



NEW STUDENT **SUCCESS GUIDE**

THE **ADVENTURE**
STARTS HERE



MESSAGE FROM THE PRESIDENT



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Welcome to TJC! I am honored to serve as president of our world-class, premier and award-winning institution of higher learning. TJC is recognized for its commitment to teaching excellence as well as student and community success.

We are excited to have you on our beautiful campus, where you will have a firsthand look at the many reasons TJC is your best first choice for college. We have more than 115 degree and certificate programs to choose from, and our award-winning faculty is dedicated to helping every student thrive here. At TJC, you will receive a true collegiate experience, all at about one-third the cost of a public four-year institution.

TJC's core values of unity, caring, integrity, empowering and excellence guide the direction and decisions of the College, as administration, faculty and staff support every student in their journey to achieve their educational goals.

Wherever you want to go in life, you can get there from right here, as TJC has a proven record of helping students reach their full potential.

Have a great time at orientation, and we look forward to seeing you in the fall semester!

A handwritten signature in black ink, appearing to read 'Juan E. Mejia'. The signature is fluid and cursive, with a large loop at the end.

Dr. Juan E. Mejia,
President

IMPORTANT DATES FOR THE FALL SEMESTER



JULY 25

Payment deadline for fall classes

AUG. 24-26

Residence halls open

AUG. 22-24

Camp Ya-A-Te

AUG. 26

Gold Rush

AUG. 27

Walk with an Apache

AUG. 28

Fall classes begin

AUG. 26-SEPT. 8

Weeks of Welcome

SEPT. 5

Labor Day - campus closed

OCT. 17-22

Homecoming week

NOV. 20-24

Thanksgiving break - campus closed

DEC. 8-14

Finals

Your

APACHE CHIEFS

The Apache Chiefs are a group of students dedicated to serving others. The organization spends the majority of the year planning and executing New Student Orientation. They are a prestigious group of students who serve and mentor new students throughout their time at TJC.



Sonia Alfaro



Sammy Arellano



Emma Dorman



Grace Dubose



Emma Hopkins



Jess Hopkins



Bo Mills



Timothy Pierce



Cassidi Burris



Juliza Cabrera



Emma Crossley



Reagan Fuller



Meagan Gourlay



Colm Graham



Curliyah Jefferson



Jordan Knighton



Michelle Leal



Matthew Smith



Andrea Valdez

*Stay
connected!*

Follow us



@tjcapachechiefs

CAMPUS *Life*

TJC student clubs, organizations and events offer opportunities for academic diversity, personal growth, leadership development, inter-cultural understanding, community service and lifelong friendships.

Ways to get involved:

- >> Join (or start) a student organization
- >> Participate in student government
- >> Participate in intramural sports
- >> Get a job on campus

Benefits of getting involved:

- >> Make friends
- >> Leadership opportunities
- >> Build your resume
- >> Discover new interests
- >> Make better grades



Tyler is the largest city in East Texas, so there's a lot to do on and off campus, such as multi-screen theaters, great restaurants, the downtown square, cool night spots and endless outdoor activities.



APACHE RECREATION CENTER

- >> Large indoor weight room and workout center
- >> TJC Disc Golf, an outdoor 18-hole, par-56 disc golf course
- >> Covered outdoor basketball court
- >> Outdoor ping pong and cornhole



HARRY'S HINTS!

ORGSYNC

An online portal for all student clubs and organizations.

ACADEMIC SUCCESS

ACADEMIC ADVISING

Academic Advising helps students develop a degree plan that matches their educational and career goals, guides them to appropriate student resources and addresses their course and program questions. [TJC.edu/Advising](https://tjc.edu/Advising)

CAREER PLANNING

Career Planning helps students become more knowledgeable and empowered when choosing a major or career relative to their personal strengths and professional goals. [TJC.edu/CareerPlanning](https://tjc.edu/CareerPlanning)

POTTER HALL MATH LAB

The Math Lab offers tutoring by TJC professors to students in need of assistance in their mathematics courses. [TJC.edu/Tutoring](https://tjc.edu/Tutoring)

TRIO EDUCATIONAL OPPORTUNITY CENTER AND STUDENT SUPPORT SERVICES

TRIO programs are designed to help students that are first generation, low income, and/or have disabilities gain access to and be successful in college. Services are free of charge and include class supplies, support, tutoring, enrichment activities, and more. [TJC.edu/TRIO](https://tjc.edu/TRIO)

VAUGHN LIBRARY

Long dedicated to supporting and assisting TJC students in reaching their academic goals, Vaughn Library has recently upgraded and improved its tutoring services, work spaces, study areas, computer labs and more, to serve and assist you better. [TJC.edu/Library](https://tjc.edu/Library)

