

So you're thinking, making it through your first year is kind of complicated. What **IF** you are unsure of requirements for your major? What if **YOU** don't have a major? What happens if you don't get along with your advisor? What if you **WANT** to change your class schedule? What is the GECC anyway? Then you discover this little book that answers most of your basic questions. No more worrying. No more wondering. No more sleepless nights. You are going to make it. You are going **TO GRADUATE**. You've got the Academic Advising Handbook and you've **READ** every word. Not many surprises for you your first year. **THIS** is it. You're on your way. Thanks to you, your advisor, and this **BOOK**.

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**Undergraduate Academic Advising Handbook**  
**2007-2008**  
**Johnson State College**



## ***Important Dates Fall 2007***



Mon.,	August 27	-	CLASSES BEGIN.
Mon.,	September 3	-	Labor Day - Classes will be held
Fri.,	September 7	-	Final day to add and drop courses and changing Grade Option. Deadline for Independent Study Contracts
Fri.,	September 28	-	Early Warnings due
Fri.,	October 5	-	FALL RECESS begins after the last class.
Sat.,	October 6	-	Residence Halls close at 10:00 A.M.
Sun.,	October 14	-	Residence Halls open at 12:00 noon.
Mon.,	October 15	-	CLASSES RESUME.
Wed.,	October 24	-	First-half semester courses end.
Thurs.,	October 25	-	Second-half semester courses begin.
Fri.,	November 2	-	Last day for Late Withdrawals
Wed.,	November 7	-	Add/Drop period for second-half semester courses ends.
M-F	November 12-15	-	Pre-Registration for Spring 2007
Fri.,	November 16	-	THANKSGIVING BREAK begins after the last class.
Sat.,	November 17	-	Residence halls close at 10:00 A.M.
Sun.,	November 25	-	Residence halls open at 12:00 noon.
Mon.,	November 26	-	CLASSES RESUME.
Fri.,	December 14	-	Last day of regular classes.
Mon.,	December 17	-	FINAL EXAMS BEGIN
Fri.,	December 21	-	FINAL EXAMS END/END OF SEMESTER.
Sat.,	December 22	-	Residence halls/College Apartments close at 10:00 A.M.



## *Important Dates Spring 2008*



Mon.	January	21	-	CLASSES BEGIN.
Fri.,	February	1	-	Final day to add and drop courses and Changing Grade Option.
Fri.,	February	8	-	Deadline for Independent Study Contracts
Fri.,	February	8	-	Early Warnings due
Fri.,	February	22	-	WINTER RECESS begins after the last class.
Sat.,	February	23	-	Residence Halls close at 10:00 A.M.
Sun.,	March	2	-	Residence Halls open at 12:00 noon.
Mon.,	March	3	-	CLASSES RESUME.
Fri.,	March	14	-	First-half semester courses end.
Mon.,	March	17	-	Second-half semester courses begin.
Fri.,	March	30	-	Last day for Late Withdrawals
Fri.,	March	28	-	Add/Drop period for second-half semester courses ends.
Fri.,	April	4	-	SPRING RECESS begins after the last class.
Sat.,	April	5	-	Residence halls close at 10:00 A.M.
Sun.,	April	13	-	Residence halls open at 12:00 noon.
Mon.,	April	14	-	CLASSES RESUME.
M-F	March 31 - April 4	-	-	Pre-Registration for Fall 2007
Thurs.,	May	8	-	Last day of regular classes.
Fri.,	May	9	-	Final exams begin.
Thurs.,	May	15	-	Final exams end. LAST DAY OF THE SEMESTER. Residence halls/College Apartments close at 5:00 P.M. (Except for Graduating Seniors)
Sat.,	May	17	-	Commencement

# Welcome



The mission of academic advising at Johnson State College is to assist students in the identification of academic and life goals and the development of a meaningful educational plan to achieve those goals. Through active engagement in a collaborative process, students are encouraged to become self-directed and responsible life-long learners and decision makers.

## Advising Goals:

- Clarify academic and life goals;
- Develop meaningful educational plans;
- Select appropriate courses and other educational experiences;
- Interpret and keep track of the fulfillment of institutional requirements;
- Increase student awareness of co-curricular educational resources;
- Enhance decision-making skills, self-direction, self-advocacy, and self-responsibility;
- Promote engagement in the educational community.

This handbook contains an introduction to basic academic information and an overview of the advising resources on-campus. Ultimately, it is up to you to take advantage of the resources. We encourage you to be active in the advising process...

