

## **Admissions & Academic Information**

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 and are described within this catalog. 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).

### **ADMISSIONS**

In accordance with Title 9, Chapter 4 of the New Jersey Administrative Code concerning policies and procedures pertaining strictly to county community colleges, education will be accessible to all high school graduates, those holding GED certificates, or other persons 18 years of age and older who have the ability to benefit from post-secondary education.

The student applying for admission to Ocean County College is required to submit an application and credentials to the Office of Admissions and Records as early as possible during the 6 months immediately prior to entrance.

Applications will be considered when all the necessary steps have been completed.

The candidate is responsible for the completion of all admission requirements. These are listed below.

1. If a student attended a secondary school, an official transcript from the secondary school showing subjects completed and grades earned is requested. If the student is a high school graduate, the transcript must include the date of graduation. A State General Education Diploma (GED) may be submitted as evidence of high school graduation.
2. A completed application for admission. Application forms may be obtained from the high school guidance counselor or from the college Office of Admissions and Records.  
All information to be filled in by the candidate should be completed and returned to the Office of Admissions and Records.
3. Official transcripts forwarded to the Office of Admissions and Records from any college previously attended.
4. A medical examination by a physician is required only of those individuals accepted into the nursing and medical laboratory technology programs.
5. A certificate of residence.

The high school candidate must complete the certificate of residence and have it signed by the high school guidance director. The candidate may also attach a copy of his/her valid New Jersey voter registration, driver's license, county I.D. card or state printed New Jersey Tax Return label from the preceding year. Proof of residence must be satisfactory to college officials.

In order to qualify as a resident, an adult must have established legal, permanent domicile within the county for 1 year prior to the date of registration. Adjustments to residency status can only be made prior to the first day of class each semester.

6. Applicants for the NURSING PROGRAM are required to take the American College Test (ACT) OR the Scholastic Aptitude Test (SAT). (This requirement is waived if the applicant has a Bachelor's Degree or has a 2.7 college GPA which includes the General Education component of the Nursing Program.) Those applicants seeking EARLY ADMISSIONS or the HONORS PROGRAM are required to take either the ACT or the SAT. Registration packets for either test battery are available in high school guidance offices.

### **REGISTERING FOR COURSES**

The registration dates and course schedules for each term are available on our website or from the Admissions and Records Office. Registration forms are available in this office as well. Full time students must see an academic advisor before registering for classes, and obtain the advisor's signature on the registration form. Part time students can obtain advising if they choose, but it is not required. Completed registration forms can be processed in the Admissions and Records Office.

### *WebAdvisor*

WebAdvisor is an online service for students that allows students to view semester schedules, check grades, register for courses (if approved), access transcripts, pay bills, and run program evaluations to detail exactly what courses are required for a particular degree. No login is required to view the semester schedules. WebAdvisor is available at <https://webadvisor.ocean.edu>, or through the college website at [www.ocean.edu](http://www.ocean.edu).

## **STUDENT IMMUNIZATION REQUIREMENTS**

New Jersey law requires that all students attending colleges in New Jersey show proof of immunization for measles, mumps, and rubella. This law requires all students born after 1956, who are matriculated in a degree program, and who did not attend an elementary or secondary school in New Jersey, to provide the college with a Certificate of Immunization.

## **ACADEMIC INFORMATION**

### *Academic Progress*

The academic sanctions for failing to maintain satisfactory academic standards/progress may include probation, special probation, academic restriction, and academic suspension. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes. More specifically, any student who has completed 12 or more semester hours with a cumulative grade point average below 2.00 (C average) or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters will have an academic sanction of probation, special probation, academic restriction or academic suspension imposed.

A student placed on special probation, academically restricted or academically suspended may appeal the action to the Academic Standards Committee.

### *Academic Standing*

In order to remain in good standing and become eligible for graduation, the student must maintain a C average or a grade-point average of 2.00. The cumulative grade-point average is computed by dividing the total grade points earned by the total semester hours attempted.

