

JJC Grundy County Facility
1715 North Division
Morris, IL 60450
(815) 942-1552

Campus Contact for Adjunct Instructors

Ann Parrish

Coordinator
Office Location: Room M104
Phone: (815) 942-1552

Summary of Services/Policies

- **Academic Skills Tutoring/Services**
 - Students are referred to Academic Skills Center on Main Campus (J2013 on Main Campus; 815-280-2284).
- **Access to Computer Labs/Semi-Smart Classrooms**
 - Contact the Campus Coordinator (815-942-1552) to inquire about the availability of the lab for use with your classes.
- **Bookstore**
 - Textbooks are available for purchase at the Grundy County Facility on the first day of class.
- **Copying, Classroom Supplies, Media Equipment**
 - Contact Administrative Office in Room M104 or by phone at (815) 942-1552 for copying assistance, supplies, media equipment needs, etc.
- **E-Mail Account**
 - Contact the Department Chair in the academic department for which you teach to request an e-mail account.
- **Emergency Reporting Procedures**
 - Emergencies should be reported to the Administrative Office (Room M104). If the emergency occurs at a time when Administrative staff is not in the office, call 911. A phone is available for instructor use in Room M104.
- **Grade Sheets and Grade Changes**
 - Rosters and grade sheets will be distributed to you in your mailbox in Room M104.
- **Instructor Absence Notification**
 - Contact Administrative Office at (815) 942-1552 as early as possible so students can be contacted
 - Complete absence reporting form within one week. Absence reporting forms are available in the Administrative Office, Room M104.
- **Job Related Injury/Student Injury in the Classroom**
 - Job related/student injuries should be reported to the Administrative Office (Room M104; 815-942-1552).
- **Keys**
 - You may be asked to open and close the doors to your classroom(s). You will receive keys and a brief orientation by Grundy County Facility Administrative personnel prior to your first class session.
- **Mailboxes**
 - Located in Administrative Office, Room M104.

- **Make-up Test Proctoring**
 - Make-up testing is available by appointment. Faculty and students should contact the Administrative Office at (815) 942-1552 to make arrangements for make-up exams.
- **Payroll Forms (W-4 and Director Deposit)**
 - Forms are available in the Administrative Office, Room M104.
- **Severe Weather/Fire Emergency Situations**
 - You and your students should follow the instructions posted in the classroom in the event fire alarms and/or emergency weather sirens sound.
- **Special Needs Student Services (StAR Program students)**
 - Students needing special accommodations or resources are referred to the StAR program on Main Campus (J2025 on Main Campus; 815-280-2230). The Administrative staff, in conjunction with the StAR program, will make every effort possible to accommodate needs/ requests for students completing classes at the Grundy County Facility.
- **Student Registration/Withdrawals/Rosters**
 - Assistance with registration, rosters, etc. is available in the Administrative Office, M104.
- **Vending Services/Snack Bar**
 - Vending machines are available in the common entrance way to the facility. A small refrigerator is also available for faculty use in the Administrative Office, Room M104.
- **Voice Mail Extension**
 - Contact the Administrative Office, Room 104, or (815) 942-1552, to request a voice mail extension.