

ACADEMIC AND STUDENT SERVICES

Bookstore (<https://jsu.bncollege.com/shop/jsu/home/>)

The University Campus Bookstore is located on the second floor of the Theron Montgomery Building. Students may purchase books and supplies at the university bookstore, including new and used books, school and office supplies, clothing and gifts, software, and study guides. Textbook buyback days are scheduled for the week of finals at the end of fall, spring, and summer semesters. Extended operating hours are offered for the convenience of evening students.

Career Development

Jacksonville State University Provides career development services to students through career development coordinators, serving in each of the colleges. The career development coordinators offer resume critique, assistance with securing internships (not for academic credit), mock interviews, federal resume writing assistance, career assessments, career counseling, job fairs, employer on-campus interviews, and informational sessions. Each college's career development coordinator shares part-time, cooperative education, internship, and full-time job postings online in JLink (<https://jsu-csm.symplicity.com/>). Additionally, the career development coordinator manages cooperative education opportunities related to a student's major. Services are provided both in person and online, and students may schedule appointments for specific assistance. For assistance, students should contact the dean's office in the college of the major to connect with the career development coordinator: Arts and Humanities (256) 782-5690, Business and Industry (256) 782-8533, Education and Professional Studies (256) 782-8200, Health Professions and Wellness (256) 782-5425, Social and Behavioral Sciences (256) 782-5333, and Science and Mathematics (256) 782-5225.

The Career Development Website (<http://www.jsu.edu/careerservices/>) provides additional information and has details on upcoming events. Questions may be submitted using the Online Career Services Question Form (<http://www.jsu.edu/careerservices/question-form/>).

Child Development Center (<http://www.jsu.edu/education/fcs/cdc.html>)

The Cynthia H. Harper Child Study Center at JSU is operated by the Department of Family and Consumer Sciences and supports the instructional goals of the department. The center provides students and faculty opportunities for study and research related to the child. The center provides students enrolled in university courses opportunities to work with children in the preschool setting and provides children enrolled in the center an environment which promotes optimum development.

Applications are accepted for children ages three to four years. Fees are due before classes begin and are paid directly to the JSU Office of Student Accounts. Fees per child are \$500.00 for the fall semester, \$500.00 for the spring semester, and \$180.00 for the Summer term. The center is open from 7:15 a.m. to noon, Monday-Friday, when JSU classes are in session. Application forms may be obtained from the Department of Family and Consumer Sciences.

Counseling Services (<http://www.jsu.edu/ccservices/>)

Counseling Services offers individual and group counseling for JSU students, faculty, and staff. Individuals needing counseling may self-refer or may be referred by faculty members or other university personnel. Appointments can be obtained by calling (256) 782-5475 or by completing the online counseling request form (<http://www.jsu.edu/ccservices/requestforservices.html>). Counseling Services also offers a variety of treatment and other support groups on an as needed basis. Staff members in the office are responsible for implementing campus and community programming on topics pertaining to safety, health, and wellness. The Counseling Office staff maintains a rotating on-call schedule for any crisis situation after normal business hours. If there is an after-hours emergency, the counselor on call will be contacted by the University Police Department.

Testing services are available to JSU students and the community, to include testing for:

- Proctored Exams
- Exams with reasonable accommodations
- Make-up Exams
- CLEP
- EPP
- MAT
- Residual ACT
- The Alabama State Personnel Exam
- ProvExam Certificate
- ACT Workkeys
- TOEIC English Language Exam
- EIPA

Exams must be scheduled by appointment. There are fees associated with some administered tests. Current information regarding registration, fees, and testing dates are found on Counseling Services (<http://www.jsu.edu/ccservices/>) or by calling (256) 782-5475.

Dining Services (<https://jsudining.sodexomyway.com/>)

JSU Dining Services provides a variety of flexible meal plans to meet student needs. These plans are available for both resident and non-resident students. The meal plan account provides for prepaid meals at Jack Hopper Dining Hall and the Gamecock Diner in any combination of the all-you-care-to-eat meals at breakfast, brunch, lunch, or dinner. The plan also provides a declining balance account of flex dollars to be used at campus locations, such as Jack Hopper Dining Hall, Gamecock Diner, Chick-fil-A, WOW Wingery, Jazzman's Café, Freshen's, and Mein Bowl. Meals may be purchased in all locations on a cash basis. Dining Services also provides catering services both on and off campus. For additional information concerning the dining program or catering, contact Dining Services (<https://jsudining.sodexomyway.com/>), Jack Hopper Dining Hall, (256) 782-7242.