COLLEGE SUCCESS COACHING

College Success Coaching promotes student success by providing individualized, one-on-one mentoring on topics like goal setting, study strategies, time management, financial literacy and healthy habits. [TJC.edu/Success](https://tjc.edu/Success)

COMPUTER AND DIGITAL MEDIA LABS

Students have access to approximately 70 computers on the first floor of the library that are available on a first-come basis with a time limit of 2 hours. Printers are also available. Additionally, the Digital Media Lab allows students access to 3D printing, sound-proof recording booth, MACs and high-powered PCs, laser engraving, green screens, video and audio recording, robotics, Cricut machines and more. [TJC.edu/ComputerLabs](https://tjc.edu/ComputerLabs)

TUTORING

The Apache Tutoring Center offers learning support through reading comprehension and study skills, content clarification tutoring and writing assistance. [TJC.edu/Tutoring](https://tjc.edu/Tutoring)



HARRY'S HINTS!

Professors are your #1 resource for academic success!

STUDENT RESOURCES

APACHE RECREATION CENTER

The ARC offers outdoor disc golf and basketball, indoor weight and exercise training, intramural sports and other recreational activities on wooded acreage at the northeast corner of the TJC Central Campus. TJC.edu/ARC

COUNSELING SERVICES

The primary objective of TJC Counseling Services is to help students with personal, emotional and adjustment problems so that they can succeed in college. Six free sessions per long semester permitted. TJC.edu/Counseling

DENTAL HYGIENE CLINIC

Services provided by dental hygiene students under the supervision of registered dental hygienists and general dentists. Free for TJC students and reduced cost for the public. TJC.edu/DentalClinic

DISABILITY SERVICES

Disability Services provides accommodations for qualified students with documented disabilities such as learning, hearing, visual or physical disabilities. TJC.edu/ADA

IT SERVICE DESK

IT Service Desk supports assistance with password resets, account lockouts, canvas issues and software installs. TJC.edu/HelpDesk

PATHWAY TO COMFORT PANTRY

Established through a partnership between TJC and PATH, this pantry provides food security for students, at no cost, on an as-needed basis. Available during fall and spring semesters. TJC.edu/PathToComfort

PERKINS CTE SUCCESS CENTER

The Carl D. Perkins Grant Program at TJC is a federally-funded program that provides community colleges with resources to develop and maintain programs in Career and Technical Education as well as provide financial assistance to students enrolled in these areas of study. TJC.edu/Perkins

TJC NOW

The TJC NOW emergency grant was established to fund the immediate needs of students at TJC. Funds can help with books/supplies, groceries, housing, transportation (fuel), medical and technology. TJC.edu/NOW

UTH-TJC HEALTH CLINIC

The campus clinic can test for flu, strep, UTI and check blood glucose levels. The clinic can complete required physicals for athletes and students entering nursing or other allied health programs. Flu shots are free for current TJC students. No appointment necessary. TJC.edu/Clinic



HARRY'S HINTS!

APACHE BUX

Money placed on your ID card that can be used at any campus dining location (similar to a prepaid card).

COLLEGE RESOURCES



Know **WHO** can help you
 Know **WHAT** resources are available
 Know **WHEN** you need assistance
 Know **WHERE** you can locate resources

| “WHO CAN HELP ME WITH...?” | DEPARTMENT TO CONTACT | NOTES | CONTACT INFO |
|--|---|---|---|
| Getting into college? | Admissions | Assists with all items needed to enroll. | TJC.edu/Admissions |
| Choosing a major? | Career Planning | Selecting a major that is a best fit for your strengths and needs; learn about jobs. | TJC.edu/CareerPlanning |
| Getting the money to pay for college? | Financial Aid Veterans Affairs Scholarship | FAFSA, scholarships and VA benefits. | TJC.edu/AffordingCollege |
| Completing college entrance assessments? | Testing Services | Offers testing for college entrance and selective admission programs. | TJC.edu/Testing |
| On-campus housing | Residential Life and Housing | Dorm tours and applications. | TJC.edu/ResidenceLife |
| Planning my schedule of classes and which classes to take? | Academic Advising | Helps with registering for classes and assists with “being on track” to graduate. | TJC.edu/Advising |
| Getting a copy of my college transcript? | Registrar | Transferring classes from or to other colleges, deals with grades, drops, withdrawing, transcripts and graduation. | TJC.edu/Registrar |
| Making payment on my bill? | Business Services | Customer service for acceptance of payment through Apache Access or in-person cashiers. | TJC.edu/BusinessServices |
| Struggles to be a successful college student? | Success Coaching TRIO Program Tutoring Services | Offers various services and resources that promote academic success. | TJC.edu/Success TJC.edu/TRIO TJC.edu/Tutoring |
| Getting ADA accommodations? | Disability Services | Processes documents necessary to determine ADA accommodations | TJC.edu/ADA |
| Technical issues with my student account? | Office of Technology Services | Help with logins, password resets, Apache Access account, Canvas and software installation. | TJC.edu/HelpDesk |
| Meeting new people? | Center for Student Life and Involvement | Student organizations, events and opportunities for social interaction. | TJC.edu/CampusLife |
| Being safe on campus? | Campus Police | Services such as “safe walks” to/from night classes/dorms, as well as car battery boosts, car lock-out services, etc. | TJC.edu/Police |
| My mental health? | Counseling Services | Licensed professional counselors for short-term counseling and referrals. | TJC.edu/Counseling |
| My physical health? | The Campus Clinic | Basic health services for routine ailments. | TJC.edu/Clinic |



