



UNDERGRADUATE CONTINUING EDUCATION COURSE REGISTRATION FORM—SPRING 2012

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 ___

Is 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. You must also have completed measles immunization if applicable. IF EITHER IS LEFT BLANK, THIS FORM WILL BE RETURNED TO YOU.*

Instructor's Signature required only if course is full	Discipline/Course No.	Course Title	Grade Option G/PNP/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 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.

Regulations for Measles Immunization (Complete if applicable)

Due to outbreaks of measles on college campuses, Vermont regulations have been revised to include college students. If you are a continuing education student taking seven or more credits, on-campus, and were born after 1956, you must show proof that you have received two doses of live measles vaccine, the first dose being received on or after the first birthday with at least 30 days separating the doses. Any doses given before 1968 must have been documented as having been "live" vaccine. One of the doses must have been after 1980.

I certify that _____ Date of Birth _____ has received the appropriate measles vaccination(s).

Signature of health official or physician _____ 1 _____ 2
 Printed Name _____ MMR _____

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 ___ W Caucasian ___ H Hispanic/Latino
 ___ I American Indian/Alaskan Native ___ A Asian American/Pacific Islander ___ U Unknown/Other

Taking a Class at JSC?

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 *Moodle*—a web-based learning management system—to post assignments and supplemental course materials, and in the case of online or hybrid courses, regularly accessing the course in Moodle 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, and to register for courses.

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

How to access JSC Portal, Moodle, Email, and VSC Web Services

To access the JSC Portal, Moodle, 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 the Portal, 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. Go to <http://myjsc.jsc.edu>. Click on the “Change My Password” link, located under the Central Authentication Service header. 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://myjsc.jsc.edu>. Click on the link “Activate My 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 is my Colleague ID” link on the Central Authorization Service Page.

Email: To access your email account through the JSC Portal, log into the Portal and click on the envelope link on the left side of the screen above the calendar.

To access courses that have been activated in Moodle, log into the Portal and locate your class(es) under “My Classes” on the top and center of the home page. If there is a hyperlink, the class has been activated in Moodle.

VSC Web Services: VSC Web Services are accessible by logging into <http://myjsc.jsc.edu> and scrolling down the left side of the Portal JSC home page. Various links are available.