



# **STUDENT GUIDE**

## **2023 – 2024**

## CONTACT US

[www.sunyjcc.edu/CollegeConnections](http://www.sunyjcc.edu/CollegeConnections)

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**Jade Barber**, Director of High School Partnerships

[JadeBarber@mail.sunyjcc.edu](mailto:JadeBarber@mail.sunyjcc.edu)

716.338.1167

**Christina Bair**, Administrative Assistant

[ChristinaBair@mail.sunyjcc.edu](mailto:ChristinaBair@mail.sunyjcc.edu)

716.338.1060

**Lisa Cooper**, Navigator/Project Manager

[LisaCooper@mail.sunyjcc.edu](mailto:LisaCooper@mail.sunyjcc.edu)

716.338.1416

### **Mailing Address:**

College Connections

Jamestown Community College

PO Box 20

Jamestown, New York 14702-0020

## JCC CAMPUS CONTACTS

### **Counseling and Career Development Centers** (*Placement testing information and scheduling*)

Jamestown: Wendy Burns – 716.338.1065 or [WendyBurns@mail.sunyjcc.edu](mailto:WendyBurns@mail.sunyjcc.edu)

Olean: Tammy Skroback – 716.376.7559 or [TammySkroback@mail.sunyjcc.edu](mailto:TammySkroback@mail.sunyjcc.edu)

### **Accessibility Services** (*Accommodations for students with disabilities*)

Donald Pool, Coordinator – 716.338.1251 or [DonPool@mail.sunyjcc.edu](mailto:DonPool@mail.sunyjcc.edu)

### **Library** (*Information about remote access and scheduling a class visit to the library*)

Jamestown: Cynthia McKane – 716.338.1126 or [CynthiaMcKane@mail.sunyjcc.edu](mailto:CynthiaMcKane@mail.sunyjcc.edu)

Olean: Kassandra Wegner – 716.376.7594 or [KassandraWegner@mail.sunyjcc.edu](mailto:KassandraWegner@mail.sunyjcc.edu)

### **Help Desk** (*technology issues*)

716.338.1122 or [JCCHelpDesk@mail.sunyjcc.edu](mailto:JCCHelpDesk@mail.sunyjcc.edu)

### **Online Learning** (*Brightspace*)

Laura Parmenter, Director of Online Learning – 716.338.1256 or [LauraParmenter@mail.sunyjcc.edu](mailto:LauraParmenter@mail.sunyjcc.edu)

### **Registrar's Office** (*transcripts and resetting Banner PIN*)

716.338.1018 or [registrar@mail.sunyjcc.edu](mailto:registrar@mail.sunyjcc.edu)

Official transcript must be ordered online through Parchment at [www.sunyjcc.edu/transcripts](http://www.sunyjcc.edu/transcripts)

Call any JCC number toll-free at 800.388.8557.

**For a full listing of JCC campus offices and contacts, visit** [www.sunyjcc.edu/about/hours](http://www.sunyjcc.edu/about/hours)

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## WHAT IS COLLEGE CONNECTIONS?

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College Connections is a concurrent enrollment program, meaning students take JCC courses at their high schools to earn both high school and college credit. Every course taken through College Connections is equivalent to the same course at JCC. More than 2,000 students enroll in College Connections courses every year.

College Connections courses are taught by approved high school instructors who partner with JCC faculty. Courses offered in the high school are consistent with those offered on campus. College Connections courses use the JCC curriculum, follow college assignments and testing requirements, and use college textbooks.

College Connections courses are open to high school seniors, juniors, and exceptional sophomores. Students must meet the same college standards as on-campus students. The content, assignments, projects, and assessments are consistent with those taught on the JCC campus and students work towards the same outcomes. Students who successfully complete College Connections courses earn JCC credit, which is verified by an official transcript.

College Connections courses are a convenient and affordable way to earn concurrent high school and college credit while developing key skills for future success. College Connections students can:

- Save money by reducing future college costs
- Lighten their college course load or pursue a second major
- Enjoy more opportunities in college such as study abroad or internships
- Set themselves apart from other college applicants
- Graduate early by earning transferable credits
- Develop skills for college success while in high school

## NACEP ACCREDITATION

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The College Connections program is fully accredited by **NACEP** (National Alliance of Concurrent Enrollment Partnerships), a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. JCC is only of only 133 colleges in the United States to have attained this prestigious designation. As such, you can be assured that College Connections courses meet the highest quality of standards.

