

## STUDENT AFFAIRS DIVISION

The central focus of Student Affairs Division is the commitment to student development through the promotion of learning environments that encourage and challenge the full development of the whole student. Fundamental to student development is the belief that students change, grow and move toward self-realization, self-fulfillment and responsible social development.

Student Affairs has developed an extensive array of professional support systems to meet the needs of a diverse student population. The offices of the division are open from 8:00 a.m. to 8:00 p.m., Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday. (Summer hours may vary).

### Orientation for New Students

An Orientation Program prior to the beginning of classes for all new students is sponsored by the Division of Student Affairs. This program provides an opportunity for all new first year students to become acquainted with the objectives and physical facilities of the college, the services offered within Student Affairs Division, and to confer with academic advisors.

## ACADEMIC PLANNING CENTER

The Academic, Planning Center is designed to help students lead productive, more meaningful lives by helping individuals discover and reach their full potential. Since this developmental process is an ongoing one, the staff is available to provide each student with the opportunity to pursue self-exploration and growth in an atmosphere of support and understanding throughout the year.

Call the Advising Center at (732) 255-0300 for more information. The following services are provided by the advising staff:

### Academic Advisement

Advising is available to discuss the selection of courses for the various degree and career options offered at OCC, transferability to other schools, and verification of graduation requirements. Educational decisions are an important part of each student's planning responsibility. An important function of our program is to provide accurate information about academic programs and the selection of a college major. All new full-time and part-time students can comprehensively plan their academic program through the Advising Center. Full-time students are also assigned a faculty advisor.

### Transfer Services

More than 80% of OCC graduates go on to four-year colleges and universities. Students desiring to transfer to other institutions have the responsibility for researching, deciding, and planning for their transfer. Transfer Services, located in the Advising Center, provides assistance in this area. Students may use catalogs from senior institutions and computer programs designed to involve students in a systematic approach to choosing a four-year college or university. Early planning for transfer is essential to anticipate program requirements for the transfer institution.

### NJ Transfer

Ocean County College is a partner in NJ Transfer, a web-based guide to transfer between two-year and four-year New Jersey colleges. Students can get consistent and reliable information throughout the college planning, enrollment, and transfer decision making process. Access NJ Transfer at <http://njtransfer.org>

## CAREER, EMPLOYMENT AND COUNSELING SERVICES

There are a number of individual and small group services offered to students, alumni and community members. Designed to help individuals increase their knowledge and understanding to make good career, education and life decisions, and to lead satisfied and productive lives. In addition, an individual needs to consider what the growth occupations are, what education and training is required, and where these jobs are located. Lifestyle issues such as family, children, where to live, and what one desires in life are also considered. All of these issues are explored during discussions with career counselors. Career assessments are offered to supplement the career counseling.

For job seekers, assistance is provided with resumes, interviewing skills, and job search strategies. A listing of part time and full time positions with local employers is maintained both in the Career Center and on our web page. Recruiting employers are on campus throughout the semester. A Job Fair is held at least once a year, featuring a number of recruiting employers. Notices of Internship opportunities with employers are also maintained at the Career Center. An internship is a structured, coordinated educational activity through which a student works in positions related to his or her major or career goals. Combining academic skills with relevant work experience enhances the student's marketability in the work world. The internship program provides career training and help a student to explore employment options within his or her curriculum. A student is able to earn credits for this educational program by completing assignments. A minimum GPA of 2.5 is required to be eligible for an internship.

Call (732) 255-0400 x 2945 for more information about career and employment services. For career and employment information and resources, visit our web page at [www.ocean.edu/career.htm](http://www.ocean.edu/career.htm).

Personal, social and/or emotional concerns often interfere with academic success and learning. Students with many strengths and resources may still experience difficulties that impact their ability to set and achieve goals. These issues may be resolved through confidential counseling sessions, which are provided by trained professional counselors.

Please call Counseling Services at (732) 255-0348 or (732) 255-0400 x 2941 for more information.

## BOOKSTORE

The bookstore is open Monday through Thursday from 8:30 a.m. to 7 p.m. and Friday from 8:30 a.m. to 4 p.m. Hours are extended during the beginning of each semester to include one Saturday from 8:30 a.m. to 12:30 p.m. Special hours are posted at the bookstore. During the summer semester and semester break the bookstore is open Monday through Friday from 8:30 a.m. to 4:00 p.m. On Fridays, mid-June to mid-August, the bookstore closes at 3:00 p.m.

