PARENTS' MEETING 2021

St. John's College Junior College

SJC Celebrating 134 Years of Service to our Belizean Communities

"Try to keep your soul always in peace and quiet, always ready for whatever our Lord may wish to work in you. It is certainly a higher virtue of the soul, and a greater grace, to be able to enjoy the Lord in different times and different places than in only one."

- St. Ignatius of Loyola

Mission & Identity

Men & Women for Others

Ad majorem Dei gloriam
For the Greater Glory of God

The logo of St. John's College shows wolves (lobos) resting on a pot (olla) hanging on a chain. This image is from the family crest of St. Ignatius of Loyola, founder of the Society of Jesus. The pot represents the tradition of great generosity of the Loyola family, who after feeding family, retainers and soldiers, had enough for the wolves to feed on the leftovers. Lobo-y-olla is a play on the family name Loyola.

Next to the crest are five bars which represent the five categories that describe the high expectations for both learners and teachers at Jesuit schools, namely:

A.) Profile of the graduate at graduation

1. *Open to growth*
2. *Religious*
3. *Intellectually competent*
4. *Loving*
5. *Committed to justice*

B.) Profile of the Ignatian educator

1. *Animates the Ignatian vision*
2. *Models Ignatian pedagogy*
3. *Cares for the individual*
4. *Discerns ways of teaching and learning*
5. *Builds community and fosters collaboration*

The entire image is contained within a corona, which signifies the rays of the sun, representing the important role that Jesuit tradition and mission play in the apostolate of education. The three parts of the logo - the crest, the corona and the bars - recall the Holy Trinity, the vision which shaped the spirituality of St. Ignatius of Loyola.

ST IGNATIUS OF LOYOLA

BORN: OCTOBER 23, 1491

Died: July 31, 1556 (AGE 64)

BEATIFIED: JULY 27, 1609 BY PAUL V

CANONIZED: March 12, 1622 BY GREGORY XV

FEAST DAY: JULY 31

ATTRIBUTES: EUCHARIST, CHASUBLE, BOOK, CROSS

PATRONAGE:SOCIETY OF JESUS, SOLDIERS,

EDUCATORS AND EDUCATION

"LOVE OUGHT TO SHOW ITSELF IN DEED MORE THAN WORDS"
-ST IGNATIUS OF LOYOLA

Mission Statement

St. John's College Junior College is a Belizean, Catholic, tertiary institution in the Jesuit tradition. It is one of two divisions of St. John's College. Through its commitment to God, academic excellence, humanity and service, St. John's College Junior College aims to foster an atmosphere of respect, growth, and spiritual awareness that will promote the development of multifaceted individuals who love and care for themselves and others, their environment and their community.

(A more extended version of the greater St. John's College mission can be found in the Preamble to the By-Laws.)

St. John's College as a Jesuit School in Belize

The Jesuit educational tradition draws its uniqueness from the insights of St. Ignatius of Loyola, the founder of the Jesuits. These insights were embodied in the spiritual exercises and they remain the motivating foundation of St. John's College. They show their continuing influence by inspiring a special sense of community; A deeper commitment to the service of the church and of all people; and a search for greater dedication to Christ, for more effective love of neighbor, and more awareness of God's presence in all things.

As a Jesuit school St. John's College brings the 472 year Jesuit tradition of personal care for each individual to bear on every facet of its program. Consequently, it seeks to develop in each young man and woman a positive self image, an appreciation of the richness of God's creation, the ability to ask and resolve basic questions of human existence and to elicit a response beyond the ordinary and commonplace. It hopes to help students develop into "Men and Women For Others"; Jesuit graduates, therefore should be people alive to their potential for service. As a Catholic school in Belize St. John's College serves the Diocese of Belize City and Belmopan in which it is situated. St. John's College has a history of 130 years of service to the country. This history shows that St. John's College, in the Jesuit tradition, has gone beyond the bounds of traditional education to offer new approaches to secondary and tertiary education. St. John's College is part of an international network of Jesuit schools and draws on the resources available through this network.

