



GRADUATE COURSE REGISTRATION FORM—FALL 2011

Please check Graduate Continuing Education Graduate Degree Seeking

Name _____

Last First MI

College ID _____ (Provide Social Security # if first time registering at JSC)

Address _____ Telephone (w) _____

_____ Telephone (h) _____

City State Zip County

Check if name and/or address have changed since last enrollment.

Vermont Resident? Yes ___ No ___ Sex: Male ___ Female ___ Date of Birth _____

Have you maintained residence in Vermont for the past 12 months? Yes ___ No ___ Resident County _____

If eligible for Veteran's educational benefits, you should contact the Registrar's Office.

Have you previously attended JSC? Yes ___ No ___ If yes, when? _____

Former Name Used _____

Are you currently enrolled in a program at one of the Vermont State Colleges? Yes ___ No ___

If yes, what college? _____ What program? _____

*You must have a high school diploma or GED. High school date of completion _____. JSC reserves the right to request a copy of diploma or GED at its discretion. *IF THIS SECTION IS LEFT BLANK, THIS FORM WILL BE RETURNED TO YOU.*

Instructor's Signature if needed	Discipline/Course No.	Course Title	Grade Option G/P-NP/AU	Credits

Cost and Payment Information

The billing process at JSC is paperless. Therefore, billing statements and payment deadlines are available through the "VSC Bill Payment" (TouchNet) tab of your blackboard account. For a current list of tuition and fees, please visit us on the web at www.jsc.edu/tuitionandfees. Note that students wishing to audit a course with a full tuition rate pay 50% tuition. Auditing rates do not apply to extension courses or courses with special/reduced rates. Also, pursuant to VSC policy #417, non-matriculated senior citizens (65 or older) receive free tuition.

Ethnic Background

The following information, required of educational institutions by federal or state law, will be used solely for reporting purposes. It will not affect your application for admissions, financial aid, or employment in any way.

N Nonresident Alien Country _____ R Resident Alien Country _____

B Black/African American H Hispanic/Latino W Caucasian

A Asian American/Pacific Islander I American Indian/Alaskan Native U Unknown

Taking a Class at JSC?

Information on Email, Web Access, or Blackboard

All full and part-time students are given a Blackboard, Web Services, and a JSC email account. Each vehicle of communication has its uses. For example, many instructors will use Blackboard to post assignments and to offer a forum for communication among students. Through Web Services, you can access such information as grades, transcripts, and schedules. In regard to email, all students are expected to monitor their email accounts, as the JSC email is an official means of communication for the college. To learn how to access your account, see below or visit JSC's Information & Technology Services at www.jsc.edu by clicking on Offices & Services at the top of the JSC Website, and then clicking on Information & Technology Services.

Policies and Procedures

All students are expected to familiarize themselves with the policies and procedures of Johnson State College available online at www.jsc.edu/policiesandprocedures.

Social Security numbers are highly confidential and legally protected data. The Vermont State Colleges are committed to protecting the privacy of VSC employees and students, to the proper handling of social security numbers and to the overall reduction in the use of social security numbers for business processes. In order to comply with federal law, the VSC requires all students who are U.S. citizens to provide their social security numbers prior to being registered for classes for the first time, except for those students in contract courses that are paid for by an external entity.

Many instructors use *Blackboard* to post assignments and supplemental course materials, and in the case of online or hybrid courses, regularly accessing the course in Blackboard may be a requirement of the course.

Electronic mail is an official means of college communication with all students. Johnson State College provides students with an email account, free of charge. Students are responsible for all information sent to their college-assigned email accounts. If students choose to forward their college email to another account, they remain responsible for the contents of any official message, including attachments.

JSC expects that students will use *VSC Web Services* to access their class schedule, unofficial transcript, and grade reports.

Within 48 hours of course registration all students will receive *Blackboard, Email, and VSC Web Services* access.

How to access Blackboard, Email, and VSC Web Services

To access Blackboard, email, and VSC Web Services you'll need to activate your account; we recommend doing so before the start of the semester. If you have previously logged on to Blackboard, please follow the instructions in Option 1 (below); otherwise, use the instructions in Option 2 (below). If you experience difficulties accessing your accounts, submit a request for assistance to the Help Desk at <http://servicedesk.vsc.edu>.

1. Log on to your Blackboard account. Click on the Change Password link, located under Tools on the left-hand side of the page. Follow the online instructions to change your password. This process will activate your JSC network and email accounts and set the new password to apply to all of your accounts.

2. Go to <http://blackboard.vsc.edu>. Click on the link located in the New User? section to activate your account. Follow the online instructions to set a new password. This process will activate all of your accounts at the same time. Your username will be listed on the page after you have successfully activated your account. Please note that you will need your College ID# to activate your account. You can obtain your ID# by clicking on the **What's My College ID? paragraph on the Blackboard log in page.**

Email: To access your email account through Blackboard, click on the Email link on the left side of the screen after logging into Blackboard.

VSC Web Services: VSC Web Services is accessible by logging into <http://blackboard.vsc.edu> and selecting the colored VSC Web Services box on the left and then selecting Students.