2018-2019

ALMA MATER

Alma Mater, noble mother,
In our hearts we cherish thee
For ideals that thou hast given;
All we are and hope to be;
Truth and courage, strength and valor
Found in thee throughout the years;
You have held aloft our standards
Mid our hopes and darkest fears.

Alma Mater, loving mother,
Heed us while we truly ask
That our lives be not unworthy
Of a great and noble task;
Hold with us our lofty banner,
Fill our hearts with burning zeal
To conquer worlds that lie before us
And show to thee the love we feel.

Miriam Collins Leggett

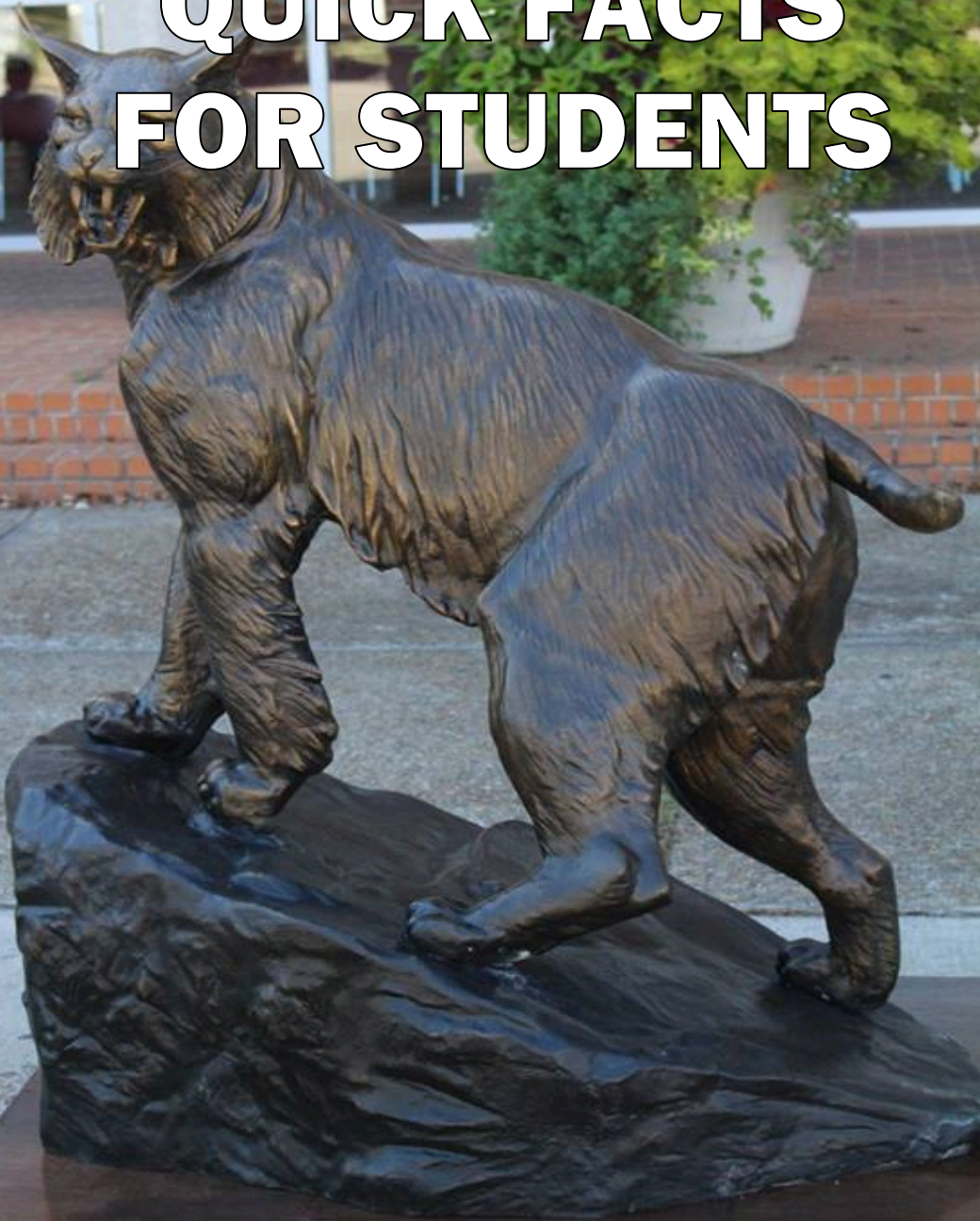
Class of 1930

BOARD OF TRUSTEES

Mr. Josh Perkins – Clarke County
Mrs. Carolyn Smith – Clarke County
Mr. David Huff – Greene County
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Mr. Zach Buckley – Jasper County
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Ms. Jeannine Agee – Jones County
Mrs. Ann Tucker – Jones County
Mr. Albert Short – Jones County
Mr. Tommy Parker – Jones County
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Dr. Scott Dearman – Perry County
Mr. David Garner – Smith County
Mr. Jimmy Dale Hancock – Smith County
Mr. Mike Evans – Wayne County
Mr. Bobby Jones – Wayne County
Mr. Robert Sullivan – Board Attorney

QUICK FACTS FOR STUDENTS





In continuation of the QEP, all first-time academic freshmen are required to take PSY 2553 Psychology of Personal Adjustment. All first-time career and technical freshmen are required to take LLS 1722 SmartStart Pathway. Beginning Fall 2018, these courses will be required in their respective pathways.

PSY 2553 (Psychology of Personal Adjustment)

A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness and career exploration.

Topics for the course include:

- A. Personal Issues through Life
- B. Love and Relationships
- C. Wellness
- D. Career Exploration

LLS 1722 (SmartStart Pathway)

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills.

Objectives for the course include:

- A. Create appropriate business communication devices such as cover letters, memos, business letters, and thank you notes
- B. Identify appropriate business etiquette and attire
- C. Perform effective interview techniques in mock interview
- D. Create portfolio including resume, references, and recommendation letters
- E. Identify practices to obtain and maintain employment
- F. Demonstrate effective goal setting procedures

Students successfully completing these courses will:

- Receive the Mississippi Smart Start certification
- Receive a National Career Readiness Credential
- Navigate college resources to support their success



College Standards

Since the founding of Jones County Junior College, high standards of conduct have characterized Jones students. A student enrolling in the College assumes the obligation to become acquainted with the rules and regulations, and while on the campus of Jones and/or off-campus as activities relate to the instructional process, is expected to conform to the standards of conduct set by the College. Violators of these standards of conduct will be subject to disciplinary action.

College Code of Conduct

The College Code of Conduct may be found in the Student Handbook. It is the responsibility of the student to read and understand this code. The broad purpose underlying student discipline is to order college living in such a way that the interests of the College community as a whole and of the individual members are best served. The College's responsibility extends to the conduct of all enrolled students. Students apprehended and proven guilty of serious or repeated violations of college standards may receive a maximum penalty of dismissal from the College. Additionally, findings in the criminal system usually have no bearing on the outcome of campus discipline procedures. Guilty findings of a Code of Conduct violation will not result in any criminal record. In order to be found guilty of a violation, evidence must indicate the student more likely than not committed the violation. Students who register **at the College agree to conform to its regulations and policies.**

A student is subject to the laws of the community and state and enrollment as a student in no way relieves him of this responsibility. The fact that civil authorities have imposed punishment will not prevent the College from protecting its own educational purposes and community by taking suitable action against the student under college regulations.



Emergency Text Messaging System

Jones County Junior College strives to provide a safe learning environment for our students, employees, and visitors. As part of this effort, JONES is equipped with a text-message and email emergency alert system. Students may enter two cell phone numbers and two email addresses. (Jones officially recommends that the student use a parent or spouse as the second phone number and e-mail address.)

EMAIL LINK

All enrolled students are entered into the alert system using telephone information provided on the Admissions Application. A link to the system will be e-mailed to the student at the beginning of each semester giving login instructions for updating information. The system will only be used for school closings, emergency situations, monthly tests, and important registration messages. We urge students to take advantage of this FREE service.

ADD/DROP *Withdrawal*

Drop/Add Process

Students may make changes to their schedule (drop/add classes) free of charge via PeopleSoft anytime between pre-registration and the beginning of classes. Beginning the first day of class, students wanting to make course changes must go to the Enrollment Services to process the transaction.

To drop regular and online courses after classes have started, students must contact their instructor to complete the withdrawal process.

Withdrawal from the College

The permanent record of a student withdrawing from the College is not complete until they have officially withdrawn. The preferred method to withdraw from the institution is to consult with the Enrollment Services by contacting them face to face, by phone or email. Students who leave school without following this procedure will be subject to all applicable tuition and fees.



CHOOSING a Major:

While attending Jones, there are two different career options that you can choose between to guide you into the major of your choice.

ACADEMICS - The first is an academic career path that includes professional type majors such as engineering, nursing, business, education, etc.

CAREER TECH - A student can also enroll in one of the 27 Career/Technical programs offered at JCJC. Career/Technical courses and programs offer highly skilled and technical educational opportunities that meet the specialized needs of individuals, communities, and businesses. Courses in Career and Technical Education are sequenced and designed to prepare students for employment in current and emerging careers not requiring a baccalaureate or advanced degree. Career and Technical education courses may be applied toward a certificate (12 month program) or an A.A.S. Degree (two year program).

IMPORTANCE IN DECLARING A MAJOR - Jones has placed an importance on declaring a major in order to help students stay on track for graduation. One way that students can get help with the decision is by taking an interest inventory which can be administered in the Enrollment Services. This inventory will match the students' interests with specific careers or majors.

Faculty Advisement - All students have faculty advisors with whom they meet periodically. Advisors assist students with helping to plan a schedule, providing career information, referring students to proper sources for information, and encouraging academic endeavors. Students retain their advisors for the duration of enrollment at Jones. You are required to meet with your advisor during the first full week of school. Students wishing to change majors should do so by emailing major@jcjc.edu.

Advisement Expectations

The goal of the Advisement Program is to ensure your progress toward your academic goals and toward completion of degree requirements. In other words, the goal of advising is your academic success. Your advisor is committed to that goal. However, you are responsible for your education. You must decide what your academic and career goals are, and learn the requirements that must be met to achieve them. Your advisor is just that, an advisor, and, as such, is an important resource for your academic success. Get to know your advisor and contact him/her whenever you have questions or concerns. Students and advisors together contribute to successful advising. You must take the initiative in contacting your college advisor and assuming the responsibility for your schedule of classes. As in any counseling relationship, what you discuss with your advisor is confidential information and is treated as such.

Characteristics of a Great Advisee

1. Makes an appointment with his/her advisor when required or needed. Finds out advisor's office hours and makes appointments during those times, or other times when advisor is available. Keeps scheduled appointments and arrives on time.
2. Has an agenda when meeting with advisor. Prepares for the meeting by printing a copy of his/her Degree Progress Report from the myJones Portal and brings the DPR to the appointment along with a list of other items he/she would like to discuss or areas where help is needed.
3. Becomes knowledgeable about all resources and services available on campus, such as the myJones Portal, Enrollment Services, Financial Aid, and extracurricular activities.
4. Thinks about their entire academic plan and graduation date, not just registration for the current semester. Keeps in mind the time frame that will be spent working towards a degree; thus, puts an overall plan in place to fulfill the degree requirements as he/she proceeds through the curriculum.
5. Does not depend on the advisor to solve problems, but allows advisor to steer him/her to an office or college component that can help in solving the problem.
6. Is aware that final responsibility for selecting courses and meeting degree requirements belongs to the **advisee**. The advisor can suggest, recommend, and remind the student of rules and requirements, but the **advisee** has the primary responsibility for meeting program and degree requirements.



MyJones, the portal environment for JCJC, offers enhanced personal productivity and personalized single sign-on access to a variety of college systems and information, including such Web services as Peoplesoft, Canvas, and JC Gmail. Log into myJones to view, print, and manage your grades, enrollment, and college finances; receive and submit eLearning content; or communicate and collaborate with the JC community. To log into your private, personal portal experience, go to www.jcjc.edu and click on myJones.

Your UserName and Password are assigned within 48 hours after you complete the admissions application.

UserName: Your UserName will be your Jones email address.

(**Example:** John Smith ID # 01000456 – User ID = jsmith0456@jcjc.edu)

Password: Your initial password is the first two letters of your first name (UPPERCASE), first two letters of your last name (UPPERCASE), and the last four digits of your social security number.

(**Example:** John Smith 01000456 – password = JOSM1234.)

Important: The password is case-sensitive. (Check your Caps Lock key)

myJones Password Assistance

Login privilege will be suspended for 15 minutes after three unsuccessful login attempts with the wrong password. If you have forgotten your password, call [601-477-4160](tel:601-477-4160) or email myJones@jcjc.edu with your student ID.

myJones HELP

If you need additional assistance from the college, contact the Information Technology (IT) Help Desk at (601) 477-4160.



JCJC Email

Students at Jones are provided with a free email account which is located at www.jcjc.edu under the myJones link. JCJC uses your jcjc.edu email as the official means of communication with you. You will receive important information about school events, policies, financial aid information and more. Students are expected to check email on a regular basis for pertinent communications. As with all computer use associated with JCJC, students are responsible for compliance with the college's Electronics Use Policy. The policy is available online and in the Student Affairs Office.

Forwarding your Jones Email to a Personal Account

Students have the option of forwarding messages from their Jones Gmail to another personal email account for convenience. Note: This is only as option. Email will always be available from myJones.

Instructions:

1. Log in to your Jones account, click **Settings** at the top of the screen.
2. Click **Forwarding** and **POP/IMAP**. Click the button that says, **Add a forwarding address**, then enter your personal address.
3. Click **Save Changes**. Then, send a test email to your Jones account to ensure it works.

Protect Your Privacy

Once you log in, you should change your password to something that you can easily remember. To protect your privacy, don't share your password with others. Remember to keep it in a safe place.

Students access to their Jones email account will be terminated at the end of each semester, if they have not pre-registered for the upcoming semester.



JCJC Email to Cell Phone

General Information

JCJC provides email through Google. This domain account will be accessible while you are a student at JCJC. Do not link any permanent accounts through this email as you risk losing access to the device that is linked. This includes Play store, Apple Store, or other business/personal accounts.

Email format: Most users email will consist of the first letter of their first name, their entire last name and the last four digits of their student ID. This will be followed by @JCJC.edu. If you would like to check your email address, log into your account through myJones and check the top right of the screen. Click on the circle and you will see your email address.

Password format: Your password is the first two letters of your first name (UPPERCASE), first two letters of your last name (UPPERCASE), and the last four digits of your social security number. If you are unable access the email with this password, please call [601-477-4160](tel:601-477-4160).

Android

- 1: Open the gmail app. (This can be found in the Google folder in many Android devices)
- 2: If you have never connected an email to your phone you will be sent through the tutorial to add an account skip to step 4, otherwise go to step 3
- 3: Click the menu button (three bars) on the top left. Then click the drop down arrow near your existing email. Click add account.
- 4: Click Google Gmail or Google Apps.
- 5: Enter your email address and hit next. Then enter your password and hit next. Agree to the terms and conditions and your account will be linked.

Important: If you have more than one account, you will need to switch them to see your JCJC email inbox. This can be done from the drop down menu from step 3.

Your emails will be accessible through the Gmail app.

Apple

- 1: From the home screen click settings.
 - 2: Click Mail, Contacts, and Calendar.
 - 3: Click Add Account.
 - 4: Click the Google logo.
 - 5: Enter your JCJC email address and click next. Enter your myJones password and click next.
 - 6: Select what you would like synced through this account.
- Your email account will be accessible through the mail app on Apple iPhones. You can view your mail in all inboxes or whatever you set the description for the account.



eLearning/CANVAS

Jones Canvas is an electronic course management system that allows students to access course material online. Both traditional and eLearning classes utilize the Jones Canvas System.

Login: first initial, last name, and last 4 digits of student ID (ex-jdoe1234)

Password: jc#### (last 4 digits of social) (ex. jc0123)

Jones Canvas Login Instructions:

1. Go to www.jcjc.edu
2. Click on myJones.
3. Click on Canvas.
4. Enter your username and password.

Login Assistance

If you have problems logging in, immediately contact the eLearning office at 601-477-5454 or the 24/7 Helpline at 1-855-308-2755.

Calendar for eLearning

Fall 2018 beginning dates

Regular online, AU4, and AU8 classes – August 20

SP4 classes – September 17

OC4 & OC8 classes– October 15

NO4 classes – November 12

Spring 2019 beginning dates

Regular online, JA4, and JA8 classes – January 22

FB4 classes – February 18

MR4 & MR8 classes– March 18

AP4 classes – April 9

eLearning/Scheduling Proctored Exams

Check your online class for the proctor testing dates set by your instructor. Proctored testing appointments can be seen on each calendar day in SmarterProctoring. During busy mid-term and final exam testing, proctored testing hours will be extended to offer day, afternoon and night testing. In addition to the JC main campus proctored lab, proctored testing is available at Clarke, Greene, Jasper and Wayne County Centers. For more information on proctored testing, click “Proctor Exams” at www.jcjc.edu/elearning.

- Login to Canvas and access your course.
- Click **SmarterProctoring** in your course navigation.
- Click **Launch** or a new tab will automatically open.
- Click **Login**. (Log in – 1st time only)
- Click **Begin Registration**.

Student Options

- **Enable SMS Notifications** to receive text messages.
 - Enter **Postal Code**.
 - Verify **Time Zone**.
 - Click **Save Registration**.
-
- Click **Select Proctor**.
 - Select the location you want to test at and Click **Request Session**.
(Note: if you do not see the location you would like you may need to change your preferred travel distance)
 - Click **Continue Scheduling Session**.
 - Choose a date/time on the calendar for when your exam is available.
 - Verify the information and Click **Register**.

Online MSVCC Proctored Exam Non-Cancellation Charge Policy

JCJC students who schedule an appointment for MSVCC Proctored Exams and do not cancel the appointment 1 hour prior to scheduled testing time will be charged a \$25.00 non-cancellation fee. All testing appointments are cancelled after the student is more than 15 minutes late for a scheduled appointment time. The Business Office will apply the \$25.00 fee for each non-cancelled appointment time. The student will be notified by email from the eLearning Office when the non-cancellation policy is violated. The student should reschedule the testing appointment.



eBooks MUST be viewed in Firefox or Chrome.

eBooks will NOT work in Internet Explorer.

Firefox and Chrome are both free downloads. www.mozilla.org OR www.google.com/chrome

Did you know you can download your eBook(s) for off-line use?

1. Login to your **Canvas** course.
2. Click on the **"Bookshelf"** link inside your Canvas course navigation (left hand side).
3. Click on the **image of the book** (SINGLE click the image of the book) to open in VitalSource Bookshelf.
(you MUST open each eBook you have in every course before going to next step)
4. Click on the **Main Menu icon** at the top left of your screen.
5. This takes you to your "Main Menu" in the Bookshelf.
6. Click on **"Read Your Books Offline."**
7. This will open a new tab in your browser to download the Bookshelf for your device.
8. **Download** the file for your device.
9. Follow the on-screen directions for installing the app for offline reading.
10. After the Bookshelf software downloads, you should have an icon on your desktop that says **VitalSource Bookshelf**.
11. **Sign in or register** for new account.

If you had an eBook from previous semester, then click Sign In and use your account information previously created.

If you are a new student or have not used an eBook from prior semester, then **Register** for new account.

Use your JC student email account (ex. First letter first name, last name, last 4 digits of student id)

12. Your book list will download to your device for offline reading.
13. After downloading your eBook(s), all current eBooks will appear in your Bookshelf for viewing while offline (not connected to the internet).

Something Didn't Work? Make sure you used your JC email account. If you did not, call VitalSource Support. Your eBooks are associated with your JC email account.

Questions or problems: support.vitalsource.com

24/7 Support: 1.855.200.4146



BUSINESS OFFICE

Payment Plan – All students that *do not receive any aid or scholarships* are placed on a payment plan at registration. Similarly, all students that *owe a balance after aid and/or scholarships have been applied* are placed on the same payment plan. **Students with pending aid or scholarships must continue to make payments until their aid and/or scholarships have been awarded.**

For each term, the student's ending balance is split into **2** payment installments. The specific due dates will vary by term. However, the first payment is always during the first full month of a term, and consecutive payments occur every thirty days after the initial first payment.

At registration all students are required to pick up a statement of charges from the Student Accounts office. This statement will provide the student with specific payment plan due dates.

If a student enrolls online, or fails to pick up their statement of charges after their schedule is entered, their payment plan due dates will appear on invoices when they are mailed each month.

