



**KEYWORDS** (PGS. 2-4)

**CONTENT** (PGS. 5-18)

**Getting Started at JJC** ..... [5-6](#)

1. Submit an Application ..... [5](#)
2. Acquire a JJC Username and Password ..... [5](#)
3. Determine Placement for math, English and world languages ..... [5](#)
4. Apply for Scholarships..... [5](#)
5. Attend a New Student Group Session & Register for Classes..... [5](#)
6. Arrange for Support Services..... [5](#)
7. Pay Tuition and Fees..... [6](#)

**Academic Honor Code**..... [6](#)

**ACT Testing**..... [6](#)

**Activities, Student** ..... [6-7](#)

**Centennial Commons (Student Housing)** ..... [7](#)

**Child Care**..... [7](#)

**Code of Conduct**..... [7](#)

**Complaints**..... [7-8](#)

**Counseling and Advising**..... [8](#)

**Course Selection**..... [8](#)

**Credit for Life Experience** ..... [8-9](#)

**Dean Offices**..... [9](#)

**Emergencies/Police Department**..... [9-10](#)

**Enrollment Verification** ..... [10](#)

**Financial Aid**..... [10](#)

**GED**..... [10-11](#)

**Graduation Procedures**..... [11](#)

**GSD 100 & GSD 085** ..... [11](#)

**Health Insurance for Students**..... [11](#)

**Honor Roll**..... [11-12](#)

**ID/Username/Password Help**..... [12](#)

**International Admissions**..... [12](#)

**Motorcycle Rider Safety Class** ..... [12](#)

**Photo ID**..... [13](#)

**Placement Tests (ACT COMPASS)**..... [13](#)

**Privacy Act (FERPA)**..... [13-14](#)

**Programs of Study**..... [14](#)

**Prospective Students**..... [14](#)

**Registering**..... [14-15](#)

**Scholarships**..... [15](#)

**Student Employment**..... [15-16](#)

**Transcripts**..... [16-17](#)

**Tuition**..... [17](#)

**Veterans**..... [17-18](#)

**Withdrawal Deadlines**..... [18](#)

**STUDENT DEVELOPMENT DEPARTMENTS** (PGS.18-21)

**Academic Skills Center**..... [18](#)

**Admissions**..... [18](#)

**Athletics**..... [18-19](#)

**Career Services**..... [19](#)

**Counseling and Advising**..... [19](#)

**Dean of Students**..... [19](#)

**Financial Aid**..... [19](#)

**General Student Development**..... [19](#)

**Holistic Wellness**..... [20](#)

**Office of Multicultural Student Affairs** ..... [20](#)

Multicultural/Latino Student Support..... [20](#)

**Project Achieve/Student Support Services**.... [20](#)

**Records, Graduation & Credentials** ..... [20-21](#)

**Registration, Transcripts & Grading** ..... [21](#)

**Student Accommodations & Resources (STAR)**..... [21](#)

**Office of Student Activities** ..... [21](#)

**OTHER JJC SERVICES** (PGS.21-23)

**Bookstore**..... [21](#)

**Campus Police** ..... [21-22](#)

**Chef's Table**..... [22](#)

**Community & Economic Development**..... [22](#)

Division of Adult and Family Services ..... [22](#)

Workforce Development ..... [22](#)

Corporate and Community Services..... [22-23](#)

**Early Childhood Center**..... [23](#)

**John M. Peterson Total Fitness Center** ..... [23](#)

**Library**..... [23](#)

**SUGGESTED PHONE SCRIPTS FOR TRANSFER CALLS** (PGS. 24)

**OTHER RESOURCES** (PGS.24-25)

# KEYWORDS

<u>KEYWORD</u>	<u>PAGE</u>	
Academic advisors.....	Counseling and Advising..... <a href="#">8</a>	
Academic calendar .....	Other Resources..... <a href="#">24</a>	
Academic deans.....	Dean Offices..... <a href="#">9</a>	
Academic Honor Code .....	Academic Honor Code .....	<a href="#">6</a>
Academic programs.....	Programs of Study .....	<a href="#">14</a>
Academic Skills Center .....	Student Development Offices.....	<a href="#">18</a>
ACT, testing .....	ACT Testing .....	<a href="#">6</a>
Activities .....	Student Activities .....	<a href="#">6</a>
Admissions.....	Student Development Offices.....	<a href="#">18</a>
Admissions, International Students .....	International Admissions .....	<a href="#">12</a>
Admissions, special .....	Getting Started at JJC, #1 .....	<a href="#">5</a>
Advisor, academic .....	Counseling and Advising.....	<a href="#">8</a>
African-American Student Support.....	Student Development Offices.....	<a href="#">20</a>
Applying for Admissions to JJC.....	Getting Started at JJC, #1 .....	<a href="#">5</a>
Athletics .....	Student Development Offices.....	<a href="#">18-19</a>
Board policies & procedures .....	Other Resources.....	<a href="#">24</a>
Bookstore .....	Other JJC Services.....	<a href="#">21</a>
Calendar, academic.....	Other Resources.....	<a href="#">24</a>
Campus locations .....	Other Resources.....	<a href="#">24</a>
Campus Police.....	Other JJC Services.....	<a href="#">21-22</a>
Career Services.....	Student Development Offices.....	<a href="#">19</a>
Catalog .....	Other Resources.....	<a href="#">24</a>
Centennial Commons .....	Centennial Commons (Student Housing) .....	<a href="#">7</a>
Cheating .....	Academic Honor Code .....	<a href="#">6</a>
Chef's Table .....	Other JJC Services.....	<a href="#">22</a>
Child Care.....	Child Care, Other JJC Services.....	<a href="#">7, 23</a>
Class Schedule.....	Other Resources.....	<a href="#">24</a>
Classes, help picking .....	Course Selection .....	<a href="#">8</a>
CLEP .....	Credit for Life Experience .....	<a href="#">9</a>
Clubs, student .....	Student Activities .....	<a href="#">6</a>
Code of Conduct.....	Code of Conduct.....	<a href="#">7</a>
Community & Economic Development .....	Other JJC Services.....	<a href="#">22</a>
Community Education.....	Other JJC Services.....	<a href="#">23</a>
COMPASS .....	Getting Started at JJC, #3, Placement Tests .....	<a href="#">5, 13</a>
COMPASS, required for .....	Placement Tests .....	<a href="#">13</a>
Complaints.....	Complaints: Student Complaint Procedure.....	<a href="#">8</a>
Corporate Education.....	Other JJC Services.....	<a href="#">22</a>
Counseling & Advising Office.....	Student Development Offices.....	<a href="#">19</a>
Counseling: career, education, personal .....	Counseling and Advising.....	<a href="#">8</a>
Courses, help picking .....	Course Selection .....	<a href="#">8</a>
Credentials Office.....	Student Development Offices.....	<a href="#">20</a>
Crisis Situation .....	Emergencies/Police Department.....	<a href="#">9</a>
Dance Approval Forms.....	Student Development Offices.....	<a href="#">19</a>
Daycare.....	Child Care.....	<a href="#">7</a>

