

How to Apply

Admission to Jefferson Community College

Jefferson Community College is a member of the State University of New York and is officially designated as a full opportunity college. Admission to Jefferson is determined without regard to race, color, sex, religion, age, national origin, disability, or sexual orientation of the applicant.

General Information

Admission is open to any individual whose academic records, potential and personal qualifications indicate that he or she could successfully pursue one of the programs of study. Jefferson Community College is sponsored by Jefferson County and residents of the county are given first preference for admissions, but the College accepts and encourages applicants from other counties as well as other states.

Admission Requirements

Admission to a program of study will be determined by individual academic preparation. Applicants must be a graduate of an accredited high school, have earned a GED (high school equivalency diploma) or meet the academic standards on the College Placement Test (CPT). Diplomas such as IEP (Individual Education Program diploma) are not valid for admissions unless the school certifies the student has met all requirements including successful completion of the New York State Regents competency tests.

Applicants who have not completed high school graduation requirements will be considered for admission based on their demonstrated ability to benefit from college level work. Their ability to benefit will be determined by scores on the CPT test administered by the College Learning and Success Center. Students who are admitted but do not have a high school diploma must complete their equivalency diploma. The equivalency diploma may be completed by the GED Exam or by earned credit (see the 24 Credit Hour Rule). These credits can generally be applicable to degree or certificate requirements. Contact the Admissions Office for details.

The College reserves the right to determine full or part-time study, admissibility to certain programs and matriculated status.

How to Apply for Admission to Jefferson

Complete the attached free application or apply on-line at www.sunyjefferson.edu. Complete sections 1, 2, and 3. Section 4 is to be completed by transfer students only. All students must check a selection from section 5 *program of study*.

• Current High School Students:

If you are enrolled in high school, complete the JCC free application and request your high school transcript be sent to the JCC Admissions Office.

• High School Graduates:

If you have graduated from high school, complete the free application and contact the high school and request your official transcript be sent. If you have a GED (General Education Diploma), mail or bring in a copy of your GED score report and diploma with your free application for admissions.

• Applicants Without a GED or High School Diploma:

If you have not completed high school graduation requirements or attended a high school not recognized by New York State Education Department, complete the free JCC application and return it to the Admissions Office. You will be contacted directly and scheduled for the CPT test and an interview.

Admission with Advanced Standing (Transfer Student)

Students who have attended another college and wish to transfer credits to Jefferson must follow the same application procedures as a new student. Official college and high school transcripts must be requested by the student and sent directly to the Admissions Office. Transfer credit cannot be granted unless an official transcript is provided.

Readmission

Students who previously attended Jefferson Community College as a matriculated student and are in good standing are welcome to re-enroll. If it has been 6 or more years since attending, it is necessary for the student to re-apply. Otherwise students may contact the Advising Center, 315-786-2271, to schedule an appointment for registration.

Readmission after Dismissal

Students who have been academically dismissed and have not attended as a matriculated student for at least one semester may request readmission through the Admissions Office. The Director of Admissions will review the request to determine if the student has addressed the issues relating to previous failure. Students are encouraged to try again to complete their college program once adjustments are made.

Admission for a Second Associate Degree

JCC graduates seeking a second degree from the College must apply through the Admissions Office.

JEFFERSON COMMUNITY COLLEGE APPLICATION FOR ADMISSION

Admissions Office
The Jules Center, Bldg #6
1220 Coffeen Street
Watertown, NY 13601



Phone: 1-888-435-6522 or 315-786-2277
Fax: 315-786-2459

Online application available at
www.sunyjefferson.edu

Section 1: I.D. # / Personal Information

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Last name: _____ First name(Full/Legal): _____ Middle name: _____

Do you have any educational records under a different/former name(s)? If yes, please list:

Former name(s): _____

Male: Female:

Current Address:

Street: _____

City: _____ State: _____ Zip: _____

County: _____ Country (if not US): _____

Telephone (Home): _____ (Cell): _____

Email Address: _____

Are you a United States Citizen or permanent resident?

Yes No, my country of citizenship is: _____ My country of birth is: _____

If you are not a U.S. citizen or permanent resident, you will need form I-20 which can be obtained upon completion of the supplemental international application available on our website at www.sunyjefferson.edu or by contacting the Admissions Office.

Indicate your military affiliation if applicable: Active Duty Active Duty Family Member Veteran

NOTE: For information on the SOCAD Agreement (Servicemembers Opportunity Colleges Army Degrees) please visit The Robert C. McEwen Library and Education Center, Building P-4300, at Fort Drum, NY or call 315-773-9007.

Complete this section for U.S. Office of Education information only. Your response does not affect your admission.

1a. Are you of Hispanic or Latino origin: Yes No

1b. If Hispanic/Latino, is your background (select one): Central American Dominican Mexican
 Puerto Rican South American Other Hispanic/Latino

1c. Indicate your ethnicity by selecting one or more of the following:

White Asian Native Hawaiian / Pacific Islander
 American Indian/Alaskan Native Black

NOTE: All applicants are required to respond to this question. Failure to do so will put your application on hold until a response is obtained.

Have you ever been convicted of a felony? Yes No

Have you ever been dismissed from a college for other than academic reasons? Yes No

Section 2: Enrollment Information

• Are you planning to earn a degree entirely online? Yes No

• Are you currently or have you previously attended JCC? Yes No
If yes, semester last attended: _____ Are you a JCC graduate? Yes No

• Are you planning to attend on a full-time or part-time basis? Full-time Part-time

Indicate the semester and year you wish to begin your studies:

August (Fall) January (Spring) June (Summer) of _____ (year)

• If you are enrolling in early/late session at our Fort Drum extension site or on campus, will you be attending:

Early Session Late Session Special Session

Section 3: High School Information

High School: _____ City: _____ State: _____

Please check the following that apply:

Did not graduate high school or earn GED

(Official High School Transcript or GED required for verification.)