Payment plan due dates for current terms can be found under the following page:
<http://www.jcjc.edu/tuition/>

It is vital that students honor their payment plan in a timely manner.
Failure to pay a balance can result in any, or all of the following:

Deletion of Schedule/Enrollment
Late Payment Fee Charge
Unable to Enroll in a Future Term
Unable to Receive a Transcript

The Student Accounts office is located on the second floor of the Administration Building in Room 242. Hours of operation are Monday – Thursday 7:30 am – 4:30 pm | Friday 7:30 am-4:00 pm.

If you have any further questions regarding charges or payment plans please contact the Student Accounts office at [601-477-4010](tel:601-477-4010).



Parking on Campus

Parking on Campus

Parking on Campus

All students wishing to operate or park a motor vehicle or motorcycle on Jones campus grounds or roads must register their vehicle online before their arrival of first bringing the vehicle on college property.

Automobile decals are required and may be obtained from room 105 of the Administration Building. Any ADDITIONAL decals may be purchased at the Business Office for \$25 each. The decal shall be displayed on the lower right side of windshield in front of passenger. Any other location will void decal. A \$25 fee will be charged for failure to properly display your decal. Dorm Students are required to park in the designated housing parking areas near the halls until 1:00 p.m. Parking is open on campus after 1:00 p.m. Commuter students may park in any remaining legal parking areas.

Normal fines for violators are \$25. Fines for illegally parking in handicap spaces are \$75. Parking violators are also subject to towing and/or immobilization fees.

Handicap parking is available for those students with State issued handicap tags or placards. Students ID name and State issued handicap permit name must match. All JC handicap parking is clearly marked with blue stripes and/or handicap signs. All other parking should be between two yellow lines and not on grass or sidewalks.

A complete list of Motor Vehicle Regulations may be found in this handbook.

Campus Police [601-477-4006](tel:601-477-4006)



PHI THETA KAPPA[®]

HONOR SOCIETY

Phi Theta Kappa (PTK) is one of many exciting organizations at Jones County Junior College. Being involved in campus organizations offers great advantages to students. Opportunities to travel, complete community service, and listen to amazing guest speakers are among the many benefits of being involved. Phi Theta Kappa is the international honor society for two-year colleges, promoting scholarship, leadership, service, and fellowship. Eligibility for membership in PTK is based on a grade point average of 3.5 for all college work completed before selection. During the semester preceding selection and the semester of selection, students must be enrolled in a minimum of 15 semester hours of academic courses. Membership in PTK ensures members transfer scholarships to over 700 colleges or universities.

Example of scholarship opportunities:

Mississippi State University, University of Mississippi and the University of Southern Mississippi offer transfer scholarships for members of \$8000 over a two year period. (\$2000 per semester)

For more information email:

mark.brown@jcjc.edu

sarah.ishee@jcjc.edu

david.lowery@jcjc.edu

gwen.matuszewski@jcjc.edu

Requirements for students who first entered JCJC Fall 2018 or later
CORE GRADUATION REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE

Psychology of Personal Adjustment
 English Composition I
 English Composition II
 College Algebra or higher Math
 (Real Numbers will not count here)

Lab Sciences (4 hrs each) - Choose 2:

Environmental Science
 Principles of Biology I
 Principles of Biology II
 General Biology I
 General Biology II
 Botany
 General Zoology
 Anatomy and Physiology I
 Anatomy and Physiology II
 Microbiology
 Chemistry Survey
 General Chemistry I
 General Chemistry II
 Physical Science I
 Physical Science II
 General Physics I
 General Physics II
 General Physics IA
 General Physics IIA
 Organic Chemistry I
 Organic Chemistry II

These are the **core** requirements for graduation. Students must have 60 hours passed and a GPA of 2.0 or above on all JCJC work as well as 2.0 when combined with any transfer credit applied towards graduation. A minimum of 16 hrs must be earned at Jones for an associate degree. Any student requesting an exception from these requirements based on the curriculum of a senior college **MUST** make prior arrangements with the Registrar.

*History classes can be counted as either a humanity or a social science but not both.

Must have 25 hours of elective credit

Students may not take Traditional Grammar in combination with Spanish II, III, IV to fulfill the 6 hours Humanities requirements

Fine Arts - Choose 1:

Art Appreciation
 Art History
 Music Appreciation
 Music Survey
 Music Theory I

Social Sciences (3 hrs each) - Choose 2

Western Civilization I*
 Western Civilization II*
 American History I*
 American History II*
 Human Growth and Dev.
 World Geography
 American National Government
 State and Local Government
 Intro. To Sociology
 Marriage and Family
 Social Problems
 General Psychology
 Economics I
 Economics II

Humanities (3 hrs each) - Choose 2:

American Literature I
 American Literature II
 British Literature I
 British Literature II
 Traditional Grammar
 Spanish II
 Spanish III
 Spanish IV
 Old Testament
 New Testament
 Intro. to Philosophy
 Western Civilization I*
 Western Civilization II*
 American History I*
 American History II*
 World Religions
 Survey of World Literature

GENERAL INFORMATION

***MISSION STATEMENT**

***ACCESS TO STUDENT'S RECORDS**

***COMPLAINTS AND GRIEVANCES**

I. GENERAL INFORMATION

MISSION STATEMENT

Jones County Junior College (JCJC) is an open-door, two-year institution, granting Associate in Arts degrees, Associate in Applied Science degrees, Career and Technical certificates, Adult Education credentials, and Workforce credentials. JCJC inspires greatness by providing higher education programs and support services consistent with the ideals of a democratic society in order to meet the higher education needs of the communities of interest through postsecondary programming, workforce and economic development, and community development. To pursue these ideals, JCJC provides (1) human, financial, and physical resources for quality programming; (2) higher education programs to meet the needs and interests of students; (3) workforce education solutions for business and industry to enhance economic development; (4) educational support services for teaching, learning, and higher education programming; and (5) quality development through continuous planning and assessment.

In order that this be accomplished, the school has established a number of goals:

- Improved Graduation Rates
- Improved Retention Rates
- Improved Transfer Rates
- Development of Excellence-in-Teaching Program
- Increase enrollment by 600 new students

HANDBOOK PURPOSE STATEMENT

The Student Handbook is a compilation of college rules, regulations, policies and procedures pertaining to students. The Handbook is published annually by the Office of Student Affairs. It is possible that policies or rules will change after the publication of this Handbook. Addendums and updates are modified in the online version of the Handbook. Therefore, the online version of the Handbook serves as the official notification for students. Jones County Junior College reserves the right to modify its institutional policies and procedures periodically. Students enrolling in the College are subject to current policies and rules as contained herein and as subsequently stated or modified.

The purpose of this handbook is to provide students with vital information needed in making decisions relating to college life, including College policies and procedures, resources available to

students, the student Code of Conduct, and the right to due process. Each student is responsible for becoming familiar with the material in this handbook and will be governed by its contents. This Student Handbook must be used in conjunction with the course catalog and specific course information in order to be fully informed about daily adopted school policies.

ACCESS TO STUDENT'S RECORDS

Notice is hereby given that Jones County Junior College, through action of the Administration, will implement the following policy concerning the **"Family Education Right and Privacy Act of 1974."** Copies of the full policy are available in Student Affairs.

1. Any student enrolled in a post-secondary school assumes the rights formerly accorded parents unless he/she is a dependent under section 152 of the Internal Revenue Code of 1954.
Jones County Junior College assumes that all students are independents unless notified otherwise by the student during registration in the Office of Student Affairs.
Proper forms must be obtained, completed and returned to Student Affairs no later than five (5) calendar days after the completion of registration. Parents will not be consulted on grades, discipline and absentee matters of independent students.
2. The Jones Administration is following the policy of allowing students, upon request, rapid access to their records. Records are in the Student Records Office, located on the 1st floor of the Administration Building.
3. Students have the right and are encouraged to inspect and review their educational records to ensure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other right of students. Students are also provided with the privilege of requesting correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
4. Students and former students have the right to inspect and review their individual educational records in the presence of a qualified staff member in the area of Student Records. The student may petition the Vice President of Student Affairs to remove information from his/her file or to place information in the file.

5. Students have a right to file a complaint with the U.S. Department of Education regarding problems occurring with records.
6. The law allows "directory information" about students to be made public without specific permission. However, independent students or parents of dependent students may request that all the information about the student be deleted from publications of yearbooks, student directories, honors rosters, athletic contest programs, and graduation programs unless the office of Student Affairs is notified in writing to the contrary by the first five days after registration. The administration is allowing the following directory information to be made public through one of more of these publications: the student's name, address, telephone number, date and place of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, religious preference as indicated, schedule, class roster, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The College may disclose any of these items without prior written consent.
Forms for making this request are available in the Office of Student Affairs.
7. Jones County Junior College will not release to any third party, the educational record of students without their written consent other than the following exceptions:
 - a. School officials, including teachers, who have legitimate educational interest
 - b. Officials of other schools after a student has transferred
 - c. State or federal officials for audit purposes or for reporting information required by state statute
 - d. Financial aid officials in connection with a student's application for aid
 - e. Educational agencies for developing, validating, and administering predictive tests if such information will not permit identification of individual students

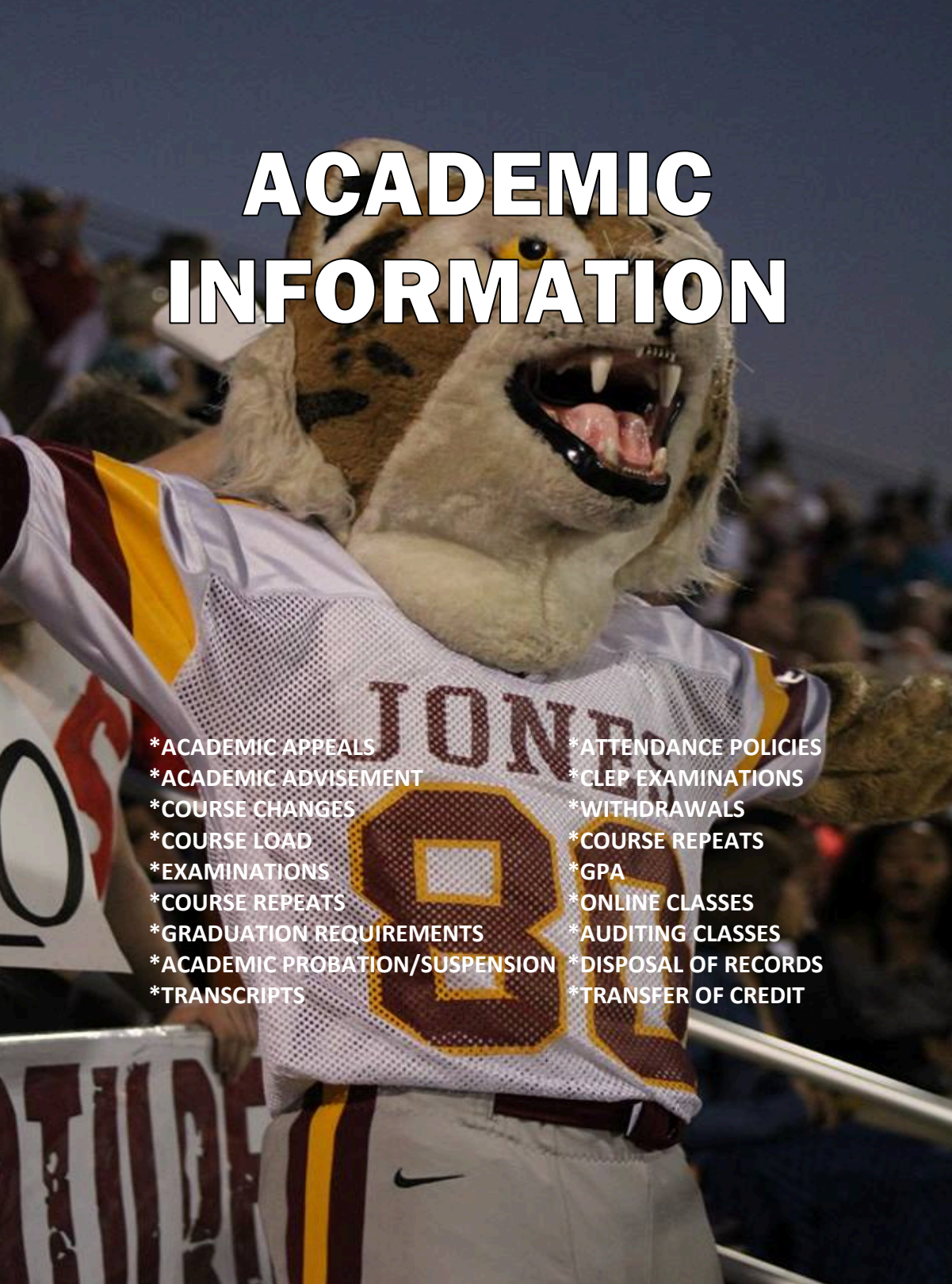
- f. Accreditation organizations in order to carry out their functions
- g. Appropriate persons who need information to protect the health or safety of student Jones will maintain a record of individuals having access to the educational records of each student. With the exception of category 7A above, this record will contain the signature, the date, and the reason for needing access.

Inquiries to the above may be directed to the Vice President of Student Affairs.

COMPLAINTS AND GRIEVANCES

1. Complaints and grievances of a Jones County Junior College student should be formally presented to the Vice President of Student Affairs. The complaint should be written and delivered in person or by mail to the grievance officer (Vice President of Student Affairs).
2. Upon receipt of a complaint or grievance, the Vice President of Student Affairs will within two days attempt to alleviate the complaint using an informal process. Steps that may be taken at this point include additional fact-finding, a meeting with the accused party, and a meeting with the complainant and accused separately or together.
3. If the complaint or grievance is not settled to the satisfaction of the student, the student may request a hearing with the Student Affairs Committee to be held within five school days of the request. The Committee hearing will be conducted according to the Conduct of Hearing policy in this handbook.
4. If the Committee hearing is unsatisfactory, the complainant may appeal the decision to the President of the College. All appeals to the President must be written and delivered in person or by mail to the Office of the President within five (5) days of the decision of the Committee. The President will review the written appeal of the complainant, and formal information from the informal process, the documentation from the committee hearing. The President may rule on the appeal or may schedule a meeting with the complainant. The President's ruling will be delivered in writing through the jcjc email system.
5. These steps shall exhaust the full recourse available to any student at Jones County Junior College which completes due process.

ACADEMIC INFORMATION

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- *ACADEMIC APPEALS
 - *ACADEMIC ADVISEMENT
 - *COURSE CHANGES
 - *COURSE LOAD
 - *EXAMINATIONS
 - *COURSE REPEATS
 - *GRADUATION REQUIREMENTS
 - *ACADEMIC PROBATION/SUSPENSION
 - *TRANSCRIPTS
 - *ATTENDANCE POLICIES
 - *CLEP EXAMINATIONS
 - *WITHDRAWALS
 - *COURSE REPEATS
 - *GPA
 - *ONLINE CLASSES
 - *AUDITING CLASSES
 - *DISPOSAL OF RECORDS
 - *TRANSFER OF CREDIT

II. ACADEMIC INFORMATION

ACADEMIC APPEAL PROCEDURE

Student Affairs Office - Administration Building

601-477-4030

Student performance should be evaluated according to academic criteria, not on the basis of opinions or conduct in matters unrelated to academic standards. The instructor has the authority in his class over all matters affecting the conduct of the class, including the assignment of grades.

Appeals associated with final grades must be received by the Vice President of Student Affairs in writing within 30 school days after the end of the term in which the grade was assigned. The method of grading by instructors should follow the grading policy for that class. All records on which grades are based should be retained on file for one full semester. The grade appealed shall remain in effect until the appeal process is concluded.

Procedures for hearings will meet requirements of due process. The Student Affairs Committee will make a determination based upon evidence pertinent to the case. A majority vote of the Committee members present will be sufficient for a finding.

The student will be notified in writing of the Committee's determination within seventy-two hours of the hearing.

If the student chooses to appeal a grade he should:

1. Take his/her complaint to the instructor involved.
2. If the student does not obtain satisfaction, he/she may follow the procedure for Student Complaints and Grievances also found in this handbook.
3. Hearing Procedure. The following guidelines are established for the direction of the Student Affairs Committee conducting formal hearings on academic appeals:
 - a. The instructor and the student shall be informed in writing by the Vice President of Student Affairs of the place and time of the hearing.
 - b. The instructor and the student will be allowed 72 hours to prepare for the hearing. The instructor or student may request additional time by showing cause.
 - c. A majority of the Student Affairs Committee shall constitute a quorum.

- d. The student must appear in person to present his case to the Student Affairs Committee, and he/she may call witnesses in his/her behalf. The instructor must be present in order to respond to committee inquiries. If written information is permitted against an instructor, he/she shall be allowed to see the actual signed statements at least 72 hours before the hearing.
- e. The instructor shall be presumed to have assigned the proper grade until it is proven otherwise. The burden of proof to the contrary rests with the student.
- f. The instructor and student shall be present during the presentation of all facts and have the opportunity to challenge the admissibility of any facts. They shall have the opportunity to question all witnesses. The chairperson of the Student Affairs Committee shall supervise any questioning of this nature, and, at his/her discretion strike any questions which are not relevant to the purpose of the hearing. The Student Affairs Committee may question the instructor, the student, and any witnesses.
- g. The decision in each case shall be made by a majority of Committee members present and voting.
- h. Further appeal by the student will be referred to the President. This appeal must be made within five business days from knowledge of the Student Affairs Committee's decisions. Information on Student Affairs Committee proceedings and recommendations of the Committee will be issued in writing to the President upon appeal.

CLASS ATTENDANCE POLICIES

Student Affairs - Administration Building

Regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. There is a policy of no cuts at Jones County Junior College. Since there are times when students must be absent from class, they should contact instructors prior to the absence if at all possible. Students are responsible for all work missed regardless of the cause of the absence. Students who miss an announced test

will receive a zero on the test unless the instructor and the Vice President of Student Affairs deems the absence to be of a justifiable nature.

Official Absences

Official absences are those granted to students who are officially representing the institution at school sanctioned events. The college employee responsible for requesting official absences for students must submit the request to the Office of Student Affairs at least twenty-four hours prior to the absence. A notification of the official absence will be posted. However, students are responsible for notifying instructors in advance of any absence and making preparation for assignments.

With the exception of Official Absences, no absences are considered “**Excused**”. Students who miss announced work or tests will be subject to syllabus policy and must justify the absence to the instructor. Absences due to extended hospitalization, military deployment, or other reasons determined by the Office of Student Affairs to be justifiable, will be handled by the Dean on a case-by-case basis.

Absences Due to Late Registration

Absences occurring from late registration are charged against the student’s total number of absences from classes.

Liberal Arts Attendance Policy

Day Class Absences

When a student’s absences total the number of days the class is scheduled to meet per week, the Office of Student Affairs will notify the student that absences are jeopardizing the student’s chances of success in the classroom.

On the 7th absence (3-day-a-week-classes) or the 5th absence (2-day-a-week-classes) the student will be dropped from the course, and a grade of “W” will be recorded.

On-Line Absences

After two absences in on-line courses students will be notified that absences are jeopardizing their grades and enrollment. After the third absence, students will be dropped from the course with a grade of “W.”

Evening Class Absences

After two evening class absences for any cause, students are notified that absences are jeopardizing their grades and enrollment. After the

third absence, students will be dropped from the course with a grade of "W."

Fast Track Classes

After three absences from a seven week course, students are notified that absences are jeopardizing their grades and enrollment. After six absences from a class that meets every day, students will be dropped from the course with a grade of "W." After 4 absences from a class that meets 3 days per week, students will be dropped from the course with a grade of "W".

Mini Session/Intercession Classes

After 3 absences from a 4 week mini session class, students will be dropped from the course with a grade of "W". After 3 absences from an 7 week mini session; students will be dropped from the course with a grade of "W". After 2 absences from a 2 week intercession class; students will be dropped with a grade of "W".

Summer Class Absences

After two absences from a four-week summer course or four absences from an eight or nine week course, students will be notified by the Office of Student Affairs that absences are jeopardizing their grades and enrollment. After four absences from a four-week summer course or eight absences from an eight or nine week course, students will be dropped from the course with a grade of "W" recorded.

Day Class Tardies

Students who arrive after class begins are charged with a tardy. Students missing more than 10 minutes of class time will receive an absence.

Evening Class Tardies

Students who arrive after class begins are charged with a tardy. Students missing more than 30 minutes of class time will receive an absence.

Career/Technical Attendance Policy

Career and Technical Programs have program specific policies on absences and tardies. Policies on absences and tardies will be detailed in the program handbook or course syllabus.

