



## Chapter 4

# Student Services and Activities

### ACADEMIC SUPPORT SERVICES

Students who believe they would benefit from educational support services have several resources at Joliet Junior College. These resources include the Academic Skills Center, the Early School Leavers program, Project Achieve, and Special Needs Services.

**ACADEMIC SKILLS CENTER** - The Academic Skills Center (ASC) is located in room J-2013. The center provides COMPASS testing, CLEP testing, Constitution testing, make-up testing, and proctored tests. A picture ID is required for all testers. The fee for COMPASS retakes is \$10, and only one retake is permitted. There is a \$10 fee each time the Constitution test is taken. Cell phones are not permitted in the ASC. Tests must be started prior to one hour before the center closes.

The ASC also provides supplemental tutoring and one-on-one tutoring for most academic subjects and for COMPASS review. Appointments are required for tutoring, but not for testing, except CLEP tests which require an appointment.

For more information, call (815) 280-2261 or visit [www.jjc.edu/admin/academicskills](http://www.jjc.edu/admin/academicskills).

**EARLY SCHOOL LEAVERS PROGRAM** - For students age 16 to 21 who have not finished high school or have not received a GED. The goal of this program is to firmly establish students in a career path by obtaining a high school diploma or GED, receiving career counseling, developing work skills, and participating in a co-op work experience. The program provides vocational testing, academic advisement, free tuition for GSD 110 (Career and Lifestyle Planning), and intercampus referrals to full- and part-time students. For more information, call (815) 280-1460 or visit [www.jjc.edu/eslp](http://www.jjc.edu/eslp).

**STUDENT SUPPORT SERVICES** - A federal grant-funded program designed to promote a positive academic atmosphere for eligible students. The goal of the program is to increase retention and graduation rates of the students and to assist them with transfer to four-year institutions. At Joliet Junior College, this advisory, tutorial support service is known as

Project Achieve at (815) 280-2456 or [www.jjc.edu/project\\_achieve](http://www.jjc.edu/project_achieve).

Support services are offered in the areas of English composition, mathematics, and computer science. Study skills, career exploration, and test-taking skills are presented individually or in small groups to assure that first generation college students from low income families receive encouragement to achieve their educational goals. Students with physical disabilities or diagnosed learning disabilities also can receive assistance with their needs through Student Accommodations and Resources (StAR).

**DISABILITY SERVICES** - The mission of StAR is to create an accessible environment where individuals are viewed on the basis of ability and not disability. StAR is the office designated by Joliet Junior College to provide ADA/504 accommodations. An orientation program, academic advising, study skills, and tutoring are available to students with documented disabilities.

StAR provides academic support to THREE student populations:

- \* Students in career and technical majors who are at risk academically and need academic support to achieve a certificate or career/technical degree (A.A.S.).

- \* Students who speak English as their second language and are working towards English proficiency.

- \* Students with documented physical disabilities, learning disabilities or health concerns.

Free tutoring and other educational support services are provided for eligible students.

Joliet Junior College follows the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of an individual's disability. Individuals with disabilities or health concerns are offered the opportunity to participate fully in all educational programs and activities. Students are encouraged to contact StAR before the start of classes to determine eligibility for appropriate academic accommodations.

New students should identify themselves and request accommodations and support services. Students should furnish the StAR office with current

information about the nature and extent of their disability. The information will be kept confidential and will be used to plan for appropriate accommodations and services. All new students will be interviewed and will participate in the college assessment program. Testing can be adapted to meet individualized needs (materials in Braille, large print or audio tape).

In addition to accommodations and services, StAR offers students the use of a wide variety of specialized equipment (Kurzweil Reading System with optical character scanner, FM Transmission System, computers with large print speech output and video magnifiers). The StAR office works closely with the faculty and staff of other departments at JJC to ensure that the campus is physically, electronically and programmatically accessible to students with disabilities. Students are integrated into the mainstream of college life.

Students interested in requesting services should contact Student Accommodations and Resources at the earliest possible date to receive services. Students must:

- \* Contact StAR for an intake appointment.
- \* Provide documentation of their disability.
- \* Request accommodations in a timely manner.

**SIGN LANGUAGE INTERPRETERS, TAPED TEXT, AND ENLARGED TEXTBOOKS** - Availability of some services may be limited for students who request accommodations at the end of the registration process. Early planning for accommodations and equipment is strongly encouraged. Students requesting sign language interpreters, taped-text or enlarged textbooks need to alert StAR in a reasonable time to ensure availability.

**FURNITURE ACCOMMODATION** - If you need furniture to accommodate a wheelchair or a desk and chair in the classroom, contact StAR two weeks before the beginning of your class.

For more information on StAR, call (815) 280-2220 or visit [www.jjc.edu/star](http://www.jjc.edu/star).

## BOOKSTORE

The JJC Bookstore stocks books and supplies needed for all classes, as well as a variety of greeting cards, computer software, clothing, book bags, gift items, candy, and snacks. Textbooks may be purchased at the Main Campus Bookstore located in J-Building or online. Bookstore hours are posted; however, these hours may be expanded or shortened during rush times, holiday periods, or during the summer. Watch for campus announcements or check the bookstore's Web site regarding changes in hours. Textbooks also will be available for classes offered at North Campus on designated nights the first week of classes. Textbooks for classes offered at JJC satellite sites at Lincoln-Way, Lemont, Lockport, WILCO, Peotone, Morris, Coal City, and Dwight are available at the Main Campus Bookstore or may be ordered and shipped to your home.