A student will be placed on academic probation if he/she earns a cumulative grade-point average of less than 2.00

If the number of grade points is 12 or more below the points required to maintain a 2.00 average the student will be considered for academic restriction.

### **Example**

	<b>Semester</b>		<b>LetterGrade</b>			<b>Total</b>
	<b>Hours</b>		<b>Grade</b>	<b>Points</b>	<b>Points</b>	
Course 1	3	x	(A)	4	= 12	
Course 2	3	x	(D)	1	= 3	
Course 3	4	x	(D)	1	= 4	
Course 4	3	x	(F)	0	= 0	
Course 5	2	x	(D)	1	= 2	
Total =					21	

This student took 15 semester hours and received 21 grade points, a grade-point average of 1.4. This is below 2.00 so the student is on probation. However, since the total grade points are only 9 grade points short of the 30 required for a 2.00 average, the student is not academically restricted. A comparable report in two consecutive semesters would leave the student 18 points short and eligible for academic restriction. A student may continue on probation as long as the grade-point deficiency does not go below 12, but a 2.00 index is required for graduation.

If a student receives two academic restrictions, not necessarily in succession, a one year suspension may be imposed during which no credit courses may be taken.

### *Class Attendance*

Ocean County College, recognizing that class attendance must be consistent with the objectives of the institution, will develop and maintain student attendance regulations and procedures that are consistent with these objectives.

Attendance at all classes and appointments is expected. Following Policy # 5162, at the beginning of each course, the instructor will state the attendance policy for that course. Individual instructors determine the attendance policies for their courses; however, if an instructor chooses to make absence a component of course grading procedures, grade penalties for absence may be imposed only when a student exceeds a ten-percent absence rate.

A student may withdraw without academic penalty at any time up to mid-course. After mid-course, it will be the instructors responsibility to assign the appropriate grade of W or F to a student whose absences exceed the limit.

### *Class Regulations*

#### *Changes in Schedule*

Changes of schedule after classes have started shall be made only with the permission of the student's instructor(s). Courses may not be added after the first week of classes.

A student may drop a course at any time prior to the first date of classes without incurring a fee or penalty. (See section on refunds concerning drops after the first date of classes.)

A student may add a course or change a schedule only during the designated Drop/Add time period after classes have begun.

A student may withdraw at any time up to mid-semester; a grade of W will be assigned. If the student withdraws after mid-semester, a grade of W or F may be assigned at the instructor's discretion.

#### *Auditing a Course*

Students registered for audit are entitled to participate in all courses activities but receive no credit. In special circumstances a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if he/she is passing at the time. No student may change from audit to credit. Audit students not fulfilling all course requirements may be required to withdraw from the course. The grade of R (registered for audit) will be recorded.

Any student who is auditing a course will still be financially responsible to the college for all tuition and fees.

#### *Incomplete Work*

A grade of I (Incomplete) may be awarded by an instructor if he/she approves a request received from the student no later than the day of the final examination. A valid reason for the request must be offered. Approval of the request will allow 30 days from the beginning of the next regular semester for the work to be completed (five days for prerequisites). If the student is enrolled in a course for which the I grade is a prerequisite however, the work for the incomplete course must be made up by the fifth day of the next regular semester or the student must withdraw from the higher level course. Extensions in both cases may be granted by the instructor with the consent of the Vice President of Academic Affairs. When the work is completed, a change of grade report will be prepared by the instructor and forwarded to the Office of Admissions and Records. If the work is not completed within 30 days of the following semester, the grade of F will automatically be recorded.

#### *Course Changes and Drops*

Schedule changes must be initiated on an official Add/Drop form. Instructors cannot accept changes in registration that have not been properly authorized. Add/Drop forms can be obtained from the Admissions and Records Office.

After a semester begins, students who drop and add courses within the same day, even if done as separate transactions at different times of the day, will have tuition and fees processed on an even exchange concept.

