



**The Culinary &
Hospitality Institute**
Jefferson State Community College

ORIENTATION HANDBOOK



Revised 2/17/2020

Culinarian's Code

- I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those who are to follow.
- I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.
- I shall place honor and the standing of our profession before personal advancement.
- I shall not use unfair means to affect my professional advancement or to injure the chances of another colleague to secure and hold employment.
- I shall be fair, courteous and considerate in my dealings with fellow colleagues.
- I shall conduct any necessary comment on, or criticism of, the work of a fellow colleague with careful regard of the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.
- I shall never expect anyone to subject themselves to risks which I would not be willing to assume myself.
- I shall help to protect all members against one another from within our profession.
- I shall be just as enthusiastic about the success of others as I am about my own.
- I shall be too big for worry, too noble for anger, too strong for fear and too happy to permit pressure of business to hurt anyone, within or without the profession.

Jefferson State Community College

Hospitality Management

The vision of Jefferson State Community College/ Hospitality Management, Culinary Apprenticeship is to be recognized as the most effective program in the state of Alabama by providing individuals with knowledge and skills needed to function in a technologically demanding society.

Program Regulations and Procedures

Professional Behavior:

Students are asked to read the Culinarian's Code and apply this code of conduct in all areas as related to their learning experience. There will be no tolerance for rude, impolite behavior. This includes any form of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability.

School Facilities:

Students will be responsible for the cleanliness of the school classroom, labs and all adjacent areas as related to the program and are expected to report any misconduct to the program coordinator. Students are not allowed in the lab areas without permission of instructors.

Smoking Policy:

Students are encouraged to quit smoking if possible. Smoking is not allowed on any of the campus site of Jefferson State Community College.

Food and Beverage Policy:

Students will be allowed drinks and light snacks in the lecture with the permission of the instructor; however, under no circumstances will the eating of a meal be allowed. You will also be responsible for the cleaning up of any mess. Students will be allowed to use the dining room when not in use otherwise to eat meals following rules of responsibility.

Student Dress Code:

Students are to be in full uniform when in lab-Jefferson State Chef's jacket, white or red neckerchief, checkered pants, Black professional chef shoes, Clean apron with side towel. Finally students are expected to wear a chef's hat at all time in the kitchen labs. Students are expected to have a professional, clean appearance at all times. Men are to be clean-shaven; men and women with hair restraint if needed. Nails are to be clean, free of nail polish, and at the proper length, No jewelry with the exception of a wedding band. Students will be graded accordingly.

If a student does not have a class that requires a lab that day, they will be allowed to dress in other clothing provided that the clothes are appropriate

Statement on Discrimination/Harassment: The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education Policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

Attendance Policy: Students are expected to attend all classes for which they are registered. Students who are unable to attend classes regularly, regardless of reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objective required in the course. Withdrawal from class can affect eligibility for federal financial aid.

Retention Policy: Students are encouraged to notify their instructor in the event they are absent from class. When a student misses more than 2 classes, the instructor will make an attempt to notify the student and discuss a plan of action. At that time it maybe in the best interest of the student to withdraw from classes.

For more information on our programs, scholarships, job listings, and other resources visit the website below

www.jeffersonstate.edu/chi.

Or "Like" us on Facebook

<https://www.facebook.com/jsccculinary>

Guidelines for Students Working Events

- All students shall report to chef in charge at posted time.
- All students shall be in complete uniform, IE hat, pants, jacket, aprons, side towels, correct shoes, and knives.
- All students must notify office manager or chef in charge if there is an emergency and they cannot make the event.
- Any student who does not show up or does not notify the chef will not be able to make up the points.
- All students will be graded on the following: uniform, professionalism, knowledge, sanitation, and use of equipment.
- Please contact your instructor if you have any questions or concerns.
- Most importantly, you are here to learn, so take advantage of each opportunity and have fun!