Deadline for Withdrawal .....	Withdrawal Deadlines .....	<a href="#">18</a>
Dean of Students .....	Student Development Offices .....	<a href="#">19</a>
Deans, academic and non-academic .....	Dean Offices .....	<a href="#">9</a>
Directory, faculty & staff .....	Other Resources .....	<a href="#">25</a>
Disability, support services .....	Getting Started at JJC, #6 .....	<a href="#">5</a>
Discipline Issues .....	Code of Conduct .....	<a href="#">7</a>
Division of Adult and Family Services .....	Other JJC Services .....	<a href="#">22</a>
Drop class .....	Withdrawal Deadlines .....	<a href="#">18</a>
Drop for non-payment .....	Tuition .....	<a href="#">17</a>
Early Childcare Center .....	Other JJC Services .....	<a href="#">23</a>
Emergencies .....	Emergencies/Police Department .....	<a href="#">9</a>
Employment, student .....	Student Employment .....	<a href="#">16</a>
Enrollment Verification .....	Enrollment Verification .....	<a href="#">10</a>
Experiential Learning .....	Credit for Life Experience .....	<a href="#">9</a>
FAFSA .....	Financial Aid .....	<a href="#">10</a>
FERPA .....	Privacy Act (FERPA) .....	<a href="#">13-14</a>
Financial Aid Office .....	Student Development Offices .....	<a href="#">19</a>
Financial Aid, apply for .....	Financial Aid .....	<a href="#">10</a>
Fitness Center .....	Other JJC Services .....	<a href="#">23</a>
GED .....	GED .....	<a href="#">10-11</a>
General Student Development (GSD) .....	Student Development Offices .....	<a href="#">19-20</a>
Grades Office .....	Student Development Offices .....	<a href="#">21</a>
Grades, release of .....	Privacy Act (FERPA) .....	<a href="#">13-14</a>
Graduation, how to apply .....	Graduation Procedures .....	<a href="#">11</a>
Graduation Office .....	Student Development Offices .....	<a href="#">20-21</a>
Group Advising, new student .....	Getting Started at JJC, #5 .....	<a href="#">5</a>
GSD 085 .....	GSD 100 & GSD 085 .....	<a href="#">11</a>
GSD 100 .....	GSD 100 & GSD 085 .....	<a href="#">11</a>
Health Insurance, students .....	Health Insurance for Students .....	<a href="#">11</a>
High School Dance Approval Forms .....	Student Development Offices .....	<a href="#">19</a>
Holistic Wellness .....	Student Development Offices .....	<a href="#">20</a>
Honor Roll .....	Honor Roll .....	<a href="#">11-12</a>
Housing, student .....	Centennial Commons (Student Housing) .....	<a href="#">7</a>
ID, JJC .....	ID/Username/Password Help .....	<a href="#">12</a>
ID, Photo .....	Photo ID .....	<a href="#">13</a>
Insurance, enrollment verification .....	Enrollment Verification .....	<a href="#">10</a>
Insurance, obtain .....	Health Insurance for Students .....	<a href="#">11</a>
International Admissions .....	International Admissions .....	<a href="#">12</a>
Job, student .....	Student Employment .....	<a href="#">16</a>
John M. Peterson Total Fitness Center .....	Other JJC Services .....	<a href="#">23</a>
Latino Student Support .....	Student Development Offices .....	<a href="#">20</a>
Library .....	Other JJC Services .....	<a href="#">23</a>
Maps, campus .....	Other Resources .....	<a href="#">24</a>
Motorcycle Safety Class .....	Motorcycle Rider Safety Class .....	<a href="#">12</a>
Multicultural Student Affairs .....	Student Development Offices .....	<a href="#">20</a>
New Student .....	Getting Started at JJC, #5 .....	<a href="#">5</a>
OMSA .....	Student Development Offices .....	<a href="#">20</a>
Organizational Charts .....	Other Resources .....	<a href="#">25</a>

Password.....	Getting Started, ID/Username/Password Help	<a href="#">5</a> , <a href="#">12</a>
Phi Theta Kappa .....	Student Activities .....	<a href="#">7</a>
Photo ID .....	Photo ID.....	<a href="#">13</a>
Policies, board .....	Other Resources.....	<a href="#">24</a>
Prior Learning.....	Credit for Life Experience .....	<a href="#">9</a>
Placement Testing .....	Getting Started at JJC, #3, Placement Tests .....	<a href="#">5</a> , <a href="#">13</a>
Placement Testing, required for.....	Placement Tests .....	<a href="#">13</a>
Plagiarize .....	Academic Honor Code .....	<a href="#">6</a>
President’s Roll of Excellence.....	Honor Roll .....	<a href="#">11-12</a>
Privacy Act.....	Privacy Act (FERPA) .....	<a href="#">13-14</a>
Procedures, board .....	Other Resources.....	<a href="#">24</a>
Proficiency Exams.....	Credit for Life Experience .....	<a href="#">9</a>
Programs.....	Programs of Study .....	<a href="#">14</a>
Project Achieve .....	Student Development Offices.....	<a href="#">20</a>
Prospective students .....	Prospective Students.....	<a href="#">14</a>
Records Office.....	Student Development Offices.....	<a href="#">20-21</a>
Registration Office .....	Student Development Offices.....	<a href="#">21</a>
Registration questions .....	Registering .....	<a href="#">14-15</a>
Reverse Transfers .....	Getting Started at JJC, #5 .....	<a href="#">5</a>
Roll of Honor.....	Honor Roll .....	<a href="#">12</a>
Roll of Merit.....	Honor Roll .....	<a href="#">12</a>
Schedule, class.....	Other Resources.....	<a href="#">24</a>
Scholarships.....	Getting Started, Financial Aid, Scholarships	<a href="#">5</a> , <a href="#">10</a> , <a href="#">15</a>
StAR .....	Student Development Offices.....	<a href="#">21</a>
Student Activities .....	Student Development Offices.....	<a href="#">21</a>
Student Housing .....	Centennial Commons (Student Housing) .....	<a href="#">7</a>
Student Support Services (Project Achieve)....	Student Development Offices.....	<a href="#">20</a>
Transcripts, evaluation of .....	Transcripts .....	<a href="#">16</a>
Transcripts, high school.....	Transcripts .....	<a href="#">16</a>
Transcript request .....	Transcripts .....	<a href="#">16</a>
Transfer, Reverse.....	Getting Started at JJC, #5 .....	<a href="#">5</a>
Tuition, drop for non-payment .....	Tuition .....	<a href="#">17</a>
Tuition costs .....	Tuition .....	<a href="#">17</a>
Tuition payment options.....	Tuition .....	<a href="#">17</a>
Username.....	Getting Started, ID/Username/Password Help	<a href="#">5</a> , <a href="#">12</a>
Verify Enrollment.....	Enrollment Verification .....	<a href="#">10</a>
Veterans, financial assistance .....	Veterans .....	<a href="#">17-18</a>
Visit, campus .....	Prospective Students.....	<a href="#">14</a>
Withdrawal Deadlines .....	Withdrawal Deadlines .....	<a href="#">18</a>
Workforce Development .....	Other JJC Services.....	<a href="#">22</a>

# GETTING STARTED AT JJC

Prospective students should follow these steps to apply for admission and register for classes. Full-time students are students who enroll for 12 or more credit hours (usually four or more classes). Part-time students are enrolled for 11 or fewer credit hours (usually one to three classes).

## **1. Submit an application for admission and other required credentials**

- Complete an online admissions application at [www.jjc.edu/info/admissions](http://www.jjc.edu/info/admissions).
- There are special admissions processes for Nursing, Veterinary Medical Technology and Radiologic Technology programs, early entry students from high school, high school dual credit, and those pursuing dual admissions with a four-year college or university. The application processes for these programs are listed under “special admissions” at [www.jjc.edu/info/admissions](http://www.jjc.edu/info/admissions).
- Submit a high school/GED transcript to the Admissions Office at Main Campus, J-1005.
- Complete a Free Application for Financial Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## **2. Acquire a JJC username and password.**

- Once an application has been processed (usually within two working days) students will be able to access their ID.
- Visit <https://eresources.jjc.edu> to obtain a username and password.

## **3. Determine placement for math, English and world language courses**

- Take the ACT COMPASS placement test (required for all new full-time students as well as any part time student planning to take math, English or other courses requiring placement scores). Testing is available at Main Campus, J-2013, and North Campus, NC-80, and Grundy County Center, M-101
- If a student has a documented disability that requires special testing accommodations, they should contact the Student Accommodations and Resources (StAR) Office at (815) 280-2230.

## **4. Apply for scholarships**

- For additional information on applying for scholarships, visit [www.jjc.edu/info/scholarships](http://www.jjc.edu/info/scholarships).

## **5. Attend a new student group advising session and register for classes**

- First-time full-time students planning to complete a degree or certificate at JJC are required to attend a New Student Group Advising Session. They will meet with a counselor and register for classes at this time.
- First-time part-time students can either attend a new student group advising session to meet with a counselor, or they can independently select courses without counselor assistance. If the student plans on becoming full-time at a later date, the New Student Group Advising Session is recommended.
- Please visit the new student website at [www.jjc.edu/info/newstudent](http://www.jjc.edu/info/newstudent) for detailed steps regarding this process.
- **REVERSE TRANSFERS** (Students transferring to JJC from another college or university): For students transferring into JJC full-time, students are exempt from New Student Group Advising if they have earned 6 or more hours of college credit. Reverse Transfer students can call 815-280-2673 to make an appointment. <http://www.jjc.edu/admissions/Pages/reverse-transfer.aspx>

## **6. Arrange for support services if needed**

- JJC offers support services and academic accommodations to students with documented disabilities. Students needing assistance should contact the Office of Student Accommodations and Resources (StAR) as soon as possible before classes begin.

To schedule an appointment, please call (815) 280-2230, TTY (815) 280-2882 or visit the office in J-2025.

## 7. Pay tuition and fees by due date

- To avoid being dropped from classes for non-payment, students must pay in full or enroll in the college's installment tuition payment plan by the due date.
- Financial Aid applicants must have completed the FAFSA application and demonstrated eligibility in order to be awarded prior to their tuition due date. If the amount of the financial aid award does not cover the balance due, students must either pay the difference in full or enroll in the college's installment tuition payment plan by their tuition due date.

## FREQUENTLY ASKED QUESTIONS

### Academic Honor Code

#### Can a student be disciplined if they cheat or plagiarize?

- Joliet Junior College acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.
- Acts of academic dishonesty include:
  - ✓ Cheating
  - ✓ Plagiarism
  - ✓ Unauthorized Collaboration
  - ✓ Falsification and Fabrication
  - ✓ Facilitation of Academic Dishonesty
- A current copy of the full Academic Honor Code is accessible on the JJC Website at [www.jjc.edu/info/students](http://www.jjc.edu/info/students).

