

## WELCOME AND MISSION STATEMENT

The Office of Student Activities (OSA) at Joliet Junior College would like to thank you for your involvement during this academic year. This handbook is intended as a guide to procedures for OSA and is designed to assist both advisors and student leaders to ensure the success of your group.

The mission of OSA is to facilitate a variety of extracurricular activities and services that are designed to extend the educational experiences of students at Joliet Junior College beyond the formal classroom setting. By fostering opportunities for involvement and expression through student groups, we provide a challenging environment that promotes our students' social and academic growth.

Your willingness to become involved allows the College to provide a rich variety of experiences for its students.

**\*PLEASE NOTE: All information is subject to change, please see OSA's webpage for updates at <http://www.jjc.edu/OSA/> \***

## THE OSA LEADERSHIP TEAM

Pam Dilday, Director of Student Activities & Campus Student Life  
D-1013, Ext. 2755, [pdilday@jjc.edu](mailto:pdilday@jjc.edu)  
(Programming, Campus Events & Student Government)

Amy Sims, Coordinator of Student Activities and Holistic Wellness  
D-1016, Ext. 2202, [asims@jjc.edu](mailto:asims@jjc.edu)  
(Club Events, CCC Advisor & Wellness Program)

Laurie Bierman, Secretary of Student Activities  
D-1010, Ext. 2308, [lbierman@jjc.edu](mailto:lbierman@jjc.edu)  
(Club Finances, Signage & Reservations of promo boards and OSA conference room)

Suzette Hinkle, Secretary of Student Activities and Holistic Wellness  
D-1010, Ext. 2434, [chinkle@jjc.edu](mailto:chinkle@jjc.edu)  
(Reservations and work requests for Club events, programs and meetings, WebPages)

## COMMUNICATION WITH OSA

- Information is sent to advisors and students via email and campus mail. Student officers and CCC Representatives must submit their email addresses. CCC minutes will be sent via email to students and advisors.
- Each club has a mailbox located outside of D-1010 in the Club Communications Center.
- Copies of forms can be picked up from the Office of Student Activities located in D-1010.
- We request that all club members access their JJC LIVE email account for club updates. Email passwords are available through a Kiosk or students can refer to the JJC webpage for email assistance.