5/24/2010

JONES COLLEGE * JACKSONVILLE * DISTANCE LEARNING

MINITERM * Spring / Summer 2010

Name: _____ **Approved by:** _____ **Scheduled by:** _____

Address: _____ **Continuing** **Re-Entry** **First Entry** **Number of hours:** _____

Social Security # _____ **Telephone #** _____ **Email:** _____

CODE	COURSE	CRHRS	SEC	INSTRUCTOR
Tuesday and Thursday 6:00 – 7:00 pm				
CIS4365	Computer Security Policies and Disaster Preparedness	3	900	Mathis, R
ENC1101	English Composition I	3	901	
Tuesday and Thursday 7:30 – 8:30 pm				
MAN4151	Organizational Behavior	3	902	McCafferty, F
Tuesday and Thursday 9:00 – 10:00 pm				
MGF1106	Fundamentals of College Math 1	3	903	Mago, Y
Wednesday and Friday 6:00 – 7:00 pm				
CGS1000	Computer Literacy	3	904	Thornton, D
HUM2020	Introduction to Humanities	3	905	
Wednesday and Friday 9:00 – 10:00 pm				
MAN2021	Principles of Management	3	906	Dix, S

Drop/Add Registration Period ----------Monday, June 21 – Sat, June 26
Spring / Summer Mini-term Classes Begin ----------Monday, June 21, 2010
Last Date to Enter Class ----------Saturday, June 26, 2010
Independence Day Holiday ----------Monday, July 5, 2010
End of Spring/Summer Mini-term Semester ----------Saturday, August 14, 2010

Student Orientation ------- Completion of orientation is mandatory
Student orientation available on-line ------- Within 48 hours of scheduling your classes, you will receive an email with directions concerning logging in and completing your DL Orientation.
Scheduled Classes available on-line ---------- Monday, June 21, 2010

If student enrollment in a class substantially reduces during the drop/add period, the class may be canceled and the students rescheduled. Students will be withdrawn from scheduled classes if they have not attended the class at least once during the drop/add period.

Jones College reserves the right to modify the chat and instructor assignments found on this schedule as necessary. Schedules posted on official college bulletin boards will be changed to reflect the correct information.

Official-partial Withdrawal from Classes: Students must officially decrease hours through the Dean's Office for classes during the drop/add period in order not to incur charges for the classes dropped. Once the drop/add period is closed, there will be no tuition adjustment for a reduction in class hours even if the student did not attend the class past the drop/add period.

Official Withdrawal from Classes: See the refund policy published in the Jones College Catalog.

All students must clear with the Financial Aid office prior to meeting with a Dean to schedule. This will reduce the waiting time a student experiences in receiving funds at the start of the term.

Students may be required to complete a Placement Examination for English and Math to determine the level at which to begin. Classes in Basic Essentials of English and Math will offer 3 hours of credit but not be applicable to the standard degree completion requirement of 120 hours. Those scoring satisfactorily will be allowed to begin in English Composition I and /or College Math I.

I acknowledge I have read the information found on this schedule.

_____ _____ _____
Student signature Dean's Initials Date