### ACT Testing

#### Is ACT testing offered at JJC?

Students sign up for ACT testing at [www.act.org](http://www.act.org). JJC does not register students for the ACT testing. JJC is a location where the ACT testing is held. JJC does offer ACT Prep classes. Please contact 815-280-1555 to register for the ACT Prep classes.

### Student Activities

#### What are the student activities available at JJC?

- Joliet Junior College offers a variety of opportunities for students to get involved in campus life. From co-curricular to special interest student clubs and organizations, athletics and fine arts, there are endless opportunities for leadership involvement and friends.
- Available clubs at Joliet Junior College range from special interest groups (Student Wellness Council, JJC Volunteer Club...) to career related (Automotive Services Association, Manufacturing Club, Hospitality Club...) to spiritual (Intervarsity Christian Fellowship, Pagan/Wiccan...) to honorary (Sigma Delta Mu/Alpha Mu Gamma) to multicultural (Black Student Union, Native American Club, Latinos Unidos...). There is something for everyone at JJC. If a student has an idea for a club, it takes 10 interested students and an advisor and a unique purpose and mission that does not overlap with an existing group to become a recognized group on campus.

- For information about campus life, clubs or events occurring on campus, please contact the Office of Student Activities (OSA) at 815-280-2308 or stop by the Bridge offices, H-1016. Ideas are welcome.

### **What are the requirements to join Phi Theta Kappa?**

- The requirements for Phi Theta Kappa membership are a cumulative grade point average of at least 3.5 or above in a minimum of 12 credit hours in transfer level courses earned at JJC, and current enrollment in three or more credit hours. There is a one-time membership fee of \$60 paid when the student joins.
- Invitations are mailed to eligible students each fall and each spring. For more information, see [www.jjc.edu/info/ptk](http://www.jjc.edu/info/ptk).

## **Centennial Commons (Student Housing)**

### **Do you have student housing?**

- Centennial Commons at Joliet Junior College creates a unique residential experience combining the comfort of apartment-style living with the convenience of near-campus housing.
- Just a few of the amenities available to our community:
  - Swimming pool and volleyball court
  - Walking distance to Joliet Junior College
  - Bedrooms telephone and cable equipped
  - On-site laundry facilities
  - Balcony / patio at each apartment
- For more information on Centennial Commons, call (815) 730-1020 or visit [www.livecentennialcommons.com](http://www.livecentennialcommons.com).

## **Child Care**

### **Do you have an on-campus daycare?**

- Childcare services are provided on the Main Campus for children 3-5 yrs. old. The center is a licensed facility by the state of Illinois. The center is open Monday through Friday from 6:30 a.m. - 5 p.m. during the fall and spring semesters; they follow the college academic calendar. Summer childcare is currently not being provided. For more information, call (815) 280-2280 or visit [www.jjc.edu/info/ecc](http://www.jjc.edu/info/ecc).

### **My child is under 3 years old. Do you know any childcare providers?**

- Childcare Resource and Referral is a non-profit agency providing assistance to families as they look for child care. Depending on family size and income, a yearly fee of \$0-\$30 may be charged for a consultation with a child care specialist who will provide families with a tailored list of child care providers, answers to childcare questions and resources to help make the best choice possible for children. For more information, contact CCR&R at 800-552-5526.

## **Code of Conduct**

### **Can a student be disciplined if they become disruptive or break the law?**

- Yes, refer the student to the Code of Conduct. Complete procedure is available through the Office of the Dean of Students in D-1010 or at [www.jjc.edu/info/students](http://www.jjc.edu/info/students).
- In order to maintain a respectful and safe learning environment, students are expected to familiarize themselves with the Student Code of Conduct. The code was designed to protect the integrity of the campus climate and has been constructed upon several values important to JJC. In general, students are expected to:
  - ✓ Respect everyone
  - ✓ Take personal responsibility for their actions
  - ✓ Be fair minded

- ✓ Act with honesty and integrity
- ✓ Demonstrate civility by doing no harm
- ✓ Abide by the Academic Honor Code

## Complaints: Student Complaint Procedure

### What is the procedure for filing a complaint?

- All students should first direct their complaints and concerns to the faculty, staff, or administrator specifically involved.
- OTHER PROCEDURES REGARDING COMPLAINTS:
  - Academic Concerns:**
    - Refer to Student Appeal of Academic Misconduct and Final Course Grade in the current student handbook and calendar.
  - Sexual Harassment:**
    - Refer to Board Policy 2.2.2, Sexual Harassment, which can be found online: [www.jjc.edu/info/board-policy-manual](http://www.jjc.edu/info/board-policy-manual).
  - Student to Student:**
    - Refer to the Student Code of Conduct in the current student handbook or online. Complete procedure available through the Office of the Dean of Students.
  - Americans with Disabilities Act:**
    - Refer to Board Policy 8.4.3, Americans with Disabilities Act, which can be found online: [www.jjc.edu/info/board-policy-manual](http://www.jjc.edu/info/board-policy-manual).
- Students should make every attempt to pursue concerns in a timely manner (30 days).
- A Student Complaint Form can be picked up in the Office of the Dean of Students (D-1010) or staff may access the form in Public Folders under Code of Conduct.

## Counseling and Advising

### What is the difference between Counselors and Advisors?

- **Counselors** welcome new students and assist current students with academic, transfer, and career planning. Students may discuss personal concerns and receive appropriate referrals/resources. Counselors provide a variety of programs and services to enhance the learning and personal development of students. Counselors can provide career counseling (such as assisting students with their choice of major and providing occupational information); educational counseling (such as assisting students in academic difficulty and reducing school-related anxiety); and personal counseling (such as relationship issues and other personal issues). Counselors also assist students in creating educational plans consistent with their college and career goals. The Counseling Department is located in J-1037, (815)280-2673. For more information, visit [www.jjc.edu/info/counseling](http://www.jjc.edu/info/counseling).
- **Academic advisors** are faculty members who assist students that have selected a specific program of study. They assist students in their subject areas of expertise in developing educational plans consistent with their college and career goals. Advisors provide information on course selection, placement test interpretation, program requirements and options for transferring to a four-year college or university for specific programs or majors. Although advisors assist students with choosing courses, development of an individual student schedule (i.e., specific meeting times of courses) is the responsibility of the student and is not considered one of the functions of an academic advisor. For more information, visit [www.jjc.edu/info/advisers](http://www.jjc.edu/info/advisers).

## Course Selection

### Where do I go if I need advice on what courses to take?

If your major or program has an identified Advisor, contact your Advisor. For majors/programs not listed, if you are undecided on your major or for any other general concerns, contact the Counseling Office in J-1037, (815)280-2673.

## Credit for Life Experience (Prior Learning)

### Can I receive college credit for subjects that I already know?

- Joliet Junior College has developed processes for awarding college credit without attending formal classes. These processes give students an opportunity to demonstrate that their experiential learning is similar to that which is taught in a structured college course. This learning may have resulted from job experiences, community service, travel, hobbies, and/or seminars and workshops. In all cases of credit without attending formal classes, a maximum of 30 credit hours may be awarded toward graduation.
- Ways of obtaining credit for prior experiential learning:
  - Portfolio Development
  - Advanced Placement
  - Proficiency Exams
  - Military Service
  - CLEP Exams
- For more information, contact Carol Gordon (815) 280-2671.

## Dean Offices

### Where are the deans' offices located?

#### Academic Deans:

- **Margaret Semmer: Dean of Career & Technical Education** - Room: T-1005 / Phone: (815) 280-2239 (Assistant: *Marlene McPartlin (815) 280-2237*)
- **Michaelene Nash: Dean of Nursing & Allied Health** - Room: D-1004A / Phone: (815) 280-6648 (Assistant: *Maureen O'Keefe (815) 280-2245*)
- **Bette Conkin: Dean of Liberal Arts & Sciences** - Room: D-1004B / Phone: (815) 280-6731 (Assistant: *Maureen O'Keefe (815) 280-2245*)
- **Dan Kreidler: Dean of Community & Economic Development** - CCTR-522 / Phone: (815) 280-1524

#### Non-Academic Deans:

- **Susan Paddock: Dean of Enrollment Management** - Room: J-1005C / Phone: (815) 280-2884 (Assistant: *Nancy Mammosser (815) 280-2887*)
- **Karl Brooks: Dean of Student Success** - Room: J-2020 / Phone (815) 280-2885 (Assistant: *Nancy Mammosser (815) 280-2887*)
- **Cyndi Vasquez-Barrios: Dean of Students** - Room: D-1010 / Phone: (815) 280-2309 (Assistant: *Gina Hoyt (815) 280-2761*)

## Emergencies/ Police Department

### What do I do if a student is in an emergency or crisis situation?

- If a situation arises, in which you feel a student presents an imminent danger to themselves, others or property, immediately contact the Police Department by calling **Ext. 2234 or 2911** from any college phone. From a cell phone, dial 815-280-2911. Also, red emergency telephones are located in building hallways, and blue emergency telephones are located outdoors in parking lots.
- Copies of the Faculty and Staff Emergency Response Handbook flipchart, which includes information on fire safety, hazardous weather, and handling bomb threats, are posted in all classrooms and most office areas. Faculty and staff are encouraged to familiarize themselves with its content. Personal sized copies of this chart are available by contacting the Environmental Health & Safety (EHS) Department at ext. 2384.
- If a student has a non-crisis situation (i.e., no imminent danger to one's self or others), in which an appropriate referral to a social service or government agency may be

needed, the student may be directed to the Counseling Department (J-1037) Crisis Line at 815-530-8704 or Dean of Students for referral information, Room D-1010, (815) 280-2761.