Appeal Procedure for Excessive Absences

Students who exceed the number of allowed absences may appeal to the Office of Student Affairs for readmission. The student may be re-entered if the absences are deemed to be justifiable. If necessary, the Student Affairs Committee may hear the appeal. All appeals to re-enter must be made immediately. Appeals should not occur during class times. Absences occurring during the appeal process will be counted against the student.

AD Nursing Absences

The Associate Degree Nursing Division abides by the College policies with one exception: AD Nursing students are withdrawn on the 6th absence, with class-room and clinical combined.

Athletic Absences

Students participating in athletics at Jones cannot cut practice or meetings without prior permission from the coaches. Students cutting without permission can be removed from the team and lose their scholarship. The student will also be withdrawn from Physical Education with a grade of "W". The cheerleaders have an absence policy which has been adopted for them.

Band Absences

Band members who miss rehearsals and/or performances will be subject to the attendance policy as stated in the syllabus. Acceptable documentation for absences include medical (personal illness), military, court, bereavement (for immediate family), or other reasons as determined by the Office of Student Affairs. Students who fail to comply with this policy may face termination of membership in the band, reduction or complete loss of scholarship, and a recorded grade of "F."

Cosmetology Absences

The Mississippi State Board of Cosmetology requires students to complete a minimum of 1500 clock hours in order to be eligible to test for cosmetology licensure. Therefore, JCJC's Cosmetology Program allows no more than 28 clock hours of absence during the school year. Once a student has missed 8 hours (approximately 1 day), the time missed is recorded in PeopleSoft. Once time missed has reached 15 hours, Student Affairs will notify the student of his/her absences. Once a student has missed over the allowed 28 hours, the student will be dropped from the program. The student may initiate an absentee/grade appeal as outlined in the JCJC Student Handbook.

LPN Absences

Practical nursing students are allowed to miss a total of 63 clock hours during the 12 month program. Students may miss 24 clock hours in the fall semester; 24 clock hours in the spring semester and 15 clock hours in the summer semester. Student Affairs will notify the student after the student has missed ten hours; however, it is the student's responsibility to keep up with his/her absences. Absences are neither excused or unexcused. All absences are recorded as the actual time missed from theory, lab, or clinical. Should absences exceed the 24 hours in the fall and 24 hours in the spring, or 15 in the summer semester, the student will be withdrawn from the program. Should a student be withdrawn from the program due to excessive absences, the student may initiate an absentee/grade appeal with Student Affairs, and may be reinstated in the program under certain stipulations as deemed appropriate by the Dean of Students or the Vice-President on Student Affairs.

CLEP GENERAL EXAMINATIONS

See College Catalog for more information.

COURSE LOAD

The minimum course load for full time students is 12 semester credit hours, and the maximum course load is 19 semester credit hours. Students enrolling for more than 19 semester credit hours must receive approval from the Office of Instructional Affairs. In determining their course load, students should be aware that each hour of class usually demands two hours of outside preparation. The Business Office will determine the minimum hours at which a tuition savings will apply.

COURSE REPEATS

Students may repeat courses at Jones to improve their GPA's. The best grade earned in a course will be the official grade, unless otherwise requested. Students repeating a class taken prior to 1985 should contact the Admissions and Records Office to insure the best grade earned will be the official grade. Students should be aware that senior institutions develop their own acceptance policies on repeats.

EXAMINATIONS

The final examination schedule is published at the end of each semester, and students will be given a comprehensive final

examination based on course objectives. Any alteration to the exam schedule must be approved by the Office of Instructional Affairs.

GRADE POINT AVERAGE

For the purpose of graduation and transfer to other educational institutions, students must obtain a “C” average, which according to the grade point system adopted, would be a 2.0 average. This average is figured on the total quality points earned divided by the total number of semester hours attempted. Grades of “FA” and “WF”, awarded prior to Fall 2007, are calculated as an “F”. All other courses attempted are included in the average. If a course is repeated, only the best grade will be used in GPA computation unless other arrangements are approved by the Office of Instructional Affairs.

GRADE REPORTS

Students have access through the myJones Portal to view their academic status at mid-term of each semester. Faculty advisors also have access to view mid-term grade reports and are available to advisees to discuss academic performance. At the end of each semester, grade reports are made available to students through their online account on myJones. Appeals associated with final grades must be received in writing by the Vice President of Student Affairs within 30 days following the end of the term in which the grade was assigned or a reasonable amount of time allowed by the Vice President of Student Affairs.

ONLINE CLASSES

The hybrid classes are provided 75% online and 25% in the classroom and are taught by Jones instructors. The student will communicate frequently with the instructor by email. Classroom time is frequently used for labs, instruction, and testing. The fully-online classes are offered through the Mississippi Virtual Community College (MSVCC). This is a consortium of the fifteen accredited community and junior colleges of the state. Each school contributes courses and instructors to curriculum. Jones offers courses taught by Jones instructors and those from the other MSVCC colleges. All credits earned are recorded on the student’s Jones transcript. The MSVCC semester is approximately fifteen weeks long, normally beginning about one week after traditional classes. For each class there are no class meetings and two or three proctored exams (as determined by the instructor.) Proctored exams require the student to go to a community/junior college testing center and provide proof of identification in order to take the exam. Classes are not self-paced and

students can be withdrawn for failure to participate in a timely manner.

For more information concerning hybrid and fully- online classes, see the Jones website at <http://www.jcjc.edu/elearning/index.php>

GRADING SYSTEM

Credit for each course is awarded in terms of semester hours. The number of credit hours awarded for each course normally conforms to the number of contact class hours per week. An exception occurs in laboratory and clinical work where two hours of lab is a one credit hour value and three hours of clinical is a one credit hour value. Credit hours for courses will be granted at the completion of each semester. Partial credit will not be granted for any period during the semester. The following possible grades and corresponding quality points represent the instructor's final evaluation of a student's performance in a course:

A--Excellent; 4 quality points per semester hour

B--Good; 3 quality points per semester hour

C--Average; 2 quality points per semester hour

D--Below Average; 1 quality point per semester hour

F--Failure without privilege of re-examination; 0 quality points

***U--Audit; 0 quality points**

I--Incomplete

***W--Withdrawal; 0 quality points**

"I" Incomplete must be removed within six weeks as directed by the instructor or grade becomes an "F". A grade report of "I" (incomplete) at the end of any course represents failure to complete some of the requirements of the course. An "I" requires the subsequent completion of all requirements in the course within six weeks following the end of the semester in which the course was taken; otherwise, a grade of "F" is automatically recorded. It is the student's responsibility to arrange with his/her instructor for completion of course requirements in accordance with this regulation.

Divisions within the College must establish standards of performance expressed in percentages and inform students of grading procedures for each class.

GRADUATION REQUIREMENTS

Students may pursue courses of study and complete requirements for an Associate in Arts degree, Associate in Applied Science degree, or a Career Certificate.

1. To graduate from the College with an Associate in Arts degree, students must:
 - a. Earn 60 semester hours including Psychology of Personal Adjustment , 3 hours; English composition, 6 hours; humanities, 9 hours (at least 3 hours in fine arts); social science, 6 hours; college algebra or higher level math, 3 hours; laboratory science, 8 hours; and 25 hours of electives, subject to approval to complete the total hours required. Note that developmental courses will not count towards page graduation requirements.
 - b. Earn a minimum cumulative 2.0 GPA on courses attempted at Jones. (quality points earned from another institution will not make up quality point deficiency for graduation.)
 - c. Maintain a GPA of 2.0 or above when all transfer courses used to meet degree requirements are averaged with course work completed at Jones.
 - d. Complete 25 percent of semester credit hours at Jones.
 - e. Earn not more than 25 percent of the work for graduation by extension and/or correspondence.*

EXCEPTION: For all exceptions please refer to the College Catalog.

2. To graduate from the College with an Associate in Applied Science degree, students must:
 - a. Complete requirements from an outlined curriculum stated in a specified catalog not more than three years old. Note that developmental courses will not count towards graduation requirements.
 - b. Successfully complete LLS 1722 Orientation.
 - c. Earn a minimum cumulative 2.0 GPA on courses attempted at Jones
 - d. Complete one semester residence at Jones.
 - e. Earn not more than 25 percent of the work for graduation by extension and/or correspondence.*

Credit hours generated by work-based learning experience may be substituted for required courses to meet graduation requirements. The number of hours substituted will be restricted to a maximum equivalent to the hours generated by any two major field technical courses. Substitutions must be approved by the Dean of Career and Technical Education or the Vice President of Instructional Affairs. Exception: Any deviation from the above-stated requirements must have the approval of the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

3. To graduate from the college with a Technical Certificate, students must:
- Complete requirements from an outlined curriculum stated in a specified catalog not more than three years old. Note that developmental courses will not count towards graduation requirements.
 - Successfully complete LLS 1722 Orientation.
 - Earn a minimum cumulative 2.0 GPA on course work.
 - Complete one semester residence at Jones.
 - Earn not more than 25 percent of the work for graduation by extension and/or correspondence.*

Credit hours generated by work-based learning experience may be substituted for required courses to meet graduation requirements. The number of hours substituted will be restricted to a maximum equivalent to the hours generated by any two major field technical courses. Substitutions must be approved by the Dean of Career and Technical Education or the Vice President of Instructional Affairs. Exception: Any deviation from the above-stated requirements must have the approval of the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

**Note that not all career and technical programs have this option.*

4. To graduate from the college with a Technical or Career Certificate, students must:
- Satisfactorily complete the prescribed certificate program as outlined in a catalog not more than three years old.
 - Earn a minimum cumulative 2.0 GPA on all course work attempted at Jones.

One semester of cooperative education work experience may be substituted for required courses. Substitutions must have the approval of the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

**Note that not all career and technical programs have this option.*

AUDITING CLASSES

Students may be permitted to audit courses depending upon available space. Fees for auditing a course are the same as for regular registration for a course. Students interested in auditing a course should contact the Office of Instructional Affairs.

ACADEMIC PROBATION AND SUSPENSION

Jones County Junior College seeks to provide an environment suitable for promoting the systematic pursuit of learning. The college requires of the students reasonable academic progress. The retention of those students who repeatedly demonstrate a lack of ability, industry, maturity, and preparation would be inconsistent with this requirement. If a course is repeated, only the hours and the best grade are used in computing the grade point average.

Academic probation and suspension apply equally to academic, technical, and career students. Suspensions may be appealed to the Admissions Committee. Appeals of Admissions Committee decisions must be made in writing within seventy-two hours to the Student Affairs Committee.

Academic Probation

Scholastic probation officially recognizes that a student is making unsatisfactory progress and is in need of help. Academic probation is designed to serve a four-fold purpose: to indicate that the quality of academic achievement is below the standards required in progressing satisfactorily toward graduation or transfer, to make clear to all concerned of the shortcomings of a student's performance, to provide occasion for necessary counseling, and to give students opportunity to demonstrate adequate performance.

Academic Probation Regulations

1. Students whose term grade point average at the end of any semester is below a 1.75.
2. Students currently on probation whose term grade point average is below a 2.0 will remain on scholastic probation.

Probation may be lifted by achieving a 2.0 term GPA the subsequent semester.

Academic Suspension

Scholastic suspension is a penalty imposed after a student has been allowed every reasonable opportunity to make satisfactory progress. The scholastic suspension period will provide an opportunity for students to reconsider their approaches to a college career or to make necessary adjustments in attitudes concerning the academic demands of college life.

Academic Suspension Regulations

1. Students whose term grade point average is below 1.5 while they are on scholastic probation.

2. Students who remain on scholastic probation for three consecutive semesters.
 - a. A first suspension will be for one semester. (Does not include summer)
 - b. The second suspension will be for one calendar year.

Readmission Procedures

1. Readmission following any period of suspension is never automatic.
2. Following a first suspension, readmission on probation may be granted by the Vice President of Instructional Affairs or the Dean of the program into which the student is re-enrolling.
3. Following a second suspension, readmission on probation may be granted for unusual and compelling reasons by the Vice President of Instructional Affairs or the Dean of the program into which the student is re-enrolling.
4. A student who is readmitted on probation will be subject to the same rules as any other student on probation.

DISPOSAL OF STUDENT RECORDS

The Office of Admissions shall be responsible for creating and maintaining student records. These records shall include applications for admission, high school transcript or GED scores, and transcripts from other post- secondary institutions. Records will be purged in the following manner: Five years after a student leaves the college, applications, high school transcripts, post-secondary transcripts, GED scores, and other admission file information will be destroyed.

The Office of Admissions and Records shall be responsible for creating and maintaining student transcripts, which contain dates of attendance, grades, graduation date, and demographic data. These records remain on permanent file.

STUDENT INFORMATION ON TRANSCRIPT

Jones will record any or all of the following information on the transcript of each student: directory information, social security number, course title and prefix, grade received in each course, grading system, transfer work from another institution, experiential


learning, date of graduation and degree or certificate earned from Jones County Junior College.

TRANSFER OF CREDIT

All course work transcribed at a regionally accredited institution will be placed on a student's permanent record as maintained by this college. The Admissions and Records Office will notify transfer students of the amount of credit which will transfer prior to the end of the first academic term in which they are enrolled. Remedial course work (classes considered below college level) transferred from outside institutions cannot be applied as hours passed toward a degree. All grades "D" or above will be accepted as hours attempted and passed. Credit earned at a non-regionally accredited institution will not be recognized for transfer credit.

Students must maintain a cumulative GPA of 2.0 or above when all transfer courses are used to meet degree requirements and average with course work completed at Jones County Junior College.

COMPLIANCE

- 
- *CLERY ACT
 - *DISABILITY CLAUSE
 - *DRUG & ALCOHOL ABUSE POLICY
 - *MISSING PERSONS POLICY & PROCEDURE
 - *STUDENT CONSUMER INFORMATION
 - *STUDENT RIGHT TO KNOW ACT
 - *TITLE IX
 - *VIOLENCE AGAINST WOMENT ACT

III. COMPLIANCE

A. CLERY ACT

ANNUAL SECURITY REPORT

Jones is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. Because no campus is isolated from crime, Jones has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect individuals on campus. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the 2014–2015 Annual Security Report has been prepared and published. The entire report is available at http://www.jcjc.edu/emergency/docs/clery_disclosure.pdf. The Annual Security Report is also available in printed form at the Campus Police Office, located in the Agriculture Building, and the Human Resources Office in the Administration Building. Prospective students/employees may also access this report directly from the college's webpage.

Along with crime statistics reported by year and geographical location, the report provides information on services and policies that support a safe and secure environment, highlights information on programs for intervention and assistance for victimization, provides information on alcohol and drug policies, outlines procedures for handling reports of sexual assault, and identifies campus representatives for reporting crimes and incidents that impact the college community.

To file a complaint alleging a violation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, contact the director of the regional office. The address is listed at <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>.

The complaint will be handled by the Case Management Team within that regional office. Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. (Higher Education Opportunity Act Section 488(e) HEA section 485(f)).

Procedures for Reporting Crime

Students, faculty, and staff are encouraged to use common sense and implement risk reduction measures to help deter crimes against persons and property. To report a crime or an emergency, call the Campus Police Department at 601-477-4006. For Emergency Assistance dial 911 (from an on-campus phone, dial 9 to access an

outside line).

Silent Witness - JCJC Red Flag Alert System

Any member of the campus community may anonymously report suspected criminal behavior or serious policy violations occurring on or around campus by accessing the JCJC Red Flag Alert System website at: <http://www.jcjc.edu/alert/>. The site offers an online form that is sent electronically to the Office of Student Affairs for review and collaboration with Campus Police to determine the appropriate response. Anyone having witnessed a questionable or suspicious act or behavior taking place is asked to notify us of the incident for the safety of all involved. Examples include but are not limited to:

- Questionable or suspicious acts or behavior.
- Knowledge of information or incidents that could cause harm.
- Knowledge of information or acts that could threaten University internal intelligence, information, reputation, and/or property.
- Knowledge of illegal actions, assaults, and/or drug or alcohol sale or usage.
- Expressions by others of feelings of depression, reduction of self-worth, and/or uselessness.

This system does not replace emergency notification systems such as campus police and 911.

CRIME STATISTICS REPORTING TABLE

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Fondling	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Incest	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Statutory rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	6	1	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arrests Weapons: Carrying, possession, etc.	2014	1	0	0	0
	2015	0	0	0	0
	2016	4	0	0	0
Discipline Actions Weapons: Carrying, possession, etc.	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arrests Drug Abuse Violations	2014	7	2	1	6
	2015	4	4	0	0
	2016	3	1	0	0
Discipline Actions Drug Abuse Violations	2014	4	0	0	0
	2015	1	0	0	0
	2016	9	6	0	0
Arrests Liquor Law Violations	2014	2	1	0	0
	2015	2	2	0	0
	2016	5	0	0	0
Discipline Actions Liquor Law Violations	2014	7	2	0	0
	2015	2	0	0	0
	2016	2	4	0	0

HATE CRIMES – ON-CAMPUS

OFFENSE	YEAR	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Weapons: Carrying, possession,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Weapons: Carrying,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

HATE CRIMES – ON-CAMPUS STUDENT HOUSING FACILITIES

OFFENSE	YEAR	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Weapons: Carrying, possession,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Weapons: Carrying,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

HATE CRIMES – NON CAMPUS

OFFENSE	YEAR	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Weapons: Carrying, possession,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Weapons: Carrying,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

HATE CRIMES – PUBLIC PROPERTY

OFFENSE	YEAR	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Sex Offenses Non-Forcible	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Weapons: Carrying, possession,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Weapons: Carrying,	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arrests Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Discipline Actions Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

DAILY CRIME LOG

The Campus Police Records Unit serves as archivist for all incident reports filed within the jurisdiction of the JCJC's Campus Police. A request for an incident/accident report should be made in writing at Campus Police Headquarters. Requests may be submitted from 8 am – 3 pm, Monday through Friday. Processing of reports once a request has been submitted takes approximately three business days. A daily log, which is a listing of all crimes reported to Campus Police, is available for public viewing. An update of the log is completed within two business days of the filing of an initial report except where disclosure of such information is prohibited by law; such disclosure would jeopardize the confidentiality of the victim; and/or release of such information would jeopardize any component of an ongoing criminal investigation.

BOBCAT ALERT TEXT MESSAGING SYSTEM

Jones County Junior College strives to provide a safe learning environment for our students, employees, and visitors. As a part of this effort, JONES is equipped with a text- message and email emergency alert system. Students may enter two cell phone numbers and two email addresses. (We suggest using parents or spouse as second phone number and email). All enrolled students are entered into the alert system using telephone information provided on the Admissions Application. A link to the system is emailed to students at the beginning of each semester giving login instructions for updating information. The system is used only for school closings, emergency situations, monthly tests and important registration messages.

In exceptional emergency circumstances, the college will, in the sole judgment of the member of the Emergency Management Team, take responsibility for unilaterally activating the alert system. In such cases, the college will operate the alert system for as long as it deems necessary to effectively notify the campus of emergency situations, while at the same time contacting the Campus Incident Commander and the Office of the President of such action.

Determination of Notification to All or Part of the Campus

The Office of Student Affairs and Campus Police Department will determine which specific segment(s) of the college community to alert where the potential danger and/or threat is limited to a particular building or segment of the population. If it is determined through a continuing assessment of the situation that additional segments of the college community may be at risk, those segments may also be notified. In cases where circumstances threaten the

operations of the College community as a whole, the entire campus community will be notified. Tests of the Bobcat Alert System are conducted each semester.

TIMELY WARNING AND COMMUNITY NOTIFICATION

A crime that occurs on campus property or public property that is enumerated in the Annual Security Report which, in the judgment of the Chief of Campus Police and/or the Vice President of Student Affairs, poses a continuing threat to members of the campus community will result in the issuance of a Timely Warning. The Timely Warning will be sent to the campus community through email or text. When determined appropriate, as soon as possible under the circumstances, flyers will be posted within selected areas on campus. Anyone with information warranting a notification should report the circumstances to Campus Police by phone (601-477-4006) or in person at the Campus Police Department.

The notification will provide as much information as can be obtained from appropriate sources without jeopardizing an ongoing investigation and withholding as confidential the names of victims. Information in the notification will include a clearly stated warning, the location, time, and date incident occurred, a description of suspect(s), if available, and a brief overview.

Community Notification

A crime or situation that occurs off-campus or on public property that is not enumerated in the Annual Security Report and is considered serious enough that the release of information concerning the event is warranted by Campus Police, may result in the issuance of a Community Notification to the campus community.

ANNUAL FIRE SAFETY REPORT

In compliance with the Higher Education Opportunity Act of 2008, Jones County Junior College publishes an annual fire safety report which highlights fire safety information for on-campus student housing facilities, including:

1. A brief description of the College's fire safety services;
2. Procedures for student housing evacuation;
3. Policies on fire safety education and training programs;
4. Fire safety policies;
5. Plans for future fire safety improvements;
6. A chart describing the fire safety systems and number of annual fire drills for each on-campus student housing facility; and
7. Fire statistics and designated contacts for reporting fire statistics.

