



# STUDENT HANDBOOK 2023-2024





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\*ALL CONTENT IN THIS PUBLICATION IS SUBJECT TO CHANGE WITHOUT NOTICE



## QUICK REFERENCE GUIDE

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### MAIN CAMPUS

MAIN CAMPUS • 1215 Houbolt Road, Joliet, IL 60431  
JJC Main Campus Switchboard • (815) 729-9020

[www.jjc.edu](http://www.jjc.edu)

Academic Computing Labs  
A building, 2nd Floor / ext. 2865  
[jjc.edu/computer-lab-locations](http://jjc.edu/computer-lab-locations)

Academic Credentials/Transcript Evaluation  
A-1028 / ext. 2803  
[jjc.edu/info/credentials](http://jjc.edu/info/credentials)

Adjunct Faculty Center  
J-1007 / ext. 6612 or 2314  
[jjc.edu/faculty-and-staff](http://jjc.edu/faculty-and-staff)

Admissions  
A-1020 / ext. 2493  
[jjc.edu/info/admissions](http://jjc.edu/info/admissions)

Alumni Relations  
A-3026 / ext. 2218  
[jjc.edu/alumni](http://jjc.edu/alumni)

Athletics  
EC-2007 / ext. 2431  
[jjcwolves.com/](http://jjcwolves.com/)

Auto Shop  
C-1001 / ext. 2229  
[jjc.edu/choose-your-path/architecture-manufacturing-automotive/automotive-service-technology](http://jjc.edu/choose-your-path/architecture-manufacturing-automotive/automotive-service-technology)

Bookstore  
A-1012 / ext. 6767  
[bookstore@jjc.edu](mailto:bookstore@jjc.edu)  
[jjc.edu/student-resources/bookstore](http://jjc.edu/student-resources/bookstore)

Bookstore online shop  
[bookstore.jjc.edu/](http://bookstore.jjc.edu/)

Campus Police  
G-1013 / ext. 2234  
[jjc.edu/about-jjc/college-leadership/administration/finance-administrative-services/police-and-safety](http://jjc.edu/about-jjc/college-leadership/administration/finance-administrative-services/police-and-safety)

Career Services  
A-1175 / ext. 2756  
[jjc.edu/info/careers](http://jjc.edu/info/careers)

Center for Multicultural Access and Success (CMAS)  
A-1107 - A1115 / ext. 6709  
<https://www.jjc.edu/student-resources/center-multicultural-access-success>

CIOS (Lab) Main Campus  
T-2024 / ext. 2362  
[jjc.edu/computer-lab-locations](http://jjc.edu/computer-lab-locations)

Corporate and Community Services  
T-Building Conference Center  
T-1007 / ext. 1555  
[trainingupdate.org](http://trainingupdate.org)

Diversity, Equity, Inclusion and Compliance  
D-1004/ ext. 2801  
[jjc.edu/about-jjc/diversity-inclusion](http://jjc.edu/about-jjc/diversity-inclusion)

Disability Services  
A-1125 / ext. 2613  
[jjc.edu/disability-services](http://jjc.edu/disability-services)

Early Childhood Center  
A-1501 / ext. 2280  
[jjc.edu/campus-life/early-childhood-center](http://jjc.edu/campus-life/early-childhood-center)

Financial Aid  
A-1020 / ext. 2528  
[jjc.edu/getting-started/pay-school/financial-aid](http://jjc.edu/getting-started/pay-school/financial-aid)

Fitness Center  
G-1018 / ext. 2437  
[jjc.edu/fitness-center](http://jjc.edu/fitness-center)

Graduation  
A-1028 / ext. 6671  
[graduationoffice@jjc.edu](mailto:graduationoffice@jjc.edu)  
[jjc.edu/graduation](http://jjc.edu/graduation)

Honors Program  
C-2002 / ext. 2643

iCampus Office  
J-4045 / ext. 6613  
[jjc.edu/icampus](http://jjc.edu/icampus)

iCampus Technology Center for Teaching and Learning  
J-4019 / ext. 2481  
[jjc.edu/icampus](http://jjc.edu/icampus)

International Education/Study Abroad  
T-2048 / ext. 2214  
[jjc.edu/academics/study-abroad](http://jjc.edu/academics/study-abroad)



Library

A-building, 2nd floor / ext. 2665  
[library.jjc.edu](http://library.jjc.edu)

Mail Center

J-1012 / ext. 2377

Office of Student Rights & Responsibilities/Dean of Students

A-1100 / ext. 2761  
[jjc.edu/student-resources/office-student-rights-responsibilities](http://jjc.edu/student-resources/office-student-rights-responsibilities)

Online Retention Specialist

J-4019 / ext. 6700  
[jjc.edu/icampus](http://jjc.edu/icampus)

Student ID

A-1105 / ext. 2709  
[my.jjc.edu/student-services/photo-id-services/Pages/default.aspx](http://my.jjc.edu/student-services/photo-id-services/Pages/default.aspx)

Records

A-1020 / ext. 2290  
[jjc.edu/student-resources/registrars-office](http://jjc.edu/student-resources/registrars-office)

Registration

A-1020 / (815) 744-2200  
[jjc.edu/getting-started/register-courses](http://jjc.edu/getting-started/register-courses)

Scholarships

A-3025 / ext. 2540  
[jjc.edu/getting-started/pay-college/scholarships](http://jjc.edu/getting-started/pay-college/scholarships)

Student Accounts & Payments

A-1020 / ext. 6688  
[account.payments@jjc.edu](mailto:account.payments@jjc.edu)  
[jjc.edu/getting-started/pay-school](http://jjc.edu/getting-started/pay-school)

Student Activities

D-1010 / ext. 6720  
[www.jjc.edu/campus-life/student-activities](http://www.jjc.edu/campus-life/student-activities)

Student Advising Center

A-1155 / ext. 2673  
[academicadvising@jjc.edu](mailto:academicadvising@jjc.edu)  
[jjc.edu/advising](http://jjc.edu/advising)

Student Mental Health & Wellness

A1100 / ext. 2936  
[jjc.edu/student-resources/health-and-wellness](http://jjc.edu/student-resources/health-and-wellness)

Testing Services

A-1138 / ext. 2261 and 2284  
[jjc.edu/student-resources/testing-services](http://jjc.edu/student-resources/testing-services)

Transcripts

A-1020 / ext. 2743  
[credentials-inc.com/tplus/?ALUMTRO001699](http://credentials-inc.com/tplus/?ALUMTRO001699)

Tutoring and Learning Center (TLC)

C-2010 / ext. 2730 or 2823 (CUBE)  
[jjc.edu/tlc](http://jjc.edu/tlc)

Veterans Resource Center

C-1039 / ext. 2966  
[jjc.edu/student-resources/veterans-resource-center](http://jjc.edu/student-resources/veterans-resource-center)

For the most up-to-date information about office locations [visit jjc.edu/about-jjc/locations](http://jjc.edu/about-jjc/locations)

## ROMEOVILLE CAMPUS

1125 W. Romeo Road, Romeoville, IL 60446  
JJC Romeoville Campus Switchboard • (815) 886-3000  
[jjc.edu/Romeoville](http://jjc.edu/Romeoville)

Admissions

RMA-1024 (A-building) / 815-280-2493  
[admissions@jjc.edu](mailto:admissions@jjc.edu)  
[jjc.edu/getting-started/admissions](http://jjc.edu/getting-started/admissions)

Advising

RMA-1024 (A-building) / 815-280-2673  
[jjc.edu/student-resources/student-advising-center](http://jjc.edu/student-resources/student-advising-center)

Bookstore

RMA-1000 (A-building) / 815-280-7760  
[bookstore@jjc.edu](mailto:bookstore@jjc.edu)  
[jjc.edu/student-resources/bookstore](http://jjc.edu/student-resources/bookstore)

Bookstore online shop

[bookstore.jjc.edu/](http://bookstore.jjc.edu/)

Cafeteria/ Food Services Micro Market

RMA-1017 (A-building) / 815-280-2338  
[jjc.edu/campus-life/food-services](http://jjc.edu/campus-life/food-services)

Campus Police

Inside front doors of A-building / 815-280-7709 or 815-280-2234  
[campuspolice@jjc.edu](mailto:campuspolice@jjc.edu)  
[jjc.edu/about-jjc/college-leadership/administration/finance-administrative-services/police-and-safety](http://jjc.edu/about-jjc/college-leadership/administration/finance-administrative-services/police-and-safety)



**Career Services**

RMA-1024 (A-building) / 815-280-2756  
[careers@jjc.edu](mailto:careers@jjc.edu)  
[jjc.edu/student-resources/career-services](http://jjc.edu/student-resources/career-services)

**Computer Labs**

RMB-1076 (B-building) JJC students only  
RMB-1080 (B-building) JJC students/ community members  
815-280-7780

**Dean of Academic Intervention and Support**

RMB-1008 (B-building) / 815-280-7702 or 815-280-2824  
[sbraun@jjc.edu](mailto:sbraun@jjc.edu)

**Disability Services**

RMA-1024 (A-building) / 815-280-2613  
[disabilityservices@jjc.edu](mailto:disabilityservices@jjc.edu)  
[jjc.edu/disability-services](http://jjc.edu/disability-services)

**English as a Second language (ESL) and Citizenship**

815-280-1333  
[jjcdafs@jjc.edu](mailto:jjcdafs@jjc.edu)  
[jjc.edu/community/english-second-language-and-citizenship](http://jjc.edu/community/english-second-language-and-citizenship)

**Facility Rentals**

815-280-2524  
[sstockwe@jjc.edu](mailto:sstockwe@jjc.edu)  
[jjc.edu/community/facility-rentals](http://jjc.edu/community/facility-rentals)

**Financial Aid**

RMA-1024 (A-building) / 815-280-2528  
[finaid@jjc.edu](mailto:finaid@jjc.edu)  
[jjc.edu/getting-started/pay-college/financial-aid](http://jjc.edu/getting-started/pay-college/financial-aid)

**High School Equivalency Classes and Preparation (GED, HiSET, TASC)**

815-280-1333  
[jjcdafs@jjc.edu](mailto:jjcdafs@jjc.edu)  
[jjc.edu/community/department-adult-education-literacy/high-school-equivalencyhse-and-basic-skill](http://jjc.edu/community/department-adult-education-literacy/high-school-equivalencyhse-and-basic-skill)

**Learning Resource Center (library materials)**

RMB-1080 (B-building)  
815-280-7758 or 815-280-7780  
[RomeovilleCampus@jjc.edu](mailto:RomeovilleCampus@jjc.edu)  
[library.jjc.edu/home](http://library.jjc.edu/home)

**Lifelong Learning Program (Corporate and Community Services)**

815-280-1555  
[blarge@jjc.edu](mailto:blarge@jjc.edu)  
[jjc.edu/LLC](http://jjc.edu/LLC)

**Photo ID Services (Learning Resource Center)**

RMB-1080 (B-building) / 815-280-7758 or 815-280-7780  
[RomeovilleCampus@jjc.edu](mailto:RomeovilleCampus@jjc.edu) or [photoidservices@jjc.edu](mailto:photoidservices@jjc.edu)  
[my.jjc.edu/student-services/photo-id-services/Pages/photo-id-application.aspx](http://my.jjc.edu/student-services/photo-id-services/Pages/photo-id-application.aspx)

**Registration**

RMA-1024 (A-building) / 815-744-2200  
[wwwreg@jjc.edu](mailto:wwwreg@jjc.edu)  
[jjc.edu/getting-started/register-courses](http://jjc.edu/getting-started/register-courses)

**Student Activities**

RMA-1020 (A-building) / 815-280-7726  
[jjc.edu/campus-life/student-activities](http://jjc.edu/campus-life/student-activities)

**Student Mental Health & Wellness Program**

RMA-1034 (A- Building)  
(815)280-2936  
[Mentalhealthservices@jjc.edu](mailto:Mentalhealthservices@jjc.edu)  
[Health and Wellness | Joliet Junior College \(jjc.edu\)](http://Health and Wellness | Joliet Junior College (jjc.edu))

**Testing Services**

RMA-1039 (A-building) / 815-280-7785 or 815-280-7786  
[testingservices@jjc.edu](mailto:testingservices@jjc.edu)  
[jjc.edu/student-resources/testing-services](http://jjc.edu/student-resources/testing-services)

**Tuition and Fees (paying for college)**

RMA-1024 (A-building) / 815-280-6688  
[account.payments@jjc.edu](mailto:account.payments@jjc.edu)  
[jjc.edu/getting-started/pay-school](http://jjc.edu/getting-started/pay-school)

**Tutoring and Learning Center (Learning Resource Center)**

RMB-1080 (B-building) / 815-280-7758 or 815-280-7780  
[tutoring@jjc.edu](mailto:tutoring@jjc.edu)  
[jjc.edu/tlc](http://jjc.edu/tlc)

**CITY CENTER**

**235 N. Chicago Street, Joliet, IL 60432**  
**JJC City Center Campus Switchboard • (815) 727-6544**  
[www.jjc.edu](http://www.jjc.edu)

**ABE/Basic Skills/Pre-GED**

Room 3019 / ext. 1333  
[jjc.edu/community/department-adult-ed-literacy](http://jjc.edu/community/department-adult-ed-literacy)

**Center for Multicultural Access and Success (CMAS)**

Room 1009 / ext. 1449  
<https://www.jjc.edu/student-resources/center-multicultural-access-success>





Department of Adult Education and Literacy  
Room 3019 / ext. 1333  
[jic.edu/community/department-adult-education-literacy/adult-education-programs-services](http://jic.edu/community/department-adult-education-literacy/adult-education-programs-services)

English as a Second Language  
Room 3019/ext. 1333  
[jic.edu/community/department-adult-education-literacy/english-second-language-and-citizenship](http://jic.edu/community/department-adult-education-literacy/english-second-language-and-citizenship)

High School Equivalency (GED/HiSet/TASC)  
Room 3019 / ext. 1333  
[jic.edu/community/department-adult-education-literacy/high-school-equivalencyhse-and-basic-skill](http://jic.edu/community/department-adult-education-literacy/high-school-equivalencyhse-and-basic-skill)  
High School Completion Early School Leaver Transition (Supervised Independent Study)  
Room 1333  
[jic.edu/community/department-adult-education-literacy/early-school-leavers-transition](http://jic.edu/community/department-adult-education-literacy/early-school-leavers-transition)

## EDUCATION CENTERS

Commercial Driver's License Program  
(815) 280-6902 / [cdlinfo@jic.edu](mailto:cdlinfo@jic.edu)  
[jic.edu/jics-commercial-drivers-license-program-receives-grant-assist-veterans](http://jic.edu/jics-commercial-drivers-license-program-receives-grant-assist-veterans)

Joliet Junior College  
Frankfort Education Center  
Morris Education Center  
725 School Street  
Morris, IL 60450  
(815) 942-1552  
[jic.edu/about-jic/locations](http://jic.edu/about-jic/locations)

Workforce Development - Morris Education Center  
Grundy Workforce Services  
725 School Street  
Morris, IL 60450  
(815) 942-0556  
[www.grundyworkforce.com](http://www.grundyworkforce.com)

i-Pathways  
Room 3019 / ext. 1324  
[jic.edu/community/department-adult-ed-literacy](http://jic.edu/community/department-adult-ed-literacy)

Center for Multicultural

Testing Services  
Room JCTR-6002  
[jic.edu/student-resources/testing-services](http://jic.edu/student-resources/testing-services)

Tutoring Learning Center (TLC)  
JCTR-6002 / ext. 1301 or 1302  
[jic.edu/tlc](http://jic.edu/tlc)

Workforce Development-City Center Campus  
Room 3017 / ext. 1526  
[jic.edu/community/workforce-development](http://jic.edu/community/workforce-development)

Lincoln-Way East High School  
201 Colorado Avenue  
Frankfort, IL 60423  
(815) 280-6960  
[jic.edu/about-jic/locations](http://jic.edu/about-jic/locations)

Joliet Junior College

Joliet Junior College  
Weitendorf Agricultural Education Center  
17840 Laraway Road  
Joliet, IL 60433  
(815) 723-3645  
[jic.edu/about-jic/locations](http://jic.edu/about-jic/locations)

Visit [www.jic.edu/about-jic/locations](http://www.jic.edu/about-jic/locations) for more information about JJC's campuses and education centers.



## JOLIET JUNIOR COLLEGE CORE VALUES

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Joliet Junior College fosters a caring and friendly environment that embraces diversity and sustainability and encourages personal growth by promoting the following core values:

### Respect and Inclusion

Joliet Junior College advocates respect and inclusion for every individual by demonstrating courtesy and civility in every endeavor. The college pledges to promote and recognize the diverse strengths of its employees and students, and to value and celebrate the unique attributes, characteristics, and perspectives of every individual.

### Integrity

Joliet Junior College sees integrity as an integral component of all work done at the college. The college employees demonstrate responsible, accountable, and ethical professionalism. Also, the college models open, honest, and appropriate communication.

### Collaboration

Joliet Junior College promotes collaborative relationships as part of the scholarly process, including partnerships within the institution and with other learning communities. The college supports the personal and professional growth of employees and is committed to the advancement and support of intellectual growth, regardless of employment position at the college.

### Humor and Well-Being

Joliet Junior College recognizes humor as a means for employees and students to achieve collegial well-being, develop strong work teams, and promote self-rejuvenation. The college provides a healthy environment where creativity, humor, and enjoyment of work occur, including recognizing and celebrating success.

### Innovation

Joliet Junior College supports and encourages innovation and the pursuit of excellence. The college values, respects, and rewards both creative risk-taking and the enthusiastic pursuit of new ideas with foresight and follow-through.

### Quality

Joliet Junior College supports quality in the workplace and its educational programming by continually reflecting, evaluating, and improving on programs and services. The college is built upon a foundation of quality programs and services, while also implementing continuous improvement in order to ensure excellence.

### Sustainability

Joliet Junior College recognizes that true sustainability involves a commitment to environmental, social, and economic improvement. The college encourages planning, solutions, and actions that provide benefits for students, employees, and the community.



## MESSAGE FROM STUDENT GOVERNMENT

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Welcome to JJC! We are here to represent issues of importance to the college administration and state leaders on your behalf. We hope you'll consider joining Student Government (SG) to ensure that student voices are considered during decision-making processes at JJC. Student Government meets weekly. Our meetings are open to all students, and we invite you to come and check us out! If you are unable to get involved, don't worry; SG members will take any suggestions for improving your experiences at JJC. Use this handbook as a reference for important services on campus. As a student, let us know if you have any issues, suggestions, or ideas to improve the quality of your educational setting. You can contact us by visiting the Office of Student Activities (OSA), D-1010, or email [asims@jjc.edu](mailto:asims@jjc.edu).

Respectfully,

Your 2023-2024 Student Government



**ACADEMIC CALENDAR 2022-2023**

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Joliet Junior College Revised School Calendar  
2022 -2023 Academic Year

FALL 2022

Week of Mon, Aug 15 - Fri, Aug 19	“Opening Week” Faculty/Staff Preparation
Week of Aug 22 - 26	Classes Begin
Mon, Sept 5	Labor Day Holiday
Week of Sept 6	“Flex Start” 14-Week classes begin
Week of Sept 19	“Flex Start” 12-Week classes begin
Week of Oct 17	“Flex Start” 2 <sup>nd</sup> half 8-Week classes begin
Fri, Nov 11	Veteran’s Day Holiday
Wed, Nov 23	Fall Recess No day or evening classes. College closes at 4:30 p.m.
Thurs, Nov 24 - Sun, Nov 27	Thanksgiving Recess Holiday
Week of Mon, Dec 12 - Fri, Dec 16	Final Exams
Sat, Dec 17	Final Exam Make-up for College emergency closure during final exam week

SPRING 2023

Week of Mon, Jan 9 - Fri, Jan 13	“Opening Week” Faculty/Staff Preparation
Mon, Jan 16	King’s Birthday Holiday
Week of Jan 17 - 20	Classes Begin
Week of Jan 30	“Flex Start” 14-Week classes begin
Week of Feb 13	“Flex Start” 12-Week classes begin
Mon, Feb 20	President’s Day Holiday
Tues, Feb 21	In-Service Day No day classes. Evening classes meet as scheduled.
Week of Mon, Mar 13 - Fri, Mar 17	Spring Break (classes resume Sat., Mar 18)
Week of Mar 20	“Flex Start” 2 <sup>nd</sup> half 8-Week classes begin
Fri, Apr 7 - Sun, Apr 9	Spring Recess Holiday
Week of Mon, May 15 - Fri, May 19	Final Exams



## 2023 SUMMER SESSIONS

### Summer 1

#### 6-Week Session 1

Mon, May 22	First Day of Classes
Mon, May 29	Memorial Day Holiday
Mon, June 19	Juneteenth Holiday
Thurs, June 29	Last Day of Classes

### Summer 2

#### 8-Week Session

Mon, June 5	First Day of Classes
Mon, June 19	Juneteenth Holiday
Tues, July 4	Independence Day Holiday
Thurs, July 27	Last Day of Classes

### Summer 3

#### 6-Week Session 2

Mon, July 3	First Day of Classes
Tues, July 4	Independence Day Holiday
Thurs, Aug 10	Last Day of Classes



## 2023 - 2024 BOARD OF TRUSTEES

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Mr. James Budzinski, Chairman  
Ms. Alicia Morales, Vice Chairwoman  
Ms. Nancy Garcia Guillen, Secretary  
Ms. Maureen Broderick  
Ms. Diane Harris  
Ms. Michelle Lee  
Mr. Jake Mahalik  
Ms. Iyeshia Ellis, Student Trustee

## ALUMNI RELATIONS A-3026

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The Alumni Relations office is housed within the Office of Institutional Advancement. The goal of the Alumni Relations Office is to build and strengthen relationships between alumni and the college through social, educational, and support opportunities. Each year, the office recognizes distinguished alumni and those who have provided exceptional service to the college. As a branch of the JJC Foundation, Alumni Relations is responsible for the support of alumni based JJC scholarships. We encourage you to visit [www.jjc.edu/alumni](http://www.jjc.edu/alumni) for a list of events, alumni benefits, and to fill out our "Stay Connected" form. Call (815) 280-2218 with any questions.

## CORPORATE AND COMMUNITY SERVICES (CCS) Program Information

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Corporate & Community Services exists to connect the local and regional community with JJC. The department offers a wide variety of non-credit classes that enrich lives for kids through adults. Services include customized contract training for business and industry, short-term career training and professional development programs, lifelong learning and Kids College workshops and the MakerLab.

### CONTACT INFORMATION

Joliet Junior College  
T-Building, Room T-1007  
1215 Houbolt Road  
Joliet, Illinois 60431

815-280-1555  
[jjc.edu/ContinuingEd](http://jjc.edu/ContinuingEd)

### CONTRACT TRAINING

Corporate & Community Services offers customized training and consulting to meet the individual needs of clients. Whether you are a Fortune 500 company looking for on-site training for hundreds of employees or a small business owner needing a one-on-one consultation, staff members are ready to assist you. Training is available in a variety of industrial and professional development topics and can take place at your site or at JJC's campus locations. Staff is committed to meeting your specific training needs and developing long-term partnerships.

### CAREER TRAINING

Short-term career training programs are perfect for the student who is looking to move into a job as quickly as possible. Many of the non-credit options offered by Corporate & Community Services can be completed in only a few months. Programs focus on fast-growing professions in cannabis, health care, real estate, process operations, technology and transportation. Hands-on classes are taught by experienced and licensed instructors. Schedules keep your busy lives in mind as most career training classes are offered in the evenings and on



weekends. Registration fees are budget-friendly and often include the cost of textbooks and supplies. Financial assistance is even available for eligible students in some programs.

## PROFESSIONAL DEVELOPMENT SEMINARS

Want to learn a new business skill or just need a refresher? Corporate & Community Services offers open enrollment seminars that will help advance your career. The non-credit classes are taught throughout the year at the various JJC campus locations. This provides you with many opportunities to take the classes that best fit your needs and career goals. Popular topics include business and communications, graphic design, bookkeeping, food sanitation and electrical and industrial maintenance.

## MAKERLAB

The MakerLab is an open community lab that includes elements from machine shops, workshops, design studios and collaborative spaces. This space encourages innovation and is unique because not only do members have access to tools, but they have access to each other's skills and knowledge. Join the MakerLab and create your next innovative project or invention using the lab's state-of-the-art equipment. Don't know how to use the equipment? Staff members will gladly provide training to help you accomplish your goals.