It is usually better to avoid the rush and purchase books before your first class meeting. Use the printed student class schedule to identify the correct course and section number to select the correct books. Purchase books only when certain they are required for the class.

Main Campus book buyback is conducted during finals week of the fall and spring semesters and after each summer session. The JJC Bookstore does offer book buybacks every business day at the Main Campus.

For more information, contact the JJC Bookstore at (815) 280-6767 or [www.jjc.edu/bookstore](http://www.jjc.edu/bookstore).

## CAFETERIA

The Main Campus cafeteria is open Monday through Friday during spring and fall semesters; Monday through Thursday during the sum-

mer semester. Hours will be posted at the beginning of each semester. The food selection offers a wide variety of items: hot meals prepared by our culinary arts students, fresh made deli sandwiches, hot grilled items, desserts, snacks, and a variety of beverages. D-Concourse has a mini-food service area open Monday through Friday from 8 a.m. to 2 p.m. when classes are in session during the spring and fall semesters. Vending machines are also conveniently located on the lower levels of J-Building, D-Concourse, G-Concourse, and T-Building.

North Campus vending machines are located in the student lounge area. The selection includes beverages, snack food items, and sandwiches. Microwave ovens also are available for your convenience.

The City Center Campus vending machines are located in the student lounge on the first floor; snacks and beverages are available. The Renaissance Center dining rooms also are available for meetings, banquets, and wedding receptions.

## HOUSING - CENTENNIAL COMMONS

Located on campus at 1524 Centennial Drive and owned by the JJC Foundation, Centennial Commons combines premier housing and a student-centered community. For more information, call (815) 730-1020 or visit [www.jjc.edu/students/housing](http://www.jjc.edu/students/housing).

## CAMPUS POLICE

The Joliet Junior College Campus Police Department is staffed by officers who are fully sworn and commissioned by the state of Illinois. These officers have full power to make traffic stops and issue traffic tickets, as well as power of arrest for violations of Illinois Compiled Statutes. Campus safety officers and student workers assigned to the police department assist with security, as well as vehicle lockouts and safety escorts to vehicles upon request.

The Campus Police Department and Dispatch Center is located in room G-1013. For more information on police department services, refer to the police department information booklet, call (815) 280-2234, or visit [www.jjc.edu/admin/campuspolice](http://www.jjc.edu/admin/campuspolice).

## PARKING

The Main Campus can accommodate 3,200 vehicles in its eight parking facilities. Students may park in all lots except those designated otherwise. Parking also is available at City Center and North Campuses.

**DISABLED STUDENT PARKING** - Special parking is available for students and visitors with disabilities who have a handicapped parking permit. There are more than 90 designated parking spaces located at the front of the eight Main Campus parking lots and at City Center and North Campuses. Permanent handicap parking permits are available through the Illinois Secretary of State's office or your local law enforcement agency. If a student has a temporary disability and needs handicap parking at Joliet Junior College only, the student should request a temporary handicap permit request form from the JJC Police Department in room G-1013. This form should be filled out by your doctor and returned to the JJC Police Department. A temporary permit will be issued for up to 90 days for campus use only.

**EMERGENCY EVACUATION** - The college has implemented an emergency evacuation plan. Visitors to the college who may need assistance in exiting the buildings during an evacuation should contact Campus Police for instructions or assistance.

Students with disabilities who may need assistance in exiting the building during an evacuation need to bring a copy of their class schedule to the Student Accommodations and Resources (StAR) office at the beginning of each semester. Students who use wheelchairs or scooters or students who cannot use the stairs to exit the building during an evacu-

ation should discuss their need for evacuation assistance with the StAR office or Campus Police.

## CAREER SERVICES

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 Web site and through on-campus recruitment days and job fairs.

**STUDENT EMPLOYMENT** - On-campus student employment opportunities are listed on the Career Services Web site. To be eligible, students must be enrolled in a minimum of six 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 on the Career Services Web site.

Off-campus employment opportunities also are posted online. Students may search local area and Chicagoland job openings, as well as national opportunities through CCJobNet and NACElink.

Job fairs are held during the academic year to help students with part-time, seasonal, and full-time employment opportunities. For more information on job fairs, visit the Career Services Web site.

For more information on these services, contact the Office of Career Services at (815) 280-2756, by e-mail at [careers@jjc.edu](mailto:careers@jjc.edu), or visit [www.jjc.edu/careers](http://www.jjc.edu/careers).

## EARLY CHILDHOOD CENTER

Childcare services are provided on the Main Campus for children three to five years old. The center is a licensed facility by the state of Illinois. Enrollment packets are available at the Early Childhood Center or the Student Center. All enrollment information and forms are available on the Web site and are downloadable in both Word and PDF format. The center is open Monday through Friday from 6:30 a.m.-5 p.m. during the fall and spring semesters. Summer care is limited. To provide the greatest benefit to the children, we recommend children be registered for a minimum of two days per week and a minimum of two hours each day they attend. For more information, call (815) 280-2280, e-mail [bcavanau@jjc.edu](mailto:bcavanau@jjc.edu), or visit at [www.jjc.edu/ecc](http://www.jjc.edu/ecc).

## OFFICE OF ADMISSIONS

Students interested in learning more about JJC and its programs and opportunities will find the Admissions Office staff ready to answer questions and discuss any concerns students may have in a warm and friendly atmosphere. For more information or to submit an application, contact the Admissions Office at (815) 280-2493 or visit [www.jjc.edu/admission](http://www.jjc.edu/admission).

