Welcome to Cumberland County College and the 2015-16 academic year.

On behalf of the faculty and staff, we are pleased you are a “Duke” and have decided to begin or continue your college experience at CCC. As a student at Cumberland you have access to an outstanding education. Cumberland County College is an opportunity college which values engagement, civility and diversity. The instruction, services and activities offered provide many opportunities for you to become involved both in and out of the classroom. College faculty, staff and administration take great pride in providing opportunity with excellence for our students.

This Student Handbook is designed as a resource and reference tool for your understanding, awareness and success. The college’s website www.cccnj.edu student Portal and your student email account will also help you keep up with college happenings and announcements. Likewise, the college staff is available and here to assist you. Please utilize all these campus resources and personnel to make the most of your college experience.

Your commitment and participation in your education will determine the level of success you achieve. Have a great year!

Much success,

Mary Ann Westerfield
Mary Ann Westerfield, Ed.D.
Senior Executive Director
Student Services
All CCC official communications will be sent via your student email account. This includes...

- Financial aid
- Graduation
- Payment information
- Registration
- Campus events
- General information

...and much more

To access GMail
cccnj.edu/portal & click on gmail icon on the phone

Visit the college website cccnj.edu for the most up-to-date information.
The provisions of this bulletin are not to be regarded as an irrevocable contract between Cumberland County College and the students. The college reserves the right to change any provision or requirement at any time, but its practice is to make no provision retroactive.

Cumberland County College endorses the concepts of nondiscrimination and equal opportunity for all, regardless of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS/HIV status. The college follows the guidelines of Section 504 of the 1973 Federal Rehabilitation Act, which mandates equal access to education for disabled students. Campus Coordinator for Title IX and 504 activities is the Director of Human Resources, Administration Building, 856/691-8600, ext. 1235. This individual is designated to coordinate the college’s efforts to comply with and carry out its responsibilities under Title IX, section 504/the ADA, and the Age Discrimination Act, which prohibit discrimination on the basis of sex, disability and age, respectively.

The college cannot guarantee that any of the courses taken under any of the curricula offered will be transferable to other colleges or universities. Successful credit transfer requires careful planning. Students should work closely with academic advisors and counselors to obtain the most up-to-date information possible concerning college and university transfer policies.

Published August 2015
by the Student Life & Activities Office and
Communications & Marketing Office
## College Calendar 2015-2016

### Fall 2015
- **9/1** Staff Orientation
- **9/3** Semester Begins
- **9/3-10** Add/Drop 100% Refund
- **9/7** Labor Day - College Closed
- **9/10** Last Day to Change To/From Audit Grade
- **9/15** Last Day to Withdraw with 50% Refund
- **9/12** Columbus Day - College Closed
- **10/14** Monday Class Schedule
- **10/29** Development Day - No Classes/Labs
- **11/11** Advisement/Assessment Day - No Classes/Labs
- **11/26-11/29** Thanksgiving Holiday - College Closed
- **12/3** Last Day to Withdraw from Classes
- **12/17** Semester Ends

### Winter 2015-16

**Session I - Online - 5 Weeks**
- **12/18** Session Begins
- **12/18-21** Add/Drop 100% Refund
- **12/21** Last Day to Change To/From Audit Grade
- **12/21** Last Day to Withdraw with 50% Refund
- **1/15** Last Day to Withdraw from Classes
- **1/21** Session Ends

**Session II - 2 weeks**
- **1/4** Session Begins
- **1/4** Add/Drop 100% Refund
- **1/4** Last Day to Change To/From Audit Grade
- **1/6** Last Day to Withdraw with 50% Refund
- **1/13** Last Day to Withdraw from Classes
- **1/15** Session Ends

### Spring 2016
- **1/19** Staff Orientation
- **1/25** Semester Begins
- **1/25-21** Add/Drop 100% Refund
- **2/1** Last Day to Change To/From Audit Grade
- **2/8** Last Day to Withdraw with 50% Refund
- **2/15** Presidents' Day - College Closed
- **2/25** Development Day - No Classes/Labs
- **3/14-20** Spring Break - No Classes
- **3/25-28** Easter Holiday - College Closed
- **3/30** Monday Class Schedule
- **4/5** Advisement/Assessment Day - No Classes/Labs
- **4/13** Last Day to Withdraw from Classes
- **5/14** Semester Ends
- **5/19** Commencement

### Summer 2016

**Session I - 4 weeks (Monday, Wednesday)**
- **5/23** Session Begins
- **5/23-24** Add/Drop 100% Refund
- **5/24** Last Day to Change To/From Audit Grade
- **5/26** Last Day to Withdraw with 50% Refund
- **5/30** Memorial Day - College Closed
- **6/16** Last Day to Withdraw from Classes
- **6/20** Session Ends

**Session II - 6 weeks (Tuesday, Thursday)**
- **5/24** Session Begins
- **5/24-26** Add/Drop 100% Refund
- **5/26** Last Day to Change To/From Audit Grade
- **5/30** Memorial Day - College Closed
- **5/31** Last Day to Withdraw with 50% Refund
- **6/27** Last Day to Withdraw from Classes
- **6/30** Session Ends

**Session III - 8 weeks (Monday, Wednesday, Friday)**
- **6/22** Session Begins
- **6/22-27** Add/Drop 100% Refund
- **6/27** Last Day to Change To/From Audit Grade
- **7/1** Last Day to Withdraw with 50% Refund
- **7/4** Independence Day - College Closed
- **8/10** Last Day to Withdraw from Classes
- **8/17** Session Ends

**Session IV - 6 weeks (Tuesday, Thursday)**
- **7/5** Session Begins
- **7/5-7** Add/Drop 100% Refund
- **7/7** Last Day to Change To/From Audit Grade
- **7/11** Last Day to Withdraw with 50% Refund
- **8/5** Last Day to Withdraw from Classes
- **8/11** Session Ends
# Programs of Study

**Accounting**
Accounting AAS  
Accounting AC  

**Agriculture/Horticulture**
Agriculture AAS  
  • Agribusiness AAS  
Agriculture/Ornamental Horticulture AC  
Horticulture AAS  
Floriculture CC  
Landscape Technician CC  

**Business**
Business Studies AA  
Business Management AAS  
  • Entrepreneurship AAS  
  • Finance AAS  
  • Human Resources AAS  
  • Insurance AAS  
  • International AAS  
  • Marketing AAS  
Business Management AC  
Business Management/Hospitality AC  
Business Management/Insurance AC  
Culinary Arts AAS  
  (joint degree program with Burlington County College)  
Entrepreneurship/  
  • Small Business Leadership CC  
Retail Sales CC  
Retail Sales ST  

**Communications**
LA/Communications AA  
LA/Journalism AA  
LA/Public Relations AA  
LA/Television & Digital Media AA  
Entertainment Technology AC  

**Computer Science**
Computer Science AS  
  • Information Systems AS  
Network Management AAS  
  • Cyber Security AAS  
Networking Associate AC  
Networking Associate CC  

**Education**
LA/Elementary/  
  • Secondary Education AA  
Early Childhood Preschool Education AAS  
Early Childhood Education AC  
Infant/Toddler CC  
Teacher’s Aide in Early Childhood Education CC  
Early Childhood Education Management ST  

**Energy Technology**
Nuclear Energy Technology AAS  
  (Salem Community College degree program in collaboration with CCC)  
Sustainable Energy Technology AAS  
  (joint degree program with Salem Community College)  

**Engineering**
Engineering AS  

**Engineering Technology**
Engineering Technology AAS  
Engineering Technology AC  
Engineering Technology/  
  • Electronics Technology AC  
Engineering Technology/  
  • Electronics Technology CC  

**Fine & Performing Arts**
Fine Arts AFA  
Theatre/Acting AFA  
Art Education AA  
Art Therapy AA  
Ceramics AA  
Design/Fine Arts AA  
Music AA  
Theatre Education AA  
Ceramic Technology AC  

**Notes:**
- AA = Associate in Arts  
- AAS = Associate in Applied Science  
- AC = Academic Certificate  
- CC = Career Certificate  
- ST = Short-Term Training  
- **This listing with an LA prefix are Liberal Arts options.**
Glass Technology
Glass Art AFA
(collaborative program with Salem Community College)
Scientific Glass Technology AAS
(collaborative program with Salem Community College)

Graphic Design
Graphic Design AAS
Graphic Arts AA
Game Design & Development AS
(joint degree program with Salem Community College)
Computer Graphics/
Desktop Publishing AC

Health Sciences
Biomedical Science AS
• Healthcare AS
• Exercise Science AS
Health Science AAS
Health Science AC
Health Information Technology AAS
(joint degree program with Camden County College)
Health Information Technology/
Medical Coding AC
Nursing AAS
Occupational Therapy Assistant AS
(joint degree program with Rutgers)
Psychosocial Rehabilitation AS
(joint degree program with Rutgers)
Radiography AAS
Respiratory Therapy AAS
(joint degree program with Rutgers)
Practical Nursing AC
Certified Nurse Aide/
Home Health Aide CC
Certified Nurse Aide ST
Home Health Aide ST

Justice Studies
Justice Studies AS
Justice Studies/Corrections AS
Justice Studies/Forensics & Technology AS
Justice Studies/Homeland Security AS
Justice Studies/Criminal Justice AC
Justice Studies/Emergency Management AC
Justice Studies/Gangs & Juvenile Delinquency AC
Justice Studies/Homeland Security AC
Justice Studies/Homeland Security CC
Justice Studies/Private Security CC

Liberal Arts
Liberal Arts/General AA
• History AA
• Literature AA
• Philosophy & Religion AA
• Social Science AA
• Spanish AA
Liberal Arts AC

Mathematics/Science
Mathematics/Science General AS
• Chemistry AS
• Environmental Science AS
• Mathematics AS

Office Administration
Office Administration AAS
• Government AAS
• Health Service AAS
Office Administration AC
Office Administration CC
Office Administration ST
Office Administration/Government AC
Office Administration/Government CC
Office Administration/Health Service AC
Office Administration/Health Service CC
Office Administration/Legal Office CC

Paralegal Studies
Paralegal Studies AS
• Spanish AS

Public Administration
Public Administration AS

Social Service
Social Service AS
• Gerontology AS
Alcohol & Drug Counseling AC

Technical Studies
Technical Studies AAS
I. Admissions & Registration

Bursar
The Bursar’s Office manages financial transactions between students and the college. The specific responsibilities of this department are, but are not limited to, issuing billing statements; collecting and accurately applying payments to student accounts; applying debit and credit information from the Financial Aid Department; issuing refunds; and providing year-end tax information. Also, the Bursar’s Office interacts with an outside collection agency with regard to the collection of delinquent accounts (tuition past due).

All student disbursement checks are mailed to the address on file. Student disbursement checks include student loans, refunds and financial aid stipends. It is extremely important to update your address and contact number to ensure prompt delivery.

Out-of-County Students - Chargeback Procedures
All out-of-county students (residence other than Cumberland County) are REQUIRED to process a Chargeback with the respective community college in their county for every semester of attendance to receive a reduced tuition rate.* If eligible, out-of-county students are responsible only for the reduced in-county tuition cost and their home county will provide the additional out-of-county cost.

Deadlines for submitting and processing a Chargeback to CCC can be found on our website at www.cccnj.edu under “paying for college.” Please note that your county deadlines for processing a Chargeback may differ from CCC and must be processed accordingly.

Contact the Admissions and Registration Office for the Chargeback Certification form.

*NOTE: Failure to process a Chargeback each semester by the deadline will result in additional charges to the student’s account.

Tuition Payment Plan
There is a Tuition Payment Plan with a variety of options. Look for the Tuition Payment Plan banner on our website’s homepage, www.cccnj.edu.

Fall and Spring* 2015-16 Tuition
County residents (per credit hour) ................................................................. $113
Out-of-county residents* (per credit hour) ................................................. $123
Out-of-state residents (per credit hour) ....................................................... $452
Foreign ........................................................................................................ $452

*Out-of-county students will be charged $10 per credit over in-county rates with appropriate chargeback documentation. Without proper documentation, the out-of-county rate is $188 per credit hour.
Fall and Spring • 2015-16 Fees

Comprehensive fee (per credit hour) .............................................................. $20  
Technology fee (per credit hour) .................................................................. $10  
Change of Course fee (per course) ................................................................. $2  
Nursing and Radiography tuition deposit (non-refundable) ........................... $100  
Nursing RN & PN lab fee (per semester) .................................................... $1,211  
Radiography course/material fee (per semester) ........................................... $500  
LPN Challenge fee ....................................................................................... $500  
Home Health Aide fee ................................................................................ $450  
Late registration fee ..................................................................................... $20  
Non-sufficient funds check fee ..................................................................... $20  
Telecourse fee (per course) ......................................................................... $25  
Online Course fee (per course) ................................................................... $25  
Personal Fitness course fee (per course) ....................................................... $25  
Applied Music Course fee (per course) ...................................................... $225  
Graduation Petition Evaluation fee ................................................................. $25  
Graduation Petition late fee .......................................................................... $25  
Art Studio fee (per course) .......................................................................... $20  
Floral Design Course fee ............................................................................ $25  
Payment Plan late fee .................................................................................. $25  
Promissory Note fee .................................................................................... $25  
Dual Credit Course fee (per credit hour) ...................................................... $40  
Developmental Skills fee (per credit hour) .................................................. $10  
Science Lab fee (per course) ...................................................................... $60  
Academic Transcript Evaluations (per credit) .............................................. $5  
Transcript fee ............................................................................................... $5  
Testing fees ................................................................................................. Varies

2015-16 Refund Policy
Refunds of Tuition and Fees for students who officially withdraw from their class(es) are as follows

- 100% for withdrawals completed before the semester/session begins.
- 100% for withdrawals completed during the add/drop period. Add/drop period is the designated first week for the fall and spring semesters or designated equivalent for summer, winter or other short sessions.
- 50% for withdrawals completed during the designated second week or equivalent for the semester/session.
- No refund for withdrawals completed after the designated end of the second week or equivalent for the semester/session.