In addition to textbooks, the store offers a wide variety of such products as sportswear, school supplies, decals, insignia items, greeting cards, toys, novelty gifts, etc. (See page 19 for estimated costs for textbooks).

## EDUCATIONAL OPPORTUNITY FUND PROGRAM

The Educational Opportunity Fund (EOF) is a state funded program designed to assist low-income New Jersey residents who are capable and motivated, but lack adequate preparation for college study. EOF supports a wide array of campus-based outreach and support services at 28 public and many private colleges and universities in New Jersey. Ocean County College is one of 19 participating community colleges.

Students are evaluated for admittance based upon academic readiness, potential, motivation and financial need; an interview is required. Students must register for 12 credits or more, which is considered full-time. Students must complete a FAFSA (Free Application for Federal Student Aid) and are eligible for additional state and federal assistance.

EOF provides academic, personal and financial support services to strengthen students' skills and performance. The office works closely with students to provide the framework that guides them toward achievement and success. Students must be in regular contact with their EOF Advisor and participate in compulsory workshops and informational sessions.

The EOF's enrollment is determined by state funding; apply early. For additional information, contact the EOF Office at (732) 255-0311.

## HEALTH SERVICES

The Health Services Office, located in Room A107 of the Instructional Building, offers the services of a registered professional nurse to all students and employees whenever classes are in session. The nurse is available on a drop-in basis to provide first aid, dispense nonprescription medication for relief of minor illness, discuss health-related issues and make appropriate referrals to community agencies. All of these services are free. Health Services offers a series of Health Education Programs for day and evening students, faculty and staff on campus and at the Southern Education Center.

The objective of the Health Services Office is to maintain and improve students' and employees' health status and to promote individual optimum wellness. The program includes health supervision, health counseling and health education to empower individuals to make healthy lifestyle choices. Services provided include such topics as: coping with stress, nutrition awareness, stopping cigarette smoking, blood pressure and weight screening, cholesterol management, PMS and menopause, eating disorders, understanding both over-the-counter and prescription medications, substance abuse, getting help for alcohol and drug dependency, help for adult children of alcoholics, and sexual health, including diversity of sexual orientation, abstinence, sexually transmitted infections and condom use.

The Health Services Office coordinates Twelve-Step Recovery Program meetings on campus.

Students are encouraged to call the Health Service Office at (732) 255-0364 to report any hospitalization, death in the family, etc. A family member may also contact the Health Services Office on his/her behalf. Instructors will then be notified. However, this does not excuse the student from work missed. Students are also advised to contact the instructor personally. The number of absences are at the discretion of the individual instructor as per College policy.

Students, employees and visitors who have a documented physical disability (short term or permanent) may obtain a special parking permit, ramp access and elevator map.

An extensive library of self-help brochures and resources are available to faculty, staff and students.

Student insurance brochures and claim forms are also available in Health Services Office.

## INTERCOLLEGIATE & INTRAMURAL ATHLETICS

A broad program of intercollegiate athletics and intramurals are available for men and women at Ocean County College. The college is a member of the NJCAA, (National Junior College Athletic Association) and Region XIX, which includes 25 junior and community colleges throughout Eastern Pennsylvania, New Jersey, and Delaware. The college is also a member of the GSAC (Garden State Athletic Conference) which is the community college league of New Jersey. The intercollegiate programs available for men include, soccer, swimming, basketball, golf, tennis, and baseball. The women compete in soccer, swimming, basketball, tennis, golf and softball.

Activities offered by the intramural program are set up throughout the semester depending on the season. The scheduled time for the intramural programs are Tuesday and Thursday 1:30 – 3:00pm. (Special tournaments and activities may be at different times.) Presently, intramural activities include: volleyball, flag football, soccer and basketball. Please contact the Athletic Office for more information at (732) 255-0345 or e-mail the Director of Athletics at: [icohen@ocean.edu](mailto:icohen@ocean.edu).

## OFFICE OF MULTICULTURAL SERVICES (OMS)

At Ocean County College, diversity is everyone's business. Appreciation, celebration, and understanding are key elements of diversity at work; when that happens, everyone benefits.

