

Student Resource Handbook



JOLIET JUNIOR COLLEGE

1901—

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GETTING STARTED AT JJC

Prospective students should follow these steps to apply for admission and register for classes. Full-time students enroll for 12 or more credit hours (typically four or more classes) for a semester. Part-time students enroll for 11 or fewer credit hours (typically one to three classes).

1. **Submit an application for admission and other required credentials**

- Complete an online [admissions application](#). New students will receive an acknowledgment email sent to their JJC email account with detailed information on the admission and registration processes.
 - For specific application types and instructions, go to the [Admissions page](#).
 1. New Student
 2. New Student with Earned College Credit
 3. Former Student
 4. Veteran/Military
 5. Undocumented/DACA Students
 6. Guest Student
 7. High School Student

2. **Follow post-admission steps located on the “Admitted Students” page**

- Once admitted, complete all steps found on the “[Admitted Students](#)” page.
- MyJJC is your one-stop-shop for access to important information like your class schedule, financial aid, deadlines, etc. **Your account is created 24-72 business hours after applying to JJC.**
 - Do you have a username & password for MyJJC? If not, look up your MyJJC [username](#) and create your MyJJC [password](#).
- Make sure JJC has your placement records.
 - If you have a high school [ACT](#) or [SAT](#) score, you may not need placement testing. If you took the ACT or SAT, you must [request the testing company to submit your scores to JJC](#).
 - Your PSAT or high school GPA may excuse you from placement testing. Check out our [Alternate Placement Measures](#) see if you qualify.
- Do we have your current official high school transcript or equivalency record (GED, HiSET, or TASC)? If not, please contact your high school and have transcripts sent to the [Admissions Office](#) (1215 Houbolt Rd, Joliet, IL, 60431 or admissions@jjc.edu). As a current high school student, a copy of your transcript will be accepted. One of these documents must be on file for appropriate math and science placement.
- Did you complete a transitional English or transitional Math course in high school with a grade of C or better for both semesters? These courses can be used to bypass placement testing. Completion of these transitional courses will be recorded on your high school transcript. Make sure your high school transcript is submitted to the Admissions Office. These transitional courses can place you into the appropriate JJC course based on the [Placement Measures](#) page on the JJC website.
- Did you earn credit from another college or university through Advanced Placement (AP) or College-Level Examination Program (CLEP) credit, Seal of Biliteracy, etc.? If so, review the [Credit for Prior Learning](#) page to learn more about the awarding process for each of these measures and how to submit your scores and/or transcripts.
- If you do not have any alternate placement measures, complete the JJC Placement exams.
 - Placement scores are mandatory for enrollment into English, math, and other courses.
 - Information regarding these exams can be found by visiting [Testing Services](#) or [Placement Testing](#).

- Complete the [New Student Presentation](#). This will require a MyJJC username and password. This presentation will guide you through JJC's academic programs, support services, campus life, and more.
- Complete a [Free Application for Federal Student Aid \(FAFSA\)](#) and apply for [JJC scholarships](#).
- Meet with an academic advisor.
 - You can set up a meeting once you have completed placement testing and the [New Student Presentation](#). You will receive further instructions regarding scheduling your advising session at the end of the [New Student Presentation](#).
- If you didn't register for your first semester of classes during your advising session, you can do so via [MyJJC](#).
- Once enrolled, you can view your current charges, schedule and more via the [MyJJC](#) portal. Paying out of pocket – be sure to pay by your tuition due date. Please see [Cost](#) and [Payment Options for more information](#).

Prospective Students

- How can I have general information such as a catalog sent to me?
 - View the online [JJC catalog](#).
- How do I arrange a campus visit or meet with staff?
 - Call the Admissions Office at (815) 280-2493 to arrange a campus tour or find out when we are coming to your school.
 - View the "[Meet Our Staff](#)" section on the Admissions page.
 - View the "[Schedule a Visit](#)" page to see upcoming events.
- How do I find out more about JJC?
 - View the "[About JJC](#)" page.
- How do I find out more about residency/living in the district and how to prove it?
 - View the "[Residency](#)" page.
- How can I find out if JJC has received my high school transcript?
 - Call the Admissions Office at (815) 280-2493 to have a staff member review your records.
- I am a dual credit student – do I need to reapply?
 - Yes. All new students need to reapply to JJC, even if you were previously enrolled as a dual credit student. After high school graduation, you will transition to a traditional JJC student and must complete a new application. Please note: your JJC login information will remain the same as those used during your dual credit enrollment.
- Is it too late to apply?
 - It's never too late to [apply](#)! Students can apply and register for classes until the day before the class begins (assuming there are still openings, and all necessary admission and new student steps have been completed).
 - Be sure to note application dates, which are found on the "[Application Information](#)" page on the Admissions site.
 - JJC also offers Flex Start classes for 8, 12, and 14 weeks.

FREQUENTLY ASKED QUESTIONS

Academic Honor Code

Can a student be disciplined if they cheat or plagiarize?

Joliet Junior College acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment where all students are expected to uphold the values of integrity, honor, and responsibility. Students are encouraged to recognize the importance of being accountable for their academic behavior and to contribute to a culture of honesty and ethical scholarship.

Classroom Behaviors Covered by Honor Code Acts of academic dishonesty include:

- Cheating--intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations, and the acquisition, without permission, of a test or other academic material belonging to Joliet Junior College, to any department, or to any staff.
- Plagiarism--the reproduction of ideas, words or statements of another person as one's own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.
- Unauthorized Collaboration--intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- Falsification and Fabrication--intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.
- Facilitation of Academic Dishonesty--permitting or attempting to help another to violate the academic honor

A current copy of the full Academic Honor Code is accessible on the JJC Website at [Academic Honor Code with AI](#)

Can a student be disciplined if they become disruptive or break the law?

- Yes, refer to the Code of Conduct. The complete procedure is available through the Office of Student Rights & Responsibilities, Main Campus, A-1100, or at www.jjc.edu/campus-life/office-student-rights-responsibilities.
- Expecting students to familiarize themselves with the Student Code of Conduct helps to maintain a respectful and safe learning environment. The code was designed to protect the integrity of the campus climate and uphold several values important to JJC. In general, students are expected to:
 - **Respect fellow students, staff, and faculty**
 - **Accept responsibility**
 - **Demonstrate fair-mindedness**
 - **Practice honesty**
 - **Be tolerant of differences**
 - **Demonstrate civility**
 - **Abide by the Academic Honor Code**

Complaints: Student Complaint Procedure

What is the procedure for filing a complaint?

- All students should first direct their complaints and concerns to the faculty, staff, or administrator specifically involved.

Faculty complaint structure: Faculty -> Department Chair -> Dean.

- After discussing concerns with the instructor, faculty, staff, or administrator and no resolution has resulted, go to the Student Rights & Responsibilities webpage and complete an academic or non-academic complaint form.
- Student complaint procedure and form can be found at <https://www.jjc.edu/campus-life/student-rights-responsibilities/student-complaint-procedure>
- Other procedures regarding complaints:
 - Academic Concerns:**
 - The department chair will handle academic concerns, and the academic dean responsible for the program will perform the final review.

Sexual Harassment:

- Refer to Board Policy 2.01.19, Prohibition of Sexual Discrimination and Sexual Harassment (Title IX Allegations). Students should be referred to the Office of Student Rights & Responsibilities for assistance, Main Campus, A-1100.

Student to Student:

- Refer to the Student Code of Conduct in the current student handbook or online at [Student Code of Conduct](#). The complete procedure is available through the Office of Student Rights & Responsibilities.

Americans with Disabilities Act:

- Refer to Board Policy 2.01.08, Americans with Disabilities Act.
- Students should make every attempt to pursue concerns in a timely manner (within 30 days).
- A Student Complaint Form can be accessed online, [Student Grievance Form-Disability Services](#)
- The Office of Student Rights & Responsibilities, Main Campus A-1100, can assist students with the complaint process.

Course Selection

Where do I go if I need advice on what courses to take?

- New, first-semester students refer to the New Student Presentation. If your program is listed, contact the department directly; otherwise, you will attend a New Student Advising session.
- Returning students and new students with 12+ earned hours
If your major or program has an identified Advisor, contact your Advisor. For any majors/programs not listed, if you are undecided on your major, or for any other general concerns, contact the Student Advising Center, Main Campus A-1155, or call (815) 280-2673.

Credit for Prior Learning (CPL)

Can I receive college credit for subjects that I already know?

