

# JALC

## NEW STUDENT CHECKLIST

### ACCESS THE STUDENT PORTAL AND VOLMAIL

Once you have been admitted to the College, temporary login information is sent to the email address listed on your college application. Once you register for classes, your VOLmail email address, Username/Student ID & Password are sent to that same personal email. This will allow you access to D2L and MyJALC within 24 hours.

Visit [jalc.edu/it/new-students-start-here/](http://jalc.edu/it/new-students-start-here/) for more info or contact the Help Desk for assistance at [helpdesk@jalc.edu](mailto:helpdesk@jalc.edu)

### SUBMIT REQUIRED ADMISSIONS DOCUMENTATION

New students need to provide the Admissions and Records Office proof of in-district residency and a final high school transcript by the first day of classes. Failure to provide this information will result in being charged out of district tuition and a registration hold being placed on your account.

Learn more about residency verification & required documents here: [jalc.edu/admissions/](http://jalc.edu/admissions/)

### PAY TUITION AND FEES

Pay tuition and fees on MyJALC, at the Bursar's Office, or by phone with a credit card. Tuition amount and deadlines are on MyJALC. If you will receive a refund, activate your account with Nelnet through MyJALC.

If you receive Veteran Benefits or Financial Aid, confirm with the Financial Aid Office that you have all the correct paperwork submitted. For questions, refer to [jalc.edu/financial-aid/](http://jalc.edu/financial-aid/)

Scholarships can be applied for and awarded by the Foundations Office or online at [jalcfoundation.org](http://jalcfoundation.org).

### PURCHASE TEXTBOOKS AND CLASS MATERIALS

Look up what course materials you need and purchase through our bookstore. These items can be picked up at JALC after ordering online.

Look up your textbooks at [jalc.ecampus.com](http://jalc.ecampus.com)

### SIGN UP FOR JALC ALERT & JTEXT

1) JALCAlert system is designed to inform subscribers in the event of campus closures or emergencies. Set up your JALCAlert account at [jalc.edu/admissions/jalcalert/](http://jalc.edu/admissions/jalcalert/)

2) JText is for academic offices to communicate directly with a student via text. Students can sign up in MyJALC under "My Forms" or here: [https://my.jalc.edu/ICS/Students/My\\_Forms.jnz](https://my.jalc.edu/ICS/Students/My_Forms.jnz)

### GET YOUR STUDENT ID AND LIBRARY CARD

Visit the library to have your photo taken and your JALC Student ID card printed. You can also check in at the front desk to receive your Student Library Card. An additional form of ID will be needed to obtain both.