If the drop and add are on separate dates, tuition and fees for the drop will be processed according to the Refund Policy. The added courses will be billed at full rate.

### *Grading System*

The student is at all times responsible for his/her own academic progress and standing, for contributing by preparation for and participation in those classes in which he/she is enrolled and for maintaining an academic achievement record commensurate with his/her ability.

Reports showing the grades received by the student will be issued at the end of each semester. These reports will be available on WebAdvisor ([www.webadvisor.ocean.edu](http://www.webadvisor.ocean.edu)).

The following marks, with their value in grade points per semester hour of credit are used:

Grade Points per sem. hour		
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Passing – Below Average	1.0
F	Failure	0
W	Withdrawn/ Non- Payment	None
I	Incomplete	None
R	Audit	None
P	Pass	None
NC	No Credit	None
NR	Not Received	None

Incomplete grades (I) must be resolved prior to 30 days into the following semester (five days for prerequisites). Meanwhile, the initial grade report will indicate the I grade but will not affect the semester and grade point average. If the work is not complete within 30 days into the next regular semester or an extension not granted by the Vice President of Academic Affairs, the grade of F will be recorded.

Courses in which a grade of D or F is received may be repeated. Note that the second grade received is the one that counts toward the grade point average and the credits earned (even if the second grade is lower than the first).

### *Nursing Program Requirements*

The minimum passing grade for nursing (NURS) courses is “C” (75%). All required science courses in the nursing curriculum (BIOL 130, BIOL 131, and BIOL 232) must also be passed at the “C” level or higher.

Students may not continue or reenter the program upon failure on the second attempt of a required nursing course OR failure of a third required nursing course.

### *Pass/No Credit Grading*

One free elective course outside the major field of study may be taken each semester during the sophomore year on a pass/no credit basis. A part-time student who has earned a minimum of twenty-eight (28) semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of P will be recorded for successful completion of each course with semester hours of credit applied toward a degree. A grade of NC - No Credit will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the grade point average be affected.

### *President's List and Honors*

The President's Honors List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with no grade lower than C in a given semester, and has achieved a semester grade point average of 3.50 or better qualifies for this honor. The President's

Honors List is compiled each semester. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, having a cumulative grade point average of 3.50 or better.

A candidate whose final cumulative grade-point average is 3.50 or better will be graduated with honors:

- Cum Laude (3.50-3.79)
- Magna Cum Laude (3.80-3.89)
- Summa Cum Laude (3.90-4.00)

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

### *Social Regulations*

Matriculation at Ocean County College implies an unqualified commitment on the part of each student to seriousness of purpose, academic integrity and the highest standards of moral and ethical behavior. A student is expected to be a cooperative and responsible member of the college community, to comply with college regulations and to abide by local, state and federal laws.

In accordance with college policy #5247, Ocean County College reserves the right to suspend, expel or take other corrective or disciplinary action for behavior that contributes or results in:

- a. Danger to the safety and well-being of oneself and/or others.
- b. A breach of college rules and regulations as set forth in the most current Student Handbook and College Catalog.
- c. A disruption of any college curriculum or cocurricular program.

Specific correction of disciplinary action shall be determined by the Vice President of Student Affairs or by the Student/Faculty Judiciary Council in accordance with the Constitution of the Student/Faculty Judiciary Council.

### *Student Classification*

In deciding on a credit-hour load, the student must consider the pressures of part-time jobs and other limiting factors. One method is to estimate that each credit hour carried will require two hours of out-of-class preparation.

1. A full-time student is one who is in good academic standing and who carries 12 or more hours of credit. The full-time student will normally carry 15 to 18 credit hours in order to graduate after four semesters. Full-time students must be enrolled as degree candidates.
2. A probationary student is one who has a grade-point deficiency or other academic deficiency and will normally carry no more than 12 hours of credit in a semester.
3. A part-time student is one who carries 11 or fewer semester hours of credit in a semester.
4. A nondegree student is one who has not been admitted to a degree program.
5. A sophomore student is a regular student who has earned a minimum of 30 semester hours. All other degree candidates are considered freshmen.