## LIFELONG LEARNING

Whether you're looking to strum a ukulele or cook up a storm, students of all ages enroll in lifelong learning classes to enrich their minds, explore new talents and keep up with today's constantly changing technologies. Many enjoy the more relaxed atmosphere of non-credit classes as they focus on gaining a skill without the pressure of grades. Favorite topics included culinary, creative arts, pet training, local history and sign language.

## KIDS COLLEGE

Corporate & Community Services offers Kids College classes for students in first grade through high school. Programming is focused on STEAM-based subjects that are taught by instructors who are great with kids but also experts in their fields. Students enjoy hands-on activities while exploring educational topics, making new friends and — most importantly — having fun! Classes are set during the day, evening and Saturdays to accommodate the busy schedules of today's families.

## WORKFORCE DEVELOPMENT

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Workforce Development at Joliet Junior College is committed to encouraging local economic development by cultivating partnerships to provide comprehensive workforce programs and services to employers and job seekers. Services offered include:

- Youth Programs (ages 16-24)
- Career Scholarships funded through the Workforce Innovation & Opportunity Act
- Grundy Job Board
- Grundy Workforce Services
- WorkKeys Assessments including Paraprofessionals (Teacher's Assistant) certification
- National Career Readiness Certificate
- Myers-Briggs Type Indicator® Assessment (MBTI)
- Strong Interest Inventory® Assessment
- StrengthsQuest™ Assessment

Services are available at both the City Center Campus and Morris Education Center. For more information, visit [www.jjc.edu/community/workforce-development](http://www.jjc.edu/community/workforce-development), or call (815) 280-1526 for City Center Campus, or (815) 942-0566 for Morris Education Center.



## ADULT EDUCATION AND LITERACY SERVICES

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A full range of adult education, job training, and support services are provided for students ages 16 and older who are not enrolled in high school. Services offered include:

- Adult Basic Education/Basic Skill Development (reading, writing, math)
- High School Equivalency Test preparation (GED, HiSET, TASC)
- Adult High School Diploma Program
- Career Awareness and Exploration, including advisers and registration services.
- College and Career Transition/Alternate Entry Services
- Constitution Review
- Early School Leavers Transition Program (High School Diploma Completion)
- English as a Second Language (ESL) (beginning level to college preparation)
- Individualized skill assessments and diagnostics
- Adult Volunteer Literacy Program (Reading and Math Volunteer Tutors and Tutor Training and Support)
- Special programs and services for individuals receiving public assistance
- Student Assessment and Accommodations
- Tutorial assistance and accommodations
- United States Citizenship

For more information about Adult Education and Literacy programs and services, call (815) 280-1325, 1334, 1300, or 1333 or visit: [www.jjc.edu/community/department-adult-ed-literacy](http://www.jjc.edu/community/department-adult-ed-literacy)

## FREQUENTLY ASKED QUESTIONS ASKED BY NEW STUDENTS

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How is College different than High School? What if I've been out of school for a while?

- If you find the transition or entry to college difficult, be sure to reach out and use the many support services available to JJC students. One such resource is the Counseling Department where you can work with a Counselor to help ease the transition or to deal with personal concerns. Contact the Counseling Department at:  
(815) 280-2673 (Main Campus) or (815) 886-3000 (Romeoville Campus).

How do I decide on a major?

- Make an appointment with a Career Advisor who will work with you to identify major and career options based on your interests, values and skills. Contact the Career Services Center at (815) 280-2756 or email [careers@jjc.edu](mailto:careers@jjc.edu) to schedule your appointment.
- Utilize the Career Services Web site career exploration tools and information at [www.jjc.edu/info/careers](http://www.jjc.edu/info/careers).
- Make an appointment with the Faculty Advisor of the area in which you are in.
- Enroll in and complete the three-hour transfer GSD 110 course "Career and Lifestyle Planning."

Where can I obtain information about transferring to a four-year college or university?

- For additional information on transferring, see p. 27
- JJC Advisors (Campus Center, Ext. 1164) and Romeoville Campus (NC-03)
- College admissions representatives visiting JJC
- College fairs
- Transfer information available at [my.jjc.edu/student/admissions/transfer/Pages/default.aspx](http://my.jjc.edu/student/admissions/transfer/Pages/default.aspx)
- College catalogs

What happens if I repeat a course to attempt a better grade?

Your GPA at JJC would be recalculated using the second grade received in the course. However, when you get ready to transfer, some schools will average the two grades when calculating your GPA for admission purposes.





Can I test out of a class?

- Proficiency examinations are offered in some course areas of the college. Only students currently enrolled at JJC can take proficiency exams. Application for proficiency examinations may be obtained from the appropriate department chair. In some cases, the approval of the appropriate dean may be required.
- The College Level Examination Program can be used by students to earn credit by examination toward general education at JJC. The CLEP program is administered through the Testing Services Department. For more information, contact Testing Services at (815) 280-2261 or go to [www.jjc.edu/student-resources/testing-services](http://www.jjc.edu/student-resources/testing-services)

## COMMONLY USED COLLEGE TERMS

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**CLEP TESTING:** A series of tests taken to demonstrate proficiency in a subject and receive credit for the course.

**COURSE NUMBER:** The number that designates the particular course offered by the departments.

**CREDIT HOURS:** Hours earned for a course. Approximates the time spent in a class on a weekly basis throughout the semester. An associate degree generally requires 64 credit hours.

**CURRICULUM:** All the courses required for a degree.

**DROP FOR NON-PAYMENT DATE:** When the computer drops unpaid classes from a student's schedule. Payment drop dates are programmed in advance, and students are made aware of these dates during the registration process. Do not rely on the drop for non-payment process to remove you from course(s) you do not want to be held financially responsible for.

**ELECTIVE:** A course requirement for graduation that students may select from an academic area of interest to them.

**GENERAL EDUCATION REQUIREMENTS:** The basic math, English, science, social science, humanities, fine arts, and global/world studies courses that provide the student with a well-rounded education beyond the requirements of the major; sometimes known as the core curriculum.

**GRADE POINT AVERAGE (GPA):** Average grade. Semester grade point average: the average of all grades earned during the semester. Cumulative grade point average: the average of all grades earned from the first term of enrollment.

**GRADE POINT VALUES:** The number of points representing the grade received.

**INCOMPLETE:** The grade received representing work NOT completed in the term the course was taken.

**KIOSK:** A freestanding structure allowing student's computerized access to their semester schedules and grades, course availability and other student records.

**LATE START CLASSES:** Classes whose beginning dates are after the designated first week of regularly scheduled classes.

**PLACEMENT TESTING:** Mandatory placement tests that determine a student's reading, writing, and math ability. These tests must be taken by all first time, full-time students and prior to enrolling in classes; most other students will have to take all or a portion of these placement tests sometime at the beginning of their college tenure.

**PREREQUISITE:** A requirement (testing, another course, etc.) that must be met prior to taking another course.

**REFUND:** A partial or full reimbursement of monies paid if student withdraws from a class within the stated deadline dates.



**REGISTRAR:** The college administrator who directs the registration process and maintains student records.

**SECTION NUMBER:** A number used when a course is taught at multiple times/days and by various instructors, which identifies time, day, date and location of the course

**SEMESTER SYSTEM:** The school year is divided into two parts, usually with a fall and spring term of approximately 16 weeks.

**STUDENT RESTRICTIONS:** A restriction (also known as a ‘notification’ on the portal or may be referred to as a “hold”) may be placed on a student’s record for various reasons. If you have an outstanding obligation to the college, access to your grades, transcripts, registration and eResources processes will be blocked. Please contact the department which has placed the restriction on your account for further information.

**SYLLABUS:** The instructor’s course outline, which is usually distributed the first day of classes. It may include a brief description of the course, text to be used, a list of readings and assignments, and the instructor’s attendance policy and grading system.

**WITHDRAWAL:** A grade offered that does not affect the GPA so that students may drop courses before a specified time without academic penalty.

## ADMISSIONS/REGISTRATION

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### TRANSCRIPT REQUESTS

All students (including dual credit) can [order transcripts](#) online, for more information visit [Registrar’s website](#) under the JJC transcripts tab. If you have any other questions/problems please email The Transcripts office at [transcriptsinfo@jic.edu](mailto:transcriptsinfo@jic.edu).

### ADMISSIONS

(Campus Center, A-1020)

For information about admissions call (815) 280-2493 or visit [www.jic.edu/info/admissions](http://www.jic.edu/info/admissions)

### REGISTRATION

(Enrollment Center A-1026 and Romeoville Campus, RMA-1024)

Students can register for classes in person at these locations, on the phone at (815) 280-2497, or through their MyJJC Student Portal. For more information visit: [Registration Office](#)

### GRADUATION REQUIREMENTS

Requirements for graduation at JJC are specified in the official JJC catalog current at the time a student enrolls. Students must submit a graduation application during the semester they are finishing their degree/certificate requirements. For more information and to apply for graduation, please visit [Graduation Info](#).

## FINANCIAL AID

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### PHILOSOPHY

At Joliet Junior College the goal of the Financial Aid Office is to enable access to higher education by providing college financial planning and quality customer service to students and families in pursuit of their educational goals. JJC requires all students applying for grants, student employment, loans, and scholarships to complete the Free Application for Federal Student Aid (FAFSA) at [StudentAid.gov](http://StudentAid.gov)

More information on financial aid can be found at:



[www.jjc.edu/getting-started/pay-college/financial-aid](http://www.jjc.edu/getting-started/pay-college/financial-aid)

## GETTING STARTED

Students must complete the FAFSA annually to receive financial aid. Financial aid can take many forms: grants, scholarships, student employment, veteran's benefits and loans. Follow these steps and guidelines:

**STEP 1:** Complete the JJC online admissions application at [Apply to Community College | Admissions | Joliet Junior College \(jjc.edu\)](#)

**STEP 2:** Create a FSA ID at [StudentAid.gov](http://StudentAid.gov) if you do not already have one. Parents of a dependent student will be required to create one as well.

**STEP 3:** Complete the 2023-2024 **Free Application for Federal Student Aid** (FAFSA) online at [StudentAid.gov](http://StudentAid.gov). **JJC's school code is 001699**, FAFSA results are usually received within 3 business days. You will receive a Student Aid Report from the Department of Education and the school will receive the same information.

**STEP 4: The RISE Act:** (Retaining Illinois Students and Equity) allows undocumented students in Illinois to apply for MAP grants. Visit [isac.org/alternativeapp](http://isac.org/alternativeapp)

**STEP 4:** Once JJC receives your FAFSA, you will get a message via your JJC email directing you to log into my.jjc.edu to review your Financial Aid checklist. Visit Self-Service Menu > Pay Bill & View Financial Aid > Financial Aid Self-Service. Submit all requested documents to the Financial Aid Office online – Secure Document Upload at my.jjc.edu/fa, fax (815) 280-2528 or in person at the Main Campus (A-1020) or the Romeoville Campus (RMA-1024). Your financial aid will NOT be processed until everything has been received. Complete files include all supporting documentation requested by the Financial Aid Office. 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 for funds, will be reimbursed accordingly. You will receive an award notification via your JJC email. Review your award(s) on my.jjc.edu. The award letter will outline your estimated amount of financial aid for the academic year.

Review important announcements, upcoming Deadlines, and Financial Aid Priority Dates at my.jjc.edu/fa. Each student is responsible for being aware of these dates.

## GENERAL INFORMATION

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

### A. Credit hour load:

1. Students enrolled in 12 or more credit hours are considered full time.
2. Students enrolled in 9-11 credit hours are considered 3/4 time.
3. Students enrolled in 6-8 credit hours are considered 1/2 time.
4. Students enrolled in less than 6 credit hours are considered less than 1/2 time. Students may not qualify for some aid programs if enrolled in less than 6 credit hours.

### B. Class status:

1. Students who have earned 1-31 credit hours are considered freshmen.
2. Students who have earned 32 or more hours are considered sophomores.

### C. Academic requirements:

1. Students receiving federal and state financial aid must maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Federal and State funding. The financial aid policy may be different from institutional policy for this reason. Contact the Financial Aid Office for details or click on this link [Satisfactory Academic Progress Policy](#).



## FINANCIAL AID PROGRAMS

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

**Grants:** Pell Grant eligibility is based on the Expected Family Contribution (EFC) as indicated on the results of the aid application. The Federal Supplemental Educational Opportunity Grant (FSEOG) is a limited campus based fund and is awarded based on student need and availability.

**Work Study:** The Federal Work-Study (FWS) program on campus is available to students with aid eligibility. Any student in good academic standing and enrolled in six or more credits may apply for a student worker position on campus. Students meeting the criteria for the America Reads/America Counts program may work off campus at elementary schools in the area. Students on academic probation are not eligible for work study.

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

**MAP:** The State of Illinois also has assistance programs for students attending college. The Monetary Award Program (MAP) is available for students in need.

## STUDENT STATUS

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

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

- a. Are you at least 24 years old based on being born before January 1, 2000?
- b. As of today, are you married?
- c. At the beginning of the 2023-2024 school year, will you be a graduate or professional student?
- d. Do you have children who receive more than half their support from you?
- e. Do you have legal dependents who live with you and who receive more than half their support from you?
- f. Are you a veteran of the U.S. Armed Forces?
- g. Are you currently serving on active duty other than basic training?
- h. When you were age 13 or older, were both parents deceased, were you in foster care or were you dependent/ward of the court?
- i. As of today, are you an emancipated minor as determined by a court in your state of legal residence?
- j. As of today, are you in legal guardianship as determined by a court in your state of legal residence?
- k. At any time on or after July 1, 2022, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- l. At any time on or after July 1, 2022, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- m. At any time on or after July 1, 2022, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

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

At the end of each semester, a student must have satisfactorily completed 66.667 percent of cumulative attempted hours, including transfer credits. Attempted hours include classes in which a student receives a grade of "F" (Failed), "W" (Withdrawal), "I" (Incomplete) or "TE" (Time Extended).



Student must maintain an academic standing that is consistent with the graduation requirements for their program and must maintain a minimal grade point average as indicated below:

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

Students who have attempted credit hours that are in excess of 150 percent of their degree program's required hours are immediately terminated and ineligible for Title IV aid. For example: For a 64 credit hour associate degree, 96 credit hours attempted are the maximum number of hours a student can take and maintain eligibility for financial aid. Students will be evaluated at the end of each semester to ensure progress toward a specified degree or eligible certificate.

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

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

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

### REINSTATEMENT PROCEDURES

Students that have failed to adhere to JJC's SAP policy may complete a Satisfactory Academic Progress Appeal if there were extenuating circumstances that lead to poor academic performance.

1. Watch the 'Satisfactory Academic Progress (SAP) Appeal Process Tutorial' at [bit.ly/sapvideo2](http://bit.ly/sapvideo2) case sensitive.

If prompted, log into your JJC student account to view the video.

2. Determine the Type of SAP Appeal that needs to be completed.

Termination Appeal.

Maximum Time Frame Appeal.

Maximum Time One-Time Reset Appeal.

3. Schedule an appointment with a JJC Academic Advisor to complete your Educational Plan.

Call 815-280-2673, visit Room A-1155 or email [academicadvising@jjc.edu](mailto:academicadvising@jjc.edu).

After your meeting, the Academic Advisor will email you a copy of the Educational Plan.

4. Type your Letter of Explanation to detail the extenuating circumstances.

5. Gather your Supporting Documentation.

6. Complete the Satisfactory Academic Progress (SAP) Appeal Form at [bit.ly/jjcsapform](http://bit.ly/jjcsapform) (case sensitive).

7. Upload your 1) Educational Plan, 2) Letter of Explanation, and 3) Supporting Documentation. Retain a copy of the appeal and all documentation for your records.

The Satisfactory Academic Progress Appeal Committee meets on the first Tuesday of the month. In order for appeals to be reviewed at the committee meeting, documentation must be submitted by the last Wednesday of the month.

The student will be notified of the decision through their JJC email account.

For the full SAP policy please visit [jjc.edu](http://jjc.edu) > Getting Started > Pay for College > Financial Aid > Satisfactory Academic Progress (SAP)



Contact JJC Financial Aid Office: 815-280-2528, visit Room A 1020, or email, [SAPfinaid@jjc.edu](mailto:SAPfinaid@jjc.edu).

#### WITHDRAWAL AND RETURN OF FINANCIAL AID POLICY

Any class withdrawals, additions, and/or changes at any time during the semester can affect students' financial aid. Students should check with the Financial Aid Office for further information before changing their enrollment status. Students not attending classes in which they have enrolled must be withdrawn. It is the student's responsibility to officially withdraw from his/her classes. Official withdrawals are processed by the Registration Office.

#### CALCULATING THE RETURN OF TITLE IV AID

The Financial Aid Office is required to implement a Return of Title IV Aid for students who withdraw from all classes for the term and/or receive all "F's". Title IV aid is comprised of the following federal financial assistance programs: Pell Grant, Federal Supplemental Educational Opportunity Grant, and Direct subsidized, unsubsidized and PLUS loans. The return formula is used to determine if the student and/or school must repay any amount of federal assistance. The last date of attendance and/or withdrawal date is used to calculate aid eligibility. As a result of the return calculation, the student may owe a balance to the college. The balance must be paid before the student can register for future terms.

#### VETERAN EDUCATION BENEFITS

JJC is proud to serve student veterans and their dependents through various services, including applications for the GI Bill®, and securing benefits from state and federal aid programs. Stop by the Veterans Resource Center at Main Campus, email [VeteransBenefits@jjc.edu](mailto:VeteransBenefits@jjc.edu) or call 815-280-2966. For more information on veterans' education benefits at JJC, visit: <https://jjc.edu/student-resources/veterans-resource-center>

#### Procedure for Use of Benefits

It is each student's choice to use their Veteran Education Benefits each semester at JJC. After registering, the student must notify the JJC Veterans Resource Center to request benefits be processed. Failure to do so can result in delay of processing time for benefits.

#### Veterans Satisfactory Academic Progress

An evaluation is made at the end of each semester to determine a student's progress. A student is considered to be making satisfactory progress if their cumulative grade point average complies with the following:

CUMULATIVE HOURS ATTEMPTED	CREDIT MINIMUM CUMULATIVE GPA
0-12	1.75
13-32	1.85
33-48	1.95
48 and above	2.00

**NOTE:** The first semester a student using veteran education benefits fails to meet these requirements, they are placed on warning and notified through JJC email. A student on warning has one semester to comply with the minimum academic standards of progress listed above. If the student meets this, the warning will be lifted. If the student fails to comply with the set standards at the end of the warning semester, the student will be placed on termination status, resulting in loss of eligibility for all state and federal benefits. A notice of the termination status is emailed to each student affected. This notice includes a reminder of the on-campus support and counseling services available.

When a student is placed on termination status, JJC is required to notify the VA and suspend benefit certification until minimum standards are reached. JJC is also not allowed to bill the state of Illinois for Illinois Veterans Grant, Illinois National Guard Grant, or MIA/POW Scholarship for a student's tuition until the termination status is lifted. Termination from use of benefits does not, however, mean termination from JJC.



**Appeal procedure:** Students may appeal their termination status to the Satisfactory Academic Progress Committee in writing by following the procedure on the Financial Aid Website. Supporting documentation must accompany the request.

**Reinstatement procedure:** The student must increase their GPA in accordance with the standards listed above to be reinstated or have their appeal granted by the Satisfactory of Progress Appeal Committee.

### MONTGOMERY/POST 9/11 GI BILL ® RESTRICTIONS

The VA requires students to transfer in all prior college credits to their current school of attendance for evaluation. Students using the GI Bill must declare an approved degree or certificate as their major and only classes that meet the graduation requirements can be certified for benefits. Additionally, if a student withdraws, either officially or by cessation of attendance, this must be reported to the VA and can result in an overpayment of benefits.

### OTHER FINANCIAL INFORMATION

Tuition and fees are subject to change. For the current list of tuition and fees, visit [www.jjc.edu/getting-started/pay-college](http://www.jjc.edu/getting-started/pay-college).

Select high demand programs with greater associated costs to run and whose participants have the opportunity for competitive wages upon graduation will be subject to a differential tuition rate.

By registering for classes with Joliet Junior College you are accepting financial responsibility for all charges assessed to your student account. A restriction will be placed on delinquent accounts prohibiting access to student academic records, registration for classes and denial of other Joliet Junior College services in accordance with college regulations. Delinquent debts may be, referred to collection agencies and/or litigated. Students will be held liable for all costs associated with collecting unpaid charges, Joliet Junior College reserves the right to pursue all legal remedies available to collect on any returned check.

Students are responsible for making payments or enrolling in a payment plan by their scheduled payment tuition due dates visit [jjc.edu/DueDates](http://jjc.edu/DueDates) for tuition due dates. It is your responsibility to withdraw from registered course(s) within the course section refund period, otherwise you will be held financially responsible.

Full payments accepted online at [MyJJC](#) (e-check no convenience fee, American Express, Visa, MasterCard or Discover)

In-person at Main Campus (A-1020 Enrollment Center, Student Accounts & Payments), Romeoville Campus (Administration office) or City Center Campus (American Express, Visa, MasterCard, Discover, check\* or cash)  
Tuition drop box at Main Campus outside the Enrollment Center(A-1020) by check\*

By phone at (815) 280-6688 for Main Campus or (815) 886-3000 for Romeoville (American Express, Visa, MasterCard or Discover)

By mail: Joliet Junior College, Attn: Student Accounts & Payments, A-1020, 1215 Houbolt Road, Joliet, IL 60431 (check\*, do not send cash)

\* Please make checks payable to Joliet Junior College

A 1.95% non-refundable convenience fee will be assessed to all tuition/fee credit card transactions.

Debit card transactions will be processed as credit card transactions and therefore subject to the same 1.95% fee.

Note: You are responsible for paying in full or setting up a payment plan. Visit [jjc.edu/DueDates](http://jjc.edu/DueDates) for payment due dates.

JJC also offers an online, automatic tuition payment plan (See 'Tuition Payment Plan' below)



## TUITION PAYMENT PLAN

Having a solid plan for covering the cost of college is an important step toward graduation. JJC is pleased to enlist the services of Nelnet Business Solutions to help make the process easier for you. This convenient budget plan is not a loan program. There is no debt; there are no interest or finance charges assessed; and there is no credit check. The cost to budget an interest-free, monthly online payment plan is a \$25-per-semester, nonrefundable NBS enrollment fee. You must re-enroll in the payment plan each semester. A student must have a minimum \$100 balance owed to the college. Students may budget tuition and fees by automatic bank payment using a valid checking or savings account or by credit card. Visit [www.jjc.edu/Info/automatic-payment](http://www.jjc.edu/Info/automatic-payment) for a payment schedule. Enroll online at [my.jjc.edu](http://my.jjc.edu)

## SCHOLARSHIPS

Through the generosity of donors, the Joliet Junior College Foundation awards hundreds of scholarships to students. These scholarships address the needs of many different kinds of students and are awarded for various reasons, including academic standing, leadership, specialized talents, ethnic origin, financial need and more. To apply, students should visit [www.jjc.edu/scholarships](http://www.jjc.edu/scholarships). The scholarship application process is open twice per year:

To apply for scholarships that are awarded in the Fall Semester, the application process is open from Feb. 1 through May 15.

To apply for scholarships that are awarded in the Spring Semester, the application process is open from Oct. 15 through Nov. 30.

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](mailto:kbaker@jjc.edu) or (815) 280-2721.

## REFUND POLICY

Students who drop a course(s) on or before the refund period as indicated on their schedule or bill receive a full refund. Each course has its own refund date.

- A 100 percent refund will be given for any course cancelled by the college. The college reserves the right to cancel any course with insufficient enrollment or for other appropriate reasons.

- Calendar days include weekends; business days are Monday – Friday only.

- To qualify for a 100 percent refund, follow the refund schedule below:

- Classes meeting seven weeks or more:

Refund within the first 10 calendar days of the beginning of the course.

- Classes meet six weeks or less:

Refund within the first two calendar days of the beginning of the course.

- Special programs: \*\*

Refund one business day *prior* to the start of the course. (Nursing, Vet Tech, EMS, FSCI, RADT, MT and PHAR)

- Corporate and Community Services (CCS) Professional Development classes:

Refund three calendar days *prior* to start of the course

- Nurse Assistant (NA) and Lifelong Learning/Kids College (LLC):

Refund one business day *prior* to start of the course.

