

# Registration Options

John A. Logan College students have several registration options. Please follow the procedures listed for each option to ensure that your registration is complete and correct.

Students interested in signing up for classes at John A. Logan College using any of the registration options must have:

- ✓ Turned in a completed application to the Admissions Office.
- ✓ Sent in an official copy of either high school or college transcripts.
- ✓ Taken the assessment test if college level English and math have not been successfully completed.

Waiting Lists. Students must realize that courses that are chosen may be closed. In that event, we will attempt to add the student to the waiting list for the closed course. The student will receive a tuition statement if accepted into the course from the waiting list.

Class Cancellation. Students will be notified by letter in the event that any classes are canceled by the college.

Registration Restrictions and Financial Aid Eligibility. Students with an outstanding balance or restriction at the College will not be enrolled until the restriction is lifted. Dependent on federal regulations and course eligibility, students receiving financial aid may not receive reimbursement for all courses.

Assessment. Students new to John A. Logan College must take the Asset/Compass test. This basic skills assessment includes reading, writing, and mathematics. Information from this assessment is used to place students in College classes. Advisement provides one-on-one interaction with a knowledgeable advisor who will provide personalized assistance. Assessment information may be obtained by contacting the Assessment Office in Room C205, or at Extension 8497.

## Registering by WebLink

Students who have previously registered at John A. Logan College may register for classes via the Internet. Students who register online without consulting a College advisor should make sure that the courses for which they are registering are in the curriculum guide for their designated degree or certificate. Students new to the College **must** complete their first registration **in person** with their advisor.



Students with an active personal identification number (PIN) can view their class schedule for the semester in which they wish to enroll, register for classes, check previous grades, and check their account balance at the College.

There is a link to the registration site from the John A. Logan College home page at <[www.jalc.edu](http://www.jalc.edu)>. Click there to begin the Internet registration process. Please be patient. We occasionally experience system overload on the first day of online registration.

Class schedule and tuition statements will be mailed directly to you. You may pay by mail or in person at the cashier's window of the College Business Office (Room C114). *Please be aware that if you are receiving any kind of financial assistance that you must bring your tuition statement to the Financial Aid Office (Room C210) for processing. Students who fail to do so may be dropped for non-payment.* Make sure that the Admissions Office has your current address, major, and intent.

## Registering Through an Academic Advisor

Students may register in person by appointment through the Admissions Office during regular office hours.

## Registering Through E-mail, Text Message or Fax

New students will be required to complete the Student Information for before being able to register for classes. Send an email or text including your course selections to [registration@jalc.edu](mailto:registration@jalc.edu) or fax to (618) 985-4433 during the following hours:

- 8:00 a.m.—4:00 p.m., Monday—Thursday
- 8:00 a.m.—2:00 p.m., Friday

Registration is limited to 12 credit semester hours or less and students may not enroll through this option in any course with a prefix of MAT, ENG, CHM, PHY or in Allied Health majors.

Students must include the following:

- ✓ Student Name
- ✓ Address
- ✓ Telephone Numbers (home and work)
- ✓ Course Prefix, Course Number, Section No. for each course

Complete this form and bring it with you when you meet with your advisor. Do **not** mail this form. It is a planning guide, not the actual registration form.



## Registration Worksheet

Date \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_  
Street Address City State Zip Code

Telephone No. \_\_\_\_\_

Semester: FL \_\_\_\_\_ SPR \_\_\_\_\_ SMR \_\_\_\_\_

Area of Study (Major) \_\_\_\_\_

PCS Code \_\_\_\_\_ CIP Code \_\_\_\_\_

My academic intent is (please ✓ check):

- To prepare for transfer to a four-year college or university.
- To improve skills for my present job.
- To prepare for a future job immediately after attending the community college.
- To prepare for the GED test or improve basic academic skills.
- For personal interest/self development; not career-oriented.
- Unknown/other.

| <i>Action Code</i>       |              |                   |                    |                 |             |             |                 |                   |  |   |                                       |
|--------------------------|--------------|-------------------|--------------------|-----------------|-------------|-------------|-----------------|-------------------|--|---|---------------------------------------|
| <i>AU ....Audit</i>      |              |                   |                    |                 |             |             |                 |                   |  | <i>Faculty complete only if dropping after 12th week.</i> |                                       |
| <i>Add ...Add</i>        |              |                   |                    |                 |             |             |                 |                   |  |   | <i>Student should be (circle one)</i> |
| <i>Drp....Drop</i>       | <i>Dept.</i> | <i>Course No.</i> | <i>Section No.</i> | <i>Sem Hrs.</i> | <i>Days</i> | <i>Time</i> | <i>Room No.</i> | <i>Instructor</i> |  |   | WP WE                                 |
| <i>W ..... Wait list</i> |              |                   |                    |                 |             |             |                 |                   |  |   | WP WE                                 |
|                          |              |                   |                    |                 |             |             |                 |                   |  |   | WP WE                                 |
|                          |              |                   |                    |                 |             |             |                 |                   |  |   | WP WE                                 |
|                          |              |                   |                    |                 |             |             |                 |                   |  |   | WP WE                                 |
| Total Semester Hours     |              |                   |                    |                 |             |             |                 |                   |  |   |                                       |

Reason for Drop (please ✓ check):

|                                   |   |                                      |   |                              |
|-----------------------------------|---|--------------------------------------|---|------------------------------|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Per instructor | <input type="checkbox"/> Financial   | <input type="checkbox"/> Transportation | <input type="checkbox"/> Job |
| <input type="checkbox"/> Personal | <input type="checkbox"/> Health         | <input type="checkbox"/> Other _____ |   |                              |

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of the Dean for Student Services is required for overload (over 24 hours), late add of a course, or drop from a class other than on current date.

Advisor's Signature \_\_\_\_\_ (Code) \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_