Semester/session, start dates, add/drop periods, withdrawal deadline dates are listed in the College Calendar.
Withdrawals from class(es) can be completed at the Enrollment Services Office.
or online. Online withdrawals can only be completed before the semester/session begins and during the add/drop period. Withdrawals after the add/drop period must be completed at the Enrollment Services office. Students with Academic or Institutional restrictions can only withdraw at the Enrollment Services Office. Students dropped or removed from class(es) for any reason forfeit all refunds. The above refund schedule applies to credit class(es) enrollment only.

**Call Center**
The CCC Call Center consists of trained operators who provide updated information to current and potential students and community members. Operators are able to offer timely customer service while answering questions regarding Financial Aid as well as the entire enrollment and testing process. The Call Center can be reached at 856/691-8600, ext. 1336. The Call Center is open Monday through Friday, 9:00 a.m. - 4:30 p.m., with additional hours until 7:00 p.m. on Tuesdays.

**Course Changes After Registration**
A student may change a course(s) after registration and prior to the end of the late registration period. A $2 fee will be charged for each course added that is not initiated by the college. Regular registration procedures/requirements must be followed.

**Curriculum (Program/Major) Changes**
Students who wish to change their curriculum (major) may do so by completing a Curriculum Change Form and submitting it to the Admissions and Registration Office. Students should consult their advisor or a counselor about changing majors.

**Graduation Requirements/Procedures**
Students must complete the required courses and credits in an approved program with a cumulative 2.0 GPA to graduate and earn a degree or certificate.

The required credits must include 45 for the Associate in Arts degree, 30 for the Associate in Science degree and 20 for the Associate in Applied Science degree of approved general education credits. The certificate programs must include at least six credits of approved general education credits.

All students must meet this mathematics requirement to graduate and earn a degree from the college. The following procedures must be followed:

1. Submit a Petition to Graduate form online via the link on student WebAdvisor account and process payment. To avoid late fees, please adhere to petition deadlines.*

2. A graduation status notification will be sent to student via student’s CCC email account approximately 4-6 weeks after a petition has been submitted.

3. Students who are eligible to participate in the Commencement ceremony will be invited to do so.

4. Caps and gowns may be purchased from the Barnes & Noble Bookstore
located in the Student Center for an additional fee. Only eligible students will be permitted to purchase graduation regalia.

5. A graduation petition is valid for one academic year (September-August).

Note: Commencement Ceremony will be held on Thursday, May 19, 2016. All graduating students must Petition to Graduate regardless of intention to participate in the Commencement Ceremony.

*Deadlines for Graduation Petition:
• Fall/Winter Grads (8/31/15-10/30/15)  
  (Petitions submitted after will incur a $25 late fee)
• Spring/Summer Grads (11/2/15-2/26/16)  
  (Petitions submitted after will incur a $25 late fee)

**Immunization**
All full-time students must present evidence of immunization against measles, mumps, rubella, and Hepatitis B. Students born before 1957 are exempt from this requirement, as are students who object to immunization for personal, religious, or medical reasons. Proper documentation is required for exemption. Students may be admitted or enrolled on a provisional basis for the first semester if the immunization documentation is not yet available. Questions concerning the immunization policy should be directed to the Admissions and Registration Office.

**Military Service Educational Benefits**
Students who have served or are currently serving in the Armed Forces, as well as current active National Guardsman, may be eligible for education benefits. Students should contact the Veterans Certifying Official located in the Registrar’s Office for information regarding applying and processing benefit applications and enrollment certifications.

A Veterans Resource Center is available for Veteran students, their spouses and dependents who are currently enrolled. The center provides Veteran students with a private study area, lounge and a kitchenette. It is accessible through an issued key card which can be obtained from the Veterans Certifying Official in the Registrar’s Office, and the hours will adhere to the Academic Lab One open hours.

**Non-Applicable Course Petition**
A student who has changed curriculum may petition to have courses taken prior to the curriculum change, and that do not apply to the new curriculum, declared non-applicable. To petition for non-applicable courses, the student must have successfully completed 12 or more credits in a new curriculum and submit a petition form to the Admissions and Registration Office. Grades for course(s) approved as non-applicable remain on the student’s transcript, but will not be calculated into the student’s GPA.
**Personal Information Changes**
Students who change their address, phone, name, etc. are required to complete an Information Change form and submit this to the Admissions and Registration Office.

- **Library:** A separate personal information update is needed for the Library when name or address changes occur. Failure to officially submit personal record changes may cause problems with your student records and the delivery of college information to you.

**Registration**
Students must officially register in order to enroll and attend classes. To complete registration, degree students must register online using WebAdvisor or complete a student schedule, selecting their courses, and make payment. In-person registrants must have an advisor signature, i.e., approval; submit schedule to Enrollment Services; select a payment plan or present deferral information (financial aid) at the Bursar’s Office. Students may not attend classes unless they are officially registered.

Outstanding obligations to the college such as bills, parking violations, loan default, basic skills testing, etc., are also checked at the time of registration. These obligations must be cleared before a student may register. In addition, course prerequisites are reviewed. Students without necessary course prerequisites or instructor’s permission may not register for that course. Payment in full is due at time of registration for any summer or winter session.

**Repeated Course**
Courses with a grade of D, F, W, X, I, R, or AU may be repeated for credit and require the approval of the academic advisor. When a course is repeated, the highest grade will be used in calculating the student’s cumulative GPA. All grades, however, will remain on the student’s permanent record. Students who have received a grade of “C” or higher and wish to retake the course may audit the course.

**Residency**
A student’s residency is determined by their length and place of residency both within or outside the county and state. Students who wish to appeal the college’s determination of their residency may file a request for consideration. Such requests for residency reconsideration must be submitted to the Director of Admissions and Registration in writing and include information supporting the student’s request.

**Schedule and Course Load**
Students taking 12 or more credits in fall or spring semesters are considered full time students for that semester. The normal maximum credit load for fall or spring semester is 18 credits. The normal maximum credit load for a summer session is 6
credits. The normal maximum credit load for winter session is 3 credits. Students wishing to take credits above these limits must be approved by the Director of Admissions and Registration.

**Student Health Insurance**

Students seeking health insurance may go to the following link for information on providers, rates and options: http://tinyurl.com/state-health-insurance. Cumberland County College students may also access this link by logging onto the portal:

- Student Services
- Bursar
- Health Insurance

**Student IDs**

All students enrolled in credit classes must have a validated student identification card. ID validation must be updated each semester. Student photo IDs are available at the Information Desk. A copy of the receipt for classes, which is printed at the Bursar Office or available online using the Portal system, may be required in order to provide proof that an individual is a current student. Information regarding dates and times are posted in the fitness center. There is a replacement fee for lost, stolen or damaged ID cards. Student IDs are required at all campus events and specialized venues such as Computer Lab, Library, Fitness Center, Bookstore.

**Transcripts**

A transcript of student course work may be obtained in the Admissions and Registration Office. **The transcript request must be made in writing or may be requested via WebAdvisor. The transcript request will take 3-5 business days to process after receipt and up to 2 weeks at the end of any semester. Faxed requests are not accepted.** A $5 fee will be charged for each official transcript requested.

**Transfer of Credits: Advanced Standing**

For Associate in Arts and Associate in Science degree programs, a maximum of 50% of credits required for the degree may be allocated from credits attained elsewhere. For Associate in Applied Science programs, the normal transfer allocation will be 50% of the credits required for the degree. A student, however, may earn up to 75% of the required credits elsewhere if the student obtains written prior approval from the Vice President for Academic Affairs. CCC college credits can be awarded for courses from other accredited colleges/universities; CLEP examinations; military training; high school advanced placement programs; Two-plus-Two Tech Prep programs; and, recognized non-collegiate courses and/or training programs. All transfer credits must be applicable to the student’s major in order to be considered for advanced standing. Specific information concerning transferring credits can be obtained in the Admissions and Registration Office.
II. Student Services

*Academic Advisement*

All degree seeking students are assigned an academic advisor to guide their college experience. Students taking two or more developmental courses are assigned to one of the Student Success advisors located in the Student Center. College level and pre-college level students are assigned an advisor located in one of the three Academic Divisions; these are BESS (Business, Education and Social Sciences), A&H (Arts and Humanities) and STEM (Science, Technology Engineering and Math/Health.)

Advising takes into account a student’s career goals and directions, academic aptitudes; full-or part-time attendance; academic schedule in balance with personal responsibilities and setting up of an Academic Success Plan, and reviewing progress toward a goal, called Program Evaluation. Advisors are here to help. WebAdvisor supports these discussions.

Students should log into their Portal regularly. Interactive tools found within self-service WebAdvisor permit students to monitor their degree requirements register for classes each semester; plan their academic program; determine how credits can be applied to other majors; view their financial aid award, etc..

For more information about academic advising, and other services offered at the Advisement Office, visit our web page at Explore Careers under “Quick Links” on the college’s web page.

*Bus Service*

NJ Transit operates bus service to Cumberland County College Monday through Saturday between 7:00 a.m. and 10:30 p.m. The #553 bus serves Upper Deerfield, Bridgeton, Millville and Vineland. Schedules of services and rates are available from NJ Transit’s website [www.njtransit.com](http://www.njtransit.com).

*Career Services*

The college provides career assessments to students unsure of their career direction. These interest assessments are easily assessible online using our Career Interest Software. Students may then receive career counseling from a Career Advisor. FS 102 - Career Development is an exploration course of one’s values, interests and skills as they relate to identifying satisfying and sustainable careers. This course is designed to enhance a student’s career exploration, and can be taken as their First Year Experience (FYE) Freshman Seminar course in the first semester of enrollment. Students are also able to meet with a Career Advisor to discuss resume and cover letter tips, and to learn how to prepare for an interview.

*Counseling*

The college maintains a staff of professional counselors to assist students with academic, career, financial aid and/or personal concerns. All meetings and discussions with counselors are confidential. If a student is experiencing a problem
beyond the scope of the services, the counselor will assist in referral to other qualified personnel or agencies. Counselors are available in the Advisement, Transfer and Career Center; Educational Opportunity Fund Office; Admissions and Registration Office; the Student Support Services Office, and in each academic division with the Student Development Advisor. Day and evening hours are available.

**Educational Opportunity Fund (EOF) Program**

The mission of the Educational Opportunity Fund Program (EOF) at Cumberland County College is to provide access to higher education and direct support services and financial assistance for students who demonstrate potential to succeed in college, but come from communities disadvantaged by low income, and have an absence of adequate educational preparation necessary to thrive in college.

The state-funded program offers grants up to $1,050 a year, as well as individualized counseling, tutoring, workshops, career preparation and transfer assistance. In order to be considered for admission into the program, a student must meet the following criteria:

- Be a U.S. citizen or have a permanent residency card, Form 1-551 or I-94.
- Be a resident of New Jersey for at least twelve consecutive months prior to applying to the program.
- Possess a high school diploma or GED.
- Complete a Cumberland County College application.
- Complete a basic skills assessment test (Accuplacer) administered by CCC and place into at least one developmental course when first taking the Accuplacer.
- Complete a Free Application for Federal Student Aid (FAFSA).
- Register as a full-time (12 or more credits per term) student and have selected a degree or certificate program.
- Meet the eligibility requirements for the New Jersey Tuition Aid Grant (TAG) and EOF state income guidelines.
- Complete the EOF program application.
- Participate in an interview with an EOF Counselor whose purpose is to assess the applicant’s potential to succeed in college although academically under-prepared.
- Have a minimum of a 2.0 grade point average (GPA) if one or more semesters have been completed at the college.

If you have questions, please stop by our office located in the Student and Enrollment Services Center, give us a call at 856/691-8600, ext. 1255, or visit our website at www.cccnj.edu/eof.

**First Year Experience Courses**

All colleges have a First Year Experience (FYE) available to students. At CCC this entails enrollment in a one or three credit Freshman Seminar course designed to firmly establish academic survival skills. These courses vary in their delivery and
may also take the form of a Learning Community. The activities coordinated by the Student Activities Office and College Governance Councils are other examples of our FYE Program. Student engagement promotes student success.

**Job Placement**
The college frequently receives requests from employers to post summer jobs, internships and professional positions on our website. This is a free service available to the public to benefit our students. Students looking for work experiences should visit the college web page [www.cccnj.edu/futureStudents/exploreCareers/index.cfm](http://www.cccnj.edu/futureStudents/exploreCareers/index.cfm). All recent job announcements are posted there.

**Mental Health**
The Cumberland County College’s counseling service provides culturally sensitive short-term counseling to all enrolled students. Counseling services assist to improve the emotional well-being of students and reduce stigma through individual counseling, educational workshops, community referral, and staff and faculty consultation.

Services are FREE and offered at the request of the student. Laws of confidentiality, ethics and standards of clinical practice govern the process of counseling and referral service. Thus, information regarding students receiving counseling services will not be provided without student’s consent. However, potential and/or imminent risk to self or others may limit student’s right to self-determination.

- Service Location: Student Center; EOF Office.
- Services are provided Monday through Friday.
- Appointments are preferred, but walk-ins are welcomed.
- Educational workshops are held throughout the year in various locations on and off campus.

**Public Telephones**
A public telephone is located in the Frank Guaracini Jr. Fine and Performing Arts Center lobby outside the box office. Hallway phones are for on-campus use and 911 emergency calls only.

**Student Intervention Team (SIT)**
Cumberland County College strives to provide a safe and secure campus and learning environment for students, employees and visitors. To enhance campus safety, a Student Intervention Team (SIT) has been established to facilitate campus awareness and response to student mental health issues and behaviors.

Students who experience depression, high anxiety, suicidal ideations or other mental or emotional distress should contact the mental health counselor as outlined under “Mental Health” above.

Students who observe or are aware of other students who appear to be
distressed or a threat to harm themselves or others should report the student(s) to SIT. Students can anonymously refer students of concern by calling ext. 1228 or at the student Portal by clicking on SIT under Campus Bookmarks for E-Form submission. SIT will assess reported student(s) and provide assistance to support student wellness and campus safety.