The complete report is included in the Annual Security Report and is

available online at

http://www.jcjc.edu/emergency/docs/clery_disclosure.pdf.

Fire and Emergency Medical Services (EMS)

While fire safety is the responsibility of all members of the campus community, the oversight of fire prevention rests with the Office of Student Affairs. The emergency number for reporting fires is 911. The Dean of Student Affairs is designated as the College's Fire Coordinator and coordinates all fire safety activities at the college in conjunction with the JCJC Campus Police department and the City of Ellisville Fire Department. The EFD Chief and his staff routinely conduct fire/safety inspections of all facilities and equipment, handle all fire-related investigations and reports, coordinate ongoing training/certification efforts for department staff members, collaborate with community and state emergency management teams, and make recommendations concerning improvements in fire safety to appropriate administrative representatives.

To Report a Fire

All students and employees are instructed to call 911 immediately to report a fire. The dispatchers who answer the calls are trained in handling emergencies.

Fire Log

A Fire Log is available for public inspection, upon request, during normal business hours, 8:00 a.m. – 4:30 p.m. Monday through Friday at the Campus Police Department. Two business days are required for a request for any portion of the log older than sixty days. The Fire Log contains the date the fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire.

Policies on Portable Electrical Appliances, Smoking and Open Flames Appliances in Campus Housing

Students may have a coffee pot, microwave, stereo, TV, hair appliance. Major electrical appliances are not permitted in the residence halls. Toaster ovens, hot plates, and frying pans are not permitted. Students should not use multiple outlet adapters or connect more than one appliance to an extension cord. Extension cords should not be placed under carpets or wrapped around pipes in rooms. Residents who overload circuits and cause circuit breakers to trip will be fined and/or charged \$25.00 to have breaker reset. Cooking grills are prohibited.

Smoking

The use of tobacco and smoking products is not permitted on any Jones County Junior College-owned property, including but not limited to, buildings, dormitories, grounds, parking lots, sidewalks, recreational and sporting facilities and college-owned vehicles.

Open Flames

Open flames are not permitted in any campus residential facility. Candles are specifically prohibited.

B. DISABILITY CLAUSE

Jones County Junior College students who wish to obtain educational accommodations due to qualifying disabilities should contact Dr. Kisha Jones, ODA/504 Coordinator, at 601-477-2673 or in the Administration Building. Documentation of disability may be required. Grievance procedures related to this matter are available in this office.

C. DRUG & ALCOHOL ABUSE POLICY

Approved 7-18-90 Revised 6-19-91, 1-21-97, 4-9-09, 4-3-12, 10-22-14

Parental Notification and Alcohol and Drug Violations

Jones County Junior College does not release to any third party, the educational record of students or other protected information without the written consent of the student in accordance to the Family Educational Rights and Privacy Act (FERPA), except as allowed by law. In 1998, however, amendments to FERPA gave colleges and universities the option to notify parents or guardians of a student's violation of any federal, state, or local law, or an institutional disciplinary policy relating to the use or possession of alcohol or a controlled substance. The amendment recognizes the cooperative partnership colleges have with parents and guardians that moves beyond enrollment to those times when intervention is a practical response to prevent the loss of a student's personal and collegiate goals.

In support of this mutual investment, an official of the college will notify parents or guardians (for students under the age of 21 at the time of notice) of the college's determination that the student violated federal, state or local law or college policy governing the use or possession of alcohol or a controlled substance.

Student and Employee Drug & Alcohol Abuse Policies

In keeping with its educational mission, Jones County Junior College utilizes primarily educational strategies as the major approach to addressing problems related to the abuse of alcohol and other drugs by any member of the college community (students, faculty and staff). However, any member of the college community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities and to disciplinary procedures of the college.

The Board of Trustees of Jones County Junior College adopted this policy to accomplish the following:

1. Aid in the prevention of alcohol and other drug abuse through strong educational efforts;
2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who need their assistance with alcohol and other drug related problems;
3. Discipline appropriately those members of the College community who engage in substance abuse and related behaviors.

Educational Efforts

Jones provides educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the academic community and includes information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Jones County Junior College; the health hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other goals; and the potential legal consequences of involvement with alcohol and other drugs.

Counseling and Re-habilitation Services

Those students, faculty, or staff who seek assistance through the college for an alcohol or drug related problem shall be provided with information about counseling and rehabilitation services available through both college and community resources in the Enrollment Services or Campus Clinic. Professional standards of confidentiality shall be observed at all times. Individuals are encouraged to voluntarily avail themselves of services. For those working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status.

Disciplinary Actions

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Section 41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offenses described.

Sanctions Governing Illegal Drugs:

State Sanctions

1. According to the Mississippi Code Section, as amended, 41-29-139, it is unlawful to sell, barter, transfer, manufacture, distribute, dispense or possess with intent to sell, barter, transfer, manufacture, distribute or dispense, a controlled substance or counterfeit substance.
Persons convicted in the cases involving controlled substances classified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes may be imprisoned up to 30 years and/or fined up to \$500,000.
2. Persons convicted in the cases involving controlled substances classified in Schedules III through V of Section 41-29-117, Section 41-29-119 and Section 41-29-121 of the Mississippi Statutes may be imprisoned up to 15 years and/or fined up to \$100,000.

The complete Mississippi Code for penalties can be found at <http://www.lexisnexis.com/hottopics/mscode/>

Sanctions according to College Policy:

1. Trafficking in Illegal Drugs
 - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, (including, but not limited to heroin, cannabis, mescaline, lysergic acid diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
 - b. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Section 41-29-117, Section 41-29-119, Section 41-29-121 of the Mississippi Statutes (including, but not limited to steroids, diazepam, phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any

faculty member, administrator, or staff employee shall be discharged.

2. Illegal Possession of Drugs

- a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or 132II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, the minimum penalty shall be suspension from enrollment or from employment.
- b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V or Section 41-29-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing and accept such other conditions and restrictions as the appropriate college official deems appropriate.
- c. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of student and discharge of faculty members, administrators or employees.

3. Possession, Sale, or Consumption of Alcoholic Beverages

- a. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college sponsored activities is prohibited. Alcoholic beverages include, but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.
- b. State Laws are outlined as follows:
 - i. Drinking Age
The legal drinking age in Mississippi is 21. - Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. -In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21. -It is unlawful for any person to misrepresent or

misstate his or her age in order to obtain alcoholic beverages. This includes the manufacture or use of false identification. Any person who violates any of these stated provisions shall be fined a maximum of \$500 and/or serve up to 30 days community service.

Section 67-3-70.

- ii. D.U.I. (Driving while under the influence of alcohol or other drugs) Section 63-11-30 (2) provides: - A mandatory suspension of license for a period of not less than 90 days.

- 1. Fines of up to \$1,000 and /or 48 hours in jail. - Mandatory attendance and completion of an alcohol safety education program. Subsequent offenses warrant larger fines, imprisonment, license suspension, and seizure of vehicle. Commercial driving privileges will be suspended.

- iii. Under Mississippi's "zero tolerance for minors" code section, if a person under the age of 21 has a Blood Alcohol Concentration (BAC) of two one hundredths of a percent (0.02%) or more, but lower than eight one hundredths of a percent (0.08%), then that person shall be in violation of section 63-11- 30 (3) (a). Upon conviction of any person under the age of 21, such person shall have his driver's license suspended for 90 days and shall be fined \$250 and completion of alcohol and drug program.

4. Federal Drug Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)					
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty	
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.	
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	bodily injury, not less than 20 yrs. or more than life.	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	Fine of not more than \$10 million if an individual, \$50 million if not an individual.	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture		
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture		
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture		
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.	
Substance/Quantity			Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.			
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.			
Flunitrazepam (Schedule IV) 1 Gram					
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.			
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.			
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.			

Federal penalties for drug trafficking are listed on the U.S. Drug Enforcement Administration's website at http://www.dea.gov/druginfo/ftp_chart1.pdf

In addition to the legal requirements and penalties above, students found to be in violation of this college policy will be subject to penalties under the student Code of Conduct.

Faculty and staff in violation of state law and/or this college policy will be subject to disciplinary actions as outlined in college disciplinary procedures. Mandatory participation in rehabilitation and educational programs will be regulated by State and Federal statutes.

Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged with violating these policies, he or she may be suspended from enrollment or employment before initiation or

completion of regular disciplinary proceedings, if assuming the truth of the allegations, the responsible authority concludes that the person's continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community. An immediate suspension and subsequent hearing will be in accordance with college disciplinary procedures.

Health Risks

Alcohol

Alcohol is absorbed directly into the bloodstream, physically affecting the whole body. Health risks associated with the abuse of alcohol include headaches, nausea, vomiting, weight gain, high blood pressure, impaired immune system, upper digestive tract cancer, liver disease, alcohol poisoning, which causes unconsciousness and even death. Other long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, central nervous system damage, and memory loss.

Drugs

The abuse of prescription drugs and "recreational" drugs come with potentially harmful side effects that can have serious and long-term effects on your health. Improper drug use can cause immediate life-threatening health problems such as heart attack, respiratory failure, and coma. Combining drugs with each other or with alcohol is especially dangerous. Barbiturates and tranquilizers are commonly abused prescription drugs. They can cause hangover-like symptoms, nausea, seizures, and coma. Overdose or mixing these drugs with alcohol can be fatal. Cocaine can cause such long-term problems as tremors, seizures, psychosis, and heart or respiratory failure. LSD can cause nausea, rapid heart rate, depression, and disorientation. Long-term effects include paranoia and psychosis. Marijuana and hashish can cause rapid heart rate and memory impairment soon after use. Long-term effects include cognitive problems, infertility, weakened immune system, and possible lung damage. Narcotics such as heroin can bring on respiratory and circulatory depression, dizziness, impotence, constipation, and withdrawal sickness. Overdoses can lead to seizures and death. PCP, in addition to triggering unpredictable and violent behavior, can cause dizziness, numbness, high heart rate and blood pressure, convulsions, and in high amounts fatal heart and lung failure or ruptured blood vessels. Stimulants such as amphetamines have health effects that include high heart rate and blood pressure, headache, blurred vision, dizziness, impotence, skin

disorders, tremors, seizures, and psychosis.

Resources

Drug and alcohol counseling and referral services are available to the college community through the various Guidance and Counseling Programs in the Campus Clinic and the Enrollment Services. A complete listing of drug or alcohol counseling, treatment, rehabilitation, and re-entry programs is also available to employees and students of the college through these programs.

The college will impose disciplinary sanctions on students and employees as outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program.

Biennial Review

A biennial review of the Drug and Alcohol Abuse Prevention Program will be conducted to:

1. Determine its effectiveness and implement changes to the program as needed; and
2. To ensure that disciplinary sanctions described in the policy are consistently enforced.

A list of counseling centers is available in Enrollment Services's Counseling Center.

Health & Counseling Resources Available to Students and Employees

On-Campus Resources

Enrollment Services

Hours: Monday – Thursday 8:00am – 4:30pm; Friday 8:00am – 4:00pm

Location: First Floor of Enrollment Services - Tisdale Library

Phone: (601) 477-4257

Campus Clinic

Hours: Monday - Friday 8:00 AM - 4:00 PM

Location: Home and Health Building Room 103

Phone: (601) 477-4104 **Fax:** (601) 477-4285

South Central Behavioral Health (Students may be referred by the Counseling Center)

D. MISSING PERSONS

Policy

In compliance with the Missing Student Procedures of the Higher Education Opportunity Act of 2008, it is the policy of Jones County

Junior College to investigate any report of a missing student who resides on-campus at JCJC. This policy and procedure outline establishes a framework for cooperation among members of the college community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he/she is reported absent from JCJC for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Police who will investigate the report and make a determination as to whether the student is missing in accordance with this policy.

Each student living on-campus has the option to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Each student over the age of 18 has the option of opting out of the Missing Student Policy through the signing of a waiver on the Missing Student Policy Form.

If a missing student is under 18 years of age, and not an emancipated individual, the college is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by Campus Police that the student is missing. Campus Police may also notify the Ellisville Police Department and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

If Campus Police has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the college will initiate the emergency contact procedures in accordance with the student's designation.

Student welfare and safety is paramount to the institution; however, the college recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

The Vice President of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure Notification:

- Any report of a missing student, from whatever source, should immediately be directed to Campus Police.
- When a student is reported missing, Campus Police shall:
 - a. initiate an investigation to determine the validity of the missing person report;
 - b. contact the Dean of Student Affairs;
 - c. make a determination as to the status of the missing student
 - d. Notify Ellisville Police Department or other appropriate law enforcement agencies not later than 24 hours after determining that the student is missing.
- When contacted by Campus Police, the Dean of Student Affairs shall:
 - a. Notify the Director of Men's/Women's Housing, the Vice President of Student Affairs, and the President's Office.
 - b. If on investigation of the official report, Campus Police determines that the student is missing, the Dean of Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
 - c. If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the college within 24 hours of the determination that the student is missing.
 - d. The Dean of Student Affairs shall initiate whatever action he deems appropriate under the circumstances in the best interest of the missing student.

Student Contact Information:

Students residing on-campus shall be given the opportunity to identify and register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person.

Students will complete the **Contact Information Form** when they move into campus housing. This form must be completed at the

beginning of each semester. It is the responsibility of the student to update any changes to contact information.

E. STUDENT CONSUMER INFORMATION

In compliance with Section 493A of the Higher Education Act of 1965 as amended, certain consumer information will be made available to any student or prospective student at Jones. Such information will include a description of all financial aid programs available to students, application procedures, eligibility requirements, criteria for selection of recipient and the amount of such awards, a statement of the rights and responsibilities of students, means of payment, and any other information on financial aid. Information will also be made available concerning cost of attendance, refund policy, academic program, student retention, the number and percentage of students completing programs if available, and other general information pertaining to Jones. The Director of Financial Aid has been designated by Jones to either provide this information to the student requesting it or to help such students obtain the information.

F. STUDENT RIGHT TO KNOW ACT

In compliance with the requirement of the Student Right-to-Know Act, Jones County Junior College will provide information regarding the graduation rate of students attending this institution. The first report was made available July 1, 1993. This information will be published in the Student Handbook with each new printing following the July release of the report. Handbook information will be based on the previous year's report. Copies of the most current report will be available in Student Affairs.

Data will be compiled from a study of a "cohort" of students developed each year and then tracked over several years. The "cohort" students must be full time, certificate or degree seeking students. This information can be obtained by going online to College Navigator and typing in Jones County Junior College. The report will contain 6 categories of information:

1. The number of students who received athletically related student aid
2. The number of students at the institution
3. The graduation rate of students who received athletically related student aid
4. The graduation rate for all students
5. The average graduate rate for students who receive athletically related student aid

6. The average graduate rate for all students at Jones County Junior College

Graduation rate within 150% of normal time to completion	33%
Graduation Rates by Gender	
Men	32%
Women	35%
Graduation Rates by Race/Ethnicity	
Hispanic/Latino	25%
American Indian/Alaska Native	50%
Asian	50%
Black or African American	26%
Pacific Islander	0%
White	39%
Unknown	19%

G. TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance.

The U.S. Department of Education gives grants of financial assistance to schools and colleges. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy.

Jones County Junior College is covered under this law since it receives federal funds for Career and Technical programs, financial assistance for students, and federal grants.

Filing a grievance: Under the college Title IX procedures people are offered two tracks when seeking relief - informal and formal. Under the informal process, the person may file a verbal grievance, if they prefer. The college is then obligated to follow through with an informal inquiry which is reported back to the complainant. If the complainant is satisfied with the outcome of the inquiry, the matter ends. If they are not satisfied, the person may file a formal, written grievance. The process provided in the handbook and manual will be followed.

A person may file a formal grievance without going through the

informal process. Filing an informal grievance in no way reduces the rights of the person to later use the formal process.

Amanda McLeod, Title IX Coordinator
Enrollment Services, Terrell Tisdale Library
601-477-4083
Amanda.mcleod@jcc.edu

SEXUAL HARASSMENT POLICY

Jones, in its efforts to foster an environment of respect for the dignity and worth of all members of the college community, is committed to maintaining a work-learning environment free of sexual harassment. It is the policy of the college that no member of its community shall sexually harass another. Any person guilty of violating this policy is subject to disciplinary action. Furthermore, any and all complaints and grievances of sexual harassment will be fully investigated regardless of the nature or consent of the complainant. The college's complete policy relating to sexual harassment is available in the Office of Student Affairs and can be found online at

<http://www.jcc.edu/studentpolicies/docs/sexualharassmentpolicy.pdf>.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work-learning environment which is not necessary for the educational process.

PROCEDURES FOR RESOLVING COMPLAINTS

Students will be provided the use of a grievance procedure. All faculty, staff, and administrators will be held accountable for compliance with this policy. Jones has developed a two-step procedure for handling sexual harassment complaints:

- (1) A mechanism to resolve complaints informally.
- (2) A procedure to handle formal charges if the first procedure is unsuccessful or if further action is deemed appropriate. Any questions regarding this policy should be addressed to a college administrator, faculty member, or guidance counselor.

Students wishing to file a complaint should consult with the Vice

President of Student Affairs or the Vice President of Instructional Affairs. No faculty member or administrator other than the Vice President of Student Affairs or the Vice President of Instructional Affairs can initiate the procedure for Sexual Harassment Complaints. Note: The person filing the complaint will be protected against retaliation in any form. Words or behavior that punish a person for filing a complaint of sexual harassment are illegal. False accusations have a damaging effect on innocent people. False accusations are not condoned and may lead to disciplinary action.

H. VAWA (Violence Against Women Act)

Campus Sexual Violence Elimination Act (SaVE Act)

Jones County Junior College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), Jones County Junior College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. The policies and procedures in their entirety are published as a part of the Annual Security Report and may be found on line at: http://www.jcjc.edu/emergency/docs/clery_disclosure.pdf.

These guidelines apply to all members of the JCJC community (students, faculty, and staff) as well as contractors and visitors. Jones County Junior College does not tolerate any form of actual or attempted sexual assault, domestic violence, dating violence, or stalking, as defined in this policy. Such acts of violence are prohibited by policy, as well as state and federal laws. Violation of this policy would cause individuals to be subject to disciplinary actions, regardless of whether the individual is also facing criminal or civil charges in a court of law. More than one disciplinary action may be taken. Disciplinary actions that may be taken include, but are not limited to, admonitions, probation, suspension, dismissal from the college and/or termination from employment. In addition, the college may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. The college will assist the complainant in changing academic, work, transportation or living situations if requested and if reasonably available. Campus Police will enforce court-ordered no-contact, restraining or protective orders to the fullest extent of the law.

The Student Affairs Committee may take action they deem appropriate for any violation of college regulations.

Jones County Junior College encourages any member of the JCJC community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking, to report the incident to the college. The incident should be immediately reported to Campus Police (601-477-4006), the Dean of Student Affairs (601-477-4030) or the Title IX Coordinator (601-477-4028). These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Retaliation and Intimidation

Additionally, retaliation against individuals who initiate a sexual misconduct or violence complaint or who cooperate with an investigation of alleged sexual misconduct or violence is prohibited. For purposes of this policy, retaliation includes without limitation: intimidation, threats, harassment, and other adverse actions.

Any such retaliation should be reported immediately to the Dean of Student Affairs or Title IX coordinator.

What constitutes sexual assault?

Jones County Junior College defines sexual assault (including but not limited to rape) as any kind of sexual physical contact that involves force, or threat of force, coercion, fraud or intimidation, as well as any sexual physical contact with a person who is unable to consent. Sexual physical contact includes the intentional touching of another person on any area of the body generally recognized as an intimate part of the body, or touching any part of another person's body with an intimate part of one's own body. Sexual touching includes bodily contact or contact with an object. A person who is unable to consent includes, but is not limited to, any unmarried person under age 17, anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious or for any other reason unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

DEFINITIONS

Jones County Junior College uses the following definitions as taken from the *Mississippi Code of 1972 Annotated*, the official code of the public statute laws of the State of Mississippi:

Domestic violence

An act of violence is considered to be “domestic violence” when the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child.

A person is guilty of simple domestic violence who:

- (i) Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another;
- (ii) Negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
- (iii) Attempts by physical menace to put another in fear of imminent serious bodily harm.

A person is guilty of aggravated domestic violence who:

- (i) Attempts to cause serious bodily injury to another, or causes such an injury purposely, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life;
- (ii) Attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
- (iii) Strangles, or attempts to strangle another.

