To: All Returning Junior College Students

From: Mrs. Mirtha Peralta, Dean

Date: Wednesday, 30 April 2014

Subject: Registration Procedures, Payment Deadlines and Commencement of Classes

St. John's College Junior College is excited and grateful that you have chosen to enroll in our Jesuit College, founded on 17 January 1887.

We are truly delighted that you have accepted to be a part of the S. J. C. Legacy - and we also have the expectation that you will do your part in adding to it!

As Dean of the Junior College, I take this opportunity to offer a few suggestions and reminders for an inspiring and successful academic year 2014 -2015.

**All students are required to bring the following on advising day, registration day and SUMMER I:**

1. Academic Bulletin
2. Graduation Response letter
3. Course offering

**Friday, 16 May 2014** Distribution of Report Cards and academic advising for summer classes.

**8:00 a.m. – 12:00 p.m.**  Math & Science Students – Science Department

 Business Students – Pavilion (Center)

 Social Sciences - Pavilion (side)

 Humanities – Student Center

 Education – Education Department

**Tuesday, 20 May 2014** Summer Session I Registration (8:00 a.m. - 5:00 p.m.) JC AV Room/

 Computer Lab

 Full payment for Summer Classes is required by Wednesday, 21 May 2014. There is NO PAYMENT PLAN nor Government payment for SUMMER CLASSES.

 Summer Session I (26 May – 8 July 2014)

 **Students who do not take advantage of the academic advising on Friday, 16 May 2014 will register last on Tuesday, 20 May 2014.**

Returning students who have arrears with the College are **not allowed** to register until all arrears are settled.  Once arrears have been settled, you then proceed to register on the dates assigned for the new semester and must **pay all**tuition and fees.

**Registration and advising for Semester I 2014-2015**

**Mandatory Advising -** Please Note that ALL returning students MUST be present for academic advising with your respective advisors and at your respective departments.

**Full time students – Monday, 9 June 2014 from 8:00 a.m. – 12:00 p.m.**

 Math & Science Students – Science Department

 Business Students – Pavilion (Center)

 Social Sciences - Pavilion (side)

 Humanities – Student Center

 Education – Education Department

Part –time students – Monday, 9 June 2014 at the Student Center 2:00 p.m. – 5:30 p.m.

**Students who do not take advantage of the academic advising on Monday, 9 June 2014 will register last on their respective dates.**

**Registration**

**Tuesday, 10 June 2014** Humanities, Social Sciences & Education 8:00 **a.m. – 12:00 p.m.**

**Tuesday, 10 June 2014** Business Department 1:00 p.m. – 4:00 p.m.

**Wednesday, 11 June 2014** Science Department 8:00 a.m. – 12:00 p.m.

Registration for classes for any semester is only complete when **all** tuition and fees are paid.

Failure to make full payment on or before **Tuesday, 15 July 2014** results in the cancellation of your classes.  What does this mean?  If payment is not made by 15 July 2014, the classes you registered for are cancelled and made available to other students.

Upon completion of the registration process, your name is placed on the Official Class List, permitting you to attend classes.

The pro-forma invoice issued at registration is a **preliminary invoice**.  Changes that you make to your courses during the drop/add period affect the semester cost of your education and hence may increase or decrease your statement balance.  You may at any time request a financial statement from the Accountant at the Central Office located on the first floor of Melhado Building.

Students who are unable to meet the full fees and tuition at the time of registration may apply to the Accountant at the Central Office for a **College Payment Plan**.  Each payment plan requires a minimum payment of 15% of the semester's cost.  Application for such arrangement must be made at least **five business days**prior to your date of registration.

**Semester I (2014-2015**)

Monday, 11 August 2014 SEMESTER I BEGINS

 **IT IS MANDATORY THAT ALL STUDENTS REPORT TO THE FORDYCE CHAPEL AT 8:00 A.M.**

 **STUDENTS MUST WEAR THEIR HOUSE T- SHIRTS**