**Student Success Initiative Program (SSIP)**

As part of the Title III grant awarded to Cumberland County College, the Student Success Initiative Program (SSIP) is designed to increase student retention and completion rates. This program seeks to recruit, support and retain students through individualized success plans, early intervention and one-on-one advisement.

Services provided through this program include:

- Personalized academic advisement and development of a Student Success Plan to promote college success, obtain better grades and complete courses.
- Referral to supportive services including career counseling, tutoring, supplemental instruction and linkage to various community services.
- Assistance with the financial aid process.
- Textbook loan program.
- Workshops specifically designed to address student barriers to success.

You may qualify for the Student Success Initiative Program if you:

- Tested into basic or developmental courses.
- Are enrolled in a curriculum leading to a degree or certificate.
- Are enrolled for at least six credits.
- Students eligible for financial aid will be given priority.

The Student Success Initiative Program is located in the Advisement, Transfer and Career Services office in the Student Center. Office hours are Monday, Wednesday, Friday 8:30 a.m.-4:30 p.m., Tuesday and Thursday: 8:30 a.m.-7:00 p.m. or by appointment.

**Student Support Services Program**

Student Support Services assists low income, first-generation students enrolled at the college with the support needed in order to successfully achieve academic and career goals. This includes academic advisement, personal counseling, study skills, life skills workshops, career exploration, time management, stipends (if qualified), loaned books, workshops/social events to enhance self-esteem and persistence. Other services include special work with disabled students. The goal of this federally-funded program is to ensure degree completion in the least amount of time and transfer, if appropriate, into a four year institution of higher education. Office hours are Monday thru Friday from 8:30 a.m. to 4:30 p.m. Evening hours are Tuesday and Thursday until 7:00 p.m.

**Transfer Services**

The college offers student transfer assistance year round. Two events provide valuable exposure to four-year colleges and universities. *College Night* in October
and Transfer Day in February annually bring colleges to our campus for students to learn about and to apply for transfer. Office appointments are made available to anyone with individual questions. CCC maintains a high transfer rate among the state’s two-year community colleges.

The University Center building located adjacent to the Library offers students a university experience by promoting a variety of colleges and majors to complete their bachelor’s or master’s degree, while maintaining the convenience of Cumberland’s in-county location.

**Unemployed Persons Program (UPP)**
Individuals seeking enrollment through the UPP program should contact the Cumberland County Office of Employment and Training One-Stop Office to determine eligibility. Once eligibility is determined, please contact the CCC workforce specialist.

**Workforce Development (Educational Assistance for Adults Displaced from their Jobs)** This program is designed for adults who were laid off from their job and seek to enroll in CCC to prepare for other career opportunities. After the student has met with a Cumberland County Office of Employment and Training One-Stop advisor, and made a decision on a degree program, the CCC workforce specialist will assist them with the admission process, funding strategies, and curriculum advisement.

### III. Academic Support Services

#### Center for Academic and Student Success
The Center for Academic and Student Success (CASS) is located in the Student Center and is open from 8:30 a.m. to 7:00 p.m., Monday through Thursday, and Friday from 8:30 a.m. to 4:00 p.m. while classes are in session. Academic testing and tutoring, as well as Supplemental Instruction in several high-risk courses, are offered.

#### Classroom Success
Classroom attendance, timeliness, attentiveness, and participation are all very important for academic achievement and success. Understanding and learning the course material is significantly enhanced when students follow these effective classroom behaviors. Students are expected to attend class, be on time, stay to the end, pay attention and participate. Anything less can create distractions for you, the instructor and other students in the class. To gain maximum classroom experience:

- Be on time, even early to class.
- Do not leave class, or leave early.
- Turn off electronic devices—cell phones, pagers, iPods, MP3s, etc.
- Do not bring children to class.
- Avoid drawing attention to oneself by making noise, class clowning, imitating others, etc.
• Do not talk with or pass notes to other students during class.
• Be respectful and cooperative with the instructor and other students.
• Do not bring food or eat in class.
• Alert instructor to any special needs or temporary problems.
• Obtain permission from instructor before bringing visitor/guest to class.

Following the above suggestions will create a better classroom learning and teaching environment for you, other students and the instructor.

Students who cause classroom distractions can be considered disruptive by the instructor. When considered to be disruptive, the instructor may temporarily or permanently, if disruption is extreme, excessive or continuous, remove students from his/her class. While different instructors may have different classroom expectations and tolerance levels, avoid confusing one instructor’s “level” with another and do not engage in any disruptive behaviors. Give yourself every opportunity for success.

**Developmental English Lab (Room A24)**
The Developmental English Lab is designed especially for students enrolled in EN050 or EN060 who receive support through MyFoundationsLab and other supplementary materials. Lab staff will assist students in a personalized Learning Path that reinforces topics covered in class. Post Tests must be taken in the Developmental English Lab. Open lab hours are available so that students can drop in for help, practice, or to take a Post Test.

**Developmental Math (ASLM & A15)**
The Developmental Math Labs are designed specifically for students enrolled in MA 091 or MA 094. Students utilize MyMathLabsPlus software, and other supplementary materials, to master their coursework. Instructors and class assistants will assist students in a personalized learning path that is customized through pre-tests and generates practice problems based on the student’s individual needs from the results of the pre-test. All pre- and post-tests must be taken in the Developmental Math Labs.


**Gateway Supplemental Drop-in Math Lab**
As part of the ASL-M Lab, free tutoring is available for all Math students. Students taking college level math are specifically encouraged to work in math study groups. Students may work independently in the Open Drop in Lab or request assistance from our trained staff of math professors and peer tutors during posted hours.
Independent Study

Independent Study is available as an alternative learning mode for some courses at Cumberland County College. With the help of a cooperating faculty member, who serves as a mentor, a student plans specific goals and appropriate activities that allow exploration of a particular subject in greater detail than is usually possible in a traditional course. The plans must be approved by the faculty member and appropriate division Dean. The faculty mentor assists the student and evaluates the outcome. For more information, contact the appropriate division Dean.

Library

The library supports research, independent study and the academic programs of the college. A LOGIN library card is required to borrow books, DVDs, videos, music CDs, a laptop while in the library, and to reserve a group room. Workstations throughout the library furnish access to online databases through our website, as well as access to Microsoft Office applications. The library is a wireless hub. Most library databases allow remote access to CCC students in credit-bearing classes. Please follow “Off Campus Access” directions on the library website. An information literacy program addresses components in library orientation, bibliographic instruction and search skills and strategies. Online tutorials are available for using the catalog, finding database articles, and finding literary and argumentative articles. The library website is accessible through the college website or directly at www.cccnj.edu/library/.

The college library is a member of the LOGIN Library Consortium of Gloucester, Cumberland and Salem counties and is open to the public. Please bring your valid Student ID to the library each semester to update your library card and your personal information. NOTE: The library has gone green. ALL correspondence will be conducted through your college email address. The library is the one-story building located next to the Frank Guaracini Jr. Arts Center. Librarians and staff can be reached at extension 1263 or through e-mail addresses that are located on the college web site.

The library is open during the semester as follows:
Monday-Thursday: 8:30 a.m. - 9:00 p.m.
Friday: 8:30 a.m. - 4:00 p.m.
Saturday: 10:00 a.m. - 2:00 p.m.

During the summer, please call the Library at 856/691-8600, ext. 1263 for hours.

Services for Students with Disabilities

The Disabilities Services Office coordinates services for students with disabilities. Services provided by the office include accessibility arrangements, note taking, reading, library and registration assistance, career, personal and academic advising and counseling, assistive equipment as appropriate, tutorial support, and campus tours.

Students with specific learning disabilities may be offered supportive services
through Project Assist, in the Disabilities Services Office, such as diagnostic evaluations, tutoring, college orientation courses, advocacy, advisement, and computerized instructional programs. The Disabilities Services Office is located in the Student Center and open from 8:30 a.m. to 4:30 p.m., Monday thru Friday, with some evening hours available. Services for students with disabilities may be reached by calling extension 1445.

**Testing**

Academic testing is provided by trained testing staff. Examples of testing provided are Accuplacer, Compass ESL, Nelson Denny, CLEP for college credit, Distance Learning exams, Nursing and Radiography entrance exams, and faculty make-up exams. We strongly encourage all incoming students to utilize Test Prep resources located at:

www.cccnj.edu/studentservices/successcenter/testing.cfm

Test Prep includes video podcasts addressing test anxiety and all Accuplacer subtests. The Official iPhone Accuplacer Study App and several free websites are also available to assist students. All testing schedules and instructions for registering can be found at the website mentioned above. Placement tests are given to all entering students through the Center.

**Tutoring**

*Free tutoring* is provided via drop-in scheduling, Supplemental Instruction, individual appointments and the developmental math lab. Students must visit the Center to complete a Tutor Registration form. Students are provided with drop-in schedules as well as contact information for tutors. Students are encouraged to come in early in the semester and should bring their textbooks, notes and questions prepared for the tutor. Tutors assist students with course content as well as essential skills such as time management, note taking, study skills, and reducing test anxiety. If a student is unable to reach a tutor after three business days, the student may e-mail the Assistant Director for immediate assistance and follow-up.

**Writing Center (Room A25)**

The Writing Center is the place to go for the student who needs support in a writing class or for a student with questions about writing. We also offer regular workshops on topics such as fragments, run-ons, thesis statements, and topic sentences. MySkillsLab software is available for students also. Normally, instructors refer students to the Writing Center for a half-hour sessions, but walk-ins are welcome. We are open normal business hours.

**IV. Financial Aid**

Financial Aid is available to assist full- and part-time students in meeting college costs. To be considered for financial aid, students must complete and submit a
Free Application for Federal Student Aid (FAFSA) online. The web address is www.fafsa.ed.gov.

Students must apply for financial aid every year. The FAFSA is only good for one academic year, i.e., fall and/or spring semesters. Students attending for two or more academic years must reapply for each award year. Financial Aid applications may be submitted beginning in January for the following fall. Applying for aid is almost always easier the second time around because students are more familiar and comfortable with the process. Students may obtain assistance in completing the financial aid application, and/or with questions concerning the financial aid application process, at the Financial Aid Office. The Financial Aid Office is located in the Student Center. Evening hours are provided.

Information about the various types and sources of financial aid, as well as other aid related topics like application procedures, costs, and payments are included in the financial aid workbook and checklist, and on the college’s website.

**How Financial Aid Works**

**Need Analysis**

The process of determining a student’s eligibility for financial aid is called “Need Analysis.” Using a set of federal formulas called “Congressional Methodology” (CM), the income, assets and other information on a financial aid form is examined to determine a family’s ability to contribute towards educational cost. This calculated “family contribution” is based on financial strength and the ability to pay.

The basic philosophy of financial aid is that students and families should contribute as much as possible before any assistance is awarded. Therefore, one’s calculated family contribution is subtracted from the college cost to determine the student’s need for assistance. College costs not only include the direct expenses such as tuition, fees and books, but also include standard allowances for indirect expenses such as room and board, transportation, personal and other miscellaneous expenses. If the college costs are more than the family can contribute, the student has demonstrated financial need. Cumberland County College participates in a wide variety of federal, state, and institutional aid programs to help students who have a demonstrated need to meet their educational and educationally related expenses. Unfortunately, a growing number of colleges are not able to meet the full financial need of applicants due to funding limitations. Therefore, it is important that families adopt a financial plan which would include applying for financial aid and saving in earnest. Financial Aid may only be awarded to students making academic progress.

**Special Circumstances**

Some students have special circumstances which cannot be described adequately on their financial aid applications. These circumstances—including loss of a job or income, disability, divorce or separation—may affect the amount a student and family are expected to contribute toward educational cost. Students who feel
their circumstances are of an unusual nature should arrange an interview with a financial aid counselor.

**Federal Work Study (FWS)**
The FWS Program provides funds for part-time employment to help needy students to finance the costs of postsecondary education. Students are paid an hourly wage, not less than the federal minimum wage. Your total work-study award depends on:

- when you apply (June 1 is the priority deadline);
- your level of financial need; and
- your school’s funding level.

When assigning part-time work hours, your employer and the Financial Aid Office will consider your class schedule and your academic progress.

There are a variety of on-campus positions available. Some students work as tutors, office clerks, grounds maintenance, community service and literacy assistants to name a few. The Federal Work-Study Program emphasizes employment in civic education and work related to your course of study, whenever possible. To be considered, students must file a *Free Application for Federal Student Aid (FAFSA)*. If you are interested in getting a Federal Work Study job while you are enrolled in college, make sure you apply for aid early. The Human Resources Office on campus completes most job placements at the beginning of the fall semester.

**Institutional Work Study (IWS)**
If you are a student that is not receiving financial aid or federal work study benefits, please do the following as you seek employment at Cumberland County College:

1. Take a copy of the Institutional Job Listing. You will see a listing of the departments that are looking for student workers, along with the job duties, contact person, phone extension and building where they are located.

2. Once you have decided where you are interested in working, contact that person or department and set up an interview. Continue this process until you have found a job.

3. The department that you will be working for will have a packet of paperwork that you must fill out and return to the Human Resources Office in the Administration Building. This packet of paperwork gets you into our payroll system.

4. Any questions, contact the Human Resources Office at ext. 1247.
V. Technology

Blackboard
Blackboard is a web system used by ONLINE or HYBRID courses and some traditional courses. Through Blackboard students have 24/7 access to download class notes, submit assignments, take scheduled exams, read and contribute to class discussions, communicate with the instructor and other students, and receive feedback, all at the student’s convenience. Go to: http://bb9.cccnj.edu.

Computer Labs
Computer Labs on campus are available to students and instructors. All users of computer labs must present a current and valid CCC ID to verify eligibility. The Open Lab in the Academic Building and the Library computers are available for use by all students and instructors. All labs have Internet and printing capabilities. The hours of operation for the Open Lab is Monday (8:00 am – 10:00 pm) through Saturday (8:00 am – 4:00 pm). Additionally, the Library offers research databases and is open Monday to Saturday hours vary.