Dating Relationship

“Dating relationship” means a social relationship of a romantic or intimate nature between two (2) individuals; it does not include a casual relationship or ordinary fraternization between two (2) individuals in a business or social context. Whether a relationship is a “dating relationship” shall be determined by examining the following factors:

- (i) The length of the relationship;
- (ii) The type of relationship; and
- (iii) The frequency of interaction between the two (2) individuals involved in the relationship.

Stalking

Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows

or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

Consent

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement, through clear actions or words, to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent.

Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in the sexual activity are responsible for obtaining consent.

A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

Consent must be present throughout the sexual activity. At any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the issue can be clearly resolved.

CONSENT IS NOT:

Consent cannot result from force, or threat of force, coercion, fraud or intimidation. In addition, an incapacitated person is not able to give consent. The use of force to obtain sexual access or to induce consent violates this policy whether the force is physical in nature, violent, or involving threats, intimidation or coercion.

- Physical force includes but is not limited to: hitting, kicking and restraining. Physical force means someone is acting on you physically and exerting control over you through violence.
- Threatening someone to obtain consent for a sexual act is a violation of this policy. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual activity to which they otherwise would not have consented.
- Intimidation is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though there may not be any threat made explicitly. Intimidation is evaluated based on the intensity, frequency, or duration of the comments or actions.
- Incapacitation: It is a violation of this policy if the initiator has

sex with someone the initiator knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep or illness. A person who is unconscious, unaware, or otherwise physically helpless cannot give effective consent to sexual activity. Someone is incapacitated when unconscious or for any other reason unable to communicate unwillingness to engage in any act or who is mentally incapable of understanding the implications and consequences of any act.

- **Age of Consent:** According to Mississippi Code §97-3-65, effective consent can never be given by persons under the age of 14. Students who are at least 17 years old cannot receive effective consent from anyone between the ages of 14 and 16 if they are younger by more than 36 months.

REPORTING AN ASSAULT

Policy and Procedures to Be Followed

JCJC requires all employees, with the exception of licensed mental health counselors in the Enrollment Services, licensed medical professionals in the Campus Clinic, and the college's Sexual Assault Prevention and Response Advocate, to share with the college's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator or his designee can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however, the college may proceed with an investigation through the Campus Police without the survivor's participation if there is a concern for the safety of other members of the community.

Statement of Standard of Procedure

Jones County Junior College will subscribe to the preponderance of evidence standard concerning reports of actual or attempted sexual assault, domestic violence, dating violence, or stalking, as defined in this policy.

Recommended Immediate Action for Victim

- 1. Seek immediate safety**

Individuals who have been sexually assaulted or who have been the victim of any type of violence should immediately get to a safe place.

- 2. Seek medical assistance**

JCJC encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual assault,

domestic violence, dating violence, or stalking. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The college will help any JCJC community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

3. Advice on preserving evidence

The preservation of criminal evidence is essential and time sensitive to the successful prosecution of most sex offenses. As soon as possible, go to a hospital to be examined and treated for any injuries. Physical specimens collected soon after the sexual assault can be valuable evidence. (Avoid showering. If you change your clothes, put them in a paper bag). The JCJC Campus Clinic is not a "forensic evidence collection" site. South Central Regional Medical Center should be contacted for sexual assaults that occur in Jones County.

OFF-CAMPUS PHONE NUMBERS (From on-campus phone dial 9 for outside line.)

Emergency

911

Ellisville Police Department 601-477-9352

Jones County Sheriff's Department 601-425-3147

South Central Regional Medical Center 601-426-4100

Emergency Room- 1220 Jefferson St., Laurel, MS 39440

ON-CAMPUS

Campus Police Department 601-477-4006

Reports made to the Campus Police Department will be shared with the VP of Student Affairs in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the respondent in cases where criminal prosecution is pursued. Reports received by the college concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the JCJC community are required by college policy to report any instances of known child abuse or neglect to the Campus Police Department, who will in turn report such information to the appropriate state authorities.

NOTIFICATION OF VICTIM'S RIGHTS

Any student, employee or other member of the JCJC community who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy whether or not they pursue a formal complaint.

These rights and options include the right(s) of a survivor for:

- Information on possible sanctions or protective measures (no contact orders, etc.) that may result from institutional disciplinary proceedings.
- Information on how the college will protect the confidentiality of the victim, options for reporting to law enforcement and the right to decline to report to law enforcement.
- Written notification of available services for mental health, victim advocacy, legal assistance, and other available community resources.
- Written notification about victims' right to change academic, living, transportation, or work situations when reasonably available.
- Written notification of Mississippi's Crime Victims' Bill of Rights.

SURVIVOR CONFIDENTIALITY

Jones County Junior College recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents, and is committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the college's responsibility to protect the safety of the college community.

Reports and information received by JCJC's medical professionals, licensed mental health counselors, and its Sexual Assault Advocate, are considered legally protected. Those individuals will not share information they learn from survivors with others within the institution or with any third party except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information these employees will report to the college is statistical information, which does not identify the survivor, so that the incident can be included in the college's crime reporting.

Contact Information for Confidential Communications:

JCJC Counseling Center -601-477-4083

JCJC Clinic - 601-477-4104

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with other college officials, including Campus Police, will be treated with the greatest degree of respect and privacy possible while fulfilling the college's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's choice whether to participate in the investigation; however, the college may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. JCJC, thus, expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those college officials who must be informed of the information pursuant to college policy. Failure by a JCJC employee to maintain privacy in accordance with policy will be grounds for discipline. While federal law requires Jones County Junior College to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

List of available services for mental health, victim advocacy, legal assistance, and other available community resources:

- Jones County Sherriff Department 601-425-3147
- Local Police 9-1-1
- Non-Emergency Number 601-477-9252
- Mississippi Coalition Against Domestic Violence Hotline 800- 898-3234
- National Domestic Violence Hotline 800-799-SAFE-(7233)
- Domestic Abuse Family Shelter -
www.domesticabusefamilyshelter.org
- Mississippi Coalition Against Sexual Assault –
Toll-free: 888-987-9011
- National Sexual Assault Hotline 800-656- HOPE (4673)

County Resources regarding orders of protection, no contact order, or restraining orders:

- Jones County Sherriff Department Victim's Advocate –
601-425-3147

VICTIM AMNESTY

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible, even if the student with a complaint or a witness may have concern that his/her own alcohol or drug use, or other prohibited activity were involved. The Office of Student Affairs will not pursue disciplinary violations against a student with a complaint or a witness for his/her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

DISCIPLINARY PROCEDURES REGARDING SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

Individuals charged with sexual misconduct, domestic violence, dating violence or stalking may be subject to disciplinary actions, regardless of whether the individual is also facing criminal or civil charges in a court of law.

Off-campus violations that affect a clear and distinct interest of the college are subject to disciplinary sanctions. More than one disciplinary action may be taken.

Disciplinary actions that may be taken include, but are not limited to, admonitions, probation, suspension, dismissal from the college and/or termination from employment. In addition, the college may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures.

Proceedings shall be conducted by trained officials and they shall use the preponderance of evidence standard (the standard used by civil courts in the United States).

If disciplinary procedures are referred to the Student Affairs Committee, the committee may follow several courses of actions. Separation from the college may be imposed, which may take any of the following forms:

1. Suspension for the remainder of any semester in progress
2. Suspension for a longer, but definitely stated period of time
3. Indefinite suspension with a date established for the privilege of applying for readmission, such application to be reviewed and acted upon by the Committee
4. To recommend expulsion, which implies permanent

separation from the College

The Vice President of Student Affairs or his designee will be present at each meeting to confer with the Chairman at his request about procedure.

The Vice President of Student Affairs shall designate the person who will present evidence to the committee on behalf of the college.

DUE PROCESS

An individual charged with violation of this policy is guaranteed by the Student Affairs Committee to:

1. Have the case heard by the Student Affairs Committee
2. Be notified in writing 72 hours in advance of:
 - a. The charges against him/her
 - b. The time and place that any disciplinary proceedings against him/her will occur
 - c. Access to the testimony against him/her
3. Appear alone or with another person to advise and assist him/her before the Student Affairs Committee
4. Be present during all phases of the hearing except during the Committee's deliberations
5. Present evidence in his/her own behalf, including witnesses
6. Have reasonable cross-examination of the testimony against him/her

HEARING PROCEDURES

1. The college promises to all students' access to due process.
2. Hearings will not be open to the public.
3. Records of the disciplinary hearings of the Student Affairs Committee will be recorded and a secretary will be provided to keep a written digest of the proceedings. Both records will be kept by the Vice President of Student Affairs in a locked file. Only those persons directly involved in a case may have access to the records pertaining thereto.
4. The hearing will be conducted in an orderly manner.
5. The accused will have an opportunity to be heard in his/her own defense. All recommendations of action shall be based upon the evidence presented which are determined to be in compliance of policies, rules, and regulations.
6. The accused will have the opportunity to hear and refute all testimony against him/her. The accused may present any evidence in his own behalf, may reply to charges in his own words, and may present testimony in his behalf or have others present to testify in his behalf.

7. All matters upon which the decision is based must be introduced during the hearing.
8. The committee will consider the case in private and deliver the verdict directly to the accused.

STATEMENT OF THE RIGHTS OF THE ALLEGED VICTIM

- The right to choose to report an incident to college officials and the option to notify local law enforcement. This also includes the right not to report, if this is the victim's desire;
- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to be notified of the timeframes for all major stages of the investigation;
- The right to present witnesses and evidence;
- In instances of reports of domestic violence, dating violence, sexual assault, or stalking, the right to have another person present (in a support or advisory role) during all phases of the investigation;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing classes after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available. Accommodations may include:
 - Exam (paper, assignment) rescheduling;
 - Transferring class sections;
 - Alternative course completion options.
- The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior;
- The right to a written notice of the outcome and, when applicable, resulting sanction of the investigation, generally within 24 hours of the decision. After a disciplinary proceeding involving an allegation of sexual assault, dating violence, domestic violence, or stalking, this right includes the right to be informed of the outcome in writing, including a summary of any sanctions and the rationale for the decision.
- The right to appeal the findings and sanction, in accordance with the standards for appeal established in this policy;
- The right to preservation of privacy, to the extent possible and

allowed by law.

STATEMENT OF THE ACCUSED INDIVIDUAL'S RIGHTS

- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused individual;
- The right to be notified of the timeframes for all major stages of the investigation;
- The right to present witnesses and evidence;
- In instances of reports of domestic violence, dating violence, sexual assault, or stalking, the right to have another person present (in a support or advisory role) during all phases of the investigation;
- The right to be informed of and have access to campus resources for counseling and advisory services;
- The right to appeal the findings and sanction, in accordance with the standards for appeal established in this policy;
- The right to a decision based solely on evidence presented during the investigative process;
- The right to written notice of the outcome and, when applicable, resulting sanction of the investigation, generally within 24 hours of the decision. After a disciplinary proceeding involving an allegation of sexual assault, dating violence, domestic violence, or stalking, this right includes the right to be informed of the outcome in writing, including a summary of sanctions and rationale for the decision;
- The right to preservation of privacy, to the extent required by law;

EDUCATION PROGRAMS

Jones County Junior College provides various preventive and educational programs to promote awareness of sexual assault, domestic violence, dating violence and stalking.

- *Jones UpClose* Orientation sessions include educational information to raise awareness about sexual assault, domestic violence, dating violence and stalking and introduce campus resources to all incoming students.
- The Enrollment Services conducts workshops focused on sexual and dating violence awareness and prevention, warning signs of abusive behavior, personal safety and victim risk reduction, and bystander intervention training for all

students throughout the year. In addition, organization sponsors, student groups, staff, or faculty may request a workshop on sexual and dating violence awareness and prevention for their class, club or student group.

- The Campus Housing department conducts a mandatory workshop for all housing students on sexual assault and domestic/dating violence prevention education. Safety information, such as Campus Police safety escorts, are included in the Campus Housing handbook for housing students.
- The college also provides written and video resources through the Enrollment Services and through the MyJones electronic student portal.
- Self-defense classes are offered through the Bobcat Fitness Center for all JCJC community members.
- New-employee orientation includes information about the college's policy on sexual assault, domestic violence, dating violence and stalking and introduces campus resources and educational material that is available to all employees.

SEXUAL MISCONDUCT INVESTIGATION TEAM (SMIT)

Jones County Junior College's Sexual Misconduct Investigation Team (SMIT) is designed to provide a coordinated, caring and effective team response to survivors of sexual assault, sexual harassment, stalking, and dating or domestic violence. The purpose of the Sexual Misconduct Investigation Team (SMIT) is to assist all JCJC students in the coordination of support and response to incidents of on-or-off-campus interpersonal violence. SMIT team members can provide a survivor with many supportive options and choices, including counseling, medical attention, judicial services, advocacy, referrals, and general information regarding interpersonal violence.

Should a survivor choose to file a police report, the JCJC Campus Police Department will assist him/her with the reporting process. For information or to report a sexual assault case, students may contact any member of the team.

SMIT Team Members:

Gwen McGee, Vice-President of Student Affairs

(601) 477 – 4028

gwen.mcgee@jccc.edu

Vicki Hampton, Nurse Practitioner

(601) 477-4104

vicki.hampton@jccc.edu

Mark Easley, Dean of Student Affairs

601-477-4038

mark.easley@jccc.edu

Stan Livingston, Police Chief

(601)477-4006

stan.livingston@jccc.edu

Sarah Jones, Sexual Assault Advocate

(601) 477-4070

sarah.jones@jccc.edu

Amanda McLeod, Title IX Coordinator

(601)477-4083

amanda.mcleod@jccc.edu

CAMPUS AFFAIRS

***CAMPUS SAFETY**

***MOTOR VEHICLE REGULATIONS**

***CAMPUS VISITORS**

***SALES/SOLICITING**

IV. CAMPUS AFFAIRS

CAMPUS SAFETY

Jones is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. Because no campus is isolated from crime, Jones has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect individuals on campus. To decrease the possibility of such incidents, the department strongly advocates adherence to all college, local, state and federal laws and rules of conduct.

1. Individuals are encouraged to report a crime or other emergency in person at the Jones Campus Police Department Office located at the Life Science Building or by calling 601-477-4006.
2. Campus facilities are accessible to faculty, staff, and students during regular college hours. Guests also have access to campus facilities during scheduled events, tours, and meetings. Classroom buildings are locked at the end of each day's utilization. Limited access residence halls are locked between 2 a.m. and 6 a.m.
3. The Jones Campus Police Department is a team of professionals working to provide a safe environment for students, faculty, staff, and guests. The department is service-oriented and committed to the safety and well-being of Jones County Junior College. Officers are commissioned by Jones and the State of Mississippi and are authorized to make arrests and issue traffic citations for all types of violations of state laws, city of Ellisville ordinances, and college regulations. The department provides crime prevention and control, criminal investigation, traffic and parking supervision, disaster coordination, the maintenance of public order and other related services. The officers of the department are responsible for the enforcement of state and local laws. They also work closely with the Vice President of Student Affairs to

ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the college's students, faculty, and staff. The department functions as an independent law enforcement agency in situations requiring police assistance while still maintaining the autonomy of the college.

4. Students, faculty, and staff representing the college off-campus, or attending college-sponsored events off-campus, are expected to adhere to all the rules and regulations of the college, as well as to local, state, and federal laws.

MOTOR VEHICLE PARKING REGULATIONS

1. Jones reserves the right to remove, impound or immobilize any illegally parked, abandoned vehicle, or any vehicle found on campus without a decal, with an unauthorized or altered decal, with no license plate, or parked in such a way as to constitute a parking violation, traffic violation or a serious hazard. The registered owner shall be responsible for cost involved. Jones Junior College shall not be liable for any damage to vehicle occurring during removal, impounding, or immobilization thereof.
2. The responsibility for finding legal parking places rests with the vehicle operator. Lack of space is not a valid excuse for violation of parking regulations.
3. The registered owner of a vehicle, regardless of who was driving, is at all times responsible for the vehicle.
4. No person, unless authorized by the Chief of Campus Police, shall park any vehicle on the Jones campus:
 - 4.1 On side of any roadway
 - 4.2 On or adjacent to any yellow curb
 - 4.3 On any sidewalk
 - 4.4 On any lawn or grassed area
 - 4.5 In any driveway
 - 4.6 In any loading zone
 - 4.7 In any "No parking" zone
 - 4.8 In any restricted zoned area

- 4.9 In a manner that obstructs traffic
- 4.10 In a double or multiple manner
- 4.11 In a manner that obstructs any sidewalk
- 4.12 Blocking a fire hydrant or fire lane
- 4.13 In any area of the campus which has
Been closed off by the use of barricades,
signs, yellow lines, or other traffic
control devices.
- 5. Dorm students must park in Resident Parking lots
before 1:00pm. After 1:00pm, parking on campus
is open.
- 6. Commuter students may not park in spaces
marked as "Dorm Parking" prior to 1:00pm each
day.
- 7. The Chief of Campus Police may; however, upon
special occasions or under unusual
circumstances, order or permit vehicles to park in
areas not customarily used for parking.
- 8. Persons with serious physical handicaps may be
given special parking considerations upon making
application with the Chief of Campus Police.
- 9. Vehicles, motorcycles, motor scooters,
motorbikes, and bicycles are not to be parked in
buildings, near doorways or entrances to
buildings, on sidewalks, at places where
sidewalks intersect streets, on grassed areas, or
at other places where signs indicate parking
restrictions.

Parking Violation Penalties

- 1. When any violation of preceding regulations has
been clearly established, the violator shall be
subject to an administrative penalty for the
following: parking violation, moving violation,
parking where traffic is obstructed with the
possibility of the vehicle being towed at the
owners' expense, parking in a fire lane, and
parking in a handicapped space. Fees are printed
on the front of the ticket. Fines for illegally
parking in handicap spaces are \$75. A citation
must be paid within three school days at the
Business Office before the student may re-
register or receive a transcript.
- 2. Any violator of parking and/or traffic regulations

- occurring four or more violations in one semester may have his motor vehicle banned from use on the Jones campus for a period of from one to two semesters, not to exceed one full year.
3. Any person accused of violating any of the preceding regulations shall have an option to appeal the ticket violation online by emailing sonya.dykes@jcjc.edu. The findings of the Traffic Appeals Committee shall be final unless an appeal is made per the Grievance Procedure found on page 80.
 4. A traffic ticket will be delinquent if not paid or satisfactorily resolved within three school days after issuance.
 5. All motor vehicle traffic accidents occurring on Jones property must be reported immediately to the Jones Campus Police Department.

Motor Vehicle Rules and Regulations

Approved: September 1, 1981 Pursuant to the provision of Chapter 105, section 37-105-1, Mississippi Code, 1972. The Board of Trustees of State Institutions of Higher Learning hereby enact the rules and regulations of traffic of vehicles, motorcycles, and bicycles on the campus and grounds of Jones, Ellisville, Mississippi.

1. General
 - 1.1 Jones assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on the campus or grounds of Jones.
 - 1.2 All faculty, staff and students wishing to operate or park a motor vehicle, motorcycle, or bicycle on Jones campus grounds or roads must register their vehicle with the Campus Police Department within 48 hours of first bringing the vehicle on college property.
 - 1.3 Automobile decal stickers shall be displayed on the lower right corner of the passenger side of the auto-mobile windshield. Any other location will void decal.
A \$25 fee will be charged for failure to properly display your decal.
 - 1.4 All student decals expire the last day of summer

- session.
- 1.5 Lost decals are required to be replaced at full fee.
 - 1.6 Stolen decals will need to be reported immediately to Campus Police and replaced ASAP.
 - 1.7 Decal application – The vehicle decal application can be found online from the myJones home page – Campus Life – Parking Permit application.
 - 1.8 Returning students or additional decals - Login to your decal application. Update all personal information. Click on the + sign at the end of the current vehicle information line. A new line will appear for you to enter your current vehicle information. Save application.
 - 1.9 Decals can be picked up from room 105 in the Administration Bldg. after August 1. You must present your Jones ID and a valid Drivers License in order to pick up decal.
 - 1.10 Decal dates – Decals are good for one calendar school year (August – July)
 - 1.11 Dorm/Commuter decals – Decals are specified by color and letter: C (commuter status) or D (dorm status). If a student changes throughout the year, a decal swap will be allowed (at no charge) one time during a school calendar year. It is the responsibility of the student to swap the decal to their current status.
 - 1.12 Temporary Decals – TEMP decals are available for students that have unforeseen circumstances. This decal is only good for 1 week and can be renewed 1 time allowing the student 2 full weeks. After the 1 time renewal the student is required to purchase an additional decal.
 - 1.13 Falsifying information may result in disciplinary action.
 - 1.14 All self-propelled devices are prohibited. This policy refers to skateboards, kick scooters, in-line skates, roller skates, self-balancing electric scooters (hover boards) and any other self-propelled devices that could present a threat or endangerment to the health or safety to the public. The use of such devices are prohibited on all Jones College campus center locations and

- persons violating this policy shall be subject to discipline under the Student Code of Conduct.
- 1.15 The Campus Police officers are commissioned by Jones and the State of Mississippi and authorized to make arrests and issue traffic citations for all types of violations of state laws, city of Ellisville ordinances, and college regulations.