www.sjc.edu.bz

College Contacts & Terminology

Men & Women for Others

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CONTACT PERSONS

Junior College Telephone #
| 223-3731 | 223-2922 | 223-1442

Administration
President: Mrs. Mirtha Peralta| 223-3732
Dean: Mrs. Solangel Alvarado | Ext. 122
Associate Dean, Student Services: Mrs. Marcia Bouloy | Ext. 147
Admissions and Enrollment: Mrs. Lydia McCoy | Ext.121

Academic Chairpersons
Business: Mrs. Rosalinda Reyes | Ext.112
Social Science: Ms. Florita Smith | Ext. 124
Math and Science: Mrs. Darlene Peters | Ext. 133
Computer Science/ IT Director: Ms. Stacy Sutherland | Ext. 192
Humanities & Education: Mrs. SamanthaTerry | Ext. 141

Other
Accountant: Ms. Dorita Herrarte| Ext. 144
Registrar: Mrs. Odilia Pech | Ext. 167
Counselling: Ms. Roselle Briceno | Ext. 146
Academic Probation Officer: Ms. Kristy Varela Ext. 120
Campus Ministry: Mrs. Melissa Espat | Ext. 126
Librarian: Ms. Ginelli Bradley | Ext. 103
Sports Director: Mr. Juan Guerra | Ext. 451

Academic Probation

When a student earns below a 2.00 in any semester, he/she is placed on academic probation. This means that the student must sign a contract and improve his/her grades to be able to continue at the College. Students on academic probation are given fewer courses until their grades improve and are not allowed to withdraw without approval from the Dean. After any 2 semesters on academic probation (including summer, if enrolled), a student may be dismissed from the college.

Credit Hours

This is the number of hours per week that a student meets for a course or program. Most students will take six courses every semester, and most courses meet for three hours per week. The average student is in class eighteen hours per week. This means that students have a lot of "free-time"; encourage them to use this time wisely.

Honors

Students who earn a GPA of 3.00 to 3.49 are placed on Honor Roll. Students who earn a GPA of 3.50 to 4.00 are placed on the Dean's List. Both groups of students are honored at assemblies and at graduation.

Course Placement

An incoming student may be required to take one or more remedial courses, such as MTH 100/101, CHE 100/101, or ENG 100/101. Such students may subsequently require an additional semester or summer session to complete his/her program.

Academic Advising

Academic advising at the Junior College is intended to provide ongoing help in the transition from secondary to tertiary level and to help students stay on track in the program to which they have been admitted. Students are encouraged to study the academic programs to which they have been admitted and to thoroughly familiarize themselves with academic requirements and procedures.

Drop/Add

A student may drop or add a course without penalty on his/her academic record within the first week of the semester, known as the Drop/Add period. After this point, the student may **withdraw** from a course without academic penalty up until the last Thursday before the start of final examinations. Drop/Add and Withdrawal forms can be found in the Academic Bulletin or on the website.

Abacus

This is an educational management platform for teachers, students and parents at SJCJC with real-time online access. Both parents and students receive their access code from the Dean.

Graduation

Students must apply for graduation, even when they do not plan to participate in commencement exercises. All degree requirements must be 100% complete before the scheduled Commencement Exercises in order for a student to be eligible to participate and for degree conferral.

Personal Development Record

In addition to the academic transcript, the college also records students' participation in extracurricular activities, community service, leadership positions and conduct.

The Registration Process

Registration for students accepted to St. John's College Junior College will take place in the month of June, on dates scheduled in the Academic Calendar. Each full-time student is assigned a faculty academic advisor who will assist him/her in selecting courses. Academic advisors make every attempt to give effective guidance on course selection and academic program requirements to students and to refer them to other College resources for help in other matters. However, the final responsibilities for meeting all academic requirements and registering for the appropriate courses for a selected program rest with the student.

The registration process entitles selecting courses, enrolling in those courses, and paying the relevant tuition and fees. Once courses are selected and students have signed up for a set of courses for the semester, a preliminary invoice will be issued and payments must be made at the designated bank within the time frame specified in the academic calendar. The registration process is complete only when all tuition and fees are paid.

GPA | the Grade Point Average

Is a score from 0.00 to 4.00 that a student earns at the end of each semester. It can be interpreted as follows:

3.75 to 4.00 = A
3.50 to 3.74 = B+
3.00 to 3.49 = B
2.50 to 2.99 = C+
2.00 to 2.49 = C
1.00 to 1.99 = D
0.00 to 0.99 = F

Our classes run from 8:00 a.m. until 8:15 p.m. to accommodate working individuals.

