



JOLIET JUNIOR COLLEGE
—1901—

StAR

Student Accommodations and Resources

ORIENTATION HANDBOOK

FALL 2009

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STUDENT ACCOMMODATIONS AND RESOURCES

MANAGER

The manager helps you to schedule your classes by providing you with academic advice and vocational counseling. Make an appointment with the StAR manager or advisor at least once each semester to discuss your accommodations and to select your classes for the next semester.

Make an appointment with the manager any time during the semester if:

1. You have concerns about your classes.
2. You are not receiving the accommodations you need due to difficulties with your notetaker, interpreter, or instructor.
3. You have personal concerns.
4. You have health concerns.

Your Responsibilities as a NEW StAR Student:

1. Request accommodations during your initial meeting with the department coordinator.
2. Attend an orientation to the StAR program.

Additional Responsibilities for all StAR Students:

1. At least six (6) weeks before the semester, arrange for accommodations such as:
 - E-Text and/or digital CDs of textbooks
 - Sign-language interpreters
2. Notify Student Accommodations and Resources if you are receiving an accommodation you no longer wish to use.
3. Talk to each of your instructors during the first week of school about the accommodations you need. It is best to schedule an appointment to meet with your instructor.
4. Show your instructor the official Instructor Notification Letter from StAR.
5. “Log in” when you use the Resource Room for studying, tutoring, testing, and computer use.

**Differences between High School and College:
DEPENDENCE vs. INDEPENDENCE**

Secondary School	Higher Education
School year is from August to June.	School year is year-round (August-December, January-May, and 3 summer sessions).
The main office exists as the center of activity for school.	Students are responsible for knowing where to locate information, assistance, study support.
Rigid schedule with constant supervision	Greater flexibility of scheduling
Classes meet daily.	Classes meet 1, 2, 3 or 4 times a week.
Attendance is taken.	Attendance policies are at discretion of each instructor.
Guidance counselors or other staff schedule support services for students.	Students connect with StAR staff and arrange all support services.
Someone is available to help plan study time (teachers, SPED, parents).	Students are responsible for setting and following through on all scheduling and study time.
Most of your classes are arranged for you.	You arrange your own schedule in consultation with your advisor. Schedules tend to look easier than they really are.
Classes are generally held in one building.	Classes are held at many different sites on several campuses.
Average class is 35-45 minutes.	Class times vary from 50 minutes to 4 hours.
Daily contact w/teachers and support staff	Classes meet less frequently; instructors expect and want you to meet with them during their scheduled office hours.
Study time is 1-2 hours per day.	Study time is 2 hours for each credit hour.
Class size is 4-30 students.	Class size is 20-300 students.
Homework is assigned and checked.	Some classes will never have "homework," but students are expected to follow the reading and writing assignments as outlined in the class syllabus.
Teachers frequently rearrange test dates to avoid conflict with school events.	Instructors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
Consistently good homework grades may raise your overall grade when test grades are low.	Grades on tests and major papers usually provide most of the course grade.
Parent permission is required (until 18 years).	Student is an adult with all decision making authority. Parent permission is not required.

Secondary School	Higher Education
Instruction: <ul style="list-style-type: none"> • Highly structured/supervised • Teach textbook • Check homework 	Instruction: <ul style="list-style-type: none"> • Self-directed • Supplement text • Non-stop lecture • Challenges you to think

How to make the transition to college

- Take control of your own education; think of yourself as a scholar.
- Get to know your instructors; they are your single greatest resource.
- Be assertive. Create your own support systems, and seek help when you realize you may need it.
- Take advantage of StAR, study in the StAR Resource Room, work with a tutor.
- Take control of your time. Plan ahead to satisfy academic obligations and make room for everything else.
- Stretch yourself; enroll in at least one course that really challenges you.
- Make thoughtful decisions; don't take a course just to satisfy a requirement, and don't drop any course too quickly.
- Think beyond the moment; set goals for the semester, the year, your college career.