## COST

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College Connections students attending a NYS partner district are charged a reduced in-state tuition rate of \$0 for classes offered at their high school. Most students enrolling in College Connections courses do not incur any costs.

A few courses require non-refundable fees. French and Spanish language courses carry a lab fee, which may or may not be paid for by the high school (check with your high school guidance office.) Students enrolling in online courses are required to pay a technology fee and learning network fee. Students taking a science course that conducts the lab portion on one of the JCC campuses will be required to pay one credit hour of tuition, associated lab fees, and are responsible for any lab materials or textbooks required for the course.

Students who do not reside in Chautauqua or Cattaraugus counties are required to submit a certificate of residence form (see page 6). Those who do not submit a COR form will be given the option of paying tuition (\$227 per credit hour) or will be dropped from the course.

## **IMPORTANT POINTS TO CONSIDER BEFORE ENROLLING**

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**1. All courses are not equal – choose strategically.**

- Be aware of the academic pathway for your future college major and take courses that will likely apply. Many colleges list the program requirements for each of their degrees on their website. You can find degree requirements for JCC at [www.sunyjjc.edu/academics](http://www.sunyjjc.edu/academics).
- Be aware of the required math courses in your future major. Choosing the wrong math course may take you off-track.
- All College Connections students are encouraged to speak with a JCC faculty member, counselor, or College Connections navigator to plan courses that will align with your future academic pathway.

**2. Your grades in College Connections become part of your permanent college record.**

- All College Connections students generate an official JCC transcript.
- The grades you earn now affect your college GPA.

**3. Taking multiple courses without strategy can affect your eligibility for certain majors and/or your desired graduation timeline.**

- Some programs have very little room for free electives. If the credits you earn do not apply to your major, they may not transfer or help you complete your degree any earlier.
- Some programs are very prescribed and have specific sequences of courses. Depending on the mix of College Connections courses you take, you may not be eligible to be in certain majors because you are off-track in your sequence. Consult with the JCC Counseling and Career Center for advice.

**4. Choosing your courses wisely and consulting with a JCC faculty advisor or counselor can start you – and keep you – on a pathway towards your academic goals.**

- Contact Lisa Cooper, College Connections navigator, at [LisaCooper@mail.sunyjjc.edu](mailto:LisaCooper@mail.sunyjjc.edu) or 716.338.1416 to request more information or an appointment.

## WANT TO TAKE A COLLEGE CONNECTIONS COURSE? FOLLOW THESE STEPS:

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### 1. Determine Your Eligibility

Qualified students are primarily juniors and seniors. Sophomores\* are permitted to enroll if they:

- will be 15 years of age or older by the conclusion of the course,
- have earned a cumulative grade point average of 80% or better in previous high school-level coursework,
- are approved for this challenging academic experience by their high school counselors,
- receive permission to enroll in College Connections from a parent/guardian, and
- are approved for enrollment by their instructor during roster verification.

*\*Special considerations may be available for students in P-TECH and other cohort-based programs or in consultation with JCC's College Connections director, the appropriate academic director/coordinator, and the appropriate academic dean.*

Your school counselor will help guide you through the registration process. You will discuss with them which courses interest you and they will go over course prerequisites and placement test requirements, if any, to determine which courses you can ultimately take. A listing of all the courses and student requirements is online at [www.sunyjcc.edu/CCcourses](http://www.sunyjcc.edu/CCcourses).

### 2. Course Requirements and Placement Testing

Some courses have eligibility requirements or prerequisites a student must fulfill before enrolling. JCC uses multiple measures – meaning students have different ways they can show they are eligible to take a course. Each course has its own requirement – visit [www.sunyjcc.edu/CCcourses](http://www.sunyjcc.edu/CCcourses) to view them all.

One way to show eligibility for some courses is by taking the ACCUPLACER Next-Generation placement test. Your school counselor will schedule testing at your high school and tell you the test date and time. You will need to provide personal data, including your Social Security number, at the test site. You will not be able to complete the test without this information. After the test, you will review your results with your school counselor. Like on-campus students, you will have a limit of one test and one retest per academic year. College Connections placement testing takes place the spring semester prior to the upcoming academic year (for example, you will test in spring 2024 to take a course in the 2024-2025 academic year). You must meet testing requirements prior to registering for courses, so make sure you complete testing before you leave for summer vacation!