EllucianGo App
The EllucianGo App helps students stay connected to the college. It provides access to great features that make the campus experience more effective, more efficient, and more fun. Some key features may include:

- Courses - Manage your courses on the go by accessing your course schedule and links to helpful resources.
- Grades - Check your midterm and final grades on the go.
- Notifications - Stay informed with personalized announcements delivered right to your phone.
- Library - Dig into the resources at your institution’s library.
- Bookstore - Find the books you need for the courses you are taking.
- Important numbers - Easily find all the numbers, websites, and addresses you need.
- Maps - Know your campus like the back of your hand.
- Directory - Find the faculty, staff, or student you need and call them right from the app.
- News - Dial in to everything happening in the world, both on campus and off.
- Events - Never miss another important event.
- Social Media - Tie your school experience right into your social network.

Email Accounts
All students enrolled in credit courses are assigned a College email account. It is important to frequently access your College student email as most communications are sent via email. The College will not maintain more than one email address for any student. Email accounts for students will remain active until the student has
not registered for a course for approximately a period of five years. Students wishing to forward their student email to a preferred email account can go to http://www.cccnj.edu/gmail for more information including log in instructions.

**Emergency Notification**

In the event of an emergency, a message will be posted at the College’s main number (856/691-8600), on the voice mail system, and on the home page of the College’s website: www.cccnj.edu.

In addition, an emergency message will be sent via the College’s Emergency Notification system to all phone numbers, text message numbers, cell phone numbers and email addresses stored in the College’s Emergency Notification System. Students should go to http://www.cccnj.edu/cccalert to add their information to the system if they have not done so already.

The voice mail system, website homepage, Facebook, Emergency Notification System are used for all official College weather-related and emergency closing announcements.

**Go Print**

The Open Lab, Library, and the Science Building computer labs utilize GoPrint software. GoPrint is a print management system that minimizes wasted paper and toner due to unintended printed materials or excessive non-academic printed materials. All students are given a GoPrint account which allows for 200 free pages per academic year. Students who exceed the 200 pages will be required to add more funds to their account using the kiosks found in the labs. Each September GoPrint accounts are reset to 200 pages (no rollovers, no refunds, no credits). It is highly recommended that students print double-sided when possible to reduce costs and paper usage.

Each time a user elects to print, the GoPrint software launches requiring users to input a username and a password which, in turn, provides important information on how many pages are about to be printed and how many funds remain in the account.

**Portal**

The MyCCC Portal is a secured web site designed to improve access to information and services of the college. Users are able to locate various tools, such as Email, WebAdvisor, Blackboard, and view Important Announcements/Campus Events. Through the MyCCC Portal students are able to access WebAdvisor to view Course Schedules, Register for Courses, Make Payments, view Financial Aid Awards, view Grades, and More. Go to: http://www.cccnj.edu/portal to access.

**Social Media**

Students are urged to join CCC’s Facebook, Instagram, Twitter and Tumblr. These pages feature interactive, ongoing conversations on everything CCC, from upcoming college events to favorite photos by students and staff members, and
from emergency closings to college-related news articles. As a Facebook/Instagram/Twitter/Tumblr member, you will be able to post your opinions, get answers to your questions, and read and comment on posts by your peers. To become a member, please locate the social media logos on the pages of the college’s Web site – www.cccnj.edu and read the Technology Acceptable Use Policy.

Technical Support
Main Contact:
856.691.8600 x1411 or email helpdesk@cccnj.edu

Blackboard:
Judy Cirucci - jcirucci@cccnj.edu, 856.691.8600 x1380
Bernie Castro - bcastro@cccnj.edu, 856.691.8600 x1480

Classroom Technology / Media:
Mike Farinelli - mfarinelli@cccnj.edu, 856.691.8600 x1303
Mike Guilford - mguilford@cccnj.edu, 856.691.8600 x1479 (evening support)

Distance Learning:
Judy Cirucci - jcirucci@cccnj.edu, 856.691.8600 x1380
Bernie Castro - bcastro@cccnj.edu, 856.691.8600 x1480

Email:
856.691.8600 x1411 or email helpdesk@cccnj.edu

Portal / WebAdvisor:
856.691.8600 x1411 or helpdesk@cccnj.edu

Technology Acceptable Use Policy
Cumberland County College provides numerous information technology resources for use by students. The responsible use of this technology is defined in the Information Technology Acceptable Use Policy http://www.cccnj.edu/pdf/AcceptableUsePolicy.pdf. In general, students shall not use the College’s information technology to cause harm or malicious acts towards peers or others. The policy outlines ethical guidelines to follow when using the College’s Information Technology systems.

Usernames and Passwords
Typically, the default username for various technology systems is the first initial + entire last name. However, sometimes names are common; therefore, a digit may need to be added to distinguish among users. For example, John Brown could be jbrown, jbrown1, jbrown2, jbrown3, so on.

Typically, the default password for various technology systems is the student’s date of birth. Do not forget that the most important rule for passwords is to never share it with anyone. It is highly recommended that students change their passwords
after first login to the different systems and to routinely change their passwords. For the latest updates on usernames and passwords refer to the Portal technology pages.

<table>
<thead>
<tr>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ex: John Brown jbrow or jbrow1 or jbrow2 or…</td>
<td>02181992</td>
</tr>
<tr>
<td>• Blackboard first initial + last name (+ maybe a number)</td>
<td>Date of Birth (MMDDYYYY)</td>
</tr>
<tr>
<td>• GoPrint first initial + last name (+ maybe a number)</td>
<td>Date of Birth (MMDDYYYY or MMDDYY)</td>
</tr>
<tr>
<td>• Email first initial + last name (+ maybe a number)</td>
<td>Date of Birth (MMDDYYYY)</td>
</tr>
<tr>
<td>• Library Database Access Off-Campus first initial + last name (+ maybe a number)</td>
<td>Date of Birth (MMDDYYYY)</td>
</tr>
<tr>
<td>• MyLabsPlus Student ID Number</td>
<td>Date of Birth (MMDDYYYY)</td>
</tr>
<tr>
<td>• Portal/ WebAdvisor first initial + last name (+ maybe a number)</td>
<td>Date of Birth (MMDDYY or MMDDYYYY)</td>
</tr>
</tbody>
</table>

**WebAdvisor**
The WebAdvisor system found in the MyCCC Portal is the main data collection and information delivery system of the college. WebAdvisor allows students to search and register for courses, view schedules, view grades, view financial aid, make payments, and much more.

**Wireless Campus**
Students with notebook computers or other wireless devices are able to use the College’s free wireless Internet access via an open, unsecured “CCC_Wireless” network. Several access points are strategically placed in buildings to provide the best signal coverage campus wide.

The College strongly recommends that individuals not use the College’s network to transmit personal, financial or legal data. The College can neither guarantee nor protect students against malicious theft or interception of data transmitted in an open access wireless network.

**VI. Grading System**

**Grading System**

Students receive indications of their course progress twice during the semester and final grades at the end of the semester. The following symbols and grade point values are used at Cumberland County College:
Grading System effective Academic Year 2009-2010

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FA</td>
<td>Failure Attendance</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passing (in P/F option)</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal by student</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Dropped by Instructor</td>
<td>0</td>
</tr>
<tr>
<td>NA</td>
<td>Never Attended</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Course Must be Repeated</td>
<td>0</td>
</tr>
<tr>
<td>RA</td>
<td>Course Must be Repeated/Attendance</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit (no credit–no grade)</td>
<td>0</td>
</tr>
</tbody>
</table>

Attendance Policy
Maximum course benefits can accrue only to students with consistent class attendance. Students are expected to attend class on a regular basis. Students are accountable for all work missed because of class absence. Individual instructors will develop an attendance policy for each course. Instructors will notify students, in writing, of this policy during the first week of the course. Students must know and comply with attendance regulations.

Audited Courses (AU)
Students who wish to enroll in a course, but do not wish to receive a grade for the class, can register as audit. An audited course receives neither no credit nor grade and is not calculated in a student’s GPA. The standard tuition and fee cost are applied to audited courses. Financial aid and/or military benefits may not be utilized for any courses taken as an audit.

Students who wish to take a course as an audit should declare their intentions at the time of registration. Students must register for an audited class in person in the Admissions and Registration Office. Changes from audit to credit or credit to audit may only be made through the first week of the fall/spring semester.

Course Withdrawal (W)
A student may withdraw from a course up until the last two weeks of the fall/
spring semester. Students should seek consultation from the instructor and/or their advisor before withdrawing from class(es). However, the instructor’s signature is not required to withdraw from a course. An Enrollment Change Form must be completed by the student and submitted to the Admissions and Registration Office by the student. Students who stop attending classes but do not submit an Enrollment Change Form are not considered withdrawn and are not entitled to a refund. A grade of W is recorded for a course in which a student withdraws. The W is not calculated in the student’s GPA but is considered unsuccessful course completion for satisfactory course completion rate requirements.

**Dropped by Instructor (X)**

An instructor may remove a student from his/her course when a student has not complied with the attendance requirements of the course. An instructor may drop a student up to the fourth week of the semester. Students are not entitled to any refund if dropped from a course. A grade of X is recorded for a course from which a student is dropped. The X grade is not calculated in the GPA, but is considered unsuccessful course completion for satisfactory course completion requirement. The use of an X grade is made at the instructor’s discretion.

**Never Attended (NA)**

Students who never attend the course they are registered for may receive a final grade of NA. An instructor may assign this grade up until the fourth week of the course. A grade of NA is recorded on the student’s transcript and students are not entitled to any refund. The NA grade is not calculated in the GPA, but is considered unsuccessful course completion for satisfactory course completion requirements. The use of an NA grade is made at the instructor’s discretion.

**Grade Point Average (GPA)**

Grade Point Average (GPA) is the numerical calculation of grades received for courses taken. A GPA represents a student’s level of academic achievement. Students earn a GPA for each semester and a cumulative GPA totaling all semesters. The GPA is used to determine academic honors and is a component in evaluating student academic progress. A minimum GPA is necessary for student satisfactory academic progress as well as graduation.

The GPA is determined by the grades and credits of courses taken. Each grade has a value and each course has an assigned number of credits. The number of credits for a course is multiplied by the earned grade value to determine grade points. The grade points are totaled and divided by the number of graded credits to determine the GPA.

Grade Point Average is determined in the following manner:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>X</th>
<th>Grade Value</th>
<th>=</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>A</td>
<td>4</td>
<td>X</td>
<td>4</td>
<td>=</td>
<td>16</td>
</tr>
<tr>
<td>Spanish</td>
<td>F</td>
<td>3</td>
<td></td>
<td>0</td>
<td>=</td>
<td>0</td>
</tr>
<tr>
<td>Biology</td>
<td>B+</td>
<td>4</td>
<td></td>
<td>3.4</td>
<td>=</td>
<td>13.6</td>
</tr>
<tr>
<td>Course</td>
<td>Grade</td>
<td>Credits</td>
<td>Grade Points</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-------</td>
<td>---------</td>
<td>--------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Sci</td>
<td>D</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Civ</td>
<td>B-</td>
<td>3</td>
<td>2.7</td>
<td>8.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
<td></td>
<td><strong>40.7</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To compute the GPA, divide the total grade points by the graded credits (40.7/17 = 2.39). Courses for which a P, W, X, I, R, or AU grade is received are not calculated in the GPA. Developmental courses are not included in the GPA calculation.

**Credit Completion Rate**

Using the above example, 17 credits were attempted and 14 completed. W and F grades do not count as credits completed. Grades of W, X, I, R, F and repeated courses are not counted as credits completed.

**Incomplete (I)**

Students with extraordinary circumstances who do not complete all assignments, tests, or other required course work may receive an incomplete I grade for a course. The use of an incomplete grade is made at the instructor’s discretion. Course work for incomplete grades must be completed by the end of the following fall/spring semester. Incomplete grades not completed within this time frame will become failing F grades. Incomplete grades not completed for basic and developmental courses will become repeat R grades. Exceptions to this must be approved by the appropriate Academic Dean. It is the student’s responsibility to follow up with the instructor to complete the course work within the designated time frame. Students who experience difficulty (locating, determining work due, etc.) with the instructor, should contact the appropriate Academic Dean. A grade of I is initially recorded for a course in which a student receives an incomplete. This grade will be changed by the instructor once the required course work is submitted. If the course work is not completed within the designated time frame the grade will become an F (R for developmental level courses).

The I and R grades are not calculated in the GPA, but are considered unsuccessful credit completion for the credit completion requirement.

The F grade is calculated into the student’s GPA and is also considered unsuccessful credit completion. Questions regarding incomplete grades can be directed to the instructor, advisor, or Academic Dean.

**Course Must Be Repeated (R)**

Students who do not achieve the level of academic competency in basic/developmental courses to move to the next level of instruction will receive an R grade. An R grade means the course must be repeated. Students must register (including the payment) and retake the course in a future semester. The R grade is only used in pre-college level (basic/developmental) courses. The R grade is not calculated in the GPA, but is considered unsuccessful course completion for the satisfactory course completion rate requirement.
**Student Honors**

**Alpha Beta Gamma**
Alpha Beta Gamma is an International Business Honor Society. Membership is limited to students enrolled in Accounting, Business, Computer Science, Construction Supervision and Office Administration degree programs. In order to be initiated in Alpha Beta Gamma students must meet the following criteria:

- At least a 3.0 cumulative grade point average.
- At least a 3.0 cumulative grade point average in program of study courses.
- Completion of at least 15 credit hours of courses in the specific program of study.
- Recognized qualities of citizenship.

For more information, contact Charles LaPalme, Advisor, ext. 1438.

**Alpha Delta Nu**
Alpha Delta Nu is the honor society for associate degree nursing students that recognizes nursing students who excel academically. Students must meet the following criteria for formal induction into Alpha Delta Nu:

- Students must maintain a cumulative GPA of 3.0 or above.
- Students must have attained and maintained a 3.0 GPA in all nursing courses (cannot receive less than a B in all nursing courses).
- Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

For more information, contact Dr. Alice Myers, Advisor, ext. 1306.

**Dean’s List**
Full-time students who at the end of the semester have completed 12 or more graded credits and earned a minimum semester GPA of 3.25 and received no grade below “C” will be named to the Dean’s List; Developmental level courses are not considered. Students are recognized for the Dean’s List each fall and spring semester.