Self Advocacy: Using Your Instructor Notification Letter

Students with disabilities who attend college need to understand their disabilities. They are expected to be able and willing to disclose their disabilities if they plan to use accommodations in a class.

The college expectation is that students advocate for themselves, and part of that advocacy is disclosing why an accommodation is needed.

The Instructor Notification Letter of Section 504/ADA Accommodations that you receive from StAR will help you to talk with your instructors.

Your letter states that you have provided StAR with documentation of a disability and that you are entitled to the accommodations listed in the letter. These are the steps you need to take during the first week of classes:

1. Make an appointment to talk with the instructors of the classes in which you want to use your accommodations.
2. Show the instructors your official letter and provide each with a copy of the letter. Do not let the instructor keep your official letter.
3. You will be issued an official letter at the beginning of the Fall semester. This letter will be valid for the following Spring and Summer semesters. You will not be issued another letter until the next Fall semester.
4. Show your letter to the instructor of each class in which you plan to use an accommodation. Do not ask the instructor for accommodations which are not listed in the letter.

A sample letter of an **Instructor Notification of a Section 504/ADA Accommodation** is on the following page. Your accommodations may be different from the ones listed on the sample.

SAMPLE

Student Accommodations and Resources Instructor Notification of a Section 504/ADA Accommodation

John Doe, 1234567

Has been identified as a student with a documented disability as defined by the Americans with Disabilities Act (ADA). The disability affects a major life area; therefore, it qualifies the student for accommodations in compliance with ADA and Section 504 of the Rehabilitation Act.

It is your responsibility as the student's classroom instructor to provide this student with the accommodations to which he/she is entitled under Section 504 and the ADA. This student is entitled to the accommodations listed below preceded by the phrase "Required Accommodations".

Items listed below that are preceded by the phrase "Learning Style" provides additional information that may help you in understanding the student's learning style or disability. Some of these accommodations have been arranged by the Student Accommodations and Resources Department prior to the semester.

Examples:

Required Accommodation.....Extended test time

Required Accommodation.....May need test read or questions rephrased

Required Accommodation.....Notetaker needed if you receive blue form

Comments: _____

In addition to the required classroom accommodations, this student may choose to utilize academic support services from Student Accommodations and Resources (StAR).

This notification is authenticated by the embossed seal. Please contact Student Accommodations and Resources at (815) 729-9020, ext. 2230 for additional information. Instructors may make copies of this document after determining the validity of the notification.

Manager
Student Accommodations and Resources

John Doe
1215 Houbolt Road
Joliet, IL 60431

STUDENT ACCOMMODATIONS AND RESOURCES TUTORING

StAR offers free tutoring to eligible students. Our tutors are professionals who have college degrees and teaching experience. Many of our tutors teach classes at the college.

Tutors will assist you with course content, time management, written assignments, and study skills. In addition, tutoring sessions can be used to work on improving your basic reading, writing, and math skills as well as learning to use adaptive software. StAR tutors also assist with testing accommodations. StAR tutors are:

Peggy Doom	Intake Specialist, LD Specialist, General Content Tutor
Kay Gerry	Visually Impaired and LD Specialist, General Content Tutor
Jean Gould	Math Specialist, CA 102 (Cost & Portion)
Karen Hatfield	LD Specialist, General Content Tutor
Noelle Kiss	Hearing Disability Specialist, Dev. English and Math Tutor
Lavonne Kopca	English/Psychology/Sociology Tutor
Jackie Myers	LD Specialist, Math, CIS, OFS
Gil Nicoll	Math Specialist, CIS, CA 102 (Cost & Portion)
Eileen O'Connor	LD Specialist and Reading Specialist, General Content Tutor
Jean Tyrell	Reading Specialist, General Content Tutor
Nancy Wilda	LD Specialist and Reading Specialist, General Content Tutor

Students are allowed six 30 minute sessions of content tutoring per week. Exceptions will be made on an individual basis.

What if I need more tutoring time?