\*\* Special programs use selective admissions for making enrollment decisions.

- If your refund falls on a non-business day, your withdrawal will be honored on the next business day.

- Refunds for short-term or specialized classes may vary; refer to your schedule or bill.

- Non-attendance does not constitute a withdrawal in a course nor qualify for a refund.

- No refunds will be granted when a student is dismissed or suspended from college for disciplinary reasons after the refund date.

- Late entry into a course(s) does not alter the refund date.

- The college reserves the right to make the final decision on all refunds.

## GENERAL PETITION FOR REFUND OR LATE WITHDRAWAL

Information regarding the General Petition for a refund or late withdrawal can be found at [Office of Student Rights & Responsibilities | Joliet Junior College \(jjc.edu\)](http://Office of Student Rights & Responsibilities | Joliet Junior College (jjc.edu))





Students requesting a late withdrawal for extenuating circumstances must complete a general petition form available online at: [general petition procedure on-line form](#). [Students have up until 30 days after the semester ends to submit the request](#). Documentation that will support this request is required. General Petition appeals are not always granted. A petition may take 4-6 weeks to process.

## STUDENT ADVISING CENTER

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The Student Advising Center offers academic advising support and connections to other services to help students choose and complete their academic pathway. Currently enrolled and returning students can schedule an appointment by calling (815) 280-2673 or emailing [academicadvising@jic.edu](mailto:academicadvising@jic.edu). New students preparing for enrollment must follow the steps on the Admitted Student page.

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

1. Orienting you to the college and helping you navigate the first-semester registration process
2. Academic coaching to help you make educational choices
3. Plans that shows you exactly the courses you need for your chosen academic pathway
4. Assistance with preparing for transferring to another college or university
5. Programs and activities to help you adjust to college and address possible barriers to your success
6. A support plan and consistent outreach to help you stay on track
7. Help navigating the self-service resources in the MyJJC portal

Who Can Help You Succeed?

[First Year Experience \(FYE\) Specialists](#) orient new students to the college including assisting students with the transition, helping them navigate and access support services, and providing on-the-go advising support at many campus events and programs. FYE Specialists also provide general course planning, transfer exploration, and academic coaching for new students. FYE Specialists are located in the Student Advising Center.

[Student Success Coaches](#) provide advising support for new students and those who are unclear about their academic pathway. In addition to general course planning, Success Coaches provide educational coaching to help students learn academic success strategies and access resources as well as help them identify and decide on specific academic goals. They also provide intentional outreach and support to students on academic probation.

[Major Specific Advisors \(Faculty Advisors\)](#) are experts in specific career and major areas and available for most JJC programs. Before scheduling an appointment with a Faculty Advisor, students should be able to clearly answer the following questions.

Have you committed to a specific program of study?

1. Do you have a career path in mind that aligns with your major of study?
2. Are you planning to transfer to another college or university after JJC?
3. What school do you plan to transfer on to (if applicable)?

## GRADING SYSTEM

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### GRADES

Grades are available to students at the end of each semester and are entered on their permanent record. Final grade reports are available online through eResources/My JJC Portal. JJC uses a four-point system in which a grade of "A" counts as four quality points, "B" is three points, "C" is two points and "D" is one point. No credit courses may be taken on a pass/fail basis.

### GRADE POINT AVERAGE (GPA)

Semester grade point averages (GPA) are computed by multiplying the number of credits earned in a subject, times the number of points the letter grade is worth. For example, an "A" in English 101, which carries three credits, equals 12 quality points ("A" = Four points); a "B" would result in nine quality points, etc. To determine



the GPA, add all of the quality points together and divide by the number of credits attempted. If a student has a total of 44 quality points and attempted 14 credit hours, his/her GPA would be 3.14. Grades are issued at the end of the semester and are entered on the student's permanent record.

### ACADEMIC STANDARDS OF PROGRESS PROCEDURE

The JJC Academic Standards of Progress procedure is designed to help students clearly understand what constitutes good academic standing and academic progress, while offering assistance in setting appropriate academic goals and connecting students with resources to help them achieve academic success.

#### Academic Standing Categories:

Students who fall below good academic standing will be identified into progressive categories as follows:

Category 1: Academic Caution

Category 2: Academic Probation

Category 3: Academic Suspension

Category 4: Academic Dismissal

Grade point average requirements for academic standing categories:

### CREDIT HOURS EARNED MINIMUM GPA (to be in good academic standing)

CREDIT HOURS EARNED	MINIMUM GPA
0-12	1.75 cumulative or 2.0 semester
13-32	1.85 cumulative or 2.0 semester
33-48	1.95 cumulative or 2.0 semester
49 and above	2.00

### CATEGORY ACTIONS

Category 1: Caution: Recommended - to limit the number of credit hours enrolled and to seek resources to enhance academic progress.

Category 2: Probation: Required - to limit the number of credit hours enrolled. Schedule appointment for probation intervention group session through the Student Advising Center.

Category 3: Suspension: Not able to enroll for one semester. Required - meet with an advisor prior to re-enrollment.

Category 4: Dismissal: Not able to enroll for one year. Required - meet with an advisor prior to re-enrollment.

The interventions prescribed must result in academic progress demonstrated by improved GPA. In some cases, and at the discretion of a counselor or academic program adviser, the summer semester can be utilized to demonstrate academic progress.

**NOTE:** If a student is suspended or dismissed from the college, he/she has the right to an appeal. Instructions for pursuing an appeal are provided with the initial letter a student receives, which identifies their status. General information regarding the JJC Academic Standards of Progress appeal process can also be found in the college catalog.

For more information on Academic Standards of Progress, visit [www.jjc.edu/standards-of-progress](http://www.jjc.edu/standards-of-progress)

### RECOGNIZING STUDENT ACHIEVEMENTS AND ACADEMICS

JJC values students' academic achievements and provides multiple opportunities to recognize success while enhancing curricular and extra-curricular experiences. These organizations are designed to encourage scholarship and fellowship and promote excellence. Students involved in one or more of these organizations



receive benefits including institution-wide recognition, financial assistance, mentorship, networking, special programming, and opportunities for individual growth and development.

### JJC HONORS PROGRAM

The JJC Honors Program is designed to stimulate and challenge students' academic excellence while providing unique educational opportunities. Honors courses feature small class sizes and utilize one or more of our four signature pedagogy. 1) Research-Intensive Writing and Speaking, 2) Discussion Based-Learning, 3) Project-Based Learning, and 4) Field-Based Learning. As members of the Honors Program's community of scholars, students actively participate in honors colloquia such as cultural events, field trips, research conferences, guest lecturers, and Honors Forums, a series of four workshops and lectures each semester that are meant to help students get the most out of their experience at Joliet Junior College. Honors students receive individual academic advising from the Honors Program Coordinator and advisors throughout their academic careers and are recognized for their achievements in the JJC Honors Program on their transcripts and, if they satisfy all program and college requirements, at graduation. Interested students should contact the Honors Program at (815) 280-2643, e-mail [honors@jjc.edu](mailto:honors@jjc.edu), or visit [www.jjc.edu/honors](http://www.jjc.edu/honors) or the Honors Program office in C-2002 on JJC's Main Campus.

### ACADEMIC ACHIEVEMENT - HONOR ROLLS

Lists of those full- and part-time students recognized for their academic achievement will be published at the end of each semester. The list can be found at [Academic Achievement List/Honor Rolls](#). Following are the varying levels of achievement and recognition:

#### The Roll of Excellence

Recognizes full- and part-time students who attain the highest level of excellence in their academic studies by completing six or more credit hours during the semester and earning a semester GPA of 3.75-4.0.

#### The Roll of Honor

Recognizes full- and part-time students who achieve superior grades in their studies by completing six or more credit hours during the semester and earning a semester GPA of 3.50-3.74.

#### The Roll of Merit

Recognizes full- and part-time students who achieve excellent grades in their studies by completing six or more credit hours during the semester and earning a semester GPA of 3.0-3.49.

### HONORARY ORGANIZATIONS

**Phi Theta Kappa** is the national honor society of two-year colleges. The Phi Theta Kappa (PTK) mission is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among members and throughout the college. To be eligible for membership, students must have completed 12 hours of 100-level or higher classes at JJC and have a GPA of at least 3.5. Eligible students will receive an invitation to join Phi Theta Kappa from the Alpha Lambda Phi Chapter. For more information visit [www.jjc.edu/honors](http://www.jjc.edu/honors)

**Delta Psi Omega** is a national honor society of two-year colleges for drama and theatre.

**Alpha Beta Gamma** is an international business honor society that recognizes academic excellence among business curricula honor students.

**Alpha Delta Nu** is the honor society for nursing students who have demonstrated academic excellence in associate degree nursing programs in Illinois.

## ACADEMIC POLICIES

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### WITHDRAWING FROM CLASSES

Students may withdraw from a course(s) by processing an add/drop form during regular business hours through the Registration and Records Office at Main Campus, Romeoville Campus, or by phone at (815) 280-2497 or by emailing a request to [Registration@stujjc.onmicrosoft.com](mailto:Registration@stujjc.onmicrosoft.com)

PLEASE NOTE:



- The withdrawal dates are listed on your bill or student schedule.
- Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of “F” in the course.
- A student who is on a college payment plan and is past the refund date and plans to withdraw or is withdrawn by an instructor is responsible for repaying the agreement.
  - Financial Aid students should check with the Financial Aid Office prior to withdrawing from courses since it can affect their aid.

## CREDIT WITHOUT ATTENDING FORMAL CLASSES

In all cases of alternative methods for awarding credit (except for independent study) 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.

### • ADVANCED PLACEMENT

Advanced placement can be attained by taking examinations in the Advanced Placement program sponsored by the College Board. The results of these tests form the basis for awarding college credit to those students who have passed one or more tests with satisfactory grades. Students who have taken these examinations should request that their official scores be sent to the academic credentials specialist in the Registration and Records Office.

### • COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP can be used by students to earn credit by examination toward general education at JJC. CLEP testing is administered through the Testing Services (Campus Center, Room 1138) at Main Campus and (RMA-1039) at Romeoville Campus. For more information call Testing Services at (815) 280-2261 or go to [www.collegeboard.com/clep](http://www.collegeboard.com/clep). Visit [www.jjc.edu/student-resources/testing-services/tests-administered](http://www.jjc.edu/student-resources/testing-services/tests-administered) to learn more about completing this testing at the Joliet Junior College Testing Services Department.

### • PROFICIENCY EXAMINATION

Proficiency examinations for advanced standing are offered in some course areas of the college. They may only be taken by students currently enrolled at Joliet Junior College. The examinees must show that they are eligible to take the examination because they have knowledge or experience which justifies some expectation of proficiency. Approval must be obtained by the department chair. In some cases, the approval of the appropriate dean may be required. In no case may a student take a proficiency examination subsequent to participating in a course for which the proficiency examination is requested except upon recommendation of the instructor during the first two weeks of the class.

Applications for proficiency examinations may be obtained from the appropriate department chair. There is a nominal fee for each examination. Not all courses offer the opportunity for a proficiency examination.

### • INDEPENDENT STUDY

Independent study is designed to allow students to pursue, for credit, subject areas of interest outside of the existing college course structure. In certain instances, independent study may be used to complete requirements for a regularly offered course. A maximum of four credit hours of coursework with an INDS 199 prefix can be applied to a degree or certificate. Self-Instructional Language Program courses may not be taken as independent study.

### • DIRECT EVALUATION OF CREDENTIALS

In some cases, the college will award course credit for relevant credentials, licenses or certifications. It is recommended that interested students contact the appropriate academic department chairperson for additional information. A credit authorization form must be forwarded to the academic credentials analyst in the Registration and Records office.



## • MILITARY SERVICE

Credit for four semester hours of physical education and three semester hours of Biology 103: Health is awarded for military service experience to former members of any of the branches of the armed services who served honorably on active duty for one year or more upon submission of a copy of DD Form 214 (or other evidence of honorable discharge) to the Veterans Resource Center. Members of the armed services still on active duty will be given credit subject to verification of the completion of one tour of duty. Veterans who have been discharged for medical reasons will be evaluated on an individual basis.

A former member of the armed services also may receive credit for college level general or subject matter tests taken under the jurisdiction of the USAFI (United States Armed Forces Institute). An official copy of the test scores and ratings must be submitted to the academic credentials analyst in the Registration and Records Office. As many as six semester hours of credit may be awarded for each general test (English, humanities, natural sciences, mathematics and social science) in equated college-level courses. Credit may be awarded for each subject matter test as equated to a corresponding college-level course.

Military schooling experience will be evaluated by the Academic Credentials Analyst in the Registration and Records Office and equated with equivalent college courses. A proficiency examination may be required by an academic dean to determine if knowledge or skills are sufficient to award credit.

## NEW STUDENTS WITH EARNED COLLEGE CREDIT

Credits may be granted according to the following conditions:

- The collegiate institution previously attended must be a regionally accredited institution awarding college credit.
- Credit may be transferred to JJC for courses earning credit and successfully completed with a grade of “D” or above if the student’s cumulative grade point average (GPA) is 2.0 or above (“C” average) at the previously attended institution.
- If the student’s cumulative GPA is less than 2.0 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of “C” or above. The student’s work at each institution is evaluated independently if several institutions were attended.
- Credits accepted by Joliet Junior College are not necessarily applicable to all degrees.
- Credit may be transferred, but the grades earned at other institutions are not transferred nor are their grades included in computing the GPA at JJC. Only the number of credit hours accepted will be posted to the student’s academic record.

## STUDENT REOURCES

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### BOOKSTORE MAIN CAMPUS CENTER A-1012

The Main Campus location stocks all books needed for all courses, as well as supplies, clothing, backpacks, and various gift items. All textbooks and merchandise can be ordered online at [bookstore.jjc.edu](http://bookstore.jjc.edu). Find all policies and procedures related to refunds, digital course materials, buyback, rental books and more at [bookstore.jjc.edu/customer-service](http://bookstore.jjc.edu/customer-service). The JJC Bookstore also coordinates the college’s Digital Access program where select courses deliver direct digital access to course materials through iCampus. Since 2018, participating students have collectively saved over \$6 million! This program works differently than other digital materials sold in-store or at our e-shop; for more information about the program, including access, opt-out deadlines, and refunds can be found at [bookstore.jjc.edu/digital-access](http://bookstore.jjc.edu/digital-access).

For store hours and more information, call (815) 280-6767 or visit [jjc.edu/student-resources/bookstore](http://jjc.edu/student-resources/bookstore).

## BUILDING INFORMATION

### MAIN CAMPUS

Campus Center (A-building)

First Floor – Admissions Office; Bookstore; Cafeteria; Career Services Center; Dean of Student Success; Dean of Enrollment Management; Dean of Students & The Office of Student Rights & Responsibilities; Disability Services;



Financial Aid; Registration; Records; Student Accounts & Payments; Student Advising Center; The Center for Multicultural Student Access & Success; Testing Services.

Second Floor – Library

Third Floor – Administrative Offices; Alumni Relations; Human Resources.

A-Building (accessed through hallway across from The Beanery)  
Early Childhood Center; Child Development

B-Building  
Veterinary Technician Program; Welding Lab

C-Building  
Auto Shop; Dean of Career & Technical Education; English, Philosophy, & World Languages Department; Honors Program; Phi Theta Kappa offices; Study Abroad; Tutoring & Learning Center; Veteran's Resource Center.

D-Building  
Dean of Academic Excellence & Support; Office of Student Activities; Student Government; Office of Diversity, Equity & Inclusion.

E-Building  
Natural Sciences Department.

Event Center  
Athletics

F-Building  
Campus Newspaper (Blazer) Office; Planetarium.

G-Building  
Campus Police; Fitness Center & Wrestling Gym

Green House  
Horticulture Labs & Greenhouses

H-Building (The Bridge)  
Office of Student Activities Programming Space & Student Social Space; Student Lounges; Dual Credit Office; Three Rivers Education for Employment Systems.

J-Building  
iCampus Office; Information Technology, Social & Behavioral Sciences Department; Math Department; Music labs; Dean of Arts and Sciences

K-Building  
Fine Arts Department; Theatre.

S-Building  
Agricultural & Horticultural Department.

T-Building  
Business Department; CCS Conference Center; Technical Department; Corporate & Community Services Department; Cyber Café; Maker Lab.

U-Building



Allied Health; Dean of Nursing, Health & Public Services; Health & Public Services Department; Nursing Department; Center for Academic Success in Healthcare.

### CITY CENTER CAMPUS

Culinary Arts; Department of Adult Education & Literacy; Workforce Development.

### ROMEDEVILLE CAMPUS

#### RMA-Building

Student Services; University Center; Testing Center; Student Mental Health & Wellness Program; 3D Printing/Virtual Reality Lab.

#### RMB-Building

Library; Dean of Academic Intervention & Support.

### CAREER SERVICES CENTER

The Career Services Center at JJC is committed to supporting all students and alumni through an equity-centered approach. We provide a wide range of career-related resources to assist individuals with career exploration, strategic planning, and employment needs. Our Professional Career Coaches and Employment Advisors work closely with individuals to identify their personal values, interests, skills, and personality traits, which are crucial in making informed career decisions and conducting successful job searches.

We offer in-person and virtual career coaching options to accommodate different preferences and circumstances. Whether you are seeking on-campus or off-campus employment opportunities, our services are designed to help you find meaningful career paths. Through our online platform, Handshake, students, and alumni gain access to an extensive network of over 550,000 local, regional, and national employers.

Career Services provides essential tools and guidance for job seekers, including a wide range of topics to support individuals in their career journeys, such as:

- Career Exploration
- Resume & Cover Letter Assistance
- LinkedIn Review
- Interview Preparation
- Career Assessment
- Job Search Strategies
- Networking Support
- Jobs & Internship Listing – Handshake
- Professional Development Workshops
- Career Fairs & Events
- Alumni Support

### CENTER FOR MULTICULTURAL ACCESS AND SUCCESS (CMAS)

The **Center for Multicultural Access and Success (CMAS)** provides holistic academic exploration, coaching, mentoring, leadership opportunities, and cultural enrichment programming. CMAS supports two Federal TRIO programs (Student Support Services and Educational Talent Search), and provides early access and pre-college mentoring and academic exploration.

According to U.S. Department of Education guidelines, you are eligible to participate in the TRIO/ programs if you are a U.S. citizen or meet the residency requirements for federal assistance, along with one or more of the following:

First-generation college student (neither parent graduated from a four-year institution)

Low-income (an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount, per the Federal TRIO Programs Low-Income Levels).

Documented Disability (physical or learning)



CMAS is also dedicated to supporting the diverse needs of all students and is committed to creating a campus climate that is inclusive to all students. Staff are knowledgeable in connecting undocumented students to valuable resources, scholarship information and personal support. Advising services are also available in Spanish.

CMAS is committed to providing a safe place to raise awareness and provide support for undocumented students, immigrant student experiences and to connect students to resources.

## DISABILITY SERVICES

Disability Services is the department 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 Act of 1990 and the ADA Amendments Act of 2008.

If you have a disability and feel that you would qualify for and require accommodations while attending Joliet Junior College, you can register with the Disability Services office. [Click here for the Disability Services Registration form](#)

If you require accommodations for the placement exams, students must apply with the college first. Once the student has finished applying to the college, students are required to register with our office by using the above registration form link.

Students are requested to provide Disability Services with current documentation about the nature and extent of their disability. The information will be kept confidential and will be used to plan for appropriate accommodations. You can learn about the documentation guidelines on our webpage. [Click here for the Documentation Guidelines](#)

For further information about Disability Services, please call (815) 280-2613.

Joliet Junior College has created a grievance procedure which provides students an opportunity for a prompt and fair resolution of ADA or Section 504 grievances. These procedures are for students who feel that they have been discriminated or harassed on the basis of disability by any member of the campus community including students, faculty, staff, employment and admission applicants, vendors, contractors, and third parties. All ADA complaints will be submitted through the grievance form located at [www.jjc.edu/disability-services](http://www.jjc.edu/disability-services) to the Manager of Disability Services and will copy in the ADA Coordinator. If the grievance is directed against the Manager of Disability Services, the form will be routed only to the ADA Coordinator.

JJC ADA/Section 504 Coordinator, Compliance Officer [compliance@jjc.edu](mailto:compliance@jjc.edu)

## EARLY CHILDHOOD CENTER

The Catholic Charities Diocese of Joliet Head Start program offers child care and education services on JJC's Main Campus.

### Hours

Monday through Friday  
6:45 a.m. to 5:30 p.m.

To learn more about enrollment requirements, or to sign up your child, please contact (815) 724-1148 (English) or (815) 724-1149 (Spanish).

## CCAMPIS CHILDCARE SCHOLARSHIP

**Main campus bridge H1016B, (815) 280-6717**

<https://www.jjc.edu/campus-life/early-childhood-center/ccampis-grant>





JJC offers the CCAMPIS (Childcare Access Means Parents in School) childcare scholarship to eligible student parents taking at least 6 college credit hours. The CCAMPIS Parent Support Specialist not only awards scholarships but assists parents in finding care, filling out the applications, mental health referrals for parents and children, housing referrals, food referrals, parent educational opportunities, support for transitions with children to school, support for IEPs, support for Early intervention referrals and connections, and supports families in many more ways. The CCAMPIS Scholarship can eliminate a parents' portion of childcare services while in school. This grant supports childcare for children ages 0 - 13 in a high-quality childcare program. Currently JJC is contracted with over 35 centers in our district that accept the CCAMPIS childcare scholarship. Please visit our website, shoot us an email, or give us a call for more information!

## FITNESS CENTER

The JJC Fitness Center is open to all students, staff and community members age 16 and older. Instructors are available at all times in the center to provide assistance. The center offers a variety of top-rated cardio equipment and resistance exercise machines. Our newest additions include a Smith Machine, extensive line of free weights, dumbbells and kettlebells.

JJC students and employees have an option of enrolling in HPR 101 Fitness Center for college credit or obtaining a membership to work-out during hours of operation.

### Hours of operation are:

Spring/Fall Monday-Friday (7am -7pm)

Summer Limited Hours (8am - 4pm)

Closed Saturday and Sunday

For more information call: (815) 280-2437

## FOOD SERVICES

The **Main Campus cafeteria** is open Monday through Friday during the spring and fall semesters and is located on the first floor in the Campus Center. The summer session hours operate on a Monday through Thursday schedule. Operating hours are posted at the beginning of each semester/session. The food selection includes a wide variety of items: made-to-order breakfast and lighter morning fare, garden fresh salad bar, made-to-order deli sandwiches, freshly prepared hot entrees, hot grilled and fryer items, pizza, desserts, snacks and a variety of beverages. On-line ordering is available through the [Heartland Guest mobile app](#).

The **Beanery** adjacent to the Main Campus cafeteria offers a variety of specialty coffee drinks, fresh baked pastries, grab & go salads and sandwiches and a variety of other snacks and cold beverages. Operating hours are posted at the beginning of each semester.

**Vending machines** are also located in D-Concourse, G-Concourse, T-Building, S-Building, J-Building, B- Building, U-Building, Campus Center Building and Event Center on the main campus.

**Romeoville Campus** vending machines are located in Building A.

**City Center Campus** vending machines are located on the second and fifth floors of the campus building; snacks and beverages are available.

**Thrive Restaurant** is located on the first floor of the City Center Campus, facing Chicago Street. Hours of operation are Wednesdays from 11a.m. - 12:45p.m for lunch and Thursdays from 6 - 8p.m. for dinner. All proceeds go directly to the Culinary Arts Department. Reservations are suggested. Please call us at (815) 280-1201.

**Saveur** is a full-service restaurant, providing table service with a friendly atmosphere. The restaurant will be open Tuesdays and Thursdays from 11a.m. - 12:45p.m., at the City Center Campus located at 235 N. Chicago St., Joliet, IL on the second floor. All proceeds go directly to the Culinary Arts Management Department. Reservations are suggested. Please call us at (815) 280-1200.



**Culinary Cafe**, located on the main floor of the lobby next to Thrive Restaurant, is available for carryout featuring coffee, breakfast items, sandwiches, soups, salads and desserts. Hours of operation are Monday thru Thursday from 7:30a.m. - 1p.m. All proceeds go directly to the Culinary Arts Management Department.