- In case of an injury or other medical emergency, which will most likely require an ambulance, please call 911 immediately. This call will activate the paramedics from the Joliet Fire Department, and Campus Police will also be notified. First Aid can be administered on minor injuries. There are over 65 First Aid Kits and 20 Automatic External Defibrillators (AEDs) located on our campuses. First Aid, CPR and AED training is also available through the EHS Department by calling ext 2384.
- The Campus Police Department provides escort service as well as motorist assistance for lockouts and jump starts. Additionally, the department handles Lost or Found items on campus. Campus Police department is located in G-1013 or can be reached at ext. 2234.

## Enrollment Verification

**Where can I go if I need someone to verify that I am a student at JJC? My parents' insurance company needs verification that I am a college student.**

You can go to the JJC website at [www.jjc.edu](http://www.jjc.edu) or any kiosk, and login to eResources, click on the student menu and print the "Enrollment Verification Letter." Bring the letter to the Records Office, Main Campus, J-1009 to have the letter signed and sealed by records personnel.

## Financial Aid

**How do I apply for Financial Aid?**

Students must apply annually to receive financial aid. Financial aid can take many forms, including grants, scholarships, student employment, and loans. Follow these steps and guidelines:

1. Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (this also applies for the Renewal FAFSA for students who have previously applied). A work copy may be printed from [www.fafsa.ed.gov/before012.htm](http://www.fafsa.ed.gov/before012.htm) to be completed before entering official information online. FAFSA requires a pin # assigned to the student by the U.S. Department of Education. To request a pin # visit [www.pin.ed.gov](http://www.pin.ed.gov). Applicants should save the pin # for future access to their FAFSA information. Within two to four weeks a Student Aid Report (SAR) will be sent to the student by mail or email.
2. Applicants must also complete the JJC admission process in order for the Financial Aid Office to complete the financial aid process.
3. Print out and complete the JJC Financial Aid rights and responsibilities worksheet at [www.jjc.edu/info/financialaid](http://www.jjc.edu/info/financialaid) under the "Forms and Resources" link.
4. All new students must supply a copy of their driver's license or state ID. Students are required to take the Standards of Progress quiz and print out the results as a copy may be requested for the student's file.
5. Apply for scholarships at [www.jjc.edu/info/scholarships](http://www.jjc.edu/info/scholarships). Scholarship deadline dates are available on the JJC website.

**The Process DOES NOT Stop Here!** Students will need to work directly with the Financial Aid Office to complete the process. Students applying for financial aid must have a **completed** file **prior** to the deadline dates posted in the Financial Aid Office or on the JJC website (<http://www.jjc.edu/academics/registration/Pages/payment-information.aspx#dates>). **Every student is responsible for being aware of these dates.** Complete files include all supporting documentation requested by the Financial Aid Office. If a file is incomplete, the student will be responsible for adhering to the payment due date on the bill. The student's file will still be processed, and if eligible for funds, will be reimbursed accordingly. NOTE: There will be a brief discussion on financial aid at new group advising sessions.

### Where do I get information on GED classes?

For students interested in a GED Prep Course, please call 815-280-1333 to enroll in a GED orientation. GED testing is given through the student's local Regional Office of Education.

## Graduation Procedures

### I am ready to graduate; what do I have to do?

- Students who are ready to graduate must do the following:
  - Complete the online application for graduation at [www.jjc.edu/info/graduation](http://www.jjc.edu/info/graduation).
  - Wait 6-8 weeks for a letter concerning your graduation status.
- An application for graduation can also be generated using one of the student kiosk terminals located on the Main Campus in the J, E, and T buildings; North Campus; and the City Center Campus, 5<sup>th</sup> floor.
- Alternatively, students can make an in-person request through the Graduation Office, room J-1042, or call (815) 280-2459.
- Application Deadlines:

In order to be awarded a JJC degree or certificate, you must apply for graduation and adhere to the deadlines for the month which you wish to graduate.

  - May application deadline: April 5<sup>th</sup>
  - August application deadline: August 6<sup>th</sup>
  - December application deadline: November 2<sup>nd</sup>
- JJC graduation ceremonies occur in May and December. Applicants graduating in August may choose to participate in the December ceremony if they desire.

## GSD 100: College Success & GSD 085: College Preparation and Study Skills

### What are GSD 100 and GSD 085 and who is required to take them?

- GSD 100 is recommended for all full-time, first-semester students with appropriate placement scores.
- GSD 085 is designed for students who are placed into English 020 and/or 098.
- Some students may be required to take GSD 100 or GSD 085 based on their COMPASS test results. Please refer students to Counseling for more information regarding this requirement.
- According to the Centennial Commons lease, all new Centennial Commons students are required to take GSD 100 (or GSD 085) their first semester.
- GSD 100 and GSD 085 are orientation courses designed to facilitate the student's transition to college. Topics include JJC policies, time management, learning styles, study skills, note taking, memory and concentration, test taking, stress management and others. GSD 100 is a two-credit, transferable course.
- For more information, contact the Counseling department at (815) 280-2673 or [www.jjc.edu/info/gsd](http://www.jjc.edu/info/gsd).

## Health Insurance for Students

### How can I obtain student health insurance?

Any credit student at JJC is eligible to purchase college student health insurance. Currently there are two insurance providers to choose from. One of the plans we carry requires a student to be enrolled in at least 9 credit hours, and the other only requires 1 credit hour. The student's spouse and/or eligible dependants are also eligible if the student is covered, at an additional cost. Premiums are paid directly to the insurance company. Pamphlets with more information and contact information for the insurance companies are available through the Dean of Students Office (D-1010). JJC provides this information as a

convenience, but does not endorse any particular plan. Admissions, Service Center, Counseling, OSA, Career Services and OMSA also have the informational pamphlets on file.

## **Honor Roll**

### **What are the requirements for the President's Roll of Excellence, Roll of Honor and Roll of Merit?**

**Honor Roll:** Following the end of the spring and fall semesters, the President's Roll of Excellence, the Roll of Honor and the Roll of Merit will be published for full-time and part-time students. The honor roll can be found at [www.jjc.edu/info/honor-roll](http://www.jjc.edu/info/honor-roll).

**President's Roll of Excellence:** Full-time and part-time students who have earned a semester GPA of 3.75 - 4.0 will be listed on this roll. To be eligible for recognition in a given semester, students must have attempted and earned a minimum of six (6) semester hours at JJC. The purpose of the President's Roll is to recognize students who attain the highest level of excellence in their academic studies.

**Roll of Honor:** Full-time and part-time students who have earned a semester GPA of 3.50 - 3.74 will be listed on this roll. To be eligible for recognition in a given semester, students must have attempted and earned a minimum of six (6) semester hours at JJC. The purpose of this roll is to recognize students who have achieved superior grades in their studies.

**Roll of Merit:** Full-time and part-time students who have earned a semester GPA of 3.0 - 3.49 will be listed on this roll. To be eligible for recognition in a given semester, students must have attempted and earned a minimum of six (6) semester hours at JJC. The purpose of this roll is to recognize students who have achieved above-average grades in their studies.

## **ID / User Name / Password Help**

### **What is my JJC ID / Username / Password?**

- Your username/password is used for your JJC email, eResources and iCampus access.
- Each student receives a JJC account within 24-72 hours of acceptance of a current admissions application to the college or after signing up for a credit class.
- Visit [www.jjc.edu/info/password-help](http://www.jjc.edu/info/password-help) and click on "find my JJC ID / username / password" to receive this information. This procedure will also allow you to change your password and to "reset" or "unlock" a login access.
- If you received only your JJC ID number as a result of performing the ID / username / password lookup, it is an indication that your JJC eResources account has not been created or it has expired.

### **How can I access support for email, user ID / password issues?**

Call 866-281-3638 or visit <https://d2.parature.com/ics/support/default.asp?deptID=816>

## **International Admissions**

### **I'm an international student. Where can I go to get help with the admissions process?**

International Admissions is located in the Admissions Office, and provides support for international and foreign-born non-immigrant students applying to Joliet Junior College. The staff person is an authorized Designated School Official for SEVIS/US Bureau of Citizenship and Immigration Enforcement and provides assistance with international application activities and information related to visa and immigration regulations. ISA also assists District 525 residents, who wish to sponsor relatives and friends for study in the US.