You may request additional tutoring time from StAR. If you are using your six 30 minute sessions or three 60 minute sessions and need more assistance, please be sure to tell your tutor or the coordinator that you are requesting additional time. StAR will honor your request if:

1. There is time available on the tutors' schedules.
2. You have not missed your scheduled tutoring appointments during the semester.
3. You have demonstrated that you have been prepared and used your time productively in previous sessions.

How to arrange tutoring time

You may sign up for one-on-one appointments with a tutor by coming to J-2009, the StAR Resource Room, or by phoning and leaving a detailed voice mail message at (815) 729-9020, ext. 2613 or (815) 280-2613.

To make a tutoring appointment in person, go to the front desk in the StAR Resource Room (J2009).

- Make your appointment with the desk person.
- Write the day and time of your appointment in your weekly planner.
- Come prepared for your tutoring session by bringing:
 - Your textbook
 - Your class syllabus
 - Lecture notes
 - Details about assignments
 - All papers returned in class

Tutoring time is not the time to do your class assignments, but it is OK to ask your tutor to help you understand the problems you may be having with the assignment. If you are unable to attend the appointment you scheduled, you must call and cancel the appointment. Please, if at all possible, let us know by 8:00 AM on the day of your appointment that you will not be here. The StAR Resource Room has voice mail.

**To cancel, call: (815) 729-9020, ext. 2613
 or
 (815) 280-2613**

If you miss more than two scheduled tutoring appointments without notifying us, you may lose your tutoring privileges with Student Accommodations and Resources.

HOW TO MAKE TESTING ARRANGEMENTS

1. At least one week before your test, give your instructor a pink “Test Accommodation Form”. (See sample on following page.) The forms are available at the desk in Room J-2009.
2. Be sure you fill out your name, the instructor’s name, and your class number and section on the pink “Test Accommodation Form” before you give it to the instructor.
3. Also, at least one week before your test, come to J-2009 and have a tutor schedule your test date. You may do this by phone if you prefer.
4. If a tutor is needed to scribe or read a test, if a computer or Optelec Video Magnifier, etc. are needed, make sure you mention this at the time you make your testing appointment.

STUDENT ACCOMMODATIONS AND RESOURCES

“LOG IN”

1. Please log in using your Social Security number when you go into the Resource Room (J2009) to study, for tutoring, or to use the testing room.
2. The “log in” software will allow you to select the services you will be receiving (such as extended time testing, tutoring, study, use computer, etc.).
3. The StAR staff will show you how to make your selections.
4. Do not forget to “log out” when you leave the StAR area.

StAR RESOURCE ROOM

The Resource Room is located in J-2009

Fall Hours: 8:30 AM to 6:00 PM -- Monday, Tuesday, Wednesday,
8:30AM to 4:00 PM --Thursday and Friday

Phone: (815) 729-9020, ext. 2613 or (815) 280-2613

What is available in the Resource Room?

1. Appointment desk to schedule tutoring and testing time
2. Study area where tutorial support without an appointment will be available to:
 - a. Answer your "quick" questions about your assignments.
 - b. Help you organize your classwork.
 - c. Help you understand directions or assist you with a math problem.
 - d. Direct you to appropriate resources.
3. Computers with many kinds of software to:
 - a. Help you write papers (WordQ and/or Kurzweil).
 - b. Help review math.
 - c. Read papers or books to you (Kurzweil 3000, scan and read software)*.
 - d. Help you with research.
 - e. Assist you with popular CIOS course work.
4. Adaptive Equipment and Software:
 - a. Video magnifier to enlarge print, graphs, and charts
 - b. Speech input/voice activation software (Dragon Naturally Speaking)*
 - c. Magnify print (Zoom Text)*
 - d. Speech input/voice activation software for Math (Math Talk)
 - e. Windows Screen Reader software for the blind (JAWS)

*Training is available by StAR staff on the use of this software.