Hospitality Management Degree Plan/Portfolio/Student Assessment

Name: _____
 Address: _____
 Phone: _____
 E-mail: _____
 Major: _____
 A #: _____

General Education Courses	Semester Hours	Assessment Project	Projected Date	Instructor Signature
ENG 101 English Composition 1 *(Sp, Su, F)	3			
SPH 107 Public Speaking *(Sp, Su, F)	3			
HED 222 or 231 Community Health or First Aid/CPR *(Sp, Su, F)	3			
MTH Elective *(Sp, Su, F)	3			
CIS 130 Introduction to Computers or CIS 146 Microcomputer Applications *(Sp, Su, F)	3			
Lab Science *(Sp, Su, F)	4			
Social/Behavioral Science Elective *(Sp, Su, F)	3			
Humanities/Fine Art Elective *(Sp, Su, F)	3			
Assessment(Capstone)-Portfolio Current (Below)	Total Hours 25			
Major Courses				
CUA 101 Orientation to the Hospitality Profession- Required by 2nd semester *(F, Sp)	3			
CUA 110 Basic Food Preparation *(Sp, Su, F)	3			
CUA 120 Basic Food Preparation Lab *(Sp, Su, F)	2			
CUA 111 Foundations in Nutrition *(SP, F)	3			
CUA 112s Sanitation and Safety- Required by 2nd semester *(Sp, Su, F)	2			
CUA 213 Food Purchasing *(F, Sp)	3			
CUA 163 Foundation of Healthy Cooking Techniques *(F, Sp)	2			
Assessment Progress	Total Hours 18			
Culinary/Nutrition Science Management Option (AAS C252)	Semester Hours	Assessment Project	Projected Date	Instructor Signature
CUA 204 Foundations of Baking *(Sp, Su, F)	3			
CUA 201 Meat Preparation and Processing *(Sp, F)	3			
CUA 115S Advanced Food Preparation *(Sp, F)	3			
CUA 210 Beverage Management *(Su)	2			
CUA 205 Garde Manger *(SP, F)	3			
CUA 255 Field Experience -Savory (2 semesters) *(Sp, Su, F)	6			
CUA 261 Practicum- All course work complete, copy of nonofficial transcripts required to register for course-appointment with advisor required. *(Sp, Su, F)	1			
HMM 105s Principles of Management *(Sp, Su)	3			
CUA 180 Special Topics in Hospitality Service *(Su)	1			
Assessment Progress	Total Hours 25			
Total Credit Hours	68			
* Sp=Spring F=Fall Su=Summer				

Culinary Apprentice Option (AAS C062)	Semester Hours	Assessment Project	Projected Date	Instructor Signature
CUA 208 Advanced Baking *(Sp)	3			
CUA 204 Foundations in Baking *(Sp, S, F)	3			
CUA 201 Meat Preparation and Processing *(Sp, F)	3			
CUA 115S Advanced Food Preparation *(Sp, Su, F)	3			
CUA 210 Beverage Management *(Su)	2			
CUA 205 Garde Manger *(Sp, F)	3			
CUA 260 Apprenticeship (6 semesters) *(Sp, Su, F)	6			
CUA 261 Practicum- All course work complete, copy of nonofficial transcripts required to registered for course-appointment with advisor required, for Apprentices meet with (Apprenticeship Chair/Instructor) *(Sp, Su, F)	1			
HMM 105s Principles of Management *(Sp, Su)	3			
CUA 180 Special Topics in Hospitality Service *(Su)	1			
Assessment Progress	28			
Total Hours	71			
Baking/Pastry Option (AAS C030)	Semester Hours	Assessment Project	Projected Date	Instructor Signature
CUA 204 Foundations of Baking *(Sp, Su, F)	3			
CUA 208 Advanced Baking *(Sp)	3			
CUA 115P Advanced Food Prep *(Sp, Su, F)	3			
CUA 130 Chocolate and Truffles *(F)	3			
CUA 216 Plated Dessert Design *(Su)	3			
CUA 142 Specialty Breads *(Su)	3			
CUA 165 Cake Decorating/Design *(Sp)	3			
CUA 253 Field Experience -Pastry (2 semesters) *(Sp, Su, F)	6			
CUA 261 Practicum - All course work complete, copy of nonofficial transcripts required to registered for course-appointment with advisor required. *(Sp, Su, F)	1			
HMM 105s Principles of Management *(Sp, Su)	3			
CUA 180 Special Topics in Hospitality Service *(Su)	1			
Assessment Progress	32			
Total Hours	75			
Hotel/Restaurant Management Option (AAS C236)	Semester Hours	Assessment Project	Projected Date	Instructor Signature
HSM 240 Housekeeping Administration *(Su) or CUA 115 Advanced Food Prep *(Sp, Su, F)	3			
CUA 210 Beverage Management *(Su)	2			
HMM 240 Hospitality Managerial Accounting *(Sp)	3			
HMM 251 Front Office Management*(F) or CUA 205 Garde Manger *(Sp, F)	3			
BUS 263 Legal and Social Environment of Business	3			
HMM 241 Restaurant Service Management 1 *(Su)	3			
HSM 123 Hospitality Field Experience 1	3			
HSM 133 Hospitality Field Experience 11	3			
HMM 105s Principles of Management *(Sp, Su)	3			
Assessment Progress	26			
Total Hours	69			
*Sp=Spring F=Fall Su=Summer				