**Be Informed...Take Charge...Make a Connection!**

Brought to you by...

**CAREER CENTER and  
ACADEMIC SUPPORT SERVICES  
Dewey Campus Center**

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# GETTING STARTED...



## Get Connected

One of the first things you should plan to do when you arrive on campus is to make sure that you set up your JSC email account and voice mail, get a campus box, and try out your Blackboard Portal login (<http://blackboard.vsc.edu>). College announcements and information regarding upcoming events/deadlines are posted via email and on the Portal so it is important that you check both on a regular basis.

## Web Advisor

Web Advisor is an online course bulletin/registration system shared by the Vermont State Colleges. Use Web Advisor to access your class schedule, grades, test scores, unofficial transcripts, to browse course offerings and to register for classes. Take some time to get to know Web Advisor...you will use it often!

Tips for using Web Advisor:

- Access Web Advisor through the Vermont State Colleges Portal at <http://blackboard.vsc.edu> then click on the Web Advisor tab.

- Here you will find information about your username and password and directions for logging in

Note: You DO NOT need to log in to search for classes but DO need to log in to view all other areas of Web Advisor.

## Academic Advising

### WHO IS MY ADVISOR?

As a new Johnson State College student, you will be assigned to an Academic Advisor. You will be notified of this assignment at New Student Orientation.

### ROLE OF THE ADVISOR

1. To help students understand the institution's academic and administrative policies, academic programs, and expected standards of achievement. Advisors will provide assistance in understanding available options and assessing the consequences of alternative courses of action, while acknowledging the students final responsibility for decision-making.

2. To assist the students in clarifying educational and career objectives, and provide guidance in identifying educational resources to meet them.
3. To help students plan a course of study and provide advice about specific courses, prerequisites, and the adjustment of course loads.
4. To assist students in keeping track of their progress towards graduation.
5. To refer students to other institutional resources when appropriate.
6. To participate in training sessions in order to stay current and informed.
7. To promote an attitude of self-direction, self-advocacy, responsibility, and life-long learning.

### **ROLE OF THE STUDENT**

1. To acquire the information necessary to assume final responsibility for course planning and the successful completion of all graduation requirements.
2. To become knowledgeable about the policies, rules, and procedures of the institution and its academic programs.
3. To seek academic and career information needed to fulfill educational and life goals.
4. To develop and enhance a sense of self-direction, self-advocacy, engagement, responsibility, and life-long learning.
5. To take final responsibility for individual success.
6. To meet regularly with the advisor to assess progress and plan coursework.
7. To access disability support services, if appropriate, with the Learning Specialist in Academic Support Services, Dewey Campus Center.

### **MEETING WITH YOUR ADVISOR**

You should plan to meet with your advisor during:

1. **Week one or two:** to make any schedule adjustments and find out about the support services available to you.
2. **Week six:** to discuss academic progress, Early Warnings and appropriate support (if needed).
3. **Week eleven:** to register for the following semester.

NOTE: Your advisor's approval is required for all schedule adjustments.

- The Ball Is In Your Court! It's up to you to schedule appointments with your advisor.
- Missed your Advisor? Leave a note or a voice/e-mail message

When in doubt, if all else fails, or if you are unsure of who your advisor is, contact the Career Center in the DEWEY CAMPUS CENTER, careers@jsc.vsc.edu, ext. 1257.

### CHANGING YOUR ADVISOR

You have the option to request a change of advisor if you change your major or if you wish to work with another advisor in your academic department:

- Pick up a Change of Advisor Form at the Career Center, Dewey Campus Center or download a copy from the portal <http://blackboard.vsc.edu>
- Ask the advisor you wish to work with if you can be added to his/her advisee list
- Ask him/her to sign the Change of Advisor form and return it to the Career Center

Note: If you do not know of an advisor with whom you would like to work with, speak with a member of the Career Center staff for assistance.

### ADDING, DROPPING and WITHDRAWING

#### ADDING AND DROPPING CLASSES

Deadline - Fall: September 7th  
Spring: February 1st



During the first two weeks of the semester you should attend all of the classes you registered for and evaluate whether or not they are appropriate. You may wish to add or drop a class if you find that your course load is too light/difficult or if a course is not what you expected.

**Important Waitlist Information:**

If you are on a WAIT LIST for a course you must attend the first class to see if you will be permitted to ADD the course (Be sure to bring an ADD form with you to the first class) Check Web Advisor for meeting times and location.