Disability Support Services (<http://www.jsu.edu/dss/>)

Disability Support Services (DSS) provides appropriate and reasonable accommodations for students with documented disabilities. It is

the goal of DSS to ensure that students with disabilities have equal opportunity to achieve their personal academic goals while maintaining the integrity of JSU's academic program requirements. DSS provides reasonable accommodations through a variety of services and programs. Accommodations may include:

- exam proctoring
- special testing procedures
- extended time on exams
- priority registration
- interpreter services
- captioning services
- readers
- note takers
- brailled formats
- enlarged print materials
- alternative formats
- assistive technology

DSS (<http://www.jsu.edu/dss/>) is located in 139 Daugette Hall or contact (256) 782-8380.

English Department Writing Center (<http://www.jsu.edu/english/jsu-writing-clinic.html>)

Located in Stone Center Room 230, the English Department Writing Center assists students, faculty, and staff at any point in the writing process, from invention to revision, and offers free consultation services to improve writing skills rather than simply editing papers. Students may receive help on any writing task, including understanding assignments, brainstorming, developing ideas, organizing, integrating sources, citing properly, revising, and editing for grammar. Writing consultants also assist with APA, MLA, Chicago, and other academic styles as well as multi-modal projects, speeches, and literature, and conduct both face-to-face and online sessions. For more information and to schedule an appointment, please visit the English Department Writing Center (<http://www.jsu.edu/english/jsu-writing-clinic.html>) website.

Health Center (<http://www.jsu.edu/studenthealth/>)

The Student Health Center is a primary health care facility providing outpatient medical services, as well as promoting preventive health measures to currently enrolled students, staff, and faculty.

Prior to enrollment, new students are required to submit completed student health information to MedProctor. Go to <http://www.jsu.edu/studenthealth/>, click on the tab for student health forms, the next page gives instructions on how to submit required health information.

Housing Operations and Residence Life (<http://www.jsu.edu/housing/>)

The Office of Housing Operations and Residence Life provides a variety of living options. There are traditional residence halls and apartments that enhance the community environment.

The Office of Housing Operations and Residence Life operates and maintains eight residence halls and over 700 apartments. To be eligible

to live in university housing, a student must be admitted to Jacksonville State University in good standing and enrolled as a student. Students will be required to satisfy these eligibility standards throughout the academic year and to inform the Office of Housing Operations and Residence Life of any changes in their status that may affect their eligibility.

Students must apply online (<http://www.jsu.edu/housing/apply.html>) using their MyJSU username and password. A nonrefundable application fee of \$200 is required at the time of submission. The priority deadline for applications is May 1. Room assignments are made based on the date on which applications are received; therefore, space may become limited before the May 1 priority deadline.

If students have a roommate preference, they must indicate their preference on the housing application/lease agreement. Roommate requests must be mutually requested and must include the correct student number of each roommate. Both roommate applications/lease agreements must be submitted by May 1 for the request to be considered. Both roommates must also select the same living options in the same order of preference. Lease rates are subject to change pending approval from the Board of Trustees of Jacksonville State University. The lease agreement is a legally binding document for the full academic year. Students are financially responsible for all room charges for the fall and spring semesters.

An assigned space must be claimed by the end of the first day of move in or the space will be reassigned. Students seeking to cancel their lease agreement should visit the Office of Housing Operations & Residence Life (<http://www.jsu.edu/housing/>) website for more information regarding deadlines and monetary penalties.

ID Cards (<http://www.jsu.edu/iss/>)

New ID cards are issued by the ID Office located beside the Food Court in the Theron Montgomery Building. Online students may go to the Online@JSU (http://www.jsu.edu/online/current-students/guide_online_students.html) website and click on "Student ID Cards." Once the request is received and processed, it will be sent to Institutional Support Services who will print the ID and send it back to the Online@JSU office. The Online@JSU office will send the ID to the student.

Information Technology (<http://www.jsu.edu/it/>)

The university has an extensive network of computer resources providing access to the internet, the JSU Administrative and Academic Networks, and the Alabama Research and Education Network. Academic computing labs are located throughout the campus and are available to all currently enrolled students. Email accounts are provided to all currently enrolled students. For further information on Information Technology, visit the Information Technology (<http://www.jsu.edu/it/>) website.