* These charts are to be used as a guide only. Some courses may not be offered due to lack of enrollment and some will fill up early if student interest is high.

Accelerated Certificate Track Requirements

The Culinary/ Nutrition Science Management Certificate Program is designed to enable the foodservice worker to obtain the basic skills necessary to pursue a career in the foodservice industry. This certificate also contains the required courses for those who are seeking certification through the American Culinary Federation at various levels. All course work in the certificate program may be applied to an Associate of Applied Science in Culinary/Nutrition Science Management.

Admission Requirements

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying the following requirements. To be eligible for a certificate students must:

-  Complete the course listing below.
-  Make an appropriate score on WorkKeys.
-  Be eligible for ENG 101 and MTH 100 or 116.
-  Have a minimum 2.00 grade point average in Jefferson State courses.

Culinary/ Nutrition Science Management Short Certificate (STC C252) (17 Hours)

CUA 101 Orientation to the Hospitality Profession	3
CUA 111 Foundations in Nutrition	3
CUA 112S Sanitation and Safety	2
CUA 110 Basic Food Preparation	3
CUA 120 Basic Food Preparation Lab	2
CUA 115 Advanced Food Prep	3
CUA 261 Culinary Apprenticeship Practicum	1
Total Hours	17

Culinary/ Nutrition Science Management Long Certificate (CER C252) (40 Hours)

ENG 101, English Composition I	3
MTH Elective (A116) MTH 100 or MTH 116 or higher-level math course	3
CIS 130 Introduction to Information Systems or Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature	3
HED 222 Community Health or 221 Personal Health	3
Major Courses	
HMM 105s Principles of Management	3
CUA 111 Foundations in Nutrition	3
CUA 112S Sanitation and Safety	2
CUA 213 Purchasing and Food Cost Control	3
CUA 110 Basic Food Preparation	3
CUA 120 Basic Food Preparation Lab	2
CUA 163 Foundations of Healthy Cooking Techniques	2
CUA 201 Meat Preparation and Processing	3
CUA 204 Foundation of Baking	3
CUA 261 Culinary Apprenticeship Practicum	1
Total Credit Hours	40

Students interested in Culinary Arts with emphasis in Culinary Nutrition with the goal of transferring to a University program are recommended to contact Joseph Mitchell, Program Director at 205-983-5212

Baking and Pastry Certificate Short Certificate (STC CO30) (31 hours)

Courses	Semester Hours
CUA 110 Basic Food Preparation	3
CUA 112s Sanitation, Safety, and Food Service	2
CUA 120 Basic Food Preparation Lab	2
CUA 130 Chocolate and Truffles	3
CUA 142 Specialty Breads	3
CUA 165 Cake Decorating and Design	3
CUA 204 Foundations of Baking	3
CUA 208 Advanced Baking	3
CUA 213 Food Purchasing and Cost Control	3
CUA 216 Plated Dessert Design	3
TOTAL HOURS	28

Baking and Pastry Long Certificate (CER CO30) (43 hours)

Courses	Semester Hours
ENG 101, English Composition I	3
MTH Elective (A116) MTH 100 or MTH 116 or higher-level math course	3
CIS 130 Introduction to Information Systems or CIS 146 Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
CUA 101 Orientation to the Hospitality Profession	3
CUA 110 Basic Food Preparation	3
CUA 112s Sanitation, Safety, and Food Service	2
CUA 120 Basic Food Preparation Lab	2
CUA 130 Chocolate and Truffles	3
CUA 142 Specialty Breads	3
CUA 165 Cake Decorating and Design	3
CUA 204 Foundations of Baking	3
CUA 208 Advanced Baking	3
CUA 213 Food Purchasing and Cost Control	3
CUA 216 Plated Dessert Design	3
Total Hours	43