## REGISTRAR'S OFFICE

The Registrar's Office maintains student academic records and ensures students' rights are protected under the Family Education Rights and Privacy Act (FERPA). The Registrar's Office provides many services, including registration, course withdrawals, petition refund appeals, collecting and processing grades, transcript requests, graduation, and verification requests. For more information, visit [www.jjc.edu/es/re](http://www.jjc.edu/es/re)

[www.jjc.edu/es/registration](http://www.jjc.edu/es/registration), or the current JJC class schedule for special hours and changes.

## OFFICE OF MULTICULTURAL STUDENT AFFAIRS

The Office of Multicultural Student Affairs (OMSA) provides academic and personal support, as well as social and cultural resources, to enhance the educational experience of multicultural students at Joliet Junior College. By using a student-centered approach, OMSA offers leadership development opportunities, cultural enrichment programs, and resources to facilitate the academic and personal growth of multicultural students. OMSA's programs and services are designed to increase enrollment and ensure optimal academic success, retention, and graduation of multicultural students. OMSA supports diversity initiatives to enhance the college community in creating a diverse, culturally inclusive environment.

Services offered include advocacy and support for multicultural students; peer mentoring program; cultural enrichment activities; multicultural scholarships and resources; and leadership development programs and conferences. For more information, call the OMSA at (815) 280-6709 or visit [www.jjc.edu/dept/omsa](http://www.jjc.edu/dept/omsa).

## MULTICULTURAL TRANSFER CENTER

The Multicultural Transfer Center (MTC) works with students considering transferring to a four-year college or university while pursuing their degree at Joliet Junior College. The Multicultural Transfer Center offers transfer advising, admissions applications, college catalogs, articulation information, and a variety of programs to provide students with up-to-date transfer information. For more information, contact the MTC at (815) 280-2537 or visit at [www.jjc.edu/transfercenter](http://www.jjc.edu/transfercenter).

## ENLACE (LATINO SUPPORT SERVICES)

Engaging Latino Communities in Education (ENLACE) works with students to increase the postsecondary preparation and success of the Latino population. ENLACE is derived from the Spanish word *enlazar* meaning to link or to weave together. Students participate in several components, including academic mentoring, community service, and leadership development. For more information, call (815) 280-2829.

## FINANCIAL AID

**PHILOSOPHY** - The Financial Aid Office at Joliet Junior College is committed to helping students remove economic barriers, which may deprive them of an education. For this purpose, federal and state programs have been created to assist students. Students should contact their high school counselors, community agencies, or JJC's Financial Aid staff for information about additional scholarships, grants, and loans.

Joliet Junior College requires all students applying for loans, grants, scholarships and student employment to complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Funds are not always available to meet every need; thus, students are invited to meet with the Financial Aid staff for financial planning and to discuss other possible avenues of help.

**GENERAL INFORMATION** - For the purpose of meeting federal and state student aid guidelines, the following criteria will apply to aid recipients:

### A. Credit Hour Load:

1. 12 or more credit hours is considered full-time.
2. 9-11 credit hours is considered 3/4 time.
3. 6-8 credit hours is considered 1/2 time.
4. Less than 6 credit hours is considered less than 1/2 time.

Students do not qualify for most aid programs if enrolled in less than 6 credit hours.

- B. Class Status:
1. Students who have earned 1-31 credit hours are considered freshmen.
  2. Students who have earned 32 or more hours are considered sophomores.
- C. Academic Requirements:
1. Students receiving federal and state financial aid are continued or terminated from aid based upon academic requirements by these agencies. Financial aid policy may be different from institutional policy for this reason. Contact the Financial Aid Office for details.

**FINANCIAL AID PROGRAMS**-There are a number of federal programs that can be determined by applying for aid by using the FAFSA (Free Application for Federal Student Aid).

**Grants:** Pell Grant eligibility is based on the Expected Family Contribution (EFC) as indicated on the results of the aid application. The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded based on student need and availability. The Academic Competitiveness Grant (ACG) is awarded to those students who have had the required high school preparation and need, as determined by the FAFSA.

**Work:** The Federal Work-Study (FWS) program on campus is available to students with aid eligibility. Students meeting the criteria for the America Reads/America Counts program may work off campus at elementary schools in the area. Students on academic probation are not eligible for work study.

**Loans:** Direct Subsidized and Direct Unsubsidized loans are available to students. The Federal Direct Plus loan may be used by parents to assist dependent students with the cost of their education.

The state of Illinois also has assistance programs for students attending college. The Monetary Award Program (MAP) and the Illinois Incentive for Access Program (IIAP) are available for needy students.

Veterans who meet the Illinois residency requirements before and after their military service may be eligible for the Illinois Veteran Grant (IVG). The Financial Aid Office assists in processing other veteran grant programs.

Any student in good academic standing and enrolled in six or more credits may apply for a student worker position on campus.

**STUDENT STATUS**-Students are classified as dependent or independent because federal student aid programs are based on the idea that students' parents have the primary responsibility of paying for their children's education.

