

# Admission

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Applications are welcome for fall or spring semester admission. Johnson State College has a “rolling admissions” policy, which means we review applications throughout the year, within two or three weeks of receiving the applications and supporting credentials. However, March 1st is the recommended filing date for Fall admission and December 1st for Spring admission. In considering students for admissions to JSC, the Admissions Office looks at a wide range of factors. We start by carefully evaluating each candidate’s academic preparation, as reflected in transcripts, course selection, letters of recommendation, SAT or ACT scores, personal essay and class rank.

## **We recommend that students complete a college preparatory curriculum that includes:**

- 4 years of English
- 2 years of mathematics (3 years of college preparatory mathematics are strongly recommended)
- 3 years of social sciences
- 2 years of science (one course with a lab).

- SAT or ACT test scores;
- \$37 non-refundable application fee (waived for online applications);
- A 300-500 word essay;
- One letter of recommendation (from someone other than a family member).

## **APPLYING ELECTRONICALLY**

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You may download an application in PDF format directly from the JSC web site

at [www.jsc.edu](http://www.jsc.edu), or submit an electronic application from CollegeNET at [www.applyweb.com/apply/jsc/menu.html](http://www.applyweb.com/apply/jsc/menu.html).

The \$37 application fee is waived for all online applications.

## **\*Acceptable “Proofs of Graduation” include:**

- Official GED test scores
- A Certificate of Completion if the home schooling program is recognized by your home state
- Report of annual approval of your program as required within your home state (an official transcript of any course work taken at a local high school is also required).
- High School Diploma (if area high school offers a diploma for home schooled students)

## **FIRST YEAR STUDENTS**

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All candidates for admission that have not attended a college or university are considered to be first year students. To be considered for admission, students must complete an application and submit the following materials:

- An official high school transcript or GED test scores;
- SAT or ACT test scores;
- \$37 non-refundable application fee (waived for online applications);
- A 300-500 word essay;
- 1 letter of recommendation (preferably from a guidance counselor).

## **TRANSFER STUDENTS**

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Transfer students should have a cumulative grade point average (GPA) of at least a 2.0. We accept credits from courses taken at accredited institutions with a grade of C- or better. To be considered for admission, transfer students must complete an application and submit the following materials:

- Official transcript(s) from all colleges previously attended with current Semester Progress Report;
- Official high school transcript or GED scores (waived for students transferring 60 or more credits);
- \$37 non-refundable application fee (waived for online applications and for students transferring from another VSC institution or have at least 12 credits within the VSC)
- A 300-500 word essay;
- 1 letter of recommendation (preferably from an academic advisor or professor);
- Transfer Applicant Evaluation Form (included in application packet).

## **HOME SCHOOLED STUDENTS**

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All candidates for admission who have participated in a home schooling program must complete an application and submit the following materials:

- A Proof of Graduation\* ;

## NON TRADITIONAL/ADULT STUDENTS

An applicant who has been away from formal education for some time, and is at least 22 years of age, is considered an adult learner. Recognizing the diversity of life experiences that such a student brings to the application process, admission is highly individualized. Each adult applicant must complete an application and submit the following materials:

- Official high school transcript or GED test scores;
- \$37 non-refundable application fee (waived for online applications);
- A 300-500 word essay;
- 1 letter of recommendation from a person who can speak to the applicant's motivation and academic potential;
- Highly recommend personal interview with an Admissions Counselor.

## EXTERNAL DEGREE PROGRAM (EDP) STUDENTS

Admission to the External Degree Program requires the transfer of 60 semester hours of previous college credit with a grade of C- or better. This credit may be earned in traditional college study, by completing standardized tests or through assessment of prior experiential learning. All credit for experiential learning will be accepted for purposes of admission, but must undergo a separate evaluation for applicability to degree requirements. Students are admitted to begin in the fall, spring and summer semesters.

Before applying, students are encouraged to speak with the advisor at their local Community College of Vermont (CCV) site to gain fuller understanding of the External Degree Program and how it may meet their individual needs. All EDP applicants must submit an EDP application for admission and the following materials:

- Official transcripts from all colleges/universities you have attended;
- If awarded credits for life experience, an official transcript from the Vermont State Colleges Office of External Programs;
- A \$37 non-refundable application fee (waived for

online applications or students who have at least 12 credits within the VSC);

- A personal statement;
- Resume (optional).

## ADVANCED PLACEMENT EXAMINATION CREDIT

Johnson State College will grant both advanced placement and course credit to students who have completed examinations through the College Board's Advanced Placement (AP) Program. A grade of three or higher must be achieved, and final recommendation for credit will be determined in consultation with the student's advisor and the department chairperson in the examination discipline.

## COLLEGE-LEVEL EXAMINATION PROGRAM

Johnson State College considers for credit the scores received on the College Level Examination Program (CLEP). Six credits may be given for each area of the General Examination on which a student scores satisfactorily. Three credits may be given for subject examinations on which a satisfactory score is achieved.

## ACCEPTING THE OFFER OF ADMISSION

Students who have applied prior to May 1 and have been accepted for the fall semester can reserve a space in the entering class and in the residence halls by submitting a non-refundable \$300 deposit by May 1. The deposit for students not living in campus housing is \$200. Students applying for the fall semester who have been accepted after May 1 should send in the deposit no later than two weeks after receiving notification of acceptance. Students accepted for the spring semester should remit their deposit by December 1, and after December 1 no later than two weeks after receiving notification of acceptance and before registration.

All admission deposits are credited to the student's account for the semester of entrance to the College. Students who defer their admission may choose to pay the deposit in advance to be held on account with the business office. If the student fails to enroll within two semesters, the deposit is forfeited.

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Students who have paid the deposit will receive information from the dean of students and the offices of advising, residential life, and student health to begin the registration and orientation process.

## DEFERRAL OF ADMISSION

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Students may defer admission to the College up to the first day of classes. Students must inform the admissions office to complete this process. Once classes begin, students cannot defer their status. If students exit the College, they must submit a new application for admission. Students who defer their admission at JSC, but enroll in another college, must reapply as transfer students.

## NEW ENGLAND BOARD OF HIGHER EDUCATION (NEBHE) REGIONAL STUDENT PROGRAM

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Johnson State College is a member of the New England Board of Higher Education, which provides for special tuition rates (50 percent over resident tuition) for students enrolling in academic programs not offered in their home states. To apply for participation in the Regional Student Program (RSP), students should indi-

cate on their applications that regional student status is desired. A student may transfer into RSP from another program at Johnson State after first filing an approved plan of study for the program that qualifies under the latest contract. A student may also transfer into RSP from another institution. In both cases, the student is eligible for status from the first semester of enrollment in the eligible program of study.

Continuation of regional student status is contingent upon the student's enrollment in the originally declared major. Students who do not enroll in the declared major, or who change majors during their college career, will be liable for the payment of out-of-state tuition for all semesters subsequent to the academic program change.

Further information can be found in the booklet, "New England Board of Higher Education Regional Student Program," available from the New England Board of Higher Education, 45 Temple Place, Boston, Massachusetts 02111, (617) 357-9620. or <http://www.nebhe.org/>

(This list changes periodically. Check with the admissions office for the most current listing of RSP programs.)

## NEW ENGLAND REGIONAL STUDENT PROGRAM ACADEMIC MAJOR ELIGIBILITY

A.A.	TECHNICAL THEATER	CT, MA, ME, NH
B.A.	HOSPITALITY & TOURISM MANAGEMENT	CT, ME, RI
B. A.	MUSICAL THEATER	MA
B.A.	OUTDOOR EDUCATION	CT, MA, ME, RI
B.S.	WELLNESS & ALTERNATIVE MEDICINE	CT, MA, ME, NH, RI
B.F.A.	CREATIVE WRITING	CT, MA, NH, RI
M.F.A.	STUDIO ARTS	ME, NH, RI

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## GOOD NEIGHBOR POLICY

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The External Degree Program is more easily accessible to some residents of New Hampshire, New York and Massachusetts than is their own nearest state college site. In order to support the needs of these non-residents, the College will charge 150 percent of Vermont tuition rate to matriculated EDP students for whom the local EDP site office is closer to their legal residence than their nearest resident state college.

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## READMISSION TO JOHNSON STATE COLLEGE

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Former JSC students returning within one year of exiting need not reapply if an official leave of absence was granted by the Registrar's Office. All other JSC students seeking readmission are required to submit an application for readmission.

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## INTERNATIONAL STUDENTS

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Students from other countries may apply for admission into associate's and bachelor's degree programs at the college. To be considered for admission, international students should complete the Johnson State College International Application for Admission and submit it along with all the credentials it requires.

### Priority deadlines

Johnson State College accepts and reviews applications for undergraduate study from international students on a year-round basis. However, we recommend that you submit your application materials by the following priority deadlines to give yourself ample time to arrange for immigration paperwork to be processed. Undergraduate student priority application deadlines:

- Fall semester (August-December): March 1st
- Spring semester (January – May): November 1st

### Academic Credentials for International Students

Applicants with foreign academic credentials must provide:

- Academic records in the original language and a certified English translation
- Official secondary school transcripts and an official leaving certificate or diploma
- Results of secondary external examinations (such as the West African Exam Council General Certificate

of Education), if applicable

- Official transcripts of any university-level studies already completed
- For Johnson State College to consider accepting transfer credits from foreign institutions, students must have their post-secondary academic transcripts evaluated by an official foreign credential evaluation service
- Students are responsible for paying for the credential evaluation and translation fees

\* A list of credential evaluation services can be found at [www.edupass.org](http://www.edupass.org)

### Proficiency in the English Language requirement

Success at Johnson State College, for all students, requires proficiency in reading, writing and speaking English. For this reason, foreign students seeking admission to Johnson State College must demonstrate their proficiency by taking the Test of English as a Foreign Language (TOEFL).

