1/13/2012

JONES COLLEGE * JACKSONVILLE * DISTANCE LEARNING

MINITERM * Winter 2012

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 7:30 – 8:30 pm				
MAN4151	Organizational Behavior	3	900	Dzina, M
Tuesday and Thursday 9:00 – 10:00 pm				
MAN2021	Principles of Management	3	901	McCafferty, F
Wednesday and Friday 7:30 – 8:30 pm				
MAN4401	Labor Relations and Collective Bargaining	3	902	Singh, D
Wednesday and Friday 9:00 – 10:00 pm				
HUM2020	Introduction to Humanities	3	903	Brasca, M

Registration Period ----------January 30 – February 6, 2012
Spring / Summer Mini-term Classes Begin ----------Monday, February 6, 2012
Last Date to Enter Class ----------Saturday, February 11, 2012
End of Winter Mini-term Semester ----------Saturday, April 14, 2012

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, January 30, 2012

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 Students will be withdrawn from scheduled classes if they have not attended the class at least once during the drop/add period.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, Reading 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