**How to ADD and/or DROP a Class**

1. Pick up an Add/Drop form at the Registrar's Office in Martinetti or download the form from the Portal
2. Meet with your advisor to discuss your schedule and your options
3. Make sure your form has been signed by:
  - Instructor and advisor if ADDING a class
  - Advisor if DROPPING a class
4. Turn in the completed form at the Registrar's Office
5. File your copy in your green advising folder

**WITHDRAWING FROM A CLASS**

Deadline:     Fall: November 2nd  
                  Spring: March 28th

**What's the difference between dropping and withdrawing?****Dropping:**

- You may drop a class during the first two weeks of the semester.
- When you drop a class it is removed from your schedule/transcript and you are not charged tuition for the course (note: this may affect your financial aid).

**Withdrawing:**

- After the drop deadline, you may withdraw from a course up until the end of the ninth week of the semester.
- When you withdraw from a class, the course will remain on your schedule/transcript with a grade of "W" (this grade will not affect your GPA).
- It is important to understand that if you choose to withdraw, you will still be responsible for the course tuition.

**Before you decide to withdraw...**

1. Try connecting with a tutor at the Learning Resource Center, Dewey 114
2. Attend Writing Workshops and/or Math Labs, Dewey 114
3. Talk with your instructor and advisor about strategies and options

**How to withdraw from a course:**

- Fill out a Request for Withdrawal Form at the Registrars Office or download the form from the Portal
- Meet with your instructor to discuss the withdrawal and obtain her/his signature

- Meet with your advisor and obtain his/her signature
- Submit the completed form to the Registrar's Office.

### REPEATING A CLASS

You have the option to repeat a course to attempt a higher grade. Although the original grade will still appear on your transcript, the second grade is also entered. The most recent grade is used in calculating your grade point average.

Note: Unless the course is specifically identified as "Repeatable for Credit", you will only receive credit for taking it once.

### ACADEMIC STANDING

In order to be considered in good academic standing you must maintain a 2.00 (or 1.75 for students with fewer than 30 attempted credits) Grade Point Average (GPA).

#### Grading System

Grade	Explanation	Grade Points
A+/A	Represents high competence	4.0
A-		3.7
B+	Represents good competence	3.3
B		3.0
B-		2.7
C+	Represents moderate competence	2.3
C		2.0
C-		1.7
D+		1.3
D	Represents minimum competence	1.0
D-		0.7
F		0.0
	Represents competence not demonstrated--no credits earned	

### CALCULATING A GPA

Fall Term	Cr.	Gr.	Gr. Pts.	Total Gr. Pts.
ENG-1051 College Writing	3	B	3.0	9.0
MAT-1221 Finite Math	3	C+	2.3	6.9
ENV-1110 Environmental Prob	3	B-	2.7	8.1
PSY-1010 Intro to Psychology	3	A	4.0	12.0
ENV-1050 Intro to Earth Sci.	4	D	1.0	4.0
<b>Total</b>	<b>16</b>			<b>40.0</b>
<b>Total Semester Grade Points: 40.0 ÷ Total Semester Credits: 16 =</b>				
<b>Semester GPA: 2.50</b>				

## **EARLY WARNINGS**

Instructors of 1000 and 2000 level classes send Early Warning Notices in the 5th and 6th week of each semester to inform you if you are not performing satisfactorily in that class.

### **If you receive an Early Warning....**

- Pay attention to the Warning and TAKE ACTION!
- Meet with the instructor to acknowledge the warning and discuss what YOU need to do to improve your standing in the class.
- Meet with your advisor to discuss appropriate strategies and support.

### **If you do not receive a warning, but have concerns about your progress in class:**

- Meet with the instructor to discuss your concerns and find out where you stand.
- Check-in with your advisor to discuss strategies and support.

## **ACADEMIC PROBATION**

A student whose cumulative grade point average falls below a 2.0 (1.75 for students with fewer than 30 attempted credits) will be placed on academic probation. Students will remain on academic probation until they achieve a cumulative grade point average of 2.0 (1.75 for students with fewer than 30 attempted credits) or until they fall below the dismissal standards outlined below.

### **Tips for Students on Academic Probation:**

- Meet with your academic advisor.
- Repeat any courses you did not pass.
- Seek tutoring (Academic Support Services, Dewey 114).
- Consider a reduced course load (12-13 credits).
- Visit the Academic Support Services Office in Dewey to discuss support strategies.

## **ACADEMIC DISMISSAL**

A student who is on academic probation will be automatically dismissed if he/she fails to achieve a semester grade point average of 2.0 (except 1.75 for students with fewer than 30 attempted credits).