You are an independent student if you are one of the following:

- a. at least 24 years old by December 31 prior to the beginning of the academic year for which you are applying
- b. married
- c. a graduate or professional student
- d. you have children who receive more than half their support from you
- e. you have dependents who live with you and who receive more than half their support from you
- f. an orphan or ward of the court
- g. a veteran of the U.S. Armed Forces
- h. currently serving on active duty other than basic training

**FINANCIAL AID-STANDARDS OF PROGRESS**-The Joliet Junior College Financial Aid Standards of Progress policy statements are designed to comply with Title IV Department of Education regulations. According to federal and state guidelines, students must maintain satisfactory academic progress in order to be eligible to receive and maintain financial assistance. Continuing students at JJC and students who are transferring from other schools must meet all criteria of the Financial Aid Standards of Progress policy each enrolled semester to be eligible for financial aid. This policy applies to all students applying for financial aid whether or not you received financial aid in the past. The minimum standards of progress are as follows:

1. At the end of each semester, a student must have satisfactorily completed 66.66 percent of cumulative attempted hours, including transfer credits. Attempted hours include classes that a student receives a grade of "F" (Failed), "W" (Withdrawal), "I" (Incomplete), and "TE" (Time Extended). If a student fails to meet the standards, he/she will be placed on probation. During the probationary semester, a student must attain the minimum standards or be terminated from receiving financial aid until suitable progress is made. *And...*
2. Students who have attempted credit hours that are in excess of 150 percent of their degree program's required hours are immediately terminated and ineligible for Title IV aid. For example: For a 64 credit hour associate's degree, 96 credit hours attempted are the maximum number of hours a student can take and maintain eligibility for financial aid. Students will be evaluated at the end of each semester to ensure progress toward a specified degree or eligible certificate. *And...*
3. A student must maintain an academic standing that is consistent with the graduation requirements for his/her program and must maintain a minimal grade point average as indicated below:

HOURS ATTEMPTED	MINIMUM CUMULATIVE GPA
0-12	1.75
13-32	1.85
33-48	1.95
49-64	2.00

**NOTE:** If a student is not in accordance with one or more of the above requirements at the end of each semester, he/she will be placed on financial aid probation or termination. If placed on financial aid probation, a student will receive aid for one semester and will be sent written notice of his/her probationary status.

While on probation, if a student fails to comply with the standards for a second consecutive semester, the student will be terminated from financial aid. When terminated, a written notice of ineligibility will be mailed to the student along with a copy of the appeal procedures. If terminated, a student may appeal for reinstatement of his/her financial aid. (See procedures below.)

**DEVELOPMENTAL COURSES ("0" LEVEL)** are counted toward the total number of hours permitted under financial aid.

#### REINSTATEMENT PROCEDURES:

1. A student must increase his/her GPA in accordance with the standards and must satisfactorily complete 66.66 percent of all credit hours attempted, including those semesters in which the student did not apply for and/or receive financial aid.
2. Students may appeal their termination status to the Standards of

Progress Appeal Committee in writing by the deadline noted in his/her letter. The mitigating circumstances (i.e., personal, medical, death in the family, etc.) and documentation of these circumstances must be submitted with an appeal letter. The decision of the Standards of Progress Appeal Committee will be final.

## VETERANS

The JJC Veterans Affairs Program was established in 1972. Its main objectives are to reach veterans and make them aware of the educational benefits available at Joliet Junior College through the Illinois Veterans Grant, Illinois National Guard, MIA and POW Scholarship, and the G.I. Bill.

Veterans are encouraged to avail themselves of these programs and urge their friends to take advantage of the opportunities at the college and of the help they can receive through the Veterans Affairs Office.

## VETERANS SATISFACTORY ACADEMIC PROGRESS

The term "veterans" refers to students eligible for and receiving VA Education Benefits and/or state of Illinois tuition assistance programs.

For VA Education Benefits, an evaluation is made at the end of each semester to determine a student's progress toward a specified degree or eligible certificate. Veterans receiving state benefits do not need to be seeking a degree or certificate. A student is considered to be making satisfactory progress if his/her grade point average complies with the following:

CREDITS EARNED	MINIMUM CUMULATIVE GPA
0-12	1.75
13-32	1.85
33-48	1.95
49-64	2.00

NOTE: The first semester a veteran fails to meet any of these requirements, he/she is placed on probation and a written notice is mailed to him/her. A veteran on probation has one semester to comply with the minimum academic standards of progress. If the student meets this provision, probation will be lifted.

If a veteran fails to comply with the set standards at the end of the probationary semester, eligibility for all state and federal veteran's funds will be withdrawn, resulting in the veteran being placed on termination status. A written notice of termination, stating the reasons for withdrawal of eligibility, is mailed to each student affected. This notice includes a reminder of the on-campus support and counseling services available.

When a student is terminated, JJC is required to notify the VA and suspend benefit certification until minimum standards are reached. JJC is not allowed to bill ISAC for IVG or National Guard tuition assistance. Termination from use of benefits does not, however, mean termination from Joliet Junior College.

**Appeal Procedure:** Students may appeal their termination to the Standards of Progress Appeal Committee in writing. Forms are available in the Financial Aid Office for the appeal process. Supporting documentation must accompany the request.

**Reinstatement Procedure:** The veteran must increase his/her GPA in accordance with the standards listed above to be reinstated or have their appeal granted by the Standards of Progress Appeal Committee.

For more information on the various financial aid procedures, contact the Financial Aid Office at (815) 280-2528 or visit [www.jjc.edu/financialaid](http://www.jjc.edu/financialaid).

## COUNSELING AND ACADEMIC ADVISING SERVICES

The Joliet Junior College Counseling Department offers a myriad of services to students 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.