CHECKING OUT SPECIAL EQUIPMENT

Special equipment can help you get the most out of your classes. CD players and voice recorders can be checked out through the Student Accommodations and Resource secretary. If the coordinator determines that one of these devices is a credible accommodation for you, you must complete the Multimedia Rental Deposit Form and StAR will release a voice recorder or CD player. The deposit fee of \$25 (voice recorder) or \$50 (CD player) is required before either one can be issued to you. Please return rented equipment to the StAR secretary at the end of the current semester and the fee will be returned to you

PURCHASING PORTABLE USB STORAGE MEDIA “Flash Drives”

This small, sturdy device is an ideal way to store, share, and transport data from computer to computer. JJC’s computers are equipped with USB ports to plug in the flash drive. These devices are available for purchase in the JJC Bookstore. If you choose to purchase one elsewhere, buy a “name” brand. Others are sometimes difficult to use. Here are some popular brands: SanDisk, Kingston, Memorex, and Viking.

Additional things to consider when making a flash drive purchase are:

1. If the drive lists any software or security features as “built in”, these features can cause difficulties with our networked computers.
2. Avoid drives that advertise “U3” on them.
3. **KEEP YOUR RECEIPT** in case you need to return the drive for either a refund or for a replacement.

TIPS FOR COLLEGE SUCCESS

Keeping Track of How You Are Doing in Each Class

Always hand in your homework. Do not throw away work that has been returned to you. Keep it and any handouts from your instructor with your class notes.

Take notice of your test grades. If they are low, ask yourself, "Did I review my notes after each class? Did I begin preparing for tests well ahead of time? Did I pay attention in class?" Check periodically with your instructor about your progress in class. Listen carefully if your instructor tells you something you are doing or not doing. He/she wants you to get a passing grade almost as much as you do. Record your test grades, quiz grades, as well as grades received on homework, papers, and projects. Keep all the information on one page in your class notebook.

Class Attendance

Go to every class session. Sit where you can best see and hear the instructor.

You are paying for the opportunity to learn through your payment of tuition and fees. It is important for you to attend class to make your investment in you pay off. Each instructor has an attendance policy. The instructor will usually explain the attendance policy on the first day of class and also include the policy in the class syllabus. Most instructors will deduct a letter grade if you miss more than 3 classes.

If you are going to be absent from class, you should call your instructor and let him/her know of your absence and the reason. You should ask about missed quizzes or assignments. You need to find someone in your class to give you a copy of missed class notes. Some instructors will not allow you to make up missed quizzes or assignments. In order to call your instructor, you need to know the instructor's name, phone number, and e-mail address – if available. You should record this information for each of your classes.

Understand the Requirements of the Course

Know your instructor's name.

Read and follow the course syllabus.

It is helpful to ask the following questions:

1. Will homework be collected and graded? How much does your homework count towards your final grade?
2. How many tests will there be? What kind of tests are they---multiple choice, true/false, essays, or word problems?
3. Can you earn extra credit?
4. Is there a midterm?
5. Is the final cumulative (covering the whole course) or only over part of the material?
6. How do you contact the instructor? What is the instructor's e-mail address? voice mail number?
7. Where can you get help when you need it?
8. How does the instructor calculate your grade?

Take Good Notes During Class

Write down:

1. Anything your instructor strongly emphasizes. (If the instructor says, "Write this down," then do it.)
2. Information presented on overhead slides or PowerPoint or written on the board.
3. Terminology, definitions, dates, and steps in a process.
4. Homework assignments, test dates, and review sessions.
5. Highlight/underline/star anything your teacher strongly emphasizes or spends a lot of time discussing. (Your instructor is telling you that this would be a great test question.)

Ask the instructor to repeat anything you do not understand or did not hear clearly. Don't be shy! Teachers love it when you ask questions.

After each class, look over your class notes and correct the spelling errors. Also, fill in notes you may have missed by borrowing from another student or using your textbook.

Pace Yourself

1. Do not fall behind on your homework, papers, and/or projects.
2. Keep up with required reading assignments.
3. Review class notes frequently.