CAMPUS VISITORS

Individuals who are not enrolled at JCJC or who do not have a valid ID card are considered visitors to the college. A person may be a valid visitor to the campus if the person has written permission from the Vice President of Student Affairs in his or her possession. An individual in violation of campus policies or endangering the campus community is a threat and visitors will be asked to leave or be arrested. Any person may freely visit at any time, during the academic day, any office in the Hutcheson-Hubbard Administration Building to conduct business without a valid visitor's pass.

RULES AND REGULATIONS REGARDING SALES AND SOLICITING ON CAMPUS

College Related Groups

1. Receipts of project are to be used for a charitable or funding purpose.
2. Activities by approved student groups shall receive prior approval of the Vice President of Student Affairs. Raffles, lotteries, and similar activities are NOT allowed.
3. The group must complete the "Activity/Speaker Application Form" obtained from Student Affairs.

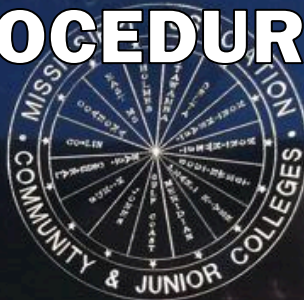
Non-College Related Groups or Individuals (Private Enterprise)

Must have permission from the appropriate college official showing dates allowed on campus.

1. Product or service offered must have interest or appeal to faculty or students
2. Cannot ask for or receive advance deposit on any product that is to be mailed to the purchaser
3. Cannot solicit for sale of product already available on campus
4. Cannot solicit in residence halls; must set up in lobby
5. Cannot solicit in academic/staff personnel office; must have pre-arranged appointment

6. Exhibitors or recruiters (military, college, etc.) are told where to locate and how long they may remain
7. No written solicitation such as flyers, etc. shall be distributed on campus without prior approval of Student Affairs

STUDENT CONDUCT, DISCIPLINARY PROCEDURES, AND SEVERE WEATHER & EMERGENCY PROCEDURES



MISSISSIPPI ASSOCIATION
OF
COMMUNITY/JUNIOR COLLEGES

STATE CHAMPION

*COLLEGE STANDARDS

*DUE PROCESS

*HEARING PROCEDURES

*DISCIPLINARY ACTIONS

*MISCONDUCT

*DISCIPLINARY RECORDS

*GENERAL POLICIES

*EMERGENCY/SEVERE WEATHER

V. GENERAL CONDUCT POLICIES & DISCIPLINE

COLLEGE STANDARDS

1. Student Obligation: Since the founding of Jones County Junior College, high standards of conduct have characterized Jones students. A student enrolling in the college assumes the obligation to become acquainted with the rules and regulations, and while on the campus of Jones, is expected to conform to the standards of conduct herein specified. Violators of these standards of conduct will be subject to disciplinary action.
2. Purpose of Discipline: The broad purpose underlying student discipline is to order college living in such a way that the interests of the college community as a whole and of the individual members are best served. The college's responsibility extends to the conduct of all students enrolled in the college. Students apprehended and proven guilty of serious or repeated violations of college standards may receive a maximum penalty of dismissal from the college.
3. Responsibility: Students who register at the college agree to conform to its regulations and policies. A student is subject to the laws of the community and state and enrollment as a student in no way relieves him of this responsibility. The fact that civil authorities have imposed punishment will not prevent the college from protecting its own educational purposes and community by taking suitable action against the student under college regulations.
4. Authority: The ultimate authority to administer discipline is vested in the President, if the President deems needed or necessary. The Vice President of Student Affairs or his designee is responsible for referring disciplinary cases to the Student Affairs Committee for determination of the facts. The Vice President of Student Affairs will also convey the Committee's findings and recommendations to the President for final action when a case is appealed.
5. Disciplinary Action: Prompt and decisive disciplinary action may be taken by the President or his designee in extreme cases before there is an opportunity to conduct a hearing, as in cases in which a student's continued

presence on campus constitutes an immediate threat or injury to the well-being or property of the orderly functioning of the College. Students suspended under such conditions will receive a prompt hearing on the charges against them. The college reserves the right to administer disciplinary action and proceed with the hearing process, even if the student withdraws from the college, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

6. Admissions Committee. The Admissions Committee shall be appointed by the President. It will meet on call of the Vice President of Instructional Affairs to afford students who have been placed on academic suspension an opportunity to remain in school. The Admissions Committee will consist of faculty and administrators of which one will be Chairman. The committee will meet with students to review Satisfactory Academic Progress and adjust class schedules as needed. The Admissions Committee also determines the eligibility for entrance of questionable applications. The committee may request to meet with applicants who have failed to meet all admissions requirements to determine eligibility to complete a program of study.
7. Student Affairs Committee. The college works with the Student Affairs Committee to afford fair and reasonable consideration to every student who is accused of violating one or more of the regulations of the college.

DUE PROCESS

A student charged with violation of the regulations and policies of the college is guaranteed by the Student Affairs Committee to:

1. Have the case heard by the Student Affairs Committee
2. Be notified in writing 72 hours in advance of:
 - a. The charges against him/her
 - b. The time and place that any disciplinary proceedings against him/her will occur
 - c. Access to the testimony against him/her
3. Appear alone or with another person to advise and assist him/her before the Student Affairs Committee
4. Be present during all phases of the hearing except

-
-
-
-
5. Present evidence in his/her own behalf including witnesses
6. Have reasonable cross-examination of the testimony against him/her

HEARING PROCEDURES

1. The college promises to all students access to due process.
2. Hearings will not be open to the public.
3. Records of the disciplinary hearings of the Student Affairs Committee will be documented and a secretary will be provided to keep a written digest of the proceedings. Records will be kept by the Vice President of Student Affairs in a locked file. Only those persons directly involved in a case may have access to the records pertaining thereto.
4. The hearing will be conducted in an orderly manner.
5. The accused will have an opportunity to be heard in his own defense. All recommendations of action shall be based upon the evidence presented which are determined to be in compliance of policies, rules, and regulations.
6. The accused will have the opportunity to hear and refute all testimony against him/her. The accused may present any evidence in his own behalf, may reply to charges in his own words, and may present testimony in his behalf or have others present to testify on their behalf only related to the case at hand.
7. All matters upon which the decision is based must be introduced during the hearing.
8. The committee will consider the case in private and deliver the verdict directly to the accused.
9. Right to the appeals process by consulting the Office of Student Affairs.

CODE OF CONDUCT

To order college living in such a way that the interests of the college community as a whole and of the individual members are best served, the administration, faculty, and Student Government

Association have collaboratively established the following Code of Conduct. Although not all-inclusive, these statements concerning conduct apply to all students. Violation of this code would cause students to be subject to disciplinary actions. Students who register at the college agree to conform to its regulations and policies. The Student Affairs Committee may take action they deem appropriate for any violation of college regulations. The following actions are violations of college regulations:

1. The manufacture, use, sale, possession, consumption, distribution, or abuse of mind altering or controlled substances, or evidence of consumption of controlled substances while on campus or a college approved activity on or off campus. Any student convicted of illegal use, possession, or sale of a drug may be suspended from the residence halls of Jones County Junior College for one calendar year regardless of whether or not the illegal act that gave rise to the conviction was committed on the College campus.
2. The possession, consumption or evidence of consumption of alcoholic beverages while on campus, or a college approved activity on or off campus. Evidence of consumption includes the possession of an empty container on campus or at a college approved activity on or off campus.
3. Use of tobacco product (in any form) the use of synthetic smoking products or the use of electronic smoking products on college-owned property or in college-owned vehicles.
4. Physical abuse, fighting, threats of physical abuse, mental abuse, bullying or hazing of any person including self on campus or at college-sponsored or supervised functions or conduct of any type which threatens or endangers the health or safety of any person (including self). Hazing is defined as the subjection of any student to any embarrassing, ridiculous, humbling, or abusive act willingly or unwillingly.
5. Any form of actual or attempted sexual assault, domestic violence, dating violence, or stalking, as defined by college policy (p 107-108).
6. Participation in gambling activities of any form.

7. Intentionally issuing bad checks, ignoring legally binding financial obligations, or failure to pay indebtedness to the college.
8. Plagiarism, cheating, or knowingly furnishing false information to the college with intent to deceive or other forms of dishonesty in college related affairs.
9. Disruptive activity, which is any action by an individual, group, or organization to impede, interrupt, interfere with, or disturb the holding of classes, the conduct of college business, or unauthorized events and activities of any and all segments of the college.
10. Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties or to identify oneself to these officers when requested to do so. For this purpose, all students are required to have their identification cards on their person at all times when outside the residence hall to which they have been assigned by the institution. The same regulations apply to students who are domiciled elsewhere. ID cards are used for identification of students in case of accidents, emergencies, or cases where students are suspected of involvement of violations. Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of college regulations and subjects the holder to disciplinary action.
11. Forgery, alteration, or misuse of college documents, records, or ID cards. Students falsifying admission records may be denied admission to the college.
12. Failure to adhere to official notices from college personnel, including electronic notices and notices on bulletin boards. Ignorance of notices will not be accepted as an excuse.
13. Disorderly conduct or breach of the peace including rioting, inciting a riot, assembling to riot, inciting to raid, and assembling to raid college units.
14. Possession of firearms, explosives (including fireworks), swords, daggers, straight razors, knives, dangerous chemicals or other weapon on campus or in automobiles in campus parking areas.
15. Knowingly issuing a false report of a bomb, explosive, firearm, dangerous chemical or other weapon, or knowingly activating a false fire alarm.

16. Obstruction of the free flow of traffic, both pedestrian and vehicular, on college-owned or college-controlled property, or violation of campus motor vehicle regulations.
17. Disorderly conduct, sexual assault, lewd, indecent, or obscene conduct, or public profanity on campus or at a college function.
18. Refusing to report to an administrative office when requested to appear.
19. Vandalism or malicious destruction, damage, or misuse of public or private property, including library materials.
20. Theft, larceny, embezzlement, or the temporary taking of the property of another.
21. Violation of campus curfew (2:00 am unless notified by Housing Office of earlier time) or violation of campus quiet hours (beginning at 10pm unless otherwise notified).
22. Unauthorized entry into or use of college facilities, including both buildings and grounds, or aiding unauthorized entry or use by another person.
23. Use of open flame of any kind (candles are specifically prohibited in residence halls) or intentionally setting or adding to an unauthorized fire on campus.
24. Failure to adhere to emergency procedures as instructed by college personnel.
25. Violation of College policies on audio/video recording, cell phones, or the Electronic Usage policy.
26. Violations of college established policies or regulations, including regulations in the Student Handbook and other college publications pertaining to student organizations, students, faculty, administrative staff, non-academic employees, or procedures concerning the time, place, and manner of public expression.
27. Violation of rules governing residence on college-owned or college-controlled property.
28. Violation of state, local, or federal laws.
29. Student conduct which shows disrespect and significantly interferes with college teaching, research, administration, disciplinary procedures, or other activities, including public service functions or other authorized activities on college premises.

In addition to these rules and regulations, all state laws pertaining to any act which, if committed within the State of Mississippi, would be criminal and punishable will also be criminal and punishable on the Jones campus, as authorized by Chapter 105, Section 37-105-9, Mississippi Code 1972. This Code of Conduct is not and does not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the highest ideals of themselves and Jones County Junior College.

DISCIPLINARY ACTIONS

The Vice President of Student Affairs by delegated authority is assigned the responsibility of dealing with all disciplinary matters concerning the behavior of individuals, groups and/or student organizations. Disciplinary probation, fines, or other action may be imposed by the Vice President of Student Affairs or his designee when involving minor infractions in lieu of an appearance before the disciplinary committee, provided the student agrees to such action as imposed. The student will sign a statement of acceptance which will be maintained in the confidentiality file in the Office of Student Affairs. Disciplinary probation as imposed by the Vice President of Student Affairs may be accompanied by whatever restrictions the Vice President of Student Affairs deems necessary to impose.

If disciplinary procedures are referred to the Student Affairs Committee, the committee may follow several courses of actions. Separation from the College may be imposed, which may take any of the following forms:

1. Suspension for the remainder of any semester in progress
2. Suspension for a longer, but definitely stated period of time
3. Indefinite suspension with a date established for the privilege of applying for readmission, such application to be reviewed and acted upon by the Committee
4. To recommend expulsion, which implies permanent separation from the College, The Vice President of Student Affairs or his designee will be present at each meeting to confer with the Chairman at his request about procedure. The Vice President of Student Affairs shall designate the person who will present evidence to the Committee on behalf of the College.

Confidentiality: The details relating to all disciplinary cases are confidential records and are maintained in the Office of Student Affairs. These files are not available to anyone outside the area of Student Affairs without the approval of the Vice President of Student Affairs.

The Student Affairs Committee shall be appointed by the college President. It shall be composed of a minimum of five members from the faculty. The chairman shall be appointed. Three members of the committee will constitute a quorum.

A student may appeal the decision of the Student Affairs Committee by presenting a written request to the Vice President of Student Affairs within five days after the decision is reached. The case and evidence will be reviewed through proper appeal channels.

MISCONDUCT

In order to protect the college's educational purposes and the college community, Student Code of Conduct cases may be referred to the Student Affairs Committee for action wherever it occurs when as a result of such conduct:

1. He/she is convicted of a felony.
2. He/she is formally charged by civil authorities with the commissions of a felony of such a nature that his/her continued presence at the College is potentially dangerous to the health and safety of the College community.
3. There is strong and convincing evidence that he/she has committed a felony of such a nature that his/her continued presence at the college is potentially dangerous to the health and safety of the college community but civil authorities have not brought charges or imposed penalties.
4. Students who have been charged or convicted of a felony will not be allowed to live in the residence halls at Jones County Junior College.
5. Interim Suspension: The Vice President of Student Affairs may suspend a student until due process is provided if it is determined that a student presents a clear and present danger to the institution by remaining in the College as a student before the Student Affairs Committee may meet.
6. The College reserves the right to search lockers, automobiles, rooms, individual persons and their possessions, by the appropriate personnel upon the

request and approval of the Vice President of Student Affairs. PROBABLE CAUSE must be presented to the Vice President of Student Affairs when there is a strong possibility that an individual or individuals are harboring stolen, dangerous, or illegal substances on or within the above stated group. Appropriate personnel will include the Chief of Campus Police, the Director of Campus Safety, and Directors of Men's and Women's Housing. Campus Police personnel may follow local, county, and state laws dealing with search and seizure when appropriate.

DISCIPLINARY RECORDS

A secretary will be provided to make a written digest of the disciplinary proceedings. The written digest will be kept until the student graduates or transfers to another institution. The Office of Student Affairs maintains permanent records concerning the conduct of college students. These records are kept under strict security. Whenever a student requests an official transcript of his college record to support an application for transfer to another institution of higher learning or in support of an application for employment, the Vice President of Student Affairs will decide if a record of disciplinary action should be included as a part of the official transcript. If there is a disciplinary record, the decision is made in terms of two objectives: to protect the interests of the student while at the same time observing ethical standards in working with agencies, individuals, or corporations receiving college transcripts. A letter will be sent to the student when the decision of the Student Affairs Committee has been reached.

GENERAL POLICIES

AUDIO & VIDEO CLASSROOM POLICY

All audio or image recordings are prohibited in the classroom unless expressly permitted by the classroom instructor. Cell phones, tape recorders, cameras, and similar devices are specifically prohibited.

CELL PHONE POLICY

Cell phones are prohibited in the classroom, with the exception of devices being used to access eBooks or other instructional material assigned by the instructor. Cell phones, as well as all other recording devices, may not be used for audio and visual recording without prior expressed consent of the instructor. Cell phones not being used for approved instructional purposes must be out of sight and in the OFF position. Any student failing to adhere to this policy

may be asked to leave the classroom and receive an unexcused absence.

ELECTRONIC INFORMATION SYSTEMS USAGE

The college encourages students to use electronic information systems provided by Jones. The electronics information environment is provided to support college business and its mission of education and service. All other uses are secondary and inappropriate uses are forbidden. Users of electronic information systems are urged in their own interest to review and understand the "Electronic Use Policy." By using college electronic information systems, the student assumes personal responsibility for his appropriate use and agrees to comply with this policy as well as other applicable policies and State and Federal laws and regulations. The Electronics Use Policy is available through the Jones Web page and in the Office of Student Affairs.

EXCESSIVE NOISE

The primary purpose of college is the educational process and any excessive noise which adversely affects the classroom learning environment is prohibited. Individuals cited for creating a noise which disturbs the educational process will be ticketed and referred to the Vice President of Student Affairs for disciplinary action. This includes loud music or other noise from automobiles, as well as excessive noise in the lobby and hallways of campus buildings.

FALSE FIRE ALARM

It is unlawful for any person to knowingly make a false report of fire including activating fire alarms. Any violation of this section is punishable by imprisonment in the county jail not to exceed one year or by a fine not to exceed \$500, or both. The college also reserves the right to take disciplinary action.

SAFE ENVIRONMENT

Jones is committed to providing a safe environment for the college community. Physical or mental abuse of any kind will not be tolerated. Any student involved in a physical altercation will be subject to suspension from the college.

TOBACCO POLICY

In order to promote a healthy environment for students, faculty, staff and visitors, Jones County Junior College is now tobacco-free on all campuses. The use of tobacco products, synthetic smoking

products and electronic smoking devices is not permitted on any Jones County Junior College-owned property, including but not limited to, buildings, dormitories, grounds, parking lots, sidewalks, recreational and sporting facilities and college-owned vehicles.

WEAPONS POLICY

JCJC prohibits weapons from campus as defined by Mississippi state law and college policy. Any student found to be in violation of this policy may be dismissed, expelled or suspended as part of the due process procedure.

EMERGENCY PROCEDURES

Jones County Junior College strives to insure a safe, secure and pleasant atmosphere, conducive to a positive educational process, in our efforts to protect the college community. Safety at Jones is a shared responsibility for all students, faculty and staff and visitors. The college's comprehensive emergency safety plan is available online at

<http://www.jcjc.edu/studentpolicies/docs/emergencyoperation.pdf>

Severe Weather Conditions

Two weather sirens are located on the campus for detecting severe weather. During clear and sunny weather, the sirens will be tested on the 1st Tuesday in each month at 11:00a.m. The following storm warnings are used by the Weather Bureau.

1. SEVERE WEATHER WATCH – Means that weather conditions are such that severe thunderstorms may develop.
2. SEVERE WEATHER WARNING – Means that a severe thunderstorm has developed and probably will affect those areas as stated in the weather bulletin.
3. TORNADO WATCH – A tornado watch is a forecast of the possibility of developing tornadoes in a large area.
4. TORNADO WARNING – Means that a tornado has been sighted and is approaching the area in the warning.

Recommended Action

1. Tornado Watch--The Campus Police will review the tornado plan and notify each building supervisor by phone of impending weather condition. If the building is not designated as a storm shelter, the building supervisor will evacuate the building of all persons to

the designated storm shelter. Continue normal activities but watch for tornadoes.

2. Tornado Warning-- The building supervisors will relocate faculty/staff/students to areas offering the greatest resistance to tornadoes, preferably lowest levels in each building in the hall areas away from windows, glass, etc...SKETCHES OF BEST AREAS OF PROTECTION ARE POSTED ON THE BUILDINGS SAFETY BULLETIN BOARD. Follow sketches for best area of protection to relocate students to safest area in building.

Tornado Safety Rules

1. Students should be moved from upper floors to first floor.
2. Get into the innermost portions of the building with the shortest span.
3. Avoid windows and glass doorways.
4. Do not use elevators.
5. Do not open windows.
6. Get into the inside hallways and close the doors to the outside rooms.

Fire Emergencies

1. Evacuate the building. Occupants are to be at least 300 feet from the structure and out of the way of the Fire Officials.
2. Sound fire alarm nearest to the location of the fire.
3. Confine the fire by closing the door of the area involved.
4. Notify Campus Police at 477-4006 or 477-4169.

Absolutely no one should return to the building until fire department officials declare the area safe.

Bomb Threats

Report threat immediately to Campus Police or school official. If it is determined that the report has merit, evacuation of buildings will be directed by Campus Police.