Instructional Services Unit (<http://www.jsu.edu/education/isu/>)

The Instructional Services Unit (ISU) is a division within the School of Education that provides a variety of support services. It consists of the Teaching/Learning Center (T/LC) (<http://www.jsu.edu/education/isu/tlc.html>), Learning Resource Center (LRC) (<http://www.jsu.edu/education/isu/lrc.html>), and the Multimedia Instructional Laboratories (MIL) (<http://www.jsu.edu/education/isu/mil.html>).

The T/LC provides students seeking admission into the teacher education program a practicum experience through the in-house tutorial service to community students in grades K-12. In the tutorial practicum, tutors have available the latest technology and teaching strategies.

The LRC provides contemporary educational materials and equipment to T/LC practicum students, teachers currently employed in schools, JSU students, JSU faculty, and the general public. The materials include instructional games, kits, books, and audiovisuals. A wide variety of subjects are represented in the LRC holdings, including reading, language, mathematics, social studies, science, health, perceptual motor, special education, and social-emotional development. Most of the items are available for short-term checkout. Additionally, the LRC offers media preparation services, such as laminating, copying, letter cutting, and transparency making. Word processing, color printing, and internet access are available to students, faculty, and the community through the LRC.

The MIL is the third unit of the ISU. The MIL consists of three computer labs. These computers have loaded software, such as Microsoft Office, etc.

The ISU is a service unit which is ever changing to better meet the needs of the School of Education.

International House and Programs (<http://www.jsu.edu/international/>)

The Office of International House and Programs provides support to international and American students. Services are provided to international students who attend or plan on attending the university. These services include:

- Assistance in making the adjustment to life in the United States
- Orientation to the university and the JSU community
- Proper maintenance and renewal of student immigration status
- Promotion of opportunities available to experience and enjoy American culture and the unique traits of JSU

This office provides support to JSU students who want to study abroad and faculty seeking research or exchange programs. Students interested in studying abroad are given information on opportunities and assistance in their study plans. University faculty interested in participating in exchange programs are also provided with information and assistance by this office. During their stay on the JSU campus, visiting faculty from universities abroad are provided with support.

International activities at the university are also supported through this office, including the oversight of international content in the curriculum. Cultural activities, student organizations, and student activities with international relevance are also under the guidance of this office.

International enrollment planning and actions, including university partnerships and agent partnerships, are managed through the office of International Programs. For additional information about the Office of International House and Programs (<http://www.jsu.edu/international/>), please call (256) 782-5303, visit the website, or visit the office on the second floor of the International House.

Library (<http://www.jsu.edu/library/>)

The twelve-story Houston Cole Library contains most of the university library collections. The collections, which consist of over 800,000 bound volumes plus numerous periodicals, electronic books and full-

text periodical databases, microforms and audio-visual materials, meet the curriculum and research needs of the university community. Materials are available on all reading and interest levels. The library is a depository for government publications and United States Geological Survey maps. Through cooperative inter-library arrangements, the library makes its holdings available and has access to the resources of libraries throughout Alabama, the nation, and the world. The library web page, which provides access to the catalog, periodical databases, and many other electronic resources, can be found at www.jsu.edu/library/.

The library is arranged by subjects on individual floors and served by subject specialist librarians. Library faculty and staff on these floors provide reference service and instruction in how to use library materials and search bibliographic databases. Library books and reserve materials may be checked out in the lobby. All library services are available to online and distance education students as well.

A computer lab is located on the 10th floor, and each subject floor provides public access computers hard-wired to the internet. Laptop computers can be checked out from the 6th floor listening lab for in-house use on the library's wireless networks. Group study rooms are available for check out on select floors.

Houston Cole Library is open 87 hours per week when classes are in session. The library offers extended hours during fall and spring semester final exams.

Mail Center (<http://www.jsu.edu/mailcenter/>)

To be assigned a mailbox, students must come to the customer service window at the JSU Mail Center. All correspondence from the university, including financial aid checks not issued through direct deposit, will be sent to the post office box, unless the student elects the home mailing option. By paying a non-refundable fee per semester, students may have all correspondence sent to their off-campus mailing address.

The Mail Center is located on the 4th floor of the Theron Montgomery Building and is open from 8:00 a.m.-4:30 p.m. Monday-Friday. Mail is delivered Monday-Friday. No Saturday delivery is offered. The Mail Center (<http://www.jsu.edu/mailcenter/>) telephone number is (256) 782-5290, the fax number is (256) 782-5291, or you may visit the website for more information.

