At Ocean County College
THE FIRST YEAR MATTERS

The First Year Student Guide provides a road map for your first year at OCC. With explanations of what should be completed in each phase of your first year at the college, the guide answers what you want to know and what you should know to succeed.

"The First Year Experience" Assists First-Year Students with:
- Becoming a Student
- Paying for College
- Being Successful in your Studies
- Learning the Jargon
- First Day of Class
- Planning for the Next Phase
- Getting Involved
- Getting Ready for your Next Semester

First Year Student Philosophy

At Ocean County College, we are committed to providing a community that will maximize the potential for success for every first year student. The faculty and staff are dedicated in offering a solid academic foundation through active learning, technology, innovative teaching, and diversified experiences while promoting an environment that encourages student involvement. Every student will be given the opportunity to cultivate their academic and social skills in preparation for their future. In this ever changing global community, Ocean County College is committed to consistently assessing and evaluating our programs and policies to ensure that they address the constantly evolving student body.
Welcome to Ocean County College, New Jersey’s first and finest community college. In joining our educational community, you have taken a significant step toward meaningful scholarship, lasting personal fulfillment, and a lifetime of success.

Whether you seek to further your education at a four-year university, prepare for workforce advancement, or simply pursue higher learning for personal enrichment, we are here to support and assist you. The academic programs and student support services at OCC are designed to help you determine and accomplish your goals. We offer comprehensive learning-centered personal attention that helps you establish a strong academic foundation, as well as state-of-the-art technology, many student clubs, intercollegiate athletic teams, and community service opportunities.

As President, I have asked our faculty, staff, and administrators to ensure the quality of your OCC experience by promoting ideals and values that I believe are fundamental both to successful scholarship and success in life: freedom of intellectual pursuit, passion for innovation and learning throughout life, a welcoming open-door environment, respect for cultural diversity, a climate of civility and courtesy, a supportive family spirit, collaborative leadership, personal and institutional integrity, and commitment to excellence.

Two exciting opportunities can directly benefit you at OCC:

First, the NJ STARS program, which provides students graduating in the top 15% of their high school class with free tuition for up to five semesters at Ocean County College – NJ STARS students who earn an associate degree and achieve a grade point average of 3.25 also have the opportunity to pursue a bachelor’s degree with a state-funded scholarship of $2,500 at any of the four-year colleges and universities in New Jersey.

Second, you can take advantage of the unique Kean-Ocean initiative to earn a bachelor’s degree and/or a master’s degree from Kean University, with all classes held right on OCC’s Toms River campus.

I am very pleased that you have chosen Ocean County College. On behalf of the faculty, the staff, and our Board of Trustees, and the tens of thousands of OCC graduates, I wish you a rewarding educational experience at the premier public college in New Jersey – Ocean County College.

Sincerely,

Jon H. Larson, Ph.D.
President, Ocean County College

Ocean County College is a public two-year community college sponsored by Ocean County and the State of New Jersey. Documents verifying licensing and accreditation of Ocean County College by the State of New Jersey and by the Middle States Association of Colleges and Schools are available upon request in the Office of the President, Administration Building, second floor.
President’s Welcome
Student Affairs Welcome
College and County Leadership; Communicating with OCC
Summary of Select Student Policies
Registration And Records Office
Academic Advising, Transfer, and Career Services
Financial Aid Office
Educational Opportunity Fund (E.O.F.) Program
Counseling and Student Development Services
Athletics
Library Services
Center for Access and Equality (C4AE)
Center for Student Success
Testing Center
Tutoring Resources
Academic Assistance
Office of Student Life
Student Clubs and Organizations
Student Government Constitution
Ocean County College Foundation
Online Resources
Campus Security
Campus Facilities and Services
Academic Departments
Academic Information and Regulations
Administrative Information and Policies
FERPA (Family Educational Rights and Privacy Act)
Specialized Programs
2017-2018 Academic Calendar
2017-2018 Planner and Calendars
Campus Map and Directions

IN CASE OF EMERGENCY or an EMOTIONAL DISTRESS SITUATION, CALL SECURITY:

For OFF-CAMPUS LOCATIONS: Details may be unique for each off-campus location. PREPARE NOW! Go to www.ocean.edu/emergency

TOMS RIVER CAMPUS
Call Extension 2200

EXTERNAL CALLS
732-255-0400, press 8

SEC • Southern Education Center
Call Extension 679
or go to the SEC Information Office
Welcome to Ocean County College!

Student Services at Ocean County College is based on a developmental model that fosters professionally guided self-exploration, which encourages the student to assess personal needs, values, interests and skills. Although self-understanding is a lifelong quest, OCC provides a unique opportunity to assist students in generating clear alternatives in academic, career, and personal decision-making that will determine the direction of one’s life. In short, these services create a climate that enriches the development of a student’s emotional intelligence.

Research shows that a significant key to success in life is the development of emotional intelligence. This is the ability to access one’s feelings and experience and use this information in guiding the most critical decisions that a person must make in life (e.g. choosing a college, major field of study, career, life partner, etc.). It is in this area of developing the wisdom of the “heart” that student services can have its most lasting effect on a student. OCC offers a unique opportunity to create a climate that encourages this exploration and development to take place. We know that students long remember learning when it is felt as opposed to just memorized or cognitively understood. Student Services encourages emotional learning that is linked to cognitive understanding.

The immediate benefit of this is academic achievement and retention, very tangible and measurable outcomes. A long-term benefit is the development of emotional wisdom and interpersonal savvy that guides life-long decision-making. The emotionally intelligent person has the ability to work effectively with other people achieving goals in a culturally diverse and increasingly impersonal technological world. The emotionally intelligent person has learned to manage his/her weaknesses, capitalize on personal strengths and has the ability to develop mutually beneficial relationships with others.

The Student Services Team at Ocean County College welcomes you to the campus and looks forward to working with you in fostering your academic and personal achievement.
Ocean County College Board of Trustees* ........................................
Carl V. Thulin, Jr., Chair ................................................................. Frank J. Dupignac, Jr.
Linda L. Novak, Vice Chair ............................................................ Robert A. Fall
Jerry J. Dasti, Treasurer ................................................................. Thomas E. Monahan
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Ocean County Board of Chosen Freeholders* ............................
Joseph H. Vicari, Director .............................................................. John C. Bartlett, Jr.
Gerry P. Little, Deputy Director ...................................................... Liaison to Ocean County College

Communicating with Ocean County College ............................
Mail: Ocean County College .................................. Phone: 732-255-0400
College Drive .................................. Fax: 732-255-0444
P.O. Box 2001 .................................. Website: www.ocean.edu
Toms River, NJ 08754-2001

On Matters Concerning... Contact... Phone
Admissions .......................................................... Admissions Office ................................................. 732-255-0400 ext. 2960
Advising, Careers, & Transfer .......... Academic Advising, Transfer, Career Svcs .... 732-255-0300
Alumni Affairs ........................................ Director of Resource Development .......... 732-255-0494
Athletics ................................................ Director of Athletics ............................................. 732-255-0345
Bookstore ............................................ Director of Bookstore/Barnes & Noble ........ 732-255-0333
Counseling Services ................................... Director of Counseling & Student Development Services .......... 732-255-0400 ext. 2941
Center for Access & Equality .......... Director of EOF/C4AE ........................................ 732-255-0311
Continuing & Professional Education (Non-Credit Courses)..... Assistant Vice President, Continuing & Professional Education and Workforce Development ...... 732-255-0409
e-Learning................................................. Associate Vice President of e-Learning .......... 732-255-0514
Disability Related Services .......... Dean of Academic Services ................................ 732-255-0456
Educational Opportunity
Fund Program ...................................... Director of EOF/C4AE ........................................ 732-255-0311
Financial Aid .................................... Director of Financial Aid ............................................ 732-255-0310
The First Year Experience .............. Dean of Academic Services ................................ 732-255-0400 ext. 456
Library ............................................. Director of Library Services .................................. 732-255-0392
NJ Stars................................................ Academic Advising Center ................................ 732-255-0300
Registration & Records .................. Office of Registration & Records ...................... 732-255-0304
Scholarships .................................. Executive Director of Foundation ................. 732-255-0492
Security (24 hour access) ............... Security Department ........................................ 732-255-0451
Student Life/Student Center .......... Student Life Office ..................................... 732-255-0348
Study Abroad.................................. Coordinator of Study Abroad ......................... 732-255-0400 ext. 2210
Testing/Placement........................... Director of Testing & Adaptive Services .......... 732-255-0401
Tuition & Fees .................................. Cashier/Billing Office ........................................... 732-255-0324
Tutoring ......................................... Dean of Academic Services ................................ 732-255-0456
Veterans Affairs............................. Veterans Coordinator ............................................. 732-255-0400 ext. 2080

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SUMMARY OF SELECT STUDENT POLICIES

Obligation To Know
Ocean County College students have the responsibility for being fully aware of college policies and regulations affecting students. The college reserves the right to make revisions to these policies and procedures at any point in time in between publication of the student handbook. In addition to this handbook, students should consult the college catalog and the Ocean County College policy book for current policies and practices of the college. This book can also be found on www.ocean.edu.

 Civility Statement
Ocean County College defines civility primarily as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work.

The Trustees of the College and the College Administration set the tone for civil behavior through their professional conduct and through their leadership of the institution. All members of the college community create a positive environment characterized by considerate and principled conduct. While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guideposts:

1. Respect for the work of all persons
2. Courteous discourse (oral, verbal, non-verbal and electronic)
3. Honest interactions and utterances
4. Fair and just treatment
5. Integrity and keeping promises
6. Commitment to the community college philosophy: Access, transfer, career preparation, workforce development, partnering and community outreach
7. Open professional communications
8. Diversity, professionalism, and collegiality
9. Free expression of views without meanness or a desire to do harm
10. Tolerance of differing points of view.
11. Zero tolerance for any forms of cyber stalking, cyber bullying, or cyber sexual harassment
12. A culture of honor that enhances our students’ ethical and moral development and clearly communicates and consistently adheres to the definitions of and sanctions for academic dishonesty

These ideals are consistently modeled by those in leadership positions - in the administration, staff, faculty and student body - and should provide direction for all members of the college community.

Affirmative Action Policy Statement
The Board will govern the College so as to give employees the opportunity to pursue and achieve their potential, without regard to race, color, creed, sex, religion, affectional or sexual orientation, ancestry, national origin, gender identity or expression, age, marital or domestic partnership or civil union status, liability for military service, atypical cellular or blood trait, genetic information (including the refusal to submit genetic testing), parental status, veteran status or disability.

Equal Employment Opportunity Policy Statement
The Board of Trustees of Ocean County College is committed to a policy of fairness and equity with respect to selection, hiring, retention, promotion, transfer, demotion, termination, salary, benefits, other privileges, conditions or terms of employment layoff, harassment, apprenticeship and training programs, job referrals or union membership.

Students with Disabilities Policy
Ocean County College complies with The Americans with Disabilities Act (ADA) of 1990, Amendments Act of 2008, and the Rehabilitation Act of 1973, Section 504. OCC provides equal access to all academic programs and services to qualified students with disabilities. Inquiries regarding Section 504 Accommodation Services may be directed to the Center for Student Success, Disability Services, Library Building 3, Room 124, 732-255-0456 or gzippo-mazur@ocean.edu.

Harassment, Discrimination, Sexual Misconduct, and Sexual Violence Policy Statement
Ocean County College prohibits unlawful discrimination, harassment, and sexual misconduct in any form, and we have a zero tolerance policy. The Board of Trustees is committed to maintaining compliance with any modification of existing or new anti-discrimination laws that are applicable. Sexual and relationship violence and sexual harassment are considered to be forms of discrimination under federal laws. All members of the college community are protected and share in the responsibility to create and foster an environment of mutual respect and concern. For more information, contact the Title IX Coordinator. Confidential resources include Counseling Services at 732-255-0400 x2941 or counsellingservices@ocean.edu.
The Registration and Records Office is responsible for administrative procedures which pertain to the following areas:

- Maintenance of official college records
- Registration of students for classes
- Certification of credits for graduation
- Evaluation of transfer records
- Issuance of transcripts
- Withdrawal from courses and/or college

Becoming familiar with some of the policies, procedures and regulations of this office will be helpful to you as you work through your academic program.
Access to Student Files: The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of students and governs access to records and the release of such records. This applies to potential employers, schools where you may wish to transfer, and reference checks, etc.

Written consent from the student must be obtained to release any but the following “Directory Information”: your name, address, telephone, date and place of birth, and other similar biographical information. If you do not wish to have this information released, you must notify the Vice President of Student Affairs Office within ten days of the first class day.

Change of name, address, telephone: It is required to have Registration and Records Office be notified on an official Information Change form of any change in this type of information.

Add/Drop (adding a course or changing a schedule): Students may adjust their schedules any time prior to the first date of the semester without incurring a fee or penalty. After the semester has begun, students can add courses up to the attendance census date (see your bill/schedule or the college’s website for specific attendance census dates for the semester in question). After the attendance census date, no registration of any kind is allowed.

Drops after the semester begins (but before the attendance census date) will be at a 50% refund. After the attendance census date there is no refund. Students cannot withdraw from classes after the withdrawal deadline (check the college website for specific withdrawal deadlines).

Graduation: It is necessary to apply to graduate from Ocean County College. The college officially graduates students in January, late May, and again in late August each year. Any student who completes degree requirements significantly in advance of the next scheduled official graduation may request a Certificate of Completion, as long as the student has already submitted the application for graduation.

Academic Progress: It is the responsibility of each student to check his/her academic progress during and at the end of each semester. If you are experiencing difficulty, you should consult your instructor. If there are errors in your record, it is your responsibility to bring them to the attention of this office.

Re-admission: Students who have stopped attending the college for a year (for any reason) must reapply.

Registration: Don’t pass up the opportunity to register early for better course selection and to avoid late registration. Our website is updated with information regarding registration for the next semester. You should:

- Review your graduation requirements.
- Review your curriculum using Program Evaluation through the College website or the College catalog from the year you began your degree program.
- Access the schedule of classes online at www.ocean.edu.
- Make an appointment with your Faculty Advisor.
- Develop a tentative schedule that you can discuss with your advisor.

Academic Sanctions: Students failing to maintain satisfactory academic standards/progress may be placed on academic probation. A student placed on academic restriction or suspension may appeal the action to the Academic Standards Committee.

Transcripts: Transcripts to be sent to other colleges may be requested online at go.ocean.edu/transcript. Note: Processing during registration periods may be delayed due to unusually high workloads.

Transcript evaluation: Coursework completed at other colleges must be evaluated by the Office of Registration and Records in order for you to apply any previously earned credits to your current program. You must arrange for official transcripts to be sent here from the colleges where the credits were earned. An official evaluation will be done by this office after which time you will be notified which credits have been accepted.

The maximum allowable credits in transfer are half the total amount of semester hours required for the associate degree for the curriculum chosen (32 academic credits). You must be in a degree program in order to have transfer credits evaluated.

2017–2018 Student Handbook
Academic Advising, Transfer, and Career Services

Ann Regan
Executive Director of Academic Advising & Career Services

Pamela Donohue
Associate Director of Academic Advising & Career Services

Michele Connolly
Assistant Director of Academic Advising & Career Services

Laura Wills
Academic Advisor/Coordinator of Transfer Advising

Geraldine McGinty
Academic Advisor

Mary Gabler
Academic Advisor

Jennifer Kipp
Academic Advisor

Samantha Walter
Academic Advisor

Carol Lynch
Advising Specialist

Judy Salage
Administrative Assistant

Location: Administration Building (#1) 1st Floor, Room 112

Phone: 732-255-0300

Hours: Mon. – Thurs., 8:00 am–8:00 pm Fri., 8:00 am–5:00 pm

Email: advisingoffice@ocean.edu
ADVISING, TRANSFER AND CAREER SERVICES

The mission of the Advising, Transfer and Career Services Office is to assist students in accomplishing their academic, career and lifelong learning goals.

Advising, Transfer and Career Services strives to support students at all stages of their academic journey. The integration of academic and career planning will create a comprehensive, holistic experience, providing students with:

- An introduction to academic programs and course requirements
- Development of an academic plan, with a focus on short and long-term goals
- Self and career exploration
- Preparation for successful transfer or employment

Faculty Advising

Full-time students are assigned to a faculty advisor. The Advising, Transfer and Career Services Office works closely with faculty advisors to provide students with the knowledge, skills and resources they need to make informed decisions and take ownership of their education.

What can students expect from their advisor?

- Guidance in selecting a degree program that aligns with short and long-term goals
- Assistance in creating an academic plan that keeps students on track to complete degree requirements
- Prompt responses to questions
- Availability in-person and via email to discuss questions and issues
- Referral to appropriate campus offices and personnel as needed to provide students with the services they require

What do advisors expect from students?

- Take a proactive role in the advising experience
- Ask questions
- Understand degree requirements
- Stay informed; understand and follow academic policies, procedures and deadlines
- Check OCC email regularly by logging into Ocean Connect

Student Planning

Student Planning is an online resource that provides students and advisors with the tools they need to plan and track progress toward degree completion. Students can use Student Planning to review degree requirements, create an academic plan, register for courses and even see how credits would apply to a different degree program. For help using Student Planning, students can see their advisor or visit go.ocean.edu/studentplanning.

Transfer Advising

The majority of OCC graduates transfer to four-year colleges and universities. Advising, Transfer and Career Services assists students in aligning their studies, transfer goals and career aspirations. Students are encouraged to start planning for transfer early! A great place to get started is at go.ocean.edu/transfer, where students find information on events such as transfer fairs, instant decision days and transfer workshops; tutorials on NJ Transfer; and a timeline for transfer preparation.

