

New Student Information Guide

- Your JALC email account is called **VOLmail**; it will be set up automatically. Go to the JALC homepage (www.jalc.edu) and click the **MyJALC** tab. You'll find "**VOLmail**" under **Campus Resources**. Your new VOLmail address is your first initial, last name, and last four numbers of your JALC ID, @volmail.jalc.edu. If you applied and were accepted prior to April 4, 2016, your password is the two digit day and month of your birth and the last four digits of your Social Security Number. If you applied after that date your temporary password was sent to your alternate e-mail address listed on your application. All information from the college and your instructors will be sent to this e-mail address; including class cancellations and course information. To be a successful student at John A. Logan College you MUST check your VOLmail account on a regular basis.
- New students need to provide the Admissions Office proof of in-district residency and a final high school transcript by the 10th day of classes. Failure to provide this information will result in being charged out of district tuition and having a registration hold placed on your account.
- Login to **My JALC** to view your schedule, bill, payment due date, registration, grades, financial aid, etc. Go to the JALC homepage (www.jalc.edu) and in the top right corner click the blue **MyJALC** tab, click the **Login** button at the top of the page (the username and password are the same as **VOLmail** and D2L). There you will find the Students and Finances tab. For help with your ID or password, click "*I.D./Password Request Form*" or see your advisor.
- Make sure your contact information; including **VOLmail**, home address, telephone, and cell phone are correct. You can update this information with the Admissions Office, your academic advisor, or through **MyJALC**.
- New students need to have their **photo** taken in room C204 for their JALC Student ID Card. In order to receive your JALC ID you will need to show a photo ID and proof of registration at the College.
- Pay **tuition** and fees on **MyJALC**, at the Bursar's Office (C213), or by phone with a credit card. If you receive financial aid that covers tuition and fees be sure to complete all of the required paperwork. To make a payment or sign up for a payment plan, go to the **Finances** tab on **MyJALC**, under **My Student Information** click "*my account balances*". The course and fee statement is also available in this area.
- If you are receiving any type of financial aid, login to **MyJALC** and click on Financial Aid to view the status of your award and information concerning financial aid.
- If you are receiving a scholarship (other than Federal financial aid), be sure to check with the JALC Foundation Office in B33 to assure that the scholarship is credited to your account.
- Sign up for **JALCtxt** to receive campus alerts via text messages. This includes weather related campus closings. Go to the JALC homepage (www.jalc.edu) and click on **MyJALC**. You'll find "**JALCtxt**" under **Campus Resources**.
- Go to the **JALC Library** to receive a library card. You will need a photo I.D. and to know your student I.D. number to obtain a card.
- Activate your account with **BankMobile** immediately upon receiving the Refund Selection Kit (green envelope) in the mail if you receive financial aid or scholarships. Be sure to enter the **personal code** you received to select your refund preference.
- If you're taking online classes, complete the "Introduction to Online Learning" orientation. At jalc.edu click "JALC A-Z" and "Online Learning." Under the Online Learning menu, click "**Desire 2 Learn.**"
- Purchase textbooks and workbooks for all of your classes.