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**IMPORTANT NOTE:** Fees must be paid by the end of the first day of classes. In cases where fees have not been paid, all classes will be purged on the dates indicated on the calendar. Please verify the accuracy of your class schedule by course and section number. Drop/Adds are processed through your academic department or JSU-P.A.W.S. There is a \$15.00 drop/add fee for each transaction day. **PLEASE BE REMINDED THAT DEADLINE DATES WILL BE STRICTLY ADHERED TO.**

## 2009 Spring Semester Calendar

January 8-9, Thursday-Friday	Faculty/Staff Spring Seminar
January 11, Sunday	Residence Hall Open 9:00 a.m.
<b>January 12, Monday, 9:00 a.m.</b>	<b>Orientation &amp; Academic Advisement for Freshman and Transfer Students</b>
January 13-14, Tuesday-Wednesday	Registration 8:30 a.m. - 4:00 p.m.
January 13-14 Tuesday-Wednesday	Evening and Graduate Students Registration 6:00 p.m. - 8:00 p.m.
<b>January 15, Thursday, 7:00 a.m.</b>	<b>Classes Begin</b>
January 15, Thursday	Late Fee of \$55.00 Begins
<b>January 19, Monday</b>	<b>HOLIDAY.....Martin L. King, Jr.'s Birthday</b>
January 20, Tuesday, 7:00 a.m.	Classes Resume
January 22, Thursday	A Late Fee of \$85.00 Begins
February 3, Tuesday	Last Day to Add a Course
February 3, Tuesday	Last Day to Complete Registration and/or Pay Fees (A late fee of \$115.00 begins this day)
February 13, Friday	Last Day to Receive A Percentage Refund
February 13, Friday	Last Day a Course May be Dropped With No Grade
<b>February 13, Friday Evening</b>	<b>Class Schedule purged for non-payment</b>
<b>March 2-7, Monday-Saturday</b>	<b>Mid Semester Examinations</b>
March 9, Monday	Mid Semester Grades Due
<b>March 16-21, Monday-Saturday</b>	<b>Spring Break</b>
March 23, Monday	Classes Resume
March 27, Friday	Last Day a Course May be Dropped with "W" Grade
<b>April 10-13, Friday-Monday</b>	<b>Holiday Break</b>
April 14, Tuesday, 7:00 a.m.	Classes Resume
April 14-May 4	Early Registration for Fall Semester
April 27, Monday	Last Day to Withdraw from the University
May 2, Saturday	Classes End
<b>May 2-8, Saturday-Friday</b>	<b>Final Examinations</b>
May 8, Friday	Alumni Day
<b>May 9, Saturday</b>	<b>Commencement</b>
May 11, Monday	Grade Reports Due in the Office of the Registrar and Records

**IMPORTANT NOTE: Fees must be paid by the end of the first day of classes. In cases where fees have not been paid, all classes will be purged on February 13, 2008. Please verify the accuracy of your class schedule by course and section number. Drop/Add are processed through JSU P.A.W.S. PLEASE BE REMINDED THAT DEADLINE DATES WILL BE STRICTLY ADHERED TO.**

# JACKSON STATE UNIVERSITY

## 2009 Summer Sessions Calendar

### FIRST UNDERGRADUATE SESSION

November 10, 2008	Early Registration
May 25, Monday, 9:00 a.m.	Residence Halls Open
May 26, Tuesday, 8:00 a.m.	Orientation & Academic Advisement for Freshman and Transfer Students
May 26, Tuesday	Registration for All Students 9:00 a.m. to 4:00 p.m.
May 26, Tuesday	Evening & Graduate Students 6:00 p.m. to 8:00 p.m.
<b>May 27, Wednesday, 7:00 a.m.</b>	<b>Classes Begin</b> (A late fee of \$55.00 begins this day)
June 1, Monday	Last Day to Complete Registration and/or Pay Fees
June 1, Monday	Last Day to Add A Course
June 9, Tuesday	Last Day to Drop a Class With No Grade
<b>June 9, Tuesday 6:00 p.m.</b>	<b>Class schedules purged for non-payment</b>
June 9, Tuesday	Last Day to Receive A Percentage Refund
June 12, Friday	Last Day to Drop A Class With "W" Grade
June 18, Thursday	Last Day to Withdraw from the University
June 22, Monday	Classes End
<b>June 23-June 24, Tuesday &amp; Wednesday</b>	<b>Final Examinations</b>
June 25, Thursday	Grade Reports Due in the Office of the Registrar and Records