### *Withdrawal*

A student who wishes to withdraw during a semester must do so on the form provided by the Admissions and Records Office. Failure to do so may result in a grade of F in every course in which the student is enrolled after mid-semester. The student is still financially responsible to the college for all tuition and fees, subject to the applicable refund percentage. (See also Refunds and Changes in Schedule.) Failing to attend class will not relieve you of your financial responsibility, even if you have not paid your bill.

Students receiving financial aid or VA educational benefits must, under the law, notify the Office of Admissions and Records and the Financial Aid Office of their withdrawal from the college or of changing from full-time to part-time status. Failure to do so may result in reimbursing the government agency.

If physically unable to withdraw in person, notify the Office of Admissions and Records immediately by telephone. You will not be officially withdrawn until a follow-up written request is received.

A student may withdraw without academic penalty at any time up to mid-semester. It will be the instructor's responsibility to assign the appropriate mark of W or F to the student who withdraws after mid-semester.

## ACCEPTANCE OF CREDITS

### *Acceptance of Credits from an Accredited Institution*

Credits granted for work completed at other accredited institutions may be applied to a degree student's record at Ocean County College if requested. It is the responsibility of the student if requested to provide the Admissions and Records Office with a catalog of the institution from which the credits are expected to be transferred.

### *Advanced Standing*

Students who have demonstrated outstanding achievement in certain subjects while in high school (e.g., English or foreign language) and who meet specific college departmental criteria, may be considered for advanced placement and/or credit. Advanced placement/credit will be considered on the basis of grades attained in the College Entrance Examination Board Advanced Placement Program examinations.

Credit from non-accredited institutions and/or credit for work and other experiences may be granted on the basis of credit by examination in accordance with established departmental criteria.

### *Challenge Examination*

With instructor approval, challenge examinations may be offered to qualified students who apply. This policy may be implemented only for those courses in which objectives can be measured by examination. An examination may not be requested earlier than the end of the third week from the beginning of classes, nor later than three weeks prior to the end of classes. Grading will be on a Pass/Fail basis only. Students who successfully complete the challenge examination will be awarded a Pass grade and credit for the course at the end of the semester.

### *College Level Examination Program (CLEP)*

In accordance with established departmental criteria, credit may be granted for the General Examination or the Subject Examinations of the College Level Examination Program (CLEP). Questions concerning the examinations accepted at this college and minimum scores required are available in the Admissions and Counseling offices.

### *Credit By Testing*

Credit from un-accredited institutions and/or credit for work and other appropriate life experiences may be granted for appropriate courses on the basis of examination, with the department administrator approval. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate department administrator in accordance with College policy. This policy applies only to fully matriculated students who have not transferred in the maximum credits acceptable. A fee shall be assessed for each examination. Alternatively, students may earn credits through Thomas Edison College's Examination Program and transfer these to Ocean County College according to College Policy 5128. A grade of Pass/No Credit will be issued for Credit By Examination.

### *Portfolio Assessment*

Students may earn credit through portfolio assessment for experiential learning. The assessments may be done by Thomas Edison College's state-wide Testing and Assessment Centers, and a maximum of 18 semester hours may be transferred into Ocean County College in accordance with College Policy 5128.

## ASSESSMENT

### *American College Testing Program (ACT), Scholastic Aptitude Test (SAT) and College Placement Test*

These tests are used by the college staff to aid students in making realistic decisions concerning academic and vocational objectives. The results alone do not determine admission into a specific program, but do assist in evaluating the student's probable success in a given field.

### *College Placement Test*

The college tests incoming freshmen in reading, writing and mathematics skills. The results of these tests have no effect on admission to Ocean County College. Their purpose is to help the college place students in courses appropriate to their backgrounds and needs. If you score 500 or higher in math and/or verbal on the SAT, you will be exempt from the corresponding segment of the College Placement Test.