6 PATHS

Which will you choose?

Whatever your goals are,
TJC is the **path** for you

Unsure what to choose?
 Visit TJC Career Planning at TJC.edu/CareerPlanning or email us at CareerPlanning@TJC.edu

Your **PATHWAY** to Success

TJC.edu

BUSINESS AND ENTREPRENEURSHIP

High School Business & Industry Endorsement

Business
 Business Management
 Culinary Arts
 Economics

MANUFACTURING, TRANSPORTATION AND INDUSTRY

Automotive Technology
 Electrical/Electronic Controls Technology
 Energy Systems Technology
 Engineering Design Technology
 HVAC/Refrigeration
 Industrial Maintenance Technology
 Surveying and Geomatics Technology
 Welding Technology

SCIENCE AND TECHNOLOGY

High School STEM Endorsement

Biology
 Chemistry
 Computer Networking & Information Technology
 Computer Science
 Engineering
 Game and Simulation Development
 Geology
 Mathematics
 Physics
 Science

CREATIVE AND COMMUNICATION ARTS

High School Arts & Humanities Endorsement

Art
 Communications/Advertising/Journalism
 Dance

English
 Graphic Design/Photography/Visual Communications
 History

Music
 Musical Theatre
 Speech
 Theatre

HEALTHCARE PROFESSIONS

High School Public Service Endorsement

Dental Studies*
 Diagnostic Echocardiography
 Diagnostic Medical Sonography
 Emergency Medical Services Professions
 Health and Medical Administrative Services*
 Health Studies
 Human Performance
 Kinesiology
 Medical Laboratory Technology

Nursing
 Occupational Therapy Assistant
 Ophthalmic Medical Assisting
 Physical Therapist Assistant
 Radiologic Technology
 Respiratory Care
 Surgical Technology
 Veterinary Technician

Human Services:
 Addiction Counseling
 Child Development/Early Childhood
 Criminal Justice
 Education
 Emergency Management*
 Fire Protection Technology
 Government
 Paralegal
 Psychology
 Public Administration
 Sign Language Interpreting
 Social Work
 Sociology

* Completion Bachelor Degree options available

A General Studies degree is also offered in any pathway.

COLLEGE MILESTONES

PREPARING FOR THE FIRST DAY OF COLLEGE



GET READY FOR YOUR FIRST DAY OF CLASS

- Confirm your housing arrangements
- Request final transcripts be sent to TJC
- Submit your meningitis shot record if you are under 22 years of age to Admissions@TJC.edu
- Complete your Financial Aid Traffic Lights in Apache Access if needed
- Review your bill and make payment arrangements – payment deadline for fall classes is July 25!

Payment plan options:

5 installment plans available through July 6 **or**
4 installments plan available July 7-Aug. 28