## Motorcycle Rider Safety Class

### How do I sign up for the Motorcycle Rider Safety Class?

Call 1-800-252-3348. This course is held at Main Campus, but registration is with the University of Illinois.

## Photo ID

### How do I obtain a student photo ID?

- A JJC Photo ID can be obtained by visiting the information desk on the D concourse. Students should bring their current class schedule containing their ID number along with another photo ID, such as a driver's license or Illinois State ID. Staff and faculty members may also receive an ID. The first issue is free; replacement if lost, stolen, or broken, is \$10.00.
- Uses for the Photo ID are:

#### Joliet Junior College Services

Book purchase (if on financial aid)  
C.I.S. Labs  
College events/activities  
JJC Transcript pickup  
Library  
COMPASS, Telecourse, Makeup Testing  
Cyber Cafe

#### Type of I.D. Required

Photo I.D. (Driver's license, state photo ID, JJC Photo ID)  
JJC ID card for each lab visit  
JJC ID card  
Photo ID (Driver's license, state photo I.D., JJC Photo ID)  
JJC ID card  
(Driver's license, state photo ID, JJC Photo ID, or high school photo ID)  
JJC ID card

### Hours the Photo ID can be obtained are:

- D concourse hours are Monday through Thursday 10:00 a.m. - 6:30 p.m.
- Hours may vary when classes are not in session, such as Spring Break or in-service days. Students may call (815) 280-2761 for information.

## Placement Tests (ACT COMPASS)

### Do I need to take a COMPASS test?

- **Required for:**
  - All new full-time students. (Must take the Compass test prior to registering for classes.)
  - Students enrolling in math, English, foreign languages and most natural science courses.
  - All JJC students who have accumulated 12 or more credit hours must take the Compass test, if they have not yet done so already.
  - New part-time students, who have never taken a mathematics course at Joliet Junior College, but wish to do so, must take the mathematics placement test. New part-time students, who have never taken an English course at JJC and wish to do so, must take the writing skills and reading placement tests.  
(Testing must be completed prior to meeting with a counselor or adviser.)
- The Compass placement test is a product of ACT designed to assist in placing students accurately in various courses in mathematics, English, foreign languages and some humanities courses.
- Students must have a photo ID and have applied to JJC in order to take the test in J-2013 of the Main Campus, room 80 at the North Campus and M-101 at Grundy County Center. Tests are untimed but the average tester takes 1 ½ - 2 hours to complete the entire test. Students may bring a calculator to the test (nothing greater than a TI-86).
- Only one retest is permitted. Cost is \$10. Once a student begins an English/math course sequence, the COMPASS test cannot be retaken.

## Privacy Act (FERPA - Family Educational Rights and Privacy Act)

### Can you tell me my son/daughter/wife/husband's grades, schedule, test scores, etc.?

- A response could be:  
"I am so sorry, but we are not permitted under federal law, Family Educational Rights

and Privacy Act, to provide this information to anyone other than the student, without the student's written permission. Please have the student come to the Records office and fill out a release form. At that point we will release all information that the student has indicated to the approved third party."

- As of January 8, 2009:
  - FERPA permits postsecondary institutions to disclose any and all information from a student's education records, without consent, to that student's parents if the student is a dependent for tax purposes under IRS rules.
  - FERPA allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Parents are often in the best position to help their children during these crises.
  - FERPA permits a postsecondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

## **Programs of Study**

### **What programs of study do you have?**

- Joliet Junior College offers transfer associate degrees as well as more than 100 career programs, including certificates and an associate's degree in a variety of different majors.
- The college provides this information on Joliet Junior College's website at [www.jjc.edu/info/degrees-certificates](http://www.jjc.edu/info/degrees-certificates).
- If the student has questions about programs of study, refer the student to the appropriate Advisor ([www.jjc.edu/info/advisers](http://www.jjc.edu/info/advisers)) or the Counseling Department ([www.jjc.edu/info/counseling](http://www.jjc.edu/info/counseling)).

## **Prospective Students**

### **How can I have general information such as a catalog sent to me?**

Call the Admissions Office (815) 280-2493 for a catalog or other publications.

### **How do I arrange a campus visit?**

Call the Recruitment Office (located in the Admissions Office) at (815) 280-2562 to arrange a campus tour.

## **Registering**

### **How do I register for classes?**

- ***ALL NEW STUDENTS MUST COMPLETE AN APPLICATION FOR ADMISSION.***
- New full time students should visit the new student page to apply first at [www.jjc.edu/info/fulltime-student](http://www.jjc.edu/info/fulltime-student).
- There are several ways to register for course sections at JJC. You can use our online eRegistration, schedule a group advising session to register, by phone or in person through the Registration Office (Main and North Campus only). Please see the how to register page for more details at [www.jjc.edu/info/how-to-register](http://www.jjc.edu/info/how-to-register).

### **Where do I find the courses available for registration for a selected term?**

Go to eResources (<https://eresources.jjc.edu>), go to the Students Menu, and under "Registration" choose "Search for Sections".

### **How do I check to see what classes I have successfully registered for?**

Go to eResources (<https://eresources.jjc.edu>), go to the Students Menu, and under "Registration" choose "My Class Schedule".

### How do I see what classes I have taken so far?

Go to eResources (<https://eresources.jjc.edu>), go to the Students Menu, and under "Registration" choose "Academic Profile", then "My Academic Summary".

### How do I add, drop or change a course?

Go to eResources (<https://eresources.jjc.edu>), go to the Students Menu, and under "Registration" choose "Register and Drop Sections", then "Drop Sections." Please note: Once a section is past the refund day, (check your schedule for the refund date), you cannot drop it via eResources. You will not even see it under "Drop Sections." Please call or go to the Registration Office to drop your course section after the refund period.

### What is eRegistration?

- Express registration (eRegistration) is online registration - the quickest and most efficient way to sign up for course sections. To use it you must know the section's synonym OR the subject, course number, section number and term. Before you visit express registration, you should research this information and have it all ready and decided. Then you just need to plug in the data and submit.
- If you need a step by step guide for applying online visit <http://www.jjc.edu/info/eregistration>.

### How do I get my Username and Password for eRegistration?

Visit the ID/Username/Password help page at [www.jjc.edu/info/password-help](http://www.jjc.edu/info/password-help).

### What is "Register for Sections"?

This is the place you will go to add and drop course sections. Within "Register for Sections" you can:

- ✓ **ADD course sections:** add the section you want to your "preferred list of sections," which is similar to a shopping cart on many websites. From that preferred list, you can enroll in the section. NOTE: sections cannot be added via eResources after the start date for that section has passed.
- ✓ **DROP sections:** use this process if you want to drop (remove) a section or sections from your schedule. Note: JJC does not allow students to drop sections via the web if the refund date for that section has passed. Instead, students need to call or visit the Main Campus Registration Office, J-1009, or the North Campus Office.
- ✓ **Search and register for sections:** search for a course, then add it to your preferred list, and finally add the section to your schedule. This is a fairly slow process because several steps are involved.
- ✓ **Express Registration:** the quickest and most efficient way to sign up for course sections. To use it you MUST know the section's synonym OR the subject, course number, section number and term. Before you visit express registration you should research this information and have it all ready and decided. Then you just need to plug in the data and submit.
- ✓ **Register for previously selected sections:** use this if you have already placed sections on your preferred list and would now like to register for those sections.

## Scholarships

### How can I apply for a scholarship?

- There are more than 400 scholarships available for both part- and full-time students. In order to apply for scholarships, students can use the Scholarship Tracking and Review System (STARS Online) at: [www.jjc.edu/info/scholarships](http://www.jjc.edu/info/scholarships).
  - Students must apply between January 1 and April 1 for priority consideration.
  - When applying, student must meet all criteria for each scholarship.
  - Scholarships will be awarded starting in the fall semester.
  - New scholarships will be posted online as they become available.
  - Scholarships may be re-posted so student should check the website frequently.

- For more information, contact the Scholarship Office at (815) 280-6620. The office is located in J-2050.

## Student Employment

### Can students work on campus?

- On-campus student employment opportunities can be found by visiting [www.jjc.edu/info/careers](http://www.jjc.edu/info/careers). To be eligible, students must be enrolled in a minimum of 6 credit hours and may work up to 20 hours per week. As all open positions are posted for a minimum of three days, students should check the site daily for new positions. Complete details on the application process and eligibility requirements are available at [www.jjc.edu/info/careers](http://www.jjc.edu/info/careers).

### Where can I get help to find a job?

- Career Services offers students and graduates individual appointments and group presentations to assist with resume writing, interviewing and job search strategies.
- Local, Chicago metro and national employment opportunities are posted online at [www.jjc.edu/info/careers](http://www.jjc.edu/info/careers).
- On-campus recruitment days are held twice a month during the academic year.
- Job fairs are held during the academic year to help students with part-time, seasonal, and full-time employment opportunities.
- For more information on these services and recruitment and job fair details, please contact the Office of Career Services in D-1010 at (815) 280-2756, by e-mail at [careers@jjc.edu](mailto:careers@jjc.edu), or visit [www.jjc.edu/info/careers](http://www.jjc.edu/info/careers).

