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 courses 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.

Testing Services. 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 through the Student Portal

Students who have previously attended John A. Logan College may register for classes through the Student Portal. When registering online without consulting an Academic advisor, the student is responsible for ensuring that registered courses are required for the specific degree or certificate.

To register, students access the Portal from the College home page at jalc.edu by clicking the blue MyJALC tab. Once logged in, students may select the “Add/drop classes” icon to search for, and enroll in classes. Students should contact the IT Help Desk at extension 8388 if they have problems accessing the Portal. In addition, students may pay their bill through the Portal, by mail, or in person in the Bursar’s Office in C213. Failure to pay the bill by the specified due date may result in being dropped from classes for non-payment.

A student can view their grades, class schedule, account balance, and unofficial transcript through the Student Portal at my.jalc.edu/ics.

Registering Through an Academic Advisor, Email, Text Message or Fax

New students will be required to complete an application and submit all transcripts and test scores before being able to register for classes. Students may register in person by appointment through the Admissions Office during regular office hours.

Students may also send an email or text including your course selections to registration@jalc.edu or fax to (618) 985-4433 between 8:00am – 4:00pm, Monday-Thursday or 8:00am – 2:00pm, 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: Student Name, JALC ID number, 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.

John A. Logan College

Registration Worksheet

Date ____________________________

Name ____________________________

Last __________ First __________ Middle __________

Mailing Address ____________________________

Street Address __________ City __________ State __________ Zip Code __________

Telephone No. ____________________________ My academic intent is (please check):

Semester: FL _______ SPR _______ SMR _______

Area of Study (Major) ____________________________

PCS Code __________ CIP Code __________

[Checkboxes and options]

Action Code

AU . . . Audit
Add . . . Add
Drp . . . Drop
W..... Wait list

Dept. | Course No. | Sectio n No. | Sem Hrs. | Days | Time | Room No. | Instructor

|       |           |            |         |     |      |          |          |
|       |           |            |         |     |      |          |          |
|       |           |            |         |     |      |          |          |
|       |           |            |         |     |      |          |          |
|       |           |            |         |     |      |          |          |

Total Semester Hours ____________________________

Reason for Drop (please check):

☐ Academic ☐ Per instructor ☐ Financial ☐ Transportation ☐ Job

☐ Personal ☐ Health ☐ Other ____________________________

Student’s Signature ____________________________ Date __________

Approval of the Dean for Student Services is required for overload (over 18 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 __________