

# Student Services

## 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.

## ADVISING, COUNSELING, CAREER AND TRANSFER CENTER

The Advising, Counseling, Career and Transfer Center's programs are designed to help students lead productive, more meaningful lives by helping individuals discover and reach their full personal, academic and career 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 and Counseling Center at (732) 255-0300 for more information. The following services are provided by the advising and counseling staff:

### ***Academic Advisement***

Advising sessions are 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 Counseling***

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, Counseling Career and Transfer Center. Full-time day students usually do their planning by working closely with their academic department to assure that effective educational planning takes place for all students.

### ***Personal Counseling***

Personal, social and emotional concerns often interfere with effective living and learning. Students with many strengths and abilities may still experience serious difficulties hindering their academic success at certain times of their lives. Typically these issues can be effectively resolved through confidential counseling sessions. Trained professional counselors are available on staff to assist.

### ***Transfer Counseling***

More than 75% 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. The Advising, Counseling, Career and Transfer 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 Counseling***

The Advising and Counseling Center has trained staff who can assist students in exploring a variety of issues relating to career choices. The Career Center provides current information on numerous job and career possibilities. Our Center has sophisticated computerized career and educational information network that includes a variety of career assessment tools. Additionally, the Center offers students the opportunity to participate in various exploratory and training programs on topics such as career exploration, job search skills, interview skills and resume writing seminars.

### ***Placement Services***

The Advising and Counseling Center is aware of the need for jobs while students attend school and for assistance after graduation. The Center maintains job-placement books, which list part-time as well as full-time vacancies with local employers. Periodically, during the school year, local employers schedule on-site recruitment sessions for entry-level positions. In addition, students may be referred to other community resources for job placement assistance.

All of the above services are available most evenings. The Center is open 8:30 a.m. to 7:30 p.m. Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday.

## **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 3:00p.m. In addition to textbooks, the store offers a wide variety of such products as sportswear, school supplies, decals, insignia items, posters, 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 to assist low-income, academically under prepared New Jersey residents attend college. Students are evaluated for admittance into the EOF program based on academic readiness and potential, motivation, and a strong need for financial assistance due to a background of historical poverty. Students are REQUIRED to be interviewed by the EOF staff and be full-time students. The program provides academic, financial and personal support services to strengthen students' skills and performance. Students receiving an EOF grant are eligible for other state and federal grants.

Throughout the year, the EOF Program offers a variety of activities for its students. These include, but are not limited to, workshops, tutors, seminars and student leadership development programs.

The program has a limited number of enrollment slots as determined by state funding. Call the EOF Office at (732) 255-0311 for more information.

## **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.

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 and 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 intramural and intercollegiate sports is available for the men and women of Ocean County College. The college is a member of the N.J.C.A.A. (National Junior College Athletic Association) Region XIX which includes 25 junior and community colleges throughout Eastern Pennsylvania, New Jersey and Delaware. The intercollegiate program for men includes soccer, basketball, baseball, and tennis. The women compete in soccer, basketball, tennis and softball. The sports of swimming and golf operate as coed teams and compete along with the other varsity teams.

Athletic scholarships will be available to qualified students in:  
Mens: basketball and soccer / Womens: Softball and soccer.

Sports and related activities offered by the intramural program are determined by student interest. Please contact the Athletic Office at (732) 255-0345 for more information.

### **OFFICE OF MULTICULTURAL SERVICES**

The Office of Multicultural Services coordinates the college's initiatives and implements strategies for the recruitment and retention of students from culturally diverse backgrounds. This full-time presence has been established to develop partnerships with community organizations, special interest groups, religious groups, and parents' organizations.

The Office of Multicultural Services provides a single, visible, consistent focus for full-time multicultural initiatives at Ocean County College. Office activities support the college's diverse population, extend off-campus outreach efforts and serve the needs of an increased diversity enrollment anticipated from greater outreach.

An OCC mentorship program is coordinated through the Office of Multicultural Services. Mentoring is designed to ensure the college survival, retention and academic success of new students at OCC.

Call the Office of Multicultural Services at (732) 255-0493 for more information.

### **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 the club or organization. All student activities are planned and developed by members of the clubs and organizations with the aid of the Director of Student Life, the Student Life staff and faculty 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 and the Director of Student Life.

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, Seascope; 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.

*The A.A., A.S., and A.A.S. degrees all require a certain number of courses that are called "general education courses." These courses emphasize the acquisition and comprehension of knowledge; the evaluation of ideas; the ability to think constructively and creatively; and the capacity to communicate effectively.*