

Honors Contract Checklist

The deadline to complete registration for fall honors contracts is three weeks after the beginning of the fall and spring semesters and the end of the first week of summer session.

- _____ 1. Start the process by talking with the Honors Program Facilitator or assistant in the Honors office, COM 201. The Honors office staff will verify your academic standing and eligibility. (If a transcript is not on file at JCCC, students will be asked to furnish proof of academic ability).
- _____ 2. Eligible students will be provided with a description of the contract they wish to enroll in and a copy of the Mentor Interview Report.
- _____ 3. Student meets with the mentor to obtain information about course requirements, have questions answered, and establish meeting times.
The one-hour contract equates to approximately 50 hours of work per semester.
Faculty mentor and student agree to meet at least 8 times during the semester.
- _____ 4. A completed and signed Mentor Interview Report is returned to the Honors Office by the student before 5:00 pm on September 4.
- _____ 5. Student receives an add/drop form which allows them to register for the individual contract . Registration takes place in the Admissions Office at the registration desk.
- _____ 6. Pay for the additional hour of tuition based on normal tuition rate (in-district or out-of-district).
- _____ 7. A copy of the contract is mailed to the student.
- _____ 8. Honors contracts should be completed the week before final examinations.
- _____ 9. Fill out an honors contract evaluation form. The form will be mailed to you with a copy of your grade sheet and mentor log at the end of the semester. The evaluation is also available on-line.
- _____ 10. A separate credit and grade will be listed on your student transcript at the end of the semester and upon successful completion of Honor's coursework.