2/11/2013

JONES COLLEGE * WEST CAMPUS

MINITERM * Winter 2013

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

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

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

Code	Course	Room #	CrHrs	Sec	Instructor	Code	Course	Room #	CrHrs	Sec	Instructor
Monday and Wednesday 9:00 - Noon						**Tuesday and Thursday – 9:00 - Noon**					
CGS1000	Computer Literacy	301	3.0	600	Roessling, B	MAN2021	Principles of Management	105	3.0	601	Howell, S
Monday and Wednesday 6:00 pm – 9:00 pm						**Tuesday and Thursday – 6:00 pm – 9:00 pm**					
MAN4401	Labor Relations and Collective Bargaining	106	3.0	602	Clayton, D	ENC1101	English Composition I	216	3.0	603	Pollack, G
HUM2020	Introduction to Humanities	109	3.0	604	Johnson, K	MEA283	Job Prep Orientation & Externship	212	4.0	605	Paxton, S

Drop/Add Registration Period ------Monday, February 18 – Fri, February 22, 2013
Winter Mini-term Classes Begin ----------Monday, February 25, 2013
Last Date to Enter Class ----------Saturday, March 2, 2013
End of Winter Mini-term Semester ----------Saturday, April 20, 2013

Student Orientation is mandatory….
Tuesday, February 19 ~ 10:00 – noon or 6:00 – 8:00 pm
AND
Wednesday, February 20 ~ 10:00 – noon or 6:00 – 8:00 pm

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 Students will be withdrawn from scheduled classes if they have not attended the class at least once during the drop/add period.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

New and Reentry Student Orientations for on-ground students: All new and returning students are required to attend an orientation program, either the morning session, 10 A.M., or the evening session, 6 P.M.

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, Reading, and Math to determine the level at which to begin. Classes in Basic 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