High School Diploma Date: _____ or Anticipated Graduation Date: _____

GED Date: _____

Home-Schooled

Early Admission (For high school students who will be attending classes on Jefferson's campus). Students must complete a supplementary application obtained through the Admissions Office and must be recommended by their high school counselor or principal. Permission of a parent or guardian is also required.

Section 4: College Background

Please list the full names, states, and dates of attendance from all colleges previously attended. List the most recent college attended first.

Complete College Name:	City:	State:	Dates Attended (from/to):
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been dismissed from a college for other than academic reasons? Yes No

If you need a financial aid packet mailed to you, please check here. Yes
(You may file online at www.fafsa.ed.gov)

Section 5: Programs of Study

JEFFERSON COMMUNITY COLLEGE PROGRAMS OF STUDY

Please check the program of study that reflects your educational goal.

Career (A.A.S.)

- Accounting A.A.S.
- Animal Management A.A.S.
- Business Administration A.A.S.
- Computer Information Technology A.A.S.
- Early Childhood A.A.S.
- Fire Protection Technology A.A.S.
- Hospitality & Tourism A.A.S.
(must select one concentration)
 - Culinary Arts
 - Hotel/Restaurant Management
- Individual Studies A.A.S.**
- Nursing A.A.S.*
- Office Technologies - Administrative Assistant A.A.S.
- Office Technologies - Medical A.A.S.
- Paralegal A.A.S.
- Paramedic A.A.S.*

Certificate Programs

- Accounting
- Criminal Justice
- Hospitality and Tourism
- Office Studies
- Paramedic*
- Teaching Assistant

Transfer (A.A./A.S.)

- Accounting A.S.
- Business Administration A.S.**
- Computer Information Systems A.S.
- Computer Science A.S.
- Criminal Justice A.S.**
- Engineering Science A.S.
- Human Services A.S.
- Individual Studies A.A.**
- Individual Studies A.S.**
- Liberal Arts & Sciences - Humanities & Social Sciences A.A.**
- Liberal Arts & Sciences - Mathematics & Sciences A.S.
(must select one concentration)
 - Mathematics
 - Science
 - Allied Health
- Liberal Arts & Sciences - Childhood Education A.A.
(Teacher Education Transfer)
(must select one concentration)
 - Mathematics
 - Biology
 - Chemistry
 - English
 - Earth Science
 - History
 - Physics
 - General Science

One + One Programs

- Forest Technology with State University of New York at Wanakena

Jointly Registered Programs with the State University of New York at Potsdam

- Business Administration, B.S.
- Liberal Arts & Sciences: Childhood Education
 - Early Childhood Education, B.A. (birth to grade 2)
 - Childhood Education, B.A. (grades 1-6)

* Completion of Supplemental Application Required.

** Degree Programs Available Completely Online

I'm undecided about my program of study, please contact me. (Until program of study is established, application is on hold.)

Student Signature: _____ Date: _____

The information that I have provided on this application is true to the best of my knowledge. I realize that any deliberate falsification or misrepresentation of information may result in either denial of admission or dismissal from the College.

Frequently Asked Questions

What is a matriculated student? A matriculated student is one who has formally applied and has been accepted into a degree or certificate program. ONLY matriculated students may be eligible to receive financial aid and be awarded a certificate or degree.

What is the difference between full-time and part-time study? Full-time or part-time study is determined by the number of credits a student takes each semester. Full-time students are enrolled in 12 credits or more; part-time students are enrolled in fewer than 12 credits. For each credit, a student will spend approximately an hour per week in the classroom.

What is the difference between an A.S. and an A.A.S. degree? A.S. degrees are designed to prepare a student for transfer into a baccalaureate degree program. An A.A.S. degree prepares students for employment directly after graduation with their associate degree.

What if I am uncertain regarding my program choice? If you are uncertain, JCC offers an exploratory option. An admissions counselor can assist you by reviewing programs and options.

When should I apply? It is recommended to apply early because students who apply early will have the best opportunity to select the courses and times they want. Registration for fall begins in May. Registration for spring begins in November.

When I apply for admissions, how soon will I hear from Jefferson Community College? We have a rolling admissions program. That means we respond to each application when it is received. Once an application is complete a student is typically notified of their admission within 48 hours!

Do I need to take the assessment test? A determination is made once the Admissions Office receives official high school and college transcripts. The goal of assessment testing is to give each student the best start! A study guide is available online and by request from the Admissions Office.

What is advisement and registration? Once accepted to a particular program, students can register through the Advising Center. The advisor and student discuss the student's academic and career plans and then formally register for classes. Registration involves the actual selection of classes for the upcoming semester.

I've been out of school for 15 years; do I need my high school transcripts? Yes, the admissions process requires verification of high school graduation for all applicants. If providing this documentation is a problem, call Admissions at (315)786-2277 to discuss a solution.

I want to obtain a bachelor's degree. Will my Jefferson Community College credits transfer to a college or university offering a bachelor's degree? The academic credits you earn at Jefferson will transfer to colleges or universities in the United States. Also, we have agreements with SUNY Colleges and many private colleges. Transfer agreements mean that you are provided the best advisement and opportunities for successful transfer.

Do you offer courses or degree programs online? Yes! We offer six degree programs completely online. Please see section 5 of the application.

Are there campus tours? Yes! Tours are available upon request. JCC also offers an opportunity for students to shadow classes for the day! For information, call Admissions at (315)786-2277 or 1-888-435-6522.

Revised 03/15/10