

# GRAPHIC DESIGN

## Pre-Registration

### Eligibility Requirements

Pre-registration is offered ONLY to students who are enrolled in the Graphic Design program and who meet the following requirements:

- The student must currently be enrolled in the Graphic Design Qualifier Semester courses.
- The student must have completed a degree intent form, claiming Graphic Design as their major, and the student must appear in JCCC records as a Graphic Design major.
- The student must be continuously enrolled in JCCC college courses. If the student dropped out for a semester or two, he or she is not eligible for pre-registration and will not be permitted to enroll until the open enrollment period.
- Students must have participated in the previous semester's Portfolio Review. The only exception to this is a student who was enrolled in the Graphic Design Qualifier semester, in only general education courses or GDES 140-Technical Processes, or only in required computer courses or technical/studio electives during that semester.

### Sequence of Steps for Pre-Registration

1. A program pre-registration packet will be distributed to you in one of your classes.

PACKET INCLUDES: Pre-Registration Instruction/Deadlines  
Pre-Registration Worksheet  
Full-Time Semester Format  
Recommended Sequence of Courses for Part-Time Students  
Course Schedule Grid  
Course Schedule Lists

2. Upon receiving this packet, use the materials provided to plan your schedule for next semester on the scheduling worksheet. REMEMBER: You will only be enrolled in courses for which you have completed the prerequisite(s).
3. Schedule an advisement appointment with one of the full-time faculty members within the dates and times listed on the Pre-Registration Instruction/Deadlines sheet.

Required for Your Advising Session:

- JCCC Transcript:  
A current copy of your JCCC transcript. Information regarding how to obtain your transcript may be found on the Pre-Registration Instruction/Deadlines sheet.
- Transfer Credit Verification:  
If you want to transfer credit from another institution you must have an official transcript from the institution you attended on file with JCCC Records. Forms are available in the Admissions Office.

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Required for Your Advising Session: continued

- Verification of GDES Program Status as a Declared Major:  
If you are uncertain of your current status, information may be obtained from the Admissions Office. To become a declared program major, a “Program Change Approval Form” must be filled out and signed by a counselor.
- Verification of Participation in Portfolio Review (Your advisor will have this information.)
- Your Completed Pre-Registration Worksheet

4. A pre-registration advising session provides you the privileges of a pre-registration BLUE CARD. The official pre-registration BLUE CARD is filled out and initialed by your advisor.

The BLUE CARD permits you to pre-register for fall or spring semester classes prior to the campus wide open enrollment date.

Pre-enrollment dates and open enrollment dates occur in April in the spring semester and in October in the fall semester.

5. You must go on-line via “My JCCC/Pipeline” or to the Student Success Center to pre-enroll in the courses on the Blue Card.

Classes are filled on a first-come, first-served basis. When a class maximum is reached, then alternate sections are considered. The Graphic Design Program cannot guarantee placement in all desired classes due to increases in student population.

PLEASE NOTE: Any outstanding fines owed to the college will prohibit your ability to pre-register online or through the Admissions Office. It is therefore recommended that all parking, library or other outstanding fines be settled prior to attempting to pre-register.

6. Your class schedule and tuition invoice will be sent to you by the Admissions Office.