For more information regarding Food Services, call (815) 280-2338 or visit: [www.jjc.edu/campus-life/food-services](http://www.jjc.edu/campus-life/food-services)

For more information regarding Culinary Arts dining, visit <https://jjc.edu/choose-your-path/culinary-hospitality-tourism/culinary-arts/restaurants-culinary> or call (815) 280-1255.

For more information regarding Food Services, call (815) 280-2338 or visit: [www.jjc.edu/campus-life/food-services](http://www.jjc.edu/campus-life/food-services)

## INTERNATIONAL STUDENTS

International students must meet the special admissions requirements of JJC. Visit the International Student Service (Campus Center, 1108) or [www.jjc.edu/getting-started/admissions](http://www.jjc.edu/getting-started/admissions) for more information.

## LIBRARY

The JJC Library is located on the second floor of the Campus Center (Building A). The Library's physical collection includes textbooks, books, study aids and other media. Additional technology items are offered for checkout. 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. The Library provides access to the collections of universities, colleges, and public libraries throughout the country. Library amenities include computers, study rooms, and silent study areas. Librarians are available to assist students with research and locating and accessing library materials in person, via phone, virtually, or by appointment. For more information, visit [library.jjc.edu](http://library.jjc.edu)

## LOCKER RENTAL

Lockers costs \$5 per semester to rent. Students must have a current semester schedule at time of rental. Students must supply their own locks and remove all contents by the end of final exam week each semester. Students can request a locker through the [Locker Rental Request Form](#). For more information, visit [Office of Student Rights & Responsibilities](#) through the JJC portal.

## STUDENT EMPLOYMENT

The Student Employment Program, a part of Career Services at JJC, is designed to provide students with opportunities to gain valuable work experience while pursuing their education. This program offers part-time job opportunities with a range of benefits and opportunities for students, such as:

- Paid Employment
- Flexible schedule
- Conveniently located on-campus or nearby community
- Meaningful opportunities to advance academic and professional goals
- Student leadership in a variety of departments
- Professional networking, connections, and mentoring

To access a wide range of career-related resources and schedule an appointment, you can visit our Career Services office located at Main Campus Center A-1175. Alternatively, you can reach out to us via email at [careers@jjc.edu](mailto:careers@jjc.edu) or visit our website at <https://www.jjc.edu/student-resources/career-services> for the latest information on events and programming. We are here to assist you and provide the support you need in your career journey. Bilingual services are available.

## STUDENT ID CARD

A JJC student ID is required of all students enrolled in classes. Students must be able to prove enrollment in classes and present a state or government issued ID when applying for their student ID. Students should come prepared to have their picture taken for the JJC ID as their picture will appear on the student's iCampus profile.



The picture will consist of only the head and shoulders, similar in style to a passport photo. No headwear is permitted in the photo unless it is mandated by a religion.

If a student has a name that they would prefer to be known by that is different from their legal name, they can request this change by filling out the [Preferred Name Change Request Form](#) and submitting it to the Office of Student Rights and Responsibilities for review.

The student ID is issued for a three-year period from the print date. A semester sticker must be obtained each semester a student is enrolled in classes to indicate that they are a current student. These stickers can be obtained by showing proof of enrollment to staff in the Photo ID office or Romeoville Learning Resource Center.

Student IDs can be obtained or updated at the Photo ID office on the Main Campus in room A-1105 or at the Romeoville Campus in the Learning Resource Center, RMB-1080. If a student is unable to come onto campus to have their picture taken or to get their card validated, they can [apply online](#). They will need to sign in with their JJC email and password to complete the application and they must include a picture of their head and shoulders against a neutral background along with a picture of their government issued ID.

<b>Joliet Junior College Services</b>	<b>Type of ID Required</b>
Library and Resource Center	JJC Student ID card
Fitness Center	JJC Student ID card
Cyber Café	JJC Student ID card
College events/activities	JJC Student ID card
Campus Bookstore	JJC Student ID card
C.I.S labs	JJC Student ID card for each lab visit
Testing Services	JJC Student ID card, driver's license, or state photo ID
Tutoring and Learning Center	JJC Student ID card, driver's license, or state photo ID

## TESTING SERVICES

Testing Services has three locations. Below is a chart outlining the testing services at each site:

	Main Campus (A-1138 in Campus Center)	Romeoville Campus (RMA-1039)	City Campus Center (JCTR-6002)	Remote Testing
Automotive Service Excellence Exam	Appointment	n/a	n/a	n/a
Accuplacer Exam (Placement Testing)	Walk-in	Walk-in	Walk-in	Appointment (when available)
ALEKS Exam (Placement Testing)	Walk-in	Walk-in	Walk-in	Appointment (when available)
CLEP Testing	Walk-in	Walk-in	n/a	n/a
CNA (Illinois Nurse Aide Exam)	n/a	Appointment	n/a	n/a
GED Testing (high school equivalency testing)	Appointment	Appointment	Appointment	n/a
JJC iCampus Testing	Walk-in	Walk-in	Walk-in	n/a
JJC Make-Up Testing	Walk-in	Walk-in	Walk-in	n/a
Pearson VUE Testing	Appointment	Appointment	Appointment	n/a
Proctoring Services	n/a	n/a	n/a	n/a



	Main Campus (A-1138 in Campus Center)	Romeoville Campus (RMA-1039)	City Center Campus (JCTR-6002)	Remote Testing
TEAS Testing	Appointment	Appointment	Appointment	n/a

A picture I.D. is required for all testers and, in addition, all testers taking the Placement Test must have a JJC student ID number. For more information, call (815) 280-2261, visit [www.jjc.edu/student-resources/testing-services](http://www.jjc.edu/student-resources/testing-services) or email [testingservices@jjc.edu](mailto:testingservices@jjc.edu)

\*\* The following items are NOT allowed in the testing center: food and drink, cell phones, watches, iPods/MP3 players, wearable electronics such as FitBits and Smart Watches, electronic devices, coats and jackets, hats, scarves, purses, backpacks, mechanical pens/pencils and all other personal items.

### TUTORING AND LEARNING CENTER

Free one-on-one tutoring by appointment and drop-in with professional and peer tutors for hundreds of JJC courses. Tutoring is available in person and online with Smarthinking. Free assistance with presentation preparation and any writing assignment including scholarship and college entrance essays. Prep for Progress free placement test preparation and resources. Learning English for Academic Purposes (LEAP) assistance. Z-space Lab (3D computers for biology, chemistry, psychology and automotive courses). Access to study aids including biology and chemistry models, microscopes, laptops, CLEP & TEAS study guides, accounting solutions manuals, textbooks, programming computers, and calculators are available for use in the TLC. Recording studio available for recording and practicing speeches. The TLC also offers general technology support if you are new to computers or online classes. We are located in Building C, room C-2010 at Main Campus and at the Romeoville Campus in the Learning and Resource Center/Library RMB-1080 (limited study aides at Romeoville location).

## CAMPUS LIFE

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### OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities (OSA) strives to provide opportunities for students to discover, practice, and develop their personal and professional skill sets through campus involvement opportunities including clubs, Student Government, leadership training, wellness programs, diversity, equity, and inclusion conversations, and social events.

For additional information about campus involvement at the Main, Romeoville, or City Center campuses: visit D-1010, email [studentactivities@stu.jjc.edu](mailto:studentactivities@stu.jjc.edu), or call (815)280-6720. To view upcoming events: visit [my.jjc.edu/student-life/osa/Lists/Student-Activities-Calendar/calendar.aspx](http://my.jjc.edu/student-life/osa/Lists/Student-Activities-Calendar/calendar.aspx).

### STUDENT CLUBS AND ORGANIZATIONS

All club forms and policies can be found in the MyJJC Portal at [Club Forms & Policies \(jjc.edu\)](http://www.jjc.edu/Club-Forms-Policies).

### JJC CLUB LISTING

For a complete listing of clubs available, see the My JJC portal, Student Life and Office of Student Activities and click on club listing at [my.jjc.edu/student-life/clubs/Pages/default.aspx](http://my.jjc.edu/student-life/clubs/Pages/default.aspx).

### CAMPUS-WIDE GROUPS

Serves as the coordinating body for all clubs on the JJC campus and meets monthly. The CCC is comprised of a representative from each recognized club on campus and determines the chartering of new clubs, sets club standards, monitors club status, and votes on club funding.



## JJC STUDENT GOVERNMENT

JJC Student Government (SG) serves as the liaison between college administration and the student body in matters of concern from either group. Student Government provides opportunities for leadership and serves as a vehicle of expression through which students can maintain sound communication with their fellow students, members of the college community and state leaders. Members of student government also serve on many college committees as student representatives. Students can become involved by completing a Member Data Form and attending one meeting and meeting with the advisor for a member orientation. Meetings are held weekly. Students interested in serving should contact the Student Activities staff at (815) 280-6720.

## FINE ARTS GROUPS

All JJC students are eligible to participate in the following Fine Arts groups. Ensembles may be taken for credit on a tuition basis or for non-credit with no charge. For further information, call (815) 280-2223.

**JJC CHAMBER SINGERS** is an auditioned choral ensemble that performs at the college, schools, churches and civic organizations.

**JJC CHORALE** is a community choir for people of high-school age and older that performs major choral works and a variety of other choral music. No audition is required.

**JJC COMMUNITY BAND** is open to all district residents who desire to perform the best in band repertoire.

**JJC GUITAR ENSEMBLE** is available to students who desire experience in performing music written for small instrumental groups in a variety of styles.

**JJC JAZZ BAND** performs several times annually and participates in the Elmhurst Jazz Festival. It is open to all residents of District 525.

**JJC PERCUSSION ENSEMBLE** plays a variety of music utilizing percussion instruments such as mallets, timpani, drum set, snare drum, ethnic and multiple set-ups.

**METROPOLITAN YOUTH SYMPHONY ORCHESTRA (MYSO)** Performs symphonic repertoire of a wide variety of styles and historical periods.

**THEATRE PRODUCTIONS:** The Fine Arts Department produces five theater productions each year: two in the fall semester, two in the spring semester, and one summer children's theatre production. Any JJC student or resident of Community College District 525 is welcome to audition. Specific dates and times for auditions are posted on campus and on the JJC Web site. For more information call (815) 280-2200.

## STUDENT PUBLICATIONS

### BLAZER

JJC's official student newspaper covers news, features, sports, and major events for the college community while providing a forum for student opinion. All students are welcome to participate. The newspaper offers practical experience in journalism, which can lead to a paid position on staff. Contact Blazer Adviser Bob Marcink at (815) 280-2607 or [Bob Marcink](#), or contact [The Blazer](#) directly.

### WORDEATER

JJC's creative arts magazine is typically published in print and e-zine format. Poetry, essays, short stories, plays, cartoons, songs, photography and artwork may be submitted. Submissions from students, alumni, faculty and staff are accepted throughout the year. For more information, contact [the Wordeater advisor](#).



## ADDITIONAL SERVICES AND OPPORTUNITIES

- **Cronin School** - Built in 1863, the authentic one-room country school is a living history museum. Tours are available upon request. Call (815) 280-6682 for more information.
- **Cyber Café** - The Cyber Café is the only lab on campus that features a variety of games and music for everyone's recreational needs. The Cyber Café is located in T-building.
- **Fishing** - JJC's campus lake offers fishing with some restrictions. Call (815) 280-2301.
- **Herbert Trackman Planetarium** - View the sun, moon and stars, and see astronomical presentations during the academic year. Call (815) 280-NOVA for more information.
- **Laura A. Sprague Gallery** - Art exhibitions and events are offered throughout the year. The gallery is on the second floor in J-Building. Hours are 8 a.m. - 8 p.m., Monday through Friday.
- **Nature Trails** - Miles of paved and unpaved trail are located on Main Campus. They are open from daylight to dusk when the campus is open.
- **Recycling** - Marked containers for non-food paper products, plastic, glass, and aluminum cans are available for use on campus.
- **TV Lounge** - A big-screen TV with comfortable seating is located on the Bridge.
- **William M. Zale's Arboretum** is a one-acre site filled with woody plants, trees, shrubs and vines. It's located on Main Campus, adjacent to Houbolt Road at the main entrance.

## VOTER REGISTRATION

Illinois Voter Registration Application available in [English](#) and [Spanish](#).

The [website](#), registering to Vote in Illinois, describes the rules and procedures surrounding the voter registration process in Illinois. An individual may register to vote in Illinois if he/she is 18 years or older on the next election day, resides in the jurisdiction for 30 days prior to the election, and is a U.S. citizen.

Illinois citizens residing overseas and military personnel may register using a [Federal postcard application](#) found on the [Federal Voting Assistance Program](#) website. Other questions may be answered using the [Military and Overseas Voter Guidelines](#).

Registration is closed during the 27 days prior to an election. Individuals who miss the deadline may register or transfer their registration at the office of the election authority under the guidelines of [grace period registration](#).

To vote In Illinois:

You must be a United States Citizen.

You must be 17 years old on or before the date of the Primary Election and turn 18 on or before the date of the General Election.

You must live in your election precinct at least 30 days prior to Election Day.

Not be convicted and in jail.

Not claim the right to vote anywhere else.

Before you begin...

If you think that you may already be registered to vote, you can check by using the State Board of Election's [Voter Registration Lookup](#).

Ok! Let's get started!

[Start the Online Voter Registration Application](#)

## STUDENT MENTAL HEALTH & WELLNESS PROGRAM

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To help facilitate the success and emotional wellness of students, the Student Mental Health & Wellness Program focuses on providing direct mental health services by licensed mental health professionals. These services include working with a Student Wellness Advocate (Licensed Clinical Professional Counselor) to receive brief-individual counseling services or with a Case Management Coordinator (also Licensed Clinical Professional Counselor) to connect with extensive resources off-campus. Program also has a Supportive Services Coordinator



that works along our Case Management Coordinator to assist students who are experiencing housing and food insecurities. **All services are confidential and free to students.**

Our mission is to provide professional mental health services, awareness, and consultation services for our students, faculty, and staff that:

- Incorporate a brief therapeutic model that is culturally competent and evidence-based to address the emotional and behavioral needs of our students
- Facilitates respect for others, appreciation of individual differences, and compassion, especially to our culturally, socially, economically, religiously, and racially diverse student body. Enhance self-awareness, interpersonal skills, and personal development that increase success and well-being Advocate and advance the college's mental health initiatives and procedures

### **Mental Health and Wellness Services at JJC**

As students, trying to balance the responsibilities of school, work, and personal life can be difficult and can cause symptoms of stress, anxiety, depression, and many other emotional challenges. We want our students to know that professional assistance is available to help cope with a wide variety of personal challenges that students may face during their college journey. As part of our Student Wellness Program, we have on staff Student Wellness Advocates and a Case Management Coordinator (both Licensed Clinical Professional Counselors) to support our students in need.

For brief-individual counseling services, our Student Wellness Advocates will assess students and determine if services at JJC are appropriate. Our credit-seeking students are eligible to receive up to 10 free and confidential counseling to assist students with problems or concerns that are negatively impacting their educational and social experience at Joliet Junior College. If brief-individual counseling is not appropriate on JJC campus, our Case Management Coordinator will work with students to connect to appropriate mental health services off campus and within their financial means. Our Case Management Coordinator & Supportive Services Coordinator will also support our students connect with needed resources, such as medical, housing, transportation, social support, food insecurity, and other necessities.

Services Include:

- Professional assessment on needs and mental health issues
- Free & confidential, brief-individual counseling on a variety of issues
- Crisis interventions and management services, as needed
- Group counseling services on a variety of issues and to establish social support
- Educational workshops and presentations to students, faculty, and staff
- Outreach activities and events that focus on student wellness and success
- Consultation and training for faculty and staff on working with students that may have personal or mental health challenges that are impacting their academic or social environments.
- Student support for housing or food insecurities

### **REQUESTING AN APPOINTMENT**

Setting up or requesting an appointment is simple. Students can request an appointment one of three ways:

1. Visit the Office of Student Rights and Responsibilities (A-1100) to make an appointment in person
2. Call our office at (815) 280-2936 to request an appointment over the phone
3. Request an appointment online by visiting <http://jjc.edu/studentwellness> then choosing - **New Client – Appointment Request for Mental Health Services.**

To set up an appointment, please note that for new students, basic personal information will be requested to set up your profile in our system This includes your full name, student ID, phone number, address, date of birth, and emergency contact. For video and phone sessions, a pre-screening must be completed with our administrative assistant to determine the appropriateness for virtual services. Information is requested due to records not



connecting with JJC academic record or systems. The preferred method for an appointment request is online as it allows students to complete their consent forms as well.

## FIRST CONTACT

During the first appointment, our mental health clinicians work hard to orientate students to our services and psychotherapy in general. We make the effort to fully understand the challenges faced by our students and collaborate with our students to find the best course of treatment. Students coming in for their first visit will be seen for a 60-minute intake appointment with a professional to discuss:

- An overview of our available services and complete necessary paperwork to engage in services
- Answer any questions or concerns and provide information about what to expect from the process
- Complete a health and mental wellness questionnaire together
- Discuss the student's presenting issues and concerns that need to be addressed
- Collaborate together to determine appropriate next steps and course of treatment

Schedule next individual session and/or assign group session(s), or help coordinate off-campus referrals as needed for more intensive mental health needs and when appropriate

## GROUP SESSIONS

Groups give students the opportunity to share experiences, learn new perspectives, and experiment with new behaviors in a safe and supportive environment. It is also a great opportunity to gain social support and make connections with peers. As an on-going process, mental health clinicians work to offer a number of group options and will be reviewed each semester to meet the changing needs of our student population. Past groups have included anxiety management, expressive arts, women empowerment, international and first-generation students, and many others. Groups are determined based off of observed needs and through student surveys.

## CONFIDENTIALITY

All student mental health records are maintained through the electronic health record, Titanium Scheduler, which is HIPAA-compliant and secure. All therapy records and sessions are maintained on this software and are kept strictly confidential and not part of the college student educational record. Information is shared only with a student's written permission. Exceptions to confidentiality are rare and include when a person poses a threat to his/her/their own safety and/or the safety of others (direct threat) and/or when it is ordered by the court. All clinicians are also mandated reporters and must report any suspected abuse or neglect of a child, elder, or any individual with disabilities.

## HOURS AND APPOINTMENT

Services are available Monday through Friday from 8:00am to 4:30pm, with the last appointment scheduled for 3:00pm. Services are not available over the weekend. Evening appointments are available upon request.

## CRISIS INTERVENTION AND AFTER-HOURS SUPPORT

For on campus crisis during regular hours, students are advised to come down to the Office of Student Rights and Responsibilities (A-1100) to meet with the first available mental health clinician. For after hours on-campus crisis, on-call crisis services are available until 10 p.m. by calling campus police at (815) 280-2234. Campus will help connect students to the mental health clinician via phone or video. For after hours and off-campus crisis, everyone is advised to call 911 immediately for mental health emergencies that included but not limited to, threat or harm to oneself, threat or harm to others, immediate decrease in cognitive functioning (psychosis), or in an immediate danger to self (such as overdose, risky behavior, or inability to distinguish between reality and hallucination). A list of additional available support is found below, including the National Lifeline available via phone or text at 988

## STUDENT WELLNESS ADVOCATES AND CASE MANAGEMENT COORDINATOR

All our Student Wellness Advocates and Case Management Coordinators are licensed by the State of Illinois and have obtained the advanced, clinical license of Licensed Clinical Professional Counselor (LCPC) or Licensed Clinical Social Worker (LCSW). They have a number of various years in mental health and come from various





backgrounds and career experiences. Our team is made up of diverse individuals, with diverse backgrounds. Some of our clinicians carry additional credentials and expertise in specific topics, including grief, anxiety, trauma, and more.

## SUPPORTIVE SERVICES COORDINATOR

Our Supportive Services Coordinator is a non-clinical professional that is dedicated on supporting students who are experiencing homelessness, at-risk of homelessness, or experiencing any housing, food, or transportation insecurity. In collaboration with community agencies and resources, the Supportive Service Coordinator helps as a liaison to help students connect to resources in the community.

## ELIGIBILITY AND COST

Counseling services are free of charge to all current, credit-seeking and enrolled students. Depending on their need for more intensive services or when deemed necessary and appropriate, students may be referred to outside community services. The Case Management Coordinator will work with students to identify all immediate needs and identify off-campus services that are within the financial means of the student. Referrals may be made to have student meet off-campus connections to apply for state-insurance (Medicaid) to help reduce cost of services or identify sliding-scale services. Costs of off-campus resources are assessed by the individual agencies/services. We will work to coordinate referrals for students to outside resources that may meet their ability to pay.

## CARE REPORT

The creation of the Care Report is to assist students in need with care and compassion. The Care Report allows staff, faculty, students and community members to report students who may need assistance and are experiencing issues such as:

- Anxiety, panic, or depression
- Family concerns or challenges
- Patterns of significant interpersonal conflict
- Traumatic experiences
- Financial challenges
- Stressful work/life balance
- Social skills or campus community integration
- Unmet basic needs
- Grief/Loss
- Illness

The Care Report is submitted directly to the Case Management Coordinator, who will determine the appropriate response and outreach. Due to privacy and confidentiality laws, we cannot provide updates on outreach attempts or student's engagement in the program to the reporter. If concerns persist, reporter can consult with the Case Management Coordinator or submit additional Care Reports that documents continued concerns. In the event thereport includes any instances of code of conduct violations, the report may be shared with BIT (Behavioral Intervention Team) for further intervention. Please find the Care Report located at [jic.edu/carereport](http://jic.edu/carereport)

## MINDWISE – ONLINE CONFIDENTIAL MENTAL HEALTH SCREENING

We also offer free and anonymous online screening for eating disorders, alcohol misuse, anxiety disorders, depression, and any other mental health concerns through the MindWise platform. This service is informational only and not a diagnostic tool. The screening is provided to help JJC students determine whether consulting with a mental health professional would be helpful. It is recommended that students save and print their results when setting up an appointment to meet with one of our staff members.. Screens can be accessed by visiting the 'Health and Wellness' tab on JJC.edu or visiting: <https://screening.hfihub.com/jic>

## ADDITIONAL MENTAL HEALTH RESOURCES

### Crisis Intervention Resources & Hotlines



- National Lifeline
  - 988 (call or text)
- Veteran's Crisis Line
  - (800) 273-8255 press 1
- The Trevor Project - GLBTQ Youth Suicide Hotline
  - (866) 488-7386 OR (886) 4-TREVOR
- National Suicide Hotline
  - (800) 273-8255
- Self-Harm & Depression Crisis Text Line
  - TEXT (instead of call) HOME to 741741

#### Local Resources

- Guardian Angel Community Services Domestic Violence & Sexual Assault [www.gacsprograms.org/#](http://www.gacsprograms.org/#)
  - (815) 729-1228
- NAMI of Will-Grundy County National Alliance on Mental Illness <http://namiwillgrundy.org/>
  - (815) 409-7917
- Silver Cross – Intensive Outpatient Chemical Dependency Program
  - (815) 300-7032

#### Drug & Alcohol Resources

- Alcoholics Anonymous – Joliet (must leave message, will receive call back)
  - (815) 741-6637
- Narcotics Anonymous (Live person answers phone 24/7)
  - (708) 848-4884
- SAMHSA (Substance Abuse and Mental Health Services Administration)
  - (800) 662-4357
- Stepping Stones Recovery Center Addiction Treatment
  - (815) 744-4555
- Depression Hotline
  - (866) 236-3834
- National Teen Abuse Hotline
  - Texting available: Text loveis to 22522
  - (866) 331-9474
- National Domestic Violence Hotline - Live Chats available on [www.thehotline.org](http://www.thehotline.org) (\*Warning: computer use can be monitored and cannot be completely cleared)
  - (800) 799-SAFE (7233)

#### Other Resources

- National Sexually Transmitted Disease Hot Line
  - (800) 227-8922
- Eating Disorder Hotline
  - (800) 442-4673
- Gateway Foundation - Drug and Alcohol Treatment Center
  - (877) 377-4206
- Trinity Services - Providing support and care for those with disabilities and mental health needs in Illinois
  - (815) 485-6197
- Will County Behavioral Services
  - (815) 727-8670
- Healing Hands Resource Center - Counseling and Mental Health
  - (773) 467-6967



**ATHLETIC PROGRAMS (EC-2007)**

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Athletics are a vital part of the college and provide experiences that will enhance the development of men and women physically, mentally, socially, and emotionally. The JJC Wolves have gained national recognition for their successes, including national championships in basketball and baseball and wrestling. The Athletic Department is committed to excellence, integrity, fairness, good sportsmanship, and competitiveness that are in support and alliance with the mission of the college. For more information, call (815) 280-2431, or visit: [jicwolves.com/](http://jicwolves.com/)

**ATHLETIC TEAMS**

SEASON	MEN	WOMEN
FALL	Soccer Cross Country Bowling Golf	Soccer Cross Country Volleyball Bowling Golf
WINTER	Basketball Cheerleading/Dance Wrestling Competitive Cheerleading	Basketball Cheerleading/Dance Competitive Cheerleading
SPRING	Baseball Volleyball Track and Field	Softball Tack and Field

**INTERNATIONAL EDUCATION OFFICE**

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The International Education Office at Joliet Junior College provides a variety of opportunities to students, faculty, staff and the community at large interested in enhancing their international and global understanding and perspectives. The IE Office:

- promotes student study abroad opportunities around the world
- sponsors cultural/educational events at the college designed to celebrate and raise awareness about diverse cultural groups, both domestic and international
- provides international opportunities for staff to enhance their professional development through faculty exchanges and teaching opportunities abroad
- facilitates curricular internationalization across all disciplines
- nurtures a climate that celebrates all cultures and people

**STUDY ABROAD**

Study abroad opportunities are offered at a program, college, and Illinois Consortium for International Studies and Programs (ICISP) levels.