Counselors are located in the Counseling department at the Main Campus and at the North Campus in Romeoville. Academic advisers are located in various faculty offices throughout the Main Campus.

**EDUCATIONAL PLANNING** - Educational planning involves assistance in the identification of majors, transfer schools, course selection, and degree development toward students' educational goals. Educational planning is done by appointment and helps the students in course selection and semester-by-semester planning toward successful completion of program and degree requirements.

**CAREER EXPLORATION** - Assistance in exploring careers and related college majors is conducted by counselors in the Counseling department and in the Office of Career Services. Computerized interest assessments, personal and work values inventories, and occupational information are available to all students in their career decision-making pursuit. Individualized career counseling appointments allow the students to seek additional advice and planning.

**PERSONAL COUNSELING** - Personal problems, such as relationships with others, self-image, marital and family issues, situational stress, time management, and general coping strategies, can be discussed by appointment or walk-in with the qualified counselors in the Counseling department at Main and North campus sites. Referrals for continued counseling will be provided if the situation merits longer intervention or assistance.

**CRISIS COUNSELING** - Immediate response counseling services designed to provide assessment and appropriate intervention strategies for students in emotional or mental crisis also are available. Students may self-refer or be referred by a faculty/staff member.

**ACADEMIC ADVISING** - Academic advising is provided by specially trained faculty in majors of their area of expertise. Students are provided with the list of advisers and are encouraged to meet with an adviser for course selection and educational planning if they have selected a major. Academic advisers also are helpful in identifying labor market trends, occupational opportunities, and schools for continuing education in the majors of their expertise. Students also may receive this guidance from counselors in the Counseling department.

**ATHLETIC ADVISING** - Athletic advising is provided to all JJC athletes and incoming athletes. Services include degree planning, semester-by-semester course selection, exploration of transfer schools, reverse transfer assistance, and tracking of attendance and course progress. Other services include referral and monitoring of tutoring services and communication with transfer school coaches and staff. Workshops in time management, study skills, testing-taking strategies, stress management, and educational exploration and planning also are offered to all athletes. Services are provided by appointment or on a walk-in basis during designated times.

**GROUP ADVISING AND E-REGISTRATION** - New students (who have never attended college) are required to attend a group advising and e-registration session for course selection and registration into classes for their first semester. New students must complete the COMPASS placement test (math, reading, and writing) and the online virtual tour before selecting a group advising and e-registration session. Students will learn about important college processes, procedures, degree requirements, support services, student activities, and academic information. They will be assisted by counselors in the development of a class schedule, and registration for these classes will occur at the end of the session. Group registration usually begins in April for new summer and fall semester students and in November for new spring semester students.

*General Student Development Courses (GSD)*- The Counseling department offers college credit courses for college orientation, career exploration, and credit for life experience. Most GSD courses are transferable and count as electives for many A.A.S. degrees.

*GSD 100- Orientation to the College Experience* (2 hrs.)- This course is designed to facilitate the student's transition to college life. Topics include college policies and procedures, time management, learning styles, study skills, note taking, memory and concentration, test taking, stress management, and others. This course is highly recommended for all students and required for those students who test into the following courses on the Compass placement test: ENG 020/021, ENG 098/099 and MATH 090.

*GSD 110- Career and Lifestyle Planning* (3 hrs.)- This course will assist students in choosing a college major or in making a career choice. Students will explore values, interests, personality, skills, and learn about the labor market. They will research career information and implement decision-making and goal-setting strategies to develop a career plan.

*GSD 111 Job Seeking Skills* (1 hr.) -This course provides the student with the tools and resources necessary to conduct an effective job search. Some of the topics include: job-search techniques, labor market information, resume writing, interviewing techniques, and job-survival skills. This course will utilize electronic and computer technologies.

*GSD 103- Portfolio Development* (3 hrs.)- This course provides the adult student an opportunity to have prior learning experiences evaluated for college credit through the development of a portfolio. Life experiences can include work, volunteer services, conferences, workshop attendance, in-service training, and/or vocational interest pursuits. An individual consultation with the portfolio coordinator is recommended prior to course registration. This service is located in the Counseling department on the Main Campus.

For more information, contact the Counseling department at (815) 280-2673 or [www.jjc.edu/counseling](http://www.jjc.edu/counseling).

## 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, incentive programs, and other activities.

The Office of Holistic Wellness oversees the Student Assistance Program, which is designed to assist students with personal problems. Individual appointments, as well as group sessions on various topics, are available free of charge to students of the college. All students are welcome to use these resources. Some students may be referred to the program by administration, counselors, or other staff. Groups are led by counselors and professional staff. Topics include: anger management,

healthy relationships, stress management, marijuana, alcohol, stopped by cops, technology, and others.

The Office of Holistic Wellness also works with community agencies to provide volunteer opportunities to students and staff. For more information, contact the Office of Holistic Wellness at (815) 280-2202 or visit [www.jjc.edu/osa/holisticwellness](http://www.jjc.edu/osa/holisticwellness).

## I.D. CARD

JJC I.D. Card: Students can obtain a JJC I.D. card after registering and making payment from the following offices: Main Campus, D-1010; JJC Library, 3rd floor in J-Building; or run your own I.D. card from the student terminal-printer.

