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 Services (http://www.jsu.edu/careerservices/)
The Career Services office advertises part-time, co-op, internship, and full-time job postings online in Jlink (https://jsu-csm symplicity.com/). Other services provided are resume critique, internships (not for academic credit), co-op program, mock interviews, federal resume writing assistance, career assessments, career counseling, job fairs, employer on-campus interviews, and informational sessions. The services are provided online and in person. Career Services is located in Kennamer Hall. To schedule an appointment, contact careerservices@jsu.edu or (256) 782-5482. Visit the Career Services (http://www.jsu.edu/careerservices/) website to learn more about the services and upcoming events. Questions for Career Services may be submitted using the 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 Development Center 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 for the fall semester, $500 for the spring semester, and $180 for the Summer term. The center is open from 7:15 a.m. to noon, Monday through Friday, when JSU classes are in session. Application forms may be obtained from the Department of Family and Consumer Sciences (http://www.jsu.edu/education/fcs/cdc.html).

Counseling Services (http://www.jsu.edu/ccservices/)
Counseling Services offers individual and group counseling for JSU students, faculty, and staff. Counselors are available for crisis response after hours and on weekends through the University Police Department. Individuals needing counseling may self-refer or be referred by faculty members or other university personnel. Appointments can be obtained by calling (256) 782-5475 or by completing the online Request for Services (http://www.jsu.edu/ccservices/requestforservices.html) counseling request form. 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.

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

- Proctored Exams
- Math Make-up Exams
- CLEP
- EPP
- Miller Analogy Test (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 can be located on the Counseling Services (http://www.jsu.edu/ccservices/) webpage or by calling (256) 782-5475. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

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 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 for Exams
- Priority Registration
agreement should visit the
or the space will be reassigned. Students seeking to cancel their lease
An assigned space must be claimed by the end of the first day of move
spring semesters.
Students are financially responsible for all room charges for the fall and
lease agreement is a legally binding document for the full academic year.
approval from the Board of Trustees of Jacksonville State University. The
the same order of preference. Lease rates are subject to change pending
considered. Both roommates must also select the same living options in
preference on the housing application/lease agreement. Roommate
If students have a roommate preference, they must indicate their
search; therefore, space may become limited
fee of $200 is required at the time of submission. The priority deadline for
Students must apply online (http://www.jsu.edu/housing/apply.html)
their MyJSU username and password. A nonrefundable application
of the School of Education.
The ISU is a service unit which is ever changing to better meet the needs
labs. These computers have loaded software, such as Microsoft Office,
The MIL is the third unit of the ISU. The MIL consists of three computer
as well as promoting preventive health
measures to currently enrolled students, staff, and faculty. Clients are
encouraged to make an appointment, but walk-ins are welcomed. If you
have an urgent need during hours when the health center is closed, you
should dial 911 or contact the University Police Department (UPD) at
(256) 782-5050.
Health Center (http://www.jsu.edu/studenthealth/)
The Student Health Center is a primary health care facility providing
outpatient medical services, as well as supporting preventive health
The Office of 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
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 (catalog.jsu.edu/graduate/student-resources/
academic-student-services/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 (http://www.jsu.edu/library/) provides access to the catalog, periodical databases, and many other electronic resources.

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 and personal correspondence will be placed into JSU mailboxes. Stamps, domestic faxing, and mail services are available at the JSU Mail Center.

The Mail Center is located on the 4th floor of the Theron Montgomery Building and is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Mail is delivered Monday through 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 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 parking decals. 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.
Academic and Student Services

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 at 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 vehicles. 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 vehicles. Visitor parking passes must be obtained at UPD or issued by the building visited by the building manager or their designee. Visitor passes are valid for one business day.

3. Operators must park their vehicles only in the designated parking zones indicated by the privileges of the assigned parking decal. Any vehicle parked in the wrong zone, at yellow curbs, where 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 the Parking Regulations (http://www.jsu.edu/police/traffic.html) website to review all rules and regulation concerning parking.

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.