

Following are general guidelines only --

How to apply for admission to JSCC at <http://www.jscc.edu>

Go thru the complete process – select “non-degree seeking student” so you can later apply to audit the class. This lets you take the course for only the \$10 application fee (not the regular \$400 fee). When you have completed the on-line application process, the last page is a “signature page.” Print and sign this page; mail to JSCC with the \$10 application fee.

Wait a few days, then call 1-800-355-3722, ext 844 and ask if they have received your application signature page. If they have, they will give you a “J” number.

With the “J” number (campus ID) you go to: <http://www.jscc.edu>  
Click on Activate Netlogon (under the big picture on the jscc homepage)  
Create your username and password.

Wait about 30 minutes for the system to cycle you in –

(For assistance with the process below, call Scott Cohen – 1-800-355-5722 ext 615 between 8 – 4:30)

Go to Jweb icon – Plug into jweb -- lower left icon under the big picture on the jscc homepage

Choose “Self-Service” tab

Choose “One Stop” tab

In the right-hand column choose “Registration Tools – Register for or Drop Class”

Choose Fall, 2010, click SUBMIT

Look for LIB 1001 Introduction to Genealogy (CRN 81490) – this is the class you are taking; click SUBMIT

You must fill in and mail/fax the “audit” to the address on the form. Then call Frances Edmundson (after registration and signing up for the class). She will verify she had received the “audit” form (1-800-355-5722 ext 308) either by mail or fax;

she will then key in the necessary information and verified that you are all set to audit the class.