Career Planning

Advising, Transfer and Career Services provides students with appropriate career advising, based on the individual student’s academic experience and goals. Advisors will teach students to identify career pathways and ensure that their academic plans align with their life vision. Students will receive the tools they need to explore careers and employment, as well as their own strengths, passions and goals. OCC also maintains information about open positions with local employers and assistance with resumes, interviewing skills, and job search strategies.

The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program

The NJ STARS program is an initiative created by the State of New Jersey that provides New Jersey’s highest achieving students with free tuition at their home county college. NJ STARS advisors help STARS students get and stay on track through services such as workshops; graduation advising; and transfer and career planning.
The Ocean County College Financial Aid Office was established to serve those students who need financial assistance to obtain a college education. The college participates in a multitude of financial aid programs from state and federal government sources. More than one-half of the OCC student body receives some form of financial assistance.

### Who Can Apply for Financial Aid?
Any student enrolled in an approved degree or certificate program at OCC. Financial Aid is available for full-time and part-time students.

### How Does Someone Apply?
A Free Application for Federal Student Aid (FAFSA) must be completed and submitted online by using FAFSA on the web at www.fafsa.gov. Before beginning the FAFSA, you should apply for a U.S. Department of Education Federal Student Aid identification number (FSA ID) at www.faid.ed.gov. The FSA ID will allow
you to sign your FAFSA electronically and to correct your processed FAFSA information online. When the FAFSA is filed, the student is applying for federal, state, and institutional aid programs.

The Office of Financial Aid strives to assist all students in obtaining funds for their higher education. Ocean County College has PRIORITY SERVICE DEADLINES, WHICH ARE: APRIL 14th FOR FALL, AND OCTOBER 13th FOR SPRING. The Priority System is designed to make the awarding and distribution of financial aid funds move along more quickly.

Applications submitted after these dates are considered late. Late applicants should expect to pay for their own tuition, fees, and books, but those who establish eligibility for financial aid may receive a refund after processing is completed.

Financial aid is credited to a student’s account. Once all charges have been settled, a student may purchase books with any remaining funds, during applicable add/drop periods.

Please complete your financial aid paperwork in a timely manner to ensure proper application of your financial aid funds.

To apply for Ocean County College Foundation Scholarships, students must apply online at go.ocean.edu/scholarships. Fall 2017 Deadline: Friday, July 7, 2017; Spring 2018 Deadline: Friday, December 15, 2017.

NEW JERSEY STATE PROGRAMS
Tuition Aid Grants (TAG): Students must attend at least half-time and have lived in New Jersey for at least 12 consecutive months before receiving the grant. The amount of the grant is based on the student’s need, the cost to attend college, and the funds available for distribution to students. Grants may be awarded up to $2680 a year (at time of publication) based on need and enrollment status. They are also subject to change based on state budget appropriations. These grants are renewable and will be based upon satisfactory academic progress and continued eligibility.

Educational Opportunity Fund grants (EOF): For students from educationally disadvantaged backgrounds with exceptional financial need who have been New Jersey residents for at least 12 consecutive months prior to receiving the grant. Students must be enrolled full-time in a degree program. These grants are renewable annually based upon satisfactory academic progress and continued eligibility. Students must contact the EOF Program for a review and acceptance into the program.

Law Enforcement Memorial Scholarship: Benefits dependent children of New Jersey law enforcement officers killed in the line of duty. This scholarship covers up to the cost of continued, next page
FINANCIAL AID OFFICE, cont’d

attendance, less other scholarships, grants, benefits and other assistance awarded under NJHESAA statute. Awards are renewable for up to four years. Additional eligibility criteria can be viewed at www.njgrants.org.

Survivor Tuition Benefits Program: For eligible children and surviving spouses of New Jersey firefighters, emergency service workers and law enforcement officers killed in the line of duty. The award provides students with free tuition at any public institution of higher education in New Jersey. The award also pays for enrollment at participating independent institutions in the State. A list of approved institutions and eligibility criteria can be viewed at www.njgrants.org.

New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS): The NJ STARS program is an initiative created by the state that provides New Jersey’s highest achieving students with free tuition at their home county college. For more information on this scholarship’s eligibility requirements, contact the Ocean County College NJ STARS Coordinator at (732) 255-0400 ext. 2000 or visit the New Jersey Higher Education Student Assistance Authority website at www.NJHESAA.org.

NJ CLASS Loan Program: Students, parents, legal guardians or spouses may apply for the NJCLASS Loan. The student must be enrolled at least half-time and must file the FAFSA to determine eligibility for the Stafford Loan program. The borrower is subject to a credit check and may require a co-signer. These loans have a range of variable and fixed rate interest options as well as different repayment plans. They may not exceed the cost of attendance minus other aid and loans. Applications are available directly from the New Jersey Higher Education Student Assistance Authority at 1-800-792-8670 or can be applied for online at www.NJHESAA.org.

FEDERAL PROGRAMS:

Federal Pell grant: For students who are matriculated in a degree or certificate program, applicants must be citizens or permanent residents of the United States. Grants are up to $5920* (at the time of publication*) per year based on the financial need and enrollment status, and are renewable until the student has met his lifetime Pell eligibility limit or has received a bachelor’s degree (whichever is achieved first). *Maximum annual awards are subject to change based on Federal budget appropriations.

Federal Supplemental Educational Opportunity Grant (SEOG): For students who demonstrate exceptional financial need who are enrolled in an undergraduate program in a participating educational institution. Grants are not less than $200 or more than $2,000 a year. These grants may be renewable if the student demonstrates need.

Federal Work-Study Program (FWS): Enrolled students with financial need may earn part of their educational expenses. They must be citizens or permanent residents of the United States. This program includes employment or off campus arranged by the college with public or private nonprofit agencies. If eligible, a student may be employed up to a maximum of 20 hours a week. Earnings cannot exceed the student’s financial need. The hourly rate of compensation is $8.44 on campus and $8.50 for off campus students. Note: Any student who wants to work on campus must fill out a financial aid form even if there is no financial need. A minimum GPA of 2.0 is required.

Federal Direct Stafford Loan Programs: For students who enroll at least half-time (minimum of 6 credits), and are citizens or permanent legal residents of the United States. Loan amounts to $3,500 per year for freshman students and $4,500 for the sophomore year. If eligible for the loan subsidy (as determined by the FAFSA), the federal government will pay interest until graduation or withdrawal from school, and for the first six months following the date the student drops below half-time status. A student will enter repayment on a loan six months after he ceases at least half-time attendance at an eligible school. If ineligible for federal subsidy the student will be charged interest from the moment the loan is disbursed to the school. All students must submit a FAFSA to qualify. In addition to the FAFSA, students must complete a student loan Entrance Interview and a Master Promissory Note (MPN). The MPN should be completed at least 2 months prior to the date funds are needed. Students must complete the Entrance Interview and MPN online at www.studentloans.gov. Students must maintain half-time enrollment (6 credit course load) and a 2.0 GPA to remain eligible for student loan funds.

Federal Direct PLUS Program: This credit-based loan program is for parents of eligible dependent students who are enrolled either full- or half-time. The PLUS Loan, when added to the student loan and any other student aid, may not exceed the total cost of education for that academic year.
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 admission based upon academic readiness, potential, motivation, and financial need; an interview is required. Students must register full time (12 credits or more) and also complete a Free Application for Federal Student Aid (FASFA).

The benefits of being an EOF student are many. Throughout your time of study, you will receive individualized support and guidance from our team of professional staff. This support maximizes your opportunities for success and learning.

We offer:

- **First Experience**: to assist your entry into college
- **Tutoring**: to help you achieve at the highest levels possible
- **Seminars/Workshops/Activities**: to enrich your experience, to learn and grow
- **Advising**: for academic and personal challenges
- **Financial Aid**: for summer sessions (based upon available funding)

EOF’s enrollment is determined by state funding; apply early.

For additional information, contact the EOF Office at 732-255-0400, extension 2026 or eof@ocean.edu.
COUNSELING AND STUDENT DEVELOPMENT SERVICES

Kate Pandolpho  
Director

Barbara Mawer  
Student Development Specialist

Eileen Burdge  
Community Services Specialist

Juliana Dressner  
Administrative Assistant

Susan Ebeling-Witte  
Student Intervention Specialist

Diana Gatti  
Project Director, Student Support Services

Helen Konz  
Student Support Services Specialist

Tara Van Hest  
Community Services Technician

Kate Moreno  
Student Support Services Academic Coach

Briana Ferlisi  
Student Support Services Technician

Locations:

1. ICCT Building (#22)  
2. College Center (Bldg. #9)

Hours:

Office Hours  
Mon – Fri, 9:00 am – 5:00 pm

Counseling services are available:

Mon – Thurs 9:00 am – 7:00 pm  
Friday 9:00 am – 5:00 pm

Contact:

Counseling Services (Bldg. #22)  
(732) 255-0400 ext. 2945

Displaced Homemakers Program (Bldg. #22)  
(732) 255-0400 ext. 2297

Student Support Services (Bldg. #9)  
(732)255-0400 ext. 2352

Email: kpandolpho@ocean.edu; studentsupportservices@ocean.edu; counselingservices@ocean.edu
The Counseling and Student Development Services department provides comprehensive counseling and other supportive services focused on the psychological well-being and academic success of our students. Personal, social, and/or emotional concerns often interfere with academic success and learning. Students who have many strengths and resources may still experience difficulties that impact their ability to be successful in their studies and in their lives. These issues may be resolved through confidential, individual counseling sessions, provided by licensed professional counselors. We focus our attention on you as an individual, and we work collaboratively with you with compassion, empathy and integrity. Our counselors’ perspective is to work with you holistically, recognizing all facets of your life. We provide information, referral to and linkage with external resources. Services and activities are provided individually and in group sessions.

Issues which affect students’ lives and impact academic success, and can be addressed through counseling, include:

- Psychological well-being
- Developing coping skills
- Identifying strengths
- Life transitions and changes
- Grief and loss
- Eating disorders
- Handling and controlling the impact of stress
- Anxiety
- Depression
- Suicide ideation
- Relationships
- Life issues: housing, financial, self sufficiency
- Academics: test anxiety, study skills, time management
- Balancing work/family/school
- Decision making
- Exploring purpose and meaning
- Goal setting
- Gender identity
- Dealing with anger
- Alcohol and/or drug use or abuse
- Emotional distress or crisis

Our department provides seminars and workshops to increase the knowledge, awareness and prevention of issues such as suicide, alcohol and drug use and abuse, and violence, including domestic violence and sexual assault. All of the department’s services and programs are designed to increase students’ persistence, academic success and progress to graduation.

The department administers three programs in addition to personal counseling services:

**Step by Step to Academic Success:** A program designed to help students who are academically at-risk to learn the skills needed for academic success and to identify and resolve what is affecting that academic success. Step by Step includes seminars and individual coaching. The schedule and registration for Step by Step sessions are on WebAdvisor. Call (732)255-0400 ext. 2945 for more information.

**Displaced Homemakers Program of Ocean County:** The Displaced Homemakers Program of Ocean County provides services to assist individuals who must become economically self-sufficient because of separation, divorce, dis- ability or death of a spouse or partner who is the family’s primary wage earner. Services include development of a career, education, employment and life plan through career counseling, assistance with employment, education and job training, linkage with community resources, individual and group counseling, and workshops and seminars. Participants must meet eligibility requirements. Call (732) 255-0400 ext. 2297.

**Student Support Services Program:** Student Support Services (SSS) is a retention and graduation program which helps students develop the academic skills and personal development needed to complete a college degree. SSS provides individual assistance with advising, academic planning and coaching, career coaching, personal counseling, financial aid, and economic literacy training, as well as trips to cultural activities and visits to other colleges and universities. There are eligibility requirements, including being a first generation student (parents did not graduate with a Baccalaureate degree), and/or low income, and/or have a documented disability. There is an application and selection process. Additional information is available on the SSS web page, through e-mail studentsupportservices@ocean.edu, or by calling (732)255-0400 ext. 2352.

We are here for you, because YOU matter!
The Ocean County College Intercollegiate Athletic Program offers highly competitive varsity programs. Athletic competition fosters leadership and sportsmanship, as well as social, cultural, and skill development, OCC provides you with an opportunity to participate in a broad program of intercollegiate sports.

Through its memberships in the National Junior College Athletic Association, Region XIX, and the Garden State Athletic Conference, OCC meets the needs of highly skilled athletes and offers a variety of intercollegiate athletics for both men and women.

In order to participate in any of the athletic programs, students must meet the eligibility standards set by the NJCAA. Any questions regarding NJCAA requirements, please contact Ilene Cohen at icohen@ocean.edu or 732-255-0346.

**SPORTS by SEASON**

**Fall**
- Soccer (Men’s & Women’s)
- Tennis (Women’s)
- Cross Country (Men’s & Women’s)
- Volleyball (Women’s)

**Winter**
- Basketball (Men’s & Women’s)

**Spring**
- Tennis (Men’s), Golf,
- Baseball, Softball,
- Lacrosse (Men’s)

**Varsity Athletics Coaching Staff**

Cross Country .......... crosscountry@ocean.edu
Men’s Soccer ................. msoccer@ocean.edu
Women’s Soccer .............. wsoccer@ocean.edu
Women’s Tennis ............. wtennis@ocean.edu
Men’s Basketball........... mbasketball@ocean.edu
Women’s Basketball.. wbasketball@ocean.edu
Baseball .................... baseball@ocean.edu
Golf................................ golf@ocean.edu
Men’s Tennis ............... mtennis@ocean.edu
Softball...................... softball@ocean.edu
Volleyball ................. wvolleyball@ocean.edu
Lacrosse..................... mlacrosse@ocean.edu

**Uniform Colors:** Green & white

**OCC is a member of the National Junior College Athletic Association, Region XIX, and the Garden State Athletic Conference.**
College Mascot: Ocean County College athletic teams are known as the “Vikings.”

ADDITIONAL ACTIVITIES
Coed/Club: Sailing Program
Hockey
Cheerleading
Judo
Track and Field
Intramural Program
Facilities: Fitness Room

For hours, visit OCC Athletics online:
Facebook – Ocean CC Viking Athletics
Twitter – @Ocean Vikings

INTRAMURAL ACTIVITIES
Intramural programs are open to all members of the college community (students, faculty, staff and administrators). The OCC Intramural program is designed to give students the opportunity to participate in individual or team sports at a recreational level. We hold open gym, tournaments and games in basketball, outdoor/indoor soccer, flag football, volleyball, tennis, dodge ball as well as other activities. Intramural time is scheduled on a semester by semester basis.

Participation in any sport helps develop decision making, social development, and sportsmanship skills that can be essential in all aspects of life. For more information or to sign up for intramurals, contact Scott Royer at sroyer@ocean.edu or 732-255-0400 ext. 2192 or Kevin Byrne at kbyrne@ocean.edu or 732-255-0400 ext. 2137.

Requirements for participation in the Intramural program
- A current OCC ID card.
- Proper attire and footwear.

Activities Available: Basketball, Tennis, Volleyball, Softball, Dodgeball, and more. All activities are co-educational and most are available for participation in both fall and spring semesters.

HEALTH AND WELLNESS
The Athletic Department encourage the Ocean County College community to maintain a healthy lifestyle. We believe that through academics, athletics, physical activity, and good nutrition students can achieve cognitive, social, and physical wellness. We offer opportunities to participate in our nationally-ranked Viking intercollegiate athletic programs. We have a fitness room with updated equipment and locker room facilities available during the hours of operation. We also offer intramurals where students have the opportunity to compete in a relaxed environment.

Fitness Room: The fitness room has been renovated through college funding and the Student Life Committee. The fitness equipment has been made possible through donations by retired and present Health and Human Performance faculty. The Fitness room is available for workouts Monday-Thursday 7:30 am to 7:00 pm and Friday 7:30 am to 4:30 pm.

Requirements to use the OCC fitness room:
- Appropriate attire is required.
- Participants must be a current student, staff, faculty, or administrator of OCC, and have a valid ID.
- Participants will need to show a HEHP/Athletic staff person a current ID to use the facility.

The fitness room may be closed for class and team activity during regular hours on specific dates. The fitness facility is closed on weekends, with the exception of classes and teams.

The fitness room may be closed for class and team activity during regular hours on specific dates. The fitness facility is closed on weekends, with the exception of classes and teams.
****Library Services****

**Welcome to the Library – Stop by and Say Hello!**

The library houses materials specifically chosen to support the Ocean County College curriculum. The library contains approximately 80,000 books, as well as periodicals, DVDs, periodical indexes, eBooks, and electronic databases. Reference and circulation staff are available to assist you in using resources and services. Borrowing privileges are extended to students currently enrolled at OCC or Kean-Ocean, faculty, and staff. The college ID card serves as your borrower’s card and must also be presented to use items on reserve, audiovisual materials and back issues of periodicals. Home of the “Quiet Floor” The entire second floor and the Tower Rooms on the 1st and 2nd floors of the Library are designated as QUIET areas for study and relaxation. Please be respectful of others, or you may be asked to relocate. (Enjoy the sound of silence.)

**Location:** Library Building (#3), 1st and 2nd floor

**Phone:**
- Circulation: 732-255-0392 or 732-255-0400 ext. 2247, 2151, or 2241
- Reference: 732-255-0400 ext. 2287
- Fax: 732-864-3864

**Hours:**
- Mon.-Thurs. 7:45 am-10:00 pm
- Fri. 7:45 am-8:00 pm
- Sat. 9:00 am-5:00 pm
- (Closed Sunday)
- Hours change during summer sessions.

**Keep Your Library Card Up to Date!**

A current, up-to-date, OCC identification card serves as your Library card. ID cards are issued by Campus Security and must be updated each semester. Your card must be presented to borrow items and use resources placed on reserve. Your card is NOT transferable. ONLY YOU may use your College ID. You will be held responsible for material checked out on your card.