### Score Requirements for Undergraduate Applicants

Students with TOEFL test scores between 500 - 549, or 61 - 80 on the Internet-based test, will be required to expand their proficiency in English. Typically, these students will enroll in a two-semester sequence of ESL courses in writing and reading, grammar, and listening and speaking during their first year at JSC.

Exceptions to the TOEFL requirement may be made for students who have had the opportunity to use spoken and written English for a sustained period of time either through life experiences or through post-secondary education. Students who have been granted a waiver of the TOEFL requirement may be required to pursue 12-15 credits of ESL course work during their first year of study.

Our institutional code for the TOEFL is 3766.

### Financial Documentation for International Students

Johnson State College is required to obtain verification of its international students' financial resources. All international students must demonstrate that funds exist at least for the student's first year of study and, barring unforeseen circumstances, that adequate funding will be available from the same or equally dependable sources for subsequent years.

International applicants must complete the financial documentation form included in the International Ap-

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plication for Admission, and supply official financial documents, on official letterhead or with an official seal, in support of the form.

## Demonstrating Financial Support

Students may demonstrate financial support the following ways:

- If you will be supported by your government or sponsoring agency, submit an official copy of your sponsorship award letter
- If you will be supported by private funds\*, the sponsor\*\* must complete the Foreign Student Certification of Finances, and submit supporting documents demonstrating that sufficient funds are available to cover expenses of the student studying in the U.S.A.
- Appropriate documents for financial verification include:
  - Official proof of personal or family savings
  - Bank-issued certified letters stating available funds
  - Official bank statements
  - Bank books
  - Official tax documents

\*If support is to come from a sponsor within the United States, the sponsor should complete INS form I-134 (Affidavit of Support) available at <http://www.uscis.gov>

\*\* Students may be supported by parents, relatives, business persons or other benefactors.

## Outside Sources of Funding

Johnson State College encourages its international students to seek financial assistance through outside sources and sponsors. For more detailed information on the availability of financial aid for foreign students, we encourage you to visit the following Web sites:

- eduPASS- [www.edupass.org](http://www.edupass.org)
- International Education Financial Aid- [www.iefa.org](http://www.iefa.org)
- NAFSA- [www.nafsa.org](http://www.nafsa.org)

## Accepting the Offer of Admission

When the Office of Admissions receives your completed application and supporting documentation, you will be notified of our decision within three to four weeks.

If you are admitted to Johnson State College, a \$300

deposit is required to guarantee your space for that academic year. We will issue the INS (U.S. Immigration and Naturalization Services) form of I-20 after receiving the deposit money. This form will allow you to apply to your U.S. embassy for an F-1 student visa. This visa is the document you would need to enter any U.S. ports. Please contact the U.S. embassy in your country for the required documents to apply for an F-1 student visa.

Helpful web sites:

- For more information about obtaining a student visa, visit <http://www.uscis.gov>
- For other immigration-related topics, visit the US Citizenship and Immigration Services Web site at [www.uscis.gov](http://www.uscis.gov).

## NON-NATIVE SPEAKERS

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All non-native English speakers need to provide evidence that they have attained a proficiency in the English language satisfactory to our admissions requirements and to our ability to serve them through our current ESL support services. Non-native speakers seeking admission to Johnson State College may demonstrate their proficiency by taking the Test of English as a Foreign Language (TOEFL). Official TOEFL scores must be submitted to Johnson State College from the Educational Testing Service; a photocopy of TOEFL scores will not be accepted..

## Score Requirements for Undergraduate Applicants

Students with TOEFL test scores between 500 - 549, or 61 - 80, on the Internet-based test will be required to expand their proficiency in English. Typically, these students will enroll in a two-semester sequence of ESL courses in writing and reading, grammar, and listening and speaking during their first year at JSC.

Exceptions to the TOEFL requirement may be made for students who have had the opportunity to use spoken and written English for a sustained period of time either through life experiences or through post-secondary education. Students who have been granted a waiver of the TOEFL requirement may be required to pursue 12-15 credits of ESL course work during their first year of study.

Our institutional code for the TOEFL is 3766.

## LEARNING MORE ABOUT JOHNSON STATE COLLEGE

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In addition to completing a formal application to the College, prospective students are encouraged to schedule an interview or information session with an admissions counselor. Applicants who have any disability (physical or learning) or who have limited English proficiency are encouraged to contact the admissions office so that special needs or accommodations can be made available where appropriate throughout the admissions process. Send questions by email to [www.jscadmissions@jsc.edu](mailto:www.jscadmissions@jsc.edu) or call us at 800-635-2356.

## THE JUMP START PROGRAM

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This program is available to juniors and seniors in high school, at least 16 years of age, who demonstrate the abilities and commitment to undertake college work. This program is designed for students who show significant talent in an academic area and who desire to challenge themselves on the post-secondary level. To be considered for admission, students must be enrolled full-time in high school or an approved home school program, and must:

- Complete the Jump Start Application;
- Submit at least one letter of recommendation from a guidance counselor, principal, or teacher describing their interest in the program and likelihood of success;
- Arrange an interview with the Jump Start Coordinator;
- Bring a high school transcript to the interview.

Typically, students in this program will be permitted to register for two first- or second-year college courses, on a seat-available basis. Deadlines are:

- Summer semester: May 1;
- Fall semester: Aug. 1;
- Spring semester: Dec. 15.

# Financial Aid

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Although the primary responsibility for financing students' education rests with their families, the financial aid office at Johnson State College administers a comprehensive financial aid program to help students who would otherwise be unable to afford a college education. JSC offers various scholarships, grants, loans and part-time employment to help close the gap between students' financial resources and their educational expenses. Since resources are limited, students should apply for federal, state and institutional aid early. All financial aid awards are dependent upon availability of funds and demonstration of financial need. All aid programs are subject to change due to changes in state or federal legislation.

## FINANCIAL AID ELIGIBILITY

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To be eligible to receive financial aid, a student must:

- be a U.S. citizen or eligible non-citizen (permanent resident),
- generally be enrolled in a program leading to a degree or certificate,
- be in good standing and maintaining satisfactory progress,
- not owe a refund or repayment on any previously received Title IV financial aid funds,
- not be in default on previously received national direct/defense (Perkins) or guaranteed (Stafford) student loans, and
- be registered with Selective Service (for males 18 years of age or older and born on or after January 1, 1960, if not currently a member of the U.S. Armed Forces).

Eligibility for specific aid programs is determined on the basis of financial need: the difference between the cost of attendance and what the family is expected to contribute. Need is determined on the basis of information submitted on the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. Continued eligibility, once students are in attendance, depends upon students meeting the general criteria listed above, documenting need for each academic year and remaining in good academic standing. Please contact the JSC Financial Aid Office for more information on eligibility requirements.

## Financial Aid Application Procedures and Deadlines

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### APPLYING FOR NEED-BASED AID

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To be considered for any type of need-based aid, including loans, students should file the Free Application for Federal Student Aid (FAFSA). Be sure to include Johnson State College's **code number, 003688**, on the FAFSA. A FAFSA or Renewal FAFSA must be submitted each year for continued consideration for assistance. Students need to apply for financial aid on-line by going to the FAFSA Web site: <http://www.fafsa.ed.gov>. In addition to the FAFSA or Renewal FAFSA, students should also complete state grant applications. Vermont residents can apply for a Vermont state grant

by completing the VSAC Grant Application. Applications are available in the JSC Financial Aid Office, or by calling VSAC at 1-800-798-8722. Students may also apply on-line at <http://www.vsac.org>. Residents of other states should contact their higher education agency to inquire about state grant application procedures and deadlines.

## APPLICATION DEADLINES

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Students should apply for financial aid as soon as possible after January 1. JSC's priority deadline for new students (freshmen and transfers) is March 1. To ensure that an application has a processed date of March 1, students are encouraged to complete the FAFSA by February 1. New students must be accepted to JSC before a financial aid award will be offered; students should not wait until they have applied for admission or have been admitted to apply for financial aid. Tentative award notifications are usually mailed to new, on-time applicants in April.

JSC's priority deadline for currently enrolled students is May 1. Complete the FAFSA online at <http://www.fafsa.ed.gov> by April 1 to ensure that an application has a May 1 processed date. While applications received after the priority deadlines will be reviewed, institutional aid is limited and late applicants may lose out on some types of funds. JSC may require that additional information such as tax returns, W-2s, and proof of untaxed income be submitted prior to disbursing financial aid. Award notifications are usually mailed to on-time applicants in June.

## IMPORTANT NOTE

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Federal regulations require that all Federal aid must be disbursed to a student's account within 180 days of the last date of the semester for which the aid was awarded. If a student does not complete the semester for which the aid was awarded, aid must be disbursed within 180 days of the last date of the student's attendance in that semester. Therefore, the financial aid office must receive all requested information in a timely manner in order to allow required processing time before disbursements can be made.