Honors and Veterinary Technology programs offer week-long study abroad programs during spring break. Participation is limited to students enrolled in Honors and VetTech programs. Additional program specific requirement apply. Contact appropriate department for more information about these programs.

Japan Study Abroad (3 weeks in length) is offered annually during May-June and is open to all JJC students who meet eligibility requirements (minimum 6 JJC credit hours and minimum 2.5 GPA). Course offerings vary.

Through membership in Illinois Consortium for International Studies and Programs (ICISP), JJC offers number of short term (summer) and semester long programs. Currently, semester study abroad programs are offered in Austria, England, Ireland and Spain; summer programs are offered in Austria, Ireland, Costa Rica, France, and Spain. To be eligible, students must have completed at least 12 hours of college credit courses, including English 101 and must have a minimum GPA of 2.5. For those who qualify, scholarship funding is available through JJC Scholarships and/or Financial Aid. Limited scholarships are also available through ICISP.



For more information about any of these programs, please contact the International Education Coordinator at [studyabroad@jjc.edu](mailto:studyabroad@jjc.edu).

## ONLINE LEARNING

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**iCampus** provides opportunities for course instruction that utilizes modern media and technology to replace the commute to campus for classes. Course formats include:

- **Online:** Students enrolled in an online course do not attend class on-campus; however, some online courses may require campus visits for exams. An online course is not a correspondence course, meaning that it is not possible to complete an online course entirely at your own pace; however, online courses do allow for some flexibility that falls within prescribed due dates and other requirements. The academic outcomes of online courses are the same as face-to-face courses. The difference is that the assignments and activities can be performed from a distance, via an internet-connected computer. With online courses all instruction occurs online.

JJC online courses follow one of two formats:

**Asynchronous:** Students enrolled in asynchronous online courses do not attend class on-campus or in real-time; however, some online courses may require campus visits for exams. Students will access content in a variety of formats and complete coursework, group interaction and discussions, assignments, quizzes, and more by assigned due dates provided in the course. Students should expect to have regular and substantive interaction with the course content, with each other, with the instructor, and with technology used in the course.

**Synchronous:** Students enrolled in a synchronous online course do not attend class on-campus; however, will be required to meet online during scheduled times as communicated in the course schedule. Students may be required to visit campus for exams. Faculty can choose to offer instruction through Canvas Conferences or Microsoft Teams. Faculty will communicate meeting information and provide links to the scheduled sessions in the Canvas course (i.e., announcement, syllabus, or welcome page content). Attendance in the required online meetings will function the same way as attendance in a face-to-face course that meets in a classroom.

- **Hybrid (formerly Blended):** Hybrid courses are taught partially online and partially in a face-to-face classroom setting. Hybrid Courses reduce the amount of time spent in class on campus by moving lectures, course work, and other activities online. The academic learning outcomes of online courses are the same as face-to-face courses.

Online and hybrid course structure varies between courses, but the same academic expectations and course objectives exist as they do with a face-to-face course. The difference is that the activities and tasks can be performed from a distance on a computer or portable device at home or some other location. Online and hybrid students experience the same academic rigor, content and curriculum as on campus students with the additional flexibility in class schedules which can be balanced with personal and work obligations. Students enrolled in online and hybrid courses should expect a variety of instructional methods and course tools including, but not limited to, discussion boards, web resources, lecture content, and video. In addition to a variety of instructional methods, students should expect more reading and required discussions, as well as consistent use of technology.

Detailed instructions and guidelines, such as course assignments, objectives, due dates, and grading criteria are provided by each instructor in the LMS/online course room. Instructors are often available for conferences both online and on-campus. iCampus courses are not self-paced and cannot be completed early.



To determine if you will be successful in JJC's online course environment, complete the SmarterMeasure Assessment available in the "Are Online Courses Right for Me?" Section of iCampuses webpage at [www.jjc.edu/online-learning](http://www.jjc.edu/online-learning)

Accreditation and transferability policies and practices are the same for iCampus courses as they are for other courses at the college. Students are encouraged to visit with an advisor regarding this topic as individual policies/practices at receiving transfer institutions vary.

All students who register for an online or hybrid course at JJC must complete a one-time online orientation on using the colleges Learning Management System (LMS) titled "Introduction to Online Learning." This orientation requirement must be completed before full access to courses in the LMS is granted. Failure to complete this orientation requirement does NOT automatically de-register students from registered courses nor eliminate charges and obligations from course registration.

Students should contact the iCampus Center with any questions. The Center can be reached at (815) 280-2481 or via e-mail at [iCampusSupport@jjc.edu](mailto:iCampusSupport@jjc.edu).

An iCampus Online Retention Specialist is available to help students experiencing difficulties in online sections. The Retention Specialist can be reached at (815) 280-6700 or via e-mail at [iCampusSuccess@jjc.edu](mailto:iCampusSuccess@jjc.edu)

### iCampus Course Offerings

When searching for courses in eResources the "Search for Classes" page contains a column labeled "Course Type." To search for online sections, choose the "Online" option from this list. To search for hybrid sections, choose the "Hybrid" option from this list. If campus visits are required, it will be noted in the meeting information section of the search results. The meeting information section will also display other important information for the course section. iCampus course offerings change each semester.

## PREPARING TO TRANSFER

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Transferring to a 4-year college or university takes preparation and planning! JJC is here to help you through the transfer process! The Office of University Partnerships provides numerous resources that will assist you in your transfer to a 4-year college or university. Check out our Transfer webpages for more information!

Transfer Webpages:

### [jjc.edu/transfer](http://jjc.edu/transfer)

- Informational transfer videos
- Links to JJC transfer resources
- Links to external transfer resources

### [jjc.edu/university-partners](http://jjc.edu/university-partners)

- Transfer Agreements and Transfer Guides by academic pathway
- Transfer Agreements and Transfer Guides by school
- College and University information and links

### [jjc.edu/university-partners/transfer-events](http://jjc.edu/university-partners/transfer-events)

- Transfer events and college and university visits

### [jjc.edu/university-center](http://jjc.edu/university-center)

- Information on University Center Partners and Programs

## CHOOSING YOUR TRANSFER COLLEGE OR UNIVERISTY:

University Partnerships has developed a video to assist you with selecting your transfer college or university. Visit [jjc.edu/transfer](http://jjc.edu/transfer) to access the videos.



Once you have completed the steps in the video, schedule an appointment with a success coach or faculty advisor to review your college choices and plan your transfer pathway.

## CONNECTING WITH YOUR TRANSFER INSTITUTION: A GUIDE

*Where do I start?*

- Try to narrow down a major, program or career you may be interested in learning more about.
- If you are completely undecided, that's okay! You can still think about transferring!
- Try to narrow down a few transfer schools you may be interested in.
  - Do you want to be close to home, a few hours away, out of state?
  - Would you feel comfortable in a school with a large population or would you like a smaller setting?
- Planning your transfer takes time and research to find the right fit! View our Choosing You College video for assistance in choosing your transfer school!

*Who do I talk to?*

- Talk to admission representatives from potential transfer schools. Admissions reps are college and university employees who will answer your questions and help you through the transfer process.
- We post college and university visits at [jjc.edu/university-partners/transfer-evets](http://jjc.edu/university-partners/transfer-evets). Check the site frequently to find out when your transfer institution will be on campus!

*What do I ask?*

- A. Do you have the program that I am interested in? What similar majors do you have? Do you have a major that will lead to my chosen career path?
- B. What are your admissions requirements?
- C. What are the application deadlines?
- D. Are your classes online, in-person, hybrid? Can you take courses in a variety of ways?
- E. What academic and student support resources do you offer?
- F. Are there courses I need to complete prior to transfer? Is there a GPA requirement?
- G. How do I get my transfer credits evaluated?
- H. How large is your institution? What is a typical class size?
- I. What is the financial aid and scholarship process at your school? Are there scholarships available for transfer students?
- J. What is campus life like at your institution? Is it easy to get involved in clubs and activities?

This is just a brief list to get you to think about questions to ask. Most importantly, ask what is important to you!

For a full list of transfer resources, visit [www.jjc.edu/transfer](http://www.jjc.edu/transfer)!

## TIPS FOR STUDENT SUCCESS

Schedule advising early.

Visit our website designed specifically for first year students here: [jjc.edu](http://jjc.edu) [jjc.edu](http://jjc.edu) Meet with your Advisor First-Year Retention and Advising Specialist or Faculty Advisor to clarify your educational/career path.

By identifying the courses needed to achieve your goals early, you will be in a better position to complete them. If you find the transition to college is harder than you expected or need other support, be sure to use the Student Advising Center as a resource. Ask your Success Coach or Advisor about University Partnerships in your pathway or major. Transfer agreements are available to support a seamless transition. Visit the University Partners website for a list of current transfer agreements: [www.jjc.edu/university-partners](http://www.jjc.edu/university-partners).

Invest time in tutoring early in the semester.



With multiple locations to get tutoring at Main Campus, Romeoville Campus, City Center Campus, and virtually, help is never far away. The Tutoring and Learning Center offers free on-line on-demand study skills workshops, placement test preparation, and much more. Connect with the Tutoring and Learning Center early to increase success! It is never too early to learn about the services available.

Call the Tutoring & Learning Center at (815) 280-2730 or email [tutoring@jjc.edu](mailto:tutoring@jjc.edu) for more information.

Manage your time without it managing you!

Break large projects into small chunks (i.e. for a research paper, choose a topic, research, do note cards, and write a draft...). Set a deadline for each of those smaller tasks.

Is perfectionism really necessary? Are you putting stress on yourself to be perfect? Are you being realistic or setting yourself up for failure?

Are you a morning person or a night owl? Recognizing when you have the highest energy and are most attentive should be used to tackle your most challenging classes or homework. Don't schedule challenging courses when you're not at your peak. That's a recipe for disaster!

Develop a weekly calendar that lists all of your commitments including classes, commute time, extra-curricular activities and other commitments make note of where you have blocks of time you could study and make good use of your time!

Do your homework and study in between classes, so when you go home, you can do what you need to do. When you create your schedule, leave blocks of time in between classes for that purpose.

**Make sure you using the JJC technology!** JJC is committed to keep JJC connected! Be sure to check out the latest technology available to help you navigate college life.

**Connect with your faculty members and review course syllabi.** Faculty are here to support you. Make note of the attendance policy and notify your instructor if you will be absent using their preferred method of being contacted AND note deadlines for assignments and understand course expectations.

Connect with Student Support Services

Make the most of college...get informed, get involved and get connected with the Office of Student Activities and Wellness. Leadership programs, student government, clubs and organizations and wellness programs are available to all students. For more information or to get connected to explore your options call 815.280.2202.

Explore the world of work! JJC has a first-class Career Services team ready to assist. Even if you have a major in mind exploring options and discussing the possibilities can open many doors. The Career Services team can also assist in with finding internships, on-campus student employment, resume assistance and so much more. For more information call 815.280.2756 or email [careers@jjc.edu](mailto:careers@jjc.edu).

**Make time for yourself.** It is never too early to develop healthy habits. Life balance as a college student can be tricky. The Office of Student Rights and Responsibilities is here to help. Trained mental health professionals are available to support you. Services include confidential personal counseling, crisis intervention support, workshops, student wellness events and much more. For more information or to schedule an appointment call 815.280.2936 or email [Mental Health Services](#).

## INFORMATION TECHNOLOGY

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### JJC TECHNOLOGY RESOURCES

JJC provides students, faculty, and staff access to computer resources. For additional information, go to: <https://www.jjc.edu/technology-resources>. (technology-resources is a top menu option from JJC.edu).



Students are responsible for all actions and/or functions performed on college computers with regards to log-on identifications, passwords, and e-mail accounts. It is a violation of college policy to share such information with others. Unauthorized use, alteration, destruction or disclosure of Joliet Junior College information or computing resources is a computer-related crime and will be subject to disciplinary action and/or criminal prosecution. Downloading and/or storing information and/or materials of a pornographic, illegal or offensive nature will not be tolerated and may result in termination of computer access, and/or disciplinary action and/or criminal prosecution.

## JJC STUDENT EMAIL

Checking your e-mail is important! All students have access to a free college email account through Microsoft Office 365 and can be accessed on the web or through the myJJC Portal. The student email account is the official means of communication at Joliet Junior College. Official notifications include grades, bills, due dates, confirmations, financial aid updates, registration deadlines, assignments, library holds and overdue notices, and other important information. Students are required to access and review JJC email on a frequent and consistent basis in order to stay current with college-related communications and are responsible for responding, when called for, to all requests and other college communications sent via Joliet Junior College email. Be sure to check your student e-mail account frequently.

After registering for classes, students can obtain their account information via the Internet by going to [password reset portal](#), and selecting the link "Find My JJC Username/ID". This information is also available on campus by using the Student Information Kiosks. Students can access support for e-mail, user ID and password issues by visiting the FAQ website at [www.jjc.edu/help](http://www.jjc.edu/help), or by calling the 24/7 Student Help Desk at (866-281-3638). To access student e-mail after you have your account information, visit [www.jjc.edu](http://www.jjc.edu) and select the "Current Student" and then "Login to Student Email Office 365" at the top of the website.

The iCampus online course management system offers "Course Mail," an online messaging system within iCampus that allows you to easily communicate with faculty and classmates. **Course mail is NOT the same as e-mail and works only within the iCampus system.** You will not receive e-mails in your iCampus course mail. Please do not confuse iCampus course mail with your student e-mail account.

The JJC student email is offered through Microsoft Office 365 for Education and helps students stay connected to faculty, friends, family, classmates and the community, while allowing school project collaboration, storing documents with confidence online, and using templates and editing Microsoft Office documents for assignments and presentations online.

The activation **Multi-factor Authentication (MFA)** for all student Office 365 accounts has gone into effect as of March 29<sup>th</sup>, 2023. Multi-factor Authentication (MFA) is an authentication method that requires the user to provide two or more verification factors to gain access to an account.

For more information about MFA at JJC, please visit:

<https://jjc.edu/technology-resources/student-technology-resources>

### ***Benefits of JJC Student Email – Microsoft Office 365***

- Free license to install Microsoft Office on 5 different devices, as long as you are a student here at JJC.
  - Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, and Skype.
- Your personal OneDrive with 1 TB of storage in the cloud to store your files and photos, sync across all your computers, and even edit and collaborate on Office documents. You can access the latest version of your files from any computer, and some tablets or smart phones - no cables or USB flash drive necessary. There's also a desktop app for One Drive that creates a folder on your PC that syncs with your cloud folder and lets you access files on your PC remotely.
- Large 50GB mailbox storage and the ability to send attachments up to 20MB.
- Anywhere access to email, important documents, contacts and calendar on nearly any device, including PC, Mac, Windows Phone, iPhone, Android and BlackBerry.
- Student access to Office web apps for viewing, sharing and light editing of documents.
- Industry-leading, up-to-date anti-virus and anti-spam solutions.
- Ability to forward email to another account. You won't miss important communication from the college.





- Your email account is portable after you graduate from JJC. You do not lose your contacts and email.

All e-mail users at JJC must adhere to the college's policy on Responsible Use of Information Technology at Joliet Junior College (Board Policy 10.1).

## INFORMATION TECHNOLOGY REOURCES AND STUDENT ACCOUNTS

Joliet Junior College provides and encourages the use of technology resources including internet access, which is available for students, faculty, staff and other authorized individuals in support of the research, educational, and administrative purposes of the college. The goal of Joliet Junior College's information technology is to provide high-quality technology services to the College Community.

The college reserves the right to extend, limit, restrict or deny privileges and access to its information resources.

Access to information resources may be granted by the college at its discretion, based on and not limited to the following factors: relevant laws and contractual obligations; the requester's need to know; the information's sensitivity; and the risk of damage to, or loss by, the college.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. Computing resources are not to be used for commercial purposes without written authorization from the college. In these cases, the college will require payment of appropriate fees. This policy applies equally to all college-owned or college-leased equipment.

It is not acceptable to use JJC's information technology resources for any illegal or unlawful purposes, or in such a way as to interfere with or disrupt network users, services or equipment. Such interference includes, but is not limited to, distribution of unsolicited advertising, transmission of threatening, obscene or harassing materials, propagation of computer worms or viruses, or use of the network to make unauthorized entry to its computational information or communications devices or resources.

Access to information technology resources without proper authorization from the data owner, unauthorized use of JJC's facilities, and intentional corruption or misuse of information technology resources are direct violations of the college's Code of Conduct and may result in civil or criminal charges.

Students are expected to exercise responsible, ethical behavior when using these resources and to adhere to the following guidelines:

- Students must accept and agree to the college's policy on Responsible Use of Information Technology at Joliet Junior College (Board Policy 10.1).
- JJC may terminate a student email account at any time, for any reason, including a student's account being inactive for 12 months.
- The transmission of junk mail, spam, chain letters or unsolicited mass distribution of email is prohibited. Users shall identify themselves clearly and accurately, whenever sending or forwarding email over the campus network or Internet.
- Violations or changes to a student account must be reported to the dean of students.
- Downloading programs and files may violate United States copyright laws that protect information and software. All files downloaded from a source external to the campus must be scanned for viruses.
- The college reserves the right to extend, limit, restrict or deny privileges and access to its information resources.

## INFORMATION SECURITY BEST PRACTICES

Protect yourself and your data. Information security is easier than you may think.

- Protect your personal information. To minimize your risk of identity theft, don't share your personal information unless you know how it will be used and protected. Use discretion when sharing information on social media sites (Facebook, Twitter, etc...). Your birth date, address & other personal information can be used for identity theft.



- Protect all of your passwords. Create easy to remember, hard to guess passwords and never share them with other people. Change your password every semester. Don't use the same password everywhere (personal accounts and JJC account). And if you write them down, keep them in a secure location.
- Help yourself remember your strong password or passphrase by following these tips:
  - a. Your password **MUST** be from 10 to 16 characters in length (minimum of 10 characters). Generally, the more characters you can use, the harder a password is to be cracked or guessed.
  - b. It must not contain your actual username (portion before the @ symbol)
  - c. It must contain characters from 3 of these 4 categories:
    - i. English uppercase letters
    - ii. English lowercase letters
    - iii. Numbers 0 thru 9
    - iv. Non-alphanumeric characters (NO spaces allowed)
  - d. Create an acronym from an easy-to-remember piece of information. For example, think of a favorite quote or song, book title or TV show. "I love Jimmy Fallon's Thank You Notes!"
    - i. Your password could be: ILoveJFTYNotes!
      1. Substitute numbers, symbols, and misspellings for letters or words in an easy-to-remember phrase. For example: ILuvJFTUN0tes!
    - ii. NOTE: Never use published example password/passphrases such as the ones above.
- Don't open untrusted files. Only download and install reputable software from authoritative sources.
- Don't open email attachments if you don't recognize the sender or you weren't expecting an attachment.
- Think before you click on attachments in email, instant messages, and untrusted web sites. If you don't know the source, weren't expecting a message, or if a message/website looks suspicious, do not click and **ABSOLUTELY DO NOT PROVIDE ANY PERSONAL INFORMATION!** Verify first with a phone call or an independent email. One bad click can infect your computer, launch attacks on others, and result in account/network suspension.
- Don't forget to log out of a computer after you're finished using it. The person after you may decide to send an email to everyone in your address book, giving them the ability to say anything! Or print from your account, costing you money. In addition to these risks, you may also unknowingly leave behind sensitive information (such as your name or address) from forms or websites you have visited. To safely use the computers on campus always follow the steps below:
  - a. Close out of all browsers when done surfing the internet.
  - b. Log out of the computer when you are done. This step is the easiest and most important to keeping your account safe.
  - c. Never leave the computer logged in when it is out of your sight. If you're going to run down the hall to use the restroom, log out of the computer. It only takes a few minutes for someone to send inappropriate emails from your account and/or sign you up for a few extra classes next semester.
- Adhere to Copyright & Intellectual Property Laws. JJC supports the fair usage of creative works. At the same time, it is committed to protecting intellectual property and copyrights and takes a strong stance against any violations of these laws. Non-compliance can result in disciplinary action or account/network suspension.

## MY JJC PORTAL

Serving as the portal for all online resources available at Joliet Junior College, the myJJC Portal ([my.jjc.edu](http://my.jjc.edu)) provides students access to their academic records, such as student profiles, grades, unofficial transcripts, course schedules/payment of bills, good driver discount, verification of enrollment, and academic summaries. Students also have access to online registration and financial aid information via eResources and can apply for job-training grant vouchers.

Students can access the myJJC Portal from any internet capable computer or device. Check out myJJC, your one-stop shop for:

- Focused communications
- Class schedule
- Registration
- Grades



- Financial aid
- View account charges, make payments, enroll in a payment plan, print statements, print receipts and obtain your 1098T form

## JJC STUDENT COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING INFORMATION

All JJC students will be held accountable for the unauthorized distribution of copyrighted material or file sharing over the institution's networks. Violations of Federal copyright laws, including file sharing, carry significant civil and criminal penalties.

Review the following Web sites for additional information:

[www.jjc.edu/info/responsible-use](http://www.jjc.edu/info/responsible-use) for JJC Responsible Use of Information Technology policy.

<https://www.copyright.gov/help/faq/> information about copyrights.

[www.mpa.org/content/copyright-resource-center](http://www.mpa.org/content/copyright-resource-center) for information about music copyrights.

<https://www.copyright.gov/circs/circ45.pdf> for information about movie copyrights.

## WIRELESS GUEST COMPUTING

Any student, faculty, or staff member with a wireless capable device is able to connect to the campus wireless guest network. The college provides this system for the convenience of students to access educational and class related material. The 802.11 b/g/n network standard has many well-known security vulnerabilities. JJC is always implementing the latest security features, but the college makes no claims as to the security of this open network or its suitability for other purposes. Students are to use it at their own risk.

## OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES (O.S.R.R.)

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The Office of Student Rights and Responsibilities is responsible for:

- Student Wellness (Personal mental health counseling)
- Student conduct as prescribed by the Student Code of Conduct
- Academic Honor Code process
- Title IX complaints and investigation (Sexual Harassment, Sexual Misconduct, Dating or Relationship Violence, Stalking)
- CCAMPIS Childcare Scholarship-CCAMPIS – Child Care Access Means Parents In School is a 4-year federal grant award to Joliet Junior College to provide scholarships to student parents for childcare services in the community while in school
- Student Complaint Process
- Assistance in preparing students for grade appeal
- General Petition Process
- Student Rights concerns including FERPA, Civil Rights, ADA, First Amendment, Pregnant Students, etc.
- Behavioral Intervention (unusual behavior, suicidal ideations, stress that impact student success, as well as threats of violence)
- Excused Absence Requests
- Life Skills, currently offering success workshops to assist students in personal skill development
- Photo I.D. Services
- Locker Rentals
- Dean's Reference Checks for transferring to another academic institution, job background checks, student dance forms (for high school dances)
- Assistance to faculty and staff in dealing with difficult situations and personal interactions with students
- Partner with HR in conducting investigation and student complaints
- Freedom of Expression and Campus Demonstrations
- Preferred Name Change



For more information contact the Office of Student Rights and Responsibilities (815) 280-2761, or view the documents here: [www.jjc.edu/campus-life/office-student-rights-responsibilities](http://www.jjc.edu/campus-life/office-student-rights-responsibilities)

## STUDENT CODE OF CONDUCT

All students at JJC are expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire college community, both in and out of the classroom setting. JJC recognizes the rights of its students guaranteed by the constitutions of the United States and the state of Illinois, which includes a student's rights within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the college.