- Credit for Prior Learning (CPL) is degree credit awarded for demonstrated relevant college-level education acquired through nontraditional schooling, work, or other life experience. The academic value of this nontraditional learning must be equivalent to the demonstrated learning outcomes defined in Joliet Junior College (JJC) courses.
- Each postsecondary institution reserves the right to evaluate CPL as they deem appropriate. To that end, not all CPL credits accepted by JJC may transfer to other colleges. Credit awarded is limited to active courses, and students will have to meet the credit hour residency number required for the degree and/or certificate to which the credits are applied. Fifteen credit hours towards a degree must be completed at JJC for degree-seeking students. Twenty-five percent of the required credits for a certificate must be completed at JJC for certificate-seeking students.
- Awarded CPL credit will be posted on the student transcript with a grade of "PR" which denotes proficiency credit. Credit may not be awarded more than once for the same CPL submission. Students may not use CPL credit to raise grades or remove failures in courses already taken. CPL credit shall not be included in the computation of the student's grade point average. However, CPL will be used in a student's financial aid for satisfactory academic progress. JJC reserves the right to modify CPL practices to ensure student success.
- Ways of obtaining credit for prior learning: Direct Evaluation of Credentials; Advanced Placement (AP); In-House Proficiency Exams; Military Service; CLEP Exams; DANTES/DSST Exams; Independent Study; Industry Training and Certification; United States Armed Forces Institute (USAFI) Credit; International Baccalaureate (IB) Program Exams; Seal of Biliteracy, and State Commendation toward Biliteracy.
 - For additional information along with current equivalency charts, please view the Credit for Prior Learning website or contact the University Partnerships and Degree Acceleration department.
 - <https://jjc.edu/student-resources/transfer-information/prior-learning>
 - Contact the University Partnerships and Degree Acceleration department at 815-280-7793, UniversityPartnerships@jjc.edu, for more information.

Deans

Who are the Academic Affairs & Student Development Deans?

Department	Dean	Building/Room	Ext.	Admin. Assistant	Ext.
Applied Arts, Workforce Education & Training	Dr. Ken Santiago	CCTR-3003	1418	Heather Marshall	6618
Arts & Sciences	Dr. Sara Gallagher	J-2002A	6684	Claudia Bohanek	2245
Career & Technical Education	Josh West	C-1048	2239	Camille Willoughby	2237
Nursing, Health & Public Services	Dr. Jorie Kulczak	U-2003B	2847	Susan Hinton	2240

Department	Dean	Building/Room	Ext.	Admin. Assistant	Ext.
Academic Intervention, Support, and Student Development Grants	Dr. Stephanie Braun	RMB-1008	2824	Mike Sarafin	7702
Dean of Students	Cyndi Vasquez-Barrios	A-1100	2309	Amy Martin	2761
Enrollment Management	Robert (Bob) Morris	A-1032	2884	Rose Johnson	2927
Center for Multicultural Access and Success	DeAndre Butler	A-1122	2303	Lynn Douglass-McGee	2456
Student Success	Dr. Angie Kaysen Luzbetak	A-1147	2885	Amanda Lindholm	2887

Department Chairs

Who are the Department Chairs?

Department	Chair	Ext.	Secretary	Ext.
Agriculture/Horticulture and Vet Sciences	Brad Angus	2272	<i>Jennifer Quinn (Ag/Hort)</i>	2320
Business	William O'Connor	2404	<i>Susan Bell</i>	2228
Culinary Arts	Michael McGreal	1239	<i>Angela Alwood</i>	1255
English, Philosophy & World Languages	Jason Fichtel	6657	<i>Tanisha Gathright</i>	6633
Fine Arts	Lori Schahrer	2339	<i>Carol Foote</i>	2223
Health Services	Alisha Brennon	2627	<i>Aimee Monaco</i>	2658
Library	Aimee Walker	2626	<i>Katie Bond</i>	2496
Mathematics	Heidi Lyne	2364	<i>Suzy Betcher</i>	2519
Natural Sciences & Physical Education	Cheryl Heeneman	6702	<i>Sue Roberts</i>	2420
Nursing	Gina Hulbert	2605	<i>Tina McComb</i>	2462
Public Services	Patricia Binfa	2449	<i>Courtney DeBoer</i>	2356
Social & Behavioral Sciences	Panagiota (Pattie) Katralis	2417	<i>Myra Mitchell</i>	6634
Technical	Joseph Limon	2294	<i>Melanie Brozman</i>	2612

Dual Credit

What is Dual Credit?

The Dual Credit program is a partnership between JJC and area high schools and career centers. High school students earn high school and college credits upon completing dual credit courses.

Dual credit courses are offered to high school students at a reduced rate of \$12 per credit hour, much more affordable than a college class offered at a traditional four-year university.

How to Become a Dual Credit Student

- Talk to your high school counselor to find out if dual credit is right for you. If you are ready for the rigor and demands of a college-level course, have your counselor enroll you in a high school course offered for dual credit at your campus.

- Fill out the Dual Credit application located at <http://www.jjc.edu/getting-started/admissions/dual-credit>.
- Check to see if your class has any prerequisites. Many courses require a specific ACT, SAT, high school GPA, or placement test score. If you do not have an ACT, SAT score, or other placement measure, please make sure you take the appropriate placement test through JJC's Testing Services Department. Information regarding JJC's placement tests can be found at <http://www.jjc.edu/placement>.
- Fill out a paper course registration form with your counselor or instructor.
- Study, work hard, and earn college credit before you graduate from high school.

Enrollment Verification

Where can I go if I need someone to verify, I am a student at JJC? My parents' insurance company needs verification that I am a college student.

You can visit the JJC website at www.jjc.edu and log in to the MyJJC portal. Then click on the student menu and print the "Enrollment Verification Letter." This will take you to the National Clearinghouse, where you can print your enrollment for the current semester or your entire enrollment history.

Financial Aid

How do I apply for Financial Aid?

Students must apply annually to receive financial aid. Financial aid can take many forms, including grants, scholarships, student employment, and loans. Follow these steps and guidelines:

Complete the JJC online admissions application at jjc.edu > [Getting Started](#) > [Admissions](#) in order to complete the financial aid process.

1. Complete a Free Application for Federal Student Aid (FAFSA) online at StudentAid.gov (this also applies for the Renewal FAFSA for students who have previously applied). JJC's school code is 0001699. Students need an FSA ID to apply for federal student aid. If you do not already have a FSA ID, you can create one at StudentAid.gov. Parents of a dependent student are required FAFSA contributors and will be required to create an FSA ID as well. Please save the FSA ID for future access to FAFSA information. A FAFSA Submission Summary will be sent to the student via email within two weeks.

OR-

The Retention of Illinois Students & Equity (RISE) ACT allows eligible undocumented students to apply for all forms of state financial aid. Undocumented students should complete the Alternative Application for Illinois Financial Aid at isac.org/alternativeapp instead of the FAFSA.

2. Apply for scholarships at jjc.edu > [Getting Started](#) > [Pay for College](#) > [Scholarships](#). Scholarship deadline dates are available on the JJC website.

The process **DOES NOT** stop here! Students will need to work directly with the Financial Aid Office to complete the process. Students must check their JJC student email account and Financial Aid Self-Service for a list of requested information to complete their financial aid file. Students applying for financial aid must have a complete file and have been awarded aid prior to the tuition due date posted on the JJC website. Every student is responsible for being aware of these dates. If a file is incomplete, the student will be responsible for adhering to the payment due date on the bill. The student's file will still be processed, and if eligible, funds will be reimbursed accordingly. If your financial aid award does not cover the balance of the tuition and fees, you must pay the difference in full or enroll in the college's online tuition payment plan.

NOTE: There will be a brief discussion on financial aid at the New Student Orientations.

If students need help completing the FAFSA, please contact the Financial Aid Office at 815-280-2528 or email at finaid@jjc.edu.

All New & Returning Loan Borrowers

1. If you've completed all the steps listed above and have received an award notification via your JJC student email account or on Financial Aid Self Service and wish to request additional funding for your educational expenses, visit the Financial Aid portal (my.jjc.edu) >

Student Services > Financial Aid) to print and complete the New or Returning Borrower Loan Packet (located in the Documents & Forms section).

2. **New Loan Borrowers must:**
 - a. Complete the Master Promissory Note (MPN) and Loan Entrance Counseling on [StudentAid.gov](https://studentaid.gov).
 - b. Submit a completed New Borrower Loan Packet (which includes New Student Loan Borrower Presentation & Assessment, Loan Budget Worksheet, and Student Loan Form) to the Financial Aid Office portal (my jjc.edu > Student Services > Financial Aid) using the secure document upload.
3. **Returning Loan Borrower must:**
 - a. Submit a completed Returning Borrower Loan Packet to the Financial Aid Office portal (my jjc.edu > Student Services > Financial Aid) using the secure document upload.
4. A loan will NOT be processed unless all the above steps have been completed. After the loan is processed, visit [StudentAid.gov](https://studentaid.gov) to complete the Annual Student Loan Acknowledgement. Otherwise, the loan will not be disbursed to JJC.

GED/Illinois High School Diploma

Where do I get information on Illinois High School Diploma/GED classes?

Students interested in a prep course should call (815) 280-1333 or visit www.jjc.edu/adult-education to enroll in an Illinois High School Diploma (GED) orientation or for more information. The Testing Services department at either Main Campus, City Center Campus, or Romeoville Campus are certified Pearson VUE testing locations and administer GED testing in English and Spanish.

Graduation Procedures

I am ready to graduate; what do I have to do?