### SECOND UNDERGRADUATE SESSION

June 24, Wednesday, 8:00 a.m.	Orientation & Academic Advisement for Freshman and Transfer Students
June 25, Thursday	Registration for All Students 9:00 a.m. to 4:00 p.m.
June 25, Thursday	Evening Registration 6:00 p.m. - 8:00 p.m.
June 29, Monday, 7:00 a.m.	Classes Begin
June 29, Monday	Late Registration Begins
July 2, Thursday	Last Day to Add A Course (A late fee of \$55.00 begins this day)
July 2, Thursday	Last Day to Complete Registration and/or Pay Fees

**July 6, Monday** ..... **HOLIDAY ((*Fourth of July Observance*)).....No Classes**  
 July 7, Tuesday, 7:00 a.m. .... Classes Resume  
 July 9, Thursday ..... Last Day to Drop A Class With No Grade  
 July 9, Thursday Evening ..... Class schedules purged for non-payment  
 July 9, Thursday ..... Last Day to Receive A Percentage Refund  
 July 16, Thursday ..... Last Day to Drop A Class With “W” Grade  
 July 23, Thursday ..... Last Day to Withdraw From the University  
 July 28, Tuesday ..... Classes End  
**July 29-30, Wednesday-Thursday** ..... **Final Examinations**  
**August 1, Saturday** ..... **COMMENCEMENT**  
 August 3, Monday ..... Grade Reports Due in the  
 Office of the Registrar and Records

### SUMMER DEVELOPMENTAL PROGRAM

May 28, Thursday ..... 8:30 a.m.....Orientation and Registration  
**May 29, Friday** ..... **Classes Begin**  
 June 3, Wednesday ..... Last Day to Add a course  
 June 9, Tuesday ..... Last Day to Withdraw and Receive A Percentage Refund  
 June 9, Tuesday ..... Last Day to Drop with No Grade  
**July 6, Monday** ..... **HOLIDAY (*Fourth of July Observance*).....No Classes**  
 July 7-8, Tuesday-Wednesday ..... Mid Term Examinations  
 July 13, Monday ..... Last Day to Drop A with “W” Grade  
 July 27, Monday ..... Placement Test (ACCUPLACER) Post-Test  
 July 28-29, Wednesday-Thursday ..... Common Examination  
 July 30, Thursday ..... Program Closing Activity  
 July 30, Thursday ..... Early Registration for Fall  
 August 3, Monday ..... Grade Reports Due in the  
 Office of the Registrar and Records

### GRADUATE EIGHT-WEEK SESSION

November 10, 2008 ..... Early Registration Begins  
 May 26, Tuesday ..... Registration for Graduate Students  
 9:00 a.m. to 4:00 p.m.  
 May 26, Tuesday ..... Evening Registration  
 6:00 p.m. to 8:00 p.m.  
 May 27, Wednesday ..... Late Registration Begins  
 (A late fee of \$55.00 begins this day)

May 27, Wednesday	Application Deadline for Graduate English Competency Examination, 4:00 p.m.
May 27, Wednesday	Application Deadline for Graduate/Doctoral Area Comprehensive Examination, 4:00 p.m.
<b>June 1, Monday, 7:00 a.m.</b>	<b>Classes Begin</b>
June 1, Monday	Last Day to Add a Course
June 1, Monday	Last Day to Complete Registration and Pay Fees
June 2, Tuesday	Graduate Student Orientation 4:30 p.m. Office of the Graduate School, Administration Tower, <i>1st Floor</i>
June 3, Wednesday	Graduate Student Orientation 4:30 p.m. Jackson Medical Mall
June 4, Thursday	Graduate Student Orientation 4:30 p.m. Universities Center
June 9, Tuesday	Last Day to Drop A Class With No Grade
June 9, Tuesday	Class schedules purged for non-payment
June 9, Tuesday	Last Day to Receive A Percentage Refund
June 12, Friday	Last Day to Drop A Class With "W" Grade
June 18, Thursday	Last Day to Withdraw from the University
June 27, Saturday	Graduate English Competency Examination, 8:00 a.m.
June 27, Saturday	Graduate Area Comprehensive Examination, 8:00 a.m.
June 27, Saturday	Doctoral Comprehensive Examination, 8:00 a.m.
<b>July 6, Monday</b>	<b>HOLIDAY - (Fourth of July Observance).....No Classes</b>
July 7, Tuesday, 7:00 a.m.	Classes Resume
July 16, Thursday, 4:00 p.m.	Graduate Clearance Form (Form IV) due in the Division of Graduate Studies
July 22-23, Thursday & Friday	Final Examinations
August 1, Saturday	COMMENCEMENT
August 3, Monday	Grade Reports Due in the Office of the Registrar and Records

