Steps to Enroll for SPRING 2025

For helpful links and details about each step, visit **jccc.edu/enroll**

JOHNSON COUNTY®
COMMUNITY COLLEGE

SPRING Open Enrollment begins Oct. 23 ONLINE!

Enroll from the comfort of home! Open enrollment begins Oct. 23 at 9 p.m. online. To prepare, log in to MyJCCC and check for holds that would prevent enrollment. Use the credit class search to view the class schedule and any required prerequisites. Check your unofficial transcript in MyJCCC to be sure you have the required prerequisites for courses you plan to enroll in. Learn more at **jccc.edu/enroll**.

♦Contact Access Services at accessservices@jccc.edu or 913-469-3521 for disability accommodations at any step in this process. Learn more and complete an application for Access Services at **jccc.edu/AccessServices**.

☐ **1. Apply for Admission**. When your application is processed, you'll get an email that includes your JCCC ID number and MyJCCC login information.
- Log in to complete your personal admission plan before enrolling in classes.
- Register your email and change your password.

☐ **2. Apply for Financial Aid** online at **fafsa.gov** using JCCC school code 008244.
- Log into MyJCCC to complete financial aid requirements and check status.
- Complete requirements by **November 15** to have an offer by the payment deadline.
- Accepted financial aid will protect enrollment until funds disburse.

   Apply for JCCC Scholarships online.

☐ **3. Complete New Student Orientation.** If you are a **first-time college student** you must complete new student orientation before you can enroll. Learn more online.

   INTERNATIONAL STUDENTS: New or transfer I-20 students must contact the International and Immigrant Student Services Office for F-1 orientation requirements and important deadlines. Visit **jccc.edu/iiss** for more details.

☐ **4. Fulfill Placement Requirements**.
- Some courses require prerequisite coursework or placement prior to enrollment.
- Visit the Prerequisites and Placement webpage for information on placement requirements.

   If you need disability accommodation for the placement test, contact Access Services.♦

☐ **5. Meet with a Counselor** for academic advising, transfer information, personal and/or career counseling. Call 913-469-3809 or visit the Counseling webpage for an appointment.

☐ **6. Enroll in Classes** by logging in to your MyJCCC account. *See reverse for enrollment dates.*
- Course has a prerequisite? See Step 4 online for details.
- Class closed? Waitlisting may be an option.

☐ **7. Pay Tuition** by 6 p.m. on January 14, 2025. Log in to MyJCCC and select the *Enroll and Pay* card, then click on *Pay for Classes*. See the Tuition webpage for payment options.

   If you do not pay by the deadline, you risk being dropped from your classes.

☐ **8. Get your Student ID Card** at the Student Engagement Desk, (SC, 1st floor) or the Billington Library (LIB, 2nd floor). Be sure to bring your driver's license or other photo ID with you. You qualify for an ID after your tuition is paid through third-party billing, financial aid, enrollment in a payment plan or paid in full by you.

☐ **9. Purchase Textbooks** through the JCCC Bookstore in store or online starting November 25. The early bird discount runs from November 25–December 23. Textbook rentals are due back no later than May 13, 2025.

SPRING 2025 TUITION AND FEES PER CREDIT HOUR

Credit Hours Enrolled	Jo. Co. Resident	Non-Jo. Co. Resident	Metro Rate*	Non-Resident	Age 60+**
1	$101	$121	$149	$237	$16
2	$202	$242	$298	$474	$32
3	$303	$363	$447	$711	$48
4	$404	$484	$596	$948	$64
5	$505	$605	$745	$1,185	$80
6	$606	$726	$894	$1,422	$96
7	$707	$847	$1,043	$1,659	$112
8	$808	$968	$1,192	$1,896	$128
9	$909	$1,089	$1,341	$2,133	$144
10	$1,010	$1,210	$1,490	$2,370	$160
11	$1,111	$1,331	$1,639	$2,607	$176
12	$1,212	$1,452	$1,788	$2,844	$192

See full tuition table on the JCCC website for credit hours over 12. The JCCC Board of Trustees has the right to change the cost per credit hour without notice.