**Help Keep the Library Clean and Welcoming**

Food, drinks, and cell phone use are not permitted in the Library. Appropriate dress and behavior are also expected.

**Research Assistance Available**

The Reference desk is staffed by professional librarians who provide individualized research assistance and group training in the use of electronic databases and other Library resources.

**Library Computers for Student Use**

Computers are available throughout the library and come equipped with a suite of productivity software (Microsoft Word, Excel, PowerPoint, etc). Computers are prioritized for research purposes and persons using the computers for other purposes may be bumped. Use of a computer is limited to 20 minutes if someone else is waiting, and is governed by College policies 5247 and 2530.

A staffed computer lab is available on the second floor (Rm. 216). These computers may offer additional software. Please see a staff member for more information. The computer lab closes 15 minutes before the library closes each day.
Borrowing Library Materials
Current OCC or Kean-Ocean students, faculty and staff with a valid ID may borrow circulating Library materials. Please see a staff member for more details. Most circulating materials are located on the Library’s second floor. All materials must be checked out at the Circulation desk. Books may typically be borrowed for two weeks and renewed once if no other patron has requested them. Some materials have circulation restrictions. You will be informed of your item’s specific due date at check out. During Library hours, borrowed materials may be returned to the Circulation desk. After hours, borrowed materials may be returned through the night deposit slot, located to the right of the Library’s main entrance. Books may be renewed over the telephone if they are not overdue and if no other patron has requested them.

Overdue Fines and Lost Item Charges
Items returned late must be brought to the Circulation desk where fines are paid. Overdue fines are $.10 per day for books, $1.00 for audio-visual materials, and $1.00 per day for reserve items. Fines are assessed daily. Charges for lost items and processing fees are available at the Circulation desk and are posted on the Library’s website. All Library fines must be paid before you can register for the next semester or receive a transcript.

Don’t see what you’re looking for? Try an interlibrary loan!
Interlibrary loan services are available to request books or articles not owned by the Library. An online request form is available on the Library’s homepage. Paper request forms are available at the Circulation desk.

Online Access to Library Services
From the OCC homepage, click on the Library tab (icon). From these Library web pages, you can access the OCC Library catalog and other valuable resources, such as research guides and tutorials.
Off-campus access to databases is available by logging into Ocean Connect and clicking “Library Services”. Check the Library website for more information.

Security
The Library is equipped with a security system and Library staff reserve the right to inspect backpacks, bags, purses, and briefcases at the exit. If an alarm sounds as you exit, please return to the Circulation desk. To protect valuables, do not leave purses, laptop computers, backpacks, or any valuable personal property unattended.

Printing/Photocopies
Printing requires the purchase of a GoPrint swipe card. GoPrint cards are available through dispensers located on both the first and second floors. As a reusable card, you can add money to the card as needed and use it again and again. Please see a Library or Computer Lab staff member for more information.

Printing: All Library computers are connected to networked printers. Standard, black & white printers are located on the first and second floors. The Library is not able to support printing from the wireless network.

Printing fees: Black & white printing jobs are $.10 per page. Duplex (double-sided) printing jobs are $.15 per page. Color printing is available on the second floor and costs $.25 per page.

Photocopies: Photocopiers are available on both the first and second floors. Photocopies are $0.10 per page. Color photocopying is not available.

Course Reserves
Course materials may be placed “on reserve” by an instructor. These materials are available behind the Circulation desk and must be used inside the Library unless otherwise specified by the instructor. A valid College ID is required to access these items.

Group Study Rooms
Group Study Rooms are available on a first-come, first-served basis, but priority is given to groups. Individuals may be asked to leave the room if a group is waiting.
Tikkun Olam ~ Repairing the World

Location: Grunin Center (Bldg. #11), Room C115
Phone: 732-255-0400 ext. 2026
Hours: Mon., Tues., Fri. 8:30 am-4:30 pm
       Wed., Thurs. 8:30 am-8:00 pm
Email: oms@ocean.edu

PHILOSOPHY

C4AE works toward giving the voices of OTHER opportunity for expression, and recognition, developing an understanding of differences, bridging communication and creating space for coming together. In celebrations of likeness, we work toward uniting the HUMAN race.

MISSION

It is the mission of the Center for Access and Equality to promote inclusion and pluralism.

MISSION GOALS

- To develop, initiate, promote and support programming in the areas of: inclusion, social justice, diversity, gender equity, pluralism, and access
- To outreach, recruit, and advocate actively to immigrant new comer, LGBTQIA, and communities of color
- To support said communities toward degree completion
- To support international students through cultural adjustment and adaptation, providing membership and support
- To collaborate with Student Life, Global Education and other like constituencies to develop, promote, and support programs aligned with C4AE mission

THEORETICAL FRAMEWORK

- Adapted from: What is Pluralism? By Diana L. Eck
- The Pluralism Project at Harvard University, with permission (Eck)

PLURALISM IS (Eck)

✓ Energetic engagement with diversity
  Opening up to experiences with others, with people who may appear different from yourself; being in relationships

✓ Active seeking of understanding across lines
  Reaching across boundaries of difference; being curious, communicating with empathy

✓ Encountering commitments
  Knowing yourself, being aware of your core values, beliefs, connection to self, and world view

✓ Based upon dialogue
  Coming together in an experience of discovery

PLURALISM IS NOT

✗ Isolation or silence
✗ The façade of peace or just getting along
✗ Tolerance without knowing and appreciation
✗ Ignorance
✗ Blinding stereotypes
✗ Fear
✗ The Melting Pot; losing identity and self
✗ Needing to agree
The Center for Student Success (CSS) is a bridge between the Academic Division and Student Affairs Division of the college. The CSS collaborates with faculty and student support service professionals to promote excellence in the academic experience of students, with a focus on the first year (30 credits or less). The CSS provides an array of learning opportunities designed to engage faculty and students working together in and out of the classroom. The CSS focuses on practices and programs that promote a foundation for student success: accepting challenge, taking personal responsibility, and becoming active participants in the learning process.

The following programs are offered throughout the academic year:

**FYES 155 First Year Experience Seminar (3 credit course)** is a dynamic, interactive seminar focused on the “rules of college and life success”. This course engages students with OCC faculty, staff and outside experts in active learning activities in and out of the classroom. Sections focus on programs/interests; all sections cover career, finance, communication, time management, and leadership skill development. Students will develop their Academic and Career plan as they earn 3 credits and become familiar with OCC’s vast array of opportunities for success. The course will also enable students to connect to the campus community through a common read and service learning experience.

**Academic Coaching** is designed to help build the skills that lead to success in college and life. Coaching sessions focus on topics such as goal setting, time management, organizational skills, testing and effective note taking.

**Disability Services** focuses on minimizing disability related barriers and functional limitations in accordance with the Americans with Disabilities Act of 1990 (ADA), Amendments Act of 2008, and the Rehabilitation Act of 1973, Section 504. Students with a documented disability are encouraged to contact the Center for Student Success to determine eligibility for services.
NJ STARS Enrichment Program: Support is available to NJ STARS students striving to maintain a 3.0 GPA as follows: FYES 155 First Year Experience Seminar, academic coaching, academic planning and information about campus resources.

Faculty Support: Collaboration with faculty and staff in planning and implementing workshops, seminars and activities focused on improved academic success of students and the improvement of first-year student learning and satisfaction.

Peer Mentoring: A peer mentor is available to assist first year students with Information about academic supports, campus resources, club, and extracurricular involvement.

Peer Tutoring: Peer tutors are available throughout the fall and spring semesters for various subjects. Peer tutors can help students improve learning, utilize resources, and gain self-confidence. For information on becoming a peer tutor, call the Center for Student Success at 732-255-0400 ext. 2957.

Voluntary Mentoring Program for Students: A program in which faculty, administrators and staff serve as mentors to students in a one-on-one relationship. Mentors assist students in exploring their interests, navigating campus resources and achieving both personal and educational goals. To connect with a mentor, students can call the Center for Student Success at 732-255-0400 ext. 2957.

The Writing Center: The Writing Center is a free resource open to all OCC and Kean@Ocean students looking for help with any aspect of writing and/or reading for any class, whether you struggle with writing, are an advanced writer looking to polish your skills, or simply need help getting started on an assignment. For hours and additional information, visit the college website or call 732-255-0400 ext. 2341.

The Math Center: Professional and peer assistance is available for students in all areas of mathematics and in any course with a mathematics component. For hours and additional information, visit the college website or call 732-255-0400 ext. 2341. See page 26 for more information.
The Testing Center at Ocean County College serves students, faculty, staff and the community at large by striving to provide a safe, secure and pleasant testing environment with a diverse, well-trained staff that creates a friendly and helpful atmosphere to promote academic and professional satisfaction and achievement.

We subscribe to the National College Testing Association’s Professional Standards and Guidelines, we are a member of the Consortium of College Testing Associations, and we are an official New Jersey Department of Education Jurisdictional Testing Site for the High School Equivalency Assessment (HSEA-formerly GED®) for those who want to earn a New Jersey High School Diploma.

Incoming students who need to fulfill their placement testing requirements for English and mathematics come to the Testing Center as one of their first points of contact, making us an integral part of their first year experience at OCC.

SERVICES AVAILABLE AT THE TESTING CENTER

All computer testing is by appointment only; it is preferred that examinees make appointments in advance for all tests, including paper/pencil make-up tests. Use our online test registration at go.ocean.edu/testing.

Placement testing is for incoming students to provide the College with necessary information about their English language and algebra skills. These test results will be used to place students into English and mathematics courses appropriate to their level of preparation. If students already have PSAT, SAT, ACT or PARCC results or if they are transferring courses from other schools, OCC will review their test scores and/or transcripts to identify possible exemptions from Placement testing.

If a student with a documented disability needs accommodations to take the Placement test (Accuplacer), contact the Center for Student Success four weeks prior to scheduling an appointment for the test to arrange accommodations. Please call (732) 255-0456 or email ghippo-mazur@ocean.edu for additional information and to request accommodations.

Arranging for remote placement testing and proctoring for Ocean County College applicants who may need to take placement tests from off-site locations while travelling, at another school or because of extraordinary and unusual circumstances related to geographic proximity to the College.

Appointments may be made online at go.ocean.edu/test for limited make-up testing as approved by OCC faculty for students who miss in-class tests because of extraordinary circumstances.

Alternative test location and/or testing support for students who require these testing accommodations in accordance with their 504 Plans developed at the Center for Student Success.

Orientation for and administration of High School Equivalency Assessment (formerly GED® testing) for members of the community looking to earn a high school equivalency diploma.

Administer tests for college credit based on prior learning experiences, including but not limited to College Level Examination Program (CLEP) tests, DSST (Dantes Subject Standardized Tests) and other Credit by Examination assessments as approved by Ocean County College Deans and the Vice President of Academic Affairs.

Technology test-out to meet General Education requirements for proficient use of personal computers.

Pre-nursing Test of Essential Academic Skills (TEAS) for admission into the Associate Degree-Nursing program and TEAS for Allied Health Fields.

Distance learning test proctoring for students attending virtual colleges or taking online or distance learning courses at other institutions.

Professional certification testing for students in Continuing and Professional Education programs and for the community at large.
TUTORING RESOURCES

Tutoring Resources provides free and friendly academic support in a wide variety of subjects to supplement your coursework. Professional, paraprofessional, and peer tutors are well-trained and committed to helping you become independent, confident learners as you complete your degree and enter, or continue in, the workforce.

Some tutoring conferences, like those for Writing, are one-on-one and may require appointments; others, like Math and Accounting, may be held in group sessions.

For more information please visit our web page, and feel free to stop by any location when on campus. We look forward to seeing you!

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
<th>Hours and Info</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Writing Center</td>
<td>Russell 238</td>
<td>732-255-0400, ext. 2083; or find current hours, online resources, and additional information at <a href="http://www.ocean.edu">www.ocean.edu</a>, keyword Writing Center.</td>
<td>Veronica Guevara-Lovgren, Director of Academic Support Services, 732-255-0400 ext. 2262</td>
</tr>
<tr>
<td>The Mathematics Center</td>
<td>BART 203</td>
<td>732-255-0400 ext. 2341; or find current hours, Mathematics videos, online resources and additional information at <a href="http://www.ocean.edu">www.ocean.edu</a>, keyword Mathematics Center</td>
<td>Megan Parker, Coordinator of the Mathematics Center, 732-255-0400 ext. 2082</td>
</tr>
<tr>
<td>Tutoring By Subject</td>
<td>Center for Student Success, Library Building (#3), Room 124</td>
<td>Visit <a href="http://www.ocean.edu">www.ocean.edu</a>, keyword Tutoring By Subject.</td>
<td>Diane DeFilippo, Academic Support Specialist 732-255-0400 ext. 2957</td>
</tr>
</tbody>
</table>

- Professional and peer Mathematics assistance is available for students in all areas of Mathematics and in certain courses with a Mathematics component. Supplemental materials are available for math skills, like videos and solution manuals.

- Professional and peer writing assistance is available for all students in any class that has writing and reading requirements.

- Supplemental materials are available for writing skills.

- Peer tutoring is available throughout the fall and spring semesters for various subjects.
Resource: **Academic Computer Lab**

**Location:** Library Building (#3), Room L216

**Contact:** June Clare Phillips  
732-255-0400 ext. 2371

**Hours:** Mon.-Fri. 8:00 am-10:00 pm  
Sat. 9:00 am-5:00 pm

- Twenty WYSE terminals & four PCs are available
- GoPrint station with black & white and color printers
- Scanner available
- Microsoft Office 2010 Applications are available. They include Word, Access, PowerPoint, Excel, and Publisher
- Adobe Master Collection CS6, including Photoshop and Illustrator, is available
- Internet Explorer, Mozilla Firefox, and ExamGuard browsers are available
- Staff will assist anyone having problems with the printers, copiers, Microsoft Office, the internet, Photoshop, or Illustrator

Resource: **Counseling Services - Step by Step to Academic Success**

**Location:** ICCT Bldg (#22)

**Contact:** 732-255-0400 ext. 2945

Step by Step to Academic Success provides supportive services to students who are experiencing academic difficulties. Services include:

- One hour seminar on success strategies offered multiple times during the semester
- Connect with counselors throughout the semester to help with motivation and class completion

Resource: **Center for Student Success**

**Location:** Library Building (#3), Room 124

**Contact:** Administrative Assistant, ext. 456

For more information about the Center for Student Success, see page 21.

Resource: **Educational Opportunity Fund (EOF)**

**Location:** Grunin Center (Bldg. #11), Rm C115

**Contact:** 732-255-0400 ext. 2026

For more information about EOF, see page 13.

Resource: **Student Support Services**

**Location:** (Contact the Career, Employment, and Counseling Office; ext. 2945)

**Contact:** 732-255-0400 ext. 2352

For more information about SSS, see page 15.

- Eligibility requirements: First Generation, Low Income, and/or Disabled; and Academic Need.
- Services include: 1 to 1 professional tutoring; academic advisement & planning; assistance applying to FAFSA and other scholarships; assistance applying for admission to 4-yr colleges and universities; cultural and educational trips including visits to 4 year schools of higher education; workshops that improve financial and economic literacy, and personal supportive counseling
- Pass the Class (summer and winter small group tutoring sessions)
- Get Connected: early-semester program that showcases college resources and clubs

Website: Visit the tutoring resource pages on www.ocean.edu
The Student Life Office is the center of student activity on campus. To make the most of your college experience, the Student Life Office offers over 60 active clubs and organizations for students to participate in. Getting involved outside of the classroom helps students to develop communication, management, and leadership skills. We offer a wide variety of student activities to suit the diverse needs, interests, and backgrounds of our students. We also offer the Student Leadership and Development Program, which gives students the opportunity to learn to manage their weaknesses and capitalize on their strengths, cultivate working relationships with others, and examine skills such as decision making and problem-solving. Learn more about campus life at www.ocean.edu.

Educational group programs are offered throughout the academic year
- Leadership Training
- Inter-Group Conflict Resolution
- Decision-Making/ Problem-Solving
- Communications Skills Development
- Values Identification/ Commitment

The following administrative services are provided to students:
- Discount movie tickets, Six Flags tickets, and ski lift tickets
- Extensive discounted travel to metropolitan area recreational, entertainment, and cultural events and facilities
- In conjunction with student organizations and academic departments, the development of a diverse and comprehensive co-curricular program
- A student emergency loan fund for short term financial assistance, not to exceed $100 (See Emergency Loan Fund, pg. 66)

Communications/Publicity
All communications and publicity regarding student-sponsored events are to be coordinated through the Student Life Office. Students should look for updates of programs through the following:
- Monthly Campus Activities Calendar in lobbies of all campus buildings and on the OCC website.
- College website
- College Drive information sign
- Campus bulletin boards
- Viking News
- WOCC Radio
- Channel 20 on Comcast Cable Service
- V screens in Campus Building Lobbies
- Follow “Student Life” on Ocean Connect
- Follow “Ocean County College Student Life” on Facebook and Twitter

If you and your friends are interested in starting a new club, please contact the Student Life Office.

Minimum requirements for Membership in Student Organizations at OCC
Any full- or part-time student at Ocean County College whose cumulative GPA is at least 2.0 is eligible for membership in a chartered club or organization. Active membership status shall be designated to those members whose
cumulative grade point average does not fall below 2.00. Inactive status shall be designated by club executive boards to those individuals whose cumulative grade point average falls below a 2.00.

Leadership requirements
Minimum requirements for participation as a leader or member of the executive board of a club or organization shall be the following:

A) Currently enrolled student for at least 6 credits per semester at OCC.
B) Must maintain no less than a 2.00 cumulative grade point average (some clubs or organizations may have a higher academic requirement as specified in their constitutions).
C) Have not served in the same executive board position for more than two consecutive semesters (excluding summer session).