**IMPORTANT NOTE:** Fees must be paid by the end of the first day of classes. In cases where fees have not been paid, all classes will be purged on the dates indicated on the calendars. Please verify the accuracy of your class schedule by course and section number. Drop/Add are processed through JSU P.A.W.S. or WEB for students. PLEASE BE REMINDED THAT DEADLINE DATES WILL BE STRICTLY ADHERED TO.

**TUITION AND FEES SCHEDULE**  
**2009 Spring Semester**  
**Tuition Charges**

**Undergraduate Tuition\***

1.0-11.0 hours	\$194.00/per credit hour
12.0-19.0 hours	\$2,317.00
Over 19 hrs	-\$2,317.00+\$194.00/per credit hour
Out-of-State Fee	\$3,172.00 per semester

**Graduate Tuition\***

1.0-8.0 hours	\$258.00/per credit hour
9.0-13.0 hours	\$2,317.00
Over 13 hrs	-\$2,317.00+\$258.00/per credit hour
Out-of-State Fee	\$3,172.00 per semester

\*Tuition is charged based on the student's classification.

**Room**

Transitional Hall & Dixon Hall	
Room - 1 person	\$2,652.00
Room - 2 persons	\$1,785.00

Other Residence Halls

Room - 1 person	\$2,649.00
Room - 2 persons	\$1,750.00

**Board**

Platinum \$150 Flex Plan	\$ 1,155.00
Gold \$100 Flex Plan	\$ 1,110.00
Silver \$ 50 Flex Plan	\$ 1,050.00
Commuter Plan A	\$ 701.00
Commuter Plan B	\$ 874.00

**Designated Fees**

Add/Drop Fee	\$25.00	Photo ID Fee	\$25.00
Testing Fee	15.00	Supervised Teaching Fee	75.00
Mail Box Rental	19.00	Thesis Fee	75.00
Transcript	7.50	Cap and Gown Fee	30.00
Return Check Fee	40.00	Call Waiting	15.00
Caller ID Fee	21.00	Parking Decal	40.00
Graduate Admissions Fee	25.00	Dissertation Fee	100.00
3-Way Calling	5.00	Voicemail	10.00

***\*Fees are subject to change upon approval of the Board of Trustees of State Institutions of Higher Learning without prior notice.***

All fees are payable in advance by cash, credit card, certified check, money order or personalized checks. Non-personalized checks will not be accepted for payment of fees. Fees are due and payable at the time of registration. Financial assistance awarded to a student is applicable to the total fees at the time of registration. Variation from this policy will require prior approval from the Financial Services Office. Bank checks returned due to insufficient funds must be redeemed immediately along with the payment of a forty dollar (\$40.00) insufficient funds fee to avoid termination of registration.

Each student will be billed for 100% of the tuition and fees due. Accounts referred to a collection agency, will be assessed a reasonable collection fee. **JSU STUDENT IDENTIFICATION CARD IS REQUIRED FOR ALL TRANSACTIONS.**

**TUITION AND FEE SCHEDULE**  
**2009 Summer Sessions**  
**Tuition Charges**

<u>Undergraduate Tuition*</u>		<u>Graduate Tuition*</u>	
1.0 - 11.0 hrs	\$ 194 per hour	1.0 - 8.0 hrs	\$ 258 per hour
12.0 - 19.0 hrs	\$2,317 summer term	9.0 -13.0 hrs	\$2,317 summer term
19.0 + hrs	\$2,317 + 194 per hr.	13.0 + hrs	\$2,317 + 258 per hr
<i>Out-of-State Fee per semester for Undergrad and Grad Students</i>		\$3,172.00	

\*Tuition is charged based on the student's classification.