After students have been accepted by the college, they must call the Testing Center at (732) 255-0420 and schedule to take the College Placement Test. The test should be taken as soon as possible, since a delay in testing could result in a delay in the scheduling of courses. Also, early testing will enable students to complete any developmental courses during the summer session.

## DEVELOPMENTAL POLICY

As a general rule, students must complete required developmental courses immediately to ensure success in other courses. The college will not award a diploma to any student who has not demonstrated competency in the basic skills. Students are expected to enroll in all required developmental courses in their first semester.

Students identified as needing development in reading and writing, or reading, writing and elementary algebra, will be restricted to a limited course load. The limited course load will consist of the needed developmental courses and other courses selected from an approved limited load course list.

### *Developmental Studies Program*

The Developmental Studies Program is a one-semester program for entering full-time students whose College Skills Assessment Test scores indicate a need for additional academic preparation in reading, writing and possibly algebra prior to registering for college degree programs. Established in 1973, as a Basic Studies Curriculum, the courses are designed to:

Accommodate the diverse range of student abilities; assist low achieving students in the development of those skills necessary for success in college courses; and assist students in making reasonable program choices based upon their interests, capabilities and chances of success.

Students enrolled in the Developmental Studies Program may find it necessary to attend Ocean County College for an additional semester in order to satisfy specific program degree requirements.

### *Developmental Courses*

The developmental courses offered by the college are:

ENGL 010 Fundamentals of Reading and Study I  
ENGL 011 Fundamentals of Reading and Study II  
ENGL 020 English Fundamentals I  
ENGL 021 English Fundamentals II  
MATH 001 Basic Mathematics  
MATH 011 Introduction to Algebra I  
MATH 012 Introduction to Algebra II

The minimum passing grade for a developmental course is C.

**Developmental courses cannot be used to satisfy degree requirements but are prerequisites to advanced courses.**

#### A. Remedial Probation

Students failing to attain a minimum grade of "C" in the mathematics developmental courses will be placed on remedial probation.

1. FULL-TIME students are limited to 12 semester hours and must re-enroll immediately in the developmental course.
2. PART-TIME students must include the developmental course as part of their course load in the next semester in which they enroll.

B. Remedial Restriction

Students failing to attain a minimum grade of "C" in English developmental courses will be placed on remedial restriction. (Remedial restriction takes priority over Remedial Probation).

1. FULL-TIME students are reduced to a maximum credit load of six semester hours and must re-enroll in the needed developmental course(s). Non-developmental courses must be selected from the limited load course list.
2. PART-TIME students are limited to a maximum credit load of six semester hours.

C. Remedial Suspension

Students failing to attain a minimum of C on their second attempt of a developmental course will be placed on remedial suspension for one year and only readmitted if they can demonstrate, to the Academic Standards Committee, that they now possess the minimum exit skills normally required for a grade of C in the twice-failed developmental course(s).

## DISABILITY ASSISTANCE

### *Disability Resource Center*

The Disability Resource Center was established to provide assistance to college-level students with all types of disabilities. Students need to self-identify in order to be assessed for services. The center will provide program access to all students who are eligible. The DRC encompasses students who have learning disabilities through the Project Academic Skills Support (PASS) program as well as students who have physical disabilities. Both full- and part-time students who are in need of such services are encouraged to participate. For more information, please contact the DRC at (732) 255-0456.

### *Project Academic Skills Support (PASS)*

#### *Learning Disability Program*

Project Academic Skills Support (PASS) is a college level program that is designed to assist students who have been classified as perceptually impaired, neurologically impaired, communication handicapped, or have suffered head trauma and/or have been in a resource room setting in high school. It is a regional comprehensive support center which provides skill support courses, diagnosis of learning disabilities, tutoring, course accommodations, counseling, workshops, self-advocacy training, academic advisement, a computer lab, a high school transition program, parent workshops and training, a summer orientation and skills training program, and other services which enable students to succeed in a college environment. These services are available to both part and full-time students who are fully admitted to the college.