- Students who are ready to graduate must do the following:
 - Complete the online application for graduation at <https://jjc.edu/graduation>.
 - Wait 6-8 weeks for a letter concerning your graduation status.
- A graduation application can also be generated using one of the computers at the following locations:
 - Main Campus in the Enrollment Center (A-1020), J- (1st & 4th floors), Bridge, E- and T- buildings
 - Romeoville Campus
 - City Center Campus, main floor front lobby
 - Morris Education Center, Resource Room
- Application Deadlines:

In order to be awarded a JJC degree or certificate, you must apply for graduation and adhere to the deadlines for the semester in which you wish to graduate. Please visit <https://jjc.edu/graduation> for application deadlines.
- The JJC graduation ceremony is held in May. Applicants graduating in August and December may choose to participate in the May ceremony if they desire to attend.
- Students should review graduation requirements to determine eligibility with their Success Coach/Advisor well before the application deadline to ensure the student can graduate.

Honor Roll

What are the requirements for the President's Roll of Excellence, Roll of Honor, and Roll of Merit?

Honor Roll: Following the end of each semester, the President's Roll of Excellence, the Roll of Honor, and the Roll of Merit will be published for full-time and part-time students. The honor roll can be found at <https://jjc.edu/graduation/honor-rolls>.

President's Roll of Excellence: Full-time and part-time students with a semester GPA of 3.75–4.0 will be listed in this roll. Students must have attempted and earned at least six semester hours at JJC to be

eligible for recognition in each semester. The President's Roll of Excellence aims to recognize students who attain the highest level of excellence in their academic studies.

Roll of Honor: Full-time and part-time students with a semester GPA of 3.50 – 3.74 will be listed on this roll. Students must have attempted and earned at least six semester hours at JJC to be eligible for recognition in each semester. This Honor Roll aims to recognize students who have achieved superior grades in their studies.

Roll of Merit: Full-time and part-time students with a semester GPA of 3.0 – 3.49 will be listed on this roll. Students must have attempted and earned at least six semester hours at JJC to be eligible for recognition in each semester. This Honor Roll aims to recognize students who have achieved above-average grades in their studies.

iCampus

iCampus is JJC's Distance Learning Department. Online and hybrid courses allow students to complete all or a significant portion of their course work off-campus in an online environment using educational technology over the Internet. Online courses include both asynchronous and synchronous offerings.

Technical Support:

- 24/7 Helpdesk: 224-208-2545
- In-person help during business hours: iCampus Center, J-4019, 815-280-2481
- Email: icampussupport@jjc.edu
- Student Step-by-Step Guides: <https://icampus.zendesk.com/hc/en-us/categories/200012657-for-Students-using-Canvas>
- Online form: https://icampus.zendesk.com/hc/en-us/requests/new?ticket_form_id=9037

ID / User Name / Password Help

What is my JJC ID / Username / Password?

- Your username/password is used for your JJC email, Self Service, and iCampus access.
- Each student receives a JJC account within 72 hours of acceptance of a current admissions application to the College or after signing up for a credit class.
- Visit [ID/Username Lookup \(jjc.edu\)](#) and click "find my JJC ID/ username / password" to receive this information. This procedure will also allow you to change your password and to "reset" or "unlock" login access.
- If you received only your JJC ID number due to performing the ID / username / password lookup, it indicates your JJC Self Service account has not been created or expired.

How can I access support for email and user ID/password issues?

- Call the hotline at 224-208-2545 for help with the reset process.
- If your account is locked, please go to the help desk in "J" building.

International Student Admissions

I'm an international student. Where can I go to get help with the admissions process?

The Admissions Office is the first point of contact for information on how to apply for admission. If a student has questions about studying on an F-1 student visa in the United States or immigration requirements, please contact the Office of International Student Services, A-1108, at intlstudent@jjc.edu. For a list of international student admission requirements, visit www.jjc.edu/international-students

After all admissions documents are submitted and complete, the International Student Services office will process a student's I-20 according to F-1 regulations.

International Student Services is in the Center for Multicultural Access and Success and supports international and foreign-born non-immigrant students applying to Joliet Junior College. Staff within International Student Services are authorized as Designated School Officials for the College and can assist with information related to visa and immigration regulations. International Student Services can also help District 525 residents who wish to sponsor relatives and friends to study in the United States.

I'm an international student. Who can help me with general questions about culture or campus?

International Student Services conducts activities for enrollment management, orientation, academic advising, and socialization for international students. The International Student Services office develops and coordinates holistic services to enhance international students' retention rates by facilitating academic support services and intervention strategies.

The Office is in the Center for Multicultural Access and Success, Main Campus, A-1108.

Locker Rental

Where can I rent a locker?

Locker rental costs \$5 per semester. Students must supply a lock for the locker and remove all contents by the end of final exam week. To request a locker, please complete the online form [Locker Rental Request](#). For more information, contact the Office of Student Rights & Responsibilities at 815-280-2761.

Lost and Found

Do you have a lost and found?

Main Campus: Found personal property is held for 90 days at the Campus Police station in the Main Campus, Room G-1028. Romeoville Campus: Lost and Found at Romeoville Campus is maintained in the Campus Police Office, RMA-1011.

Motorcycle Rider Safety Class

How do I sign up for the Motorcycle Rider Safety Class?

Call 1-800-252-3348. This course is held at Main Campus, but registration is with the University of Illinois.

Navigate

How can I use Navigate to make an appointment with advising or other JJC services?

Navigate is a student success management system that allows you to schedule advising and tutoring appointments easily, check your schedule, and connect with JJC resources. Everything you need as a JJC student is at your fingertips with the Navigate Student app.

To get started:

1. Download the Navigate Student app from your device's app store
2. Search Joliet Junior College in the dropdown menu and use your JJC login to sign in
OR
3. Access the desktop site at: <https://joliet.navigate.eab.com/api/v1/auth/login/>

Placement Tests

Do I need to take a placement test?

It depends. You may be able to bypass placement testing due to JJC's permanent and temporary [alternative placement measures](#) (effective Fall 2020 until further notice). In other words, you may not need placement testing if you have a high enough High School GPA or ACT/SAT/PSAT score.

- The placement tests for mathematics, English, foreign languages, and some humanities courses are designed to place a student in the proper course accurately.
- Students must have a picture ID and have applied to JJC to take the test virtually or in person at the Main Campus (room A-1138), Romeoville Campus (room RMA-1039), or City Center Campus (room JCTR-6002). Tests are untimed, but the average tester takes at least 2 hours to complete the entire test. Please visit www.jjc.edu/placement for the most up-to-date information on placement testing, alternative placement measures, retesting, and test preparation

Police Department - Emergency and Non-Emergency

What do I do if a student is in an emergency or crisis situation?

- If a situation arises that you feel presents an imminent danger to persons or property or to report a crime in progress, immediately contact the Police Department by calling **Ext. 2234 or 2911** from any college phone. From a cell phone, dial (815) 280-2911. Emergency telephones are located in the building hallways.
- For non-emergency situations such as suspicious activity, motorist assistance, student escorts, etc., contact Campus Police at **Ext. 2234** from any college phone or at **(815) 280-2234** from any non-college phone.
- Copies of the Faculty and Staff Emergency Response Handbook flipchart, containing emergency contact numbers and information on a dozen different emergency situations, are posted in all classrooms, offices, and many common areas. Faculty, staff, and students are encouraged to familiarize themselves with its content. Personal copies of this chart are available by contacting the Risk Management and Compliance Department at ext. 2384.
- In case of an injury or other medical emergency that is most likely to require an ambulance, please call 911 immediately. This call will activate the paramedics from the local fire department, and Campus Police will also be notified. First Aid can be administered for minor injuries. Our campuses have over 65 First Aid Kits and 20 Automatic External Defibrillators (AEDs). First Aid, CPR, and AED training is also available through the Risk Management and Compliance Department by calling ext. 2384.
- The Campus Police Department provides escort service and motorist assistance for lockouts and jump starts. Additionally, the Department handles Lost or Found items on campus. The Campus Police Department is located at G-1028 or can be reached on ext. 2234.

Privacy Act (FERPA - Family Educational Rights and Privacy Act)

Can you tell me my son/daughter/wife/husband's grades, schedule, test scores, etc.?

- A response could be:
"I am so sorry, but we are not permitted under federal law (Family Educational Rights and Privacy Act) to provide this information to anyone other than the student without the student's written permission. Please have the student complete the release form online through the student portal. At that point, we will release all information that the student has indicated to the approved third party." This release does not allow the individual to act on behalf of the student or make decisions for the student.
- As of January 8, 2009:
 - FERPA allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents, if the emergency involves their child. If the emergency is one of mental health, students can designate their mental health emergency contact under FERPA by completing the form available online. During an emergency, information can only be accessed by the Campus Community Care Team (f/k/a BIT team) or Student Wellness Advocates.
 - FERPA permits a postsecondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Programs of Study

What programs of study do you have?

- Joliet Junior College offers transfer associate degrees and nearly 200 career programs, including certificates and/or associate degrees in a variety of different majors.
- The college provides this information on the Joliet Junior College website at www.jjc.edu/catalog.
- If the student has questions about programs of study, refer the student to the Student Advising Center.

Prospective Students

How can I have general information such as a catalog or other information emailed?

You may contact the Admissions Office at (815) 280-2493 or email admissions@jjc.edu requesting information about Joliet Junior College. You can find the JJC catalog online at www.jjc.edu/catalog.

How do I complete an admissions application?

Go to www.jjc.edu and click on "Apply Now".

What are the steps to becoming a student at JJC?

Please go to the "Getting Started at JJC" section on page 1.

How do I arrange a campus visit?