It will be the responsibility of both the Office of Student Life and the Club/Organization Executive Boards to periodically review and monitor the above requirements in relation to student participation in clubs and organizations at Ocean County College. Club membership Rosters are required to be turned into the Student Life Office at least once per semester.

STUDENT LIFE FUND/STUDENT LIFE COMMITTEE
The Ocean County College Student Life Fund is a central account in which all organizations and activities recognized by the Student Life Committee are required to maintain their individual accounts. The Student Life Office staff maintains these records on behalf of the student organizations. Faculty advisors are required to ensure that organization funds are maintained in accordance with this requirement. These accounts are audited annually by Certified Public Accountants provided by the Office of Business and Finance. Each organization is provided with this service at no cost.
Activities will be financed primarily by the Student Life Fee. Each group will be responsible for planning its own programs and controlling its own budget within the pattern determined by the Student Senate and under the general supervision of the Director of Student Life. The Student Life Committee, composed of faculty, staff, and student representatives, must recommend the final allocation of the Student Life Fee to the Vice President of Student Affairs. Additionally, the Student Life Committee recommends policies concerning all aspects of student organization administration at Ocean County College.
Remember, the staff of the Student Life Office implements the policies developed by the Student Life Committee. The Student Life Committee is a standing committee of the college’s governing body, the College Senate. This committee is composed of five student representatives from the Student Government, and six professional staff members.
We are here to help you achieve your goals as student leaders. We all need to cooperate and learn to share our talents, skills, and resources with one another and enjoy the rich diversity of our co-curricular program.
## A QUICK REFERENCE GUIDE TO
STUDENT LIFE OFFICE PROCEDURES

<table>
<thead>
<tr>
<th>All student activities and club programs are coordinated through the Student Life Office. When in doubt about the use of funds or any program planning, please ask Student Life staff for help.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The budget, which your club received, is for the fiscal year (July 1 through June 30). When you request money from this budget, you need to be certain that there is a corresponding “line item” to support this request.</td>
</tr>
<tr>
<td>You may withdraw money from your budget by filling out an “Authorization for Payment” form in the Student Life Office. Please allow 10 business days lead time to process the check. All “authorizations” must be accompanied by a receipt, invoice or contract.</td>
</tr>
<tr>
<td>To deposit money into your account, please fill out a “Deposit Receipt” form. ALL MONEY generated MUST be deposited into your account immediately. Student Fee money may NOT be used to sponsor fundraising activities. Any gifts, awards, or scholarships may only be generated through fundraising activities.</td>
</tr>
<tr>
<td>To schedule a room for a meeting, special event, or to order refreshments from Food Services, please fill out an “R25” form. Since all room requests are done electronically, they must be reserved through the Student Life Department staff member. Student groups are responsible for cleanup and restoration of rooms at the conclusion of the event.</td>
</tr>
<tr>
<td>If a special event is scheduled during evening hours or on weekends, the group is required to have a club advisor or member of the college’s staff on site as a monitor.</td>
</tr>
<tr>
<td>The Student Life Office publishes a monthly “Happenings Calendar.” If your club would like free announcements/advertising included, please submit your content a minimum of four weeks in advance.</td>
</tr>
<tr>
<td>There are student club work rooms located in the Student Center. They are to be utilized by all student groups for work only. Please cooperate and share our resources with one another.</td>
</tr>
<tr>
<td>Your club must have a constitution on file. This document is designed to help the organization in times of transition. If you have doubts about the actions of your leaders or club members, please refer to this document first.</td>
</tr>
<tr>
<td>Each club must have a current membership roster on file in the Student Life Office. This roster must be handed in by mid-semester each Fall and Spring semesters.</td>
</tr>
<tr>
<td>All student organization program planning must be done in coordination with the Student Life Office. There are more than 60 active student groups on campus, making it necessary to balance the needs of all student groups without duplicating efforts.</td>
</tr>
<tr>
<td>All executive boards of student clubs should meet with Student Life professional staff at least twice per academic semester.</td>
</tr>
<tr>
<td>The parking lot adjacent to the Student Center is limited to official college vehicles only.</td>
</tr>
<tr>
<td>Most office, art, and publicity supplies can be requested through the Student Life Office. All club publicity is approved through the Student Life Office.</td>
</tr>
<tr>
<td>To request money to travel to a conference or a convention you must first fill out a Convention/Conference Travel Request Form at least six weeks in advance of your trip. Upon return you must also fill out a Convention/Conference Report Form, which is submitted by each participant to the Student Life Office.</td>
</tr>
</tbody>
</table>
STUDENT CLUBS AND ORGANIZATIONS

Alpha Beta Gamma
A national business honor society established in 1970 to recognize and encourage scholarship among college students in business curricula.
Advisors: Prof. Hank Schwartz

Animal Rights Club
The purpose of this club is for students to promote awareness of responsible science, ethical consumerism, and environmentalism. Members advocate peaceful co-existence of humans and all of earth’s creatures. This organization strives for enhancing the quality of life for animals and people.
Advisor: Alison Noone

Asian Culture Club
The purpose of this organization is to maximize the educational and cultural development of Asian students and those who are interested in Asian Cultural studies.
Advisor: Prof. Lisa Cecere

Associated Students of Ocean County College (ASOCC) The Student Government
The Associated Students of Ocean County College exists 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. This body will be authorized by the President of the College to administer, under specific conditions, a number of procedures and regulations pertaining to student life. The philosophy of the Associated Students of Ocean County College is individual integrity and group responsibility.
Advisor: Jennifer Fazio

Astronomy Club
The purpose of this organization is to share the wonders of astronomy with the community.
Advisor: Amanda Boyle

Cheerleading Club
The Cheerleaders promote school spirit at OCC, maintain and develop members’ cheerleading skills and techniques, and represent OCC at public and school events and support the community.
Advisor: Maureen Williams

Chess Club
The purpose of this club is to allow students to play chess in an organized club.
Advisor: Prof. Krista Camilo

Chi Alpha Epsilon (EOF Honor Society)
The Beta Chi chapter of this national honor society seeks to promote continued high academic standards, foster increased communication among its members, and honor academic excellence for those students admitted to OCC via developmental programs.
Advisor: Dr. Toni Clay

Circle K
The objectives of this Kiwanis-sponsored organization are to provide a practical means of forming enduring friendships, to encourage participation in group activities and to provide service on campus and in the community.

Clay Club
This club furthers students’ interest and knowledge in contemporary/ historical and technical approaches in the creative ceramic arts.
Advisor: Prof. Lisa Cecere

continued, next page
**Computer Science Club**

This club will serve to enhance the knowledge of Computer Science majors and programming hobbyists; to build a fraternity of individuals interested in computer programming; to provide programming experience in a team environment to its members; and to create practical programs that will aid members of the larger community.

*Advisor:* Prof. Edmund Hong

**Criminal Justice Association (Lambda Alpha Epsilon - LAE)**

This is an organization of those students pursuing studies and a career in law enforcement.

*Advisors:* Prof. Joseph Kirchhofer

**CRU**

The purpose of this organization is to promote the spiritual and social life of students at OCC.

*Advisors:* Prof. Dave Marowitz

**Dance Club**

The purpose of the OCC Dance Club is to promote the art and performance of dance. Club activities include the production of two annual dance recitals and attendance of the performances and master classes that are offered in the Ocean and Monmouth County areas. These activities give members an opportunity to enhance their dance abilities and to learn the processes involved in the production, rehearsal and performance of a dance show.

*Advisors:* Prof. Lauren Blake and Prof. Jacqueline West-Farbman

**Democrats and Independents Club**

Democrats and Independents club Enhances students’ political knowledge and allows them to be engaged in the local and national political systems.

*Advisor:* Prof. Marilyn Kralik

**Education Club**

This organization is designed to provide information, resources and networking opportunities for students interested in education as a career. Members are given avenues of career exploration in educational administration and teaching as they discuss the future of education.

*Advisor:* Prof. Jane MacDonald

**Educational Opportunity Fund (EOF) Alliance**

Under the umbrella of the New Jersey Educational Opportunity Fund, the Alliance strengthens the EOF Program at Ocean County College by providing guest speakers, offering a support system to peers, providing leadership training, advocating for programming and legislative changes, and participating in the statewide EOF Alliance.

*Advisor:* Megan Miskin

**Environmental Club**

An organization dedicated to environmental education awareness and action. Emphasis placed on grass-roots environmental networking and participation in state and national organizations. Participation includes outdoor activities, fun, and friends.

*Advisor:* Prof. Angel Camilo & Prof. Duane Grembowicz

**Field Hockey Club**

The purpose of this club is to provide interested Ocean County College Students with the knowledge and skills required to play field hockey, and to motivate students to become active and involved in the Ocean County College community.

*Advisor:* Caitlyn Cook

**Future Addiction Counselors of America**

The purpose of this organization (F.A.C.O.A) is to raise public awareness and education for the disease which is addiction, offer community networking and resources, and work as an intercollegiate collaborative.

*Advisor:* Prof. Jeff Lang

**Gamers Club**

This club allows students to relax, discuss, and compete in all types of games. It builds friendly rivalries and new friendships among students of Ocean County College.

*Advisor:* Prof. Jack Kelnhofer
History Club
This club provides a forum for students interested in the discussion and study of history.
**Advisors:** Prof. Rob Marchie

Ice Hockey Club
The purpose of this club is to allow interested OCC Students the opportunity to play ice hockey.
**Advisor:** Jon Lazarus

Improv & Theater Club
This club provides students with a forum to hone their skills in Public Speaking and/or in Acting, Directing, Playwriting, and Technical Theatre. Intramural competitions are held and prizes are awarded for outstanding achievement in Public Speaking and in Theatre. Faculty advisors, experienced in the professional theatre and in public speaking, provide private coaching, free of charge, to members.
**Advisors:** Prof. William Salmons and Amanda Boyle

insite
The purpose of insite is to create and make public works of art for the Ocean County College Community, to promote, create dialogue and understanding of public art projects.
**Advisor:** Prof. Nat Bard

International Club
This club strives to celebrate diversity and promote international awareness on campus. Activities are planned that allow students to share their cultures and backgrounds. The club also helps students from other countries who are learning English with communication skills by encouraging dialogue amongst members.
**Advisor:** Veronica Guevara-Lovgren and Prof. Samantha Glassford

Literature Club
A club for those who hole interest in literature, whether it be from past or present. This club discusses the classics and contemporaries. Members range from English majors to book lovers and writes.

Makers Club
This club has been created to stimulate creativity and cooperation in a productive environment with an emphasis on interdisciplinary exchange of skills.
**Advisor:** Dr. Angel Camilo, Prof. Edmund Hong, Prof. Eric Antonelli

Math Club/ Math Honor Society (Mu alpha theta)
The purpose of this club is to further the appreciation of Mathematics and share interests and knowledge on related Math issues. Problem-solving sessions, puzzle/game workshops, videos and presentations are provided for exploration of a variety of Math topics. Both faculty and student presentations explore academic and career opportunities.
**Advisors:** Prof. Ted Gordon and Prof. Karen Finberg

Middle Eastern & North Africa Club (MENA)
The purpose of this organization is to promote a better understanding of the MENA region.
**Advisor:** Maria Potter

Music Club
The purpose of this club is to allow students to gain experience and feel more comfortable performing (informally as well as formally) in front of others. Club members will share and gain new ideas in performance and composition through constructive review and critique. The club creates opportunities for OCC musicians to collaborate and perform together, and to experience and appreciate many types of music.
**Advisors:** Prof. Karin Gargone, Prof. Mark Farley, Prof. Dave Marowitz

NJ STARS Club
The purpose of this organization is to foster friendship and social networking among the NJ STARS I students at Ocean County College, and to promote interest in and information about the NJ STARS II program and the transfer process.
**Advisor:** Elaine Schardien

continued, next page
Ocean Pride
The purpose of this organization is to provide a supportive and educational environment for all LGBTQA+ students and their Allies.

Advisor: Megan Miskin and Prof. Vijay Ramdeen

Organization for Black Unity (OBU)
The Organization for Black Unity seeks to promote a feeling of cultural awareness for its members through programs of education, culture, and community relations.

Advisor: Dr. Henry Jackson and Bridget Everett

Paralegal Association (LEX)
This organization is designed to provide information, resources, and networking opportunities for students interested in Paralegal Studies. The club also sponsors the local chapter of LEX, the National Honor Society for paralegal studies.

Advisor: Prof. Torris Andersen and Prof. Ed Kissling

Phi Beta Lambda (PBL)
The purpose of Phi Beta Lambda is to advance the academic and professional knowledge of its members, sponsor social and professional activities, promote closer association with the business community and seek job opportunities for its members. All majors are encouraged to join.

Advisor: Prof. Kathy Dillon

Phi Theta Kappa
Phi Theta Kappa is the national honor society of two-year colleges. The Ocean County College chapter is Tau Iota. The purpose of this organization is to recognize and encourage scholarship among two-year college students. Any student who has earned at least 15 credit hours at OCC (excluding transfer or remedial credits) and has a minimum cumulative grade point average of 3.60 is eligible for membership and will be invited to join the organization.

Advisors: Dr. William Rickert, Prof. Carolyn Showalter, Dr. Jennifer Dellner, Prof. David Rickert

Philosophy Club
This club has been organized to discuss current events from a philosophical and contemporary point of view and to arrive at conclusions, if possible. Movies, guest speakers and interactions with other organizations are used in conjunction with presenting discussions.

Advisor: Prof. Kerwin Lanz

Psi Beta/ Psychology club
This is the National Honor Society in Psychology for community and junior colleges. The purpose of this chapter is to stimulate, encourage, and recognize scholarship and interest in psychology

OCC Republicans
This club makes known and promotes the principles of the Republican party among members of the college campus and community; aids in the election of Republican candidates at all levels of government; encourages and assists in the organization and active functioning of the Republican Party at local, state, and national levels; and will help develop political skills and leadership abilities among Republican students as preparation for future service.

Sailing Club/ Sailing Team
The only two-year college sailing program in the Northeast! OCC’s Intercollegiate Sailing Team is top ranked in New Jersey and competes against schools such as Georgetown, Navy, MIT, Princeton, King’s Point (US Merchant Marine Academy), University of Maryland, SUNY Maritime, and Penn State. Men and women race together. No sailing experience is necessary to crew.

Advisor: Roy J. Wilkins

S.A.L.S.A. Club
This club is devoted to promoting awareness of the rich cultural diversity which is encompassed by the terms Latino or Hispanic in the U.S.

Advisor: Rosita Cotto

Science Club
This club shall strive to provide a valuable resource to students of Ocean County College majoring in science or science-related fields via a system based on quality leadership and team- work. It will provide opportunities for intellectual and social growth, academic achievement, recreational activities, and the development of a cultural community.

Advisor: Prof. Scott Farrell and Prof. John McElroy

Seascape Student Literary Magazine
The members of this group publish OCC’s literary magazine. Constructive criticism of both classical and modern literary works is sponsored by the club through discussions, guest speakers, and individual analysis.

Advisor: Prof. Jayanti Tamm
Sign Language Society (ITP)
The Interpreter Training Program (ITP) Sign Language Society exists to promote interest and awareness in deaf culture and society through the use of American Sign Language and to provide greater opportunities for ITP students to network and improve signing skills. **Advisor:** Prof. Kathy Basilotto

Sociology Club
This club promotes an avenue where cultural, educational, and sociological concepts in Sociology can be informally discussed with peers and faculty. It is through this venue that the club will actively participate in campus activities and community outreach projects that connect to social problems addressed in the field of sociology. The club will seek to develop campus wide “buddies” who also strive for social justice and social action.

Student Activities Board (SAB)
Students participating on this board are responsible for the development and implementation of programs which provide a variety of social, educational, recreational, and cultural experiences outside of the classroom. Entertainment, in the form of musical, comedy or other presentations and the annual spring dinner dance are planned by the students on this board. **Advisor:** Alison Noone

Student Health Advisory Council (SHAC)
The Student Health Advisory Council is an organization that has a great impact on the students at OCC. Working in conjunction with the Health Services Department, this council brings health information to the most important people on campus -- our students. Open to all members of the student body, this organization provides students with the opportunity to express their concerns and ideas on health-related issues.

Student Nurses Organization (SNO)
This is an organization to which all nursing students belong. Prospective nursing students may also be involved by contacting the faculty advisor. SNO brings information of national professional organizations to the students, who are encouraged to become members of the National Student Nurse Association (NSNA, Inc.) as a stepping stone to graduate professional organizations. **Advisor:** Prof. Barbara Hayles and Sue Gill

Student Support Services Club
The purpose of this organization is to support and promote the experiences of students in the college’s Student Support Services program, through a variety of cultural, educational, recreational, and social programs and leadership activities. **Advisor:** Helen Konz and Kate Moreno

Students Learning About Politics (SLAP)
The purpose of this club is to expose students to various political philosophies and to enable students to meet with political candidates. **Advisor:** Prof. Jason Ghibesi and Prof. Jennifer Barnes

Track and Field Club
This club offers students the opportunity to practice track & field sports at the club sport level.

Veteran’s Club
This national veterans’ fraternity brings together students who served in the United States Armed Forces and their dependents. The members seek to examine matters of common educational, financial, and social significance, and assist new veteran students in the transition to academic life. **Advisor:** Prof. Stephen Downey

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Viking News (Student Newspaper)
The Viking News is a bi-weekly student newspaper which functions as a channel of communication and exchange among all elements of the college community. 
Advisor: Prof. Gary Shaffer

Viking Video Club
The purpose of this club is to record OCC activities on and office campus. The club will also support media requests from other OCC clubs. 
Advisor: Ralph Bertini

WOCC Student Radio
The student-run Radio Station provides its members with practical experience in all aspects of the field of broadcasting and management of a radio station. 
Advisor: Lee Kobus

Women’s Network
This organization designed for women is a support group to help students cope with the transition of returning to school. The network offers information and support on subjects such as financial aid, counseling, scheduling, harassment, and other important issues. The purpose is to help one another and to enhance the personal and educational experience at OCC.