## Transcripts

### Where do I hand in my high school transcript?

Transcripts should be sent to the Admissions Office, J-1005.

### How do I have credits from another college evaluated?

- Contact the Credentials Office (J-1042) at [credentialsoffice@jjc.edu](mailto:credentialsoffice@jjc.edu) or (815) 280-2803.
- Students that are transferring from other colleges who want their credits evaluated for a certificate or degree from JJC must take the following steps:
  1. Make sure you have a JJC application for admission on file with the Admissions Office.
  2. Request your official transcripts from the college(s) you have previously attended be sent to: Joliet Junior College, Academic Credentials Office, 1215 Houbolt Road, Joliet, IL 60431-8938.
  3. Complete a transcript evaluation form at ([www.jjc.edu/academics/records-transcripts/Pages/transcript-request.aspx](http://www.jjc.edu/academics/records-transcripts/Pages/transcript-request.aspx)).
  4. You will receive a letter in approximately four to six weeks listing transfer courses and the JJC equivalencies.

### How are foreign transcripts evaluated?

Foreign transcripts are evaluated in the Credentials Office, J-1042 after the student has completed a transcript evaluation form. The Credentials Office will direct students to contact The World Education Services (WES) and Educational Credential Evaluators (ECE) for evaluation. These two companies are the only ones accepted by Joliet Junior College. Questions should be directed to (815) 280-2803.

### Where do I go for my official Joliet Junior College transcript?

There are several methods to request an official transcript from JJC.

1. **Online:** [www.jjc.edu/info/request-transcripts](http://www.jjc.edu/info/request-transcripts)
2. **In Person:** Main Campus at 1215 Houbolt Road, Joliet, Il., J-Building, room J-1002 (Service Center).

Students will be required to do the following:

- Fill out the JJC Transcript Request form at the Service Center Window (J-1002).
- Pay for the transcript:  
\$5.00 - to have transcript mailed (allow 72 hours)

- \$5.00 - immediate pick-up of student attended after 1976.
  - Upon receiving a receipt for payment, students must walk down to the transcripts office, located in J-1009, and produce their paid receipt so the transcript requests can be processed. A photo ID is required when picking up your transcript.
  - Transcripts can also be requested in person at North Campus. The request is then sent by campus mail to Main Campus Transcript Office to be processed and mailed.
  - If a student wishes to have someone else pick-up their transcript he/she must make this request in writing, authorizing by name, the person picking up the transcript. The person picking up the transcript must show a photo ID.
3. **Mail in:** To request transcripts by mail please include the following information: Name (including maiden and former names), Address, Phone number, Social Security Number or JJC student ID, Date of Birth, The years you attended JJC, Where to send the transcript(s), Sign the request , and \$5.00 per transcript (check or money order only) Mail request to: JJC Transcript Office, 1215 Houbolt Road, Joliet, IL 60431- 8938
  4. **Telephone:** Joliet Junior College has retained Credentials Inc. to accept transcript orders by telephone. Please call Credentials Inc. at (800) 646-1858.
  5. **Requesting Records prior to 1976:** For classes that were taken prior to 1976, records are maintained on microfilm. The microfilm is stored in the vault and the Records Office needs 24 hours to locate the appropriate microfilm and process it for your transcript.

## Tuition

### How much does tuition cost (credit classes)?

This information can also be found at the following website: [www.jjc.edu/info/tuition](http://www.jjc.edu/info/tuition).

### How much are tuition and fees for non-credit classes?

Tuition and fees are assigned differently for each course and are listed in the course descriptions of the class schedule.

### How do I pay my tuition?

Tuition may be paid via any of the following methods:

- **Online:** [www.jjc.edu/eresources](http://www.jjc.edu/eresources)
- **Mail:** Using check, Visa, MasterCard, or Discover
- **In Person at Main Campus:** Service Center J-1002, (815) 280-6688
- **In Person at North Campus:** Administrative Offices (815) 886-3000

JJC also offers a payment plan. Please refer to [www.jjc.edu/info/facts](http://www.jjc.edu/info/facts).

### What do I do if I'm dropped from a class for non-payment?

- Here are some options if prior to the start of classes:
  - **Re-Register:** If seats are available you can re-register (you must know your dropped schedule)
  - **Keep Checking:** If the classes you were dropped from are full and there are no seats available you can keep checking the classes to see if any seats open up.
  - **Wait for next payment drop date:** Seats may become available.
  - **Register for alternate classes:** You can register for alternative classes. If you need assistance in determining which other classes would be appropriate, please talk to a counselor or faculty advisor.
- Once classes start, signatures are required to add classes.
- Even if a bill is not received, you are responsible for payment by your due date.

## Veterans

### Do you provide any financial assistance for Veterans?

Yes. The JJC Veteran's Program main objective is to reach veterans, reservists/guardsmen, and dependents, and make them aware of the educational benefits available through the Illinois Veterans Grant, Illinois National Guard Grant, MIA /POW Scholarship, and the GI Bill. The Financial Aid Office provides information on each program, and assists students with applying for and receiving their benefits. The term "veterans" refers to students eligible for and receiving VA Education Benefits and/or state of Illinois tuition assistance programs. The Veteran's office is located within the Financial Aid Office in J-1054. For more information, call 815-280-2623 or visit [www.jjc.edu/info/veterans-office](http://www.jjc.edu/info/veterans-office)

## **Withdrawal Deadlines**

### **What is the deadline to withdraw from a class?**

- Students may withdraw from a course by processing an Add/Drop form through Registration in J-1009 at Main Campus, North Campus, or by phone at (815) 744-2200 on or before the required deadlines. Instructor and adviser/counselor signatures are not needed to withdraw.
- The drop dates are listed on your bill/schedule. (Students should consult their class schedule and the college kiosk to determine the last date for withdrawal from each class.)
- Every course has its own drop date. A grade of W will be recorded on the student's transcript. Failure to withdraw properly may result in a failing grade of F in the course.

## **STUDENT DEVELOPMENT DEPARTMENTS**

Office hours listed are for the spring and fall semesters unless otherwise noted. Hours vary during the summer semester and when classes are not in session.

### **ACADEMIC SKILLS CENTER**

J-2013, 815-280-2261, [www.jjc.edu/info/academic-skills](http://www.jjc.edu/info/academic-skills)

Monday - Thursday: 7:30 am - 7:30 pm

Friday: 7:30 am - 4:30 pm

Saturday: 8:00 am - 12:00 pm (closed on Saturday during the summer)

The Academic Skills Center is a student support service that provides tutoring and testing. Tests include ACT Compass, CLEP, and make-up testing. Anyone who wishes to review math and English for ACT Compass can call or visit the ASC in J-2013 to make an appointment.

### **ADMISSIONS**

J-1005, (815) 280-2493, [www.jjc.edu/info/admissions](http://www.jjc.edu/info/admissions)

Monday - Thursday: 7:30 am - 7:30 pm

Friday: 7:30 am - 4:30 pm

The Admissions office is the starting point and welcome center for prospective students. The department provides general information on the application, testing and registration process. The Admissions Office also handles inquiries and provides publications to potential applicants. The staff is responsible for recruiting students to the college and represents the college at area high schools and events throughout the college district. The Admissions Office coordinates the Early Entry Program, Special Admissions and Dual Admissions.

### **ATHLETICS**

G-1002, (815) 280-2431, [www.jjc.edu/info/athletics](http://www.jjc.edu/info/athletics)

Monday - Friday: 7:30 am - 4:00 pm

The Athletics department develops men and women physically, mentally, socially and emotionally. The JJC Wolves have gained national recognition for their accomplishments, including national

championships in football, basketball and baseball. The tradition at Joliet Junior College has been to win and to do so with honor for the sake of the athletes, the college and the community.

Athletics at JJC are:

- **Fall:** Men's Football, Women's Volleyball, Men's Soccer, Women's Soccer, Men's and Women's Cross Country, Football Cheerleading
- **Winter:** Men's Basketball, Women's Basketball, Basketball Cheerleading
- **Spring:** Men's Baseball, Women's Softball

### **CAREER SERVICES**

D-1010, (815) 280-2756, [www.jjc.edu/info/careers](http://www.jjc.edu/info/careers)

Monday - Friday 8:00 am - 4:30 pm (*evening appointments are available*)

The Office of Career Services serves students and alumni by providing resources to assist with career planning and employment needs. Professional career counselors help with identifying personal interests, skills, and personality traits that are valuable in the process of career decision-making. Assistance in identifying employers is available to students seeking job shadowing, internship/co-op experiences, or employment opportunities.

Support is provided to help in the job search process, including resume/cover letter writing, interviewing skills, information on labor market trends, how to market yourself, and other career resources. Employment opportunities are made available on the Career Services website and through on-campus recruitment days and job fairs.