Call one of the Admissions representatives (located in the Admissions Office) at (815) 280-2802, (815) 280-2562, (815) 280-2879, or (815) 280-2863 to arrange a campus tour. Or go to [Come Visit JJC](#) to request a tour.

Registering

How do I register for classes?

- **ALL NEW STUDENTS MUST COMPLETE AN APPLICATION FOR ADMISSION.**
- New **full-time** students should visit the new student page to apply first at <https://jjc.edu/getting-started/admissions/apply-now>.
- There are several ways to register for courses at JJC. Continuing or part-time students may register online using Self Service, by phone at (815) 280-2497, or in person through the Registration Office (Main Campus, A-1020); Romeoville Campus, RMA-1024; or Morris Education Center, reception area. Students intending to be full-time must attend a New Student Orientation (NSO). Information about NSO is available at <https://orientation.jjc.edu/>. You can find additional information about registering at <https://jjc.edu/getting-started/admitted-students>

Where do I find the courses available for registration for a selected term?

Go to Self Service (<https://selfservice.jjc.edu/student>), login to your account, click on "Course Catalog" and under "Advanced Search," choose "Term."

How do I check to see what classes I have successfully registered for?

Go to Self Service (<https://selfservice.jjc.edu/student>), login to your account, and choose "Express Student Class Schedule."

How do I see what classes I have taken so far?

Go to Self Service (<https://selfservice.jjc.edu/student>), login, go to the Students Menu, and under "View Academic Profile," choose "Unofficial Transcript."

How do I add, drop, or change courses?

Go to Self Service (<https://selfservice.jjc.edu/student>), login, go to the Students Menu, and choose "Register and Drop Classes." Please note: Once a section is past the refund day (check your schedule for the refund date), you cannot drop it via Self Service. You will not even see it listed under "Drop Sections." Please call (815) 280-2497 or go to the Registration Office at Main Campus, A-1020; Romeoville Campus, RMA-1024; or Morris Education Center, reception area, to drop your course section after the refund period.

What is eRegistration?

- Express registration (eRegistration) is online registration – the quickest and most efficient way to sign up for course sections. You must know the section's synonym OR the subject, course number, section number, and term. Note: do not fill in "Course Level" with other course information. Before you visit express registration, you should research this information and have a projected schedule set. Then you can plug in the data and submit it.
- If you need a step-by-step guide for registering online, visit [Register for Courses | Joliet Junior College \(jjc.edu\)](#).

How do I get my Username and Password for eRegistration?

Visit the ID/Username/Password help page at <https://jjc.edu/technology-resources/student-technology-resources>.

What is “Register for Sections”?

This is the place you will go to add and drop course sections. Within “Register for Sections” you can:

- **ADD course sections:** add the section you want to your “preferred list of sections,” like a shopping cart on many websites. From that preferred list, you can enroll in the section. NOTE: sections cannot be added via Self Service after the start date for that section has passed.
- **DROP sections:** use this process to drop (remove) a section or sections from your schedule. Note: JJC does not allow students to drop sections via the web if the refund date for that section has passed. Instead, students must call (815) 280-2497 or visit the Main Campus Registration Office, A-1020; Romeoville Campus Office, RMA-1024; or Morris Education Center, reception area.
- **Search and register for sections:** search for a course, then add it to your preferred list. Review your preferred list and then select classes to add and/or remove to submit as your final desired schedule.
- **Express Registration:** the quickest and most efficient way to sign up for course sections. You MUST know the section’s synonym OR the subject, course number, section number, and term. Before you visit express registration, you should research this information and have it ready and decided. Then you enter the data and submit it.
- **Register for previously selected sections:** use this if you have already placed sections on your preferred list and would now like to register for those sections.

Scholarships

How can I apply for a scholarship?

- JJC awards scholarships funded by the Joliet Junior College Foundation. These scholarships address the needs of students and are awarded for various reasons, including academic standing, leadership, specialized talents, ethnic origin, financial need, and many more. To apply, students should visit www.jjc.edu/scholarships. The scholarship application process is open twice a year.
 - The application process is open from February 1 through May 15 to apply for scholarships awarded in the **Fall Semester**.
 - The application process is open from October 15 through November 30 to apply for scholarships awarded in the **Spring Semester**.
- When applying for scholarships, students must meet all criteria for each scholarship to be considered for that scholarship. For more information, contact Kelly Baker at kbaker@jjc.edu

Student Employment

Can students work on campus?

On-campus student employment is a great way to gain experience, build skills, and earn income while attending JJC. To explore current openings, visit jjc.edu/student-jobs.

To be eligible, students must:

- Be enrolled in at least six credit hours during the fall or spring semester
- Maintain a minimum 2.0 cumulative GPA
(*This requirement is waived for new JJC students entering their first semester*)
- Work no more than 20 hours per week during the semester
(*During summer and holiday breaks—Winter and Spring—students may work up to 28 hours per week with supervisor approval*)

All open positions are posted for a minimum of five days. Because postings are updated regularly, students are encouraged to check the site daily for new opportunities.

For complete details on the application process and eligibility requirements, visit:

jjc.edu/student-resources/career-services/student-employment-internships.

Where can I get help finding a job?

Career Services provides personalized support to help students and alumni prepare for and navigate the job search process. Individual appointments and group workshops are available to assist with:

- Writing your resume and cover letter
- Preparing for job interviews

- Developing effective job and internship search strategies

Employment opportunities—locally, in the Chicagoland area, and nationally—are posted online through Handshake at <https://jjc.joinhandshake.com/login>.

Career Services also hosts job fairs throughout the academic year, connecting students with employers offering part-time, full-time, and internship opportunities.

For more information or to schedule an appointment, visit the Career Services Office in Room A-1175 (Main Campus), call **(815) 280-2756**, or email careers@jjc.edu.

Student ID Card

How do I obtain a Student ID Card?

- A Student ID Card is available for all credit students after completing semester registration. The ID is valid for two years but needs to be validated each semester a student is enrolled in classes.
- The first issue is free; replacement cost of lost, stolen, or broken IDs is \$10. You can obtain an ID or validation sticker online at [Photo ID Services - Online Application](#). Follow the online instructions, and we will mail the ID to your home address.
- The Student ID Card office is located at the JJC Main Campus in office A-1105 in the Student Resource Center and is available throughout the semester.
- Student ID services are also available at the Romeoville Campus in the Learning Resource Center (LRC), RMB-1080 and City Center Campus: Room 3033 (*by appointment only*). To schedule, contact Cathy Kramer at ckramer@jjc.edu for details. When coming to the office, students must present a class schedule and a picture ID (such as a driver's license, state ID, passport, military ID or permanent resident card) to receive a Student ID Card.
- Student ID Cards last for two calendar years and should be validated every semester that the student takes classes to show that they are a current student. To obtain a validation sticker, visit the main campus ID office, the Romeoville LRC or the City Center Campus: Room 3033 and show your current semester schedule.
- If you have a question concerning your ID, contact the Student ID Card office at **(815) 280-2709** or email photoidservices@jjc.edu.
- Uses for the Student ID are:
 - Library Card
 - Access to the Fitness Center
 - Access to student events
 - Accepted identification in the testing center
 - Preferred form of identification in the bookstore and other college offices

Success Coaches and Advisors

What is the role of a success coach and advisor?

Success coaches, Academic Advisors, and faculty advisors assist students in determining their program of study and providing support to stay on track through completion. Support is provided through education and advocacy. The success coach, academic advisor, and faculty advisor work together providing students the tools necessary to explore careers, academic programs, and resources. Students can also receive assistance with the learning advising technologies that support registration functions and the use of the student portal (MYJJC).

Transcripts

Where do I hand in my high school transcript?

Transcripts should be sent to the Admissions Office, Main Campus, A-1020.

How do I have credits from another college evaluated?

- Contact the Transfer Credit Evaluation Office, Main Campus, A-1020, at transfercredit@jjc.edu or **(815) 280-2720**.
- Students who are transferring from other colleges who want their credits evaluated for a certificate or degree from JJC must take the following steps:
 1. Make sure you have a JJC application for admission on file with the Admissions Office.
 2. Request your official transcripts from the College(s) you have previously attended be sent to Joliet Junior College:

Transfer Credit Evaluation Office
1215 Houbolt Road, Joliet, IL 60431-8938

or by PDF to transfercredit@jjc.edu. All transcripts must be received directly from the previous institution(s) or their third-party transcript provider. JJC does not accept opened, faxed, or forwarded transcripts/links as official.

3. Complete a transcript evaluation form at <https://my.jjc.edu/student-services/registrar/transfer-credit-evaluation/Pages/transcript-evaluation-form.aspx>.
4. The processing time for a Transfer Evaluation is approximately four to six weeks. If a student has a prerequisite waiver request (while waiting for his/her official evaluation to be completed), he/she should email transfercredit@jjc.edu for assistance.

How are foreign transcripts evaluated?