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

Each student is responsible for reading and complying with the Student Code of Conduct and the Academic Honor Code, which are referenced in the college catalog and student handbook, and as a separate publication through the Office of Student Rights and Responsibilities, or online at [Student Code](#)

The college further recognizes each student's procedural right to due process, which includes providing notice setting forth the alleged violation(s), and a speedy and fair hearing and appeal process. Any member of the college community can initiate an accusation of an alleged violation. If a student is accused and cited for an alleged violation, he or she will receive notice of the alleged violation.

## GENERAL PETITION FOR REFUND OR LATE WITHDRAWAL

Information regarding the General Petition for refund or late withdrawal can be found at [www.jjc.edu/student-resources/registrars-office](http://www.jjc.edu/student-resources/registrars-office)

Students requesting a late withdrawal for extenuating circumstances must complete a general petition form available online at: [general petition procedure on-line form](#) and submit it prior to the end of the term in which the late withdrawal or refund is requested. Documentation that will support this request is required. General petition appeals are not always granted. A petition may take 4-6 weeks to be responded to.

## STUDENT ASSISTANCE PROGRAM – LIFE SKILLS

The Office of Student Rights and Responsibilities oversees the Student Assistance Program-Life Skills sessions, which are designed to assist students with challenges affecting their academic and personal goals. Group sessions on various topics are available to students of the college. All students are welcome to use these resources. Some students may be referred to the programs by administrators, counselors, or other staff. These are led by professional staff. Topics include: Communications 101; Healthy Relationships; Consent; Stress Management 101; Marijuana 101; Under the Influence; Shop Lifting; Addictions; Grieving; Stopped by Cops; Ethical Decision Making; Academic Integrity; Appropriate Behaviors on Campus; Self-discovery; and Utilizing Career Services. Some sessions are offered online. For more information or to register call (815) 280-2759.

## FREEDOM OF SPEECH

The Office of Student Rights & Responsibilities is the contact for all Freedom of Speech requests at Joliet Junior College. Our office is located at Joliet Junior College, Main Campus, 1215 Houbolt Road, Joliet, IL 60431, Room A-1100 or call (815) 280-2761 for additional information:

[Freedom of Speech Procedures](#)  
[Application for Freedom of Speech Request](#)



## ACADEMIC HONOR CODE

Joliet Junior College acknowledges the importance of honest academic behavior. The objective of the academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

## CLASSROOM BEHAVIORS COVERED BY THE 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 code; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

## TURN-IT-IN

Joliet Junior College makes use of Turnitin to review and check student work for possible plagiarism. Turnitin has been integrated within the Canvas Learning Management System (LMS) and faculty can elect to have student assignment submissions within the LMS automatically sent to Turnitin for review. Students agree that by submitting work within the LMS that said work may be subject to submission for textual similarity review to Turnitin.com for detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

## STUDENT COPYRIGHT INFRINGEMENT NOTIFICATION

In August of 2008, Congress amended the Higher Education Act (HEA). The amended HEA requires all colleges and universities that, like Joliet Junior College, receive student financial aid funding from the federal government to provide notice to students of college policies and other information about copyright infringement and illegal file sharing. This notice provides a summary of Joliet Junior College's policies and where to find more information about copyright law and illegal file sharing.

Students are required to comply with all local, state, federal, and international copyright laws, and with College policies regarding the use of copyright-protected materials at JJC. Whenever copyright-protected works are used and fair use does not clearly apply, JJC requires students to obtain written permission from the copyright owner. Downloading, uploading or transmitting files containing copyright-protected works without the permission of the copyright owner is prohibited by JJC policy- a violation of which may subject an infringer to [JJC's Code of Student Conduct](#) or employee disciplinary action, is illegal, infringes the copyright owner's rights, and may result in legal liability for the infringer and the College.

Most forms of expression, whether images, sculptures, designs, interactive works, books, movies, blogs, videos, music, or software, are protected by copyright law upon fixation in a tangible form. Expressive works are protected whether or not the work bears a copyright notice, and without regard to where the work is published or displayed. Copyright-protected works cannot be copied, distributed, adapted, performed, or displayed without the permission of the copyright owner. Any unauthorized use of a copyright-protected work infringes the copyright owner's exclusive rights under copyright law.



#### Civil and Criminal Penalties for Violation of Federal Copyright Laws

For a first offense, the incident will be documented and closed. Repeat infringers will be referred to the appropriate College authority for further action in accordance with campus policies and procedures. In addition to the above, inappropriate use of information technology resources may result in [personal civil and criminal penalties](#) and other administrative liability. Finally, under the Digital Millennium Copyright Act (DMCA), the claimant may pursue a subpoena to obtain the identity of the system user and may file a lawsuit against the user.

A finding of copyright infringement does not require that the unauthorized use of the work be commercial, or that the infringer knows that a use is infringing. Even accidental copyright infringement creates legal liability. An infringer faces paying the copyright owner monetary damages, having the infringing work destroyed, and serving time or paying fines for certain criminal activities connected to copyright infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the [U.S. Copyright Office Web site](#), especially their [FAQs](#).

JJC prohibits use of its technology systems, including, without limitation, use of its website, email system, portal, computer labs, and bulletin board systems ("Technology Resources") in connection with illegal activities, including such activities as circumvention of access control or copy protection technology, unauthorized file sharing, or other methods of downloading, copying, distributing, or sharing copyright-protected works without the permission of the copyright owner, or in connection with making copyright protected materials available for downloading, copying, distributing, or sharing by others without the permission of the copyright owner.

JJC has the right, but not the obligation, to monitor and review any use of the Technology Resources. JJC may monitor user IDs and passwords used to access the Technology Resources, may review information stored or sent using the Technology Resources (including emails and attached files), and may remove and save a copy of such information in JJC's sole discretion.

JJC may utilize technological methods such as traffic shaping, content filtering, or user tracking to identify, block, and/or thwart activities deemed in JJC's sole discretion to be potentially illegal or necessary to conserve the Technology Resources or manage their usage. JJC may retain copies of any information stored on or sent using JJC's Technology Resources, even if the originator of such information deleted such information.

JJC reserves the right to restrict or terminate user access to the Technology Systems or to disable a user ID and/or password at any time without notice if JJC believes that the user has violated this policy, or any state or federal law. JJC reserves the right at all times to disclose, without notice to the user, any information necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in JJC's sole discretion if JJC believes a user has violated any of portion of this policy or any other JJC policies or guidelines.

JJC investigates notices of copyright infringement submitted to JJC and takes appropriate actions under the DMCA, including removal of infringing materials from the JJC website or other Technology Resources. Students are responsible for reading, understanding, and personally complying with this notice and the [JJC's Code of Student Conduct](#) and [JJC's Technology Acceptable Use policies](#). Students who violate JJC's policies are subject to disciplinary action by the College, which may include termination of access to the Technology Systems, disciplinary probation, suspension, and dismissal from JJC, as further provided in JJC's student policies. In addition, a student may face personal legal liability, including civil and criminal penalties for infringement of copyright and other intellectual property laws, which may include injunctions restraining infringing activities, monetary damages, prison time, attorney's fees, and court costs.



## ALTERNATIVE TO ILLEGAL DOWNLOADING

Universities are required to periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material and make the results of the review available to their students through a web site or other means.

Alternatives to unauthorized file sharing are available on [EDUCAUSE's website](#). The Recording Industry Association of America ([RIAA](#)) also maintains a listing of alternatives.

A current copy of the full code of conduct, academic honor code, and all forms are available online at [www.jjc.edu/campus-life/office-student-rights-responsibilities](http://www.jjc.edu/campus-life/office-student-rights-responsibilities).

## STUDENT COMPLAINT PROCEDURE

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

The college believes many complaints can be resolved through an open, honest dialogue between the persons involved. In cases where that may not be possible, the JJC Student Complaint Procedure can assist in facilitating a resolution. Other than grade appeal or claim of sexual discrimination, harassment, or misconduct, a complaint that challenges the decisions or actions of college personnel will be considered under this procedure. Information can be obtained through the Office of Student Rights and Responsibilities or online at [www.jjc.edu/campus-life/office-student-rights-responsibilities](http://www.jjc.edu/campus-life/office-student-rights-responsibilities)

## STUDENT ACADEMIC APPEALS PROCEDURE:

### A. Final Course Grade

Final Course grade means the student has a right to a final course grade review, if he/she feels the instructor's criteria for determining the final course grade has not been fairly or accurately applied in the calculation of the final course grade. Complete this form [Grade Appeal](#)

Students should use the following procedure:

**STEP 1** mandates that the student shall confer with the instructor if there is a question concerning the calculation of a final course grade given by the instructor. If the instructor is unavailable with a three-week period, the student may pursue the appeal unilaterally by contacting the Department Chair (see Step 2)

**STEP 2** allows that by the end of the third week following the issuance of grade in question, the student shall contact Academic Department Chair, they will have received a copy of the Grade Appeal Form. If the Department Chair is unavailable, the student should contact the Academic Dean responsible for the academic discipline, who will be responsible for notifying the Department Chair.

Upon receipt of the written statement, the Department Chair shall schedule and conduct a meeting with the student, the instructor, and the Academic Dean, if necessary. At the meeting:

- A. the student shall set forth his/her contentions;
- B. the instructor shall have an opportunity to answer the concerns presented by the student; and
- C. the student and instructor shall be excused and the Department Chair and the Academic Dean or his/her designee shall confer and shall, within 5 school days, make a written recommendation to the instructor. If all three parties (instructor, Department Chair, and Academic Dean or his/her designee) concur in the recommendation, the appeal procedure is exhausted grade will stand or be changed as recommended.

**STEP 3** provides that in the event that an agreement is not reached following the procedures in Step 2, the



matter will be referred immediately to a committee composed of five full-time faculty members to be elected by the faculty at the first fall faculty meeting.

The faculty committee shall schedule a hearing to be conducted in the same manner as the meeting described in Step 2. The decision of the committee shall be made by majority vote within thirty days after the hearing. The decision of the committee shall be final and binding to all parties. For more information contact the academic department dean.

#### ACADEMIC HONOR CODE VIOLATIONS:

refer to the Office of Student Rights and Responsibilities.

The procedures are as follows:

1. The student may be notified by the instructor of the specific Academic Honor Code violation(s), including a detailed explanation of the violation(s) and the evidence the instructor has to support their allegation. The notification should be in person. In the notification meeting it should also be explained what course academic sanction will be applied. This should correspond with the information provided in the course syllabus.
2. The student has the opportunity to appeal in writing to the department chair within 5 calendar days of notice. The student should be directed to the departmental office to make an appointment.
3. The instructor notifies the department chair and the Office of Student Rights and Responsibilities about the academic violation.
4. Instructors: Please indicate if the consequences for the violation will include an "F" for the course.
5. Students: A hold will be placed on your academic records until the entire process is completed.
6. If the department chair refuses or fails to meet with the student, the student has the ability to meet with the dean of the academic department.
7. The student can make a final appeal in writing to the dean of the academic department.
8. The dean of the academic department has the option to work with the Dean of Students in conducting an investigation and determining outcome. The academic dean's decision is final.
9. The dean of the academic department will notify the student in writing as to the final outcome.
10. The final decision is forwarded to the Office of Student Rights and Responsibilities.
11. Notice is sent from the Office of Student Rights and Responsibilities to the student informing of their outcome and next steps.

#### NON-ACADEMIC COMPLAINTS:

refers to incidents of unprofessional behavior, harassment, discrimination, and other complaints that are not of an academic grade concern: visit the [Office of Student Rights and Responsibilities](#), A-1100, (815) 280-2761, for a review of your rights and how to proceed with a formal complaint.

#### SEXUAL HARASSMENT/TITLE IX:

refer to Board Policy 2.01.01. Prohibition of Sexual Discrimination, Harassment and Misconduct or visit the Office of Student Rights and Responsibilities for assistance with forming a complaint. <https://www.jjc.edu/sites/default/files/PDFs/Board%20of%20Trustees/20101P~1.PDF> A student can also consult with the Title IX Coordinator, or Deputy Title IX Coordinator, Cyndi Vasquez- Barrios, Dean of Students at (815) 280-2309 or [cyvasque@jjc.edu](mailto:cyvasque@jjc.edu). For students that want to discuss matters confidentially before filing a complaint can consult with a Student Wellness Advocate, A-1100, or call (815) 280-2936. You may want to receive confidential services and resources at **Sexual Assault Service Center**, (815) 730-8984, 1550 Plainfield Road, Joliet, IL 60435 (815) 729-0930, website: [www.gacsprograms.org/](http://www.gacsprograms.org/)

#### AMERICANS WITH DISABILITIES ACT:

refer to Board Policy 2.02.08, Americans with Disabilities Act or visit the Office of Student Accommodations and Resources, A-1125, or call (815) 280-2820, [www.jjc.edu/disability-services](http://www.jjc.edu/disability-services). If you would like to file a formal complaint after consulting with the Office of Student Accommodations and Resources, you should visit the Office of Student Rights and Responsibilities for assistance in filing a formal complaint.





#### AFFIRMATIVE ACTION:

refer to Board Policy 2.01.13, Equal Employment Opportunity or visit with Office of Human Resources, A-3000, (815) 280-2266.

#### ACADEMIC COMPLAINTS:

These concerns address in-classroom complaints and can be filed [Here](#)

1. The students should first try to resolve their complaint with the instructor.
2. If it is unresolved, the student has the opportunity to file a complaint within 30 days of incident. The student should to make an appointment with the department chair for review of their complaint. The completed Student Complaint Form will be shared with the Department Chair.
3. If the department chair refuses or fails to meet with the student, the student has the ability to meet with the dean of the academic department to review your complaint.
4. If the complaint is still unresolved or unaddressed, the student can make a final appeal in writing to the dean of the academic department. The student should make an appointment with the academic dean to review your appeal.
5. The dean of the academic department will notify the student in writing as to the final outcome of the complaint.
6. The dean of the academic department's decision is final.

#### OUT-OF-STATE DISTANCE LEARNING STUDENTS:

view the "[Online Student Complaint Procedures](#)" here. All non-Illinois students completing Distance Learning (online and/or blended) courses and/or programs at Joliet Junior College should follow the complaint procedures above. If students are not satisfied at the completion of this process – they may contact the Illinois [Community College Board](#).

Students should make every attempt to pursue concerns in a timely manner and should be reported within 30 calendar days.

- Forms are available in the Office of Student Rights and Responsibilities and should be submitted within 30 calendar days of the occurrence of the incident.
- Complaints will normally receive a response within 20 calendar days from the time it is received.
- Unresolved complaints or appeals of resolutions for non-academic matters shall be directed to the Office of Student Rights and Responsibilities. Those of an academic nature shall be directed to the Department Chair and the Dean over academic discipline.
- The final college official reviewing the complaint will respond formally and in writing to the complainant.
- Complaints involving matters of a criminal nature, such as theft, battery, etc., should be directed to the [JJC Police Department](#).

#### DISCIPLINARY VERIFICATION REQUEST:

The Office of Student Rights & Responsibilities processes student disciplinary verification's for employment and transfer to university. In addition, we assist with Common Applications, Dean's letter of Recommendation forms, high school dance forms and other forms that require approval by the Dean of Students. Your verification requests can be submitted here: [Disciplinary Verification Request Form](#)

NOTE: Please make sure you have COMPLETED the student information (including signature) section and indicate where the form should be sent to, if not on the form. In addition, you will NOT receive a copy of the form for transfer to university or Common Application requests. If requesting a disciplinary verification for employment purposes, the student's signed waiver must be included.

#### EXCUSED ABSENCE AND MEDICAL EXTENSTION REQUEST:

Students can request an excused absence when an unexpected illness or extenuating circumstance arises and prevents the student from attending class for a



specified amount of time. This request is not intended for routine or scheduled doctor or dental appointments that can be made outside of your course hours. It is available for students that have a sudden medical condition or extenuating circumstance requiring immediate attention.

#### GENERAL PETITION PROCESS:

General Petitions for the current semester should be submitted as soon as possible, to ensure your appeal is heard in a timely manner. If submitting after the current semester, petitions will only be heard up to 30 days immediately following that semester's end date (Ex. Spring-June 15, Summer-September 15, Fall-January 15).

#### **Purpose**

To provide students the option to appeal for a late refund, and or a late withdrawal due to extenuating circumstances.

Extenuating circumstances may not include: Change of employment or work hours, transportation issues, vacations, incarceration, relocation, or moving.

Students requesting a general petition must complete a general petition form available online.

The petition process is a two-tier process, the decision of the petition committee is final and cannot be appealed.

**Note:** Your petition appeal goes before a committee for review and may take four to six weeks before you hear the results of their decision. General petitions are **not** always granted.

#### **Steps:**

- In order for petitions to receive consideration they should be for current or the immediate previous semester.
- All refund requests due to extenuating circumstances must be accompanied with supporting documentation, at the time of submission. Any medical documentation must be on physician's stationary. Refunds will be disbursed back to the original payment method at the time of registering for the course.
- A Late Withdrawal Petition, due to extenuating circumstances, must be accompanied with supporting documentation and should only be filed after the last day to drop a course(s).
- Petitions must be filed online.
- Notification of the committee decision will be sent to your JJC email account. In all cases, the student must demonstrate their extenuating circumstance interrupted their ability to:
- Adhere to the standard drop procedure
- Attend Class(es) for a substantial length of time
- Complete the semester

Students who are currently failing or failed their classes prior to event regarding petition subject will not be eligible for refund. \*Grade verification at time of event will be completed by the Office of Student Rights and Responsibilities staff.

#### **Medical Emergency**

- Definition: Documented medical condition or injury by an outside physician or medical provider which prevented successful completion of coursework.
- External documentation required: Signed statement from an outside physician or medical provider on their professional letterhead that states the condition and why the student could not complete the semester.

**Reason:** Please explain how the illness or injury impacted your ability to successfully complete the course(s). You must include dates of services, procedures, or date ranges for hospitalization.

#### **Family Emergency**

- Definition: Documented that the student became the primary caretaker for a family member's illness or a death of an immediate family member during the term of enrollment. A family member is a parent, child, spouse, sibling or grandparent.
- External documentation required: Signed statement from an outside physician, medical provider, hospice/ hospital social worker on their professional letterhead that includes the students name indicating the dates of illness and need for a full-time caregiver. In the case of a death, copy of the death certificate or obituary.



**Reason:** Please explain your relationship to the family member and how their illness or death impacted your ability to successfully complete the course(s). Use back of form or attach documents as needed.

Falsification of documentation will be referred to the Code of Conduct which could result in suspension or expulsion from the college.

Students that receive financial aid are strongly encouraged to visit the Financial Aid Office prior to withdrawing or submitting a general petition.

## SCHOOL POLICIES/STUDENT RECORDS/FERPA

From the Office of Student Rights & Responsibilities and the Office of the College Registrar

In accordance with the Family Educational Rights and Privacy Act (FERPA), Joliet Junior College adheres to the following policies and procedures to protect the privacy of students' education records. Students are notified of their FERPA rights by publication in the Student Handbook, on the Joliet Junior College web site, and through email communications during the fall and spring semesters.

**Education records:** any record maintained by the college, which is directly related to a student, with the following exceptions:

- Personal records kept by the college employees which are in the sole possession of the maker and are not accessible or revealed to any other person
- Employment records unless the employment records are contingent on the fact that the employee is a student
- Records maintained by Campus Security solely for law enforcement purposes
- Records maintained by Student Wellness Advocates (Counseling) through The Office of Student Rights & Responsibilities
- Medical & treatment records
- Alumni records

**The Family Educational Rights and Privacy Act (FERPA)** afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day that Joliet Junior College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the college discloses **personally identifiable information** (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Joliet Junior College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel); a person serving on the board of



trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Joliet Junior College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Joliet Junior College.

- Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Joliet Junior College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

1. To other school officials, including faculty/instructors, within Joliet Junior College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations, conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) A Disclosure to Parents form must be signed by student acknowledging that parent(s) claim the student as a dependent on their Federal tax returns for the most recent tax year.
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to
10. §99.36. (§99.31(a)(10))
11. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))



12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
13. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
14. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

#### **Right of the College to Refuse Access**

The College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement(s) of the student's parent(s).
2. Letters and statements of recommendation.
3. Records connected with an application to attend the college if that application was denied or the student never attended Joliet Junior College.
4. Education records containing information about more than one student, in which case the college will permit access only to that part of the record which pertains to the inquiring student.
5. Those records which are excluded from the FERPA definition of education records.

#### **Right of the College to Refuse to Provide Copies**

Joliet Junior College reserves the right to deny copies of transcripts or other records, not required to be made available under FERPA, if the student has an overdue financial obligation to the college or if there is an unresolved disciplinary or academic dishonesty action against the student.

If you need further information or clarification please contact us directly.

Sincerely,

Cyndi Vasquez-Barrios  
Dean of Students College

Kathy Delgado  
Assistant Registrar

The Federal Higher Education Act of 1965, as amended, requires that institutions of higher education disclose certain consumer information to current students, prospective students, current employees, and/or prospective employees. Links to descriptions of the consumer information and where to find it appear below.

- [Family Educational Rights & Privacy Act \(FERPA\)](#)– The Family Educational Rights and Privacy Act of 1974 ("FERPA") affords students certain rights regarding their education records.
- [Basic Financial Aid Information](#)–Information is provided related to financial assistance available, contact information, application process, student eligibility requirements, and the criteria for selecting applicants. Students also need to be aware of the rights and responsibilities, including standards for maintaining financial aid, the process for re-establishing aid, the terms of loans, and the method of disbursements for aid.
- [General Institutional Information](#)-Information is provided related to the cost of attending, refund policies, return of Title VI funds, withdrawal policies, academic programs, facilities available to students with disabilities, and other key information.
- [Transfer of Credit Policies](#)- JJC has partnerships with four year institutions, transfer guides, and transfer information sessions to make the transfer process easy for you.
- [Clery \(Campus Security\) Act](#)– The annual security report provides information regarding crime statistics, policies for students and others to report criminal actions or other emergencies, and other important information regarding the college's law enforcement. This includes the fire safety report.
- [Student Right-to-Know Act](#)- Federal regulations require that institutions provide specific consumer information to current students, prospective students and employees about the school and financial aid. These disclosures include graduation, completion, and transfer-out rates.



- [Equity in Athletics](#)—The Equity in Athletics Disclosure Act reports intercollegiate athletic program participation rates. Financial Support Data is not required because JJC does not offer athletic scholarships.
- [College Navigator](#)- Information about retention rates, diversity, can be found on the Department of Education College Navigator website.
- [Student Financial Aid Handbook](#)- This handbook will help you understand what aid is available, your award letter and the policies of the Financial Aid/Veterans Office.
- [Copyright Infringement](#)- Information pertaining to copyright infringement policies and sanctions, as well as alternatives to copyright infringement, can be found on the Students Rights & Responsibilities page (under the Academic Honor Code section) and in a separate email distributed annually.
- [Net Price Calculator](#)- In accordance with the Higher Education Opportunity Act of 2008 (HEOA), beginning on October 29, 2011, JJC is required to post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances.
- [Institutional and program accreditation](#)- For students to receive federal student aid, JJC must be accredited by a “nationally recognized” accreditor, be authorized/recognized by the state, and receive approval from the U. S. Department of Education. Accreditation indicates that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice.

Information on the above topics can be accessed using the links above. Paper copies of all information are available upon request by contacting the Joliet Junior College Compliance Officer. Any questions or concerns, including filing of complaints, can be directed to the Compliance Officer.