## FINANCIAL AID FOR SUMMER COLLEGE

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Most financial aid at JSC is awarded for use during the fall and spring semesters; JSC has limited financial aid available for the summer session. Generally, a FAFSA must be received by the federal processor by April 1 for consideration of summer aid. Students must

also complete a JSC Application for Summer Aid found in the summer course bulletin. Also, refer to the summer course bulletin for further information on financial aid procedures or call the financial aid office.

JSC awards Pell Grant and Stafford Loans to eligible students who have completed the FAFSA and Summer Financial Aid Application.

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## FINANCIAL AID FOR STUDENTS WITH PREVIOUS BACCALAUREATE DEGREE

Students must indicate on the FAFSA their degree status. Students who have previously earned a baccalaureate degree are not eligible to receive Pell Grants, SEOG or VSAC Grants. However, they may receive Federal Perkins Loans, Federal Work-study and Federal Stafford Loans.

The following need-and merit-based aid programs are available to assist a large percentage of Johnson State College students.

FEDERAL AID PROGRAMS	ELIGIBILITY	APPLICATION FORM(S) REQUIRED*: Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of federal aid. Apply online at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> .
Federal Pell Grant	Funded by the federal government and awarded to eligible undergraduates who have not earned a Bachelor's degree.	
Federal Supplemental Education Opportunity Grant (FSEOG)	Funded by the federal government to assist undergraduates with exceptionally high financial need. Priority is given to Pell eligible recipients.	
Academic Competitiveness Grant (ACG)	Funded by the federal government and awarded to undergraduates enrolled full-time in their first or second academic year and have completed a rigorous secondary school program. Students must be a U.S. citizen and be Pell eligible. First- year students must have a high school graduation date after Jan.1, 2006 and have not been previously enrolled in an undergraduate program. Second-year students must have a high school graduation date after Jan.1, 2005 and have at least a 3.0 cumulative GPA after their first year as an undergraduate.	
National Science and Mathematics Access to Retain Talent Grant (National SMART Grant):	Funded by the federal government and awarded to undergraduates enrolled full-time in their third or fourth academic year. Students must be a U.S. citizen, a Pell recipient, and in an eligible degree program majoring in physical, life, environmental, or computer sciences, engineering, technology, mathematics or a critical-need foreign language and have at least a 3.0 cumulative GPA.	

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FEDERAL AID PROGRAMS	ELIGIBILITY	APPLICATION FORM(S) REQUIRED*: Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of federal aid. Apply online at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> .
Federal Perkins Loan	Low interest loan (5%) and no interest accrues as long as the student is enrolled in at least half-time study. It is awarded based on need, availability of funds, and federal regulations.	
Federal Subsidized Loan	Long term, low interest loan and no interest accrues while the student is enrolled at least half-time. The interest rate is fixed at 6.0%.	
Federal Unsubsidized Loan	Borrower is responsible for interest during life of the loan. You must be at least a half-time student. The interest rate is fixed at 6.8%.	
Federal Parent Loan (PLUS Loan)	Enables parents with a good credit history to borrow to pay educational expenses for their dependent student. The interest rate is fixed at 8.5%.	Plus Loan Pre-Application available on the JSC web site.
Federal Work-study Program (FWS)	Federally funded program provides on-campus employment for students to earn money to pay for educational expenses.	
Vermont Student Assistance Corporation (VSAC) and State Incentive Grant Programs	<ul style="list-style-type: none"> <li>• VSAC Grants are restricted to undergraduates who are permanent residents of Vermont.</li> <li>• Non-residents are encouraged to contact their state higher education agency for information on application procedures and deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• FAFSA</li> <li>• VSAC Grant application (Vermont residents only)</li> <li>• Apply at <a href="http://www.vsac.org">www.vsac.org</a></li> <li>• Applicable state grant application (Non-residents)</li> </ul>

*\*Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of federal aid. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)*

**SATISFACTORY ACADEMIC PROGRESS**

Johnson State College matriculated undergraduate and graduate students must progress at a rate that ensures completion of their degree programs within a reasonable time frame in order to maintain eligibility for financial aid. Students are required to successfully complete credit hours totaling at least 67% of their credit hours attempted. For financial aid eligibility, total credit hours attempted, including transfer credits, cannot exceed 150% of graduation requirements.

Undergraduate students with fewer than 30 attempted credits must maintain a cumulative GPA of 1.75. Undergraduate students with 30 or more attempted credits must maintain a cumulative GPA of 2.0. Graduate students must maintain a minimum 3.0 cumulative GPA.

Students will be reviewed on an annual basis to ensure adherence to this policy. Any student not meeting the time progression standard or the minimum GPA requirements described above will be placed on Financial Aid Probation for a one-year period. During

## FINANCIAL AID

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this probationary period, the student may maintain financial aid eligibility.

If, at the end of the probationary period, the student is not meeting the required credit hour standard and cumulative grade point average standard, the student's eligibility for further financial aid will be withdrawn until the student has met the required standards. Students whose aid has been withdrawn for not maintaining satisfactory academic progress according to the policy stated above may appeal their loss of aid in writing to the financial aid office. Forms for this appeal are available from the financial aid office. Appeals will be reviewed by the Financial Aid Appeal Board. Students must include in their appeal the reasons for not meeting the satisfactory academic progress standard. Reasons for appealing may include medical emergencies or family crises. Supporting documentation should be submitted with appeals. Students will be notified in writing of the Appeal Board's decision.

Students whose aid has been withdrawn should notify the financial aid office when they have met the requirements for Satisfactory Academic Progress for Financial Aid eligibility. Students will be notified in writing whether or not reinstatement has taken place. Students are encouraged to observe all routine application procedures and deadlines for financial aid while awaiting notification of reinstatement.

### **This policy applies to students receiving:**

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants (SEOG)
- State Incentive Grants
- Federal Work-study
- Federal Perkins Loans
- All Federal Stafford and Plus Loans
- JSC Institutional Grants and Scholarships
- Federal Academic Competitiveness Grant (ACG)
- Federal National (SMART) Grant

## VETERANS' BENEFITS

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Students eligible to receive veterans education benefits must contact the registrar's office and arrange to have their enrollment certified with the Veterans

Administration. The amount of monthly checks is determined by full- or part-time enrollment status. In order to receive maximum benefits, students must be enrolled full-time in at least 12 credits during a regular semester. Those enrolled in fewer than 12 credits receive proportionately smaller benefits.

Enrolling in an independent study (research, field work, internship) or in music or health and physical education courses may affect the amount of monthly checks. Students contemplating enrolling in these courses should call the V.A. to determine exactly how benefits will be affected. V.A. regulations exempt some internship experiences from reduction in benefits. Veterans enrolling in an internship should consult the registrar's office to determine whether their internships comply with these special regulations.

**To be considered for maximum benefit payments, the internship must comply with the following special V.A. criteria in addition to meeting regular Johnson State College requirements:**

- Each approved field experience must have a college faculty member as an assigned instructor and must be supervised by the College.
  - The planned program of activities must be controlled by the College.
  - Meetings must be regularly scheduled on at least a weekly basis to provide for interaction between the instructor and the student. (Class attendance is defined as any regularly scheduled meeting with the instructor, regardless of location.)
  - Appropriate assignments must be required.
  - The grading system must be the same as that used for in-residence courses at the College.
  - Required preparation and training time per credit hour must be at least as great as normally required for other courses offered at the College.
  - The field experience approved by the College must be required for graduation.
  - The field experience must be measured in the same unit (semester credits) as other courses.
  - Students residing off campus and expecting a refund of financial aid funds for living expenses will not receive those funds until after that add/drop period.
- The student veteran is responsible for seeing that the internship contract form explicitly indicates how each of these criteria is met.

# Costs

## Tuition and Fees

2008/2009	VERMONT RESIDENT		NON-VERMONT RESIDENT		NEHBE PROGRAM	
	SEMESTER	YEAR	SEMESTER	YEAR	SEMESTER	YEAR
<b>Tuition</b> <i>(Full-time undergraduate 12-18 credits)</i>	\$3,744.00	\$7,488.00	\$8,076.00	\$16,152.00	\$5,604.00	\$11,208.00
<b>Housing (double)</b>	\$2,236.00	\$4,472.00	\$2,236.00	\$4,472.00	\$2,236.00	\$4,472.00
<b>Board (full meal plan)</b>	\$1,519.00	\$3,038.00	\$1,519.00	\$3,038.00	\$1,519.00	\$3,038.00
<b>Student Activity Fee*</b> <i>(for full-time students)</i>	\$98.00	\$196.00	\$98.00	\$196.00	\$96.00	\$196.00
<b>Campus Initiative Fee*</b> <i>(for full-time students)</i>	\$250.00	\$500.00	\$250.00	\$500.00	\$250.00	\$500.00
<b>Health Insurance**</b>	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00
<b>Estimated Total</b> <i>(This total represents a full-time student)</i>	\$9,292.00	\$17,139.00	\$13,624.00	\$25,803.00	\$11,150.00	\$20,859.00
<b>Miscellaneous Expenses</b> <i>(books, transportation, and personal needs)</i>	\$1,125.00	\$2,250.00	\$1,225.00	\$2,450.00	\$1,225.00	\$2,450.00

\*Part-time, matriculated students are charged a pro-rated amount for the Student Activity Fee and the Campus Initiative Fee. The Student Activity Fee and Campus Initiative Fee are not charged to EDP students. EDP students pay an EDP Services Fee. (See "Explanation of Fees" in the following pages.)