Hotel/Restaurant Management Short Certificate (CER C236) (29 hours)

Courses	Semester Hours
CUA 101 Orientation to the Hospitality Profession	3
HMM 105s Principles of Management	3
HSM 240 Housekeeping Administration or CUA 115 Advanced Food Preparation	3
HMM 240 Hospitality Managerial Accounting	3
HMM 241 Restaurant Service Management 1	3
HMM 251 Front Office Management or CUA 205 Garde Manger	3
CUA 210 Beverage Management	2
BUS 263 Legal/Social Environment of Business	3
HSM 123 Hospitality Field Experience 1	3
HSM 133 Hospitality Field Experience 11	3
TOTAL HOURS	29

Hotel/Restaurant Management Long Certificate (CER C236) (41 hours)

Courses	Semester Hours
ENG 101, English Composition I	3
MTH Elective (A116) MTH 100 or MTH 116 or higher-level math course	3
CIS 130 Introduction to Information Systems or CIS 146 Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
CUA 101 Orientation to the Hospitality Profession	3
HMM 105s Principles of Management	3
HSM 240 Housekeeping Administration or CUA 115 Advanced Food Preparation	3
CUA 210 Beverage Management	2
HMM 240 Hospitality Managerial Accounting	3
HMM 241 Restaurant Service Management 1	3
HMM 251 Front Office Management or CUA 205 Garde Manger	3
BUS 263 Legal/Social Environment of Business	3
HSM 123 Hospitality Field Experience 1	3
HSM 133 Hospitality Field Experience 11	3
TOTAL HOURS	41



Student Transfer Guide

from Hospitality Management (Nutrition Option), A.S. to Exercise & Nutrition Science (Nutrition & Wellness), B.S.

Jefferson State Community College and The University of Montevallo

Students pursuing the A.S. in Hospitality Management (Nutrition Degree Option) (AS-T163) at Jefferson State Community College (JSCC) must complete the course plan at JSCC before entrance into the B.S. in Exercise and Nutrition Science program (Nutrition and Wellness Concentration) (EXNS-BS NW) at The University of Montevallo (UM) under this Articulation and Cooperative Agreement. JSCC students who do not complete this transfer guide may transfer into the program at UM but may not complete the program in the same timeframe.

Students must earn an overall GPA of 2.0 for admission to UM. Students must earn a minimum of 50% of credits toward the major and 25% of the credits required for the degree, including at least 30 semester hours of 300/400 level coursework, at UM. In addition, 30 of the last 40 hours of the degree must be taken at UM.

Completion of this transfer agreement will lead to completion of 129 hours for the Nutrition and Wellness option (69 hours at JSCC and 60 hours at UM) and 142 semester hours for the Coordinated Dietetics Option (69 hours at JSCC and 73 hours at UM).

Students interested in pursuing this transfer program should contact the JSCC Culinary and Hospitality Institute.

Hospitality Management (Nutrition Option) (University of Montevallo)

Program Code - AS T251 Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation XX will satisfy this requirement.

Orientation Requirement*		Area V: Pre-Professional, Major & Elective Courses 19
ORI 101	Orientation to College	Complete 19 - 23 hours from the following:
General Courses (60-61 semester ho		BIO 201 Human Anatomy and Physiology I
Area I: Written Communication		BIO 202 Human Anatomy and Physiology II
Area II: Humanities and Fine Arts		BIO 220 General Microbiology
ENG 251	American Literature I	Additional Area II Courses
ART 100	Art Appreciation or	**CUA 112S Sanitation, Safety and Food Service
MUS 101	Music Appreciation	**CUA 213 Food Purchasing & Cost Control
SPH 107	Fundamentals of Public Speaking	***CUA 101 Orient. to the Hospitality Profession
PHL 206	Ethics and Society	***CUA 110 Basic Food Preparation
Area III: Natural Sciences and Mathematics		***CUA 120 Basic Food Preparation Lab
MTH 112	Precalculus Algebra	***CUA 163 Found. Of Healthy Cooking Tech
BIO 103	Principles of Biology I	HMM 105S Prin. of Hospitality Management
CHM 104	Introduction to Organic Chemistry	****HED 222 Community Health or
Area IV: History, Social, and Behavioral Sciences		****HED 221 Personal Health
HIS 101	Western Civilization I	****CUA 111 Foundations in Nutrition
HIS 102	Western Civilization II	
PSY 200	General Psychology	
PSY 210	Human Growth and Development	