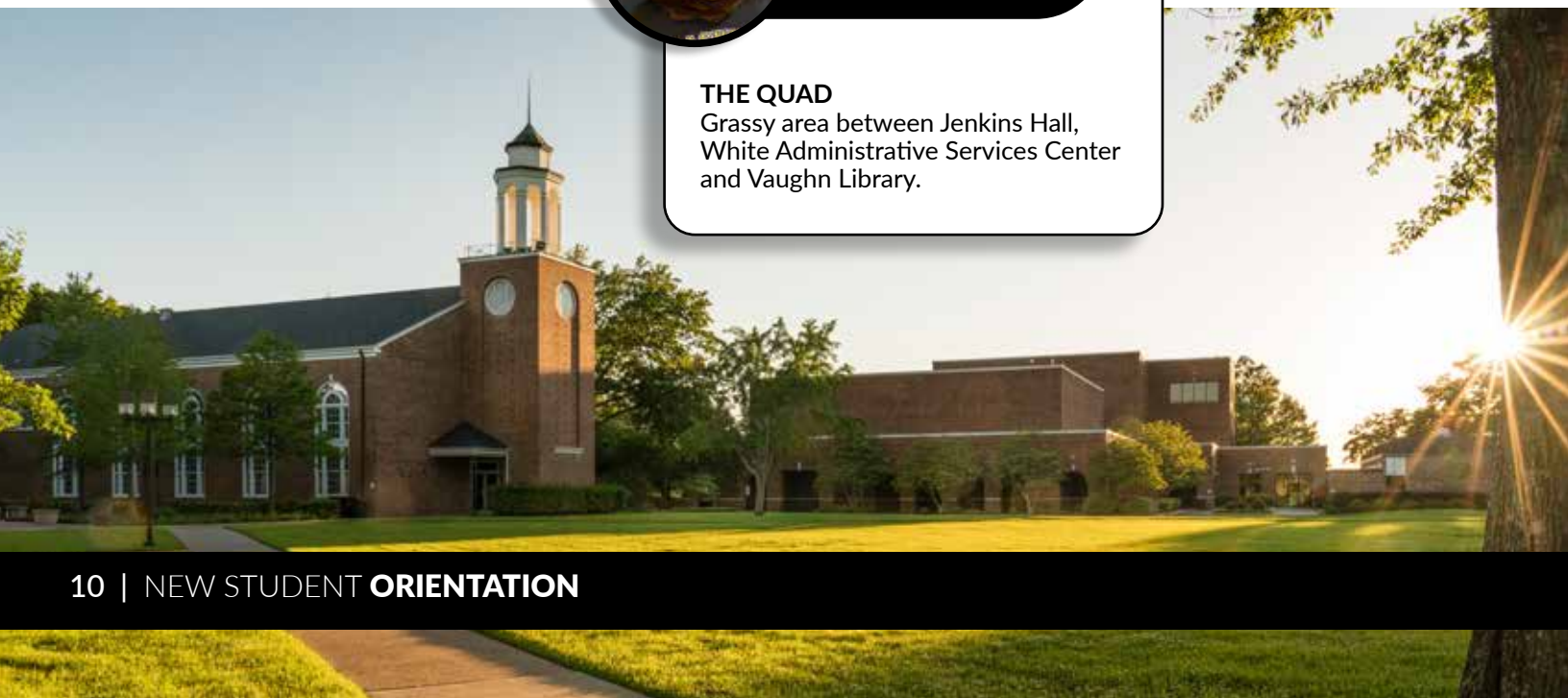
- Get your student ID and parking pass
- Research options for ordering textbooks
- Attend Walk With an Apache—Sunday, Aug. 27



HARRY'S HINTS!

THE QUAD

Grassy area between Jenkins Hall, White Administrative Services Center and Vaughn Library.



TRANSITIONING TO COLLEGE

College is different in many ways from high school, and being successful may require adjustments in actions and habits. Knowing the difference between the two settings can promote success!

| High School | College |
|---|--|
| Teachers remind students about school work and responsibilities | Students take 100% ownership of balancing all responsibilities and time management |
| Extra credit is common and late work is often accepted with points deducted | Extra credit is not common and assignments must be turned in within strict deadlines |
| Many grades taken in a grading period | Fewer grades taken and tests cover more material for the semester |
| Most of the day is spent in class | Less time is spent in class but more time is spent on assignments and studying |
| Schedules and classes are predetermined by the school | Students choose a major and construct their own class schedule each semester |
| Attendance is mandatory to receive credit | Attendance is a choice, but strongly needed to pass |