1. Do not touch any suspicious objects.
2. Report anything out of the ordinary to Campus Police.

3. Evacuation should be to a minimum of 300 feet.

Violent Intruder

In the event of a school shooting or other violent threat, immediately notify Campus Police. Officers in charge will evacuate all persons not directly involved. If the intruder is inside the building with you:

1. Evacuate, if possible to do so safely.
2. If evacuation is not possible, lock door and stay away from the door and windows.
3. If the door cannot be locked, consider barricading the door or determine if you can safely get to a room that can be locked.
4. Dial Campus Police or 911, and advise of what is taking place and your location. Remain on the line to give any other needed
5. Remain in the room until the police or administrator give the "ALL CLEAR" code.

Assault Prevention

1. Lock the doors to rooms at all times if possible.
2. Refrain from propping doors or entrances open.
3. Refrain from allowing strangers to enter rooms or floors.
4. Call Campus Police, building supervisor, instructors or resident hall staff for assistance when needed.
5. Walk with other while on campus.
6. Report suspicious person/activities to residence hall staff or Campus Police immediately.
7. Report crimes immediately to campus officials.

Earthquakes

1. When you feel an earthquake, get under a desk or study table. Stay under cover until the shaking stops.

2. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants and other heavy objects that may fall.
3. Do not use elevators.
4. If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

BUSINESS AFFAIRS

JONES COUNTY
JUNIOR COLLEGE
CLASS OF 1959

HOME OF
THE BOBCATS

- *BUSINESS OFFICE FEES
- *REFUND POLICY
- *BOBCAT BUCKS
- *FINANCIAL AID
- *VETERANS POLICY

VI. BUSINESS AFFAIRS

BUSINESS OFFICE FEES AND POLICIES

Administration Bldg. Room 242

601-477-4013

The Business Office is located on the second floor of the Administration Building. Normal hours of operation are 8:00 a.m. until 4:30 p.m. Monday –Thursday and 8:00 a.m. until 4:00 p.m. on Friday. Prompt and accurate settlement of all accounts is expected of all students.

Fees: The Board of Trustees reserves the right to change any or all fees without notice. For the most recent fee structure, visit our website at: www.jcjc.edu/businessoffice/

Refund Policy

It is the student's responsibility to withdraw officially. Refunds of fees are computed according to the date the student personally contacts the Enrollment Services to complete the withdrawal process, not the last day of class attendance. Requests for exceptions because of extenuating circumstances must be submitted in writing to the Business Office. An administrative committee will review the request, and the student will be notified as to whether or not an exception to the refund policy can be made. The college will not refund fees originally paid by check until the check has successfully cleared the student's bank.

Registration Fee

This fee is not refundable.

General Fee, Technology Fee, Part-time Fee, and Non-Resident Tuition

Students who officially withdraw from school before the end of the term are entitled to partial refunds under certain conditions. Please see the Business Office for detailed information.

College Property

A charge will be made to anyone using school equipment and failing to return it. Periodic inspections of residence hall rooms will be made, and the occupants of the room must pay for any missing or damaged property.

Personal Property Possessions

Even though precaution is taken to maintain adequate security, the college cannot assume responsibility for loss or damage to student possessions. Students are encouraged to carry appropriate insurance to cover such losses.

Receipts for Payment of Fees

The Business Office issues a receipt to the student for each payment made to the college. It is the student's responsibility to keep the receipt in safekeeping. The college cannot assume responsibility for a claim of remittance on account unless the claim is attested by a receipt.

Unpaid Fees

Students cannot receive an official transcript of credit earned and cannot register for other classes until fees are paid. A student who is requesting a transcript of credit, but has unpaid fees, must pay the full amount owed in cash to the Business Office before the transcript can be released. All unpaid fees are subject to collection.

Personal Checks

Students, faculty and staff may not cash personal checks.

Statements of Account

Students are responsible for paying all fees, including room and board, on published due dates. Students needing itemized statements of charges and fees must notify the Business Office and such statements will be provided.

Refunds on Account

Refunds are processed on Wednesdays and Fridays. Refunds are issued based on the selection chosen by the student. Students that have not selected a refund preference should log on to www.enroll.moneynetworkedu.com. You will have an option to choose ACH direct deposit or the JCJC Pay Card, which will be a prepaid MasterCard that will be mailed. To check available card balances or update a refund selection, you may log on to www.moneynetworkedu.com. Visit the refund method webpage at www.jcjc.edu/refunds for a list of FAQs.

BOBCAT BUCKS

Bobcat Bucks is an optional account linked to the JCJC OneCard, giving students the ability to Swipe and Go. This pre-paid, declining balance account is accepted all over campus and at many locations in Ellisville and Laurel. Use it to pay fees in the Business Office, eat lunch, buy books, grab a snack from the vending machines, plus many off campus locations. There are no fees and no minimum balance. You can manage your account online by visiting http://www.jcjc.edu/onecard/onecard_students.php. There you can purchase Bobcat Bucks or view your transaction history. For on-the-go deposits and balance checks download the free Blackboard eAccounts mobile app. Bobcat Bucks are 100% refundable at the end of each term with a balance of \$25 or more.

To learn more, visit the Jones webpage at www.icjc.edu/onecard/bobcatbucks.php.

FINANCIAL AID

Library 2nd floor

601-477-4040

The Financial Aid Office works with students through counseling, resource referral, and resource administration to develop a financial aid package that best meets the needs of each student. Financial aid is available to Jones students from a wide variety of sources. Pell Grants, SEOG, MTAG, Work-Study, MESSG, HELP, and Student Loans are available to students who qualify. Refer to www.icjc.edu to view additional information regarding financial aid.

Students have the option to file a grievance with the Mississippi Commission on College Accreditation. The complaint process applies to conduct or behavior on the part of a Mississippi institution or any of its agents, representatives or employees that constitutes dishonest or fraudulent behavior, including providing false or misleading information to a student; and operation of programs (including distance education) contrary to practices expected by institutional and/or programmatic/specialized accreditors. This process does not apply to complaints related to student grades or discipline/conduct matters. More information on filing a grievance can be found at http://www.mississippi.edu/mcca/student_complaint_process.asp

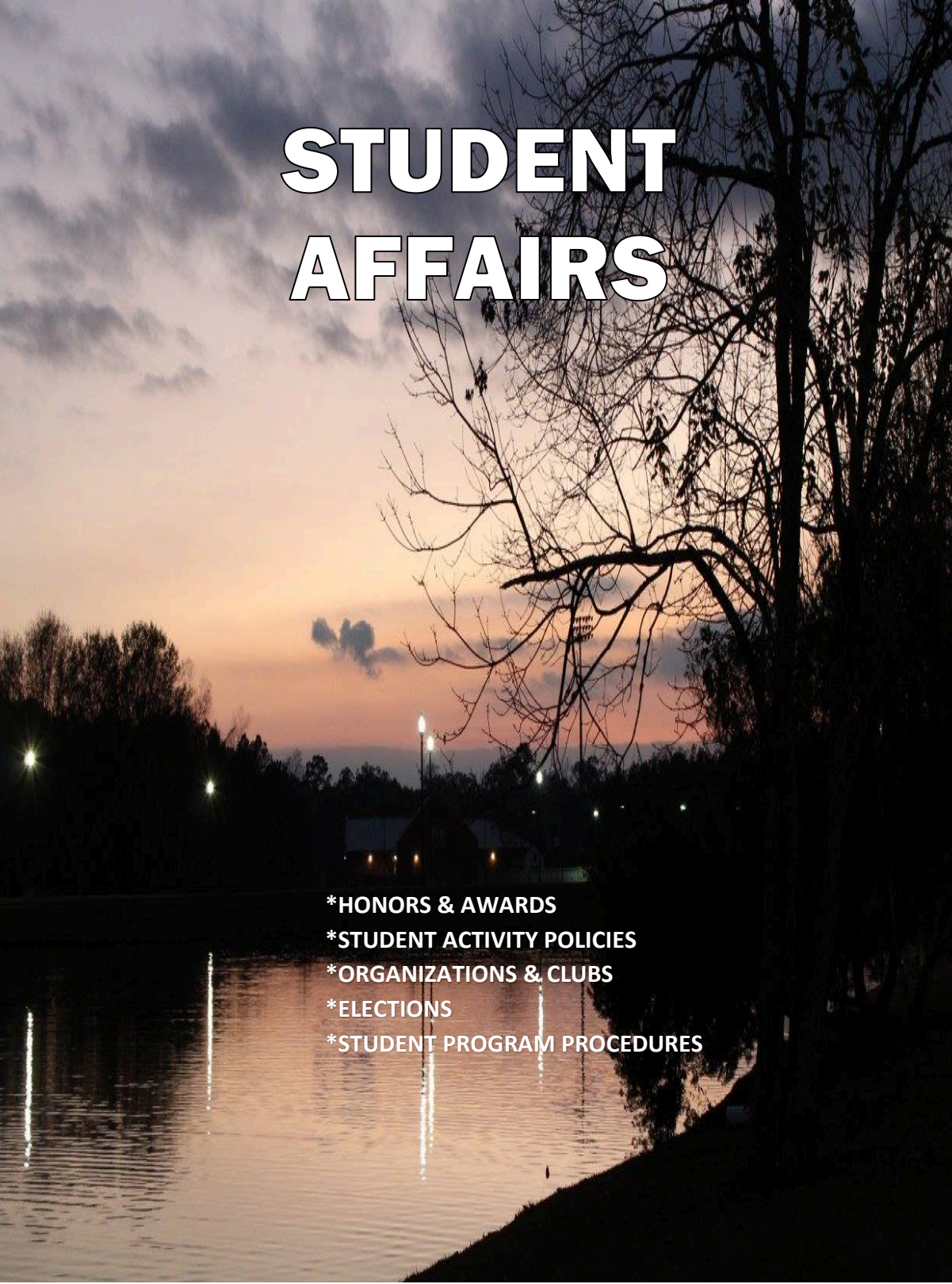
VETERANS POLICY

Library 2nd floor

601-477-4033

The Office of Veterans Affairs will adhere to all minimum standards of progress and attendance that apply to veterans and dependents who are attending Jones under Chapters 30, 31, 32, 33, 34, 35, 1606 and 1607 of Title 38, United States Code. All college policies apply to veterans, as well as non-veterans, and will be equally enforced. Detailed information concerning policies is available in the College Catalog.

STUDENT AFFAIRS

The background of the entire page is a photograph of a serene landscape at dusk or dawn. The sky is a mix of soft pinks, oranges, and blues, with scattered clouds. In the foreground, the dark, intricate branches of a tree are silhouetted against the bright sky. Below the tree, a calm body of water reflects the colors of the sky and the lights from the distant shore. On the far shore, several small, glowing lights are visible, and the silhouettes of buildings and more trees can be seen. The overall mood is peaceful and contemplative.

- *HONORS & AWARDS
- *STUDENT ACTIVITY POLICIES
- *ORGANIZATIONS & CLUBS
- *ELECTIONS
- *STUDENT PROGRAM PROCEDURES

VII. STUDENT AFFAIRS

HONORS

At the end of each semester, special recognition is given to students for outstanding academic achievement. Honors are based on grade point averages and full time status.

President's List - 4.00

Dean's List - 3.50 - 3.99

Faculty List - 3.00 - 3.49

Gold Key Awards

Each year Jones presents eight gold key awards, four to men and four to ladies. The awards are made for the following categories: Honors, Leadership, Sports, and Academic. The recipients of the first three categories are selected by graduating sophomores at the Sophomore Breakfast. The nominees for these awards are selected by a five member committee composed of students and faculty members. The academic awards are based on grade point averages for the two year period at Jones. In case of a tie, duplicate awards are given. A student must have applied for spring graduation and be a full-time student during the spring semester in order to be included in the selection process.

Letter "J" Certificate

The "J" Certificate will be awarded to those students who are enrolled full-time during the fall and spring semesters and who maintain a 3.2 GPA for both the fall semester and the spring semester. The two semesters will not be averaged together to determine eligibility.

Academic Excellence Banquet

Each Spring semester, approximately 40 students are selected to be guests at a banquet in their honor. Selection of these students is coordinated through the Office of Student Affairs and is made on the basis of outstanding scholarship with the remainder being selected from students who have made outstanding contributions to Jones. All students selected must be eligible for graduation by the termination of the succeeding semester.

Who's Who Among Students in American Universities & Colleges and the Jones County Junior College Hall of Fame

Each fall Jones selects students to Who's Who Among Students in American Universities & Colleges. The selection process follows:

1. Members of the Student Council are requested to solicit recommendations from the academic and technical divisions. Student Council members may make nominations.
2. Students who have a minimum 3.5 GPA with 24 hours credit are automatically nominated by the college.
3. Nominees must be eligible for graduation in May or August of the current year.
The committee who selects "Who's Who" is comprised of faculty members representing the various divisions, personnel with direct student contact, and the Vice President of Student Affairs. A list of nominees is provided to the committee members that includes the name of the nominee, major course of study, grade point average, graduation eligibility, and known activities in which the nominee participates.

The Hall of Fame recipients are selected from Who's Who nominees and includes the students who have made major contributions to Jones while maintaining excellent grade point averages.

STUDENT ACTIVITY POLICIES

1. Scheduling and Planning
 - a. All college connected student activities conducted by a student organization at Jones County Junior College must be scheduled by the Vice President of Student Affairs. The Vice President of Student Affairs reserves the right to schedule or not schedule any activity. Where the activity is not scheduled, the sponsoring organization may request a hearing before the Student Affairs Committee. Only approved student organizations may conduct student activities on or off the campus.
 - b. Permission for student activities may be obtained by completing the "Activity/Speaker Application Form" available on the myJones *Insider*. All requests are due in the Office of the Student Affairs five days preceding the activity. All student activities will be scheduled on the activities calendar in the Office of Student Affairs by the designated advisor.
 - c. In the event that any organization may desire to appeal the decision of the Vice President of Student Affairs on any matter, this may be done by making a request in writing to the Vice President of Student Affairs within two days after

said decision is rendered. The Student Affairs Committee will act on the appeal no sooner than two days after the appeal is received by the Vice President of Student Affairs.

d. The administration holds the officers of organizations responsible for the planning, scheduling, and overall conduct of the activities of their organizations. The President of the organization has primary responsibility in seeing that these activities are in accord with college regulations.

e. The college forbids the possession and/or consumption of alcoholic beverages (including beer) on campus and/or at any activity off campus sponsored by a student organization functioning at the college. The college will cooperate fully with state, county, and city laws dealing with alcohol in any age determinants listed in the laws.

f. Sponsoring organizations are expected to maintain certain standards or discretion with respect to dress and behavior.

g. Infractions of the student activity policies will be referred to the Student Affairs Committee.

2. Assemblies Regulations

a. Any student parade, serenade, demonstration, rally, and/or other meeting or gathering for any purpose, conducted on the campus of the institution must be scheduled with the President or Vice President of Student Affairs at least 72 hours in advance of the event. (Forms available in Student Affairs) Names of the responsible leaders of the groups must be submitted to the institution at the time of scheduling. Organizations which meet at regular times and places may, schedule such meetings with the Office of Student Affairs at the beginning of each year.

b. Students assembling for any meeting not authorized in accordance with paragraph one are subject to proper disciplinary action. Students present at such unauthorized meetings are considered to be participants.

c. Any student found guilty at any time of a violation of the law including, but not limited to, destroying or damaging property on the institution campus under any circumstances will be subject to disciplinary action which may result in dismissal from the institution.

d. All students are required to have their ID cards on their person at all times when outside the residence hall to

which they have been assigned by the institution. The same regulations apply to other students who are domiciled elsewhere. Failure to have the ID card on one's person may result in disciplinary action. Giving of false information concerning identification of oneself or anyone else will be grounds for disciplinary action.

e. Any non-student parade, serenade, demonstration, rally, and/or other meeting or gathering for any purpose, conducted on the campus of the institution must be scheduled with the President or Vice President of Student Affairs at least 14 days in advance of the event. Names of responsible leaders of the group must be submitted at the time of scheduling. The terms and conditions of all authorizations for such assemblies will be determined by the institution.

f. Persons who assemble for any such meetings and who fail to comply with the requirements of Section e shall be deemed guilty of trespass and subject to arrest under Section 6724, Mississippi Code of 1942 as amended.

3. Speakers Regulations - Inviting Procedure

a. Request - Prior approval of speakers must be obtained by completing the "Activity/Speaker Application Form" (available on myJones) 14 days prior to the date of proposed speaking engagement. The request shall include:

1. Name and address of speaker
2. Name of sponsoring organization
3. Proposed date
4. Time of meeting
5. Expected size of audience
6. Topic of speech

Decision Scheduled

1. The invitation may be issued.
2. If accepted, inform the Office of Student Affairs in writing of the acceptance.

Decision Not Scheduled

1. Appeal to Student Affairs Committee.

Dead Week

The week and weekend preceding final exams will be dead week when no activities will be held unless authorized by the President or the Vice President of Student Affairs.

ORGANIZATIONS AND CLUBS

The students of Jones are afforded the opportunity of participation in the institution decision making via the Student Government. The Student Government Association serves as an effective and responsible link between the student body and the school administration in changing student policies when the need for such becomes apparent. Recommendations proposed by the Student Government are forwarded to the Vice President of Student Affairs for consideration. The Vice President of Student Affairs then forwards the recommendations to the President of the College for his decision.

Jones County Junior College is committed to the ideal that total education involves more than the pursuit of an outlined college course of study. Therefore, the college provides a variety of extra-curricular activities to supplement the course of study. There is a diversity of student organizations and clubs provided to students on the Jones campus. These organizations and clubs offer students an opportunity to train in the process of democracy and in personal relationships. The principle vehicle of student activity at Jones is the student organizations that may avail themselves of all the privileges relating thereto. Student organizations are characterized by a written constitution and by-laws, officers, an advisor, and a program of projects and activities through which they attempt to carry out their objective. Copies of the Constitution and Policy Steps for chartering new organizations may be obtained in the Student Affairs Office.

Students are urged to become an active member of one or more clubs. By doing so, they contribute more to themselves as well as to the total college program. A calendar of student activities will be kept by the Vice President of Student Affairs. The material on the calendar will be listed on the college calendar which includes all public, student and faculty activities that require permission for the use of the junior college facilities.

A list of clubs and sponsors can be obtained online.

ELECTIONS

Student elections are conducted regularly during the fall and

spring semesters. The Homecoming Court, Freshman Class President, Sophomore Class President, Freshman and Sophomore Class Favorites, and Mr. and Miss JCJC are chosen in the fall. Student Government Officers are chosen in the spring. The Student Government Association notifies students of elections. A copy of the Election Code may be obtained in the Student Affairs Office.

STUDENT PROGRAM PROCEDURES

1. Recommendations for changes or additions may be initiated by the administration, a faculty member, or a member of the Student Government Association.
2. A written proposal of any change or addition should be submitted for review to the Vice President of Student Affairs. This proposal should include the following information:
 - a. Identification or explanation of the proposed change
 - b. Budget information
 - c. Sponsorship information (if needed)
3. Upon decision of approval or disapproval by the administration, the Vice President of Student Affairs will inform the submitting parties of the decision.

Chaperons

Any activity given in the name of a Jones student organization is subject to be required to have chaperons. Student organizations may consult with the Vice President of Student Affairs at any time to determine if certain activities require chaperons.

Conduct

The college regulations governing students and visitors will be maintained at all college sponsored activities.

Enforcement

The responsibility of interpretation and enforcement of college regulations rests with the President and advisor of the organization sponsoring the event and with the official chaperons. Organizations' officers assume full responsibility for the conduct of their members and guests.

Hours

Beginning and ending times for activities, and their duration, will be under the general supervision of the Vice President of Student Affairs. Organizations should specify their desired times when seeking activity approval. Ending times shall be at 10:30 p.m. on the date of the activity unless specified by the Vice President of Student Affairs.

Organization President and Advisors are Responsible for:

1. Keeping the Vice President of Student Affairs informed on any changes in officers of the organization
2. Seeing that the organization complies with the Student Activities Policies in carrying out their activities
3. Attending or having a responsible person attend all meetings called by the Vice President of Student Affairs
4. Returning Activity Evaluation Sheets following each activity

Places

Off-Campus

The sponsoring organizations should check with the Office of Student Affairs to make certain that the place it desires to use is approved.

On-Campus

On-campus places are reserved with the Facilities Coordinator of the College. Policies governing the place will differ from place to place, and care should be taken to become aware of this. The Vice President of Student Affairs must approve facility requests.

Outside areas on-campus are reserved through the Facilities Coordinator. Areas of this nature should be discussed with the Vice President of Student Affairs well in advance of publicity, invitations, etc., concerning the proposed event. In the interest of public safety, health, and the welfare of the students, the Vice President of Student Affairs reserves the right to schedule or not schedule these facilities and/or recommend alternate areas.