Joliet Junior College Services	Type of I.D. Required
Book purchase if on financial aid	Photo I.D. (Driver's license or state photo I.D.)
C.I.S. Labs	JJC I.D. card for each lab visit
College events/activities	JJC I.D. card
JJC Transcript pickup	Photo I.D. (Driver's license or state photo I.D.)
Library	JJC I.D. card
COMPASS, Telecourse, Constitution and Makeup Testing	(Driver's license or state photo I.D.)
Cyber Cafe	JJC I.D. card

JJC is in the process of implementing a new student photo I.D. card system with swipe card capabilities. Refer to upcoming class schedules for more details.

## INTERNATIONAL STUDIES/STUDY ABROAD

In the college's efforts to provide students with the necessary skills for the 21<sup>st</sup> century workplace, there are many courses that have been developed or modified to include international perspectives and cross-cultural awareness. These courses are identified in the catalog with an asterisk preceding the course title.

Study abroad opportunities are offered through the college's membership in the Illinois Consortium for International Studies and Programs (ICISP) and all credit is granted through the college. Currently, programs are offered during the fall and spring semesters in England and Austria and for the summer semester in Australia, China, Costa Rica, France, Germany, Japan, Mexico, and Spain. To be eligible, students must have completed at least 12 hours of college credit courses, including English 101 and must have a minimum GPA of 2.75. For those who qualify, some scholarship funding is available through the Joliet Junior College Foundation and through ICISP. Financial aid support might also apply.

For more information about study abroad opportunities, contact Dr. Berta Isabel Arias, international education coordinator, at [barias@jjc.edu](mailto:barias@jjc.edu).

## LIBRARY

The Joliet Junior College Library's collection contains over 90,000 books, e-books, CDs, DVDs, magazines, and journals. Students can access over 25,000 journal subscriptions through online databases on and off campus through the library's computer network. The library offers access to the collections of more than 800 Illinois college, university and public libraries.

Students can use the library's computer labs; printing, photocopy, and fax services; as well as its textbook collection, coordinated through Student Services, for in-library use.

The JJC Library is a member of the College Academic and Research Libraries of Illinois (CARLI) and the Prairie Area Library System (PALS) through which it shares its collection.

For more information, visit [www.jjc.edu/lrc](http://www.jjc.edu/lrc).

## ATHLETICS/STUDENT ACTIVITIES

**ATHLETICS** - Athletics are a vital part of the college and provide experiences that will enhance the development of men and women physically, mentally, socially, and emotionally. Participating in an athletic program as a player and a spectator is an important part of a student's educational experience. The player's conduct and play will represent the college, the team, the student body, and the community. Athletic experience provides opportunities for the student to be a better person and citizen by contributing to the knowledge, skill and emotional patterns that he/she is already establishing.

The JJC Wolves have gained national recognition for their successes, 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.

Athletic teams 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

**STUDENT ACTIVITIES** - Through the Office of Student Activities (OSA), more than 40 clubs offer numerous opportunities to become acquainted with other students, develop leadership skills, and work with those who share similar interests. These clubs range in interest from honorary to career-related to multicultural to special interest. Students may join an existing organization or form a new club.

In addition, OSA sponsors social (e.g., Welcome Week activities, concerts, entertainers), recreational (e.g., open gym, laser tag), and educational (e.g., Martin Luther King programs, study skills lectures, motivational speakers) programs. A monthly calendar of events and club meetings is available on the Web site, as well as around campus. For more information, call (815) 280-2308 or visit [www.jjc.edu/osa](http://www.jjc.edu/osa).

Below is a sample of the major student groups on campus:

**COLLEGE BOWL** - Considered the "Varsity Sport of the Mind," this academic team meets weekly to prepare for team competition in local and regional tournaments throughout the year

**COLLEGIATE CLUB COUNCIL (CCC)** - This group serves as the coordinating body for all clubs on the JJC campus. CCC is comprised of a representative from each recognized club and determines which new groups shall receive official club status. CCC monitors club status, standards, and makes budgetary recommendations. A complete list of clubs and descriptions can be found in the Student Handbook.

**JJC STUDENT GOVERNMENT** - This group's focus is on student issues and serves as the liaison between the administration and the student body in matters of concern from either group. Members of the group serve on several standing committees across the institution, such as Academic Standards, Technology Advisory Committee, AQIP, Alumni Association, Diversity, and Enrollment Management.

**SCHOLARSHIPS** - OSA is responsible for the application process for several scholarships, including the Student Leadership Scholarship, Student Government Book Scholarship, Student Commencement Speaker, and Student Achievement Recognition Award (SARA). Students who are involved in clubs or who participate in community service could be eligible for awards based on their participation and status as a student.

**STUDENT PUBLICATIONS** - Student publications at JJC include the Blazer (student newspaper) and the Wordeater (student literary magazine). Both represent student life, action, and opinion through print media. Financed by student service fees and advertising revenue, student publications are distributed to full- and part-time students at no additional cost. Students working on publications are given an outlet for developing their creativity and originality in a vast range of fields from writing to photography, in addition to the business operation of each publication. Information about both publications is available on the college's Web site. All students are invited to join in an experience that will be enjoyable and beneficial to all.

**STUDENT TRUSTEE** - Elected annually in the spring by the student body, this student serves on the college's Board of Trustees as its student member. The student trustee attends monthly board meetings and workshops and disseminates information to the Student Government as necessary as a member of that group. The Student Trustee vote is documented in Board materials, but it is not counted in matters of official business.