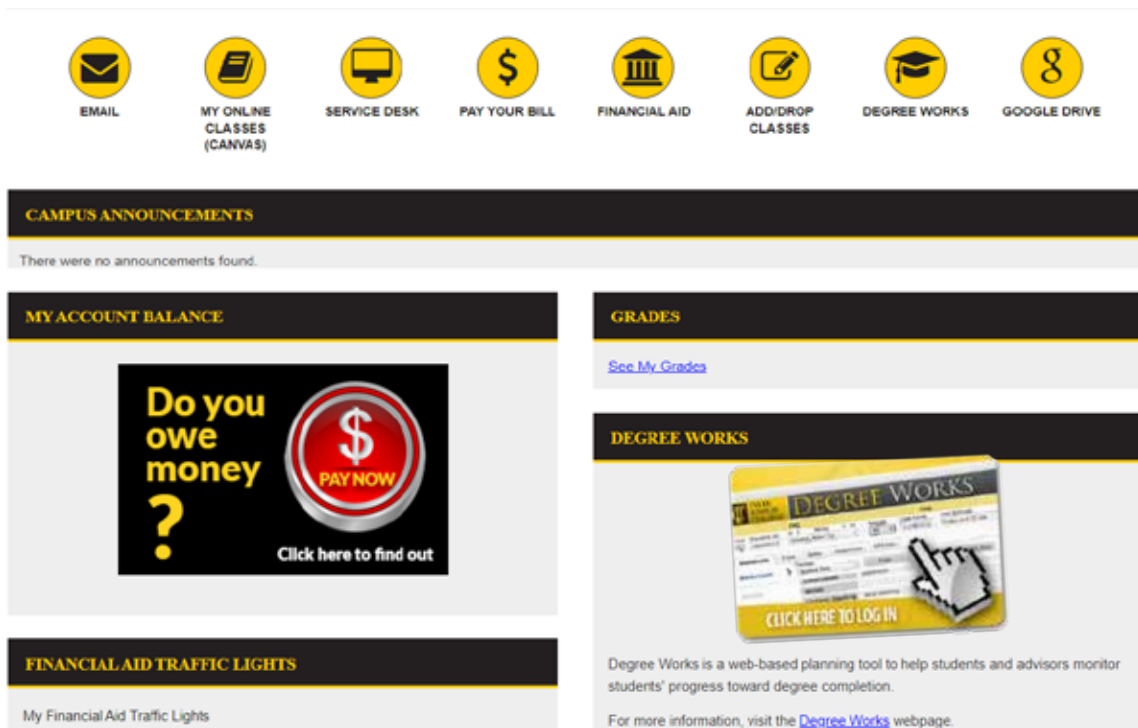


Starting college is a **BIG DEAL**, especially if you'll be living away from home for the first time.

Here are a few skills that could help you stay on the path to graduation:

- >> **Manage your time:** Learning to prioritize will help you keep your commitments and avoid unnecessary stress.
- >> **Budget your money:** Create and stick to a budget. In addition to school expenses, you will also have social opportunities and unexpected bills to plan for.
- >> **Stay healthy:** Establishing good habits now will help you to feel better, and it will be easier to stay on track with coursework.
- >> **Advocate for yourself.** Don't be afraid to visit professors during office hours or talk to your resident advisor. *If you need something, ask!*

APACHE ACCESS



Apache Access is the student portal for TJC where you can view your grades, register for classes, view your student email, pay your tuition, apply for housing and scholarships and a ton of other things. Think of it as a collection of tools for your academic and work success at TJC!

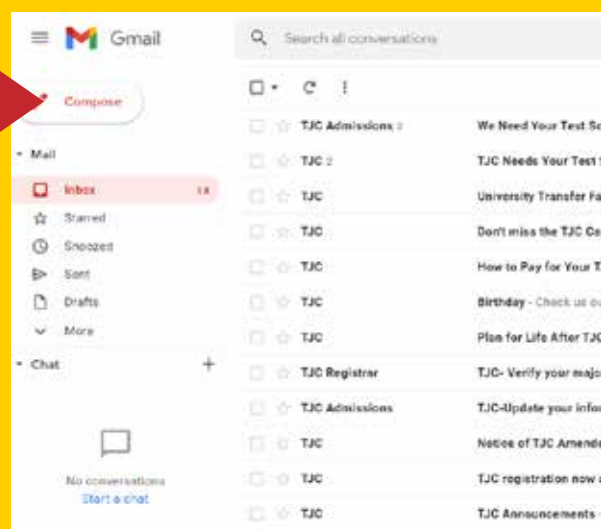
You can get to Apache Access by clicking the “Login” button at the top of every page on the TJC website.



Login issues?

EMAIL

Frequently check your TJC email online via Apache Access. Click on the Email icon and then enter your login information again if necessary. This will take you to your TJC student Gmail account.



QUICK STEPS TO REGISTER

1

Go to: TJC.edu



2

Click the Login button



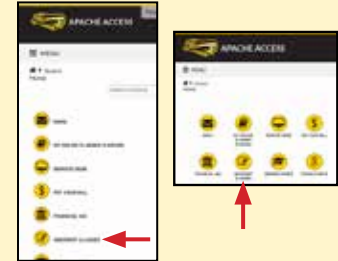
3

Login with A# and Password



4

Press the ADD/DROP CLASSES button



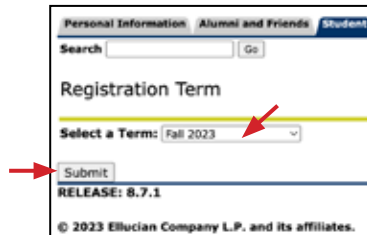
5

Press the REGISTER FOR CLASSES button



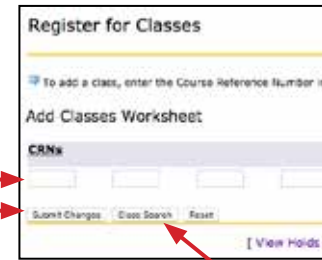
6

Select Term & click Submit



7A

If you know the Course Reference Number (CRN) for your classes, you may enter the CRN for each class in the Add Class section and click on Submit Changes to register for your classes.