Tips for Parents

1. Hold frequent conversations with your son or daughter.
2. Be there for them when they need you.
3.Encourage them to get involved in extracurriculars.
4. Learn more about their public lives and social media pages.
5. Be familiar with his/her schedule and the academic bulletin.
6. Become more familiar with college vocabulary.

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Payment Guidelines

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Payment Procedures

The College policy on tuition and fee payment requires that registration for classes be finalized only after ALL tuition and fees are paid. You are therefore reminded that registration is not complete until ALL tuition and fees are paid. This requirement and the accompanying procedures are explained below.

During registration, the Finance Office, through the Office of the Registrar, will issue you an SJC pro-forma invoice for payment. Payment for registration must be made at any branch of Atlantic Bank or Belize Bank countrywide. When paying, you must present the SJC pro-forma invoice to the bank teller. The pro-forma invoice contains the amount to be paid, your name, and your assigned student ID number. The bank teller will record all this information for proper processing of your payment. Please ensure that the receipt you obtain from the bank has the ID number and name, as is reflected on the pro-forma invoice. You are advised to save the pro-forma invoice and bank receipt of payments for your own record keeping.

If you do not make payment within the specified time frame, your registration will be cancelled. When your registration is cancelled, the space reserved for you in the particular classes you had registered will be made available to other students.
Once you have completed the registration process (registering and finalizing with full payment of tuition and fees), your name will be placed on the official class list. If your name does not appear on the official class list, you will not be allowed to enter class.

If you are a returning student with arrears, you will be blocked from registering until full payment of ALL arrears is made. Once arrears are paid, you may then proceed with registration for the new semester and must pay ALL required tuition and fees.

Tuition & Fees and Registration

Please note that registration is not considered complete until students have paid full tuition and fees.
Full tuition and fees, or the first installment on the payment plan, must be made no later than the posted dates. Students who do not pay full tuition and fees or make appropriate arrangements by the dates indicated will have their registration cancelled and will be blocked from receiving transcripts of grades, copies of diplomas, letters of recommendations or credit at the SJC bookstore.

This information can also be found on the Admissions page of the Website.

The pro-forma invoice issued at registration is a preliminary invoice. Any adjustments to your bill for any changes made during the drop/add period will be made thereafter, and a new pro-forma invoice will be issued for the adjusted balance. You may at any time request a statement from the Finance Office.

If you (and your parents, if they are responsible for your tuition and fees) need to make arrangements for payment as allowed through the college payment plan system, you must make these arrangements with the finance officer within the time frame set by the Finance Office.
Students applying for financial aid need to do so before the registration process begins.

PAYMENT PLAN

The payment plan is rendered to students who are unable to meet full payment at the time of registration. This agreement is made personally between the parent/guardian and the Finance Office. Students who pay their own tuition and fees are required to submit a letter from the parent/guardian confirming this.

St. John's College payment plan requires payment of 1/3 of the total charges at the time of registration. The remaining balance must be paid in no more than two installments on the corresponding dates of the agreement. There is no payment plan agreement for summer sessions.

Tuition Assistance and Reimbursement

Students whose employers, the Government of Belize, or any other sponsoring organizations have made arrangements with St. John's College Finance Office to pay tuition and fees or costs of books should bring a signed letter of commitment from the sponsor to the Finance Office no later than five business days after pre-registration. If the sponsor's commitment does not provide for full payment, the student is required to appropriately settle the balance (either by paying the balance or using the payment plan system). All students who receive a scholarship after having paid at the time of registration will be reimbursed upon graduating.
Students who withdraw from classes no later than the last day of the official drop/add period set by the Office of the Registrar will receive a refund of full tuition and fees. Students who officially withraw from classes within the first three weeks of the semester are refunded 1/3 tuition only. No refunds are made after this time.