Online@JSU (<http://www.jsu.edu/online/>)

Jacksonville State University strives to meet the needs of all students. Online teaching and learning enhances our ability to serve students by utilizing a continually evolving set of technological tools to reach students globally, or locally, who may before have been unable to participate in the university environment.

With an ever-expanding array of online programs and courses, students can participate in the university environment while continuing with work and personal schedules. By providing flexibility in scheduling and location, JSU draws students from diverse backgrounds and cultures. These high-quality programs and courses provide the education and tools needed for the fulfillment of goals, whether professional or personal.

Examinations may be administered online and/or through a proctor. Please see the Guide for Online Students (http://www.jsu.edu/online/current-students/guide_online_students.html) for more information. During online courses, students may communicate with their instructors

and classmates through email, threaded asynchronous discussions, live chats, and web conferencing.

Online courses are custom designed and facilitated by highly-qualified JSU faculty, aided by instructional designers, for an engaging and superior learning experience. Technical support is available 24/7/365 within the Canvas environment, JSU's new cloud-based learning management system, which hosts the online courses.

For further information, students may contact Online@JSU (<http://www.jsu.edu/online/>) at online@jsu.edu, (256) 782-8172, or toll free at 1-800-231-JAX1 (extension 8172).

Parking (<http://www.jsu.edu/police/parking.html>)

All students, staff, and faculty parking on campus must have a parking decal. Decals may be obtained by logging into your MyJSU account. The JSU Police Department has the authority to promulgate and enforce rules and regulations for the operation and parking of vehicles on campus. The responsibility of obtaining knowledge of the parking and traffic regulations rests with the vehicle operator. These rules and regulations are subject to enforcement 24 hours a day, seven days a week. Jacksonville State University reserves the right to remove vehicles when in violation of the Code of Alabama, Rules of the Road, ordinances of the City of Jacksonville, and parking rules and regulations for Jacksonville State University. Jacksonville State University assumes no responsibility for damage incurred while moving said vehicles. Vehicles may also be booted and towed for unpaid parking citations and when parking privileges have been revoked.

The basic principles of the parking regulations on Jacksonville State University are as follows:

1. All faculty, staff, students, and contract employees parking vehicles on University property must obtain and have a JSUPD issued parking decal properly displayed on their vehicle. The most up to date decal issued supersedes any previous decal issued, regardless of the expiration date.
2. Visitors parking vehicles on University property must obtain and have a JSU issued visitor's pass properly displayed on their vehicle. Visitor parking passes must be obtained at UPD or issued by the building manager or designee for the building visited. Visitor passes are valid for one business day.
3. Operators must park their vehicle only in the designated parking zone indicated by the privileges of the assigned parking decal. Any vehicle parked in the wrong zone, at yellow curbs, obstructing vehicle or pedestrian traffic flow, in reserved parking, in the GX Bus Station or any other area dictated by existing State law or University regulations will be subject to a parking citation, boot or the vehicle being towed at the owner's expense.

Please visit Parking (<http://www.jsu.edu/police/traffic.html>) to review all rules and regulations.

Public Safety (<http://www.jsu.edu/police/>)

The University Police Department provides a wide range of public safety services to include law enforcement, security, parking enforcement, communications, emergency management, and administrative services. Students and employees may report crime, accidents, and other emergencies to the University Police 24 hours a day, seven days a week. Crime information (<http://www.jsu.edu/police/crimestats.html>) is

available online. All students, staff, and faculty parking on campus must have a parking decal. Visitors may obtain a visitor parking pass at Salls Hall. Decals may be obtained by logging into your MyJSU account. Please visit the University Police Department (<http://www.jsu.edu/police/>) webpage for further information about the department and services available.

Veteran Services (<http://www.jsu.edu/veterans/>)

Veteran Services (VS) aims to provide VA Educational benefits counseling, academic and career support services, and advocacy for all military-connected students at JSU. We serve all active duty, guard/reserve, veteran, and dependent students who are associated with JSU. It is the goal of VS to ensure that all military-connected students have their VA Educational benefits certified in a timely manner and have the resources necessary to reach their personal, academic, and professional goals. You can reach VS at (256) 782-8838 or veterans@jsu.edu.