



# JJC Culinary Arts Student Resource Guide

## Admissions

Admissions can answer questions, process documents, updates, and complete other processes for admitted students across several services. These include transcripts and test scores, address changes and residency questions, and cooperative agreements, among others. Chat service is also available from the admissions web page.

- [Admissions website](#)
- Phone: 815-280-2493
- Email: [admissions@jjc.edu](mailto:admissions@jjc.edu)
- [Admitted students page](#)
- [Residency page](#)

## Student Advising

Culinary Arts advisors are available through email and phone to answer your questions and to help plan for your classes. We offer virtual web-advising and phone appointments. To request culinary advising, please email [drandall@jjc.edu](mailto:drandall@jjc.edu). To better assist you, please include your student ID number and best contact phone number. The information you discuss with your advisor along with course recommendations will be located in your [Student Planning Module](#) located under the Self-Service Menu in your MyJJC portal.

- [Student Advising Center website](#)
- Phone: 815-242-2280
- Email: [academicadvising@jjc.edu](mailto:academicadvising@jjc.edu)

## Testing Services

Testing Services offers testing to JJC students and community members.

- [Testing Services website](#)
- Phone: 815-280-2261 (leave message to receive callback)
- Email: [TestingServices@jjc.edu](mailto:TestingServices@jjc.edu)

## Registration & Records

Students may continue to register online using the MyJJC Portal, which is available 24 hours a day, seven days a week.

[Step by Step Guide on self-registering.](#)

To schedule a telephonic or virtual appointment with a culinary advisor, please email [drandall@jjc.edu](mailto:drandall@jjc.edu). To better assist you, please include your student ID number and best contact phone number.

- [Registration website](#)
- Phone: 815-416-9223
- Records Office: [wwwrecords@jjc.edu](mailto:wwwrecords@jjc.edu)
- Registration Office: [wwwreg@jjc.edu](mailto:wwwreg@jjc.edu)
- Transcripts Office: [transcriptsinfo@jjc.edu](mailto:transcriptsinfo@jjc.edu)
- Transfer Credit Evaluation: [transfercredit@jjc.edu](mailto:transfercredit@jjc.edu)
- Graduation Office: [graduationoffice@jjc.edu](mailto:graduationoffice@jjc.edu)

## Student Accounts & Payments

Students can use their credit cards, e-checks, prepaid cards for payments. View your financial account, make payments, obtain you 1098-T tax form, and print account statements and receipts online.

- [Accounts and Payments](#)
- [Payment Information](#)
- Email: [account.payments@jjc.edu](mailto:account.payments@jjc.edu)
- Phone: 815-280-6688

## Financial Aid

Financial Aid services are available online, through the Self Service menu on the MyJJC portal, as well as through our chat service online. To submit documents online, please follow the prompts below.

- [Financial aid website](#)
- Phone: 815-828-4340
- Email: [finaid@jjc.edu](mailto:finaid@jjc.edu)

Steps to submit documents online:

1. Access your JJC student email through [my.jjc.edu](http://my.jjc.edu)
2. Attach the scanned or clearly photographed document(s) to the email
3. Select "Encrypt" from the email (...) menu
4. Send to [finaid@jjc.edu](mailto:finaid@jjc.edu)

## Scholarships

The JJC Scholarship application is open twice per year, in February and October. To apply for scholarships that are awarded in the Fall semester, the application process is open from February 1<sup>st</sup> through May 15<sup>th</sup>. To apply for scholarships that are awarded in the Spring semester, the application process is open from October 15<sup>th</sup> through November 30<sup>th</sup>.

- [Scholarship website](#)
- Email: [Posborne@jjc.edu](mailto:Posborne@jjc.edu)

## JJC Student ID

The JJC Student ID is an important part of your JJC experience.

- On-campus, it is the preferred form of ID at the Bookstore, Financial Aid, the Testing Center and it's your library card.
- Off-campus, you will need it to check out items from [JJC library](#) or to request an interlibrary loan. The [bookstore](#) will also confirm that you have received a JJC Student ID when using financial aid to purchase your books.

**\*\*If you are enrolled in a minimum of one class and you do not have a JJC Student ID yet you can request one using our [online application](#).\*\***

On the application, be sure to attach a picture of yourself against a [white background](#) (head and shoulders only!) and a picture of your government-issued ID (examples include driver's license, state ID, military card, passport, etc.) for verification purposes.

### DISCOUNTS

Your student ID is useful off campus as well, once the quarantine is lifted! Many businesses offer students discounts. Here's a [helpful list](#) of the ones we know of! *\*Please note, some of these may have changed due to COVID-19 19.*

### PREFERRED NAME

Joliet Junior College (JJC) works to ensure that all students have the opportunity to learn in a safe and supportive environment. JJC acknowledges that many students use first names other than their legal first name to identify themselves.