Compliance Officer  
D-1004 at the Main Campus  
(815) 280-2704

\*available to meet at another campus upon request

Other items are updated and are made available to students via student email, required trainings, and are posted on the following webpages:

[www.jjc.edu/right-know-information](http://www.jjc.edu/right-know-information)

[www.jjc.edu/about-jjc/institutional-research-effectiveness](http://www.jjc.edu/about-jjc/institutional-research-effectiveness)

[www.jjc.edu/about-jjc/institutional-research-effectiveness/consumer-information](http://www.jjc.edu/about-jjc/institutional-research-effectiveness/consumer-information)

[www.jjc.edu/campus-life/office-student-rights-responsibilities](http://www.jjc.edu/campus-life/office-student-rights-responsibilities) (annual notifications section)

[Voter Registration](#) information is also provided annually to students in a separate format.

Disability Services Information: [www.jjc.edu/disability-services](http://www.jjc.edu/disability-services)

Student Complaint process: [www.jjc.edu/campus-life/student-rights-responsibilities/student-complaint-procedure](http://www.jjc.edu/campus-life/student-rights-responsibilities/student-complaint-procedure)

[Code of Conduct](#)—All students at Joliet Junior College (JJC) are expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance and respect. In the interest of maintaining civility on campus and guaranteeing the broadest range of freedom, students must comply with the College's Student Code of Conduct, which reasonably limits some activities and reasonably prohibits certain behavior which could interfere with the classroom setting, the orderly operation of the College, and the pursuit of the College's goals and core values of Respect, Integrity, Collaboration, Humor and Well-Being, Innovation, and Quality.

JJC hereby designates the following items as “directory information” which may be disclosed by the College at its discretion:

1. Student's Name
2. Student's Hometown
3. JJC College Student Email Address
4. Enrollment Status – Full-time/Part-time
5. Dates of Attendance
6. Field of Study
7. Awards or Honors Received (includes Dean's List)



8. Degree(s) Conferred (including dates)
9. Officially Recognized Sports
10. Height & Weight of Athletes

Directory information may be released by the college to a third party requesting such student information without first obtaining the student's consent. A student has the right to refuse to permit the college to release directory information, as limited by law, by following the process outlined by the Registrar. Anyone who wishes to prevent the release of directory information which relates to himself/herself must notify the Registration and Records Office in writing within the 15 days of the semester by completing the proper form that is available through the college's website. For more information on this form please visit: [www.jjc.edu/academic-behavior-standards/Pages/ferpa.aspx](http://www.jjc.edu/academic-behavior-standards/Pages/ferpa.aspx)

A student who wishes his/her course attendance, test scores, English or math placement and/or academic progress discussed by the instructor or counselor/adviser with another person(s) whom the student designates, must complete and present a copy of the form to the course instructor prior to the discussion a release of information form (FERPA). Students may also use the FERPA form to give parents' access to other information such Financial Aid information. This form may be obtained online or from the Registration and Records Office. This form should be signed at the Registration and Records Office when the student returns it in for processing.

### EQUAL OPPORTUNITY IN EDUCATION

Joliet Junior College is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, ancestry, age, gender, marital status, sexual orientation, disability, unfavorable military discharge, or any other unlawful basis in its admission, employment, educational programs, and activities. Inquiries should be addressed to the Director of Human Resources, Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431-8938.

### STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION

The State of Illinois enacted a law (Public Act 099-0278) effective January 1, 2016, that allows students to assign an emergency contact for mental health emergencies. This would be outside the emergency contact person you provided when you enrolled in the college. This mental health emergency contact that would be contacted should you as a student experience a mental health crisis where you are determined to pose a clear danger to yourself or others.

The individual that, if you choose to have a mental health emergency contact, should be someone that is over the age of 18 years of age and can make medical decisions on your behalf if you are unable to do so. Without a STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION on file and an emergency arises, the college may contact the general emergency contact on file. Please understand that under certain circumstances as allowed and/or required by law, College officials may contact your parents, family members or others in the event of an emergency without your expressed written consent. You have a right as a student to withdraw or revoke your STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION authorization by notifying the college in writing.

You can access additional information about this process by visiting the [Family Educational Rights and Privacy Act \(FERPA\)](#) webpage. You may review, print, and/or sign the [Student Optional Disclosure of Private Mental Health Information Form](#) here.

### CHILDREN ON CAMPUS

For the safety and welfare of your children and to avoid potential liability, please do not bring children to campus if they will be left unattended or in classrooms where they may disrupt others. Thank you for helping us keep our campus safe.



## SEXUAL DISCRIMINATION/HARASSMENT/SEXUAL MISCONDUCT

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Joliet Junior College (JJC) is committed to providing workplace and educational environments, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, JJC has developed institutional policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation, including but not limited to those allegations. JJC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The Secretary of Education amended the regulations implementing Title IX of the Education Amendments of 1972 (Title IX) to be effective August 14, 2020. The final regulations specify how recipients of Federal financial assistance covered by Title IX, including postsecondary institutions must respond to allegations of sexual harassment consistent with Title IX’s prohibition against sex discrimination. The regulations are intended to effectuate Title IX’s prohibition against sex discrimination by requiring colleges to address sexual harassment as a form of sex discrimination in education programs or activities. JJC is committed to adhering to the regulations, as outlined in this Policy and the accompanying institutional policies and procedures. These policies and procedures can be located at [www.jjc.edu/Title-IX](http://www.jjc.edu/Title-IX).

Any allegations that do not meet the standards outlined in the Title IX regulations will be investigated and addressed through Board Policy 2.01.01 Prohibition of Sexual Discrimination, Harassment and Interpersonal Misconduct (Non-Title IX Allegations). The accompanying institutional procedures for both policies can be located at [www.jjc.edu/Title-IX](http://www.jjc.edu/Title-IX).

For further information, please contact the Title IX Coordinator, at (815) 280-2704.

Students who have experienced sexual discrimination, harassment, domestic violence, dating violence, stalking, sexual assault or other interpersonal misconduct can find support resources, information about reporting these incidents, and contact information at [www.jjc.edu/Title-IX](http://www.jjc.edu/Title-IX). Confidential reporting and support on-campus is available through the Student Wellness Advocate Program.

### Notices of Non-Discrimination

Inquiries concerning the application of the College’s Board Policy 2.01.01, Board Policy 2.01.19, and related procedures may be referred to one or all the following:

#### Title IX Coordinators

Students

Title IX Coordinator

Compliance Officer

(815) 280-2704

[TitleIXcoordinator@jjc.edu](mailto:TitleIXcoordinator@jjc.edu)

D-1004

Deputy Title IX Coordinator

**Cynthia Vasquez-Barrios**

Dean of Students

(815) 280-2309

[cyvaque@jjc.edu](mailto:cyvaque@jjc.edu)

A-1100

Deputy Title IX Coordinator

Employees

Deputy Title IX Coordinator

**Judy Connelly**

Director, Human Resources

(815) 280-2265

[jconnell@jjc.edu](mailto:jconnell@jjc.edu)

A-3010





Students

**Dr. Jorie Kulczak**

Dean, Nursing, Health and Public Services

(815) 280-2847

[jgenardo@jjc.edu](mailto:jgenardo@jjc.edu)

U-2003B

Employees

## TITLE IX - PREGNANT AND PARENTING STUDENTS

Joliet Junior College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Joliet Junior College has procedures for ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents.

Joliet Junior College and its faculty, staff, and other employees shall not require a student to limit her studies due to pregnancy or pregnancy-related conditions. The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study or research, and may seek assistance from the Office of Student Rights & Responsibilities.

Reasonable accommodations may include, but are not limited to:

1. accommodations requested by the pregnant student to protect the health and safety of the student and/or her pregnancy (such as allowing the student to maintain a safe distance from hazardous substances)
2. modifications to the physical environment (such as accessible seating)
3. extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences
4. providing remote learning options
5. excusing medically-necessary absences
6. granting leave
7. breast-feeding students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible.

For more information contact the Office of Student Rights & Responsibilities, at (815) 280-2761 or visit A-1100.

## POLICIES – ALCOHOL, OTHER DRUGS, AND WEAPONS

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Drug-Free Schools and Colleges [EDGAR Part 86]

Joliet Junior College

Annual Notification

Federal Drug-Free Schools and Campuses Regulations

[Edgar Part 86]

JOLIET JUNIOR COLLEGE'S ANNUAL POLICY NOTIFICATION/DISTRIBUTION

As a requirement of these regulations, **JOLIET JUNIOR COLLEGE** is to disseminate and ensure receipt of the below policy/information to all students, staff, and faculty on an annual basis. This process is formally conducted by the Office of Student Rights and Responsibilities and posted on their website, the Human Resources Employee Portal, the Board Policies website and portal page, the College's Institutional Procedures portal page, and in notifications in the student handbook, employee handbook and e-mail to the campus community. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to:

For Students:



Dr. Yolanda Farmer, Vice President, Student Development  
[yfarmer@jjc.edu](mailto:yfarmer@jjc.edu)  
(815) 280-6690

For Employees:  
Judy Connelly, Interim Executive Director, Human Resources  
[jconnell@jjc.edu](mailto:jconnell@jjc.edu)  
(815) 280-2265

## ALCOHOL, OTHER DRUGS, AND WEAPONS

As an academic community, **JOLIET JUNIOR COLLEGE** is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and staff. The College enforces state laws and related College policies, including those prohibiting the following activities on campus:

- Providing alcoholic beverages to individuals under 21 or possession or consumption of alcoholic beverages by individuals under 21.
- Distribution, possession, or use of illegal drugs or controlled substances.
- Possession of firearms or other dangerous weapons.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Student Conduct Code. The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances and state and federal laws. A separate policy addresses violations by College staff.

The College strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or controlled substances is **not** considered an excuse for violations of the Student Conduct Code or staff expectations and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. During COVID-19 Joliet Junior College students can contact the Office of Student Rights and Responsibilities/Student Mental Health and Wellness, to arrange video or phone counseling sessions. More information about getting started can be found on the [MyJJC portal page](#) or by phone at (815) 280-2936. Please note, appointment requests are for non-emergency, non-immediate crisis situations. You will receive a call back to set up appointment by our administrative assistant. For crisis situations, please call 911, the Will County Crisis Line at (815) 722-3344, or text "CONNECT" to 741741 to seek help.

Joliet Junior College employees can contact the [JJC Employee Assistance Program, ComPsych](#), for counseling, legal and financial consultation, work-life assistance and crisis intervention services. This is strictly confidential and available to you and your household family members. More information can be found at 833-962-0004 or visit [ComPsych](#). The GuidanceNow app is also available for download (Web ID: JJCEAP)

## STUDENT SACTIONS – ALCOHOL, OTHER DRUGS AND WEAPONS

Underage students confronted by the institution for the consumption of alcohol will face disciplinary sanctions ranging from a Disciplinary Warning and an educational workshop sanction to College Suspension for serious or repeat offenses. The College maintains the right to parental notification for underage students found responsible for a violation.

JJC Dean of Students Office (Office of Student Rights and Responsibilities) (Recorded by Academic Year)



All Campuses, Education Center and Centennial Commons	2019-2020	2020-2021
Drug Abuse Violations	1	0
Alcohol Violations	2	1

JJC Dean of Students Office (Office of Student Rights and Responsibilities) Sanctions (Recorded by Academic Year)

All Campuses, Education Center and Centennial Commons	2019-2020	2020-2021
Sanctions for Addictions Life Skills Classes	0	0
Sanctions for 3rd Millennium Classroom Marijuana 101 (online program)	1	0
Sanctions for 3rd Millennium Classroom Under the Influence (online program)	2	1
Completed Sanctions for 3rd Millennium Classroom Marijuana 101 (online program)	1	0
Completed Sanctions for 3rd Millennium Classroom Alcohol 101 (online program)	2	1

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the College up to and including **expulsion**.

Commonly Imposed Disciplinary Sanctions for On-Campus Policy Violations:

Policy Violation	Typical Monetary Sanction - 1st Offense (Through Campus P.D.)	Other Typical Sanctions - 1st Offense	Typical Sanctions – 2nd Offense
Underage Possession or Under the Influence of Alcohol	\$50-\$100	Disciplinary Warning, Alcohol Education Program	Parental Notification if under 21, Monetary Sanction, Additional Educational Program and Referral for Addiction Assessment, Possible Disciplinary Probation.
Open Alcohol In A Public Area	\$50-\$100	Disciplinary Warning, Alcohol Education Program	Monetary Sanction, Possible Disciplinary Probation.
Attendance of or Hosting an Unauthorized Event where Alcohol is Present	\$50 to \$100 \$100 to \$200	Disciplinary Warning- Probation, Alcohol Education Program	Parental Notification if under 21, Monetary Sanction, Possible Disciplinary Probation.
Single Incident of Possession of Marijuana for Personal Use (-10 gm.)	\$50 to \$100	Disciplinary Warning- Probation, Drug Education Program on Marijuana	Disciplinary Probation to Suspension
Under the Influence of Marijuana or other Controlled Substance	\$50 to \$100	Disciplinary Warning - Probation, Drug Education	Suspension



Policy Violation	Typical Monetary Sanction - 1st Offense (Through Campus P.D.)	Other Typical Sanctions - 1st Offense	Typical Sanctions – 2nd Offense
		Program or Referral for Addiction Assessment	
Possession of More Than One Ounce of Marijuana	State Criminal Charges	Suspension or Expulsion	Suspension or Expulsion
Possession of Drug Paraphernalia	\$50 to \$100	Disciplinary Warning- Probation, Drug Education Program	Suspension
Possession of Any Amount of "Hard" Drugs (Cocaine, PCP, etc.)	\$250-\$500 and/or State Criminal Charges	Suspension or Expulsion	Suspension or Expulsion
Conveying Marijuana or A Controlled Substance To Another Person	\$150 to \$500 and/or State Criminal Charges	Suspension or Expulsion	Suspension or Expulsion
Possession of Firearms or Other Dangerous Weapons	State Criminal Charges	Suspension or Expulsion	Suspension or Expulsion

### ILLINOIS SANCTIONS – ALCOHOL, OTHER DRUGS, AND WEAPONS

As members of the College community, students are also subject to city ordinances and to state and federal law. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which the University imposes disciplinary sanctions.

#### Violation of Alcohol Control Statutes - 235 Illinois Compiled Statutes 5/6-20

- Class A Misdemeanor - unlawful use of a identification card
- Class 4 Felony - fictitious or unlawfully altered identification card
- Class 4 Felony - fraudulent identification card
- Class B Misdemeanor to possess or sell alcohol if you are under 21.\*
- Class A Misdemeanor to sell, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.

Class A Misdemeanors are punishable with a fine of \$1 to \$2,500 and up to 1 year in the county jail.

Class B Misdemeanors are punishable with a fine of \$1 to \$1,500 and up to 6 months in the county jail.

These violations may also result in one's driver's license being administratively revoked or suspended by the Illinois Secretary of State's office.

#### Illinois Sanctions for Driving Under the Influence - 625 Illinois Compiled Statutes 5/11-501

Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof

##### 1) First Conviction

- a) Minimum of one-year loss of full driving privileges
- b) Possible imprisonment for up to one year
- c) Maximum fine of \$2,500

##### 2) Second Conviction

- a) Minimum five-year loss of full driving privileges for a second conviction in a 20-year period
- b) Mandatory five days imprisonment or 240 hours of community service



- c) Possible imprisonment for up to one year
- d) Maximum fine of \$2,5000
- 3) Third Conviction – Class 2 Felony
  - a) Minimum ten-year loss of full driving privileges
  - b) Mandatory 18-30 month periodic imprisonment
  - c) Possible imprisonment for up to seven years
  - d) Maximum fine of \$25,000
- 4) Aggravated DUI – Class 4 Felony (following a crash resulting in great bodily harm or permanent disfigurement)
  - a) Minimum of one-year loss of full drig
  - b) Minimum of one-year loss of full driving privileges
  - c) Mandatory ten days imprisonment or 480 hours of community service
  - d) Possible imprisonment for up to twelve years
  - e) Maximum fine of \$25,000

**Other alcohol offenses:**

- 1) Providing alcohol to a person under age 21
  - a) Possible imprisonment for up to one year
  - b) Maximum fine of \$2,500
- 2) Illegal transportation of an alcoholic beverage
  - a) Maximum fine of \$1,000
  - b) Point-assigned violation will be entered on drivers record
  - c) Drivers' license suspension for a second conviction in a 12-month period
- 3) Knowingly permitting a driver under the influence to operate a vehicle
  - a) Possible imprisonment for up to one year
  - b) Maximum fine of \$2,500
- 4) Summary Suspension
  - a) First offense
    - i) A chemical test indication a BAC of .08 or greater results in a mandatory six-month drivers' license suspension
    - ii) Refusal to submit to a chemical test(s) results in a twelve-month suspension
  - b) Subsequent offenses
    - i) A chemical test indicating a BAC of .08 or greater results in a mandatory one-year drivers' license suspension
    - ii) Refusal to submit to a chemical test(s) results in a three-year license suspension

**Illinois Penalties for Drinking and Driving Under Age 21**

Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof

- 1) First Conviction
  - a) Minimum of two-year loss of full driving privileges
  - b) Possible imprisonment for up to one year
  - c) Maximum fine of \$2,500
- 2) Second Conviction
  - a) Minimum five-year loss of full driving privileges for a second conviction in a 20-year period
  - b) Mandatory five days imprisonment or 240 hours of community service
  - c) Possible imprisonment for up to one year
  - d) Maximum fine of \$2,5000
- 3) Third Conviction – Class 2 Felony
  - a) Minimum ten-year loss of full driving privileges
  - b) Mandatory 18-30 month periodic imprisonment
  - c) Possible imprisonment for up to seven years
  - d) Maximum fine of \$25,000



- 4) Aggravated DUI – Class 4 Felony (following a crash resulting in great bodily harm or permanent disfigurement)
  - a) Minimum of one-year loss of full driving privileges
  - b) Possible imprisonment for up to twelve years
  - c) Maximum fine of \$25,000

Other alcohol offenses

- 1) Illegal transportation of an alcoholic beverage
  - a) Maximum fine of \$1,000
  - b) Driver’s license suspended for first conviction
  - c) Driver’s license revoked for a second conviction
- 2) Summary Suspension
  - a) First offense
    - i) A chemical test indication a BAC of .08 or greater results in a mandatory six-month driver’s license suspension
    - ii) Refusal to submit to a chemical test(s) results in a twelve-month suspension
  - b) Subsequent offenses
    - i) A chemical test indicating a BAC of .08 or greater results in a mandatory one-year driver’s license suspension
    - ii) Refusal to submit to a chemical test(s) results in a three-year license suspension

The Zero Tolerance Law provides that minors can have their driving privileges suspended even if they're not intoxicated at the .08 level. The following table shows the length of time your driving privileges may be suspended under the Zero Tolerance Law (for BAC of .01 or greater) and DUI Laws (for BAC of .08 or greater). The loss of driving privileges is greater if you refuse to take a sobriety test.

	Under Zero Tolerance Law		Under DUI Laws	
		If test refused		If test refused
1 <sup>st</sup> violation	3 Months	6 Months	6 Months	12 Months
2 <sup>nd</sup> violation	1 Year	2 Years	1 Year	3 Years

Effect on Driving Record

- Zero tolerance (BAC of .01 or greater) – except during suspension period, not on public driving record as long as there is no subsequent suspension.
- -DUI conviction (BAC of .08 or greater) – Permanently on public driving record

\*Under certain conditions, you may be charged with DUI even though your BAC is below 08.

Except during suspension period, violation is not on public driving record as long as there is no subsequent suspension permanently on public driving record.

**State of Illinois Statutory Provisions for Illegal Drugs Manufacture or Delivery**

The following table contains the Manufacture or Delivery (720 Illinois Compiled Statues 507/401) for the illegal drugs along with the statutes for the State of Illinois.

Type of Illegal Drug	Class X Felony: not more than \$500,000 fine; minimum 6 years	Class 1 Felony: not more than \$250,000 fine; 4 to 15 years	Class 2 Felony: not more than \$200,000 fine; 3 to 7 years	Class 3 Felony: not more than \$150,000 fine; 2 to 5 years
Heroin	15 grams or more	10-14 grams	10 grams or less	n/a



Type of Illegal Drug	Class X Felony: not more than \$500,000 fine; minimum 6 years	Class 1 Felony: not more than \$250,000 fine; 4 to 15 years	Class 2 Felony: not more than \$200,000 fine; 3 to 7 years	Class 3 Felony: not more than \$150,000 fine; 2 to 5 years
Cocaine	15 grams or more	1-14 grams	1 gram or less	n/a
Morphine	15 grams or more	10-14 grams	10 grams or less	n/a
Peyote	200 grams or more	50-199 grams	n/a	50 grams or less
Barbiturates	200 grams or more	50-199 grams	n/a	50 grams or less
Amphetamines	200 grams or more	50-199 grams	n/a	50 grams or less
Lysergic Acid (LSD)	15 grams or more	5 to 14 grams or hits	n/a	5 grams or less
Petazocine	30 grams or more	10 to 29 grams	n/a	10 grams or less
Methaqualone	30 grams or more	10 to 29 grams	n/a	10 grams or less
Phencyclidine	30 grams or more	10 to 29 grams	n/a	30 grams or less
Ketamine	30 grams or more	11 to 30 grams	n/a	less than 10 grams
GHB	200 grams or more	50 to 200 grams	n/a	less than 50 grams
Ecstasy	200 grams or more	50 to 199 grams	n/a	50 grams or less

The following table contains the Possession (720 ILCS 570/402) felonies for the list of illegal drugs.

Type of Illegal Drug	Class 1 Felony: not more than \$20,000 fine; 4 to 15 years	Class 4 Felony: not more than \$15,000 fine; 1 to 4 years
Heroin	15 grams or more	less than 15 grams
Cocaine	15 grams or more	less than 15 grams
Morphine	15 grams or more	less than 15 grams
Peyote	200 grams or more	less than 200 grams
Barbiturates	200 grams or more	less than 200 grams
Amphetamines	200 grams or more	less than 200 grams
Lysergic Acid (LSD)	15 grams or more	less than 15 grams



Type of Illegal Drug	Class 1 Felony: not more than \$20,000 fine; 4 to 15 years	Class 4 Felony: not more than \$15,000 fine; 1 to 4 years
Petazocine	30 grams or more	less than 30 grams
Methaqualone	30 grams or more	less than 30 grams
Phencyclidine	30 grams or more	less than 30 grams
Ketamine	30 grams or more	less than 30 grams
GHB	200 grams or more	less than 200 grams
Ecstasy	200 grams or more	less than 200 grams

Note: Second Offense, double jail sentence and fine. This chart gives examples of the penalties which may be imposed on individuals convicted of drug possession, manufacturing, or delivery. ***The circumstances of the case and other factors affect whether or not these are the actual penalties imposed.***

\* Other controlled substances, including synthetic substances, are subject to penalties as defined in Illinois statutes.

Marijuana Sale or Delivery (720 Illinois Compiled Statutes 550/5)

- Class B Misdemeanor: 2.5 grams or less, \$500 fine and/or six months in jail
- Class A Misdemeanor: 2.5-10 grams or less, \$1,000 fine and/or one year in jail
- Class 4 Felony: between 10-30 grams, 1-3 years in jail and/or \$10,000 fine
- Class 3 Felony: between 30-500 grams, 2-5 years in jail and/or fine not to exceed \$50,000
- Class 2 Felony: 500 or more grams, 3-7 years in jail and/or fine not to exceed \$100,000

Possession (720 Illinois compiled Statutes 550/4)

- Class C Misdemeanor: 2.5 grams or less, \$500 fine and/or thirty days in jail
- Class B Misdemeanor: between 2.5-10 grams, \$500 fine and/or six months in jail
- Class A Misdemeanor: between 10-30 grams, \$1,000 fine and/or one year in jail
- Class 4 Felony: between 30-500 grams, 1-3 years in jail and/or \$10,000 fine
- Class 3 Felony: over 500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)





Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 USC 841)**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

<b>Drug/Substance</b>	<b>Amount</b>	<b>Penalty - 1st Conviction</b>
Barbiturates	Any amount	Up to 5 years prison. Fine up to \$250,000
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	Less than 100 grams	10-63 months prison. Fine up to \$1 million
Crack Cocaine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	5-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	5 grams or less	10-63 months prison. Fine up to \$1 million
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
Hashish	10-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	10 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Hash Oil	1-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	1 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	100 grams or less	10-63 months prison. Fine up to \$1 million
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release



Drug/Substance	Amount	Penalty - 1st Conviction
LSD	10 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	1-10 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
Marijuana	1000 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 kg	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	50-99 kg	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Methamphetamine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
Rohypnol	1 gram or more	Up to 20 years imprisonment. Fine up to \$1 million
	less than 30 mgs	Up to 5 years imprisonment. Fine up to \$250,000

**Federal Drug Possession Penalties (21 USC 844)**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000.

Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.