- Make sure you have a JJC application for admission on file with the Admissions Office and an active JJC username and password.
- Send your foreign transcripts to be evaluated by the National Association of Credentials Evaluation Services (NACES) approved evaluator of your choice. Current approved members can be found at www.naces.org. The evaluation **MUST** be a "Course by Course" evaluation translated into English.
- Once your evaluation is complete, please bring your results to JJC.
- Complete a [Transfer Credit Evaluation Request Form](#). Please list on the form the NACES evaluator who reviewed your foreign transcript under "Transfer Schools."
- View your unofficial transcript in your MyJJC portal in approximately four to six weeks for your evaluated transfer credit and the JJC equivalencies. Only courses applicable to the program listed on your evaluation form will be transferred.

Where do I go for my official Joliet Junior College transcript?

Listed below are the methods to request an official transcript from JJC. Credentials Solutions must process all orders except for immediate pick-up.

1. **Online:** <https://www.parchment.com/u/registration/32608/institution>. Cost \$15.00 with a credit card (plus tax to have a PDF transcript sent by third party PDF).
 - **The** student is responsible for ensuring grades are reported, and degrees/certificates are posted before ordering transcripts. If grades or degrees/certificates have **NOT** been posted when placing the order, the student is responsible for checking "hold for grades" or "hold for degree" on the request form.
 - Refunds/resends are not given because grades or degrees/certificates have not been posted to the academic record when placing the transcript order.
2. **In-Person:** Main Campus at 1215 Houbolt Road, Joliet, IL. Campus Center A-1020 (Enrollment Center); Romeoville Campus at 1125 W. Romeo Road (135th Street), Romeoville, IL.

Students will be required to do the following:

- Pay at the Student Accounts & Payments office. Take your paid receipt to the registration clerks for processing.
 - Cost for the transcript (subject to change):
 - \$15.00 – In-person immediate pick-up for students that attended after 1976.
 - All restrictive holds on a student's record must be cleared before transcript is released.
 - If a student wishes to have someone else pick up their transcript, he/she must follow the [Request for Third Party Pick-Up Instructions](#).
 - A photo ID is required to pick up your transcript.
3. **Requesting Records prior to 1976:** For classes that were taken prior to 1976, records are maintained on microfilm. The Records Office needs 72 hours to locate and process the appropriate microfilm for your transcript.

How do I know if my transcript has been sent or received?

To check the status of your transcript order or other information, go to <https://www.parchment.com/u/registration/32608/institution>

Tuition

Joliet Junior College Financial Responsibility Agreement

By registering for classes with Joliet Junior College, I acknowledge and agree that:

- I am financially responsible for all charges related to my Registration.
- I understand that if I decide not to attend the course(s) for which I am registering, it is my responsibility to drop the course(s) by the refund date of the course(s) (found on my student schedule) to avoid any financial liability to the College.
- I understand past-due student accounts will result in college registration and services being withheld according to college regulations. Delinquent debts may be turned over to a collection agency and/or any state/federal programs for collection efforts. I agree to pay all costs associated with collecting unpaid charges, including attorney fees and court costs. This Agreement shall be construed in accordance with Illinois law, without regard to choice of law principles, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Will County, Illinois, regardless of your domicile at the time of bringing such suit.

How much does tuition cost (credit classes)?

For current rate information, visit www.jjc.edu/info/tuition.

How much are tuition and fees for non-credit classes?

Tuition and fees are assigned differently for each course and are listed in the course descriptions of the class schedule. For current course offerings and information, visit [Community / Continuing Education](#)

How do I pay my tuition?

Tuition may be paid via any of the following methods:

- **Online:** My JJC, <https://selfservice.jjc.edu/Student/Finance/Payments>
(Online ACH (e-check) available at no charge. A 1.95% non-refundable convenience fee will be assessed for all tuition/fee credit card transactions. Debit card transactions will be processed as credit card transactions and, therefore, will be subject to the same 1.95% convenience fee.)
- **Mail:** Check made payable to Joliet Junior College.
- **In Person at Main Campus:** Student Accounts & Payments, A-1020, (815) 280-6688
- **In Person at Romeoville Campus:** Registration and Records, RMA 1024, (815) 280-2497

JJC also offers a payment plan.

- Please refer to <https://jjc.edu/getting-started/pay-college/payment-information>.

What do I do if I'm dropped from a class for non-payment?

- Here are some options before the start of classes:
 - Reregister: If seats are available, you can re-register (you must know your dropped schedule).
 - Keep Checking: If the classes you were dropped from are full and there are no seats available, you can keep checking the classes to see if any become available.
 - Wait for the next payment drop date: Seats may become available.
 - Register for alternate classes: You can register for alternative classes. If you need assistance determining which classes would be appropriate, please talk with an academic advisor or faculty advisor.
- Once classes start, signatures may be required to add classes.
- Even if a bill is not received, you are responsible for payment by your due date. E-bills are sent to your JJC email account. You are responsible for payment by your due date. You are responsible for withdrawing from the course(s) within the refund period (every course has its own refund/drop date – check your schedule); otherwise, you will be held financially responsible. Do not rely on the drop for non-payment process to remove the course(s) from your schedule.

Tutoring

Does JJC offer free tutoring?

Yes, JJC offers several free drop-in and appointment-based on-campus and virtual tutoring services for more than 300 JJC courses through the Tutoring & Learning Center. Call (815) 280-2823 or (815) 280-2370.

- Tutoring is also available to special populations within the Tutoring & Learning Center, such as TRIO and Disability Services. Tutoring is also available within the Nursing Skills Lab.
- Free online tutoring is available from Brainfuse via a link in each credit course in Canvas.
- Visit www.jjc.edu/tlc for the most up-to-date information.

Veterans Resource Center

Do you provide financial assistance for veterans?

Yes. The JJC Veterans Program's main objective is to reach veterans, reservists/guardsmen, and dependents and inform them of the educational benefits available through the Illinois Veterans Grant, Illinois National Guard Grant, MIA/POW Scholarship, and the GI Bill. The Veterans Resource Center provides information on each program and assists students with applying for and receiving their benefits. "Veterans" refers to students eligible for and receiving VA Education Benefits and/or state of Illinois tuition assistance programs. The Veterans Resource Center is located on the Main Campus, C-1039. For more information, call (815) 280-2966, email VeteransBenefits@jjc.edu or visit <https://jjc.edu/student-resources/veterans-resource-center>.

Withdrawal Deadlines

What is the deadline to withdraw from a class?

- Students may withdraw from a course by processing an Add/Drop form through Registration in A-1020 at Main Campus, Romeoville Campus in RMA 1024, or Morris or by email wwwreg@jjc.edu or by phone at (815) 280-2497 on or before the required deadlines. Instructor signatures are not needed to be withdrawn. Advisor approval is needed to withdraw students on academic probation.
- Financial aid eligibility may be affected – contact the Financial Aid Office for information.
- The drop dates are listed on your bill/schedule. (Students should consult their class schedule to determine the last date for withdrawal from each class.)
- Every course has its own drop date. A grade of 'W' will be recorded on the student transcript. Failure to withdraw properly may result in a failing grade of 'F' in the course.

Student Development Departments

Office hours listed are for the spring and fall semesters unless otherwise noted. ***Hours vary during the summer semester and when classes are not in session. All offices listed are on Main Campus unless otherwise noted.**

ADMISSIONS

A-1020, (815) 280-2493, www.jjc.edu/info/admissions

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.*

The Admissions office is the starting point and welcome center for prospective students. The department provides general information on the application, testing, and registration process. The Admissions Office also handles inquiries and provides publications to potential applicants. The staff is responsible for recruiting students to the college and representing the college at area high schools and events throughout the college district. The Admissions Office coordinates the Early Entry Program and special admissions processes.

ATHLETICS

EC-2007, (815) 280-2431, www.jjcwolves.com

Monday – Friday: 8:00 a.m. – 4:30 p.m.*

The Athletics department develops men and women physically, mentally, socially, and emotionally. The JJC Wolves have gained national recognition for their accomplishments, including national championships in men's basketball, baseball, men's cross country, women's cross country, women's golf, and wrestling, as well as individual titles in track & field, women's bowling, and women's wrestling. 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. Athletics at JJC are:

- **Fall:** Women's Volleyball, Men's and Women's Soccer, Men's and Women's Cross Country, Men's and Women's Golf
- **Winter:** Men's and Women's Basketball, Coed Competitive Cheerleading, Men's and Women's Wrestling, Men's and Women's Bowling
- **Spring:** Men's Baseball, Women's Softball, Men's and Women's Track & Field, and Men's and Women's Golf

CAREER SERVICES

A-1175 – Main Campus

Monday – Thursday: 8:00 a.m. – 4:30 p.m.

Friday: 8:00 a.m. – 4:30 a.m.

Virtual Appointments

Monday – Thursday 8:00 a.m. - 6:00 p.m.

Friday: 8:00 – 4:30

RMA-1035 – Romeoville

Monday – Thursday: 8:00 a.m. – 4:30 p.m.

Friday: Closed

Phone: (815) 280-2756,

Email: careers@jjc.edu

Career Services supports students in exploring career paths, setting professional goals, and preparing for employment. We provide free services to all JJC students—whether you need help choosing a major, building a resume, or preparing for job interviews.

Students can meet with us in person or virtually. We also collaborate with JJC faculty, staff, employers, alumni, and community partners to connect students with real-world opportunities and resources for career success.