**Kappa Delta Pi**
Kappa Delta Pi is a national honor society in education for community colleges that recognizes students who excel in education. Students need 30 credit hours and a 3.0 GPA for membership. For more information, contact Dr. Lynn Lichtenberger, Advisor, ext. 1405.

**Lambda Alpha Epsilon**
Lambda Alpha Epsilon is a national honor society for criminal justice studies majors known as the American Criminal Justice Association, Lambda Alpha Epsilon. Lambda means to detect and apprehend. Alpha is the Greek word for Anakrinen meaning to adjudicate and Epsilon is the first letter of the Greek word Exorthoun, which means to rehabilitate. Members are required to maintain a 3.5 GPA. Students that join the national association are presented with a medallion from the College’s of
Criminal Justice Society to wear at commencement each May. For more information, contact Dr. Charles Kocher, Advisor, ext. 1277.

**Lambda Nu**
A national honor society for the radiologic and imaging sciences. Its objectives are to foster academic scholarship at the highest academic levels; promote research and investigation in the radiologic and imaging sciences; and, recognize exemplary scholarship. Radiography students must maintain a 3.5 GPA in their radiography courses to be inducted into this honor society. For more information, contact Robert Champa, Advisor, ext. 1264.

**Mu Alpha Theta**
Mu Alpha Theta, a national mathematics honor society for community colleges, recognizes students who excel in mathematics. Students who achieve a cumulative grade point average of 3.3 in mathematics courses may apply for membership. For more information, students should contact advisor Joe Dugan, ext. 1412.

**Phi Theta Kappa**
Phi Theta Kappa is recognized as the largest honor society in higher education. Phi Theta Kappa recognizes academic achievement of two-year college students and provides opportunity for growth and development through honors, leadership and service programming.

At CCC, students with cumulative grade-point averages of 3.5 or higher, completing a minimum of 15 hours, may be inducted into Phi Theta Kappa. Students must maintain high academic standing for the duration of enrollment at the two-year college. For more information, students should contact co-advisors Renee Post, ext. 1470, or Karrol Jordan, ext. 1321.

**President’s List**
Full-time students who at the end of the semester have completed 12 or more graded credits and earned a minimum semester GPA of 3.75 and received no grade below “B” will be named to the President’s List; Developmental level courses are not considered. Students are recognized for the President’s List each fall and spring semester.

**Who’s Who in American Colleges & Universities**
Who’s Who Among Students in American Colleges and Universities recognizes outstanding Cumberland County College students. Each academic year students are selected for Who’s Who. Selection is based on scholarship ability, participation and leadership in extracurricular activities, and service to the college. Students must be sophomores (32 credits or more) and anticipate graduation during the academic year they are nominated. Students are nominated by college personnel or they may nominate themselves. Selected students are recognized each spring at the President’s Honors Ceremony.
VII. Academic Standards

Cumberland County College offers various Associate in Arts degrees, Associate in Science degrees, Associate in Fine Arts degrees, Associate in Applied Science degrees, academic certificates, short-term training and career certificate programs. Associate in Arts and Associate in Science degrees are transfer oriented, preparing students for transfer to four-year colleges or universities. Associate in Applied Science degree programs are career oriented and are not generally intended for transfer students. Certificate programs provide immediate upgrading of student skills.

Academic Classification
Students who have earned fewer than 30 credits (101 level courses or higher) are classified as first year/freshman students. Students who have earned 30 or more credits are classified as second year/sophomore students.

Academic Standards and Satisfactory Academic Progress
All students must maintain a minimum credit completion rate and a minimum cumulative grade point average (GPA) for satisfactory academic progress. The standards for both of these areas must be achieved by students for satisfactory academic standing. Students who achieve at a level below the standards for credit completion rate or grade point average (GPA) will be placed on academic probation. Students placed on academic probation who do not improve to or above the standards for these areas in their next semester (fall/spring/summer) of enrollment, will be considered to be making unsatisfactory academic progress and will be placed on academic suspension.

The satisfactory credit completion rate is successful completion of 67% or more of all credits attempted. Successful completion is the receipt of an A, A-, B+, B, B-, C+, C, D or P grade. Student credit completion rate will be reviewed after students have attempted twelve or more total credits. The first twelve credits attempted are included in the total credit completion rate calculation.

The minimum grade point average (GPA) standard is 1.8 for students with 12 to 35 degree credits completed and 2.0 for students with 36 or more degree credits completed. Completed degree credits include all credits that have been calculated in the student’s grade point average (GPA). A minimum grade point average standard is not required until the student has completed twelve or more degree credits.

Academic Probation
Students whose cumulative grade point average (GPA) at the end of the fall, spring or summer semester falls below 1.8 at the completion of 12 to 35 degree credits, or below 2.0 at the completion of 36 or more degree credits, will be placed on academic probation. In addition, students must have successfully completed, at the end of the fall, spring or summer semester, 67% or more of all credits attempted. Failure to maintain the cumulative grade point average (GPA) or credit completion rate minimum standards will cause students to be placed on academic probation. Students on academic probation must consult with an academic advisor.
to review their academic status. An academic review including the appropriate courses and number of credits necessary for achieving satisfactory academic standing and program completion will be provided.

**Academic Suspension**
Probationary students not achieving the minimum academic standards in their next semester (fall/spring/summer) will be suspended for unsatisfactory academic progress. Academic suspension (unsatisfactory academic progress) prohibits enrollment for one calendar year and eligibility for Financial Aid.

**Appeals**
Students who have experienced unusual circumstances, i.e., hospitalization, illness, personal difficulties, etc., which have caused their low academic performance may appeal their academic status to the Suspension Appeals Committee in the Enrollment Services Office. The information, circumstances and documentation concerning the student’s situation will be reviewed. Students may appeal the decision of the Director to the Student Development Council by contacting the Council Chairperson.

**Readmission of Suspended Students**
Students who have been academically suspended must request permission in writing to the Suspension Appeals Committee. Readmission will not be processed without a written request. Students must submit official transcripts from any other college(s) attended since their suspension.

**Academic Integrity**
Students are responsible for unwavering integrity in the completion, content and submission of all their academic work. All instructors will impose a course penalty to students who engage in academic dishonesty. Incidents of academic dishonesty will be submitted to the Academic Affairs Officer, and students who have multiple violations of academic integrity are subject to institutional disciplinary sanctions. Students may appeal incidents of academic dishonesty to the Academic Standards Committee. All notifications are sent to student’s mailing and/or email address as listed with the college.

The following are violations of Academic Integrity:
- Receiving or giving assistance not authorized by the instructor during quizzes, examinations, lab assignments, class assignments or home assignments.
- Taking or attempting to take, or otherwise procuring in an unauthorized manner, any material pertaining to a class, including but not limited to quizzes, examinations, laboratory equipment, audiovisual equipment, grade books or roll books.
- Selling, giving, lending or otherwise furnishing questions or answers to any examination, without permission of instructor.
Plagiarizing. Plagiarism is presenting in written work, in public speaking, and/or oral reports the ideas or exact words of someone else without proper documentation, whether intentional or unintentional.

- Resubmitting graded material from other courses or from previous assignments for a current assignment without permission of instructor.
- Signing class roll/roster for another student.

**Procedures for Incidents and/or Charges of Academic Integrity Violations**

1. Student violation of Academic Integrity is suspected or observed. Instructor reviews incident with student(s) involved. If instructor determines violation has occurred he/she will impose course sanction. Instructor will submit a report of violation and sanction to Academic Affairs Officer (AAO).

2. Academic Affairs Officer notifies student(s) of academic integrity violation and course sanction. Notice will include student’s opportunity to appeal violation and/or sanction. Student appeal must be made in writing to Academic Affairs Officer within ten days of notification.

3. If no appeal, report is recorded to Academic Integrity Violations File in Academic Affairs Officer’s Office.

4. If appealed; student will be notified of Academic Standards Committee Review Meeting by Academic Affairs Officer. Notification will include:
   a. Date, time and location of Review Meeting, which will be at least five college business days after notice.
   b. Student’s right to explain his/her actions; present information, evidence and/or witness(s) related to incident.
   c. Having a personal representative present to advise him/her. The personal representative may not speak for the student.
   d. If student does not attend, the incident will be reviewed without him/her and a decision rendered.

5. Student will receive written notification of the decision of the Academic Standards Committee Review within five (5) college business days of the meeting. Decision of Academic Standards Committee is final and may not be appealed. Decision will be recorded to Academic Integrity Violation File in the Academic Affairs Officer’s Office.

6. Students found to have violated Academic Integrity standards a second or multiple times are subject to institutional disciplinary sanctions.

7. Academic Affairs Officer will forward student cases of second or subsequent Academic Integrity violations to the Academic Standards Committee. The Academic Standards Committee may determine no further action or recommend institutional
sanction and forward to Student Judiciary Committee for a Student Judiciary Hearing. (See Student Judiciary Hearing on page 45).

8. All notifications are sent to student’s mailing and/or email address as listed with the college.

**Academic Standards Committee**
The Academic Standards Committee is selected from full time faculty and counselors. The student member is recommended by the Student Senate. Faculty, counselors or students involved with a violation/case being reviewed are not eligible. The Director of Academic Programs serves as the Ex Officio and is responsible for convening and correspondences of the Committee. Decisions and recommendation of the Committee will be by a majority vote of members present. The Ex Officio is not a voting member, unless there is a tie vote. A quorum requires three voting members. Membership is as follows: Three faculty, one counselor, one student and Director of Academic Programs or designee as Ex Officio.

**VIII. Student Life & Activities**
College life affords students many opportunities to get involved and have a complete college experience. The Office of Student Activities offers activities for both fun and socialization with other students, as well as opportunities to develop leadership and interpersonal skills. Becoming involved on campus is also an excellent way to meet other students and make new friends. The Office of Student Activities assists students and organizations in planning, developing and implementing the student activities. These range from on-campus activities to trips to nearby cities, as well as activities in the local community. The Student Activities program is designed to provide opportunities for personal development, through working in groups, understanding and appreciating diversity, and managing events. In addition, Student Activities complements and supports the various academic programs. Ideas and requests for student activities may be presented to the Director of Student Activities.

**Athletics**
Athletic teams for men's and women's cross country, men's and women's soccer, men's and women's basketball, men's baseball and women's softball are offered. The teams compete in the Garden State Athletic Conference and Region XIX of the National Junior College Athletic Association. The cross country and soccer teams compete in the fall semester; the basketball teams begin competing in November and continue during the spring semester; and the baseball and softball teams compete in the spring semester. Students must be enrolled full-time (12 or more credits per semester), and meet a minimum GPA and credit completion requirement for intercollegiate athletic eligibility. Interested full-time students
should contact the Athletic Office/Coach if they would like to participate.

All students are invited and encouraged to attend home games and support our athletic teams. The baseball and softball fields are located on campus behind the tennis courts. The basketball courts are located in the gymnasium in the Student Center. There is a cross country course on campus with a one, three or five mile loop. The soccer fields are located on College Drive just south of campus adjacent to the Cumberland County Technical Education Center. For additional information and team schedules, contact the Athletic Department, located in the office complex in the gymnasium, or call ext. 1284. For more information, visit our website at www.dukesathletics.com.

**Bookstore**
The Bookstore is operated by Barnes & Noble and is located in the Student Center. The hours of operation are Monday, Wednesday, Thursday and Friday 8:30 a.m.-4:30 p.m.; Tuesday 8:30 a.m.-7:00 p.m. Extended hours are provided during the beginning of fall and spring semesters. The Bookstore hours of operation are subject to change.

Barnes & Noble provides textbooks, both new and used, for purchase or rent, for all Cumberland County College courses. Educational supplies, stationery, college clothing, health and beauty items are also available. Students may sell textbooks back to the Bookstore during textbook buyback periods.

Visit our website cccnj.bncollege.com/ and like us on Facebook. The phone number is 856/691-8600, ext. 1318.

**Student Clubs & Organizations (active)**
All clubs and organizations of Cumberland County College are open to all students regardless of age, sex, or major. One of the most fulfilling ways to experience college life is to get involved, take risks and participate in the various leadership opportunities on campus. These opportunities are promoted through the extra and co-curricular programs such as student clubs and organizations, Student Senate, intercollegiate athletics, social programs, community service programs and leadership experiences. All students are encouraged to “Get Connected & Make a Difference!”

If you do not see a club that interests you at this time, feel free to contact the Student Life office to find out how to start a new one. We are located in the Student & Enrollment Services Center. Call 856/691-8600, ext. 1454, for information or visit our office.