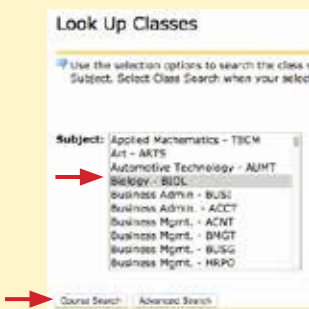


7B

If you do not know the CRN for your classes, you will need to select Class Search.

8A

Scroll to find your Subject, highlight your selection and click on Course Search.



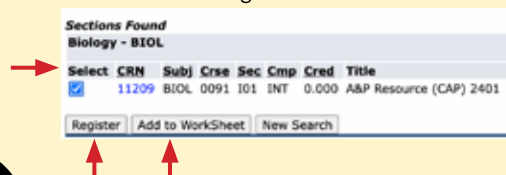
8B

Scroll down to find the specific class number and click on View Sections.



8C

Check the box in front of the CRN. You may select Register or Add to Worksheet. Repeat the Class Search to continue adding other classes.



Note: You will not be able to register until all holds are cleared



HARRY'S HINTS!

APACHE ENROLLMENT CENTER AEC, located in White Administrative Services Center, is your one-stop shop for all questions related to financial aid, admissions, the office of the registrar and the cashier's office.

HOW TO PAY YOUR BILL

1

Go to: TJC.edu



2

Click the Login button



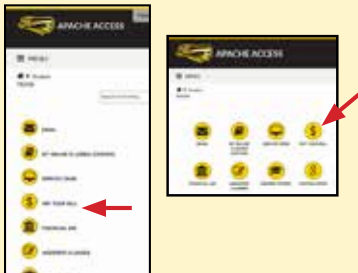
3

Login with A# and Password



4

Press the PAY YOUR BILL button



5

Press the Make Payment button

| Effective Date | Term | Description | Charge | Payment | Post Date |
|----------------|---------------|-----------------------|----------|---------|--------------|
| Apr 17, 2023 | Summer 1 2023 | General Education Fee | \$126.00 | | Apr 17, 2023 |
| Apr 17, 2023 | Summer 1 2023 | Health Service Fee | \$23.00 | | Apr 17, 2023 |
| Apr 17, 2023 | Summer 1 2023 | In-District Tuition | \$96.00 | | Apr 17, 2023 |
| Apr 17, 2023 | Summer 1 2023 | Technology Fee | \$43.00 | | Apr 17, 2023 |
| Apr 17, 2023 | Summer 1 2023 | Campus Security Fee | \$25.00 | | Apr 17, 2023 |

[Account Summary | Account Summary by Term | Account Detail for Term | **Make Payment**]

6

Follow the directions on screen to make your payment.

TJC.edu/PayBill for more assistance and helpful videos.

DEGREE WORKS

Degree Works is a web-based planning tool to help students and advisors monitor students' progress toward degree completion.

Access Degree Works through Apache Access. A helpful video about Degree Works is available at



CAMPUS POLICE AND PARKING

CAMPUS POLICE

Campus Police provide valuable security to everyone on campus at TJC. Our officers seek to create a safe and secure environment in which the educational mission of the College can be realized free from the threat of crime. The Campus Police department offers a variety of services such as vehicle boosts and unlocks. They also offer a safe walk service to any student, day or night.

STUDENT ID

After your bill is settled, students may get their picture taken for their ID at any time at the Campus Police station.

PARKING

To park at TJC, students are required to have a parking permit. These are available through TJC Campus Police beginning Aug. 1 to all registered students.

Please refer to the campus map to identify where you are able to park. TJC.edu/Maps

TJC ALERTS

Students are automatically enrolled in TJC Alerts for notifications regarding emergency situations. Students can receive alerts via text message, email, and/or phone call. Up to three phone numbers, three email addresses, and three voice-only telephone numbers can be provided in the TJC Alerts section of Apache Access.

RAVE GUARDIAN APP

Help and resources are just one click away through the RAVE Guardian app available for download through your app store. Virtual safety timers, discreet contact to Campus Police, push notifications and much more are utilized to ensure the safety of TJC students.