\*\* The Health Insurance charge of \$1,445 is a yearly rate and is based upon a student enrolling at JSC in the Fall semester. Students enrolling for the Spring semester are charged \$940.

ADDITIONAL FEES:	
Application for Degree Fee	\$ 70
Automobile Registration Fee	\$ 50/YEAR
Course Change Fee <i>(after add/drop period)</i>	\$ 14/COURSE
Course Fee <i>(applies to certain courses only)</i>	VARIES/COURSE
Late Financial Clearance Fee	\$100
ORIENTATION FEE (NEW STUDENTS):	
Fall Semester	\$ 189
Spring Semester	\$ 95
Refundable Damage Deposit <i>(for residential students)</i>	\$ 100
Registration Fee <i>(for non-degree students)</i>	\$ 50/SEMESTER
Student ID Replacement Fee	\$ 25

PER CREDIT HOUR RATE <i>(PART-TIME OR OVER 18 CREDITS):</i>	
Vermont Resident	\$312 / CREDIT
Non-Vermont Resident	\$673 / CREDIT
NEHBE	\$467 / CREDIT

# COSTS

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## TUITION

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Full tuition and fees are charged to undergraduate students registered for 12 to 18 credit hours per semester. Students taking fewer than 12 credits are considered part-time students and are billed by the credit.

Students taking more than 18 credits are billed on a per credit basis for the additional credits above 18, at the extra credit hour rate set forth in the preceding listing of additional fees.

Vermont residents age 65 or older (as of the first date of classes), who are not matriculated, receive a full tuition waiver. These students may not take the place of a paying student in courses with enrollment limits. No discount is applied to course fees or other student fees.

During the summer, all out-of-state residents are charged the in-state tuition rate plus 50 percent.

## FAMILY WAIVER

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In recognition of the financial burden placed on families with more than one family member in college at JSC, the College offers a reduced rate for dependent family members who are concurrently enrolled in the

College's undergraduate programs (including EDP).

Tuition charged to the second and subsequent members of the same family unit concurrently attending JSC will be reduced by 25 percent, provided that all such family members are enrolled as undergraduates pursuing studies on a full-time (12+ credit hours) basis.

### **Members of the same immediate family unit shall include:**

- Siblings when they are dependents of their parents;
- Parent and children combinations (when such children 24 years of age or younger, are dependent of their parents);
- Husband and wife;
- Parties to a civil union.

## ROOM AND BOARD

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Students living in the college residence halls are charged per semester for their room and board. All students living in the residence halls are charged the full-meal plan (21 meals per week) each semester. Students may arrange for an alternate meal plan by contacting the business office no later than the end of the second week of classes each semester.

# Explanation of Fees

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## APPLICATION FOR A DEGREE FEE

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This fee covers the costs of a review of the degree plan, a diploma, and commencement-related activities. Students receiving two degrees at separate ceremonies will be charged the full fee each time. Graduates attending commencement exercises are required to purchase a cap and gown, at an additional cost through the College bookstore.

## AUTOMOBILE REGISTRATION

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Any student operating a motor vehicle on College property must register the vehicle with the department of public safety. Each year a \$50 fee is required.

## BOOKS AND SUPPLIES

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Students should budget at least \$500 per semester for books and supplies. The College Bookstore operates on a cash basis and does not extend credit. It does, however, accept Visa, Amex, Discover, and

MasterCard. Additionally, during the add/drop period, students who have been given clearance by the business office may charge books and supplies to their student account. Forms may be obtained at the College Bookstore.

## CAMPUS INITIATIVE FEE

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This fee helps support the development of facilities and other campus needs for JSC students. The fee is \$250 per semester for full-time students. Part-time students taking fewer than 12 credits pay \$21 per credit.

## COURSE CHANGE FEE

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This fee is charged for each course added or dropped after the specified "add/drop" period.

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## COURSE FEE

Certain courses require billing of fees to cover special materials, studio, or instructional costs. Course fees are listed in each semester's course bulletin and on Web Services.

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## EDP SERVICES FEE

This fee helps to defray the costs associated with running a long distance degree program. The charge is \$135 per semester for full-time enrollment (12 or more credits) and \$11 per credit for part-time enrollment. This fee is charged to EDP students only.

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## HEALTH AND ACCIDENT INSURANCE

Health insurance is mandatory for all full-time undergraduate and graduate students not otherwise covered. A student (or his/her parents in the case of minors) must present written proof certifying that he/she is covered by insurance in order to be exempt from the College insurance. The appropriate forms may be obtained from the business office and must be submitted one month before the first day of classes.

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## LATE FINANCIAL CLEARANCE FEE

This fee can be charged to students who do not meet the published deadline for return of any required forms mailed with semester billing information.

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## ORIENTATION FEE

This fee covers the cost of the orientation program, which acquaints new students with the campus and services available to them.

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## REFUNDABLE DAMAGE DEPOSIT

This fee is charged to the account of all residential students to be applied toward damages to residence halls.

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## REFUNDS FOR RESIGNATION OR LEAVE OF ABSENCE

In the event of withdrawal, dismissal, resignation, leave of absence, or the dropping of classes in a manner that affects student charges, including tuition, room

and board, course and other fees, any refund will be calculated on a daily pro-rata basis, using the same schedule utilized to determine the amount of the federal Title IV returns, with the following exceptions:

1. If a student withdraws during the first seven calendar days of the semester, the amount of refund of all student charges (tuition, fees, room and board) will be 100 percent.
2. If a student withdraws after the 60 percent point of the semester, the amount refunded for charges for tuition, fees, and room will be zero.
3. Fees paid to acquire College Health Insurance are NOT refundable.
4. If a student is suspended or dismissed from on-campus housing, there will be no credit of room charges.

However, board charges will be credited for each full week of suspension/dismissal from on-campus housing.

*NOTE: Ceasing to attend classes does not constitute the dropping of classes or withdrawal from the College. In order to be eligible for a refund/repayment pursuant to the above schedule, a student MUST notify the dean of students and the registrar's office of his/her withdrawal.*

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## REGISTRATION FEE

This \$50 per semester fee is required of each part-time, non-degree student who enrolls in one or more courses during a semester.

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## STUDENT ACTIVITY FEE

This fee covers the expense of student clubs, activities, and publications. Full-time, matriculated undergraduate students pay \$98/semester. Matriculated, undergraduate students, exempt for EDP students, enrolled for fewer than 12 credits pay \$8 per credit.

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## STUDENT IDENTIFICATION CARD REPLACEMENT FEE

Each student is issued an identification card free of charge. A \$25 fee is charged for replacement cards.

# ***COSTS***

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## **VERMONT STATE COLLEGES IN-STATE RESIDENCY REQUIREMENTS POLICY (301)**

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**The following requirements must be met by a student prior to being granted resident status for the purpose of admission, tuition, and other VSC charges:**

1) The student shall be domiciled in Vermont, said domicile having been continuous for one year immediately prior to the date of enrollment unless the student, in accordance with 16 V.S.A. §2185, is a member of the armed forces of the United States on active duty who is transferred to Vermont for duty other than for the purpose of education. Domicile shall mean a person's true, fixed, and permanent home, to which he/she intends to return when absent. Domicile shall not be dependent upon a person's marital status. Although domicile may have been established, a student is presumed to be an out-of-state resident for tuition purposes if he or she moved to Vermont or continues residence in Vermont for the purpose of attending a Vermont institution of higher learning or qualifying for resident status for tuition purposes. Such presumption is rebuttable.

2) The student must demonstrate such attachment to the community as would be typical of a permanent resident of his/her age and education. The College's chief admissions officer shall consider in the determination of residency for tuition purposes, among other factors: voter registration, property ownership, payment of income and property taxes, automobile registration and driver's license.

3) Receipt of significant financial support from the student's family will create a rebuttable presumption that the student's residence is with his/her family. A student who has not reached the age of eighteen shall be presumed to hold the residence of his or her parents or legal guardian. The presumption shall be rebuttable.

4) A student who moves into Vermont within one year of enrollment shall be presumed to have moved to Vermont for the purposes of attending a Vermont institution of higher learning and qualifying for resident status for tuition purposes. This presumption shall be rebuttable.

5) A student who is eligible for tuition purposes to enroll as a resident student in another state shall not be enrolled as a "Vermont Resident." The inability to en-

roll as a resident student in another state does not by itself establish residency in Vermont for tuition purposes. Additionally, a domicile or residency classification assigned by a public or private authority neither qualifies nor disqualifies a student for in-state residency status at a member College. However, such classification may be taken into consideration by the chief admissions officer.

6) A student enrolling at the Vermont State Colleges shall be classified by the College's chief admissions officer as a resident or non-resident for tuition purposes. The decision by the officer shall be based upon information furnished by the student and other relevant information. The officer is authorized to require such written documents, affidavits, verifications or other evidence as he/she deems necessary.

7) The burden of proof shall, in all cases, rest upon the student claiming to be a Vermont resident for tuition purposes by clear and convincing evidence.

8) Changes in residency status for tuition purposes shall become effective for the semester following the date of reclassification.

9) A student with resident status for tuition purposes will lose that status if he/she, at any time, fails to meet the above requirements. In this event, resident tuition and other charges shall continue in effect only until the end of the academic year.