## STUDENT DENTAL INSURANCE

Any full- or part-time student who is registered and attending JJC is eligible to purchase college student dental insurance. The student's spouse and/or eligible dependents also are eligible if the student is covered. Premiums are paid directly to the insurance company. Pamphlets describing the plan are available in the brochure racks throughout the campuses, at the Service Center, in the Student Center, or in the Administrative Offices. JJC provides this information, but does not endorse any plan.

## STUDENT HEALTH INSURANCE

Any full- or part-time student who is registered and attending JJC is eligible to purchase college student health insurance. The student's spouse and/or eligible dependents also are eligible if the student is covered. Premiums are paid directly to the insurance company. Pamphlets describing the plan are available in the brochure racks throughout the campuses, at the Service Center, in the Student Center, or in the Administrative Offices. JJC provides this information, but does not endorse any plan.

## STUDENT INFORMATION KIOSK/ERESOURCES

Students may apply for job-training grant vouchers using touch-screen computer kiosks. These kiosks are located in J-Building near the Main Campus Service Center, Registration Office, D-Concourse, T-Building, and outside the North Campus main office.

Serving as the portal for all online resources available at Joliet Junior College, eResources provides students access to their academic records, such as student profiles, grades, unofficial transcripts, course schedules/payment of bills, good driver discount, verification of enrollment, and academic summaries. Students also will have access to online registration and financial aid information. For more information, access eResources at [www.jjc.edu/eresources](http://www.jjc.edu/eresources).

## OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students is responsible for the college's Student Code of Conduct. All students are expected to read and understand their rights and responsibilities outlined in the Student Code of Conduct. The code is designed to protect the integrity of the campus-learning environment. For more information, visit [www.jjc.edu/student](http://www.jjc.edu/student).

## STUDENT CODE OF CONDUCT

All students at Joliet Junior College are expected to demonstrate qualities of integrity, honesty, civility, and respect. These values are important to the learning environment and are expected to be exhibited

in the conduct of the entire college community, both in and out of the classroom setting. JJC recognizes the rights of its students guaranteed by the Constitutions of the United States and the state of Illinois, which include a student's rights within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the college.

In the interest of maintaining civility on campus and guaranteeing the broadest range of freedom, students must comply with the college's Student Code of Conduct, which reasonably limits some activities and prohibits certain behavior which could interfere with the classroom setting, the orderly operation of the college, and the pursuit of the college's goals and core values of Respect, Integrity, Collaboration, Humor and Well-Being, Innovation, and Quality. In addition to the code, students also must recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

Each student is responsible for reading and complying with the Student Code of Conduct, which is made available in the Student Handbook, on the JJC Web site, and as a separate publication through the Offices of the Vice President for Student Development and the Dean of Students, and Campus Police.

### STUDENT COMPLAINT PROCEDURE

JJC promotes an open educational environment, rich in values and designed to protect the integrity of teaching and learning. In that spirit, the college encourages all students to first direct their complaints and concerns to the faculty, staff, or administrator specifically involved.

The college believes many complaints can be resolved through an open, honest dialogue between the persons involved. In cases where that may not be possible, the JJC Student Complaint Procedure can assist in facilitating a resolution. Other than grade appeal or claim of sexual harassment, a complaint that challenges the decisions or actions of college personnel will be considered under this procedure. Information can be attained through the Office of the Dean of Students at [www.jjc.edu/students](http://www.jjc.edu/students).

#### OTHER PROCEDURES REGARDING CONCERNS:

1. Academic Concerns:  
Refer to Student Appeal of Academic Misconduct and Final Course Grade in the current student handbook and calendar.
2. Sexual Harassment:  
Refer to Board Policy 2.2.2, Sexual Harassment.
3. Student to Student:  
Refer to the Student Code of Conduct in the current student handbook. Complete procedure available through the Office of the Dean of Students.
4. Americans with Disabilities Act:  
Refer to Board Policy 8.4.3, Americans with Disabilities Act.
5. Affirmative Action:  
Refer to Board Policy 8.4, Equal Employment Opportunity. Students should make every attempt to pursue concerns in a timely manner (30 days).

### POLICY ON FREEDOM OF EXPRESSION AND CAMPUS DEMONSTRATIONS

Joliet Junior College is committed to providing educational and work climates that are conducive to the personal and professional development of each individual. In fulfilling its multiple educational missions as an institution of higher learning, Joliet Junior College encourages the free exchange of ideas. The college will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. Joliet Junior College maintains its right to regulate

reasonable time, place and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the college, including classes and college business, or invades the rights of others, will not be tolerated. Faculty, staff and students engaging in such activity may be subject to disciplinary action. Any participant in such activity, regardless of possible affiliation with the college, also may face criminal charges.

The free speech area will be designated on the JJC Web site. Hours of use for the free speech area are the normal hours of operation at the Main Campus. A free speech bulletin board is located in the entrance to C-Building on the Main Campus.

Free speech bulletin boards are located at the entrances of C- and J-Buildings on the Main Campus.

### INFORMATION ON ALCOHOL AND DRUG ABUSE

The use of alcoholic beverages and illegal chemical substances is a concern on college campuses. All students need to know about the 1) health risks; 2) available resources; 3) current policies at Joliet Junior College contained in the Student Code of Conduct; and 4) legal ramifications regarding the use of drugs and alcohol.

#### HEALTH RISKS

1. Altered mood, behavior, breathing, and heart rate.
2. Distorted senses of sight, hearing, touch, body images, and time.
3. Staggering, stumbling, slurred speech, drowsiness, or sleeplessness.
4. Addiction.