To request to have your preferred name used you will need to complete this form and arrange a meeting with the Office of Student Rights and Responsibilities.

[Preferred Name Change Request Form.pdf](#)

You can fill the form out online and save it to your desktop, then email it to [Jonathon Feit](#) and request an online meeting.

If you are using Chrome, choose the print option to save it as a PDF to your computer. If you are using Internet Explorer, you can use the save feature. In Safari, use the download icon.

After your preferred name has been approved, please contact the Photo ID office to have a corrected copy of your student ID printed at no cost and mailed to you.

\*This form will enable students to use a preferred name in the course of College business. This request allows students to identify the use of a preferred first name in addition to their legal name and will not facilitate the name change on any legal documents. Please note: The JJC Dean of Students will support the student's request whenever possible. It is also suggested that the student take a proactive role in this process and encourages communication with faculty members.

## Culinary Arts Uniforms and Cutlery

In order for you to experience the best we have to offer, we need you to be prepared for your lab classes in a timely fashion. The ordering of all cutlery and uniforms are all available online.

- [Information for ordering uniforms/cutlery](#)
- [Information for ordering uniforms/cutlery for Financial Aid Students](#)

## JJC COVID-19 Operations

[View](#) the latest details on academic, business, and general operations at Joliet Junior College amid the COVID-19 pandemic. Updates are routinely provided as details are finalized.

If you need to visit campus, please schedule an appointment by contacting the department at [drandall@jic.edu](mailto:drandall@jic.edu) so we can prepare your visit. Those visiting campus are asked to familiarize themselves with JJC's safety procedures by reviewing the section below or by [watching our safety procedures video](#).

## Online Learning (iCampus)

JJC's online classes take place on the platform iCampus, powered by Canvas. This state-of-the-art virtual classroom technology allows students to:

- View presentations given by professors
- Connect with their professor and fellow classmates
- Complete class assignments
- Take exams and quizzes
- See grades and feedback from their instructor as soon as it's available

Even though this software is used primarily for online classes, many on campus classes may require the use of iCampus. Please check with your professor if you have any questions.

### Need Help?

Please reach out to us via email at [iCampusSupport@jic.edu](mailto:iCampusSupport@jic.edu) or call us at (815) 280-2481.

If you need help using iCampus for your class, check out our [Step-by-Step](#) guide.

## Username and Password

### What is my username?

- Your JJC username allows you to access your JJC email, eResources, and iCampus/Canvas.
- Student usernames are created 24 to 72 business hours after [applying to JJC](#).
- Student usernames expire after 365 days of inactive registration.
- Go to [Find My JJC Username/ID](#) to lookup your username.

### What is my password?

Your account is created 24 to 72 business hours after applying to JJC. To begin using your account, you must set your password.

- **Students:** [Set up password](#)

If you've lost or forgotten your password, you must change your password.

- **Students:** [Reset password](#)

#### How does my account get locked?

- Accounts are locked after 3 unsuccessful login attempts.
- [Unlock your account](#) if this occurs

#### Support

Students can access support for email, user ID/password issues, and eResources assistance by calling **(866) 281-3638**.

## Bookstore

The JJC Bookstore has all the right course materials as requested by professors. We carry spirit-wear, backpacks, school supplies, HP Streambooks, school supplies and seasonal gifts.

- [Bookstore website](#)
- Main Campus hours M-Th 8 a.m. – 4:30 p.m.
- Phone: 815-280-6767
- Email: [bookstore@jjc.edu](mailto:bookstore@jjc.edu)

## Library

The JJC Library has multiple digital services available to assist you, including research guides and catalogs, collections materials, and librarian assistance, including online chat.

- [Library website](#)
- [Chat service](#) (summer hours M-Th 9 a.m. – 9 p.m.)
- Text service: [815-668-8885](tel:815-668-8885) (summer hours M-Th 9 a.m. – 9 p.m.)
- Email: [librarian@jjc.edu](mailto:librarian@jjc.edu)

## Career Services

Career Services is available to assist undecided students with major and career exploration. Advisors and Pathway coaches are also available for summer and fall academic planning and coaching. Resume review, interview prep, and job search assistance is available for students seeking internships and employment opportunities on and off campus. Information regarding participation in the Disney College Program is also available.

- [Career Services website](#)
- Phone: 779-379-1102
- Email: [careers@jjc.edu](mailto:careers@jjc.edu)
- [Job postings](#) (College Central Network)
- [Career Information Sessions](#)

## Tutoring and Learning Center

The TLC can assist you remotely with free online resources and tutoring sessions, including student videos for online learning success, placement test preparation and study guides, one-on-one online tutoring, and through our Smarthinking software. Please include your full name and class for which you wish to receive assistance when reaching out and await a reply with specific directions.