### 3. Complete Certificate of Residence (COR)

Residents of Allegany, Erie, Wyoming, and other counties outside of Chautauqua and Cattaraugus County must complete a Certificate of Residence (COR) form and have it notarized. Do not sign the form until you are in the presence of a notary. Your school counselor or guidance office will help you with this process and submit the forms to JCC. Submit the form to your high school counselor or the College Connections office before September 22 for courses that start in the fall or February 2 for spring semester courses.

The COR form must be signed, notarized, and submitted once per academic year (so if you submit your form in September, it will cover you through the following summer.) Forms cannot be notarized more than 60 days before the start of classes, or 30 days after the start of classes.

COR forms are available at [www.sunyjcc.edu/CCregistration](http://www.sunyjcc.edu/CCregistration). International students need to provide JCC with a photocopy of their student visa or appropriate documentation in lieu of a COR form.

Students who reside outside of Chautauqua and Cattaraugus counties and *do not* submit a COR form will be given the option to be dropped from their College Connections courses or pay tuition.

#### 4. Register for Classes

Registration for College Connections classes takes place online. Visit [www.sunycc.edu/CCregistration](http://www.sunycc.edu/CCregistration) for a step-by-step guide on how to register for your classes through [DualEnroll](#). If this is your first time registering for a College Connections course, you will create a secure account with a login and password, which you will need to remember for future use. You will also need to provide your Social Security Number so that we can register you for your classes and issue you an official transcript.

The first time you register for College Connections courses, you will need a parent or guardian's consent. Your school counselor or instructor will also verify that you meet the requirements or prerequisites for all courses you select before you are officially registered. Once you are enrolled by the Registrar, you will receive a confirmation at the email address you provided when you set up your account.

*Note: many school districts do not allow emails to come from outside domains, so it is best to use a personal email when setting up your DualEnroll account to ensure you get updates on your registration.*

### COURSE WITHDRAWAL

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You may drop a course in the first few weeks during the open registration period. Once the instructor has verified the roster (census), you must formally withdraw from the course. To formally withdraw from a course, notify your high school instructor and school counselor. You may withdraw from a single, full-term course through the last day of final exams and receive a "W" grade. Withdrawal deadlines are posted at [www.sunycc.edu/CCdates](http://www.sunycc.edu/CCdates). You must discuss withdrawing with their instructor and obtain their signature on the withdrawal form. A school counselor should also sign off on the withdrawal form. If the form cannot be physically signed, you should email the instructor stating that you wish to withdraw from the course and give details as to why. The instructor should then forward this email to the College Connections office.

Failure to properly withdraw from a course will result in the grade you earned in the course being recorded on your official JCC transcript. Students who no longer attend class, quit school, or move out of the district also need to officially withdraw from their College Connections classes through JCC.

### SATISFACTORY ACADEMIC PROGRESS

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Satisfactory Academic Progress is the expectation that students will show steady progress in accumulating credits toward graduation and maintaining a satisfactory Grade Point Average (GPA). Depending on the situation, withdrawing from a course may affect Satisfactory Academic Progress. You should be aware that your future financial aid opportunities may require that you have shown Satisfactory Academic Progress while taking JCC coursework.

## STUDENT RECORDS AND INFORMATION

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### Grades

There is no official JCC grading scale. Grades are at the discretion of the instructor, who will provide you with a syllabus at the beginning of the course that will tell you how your final numerical grade converts to a letter grade on your JCC transcript. JCC uses the following letter grade/quality point conversion. Please note that JCC uses letter grades and there are no minus (-) grades.

Grade	Meaning	Quality Points
A	Excellent	4.0
B+	Very good	3.5
B	Good	3.0
C+	Above average	2.5
C	Average	2.0
D+	Fair	1.5
D	Passing	1.0
F	Failure	0.0

### Transcripts & Transferring Credits

You will need to request a JCC transcript be forwarded to your college of choice to verify the college credits earned through JCC. This process is completed through Parchment. There is a fee of \$8.50 per transcript, which must be covered using a debit or credit card. Once in the system, you will provide demographic information and select where you want the transcript to be sent. It is recommended that you make this request in May/June of your senior year before graduation.