ADDITIONAL SAFETY MEASURES

You will find multiple safety systems throughout campus, including well-lit areas, video surveillance, and numerous blue safety poles that allow people to directly contact the police department in case of emergency.



HARRY'S HINTS!

#FEATHERSUP

Hashtag used across all social media platforms to promote school spirit. Post a picture and use it while at New Student Orientation!

KNOW YOUR RIGHTS

FERPA

FERPA (Family Education Rights and Privacy Act) governs the disclosure of – and access to – education records maintained by an educational institution.

Once a student of any age enters college, the student owns their education record; and parents may only access it if the student chooses to provide written permission.

The student can complete the form online under the eForms tab in Apache Access, or they may fill out the form in person in the Apache Enrollment Center, located on the first floor of White Administrative Services Center.

The form covers two areas: 1) academic, and 2) business and financial services. The student may choose to disclose some, all or none of this information. If completing this form in person, students should bring a legal form of ID such as a driver's license.

If you have questions about FERPA or need help with this form, please contact the Apache Enrollment Center or visit TJC.edu/FERPA.

TITLE IX

The College District prohibits discrimination, including harassment, against any student on the basis of sex, gender, gender identity or gender expression. Retaliation against anyone involved in the complaint process is a violation and is prohibited. Reports of this type may be directed to the Title IX Coordinator on campus. TJC.edu/TitleIX

LEARN MORE ABOUT YOUR RIGHTS

As a TJC student, you have several rights and responsibilities. Scan the QR code to learn more about specific policies.



TJC.edu/Orientation/Info



HARRY'S HINTS!

TJC SCIENCE CENTER

The Earth and Space Science Center is an on-campus venue and planetarium.