10) The decision of the College's chief admissions officer on the classification of a student as a resident or non-resident for tuition purposes may be appealed in writing to the College's Dean of Administration. Further appeal of a classification of a student's residency for tuition purposes may be made in writing to the Office of the Chancellor. The decision of the Office of the Chancellor shall be final.

11) An applicant for admission or enrollment may obtain a determination of residency status for tuition purposes in accordance with the above criteria and procedures in advance of admission or enrollment.

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## Payment Procedures

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### BUSINESS OFFICE CLEARANCE

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All students must obtain clearance from the business office. All students who have paid or have an approved payment deferral prior to the start of classes are considered to be cleared.

**Clearance by the business office means that all semester charges and any previously due balances are:**

- paid in full,
- covered by financial aid grants and loans,
- deferred for payment covering any unpaid portion of the bill,
- covered by Tuition Pay monthly payment plan for tuition and fees sufficient to cover semester charges, or
- covered by any combination of the above.

### MONTHLY PAYMENT PLAN

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A ten-month payment plan is available through Tuition Pay. Students using the Tuition Pay monthly payment plan will be issued clearance upon confirmation of plan participation. The plan enables the student or parent to pay all or part of the annual charges in ten equal installments starting July 1. Participation in the plan may start after July 1, but a down payment will need to be made with payment completed in fewer installments. Call 1-800-635-0120 for more information.

### PAYMENT DEFERRAL

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To receive a payment deferral, a student must complete a deferred payment contract. A payment form is included with each semester's bill and returned for processing to the business office prior to the payment due date. In order to defer part or all of the bill, a student needs to meet one of the following qualifications:

- be a veteran receiving veteran's benefits
- be a social security recipient
- have financial aid pending
- have any federal loans pending

### PAYMENT DUE DATES

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Students are billed prior to the start of each semester. Payment is due as specified on the bill or in an accompanying brochure. A late fee is charged to all students if full payment has not been made or an approved deferred payment contract is not on file by the payment due date. Students owing money from prior semesters will not be permitted to clear the business office or register for class until the bill is paid. Current semester bills that are not paid in full by the end of the semester will result in withholding of academic credit and transcripts and possible administrative dismissal until satisfactory settlement has been made.

Students can expect to receive supplemental billings during a semester for such items as residence hall charges or parking fines.

### APPLICATION OF FINANCIAL AID AWARDS

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Financial aid that has been reported to the business office is credited as follows:

- Grant funds authorized by the financial aid office are credited directly to the student's account.
- Perkins Loans and Federal Stafford Loans will be credited to student's accounts after promissory notes have been signed.
- Students who anticipate receiving financial assistance from sources other than the College are reminded that they should make arrangements to have payments forwarded to the business office as early as possible. Confirmation of other sources of financial assistance should be included with the payment deferral form.
- Paychecks are issued to students for work study and other campus employment once a student obtains a job and begins submitting time sheets. Anticipated employment earnings cannot be used as a credit against a student's account.
- Students residing off campus and expecting a refund of financial aid funds for living expenses will not receive those refunds until after the add/drop period.

# ***COSTS***

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## **REFUND POLICY**

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Tuition, Fees, Room and Board: If a student exits or is dismissed during the first seven calendar days of the semester, the student will be credited 100% of the charges for tuition, student activity fee, and room and board. After the first seven days and before the end of the 60% point of the semester, students who are exiting will be credited tuition, student activity fee, room and board on a pro-rata basis. The pro-rata calculation will use the number of calendar days completed divided by the number of total calendar days included for the full semester. After the 60% point of the semester, there is no adjustment for tuition, fees, or room. Meal plans will continue to be pro-rated until the end of the semester.

## **TUITION ADJUSTMENTS**

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Any adjustments in tuition charges will be based upon the courses on record at the end of the second week of the semester. No tuition refund will be given for any half-semester course dropped after the second week of the semester. There will be no refunds for drops made during the mid-semester add/drop period. There are no refunds for approved late withdrawals.

The student or parent may appeal the refund policy as applied if individual circumstances warrant exceptions to the policy. Appeals may be forwarded to the dean of administration.

## **ADJUSTMENTS TO FINANCIAL AID AWARDS**

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Financial aid awards may need to be adjusted if a student exits the College during a semester. Federal regulations will be used for the return of Title IV funds for students eligible for federal financial aid. Federal regulations will also be used for the return of institutional aid. Other aid, such as state grants and outside scholarships will be returned as specified by the grantor. If a student stops attending all classes and does not complete an Exit Notification at that time, any Title IV funds received by that student may be adjusted or cancelled. The student may then be responsible for his/her bill. If Title IV money needs to be returned, it will be returned in the following sequence :

Federal Unsubsidized Loan  
Federal Subsidized Loan  
Federal Perkins Loan  
Federal PLUS Loan  
Federal Pell Grant  
FSEOG  
ACG  
National SMART Grant

Employment through the Federal Work Study Program is terminated on the date the student withdraws. Awards from sources other than the College and Title IV funding are adjusted according to the source agency's own policy.

External Degree Program (EDP) follows the same refund policies as noted above. If an EDP student withdraws from a course at another institution, the student will be charged the prorated tuition and fees which the other institution applies.

## **ADMINISTRATIVE DISMISSAL**

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Students with outstanding overdue balances on their accounts and who have not responded to business office inquiries for payment, or who have indicated a refusal to pay that balance, are subject to administrative dismissal from the College. Dismissed students must cease attending all classes immediately, will not receive any credit for work done during that semester and will still remain liable for the unpaid balance.

Students dismissed for academic or disciplinary reasons are liable for all tuition, room charges and fees for that term.

# Student Services

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## Academic

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### ORIENTATION

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New first-year and transfer students are required to attend an orientation program which occurs just prior to the start of the semester. Students will participate in a series of meetings, information sessions, small group activities, social gatherings, and special events intended to ensure a successful transition to Johnson State. Administrators, faculty, staff, and upper-class students are available to assist students with their introduction to the JSC community. Students will have an opportunity to discuss academic requirements, social and recreational activities, and the regulations and rules governing college life.

### THE ADVISING AND CAREER CENTER

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The Johnson State College Advising and Career Center coordinates a variety of programs and services that encourage students to be active participants in their own educational and career development. The Advising and Career Center is a hub for local, national and international experiential learning opportunities that support career exploration and connect learning to life beyond Johnson State College.

#### **Advising and Career Center Programs & Services**

- Career development & planning
- Job/internship/volunteer postings
- International Student Support
- The National Student Exchange
- Study abroad
- Socially responsible careers
- Choosing a major
- Career resource library
- Academic advising
- Service learning

The Advising and Career Center maintains a resource library and online services that support students in choosing a major, exploring career options, and gaining hands-on experience through internships, service learning, and exchange opportunities. The Advising and Career Center also maintains JSC Connections, an online database of

jobs, internships, volunteer opportunities and alumni mentors. Career Center advisors offer one-on-one and group career counseling and provide resume writing and job search assistance.

### THE NATIONAL STUDENT EXCHANGE

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The National Student Exchange (NSE), coordinated out of the Career Center, is a network of nearly 200 colleges and universities in the United States and Canada. Through NSE, JSC students who meet the eligibility requirements can spend a semester or a year at one of these institutions, earning credit toward their JSC degree. International exchange opportunities are also available through participating institutions that open their study abroad programs to NSE exchange students.

### STUDY ABROAD

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Johnson State College supports students in gaining a global education through Study Abroad. In addition to the study abroad opportunities available through NSE, many JSC programs and faculty sponsor short-term international study tours, field research projects and service learning opportunities. Early planning is encouraged to assure the timely completion of all academic degree requirements.

### INTERNATIONAL STUDENTS

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Johnson State College creates opportunities for the campus community to meet and interact with students of multicultural and international backgrounds. With ever increasing internationalism, Johnson State College promotes the enrollment and participation of international students who help expand the JSC community's awareness of world and intercultural issues and events. In the past, international students at JSC have come from many countries including Canada, Columbia, Jamaica, Korea, Mexico, Brazil, Saudi Arabia, Sweden, Japan, Pakistan, France, Poland and Indonesia.

# STUDENT SERVICES

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JSC offers a wide range of support to international students to assist in a successful transition to the U.S. and college studies. JSC provides:

- orientation to campus and community life
- support for cultural and academic adjustment
- advice and assistance with career, immigration and visa matters
- advocacy on behalf of international students' needs and multicultural perspectives on campus

## SOCIALLY RESPONSIBLE CAREERS

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The Career Center offers services and resources that support JSC students and graduates in pursuing Socially Responsible Careers and supports their involvement with service, activism, and social justice work. We provide an extensive database of job / internship / volunteer opportunities, career counseling, and an alumni network for those who want to translate a passion for social responsibility into rewarding work in the nonprofit, public, and private sectors.

## ACADEMIC ADVISING

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The Career Center provides academic advising services that complement the faculty advising system. Advisors are available to assist students in choosing a major, understanding degree requirements and considering educational and career goals. The Career Center coordinates new student registration programs for incoming students and manages advisor assignments and change of advisor requests.

## ACADEMIC COMPUTING CENTER

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The Academic Computing Center, located on the second floor of the Library and Learning Center, serves as the "hub" of academic computing at JSC. It is fully staffed and equipped with 40 Pentium workstations, all of which provide Internet and e-mail access. In addition, the college supports five other dedicated computer labs, two for science and mathematics, one for behavioral sciences and education, one for business and hospitality and tourism management, a MIDI lab for the fine and performing arts, as well as a digital imaging and video editing systems for student use.

