

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. A temporary password was sent to your alternate (personal) e-mail address when you completed your application. If you need to reset your password contact IT at (618) 985-2828, ext. 8388. All information from the college and your instructors will be sent to the VOLmail 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**.
- To forward your Volmail to your personal email address, log into your Volmail account and click the settings gear in the top right. Click "view all outlook settings" at bottom and then click on "forwarding". Enter an email address you would like your Volmail to be sent to, check the "enable forward" checkbox and click save.
- New students need to have their **photo** taken in room C235 for their JALC Student ID Card.
- Pay **tuition** and fees on **MyJALC**, at the Bursar's Office (E119), 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 **My Billing Information** on the **Home Page** and select **Pay Bill/Payment Plan/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 G219D or email them at foundation@jalc.edu to assure that the scholarship is credited to your account.
- Activate your account for refunds with **Nelnet** by going to **MyJALC**, under **My Billing Information** on the **Home Page**, select **Refund Selection** to create 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.
- Click on **Desire2Learn (D2L)** link on the JALC home page. This is where you'll find information about online courses, creating an online account, and orientations. If you're taking an online class, be sure to do the **D2L Orientation**.
- Purchase textbooks and workbooks for all of your classes at <https://www.bkstr.com/johnloganstore>.