World Religion Club
This organization will focus on all of the major religions and spiritual beliefs practiced around the world. The goal is to create an atmosphere that will promote tolerance, understanding and acceptance of current belief systems and how they are integrated into society at local and global levels. 
Advisor: Prof. Charlotte Langeveld
Objectives

The student government exists to promote the following:

- To consult with and make recommendations to the administration on any matter affecting student welfare
- To aid in bringing about and enhancing the spirit of cooperation among students, faculty, and administration
- To assist in the development of the college within the authority delegated to the ASOCC
- To assist in promoting understanding between the college and the community
- To demonstrate the traits of good citizenship, providing the experiences of a democratic government
- To instill in the individual student the determination to uphold its own honor and that of the college
- To develop high standards of personal conduct within the student body
- To support and finance recognized activities and to promote new ideas and activities
- To reflect the opinions of the student body.
- To inform the student body of the programs of the ASOCC

College Senate Meetings

The College Senate meets two times per month.

Associated Student of Ocean County College Preamble

The Associated Students of Ocean County College, in order to provide a means whereby to realize the following enumerated aims, do hereby establish the Constitution under the authority of the Board of Trustees of Ocean County College.

A. To represent the interests of the Associated Students to the Board of Trustees of Ocean County College, the Administration and the Faculty
B. To provide for the active participation of the part of the Students in the formulation of college policy and procedures
C. To provide for the active participation on the part of the Students in the formulation of college policy and procedures

Article 1: Name

The name of this organization shall be THE ASSOCIATED STUDENTS OF OCEAN COUNTY COLLEGE and be designated as the ASOCC.

Article 2: Precedence

This constitution shall take precedence over any instrument governing the student body.

Article 3: Membership

Membership to ASOCC shall be granted to every full and part time Student upon payment of the Student Activities Fee in said semester.

Article 4: The Student Senate

Section 1. The representative Body of the ASOCC shall be known as the Associated Student Senate, and herein shall be referred to as the Student Senate.

Section 2. The following officers and representatives shall be elected by popular vote of the ASOCC and shall constitute the twenty-two (22) member Senate. Each elected person shall have one vote on all issues except the President who will vote only in the event of a tie.

A. The President of the ASOCC
B. The Vice-President of the ASOCC
C. The Treasurer of the ASOCC
D. Eighteen (18) Senators-at-Large consisting of nine (9) Sophomore and nine (9) Freshmen
E. The Secretary

Section 3. Other members of the Senate shall include
A. Senatorial Assistants
   1. Any student who runs for a seat on the Senate and is not elected to the desired position of Senatorial Assistant.
Section 1. The President
A. Shall serve as chief executive of the ASOCC
B. Shall serve as chief executive of the Student Senate
C. Shall preside over all meetings of the Student Senate
D. May serve as ex-officio member of all committees
E. Shall appoint, unless otherwise stipulated in this Constitution, all standing, ad hoc, and advisory committees as he/she or the Senate sees fit
F. Shall sign all documents on behalf of the Student Senate
G. Shall oversee all Student Senate activities
H. Shall endeavor to ensure that all Student Senate directives and policies are complied with
I. Shall make official statements on behalf of the Student Senate
J. Shall prepare the agenda and submit it to the Secretary
K. Shall, in the event that the Secretary is absent from a meeting, appoint a Secretary pro tempore
L. The power of any immediate decision which is not contrary to this Constitution and by-laws is entrusted to the President and notification of the same must be forthcoming at the following Student Senate meeting for approval
M. Shall carry out any other duty pertaining to the office
N. Shall inform the Senate of all correspondence of his/her office and on behalf of the Student Senate
O. Shall enjoy the right to appoint an assistant to the President
P. Shall appoint a Parliamentarian upon approval by a ratification of the Senate

Section 2. Vice-President
A. Shall assume the duties of the President’s Office in the absence of the President
B. Shall serve as chairman of the Student Senate’s Elections Committee
C. Shall, if he/she chooses to serve as ex-officio member of all committees and any resulting committees
D. Shall coordinate the activities of the various committees
E. Shall perform such other duties as the President delegates to him/her from time to time
F. Shall charge all senators with their duties

Section 3. The Treasurer
A. Shall assume responsibility for the preparation and presentation of Student Senate budget
B. Shall maintain accurate records of all Student Senate transactions
C. Shall prepare and submit a financial report for every regular Student Senate meeting and whenever else the Senate so designates
D. Shall insure the proper custody accountability, receipt and expenditures of all funds directly under the Student Senate

Section 4. The Secretary
A. Shall keep a set of all minutes of all ASOCC and Student Senate meetings
B. Shall be responsible for all official correspondence and proper filing of all Student Senate materials
C. Shall inform all Student Senate members of all meetings, regular or special
D. Shall be responsible for making available the minutes of all meetings to any student upon request
E. Shall be responsible for the notices, agendas and minutes of all meetings and submit copies to each member of the Student Senate, the President of the College, the Vice Presidents of the College and the Director of Student Life, Board of Trustees, Executive Secretary of the College Senate, said materials
F. Shall have charge, under the direction of the Student Senate, of all official records and papers belonging to the Student Senate
G. Shall keep a running record of all activities of the Student Senate

2. Any student who so desires may be recognized by the President for position of Senatorial Assistant.
B. The advisor to the Senate shall be the Director of Student Life or an appointed Representative.
C. Honorary Members
   1. Honorary membership shall be granted to those individuals which the Senate wishes to recognize for outstanding service to the Senate of ASOCC.
   2. Membership (Honorary) shall be granted by appointment from the president and passed by a majority vote of the Senate.
   3. Honorary members shall enjoy all rights and privileges of the Senate and ASOCC except the right to vote.
   4. Honorary membership will be granted for lifetime, and a record of all members shall be kept with the Secretary and in official Senate files.
   5. Honorary members will be invited and receive formal invitation to all formal Senate sponsored functions.
H. Shall keep an approved set of all minutes in the President’s and Secretary’s files
I. Shall perform such other duties as may be assigned from time to time.
J. Shall, in the event that the President and Vice President are absent, call the meeting to order and preside until such time that a President pro tempore is elected.

Section 5. Duties of a Senator
A. Shall be present at all Student Senate meetings.
B. Shall be present at all assigned forum sub-committee meetings.
C. Shall report to the Student Senate about each subcommittee meeting attended.
D. Shall reflect the opinions of the student body.
E. Each senator shall have one vote.

Section 6. The President and Vice-President shall be the two (2) Senate representatives to the President’s Leadership Team.

Article 6: Elections

Section 1. Election Committee
A. An election committee shall be appointed by the president of the Student Senate and ratified by a majority vote of the Student Senate.
B. No member of the election committee may run for an office.
C. Campaign procedures will be established by the election committee.
D. The election committee regulations shall be enforced and interpreted, with consent of the Student Senate, by the election committee. Failure to comply with any of the regulations shall result in the disqualification of the offender.

Section 2. Regular elections shall be held each year according to the following schedule:
A. The fourth Tuesday and Wednesday in April the President, the Vice-President, the Secretary, the Treasurer and nine (9) Senators-at-Large shall be elected by popular vote of the ASOCC.
B. The first Tuesday in October, elections will be held to fill the nine (9) Senators-at-Large seats from members of the entering freshman class. In addition elections will be held at that time to fill any vacant posts remaining on the Student Senate.

Section 3. All members of the ASOCC shall have one (1) vote in the general elections.

Section 4. Candidates for any office may be nominated in any of the following ways:
A. By the out-going Senate.
B. By a nominating committee appointed by the Senate.
C. By petition with the signatures of at least ten (10) student body members. Said petition is to be filed with the Election Committee before balloting takes place, along with an essay outlining reasons and qualifications for the office for which they are running.

Section 5. Qualifications for holding office:
A. Executive Board
   1. Must be a full or part time student

2. Candidates for the office must be fulfill the requirements listed in the election code as directed by the Election Committee.
3. All Student Senate executive board members must have and maintain a 2.5 cumulative average to remain in office.
4. Must have completed at least 18 credits at the time of entering office.

B. Senators
   1. To be eligible for candidacy each person must be a member of the ASOCC.
   2. Candidates for the office must fulfill the requirements listed in the election code as directed by the Election Committee.
   3. All Student Senate members must have and maintain a 2.00 cumulative average to remain in office.

Section 6. Seventeen (17) members of the ASOCC shall be appointed by the president and approved by the Senate to the following standing committee of the College Senate:
1. College Senate - Two (2) representatives.
2. Academic Standards Committee – Two (2) representatives
3. Curriculum Committee – One (1) representative.
4. Instruction Committee – One (1) representative.
5. Student Life Committee- Five (5) representatives. The Treasurer will automatically be a representative appointed to this committee.
6. Intercollegiate & Intramural Athletic Committee – Three (3) representatives.
7. Learning Assessment Committee – Two (2) representatives.
8. Developmental Education Committee – One (1) representative.

Section 7. Three (3) members of the ASOCC shall be appointed by the president and approved by the Senate to the following Special Committees:
1. Global Education Committee – Three (3) representatives.

Article 7: Meetings

Section 1. The Student Senate shall hold two regular business meetings each month on a day and hour to be determined at the first meeting in September. Senate meetings shall be held at the college or at such other places as fixed by the majority of a quorum of the Senate.

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Section 2. Notice of all regular meetings, including agenda, shall be received by all Student Senate members no less than four (4) business days prior to said meeting.

Section 3. The agenda for the Senate meetings will read as follows:
I. Call to Order/Role Call
II. President’s Report
III. Secretary’s Report/ Approval of Minutes
IV. Treasurer’s Report
V. Old Business
VI. New Business
   A. Committee Reports
      1. Standing Committees
      2. Special Committees
VII. Other Business
VIII. Forensic Business
IX. Adjournment

Section 4. The Student Senate shall hold special meetings based on the call of the President or on the call of three (3) members of the Student Senate upon not less than 24 hours advance notice either by telephone or mail. The specific matter to be considered at the special meeting shall be stated and no other matter shall be considered at said meeting except with the consent of all members present at such meeting.

Section 5. Attendance at all meetings is required of all Student Senators and members of standing committees of the College Senate. Any Senator or member of a standing committees missing two committee and/or College Senate meetings in one year without reasonable excuse will risk impeachment or removal.

Section 6. All Student Senate meetings will be open to the public.

Article 8: Duties and Powers of the Senate

Section 1. Duties – Any member of the ASOCC may, through the elected representatives of the Senate, introduce to the Student Senate for consideration, those resolution which are deemed most advantageous to the college and to the well-being of the Students of Ocean County College.

Section 2. Powers
1. The Student Senate shall have the power to establish those by-laws, resolutions, and committees that are deemed most advantageous to the college, the student body, and the Student Senate in general.
2. The Student Senate shall have the power to consult with and make proposals to the faculty and administration regarding matters of student well-being.
3. The Student Senate shall have the power to charter student clubs and organizations.

Article 9: Voting Procedures and Standards

Section 1. Quorum of all meetings of the Student Senate shall consist of a simple majority of the entire Student Senate.

Section 2. Voting
1. A simple majority shall be required to pass all bylaws, resolutions, appropriations, etc.
2. Presidential, appointments must be ratified by a two-thirds vote of the Student Senate members present and voting at the time.
3. The Student Senate may override a presidential veto at the next regular business meeting following the veto. A 2/3 majority vote of those present is required.

Section 3. Procedure – The latest edition of Robert’s Rules of Parliamentary Procedure shall be observed and enforced, where applicable, at the official meetings by the parliamentarian.

Article 10: Impeachment Procedures

Section 1. The sole power of impeachment of persons holding elective or appointive office under the ASOCC or its Senate shall be vested in the Senate.

Section 2. Grounds for Impeachment
A. He/she who misses two consecutive meetings or three meetings throughout his/her term of office without a reasonable excuse given to the President will risk impeachment.
B. He/she who is suspended or expelled from the college will be subject to impeachment at the will of the Senate.
C. By the judgment of the Student Senate, anyone who does not act in the best interest of those who entrust him/her to hold office will also risk impeachment.
Section 3. Impeachment Proceedings
A. All impeachment proceedings conducted will be closed to all but involved parties.
B. Proof, and not conjecture, must be presented in order to warrant the commencement of these proceedings.
C. A motion for the commencement of impeachment proceedings may be introduced at any time from the Senate floor by any two (2) Senators.
D. After initiation of impeachment proceedings, at least 24 hours and no more than one week shall pass before the continuation of the proceedings.
E. After the motion is introduced and seconded, the defendant is to be granted an opportunity to present witnesses and testify on his own behalf.
F. After all testimony, pro and con, is heard and considered, the Senate shall vote. A 2/3 majority of the total membership is needed for the impeachment to be final.
G. Upon commencement of impeachment procedures, the accused Senator shall lose all rights and privileges of his/her office until such time that the Senate either acquits or convicts him or her.

Section 4. Proceedings Mediator. When the proceedings are to begin the Student Senate shall choose a non-partial, uninvolved member of the Student Senate to chair the proceedings.

Section 5. Replacement of an Impeached Executive Board Member.
A. When the President has been convicted, the Vice-President shall assume his/her office for the remainder of the academic year.
B. When the Vice-President or Treasurer has been convicted, the President shall appoint, from the Senate, a Vice-President or Treasurer within one week. The appointment is subject to Senate approval.
C. When the Secretary has been convicted, the same procedure for replacement shall be followed as the procedure for replacing a Senator.

Section 6. Replacement of an Impeached Senator. When a Senator has been convicted, the regulations guiding the filling of vacancies, (By-Laws, Section 7 of Article X under Impeachment Procedures) shall be followed.

Section 7. Vacancies
A. When, for any reason, a vacancy occurs within the Senate, with the exception of the President’s and Vice-President’s positions, a Senatorial Assistant will be promoted to fill the position.
B. The person who has been a Senatorial Assistant for the longest period of time shall be given the first option to fill any vacancy.
C. In the event that two (2) or more Senatorial Assistants have equal seniority, the Senate judgment will proclaim the winner by its simple majority cast in any aspirant’s favor.
D. In the event that there are no Senatorial Assistants of the class in which an opening has occurred a call will go out from the chair to all interested students for that office. After (2) weeks have elapsed since the vacancy is officially announced, the Senate will vote on nominations that were received. A simple majority vote by the Senate will determine who will occupy the vacant position.

Article 11: Funding
Section 1. Activities of the Student Senate shall be funded from the Student Activities fee.
Section 2. All funds pertaining to these activities shall be deposited in the Internal Banking System maintained by the Office of Student Life.
Section 3. A yearly budget will be drawn up for the Student Senate by the Executive Board and any interested Senators, and upon approval of the Student Senate, will be submitted to the Student Life Committee for approval.

Article 12: Amendments
Section 1. This constitution may be amended by a simple majority vote.

Article 13: The College Senate Functions of the Standing Committees
1. College Senate
A. Facilitate transparent operation and communication within all levels of governance to encourage open dialogue and exchange of ideas.
B. Review all agenda items forwarded from the standing committees, a vice president, or the President, and make recommendations for additions, deletions, and revisions to policies and procedures in the areas of academics and student life.
C. Review annual reports of the College Senate and its standing committees before its last meeting of the year, and submit them to the President.

continued, next page
D. Review the Senate meeting schedule for the succeeding
E. Review the Executive Committee recommendation for a schedule for the presentation of periodic annual reports for the College Senate and standing committees, and recommend to the President.
F. Establish an election committee by its first meeting in December of each year.
G. Consider and recommend proposed amendments to the Bylaws.
H. Facilitate review of the Bylaws of the Senate at least once every five years.

2. Academic Standards Committee
A. Review and recommend additions, deletions, and changes in policies and procedures for academic standards in degree and certificate programs, general education requirements, academic honesty, and other policies and procedures related to academic standards in higher education.
B. Review and recommend additions, deletions, and changes to policies and procedures that relate to academic issues that include, but shall not be limited to, admission, readmission, registration, transfer, student records, assessment testing, advance standing, course withdrawal, and grades.
C. Review and recommend additions, deletions, and changes in requirements for all degree and certificate programs.
D. Review of all associate degree requirements shall occur biannually, or as required by an accrediting agency.
E. Ensure the implementation of mandated requirements for degrees, programs, and/or certificates.
F. Take action on individual student appeals.
G. Recommend academic standards for the Honors Program.
H. Serve in an advisory role on related issues at the request of a Vice President or the President.

3. Curriculum Committee
A. Review and make recommendations that include, but shall not be limited to, how courses and programs align with the College’s general education goals and Academic Master Plan.
B. Proposals for new courses or academic programs shall come to the Curriculum Committee through a department Dean or the Vice President of Academic Affairs.
C. Review and recommend proposals for new and/or revised courses.
D. Review and recommend proposals for new and/or revised course prerequisites and/or co-requisites.
E. Review and recommend proposals to terminate programs and/or certificates.
F. Review Special Topics courses.
G. Serve in an advisory role on related issues at the request of a Vice President or the President.

4. Instruction Committee
A. Review and promote innovations in instruction.
B. Review and recommend methods of improving instruction linked to college strategic plans.
C. Review and recommend proposals that improve instruction, including funding implications.
D. Review and promote innovations in information literacy that impact instruction.
E. Plan and implement programs and/or activities for improving instruction.
F. Serve in an advisory role on related issues at the request of a Vice President or the President.