When ordering transcripts, you can select an option “hold for final grades” and the transcript will not be sent until all the in-progress credits are reflected on the transcript. Directions and links to ordering transcripts can be found online at [www.sunyjsc.edu/transcripts](http://www.sunyjsc.edu/transcripts).

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law which requires institutions to maintain the confidentiality of student education records. Pursuant to FERPA, official transcripts, grade reports, and other records of academic performance are available only to the student himself/herself unless he/she files an authorization with the college’s registrar’s office to release this information to others or unless required by law. JCC will not disclose any information from a student’s educational record without the consent of the student. Only those acting in the student’s educational interest are allowed access to student educational records.



## STUDENT ACCOUNTS

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### J-Numbers

In order to be registered for a College Connections course at JCC, students must have a J-Number (JCC student ID number.) This is generated when you create your account in DualEnroll or take the ACCUPLACER (whichever happens first.) Your J-Number is unique to you and should not be shared with others, since it is linked to your personal information. When your J-Number is assigned to you, it is listed on your student profile page in DualEnroll.

### JCC Username

Every student that registers for a JCC course has a student username and email account created. If this is your first time accessing your JCC computer accounts, review [instructions to access your accounts](#).

Your username is the first 6 characters (or fewer) of your last name, the first character of your first name, the first character of your middle name (only if you provided JCC with your middle name when you registered), and a two-digit number (usually 01, 02, or 03). For example, if your name is Jane M. Anderson, your username is andersjm01. If you have a common last name, the two-digit number may increase by 1 (ex.: andersjm02, andersjm03, etc.) The two-digit number differentiates duplicate usernames. Your email address is your username followed by @sunyjcc.edu (ex: andersjm01@sunyjcc.edu).

Your password to log into your student email or other accounts is your birthday in the form of MMDDYY (ex: November 24, 2003 would be 112403).

If you don't know your Banner username and password follow this link to [request username/password](#) or visit [www.sunyjcc.edu/MyJCC](http://www.sunyjcc.edu/MyJCC) and click on the "Username and Password" button.

### MyJCC

Students can access their JCC student accounts and resources at [www.sunyjcc.edu/MyJCC](http://www.sunyjcc.edu/MyJCC). The MyJCC student portal includes links for logging into:

- **Banner** – view your official JCC grades, access a copy of your unofficial transcript, and pay your student bill (if applicable).
- **Brightspace** – some of your instructors use Brightspace to share course material and communicate with you. Online coursework is also conducted through Brightspace.
- **DegreeWorks** – lets you track what courses you have completed and how they apply towards the completion of different degrees.
- **JCC Student Email** – every JCC student, including College Connections students, has a JCC student Gmail email account.
- **Library databases** – research with JCC's library catalogs and collections of print and online publications.

## STUDENT RESPONSIBILITY STATEMENT

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Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work in a timely manner with attention to quality of work.
- avoid making excuses for their behavior.
- communicate in a careful and respectful manner with professors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.

*Endorsed by the faculty September 2008 and by Student Senate October 2008.*

[www.sunyjc.edu/student-life/student-responsibilities](http://www.sunyjc.edu/student-life/student-responsibilities)

## ACADEMIC INTEGRITY

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In order to fulfill one's human potential, it is necessary to be honest and honorable in each of life's endeavors. The pursuit of academic excellence, therefore, must be conducted with the highest levels of honor, integrity, and civility. The community of JCC believes that all students have the right to be educated and fairly evaluated in an environment which promotes scholarly honesty in all aspects of academic endeavor.

### **Why is academic integrity important?**

The college is an academic community whose mission is to promote learning through the acquisition, preservation, and transmission of knowledge. In order to achieve this goal, the college must create and maintain an atmosphere that promotes honesty and the free exchange of ideas, which is the essence of academic integrity. In this setting, all members of the institution have an obligation to uphold high intellectual and ethical standards which, in turn, help maintain the highest standards of academic excellence.

### **What is your responsibility as a student?**

To establish this positive learning environment, students must recognize that their role in their education is active; you, as a student, are responsible for your learning. Specifically, it is your responsibility to protect your own work from inappropriate use by others, and to protect the work of other people by providing proper credit for their ideas. In addition, your behavior must exemplify academic honesty at all times, and you should encourage such behavior in others.