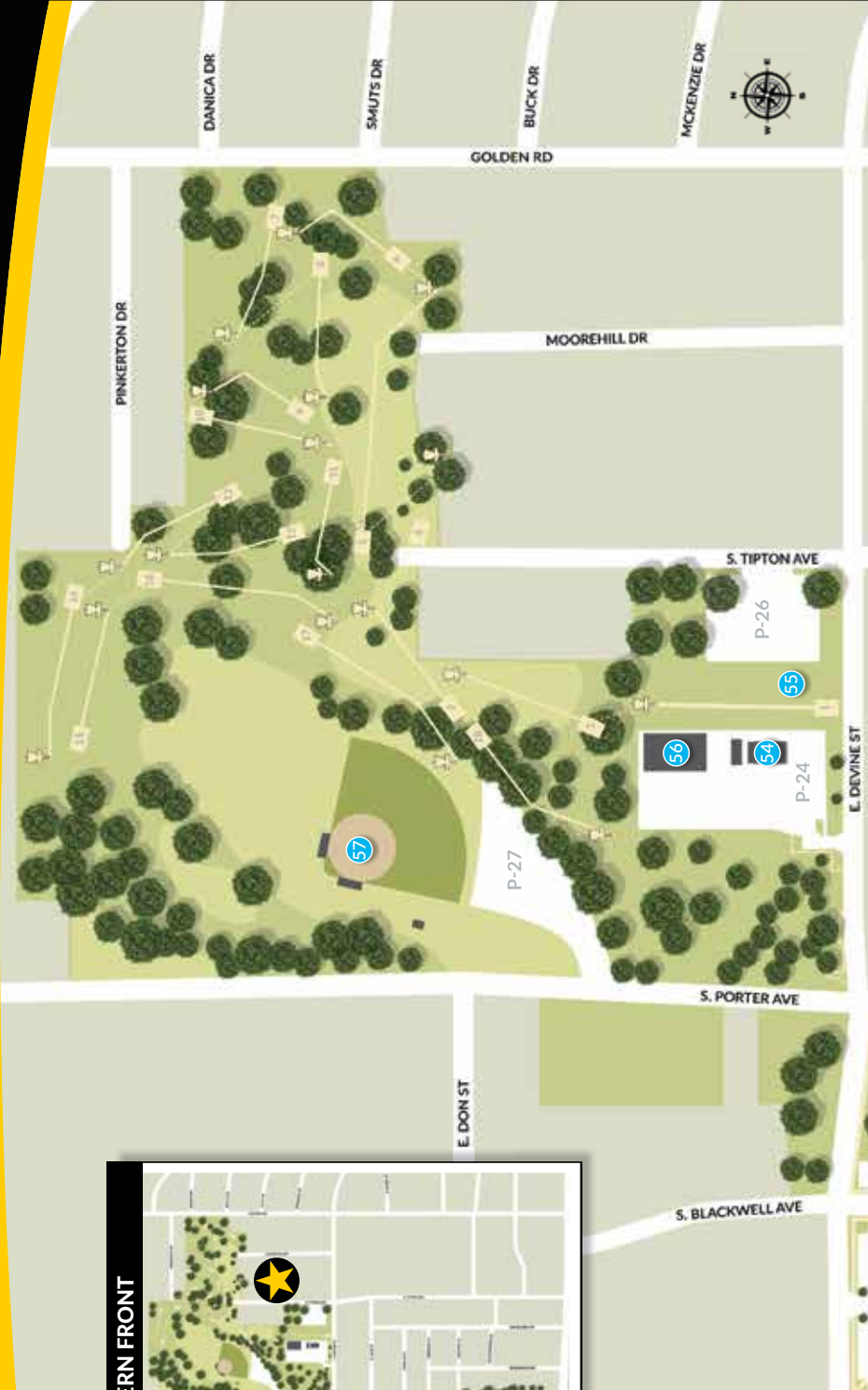


notes



Central Campus Map - Eastern Front

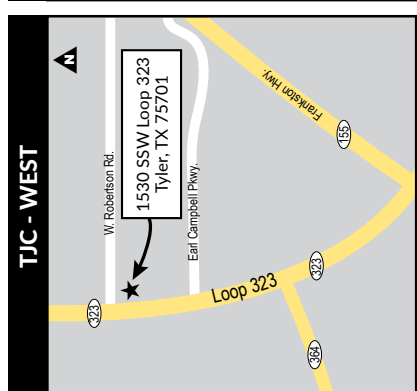
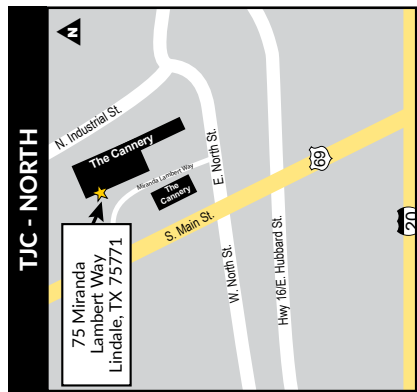
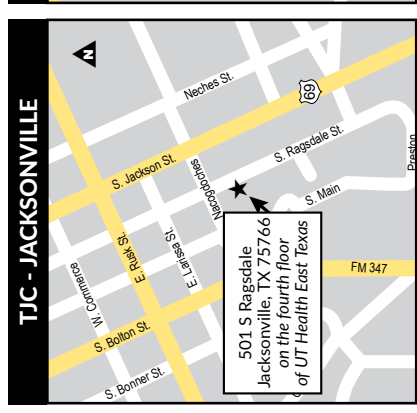
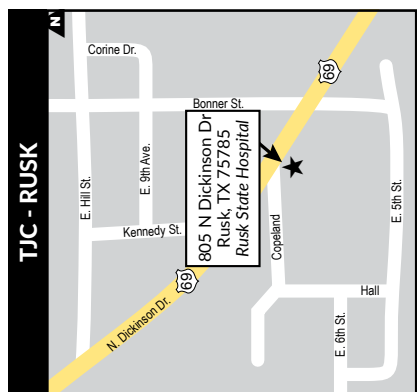
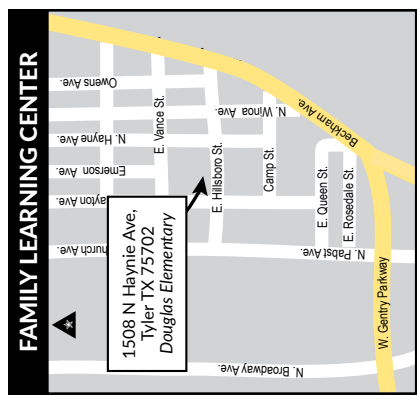
1327 S. Baxter - Tyler, TX 75701
Toll Free: 1 (800) 687-5680
Local: 903-510-2200
www.TJJC.edu



ATHLETIC FACILITIES

- 54 Apache Recreation Center (ARC)
- 55 TJJC Disc Golf Course
- 56 TJJC Outdoor Basketball Court
- 57 TJJC Softball Field

Parking: P - Public





Do you want to be an Apache Chief next year?

Go to TJC.edu/Chiefs and fill out the interest form to stay up to date with our interview process and all of our fun events!

Questions? Email Jennifer Rogers at jennifer.rogers@TJC.edu

To stay connected to TJC



LIKE US on Facebook
facebook.com/TylerJuniorCollege



FOLLOW US on Twitter
twitter.com/TylerJrCollege



TAG US on Instagram
instagram.com/TJCApaches