5. Committee on Student Life
A. Review and recommend policies and procedures that relate to student behavior and discipline, student activities, student media, and the student handbook.
B. Advise the Vice President of Student Affairs on issues that relate to student life.
C. Advise the Vice President of Student Affairs on the allocation of student fee funds to student clubs, organizations, and related activities.
D. Serve in an advisory role on related issues at the request of a Vice President or the President.

6. Committee on Intercollegiate and Intramural Athletics
A. Review and recommend changes in policies and procedures designed to foster sound programs of intercollegiate and intramural athletics.
B. Review and recommend changes in athletic programs and policies.
C. Review and recommend changes in the College’s athletic eligibility rules as mandated by regulatory agencies or proposed by the college.
D. Serve in an advisory role on related issues at the request of a Vice President or the President.

7. Learning Assessment Committee
A. Review and recommend learning assessment plans to ensure alignment with the College
B. Review and recommend policies and procedures for assessment of student learning, including student learning assessment plans and strategies for credit and developmental courses, certificates and programs, and general education requirements.
C. Review and assess comprehensive learning outcomes data and make specific recommendations to improve teaching and learning.
D. Evaluate program review reports using criteria established by Policy/Procedure #T160, including assessment of the viability of programs and certificates.
E. Review annually, the Academic Master Plan.
F. Serve in an advisory role on related issues at the request of a Vice President or the President.

8. Developmental Education Committee
The Ocean County College Foundation helps students accomplish their dream of a college education and paves the way for their future success. The Foundation is dedicated to the growth and development of the College through scholarships, endowments, and capital and special projects.

**SCHOLARSHIPS**

Through the generosity of individuals, organizations and companies in the area, the Ocean County College Foundation awards a number of scholarships to deserving students each academic year. In fact, in 2015, the Foundation awarded over $500,000 in scholarship support.

The Ocean County College Foundation offers a variety of scholarship opportunities for students. Scholarships are available for recent high school graduates, new students, current students, and returning students. If approved, the total dollar amount of scholarship support is dependent upon the student’s financial need, current GPA, and enrollment status at the time the payment is made.

**Applying for a Scholarship:** Students must apply online for scholarship support each semester. Please note that scholarship support is for Fall and Spring semesters only. Quick term and Summer semesters are not included.

- Must be an Ocean County resident.
- Must be registered and enrolled in an OCC degree program.
- Must have a cumulative GPA of 2.0 or higher.
- Must complete FAFSA for current academic year.

For further information on deadlines, scholarship policies, eligibility, and to apply online, visit go.ocean.edu/scholarships.
There are a variety of online sites and services that students will use at OCC. Some are just helpful, while others are required. Some require a login and password. Almost any information can be found on the college website, www.ocean.edu, and on the college portal, Ocean Connect.

Ocean Connect is Ocean County College’s portal to college email, courses, grades, and finances. It can be accessed from the main web page by selecting “Ocean Connect” from the “My Ocean” menu in the upper-right corner of the page.

Ocean Connect: User IDs
Student accounts are available within 24 hours after your application for admission is entered into OCC’s system.

- The Login ID is the student’s firstname_lastname@students.ocean.edu, all lowercase with no spaces. Students receive an email containing their Login ID within 24 hours of completing their application.

- The password for initial access will be a student’s 7-digit college ID#. This can be found either at the bottom of the acceptance letter to the college, the student’s OCC ID card, on the bill/schedule received at the time of registration, on the My Account page of OCC’s online application, or by visiting help.ocean.edu and clicking “What’s My OCC ID and User Name”.

Upon first accessing Ocean Connect, students will be prompted to choose a private password. (Please make note of your password.) The college has so many current and former student names in our database that it is possible someone with the same first and last name already has a login. In that instance, the system will assign 4 random numbers after the student’s name, which will become a permanent part of the Ocean Connect login ID and email address. Students receive an email containing their Login ID within 24 hours of completing their application. Students can also go to help.ocean.edu and click on “What’s my OCC ID and User Name”.

My Courses: Canvas (formerly Pearson LearningStudio)

OCC Email
Your official OCC email account

WebAdvisor
Register for classes, check grades, see financial aid, and more...

Student Finance
Pay your bill and view your past bills

Student Planning
Register for classes, view your degree progress, and plan for the future

OneDrive
Microsoft Office Online and Cloud Storage

Clubs and Offices
Clubs, Communities, Committees and Offices

Library Services
Connect to Library Databases

OCC on Social Media – share your campus life online!

Ocean County College @OceanEdu #MyOcean
oceancountycollege
#occGrad #MyOcean

OCC Chat

Ocean County College
My Courses: Canvas

Canvas is full of great resources to further help you navigate your courses and all of the features that help to make Canvas so great.

Canvas is the Learning Management System (LMS) that OCC uses, effective September 2016. Essentially this is where all of your online courses and hybrid courses exist. It is important to learn what Canvas has to offer and how to navigate through the Canvas dashboard and its components.

**Desktop/laptop computers:** please use Firefox or Chrome when accessing Canvas.

**Mobile and Tablet devices:** follow these steps to setup access to your account:

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**For more information** on how to use Canvas on your computer or device, visit the “Canvas Tutorials” link under the My Ocean menu on www.ocean.edu.
Location: Building #30
(at the far end of parking Lot 1)

Phone: 732-255-0451
On campus: ext. 2200

*Hours: 24 hours a day, 365 days a year

Security Staff
The Ocean County College Security Department employs uniformed, full and part time officers and reservists. The Toms River Police Department also patrols the campus. The office is staffed, and the campus is patrolled, 24 hours a day, 7 days a week, including holidays, to safeguard and serve the Ocean County College community.

Uniformed Security Officers may be found patrolling on foot, bike and vehicle. Flag them down if you need assistance. Security Officers will provide student escorts upon request. Our officers are certified in CPR/AED, first aid, oxygen administration, and State S.O.R.A. training. Officers also receive training through the Toms River Police and other state and local agencies.

The women and men of the Ocean County College Security Department have the responsibility of protecting life and property on the campus. The Department is also responsible for the prevention and detection of crime. It is the goal of the Ocean County College Security Department to equally serve all members of the college community without regard to race, color, creed, ethnicity, sex, national origin, age, religion, veteran’s status, marital status, disability, or sexual orientation.

The Ocean County College Security Department maintains mobile, bicycle, and foot patrols that cover the entire campus. Our officers are always in radio contact with Security headquarters and quickly respond to emergency situations.

I.D. Cards
Student IDs are issued from the Security Office. All students are required to have their pictures taken for OCC ID cards. ID cards must be updated at the beginning of each subsequent semester. You MUST present a current schedule and a photo ID to receive a College ID. The ID cards are necessary for trip sign-up, purchasing tickets through the Office of Student Life, and to borrow books/materials from the library. Replacement ID Cards/Library Cards are $10. At select times during the year, Student IDs can be processed at the Security Office in the Larson Student Center (Bldg. #8). Check with Security for days and times.

Contacting Security on Campus
- Information/emergency call boxes are located in all parking areas and can be easily accessed and operated by following instructions printed on each unit. Locations are marked with signage and blue lights.
- Emergency phones are located in each classroom and can be utilized to call security in the event of an emergency. In most buildings, there are “red” emergency call boxes located in the hallways. These also can be utilized in case of an emergency.
- A lost and found depository is kept at the Security Office. Found articles will be kept for 7 days.

Pedestrians
- Use caution around areas of construction on campus.
- OCC is a non-smoking campus. Smoking is not allowed anywhere on the campus – which includes the parking lots.
Vapor/Electric cigarettes are not permitted on campus.

**Children on Campus**

Children under the age of 18, who are not registered students of OCC, are allowed on campus property only under the immediate supervision of a parent, guardian or registered student, or while participating in a scheduled program or event. Children are never to be left unsupervised and are prohibited from being left unattended in college buildings or on college grounds.

On an emergency basis only, it is the prerogative of faculty to permit children of enrolled student’s admission to regular classes; however, admission of children to scientific laboratory type settings is prohibited for safety reasons.

Lost and Found: Lost items from all over the campus usually wind up at the Security Office at the Security/Welcome Center. To inquire about lost items, call extension 2170 or stop in to claim it. Items will only be kept for 7 days.

**Emergency Evacuation**

In the event of fire, smoke conditions, or another emergency situation that requires evacuation of a building, the fire alarm will sound and the police and local fire department will respond. At the sound of the fire alarm, faculty, staff, and students must evacuate the building immediately. Only after the condition has been deemed safe by the fire department will you be permitted to re-enter the building.

**Lock Down Procedure**

A Lock Down is used when there is an immediate threat to the building occupants. In the event of a Lock Down, students, faculty and staff would be instructed to secure themselves in the room they are in and not to leave until the situation has been curtailed. This allows emergency responders to secure students and staff in place, address the immediate threat and remove any innocent bystanders from immediate danger to an area of safe refuge.

**Campus Safety, Emergencies**

To facilitate the reporting of criminal actions or a campus emergency, the following procedures are in place:

1. The Security Office, located at the bottom of Parking Lot #1, is open and staffed 24 hours a day;
2. There is a motorized patrol of campus and parking lots;
3. Emergency telephones are located throughout the campus and are direct dial to the Security Office;
4. The Security Office is equipped with call extension “ID” which allows the Security Department to identify your calling location in the event of an emergency;
5. Security and the Duty Administrator are equipped with portable two-way radios and are in constant communication with each other;
6. From off-campus, Security can be reached at 732-255-0451, or on-campus, ext. 2170, 24 hours a day.

To control access to the campus and college buildings, the following policies are in effect:

1. There is a college policy that deals with visitors to the campus and the times they are permitted in buildings;
2. Security issues photo ID cards to all faculty/staff, and students;
3. Buildings are secured at the conclusion of activities each day;
4. Written permission must be obtained by student from a faculty or staff member to work late in a building;
5. Doors and door locks are inspected nightly to insure proper operation;
6. Lights are inspected nightly and reported to maintenance if not working;
7. Closed-circuit TV (CCTV) security cameras are mounted on campus. Security Officers at Ocean County College maintain an excellent working relationship with the Toms River Police Department, the Ocean County Sheriff’s Department, and the New Jersey State Police. The security manual requires our security officers to handle violations of minor rules and regulations and to call the

*continued, next page*
police for violations of a serious or criminal nature.

Parking
Park only inside the white lines in designated student areas. Do not park in yellow lined areas, on the grass, or any other non-designated areas. You will be ticketed.

Parking/Traffic Regulations
Areas are designated as follows:

1. **The speed limit at Ocean County College is 15 M.P.H., unless otherwise posted. This regulation will be strictly enforced.**
2. **Pedestrians have the right-of-way at all times.**
3. **All persons operating a vehicle on campus must obey stop signs and all other signs regulating traffic safety.**
4. **All vehicle accidents occurring on campus must be reported to the Security Department and the Toms River Police Department, 732-349-0150.**

Enforcement
1. **The Security Department enforces the college vehicle regulations. A written notice of violation(s) is affixed to each vehicle parked in violation of the regulations.**
2. **In the case of blatant parking violations (Handicapped, Loading Zones, Fire Lanes, etc.) the Security Department will notify Toms River Police and a municipal summons will be issued.**
3. When personal or property safety is threatened, the normal flow of traffic is impeded, or the maintenance of the college is stopped by an illegally parked vehicle, it may be towed at the owner's expense.

Fees*

**$15**
1. Occupying more than one parking space.
2. Parking in Faculty/Staff/Visitor space.

**$25**
1. Parking in “No Parking” Zone (Fire, unloading, etc.)
2. Blocking or impeding traffic.
3. Parking in non-designated space.
4. Parking in a designated reserved space.

**$100**
1. Towing fee.

**$250**
1. Parking in a Handicapped space without permit. The fine for each parking violation must be paid in person or by mail to: Accounting Department, Ocean County College, College Dr., P.O. Box 2001, Toms River, NJ 08754-2001. Checks or money orders should be made payable to Ocean County College.

*Parking in Handicapped, Fire and/or Loading Zones is a municipal violation and subject to ticketing by the Toms River Police Department.*

Traffic Appeal Procedure:
A ticket may be appealed to the Traffic Appeals Committee provided it is made in writing to the Security Office within twenty (20) Calendar days from the issuance of the Vehicle Violation Ticket.

Request forms may be obtained and returned to the Security Office. Failure to properly file an appeal request form shall result in the forfeiture of the right to appeal.

The following issues will not be considered for appeal:

1. The length of time the vehicle was illegally parked
2. Parking on the grass
3. Parking in a particular area in the past did not result in being ticketed or that there were no “No Parking” signs
4. Other vehicles in the same area were not ticketed
5. All Parking Lots were full
6. Parking in the Faculty/Staff parking lot for any reason when you are a student.
7. Direct violation of Parking Policy

The Traffic Appeals Committee, not the Security Department, has the authority to hear and decide appeals.

Payment Methods: Checks or money orders are acceptable if made payable to Ocean County College and must include the student’s name and ticket number. A charge of $20 will be assessed for all checks issued to the college and not paid upon presentation to the bank. Once a personal check is returned by a bank to the college, it will not be re-deposited nor will the college accept another personal check in its
place. Instead, payment will have to be made in cash or by certified check or money order.

Once payment has been made, the check will not be returned to the student if the student changes his or her mind about attending. Likewise, the student should not process a stop payment order at his or her bank. The college will treat a stop payment as a returned check and will apply the $20 returned check charge. Instead, the student should go to the Office of Registration and Records and process a Drop/Add Form. The college will, in turn, generate a refund check in the appropriate amount.

REPORTING OF CRIME STATISTICS

With the passing of the Student-Right-To-Know and Campus Security Act by Congress, the Ocean County College Security Department will report statistics on the following categories:


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<thead>
<tr>
<th>TOMS RIVER CAMPUS</th>
<th>SOUTHERN EDUCATION CENTER</th>
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<tbody>
<tr>
<td><strong>CRIMINAL OFFENSES</strong></td>
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<tr>
<td>1) Murder/Non-negligent manslaughter</td>
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<td>2) Negligent Manslaughter</td>
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<td>3) Sex Offenses – Forcible</td>
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<td>4) Sex Offenses - Non-Forcible</td>
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<td>5) Robbery</td>
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<td>6) Aggravated Assault</td>
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<td>7) Burglary</td>
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<td>8) Motor Vehicle Theft</td>
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<td>9) Arson</td>
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<tr>
<td>1) Domestic Violence</td>
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<td>2) Dating Violence</td>
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<tr>
<td>3) Stalking</td>
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<td><strong>ARRESTS</strong></td>
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<td>1) Weapons: Carrying, Possessing, etc.</td>
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<td>2) Drug Abuse Violations</td>
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<tr>
<td>3) Liquor Law Violations</td>
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<td><strong>DISCIPLINARY ACTION</strong></td>
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<td>3) Liquor Law Violations</td>
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<td><strong>HATE CRIMES</strong></td>
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*Sent for counseling

Please note: these are all activities reported, not necessarily actual incidents.

Campus Crime and Security at Postsecondary Education Institutions [http://ope.ed.gov/security]

Ocean County College’s OPE ID Number 00262400
CAMPUS FACILITIES AND SERVICES

Administration Building (ADMN) #1

(1974) The Administration Building has a Ground floor, First floor, and Second floor and is home to the Boardroom and Office of the President along with many administrative offices.

Important Rooms
- College Relations
- Resource Development
- Purchasing Department
- Accounts Payable
- Financial Aid Office
- Academic Advising
- Records & Registration
- Veterans Services
- Cashier/Payments

Important Offices
- Testing Center
- E-Learning/ OCC Online
- Continuing & Prof. Education
- Center for Student Success
- Library Circulation Department
- Library Reference Department
- Computer Labs
- Study Rooms

Disability Access
A handicap ramp is located at the front entrance of the building. Electric doors are located in the front and lower level side entrance of the building. A handicap accessible elevator is available.

Library Building (LIBR) #3

(1966; renovated 1994) The Library Building has three floors of services housed within.

Important Offices
- Library Circulation Department
- Library Reference Department
- Computer Labs
- Study Rooms

Disability Access
A handicap ramp is located near the clock tower in the front of the Library building. Electric doors are located in the front and rear of the library building. A handicap elevator is located next to the rear lobby of the building.

Library Building (HSB) #4

(1970; renovated in 2014) The one-story Health Sciences Building (originally Nursing Arts Building) contains class-rooms, multipurpose room, offices, and storage and work areas.

Important Rooms
- Nursing Department Offices
- Nursing Classrooms
- Nursing Labs

Disability Access
A handicap ramp is located on the left side of the building to access the TV Studio. A handicap accessible entrance to the Lecture Hall is at the front of the building. Handicap accessible restrooms are available.

Instructional Building (INST) #5


Library Building (LIBR) #3

(1966; renovated 1994) The Library Building has three floors of services housed within.

Important Offices
- Library Circulation Department
- Library Reference Department
- Computer Labs
- Study Rooms

Disability Access
A handicap ramp is located near the clock tower in the front of the Library building. Electric doors are located in the front and rear of the library building. A handicap elevator is located next to the rear lobby of the building.

Library Building (HSB) #4

(1970; renovated in 2014) The one-story Health Sciences Building (originally Nursing Arts Building) contains class-rooms, multipurpose room, offices, and storage and work areas.

Important Rooms
- Nursing Department Offices
- Nursing Classrooms
- Nursing Labs

Disability Access
A handicap ramp is located on the left side of the building to access the TV Studio. A handicap accessible entrance to the Lecture Hall is at the front of the building. Handicap accessible restrooms are available.

W. Kable Russell Building (RUSS) #7

(1990) The two-story Russell Building is located between the TV Studio (originally Lecture Hall) and the College Center. Its 27,070 square feet...
are devoted to classrooms, laboratories, faculty and staff offices, seminar rooms, a faculty lounge, conference room, Dean of the School of Arts, Language, and Humanities, and storage and media rooms.