The Culinary & Hospitality Institute

Program Cost

New students are required to purchase the following items for Foodservice/Culinary Degree options. Items below can be purchased in the JSCC Bookstore. Two full uniforms are recommended and include the following:

Chef Jacket ea.	XS-L \$30.00 XL-2X \$35.00 4X-up \$42.00
Chef Pants ea.	XS-XL \$35.00 2X-3X 39.00
Neckerchief ea.	\$9.00
Apron ea.	\$6.50
Chef Hats ea.	\$3.00
Black Skull Cap	\$15.00
Side towels	\$2.00
Digital Thermometer	\$26.00
Dexter Culinary Kit	\$250.00
Dexter Pastry Kit	\$125.00

- ❖ Students will be required to purchase solid black non-skid comfortable shoes for the kitchen.

Most Common Book Costs (new books, prices subject to change):

Hospitality Today (CUA 101)	118.00
On Cooking (multiple classes)	173.25
Serve Safe (CUA 112s)	136.25
Food Purchasing (CUA 213)	98.00

Degree/Certificate Program Cost

Tuition	\$160 (\$289 Out-of-State) per credit hour
Textbooks	\$100 to \$125 per class
Uniforms	\$120.00
Total Cost	\$8,000 - \$10,000 Estimated

- ❖ These charts are to be used as a guide only prices are subject to change

CULINARY KIT
Order No. 43269



KIT INCLUDES:

35 pocket cutlery case
6½" x 3" fish turner, high-heat
3½" forged paring knife
6" forged narrow boning knife
7" forged duo-edge Santoku
8" forged chef's knife
8" forged bread slicer
10" butcher steel

4" x 1" narrow knife guard
6 1/8" x 1" narrow knife guard
8 3/4" x 1 1/4" narrow knife guard
8 3/8" x 2" wide knife guardswivel peeler
4 pc. spoon set
0-220° Taylor thermometer
12" Adcraft heavy duty tongs
13½" spatula
Microplane zester
2" flat pastry brush

KIT Price
\$189.99

Kits available for purchase at:



Birmingham Restaurant Supply, Inc.
2428 6th Avenue South
Birmingham, Alabama 35233
Phone: 1-800-344-2455

PASTRY KIT

PASTRY KIT
Order No. 43279



KIT INCLUDES:

10" scalloped slicer
poultry/kitchen shears
4" offset spatula
8" offset spatula
pastry tube, plain
pastry tube, star
pastry bag, 16"

decorating tube set, 29 pc.
decorating comb
cutter set, round, 12 pc.
bowl scraper, poly white
bench scraper, black handle
pastry cutter, wood handle
10" knife guard

KIT Price
\$89.99

Kits available for purchase at:



Birmingham Restaurant Supply, Inc.
2428 6th Avenue South
Birmingham, Alabama 35233
Phone: 1-800-344-2455



Available Scholarships

- American Hotel & Lodging Education Foundation
- National Restaurant Association
- Jack Kent Cooke Foundation
- American Culinary Federation
- The Culinary Trust
- International Association of Culinary Professionals
- National Restaurant Association Educational Foundation (NRAEF)
- National Restaurant Association
- Fast Web
- Mach 25
- Findaid.org
- Collegeboard.org
- Supercollege.com
- Freschinfo.com
- Cooking Schools Financial Aid
- American Hotel & Lodging Education Foundation
- National Restaurant Association
- Jack Kent Cooke Foundation
- American Culinary Federation
- The Culinary Trust
- International Association of Culinary Professionals
- National Restaurant Association Educational Foundation (NRAEF)
- National Restaurant Association
- Fast Web
- Mach 25
- Findaid.org
- Collegeboard.org
- Supercollege.com
- Freschinfo.com
- Cooking Schools Financial Aid
- Collegeanswer.com
- Scholarships-now.com
- Acfcchefs.org
- Eatright.org
- AIWF
- CCAPINC
- IFEC-IS-US (for United States Students)
- IFSEA
- Jamesbeard.org
- Restaurant.org
- Restaurant.org Careers
- Women Chefs
- IEFA (for International Students)
- The Point Foundation
- Scholarships.com
- Chef2chef.net
- Finaid.org (Other Aid)
- MIUSA
- CF Scholarships
- Primaryimmune.org
- Student Scholarship Search
- Financial Aid Officer.com
- ACFBHAM.org
- Find Tuition.com

Math and English Placement Tests

Jefferson State Community College requires a comprehensive assessment of students in math and English prior to enrollment in classes unless appropriate exemptions are on file with Enrollment Services. Course placement is determined by the results of this assessment. Students enrolled in courses for which they are ineligible will be administratively withdrawn. Students must present photo identification and have an application for enrollment on file with Enrollment Services at the time of testing.