**2nd Nature Club**
The goals of the organization are to inform the members and community of how to support a more sustainable future.
Advisor: Melissa Young, ext. 1415

**Art and Design Club**
To expand and enhance student’s awareness of art, to encourage creativity in the
arts, to present gallery shows of students works and to involve the community in the arts.
Advisor: Sarah Shapiro, ext. 1314

**Business/Finance Club**
To assist students in their endeavors to succeed in any aspect of business, academic, entrepreneurship, small business, franchise, etc., and to provide development skills and other basic communication and presentation needs.
Advisor: Charles LaPalme, ext. 1438

**Business/HR Club**
Human Resources, Business and Liberal Arts students, looking for career and network opportunities, participate in the on-campus student chapter of the Society for Human Resources Management (SHRM). Requirements for student’s membership are six credit hours per term in a degree-seeking program, and course work that supports an interest in the HR Profession.
Co-Advisors: Carol Asselta, cell 856/305-2650; Rosemarie Fiscus, ext. 1235

**Club Mud**
To enhance the cultural awareness of CCC students through “hands on” activities and fundraisers.
Advisor: Ashley Barber, 856/364-0448

**Criminal Justice Society**
To promote all components of the criminal justice system.
Advisor: Dr. Charles Kocher, ext. 1277

**Divine Dukes**
Step Team
Advisor: Heather Ball, ext. 1469

**Drama Club**
To provide an enriching theatrical experience while striving to maintain a supportive environment through artistic excellence.
Advisor: Deborah Bradshaw, ext. 1456

**Entrepreneur Club**
To create educational, cultural and entrepreneurial opportunities that will develop a prosperous individual for the community.
Advisor: Dr. Roy Alabado, 267/312-6310

**Faith Fellowship Club**
To enrich the spiritual life of students, provide them an avenue in which to express their faith and to reach out to those who have no church affiliation or spiritual foundation through club activities and events.
Advisor: Linda Slomin, ext. 1256
Fencing Club
To teach students how to fence with saber, épée and foil.
Advisor: William Olivero, ext. 1266

GLOW (Gay, Lesbian or Whatever)
To provide education and awareness to others about LGBT issues, including marriage equality, bullying, health concerns, and others; social opportunities for the CCC LGBT community, friends, and supporters; and support for the CCC LGBT community.
Advisor: Phyllis Seidner, ext. 1330

HOSA (Health Occupations Students of America) Club
The Cumberland County College Health Occupations Students of America (HOSA) chapter is chartered with the state and national HOSA organizations. Membership is open to all CCC students in credited courses who have an interest in pursuing a Healthcare Career. The mission of the HOSA is to promote career opportunities in healthcare and to enhance the delivery of quality healthcare to all people.
Co-Advisors: Renee Gilbert, ext 1389; Richard Taylor, ext.1375

Latin-American Club (LAC)
To provide CCC students opportunities to learn and embrace their Latin heritage through cultural and educational activities.
Advisor: Luz Ojeda, ext. 1213

Media Communications Club
To promote journalism in all ways - print, radio, television and Internet.
Advisor: Renee Post, ext. 1470

Multicultural Club
To offer educational and social activities to promote and improve diversity efforts on and off campus.
Advisor: TBA

Music Club
To provide social interaction, music related activities, and peer academic support for music majors and other musically interested students, and provide support for the college’s music department.
Advisor: David Anderson, ext. 1847

Practical Nurse Student Nursing Organization
To provide education to its members and the community, as well as mentorship to future nursing students.
Advisor: Stella Barber, 856/364-4498
Radiography Club
To offer educational and social activities related to allied health fields, and to promote an awareness of radiology practices and career opportunities.
Advisor: Robert Champa, ext. 1264

Rotaract Club
To develop professional and leadership skills while recognizing the dignity and value of useful occupations as opportunities to serve needs and problems in the community.
Co-Advisors: Melanie Druziako, 609/774-3671; Beatrice Hughes, ext. 1211

Student Nursing Organization
To support the CCC Nursing students and to plan and organize the pinning ceremony. To assist those less fortunate or educate the community concerning healthcare issues.
Advisor: Deborah Flaherty, ext. 1452

Complementary Activities
Chorus
The Chorus is open to anyone who enjoys singing. The only requirements are enthusiasm and dedication. The chorus performs two major concerts per year.
Choral Director: Lauren Canna

Gospel Choir
The Gospel Choir is open to all students who enjoy singing. Joining the Gospel Choir will enable students to better understand and appreciate the aesthetics of gospel music.
Choral Director: Sheila Lowe

L'Esprit Poetry Magazine
Poetry, prose and artwork are submitted in mid-March by CCC students, staff and community members. Submissions are selected for publication and a May event is planned to share the work.
Advisor: Renee Post, ext. 1470

The Voice, CCC's Student Newspaper
The student newspaper reflects the happenings on campus and the thoughts of students. You may earn credits by combining journalistic efforts with a journalism course. Volunteers are welcome to participate.
Advisor: Renee Post, ext. 1470

Wind Symphony and Jazz Ensemble
Provides an outlet for rehearsal and performance of qualified band literature. A series of four concerts is presented annually.
Director: Joseph Akinskas
**Alumni Association**
The Alumni Association promotes the interests of Cumberland County College and establishes mutually beneficial relations among the College, its alumni and the community. Membership is open to anyone who has successfully completed a course of study at CCC. Membership information may be obtained in the Alumni Office, 856/691-8600, ext. 1298.

**Cumberland Café**
The *Cumberland Café* is located in the Student Center. A full line of hot and cold sandwiches, soups, salads, snacks and beverages is provided. The dining area provides table as well as booth seating. The cafeteria is open 7:45 am to 5:30 pm Monday through Thursday and 7:45 am to 1:30 pm on Friday during the fall and spring semesters. Summer hours are 8:30 am to 1:30 pm Monday through Thursday. The cafeteria is usually closed during semester breaks and holiday periods. The cafeteria hours of operation are subject to change.

**Fitness Center**
The campus fitness center is located in the gymnasium in the Student Center (phone ext. 1432). The facility includes a fitness room located on the second floor and locker rooms, including showers located on the first floor. Equipment is available for a full body work out, and includes both cardio stations and weight machines. There are ten cardio stations and fourteen weight machines. Exercise specialists are available to provide assistance with equipment utilization, fitness assessment and plan. The hours of operation are posted, and students must present a valid student ID for entrance.

**Formation of Clubs**
As listed above, there are several clubs and organizations to help you get involved. If you do not see anything that fits your particular needs, then you may start your own organization. The Office of Student Activities actively encourages the formation of new clubs on campus. Assistance with the process and procedure will be provided by the Director of Student Activities.

**Facility Use**
Campus facilities are available for use, when available, by requesting space through an approved College club, organization or department. Students interested in holding an activity/event on campus should meet with their club/organization advisor to complete the proper activity request forms. Ideas and requests for student activities may also be presented to the Director of Student Activities. Space will be requested after the activity approval is received.

**Guaracini Arts Center**
The Frank Guaracini Jr. Arts Center is a multi-purpose performance facility. It hosts a wide variety of professional and community events throughout the year.
In addition, the facility provides students with a range of opportunities and services. Student clubs are able to use the facility for club activities. Student tickets are available at reduced prices for all events presented at the theatre. These tickets may be purchased by presenting a current CCC student ID at the box office (no phone sales). The general phone number for all other ticket purchases is 856/692-8499.

**Lockers**
A limited number of long term lockers are available to Cumberland County College students on a first come, first served basis for a rental fee of $25 plus a $5 refundable deposit per semester. Interested students can contact the Student Activities Office in the Student Center for contract and rental information at extension 1454.

Daily use lockers are located in the Navone Healthcare Center and are available to all Cumberland County College students. Students must bring their own lock and locker must be emptied each day.

**Student Pathways Leadership Institute**
What is SPLI?
In addition to being a lot of fun, this program is just one of the many exciting leadership opportunities available for students at Cumberland County College. Students work and learn from other student leaders, as well as broaden their college experience inside and outside the classroom. SPLI is designed as a leadership training and development program tailored to the life of a college student for use both now and in the future. It is a hands-on program based on experiences and ideas of participants, facilitators and guest speakers. SPLI will provide a basis for the knowledge and training you need to compete successfully in your personal and professional life as a campus leader, as a citizen of the community and as a viable job candidate after graduation.

For information, contact the Director of Student Activities, ext. 1289.

**Student Governance**
**Student Senate**
The Student Senate is the campus organization for student governance at Cumberland County College. The Student Senate represents the College’s student body on institutional policies, procedures, and student issues. The opportunity for student involvement and participation in campus governance is through the Student Senate.
Advisor: Kellie W. Slade, ext. 1289

**Objectives**
The following are the objectives of the Student Senate:
1. Provide opportunity for student participation in college governance.
2. Develop student involvement and leadership.
3. Provide student representation for college councils and committees.
4. Assist the college’s awareness and understanding of the needs, concerns, and issues of its students.
5. Develop suggestions and/or recommendations to address student needs, concerns, and issues.
6. Assist the students’ awareness and understanding of the college’s procedures, policies and services.

**Membership**
Full- or part-time students, not on academic probation or under any other type of disciplinary sanction, are eligible to be members of the Student Senate. Active Senate members must hold a 2.5 GPA. Students interested in membership on the Student Senate should see their advisor, counselor, instructor, the Senior Executive Director of Student Services, or the Director of Student Activities, about selection for the Senate. Students can join the Senate at any time during the year.

**Meetings**
Student Senate meetings are scheduled for each Thursday at 2:00 p.m. Meetings may be added or rescheduled as necessary. The initial organizational meeting for each year is usually held in late September. For additional information, please contact the Director of Student Activities.

**IX. Student Rights & Responsibilities**

**Student Rights**
All students have the right to pursue their educational goals and may expect the following:
1. A description of the course or program to include the measurable objectives, course requirements and evaluation procedures.
2. The opportunity to discuss, inquire, and express their views in the classroom or in conference.
3. A fair performance evaluation based on measurable objectives and course requirements.
4. Protection against improper disclosure concerning data which is confidential, in accordance with state and federal guidelines. Only directory information may be released without the consent of the student.
5. Treatment with dignity and respect as a member of the college community.

**Student Responsibilities**
All students have the responsibility to conduct themselves in a manner conducive to the orderly operation of the college and will be expected to:
1. Attend class on a regular basis in order to have the maximum opportunity to complete the measurable objectives and meet the requirements of each course.
2. Respect the rights of staff members and students in the performance of educational duties and responsibilities.
3. Accept the responsibility to satisfy financial obligations to the College.
4. Cooperate with the staff in the delivery of educational and student activity programs.
5. Comply with the established policies concerning academic standards, technology access and utilization, and operational procedures as published in the college Catalog, Student Handbook, and other official college documents.

**Student Grievance Procedure**

Students who feel that their rights have been violated, have been treated unfairly, or wish to appeal a college regulation/decision may present their grievance as follows:

1. *Academic Instruction*—including instructor methodology/decorum, grades, course assignments/requirements, etc.
   - **Step 1.** Instructor
   - **Step 2.** Program Director (if applicable)
   - **Step 3.** Academic Dean
   - **Step 4.** Academic Vice President
   - **Step 5.** President

2. *Student Offenses*—violations of college regulations or Student Conduct Code.
   - **Step 1.** Conduct Review Meeting (Senior Executive Director of Student Services)
   - **Step 2.** Student Judiciary Hearing
   - **Step 3.** President

3. *Administrative Decisions/Procedures*—refunds, admissions, outstanding obligations, deadlines, etc.
   - **Step 1.** Relevant office for decision
   - **Step 2.** Vice President or Executive Director
   - **Step 3.** President

4. *Sexual Misconduct*
   - **Step 1:** Title IX Coordinator
   - **Step 2:** Sexual Misconduct & Harassment Board
   - **Step 3:** Sexual Misconduct & Harassment Appeals Board

5. *Harassment or Discrimination*
   - **Step 1.** Affirmative Action Officer
   - **Step 2.** Review Panel
   - **Step 3.** President
   - **Step 4.** Board of Trustees
Student Conduct Code

Purpose

The purpose of this Conduct Code is to protect Cumberland County College's academic and social community and its property from harm resulting from acts by students causing injury thereto, or threat of injury. To this end, this code defines misconduct and provides for the imposition of appropriate discipline upon those students whose acts violate the standards of conduct, by means of hearing procedures affording both prompt disciplinary determination and appropriate due process to the alleged violator.

Students at Cumberland County College may be accountable to the civil authorities, in addition to the college, for acts which constitute violations of the civil law as well as violations of this code. In such events, college disciplinary actions will proceed, notwithstanding the pendency of any criminal or civil proceedings. Similarly, dismissal or acquittal of such concurrent legal proceedings will not necessarily result in dismissal of college disciplinary decisions and/or sanctions.

The college recognizes that its inherent powers and responsibilities to act to protect the safety and well being of the campus community are broad, and that the potential range of student misconduct which could harm persons or property is also broad. Accordingly, these regulations are to be interpreted broadly so as to effectuate to the fullest extent the protection of the Cumberland County College community. These written regulations are intended to define prohibited offenses with precision so as to give student notice of misconduct in exhaustive terms.

General Statement

Students are expected to obey college rules, regulations, procedures, policies; to act respectfully with all members of the college community; to perform contractual obligations; to maintain integrity in all academic work; and to observe a standard of conduct appropriate for the college. The college expects all students to conduct themselves in a responsible manner in all circumstances. This implies thoughtful consideration of college property and property of members of the college community. Any student or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the college, or act in a manner not in the best interest of other students of the college, shall be subject to disciplinary action. Involved parties should notify the Senior Executive Director of Student Services when they have information that will assist in completing an accurate resolution of the process.

Records of student conduct code violations can be accessed through the Executive Director of Student Services within FERPA & Clery Act Guidelines.

Misconduct

The following student conduct on campus at off-campus sites or at off-campus college-sponsored activities is subject to disciplinary action. It should be noted that disciplinary action is not limited to the conduct listed below.

1. Intentionally or recklessly disrupting college operations, instruction or activities.
2. Harassing, intimidating and/or bullying by engaging in abusive or demeaning conduct including gestures; written and electronic communications; verbal or physical acts directed towards a student; group of students and/or college staff member(s) when such conduct has the effect of creating a hostile environment, infringes upon the rights and privileges of others, or disrupts college operations.

3. Physical violence (fighting) or the threat of physical violence.

4. Intentionally or recklessly causing physical or psychological harm to any person or causing reasonable apprehension of such harm.

5. Profane, lewd, indecent or obscene expression and conduct.

6. Sexual misconduct, including assault, violence, harassment, contact, stalking, discrimination and/or threat of any of the above.

7. Academic dishonesty. (See Academic Integrity).

8. Failure to comply with directive from college personnel including campus security officers.

9. Damaging or defacing college property, or the property of any member of the college community.

10. Theft of college property or services, or the property of a member of the college community.

11. Continued failure to meet college financial obligations or to return college property which was loaned or borrowed.

12. Unauthorized use, possession, distribution or being under the influence of alcohol.

13. Unauthorized use, misuse or damage to fire safety equipment.

14. Unauthorized presence in, or use of, college facilities, property or services.

15. Unauthorized use, possession, storage of any weapon or weapon facsimile.

16. Using and/or possessing fireworks, pyrotechnics, explosive or flammable liquids without proper authorization.

17. Using, possessing, distributing, selling or being under the influence of illegal drugs or controlled substances.

18. Furnishing false information to the college or college personnel including forgery, alteration or misuse of college documents, records or identification.