Financial Aid and Scholarships

Students receiving financial assistance from St. John's College must consult with the Associate Dean for Student Affairs to verify their financial assistance package. Students must have a current, approved SJC Financial Aid commitment or scholarship on file at the time of registration before any financial assistance can be applied to the payment of tuition and fees.
Students in their first year who passed six or more of the CSEC examinations, including English A and Mathematics, and are Belizeans by birth or nationality, must submit a copy of their CSEC results along with their social security card at the Finance Office to receive a tuition scholarship from the Government of Belize. To maintain the scholarship, students must earn a G.P.A. of 2.5 or higher per semester. Students are responsible for all other fees and cost of books.
The Government of Belize provides tuition scholarships for students in their second year at the Junior College, as long as they achieve a successful pass in their first semester and a G.P.A. of 2.5 or above in their second semester. The Finance Office requires that students wishing to access the tuition scholarship complete a Second Year tuition form provided by the Finance Office.

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SJCJC Student Billing – Semester

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St. John's College Junior College

Student Bill

	Full Time	Part Time
Mission Support Fee	$40.00	$10.00
Academic Services Fee	$355.00	$205.00
Student Services Fee	$372.00	$185.00
Total Fees	$767.00	$400.00
Other fees to be applied separately :		
Accademic Bulletin	$35.00	Only billed in the 1st semester
Graduation Fee	$200.00	Only billed in the 3rd semester
ID Fee	$15.00	Once every year
Tuition (per credit hour)	$30.00	$66.67

CXC SCHOLARSHIP INFORMATION

Students who are awarded CXC scholarships must submit a copy of their CSEC results to the Finance Office no later than September 15, 2021 in order for the Ministry of Education to be billed on their behalf. Payments already made will be credited to these students' accounts once the corresponding payments have been received from the Government of Belize. Students must maintain a GPA of 2.50 or above to continue to enjoy this assistance.

LANDIVAR SCHOLARSHIP INFORMATION

St. John's College Junior College offers financial assistance through Landivar Scholarships to make tertiary education available to qualified young men and women in Belize. Application forms for Landivar Scholarships are available from the Student Services Office and on the school's website. Students must apply for the scholarship each semester in which assistance is sought. The deadline for the aplication is June 17, 2021.

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Calendar of Events

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Request for Change of Program Option — **Thursday, June 3, 2021**
(Student must meet eligibility criteria)

Email request for program change to **admissions@jc.sjc.edu.bz**
(must be done prior to submiting Confirmation of Acceptance Form)

Deadline for Confirmation of Acceptance Form and Other Related Documents — **Tuesday, June 8, 2021**

Please ensure that you meet this deadline. If you fail to confirm, your space may be given to someone on the waiting list.

Certified Copy of H.S. Diploma Due — **Tuesday, June 8, 2021**

Submit at Office of the Registrar in Raszkowski Hall

Disciplinary Probation Meeting — **Tuesday, June 8 - 10, 2021**

Make an individual appointment and attend an interview in the company of your parent/s during the period between 9:00 a.m and 4:00 p.m with the Associate Dean of Student Affairs
studentaffairs@jc.sjc.edu.bz

Academic Probation Meeting (Virtual) — **Friday, June 11, 2021**

Attend Zoom meeting in company of your parent/s. Zoom Session

Mandatory for All New Entrants | Orientation/Academic Advising & Registration

Monday, June 14, 2021 - Humanities & Education and Social Science Departments
Zoom Sessions
9:00 a.m. to 5:00 p.m.

Tuesday, June 15, 2021 - Business Department
Zoom Sessions
9:00 a.m. to 5:00 p.m.

Wednesday, June 16, 2021 – Math & Science and Computer Science Departments
Zoom Sessions
9:00 a.m. to 5:00 p.m.

Payment Deadline for All New Students | (Full payment) — **Wednesday, June 30, 2021**

Payment for registration can be made at any Atlantic Bank or Belize Bank countrywide.

Payment Plan — **Wednesday, May 26 - Friday, June 11, 2021**
Finance Office

Semester 1 Begins — **Monday, August 9, 2021**

Refer to calendar on the SJC Website for further details.

June - August 2021
Rental of textbooks and purchase of school spirit merchandice can be done at the SJC Bookstore.

Website - www.sjc.edu.bz
Our website is a go-to resource for all things SJCJC. Here you can find a full calendar, scholarship info, and the academic bulletin. There are also links to student email and Abacus.

Facebook
For a more time-sensitive view of the Junior College, check out our Facebook page: @St.JohnsCollegeJuniorCollege. Here you will find announcements, news, and photos of Student Life events.