## ACADEMIC SUPPORT SERVICES

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Academic Support Services offers a range of support to JSC students as they progress through their college careers. Our goal is to provide support that empowers students to successfully complete their college education and prepares them for further education and employment.

Academic Support Services is partially funded by a Federal TRiO grant from the U.S. Department of Education. The purpose of TRiO is to provide support to populations typically under-served by colleges. While we serve ALL students at JSC, priority is given to those who qualify for the TRiO grant. To be eligible for grant services, a student must meet at least one of the following criteria:

- be from a family where neither parent completed a four-year bachelor's degree
- be from a low income background
- have a documented disability

## SERVICES FOR STUDENTS WITH DISABILITIES

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Johnson State College is committed to providing students with disabilities an equal opportunity to participate in all aspects of the educational environment. The Learning Specialist works with students with disabilities to maximize their educational potential, encouraging them to maintain independence while receiving assistance. Students with documented disabilities may be eligible for a variety of accommodations and services including:

- Testing accommodations
- Note-taking assistance
- Sign Language interpreters
- Books on tape/CD
- Assistive technology

Current and comprehensive documentation of a disability is necessary to be eligible for many of these services. Guidelines are available on the JSC web site.

## TUTORING

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The Learning Resource Center provides a friendly and supportive environment for students seeking to improve their academic performance. Our professional staff and peer tutors can help foster academic success by encouraging students to become more independent learners. The Learning Resource Center provides the following services to all students:

- Individual tutoring in most 1000- and 2000-level courses
- Individual professional help in writing, math, and English as a second language
- Individual online help in writing through the Writer's Online Workshop
- Group tutoring (supplemental instruction) in selected subjects
- Training programs for peer tutors
- Resource library

## NON-TRADITIONAL STUDENTS

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Academic Support Services is home to non-traditional students at JSC, where they receive assistance, support, and mentoring to help them overcome their unique challenges. Information for non-traditional students is available on the following topics:

- College credit for life experience
- Childcare
- Financial aid
- Tutoring
- External Degree Program
- Graduate education

## CAREER DEVELOPMENT

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Academic Support Services staff provide the following career development services to TRiO students:

- Computerized Myers-Briggs Type Indicator assessments to determine students' modes of perception and methods of judgement
- Computerized Strong Interest Inventory to determine students' potential satisfaction with various types of work (coordinated with MBTI assessments)
- Computerized information-gathering on various occupations
- Graduate school counseling and information

Our goal is to assist students in exploring and identifying satisfying career paths, and in creating meaningful academic plans of study along those paths.

## PERSONAL COUNSELING

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Academic Support Services contracts with the JSC Counseling Center to provide personal counseling to any TRiO student seeking a supportive, confidential environment in which to explore problems affecting their personal and academic success. Special attention is given to issues of importance to TRiO students:

- Adjusting to college life
- Balancing college with personal/family life
- Financial issues
- Learning disabilities

Participating in individual and group counseling can provide needed relief from stress, as well as useful preparation for life after college.

## TRANSITION PROGRAM

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Academic Support Services offers a special Transition Program for students who show potential for academic success but may be under-prepared academically and/or socially. The program includes the following components:

- A pre-orientation activity which includes team-building activities with the Academic Support Services staff
- Regular advising meetings to monitor progress
- Early feedback from instructors on students' progress
- Career and academic major exploration and development

The Transition Program provides each student with individualized support that can make the difference between success and failure in the crucial first year of college.

## UPWARD BOUND

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Upward Bound helps young people from economically disadvantaged backgrounds to develop the academic abilities and motivation needed for success beyond high school. This program is designed to serve 90 students from ten high schools within a 50-mile

# STUDENT SERVICES

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radius of the campus. The heart of Upward Bound is a six-week residential summer program that builds academic skills and self-confidence. Faculty and staff for the summer program are selected from Johnson State College and participating high schools. The Upward Bound program provides internship and job opportunities for Johnson State students interested in the fields of human services, education and recreation.

## RESIDENCE LIFE

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The Residence Life program facilitates student growth and development through high quality services, with a variety of options in living environments, programs and activities. Community development plays an integral role in Johnson State College's residence halls. A healthy residence hall community provides a sense of belonging. At Johnson State, student growth is fostered in an environment that encourages freedom of choice and responsible behavior.

All Johnson State residence halls and residence hall rooms are smoke-free. Each room offers internet access, voice mail, and cable T.V.

## HOUSING POLICIES AND THE ON-CAMPUS RESIDENCE REQUIREMENT

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Johnson State requires full-time, first-year and second-year students to reside (to the extent that space is available) in on-campus housing and take their meals in College dining facilities. It is the College's philosophy that the residential life experience provides opportunities for educational, cultural and social enrichment that are necessary components of an individual's growth.

## RESIDENCE HALLS

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Governors Hall and Senators Hall, accommodating approximately 200 students each, housing men and women on alternate floors. Most rooms are designed as doubles, although some single and triple rooms are available. A lounge and common bathroom facilities are located on each floor. A laundry room and recreation room are also located in each of these buildings.

Arthur Hall is a co-educational, alcohol-free residence hall/housing 112 students in a suite-style living

environment. There are bathroom facilities and a common living space in each suite. A laundry room and a recreation room are also in this building. All students living in Arthur Hall sign an agreement to abide by the alcohol free contract. This policy is strictly enforced to promote a quiet living/learning residential community.

Martinetti Hall offers co-ed housing for upper class and non-traditional college students in double and single rooms on the second and third floors. On each floor there is one common bathroom. Residence floors have large furnished lounges equipped with a cable TV, vending machines and outstanding views of the Green Mountains. The second floor has a kitchen area equipped with an oven/range unit for student use. Administration and faculty offices can also be found in Martinetti.

## ROOM DEPOSITS

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All students obligated to live on campus, or those students who have met the housing policy requirements and choose to continue living in the residence halls are required to pay a non-refundable \$100 room deposit. For new students, this deposit is part of the required Admissions Deposit. For returning students, this deposit must be paid prior to participating in Room Selection for the upcoming academic year (month of April). Students will not be assigned their room of choice in the residence halls until the room reservation deposit is received in the business office.

Financial aid, scholarships, or anticipated aid cannot be accepted in lieu of the \$100.00 deposit.

For room assignments that are cancelled prior to May 1st, the student will be refunded the \$100 room deposit. Room assignments confirmed but not used, or not cancelled by the required date (May 1st), will result in a forfeit of the room deposit.

Students who are not required to live on campus include the following:

- students turning 21 years of age on or before the beginning of the spring semester
- students who are married or are single parents with custody of children
- students claiming same sex domestic partnership
- students commuting to and from JSC from the permanent residence of a parent or legal guardian, that is within a 30 mile radius of the college. A

Parental Statement form is required

- students completing internships, teaching practicum, or assistantships out of the Johnson area
- returning students who have met the on-campus housing policy requirement (students who have signed a housing contract prior to leaving for the summer may break that contract before May 1 with no penalty)
- students taking 7 or fewer VSC credits per semester

Students living in the residence halls are required to be registered for 8 or more credits. Should a residential student drop below 8 credits during the current semester, he or she may not receive permission to continue living in the residence halls. Students must request, in writing to the Director of Residence Life, to remain in residence. Decisions will be made on a case by case basis.

Housing Contracts are valid for the entire academic year. Fall term students are not offered a semester long housing contract. Students should refer to the JSC Student Handbook or the housing contract for housing exemption criteria and procedures.

Requests for a housing exemption, together with appropriate documentation, must be made in writing, using the Request for Exemption form, to the Housing Review Committee, by April 1 for returning students and by July 1 for new and transfer students. For students entering in the spring semester, the deadline is December 1.

## COLLEGE MEAL PLAN CONTRACT

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All students living on campus are required to participate in the College Meal Plan. ARAMARK Food Service Corporation provides quality food service to the Johnson State College campus. Students are invited to take advantage of the numerous dining options, such as vegetarian and vegan options, soups, and salads, in addition to traditional meals.

Meal plan exemptions will be considered for only medical reasons. Requests to be released from the meal plan policy must be made in writing to the Housing Review Committee. Meal plan exemption forms must be used. Students should refer to the JSC Student Handbook for meal exemption criteria. See Tuition and Fees section for meal plan fees.

## COLLEGE APARTMENTS

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The College Apartments, located at the north end of campus, provide one-, two-, and three-bedroom accommodations for qualified upper-class students. Applications outlining eligibility criteria for the College Apartments are available in the business office.

## COUNSELING CENTER

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The Counseling Center is a campus resource designed to facilitate the emotional and intellectual development of students. The Counseling Center offers JSC students a safe and confidential place for self-exploration and personal growth experiences. Counseling Center staff listen, provide support, and help students make the most of their educational experience while helping students form a personal connection to the learning community. Individual, couples and group counseling are available. Services also include referrals to community resources, presentations/workshops, campus-wide mental-health screenings, and mental health crisis assistance.

## STUDENT HEALTH SERVICE

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The Health Center is affiliated with Lamoille County Health Services and staffed by a licensed nurse practitioner who works in collaboration with an off-site physician. Services are available to all undergraduate, graduate, and External Degree Program students. Students are required to submit a comprehensive health form and immunization record and provide proof of health insurance coverage as conditions for enrollment at the college. A low-cost insurance plan is available to students who do not have pre-existing coverage.