**REGISTRATION IS FINALIZED AT THE CASHIER'S STATION**

**Room and Board**

	<u>Undergraduate*</u>	<u>Graduate**</u>	<u>Developmental ***</u>
2 per room	\$356.00	\$ 569.00	\$ 712.00
1 per room	\$712.00	\$1,138.00	\$1,424.00
15 meal plan	\$320.00	\$ 640.00	\$ 640.00
20 meal plan	\$350.00	\$ 700.00	\$ 700.00

\* Fees for the 5-week summer sessions

\*\*Fees for the graduate/eight-week session

\*\*\*Fees for the developmental/nine-week session

**Designated Fees**

Add/Drop Fee	\$25.00	Photo I.D.	\$ 25.00
Testing Fee	15.00	Supervised Teaching Fee	75.00
Mail Box Rental	19.00	Thesis Fee	75.00
Transcript	7.50	Cap and Gown Fee	30.00
Return Check Fee	40.00	Call Waiting	15.00
Caller ID Fee	21.00	Parking Decal	20.00
Graduate Admissions Fee	25.00	Dissertation Fee	100.00
3-Way Calling	5.00	Voicemail	10.00

**\*Fees are subject to change upon approval of the Board of Trustees of State Institutions of Higher Learning without prior notice.**

All fees are payable in advance by cash, credit card, personalized checks, certified check, or money order. Non-personalized checks will not be accepted for payment of fees. Fees are due and payable at the time of registration. Financial assistance awarded to a student is applicable to the total fees at the time of registration. Variation from this policy will require prior approval from the Financial Services Office. Bank checks returned due to insufficient funds must be redeemed immediately along with the payment of a forty dollar (\$40.00) insufficient funds fee to avoid termination of registration.

Each student will be billed for 100% of the tuition and fees due. Accounts referred to a collection agency, will be assessed a reasonable collection fee. **JSU STUDENT IDENTIFICATION CARD IS REQUIRED FOR ALL TRANSACTIONS.**

## **JACKSON STATE UNIVERSITY REFUND POLICY**

### **Spring 2009**

Tuition adjustments are based on the date that classes begin and the date a course(s) is dropped or on the date of withdrawal. Students withdrawing from the University before the close of a semester must complete an "Application for Withdrawal" form in the Office of the Associate Vice President for Student Life, JSU Student Center 3<sup>rd</sup> Floor.

Financial aid recipients who withdraw or drop a course may not receive a refund as a result of the tuition adjustment. The refund will be credited to the appropriate source of fee payment which includes: (1) Federal Unsubsidized Stafford Loan; (2) Federal Subsidized Stafford Loan; (3) Federal PLUS Loan; (4) Federal Direct Stafford Loan; (5) Federal Direct Plus; (6) Federal Perkins; (7) Federal Pell Grant; (8) Federal Supplemental Educational Opportunity Grant; (9) other Title IV aid; (10) other federal sources; and (11) state, private or institution aid.

Due the University	To be Adjusted	Undergraduate and Graduate
0%	100%	Present to 01/23/09
20%	80%	01/24/09 to 01/29/09
40%	60%	01/30/09 to 02/02/09
60%	40%	02/03/09 to 02/09/09
80%	20%	02/10/09 to 02/13/09
100%	0%	02/14/09 and After

**IMPORTANT NOTE:** Fees must be paid by the end of the first day of classes. In cases where fees have not been paid, all classes will be voided. Students will receive grades based on the course and section number on your registration material. Drop/Add forms are processed through the WEB for Students. There is a \$25.00 drop/add fee for each transaction day. PLEASE BE REMINDED THAT **NO DROPPING OR ADDING** WILL BE ALLOWED PAST THE DEADLINE DATES AS OUTLINED IN THE 2009 SPRING CALENDAR.

#### **RETURN OF TITLE IV FEDERAL FINANCIAL AID**

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the Return of Title IV Federal Financial Aid when a student withdraws from the university. This change in policy went into effect at Jackson State University during the Fall 2000 Semester. The policy governs all federal grant and loan programs (Pell, SEOG, Stafford Loans, Perkins and PLUS loans), but does not include the Federal Work Study program.