Any new first year student (with no previous college credits) will be automatically dismissed if he/she fails to achieve a semester grade point average of 0.7.

## ACADEMIC HONORS

Students who achieve a grade point average of 3.5 are placed on the Dean's List.

Students who achieve a grade point average of 4.0 are placed on the President's List.

Note: To be eligible for academic honors, students must complete at least 12 graded credits and have no incomplete, NP or blank grades for the semester.

## CHOOSING A MAJOR

Many students do not know which major to choose and remain undecided during the first year at JSC. This is a great time to explore your options!

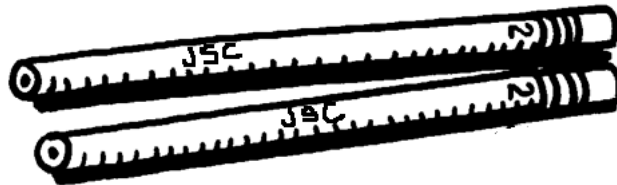
### Exploring your options...

- Sample possible majors by taking courses in different subjects and courses to fulfill the General Education Requirements.
- Visit the Career Center for assistance in identifying your interests and talents, to explore career options, and to find out more about the academic programs offered at JSC.

## DECLARING A MAJOR

You are required to declare a major by the time you complete 45 credits (associate degree: 12 credits). When you are ready to declare a major:

- Complete a Change of Major Form from the Career Center, Dewey Campus Center. You can also download the form on the Blackboard portal at <http://blackboard.vsc.edu>
- Pick up a Plan of Study from the Registrar's Office, Martinetti.
- Meet with your advisor to complete the Plan of Study (your roadmap toward graduation).
- Return the completed Plan of Study to the Registrar's Office, Martinetti.



## REGISTRATION FOR NEXT SEMESTER

### Tips on how to proceed:

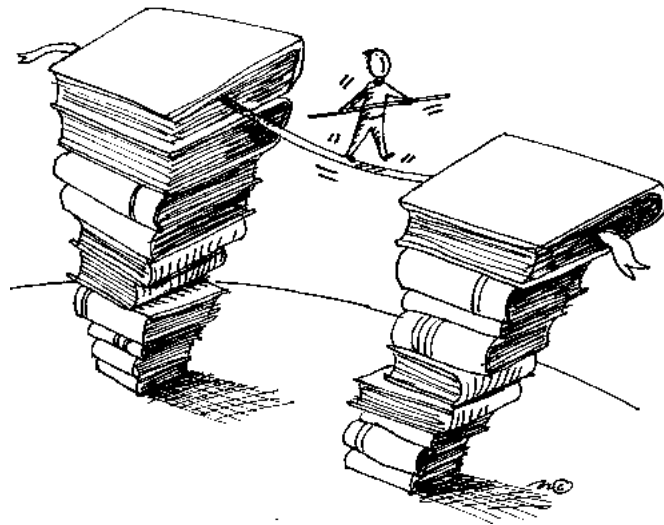
- Watch for registration announcements via email and/or on the Portal (approximately the 10th or 11th week of the semester).
- Make an appointment to meet with your advisor before you are scheduled to register (date is on your registration materials).
- Review course listings on Web Advisor.
- Bring a tentative schedule, along with the other registration materials, to the appointment with your advisor.
- Register online through Web Advisor on your assigned day

## TRANSFER CREDITS

### How do your credits fit into your degree at JSC?

Meet with your advisor within the first few weeks of the semester to discuss where you stand in meeting graduation requirements including:

- completion of 39 upper level (3000/4000) credits (transfer credits must be evaluated by the Registrar's Office to ascertain level)
- appropriate course substitutions/waivers (substitution forms are available at the Registrar's Office, Martinetti.
- If you transfer 45 or more credits, you must complete a Plan of Study during your first semester at JSC - See your advisor for details.
- 30 of your last 39 credits must be taken at JSC.



## GRADUATION & DEGREE REQUIREMENTS



1. Total credits required for graduation:  
120 (Bachelors)      60 (Associates)
2. 39 upper level (3000/4000) credits
3. Submit and follow an Approved Plan of Study for your major by the time you complete:  
Bachelors: 45 credits-middle of your sophomore year  
Associates: 12 credits-end of your first semester
4. General Education Requirements-refer to the General Education (GECC) Tally sheet
5. Writing Proficiency Exam-required of students seeking a bachelors degree
6. Minimum Cumulative Grade Point Average: 2.0 or "C"
7. Residency Credits: 30 of your last 39 credits must be earned at JSC
8. Application for Degree: Must be filed during the semester prior to graduation



## *Campus Resources*

### ADVISING RESOURCES :

#### **Career Center**

Dewey Campus Center, x 1257, careers@jsc.vsc.edu

The Career Center Center coordinates a variety of programs and services that encourage students to be active participants in their own educational and career development.