Schedule Regular Tutoring Appointments/Study Time

If you make tutoring a regular part of your weekly school schedule, you will have the time already planned as a part of your day and won't be scrambling around trying to make time for tutoring.

Even if you don't feel like you need help, sometimes it is a good idea to come in and review materials with the tutor.

Start coming for tutoring early in the semester (the first week!!). Don't wait until midterm or later to start coming for help.

Be Prepared for Tests

Watch for announcements from the instructor for test days. When you are approaching the end of a chapter, be ready for the test. Make sure to ask the instructor these questions about the test:

How many questions are there?

What are the types of questions?

How much is each question/section worth?

Are there any extra credit questions?

What chapters/sections are covered on the test?

Can I use an aid on the test (notes, calculator, textbook)?

It is much more effective to study for a test 30 minutes a day over several days than it is to cram 3 hours in one day, so prepare for your tests in advance.

Test Day

Get a good night's sleep.

Eat a light meal or snack before the test.

Bring any material you will need for the test (pens, pencils, notes, textbook and calculator).

Be aware of how much time you will have to take your test.

Briefly look over test questions (preview the test).

Answer easiest questions first.

Additional Study Tips for Math Classes

1. Make sure you understand the terminology, symbols, formulas and definitions by reading the textbook, using the glossary or dictionary, or asking your instructor.
2. Make sure you understand the math rules, order of operations, and steps involved with solving the problems in your assigned section(s).
3. If you have difficulty with a homework problem, refer back to the example problem(s) provided in the text or given by the instructor.
4. Do not stop doing homework problems just because you have difficulty with one problem.
5. If your time is really limited and you can't possibly do all the assigned homework, make sure you at least do a few questions/problems from each topic or section assigned.
6. Arrange time with a tutor and keep that appointment. Tutors provided by the college are FREE.

When taking a math test:

1. If you had to memorize formulas, write them down as soon as you receive the test.
2. Skim over the test questions. Work on those that are easiest first.
3. Show all of your work in neat organized steps. Many math instructors require you to show all the steps or give partial credit for the steps you did correctly.

JJC HOME PAGE

Information about Joliet Junior College can be found at the Joliet Junior College home page. By utilizing any of JJC's web services on or off campus, students agree to abide by the JJC IT Policy for Responsible Use listed at <http://www.jjc.edu/info/IT-policy>.

The web address for Joliet Junior College is:

<http://www.jjc.edu>

Information concerning Student Accommodations and Resources (StAR) can be found at the StAR home page.

To access the StAR home page:

1. Go to the JJC home page, <http://www.jjc.edu>.
2. Click on "Disability Services" under the "Services for Students" dropdown menu. This will bring you to the StAR Department home page where you can find information on various topics such as Rights and Responsibilities, Eligibility for StAR students, Documentation Policy, Arranging Accommodations, and much more.
3. Or simply go to <http://www.jjc.edu/info/star>.

JJC TECHNOLOGY HELPLINE

The College has a 24/7 support phone number for online learning and many other web-based student resources. Supported services include the ANGEL System, JJC Email accounts, and any of the applications located within eResources.

Problems? Questions? You may use any one of the following technology help services:

- Call the Student Tech Support Hotline available 24/7 at **1(886) 281-3638**.
- Visit the Web site: <http://www.jjc.edu/help>.

ACADEMIC SUPPORT SERVICES

Academic Computing Centers

Academic Computing provides students, faculty, and staff access to computer resources throughout Main and North Campuses. Many of these labs are exclusively reserved at scheduled times for college courses. Open labs are staffed to provide general assistance regarding operation and usage procedures. Please call (815) 280-2538 or (815) 280-2460 or visit <http://www.jjc.edu/info/academic-computing> for more information.

Academic Skills Center

The Academic Skills Center is a student support service that provides tutoring and testing to all JJC students. Tutoring services include free peer tutoring along with supplemental and small group instruction. The ASC is located in J-2013. Please call (815) 280-2261 or (815) 280-2284 or visit <http://www.jjc.edu/info/academic-skills> for more information.