Preparation for Activities

1. When the activity date is decided, the date should be recorded on the Student Activity Calendar in the Office of Student Affairs. This should be done in writing. Cancellation of a date should also be in writing.
2. Events relating to the remainder of the planning and preparation should be as follows in this order:
 - a. Confirmation of chaperons.
 - b. Confirmation of place.
 - c. Processing of Student Activity Form within prescribed deadline.
 - d. Other items depending on the nature of the activity, band, food refreshments, etc.

The Vice President of Student Affairs may require door control for student activities, if deemed necessary. The sponsoring organization must make payment in advance, if required, to the

Chief of Campus Police. If door control is required, the following will have effect: Door control shall be maintained by securing men obtainable through the Chief of Campus Police. These may be either campus police officers or off-duty policemen and/or deputies of the Sheriff's Department. These may be engaged through the Campus Police Department.

STUDENT SERVICES

*BOOKSTORE

*JONES ONE CARD

*DINING SERVICES

*FITNESS CENTER

*HEALTH SERVICES

*HOUSING

*HOUSING

*ENROLLMENT SERVICES

*NON-TRAD SUCCESS CENTER

*MAIL

*STUDENT PUBLICATIONS

*INTRAMURALS

VIII. STUDENT SERVICES

BOOKSTORE

Bookstore Hours of Operation

Monday – Thursday: 8:00am – 4:00pm Friday – 8:00am – 3:00pm
Summer Hours 8:00am – 3:00pm Bookstore hours are extended during book rush. The bookstore will be closed in observance of all school holidays.

Bookstore Buyback Policy

Students are required to have student ID. The buyback dates are at the end of the semester and will be posted in the bookstore and on the web- site. A student having a balance due to the college is not permitted to receive cash from the sale of textbooks. However, the bookstore will issue a credit to the student's account in the Business Office for the amount of sale.

JONES ONE CARD

The JCJC OneCard is the official student ID and an essential component of the college living and learning environment. This permanent ID card identifies students as a privileged member of the JCJC community. The OneCard is required for access to library services, cafeteria services, health services, printing services, the fitness center, and college- sponsored events. "Bobcat Bucks" is an optional JCJC OneCard account, giving you the ability to Swipe and Go. Use Bobcat Bucks to purchase the things you need on and around campus. There are no fees, no minimum balance and no overdraft fees.. To learn more, visit the Jones webpage at <http://www.jcjc.edu/onecard/index.php>. The same card must be kept and used for the entire enrollment, even when returning from a previous year or semester. Students should not destroy, lose, bend, or tamper with an ID card. A \$40 replacement fee will be charged at the time of replacement. The ID card should be carried at all times and is to be shown for student identification upon request of any student leader, faculty member, or official member of the College staff. Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of college regulations and subjects the holder to disciplinary action.

DINING SERVICES

JCJC CAFETERIA

Sodexo, Inc. operates an all-you-can-eat cafeteria in the C.L. Neill Student Union. Students who are on a meal plan must present the Jones ONECARD at the cafeteria entrance or pay guest prices for meals.

THE UNION

The Union, located behind the A.B. Howard Gymnasium, was re-designed in 2013 to serve as a central gathering place for Jones County Junior College students. The Union features seating areas, television, wireless Internet access, and food-court seating. Sodexo, Inc. operates a Taco Bell and Bobcat Grill inside The Union.

JAVA CAT AND COFFEE SHOP

Sodexo, Inc. operates two coffee shops on campus. Java Cat, located in the 1st floor lobby of Jones Hall, offers coffee, cappuccino, latte, hot chocolate, smoothies, sandwiches, wraps, salads, pastries and energy drinks. The Coffee Shop, located in the lobby of the Enrollment Services, serves specialty coffees, frozen coffees and smoothies, soft drinks, and pastries.

BOBCAT FITNESS CENTER

The Bobcat Fitness Center in the D.O. Thoms PE Building provides students with a variety of fitness opportunities and recreational activities. The Fitness Center is equipped with cardiovascular exercise equipment, weight training equipment, an aerobics room, a racquetball court, locker rooms, as well as a variety of fitness classes and programs. Students must be currently enrolled and must fill out an application to be eligible for membership. An active Jones ID card is required for entry into the facility. Hours of operation are posted at the facility.

HEALTH SERVICES

Jones encourages health examinations for all students and faculty. The college operates a clinic located in the Home and Health Services Building. The clinic serves both residence hall and day students with a full time nurse practitioner in charge during the school day.

HOUSING

Jones County Junior College provides residence halls for both men and women. Residence halls providing accommodations for approximately 900 students per year, are under the supervision of the Directors of Men's and Women's Housing. Living in the residence halls is considered a privilege. A student's residence on campus is

contingent on that student's compliance with policies established for the general welfare of all residence hall students. Students must be enrolled in a minimum of 15 semester hours and pass a minimum of 9 hours with a semester GPA no less than 1.5 to be eligible for student housing for the following semester (fall/spring).

Efforts are made to ensure a safe and secure environment. Even though precautions are taken to maintain adequate security, the college cannot assume responsibility for loss or damage to student possessions. Students are encouraged to carry appropriate insurance to cover losses. It is the responsibility of all residence hall students to become aware of and observe all published rules found in the Student Handbook and in A Guide to Campus Life, which are furnished upon entrance into a residence hall.

Dorm applications should be addressed to the Housing Office, Jones County Junior College, Ellisville, MS 39437. A non-refundable application fee of \$50.00 should accompany the application. Financial aid cannot be used to cover the application fee. All students must re-apply each school year. Applications are not transferable from one school year to the next.

INTRAMURAL ACTIVITIES

Jones provides a variety of intramural activities for students. Individual activities, as well as team sports, are designed to provide students with opportunities for recreational entertainment and to enhance the overall college experience. The intramural office is located in the D.O. Thoms P. E. Building.

ENROLLMENT SERVICES

The Terrell Tisdale Library Building is home for the Enrollment Services, a unit of the school that supports and enhances the curriculum and meets the educational needs and interest of the College community. The SSC is comprised of an Advisement Center, Counseling Center, Tutoring Services, Library, Media Center, Computer Lab and Academic Enhancement for Athletics.

Advisement Center

The Advisement Center provides academic, career, and life-skills assistance to students of the college. Advisement Specialists are available to assist students in planning an academic schedule, developing study skills, declaring a major, choosing a career path and transferring to a university after graduation. Workshops, educational programming and information sessions are also provided by the center on a variety of topics throughout the semester. The Advisement Center is open from 8:00a.m. - 4:30 p.m. Monday-

Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

Counseling Center

Counseling services are available to students through the Counseling Center in the SSC. JCJC students are given the necessary assistance in planning their college lives in accordance with their individual needs and interest. Guidance in academic, career, and personal areas is provided by the counselors. Referrals to counseling services outside the college are also facilitated by the Counseling Center.

Tutoring Services

The center also provides FREE individual tutoring to students as well as group study sessions. For more information call 601-477-4257.

Academic Coaching

Jones is invested in your student! As part of our Quality Enhancement Plan, JCJC has established an academic coaching program for freshmen students. Academic Coaches are dedicated to helping freshmen students transition to college life and get the most out of their first year of college. While each student's experience may look different, our Academic Coaches work with students in the following areas:

- Improving effectiveness in and out of the classroom
- Connecting students to the campus community
- Building life, leadership and time management skills
- Creating balance and managing stress
- Boosting self-confidence and developing goals for the future

Students will have 2 to 4 meetings with an academic coach per semester to discuss academic strengths and areas of improvements. Meetings will be personalized to the student's individual needs and will focus on motivating the student towards a successful academic experience at Jones. Coaches work closely with academic advisors and other campus partners to support students in achieving their personal, academic, and professional goals. Your student can expect a call from their Academic Coach soon!

Library

The library, which publishes a handbook available at the circulation desk providing both policies and information on using the library, provides the entire college community with up-to-date resources, facilities, and services to support instruction and personal development. The Terrell Tisdale Library opened in January of 1987, and the on-location collection consists of over 77,000 books, periodicals and microfilm items. Electronic databases and indexes are also available both on site and via the Internet.

A valid Jones OneCard is required to check out books, and overdue items do incur fines. The library is open Monday through Thursday

from 7:00 a.m. to 10:00 p.m. and on Friday from 7:00 a.m. to 3:30 p.m. It is closed weekends and school holidays.

Media Center

The Media Center, located on the first floor of the library, houses audio-visual materials. Over 6,000 DVDs are available for student and faculty use. With a Jones OneCard, students may check out audio-visuals not currently needed for classroom use or that are not on reserve. Hours are the same as the library.

Academic Enhancement Program for Athletics

The goal of the Academic Enhancement Program is to provide student-athletes with all the resources needed to have a successful academic career at JCJC. When student-athletes leave JCJC, the knowledge and skills they have obtained will prove to be invaluable. Some of the academic services provided by the Academic Enhancement Program are: structured study hall, computer labs, tutorial services, academic advisement, academic meetings with at-risk student-athletes, communication with instructors regarding academic progress and tracking of degree completion and eligibility.

Computer Lab

The Computer Lab on the first floor offers individual computer access to students. Internet access, word processing, spreadsheet, and other data-based software are available, as well as assistance from library staff. The Computer Lab operates on the same hours as the library.

CAL LAB/eLEARNING OFFICE

The Computer-Aided Learning Lab (CAL Lab) located in the Academic Support Building is available for instructors to bring classes to complete assignments and tests using the internet accessible computers which have word processing, excel spreadsheet, and degree specific software. The eLearning Proctor Testing Center is also located in the CAL Lab for MSVCC testing only.

NON-TRADITIONAL SUCCESS CENTER

Jones operates a Success Center for non-traditional students, providing a variety of support services for students with non-traditional backgrounds. Students are given assistance in planning their college careers, balancing the demands of college, and integrating college classes with the requisites of everyday life. The center also supports a Non-Traditional Student Association which raises monies towards scholarships for non-traditional students. The

Non-Traditional Enrollment Services is located in the Center for Humanities.

MAIL

Mail service is available for dorm students at the Campus Mail Center in the C.L. Neill Student Center. A mailbox is required to receive mail. Dorm students mail should be addressed to Jones County Junior College, Students Name, Box #, 900 S. Court Street, Ellisville, MS 39437. A correct name and box number expedites delivery. Stamps are available for purchase. Outgoing mail leaves at 2:00 pm. Campus Mail Center hours are: Mon- Fri 9am-2pm.

STUDENT PUBLICATIONS

The purpose of student publications is to provide a record of activities and offer students opportunities for experience in journalism through the campus newspaper (Radonian) and college yearbook (Lair). Students participate in the publication of the Radonian and Lair while enrolled in journalism classes.

Advisement Calendar 2018-19

Fall

March-August Early Registration/Jones UpClose

August

- 13 Dorms open at 2pm
- 14 New Faculty Orientation
- 15 Faculty and Staff Orientation
- 16 Faculty Orientation and Registration (9am – 1pm)
- 17 Day, 4W1, 5W1, and 7W1 Classes Begin
- 17 Last Day for 100% Refund for Regular, 4W1, 5W1, and 7W1 Classes
- 20 Evening, AU4, AU8, & WWW Online Classes Begin
- 21 Last Day to Enroll in AU4 Classes
- 22 Last Day to Enroll in Regular Classes
- 23 Last Day to Enroll in AU8 Classes
- 25 Last Day for Schedule Changes (for Students Currently Enrolled)
- 25 Last Day to Enroll in MSVCC Online (WWW) Classes
- 28 Last Day for 50% Refund for AU4 Classes

September

- 1 Freshman Advisement Meeting
- 4 Labor Day Holiday (Evening Classes Meet)
- 5 Last Day for 50% Refund for Regular, 5W1, 7W1 & MSVCC Online (WWW) & AU8 Classes
- 9 Last Day to Withdraw from AU4 Classes
- 13 Last Day to Withdraw from AU8 Classes
- 18 SP4 Classes Begin
- 25 Last Day for 50% Refund for SP4 Classes
- 27 5W2 Classes Begin
- 27 Last Day for 100% Refund for 5W2 Classes

October

- 1 Associate Degree Nursing Application Deadline for Spring Semester
- 1 LPN Nursing Application Deadline for Spring Semester
- 5 Mid Term Grades Due
- 6 Last Day to Withdraw from SP4 Classes
- 8 Last Day for 50% Refund for 5W2 Classes
- 10 Dorms Close at 2pm
- 11 7W2 Classes Begin
- 11 Last Day for 100% Refund for 7W2 Classes
- 11-12 Fall Break (No day classes, Evening classes will meet)
- 14 Dorms Open at 2pm
- 15 4W3, OC4 and OC8 Classes Begin

- 15 Last Day for Refund for 4W3, OC4 and OC8 Classes
- 15 ½ Tuition Payment Due in Business Office
- 22 Last Day for 50% for OC4 Classes
- 24 Early Registration for Spring '19
- 25 Last Day for 50% Refund for 7W2 Classes
- 29 Last Day for 50% Refund for 4W3 and OC8 Classes

November

- 1 5W3 Classes Begin
- 1 Last Day for 100% Refund for 5W3 Classes
- 4 Last Day to Withdraw from OC4 Classes
- 4 Last Day to Withdraw from MSVCC Online (WWW) Classes
- 12 4W4 and NO4 Classes Begin
- 12 Last Day for Refund for 4W4 and NO4 Classes
- 15 Last Day for 50% Refund for 5W3 Classes
- 15 EMT Application Deadline for Spring Semester
- 16 Last Day for 50% Refund for NO4 Classes
- 16 Dorms Close at 2pm
- 19 – 23 Thanksgiving Holiday
- 24 Last Day to Withdraw from OC8 Classes
- 25 Dorms Open at 2pm
- 26 Last Day for 50% Refund for 4W4 Classes

December

- 1 Last Day to Withdraw from NO4 Classes
- 10-13 Final Exams
- 14 Grades Due by 9am
- 14 Last Day for Administrative Offices to be Open

Spring Semester 2019

January

- 2 Administrative Offices Open
- 3 Registration (9 am – 12pm)
- 3 Dorms Open at 2pm
- 4 Day, 4W1, 5W1, & 7W1 Classes Begin
- 4 Last Day for 100% Refund for Regular, 4W1, 5W1 & 7W1 Classes
- 7 Evening Classes Begin
- 8 Last Day to Enroll in Face-to-Face Classes
- 10 Last Day for Schedule Changes (for Students Currently Enrolled)
- 18 Last Day for 50% Refund for Regular, 4W1, 5W1, & 7W1 classes
- 21 Martin Luther King Holiday (Evening classes meet)
- 22 MSVCC Online, JA4, & JA8 Classes Begin (15W)
- 22 Last Day for 100% Refund for MSVCC Online (WWW) Classes
- 24 Last Day to Enroll in JA8 Classes
- 25 Last Day to Enroll in MSVCC Online (WWW) Classes
- 29 Last Day for 50% Refund for JA4 Classes

February

- 1 4W2 Classes Begin
- 1 Last Day for 100% Refund for 4W2 Classes
- 1 ½ Tuition Payment Due in Business Office
- 5 Last Day for 50% Refund for MSVCC Online (WWW) & JA8 Classes
- 9 Last Day to Withdraw from JA4 Classes
- 11 5W2 Classes Begin
- 11 Last Day for 100% Refund for 5W2 Classes
- 15 Last Day for 50% Refund for 4W2 Classes
- 18 FB4 Classes Begin
- 18 Last Day to Enroll in FB4 Classes
- 18 Last Day for 100% Refund for FB4 Classes
- 19 Last Day for 50% for FB4 Classes
- 22 Mid Term Grades Due
- 25 Last Day for 50% for 5W2 and FB4 Classes
- 28 4W3 Classes Begin
- 28 Last Day for 100% Refund for 4W3 Classes

March

- 1 7W2 Classes Begin
- 1 Last Day for 100% Refund for 7W2 Classes
- 1 ½ Tuition Payment Due in Business Office
- 1 AD Nursing Application Deadline for Fall Semester
- 1 Radiography Application Deadline for Fall Semester
- 2 Last Day to Withdraw from JA8 Classes
- 8 Dorms Close at 2pm

- 9 Last Day to Withdraw from FB4 Classes
- 11–15 Spring Break, Campus Closed
- 14 Last Day for 50% Refund for 4W3 Classes
- 15 Last Day for 50% for 7W2 Classes
- 17 Dorms Open at 2pm
- 18 MR4 Classes Begin
- 18 Last Day for 100% Refund for MR4 Classes
- 18 Last Day to Enroll in MR4 Classes
- 20 Early Registration for Summer/Fall Begins
- 25 5W3 Classes Begin
- 25 Last Day for 50% Refund for MR4 Classes
- 25 Last Day for 100% Refund for 5W3 Classes
- 31 Last Day to Withdraw from MR4 Classes
- April**
- 1 LPN Application Deadline for Fall Semester
- 1 4W4 Classes
- 1 Last Day for 100% Refund for 4W4 Classes
- 6 Last Day to Withdraw from MR4 Classes
- 8 Last Day to Withdraw from MSVCC Online (WWW) Classes
- 9 AP4 Classes Begin
- 12 Last Day to Enroll in AP4 Classes
- 9 Last Day for 50% for 5W3 Classes
- 15 EMT and Radiography Application Deadline for Fall Semester
- 17 Last Day for 50% Refund for 4W4 Classes
- 17 Dorms Close at 2pm
- 18 – 19 Easter Break and Good Friday, Campus Closed (Evening Classes Meet)
- 21 Dorms Open at 2pm
- 26 Graduation Practice
- 26 Sophomore Luncheon
- 27 Last Day to Withdraw from MR8 Classes
- 29-30 Final Exams
- May**
- 1-2 Final Exams
- 1 Pharmacy Technology Application Deadline for Fall Semester
- 3 Graduation
- 3 Final Grades Due by 9am
- 18 Cosmetology Application Deadline for Fall Semester

Summer Semester 2019

May

- 23 Registration (9am – 12pm)
- 27 Memorial Day (Campus Closed)
- 28 4W1 Classes Begin
- 28 Last Day for 100% for 4W1

June

- 3 JN4 and JN8 Classes Begin
- 3 Last Day for 100% Refund on JN4 and JN8 Classes
- 4 Last Day for 50% for 4W1 Classes
- 10 Last Day for 50% Refund for JN4 Classes
- 21 4W1 Classes End
- 22 Last Day to Withdraw from JN4 Classes

July

- 1 JL4 Classes Begin
- 1 Last Day for 100% Refund for JL4 Classes
- 8 4W2 Classes Begin
- 8 Last Day for 100% Refund for 4W2 Classes
- 8 Last Day for 50% for JL4 Classes
- 13 Last Day to Withdraw from JN8 Classes
- 15 Last Day for 50% Refund for 4W2 Classes
- 20 Last Day to Withdraw from JL4 Classes

August

- 2 Final Grades Due by 9am
- 2 Graduation



One Card Services

Your OneCard is your key to campus life.

- 🔑 Identification – Identifies you as a privileged member of the JCJC Community.
- 🔑 Access – Your free access pass to the Bobcat Fitness Center, Health Services, Library Services, Athletic Events and more.
- 🔑 Meal Plans – Fast access to pre-paid meal plans at the JCJC Cafeteria.
- 🔑 Housing – Dormitory access for residents in Anderson Hall, Smith Hall and Wayne Hall.
- 🔑 Bobcat Bucks – Flexible, prepaid spending account for campus. Swipe and Go convenience when you're ready to pay for your fees, books, printing, on-campus dining and vending. Bobcat Bucks is also accepted by many merchants for food, snacks, medicine and gas!
- 🔑 Refunds –electronic disbursement onto pre-paid Discover debit with faster, safer, free access to funds.

Learn more about your OneCard at
www.jcjc.edu/onecard.

The Student Handbook is a compilation of college rules, regulations, policies and procedures pertaining to students. The Handbook is published annually by the Office of Student Affairs. It is possible that policies or rules will change after the publication of this Handbook. Addendums and updates are modified in the online version of the Handbook. Therefore, the online version of the Handbook serves as the official notification for students. Jones County Junior College reserves the right to modify its institutional policies and procedures periodically. Students enrolling in the College are subject to current policies and rules as contained herein and as subsequently stated or modified.

Jones County Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts degrees, Associate in Applied Science degrees, and Vocational Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of Jones County Junior College.



NONDISCRIMINATION STATEMENT

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Dr. Kisha Jones, ADA Coordinator, Student Affairs, phone 601-477-2673; email ADACoordinator@jcjc.edu and (Title IX) Amanda McLeod, Title IX Coordinator, Enrollment Services, Terrell Tisdale Library, phone 601-477-4083; email amanda.mcleod@jcjc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.