**What are the most common forms of academic dishonesty?**

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as your own, or working jointly on a project and then submitting it as your own. Unintentional plagiarism may occur when students are unaware of the proper methods to use in crediting sources. Whether intentional or not, plagiarism is a violation of the college's standards of academic integrity; you are responsible for learning and following the rules for proper use of sources.
- **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying from or collaboration with another person.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for your own benefit.

**How has the World Wide Web affected academic integrity?**

As the web becomes an increasingly popular source of information for students, new opportunities have been created for plagiarism and other forms of academic dishonesty. Principles of honesty and the expectation that others will be credited for their work apply to information accessed from the web, just as from other sources.

Students need to be especially careful to follow guidelines for academic integrity when using materials whose source is the web.

**How does the college handle accusations that a student has violated standards of academic integrity?**

JCC's [Constitution of the Student Body](#) describes the college's expectations regarding academic integrity in more detail, and outlines the procedures for handling violations of this policy as well as penalties which may be imposed on those found guilty of academic dishonesty. Students found guilty of academic dishonesty are subject to a wide range of penalties depending on the severity of the violation. Note, however, that each violation is treated as a serious breach of the college's expectations for students and will be treated as such.

For more information regarding JCC's Academic Integrity Policy, including links to related websites, please visit the college website at [www.sunycc.edu/student-life/student-responsibilities](http://www.sunycc.edu/student-life/student-responsibilities).

## **CLASSROOM CIVILITY**

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Jamestown Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

### **Expectations of Students in the Classroom**

Your academic attitude is a major factor in your success at Jamestown Community College. You share responsibility, along with your professor and other students, for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your professors and your classmates and becoming self-disciplined in your learning. To create a productive college experience for you and all students, you should:

- Attend class and pay attention. Do not ask the instructor to go over material you missed by skipping class or not concentrating. If you have difficulty understanding the presented material, ask the instructor to assist you.
- Not come to class late or leave early. If you must enter late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class early unless it is an absolute necessity. If you know in advance you will need to leave class early, sit near an exit and inform the instructor prior to class.
- Not talk with other classmates while the instructor or another student is speaking. If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- Show respect and concern for others by not monopolizing class discussion. Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- Turn off all electronic devices, including but not limited to cell phones, pagers, beeping watches. If, due to work or family obligations, you need to remain in contact, inform your instructor ahead of time and set these devices to be as unobtrusive as possible.
- Avoid audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.
- Focus on class material during class time. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet, etc., are unacceptable and can be disruptive.
- Not pack book bags or backpacks to leave until the instructor has dismissed the class.
- Clear any visitors you would like to bring to class with your instructor ahead of time.

### **Your Rights as a Student**

As a student, you have the right to a learning environment free from distractions. If others in your classroom are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor. He or she is responsible for managing the classroom environment and determining the action that should be taken.

### **Consequences of Inappropriate Classroom Behavior**

The instructor has the right and the responsibility to take appropriate action when he or she observes an instance of inappropriate classroom behavior. The form of intervention taken by the instructor will depend on the nature of the misconduct observed. The Constitution of the Student Body outlines the process to be followed and sanctions that may be placed on students who engage in various forms of misconduct. It may be accessed at [www.sunycc.edu/student-life/student-responsibilities](http://www.sunycc.edu/student-life/student-responsibilities).

### **A Final Note**

The college is committed to creating and maintaining an effective community of learners in which all can grow and develop. We look forward to interacting with you in a civil and respectful classroom environment that encourages dialogue, supports the acquisition of knowledge, and assists all students in meeting their academic and personal goals.

## **ABOUT JAMESTOWN COMMUNITY COLLEGE**

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Founded in 1950, Jamestown Community College (JCC) was the first community college certified in the State University of New York (SUNY) system. It is now one of thirty community colleges within the sixty-four member SUNY system.

### **Vision**

To support our students' journey to success in the local and global workplace with quality, in-demand learning experiences.

### **Mission**

Jamestown Community College provides inclusive educational opportunities for all individuals and employers within our region and beyond, focusing on career goals and support through community partnerships.

### **Values**

Our values shape the culture we create, the relationships we cultivate, and the experiences we provide our students.

We are committed to:

1. Serving a diverse student body
2. Providing quality education for all learners
3. Creating a campus environment where all people are valued and given opportunities to succeed
4. Fostering community relationships
5. Responding to learner and employer needs
6. Supporting lifelong learning
7. Embracing change