Beyond the physical effects of drugs and alcohol, there is also the risk that abuse may lead to impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unwanted pregnancies, and sexually transmitted diseases.

**AVAILABLE RESOURCES**-Treatment, rehabilitation or reentry programs can be obtained at:

Provena St. Joseph Medical Center, 333 N. Madison St., Joliet, IL 60435, (815) 725-7133; Silver Cross Hospital, 1200 Maple Road, Joliet, IL 60432, (815) 740-1100; Life Works/Chemical Dependency, 404 Boughton Road, Bolingbrook, IL 60440, (630) 759-5750 or 1611 W. Jefferson, Joliet, IL 60435, (815) 730-7521.

For more information, consult your physician, JJC Holistic Wellness or the Will County Health Department.

**POLICIES** - Board policies on student conduct that refer to drugs and alcohol state that the following conduct will be subject to disciplinary action.

1. The sale, possession, use or distribution of any narcotic, drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.
2. The possession and/or consumption of alcoholic beverages on campus or at any off-campus activity by those who do not meet minimum age established by state law.

Violators will be subject to disciplinary action that could lead to suspension or dismissal. Every effort will be made to assist the person to seek help for his/her problem.

**LEGAL RAMIFICATIONS** - State and federal penalties for possession or distribution of illicit drugs and alcohol vary a great deal depending on the amount, type and what offense it is. In accordance with the Drug-Free School and Communities Act of 1989 (20 U.S.C.S 5145, Public Law 101-226), Joliet Junior College has enacted a specific policy (III 3.14)\*.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT RULES**

### **I. Definitions**

- A. The term “student” is defined as any person who is taking one or more classes for any type of academic credit, except for continuing education units, regardless of the length of the student’s program of study.
- B. The term “employee” is defined as any full- or part-time employee of the college.
- C. The term “controlled substances” or “drugs” is defined in Schedules I-V of Section 202 of the Federal Controlled Substance Act (21 U.S.C. Section 812).
- D. The term “college property” shall include the college’s buildings and grounds and off-campus sites leased or controlled by the college.
- E. The term “college activities” shall include all on-campus functions and college-sponsored off-campus functions, such as officially sanctioned field trips, social activities attended by either students and employees, and professional meetings attended by employees only.
- F. The term “illicit alcohol” is defined as alcohol, which is possessed, used or distributed in violation of federal, state or local law.

### **II. Standards of Conduct**

No student or employee shall possess, use or distribute illicit drugs or alcohol on college property or as part of any college activity.

### **III. Statement of Sanctions**

- A. Students: Discipline for violating the standards of conduct set out in Section II above will be governed by the college’s student disciplinary policies and rules. Consistent with local, state and federal law, the college will impose sanctions on students who violate the standards of conduct, up to and including expulsion and referral for prosecution.
- B. Employees: Discipline for violating the standards of conduct set out in Section II will be governed by the college’s employee disciplinary policies and rules. Consistent with local, state and federal law, the college will impose sanctions on employees who violate the standards of conduct, up to and including termination and referral for prosecution.

### **IV. Possible Legal Sanctions**

Federal penalties and sanctions for the simple possession of a controlled substance may include a fine, imprisonment, and the forfeiture of real and personal property. Civil penalties for the possession of small amounts of certain controlled substances may include a civil fine of \$10,000 (pending adoption of final regulations). Drug traffickers and possessors may be denied federal benefits, such as student loans, grants, contracts, and professional and commercial licenses.

Legal penalties and sanctions under Illinois law for unlawful possession, use, or distribution of controlled substances specifically lists under drug-related offenses the unlawful possession of, manufacture or delivery, trafficking in, or calculated criminal conspiracy related to cannabis. The manufacture or delivery of controlled substances, controlled substances trafficking, possession of controlled substances and look-alike substances, manufacture or distribution are cause for fines and/or imprisonment. The possession of look-alike substances, criminal drug conspiracy, and the manufacture, delivery, or sales to a person under 18 on school property, as well as narcotics racketeering, steroids manufacture, distribution, dispensing, delivery and possession with intent to distribute, and possession of anabolic steroids also are punishable by imprisonment and a fine.

Penalties and legal sanctions under Illinois law for unlawful possession, use, or distribution of alcohol include: the sale to and possession of alcohol by persons under 21; purchase or acceptance of liquor by persons

under 21; consumption of alcoholic liquor by any person under 21; driving while under the influence of alcohol; and the transportation or possession of alcoholic liquor in a motor vehicle are all cause for penalties, which may include incarceration in the county jail and a fine.

\*For detailed information, including the complete Board Policy, see the current Student Handbook and Calendar available from the Office of Student Services and Activities.

## **CHRONIC COMMUNICABLE DISEASES**

Students with chronic communicable diseases may attend college through reasonable accommodation whenever the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student’s exclusion from college. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with Section II of the Board Policy (Board Policy III 3.17)

## **SMOKING REGULATIONS**

The use of tobacco products, both smoking and smokeless, is prohibited in all buildings owned by the college, within all spaces leased by the college, in all college-owned vehicles, and all other areas designated by the college president. Alternative smoking-permitted areas will be identified by the president. (Board Policy IX 9.9)

## **STUDENT RIGHT TO KNOW CAMPUS CRIME LEGISLATION**

Federal legislation requires the dissemination of information concerning the student right to know and campus crimes. Annual crime statistics are available in the JJCPD informational booklet, Student Handbook, and at [www.jjc.edu/campuspolice](http://www.jjc.edu/campuspolice).