#### **Programs & Services:**

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

### **Academic Advising**

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
- Developing educational and career goals

### **Career Exploration**

The Career Center maintains a resource library and online services that support students in:

- Choosing a major
- Exploring career options
- Gaining hands-on experience through internships and exchange opportunities
- Resume writing
- Job/internship search

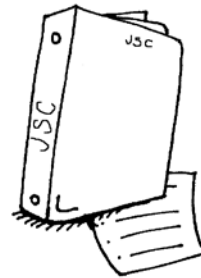
### **ACADEMIC SUPPORT SERVICES**

Dewey Campus Center, x 1259

Academic Support Services provides a range of support to JSC students as they progress through their college careers. In addition, we work with faculty to help provide students the greatest chance for success.

#### **Services include:**

1. Academic Advising for:
  - Transitions Students
  - Students with disabilities
  - On-campus EDP students
  - Students on Academic Probation
  - Basic walk-in advising for all students
2. Services for students with disabilities:
  - Review of disability documentation
  - Determination of appropriate accommodations
  - Disability screening
  - Arranging certain accommodations, including but not limited to: alternative testing environment, note-takers, books on tape, etc., in conjunction with faculty; also mentoring of students with disabilities.
3. Individual and group tutoring:
  - Peer individual tutoring to all students in most 1000- and 2000-level courses
  - individual professional help in writing, math, and Praxis test Preparation
  - Online Writer's Workshop
  - Group tutoring (supplemental instruction) in selected subjects
4. College 'survival' skills:
  - Note-taking
  - Test-taking



- Active reading
- Time management

5. Non-traditional student services:

- Career development and graduate school counseling to TRIO students
- Personal counseling
- Mentoring to TRIO students

Academic Support Services and the Learning Resource Center are partially funded by a Federal TRIO Grant from the U.S. Department of Education, and are committed to helping ALL JSC students achieve success! To learn more about TRIO and to find out if you are eligible, contact Academic Support Services at x 1682. Trio students are entitled to priority access to services, access to a laptop loan program, free tickets to selected campus events, and possible grants (if eligible).

## ADDITIONAL RESOURCES

### COUNSELING CENTER

Senators South sub floor room 52, ext. 1424. The Counseling Center is a free, safe, and confidential place to talk about your feelings, concerns, and the choices you face during your college years. Counselors provide support to help you make the most of your time here at JSC.

### STUDENT HEALTH SERVICES

Senators South sub floor ext. 1265. Health care professionals available to see students by appointment or on a drop-in-basis.

### BUSINESS OFFICE

First-Floor Martinetti ext. 1207. Get the answers to questions about your bill or signing loan checks.

### FINANCIAL AID

First-Floor Martinetti ext. 1380. Staff are on hand to assist you in understanding your financial aid options, loans, grants, scholarship opportunities, and Federal Work-study.

### REGISTRAR'S OFFICE

First-Floor Martinetti ext. 1229. Obtain important information about graduation requirements, Plan of Study, transfer credits, and more.



## Academic Departments

### Behavioral

<u>Sciences</u>	<u>Extension</u>	<u>Email</u>	<u>Location</u>
Admin. Assistant	1320		McC 114
Brower, William	1307	William.Brower@jsc.vsc.edu	McC 116
Fink, David	1383	David.Fink@jsc.vsc.edu	McC 212
Green, Susan	1308	Susan.Green@jsc.vsc.edu	McC 108
Hutchinson, David	1305	David.Hutchinson@jsc.vsc.edu	McC 110
Levine, Shellie	1358	Shellie.Levine@jsc.vsc.edu	McC 209
Mireault, Gina	1427	Gina.Mireault@jsc.vsc.edu	McC 210
Webber, Eleanor	1309	Eleanor.Webber@jsc.vsc.edu	McC 111

### Business/Economics

<u>Extension</u>	<u>Location</u>
Admin. Assistant	MA 2nd Floor
Black, James	MA 2nd Floor
Cezar, Henrique	MA 2nd Floor
Comen, Todd	MA 2nd Floor
Fisher, Reed	MA 2nd Floor
McElvany, Norman	MA 2nd Floor