In general, the new law assumes that a student "earns" **approved/verified** federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws from the school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the university receives on the student's behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent's Federal PLUS loans lenders. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. **Students who have not completed the verification process are ineligible to receive any financial aid.**

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. For example, if a student completes 40% of the semester, he/she earns 40% of the approved federal aid that he/she was originally scheduled to receive for the term. This means 60% of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs. In the past, the previous Federal and Pro Rata Withdrawal Policies determined the amount of federal funds that must be returned, and the university was required to reduce the student's tuition charges by the same amount. The new policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. **The student is responsible for paying any outstanding charges to the university.**

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay, or make payment arrangements, to repay any overpayment **the student will lose his/her eligibility to receive future federal financial aid at any institution.**

**If a student remains in school until March 27, 2009 (60% point of the semester) the federal regulations consider the student earning 100% of the federal aid and the student would owe no repayment as a consequence of withdrawal.**

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# Financial Services



## JACKSON STATE UNIVERSITY REFUND POLICY

### Summer 2009

Tuition adjustments are based on the date classes begin and the date a course(s) is dropped or on the date of withdrawal. Students withdrawing from the University before the close of a semester must complete an "Application for Withdrawal" form. This form can be picked up in the Office of the Associate Vice President for Student Life, located in the JSU Student Center, 3<sup>rd</sup> Floor

Financial aid recipients who withdraw or drop a course may not receive a refund as a result of the tuition adjustment. The refund will be credited to the appropriate source of fee payment which includes (1) Federal Unsubsidized Stafford Loan; (2) Federal Subsidized Stafford Loan; (3) Federal PLUS Loan; (4) Federal Direct Stafford Loan; (5) Federal Direct Plus; (6) Federal Perkins; (7) Federal Pell Grant; (8) Federal Supplemental Educational Opportunity Grant; (9) other Title IV aid; (10) other sources; and (11) state, private, or institution aid.

<b>Due the University</b>	<b>Amt. Refunded to Student</b>	<b>Dates</b>
<i>FIRST UNDERGRADUATE SESSION</i>		
0%	100%	Present to 06/03/09
10%	90%	06/04/09 to 06/04/09
50%	50%	06/05/09 to 06/07/09
75%	25%	06/08/09 to 06/09/09
100%	0%	06/10/09 and After
<i>SECOND UNDERGRADUATE SESSION</i>		
0%	100%	Present to 07/04/09
10%	90%	07/05/09 to 07/05/09
50%	50%	07/06/09 to 07/07/09
75%	25%	07/08/09 to 07/09/09
100%	0%	07/10/09 and After
<i>SUMMER DEVELOPMENTAL PROGRAM (10 week session)</i>		
0%	100%	Present to 06/03/09
10%	90%	06/04/09 to 06/04/09
50%	50%	06/05/09 to 06/07/09
75%	25%	06/08/09 to 06/09/09
100%	0%	06/10/09 and After
<i>GRADUATE/EIGHT-WEEK SESSION</i>		
0%	100%	Present to 06/06/09
10%	90%	06/07/09 to 06/07/09
50%	50%	06/08/09 to 06/08/09
75%	25%	06/09/09 to 06/09/09
100%	0%	06/10/09 and After

## EXAMINATION SCHEDULE

### 2009 Spring Semester, May

#### **Regular Day Class (May 2 - May 8, 2009)**

<u>Class Meets</u>		<u>Exam Schedule</u>
MWF	7:00 -7:50	MON 7:00 - 8:50
TTh	7:00 - 8:20	MON 9:00 -10:00
MWF	8:00 - 8:50	MON 11:00 -12:50
TTh	8:30 - 9:50	MON 1:00 - 2:50
TTh	10:00 -11:20	TUES 7:00 - 8:00
TTh	11:30 -12:50	TUES 9:00 - 10:50
MWF	10:00 -10:50	TUES 11:00 - 12:50
TTh	1:00 - 2:20	TUES 1:00 - 2:50
TTh	2:30 - 3:50	WED 7:00 - 8:50
MWF	12:00 -12:50	WED 9:00 -10:50
TTh	4:00 - 5:20	WED 11:00 - 12:50
MWF	1:00 - 1:50	WED 1:00 - 2:50
MWF	3:00 - 3:50	THUR 8:00 - 9:50
MWF	4:00 - 4:50	THUR 10:00 -11:50
MWF	9:00 - 9:50	THUR 12:00 - 1:50
MWF	11:00 -11:50	THUR 2:00 - 3:50
MWF	2:00 - 2:50	FRI 8:00 - 9:50
MWF	5:00 - 5:50	MON 3:00 - 4:50