### **COUNSELING AND ADVISING**

J-1037, (815) 280-2673, [www.jjc.edu/info/counseling](http://www.jjc.edu/info/counseling)

Monday - Thursday 7:30 am - 7:30 pm

Friday 7:30 am - 4:30 pm

The Counseling department offers a myriad of services to student and prospective students. Professional staff with expertise in personal, vocational, educational, social-emotional and crisis intervention provide services by appointment and on a walk-in basis during designated times. Group Advising Sessions for new students are held at assigned times throughout the academic year.

Counselors are located in the Counseling department at Main Campus and at the North Campus in Romeoville. Academic advisors are located in various offices throughout the Main Campus. For a list of academic advisors, visit [www.jjc.edu/info/advisers](http://www.jjc.edu/info/advisers)

### **DEAN OF STUDENTS**

D-1010, (815) 280-2761, [www.jjc.edu/info/students](http://www.jjc.edu/info/students)

Monday - Friday 8:00 am - 4:30 pm

The Dean of Students Office is responsible for student health insurance, residence life, assisting students with the complaint process, and the college's Student Code of Conduct and Academic Honor Code. The Dean of Students also signs high school dance approval forms.

### **FINANCIAL AID**

J-1045, (825) 280-2528, [www.jjc.edu/info/financialaid](http://www.jjc.edu/info/financialaid)

Monday - Thursday: 7:30 am to 7:30 pm

Friday: 7:30 am - 4:30 pm

The goal of the Financial Aid Office is to enable access to higher education by providing opportunities for financial assistance. Joliet Junior College requires all students applying for grants, student employment, loans, and scholarships to complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **GENERAL STUDENT DEVELOPMENT**

J-1037, (815) 280-2673, [www.jjc.edu/info/gsd](http://www.jjc.edu/info/gsd)

Monday - Thursday: 7:30 am - 7:30 pm

Friday: 7:30 am - 4:30 pm

The Counseling department offers college credit courses for college orientation, career

exploration, and credit for life experience. Many GSD courses are transferable and count as electives for A.A. and A.A.S. degrees. Classes include: *GSD 085 - College Preparation and Study Skills*, *GSD 100 - College Success*, *GSD 110 - Career and Lifestyle Planning*, *GSD 111- Job Seeking Skills*, and *GSD 103 - Portfolio Development*.

### **HOLISTIC WELLNESS**

H-1015B, (815) 280-2202, [www.jjc.edu/info/holistic-wellness](http://www.jjc.edu/info/holistic-wellness)

The Office of Holistic Wellness assists students in striving for healthy, safe and productive lives. The office coordinates various activities on campus, including alcohol and other drug awareness programs, AIDS awareness programs, Wellness Week, stress management, wellness-related seminars and other activities based on student needs.

### **OFFICE OF MULTICULTURAL STUDENT AFFAIRS (OMSA)**

D-1010, (815) 280-6709, [www.jjc.edu/info/omsa](http://www.jjc.edu/info/omsa)

Monday - Friday: 8:00 am - 4:30 pm

The Office of Multicultural Student Affairs (OMSA) provides academic, social, personal support and cultural resources that enhance the educational experience of multicultural students at Joliet Junior College. OMSA's programs and services are designed to increase enrollment and ensure optimal academic success, retention, and graduation rates of multicultural students. OMSA supports diversity initiatives by fostering an inclusive college environment. Services offered include advocacy and support for multicultural students; peer mentoring program; cultural enrichment activities; and leadership development programs and conferences.

#### **Multicultural Student Support Services**

D-1010,

(815) 280-2829 / Latino Student Support

(815) 280-2631 / African-American Student Support

Through a case-management approach, Multicultural Student Support Services facilitates programs and activities to enhance Multicultural student outreach, retention, and persistence to graduation through on-going orientation, leadership development, cultural reinforcement, academic support, and referral services.

### **PROJECT ACHIEVE/STUDENT SUPPORT SERVICES**

H-1001, (815) 280-2456, [www.jjc.edu/info/project-achieve](http://www.jjc.edu/info/project-achieve)

Monday - Friday: 8:00 am to 4:30 pm

Joliet Junior College's Project Achieve program is a federal grant-funded program designed to promote a positive academic atmosphere for eligible students. The goal of the program is to increase student retention and graduation rates and to assist students with their transfer to four-year institutions. This advisory, tutorial support service is located in H-1001.

Support services are offered to eligible JJC students in the areas of English composition, mathematics, and computer science. Study skills, career exploration, test-taking skills, and financial literacy are presented individually or in small groups to assure that first generation college students from low-income and/or disabled families receive intentional support in order to achieve their educational goals. Four-year college and university tours and multicultural activities are offered during the academic calendar year, which serve to connect students and encourage successful transfer planning.

### **RECORDS, GRADUATION & CREDENTIALS**

J-1042, (815) 280-2290, Records, [www.jjc.edu/info/records-transcripts](http://www.jjc.edu/info/records-transcripts)

(815) 280-2459, Graduation, [www.jjc.edu/info/graduation](http://www.jjc.edu/info/graduation)

(815) 280- 2803, Credentials, [www.jjc.edu/info/credentials](http://www.jjc.edu/info/credentials)

Monday - Friday: 7:30 am - 4:00 pm

The Records Office processes verification of enrollment, insurance forms, loan deferments, posts incoming transcripts, corrects student Social Security numbers and errors to student records. The Graduation Office processes Graduation applications.

The Credentials Office processes incoming student transcripts, CLEP credit, Advanced Placement credit, and Real Estate transcripts. The email for the Records Office is [wwwrecords@jjc.edu](mailto:wwwrecords@jjc.edu).

### **REGISTRATION, TRANSCRIPTS, GRADING**

J-1009, (815) 744-2200, Registration, [www.jjc.edu/info/registration](http://www.jjc.edu/info/registration)  
(815)280-2242, Transcripts/Grading, [www.jjc.edu/info/request-transcripts](http://www.jjc.edu/info/request-transcripts)

Monday - Thursday: 7:30 am - 7:30 pm

Friday: 7:30 am - 4:30 pm

The Registration Office provides class availability information, maintains student biographical data, registers students in classes, processes adding, dropping and auditing classes. The email for the Registration Office is [wwwreg@jjc.edu](mailto:wwwreg@jjc.edu).

### **STUDENT ACCOMMODATIONS AND RESOURCES (STAR)**

J-2025, (815)280-2230, [www.jjc.edu/info/star](http://www.jjc.edu/info/star)

Monday - Friday: 7:30 am -4:00 pm

Student Accommodations and Resources (StAR) provides the following:

- Accommodations for students with documented disabilities who are eligible under the Americans with Disability Act and Section 504 of the Rehabilitation Act. Accommodations are based upon the documentation that the student provides that indicates the disability or health concerns which affects a major life area such as walking, hearing, seeing, or learning.
- Academic support for students who speak English as their second language and are working towards English proficiency.
- Academic support to students in technical and career majors who are pursuing AAS degrees and certificates. Support such as tutoring and study skills is given to assist the student to be successful in their career and technical major.

### **OFFICE OF STUDENT ACTIVITIES**

H-1016, (815) 280-2308, [www.jjc.edu/info/osa](http://www.jjc.edu/info/osa)

Monday, Thursday & Friday: 8:00 am - 4:30 pm

Tuesday & Wednesday: 8:00 am - 7:00 pm

Joliet Junior College offers a variety of opportunities for students to get involved in campus life. From co-curricular to special interest student clubs and organizations, athletics and fine arts, there are endless opportunities for leadership involvement, friends. For information about campus life, clubs or events occurring on campus, please contact the Office of Student Activities (OSA) at 815-280-2308 or stop by the Bridge offices, H-1016.

## **OTHER JJC SERVICES**

### **BOOKSTORE**

J-1010 (815) 280-6767, [www.jjc.edu/info/bookstore](http://www.jjc.edu/info/bookstore)

The only bookstore owned and operated by JJC, the Main Campus location stocks all books needed for courses, as well as supplies, software, clothing, backpacks, and various gift items. Textbooks can also be ordered online at [www.jjcbookstore.com](http://www.jjcbookstore.com). The Main Campus Bookstore also conducts a daily book buyback for the convenience of our students.

### **CAMPUS POLICE**

G-1013, (815) 280-2234, [www.jjc.edu/info/campus-police](http://www.jjc.edu/info/campus-police)

The Campus Police department is responsible for law enforcement, security, and emergency response at JJC. The police officers are duly sworn and commissioned as peace officers, as such, have the same powers as police officers in cities and sheriffs in counties, including the power to arrest. The officers are sworn to enforce the laws under Chapter 720 of the Illinois

Compiled Statutes and the traffic laws under Chapter 625 of the Illinois Compiles Statutes also known as the Illinois Motor Vehicle Code.

