



Welcome to the  
**Jefferson State Child Development Program**

*Preparing professionals to work young children—Birth to Age 5 and Afterschool  
as teachers and/or directors in child care programs, Pre-K, and teacher aides in public school, etc.*

*Here is a helpful “To Do List” for You!*

1. APPLY for admission. The admission is free and will take you less than 15 minutes to complete. You can do this by applying on-line at [www.jeffersonstate.edu](http://www.jeffersonstate.edu) - at the top of the website click on **Future Students** for a scroll menu - Click on **Admissions Office** get questions answered and apply! <http://www.jeffersonstate.edu/Admissions/index.aspx>

**IMPORTANT to NOTE:**

A new requirement for admission/readmit as a new or returning student is a signature page and a CURRENT government-issue PICTURE ID like a drivers license. Therefore you will either need to bring your signature page and CURRENT government-issue PICTURE ID for processing or send in the signature page with a notarized copy of your current government-issue PICTURE ID.

**IT IS RECOMMENDED:**

Apply to the college as soon as you think you may be attending JSCC as same day admission during registration, while possible, will take much longer due to the high volume of students registering.

2. Contact the educational institutions you attended (high school or college) and have an **OFFICIAL** transcript(s) sent to Jefferson State Community College Enrollment Services, 2601 Carson Road, Birmingham, AL 35216. There is a transcript request form you can download and send at the **Forms** webpage under **Future Students** menu. **Student copies will NOT work. Opened official transcripts will NOT work. ONLY the SEALED, OFFICIAL transcript from the GED center, high school and/or college(s) are acceptable.**

**IMPORTANT to NOTE:**

1. *You can register for ONE semester of classes without your official transcript, however, the college will have to have the OFFICIAL transcript before the end of that first semester (Alabama law). Therefore follow-up on JSCC’s receipt of the transcript during that first semester becomes critical.*
  2. Sometimes you may need to remind the institution(s) multiple times to make sure the transcript has been sent and there may be a small processing fee.
  3. Sometimes the transcript may come in under a maiden name with no social security number. Check with Enrollment Services to make sure it has arrived BEFORE the end of your first semester so you will be eligible to register for the second semester.
3. Once you have enrolled, consider applying for **Scholarships** either the **T.E.A.C.H.** (for licensed programs ONLY) or **Leadership** (for licensed and licensed-exempt programs). Information and links to applications for both scholarships are located on this website.



Child Development Program  
[www.jeffersonstate.edu/childdevelopment](http://www.jeffersonstate.edu/childdevelopment)



- \_\_\_ 4. Go to Degree Tracks (Educarer, Administrator, and Afterschool) listed on the left at this website, Click on your desired certificate/degree concentration and you will find a course checklist. The checklist will also help you decide the courses you may wish to take first.

**CONSIDER:**

When considering which courses to take first, look to the Certificate courses or the CDA (Child Development Associate Credential) courses. ALL of theses courses are a part of the degree.

- \_\_\_ 5. Decide which campus you wish to attend and how many courses you wish to take. Consider your work schedule (full-time/part-time). **Remember**, since a majority of the Child Development students work, Child Development courses are offered in the evenings, with the exception of student internship/teaching.
- \_\_\_ 6. Go to the Semester Schedule sidebar at this website to find out the Child Development courses offered in the upcoming semester to help you with course selection.

**REMINDER:**

When considering the courses to take look to the Certificate courses or the CDA (Child Development Associate Credential) **FIRST**. Next, look to available Child Development courses at the campus of your choice. Then move to any remaining General Studies courses

**IMPORTANT to NOTE:**

*You can take most general studies courses every semester. In contrast, most Child Development courses are once a year at each campus (Jefferson and Shelby)! Currently CHD courses offered at St. Clair and Chilton are offered on an as needed basis.*

- \_\_\_ 7. As Child Development student, you will be expected to complete field experience assignments in child care/afterschool programs in EVERY course. If you do not have the necessary paperwork (criminal background, child abuse check, health check, etc.) according to the Minimum Child Care Licensing Standards -Department of Human Resources, you need to make arrangements to get this documentation as soon as possible. Information regarding Staff Qualifications ( Minimum Standards beginning page 38) and Criminal History Check can be found at: [http://dhr.alabama.gov/quicklinks/Criminal\\_History.aspx](http://dhr.alabama.gov/quicklinks/Criminal_History.aspx) Child Abuse form instructions: [http://dhr.alabama.gov/documents/Instr-CAN\\_Central\\_Registry.pdf](http://dhr.alabama.gov/documents/Instr-CAN_Central_Registry.pdf) and CAN form: [http://dhr.alabama.gov/documents/CAN\\_Central\\_Reg\\_Clearance\\_Req\\_1598.pdf](http://dhr.alabama.gov/documents/CAN_Central_Reg_Clearance_Req_1598.pdf) Be sure to read and follow directions carefully.
- \_\_\_ 8. Contact **CHILD DEVELOPMENT** advisors for any additional help.

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## **For Students Considering Transferring to a 4-year institution:**

To maximize your transfer credits, consider the following:

- Math 110 is the lowest Math that will transfer, use that as your Math Elective.
- CIS 146 is accepted as Pre-computer for University of Alabama.
- Consider Biology 102 or a History or Literature as your general elective course. All of these courses can apply for transfer.\*\*

The above information is based on a transfer to the University of Alabama Human Environmental - Human Developmental Sciences and Family Studies

For more information on this transfer, check out

<http://www.ches.ua.edu/distanceed/undergrad/index.htm>

**For other transfer opportunities**, contact the 4-year institutions you are considering to see what courses will transfer to maximize your course transfer. **CONSIDER:** Where can I get the greatest course transfer for the work I have completed?