#### **Evening School (May 2 - May 8, 2009)**

<u>Class Meets</u>		<u>Exam Schedule</u>
MON	6:00 - 8:50	MON 6:00 - 7:50
TUES	6:00 - 8:50	TUES 6:00 - 7:50
WED	6:00 - 8:50	WED 6:00 - 7:50
THUR	6:00 - 8:50	THUR 6:00 - 7:50
FRI	6:00 - 8:50	FRI 6:00 - 7:50

#### **Saturday Classes (April 26 - May 2, 2009)**

<u>Class Meets</u>		<u>Exam Schedule</u>
SAT	8:00 - 10:50	SAT 8:00 - 9:50
SAT	11:00 - 1:50	SAT 10:00 - 11:50
SAT	2:00 - 4:00	SAT 12:00 - 1:50

### 2009 Summer Sessions

**Final Examinations will be given during the last scheduled class meeting. All persons are expected to abide by this schedule. EXAMINATIONS ARE NOT GIVEN BEFORE THE LAST SCHEDULED CLASS UNLESS PRIOR WRITTEN APPROVAL IS GIVEN BY THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT LIFE.**

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#### ABBREVIATIONS FOR DAYS OF THE WEEK

U	Sunday	R	Thursday
M	Monday	F	Friday
T	Tuesday	S	Saturday
W	Wednesday		

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## CAMPUS BUILDINGS ABBREVIATED NAMES

<b>ADM</b>	Administration Tower	<b>JLRCU</b>	J. Reddix Campus Union
<b>AAC</b>	Lee E. Williams Athletics & Assembly Center	<b>JMM</b>	Jackson Medical Mall
<b>AY</b>	Ayer Hall	<b>JPSB</b>	John A. Peoples, Jr., Sci. Bldg.
<b>BFR</b>	Benjamin F. Roberts Building	<b>JSUSC</b>	JSU Student Center
<b>BLA</b>	Blackburn Language Arts	<b>JSH</b>	Just Science Hall
<b>CCN</b>	Campbell College Suites - North	<b>JYW</b>	J.Y. Woodard Building
<b>CCS</b>	Campbell College Suites - South	<b>LIB</b>	Robinson Liberal Arts Bldg.
<b>CFM</b>	Charles F. Moore Building	<b>NSB</b>	John A. Peoples, Jr., Sci. Bldg.
<b>COB</b>	College of Business	<b>NSC</b>	New Student Center
<b>CU</b>	Campus Union	<b>OIAB</b>	Old Industrial Arts Bldg.
<b>DH</b>	Dansby Hall Auditorium	<b>PEBA</b>	Physical Ed. Bldg. Annex
<b>EC</b>	Mississippi e-Center	<b>PSB</b>	Plant Science Building
<b>ENB</b>	Engineering Building	<b>ROTC</b>	ROTC Building
<b>FAC</b>	Faculty Apartments	<b>SEB</b>	Joseph Jackson Education Bldg.
<b>MB</b>	F.D. Hall Music Center	<b>TC</b>	Tougaloo College Campus
<b>GYM</b>	Gymnasium	<b>UC</b>	Universities Center (Ridgewood Road)
<b>HPER</b>	Health, Phy, Ed. & Recreation	<b>UPA</b>	Rose E. McCoy Auditorium
<b>HTS</b>	H.T. Sampon Library	<b>WPC</b>	Walter Payton Center
<b>JH</b>	Johnson Hall		
<b>JHA</b>	Johnson Hall Annex		



## OFFICE OF THE REGISTRAR AND RECORDS Jackson State University

### REGISTRATION PROCEDURES

A student must be admitted officially to Jackson State University before entering the registration process. Required documents for admission must be processed by the Office of Admissions, B.F. Roberts

All freshmen regardless of majors, as well as transfer students and undecided undergraduate majors should report to the Division of Undergraduates Studies (University College/Honors College) for academic advisement and selection of courses. Sophomores, juniors, seniors and graduate students, should report to their major department for advisement. Undecided graduate majors should report to the Division of Graduate Studies located on the 1<sup>st</sup> floor of the Administration Tower for advisement.