Regional services offered by the Center include diagnostic assessments for students attending other colleges within the state, faculty and staff training and program development assistance for other institutions, workshops for high school faculty members regarding transition issues, a newsletter published on a regular basis and many other services. For information contact the project director.

## SPECIALIZED PROGRAMS

### *Academy for Lifelong Learning*

The Academy for Lifelong Learning provides quality educational programs for adults 55 and older in Ocean County. For a nominal annual membership fee, participants receive tuition discounts for credit and non-credit courses and discounted admission to Fine Arts Center and Novins Planetarium presentations. Academy members also enjoy Library and gymnasium privileges, free admission to OCC sports activities, and access to free financial planning seminars and other programs. A full range of educational offerings on computers, health and fitness, history, social studies, and humanities are tailored to the interests of

Academy members and often offered on-site in the adult communities. Trips and social events encourage the cultural, intellectual, recreational and physical vitality of Academy members. For additional information, call the Coordinator of the Academy for Lifelong Learning at (732) 255-0469.

### *English-as-a-Second-Language Program*

Students entering Ocean County College who are nonnative speakers of English, identified as needing English language training, will be referred to the English-as-a-Second Language (ESL) program for assistance through one or more of the following:

Intermediate Conversational English  
(ENGL 001)

Intermediate English Skills  
(ENGL 004, 005, 006 – 9 non-credit)

Advanced Reading and Writing  
(ENGL 007, 008 – 6 non-credit)

ESL Open Lab, Conferences, ESL Specialist

Students identified as needing ESL training typically will engage in a combination of these activities. Students required to take ENGL 010/011 and ENGL 020 are governed by the college's developmental policy.

### *High School Students*

Participation in the following programs is arranged through the high school guidance department, and students must be recommended by a high school guidance counselor. Reduced tuition is available for high school students who are admitted. For more detailed guidelines, contact your high school guidance office or call the Office of Admissions and Records at (732)255-0304.

### *Early Admission Program*

Under the Early Admissions Program policy, high school students who have completed their junior year, whose class rank is at least at the 90th percentile and who meet certain other admissions criteria may, with the concurrence of their high school administration, matriculate as full-time degree students at Ocean County College in lieu of taking the senior year of high school. Applicants for the Early Admissions Program are also eligible to apply for admission to the Honors Program.

### *Jump Start Program*

With the concurrence of their high school administration, junior or senior high school students may enroll as part-time, nondegree students at Ocean County College in the "Jump Start" Program.

### *Honors Program*

The Honors Program provides challenge and stimulation to academically successful students desiring a broad educational experiences in the Liberal Arts. Targeted sections of English and Western Civilization, interdisciplinary seminars, and an independent study project contribute to the development of students analytical skills and creative abilities, while completing the requirements of the Liberal Arts degree.

Admission into the Honors Program is by invitation of the Honors Committee. Program options are available for full- and part-time students, as well as high school seniors in the Early Admissions Program. Students who have an outstanding record of scholastic achievement as evidenced by their high school transcript and performances on the Scholastic Aptitude Test (SAT) are encouraged to submit an application. The Honors Program Application for Admission is available on the college website and from the program coordinator. Students interested in this program should contact the Honors Program coordinator at (732) 255-0400, extension 2361.