### Education

<u>Extension</u>	<u>Location</u>
Brighton, Kenneth	McC 201
Haigh, Jean	McC 117
DiGiulio, Robert	McC 104
Witte-Townsend, Darlene	McC 109

### Env. & Health

<u>Sciences</u>	<u>Extension</u>	<u>Location</u>
Mann, Sue (Adm. Asst)	1325	BE 320
Bacchus, Tania	1329	BE 301
Burrill, Ken	1331	SHAPE 110
Dolci, Elizabeth	1482	BE 302
Genter, Robert	1398	LLC 318
Havercamp, Hans	1335	BE 206
Kanat, Leslie	1327	BE 307
Moskowitz, Brad	1423	BE 303
Uhlendorf, Karen	1479	LLC 305
Wrazen, John	1337	BE 102

**Fine &**

<b>Performing Arts</b>	<b>Extension</b>		<b>Location</b>
Parizo, Mary (Adm. Asst.)	1310	Mary.Parizo@jsc.vsc.edu	DI 204
Blair, Steve	1314	Steven.Blair@jsc.vsc.edu	DI 211
Brown, F. Reed	1312	F.R.Brown@jsc.vsc.edu	DI 218
Calza, Susan	1224	Susan.Calza@jsc.vsc.edu	VAC 009
Huling, Diane	1345	Diane.Huling@jsc.vsc.edu	DI 208
Jablow, Lisa	1313	Lisa.Jablow@jsc.vsc.edu	DI 219
Leslie, Kenneth	1315	Kenneth.Leslie@jsc.vsc.edu	VAC 008
Longtin, Russell	1316	Russell.Longtin@jsc.vsc.edu	DI 209
Miller, John	1359	John.Miller@jsc.vsc.edu	VAC 012
Wolff, Maris	1318	Maris.Wolff@jsc.vsc.edu	McC 121

<b>Humanities</b>	<b>Extension</b>		<b>Location</b>
Douglass, Sandy (Adm. Asst.)	1340	Sandy.Douglass@jsc.vsc.edu	LLC 3 <sup>rd</sup> Floor
Anderson, Jerry	1348	Jerry.Anderson@jsc.vsc.edu	LLC 310
Bou-Nacklie, N.E.	1255	N.Bou-Nacklie@jsc.vsc.edu	LLC 307
Cline, Sharon	1279	Sharon.Cline@jsc.vsc.edu	LLC 309
Doyle, William	1349	William.Doyle@jsc.vsc.edu	LLC 308
Sapadin, Eugene	1344	Eugene.Sapadin@jsc.vsc.edu	LLC 311
Silver, Paul	1347	Paul.Silver@jsc.vsc.edu	LLC 312
Wiseman, Fred	1352	Frederick.Wiseman@jsc.vsc.edu	LLC 306

<b>Mathematics</b>	<b>Extension</b>		<b>Location</b>
Mann, Sue (Adm. Asst.)	1325	Susan.Mann@jsc.vsc.edu	BE 320
Aubuchon, Christopher	1333	Christopher.Aubuchon@jsc.vsc.edu	BE 308
Davis, Gerald	1330	Gerald.Davis@jsc.vsc.edu	LLC 319
Francoeur, Noble		Noble.Francoeur@jsc.vsc.edu	BE
Sproul, Glenn	1336	Glenn.Sproul@jsc.vsc.edu	BE 309

<b>Writing/Literature</b>	<b>Extension</b>		<b>Location</b>
Douglass, Sandy (Adm. Asst.)	1340	Sandy.Douglass@jsc.vsc.edu	LLC 3 <sup>rd</sup> Floor
Shaw, Tyrone	1394	Tyrone.Shaw@jsc.vsc.edu	LLC 323
Perham, Andrea	1341	Andrea.Perham@jsc.vsc.edu	LLC322
Shepard, Neil	1342	Neil.Shepard@jsc.vsc.edu	LLC 320
Towner, Dan	1401	Daniel.Towner@jsc.vsc.edu	LLC 325
Whedon, Tony	1343	Tony.Whedon@jsc.vsc.edu	LLC 326
Winkelman, Michael	1351	Michael.Winkelman@jsc.vsc.edu	LLC 323



**Visit the Career Center  
and Academic Support Services in  
Dewey Campus Center.**

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 Sharron Scott, Dean of Administration, Martinetti Hall (802-635-1207); 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 Sharron Scott, Dean of Administration, if auxiliary aid or service is needed to apply for admission or employment.