- STEP I.** Begin the process by reporting to your major department for advising to have your selected course entered into the computer. Student may be given a Personal Identification Number (PIN) after the advisement process has been completed.
- STEP II.** Report to the General Purpose Room of the Jacob L. Reddix Campus Union Building to complete registration (i.e. pay fees or make arrangements to pay fees). To avoid waiting in line, students are encouraged to go on-line @[www.jsu.edu](http://www.jsu.edu) and click "Current Students" under "Resources for", then click "Complete Registration" button to complete the registration process.
- STEP III.** If you preregistered proceed to the Cashiers Tables (GREEN "*Cashier*" sign) located in the General Purpose room of Reddix Campus Union Building for payment of fees unless any of the following apply to you:
- A. If you are to receive Financial Aid and have not received your Financial Aid Award letter, stop at the Financial Aid Office located on the 1<sup>st</sup> level of B.F. Roberts Hall.
  - B. If you need assistance with Housing, proceed to the lobby of Campbell College Suites - North.
  - C. If you need a meal contract, proceed to the Food Services Registration Station in the JSU Student Center.
  - D. If you wish to request a Deferment of Fees or need to consult with a financial advisor, go to the General Purpose Room in Jacob L. Reddix Campus Union (RED "*Deferment*" sign).
  - E. If you have a financial HOLD on your file due to an unpaid balance, proceed to the Fiscal Advisors Tables in the Jacob L. Reddix Campus Union Building.

**STEP IV.** Once you complete Payment of Fees, you should be given a copy of a receipt imprinted or stamped **REGISTRATION COMPLETED**. All students are advised to keep a copy of their class schedule and receipt of payment.

**STEP V.** Report to the I.D. Station located in the I.D. Center Building behind the Reddix Building. **ALL STUDENTS MUST HAVE A VALID I.D.**

HAVE A GREAT SEMESTER AND REMEMBER TO REGISTER EARLY!

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## REGISTRATION SCHEDULES

### 2009 Spring Semester

#### (All Students)

*Tuesday & Wednesday, January 13-14, 2009*

Tuesday, January 13, 2009

8:30 a.m. - 4:00 p.m. (Last name: A-Z)

Wednesday, January 14, 2009

8:30 a.m. - 4:00 p.m. (Last name: A-Z)

#### (Graduate and Evening Students)

Tuesday, January 13, 2009

6:00 p.m. - 8:00 p.m. (Last name: A-Z)

Wednesday, January 14, 2009

6:00 p.m. - 8:00 p.m. (Last name: A-Z)

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## **2009 Summer Sessions**

### **(All Students - First Undergraduate Session)**

*Tuesday, May 26, 2009*

9:00 a.m. - 12:00 noon  
(*Last name: M-Z*)

12:00 noon - 4:30 p.m.  
(*Last name: A-L*)

### **(Graduate and Evening Students)**

*Tuesday, May 26, 2009*

6:00 p.m. - 8:00 p.m. (*Last name: A-Z*)

### **(Summer Developmental Program - 9 Week Session)**

*Thursday, May 28, 2009*

8:30 a.m. - 4:30 p.m. (*Last name: A-Z*)

### **(All Students - Second Undergraduate Session)**

*Thursday, June 25, 2009*

9:00 a.m. - 12:00 noon  
(*Last name: M-Z*)

12:00 noon - 4:30 p.m.  
(*Last name: A-L*)



## **STANDARD OF CONDUCT:**

*As a matter of policy,*

JACKSON STATE UNIVERSITY prohibits the unlawful possession, use or distribution of alcohol or illicit drugs by students or employees on University property or as part of any of its activities.

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Jackson State University recruits, admits, and provides services, financial aid, and instruction to all students without regard to race, sex, religion, national origin, or physical disability.



## **DIRECTIONS FOR EARLY REGISTRATION**

### **'009 SPRING SEMESTER and 2009 SUMMER SESSIONS**

#### **WHO MAY PARTICIPATE IN EARLY REGISTRATION:**

Students who are currently enrolled in the Fall 2008 semester may participate in Early Registration. Students not currently enrolled must apply for admission.

- Step 1.** Pick up the Schedule of Classes Booklet from advisor in your major department. Course Request Forms are printed in the back of the schedule booklet. Registration hold(s) must be cleared before registration can be completed.
- Step 2.** Schedule an appointment with academic advisor to complete Course Request Form. Advising begins Monday, November 10, 2008. The advisor will provide the Registration Access Code (*Alternate PIN*) to access JSU - P.A.W.S. All freshmen, sophomores, transfer and undecided undergraduate students should report to the Division of Undergraduate Studies for advising, while undecided graduate students should report to the Division of Graduate Studies located on 1<sup>st</sup> Floor of the Administration Building, for their Registration Access Code (*Alternate PIN*) numbers and advising.
- Step 3.** Registration with JSU P.A.W.S.: Students may register through WEB Self-Service by following instructions in the Schedule of Classes Booklet.