Our services include:

- **Career assessments and one-on-one coaching** to help you identify your strengths and explore career options
- **Career fairs, workshops, and events** that connect you with employers, expose you to a range of industries, and highlight the skills needed to be career-ready
- **Experiential learning** opportunities, including the **Job Shadow Program**, where you can observe professionals in the workplace and gain insight into potential careers
- **Job search** support to help you find part-time jobs, on-campus student employment, internships, and full-time employment
- **Resume and cover letter writing** assistance to strengthen your application materials
- **Mock interviews** to help you build confidence and improve your interview skills

For more information, visit www.jjc.edu/careers

CENTER FOR MULTICULTURAL ACCESS & SUCCESS

A-1107 – A-1115, (815) 280-6709, www.jjc.edu/cmas

Monday – Friday: 8:00 a.m. to 4:30 p.m.*

The Center for Multicultural Access and Success (CMAS) empowers all students to thrive by fostering an inclusive and equitable environment that champions academic achievement, personal growth, and cultural connection. We are especially committed to supporting underrepresented and marginalized communities through intentional programs, holistic support, and meaningful partnerships. We envision a campus where every student regardless of background feels valued, supported, and equipped to succeed. Through advocacy, education, and inclusive excellence, CMAS will lead efforts to close equity gaps and cultivate a vibrant, diverse community that prepares students to lead and make meaningful impact in a global society.

Students can apply to The Center for Multicultural Access & Success here: <https://bitform.companiol.com/202935070253853>

- **International Student Services**

- International Student Services (ISS) is dedicated to international student recruitment, retention, and success. ISS fosters a welcoming community that promotes engagement, advocacy, collaboration, and diversity through holistic services and programming. Services provided include:
 - Academic advising for F-1 and M-1 visa holders
 - Immigration status and maintenance advising for F-1 and M-1 visa holders
 - Prospective F-1 and M-1 student advising
 - Cultural awareness programming open to all JJC students
 - Resources for refugee or asylee status students

- **Multicultural & Undocumented Resources**

- We are committed to being inclusive of all students. Our staff can assist with providing the resources you need to be successful in college. Benefits include;
 - Outreach to underserved communities
 - Advising and Mentoring
 - Undocumented and minority student support
 - Cultural enrichment activities and events
 - Leadership development opportunities

- **TRIO-Educational Talent Search**

- Eligible high school students in Joliet Township and in the Joliet Junior College district can participate in the Educational Talent Search (ETS) program. All participants receive mentorship as they plan their life after high school. Approximately 500 youth participate in this federally funded program each year. Benefits include:
 - Personalized advising and mentoring
 - College and Career Exposure
 - Academic support
 - And much more

- **TRIO- Student Support Services**

- Approximately 200 JJC-eligible students can benefit from our Student Support Services (SSS) federally funded program each year. Those who participate receive benefits such as:
 - Personal advising and mentoring
 - Financial Aid and Scholarship Assistance
 - College visits and transfer support
 - Academic and Non-Academic workshops

CENTER FOR STUDENT WELLNESS AND SUPPORT

J-0003, (815) 280-2936, [Student Mental Health & Wellness Program](#)

Monday – Friday: 8:00 a.m. – 4:30 p.m.

To schedule an appointment, visit [Student Wellness](#) or call (815) 280-2936

The Center for Student Wellness and Support (CSWS) at Joliet Junior College provides holistic, student-centered mental health services designed to promote well-being, academic success, and personal growth. Our team of licensed therapists offers enrolled credit-seeking JJC students confidential individual counseling sessions per semester. Sessions support students in addressing emotional and behavioral health concerns, learning coping skills, and navigating life challenges. Group counseling sessions on various themes are also offered throughout the year and are open to all enrolled JJC students. In addition to counseling, the care coordinator helps students connect with on- and off-campus resources for basic needs, including food, housing, transportation, and medical care.

If you are concerned about a student's well-being, you can submit a **CARE Report**. Faculty, staff, students, and community members may report concerns such as:

- Anxiety, panic, or depression
- Family challenges
- Significant interpersonal conflict
- Traumatic experiences
- Financial hardship
- Work/life balance stress
- Social integration challenges
- Unmet basic needs
- Grief or loss
- Illness or medical issues

CARE Reports are reviewed by the **Care Coordinator**, who determines the appropriate outreach and support. Due to privacy and confidentiality laws, CSWS staff cannot share details about outreach or student engagement.

If you have ongoing concerns after submitting a CARE Report, you may consult directly with the Care Coordinator.

Submit a Care Report at [Center for Student Wellness and Support Care Report](#)

TimelyCare: 24/7 Virtual Mental Health Support for Students and Faculty Consultation

TimelyCare is Joliet Junior College's free, 24/7 virtual mental health and wellness platform available to all enrolled credit-seeking students. Students can access care anytime, anywhere, including:

- On-demand mental health support
- Self-Care and Peer-Support
- On-demand medical
- Scheduled health-coaching

Students can learn more, register, and download the app at <https://timelycare.com/jjc>.

Faculty and staff can also access the dedicated TimelyCare Faculty & Staff 24/7 Guidance Line for real-time consultation regarding students in distress. The Guidance Line provides expert support on how to respond and connect students with help. Call 833-4-TIMELY (833-484-6359) any time, day or night.

DISABILITY SERVICES

A-1125, (815) 280-2613, <https://www.jjc.edu/disability-services>

Monday – Friday: 8:00 a.m. – 4:30 p.m.*

Disability Services provides the following:

- Accommodations are available for students with documented disabilities who are eligible under the Americans with Disability Act and Section 504 of the Rehabilitation Act. Accommodations are based on the student's documentation that indicates the disability during the intake meeting with a disability specialist.
- Accommodations may include the following:
 - Accessible Furniture
 - Alternative Media
 - Assistive Technology
 - Exam Accommodations
 - Lab Assistants
 - Note Taking Accommodations
 - Sign Language Interpreting/ Use of Auditory Amplification Systems
- Additional services include the following:
 - Coaching
 - Resource Room
 - Study Skills/ Organizational Skills
 - Transitional Support

FINANCIAL AID

A-1020, (815) 280-2528, [Financial Aid Office](#)

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.*

The Financial Aid Office at Joliet Junior College strives to provide financial resources to students who would otherwise be unable to pursue their educational and professional goals. We are deeply committed to providing our students with every opportunity to obtain funding to meet their educational needs. We provide our students with the highest quality service, the expertise of our professional and support staff, and through significant community outreach efforts. The Financial Aid Office commits to maintaining integrity and accuracy in delivering these services to support this purpose. For assistance, contact finaid@jjc.edu.

OFFICE OF STUDENT ACTIVITIES

D-1010, (815) 280-6720, [Student Activities](#)

Monday – Friday: 8:00 a.m. – 4:30 p.m.*

Romeoville location – See calendar for scheduled events

City Center location – See calendar for scheduled events

[Calendar of OSA events, club meetings, and Student Government meetings](#)

The Office of Student Activities staff supports student participation in campus life to enhance future opportunities for lifelong learning, and community engagement. Our mission is to provide students with opportunities to explore, practice, and develop their personal and professional skills through campus involvement.

The staff strives to create inclusive community spaces where all JJC students feel welcome, can enhance their abilities, and learn from one another. Students are encouraged to engage in campus events, join clubs, participate in student government, attend leadership programs, engage in community conversations, and take part in social and recreational events.

For additional information about our programs, services, or resources, please email studentactivities@stu.jjc.edu.

OFFICE OF STUDENT RIGHTS & RESPONSIBILITIES

A-1100, (815) 280-2761, www.jjc.edu/campus-life/office-student-rights-responsibilities

Monday – Friday: 8:00 a.m. – 4:30 p.m. *

The Office of Student Rights & Responsibilities is responsible for student rights, First Amendment issues, assisting students with the complaint process, absence verification, homelessness and food insecurity challenges, student emergency fund, locker rentals, and the college's Student Code of Conduct and Academic Honor Code. The Dean of Students also signs high school dance approval forms and transfer/employment applications requiring discipline/academic integrity records.

RECORDS

A-1020, (815) 280-2444, <https://jjc.edu/student-resources/records>

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.*

Romeoville location: RMA 1024

Email: wwwrecords@jjc.edu

The Records Office provides official transcripts, transfer transcript evaluations, grade changes, diplomas, and a student self-service website for enrollment letters, good driver discount letters, viewing loan documents, and deferment forms. For questions, contact Records via email: records@jjc.edu.

REGISTRATION

A-1020, (815) 280-2497, www.jjc.edu/info/registration

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.*

The Registration Office provides class availability information, verifies student demographics, processes student residency, registers students for classes, and processes adding, dropping, or auditing classes. For questions, contact Registration via email: wwwreg@jjc.edu.

STUDENT ADVISING CENTER

A-1154, (815) 280-2673, <https://jjc.edu/student-resources/student-advising-center>

Romeoville Campus, 815-886-3000

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.*

The Student Advising Center offers academic advising support and connections to other services to help students choose and complete their academic pathway. Services are provided through group and individual appointments and can be scheduled at Main, Romeoville, or remotely.

Our highly trained professionals assist students with academic planning, which includes:

- Orienting students to the college and helping them navigate the first semester registration process.
- Academic coaching to help students make educational choices.
- Plans that show students precisely the courses they need for their chosen academic pathway.
- Assistance with preparing to transfer to another college or university.
- Programs and activities to help adjust to college and address possible barriers to success.
- A support plan and consistent outreach to help students stay on track.
- Help to navigate the self-service resources in MyJJC.