### CHEF'S TABLE

J-0004, (815) 280-2343, [www.jjc.edu/info/chefs-table](http://www.jjc.edu/info/chefs-table)

The Chef's Table is a restaurant that is run by the students in the Culinary Arts Program. The restaurant features a journey of tastes and textures through contemporary American cuisine, all prepared from scratch by our talented culinary students. The menu changes on a daily basis and reservations are appreciated at (815) 280-2343. The Chef's Table is a full-service restaurant, providing table service with a friendly atmosphere. The restaurant is located on the lower level of J-building in J-0004. Hours of operation are Monday through Thursday, from 10:30 a.m. to 12:45 p.m.. All proceeds go directly to the Culinary Arts Department.

### COMMUNITY AND ECONOMIC DEVELOPMENT

City Center Campus, (815) 280-1555, [www.jjc.edu/continuing-education](http://www.jjc.edu/continuing-education)

Community and Economic Development (CED) is headquarters for workforce preparation, employee training, business development, and technology deployment for Joliet Junior College's district. CED provides comprehensive economic and professional development services to assist organizations in achieving workforce and workplace excellence.

#### Division of Adult and Family Services

City Center Campus, Room: 300, (815) 280-1333, [www.jjc.edu/info/dafs](http://www.jjc.edu/info/dafs)

A full range of adult education, job training, employment, and support services are provided for adult students and their families. Most programs and services are provided at no cost to participants, and provide funds and/or access to funds for tuition, books, transportation, child care, and more. All educational programs are integrated with training programs.

Programs and services include GED review, career and vocational counseling, English as a Second Language classes, Citizenship Test review, as well as women and family programs. The Joliet Junior College Division of Adult and Family Services can open the doors to a brighter future for you and your family with programs designed to meet your needs.

#### Workforce Development

City Center Campus, (815) 280-1526, [www.jjc.edu/info/workforce-development](http://www.jjc.edu/info/workforce-development)

The Division of Workforce Development (DWD) is committed to encouraging local economic development by cultivating partnerships to provide comprehensive services to the Will & Grundy County workforce. To accomplish this goal, youth, adults and dislocated workers who are eligible for assistance under the Workforce Investment Act are assessed for employability skills and referred to training as appropriate for identified sectors of growing employment demand. Ideally, this will lead to the placement of these individuals in self-sufficient employment. The DWD also provides follow-up services leading to employment retention in high-wage and high-skilled jobs. All services are provided in partnership with the Will & Grundy County Workforce Systems which focus on the economic needs of each region.

#### Corporate and Community Services

City Center Campus, (815) 280-1526,

<http://www.jjc.edu/continuing-education/community-education/Pages/default.aspx>

**Corporate Education:** Joliet Junior College's Corporate and Community Services provides customized training, consulting, and assessments to business and industry.

If you have a training need, our professional team of contract trainers and program developers can offer results-oriented programs giving your employees real-world knowledge immediately applicable on the job. All of our programs can be customized to meet your organization's specific business and training objectives. Our programs can be offered at your site or at one of the College's convenient training facilities. We are committed to meeting your specific training needs and developing long-term partnerships.

**Community Education:** Community Education designs, develops and implements a wide array of non-credit classes that enrich the lives of all ages, including youth and mature

adults. Program Coordinators collaborate with area businesses and instructors to ensure the delivery of innovative programming as well as traditional classes and lectures.

### **EARLY CHILDHOOD CENTER**

**B-1001, (815) 280-2280, [www.jjc.edu/info/ecc](http://www.jjc.edu/info/ecc)**

JJC's licensed Early Childhood Center is offered to students and staff at the college to make teaching and learning at the college more convenient. The center is open to children three to five years of age, Monday through Friday from 6:30 am - 5:00 pm during the fall and spring semesters. Priority registration is for currently enrolled children, and full-time and part-time schedules are available. Contact the ECC for rates and availability at (815) 280-2280 or [www.jjc.edu/info/ecc](http://www.jjc.edu/info/ecc).

### **JOHN M. PETERSON TOTAL FITNESS CENTER**

**G-1003, (815) 280-2437, <http://web.jjc.edu/fitness>**

The John M. Peterson Total Fitness Center is open to district residents age 16 and older. Basic fitness concepts are taught to provide a background in exercise principles, so participants can adequately plan their fitness goals. Instructors are in the center at all times to monitor individual progress and to provide assistance. This is a one-hour transferrable credit class so certain objectives, rules and regulations must be met. First time users of our fitness center must take an orientation. For more information on orientations, classes, current prices, etc. call (815) 280-2437 or visit the website at <http://web.jjc.edu/fitness>.

### **LIBRARY**

**3<sup>rd</sup> Floor J Building,**

***Circulation Desk:* (815) 280-2665 *Reference Desk:* (815) 280-2344, [www.jjc.edu/info/library](http://www.jjc.edu/info/library)**

The JJC library is located on the third floor of J Building. The library's collection includes books, compact discs, videotapes, DVDs, electronic books, magazines, journals, and microforms, and access to the collections of public libraries, universities, and colleges throughout the country. The library's online databases can be searched for full-text magazines, journal and newspaper articles. The North Campus Resource Center (NC-80) also has access to the same resources. For more information, visit [www.jjc.edu/info/library](http://www.jjc.edu/info/library).

## **SUGGESTED PHONE SCRIPT FOR TRANSFER CALLS** (Calls not related to your area)

Joliet Junior College (department name), XXXX speaking. How may I help you?

*(If the call is not related to your area, ask questions to make sure you know what the caller specifically wants.)*

I don't know the answer to your question, but I will help you find the correct department. *(Get information if the caller represents a business, college, organization, etc. or if the person is a student.)* Possible questions: Do you know a name of a contact or department? Have you read about...in a publication?

I will transfer you to xxxx (person or department). For future reference, please note the number. The phone number is (815) 280-XXXX. Please stay on the line, and I will connect you. *(Call the number. When answered, verify that this is the correct person/area. If not, see if this person knows.)*

### **Calls requesting a specific person/department**

*(If the party knows/requests a particular person or department, get the phone number and give it to the party and offer to transfer the call.)*

For your future reference, the direct phone number for that department is (815) 280-XXXX. Please hold while I transfer your call.

*(If you get voice mail or there is no answer, resume your connection to the caller and explain.)*

I'm sorry, that person is unavailable. Would you like to leave a message on the voice mail or call later?

*(Transfer the call to the voice mail, if requested. If the person requested is a faculty member, be sure to explain that faculty office hours may be sporadic. You may also suggest e-mail. E-mail addresses may be obtained using the address book tool on Outlook.)*

### **Other Suggestions**

You may want to inform callers that the Joliet Junior College website can be a source for phone numbers for full time faculty, staff, etc. The directory can be found on the following website: [www.jjc.edu/campus\\_info/staff\\_directory](http://www.jjc.edu/campus_info/staff_directory)

If it will take awhile to determine the correct department, or if the caller needs to end the call, you may want to take the person's name and phone number and call back with the information.

## **OTHER RESOURCES**

### **ACADEMIC CALENDAR**

- The Academic Calendar can be found in the college catalog, at [www.jjc.edu/info/academic-calendar](http://www.jjc.edu/info/academic-calendar) or under "Academic Affairs" in Public Folders.

### **BOARD POLICIES & PROCEDURES**

- The Board Policies can be found at [www.jjc.edu/info/board-policy-manual](http://www.jjc.edu/info/board-policy-manual), or under "Board Policies" in Public Folders.
- The Board Procedures can be found under "Procedures Manuel (JJC)" in Public Folders.

### **CAMPUS LOCATIONS & MAPS**

- Joliet Junior College has three campuses and two extension centers to serve residents throughout District 525. Detailed campus information can be found at: [www.jjc.edu/info/campuses](http://www.jjc.edu/info/campuses).

### **CLASS SCHEDULE**

- The class schedule contains a list of courses being offered during each semester. The opening pages list the admissions and registration process for new and returning students, placement testing procedures, tuition information, applying for financial aid, and other important information for students. You may refer students to the class schedule if they are inquiring about this information. The class schedule can also be found online at [www.jjc.edu/info/class-schedule](http://www.jjc.edu/info/class-schedule).

### **CATALOG**

- The catalog contains course descriptions and degree and certificate requirements. It also lists graduation requirements, student services, grade and GPA information, student rights and responsibilities, and more. The catalog is published every year. A catalog can be picked up in the Admissions Office (J-1005) or can be found online at [www.jjc.edu/about/college-info/catalog/Pages/default.aspx](http://www.jjc.edu/about/college-info/catalog/Pages/default.aspx).

### **FACULTY & STAFF DIRECTORY**

- The Staff Directory is provided for the college community and those who have specific interest in contacting individual faculty or staff members. The directory does not include all adjunct faculty or part time staff.

### **ORGANIZATIONAL CHARTS**

- College organizational charts are found online at: <http://www.jjc.edu/about/operational/human-resources/Pages/org-charts.aspx>

### **PHONE DIRECTORY**

- College phone directories are found in Public Folders under “Phone Directories.”

*We are intellectually indebted to Moraine Valley Community College in the creation of this resource packet.*