Jefferson Campus: Every Thursday 8:30 a.m. - 10:30 a.m.

Pell City: Every other Friday 12:30 p.m. - 2:00 p.m.

Clanton: Every Tuesday and Thursday 8:00 a.m. - 2:00 p.m.

Shelby-Hoover: Every Thursday 8:30 a.m. - 10:30 a.m.

Additional dates and times are provided during each semester. Please refer to the class schedule for a complete listing of the additional dates, times, and locations. In order to take the placement test, one must have current photo identification. If it is a re-test, an \$8.00 fee must be paid prior to testing.

Student Agreement/Check List Form

- ☐ Apply for graduation 2 semesters before graduation
- ☐ Professional Behavior
- ☐ School Facilities
- ☐ Smoking Policy
- ☐ Food and Beverage Policy
- ☐ Student Dress Code
- ☐ Attendance Policy
- ☐ Harassment Policy
- ☐ Safety and Emergency
- ☐ Retention Policy
- ☐ Pass all Culinary classes with a 70% or better
- ☐ Order uniforms
- ☐ Knife set
- ☐ Advising Information
- ☐ Workkeys Information
- ☐ Photo release form

It is your responsibility to take ownership of your classes and plan out your career. You have a catalog, sample curriculum, and check list to assist you.

I _____ have read and understand the policies that relate to the Hospitality/Culinary Management program. I also understand that if I do not follow the policies, corrective action may be taken.

Signature

Date



Photo Release Form

I, the undersigned, do hereby release all rights or claims in connection with the photo(s) or video in which I appear, for use by Jefferson State Community College. I understand that the photo(s) or video, if used, will be for the promotional purpose of assisting Jefferson State Community College and I waive any claim to financial remuneration for the use of these photo(s) or video. I also waive any right to inspect or approve the finished photos and or advertising copy.

I hereby release Jefferson State Community College, its legal representatives and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in taking of said picture(s) or video or in any subsequent processing thereof, as well as any publication thereof.

I declare that I am of legal age and have every right to contract in my own name in the above regard.

Signed: _____ Date: _____

Please read the following information and initial each statement agreeing to complete understanding, if further explanation is needed please ask your instructor for guidance.

Uniform Policy: Your Uniform must be clean and correctly worn in lab. No earrings, gym shoes, white socks, hats other than the uniform black skull cap, or any other item that is not part of our uniform will be accepted while in this class. Nametags are considered part of your uniform. Please be sure and wear plain white undershirts underneath your jacket. Please be sure your under things...stay under!! Any deviation from the correct uniform must be corrected before you can be admitted into lab. Men, please be advised that you can either be clean shaven or have a beard/ mustache that is neatly trimmed and groomed. Fingernails should be neatly trimmed and free of nail polish or other adornment.

Initial _____

Attendance: Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstances, should withdrawal from that class. Because poor attendance interferes with the student's ability to complete objectives required in the course. Withdrawal from the class can affect eligibility for federal financial aid.

Initial _____

Statement of Discrimination/Harassment

The College and Alabama State Board of Education are committed to providing both employment and educational environment free of harassment or discrimination related to an individual's race, color, gender, origin, age, or disability. Such harassment or discrimination will not be tolerated.

Initial _____

Americans with Disabilities:

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who met the essential functions and academic requirements are intitled to reasonable accommodation. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations office is located in FSC 300 (205-856-7731).

Initial _____

Advising/counseling:

The One Stop Career Center offers free advising/counseling and job assistance services to students and/or graduates. We are located in LWH 216. We can also be reached at 205-856-8588 or via email at tlpayne@jeffstateonline.com

Initial _____

Please sign acknowledging understanding of the material and expectations listed on the page.

Signature _____

Thank you-JSCC-CHI