Library (LRC – Learning Resource Center)

The library at Main Campus is located on the third floor of J-Building and contains books, records, magazines, films, audiotapes, CD-ROMS, electronics databases, videotapes, and microforms. Services include photocopiers, scanners, and interlibrary loans. Please consult the library website www.jjc.edu/lrc for more information or call the Circulation Desk at (815) 280-2665 or the Reference Desk at (815) 280-2344.

Kurzweil 3000 scan and read software is available on three computers in the Library (Lab J-3030, the CTI Lab, and on computer J3000-kurz) and can be an excellent alternative way to have sections of your textbooks or handouts from your instructor read to you. JAWS is also available in the CTI lab.

Project Achieve

Project Achieve is an integrated TRIO/Student Support Services program dedicated to enhancing the college experience. Eligible students can access counseling; free professional tutoring in English, math, and computer science; and multicultural events in a friendly, supportive atmosphere. Those who qualify for services are: students whose parents did not graduate from a four-year university or college, low-income students and disabled students. The Project Achieve office is located in H-1001 on Main Campus. Please call (815) 280-2456 or visit <http://www.jjc.edu/info/project-achieve> for more information.

The **Writing Center**, **Math Center**, and **Speaking Center** are open to students who would like extra help.

- The **Writing Center** provides free help to improve students' writing. There is one-on-one tutoring from degreed professionals by appointment only in C-2001. Please call (815) 280-2730 for more information.
- The **Math Center** provides free math tutoring from degreed, professional tutors, along with upper-level math peer tutors without appointments in C-2019. Please call (815) 280-2823 for more information.
- The **Speaking Center** provides free public speaking tutoring by degreed, professional tutors with no appointment necessary in K-2004. Please call (815) 280-2339 for more information.

COUNSELING AND ACADEMIC ADVISING SERVICES

JJC'S Counseling Department offers many services through a professional staff with expertise in personal, vocational, educational, career counseling, and crisis intervention. Services are by appointment and on a walk-in basis during designated times. Services are located in J-1037, Main Campus, and NC-03 on the North Campus. For more information, call (815) 280-2673 or visit <http://www.jjc.edu/info/counseling>.

NOTETAKING SERVICES / PROCESS

1. In order to get a notetaker for each class, you must pick up a blue notetaking request form in the Resource Room, J-2009.
2. You are expected to give the notetaking request form to the class instructor (make sure she/he has seen the Instructor Notification Letter). The instructor reads an announcement to the class informing the class (without mentioning the student's name) that Student Accommodations and Resources is looking for a qualified, responsible person to take notes for a student in that class.
3. When a student volunteers that student is sent to the StAR Resource room for further instructions.
4. Notetakers are not requested for developmental classes, many CIS classes, and those that are generally hands on; unless given permission by StAR coordinator.
5. Report to StAR Resource Room if after two weeks there is no notetaker. A second notice will be sent to instructor.
6. You are expected to go to class and take your own notes for class. Notes from a notetaker are a backup.
7. If you do not attend class on a regular basis, you will lose your notetaking services.
8. It is suggested that you exchange phone numbers and/or e-mail with your notetaker so that you can keep in touch regarding absences, questions, etc.
9. During class the notetaker will be using carbonless paper, therefore, you will receive your notes from your notetaker after each class: unless, you have made other arrangements.
10. **We cannot guarantee you will be assigned a notetaker.** Until a notetaker becomes available please:
 - a. Tape-record the class lectures and/or ask instructors for a copy of their class notes
 - b. Approach a reliable student in your class and ask if they will be your notetaker.
 - c. Tape recorders are available for check out for the semester in J-2025
11. Immediately contact the Star tutors in Room J-2009 or call ext. 2613 if:
 - a. You are not getting your notes regularly or
 - b. The quality of your notes is not satisfactory.