19. Initiating or causing any false report, warning or threat of fire, explosion or other emergency.

20. Accessing, modifying or transferring electronic data system software or computing facilities without authorization and other violations as outlined in the acceptable use of technology policy.

21. Disruptive classroom behavior such as excessive lateness or talking, bringing children to class, use of electronic equipment, eating in class and failing to observe directives of the instructor.

22. Gambling or any games involving monetary exchange.

23. Smoking on internal campus grounds or any prohibited area. Smoking is only allowed in lettered campus parking lots.

24. Excessive campus parking/traffic violations.

25. Violating the terms of any disciplinary sanction.

26. Using the college name for solicitation of funds or other activities without
proper authorization.

27. Possession and/or custody of any animal unless the animal provides services for a disabled individual.
28. Feeding of wildlife.
29. Failure to observe regulations, statutes and/or laws of the State of New Jersey or federal government.

The college reserves the right to amend and expand above list of prohibited conduct.

**Disciplinary Sanctions**

One or more of the following disciplinary measures may be imposed upon student(s) found to have violated the Student Conduct Code or College Regulations.

**Withholding Academic Records**
Academic records are withheld when a student fails to meet financial or other obligations.

**Fine**
Payment for parking tickets, overdue books or other financial penalties.

**Restitution**
The obligation to replace or pay for property damaged or compensate for other losses incurred as a result of the violation.

**Performance of Conciliatory Act**
The performance of specific acts and/or services or participation in specific activities to compensate or address the violation.

**Disciplinary Warning**
An oral or written statement to a student that he/she violated the Student Conduct Code and further violations will result in more severe disciplinary action.

**Disciplinary Probation**
Denial of participation in specific college activities and/or loss of specific privileges for a specified period of time.

**Disciplinary Suspension**
Separation from the college and college sponsored activities for a specified period of time. Suspended students are not entitled to a refund of tuition and fees.

**Disciplinary Dismissal**
Permanent dismissal from the college. Dismissed students are not entitled to a refund of tuition and fees.
**Interim Suspension**
A student awaiting Conduct Review meeting or a Judiciary Hearing can be suspended immediately if it is felt that the student poses a serious threat or disruption on campus. This may not exceed ten (10) days in which classes are in session.

**Procedures for Allegations and/or Charges of College Regulations or Student Conduct Code Violations**
The Senior Executive Director of Student Services is responsible for the administration of disciplinary procedures. Allegations of violations of college regulations or Student Conduct Code are accepted for consideration only when apparent infractions are observed on college property or at college-sponsored activities. Infractions of federal, state or local laws occurring off campus shall be the sole concern of the civil authorities except when such actions directly affect the health, safety, or security of the college community, including students and staff; or affect the college pursuit of its mission. Reports of alleged student violations of college regulations or Student Code of Conduct may be submitted by any individual to the Senior Executive Director.

After reviewing the allegations/actions, it is the responsibility of the Senior Executive Director to interpret the alleged misconduct with regard to regulations or the Conduct Code and to identify specific charges, if any, that will be brought against the accused student.

After reviewing the allegations, specifying the charges, and obtaining any necessary information, the Senior Executive Director may take one of the following actions:

1. When an allegation/complaint is determined to possibly be a sexual misconduct (Title IX) violation the Senior Executive Director will refer the incident to the Title IX Coordinator/Director of Human Resources for investigation, resolution and/or sanctions. The procedures for investigation, review resolution and appeal for sexual misconduct incidents are available in the Human Resources department and on the College’s Portal under the Campus Services navigational menu.

2. Hold a Conduct Review meeting(s) which will include the nature and source of the charges and the student’s rights and responsibilities. In addition, the Senior Executive Director may have other involved parties participate to discuss the incident. The Senior Executive Director may then choose one of the following:
   a. Dismiss the charges.
   b. If the student accepts the charges against him/her and admits to have violated the Student Conduct Code or College Regulations, the Senior Executive Director will impose disciplinary sanction(s). The student may appeal the sanction(s) to the Student Judiciary Committee (See Student Due Process).
   c. Find the student in violation of college regulations or the Student Conduct
Code and impose disciplinary sanction(s). The student may appeal the findings and sanction(s) to the Student Judiciary Committee (See Student Due Process).

d. Forward the case to the Student Judiciary Committee for a hearing.

3. Forward the case to the Student Judiciary Committee for a Hearing (See Student Due Process).

All notifications are sent to student’s mailing and/or email address as listed with the college.

Records of student conduct code violations can be accessed within FERPA and Clery Act regulations, through the Senior Executive Director of Student Services.

**Student Judiciary Committee**

The Student Judiciary Committee can hear charges of Student Conduct Code violations, academic integrity violations and student appeals of conduct code violations. The Student Judiciary Committee hearings will review charges, violations and appeals and render a finding. The Student Judiciary Committee will also recommend disciplinary sanctions when a violation has been determined to have occurred.

The Student Judiciary Committee is made up of college staff and students. This includes administrators, management, faculty, counselors and/or librarians. Members are selected from a pool of college staff and students who have been trained on student judiciary procedures. If the staff or students within the pool are unable to serve or have a conflict with the incident/appeal being reviewed, the Vice President of Academic Affairs may select other college staff or students to serve. All hearings of the Student Judiciary Committee will be decided by a majority vote of the members present. A quorum requires 60 percent or more of committee members present.

**Student Due Process**

The following procedures will be allowed for students who are charged and/or involved with violation of college regulations or Conduct Code, excluding Sexual Misconduct, to ensure due process for the accused student.

**Conduct Review Meeting**

1. Student will be apprised of the charges/complaint against him/her and related incident. Other involved parties, as requested by the Senior Executive Director or student, may also be present to provide information about the incident.

2. A Conduct Review meeting will be held without the student if he/she does not attend the meeting for which written notification was sent. (Postmarked or emailed date at least five (5) calendar days before the meeting.)

3. The student will receive written notification of the outcomes of the Conduct
Review meeting from the Senior Executive Director or his/her designee. This will include the charges, findings, and disciplinary sanctions, if any, OR notification of hearing before the Student Judiciary Committee.

4. Student appeal of charges, findings, and/or disciplinary sanction(s) as a result of the Conduct Review meeting may be made to the Student Judiciary Committee. An appeal to the Student Judiciary Committee must be submitted in writing and within ten (10) days of the notification from the Conduct Review meeting. The basis for the appeal must be stated.

**Student Judiciary Hearing**

1. Student Judiciary Hearing notification to the student includes:
   
   a. The date, time and place of hearing which will be held at least five (5) calendar days after the postmark or email date on the notification from the Senior Executive Director or his/her designee. The hearing will be held without the student if he/she does not attend.
   
   b. The purpose of the hearing.
   
   c. The student’s rights including:
      1) The opportunity to present information or evidence.
      2) To provide witnesses.
      3) Have a personal representative present who does not speak for the student, just advises him/her.
      4) Question information, evidence, and/or witnesses.
      5) Remain silent.
   
   d. Pre-hearing requirements and information access including:
      1) Submission of witness(es) statement and if he/she/they will be attending the hearing.
      2) Notifying witness(es) of date, time and place of hearing if witness(es) are attending.
      3) The availability of statements from all involved parties.
   
   e. Hearings are recorded.

2. After review of the information and evidence presented to the Student Judiciary Committee, the Committee will render a decision. In a finding of a violation of the Student Conduct Code or College Regulations, the Committee will also recommend disciplinary sanction(s) to the Senior Executive Director, or his/her designee. The Senior Executive Director will impose disciplinary sanction(s).

3. The student will receive written notification from the Senior Executive Director of the findings and the disciplinary sanction(s), if any, as a result of the Student Judiciary Committee hearing. This notification will occur within five (5) calendar days of the conclusion of the hearing.

4. A student may appeal the charges, findings, and/or disciplinary sanctions to the President. An appeal to the President must be submitted in writing within ten (10)
calendar days of the notification from the Student Judiciary Committee and include the basis for the appeal.

5. The President’s decision has appellate power and may not be appealed.

**University Partner Students**

Students enrolled through University Partner institutions are subject to the same out of classroom campus regulations as CCC students. Parking regulations, smoking, Student Conduct Code and student IDs as listed in this handbook apply to University Center Students.

Other procedures and services for University Partner Students are detailed in a separate supplemental brochure.

**X. College Policies**

**Americans with Disabilities Act, (ADA) Section 504, 1990, PL1975 c127 (NJAC) 17:27**

**Complaint Procedures**

As required by Section 504, 1990, Americans with disabilities Act, PL1975 c127 (NJAC) 17:27, Cumberland County College has established the following complaint procedures:

**Step 1.** Any student may file a complaint within 40 days of the occurrence with the Section 504 Coordinator/Director, Human Resources, 856/691-8600, ext. 1235, located in the Administration Building.

**Step 2.** The Section 504 Coordinator will investigate and respond to the complaint within 20 days in writing.

**Step 3.** The student may appeal the response in writing within 10 days to the Section 504 Coordinator.

**Step 4.** The appeal will be referred to and reviewed by a three member panel chosen from administration and faculty. Within 30 days, the panel will investigate the allegations and recommend appropriate action to the President.

**Step 5.** The President will provide a written determination to the complainant.

Note: The President’s decision is the final step in the internal process. Weekends and holidays will be disregarded in calculating days.

**Campus Postings**

Students wishing to post materials on campus must have the material stamped/approved by the Student Activities Office. Materials which have not been approved or properly posted will be removed. Items may be posted on bulletin boards throughout the campus and, in certain areas, on columns which have been covered with Plexiglass, specifically for that purpose, with single-sided tape. Interior, unpainted masonry block walls may also be used for posting when using clear tape. Materials may not be posted on any glass, including windows, glass doors,
or glass breezeways; on painted surfaces, such as walls, columns, or doors; or on equipment or fixtures of any kind. Materials should be removed immediately following the event advertised, including any tape left upon removal.

**Children on Campus**

Unsupervised children are not allowed on campus. This requirement is for the safety of the children and the learning environment of the campus. Students may not bring their children to their class(es). Students may not leave their children in offices, labs, lounges, cafeteria, library or other college facilities. Children are distracting to students and instructors when present in instructional areas. Unattended children are at greater risk to be injured, cause damage, or be lost. Failure to observe and comply with this requirement may result in the student being directed to leave campus with their children and/or other disciplinary sanctions. Children enrolled or participating in college programs or activities are permitted on campus for the duration of their particular activity or program.

**Discrimination and Harassment**

**Grievance Procedure**

Allegations of sexual or discriminatory harassment, hostile classroom environment, or harassment or discrimination in any other form are serious. All complaints of harassment or discrimination will be documented and dealt with promptly and confidentially. A complaint may be formal or informal. Any currently enrolled student who encounters an act, acts, or material of a discriminatory nature and believes he/she has been discriminated against under Titles VI and VIII, 1964 Civil Rights Act; Executive Order; Title IX, 1972 Education Amendments; 1973 Rehabilitation Act, should proceed as follows:

**Step 1.** Immediately file a formal or informal complaint with The Affirmative Action Officer/Director, Human Resources, located in Administration Building, extension 1235. At this stage the student must complete a grievance form detailing the incident and providing the names of any witnesses if available.

**Step 2.** If, after the initial review of the allegations by the Affirmative Action Officer, a formal investigation is warranted, the Affirmative Action Officer will appoint a three-member panel to investigate and review the complaint.

**Step 3.** If the investigation and review confirms the allegations stated in the complaint, the panel will recommend appropriate action to the President.

**Step 4.** The President will consider the panel’s recommendations and make a final recommendation for action to the Board of Trustees.

**Step 5.** This action may be appealed to the Board of Trustees by either party.

Note: The college will take appropriate action in dealing with false allegations of harassment or discrimination.
Nondiscrimination
Cumberland Cumberland County College strives to provide an environment for work and study which affords employees and students the opportunity to pursue a career or education and progress on merit and ability, without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS/HIV status.
Cumberland County College endorses the goals of Title IX of the Education Amendments, which states:
“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”
Cumberland County College does not discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS/HIV status in the admission of students, in any of its programs or activities and in its employment practices.
Inquiries concerning the application of this policy on nondiscrimination, or complaints of discrimination under any of the above-referenced bases, may be directed to the Director, Human Resources, Cumberland County College, PO Box 1500, Vineland, NJ 08362-1500, 856-691-8600, ext. 1235. This individual is designated to coordinate the college’s efforts to comply with and carry out its responsibilities under Title IX, Section 504/the ADA, and the Age Discrimination Act, which prohibit discrimination on the basis of sex, disability and age, respectively.

Communications & Marketing
The Communications and Marketing Office serves the marketing and publicity needs of the college community with an ongoing program of internal and external communications utilizing printed publications such as event programs, newsletters, brochures and booklets, as well as area media, the CCC Web site, Facebook and other social networks, and the e-marquee. If you or your club wants to publicize an event, activity or other news, it is recommended that you contact the Communications & Marketing Office at ext. 1212.

Sexual Misconduct
Sexual misconduct, including but not limited to harassment, discrimination, assault, domestic/dating violence, nonconsensual contact, or attempted contact and stalking are violations of Title IX and Civil Rights regulations, Student Conduct Code and criminal law. Reported sexual misconduct incidents/offenses will be addressed
through the established Title IX procedures for investigation, resolution and/or sanctions. The Title IX policies and procedures are administered through the Human Resource Office/Title IX Coordinator and available on the student portal. These procedures ensure that both the accuser and the accused have the opportunity to present their involvement, have representative/advocate present and that both will be notified of the outcome. Resolution/sanctions for sexual misconduct complaints may include dismissal of charges, verbal or written reprimand, establishment of specific stipulations to be met for continued enrollment, disciplinary probation, suspension or dismissal.

Sexual misconduct offenses should be reported to the Title IX coordinator, Ms. Rosemarie Fiscus, in the Human Resources office at (856) 691-8600 ext. 1235 or by email at rfiscus@cccnj.edu or through Campus Security, located in the Student Center. Students also have the option of notifying local police and can be assisted in doing so, if desired. Incidents of sexual misconduct should be reported immediately as described above. Additionally any evidence of sexual offenses should be preserved. Students who are reluctant to notify the Title IX Coordinator, Campus Security or local police are encouraged to meet with the College’s Mental Health Counselor, located in the EOF office.