## COUNSELING AND TREATMENT

Joliet Junior College students can contact the Office of Student Rights and Responsibilities/Student Mental Health & Wellness Program, to arrange video, phone or in-person counseling sessions. More information about getting started can be found on the MyJJC portal page at [my.jjc.edu/student-services/mhw/Pages/getting-started.aspx](http://my.jjc.edu/student-services/mhw/Pages/getting-started.aspx) or by phone at 815-280-2936. Please note appointment requests are for non-emergency, non-immediate crisis situations. You will receive a call back to set up appointment by our administrative assistant. For crisis situations, please call 911, or text "CONNECT" to 741741 to seek help.

Joliet Junior College employees can contact the JJC Employee Assistance Program, ComPsych, for counseling, legal and financial consultation, work-life assistance and crisis intervention services. This is strictly confidential and available to you and your household family members. More information can be found at 833-962-0004 or visit [guidanceresources.com](http://guidanceresources.com). The GuidanceNow app is also available for download (Web ID: JJCEAP)

### ALANON

**Address:** The Alanon Club of Joliet  
101 Grove Street Shorewood, IL 60404  
**Telephone:** 312-409-7245 (Main #)  
**A.A. Outreach:** 815-741-6637 (24 Hours)  
**Contact:** Kathy Delaney, 815-773-9623 (leave message if no answer)  
**Website:** [www.NIAFG.org](http://www.NIAFG.org)  
**Hours:** for meeting hours view website

#### Services:

- Leave message, and discrete phone call will be returned generally within 2 hours during hours of operation.
- Meetings in Grundy County and Western Will County at 6:30pm on the last Wednesday of every month except no meeting in June and July

### ALCOHOLIC ANONYMOUS-JOLIET

**Telephone:** 815-741-6637 (must leave message to receive call back)  
**Website:** [www.aadistrict51.org](http://www.aadistrict51.org)  
(meeting information, times, dates and locations)  
**Hours:** 24 hours a day answering machine  
Population  
**Served:** Grundy, Will and Livingston County

### GUIDING LIGHT COUNSELING

**Address:** 281 S. Schmidt Road Bolingbrook, IL 60440  
**Telephone:** 630-447-9058  
**Website:** [www.guidinglightcounseling.org/](http://www.guidinglightcounseling.org/)

#### Services:

- Counseling – mental health, substance abuse, dual diagnosis treatment, DUI, psychiatric evaluations, individual, couples, family, group, domestic violence, parenting issues, EAP services.

### NARCOTIC ANONYMOUS

**Telephone:** 708-848-4884 (Live person answers phone 24/7)  
**Website:** [www.chicagona.org](http://www.chicagona.org)

### SILVER CROSS – INTENSIVE OUTPATIENT CHEMICAL DEPENDENCY PROGRAM

**Address:** 1900 Silver Cross Blvd.  
New Lenox, IL 60451  
**Telephone:** 815-300-7528  
**Contact:** Mary Furst 815-300-7214  
**Criteria:** 18 years or older

#### Services:



- Licensed and certified professionals help patients overcoming addictions to OTC medications, prescription drugs, alcohol and illicit drugs through planning, education, individual and group sessions. Also available court and employer ordered evaluations.
- If no insurance, a \$1500 deductible required to be seen. No Sliding Scale.

#### STEPPING STONES RECOVERY CENTER

**Address:** 1621 Theodore St.

Joliet, IL 60435

**Telephone:** 815-744-4555, ext. 100 (Front Desk)

**Fax:** 815-744-4670

**Website:** [www.steppingstonetreatment.com](http://www.steppingstonetreatment.com)

**Hours:** The treatment facility is open 24 hours a day, 7 days a week, The intake department is open Monday-Friday 8am-4pm.

Services:

- Outpatient; short-term residential
- Intensive outpatient and extended care
- Halfway house, extended residential
- Contact for wait list. Inpatient is 14-28 days (note they are NOT a hospital, cannot do detox under medical supervision), 3-6 months for halfway house
- DCFS services: they contract with DCFS to cover screening and assessment (treatment is not necessarily covered by DCFS).
- Sliding Scale Available, Insurance accepted.

Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

#### Prevention and Education

The following offices are responsible for instituting Prevention and Education programs:

Office of Students Rights and Responsibilities

(815) 280-2761

[www.jjc.edu/campus-life/office-student-rights-responsibilities](http://www.jjc.edu/campus-life/office-student-rights-responsibilities)

- Web based programs-Under the Influence, Marijuana 101.
- In Person Programs- Classroom presentations, Ethical Decision Making.

Office of Student Activities (815) 280-6720

[www.jjc.edu/campus-life/student-wellness](http://www.jjc.edu/campus-life/student-wellness)

- Bystander Intervention Training:

<https://my.jjc.edu/student-services/student-wellness/Pages/bystander-intervention.aspx>

#### Student Mental Health & Wellness Program

(815) 280-2936

[www.jjc.edu/student-resources/health-and-wellness](http://www.jjc.edu/student-resources/health-and-wellness)

- Confidential personal counseling on a variety of issues
- Crisis intervention services
- Workshops, presentations to groups, and group therapy sessions
- Outreach activities and participation in student wellness events

#### Human Resources

(815) 280-2265

[www.jjc.edu/about-jjc/college-leadership/administration/human-resources](http://www.jjc.edu/about-jjc/college-leadership/administration/human-resources)

- Employee Assistance Program
- Employee Benefits Information
- Employee Relations



As mandated by the Drug-Free Schools and Campuses Act, this policy is distributed to all students, staff and faculty on an annual basis, and during every even year, a biennial review of the comprehensive alcohol and other drug program is conducted.

**Health Risks of Commonly Abused Substances**

Substance	Nicknames/Slang Terms	Short Term Effects	Long Term Effects
Alcohol	n/a	slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts,	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	uppers, speed, meth, crack, crystal, ice, pep pills	increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	slurred speech, muscle relaxation, dizziness, decreased motor control	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	coke, cracks, snow, powder, blow, rock	loss of appetite increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility, increased rate of breathing, muscle spasms and convulsions, dilated pupils, and disturbed sleep.	depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, georgia homeboy, grievous bodily harm	euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence



Substance	Nicknames/Slang Terms	Short Term Effects	Long Term Effects
Heroin	H, junk, smack, horse, skag	euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine	K, super K, special K	dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical dependence, psychological dependence
LSD	acid, stamps, dots, blotter, A-bombs	dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA	ecstasy, XTC, adam, X, rolls, pills	impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence

## CAMPUS POLICE

At JJC, the safety and well-being of students, faculty, staff and visitors is top priority. With the support of other departments, many people play a major role in keeping JJC a safe place to study, work and visit.

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 as such, have the same powers as police officers in cities and sheriffs in counties, including the power of arrest. The officers are sworn to enforce the laws under Chapter 720 of the Illinois Compiled Statutes, the traffic laws under Chapter 625 of the Illinois Compiled



Statutes also known as the Illinois Motor Vehicle Code as well as College policies by way of the Student Code and College Regulation citations.

## CAMPUS POLICE SERVICES

The following is a list of free services offered by the Campus Police Department. For further information or assistance, contact the department, located in G 1013, at (815) 280-2234.

**THE EMERGENCY ON-CAMPUS MOTOR ASSIST UNIT** assists with jump starts, flat tires, keys locked in vehicles or other minor vehicle problems.

**LOST AND FOUND** is located at the Police Department in G-1013.

**EMERGENCY NOTIFICATION** of a family emergency will be delivered by a uniformed officer. This service is restricted to information concerning a serious family incident, such as a family illness, injury, birth or death.

**WHEELCHAIR LOANS** are available for short-term use on campus only for those with a documented injury or disability.

**AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs)** – There are more than 20 AEDs located throughout the JJC campuses. AED and first aid training is available on request.

## REPORTING OF CRIMINAL ACTIVITIES OR EMERGENCIES

To report a crime or emergency while you are on the Main Campus, dial 2911 from any college-owned telephone or use an emergency call box. You can also dial (815) 729-9030 for a direct line to the campus police communications center at Main Campus.

## EMERGENCY CALL BOXES ON CAMPUS

More than 70 emergency call boxes are located throughout the JJC campuses and educational centers. These call boxes are located strategically both inside and outside of campus buildings; in and near all passenger elevators, main hallways, on the pedestrian walkways in parking lots, and near the athletic fields. The exterior parking lot phones have blue lights on top and flash when activated, providing a direct link to the Campus Police dispatcher. When the telephone is activated, each call box is individually identified as to its location. The on-duty communications operator answers all calls and dispatches an officer to the appropriate location.

## INVESTIGATIONS AND CRIME PREVENTION

The crime prevention program focuses on eliminating or minimizing criminal opportunities whenever possible and encourages students, faculty, and staff to be alert to potential criminal activity and to avoid becoming victims. All members of the JJC community are also encouraged to report any suspicious or criminal activity to Campus Police.

The following is a listing of crime prevention programs and projects employed by the Campus Police department:

**ESCORT PROGRAM** provides an escort to a vehicle upon request. Call (815) 280-2234 or 280-2301 or use an emergency call box.

**EMERGENCY 2911** provides for direct contact with Campus Police from any college extension.

**PROPERTY ENGRAVING** – Electronic engravers are available for loan from Campus Police for those who wish to label their property.

**CELL PHONES** – In verified cases of domestic violence, a limited number of walkie-talkie cell phones are available for loan for brief periods.

**RAD and SAFE** – (Rape Aggression Defense and Self Awareness Familiarization Exchange) These female-only self-defense and personal-safety classes are taught free of charge throughout the year.



**CAMPUS SAFETY/SECURITY MEETINGS** involve discussion and correction of actual or potential safety/security hazards to the college community.

**SPECIAL ALERT BULLETINS** are distributed throughout the campus as quickly as possible when warranted. All JJC student and staff phone numbers and e-mails are automatically entered into the JJC Emergency Alert System. This system sends text, e-mail and voice messages to all registered phone numbers and e-mails in the event of a campus-related emergency.

**LIAISON OFFICERS** are assigned to various departments as resource people. Community-oriented policing is employed.

## PARKING

BOARD POLICY 9.7.1 (5) F. Vehicles are not allowed on walks, grass, or grounds areas within the campus-building complex without prior permission from Campus Police.

The following parking accommodations are available at JJC:

**Overnight parking:** Parking of personal vehicles overnight on college property is only permitted in cases of emergency or when on a college-sponsored trip. In either case, the vehicle description and registration must be called in to the police department at (815) 280-2234.

**Disabled parking:** Violations of handicapped parking restrictions are strictly enforced with a minimum fine of \$250. Temporary handicapped placards are available through campus police. To qualify, the applicant must meet the eligibility requirements necessary for a state-issued placard. Temporary placards are valid only on college property.

**Motorcycle parking:** There is designated motorcycle parking available in lots throughout Main Campus however, motorcycles may also be parked in any legal parking space.

**Smoking/Tobacco:** Effective July 1, 2015 all JJC campuses and education centers are smoke free in compliance with the Smoke Free Campus Act. Smoking is only permitted in personal vehicles travelling through or parked on JJC property. These restrictions also apply to other tobacco products such as chewing tobacco as well as Smoke Free or E-Cigarettes.

## SPEED LIMITS

30 M.P.H. on all college roads, if not posted

15 M.P.H. in all designated parking lots

5 M.P.H. in designated fire zones

## DRUG-FREE CAMPUS

In accordance with the Drug-Free Schools and Communities Act of 1989 and the Standards of Conduct of the Board of Trustees of Illinois Community College District 525, it is a violation of college policy for any member of the college community to engage in the sale, possession, use or distribution of any narcotic, drug, alcohol, or other addictive or hallucinogenic substance, except as permitted by law on the premises of, or in conjunction with, the operation of Joliet Junior College.

In addition to possible criminal prosecution under applicable local, state and federal laws that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol, students and staff also may be subject to the college's internal disciplinary procedures with possible sanctions ranging up to expulsion or job termination.

## MANDATED STATEMENT IN ACCORDANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 DRUG POLICIES

The use of alcoholic beverages and illegal chemical substances is a concern on college campuses. The following information will serve to inform you of the health risks, available resources, current policies at JJC, and the legal ramifications regarding the use of drugs and alcohol.





#### AVAILABLE RESOURCES

For more information, consult your physician, JJC's Holistic Wellness Office or the Will County Health Department. Treatment, rehabilitation or re-entry programs are located at:

Amita Health - Presence St. Joseph Medical Center  
333 N. Madison St.  
Joliet, IL 60435  
(815) 725-7133, ext. 3250

Silver Cross Hospital  
I-355 and U.S. Rt. 6  
New Lenox, IL 60451  
(815) 300-1100

Stepping Stones  
1621 Theodore St.  
Joliet, IL 60435  
(815) 744-4555

Cornell Intervention Life Works  
1611 W. Jefferson St.  
Joliet, IL 60435  
(815) 730-7521

Will County Health Dept.  
501 Ella Ave.  
Joliet, IL 60433  
(815) 727-8480

#### ALCOHOL AND DRUG POLICIES

Board policies on student conduct in reference to drugs and alcohol state that the following conduct will be subject to disciplinary action:

1. The sale, possession, use, or distribution of any narcotic, drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.
2. The possession and/or consumption of alcoholic beverages on campus, or at any off-campus college-sponsored activity, regardless of age unless specifically authorized. Violators will be subject to disciplinary action that could lead to suspension or dismissal. Every effort will be made to assist the person to seek help.

#### LEGAL RAMIFICATIONS

State and federal penalties for possession or distribution of illicit drugs and alcohol vary a great deal, depending on the amount, type, and offense. This information is provided to you in accordance with the Drug-Free Schools and Communities Act of 1989. To conform to the Federal Drug-Free Schools and Communities Act of 1989 (20 U.S.C.S 5145, Public Law 101-226), the college hereby enacts this policy. In conformance with the act, the president shall develop and implement a program and rules to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

##### I. Definitions

- A. The term ***“student”*** is defined as any person who is taking/attending any credit or non-credit class facilitated by Joliet Junior College.
- B. The term ***“employee”*** is any full- or part-time employee of the college.
- C. The term ***“controlled substance”*** is used as defined in the Federal Controlled Substances Act and the Illinois Controlled Substances Act.
- D. The term ***“college property”*** is defined as any property or buildings owned, leased or controlled by the college whether on or off campus.



- E. The term *“college activities”* shall include all on-campus functions as well as any off-campus function sponsored by the college, such as officially sanctioned field trips, athletic events, social activities and professional meetings attended by college employees.
- F. The term *“illicit alcohol”* is defined as alcoholic liquor which is possessed, used or distributed in violation of federal, state or local laws or college regulations.

II. Standards of Conduct

No student, employee or visitor shall:

- A. Possess, distribute or use any controlled substance or any substance containing cannabis, in violation of the Federal Controlled Substances Act, the Illinois Controlled Substance Act, the Cannabis Control Act or any other statute, law or regulation governing the use or possession of such substances on any college property or at any college activity.
- B. Possess distribute or use any alcoholic liquor on any college property or at any college activity, regardless of their age, unless specifically authorized by the Office of the President.

III. Statement of Sanctions

- A. Students: Discipline for violating the standards of conduct set out in Section II will be governed by college regulations and the student code of conduct, up to and including expulsion. Additionally, violators may be charged criminally under federal, state or local laws and ordinances.
- B. Employees: Discipline for violating the standards of conduct set out in Section II will be governed by the college’s employee disciplinary policies and rules, up to and including termination. Additionally, violators may be charged criminally under federal, state or local laws and ordinances.
- C. Visitors: Violations of the standards of conduct set out in Section II may result in criminal charges under federal, state or local laws and ordinances.

IV. Possible Legal Sanctions:

- Alcohol
 

Poss. under 21: Class B misdemeanor	Up to 6 months in jail	Up to \$1,500 fine
DUI: Class A misdemeanor	Up to 1 year in jail	Up to \$2,500 fine
Open in Vehicle: Class A misdemeanor	Up to 1 year in jail	Up to \$2,500 fine
- Cannabis/Marijuana
 

Possession: Up to Class 1 Felony*	Up to 15 years in jail	Up to \$25,000 fine
Delivery: Up to Class X Felony*	Up to 30 years in jail	Up to \$25,000 fine

CONTROLLED SUBSTANCES

Includes any substance controlled under the Illinois Controlled Substances Act or similar federal statutes. These include cocaine, heroin, methamphetamine, amphetamine, LSD, anabolic steroids, opiates, ketamine, PCP, methaqualone, pentazocine, ecstasy, barbiturates, peyote, hallucinogens, morphine, prescription drugs not prescribed to the holder, and any look alike substances.

Possession: Up to Class X Felony*	Up to 50 years in jail	Up to \$250,000 fine
Delivery: Up to Class X Felony*	Up to 50 years in jail	Up to \$250,000 fine

- \* Penalties may be dependent on amounts possessed and prior convictions.
- \* Penalties may be enhanced for possession or sale on or near college properties.
- \* Convictions may result in loss of federal financial aid and other federal benefits.

HEALTH RISKS ASSOCIATED WITH ALCOHOL ABUSE

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause



respiratory depression and death. If combined with other depressants of the central nervous system, a much lower dose of alcohol will also produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## CONTROLLED SUBSTANCE USES AND EFFECTS

### I. NARCOTICS

**DRUG NAME/TYPE:** opiates, opium, morphine, heroin, codeine, synthetic non-opiates, demerol

**PHYSICAL AND EMOTIONAL EFFECTS/COMPLICATIONS:** drowsiness, sedation (nodding), stupor, euphoria, relief of pain, impaired intellectual functioning and coordination, constricted pupils that do not respond to light, excessive itching, constipation, loss of sexual desire, temporary impotence or sterility, slow pulse, and respiratory and cardiovascular depression and collapse, severe infection at injection sites. (needle marks and tracks)

### II. ANESTHETICS:

**PHYSICAL & EMOTIONAL EFFECTS/COMPLICATIONS:** amnesia, sleep, anesthetic state, blood pressure drops, heart rate drops, immobilizes; can result in coma or death.

### III. BARBITURATES

**DRUG TYPE/NAME:** nembutal, seconal, amytal, rohypnol (date rape drug). Sedatives: doriden, chloral hydrate, milown, equanil, and quaalude

Minor Tranquilizers: Valium, Librium

**PHYSICAL AND EMOTIONAL EFFECTS/COMPLICATIONS:** relief of anxiety and muscular tension, relaxation, sleep, euphoria, impaired emotional control, judgment and coordination, irritability, weight loss, death from overdose, psychosis; possible convulsions or death from abrupt withdrawal of barbiturates.

### IV. INHALANTS

**DRUG TYPE/NAME:** none

**STREET NAME:** glue sniffing, aerosols, airplane glue, amyl nitrate, nitrous oxide.

**PHYSICAL AND EMOTIONAL EFFECTS/COMPLICATIONS:** excess nasal secretion, watering of eyes, poor muscular control, lack of coordination, appears dreamy or blank. Impaired perception and judgment, possibility of violent behavior, damage to lungs, nervous system, brain and liver, death through suffocation, choking or overdose.

### V. STIMULANTS

**DRUG TYPE/NAME:** amphetamines, cocaine

**PHYSICAL AND EMOTIONAL EFFECTS/COMPLICATIONS:** giggling, silliness, rapid speech, dilated pupils, hypertension, tachycardia, loss of appetite, loss of weight, extreme fatigue, dry mouth, bad breath, chills, sweating, increased muscle tension, shakiness, tremors, restlessness, irritability, confused thinking, mood swings, aggressive behavior, feelings of persecution, delusions, hallucinations, toxic psychosis, possible seizures; may cause heart damage or heart attack; death from cardiac damage, hypertensive crisis, or overdose.

### VI. CAFFEINE

**DRUG TYPE/NAME:** found in tea, coffee, cocoa, cola and tablet form and including many over-the-counter drugs.

**PHYSICAL AND EMOTIONAL EFFECTS/COMPLICATIONS:** restlessness, disturbed sleep or insomnia, nausea, abdominal distention myocardial stimulation, palpitation, and tachycardia; large amounts have led to irrational or hysterical behavior and cardiac standstill.

### VII. HALLUCINOGENS

**DRUG TYPE/NAME:** Type 1: synthetic: D-lysergic acid (LSD), 4-methyl-2 (STP, DOM) and Dimethyltrypiamine (DMT)  
Type 2: natural: cactus (mescaline), mushroom (Psilocybin)



**PHYSICAL AND EMOTIONAL EFFECTS/COMPLICATIONS:** severe hallucinations, feelings of persecution and detachment, incoherent speech, laughing, crying, exhilaration, depression, panic, suicidal or homicidal tendencies, cold, sweaty hands and feet, shivering, chills, vomiting, irregular breathing, flashbacks, exhaustion, brain damage from chronic use, accidental death. May intensify existing psychosis; long-lasting mental illness has resulted. Symptoms may persist for an indefinite period after discontinuation of drug.

VIII. MARIJUANA AND HASHISH

**PHYSICAL AND EMOTIONAL EFFECTS/ COMPLICATIONS:** relaxation or euphoria, pupil dilation, conjunctivitis, lack of coordination of walk, increased appetite and craving for sweets, mood swings from joy to extreme anxiety or depression, erratic behavior, withdrawn, impaired memory, judgment or problem solving, distortion of time and space, possible cause for bronchitis. Acute panic or hallucinations are symptoms of overdose.

IX. NICOTINE

**DRUG TYPE/NAME:** found in cigarettes, cigars, pipe and chewing tobacco and snuff.

**PHYSICAL AND EMOTIONAL EFFECTS/COMPLICATIONS:** can have stimulating and/or calming effect. Factor in lung cancer, coronary artery disease, circulatory impairment, peptic ulcer and emphysema.

**JJC CRIME STATISTICS**

**JJC POLICE DEPARTMENT**

1215 Houbolt Road, Joliet, IL 60431

Ph: 815-729-9030

Fax: 815-729-9502



**2021 Crime Statistics:**

Reported Incidents	Main	City	North	Morris	Weitendorf	Frankfort
Murder	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Aggravated Assault / Battery	1	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Burglary-Forcible	0	0	0	0	0	0
Theft	3	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Theft from Motor Vehicle	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0



Drug Abuse Violations	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0

Arrests for the following incidents	Main	City	North	Morris	Weitendorf	Frankfort
Illegal Weapons	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

## CLERY ACT

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### ANNUAL CLERY SAFETY REPORT (ASR) NOTICE

The JJC Campus Police Department is responsible for the preparation, submission and distribution of the Annual Security Report (ASR) required under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Specifically, the preparation, submission and distribution of the ASR, is the responsibility of the Commander of Police. The full text of this report can be located on the [JJCPD website](#)

Crime, arrests and Student Code referral statistics reported to Campus Police and the Dean of Students are included in the ASR report which is available to the public on the [JJCPD website](#) and in paper form upon request at the JJCPD - Room G 1013. The Dean of Students and Counseling staff, inform their clients of the procedures to report crime to the JJC Police on a voluntary basis, should they feel it is in the best interest of the client. Campus Police obtain Code Referral statistics from the Dean's office to include in the ASR. Crime statistics for mandated adjacent areas are obtained from local police agencies.

Each year, prior to October 1<sup>st</sup>, an e-mail notification will be made to all enrolled credit students as well as all current employees providing information regarding the availability and web address for the most recent ASR. Copies of the ASR may also be obtained at the JJC Campus Police Department located in G1013 or by calling (815) 280-2234. The availability of the ASR and related polices along with the web address where it can be found, is included on all JJC employment applications as well as on all student enrollment applications. This information is also available in the annual JJC Police Book that is distributed at all campuses and is available at the Campus Police Department - G1013, at information kiosks throughout JJC campuses and in PDF format on the [JJCPD website](#)

JJC PD also maintains a Daily Crime Log mandated under the CLERY Act. This log contains summary reports of all police activity and is available for inspection at the JJCPD.