## CHILD DEVELOPMENT CENTER

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The center, a licensed pre-school/child care facility for children ages two through seven years, is an early childhood laboratory school for the College. The center is accredited through the National Association for the Education of Young children. It serves the families of the campus community and surrounding towns. College students from all departments can be involved with the center through volunteer programs and course work, as classroom aides through Federal Work-Study, internships, and as parents.

## STUDENT SERVICES

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# Clubs, Organizations, and Athletics

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### STUDENT ASSOCIATION AND STUDENT ACTIVITIES

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The JSC Student Association (SA) fosters student involvement in a wide range of social, cultural, intellectual and recreational activities on campus. Each undergraduate who pays the activity fee (living on or off campus) is a member of the JSC Student Association. The Executive Cabinet and the Student Senate are the primary legislative bodies in the student government. The SA budget is derived from the annual student activities fee. The budget provides funding for an extensive schedule of dances, concerts, coffee houses, films, lectures, and special events.

### CLUBS AND ORGANIZATIONS

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Over 30 clubs and student organizations provide opportunities for students to gain valuable leadership experience while sponsoring numerous events for the entire campus community. Club sports are organized by students and compete at a level that is determined by the club members and a Club Sports Oversight Committee.

If there is not already a club that matches your interests, the Student Association can help you start one.

### CENTER FOR SERVICE LEARNING

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Since 1987, the Center for Service Learning has been an integral part of engaging students in the JSC community and beyond. The Center, also known as the “SERVE Office,” offers numerous opportunities for organized service experiences, led by student leaders, that meet actual community needs. Located in the Dewey Campus Center, we offer the following events and programs:

**Hunger and Homelessness:** Groups worked to fund raise for a local homeless shelter, collected and delivered Thanksgiving Food Baskets, held a Hunger Banquet on campus, worked at the local food bank, put up an art display on the meaning of “home” to Vermont children, hosted speakers on affordable housing, and led a Break Away trip to Maine to work in a homeless shelter.

**The Environment:** Prior to a Break Away trip to Biscayne Bay in Florida to work on restoration, these student leaders took students to the ECHO Museum in Burlington, attended an environmental slide show in Montpelier, did trail work in Lamoille County, and recruited volunteers for the ELF Program - where college students teach elementary school children about the environment.

**Global Issues:** Each year, a global issue is picked to focus on. During the school years of 2004-2007, students are working on raising their own and others’ understanding of the impact of land mines, particularly in Southeast Asia. In doing so, students have attended a land mine action conference at Smith College, created and presented a land mine awareness slide show for local colleges, high schools, and elementary schools, and helped fund raise, support, and carry out a Break Away trip to Vietnam.

**Break Away:** Our alternative break program is designed to promote service on the regional, nation, and international levels during scheduled school breaks. These trips are designed to have students leading other students in heightening social awareness and creating life long active citizens; where community becomes a priority in values and life choices.

**Mentoring:** Student volunteers are matched with local school children or youth. The goal is to form one-on-one relationships to give each child or young adult a friend and role model, as well as someone who can share recreational, cultural, and educational experiences.

**America Reads:** This is a national program designed to help children develop a love of reading. Reading partners receive a literacy training and then work with individual children or small groups (K-4) to provide opportunities for one-on-one practice and activities which inspire young kids to read well by shading the joy and power of reading.

**SNAP:** This program, in partnership with Smuggler’s Notch, pairs student volunteers with special needs children and adults to ski or snowboard.

**AmeriCorps Student Leadership Corps (Education Award Only):** JSC offers an AmeriCorps Education Award program. AmeriCorps members work with students, faculty, administration, and local communities to build volunteer and service learning programs

on the campus. At the end of their service, members receive an education stipend according to numbers of hours served.

If eligible, student leaders and America Reads volunteers, can receive federal work study.

### STUDENT MEDIA

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WJSC-FM, the College's non-profit radio station, is operated by and serves the students of Johnson State College. The studio is equipped to do both recorded and live broadcasting and is staffed by volunteers from the campus community. Programs include recorded music, news and special features on campus life and activities.

Basement Medicine, the student newspaper, is written for, about and by students under the guidance of a faculty adviser. The Gihon River Review, a literary magazine, is managed, edited, and produced by students. These publications are funded through the student activities fee.

### ATHLETIC AND INTRAMURAL/RECREATION:

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The Johnson State College Athletic Department mission is to provide comprehensive and competitive varsity programs for skilled student athletes. As an integral part of the Division of Student Life, intercollegiate athletics will be conducted to further the larger college mission. The intercollegiate athletic program will actively support the College's pursuit of academic excellence and strive to provide public service to the citizens of Vermont, the nation, and the world. The intercollegiate athletic program will be administered in a way that contributes to the personal development of all student athletes.

Johnson State College offers varsity intercollegiate athletic programs in men's and women's soccer, cross country running, basketball, tennis, as well as men's lacrosse and women's softball. Athletics competes under the NCAA Division III membership and is a full member of the North Atlantic Conference. Students interested in competing on the intercollegiate teams must meet the NCAA eligibility standards:

According to the NCAA 14.1.8.1, 14.1.8.1.2, and 14.1.8.2 in order to be eligible to compete or practice with a varsity team, all student athletes must "be enrolled in at least a minimum full-time program of study,

be in good academic standing, and maintain satisfactory progress toward a baccalaureate or equivalent degree.

1. Full Time Program of Study is defined as maintaining 12 credits per semester. (If a student drops or withdraws from a course mid-semester and this action places her/him below 12 credits, the student is immediately ineligible to practice or play).
2. Satisfactory Progress is defined as earning 12 credits per semester.
3. "Good Academic Standing" is defined by Johnson State College as: A student who has 30 or more earned or GPA credits, whichever is higher, and whose cumulative grade point average is 2.00 or above (1.75 for students with fewer than 30 earned or GPA credits, whichever is higher) is considered to be in good academic standing.  
A student athlete who fails to meet all of the eligibility requirements is immediately ineligible to practice or compete. A student athlete will remain ineligible until the following semester, or the semester in which they are again declared in Good Academic Standing by this institution.
4. The only time that a student athlete is allowed be registered for less than 12 credits is: If the student is in her/his last semester, and a degree audit has been completed by the Registrar's Office determining that the student needs less than 12 credits to graduate.

The athletic department prides itself on the manner in which it has developed the College's athletic experience. They have identified three primary goals for student athletes: personal growth, academic achievement, and athletic success. "Student Athletes as Role Models" is an integral part of the JSC Athletic Department philosophy. Athletics provides student athletes with an opportunity to realize their potential as individuals by developing skills in leadership, communication/motivation, and time management by serving as models in the community. Some of the recent programs have been Readers as Role Models, Kids Night Out, Gym Days, and Small Fry Clinics in basketball, soccer, lacrosse, and running.

The recreation facilities and opportunities on campus are extensive. Our Student Health and Physical Education (SHAPE facility) complex includes two gymnasiums, a spacious weight room complete with

# STUDENT SERVICES

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free weights and Nautilus machines, an aerobic fitness area with Life Cycles, stair climbers, Concept II rowing machines, elliptical trainers, a Gravitron, Landice treadmills, fleet of spinning bikes, a bouldering wall, a 26-foot climbing wall, a squash court, two racquetball courts, and a six-lane 25-yard swimming pool.

Featured outdoors is the Minaert Fields, located directly adjacent to the SHAPE facility, which serves as home fields for our soccer, softball and lacrosse teams. There are four resurfaced tennis courts with views overlooking the intramural field located on the eastern side of campus. Also offered for outdoor enthusiasts is a 10K trail system for running, hiking, and cross country skiing, along with a 18 hole Disc Golf Course positioned across the college campus and a snowboard park.

The mission of the recreation and intramural programs is to provide recreational, intramural, and wellness opportunities for the Johnson State community through a wide variety of intramural activity offerings: Spinning Classes, Water Aerobics, Dodgeball, Co-ed Basketball, Indoor Soccer, Group Hike Outings, Kayaking the Lamoille River, Climbing Wall Competitions, Disc Golf tournaments, Fitness Challenge, and various other events. The recreation and intramural programs strive to provide on- and off- campus opportunities that foster physical, social, and emotional wellness. Offerings have been designed to provide equal opportunity for participation regardless of gender, age, race, interests, or motor skill level. For additional sports or activities organized under the Student Association (i.e. Rugby, Ultimate Frisbee, Snowboard/Ski Club, Dance Ensemble, etc.) see the Student Association Section of this Catalog for more information.

## CODE OF CONDUCT

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Each student is responsible for being aware of the policies, rules, and regulations which govern the campus and set standards for behavior. The code of conduct is published in the Student Handbook, which each student receives during orientation. The Student Handbook is also online and can be located on the JSC web site under Student Services. The code of conduct explains the process by which disciplinary action may be taken for student misconduct. Copies of the code may be obtained from the dean of students office, which handles all disciplinary cases.