Important Rooms
English and Literature Dept., Writing Laboratory, ESL Lab, Math Department, Math Laboratory

Disability Access
Handicap accessible entrances are located in the front and back of the building. Handicap accessible elevator and restrooms are available.

The Jon and Judith Larson Student Center (LARS) #8

(2016) The Jon and Judith Larson Student Center is a 56,000 square foot, 2-story building, designed to be energy efficient. The Cafeteria has seating for about 380 people along with a coffee shop. The Bookstore is managed by Barnes & Noble College. The entire building is outfitted with multimedia capabilities.

Important Rooms
Bookstore 1
Cafeteria 1
Coffee Shop 1
Student Life Box Office 1
Student Life Administrative Offices 2
Student Lounges 2
Club Rooms 2
Admissions Dept. 2
Conference Rooms 2

Regular Cafeteria Hours:
Mon- Thur, 7:30 am – 8:00 pm Fri, 7:30 am – 6:00 pm

Regular Bookstore Hours:
Mon- Wed, 8:30 am – 6 pm; Thurs, 8:30 am - 5 pm; Fri, 8:30 am – 4 pm

Regular Student Life Box Office Hours:
Mon- Fri, 8 am – 5 pm

Disability Access
Access is available from the service road and the campus mall via both main entrances. A handicap accessible elevator is available in the main section of the building just behind the coffee shop.

Buildings #9 and #10

Important Rooms:
Barnegat Bay Partnership, Student Support Services, Personal Counseling, Viking News Office, WOCC.

Disability Access
A handicap accessible entrance is located on the left side of the building. Handicap accessible restrooms are available.

Grunin Center for the Arts (GRUN) #11 & #12

(1972; renovated in 2010) Formerly called the Arts & Community Center.

Important Rooms
Building #11 houses the Black Box Theater, Art rooms, Ceramics Lab, Academic Offices, Educational Opportunity Fund (EOF) & Center for Access and Equality (C4AE) Offices, and Human Resources. Building #12 houses the Main Theater, Music rooms, Gallery, and Grunin Box Office.

Box Office Regular hours:
Monday–Friday, 10 am – 5 pm, and opens 1 hour prior to each show.

Disability Access
A handicap ramps are located on both the Parking Lot #2 side and Main Campus side of the building. Electric doors are located at every entry level to the building.

Robert J. Novins Planetarium (PLAN) #13

(1974; renovated and re-opened to the public in Fall 2010.) Entering into the atrium you will be greeted with news of the astronomy world on our two flat-panel televisions. The planetarium dome is a virtual 3-D video space, and the viewer will be able to enjoy a state-of-the-art virtual show in surround sound while reclining at a 45 degree angle in the 100 seat auditorium. The building also contains a classroom, offices, gift shop and workrooms.

Green Energy Combined Cooling, Heating and Power Plant (CHP) #21

(2012) An onsite electric-generating engine running on clean natural gas, providing electricity to thirteen campus buildings. Also provides cooling and heating to various campus buildings as a byproduct of electrical generation. Onsite electrical generation is a cost effective means of providing electricity while reducing the College’s carbon footprint.

Instructional Computer Center (ICCT) #22

(1982) Located behind the Information Technology Building, the Instructional Computer Center contains two classrooms, open computer laboratory, an IT teaching Cisco laboratory, and office space. (Originally, this building was the instructional base for the College's computer science program.)

Important Rooms
Displaced Homemakers, Cisco Computer Lab, Classrooms, IT Training Lab,

Disability Access
Handicap accessible via front entrance. Handicap accessible restrooms are available.

Information Technology (OITE) #23

(1971; renovated in 2011) The Information Technology Building continued, next page
houses the technological services that support the administrative and academic functions of the college.

**Technology Building (TECH) #25**

(2004) This two-story building houses five teaching computer labs, two computer graphics labs, an ITV classroom, a video post-production studio, a 72-seat stepped lecture hall, an executive conference room, and faculty and support offices. First campus building designed under LEED guidelines

**Important Rooms**
- Lecture Hall 1
- Conference Room 1
- Media Services 1
- Computer Graphic/Photography Lab 2
- Computer Science Department 2

**Disability Access**
Handicap accessible via front and right side entrances. Handicap accessible restrooms and elevator.

**William T. Hiering Science Building (HIER) #27**

(2000) This two-story building houses six laboratories, two large classrooms, a lecture hall with over 100 seats, and faculty and staff offices.

**Important Rooms**
- Lecture Hall, Science Department, Science Labs

**Disability Access**
A handicap accessible entrance is located on the right side of the building. A handicap accessible elevator is available. Handicap accessible restrooms are available.

**Health and Human Performance Center (HPEC) #29**

(1967; expanded 1974) The Health and Physical Education Center, providing instructional areas for men and women, contains a regulation intercollegiate basketball court, a six-lane swimming pool, a multipurpose room, classrooms, and offices. Shower and locker facilities and outdoor athletic fields permit the inclusion of a complete health and physical education program in the curriculum.

**Important Rooms**
- Athletic Department, Fitness Center, Gymnasium

**Disability Access**
A handicap ramp is located near the front entrance of the Health and Human Performance building. Electric doors are located at the front entrance.

**Security/Welcome Center (SWC) #30**

(1971) The Security Department staff and offices are stationed in Building 30. Student IDs are issued by staff at the main desk inside the front entrance.

**Disability Access**
Handicap accessible via front entrance.

**O.C.E.A.N., Inc. (KIDS) #40**


**Gateway Building (GATE) #101**

(2013) A five story structure, the Gateway Building contains 75,000 gross square feet devoted to academic space shared by Ocean County College and Kean University. The building contains classrooms are equipped with modern teaching technology, a lecture hall, and faculty offices.

**Important Rooms**
- 225-Seat Lecture Hall, two laptop computer labs, administrative office for Kean University.

**Disability Access**
The building is handicap accessible from the lower campus side and upper campus side of the building. A handicap ramp connects the building to the lower campus on the east side of the building. The main building entrance is handicap accessible on the west, upper mall side of the building.

**Health Sciences Building (HSB) #102**


**Southern Education Center, Manahawkin (SEC)**

(2000) Located in Manahawkin, the SEC offers a wide range of credit courses leading to certificates and associate degrees, as well as non-credit continuing education and customized training programs. The SEC consists of classrooms, a large conference area, and a computer laboratory in addition to student lounges and administrative offices.
ACADEMIC DEPARTMENTS

Administrative Offices
Dr. Lisa DiBisceglie,  
Associate VP of Academic Affairs  
ADM 205, ext. 2453 • ldibisceglie@ocean.edu
Dr. Toni Clay,  
Assistant VP of Academic Affairs  
ADMN 203, ext. 2029 • tclay@ocean.edu
Eileen Schilling,  
Executive Dir. of Academic Assessment & School Relations  
ADM 207, ext. 423 • eschilling@ocean.edu
Susan O’Connor,  
Director of Curriculum Management  
ADM 209, ext. 2978 • soconnor@ocean.edu
Lori Harris-Ransom,  
Dean of Center for Student Success  
L 124D, ext. 2253 • lharris-ransom@ocean.edu
Christine O’Neill,  
Executive Assistant  
ADMN 204, ext. 2436 • coneill@ocean.edu
Bridget Everett,  
Managerial Technician  
ADMN 206, ext. 2473 • beverett@ocean.edu
Justine Lugo,  
Managerial Technician  
ADMN 202, ext. 2039 • jlugo@ocean.edu
Dr. Henry Jackson,  
Executive Director of Academic Success  
BART 212, ext. 2257 • hjackson@ocean.edu

School of Math, Science, Technology and Mathematics (STEM)
Science, Technology, Engineering, and Mathematics
Paul Silberquit, Dean  
HIER 135, ext. 2540, psilberquit@ocean.edu
Laurie Bellero, Admin. Asst. (STEM)  
RUSS 113, ext. 2185 • lbellero@ocean.edu
Kathleen Hamilton, Admin. Asst. (Sci/Eng)  
HIER 136, ext. 2178 • khamilton@ocean.edu
Andrea Hrehovcik, Admin. Asst (Computer Sci)  
TECH 224, ext. 2343 • ahrehovcik@ocean.edu

School of Business and Social Sciences
Dr. Rosann Bar, Dean  
BART 221, ext. 2211, rbar@ocean.edu
Maureen Alexander, Academic Administrator  
BART 217, ext. 2188 • malexander@ocean.edu
Wendy Giarratana, Admin. Asst. (Business)  
GATE 316, ext. 2221 • wendyg@ocean.edu

School of Nursing and Health Sciences
Tracy Walsh, Dean  
HSB 101, ext. 486 • twalsh@ocean.edu
Mary Fennessy, Academic Administrator  
HSB 102, ext. 2423 • mfennessy@ocean.edu
Linda Wilson, Office Manager  
HSB 100, ext. 2223 • lwilson@ocean.edu
Audry Dvorak, Admin. Asst.  
HSB 100, ext. 2224 • advorak@ocean.edu

School of Arts and Humanities
English, Literature, Foreign Languages, Communications, Theater, Fine Arts, Philosophy, History
Heidi Sheridan, Dean  
RUSS 214, ext. 2190, hsheridan@ocean.edu
Debbie Pfaff, Academic Administrator  
GRUN B103, ext. 2286 • dpfaff@ocean.edu
Maria Galindo, Admin. Asst. (Humanities)  
GRUN B102, ext. 2193 • mgalindo@ocean.edu
Karin Smith, Admin. Asst. (English)  
RUSS 215, ext. 2097 • ksmith@ocean.edu
Absences for Religious Holidays (Policy #5162.1): Students who have a conflict between their class and a genuine religious observance should consult with their instructors prior to observance of the religious holiday.

Academic Adjustments: Any student with a documented disability is invited to contact Disability Services in the Center for Student Success to discuss issues that may relate to equal access to their educational programs.

Academic Honesty (Policy #5180): Academic honesty is a matter of deep concern to everyone connected with OCC. A fundamental claim of any institution of higher learning is its right to Academic Freedom, both to teach and to learn. A necessary precondition of academic freedom is the honesty of each individual member of the college community. Each member of the faculty and each student bear a fundamental responsibility for maintaining the condition of freedom through the exercise of integrity. Therefore, any breach of academic honesty requires a clear and concise policy to guide faculty members and students through the adjudication of this most serious offense.

Academic Penalties for Unsatisfactory Academic Progress (Policy #5156): The academic penalties for failing to maintain satisfactory academic progress are Academic Warning, Academic Probation, Academic Sanction, Academic Suspension, and Academic Reinstatement. These penalties will be imposed on students who fail to maintain a cumulative Grade Point Average of at least 2.0, in accordance with the chart below.

Any student withdrawing from at least 50 percent of registered credits for two consecutive semesters may be subject to Academic Suspension for insufficient academic progress, and must be approved by the Academic Standards Committee for continued enrollment.

<table>
<thead>
<tr>
<th>GRADE POINT DEFICIENCY</th>
<th>FAILURE TO EARN 50% OF CREDITS*</th>
<th>ACADEMIC PENALTY</th>
<th>ACADEMIC CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-32 Credits</td>
<td>33 or more attempted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-11</td>
<td>1-11</td>
<td>Not applicable</td>
<td>Academic Warning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Can enroll for no more than 15-16 credits (5 courses)</td>
</tr>
<tr>
<td>12-20</td>
<td>n/a</td>
<td>Not applicable</td>
<td>Academic Probation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Can enroll for no more than 12-13 credits (4 courses)</td>
</tr>
<tr>
<td>21 or more</td>
<td>12 or more</td>
<td>For two consecutive semesters of enrollment</td>
<td>Academic Sanction</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Can enroll for no more than 6-7 credits (2 courses)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academically restricted previously for 3 consecutive semesters of enrollment or a second two consecutive semesters of enrollment penalty</td>
<td>Academic Suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-year suspension from taking credit courses</td>
</tr>
</tbody>
</table>

*Credits registered for as of the census date.
Academic Restriction

(Policy #5156): Developmental Probation: Students who fail to receive a grade of “C” or better in a developmental mathematics course will be placed on developmental probation.

i. Full-time students placed on developmental probation will be limited to 12 credits (four courses) and must re-enroll immediately in the developmental mathematics course.

ii. Part-time students placed on developmental probation must include the developmental mathematics course as part of their course load in the next semester in which they enroll.

Developmental Restriction: Students who fail to receive a grade of “C” or better in a developmental English will be placed on developmental restriction:

i. Students placed on developmental restriction are limited to a maximum credit load of twelve/thirteen semester hours. The credit load must include the needed developmental course. The remainder of the credit load must be selected from the approved Limited Load Course List in Procedure 5165, Attachment B.

ii. Students placed on developmental restriction and failing to pass a developmental course on their second attempt are limited to a maximum credit load of six/seven semester hours. The credit load must include the needed developmental course. Any additional course must be selected from the approved Limited Load Course list in Procedure 5165, Attachment B.

iii. Students failing to attain a grade of “C” or better in Reading and Writing I or II on their third attempt will be limited to enrolling only in that course until it is completed with a grade of “C” or better.

“W” Grade: Withdrawals from developmental courses will be handled as follows:

A student receiving a grade of “W” for the first time in a specific course:

a) must enroll in the developmental course in the next semester in which he/she registers;

b) will not have the developmental restriction applied;

c) will be limited to a total of 14 semester hours.

i. A student receiving a grade of “W” more than one time in a specific developmental course will have the “W” grade treated as a “non-passing” grade and be subject to the actions prescribed under the developmental restriction section.

Student Appeals: A student placed on Academic Sanction or Academic suspension, may appeal the action to the Academic Standards Committee.

See Procedures under the specific Academic Penalty for information regarding the appeal process.

Academic Amnesty/A New Beginning: A student who has exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal to have the previously earned grades disregarded in calculating the Grade Point Average (GPA). A New Beginning appeal must be submitted to the Academic Affairs Office. Academic Affairs will submit it to the Academic Standards Committee for review and decision.

A student seeking A New Beginning Appeal should consult with the Financial Aid Office about any impact this appeal may have on his/her financial aid and/or Veteran’s benefits. A student transferring to another college will be bound by the transfer school’s terms and conditions for acceptance of transfer credits.

(Americans with Disabilities act): See related issues under Academic Adjustments (p.54), and Disabilities (p.57).

Attendance (Policy #5162): 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 which are consistent with these objectives.

Attendance at all classes and appointments is expected. Absences affect the student’s own academic achievement and detract from the value of the class for the instructor and for other students. The student should use mature judgment and consult with the instructor concerning unavoidable absences from class. Students are responsible for all work missed because of absence.

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.

For nursing students, the above statement applies only to classroom hours. Attendance for the clinical and college laboratory experience is mandatory. Students missing a clinical or laboratory experience will fail the clinical component of the NURS course and will be subject to the protocols associated with failing a NURS course (see current Nursing Student Handbook).

continued, next page
A student may withdraw or be administratively dropped without academic penalty at any time up to the course withdrawal deadline, and a grade of “W” will be assigned. Because a student may exercise his/her right to request a “W” up to the course withdrawal deadline he/she cannot receive an “F” grade through the course withdrawal deadline even if he/she is failing (see exceptions below). If the student stops attending classes or is administratively dropped after the course withdrawal deadline, a grade of “F” will be assigned. This applies to all sessions listed in the academic calendar.

The following exceptions allow the College to assign an “F” grade prior to the course withdrawal deadline:

a. A student who has attained a grade of “F” in the clinical and/or lab portions of a nursing course prior to the course withdrawal deadline will be assigned an “F”.

b. A student who has engaged in academic dishonesty may be assigned a maximum penalty of a final course grade of “F” prior to (or following) the course withdrawal deadline. Whenever an “F” grade is assigned for academic dishonesty, the Dean shall implement the administrative withdrawal of the student from the course (see Policy/Procedure #5180).

c. A grade of “W” or “F” will be assigned to a student suspended or expelled from the College (see Policy/Procedure #5247) according to the date of suspension/expulsion as it applies to the course withdrawal deadline referenced above. However, there may be occasions when an “administrative withdrawal” is issued with the grade of “W” after the course withdrawal deadline.

Students are responsible for knowing their own academic progress. In order to make rational decisions regarding course withdrawal, students must be able to obtain from faculty evidence of their academic progress prior to the course withdrawal deadline.

To comply with federal regulations which require that the College be able to certify a student’s last date of class attendance in each class, instructors must record on the final grade reports the date of last attendance of those students who receive a “W” or an “F” because they ceased coming to class.

Instructors’ class records must be maintained in such a way that they can document a student’s last date of attendance should a federal audit require the College to provide such documentation. Such documentation is to be maintained for seven years.

**Nursing Program:** Students enrolled in the nursing program and taking NURS courses (clinical and/or non-clinical) are limited to one withdrawal during the duration of their enrollment in the program. A second withdrawal constitutes removal from the program.

Students who withdraw from NURS courses with a co-requisite must withdraw from both courses. These withdrawals will be considered one withdrawal instead of two.

Should a student withdraw from a repeated NURS course, this will be considered a second NURS failure.

Exceptions regarding withdrawals from NURS courses may be considered on a case by case basis by the nursing program administrator.

**Audit (Policy #5154):** The grade of “R” (Registered for Audit) will be recorded if the student so requests at the time of registration or during the “add” period and the instructor approves. Students registered for audit are expected to participate in all course activities but receive no credit. Any course for which a student receives an “R” may not be used as a prerequisite. In special circumstances, a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if passing. No student may change from audit to credit. A student may change from credit to audit with the permission of the instructor. An instructor may request the Vice President of Academic Affairs to administratively withdraw a non-contributing or non-participatory audit student and assign a grade of “W.” Students may not audit courses in which they have an “I” grade.