Prevention and awareness of sexual assault and other intimate partner violence is provided to new students in Freshman Seminar courses. Other educational programs to promote awareness and prevention of stalking, rape, acquaintance rape and other sex offenses are scheduled during the year. Additionally there are community services available to assist victims of sexual misconduct. Information on campus programs and community services may be obtained from the Mental Health Counselor.

**Social Media**

Students are urged to join CCC’s Facebook, Instagram, Twitter and Tumblr. These pages feature interactive, ongoing conversations on everything CCC, from upcoming college events to favorite photos by students and staff members, and from emergency closings to college-related news articles. As a Facebook/Instagram/Twitter/Tumblr member, you will be able to post your opinions, get answers to your questions and read and comment on posts by your peers. To become a member, please locate the social media logos on the pages of the college’s Web site – www.cccnj.edu and read the Technology Acceptable Use Policy.

**Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) provides the requirements designed to protect the privacy of students and their records. FERPA protects the access and release of educational records and defines student rights concerning their records.

Cumberland County College will not release any information other than directory information to an unauthorized person without the student’s written
consent. At Cumberland County College, directory information includes the student’s name, major field of study, dates of attendance, degrees and awards received, most previous educational institution attended, participation in officially recognized activities and sports, weight, height, hometown and high school, if a member of an athletic team. Students may withhold disclosure of their directory information by written notification to the Director of Admissions and Registration. Students have the right to access and challenge any part of their educational records. Procedures and student rights for access and release of student records are available in the Admissions and Registration Office and the office of the Senior Executive Director of Student Services.

**Substance Abuse Policy**

**Student Program to Prevent Illicit Use of Drugs & Abuse of Alcohol**

Cumberland County College is an institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the consequences of the illicit use of alcohol and drugs on their lives. In accordance with the policy approved by the Board of Trustees of Cumberland County College on June 12, 1990, and in accordance with Public Law 101-226, the college declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The college is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol, and the illegal use and abuse of drugs inhibits students from attaining the benefit of their learning experience, exposes them to serious illnesses and health risk, and is therefore prohibited.

1. **Standards of Conduct**

   In the college’s Student Conduct Code, the types of misconduct subject to disciplinary action are listed. These include the use, possession, sale and/or distribution of alcoholic beverages and any type of illegal drugs.

2. **Sanctions for the Violations**

   As stated in this Student Handbook, disciplinary sanctions will be imposed on students whose conduct adversely affects the college community. This includes students who possess, use, or distribute alcohol or illegal drugs on campus or at off-campus college activities, except when alcohol has been approved for an off-campus activity. The sanctions for such misconduct are listed in this handbook. They range from a disciplinary warning to dismissal.

3. **Applicable Legal Sanctions – Local, State, and Federal Law**

   Local, state, and federal laws which apply to underage consumption and use of alcohol will be fully enforced at Cumberland County College.
4. Health Risk
While drugs have saved lives, greatly reduced human suffering, and improved the quality of life, they may be misused or abused. Psychoactive drugs act on the central nervous system. They may cause increased activity (stimulants), decreased activity (depressants), or cause hallucinations (hallucinogens). Every drug has multiple effects that depend on the properties of the drug and the dose taken. When two or more drugs are taken together or in sequence, their combined effects may be stronger than their additive sum. Nicotine is considered an addicting drug that creates a variety of health problems and may compound the use of other substances. Smoking is not permitted in any building on campus.

The effects of drug use are highly individualized. Drug use or abuse can affect a person’s physical, emotional, and social health. It can cause accidents, illnesses, drug dependence, overdose, and even death. It can cause legal problems, economic problems, school or work problems, and relationship problems. Simply, drug use and abuse can cause serious harm.

5. Alcohol and Drug Resources and Services
The Student Services staff is available to assist Cumberland County College students with information and referral services for alcohol and drug issues, concerns, and problems. Confidential, non-judgmental individual counseling is offered for students who wish to take the first step in acknowledging the abuse of a substance and related problems. Counselors provide referrals to treatment programs and support to students as they make the transition to outside agencies. The college maintains an up-to-date list of alcohol and drug rehabilitation programs in Cumberland County.

Resources and Services in Cumberland County

Cumberland County Alcohol & Drug Abuse Services
(outpatient treatment)
72 N. Pearl Street, Bridgeton, NJ 08302
856/451-3727

Cumberland County Guidance Center
(alcohol/drug related treatment and referrals)
2038 Carmel Road, PO Box 808, Millville, NJ 08332
856/825-6810 ext. 266 or 230

CURA Inc, (for Spanish speaking individuals)
(Residential and outpatient alcohol/drug treatment & rehabilitation)
729 Landis Avenue, Vineland, NJ 08360
856/696-7335

The Southwest Council, Inc. (alcohol/drug services & referrals)
645 North Delsea Drive, Vineland, NJ 08360
856/794-1011 or 1-800/856-9609
Suggestions/Comments
The college prides itself in providing students a quality education and college experience. We value our students’ suggestions and comments on how we can provide better services. Students can submit their suggestions/comments by way of: e-mail, suggestions@cccnj.edu; voice mail at ext. 1784; or contacting college officials.

Surveys by Students
All surveys and questionnaires conducted by students or student groups must be submitted to the Director of Student Activities and to the Assessment, Planning and Research Office for prior review and approval.

Tobacco Use Policy
The interior campus grounds are tobacco/smoke free. Tobacco product use is prohibited inside the perimeter campus road, including in, near or between campus buildings and all college athletic and recreational fields and facilities. Tobacco use is only allowed in the lettered parking lots (A, B, C, D, E, F, G, H, I, J, K, L, M).

This policy applies to all students, as well as college employees, guests and visitors. Fines and disciplinary sanctions can be imposed on students violating tobacco use regulations.

XI. Safety & Security

Security Procedures & Services
Cumberland County College maintains a strong commitment to campus security and safety. To accomplish our goal it is imperative that students, employees or visitors report any emergencies, suspicious or criminal activity they observe.

Students who need assistance with medical, security or other emergency situations or wish to report any emergencies or suspicious activities can contact security 24 hours a day, seven days a week, by dialing 1777 from any campus telephone. If you are calling from off campus, dial 856/691-8600, ext 1777.

Additional information is available in the Safety and Security Annual Report, which is available online.
**Emergency Notification**

In the event of an emergency, a message will be posted at the College’s main number (856/691-8600), on the voice mail system, and on the home page of the College’s website: www.cccnj.edu.

In addition, an emergency message will be sent via the college’s Emergency Notification system to all phone numbers, text message numbers, cell phone numbers and email addresses stored in the College’s Emergency Notification System. Students should go to http://www.cccnj.edu/cccalert to add their information to the system if they have not done so already.

The voice mail system, website homepage, Facebook, Emergency Notification System are used for all official College weather-related and emergency closing announcements.

**Lost and Found**

Lost and Found is located at the Information Desk in the Student Center. If you find an item, please drop it off there. Items lost may be claimed at the Information Desk. Call 856/691-8600, ext. 1000, to see if your lost item has been turned in. All items are held for a reasonable amount of time. If possible, always mark your personal property.

**Motor Vehicle Assistance**

- **Flat Tire Assistance**
  
  Campus Security will provide assistance for a vehicle that may need air in its tires. The person requesting air for tires must sign a waiver of liability form, releasing Cumberland County College from any responsibility of damage to the vehicle.

- **Jump Start**
  
  Campus Security will provide a service to motorists that find that their car battery will not start while on Cumberland County College property. The college does not accept responsibility for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing Cumberland County College from any responsibility.

- **Vehicle Lock Outs**
  
  A lock out service is provided upon proper identification by owner, who have locked their keys in their vehicle. Due to different automobile manufacturers, it is sometimes impossible to enter a locked vehicle without the proper key; however, Campus Security will make an attempt to unlock your vehicle. The college does not accept responsibility for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing Cumberland County College from any responsibility. In addition, the individual requesting such service must show evidence of ownership/authorization and must provide identification.
**Fines & Payment**

Vineland Police, Cumberland County Sheriff’s Department, and the New Jersey State Police are authorized to issue motor vehicle and handicap parking violations on campus. Violators cited by Campus Security will be charged $10 for each violation, and $50 for each handicap parking violation.

In addition to any violators cited by Campus Security, the College reserves the right to seek additional penalties for motor vehicle and/or handicap parking violations in Vineland Municipal Court. The college fine will be in addition to any penalties, fines, or court costs assessed by the local court. Appeals to the violation notice must be made within ten (10) days of the date of violation to the Director of Safety and Security, who is located in the Student Center Building. Any appeals submitted later than the ten (10) day appeal period will NOT be considered. Students who incur excessive violations or demonstrate blatant disregard for parking and/or traffic regulations, or are disrespectful to Campus Security or other personnel, will be subject to disciplinary action and sanctions in addition to payment of fines. Failure to pay violations will cause a student’s record to be held and may restrict future registration, enrollment and participation in college classes and/or activities. Questions or additional information is available at the Information Desk, located in the lobby of the Student Center Building. The Information Desk is open Mondays through Fridays, 7:30 a.m. until 10 p.m., and on Saturdays, from 7:30 a.m. until 4 p.m. Violations received by students must be paid at the Bursar’s Office in the Student Center Building, or by mail to: Cumberland County College, Bursar’s Office, P.O. Box 1500, Vineland, New Jersey 08362-1500. Make checks payable to Cumberland County College.

**Parking, Traffic and Motor Vehicles**

There is ample on-campus student parking at virtually all times. This allows for students to park properly in designated student parking spaces. Students must understand that conveniently located authorized (legal) parking spaces are not guaranteed. The parking facilities are utilized on a first come/first served basis. The responsibility of finding an authorized parking space rests with the student (vehicle) operator; inability to do so shall not be justification for improper parking. You will find that student parking on campus is relatively close to the various campus facilities, particularly when compared to other colleges both in the state and region.

**Sex Offender Notification Statement**

The Federal Campus Sex Crimes Prevention Act, effective October 18, 2002, demands that the higher education entities be involved in community notification regarding campus affiliates, and that such entities issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. The Campus Sex Crimes Act also mandated that sex offenders who are already required to register in a
state provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In turn, The State of New Jersey is obligated to notify Cumberland County College when any registered individual convicted of one or more of eight separate offenses registers as a student or becomes employed by the college.

Cumberland County College, Department of Safety and Security, in compliance with the Campus Sex Crimes Prevention Act, is obliged under law to make information available to the university community in order to afford the community the opportunity to be aware of the condition of their environment concerning known sex offenders. This information is not to be used in any other fashion or for any other purpose. Information regarding the enrollment or employment of convicted sex offenders is available by contacting the Cumberland County College Safety and Security Office at ext. 1222.

**Student Parking**

Parking is available for students in parking areas A, B, C, D, E, G, H, I, J, K, L and M as well as along the outside perimeter road next to the tennis courts and baseball field. Parking area F is a controlled lot for faculty and staff. Within these areas, student parking places are designated by white line markings. **Allowable student parking is between two white lines. Any area not designated with two white lines is a No Parking area. Not all No Parking areas are posted with signs. The absence of a sign does not mean parking is permitted.** Disabled parking places are designated by blue line markings. Only vehicles with disabled parking tags, or disabled parking placards, are allowed to park in the designated disabled parking areas. When a particular parking lot becomes full, students can seek parking in one of the other parking areas. Students who improperly park in a lot because it is full can receive parking violations.

**Traffic Pattern**

Some of the roads and parking lots are one-way directional traffic patterns. The one-way direction is indicated by signs on campus. This pattern has been designed for safety and to reduce congestion and improve access for students to and from campus, and in and out of parking areas. Failure to observe these traffic patterns can cause backups and parking congestion and may result in auto accidents. Students can receive tickets for driving improperly on campus. The speed limit is 10 mph. Your observance and compliance with these traffic patterns and regulations will enhance parking and traffic flow for all students.
Campus Map

During the 2015-2016 campus construction, be aware of parking lot changes.
Campus Buildings

1. Administration Building
   Alumni/Foundation
   Assessment, Planning & Research
   Board Room
   Communications & Marketing
   Human Resources
   President
   Vice President, Academic Affairs
   Vice President, Finance & Administrative Services

2. Academic Building
   Classrooms
   Mathematics Offices
   Business, Education & Social Sciences Division
   GED/ESL
   STEM/Health Division

3. Computer Classroom, Labs
   Computer Labs 1-4

4. Academic Support Labs
   ASLM (Math)

5. Luciano Conference Center
   Banquet Room
   Conference Center Offices
   Executive Board Room
   Meeting Rooms
   Forum Room

6. Guaracini Arts Center
   Art Gallery
   Art Studio
   Classrooms
   Arts & Humanities Division
   Luciano Theatre
   S1-S3 Music Studio
   Box Office

7. University Center
   Classrooms
   University Partners’ Offices

8. Library
   Information Commons
   Technology Training Center
   Group Rooms
   Holocaust Collection

9. Network Operations Center

10. Student & Enrollment Services
    Center - Information

Admissions & Registration
Advisement, Transfer & Career Services
Bookstore
Bursar
Center for Academic & Student Success
Cumberland Café
Educational Opportunity Fund (EOF)
Financial Aid
Information Center
Information Desk
Safety & Security
Student Activities
Student Senate
Student Support Services

11. Dr. Charles Cunningham Bldg.
    Gymnasium
    Athletic Office
    Fitness Center
    Locker Rooms

12. Navone Healthcare Education Center
    Wheaton Building
    Simulation Labs
    Nursing Offices
    Radiography Offices
    Healthcare Offices
    Computer Lab

13. Alampi Science Building
    Agriculture
    CAD & Engineering
    Horticulture
    Science Offices
    Science Laboratories

14. Central Plant - Shipping & Receiving

15. Bus Stop
    Parking Lots
    A, B, C, D, E, F, G, H, I, J, K, L, M

Off-Campus Sites

Clay College, 108 High St., Millville
Paula J. Ring Education Center
10 Buck Street, Millville
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