*Metro rate applies only to students residing in zip codes starting with 640 or 641.

**To receive the 60+ rate you must enroll on or after the designated 60+ enrollment date, be a Johnson County resident, and be at least 60 years of age prior to the first day of the semester.

Academic Calendar for Spring 2025

For a full listing of course drop deadlines, go to jccc.edu and search for "drop dates."

SEPTEMBER 2024

16	Spring schedule of classes becomes available on the web.

OCTOBER

21-23	**Spring pre-enrollment** begins at 8 a.m. for students who have applied for graduation or are required to enroll in a developmental education course. Career program students are also eligible to enroll at this time (excludes Liberal Arts, Fine Arts, General Sciences, General Studies and non-degree seeking students).
23	**Open enrollment begins on the web at 9 p.m.**
25	Enrollment for spring CNA courses (AVHO 102) begins at 8 a.m.

DECEMBER

2	New and readmitted students are encouraged to apply by this date to ensure enrollment by the start of the spring semester.
24-Jan. 1	Winter break. College closed.

JANUARY 2025

2	Staff on 10-month contract return.
14	Staff on 9-month contract return.
14	**Payment deadline—6 p.m.** All students enrolling prior to this deadline must pay tuition and fees by 6 p.m. or risk being dropped from classes. Enrollment will be closed from 6 to 9 p.m. for drop for nonpayment processing. Payment is due on the date of enrollment for students adding classes after the payment deadline.
14	Web enrollment reopens at 9 p.m.
14-17	Professional development days for faculty. College offices open.
17	Credit enrollment for students eligible for the 60+ tuition rate begins at 8 a.m.
20	Martin Luther King Jr. Day. College closed.
21	**First day of spring credit classes.**
21-22	**Late registration:** after these dates, students must be enrolled in a course no later than the first day the course meets.
28	Last day to drop a full-semester course and receive a 100% refund.

FEBRUARY

17	Last day to drop a full-semester course without a withdrawal "W" on the student's permanent record. Deadline is 11 p.m. for drops completed on the web.
17	Application deadline to apply for spring graduation.

MARCH

17-23	Spring Break. Classes not in session. College offices open Monday through Friday.

APRIL

15	Last day to request a pass/fail grade option or to withdraw with a "W" from a full semester course.

MAY

1	Deadline for faculty to submit grade changes for "I" grades assigned in the fall semester.
11	Last day of spring semester classes.
12	Stop Day. No classes held. College offices open. Final exams for Monday evening classes only.
13-19	Scheduled final exams for students.
17	Saturday classes end.
18	Sunday classes end.
19	Last day of spring semester.
19-23	In-Service Days. College offices open.
20	Grades entered online by professors by 5 p.m.
22	Grades available to students by noon on the web.
23	Commencement.
23	Last day for staff on 9-month contract.
26	Memorial Day Holiday. College offices closed.
30	Last day for staff on 10-month contract

ACADEMIC RESOURCE CENTER

Check out the Academic Resource Center (LIB, 1st floor) for free tutoring and course assistance. Get help in person or online. Visit **jccc.edu/ARC** to learn more.

Contact Us!

If you need assistance with enrollment, please call 913-469-3803 or visit our website at **jccc.edu** for more information.

Student Responsibility: JCCC reserves the right to cancel, combine or change the time, day, location or instructor of any class without obligation. Check your JCCC email regularly for emails regarding changes to your schedule and other official College communications. By registering for classes at JCCC, you agree to assume financial responsibility for all charges billed to your student account. In order to avoid financial responsibility, if you decide not to attend a class, you must officially drop that class within the stated refund periods. Be aware that dropping classes may reduce your eligibility for financial aid, resulting in debt owed by you. DO NOT assume you will be dropped automatically if you do not pay your tuition or if you do not attend class. Courses not dropped will be graded. For more information, refer to the Student Financial Responsibility Statement at **jccc.edu**.