

# ON YOUR SITE (OYS) at JOHNSON COUNTY COMMUNITY COLLEGE

## Student Enrollment Information

If you have never taken a college credit course at JCCC or have not taken a credit course at JCCC in more than two years, you must complete an Application for Admission-prior to (or during) your first class meeting. The application(s) will be collected at the first class meeting by the OYS representative from JCCC's Community Outreach Department who will deliver them to Admissions for processing.

## Course Registration and Schedule Verification

- Registration

The OYS representative will prepare a list of students in the class and their student ID numbers based on attendance at the first class meeting. The OYS representative will provide this list to Admissions for processing.

- Verify and Print Schedule Online

You will need to **verify your schedule** each time changes are made. It is recommend that you print a copy of your schedule after making changes and retain this record until the semester has ended.

### **Print Schedule**

- Log on to MyJCCC.
- Select **Detail Schedule** in the lower right corner of the MyJCCC tab.
- Select **Term** (Credit Fall, Credit Spring, etc.) with the drop-down menu.
- Select the **printer icon** next to the term after your schedule appears.
- Select **Print**.

## Payment Information

- Payment

You are expected to make full payment within ten business days of the registration date. The tuition deadline will be provided to you during the first class period by the OYS representative. Payment must be **received** by tuition deadline to protect your enrollment. After this date you are financially responsible for any charges on your account.

**The tuition deadline for this course is \_\_\_\_\_.**

You may look on the web after Admissions registers you to view your student account balance through E-bill in your MyJCCC account.

- Payment Options

You have three payment options:

1. Pay online using a debit or credit card. In order to pay online, you must know your JCCC username and six-digit PIN. Web payments are made through the MyFinances tab in your MyJCCC account at [www.jccc.edu](http://www.jccc.edu).
2. Pay in person. You may pay by cash, check, money order, credit or debit card in person at the Business Office cashier's window, GEB 115. After hours you may use the after hours depository located outside the Business Office (cash should not be placed in the night drop). You should write your ID number on checks and money orders. Again, full payment must be **received** by the tuition deadline.
3. Payments by the Employer or other Third Parties. If the employer or another third party is to be billed for your enrollment, the OYS representative will ensure processing by Third Party Billing. If an agency

or someone else is to be billed for your classes, authorization to bill must be given to the OYS representative at time of enrollment or be on file in the Third Party Billing Office. If you have questions about an authorization, please contact the Third Party Billing Office at 469-8500, ext. 7696.

- Billing Questions

Should questions arise regarding the bill (tuition deadline, amount, etc.) you should direct your questions to the JCCC Business Office (913-469-2567). You should inform the Business Office that you are an On Your Site student and identify your company.