- [TLC website](#) (Chat available)
- Phone: 815-280-2730
- Email: [Tutoring@jjc.edu](mailto:Tutoring@jjc.edu)

## Disability Services

Disability Services is designated by the college to support students and community members with disabilities under Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Disability Services arranges accommodations for eligible students and community members, and assists college administration, faculty, and staff to provide required accommodations.

- [Disability Services website](#)
- Phone: 815-280-2613
- Email: [disabilityservices@jjc.edu](mailto:disabilityservices@jjc.edu)

## Veterans

For veterans in need of online support please use the following resources:

- [Veterans Resource Center website](#)
- Email: [veteransbenefits@jjc.edu](mailto:veteransbenefits@jjc.edu)

## Student Activities

The Office of Student Activities provides an integral part of the total learning process at JJC. We offer a wide variety of the social and recreational activities through clubs and coordinate a regular schedule of OSA sponsored cultural, educational, and wellness programming. Through various clubs, organizations, and activities, students have the opportunity to add another dimension to the college experience. We encourage students to participate in a wide range of the opportunities available. OSA is encouraging clubs to meet online through Microsoft Teams or Zoom or other online opportunities. Stay connected with your group and keep the momentum going!

- [OSA website](#)

## Multicultural Student Affairs/Asuntos Estudiantiles Multiculturales

Academic advising and academic coaching through OMSA is available via virtual web advising, phone and email. Advising in Spanish and resources for undocumented students is also be available.

El asesoramiento académico y el entrenamiento académico a través de OMSA están disponibles a través de asesoramiento web virtual, teléfono y correo electrónico. También estará disponible asesoramiento en español y recursos para estudiantes indocumentados. Servicios traducidos a continuación.

- [OMSA website](#)
- Phone: 815-280-6680
- Email: [mroman@jjc.edu](mailto:mroman@jjc.edu)
- Email: [lmcline@jjc.edu](mailto:lmcline@jjc.edu)
- Email: [vmascote@jjc.edu](mailto:vmascote@jjc.edu)

### Services Available Via Virtual Web-Advising:

- Summer and Fall Semester Planning/Advising
- Advocacy and Support for Underrepresented Students
- Advising for English Language Learners
- Resources for Undocumented Students
- Educational Goal Planning Assistance
- Scholarship Resource Information for Underrepresented Students
- Rise Act Assistance
- Academic Coaching
- Transfer Advising

### Services Available Via Phone Advising:

- Answers to quick questions about placement, course sequence or content
- Academic resource recommendations

### Servicios disponibles a través de asesoramiento web virtual:

- Planificación / asesoramiento de semestres de verano y otoño
- Defensa y apoyo para estudiantes subrepresentados
- Asesoramiento para estudiantes de inglés
- Recursos para estudiantes indocumentados
- Asistencia para la planificación de objetivos educativos
- Información de recursos de becas para estudiantes subrepresentados
- Asistencia de la Ley de Ascenso
- Coaching académico Asesoramiento de transferencia

### Servicios disponibles vía asesoramiento telefónico:

- Respuestas a preguntas sobre los exámenes de ubicación, secuencia del cursos etc.
- Recomendaciones de recursos académicos.

## International Student Services

International Student Services is accessible online for all functions. For guidance on travel restrictions, visit [www.travel.state.gov](http://www.travel.state.gov) or the website for your home country's consulate. Students may continue to contact the office for advising and other requests.

- Phone: 815-280-2262 or 779-379-1080
- Email (For current students) [intlstudent@jjc.edu](mailto:intlstudent@jjc.edu) or [mvale@jjc.edu](mailto:mvale@jjc.edu)
- Email (for prospective students): [intlstudent@jjc.edu](mailto:intlstudent@jjc.edu) or [amarotta@jjc.edu](mailto:amarotta@jjc.edu)

## Mental Health & Wellness

Various levels of access to student mental health and wellness resources are available through the MYJJC Portal and from community agencies.

- [Student Mental Health](#)
- [Wellness page](#)
- Phone: 815-280-2936
- Email: [mentalhealthservices@jjc.edu](mailto:mentalhealthservices@jjc.edu)
- [Mental Health Chat](#) (Password: JJC)
- Will County Crisis Line: Call 911, or 815-722-3344
- [Local Food Pantries](#)

## Athletics

Your Student-Athlete Retention Specialist is available to answer your questions and advise you, as well as help plan for your classes. We will continue with registration appointments. You may call or email your Student-Athlete Retention Specialist to schedule a remote appointment for the next couple of weeks.

- [Athletics website](#)

## IT Support

Students can access support for email, user ID/password issues, and eResources assistance by **calling (866) 281-3638**. IT Support is available 24/7.