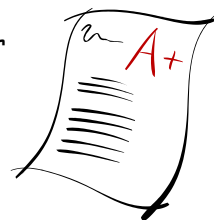


## Time Required for Success....

The guide for college is for every credit hour you are taking you should spend **2 additional hours each week** outside of class reading, doing homework, outlining, writing and memorizing. Ex. ENG 101 is 3 credits x 2 = **6 hours per week** needed outside of class for satisfactory completion of the course.



## Sign up for JALCtxt



If you come to campus or its extension centers for class it is essential you sign up for JALCtxt which will send you a text message if classes are cancelled because of weather, parking is changed or there are other important announcements that will change your travel plans to JALC or its extension sites. Sign up at MyJALC under Campus Resources.

## TIPS for Seamless Success

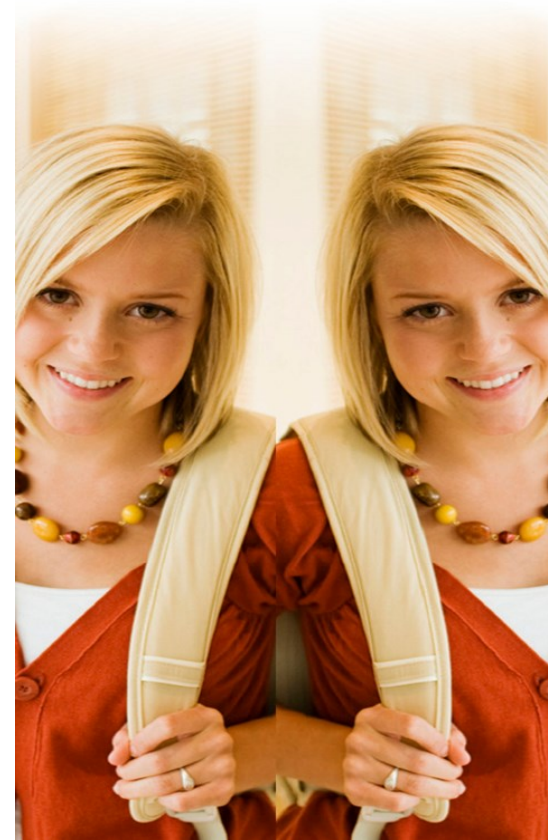
1. Always go through your high school guidance office to register for or drop any class at JALC.
2. Make sure you have ACT, ASSET or COMPASS scores before you try to register. Taking the ASSET or COMPASS at the end of your sophomore year gives you the most opportunity.
3. **Pay your fees on time.** See MyJALC for current due dates. No bills will be sent to you. Failure to pay on time results in you not being able to register for future classes or to receive a transcript of



completed courses.

4. Do not add or drop a course on line—you may give up your tuition waiver.
5. For on-line classes you will have to complete an on-line orientation before the class starts. Be sure you sign into the correct section.
6. If you need to drop a class follow the schedule on JALC's web page so you do not receive 'withdraw' on your transcript which may make you ineligible for financial aid when you enter college.

## Dual Credit/Dual Enrollment At JALC



### Student Information Brochure

Vicky Turl  
Director of Dual Credit/Dual Enrollment  
618-985-2828 ext. 8134

## Signing up for Courses

Dual Credit and Dual Enrollment courses allow high school students to earn college credit before leaving high school. Dual Credit courses are generally taught at the high school by high school faculty with college teaching credentials.

Dual Enrollment courses are taught at the main John A. Logan campus, at the extension centers, or online with the maximum tuition waiver of 8 credit hours per semester.

Please contact your high school guidance department, or call John A Logan College at 618-985-2828 X 8134.

## Danger Danger



Do not add or drop classes on line—this will endanger your tuition waiver and you may be required to pay for the course you added or dropped. See your high school guidance counselor to add or drop a class.

## MyJALC Portal Login Information

Student accounts now have a single sign-on process for MyJALC. This portal includes all student accounts including:

- Voltex
- Volmail
- Desire2Learn

These accounts all use the following single sign-on method:

**Username/Email:** First initial of first name; last name; last 4 digits of student ID; @volmail.jalc.edu

For Example: A student named John A Logan, with a student ID number of **9991234**, would have the email/username: **jlogan1234@volmail.jalc.edu**

**Password:** 2 digit birth day, 2 digit birth month, last 4 digits of social security number

For Example: The student John A Logan, born on **December 30th**, with the **social security number 999-99-6789** would have the password: **30126789**

## MyJALC Portal

Login to your myJALC portal ([my.jalc.edu](http://my.jalc.edu)) for access to your schedule, bill, payment due date, registration, grades, unofficial transcripts, etc.



## Activate Your Volmail Account

All students at John A Logan College are automatically assigned a school email account called volmail.

This is the primary communication source between instructors and JALC and their students. Therefore, not only must it be activated but students must check it on a regular basis.

Please follow the instructions in your MyJALC portal to access your JALC email.



This is our online learning platform for online classes. Set up your login and complete the orientation on your MyJALC portal.

John A. Logan does not discriminate on the basis of race, religion, color, national origin, disability, age or gender orientation.