

Steps for Enrolling in Quick Step Plus College Algebra

Enrollment Deadline is October 20, 2011

Begin the process well in advance of the deadline!

Step 1 – Complete the JCCC Application and High School Authorization Form

Apply for admission and complete the high school authorization form right away. **You must have Step 1 completed before proceeding with the other steps.**

Application for Admission: Visit www.jccc.edu/creditapplication to complete an application.

High School Authorization High School Authorization Form: This form is available from your high school counselor, and requires the signature of your high school principal. You only need to complete this form once while in high school regardless of how many courses you take through JCCC.

Step 2 – Return Application and High School Authorization Form

If you complete the Application for Admissions online, you will only need to fax, bring or mail the high school authorization form to JCCC.

Important-Just by submitting the Application for Admission and the high school authorization form, you **are not** enrolled in Quick Step Plus College Algebra. **You must complete all 4 steps.**

Note: Steps 1 and 2 must be completed before continuing to Step 3.

Step 3 - Assessment Test / Submit Test Scores

This test is taken at the JCCC Testing Center, 3rd floor, and requires a photo ID and JCCC ID#. Your high school instructor will prepare you in class during the first 6 weeks of school to take the COMPASS. Wait until your instructor tells you to take the COMPASS. **Please make sure you have mastered the COMPASS Algebra Review before taking the COMPASS Math Assessment.**

Important Facts:

- Your application must be processed before taking the COMPASS.
- Allow at least three business days for your application to be processed.
- To take Quick Step Plus College Algebra you must meet the math prerequisite for the course.

There are 2 ways to meet the math pre-requisite:

a. Placing into College Algebra or higher on the COMPASS. All COMPASS assessment tests will be administered on a computer in the Testing Center on the 3rd floor of the Student Center. Visit www.jccc.edu/testing for testing center hours, study guides and sample questions.

Please do not wait to test!

b. A math sub-score on the ACT of 26+ or math sub-score on the SAT of 590+. For ACT/SAT reporting original test results are required. ACT/SAT scores must be less than two years old.

- Copies and web printouts are not accepted.
- Test scores listed on high school transcripts are acceptable. High school transcripts must sent directly from the high school to be official.
- Students can hand-deliver original test results to JCCC:
 - Student Success Center
 - 2nd Floor, Student Center Building
 - Johnson County Community College
 - 12345 College Boulevard
 - Overland Park, KS

Note: Steps 1, 2 and 3 must be completed before continuing to Step 4.

Step 4 – Enroll and Pay the Same Day

You will need to enroll and pay **by October 20**. The CRN numbers for the high schools are listed below.

High School	CRN
Baldwin	81916
Bishop Miege	82808
BV High	81666
BV North	82561
BV Northwest	82400
BV Southwest	82065
BV West	82052
DeSoto	81915
Eudora	81918
Gardner	82401
KC Christian	81913
Maranatha	81911
Mill Valley	82066
Olathe East	81917
Olathe North	81912
Olathe NW	81914
Olathe South	83227
SM East	83228
SM North	81910
SM Northwest	82399
SM South	82806
SM West	82807
St James	84387
St. Thomas Aquinas	84388
Spring Hill	83703

Note the five-digit Course Reference Number (CRN) for your high school. It is extremely important that you enroll in the right section, so double check the CRN before you enroll. Quick Step Plus College Algebra is a year-long course.

October 20, 2011- Enrollment Deadline

Note: Do not wait until the deadline to enroll, as this date cannot be extended. Regardless of circumstance, there will be NO late enrollment!

There are three ways you can enroll:

1. Web

Follow these instructions to enroll online:

- a. Go to www.jccc.edu
- b. Log in to MyJCCC in the upper right corner. Follow the instructions to log in. If you do not know your user name, click the "What is my user name" link under the log in box.
- c. Click on the "EASI" tab on the top of the screen.
- d. Click on "Student and Financial Aid."
- e. Click on "Enrollment."
- f. Click on "Select Term." Choose "Credit Fall 2011" and hit "Submit."
- g. Click on "Add or Drop Classes."
- h. Scroll to the bottom of the screen to add classes by entering the CRN numbers on the "add classes worksheet."
- i. Click on "Submit Changes."

To ensure you are enrolled in the right course(s), click the MyJCCC tab on the top of the page, scroll to the Detail Schedule section near the bottom of the page, select "Credit Fall 2011" as the term and review the courses you are enrolled in.

2. Phone

Call 913-469-2330 during these hours:

Monday - Wednesday 8 a.m. – 6 p.m.

Thursday 10 a.m. – 6 p.m.

Friday 8 a.m. – 5 p.m.

3. In Person

Visit the Student Success Center, 2nd floor, Student Center Building during these hours:

Monday - Wednesday 8 a.m. – 6 p.m.

Thursday 10 a.m. – 6 p.m.

Friday 8 a.m. – 5 p.m.

Payment is expected at the time of enrollment!

Failure to do so may result in withdrawal from the class which will require re-enrollment. Students in high school are **not eligible for federal financial aid.**

Paying for Your Class

Fall 2011/Spring 2012 Quick Step Plus College Algebra is a year-long class; you only pay for three credit hours in the fall.

- Pay by Web
- In person at Business Office (1st floor of the GEB building).
- In person at Success Center drop box (2nd floor of the Student Center).

Visit www.jccc.edu/tuition to view tuition rates.

Dropping a Class

The last day to drop with a "W" on transcript is March 1, 2012

(Remember dropping from the high school class does not automatically drop you from your JCCC class. They are two separate classes).

To drop a JCCC class visit the Success Center (2nd floor of the Student Center) or call 913-469-2330.

Grades

- Last day to request pass/fail grade – March 1, 2012
- Grades will not be mailed. Grades available on Web mid-June, 2012