### *International Students*

In order for an international student to attend Ocean County College, the following requirements must be met prior to acceptance and our issuing an I-20 Student Visa form:

1. Submission of a completed admissions application. While attending Ocean County College, all international students must be registered as a full-time student carrying a minimum of 12 credits each semester.
2. All minors, under 18 years of age, must show proof of a high school diploma or US equivalent and are required to have a sponsor. A notarized affidavit from a United States citizen or an authorized agency attesting to the assumption of responsibility for the international student during the period the individual intends to remain in the United States is also required. A minor's admissions application must be signed by the student and by the sponsor.
3. Satisfactory performance on the Test of English as a Foreign Language (TOEFL) is required as evidence of proficiency in English. If the exam is taken on a computer the passing score is 173 and if paper based, the passing score is 500. All international student applicants must meet this requirement. For information concerning this test and the location of the nearest testing center contact them online at [www.toefl.org](http://www.toefl.org). If you don't have access to the web you can write or call the Educational Testing Service, Rosedale Rd., Princeton NJ 08541, 609-921-9000.
4. The cost of tuition for an international student will be the same as that of an out of country student regardless of residency. Documented funds for educational and living expenses must be shown in a bank account or other readily convertible assets excluding real estate and other fixed assets.
5. Since Ocean County College is a non-residential institution, the student must make arrangements for room, board and transportation. It is the responsibility of the student to arrange this prior to the start of classes.
6. When applying for the Spring Semester, we must receive all completed paperwork by November 15. When applying for the Fall Semester, we must have it by July 15.
7. OCC abides by Student and Exchange Visitor Information System (SEVIS) regulations regarding the reporting of international student information.

<b>International Student Budget</b>	<b>2003-2004</b>
Tuition & Fees	\$4,500.00
Books & Supplies	\$1,000.00
Room/Board & Utilities	\$10,000.00
Transportation	\$3,000.00
Personal Expenses	\$2,500.00
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Total	\$21,000.00

### *International Education*

As an active member of the College Consortium for International Studies (CCIS), Ocean County College offers to qualified students, members of the community, college faculty and members of the administration various programs to overseas locations. For a more detailed list of programs, please refer to pages 66 and 67. Information can also be obtained by calling the International Education Office toll free at (877)LUV-HDBG, (732)255-0397, or stopping by the International Education Office, located in the Administration Building in Room 133.

### *New Jersey Coastal Communiversitry*

Ocean County College participates as a partner in the New Jersey Coastal Communiversitry. Located in nearby Wall Township, the Communiversitry makes baccalaureate and graduate degrees from eight NJ higher education partners available close to campus. Students complete the Associate Degree at OCC prior to transfer to a wide variety of upper division programs. Planning for transfer to these programs should begin in the first semester at OCC. The OCC Advising and Counseling Center has curriculum guides for all programs articulated through the Communiversitry.

### *Rutgers Dual Degree Program*

Ocean County College participates in the Rutgers Dual Degree Program (DDP). Each year Rutgers University selects certain applicants from their freshman admission pool to participate in the DDP, and invites these students to attend a community college in the state of New Jersey. Upon completion of an AA/AS degree, with at least a 3.0 GPA, they are guaranteed admission to Rutgers University. Rutgers expects that students will use ARTSYS (<https://brant.rutgers.edu/artweb>), to plan their academic program at the community college. ARTSYS is an online database of courses that Rutgers provides to prospective students to help them plan what they should complete during their first two years, based on their intended choice of Rutgers campus/college and major. ***You may not self-identify to be a DDP participant.***

Students who are not in the DDP can still transfer to Rutgers University. OCC students planning to transfer to Rutgers will also use ARTSYS to plan their academic program. Once the site is accessed, students will indicate Ocean County College as the sending institution, choose the name of the Rutgers college to which they plan to transfer as the receiving institution, and indicate a major - this will allow them to view the Recommended Transfer Program (RTP). The RTP indicates which OCC courses will be best suited for a chosen campus.

### *Tech Prep*

Tech Prep is a partnership between Ocean County College and area high schools to train and develop highly skilled, performance oriented workers in technological fields for the future. Students from the participating high schools comprising the 2 + 2 + 2 Tech Prep Consortium can continue their education at OCC with a coordinated curriculum that assures continuity in instruction and eliminates duplication of educational experiences. Many students go on to receive baccalaureate degrees through the 2 + 2 + 2 Tech Prep Program. For information on specific programs call the Ocean County Tech Prep Director at (732) 255-0477.