STUDENT EMERGENCY FUNDS

The Office of Student Rights & Responsibilities process requests for student emergency funds. Student emergency funds are available through the JJC Foundation. Eligibility requirements vary depending on the source of funding. Assistance is available for food/housing insecurity, transportation issues, utilities, etc.

For more information and/or to request emergency funds, please visit [Student Emergency Fund/Financial Assistance Grant](#), scroll to the bottom and click on “Student Emergency Fund.”

STUDENT EMPLOYMENT

Student Employment at Joliet Junior College provides students with the opportunity to obtain real-life work experience. We recognize the importance of offering our students work experience through on-campus or off-campus employment, with the ability to perform work that may relate to a future career, earn an income, have flexibility in scheduling work hours, and eliminate the cost of commuting to and from work.

To be eligible, students must be enrolled in at least six credit hours, with a minimum 2.0 cumulative GPA. A student may work up to 20 hours a week during periods when classes are in session and up to 28 hours a week during other periods. Complete details on the application process and eligibility requirements are available at www.jjc.edu/student-employment

All open positions are posted for at least five days; students should check the site daily for new positions by visiting www.jjc.edu/student-jobs

TESTING SERVICES

A-1138, (815) 280-2261, www.jjc.edu/student-resources/testing-services

Main Campus:

Monday – Thursday: 8:00 a.m. – 8:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.*

Saturday: 8:00 a.m. – Noon*

Romeoville Campus:

Monday – Thursday: 8 a.m. – 6:30 p.m.

Friday and Saturday: CLOSED

City Center Campus:

Check website for most up to date hours.

Testing Services is a student support service that provides testing. Tests include Placement Testing (Accuplacer & ALEKS), CLEP Testing, iCampus Testing, Makeup Testing, Accommodated Testing, ASE Testing, TEAS Testing, CNA Testing, and Pearson VUE (GED & Non-GED) Testing. Anyone who wishes to review or prepare for the Math and English placement test, GED, or TEAS can visit the [Tutoring & Learning Center](#) for test preparation information.

TRANSCRIPTS AND GRADING

A-1020, (815) 280-2444, transcriptsinfo@jjc.edu

Romeoville Location: RMA 1024

Hours: Monday – Thursday: 8:00 a.m. – 6:00 p.m.; Friday 8:00 a.m. – 4:30 p.m.

The Transcript and Grading Office provides information on ordering transcripts. Instructors can now process their grade changes online through the JJC Portal. They can ask questions concerning their midterms, finals, and process instructor-initiated withdrawals. For questions, contact Transcripts via email: transcriptsinfo@jjc.edu.

TUTORING & LEARNING CENTER

C-2010, (815) 280-2823 or (815) 280-2730, <https://jjc.edu/student-resources/tutoring-learning-center>

Main Campus:

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 2:00 p.m.*

Romeoville Campus, RMB-1076:

Tuesday-Thursday 9:00-5:00

City Center Campus, JCTR 6004:

Check website for most up to date hours

The Tutoring & Learning Center provides the following:

- In-person and virtual tutoring for more than 300 courses
- Drop-in math and English assistance
- Presentation tutoring
- Reading and writing tutoring
- Study aids
- Workshops
- Test preparation

UNIVERSITY PARTNERSHIPS AND DEGREE ACCELERATION

Romeoville Campus Location

RMA 1036, 815-280-7793, UniversityPartnerships@jjc.edu, please visit University Partnerships at <https://jjc.edu/student-resources/transfer-information/university-partners>

Monday – Friday: 8:00 a.m. – 4:30 p.m.*

The University Partnerships office oversees the University Center and transfer initiatives. The Department works closely with colleges and universities to host college visits, host transfer fairs, and develop transfer agreements. The University Partnerships office also does outreach to students via email and social media.

University Partnerships and Degree Acceleration is the first point of contact for Credit for Prior Learning (CPL) options. University Partnerships handles student inquiries as well as the review and approval process for new CPL options. Updated CPL options and equivalency tables are housed on the website below.

The Department manages six (6) web pages:

- www.jjc.edu/transfer - houses general transfer information and various transfer resources
- [Transfer Events | Joliet Junior College \(jjc.edu\)](http://www.jjc.edu/transfer-events) - houses transfer events information and schedule of when various four-year institutions will be on JJC's campus
- www.jjc.edu/university-partners - houses information on partner colleges and universities and transfer guides
- www.jjc.edu/university-center - houses information on the University Center and University Center partners and programs
- www.jjc.edu/student-resources/transfer-information/prior-learning - houses information regarding Credit for Prior Learning options as well as sub-pages for individual options and course equivalency charts
- [Associates Degree Plus Scholarship | Joliet Junior College](http://www.jjc.edu/associates-degree-plus-scholarship) - houses information for the annual scholarship for students enrolled in a Transfer Plus pathway agreement

VETERANS RESOURCE CENTER

C-1039, (815)-280-2966, jjc.edu/veterans

Monday – Thursday: 8:00 a.m. – 4:00 p.m.

Friday: Virtual/Remote Services

The JJC Veterans Resource Center's is committed to supporting veterans, reservists, guardsmen, and their dependents. We assist with applying for and receiving educational benefits, including:

- The GI Bill
- Illinois Veterans Grant
- Illinois National Guard Grant
- MIA/POW Scholarship

At JJC, the term “veterans” includes students who are eligible for and receiving VA Education Benefits or tuition assistance through the State of Illinois.

The Veterans Resource Center is located on the Main Campus in Room C-1039.

Phone: (815) 280-2966

Email: VeteransBenefits@jjc.edu

Visit: [Veterans Resource Center | Joliet Junior College](#)

Other JJC Services

AUTO SHOP

C-1001, (815) 280-2229

JJC students, faculty, and staff can bring their vehicles to be serviced at the auto shop for a low cost in the fall and spring semesters. Due to the shop's ASE certifications and the need to stay updated on current technology, we are asking for newer model vehicles. The cost includes parts and a \$5 supply fee (no labor charges). To schedule an appointment, call (815) 280-2229.

BOOKSTORE

A-1012, (815) 280-6767, bookstore.jjc.edu

Email: bookstore@jjc.edu or bookstorevoucher@jjc.edu (for job grant submissions)

Joliet Junior College Bookstores are the only stores owned and operated by JJC. Any excess earnings are reinvested into student and instructional needs. The Main Campus bookstore stocks textbooks for all courses, supplies, clothing, backpacks, JJC logo items, and various gifts. The JJC Bookstores accept Financial Aid (including job grants/vouchers), major credit cards, checks, and cash. For textbook purchases and rentals, ensure you have your ID number and class schedule to guarantee you get the correct book for your sections. Textbooks can also be rented and/or bought online at our e-commerce shop at bookstore.jjc.edu. Our online shop also offers year-round free shipping and in-store pick-up. The JJC Bookstores also conduct daily book buybacks for the convenience of our students looking to sell their textbooks. Students can check buyback pricing and other third-party online buyback options at bookstore.jjc.edu/buyback/lookup.

Please visit jjc.verbacompare.com to use our free price comparison tool. Students looking for instant access and paying with major credit cards can shop at our e-book partner at jjc.redshelf.com.

Digital Access Program: Select courses that include discounted digital course materials that are paid for with course fees. This program allows students to access materials from the first day of class through iCampus. Experience the savings and convenience of registering for Digital Access Courses. For more information, visit our Digital Access page at bookstore.jjc.edu/digital-access.

Our policies and procedures can be viewed at bookstore.jjc.edu/customer-service. For bookstore essential dates, including rental due dates, visit bookstore.jjc.edu/rentals-important-dates.

CAMPUS POLICE

G-1028, (815) 280-2234, www.jjc.edu/police

Romeoville Campus, RMB Building, near Door 17, (815) 280-7709

The Campus Police Department is responsible for law enforcement, security, and emergency response at JJC. The police officers are duly sworn and commissioned as peace officers and have the same powers as police officers in cities and sheriffs in counties, including the ability to arrest. The officers are sworn to enforce the laws under Chapter 720 of the Illinois Compiled Statutes and the traffic laws under Chapter 625 of the Illinois Vehicle Code.

CORPORATE AND COMMUNITY SERVICES

T-Conference Center, Main Campus, (815) 280-1555

Corporate Education: Joliet Junior College's Corporate and Community Services provides customized training, consulting, and assessments to businesses and industry. If you have a training need, our professional team of training coordinators can offer results-oriented programs and give your employees real-world knowledge immediately applicable. Our programs can be customized to meet your organization's

business and training objectives. Our programs can be offered at your site or the College's convenient training facilities. We are committed to meeting your specific training needs and developing long-term partnerships.

Career Training: Short-term career training provides non-credit opportunities for individuals with a fast-track opportunity to train for a new career within the workforce. These training programs, taught by industry professionals, incorporate lectures, hands-on activities, and externships to provide students with the foundational skills and knowledge to start a new career.

Community Education: Community Education designs, develops, and implements various non-credit classes that enrich the lives of all ages, including youth and mature adults. Program Coordinators collaborate with area businesses and instructors to ensure the delivery of innovative programming for personal enrichment or professional development.