## STUDENTS' RIGHTS

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### **Nondiscrimination**

Qualified students are recruited for, admitted to and participate in all college programs without discrimination on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability. Johnson State College will provide reasonable accommodations to create equal opportunity for students with known disabilities. Please contact the JSC Learning Specialist in Academic Support Services (802-635-1264) if auxiliary aid or service is needed to apply for admission. Additionally, Johnson State College is committed to creating and maintaining an environment for work and study in which all members of the College community are free from all forms of sexual harassment and unlawful discrimination. Johnson State College complies with State and Federal Laws related to equal opportunity and non-discrimination. Any questions or complaints about potential or perceived discrimination in violation of any State or Federal Law should be directed to Jo Ann Lamore, Assistant Academic Dean, Martinetti Hall (802-635-1243); or the Vermont State Colleges Office of the Chancellor in Waterbury; or the Vermont Office of the Attorney General; or the Equal Opportunity Employment Commission in Washington, D.C. Please contact Bonnie Fairbanks, Director of Human Services (802-635-1392), if auxiliary aid or service is needed to apply for admission of employment.

### **U.S. Department of Education Requirements**

The United States Department of Education requires that annual statistics on campus crimes and students' continuation rates be made available to students and their families. Please contact the admissions office for this information.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR POST-SECONDARY INSTITUTIONS**

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A federal law, the Family Educational Rights and Privacy Act of 1974 ("FERPA"), affords students certain rights with respect to their educational records. The primary rights afforded to each student include, but are not limited to, the right to inspect and review their education records, the right to amend incorrect

records, and the right to limit disclosure of information from the records.

In accordance with federal law and regulations issued by the Department of Education, the Vermont State Colleges System (“VSC”) has adopted policies and procedures for each of its Colleges. The Colleges within the VSC are: Castleton State College, Lyndon State College, Vermont Technical College, Johnson State College and The Community College of Vermont. The purpose of this VSC policy is to provide guidance on the rights of inspection and the prohibitions against unauthorized dissemination of educational information.”

The VSC’s FERPA policy is available on the Blackboard Portal under VSC Public Info and Data / VSC Policy and Procedures / Student Affairs / Policy 312, and also at the Registrar’s Office.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C., 20202-4605  
E-mail: FERPA@ed.gov  
(include telephone and fax numbers in e-mail)  
Telephone: (202) 260-3887  
Fax: (202) 260-9001

## Campus Facilities

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### THE LIBRARY AND LEARNING CENTER

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The LLC houses the library, the Department of Humanities and the Department of Writing and Literature, an open-access computer lab, a math and science computer lab, a language laboratory and a multimedia classroom. The library holds 100,000 volumes in open stacks, including bound periodicals, pamphlets and other unbound materials, phonograph recordings and a large collection of microfilms. The library’s collections of art books and children’s literature are well known for their depth and range. The library is linked to the Online Computer Library Center, a national bibliographic service that provides cataloguing and interlibrary loan access to over 12 million bibliographic records for location and verification of books, serials and non-print materials. The LLC also houses the Ellsworth International Room, which includes artifacts and memorabilia collected by Professor Emeritus Robert A. Ellsworth over the length of his career as a diplomat and scholar. The room also includes a collection of Professor Ellsworth’s books dealing with history and political science and materials felt to be of significance to the study of history or political science, donated by friends of the Ellsworth Trust.

### BABCOCK NATURE PRESERVE

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The Babcock Nature Preserve, located ten miles from Johnson State College in Eden, Vermont, is a 1,000-acre tract of forest land owned and maintained

by the College for scientific and educational purposes. A site of geological significance carved out of the northern Green Mountains by ancient glaciers, the preserve offers a diversity of settings for studies in the natural sciences. Three large ponds dominate the physical landscape, and birds and mammals abound. With forested watersheds of mixed conifers and northern hardwoods, opportunities for field studies in hydrology, limnology, and terrestrial and aquatic ecosystem analyses are unlimited. The summer field program at the preserve features a number of short, intensive courses designed to provide field experience in the natural sciences beyond those normally possible during the academic year

### BENTLEY HALL

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This building houses the Department of Mathematics and the Department of Environmental and Health Sciences, a 200-seat lecture hall with movie projection facilities, an interactive television studio, and laboratories for biology, chemistry, physical sciences and geographic information systems.

### CARTER GYMNASIUM/SHAPE FACILITY

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Johnson State’s S.H.A.P.E. (Student Health and Physical Education) facility is home to the College’s Athletic Department, Health and Physical Education Division, Intramurals and Athletic Training Department. The S.H.A.P.E. facility was built in 1990 as an addition to the existing Carter Gymnasium. The complex includes

# STUDENT SERVICES

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two gymnasiums, a spacious weight room complete with free weights and Nautilus machines, an aerobic fitness area with Life Cycles, stair climbers, Concept II rowing machines, elliptical trainers, a Gravitron, Landice treadmills, fleet of spinning bikes, a bouldering wall, a 26-foot climbing wall, a squash court, two racquetball courts, and a six-lane 25-yard swimming pool.

Featured outdoors are the Minaert Fields, located directly adjacent to the SHAPE facility, which serve as home fields for our soccer, softball and lacrosse teams. There are four resurfaced tennis courts with views overlooking the intramural field located on the eastern side of campus. Also offered for outdoor enthusiasts is a 10K trail system for running, hiking, and cross country skiing, along with a 18-hole Disc Golf Course positioned across the college campus and a snowboard park.

## THE DEWEY CENTER

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The Dewey Center houses the office of the dean of students, the advising and career center, Upward Bound, the academic support services offices, public safety, the center for service learning, and the Basement Medicine (the student newspaper). It also contains three classrooms, a small convenience store, the bookstore, and a conference room.

## DIBDEN CENTER FOR THE ARTS

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The Dibden Center for the Arts contains a 450-seat theater with a proscenium stage, a removable dance floor, and choral and orchestra risers. The center houses the music and theater faculty, studios, practice rooms, classrooms and a piano laboratory, as well as the Julian Scott Memorial Art Gallery.

## MARTINETTI HALL

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This building, the main administration building, houses the offices of the president, academic dean, dean of administration and registrar, the admissions, financial aid, human resource office, dean of institutional advancement, alumni and development, and business offices, marketing and printing services, the graduate office, and the External Degree Program, along with the department of business/economics and a business/hospitality/tourism management computer laboratory.

## MCCLELLAND HALL

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The oldest building on campus, McClelland houses the department of education, the department of behavioral sciences, and the behavioral sciences computer lab, the dance studio, and the Child Development Center, which provides day care and pre-school activities for community children.

## ARTHUR HALL

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In addition to being a residence hall for students, this building houses the print shop and conference and event services.

## SENATORS HALL

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In addition to being a residence hall for students, this building houses the health center and the counseling center.

## STEARNS HALL

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Stearns Hall houses the dining hall, post office, women's center, student government and activities, and the JSC radio station (WJSC-FM), as well as multipurpose event spaces, a movie viewing room, a TV viewing space, arcades and gaming space, a fireplace lounge, a student conference room, and a cafe.

## VISUAL ARTS CENTER

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The VAC houses the college's visual arts programs, with drawing, painting, printmaking, photography, sculpture, ceramics and woodworking studios, as well as a gallery for exhibiting works in progress and student projects, and faculty offices.

## RESIDENCE HALLS

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Descriptions of the College's four residence halls are found in the Residence Life section.

## Administrative Support Services

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### MARKETING AND PRINTING SERVICES

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This office is responsible for supporting the production of internal and external publications, the college web site, recruitment literature, press releases and advertising.

### CONFERENCE AND EVENT SERVICES

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This office provides planning assistance and coordinates facilities, equipment, and services for all JSC and community groups and individuals holding special events and activities on campus during the academic year and in the summer.

### DEVELOPMENT AND ALUMNI RELATIONS

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This office, in coordination with the Alumni Council, plans and directs all of the activities relating to the alumni association, including class reunions and the Fall Alumni/Family Day, admissions recruiting, and fund raising. The office also publishes Johnson Views, which is distributed to alumni, parents, and friends of the College. The office also supports the work of the Fund for Johnson State College, an advisory board to the president on philanthropy and community and corporate relations. A major part of each year's fund appeal is dedicated to scholarships for undergraduates.

### PHYSICAL PLANT DEPARTMENT

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The department is responsible for providing maintenance, custodial, and janitorial services to all buildings and grounds of the campus. In addition, the department is responsible for establishing and maintaining all utilities, building systems, and grounds. The department is also responsible for initiating, planning, and executing all construction and campus renovations, with the exception of IT services.

### DEPARTMENT OF PUBLIC SAFETY

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The office of public safety is here for the safety of all students, faculty, and staff at Johnson State College. All public safety officers are trained and experienced in providing outstanding support to the Johnson State College community. We are fortunate to be living in a rural setting with less crime than other colleges, however, we are not crime free. It is the public safety department's role to provide a safe environment for the entire community. In order to achieve this goal, it is vital that the community work together to prevent crime through education, cooperation, and by using safe practices and reporting anything that is suspicious or unusual to the office of public safety.

A wide variety of safety and security training programs are available through the residence life staff and the counseling center. Information on current JSC policies relevant to criminal actions, campus law enforcement, training programs, policies, and campus crime statistics can be found on the Johnson State College Web site.

### AUTOMOBILE REGISTRATIONS

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All students who operate a motor vehicle on College property must register that vehicle with the public safety department. Students will need to bring a copy of their motor vehicle registration to obtain a permit. There is a \$50 fee per year to register vehicles. For more information, please contact public safety at 635-1205 or visit the Johnson State College Web site.

### STUDENT IDENTIFICATION CARDS

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Each student is issued an identification card free of charge through the public safety department. Replacement cost for lost or stolen ID's is \$25.00.