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Student Services

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STUDENT LIFE

St. John's College Junior College has a vibrant and energetic student life program. A core principle of Jesuit education is the emphasis on holistic education: mind, body and spirit. SJCJC's student life brings all these together by offering:

Student Clubs/Organizations

Chess
Servant Leadership
B.I.O.N.I.C
Campus Ministry
Wildcat Connectors
Student Council
Oceana Wave Makers
Model UN
Art Factory
GECO
Travel Club
Pool Club
Newspaper Club

Athletics

Basketball
Volleyball
Football

Student Code of Conduct

Any act which violates any stated student right or any tenet of the code of conduct will merit a disciplinary response. Any act that results in the violation of the national laws for which a student may be detained by the police will prompt appropriate administrative investigations. In the event that there arises ambiguity or need for clarification, such interpretation or clarification will be determined at the discretion of the Dean or Associate Dean for Student Services.

Students are expected to display a level of professionalism indicative of an institution of higher education. This includes, but is not limited to, word choice, tone of voice, and other repertoire of expression with students, lecturers, and staff of the school.

Dress Code

Students are required to adhere to the prevailing standards of good judgment in their choice of attire and are expected to conduct themselves in a way that best represents themselves and the college. Below are some guidelines:

- Dresses, skirts, and trousers must fall below the knee. Absolutely no cut up jeans for females or males.
- Shirts, blouses, and dresses must have sleeves. Strapped, strapless, halter top, low-cut, tank tops, and undershirts used as outer-wear are not allowed.
- Appropriate outdoor footwear should be worn at all times. Slippers are not allowed for either female or male students.
- The student ID card is non-transferable and should be visibly worn by the student at all times while on campus.

Email

Students are expected to utilize the school email address assigned to them at orientation. This will be the official means of communication for the duration of their academic experience. It is the responsibility of the student to check email frequently in order to stay informed of important information.

Please refer to the Academic Bulletin for further information.

CAMPUS RESOURCES

- **Library**
- **Student Lounge**
- **Fordyce Chapel**
- **Art Center**
- **Counselling Center**
- **Landivar Gymnasium**
- **Music Center**
- **Bookstore**
- **Student Center**
- **IT Unit Computer Labs**
- **Paige's Café**
- **Campus Ministry**
- **Athletic Facilities**

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Academics

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Requirements for the Associate Degree

1) Pass all courses with a grade of C or above.
2) Achieve a cumulative Grade Point Average of 2.00 for all courses at the Junior College.
3) Complete at the Junior College a minimum of sixty percent (60%) of the credit hours required for the degee.
4) Transfer no more than a maximum of thirty (30) credit hours of study from other institutions (with approval).
5) Complete and submit an Application for Degree Completion by the date set on the official SJCJC Calendar.
6) Fulfill all financial and other obligations to the College before graduation.
7) Complete one hundred (100) hours of community service.

Keep up with your student's grades by setting up an Abacus account.

All academic and co-curricular programs of St. John's College Junior College are designed, implemented and assessed to foster the development of knowledge, skills and values in students.

Friday, May 28, 2021 — **Parents' Meeting**

Video and Information Booklet to be posted on the college website: www.sjc.edu.bz

Monday, May 31, 2021 — **Zoom Virtual Q & A Meeting**

Humanities & Education Department
and
Social Science Department

5:30 p.m.

www.sjc.edu.bz

Men & Women for Others

Academics

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INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Speaking and Writing Skills
2. Quantitative Skills
3. Comprehension Skills
4. Critical Thinking and Problem Solving Skills
5. Information & Technological Literacy
6. Personal & Interpersonal Skills
7. Aesthetic Sensitivity
8. Spiritual Integrity
9. Ethics
10. Citizenship, Leadership and Commitment to Justice
11. Disciplinary Grounding

Tuesday, June 1, 2021 — **Zoom Virtual Q & A Meeting**

Business Department

5:30 p.m.

Wednesday, June 2, 2021 — **Zoom Virtual Q & A Meeting**

Math and Science Department
&
Computer Science Department

5:30 p.m.

Thursday, June 3, 2021 — **Request for Change of Program**

Email request for program change to
admissions@jc.sjc.edu.bz

(Must be done prior to completing Confirmation Process)

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