

## Essential Tasks for New Students

- Complete the items on the “New Students Start Here” page. Once you do this, you will have configured your College accounts. Your JALC email account is called “Volmail.” **Information from the College, and your instructors, will be sent to your Volmail address, including class cancellations and course information. To be successful at the College, you MUST check Volmail on a regular basis.**

[Click Here for the Easiest Way to Check Your Volmail](#)

- New students must provide the Admissions Office **proof of in-district residency**, and a **final high school transcript, by the 10<sup>th</sup> day of classes**. Failure to provide this information will result in being charged out of district tuition, and having a registration hold placed on your account.
- Login to **MyJALC** to view your schedule, bursar bill, and more. **Make sure your contact information including your personal email address, home address, and phone number is correct.** Contact the Admissions Office to update any incorrect information.
- New students need to have their **photo** taken at the College’s Library for their **Student ID Card**. While you’re there, you can pick up a **library card** as well.
- Pay **tuition** and fees on **MyJALC**, at the Bursar’s Office, or by phone with a credit card. If you receive financial aid that covers tuition and fees, be sure to complete all of the required paperwork. To make a payment or sign up for a payment plan, log into MyJALC, on the **Students** tab, scroll down to “**Student Accounts**,” and click “**View my financial account.**”
- If you are receiving any type of **financial aid**, login to **MyJALC** and click on **Financial Aid** on the **Students** tab, to view the status of your award.
- If you are receiving a **scholarship** (other than state or federal financial aid), be sure to check with the JALC Foundation Office in B33, or by email ([foundation@jalc.edu](mailto:foundation@jalc.edu)), to make sure the scholarship is credited to your account.
- Purchase or rent **books for your classes** at the [Bookstore](#).