

**JJC North Campus
1125 West Romeo Road
Romeoville, IL 60446
(815) 886-3000**

Campus Contacts for Adjuncts

Associate Dean, North Campus & Community Services
Office Location: NC08
Phone: (815) 280-7708 (ext. 7708 from on-campus)

Debbie Halley

Administrative Assistant, North Campus and Community Services
Office Location: NC02
Phone: (815) 280-7702

Amy Luck

Coordinator, Extended Campuses
Office Location: NC08
Phone: (815) 280-7708 (ext. 7705 from on-campus)

Donna Madia

Administrative Assistant, Extension Center Services
Office Location: NC06
Phone: (815) 280-7706

Carl Gilmore

Evening Program Coordinator
Office Location: NC01
Phone: (815) 280-7750 (ext. 7750 from on-campus)

Summary of Services/Policies

- **Academic Skills Tutoring/Services**
 - Contact the Administrative Office, NC01, to make arrangements for tutoring services
- **Access to Computer Labs**
 - Contact Computing Services at (815) 280-7777
- **Adjunct Faculty Work Station/Office Area**
 - Telephones, an internet-equipped computer, printer, and work area for Adjunct Instructors is located in Room NC21 and NC23
- **Bookstore**
 - Textbooks are available for purchase at North Campus during the first two weeks of the Fall and Spring semesters
- **Copying, Classroom Supplies, Secretarial Services**
 - Secretarial services (typing, etc.), copying, and classroom supplies can be requested at the Administrative Office, NC01.
- **E-Mail Account**
 - Contact the Administrative Office, NC01, to make arrangements for an e-mail account.

- **Emergency Reporting Procedures**
 - In the event of ANY emergency in the classroom, you should use the in-room P.A. system to contact the Administrative Office and the Campus Safety Officer.
- **Grade Sheets and Grade Changes**
 - Contact Main Campus Data Distribution, J1009 on Main Campus; 815-280-2484.
 - Grade sheets will be distributed to you in your mailbox
- **Instructor Absence Notification**
 - Contact Administrative Office at (815) 886-3000 or Evening Coordinators (815-280-7750) as early as possible so students can be contacted
 - Complete absence reporting form within one week of absence (Campus Administrative Office (NC01)
- **Job Related Injury/Student Injury in the Classroom**
 - Injuries should be reported to the Campus Administrative Office, NC01
- **Keys**
 - If your classroom is locked when you arrive for a class, contact the Administrative Office (NC01) and/or the Campus Safety Officer
- **Mailboxes**
 - Located in Administrative Office, Room NC01
- **Make-up Test Proctoring**
 - Available through the North Campus Resource Center, Room NC80. Current hours are posted at the Resource Center.
- **Media Equipment**
 - Contact the Resource Center, Room NC80 or (815) 886-3000, ext. 7780
- **Payroll Forms (W-4 and Direct Deposit)**
 - Assistance with payroll forms is available in the Campus Administrative Office (NC01)
- **Snack Bar/Vending Services**
 - A Snack Bar, Vending Machine Area and Microwave are located in Room NC10
- **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 are referred to the StAR program on Main Campus (J2025 on Main Campus; 815-280-2230)
- **Student Registration/Withdrawals/Rosters etc.**
 - Assistance with registration, class rosters, etc. is available in the Campus Administrative Office (NC01)
- **Voice Mail Extension**
 - Contact the Administrative Office, 815-886-3000, to request a voice mail extension

To call one of these numbers from a JJC phone, simply dial the last four digits.