The Office of Multicultural Services (OMS) coordinates the college's initiatives and implements strategies for the recruitment and retention of students from culturally diverse backgrounds. OMS works in partnership with community organizations, special interest and religious groups, as well as parents' organizations.

OMS supports the college's diverse populations as well as coordinates campus wide multicultural programming. A newly established Multicultural Board is the framework for strengthening campus partnerships and making multicultural programming wider reaching.

The OMS Mentoring Program is designed to give students closer support and guidance, which translates into increased student success, satisfaction, and higher retention. For additional information, contact the OMS Office at (732) 255-0493.

## LIBRARY SERVICES

The Ocean County College Library offers personalized assistance and abundant materials to assist members of the college community in locating and evaluating appropriate resources for research projects and assignments and in satisfying their information needs.

The mission of the OCC Library is to provide its users with information pertinent in all formats to each area of instruction; to teach Information Literacy in collaboration with classroom faculty; and to provide access to qualified librarians who can assist students in locating the information they need.

To complement the collection of over 84,000 books and audiovisual materials, the library subscribes to online databases which allow students to locate appropriate articles and information. The periodicals area maintains print subscriptions of over 375 periodicals. In addition, materials can be requested through inter-library loan to supplement the library collections.

Borrowing privileges are extended to currently enrolled students, faculty, staff, and active members of the Alumni Association. The College ID card is required for all library transactions. To access the library website, go to [www.ocean.edu](http://www.ocean.edu). To access the databases from off campus, use your Ocean Cruiser account.

## STUDENT LIFE

The Office of Student Life provides leadership for all students' co-curricular activities at the college, including administrative assistance to the intercollegiate athletic and intramural programs. Student community service projects and volunteerism are also coordinated through the Office of Student Life. Discount services and travel to area recreational, educational, and cultural activities are offered to OCC students. Student Life oversees, along with faculty advisors, more than 50 special interest student organizations reflecting the diversity of the general community and the OCC student population.

## Dining Facilities

Full cafeteria and vending services are available in the College Center. Breakfast, lunch and dinner are served daily during the academic year.

Cafeteria Hours:

Monday through Thursday	7:00 a.m. to 8:00 p.m.
Friday	7:00 a.m. to 2:00 p.m.

Vending services are also available in other buildings throughout the campus.

## Clubs and Organizations

The goal of the extracurricular program is to help students to assume responsibility for their own behavior via the group process of a club or organization. All student activities are planned and developed by members of the clubs and organizations with the aid of the Coordinator of Student Activities - Operations, the Coordinator of Student Volunteerism and Programming, the Student Life staff and club advisors.

Every official student club or organization privileged to use the college name has a constitution compatible with the philosophy of the college and with local, state and federal laws, as well as a faculty advisor and a stated number of objectives. Each group is responsible for planning its own program and controlling its own budget, within the pattern established through the Student Senate and under the general supervision of the club advisor, the Coordinator of Student Activities and the Coordinator of Student Volunteerism and Programming.

A general program of cultural, social and educational events, developed annually by student organizations, is offered to the student body. This program is coordinated through the Office of Student Life and includes lectures, films, bus trips to entertainment and sporting events, on-campus theatre productions, and other student-oriented programs.

## Student Government – ASOCC

The Associated Students of Ocean County College (ASOCC) and its representative body, the Student Senate, exist to further the well-being of the students, to serve as a channel of communication between the students and the administration, and to cooperate closely with the faculty and administration in maintaining academic and social standards of excellence. The senate is authorized by the college to administer, under specified conditions, a number of regulations and procedures relating to student life.

Ocean County College student organizations include the Student Activities Board, Phi Theta Kappa (a national honor society), Circle K International (a service organization), the Organization for Black Unity, the Hispanic Club, and the South Asian American Student Association. Other clubs on campus include the Student Nurses Organization, Criminal Justice Association, Student Health Advisory Council, and Sigma Delta Mu (Spanish honor society). Students may also decide to become involved with Phi Beta Lambda (business club), the Environmental Club, Mathematics Club, Philosophy Club, Science Club, Women's Network, and InterVarsity Christian Fellowship.

Student publications include the Viking News, a weekly campus newspaper; a literary magazine, Seascape; and an annual yearbook, Barda. Students may also join the theatre company, the college chorus, the concert band or participate in WOCC, the campus radio station. A complete list of student clubs and organizations is located in the Student Handbook and is also available from the Office of Student Life.