Fall Semester 2014 – SJSU Schedule and JMC School Procedures to Follow

JMC School faculty must by August 21st submit by email to JMC Director Rucker and JMC Website Coordinator Susan Mir an SJSU approved syllabi for each fall semester class being taught. They will be posted on the JMC School website. Faculty must also post outside their DBH office door, and in their syllabi, SJSU required office hours for fall semester before classes begins August 25th.

Student Advance Registration ends Wednesday, August 20 at 11:59 pm (via MySJSU).
After this date, students must wait until the first class meetings to register. Faculty must provide add codes and course numbers found on their MySJSU.

No SJSU class registration activity allowed
Thursday August 21 through Sunday August 24.

Fall semester 2014 classes begin Monday, August 25th.

REMINDER:
JMC School faculty may drop from their class rosters any student who does not attend the first week of classes. Vacated seats may be given to students on their class waiting list.

Late Registration begins Monday, August 25 at 7 am
and **ends Friday September 12 at 11:59pm** (via MySJSU).

Friday, September 5 is the last day to **DROP** a class.

JMC Faculty Note: JMC School students may not drop your classes later in the semester unless they provide unusual reasons (ie. illness, accident, death in family) and support documentation. Do not sign off on late drop requests without this. They will not be approved.

JMC Student Note:
It is JMC School policy NOT to authorize late add or drop requests because we are a program that puts emphasis on students developing their critical thinking skills and learning to appreciate and fully comply with specified deadlines. Plan ahead and follow all directions given.

Friday, September 12 is the last day to ADD a class
including MCOM 180: Global Leadership (Independent study projects) and MCOM 111: Internships.

MCOM 180 Students: All must meet with a JMC School faculty member in advance of the DROP date, discuss ideas, develop details for a one, two or three unit MCOM 180 project including a schedule for providing progress updates and the last day to turn in the final project at semester's end. A required form available in the JMC Office (DBH 105) must be completely filled out and signed by the student and the faculty member before the add code is issued in the journalism office.

MCOM 111: Internships. All JMC School eligible students must first download from the JMC website and thoroughly read the entire procedure that must be followed. Eligible students are those who have fully completed all the required pre-requisites. After reading the download, eligible students must identify and apply for a media internship appropriate for their major, work out the details of the internship employer based on the downloaded information, then get the required employer's signature on the JMC Internship Agreement form BEFORE submitting it to the designated JMC Faculty Internship Supervisor (Dr. Richard Craig - Fall 2014). After all this is fully completed, the student will take the authorized form to DBH 105 and receive the MCOM 111 add code to register on MySJSU for internship class credit before the last day to add classes. Expect NO late add requests to be approved.

Thank you for your full compliance with these procedures and requirements.

Have a great fall semester!

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