#### **JSU P.A.W.S. HOURS:**

NOTE: JSU/P.A.W.S. will be open November 10, 2008, at 8:00 a.m. and will be available from 6:00 a.m. to 12 midnight. Weekends availability will vary from weekend to weekend, please check WEB Self-service for availability.

*All Eligible Students* November 10 - December 1 (*Spring 2009*) 6:00 a.m. - 12 midnight

*All Eligible Students* November 10 - May 1 (*Summer 2009*) 6:00 a.m. - 12 midnight

JSU P.A.W.S. for Early Registration will be closed at 1:00 a.m. on Monday, December 1, 2008 for Spring 2009 Semester; and Monday, May 1, 2009 for the Summer 2009 sessions.

- Step 4.** Closed Class(es): Students must obtain permission from the respective department to register for a closed course, e.g., English courses are authorized by the English department; Math courses are authorized by the Math department, etc. Report to that department to register for that course. Once permission has been given, use JSU P.A.W.S. or your major department to completely register for the class.

To AUDIT A Course: Arrangement to audit a course must be made in the major department

or the Office of the Registrar and Records on or before classes begin.

- Step 5.** Early Registration Confirmations are mailed as the official record of the courses for which the student registered.
- Step 6.** Student will be billed for the courses listed on the Early Registration Confirmation statement.
- Step 7.** A student who has selected courses and who later chooses not to return to Jackson State University, must notify the Office of the Registrar and Records on or before the first day of class (please refer to the calendar for appropriate date). Failure to give notification may result in a charge for tuition.



## ***GLOSSARY OF REGISTRATION TERMS AND PROCEDURES***

- Co-requisites:** Two courses that are required to be taken simultaneously. If two courses are co-requisites, i.e., lecture/lab (SCI201-01 and SCIL 201-01), you must register for both before submitting schedule. Please note that section number must be the same for course lab.
- CRN - Course Reference Number:** 5-digit number unique to each course (See the Class Schedule Booklet, second column).
- PIN:** - (*General PIN*) The *General Personal Identification Number (PIN)* number is necessary to access JSU/P.A.W.S. and should be kept - **confidential**. All degree-seeking students will obtain their PIN from the I.D. Center.
- Registration Access Code**  
- (*Alternate PIN*) The *Alternate Personal Identification Number (PIN)* is required to **select courses** in Banner. All degree-seeking students will obtain their PIN from their major department advisor. New Freshmen and Transfers should obtain their Alternate PIN from personnel in Division of Undergraduate Studies. Freshmen Honor Students should obtain their alternate PIN from personnel in Honors College. This number will be issued to non-degree seeking graduate students by the Division of Graduate Studies.
- Pre-requisites:** Course(s) which must have been successfully completed or in which you must be currently enrolled before subsequent course may be requested.
- Registration Holds:** Student cannot register until stated “**HOLD**” (**block**) is cleared or extended by the holding office. Some holds also prevent mailing of JSU transcripts to other schools or businesses.
- Registration Access Code:** Also known as Alternate PIN.

**Types of “HOLD” blocks:**

Outstanding Balance	Financial Services	979-2215
Housing	Housing Office	979-2326
Student Life	Student Life	979-2241
Graduate Students	Graduate Admissions	979-2455
Immunization	Admissions	979-2100
Missing Credentials	Admissions	979-2100
Academic Suspension	Admissions	979-2100

**Academic Advisors:****College/School Deans:**

College of Business	601-979-2411
College of Education	601-979-2433
College of Liberal Arts	601-979-7036
College of Lifelong Learning	601-432-6234
College of Public Service	601-979-8806
College of Science, Engineering & Technology	601-979-2153
Division of Undergraduate Studies	601-979-2127
Division of Graduate Studies	601-979-2455
Engineering	601-979-4043
Social Work ( <i>Undergraduate</i> )	601-979-2631
Social Work ( <i>Graduate</i> )	601-979-6819
Universities Center	601-432-6234