DEPARTMENT OF ADULT EDUCATION AND LITERACY (DAEL)

City Center Campus, Suite 3019, (815) 280-1333, [Adult Education Services](#)

A full range of adult education, employment preparation, and support services are provided for adult students and their families. Most programs and services are free to participants and provide funds and/or access to funds for tuition, books, transportation, and more. Integrated education and training programs are also offered.

Programs and services include High School Equivalency/GED review, career and vocational advising, English as a Second Language (ESL) classes, US citizenship test review, Early School Leavers Transition Program, and Volunteer Literacy. The Joliet Junior College Department of Adult Education and Literacy can open the doors to a brighter future for you and your family with programs designed to meet your needs.

EARLY CHILDHOOD CENTER

A-1501, (815) 724-1148, www.jjc.edu/ecc

Childcare services are provided to families who meet eligibility requirements on the Main Campus through the Catholic Charities Diocese of Joliet Head Start program. Catholic Charities Head Start is a licensed facility by the State of Illinois. For more information, visit <https://jjc.edu/campus-life/child-care-services>.

GREENHOUSE

(815) 280-2359, [HTTPS://JJC.EDU/ABOUT-JJC/PLACES-INTEREST/GREENHOUSE](https://jjc.edu/about-jjc/places-interest/greenhouse)

The JJC Greenhouse is located on the far east side of the main campus along Houbolt Road. It is open Monday through Friday, 9:00 a.m. to 12:00 p.m. (noon) and 1:00 p.m. to 4:00 p.m. Students and the general public are welcome to visit during open hours. It is LEED registered. The greenhouse is connected to the Horticulture Landlab and formal gardens. In addition, it houses a classroom, office, and three state-of-the art greenhouses used by horticulture students to produce seasonal crops. The greenhouse also houses plant collections for study in various horticulture courses. The greenhouse provides growing experience with ebb and flow systems and hydroponic systems.

JOHN M. PETERSON TOTAL FITNESS CENTER

G-1003, (815) 280-2437, www.jjc.edu/fitness-center

The John M. Peterson Total Fitness Center is open to district residents aged 16 and older. Basic fitness concepts are taught to provide a background in exercise principles, so participants can adequately plan their fitness goals. Instructors are in the center at all times to monitor individual progress and to provide assistance. This is a one-hour transferable credit class, so certain objectives, rules, and regulations must be met. For more information on orientations, classes, current prices, and more, call (815) 280-2437 or visit the website at www.jjc.edu/fitness-center.

LAVU CULINARY CAFÉ (KIOSK)

City Center Campus, 235 N. Chicago St

Lavu Culinary Cafe, located on the main floor of the lobby next to Thrive Restaurant, is available for carryout and features coffee, breakfast items, sandwiches, soups, and desserts. The hours of operation are Monday - Thursday from 8:30 a.m. – 1 p.m.

LIBRARY

Main Campus, 2nd Floor Campus Center

Circulation Desk: (815) 280-2665 ~ Reference Desk: (815) 280-2344, <https://library.jjc.edu>

Romeoville Campus, RMB-1080

City Center Campus, JCTR-6005

The JJC library is located on the second floor of the Campus Center. The library's collection includes textbooks, books, study aids, and other media. Online resources include full-text databases for eBooks, eAudiobooks, articles, videos, and feature films. These can be accessed on all JJC campuses, as well as remotely. Library amenities include computers, study rooms, and silent study areas. Librarians and library staff are available to assist students in person and virtually. Library materials are also available at the Romeoville Campus Learning Resource Center (RMB-1080), and a collection of culinary materials is available to culinary students at the City Center Campus (JCTR-6005). For more information, visit <https://library.jjc.edu>.

MAKERLAB

T-1034 AND RMA1000, (815) 280-6679, <https://jjc.edu/about-jjc/places-interest/makerlab>

Email: ddaun@jjc.edu

The JJC MakerLab and 3D Printing/Virtual Reality Lab are community makerspaces open to all. JJC students receive a special reduced semester membership fee. Members receive training on the skill(s) of their choice while enjoying the opportunity to share and learn from others who share similar interests. Alternatively, we offer a variety of non-credit classes, such as 3D printing, laser engraving, and sewing.

Visitors are always welcome and encouraged! Contact Debra Daun, MakerLab Specialist, with questions or to set up a visit. For Virtual Reality, contact Casey Case, Emerging Education Technologist, at (815) 280-2994 or by email: ccase@jjc.edu.

For information on classes, workshops or membership visit our webpage or contact Corporate & Community Services at 815-280-1555. Hours of operation are listed on our webpage. Members can also access the 3D Printing / Virtual Reality Lab located at Romeoville Campus. See website for hours of operation.

MakerLab equipment includes:

- 3D printers, both Filament (FDM) and Resin (SLA)
- Laser cutter/engraver
- Commercial 3D scanner
- Soldering Stations
- Workstation computers with a variety of software

Romeoville Campus Location: 3D Printing and Virtual Reality Lab

3D Printing / VR Lab Equipment includes:

- FDM filament 3D printers, including high temperature for Nylon/Carbon Fiber
- Sewing machines
- Virtual Reality spaces
- Laptops with a variety of software

SAVEUR RESTAURANT

City Center Campus, 235 N. Chicago St, (815) 280-1200

One of two restaurants run by the students in the Culinary Arts Program, Saveur features a journey of tastes and textures through contemporary American and International cuisine, all prepared from scratch by our talented culinary students. Reservations are appreciated.

Saveur is a full-service restaurant, providing table service with a friendly atmosphere. The restaurant will be open Tuesday and Thursday from 11 a.m. to 12:45 p.m. Saveur is located on the second floor of the City Center Campus. All proceeds go directly to the Culinary Arts Department. Reservations are suggested. Please call 815-280-1200 for a reservation.

STUDENT ACCOUNTS & PAYMENTS

A-1020, (815) 280-6688, email account.payments@jjc.edu,

<https://www.jjc.edu/getting-started/pay-college>

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.*

The Student Accounts & Payments office is the Bursar/cashier office for Joliet Junior College. Student charges, payments, student refunds, 1098T forms, citation payments, and transcripts are examples of what the Office can assist you with. The Student Accounts & Payments office has a night depository located at the front of the office. Faxes can be received at (815) 280-6688.

THRIVE RESTAURANT

City Center Campus, 235 N. Chicago St, (815) 280-1201

Thrive focuses on crafting elegant and imaginative cuisine, showcasing fresh ingredients. All pasta, cheeses, breads, and more are produced in-house to create a classic and approachable menu that is simple yet flavorful. The students run Thrive in the Culinary Arts Department.

Thrive Restaurant is located on the first floor of the City Center Campus, facing Chicago Street. Hours of operation are Wednesday, 11 a.m. to 12:45 p.m. for lunch and Thursday, 6 p.m. to 8 p.m. for dinner.

Reservations are suggested. Please call 815-280-1201 for reservations.

WORKFORCE DEVELOPMENT

City Center Campus, (815) 280-1526, and Morris Education Center, (815) 942-1552,

<https://www.jjc.edu/community/workforce-development>

Workforce Development provides financial assistance for education and training so individuals can re-enter the workforce in jobs that will allow them to support themselves and their families financially. Workforce Innovation and Opportunity Act (WIOA) funding is designed to train people in short-term certificate or associate degree programs that will make them more marketable for occupations growing rapidly within the local area. By training the workforce in these high-growth areas, workers are more likely to find better paying jobs, and employers are more likely to fulfill their staffing needs. Additional services include ACT WorkKeys Assessments, the National Career Readiness Certificate, and apprenticeship programs. Will County residents can call (815) 280-1526, and Grundy County residents can call (815) 942-1552 for assistance.

OTHER RESOURCES

ACADEMIC CALENDAR

- The Academic Calendar can be found in the college catalog at www.jjc.edu/academic-calendar.

BOARD POLICIES & PROCEDURES

- The Board Policies can be found at <https://jjc.edu/about-jjc/college-leadership/board-trustees>.
- The Board Procedures can be found in the myJJC portal under “College Resources/[Institutional Policies and Procedures](#)”

CAMPUS LOCATIONS & MAPS

- Joliet Junior College has three campuses and two extension centers to serve residents throughout District 525. Detailed campus information can be found at www.jjc.edu/campuses.

CATALOG

- The catalog contains course descriptions and degree and certificate requirements. It lists graduation requirements, student services, grade and GPA information, student rights and responsibilities, and more. The catalog is published every year. The catalog can only be found online at www.jjc.edu/catalog.

COOPERATIVE AGREEMENTS

- For information on incoming and outgoing chargeback, please visit <https://jjc.edu/getting-started/admissions/cooperative-agreements>.

FACULTY & STAFF DIRECTORY

- The Staff Directory is provided for the college community and those who have a specific interest in contacting individual faculty or staff members. The directory does not include all adjunct faculty or part-time staff. www.jjc.edu/directory.

ORGANIZATIONAL CHARTS

- College organization charts can be found in Workday.

SELF SERVICE SYSTEM

- For accurate information, such as course availability/capacity and complete course meeting times, it is suggested to use the “Course Catalog” option through the Self-Service System at <https://selfservice.jjc.edu/Student/>.