**Cheating and Plagiarism (Policy #5180, Academic Dishonesty):**

1. Academic dishonesty includes, but is not limited to, plagiarism, cribbing, fabrication, misrepresentation, unauthorized collaboration, and/or cheating on any academic assignment submitted for a course as well as identity fraud in any face-to-face interactions.
or distance learning course exam, or academic exercise. Any student aiding another student in any form of academic dishonesty is considered equally guilty and subject to the same penalties.

2. Faculty shall inform their students about the importance of complete honesty in all academic work as it is understood within the academic discipline of the course. Departments may establish discipline-specific definitions of academic dishonesty to guide the Academic Affairs Committee on integrity in the implementation of Procedure #5180.

3. For a reported and determined incident of academic dishonesty, the maximum academic penalty that a faculty member may assign is a course grade of “F,” and in the case of the final course grade of “F,” the student shall be administratively withdrawn from the course. This report shall be in the student’s disciplinary record.

4. The Vice President of Student Affairs or his designee may take further disciplinary action(s) against the student, with a maximum disciplinary penalty of expulsion from the College. This sanction shall be in the student’s disciplinary record, according to Policy #5247, Conduct – Student Discipline.

5. Any student may appeal, in writing, the determination of academic dishonesty or the assigned academic penalty to the Vice President of Academic Affairs.

6. Students may refer to Procedure #5180 for appeal procedures.

**College Placement Test:** *(Policy #5165)*

Degree students are required to demonstrate college-level proficiency in English and mathematics, specifically Elementary Algebra, by taking the Accuplacer Placement Test. Full-time students must take the Placement Test prior to registering for their first semester. Part-time students must take the Placement Test before registering for an English or Mathematics course or before registering for their twelfth credit. Exemptions may be granted to students in accordance with the procedure attached to this policy. Students are permitted to take only one retest.

Students identified as needing skill development must enroll in the appropriate developmental course(s). Students who do not pass the appropriate course(s) will be subject to academic restrictions.

Students may refer to Procedure #5165 for more information regarding Test scores, Exemptions, Placement Criteria, and Student Placement in Developmental Courses.

**Credit by Examination** *(Policy #5140):* Credit from unaccredited institutions and/or credit for work experience may be granted to fully matriculated students for appropriate courses on the basis of examination with approval of the School Dean and the Vice President of Academic Affairs. Credit by exam is considered “transfer credit.” A fee will be assessed for each examination. Request forms are available in the Office of Registration and Records (Note: Transfer/Credit by Exam cannot exceed 32 credits maximum).

**Disabilities:** Disability Services in the Center for Student Success works with students to insure access to academic, resources and facilities. Students must self-identify in order to receive services. All contacts and services are confidential. *(See page 21.)*

**Grading System** *(Policy #5154)*

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STANDARD</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Passing: Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>T</td>
<td>Transfer</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>R</td>
<td>Registered for Audit</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0.0</td>
</tr>
<tr>
<td>*P</td>
<td>Pass (with credit)</td>
<td>0.0</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Semester hours of credit in which a grade of A, B+, B, C+, C, D or F has been received are defined as continued, next page
“attempted” semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D or “P” has been received are defined as “earned” semester hours. Quality points are earned for A, B+, B, C+, C, or D grades and thus affect the cumulative grade point average.

Grades of R, T, NC, or W are neither “earned” nor “attempted.” These do not affect the cumulative grade point average.

The grade of I (incomplete) may be awarded by an instructor if he/she approves a request 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. If the student is enrolled in a course for which the “I” grade course 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, the permanent grade will be recorded by the instructor and a corrected grade report will be prepared. If the work is not completed by 30 days into the next semester or by the extension date as granted, the grade of “F” will automatically be recorded. Faculty must maintain a record or file of students’ written requests for “I” grades.

Students may repeat any course offered by the College subject to the restrictions described below:

a. Before the conferring of a degree/certificate, only the most recent grade shall be applied to the cumulative grade-point average and toward total credits (even if it is the lower grade). The former grade(s) shall remain on the student’s permanent record and be marked “repeated” but shall not be included in the grade-point average or toward total accumulated credits before graduation. After the conferring of a degree/certificate, if the original grade was a passing grade, the repeated grade will not be calculated in (a) the degree/certificate grade-point average,

b. the cumulative grade-point average, or

c. the total credits. If the original grade was a failing grade, the repeated grade will be calculated in the cumulative grade-point average and in the total credits after graduation. The original course grade, however, will remain part of the students’ record and will appear on the transcript.

Graduation Requirements (Policy #5152)

1. To qualify as a candidate for an Associate in Arts, Associate in Science or Associate in Applied Science Degree, a student must have:

   a. Earned a minimum of 64 credit hours (or as otherwise specified for certain curricula) of non-developmental credit which includes all courses required by the student’s curriculum of choice, and accrued sufficient grade points for a cumulative grade point average of 2.000 (average grade of “C”)

   b. Completion of minimum general education requirements, program specific requirements, and elective credit per the requirements of the academic program chosen.

   c. Waiver of any course requires that an equivalent number of credits must be completed to meet graduation requirements.

2. The College will confer Associates degrees three times per year. Candidates for graduation must file an application for Graduation by an established deadline to be eligible for the next upcoming graduation. The specific deadlines and the actual dates of graduation will be determined by the Registrar, within the following guidelines:

   ▪ After the Fall Semester:
     • deadline to apply: mid November
     • actual graduation: second week of January

   ▪ After the Spring Semester:
     • deadline to apply: mid March
     • actual graduation: day of Commencement Ceremony

   ▪ After the Summer Sessions:
     • deadline to apply: mid July
     • actual graduation day: last business day of August
3. Candidates are not required to be present at the scheduled commencement ceremony.

4. A candidate whose final cumulative grade point average is 3.50 or higher will be graduated with honors based on the following:
   - 3.50-3.79 cum laude (with honors)
   - 3.80-3.89 magna cum laude (with high honors)
   - 3.90-4.00 summa cum laude (with highest honors)

   A student graduating with honors will receive an emblem on the diploma indicating the honors category. The appropriate honors distinction shall also be shown on the student's official college transcript.

5. Normally, only one degree will be conferred upon a student. Exceptions must be approved by the Academic Standards Committee. All specific courses required for the second degree must be completed without repeating any previous courses in which credit was earned. Neither will any courses judged to be at a lower academic level than those previously completed be used toward the second degree. No less than 18 additional credit hours, including those required, must be earned beyond the number established for the initial degree. The prescribed procedure will be followed in filing an application for a second degree. Additional degrees beyond the second normally will not be granted. Exceptions must be approved by the Academic Standards Committee.

Pass/no credit grading (Policy #5154) Full-time students who have completed the freshman year may register for one elective course outside their major field on a Pass basis each semester beginning with the second year. A part-time student who has earned a minimum of 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 are 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 but will not affect the grade point average.

Plagiarism: See Academic Honesty.

President’s Honors List: The President’s Honors List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of twelve 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 at the end of each semester, including the summer sessions.

Part-time students (taking less than 12 credits in a given semester) are eligible for this honor at the completion of sixteen, thirty-two, forty-eight and sixty-four credit hours respectively, having a cumulative grade point average of 3.5 or better.

Religious Holidays: See Absences for Religious Holidays

Research Paper Policy: Unless a particular documentation format or another text is prescribed by the instructor involved, the most current edition of Rules for Writers by Diana Hacker, shall serve as the general guide and standard for the entire college in all areas related to research paper form. Information about research and source documentation is also available on the OCC Library website and at the Writing Center. Questions regarding research methods should be directed to your instructor for clarification.

Withdrawal from class: A student who wishes to withdraw from any course must use the online withdrawal process or obtain a form from the Office of Registration and Records. An official withdrawal from a course must be signed by the instructor and returned to the Office of Registration and Records with the last date of attendance. A student may withdraw without academic penalty at any time up to the withdrawal deadline of the semester (check the college website or college catalog for specific withdrawal deadlines). After this deadline, a withdrawal will constitute failure of the course. Note: An instructor's signature is not required during the scheduled Drop/Add period.

Withdrawal from college: A total withdrawal by a full-time student after the tenth day of classes should be discussed with a counselor. The withdrawal form must be signed by each instructor and returned to the Office of Registration and Records. The official date of withdrawal will be the date of last attendance in each class the student attended.
Alcoholic Beverages: The use or possession of liquor on the college campus is strictly forbidden. Use of liquor by students at off-campus college functions shall be in strict and literal accordance with local and state regulations.

ATM Machines: There is an ATM machine located in the entryway of the Larson Student Center (Building #8).

Bicycles: In the interest of safety, bicycles are prohibited on the campus mall.

Bus Schedules: Limited public transportation to OCC is available through NJ Transit. Call their toll-free number (1-800-772-2222) for information and schedules. Schedules are available online at www.ocean.edu.

College Seal: Permission to use the college seal must be obtained from the Office of College Relations (ext. 2071).

Use of the College Name: The name of Ocean County College shall be used only for official operations and activities approved by the Board of Trustees, and cannot be used for commercial purposes or for personal gain.

Demonstrations (Policy #5246.2): The philosophy of Ocean County College is to encourage freedom in an expression of ideas presented in a scholarly and law-abiding manner. The college permits rallies or demonstrations when they are conducted in accordance with the following conditions:
1. That they are not designed to and do not interfere with the daily operations of Ocean County College.
2. That they are not designed to and do not cause personal injury to individuals or damage to property.
3. That they are limited to exterior areas (sidewalks, lawns); no activity will be permitted inside college buildings or in doorways leading to buildings. There shall be no interference with those entering or exiting any buildings. Speaking to other persons shall be conducted so as to not interfere with their easy passage.
4. That the intention to hold a demonstration and the names of all its participants must be filed in the Vice President of Student Affairs’ office at least 48 hours in advance of the event. The statement of intention must include: date, time, location, purpose, approximate number expected to participate, type of activity involved (i.e. picketing, distributing leaflets, etc.) and the names of three persons responsible for maintaining reasonable order.
5. Literature may be posted on authorized bulletin boards only. Nothing may be posted on the building exteriors or elsewhere on campus. Student “coordinators” will be present to assure proper compliance with all rules and regulations.
6. Any student using physical force on another individual will be immediately suspended.
7. Off-campus picketing is subject to local laws and municipal regulations.

Since the provisions for acceptable rallies and demonstrations on the OCC Campus have been stated, it should be clear to all students that the right to free expression does not in itself provide unlimited freedom in choosing the form and manner of expression. It is completely unacceptable when the form or manner of expression actually disrupts the normal operation of the college, causes property damage or bodily harm or threatens to do so. Therefore, the following procedures will normally take place when an unacceptable demonstration occurs:
1. Those engaged in an unacceptable demonstration will be directly notified by the Vice President of Student Affairs as soon as possible after the incident occurs that this activity is out of order and against the policies and regulations of the college and that they must cease such illegal activity immediately.
2. If those so ordered refuse to comply, the local police will be requested to take such action as necessary to enforce compliance.
3. When local police are requested to come to the campus to enforce compliance with a lawful order, the college may be closed and the students required to leave the campus. The college shall be reopened for normal operation at a convenient time after order has been restored.
4. Those students identified as participants in an
unacceptable demonstration against whom it is necessary to direct forcible compliance will be immediately suspended from the college and subject to such police prosecution as their actions may warrant under the laws.

5. Nothing in the aforementioned policy shall restrict the President from directing such other action as necessary to meet a specific situation or circumstance.

**Discipline (Policy #5247):** Ocean County College reserves the right to suspend, expel or take other corrective or disciplinary action against students for disruptive behavior reported to the Vice President of Student Affairs that contributes or results in:

A. Danger to the safety and well-being of one- self and/or others
B. A breach of college rules and regulations as set forth in this policy and in the most current Student Handbook and College Catalog
C. A disruption of any college curriculum or co-curricular program

Specified corrective disciplinary action shall be determined by the Vice President of Student Affairs, utilizing the procedures and sanctions cited. These sanctions include: verbal or written reprimand, restitution of costs, disciplinary probation, suspension, or expulsion.

The following is a specific, although not exhaustive, list of disruptive behaviors as defined and/or qualified by current statutes and case law that may result in the imposition of disciplinary action:

1. Persistent, repeated, or gross acts of willful disobedience or defiance toward college personnel
2. Assault, battery or any other form of physical or sexual abuse of a student or college employee
3. Verbal abuse of a student or college employee
4. Any conduct that threatens the health or safety of another individual (including any such action that takes place at an event sponsored by the college)
5. Theft or damage to the property of the college, an employee or another student
6. Interference with the normal operations of the college (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions)
7. Use of personal portable sound amplification equipment (including laptops, radios, speakers, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the college
8. Unauthorized entry into, or use of, college facilities
9. Forgery, falsification, alteration or misuse of college documents, records, or identification
10. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college and its officials
11. Disorderly, lewd, indecent or obscene conduct
12. Extortion
13. Conduct disruptive to any activity on college property or at any college sponsored or supervised function
14. The use, possession, sale or distribution of narcotics or other dangerous illegal drugs on college property or at any function sponsored or supervised by the college
15. Possession or use of alcoholic beverages on college property or at any function sponsored or supervised by the college
16. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on college property or at college sponsored activities.
17. Smoking in classrooms or other unauthorized campus areas
18. Failure to satisfy college financial obligations
19. Failure to comply with directions of college officials, faculty, staff, or campus security officers who are acting in performance of his/her duties
20. Failure to identify oneself upon the request of a college official acting in the performance of his/her duties. This includes not attending scheduled appointments
21. Gambling
22. Sexual harassment or sexual and racial discrimination
23. Theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file to use, read or change the contents or for any other purpose
   b. Unauthorized transfer of a file
   c. Unauthorized use of another individual’s identification, password, email or Ocean Connect account
   d. Use of computing facilities to interfere with the work of another student, faculty member, or college official
   e. Use of computing facilities to send obscene or abusive messages
   f. Use of computing facilities to interfere with normal operation of the college computing system
24. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization
25. Abuse of the campus judicial system, including but not limited to:
   a. Failure to obey the summons of a judicial body or college official
   b. Falsification, distortion, or misrepresentation of information before a judicial body
   c. Disruption or interference with the orderly conduct of a judicial proceeding
   d. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding
   e. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding
   f. Failure to comply with the sanction(s) imposed under the student code
   g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
26. Violation of other applicable federal, state, and local laws as such violations impact campus personnel, the curricular or co-curricular programs and other college rules and regulations not cited above.
**Dress Standard:** Dress and personal appearance should be in good taste, consonant with an adult, professional atmosphere and should reflect the student’s respect for her/himself and for the college.

Shoes and shirts must be worn in every campus building.

**Drugs (Policy #5246.1):** The illegal use, possession or sale of drugs is a violation of the law and existing policy of Ocean County College. The college will, therefore, make every effort to uphold the law and render assistance and support to law enforcement agencies pursuing their objectives while at the same time rendering assistance to students when needed or necessary. In light of the foregoing statement, Ocean County College’s procedure for implementing its policy is as follows:

1. Faculty members, employees, and students are asked to report or submit to the Vice President of Student Affairs any knowledge or evidence directly or indirectly relating to use, possession or sale of drugs anywhere on the college campus or any time during a college connected activity.

2. Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgment of the counselor, there exists a clear and imminent danger of life, limb, and property.

3. The Vice President of Student Affairs will recommend the appropriate course of action to be followed regarding the use, possession or sale of drugs on the college campus or during any college connected activity.

4. Any student found guilty by the Vice President of Student Affairs of the illegal use of drugs may be suspended from the college. Return to the college will be considered on an individual basis and in no case will a person be reinstated as a student unless the college administration is satisfied that rehabilitation has taken place.

5. Any student found guilty of the illegal sale of drugs on campus will be expelled from the college.

6. Local, state, and federal legal sanctions will also be applied.

**Emergency Loan Fund:** The Office of Student Life Emergency Loan Fund has been established to provide limited and immediate financial assistance to OCC students who may require additional money during the semester for books, supplies, graduation fees, and personal needs. The loan amount cannot exceed $100. Loans will not be granted within 2 weeks of the end of the semester or during the summer.

The loan is short term and is expected to be repaid within two weeks. A student in default on a loan is not eligible for subsequent loans. Failure to repay a loan by the due date will result in a student’s records being sealed, prohibiting that student from registering for the next semester, graduating or receiving transcripts of coursework.

The following penalty fees will be assessed to students who are delinquent in payment of their Office of Student Life Emergency Loans:

- Up to 7 days overdue: $5
- 8 or more days overdue: $10
- Return Check Fee: $25

**Financial Obligations:** Outstanding financial obligations to any department within the college must be paid prior to registering for the next semester.

**Forming New Clubs:** Currently registered OCC Students can form a new club within a variety of interests when they have a minimum of 10 members and have completed the “Application for Recognition as an Official Student Organization.” Interested individuals may contact the Office of Student Life for further information.

**Gambling:** In accordance with NJ state law, all forms of gambling are prohibited on the OCC Campus and during all college-connected activities, on or off campus, except in connection with a college-sponsored program at a NJ licensed casino. Offenders are subject to disciplinary action that may result in suspension or expulsion.

**General Rules and Regulations:** All students are governed by college rules and regulations. Each student is expected to exercise discretion and act within the limits of decorum and propriety at all times and in all places. Students are especially accountable for behavior that contributes to or results in:

a. Danger to the safety and well-being of him/herself and/or others.

b. A breach of college rules and regulations.
c. Violation of local, state, or federal laws.

d. A disruption of any college program whether it be curricular or non-curricular.

The college reserves the right to suspend, expel or take other corrective action on any student for justifiable cause and regards this right as part of the college contract.

Specific corrective or disciplinary action shall be determined by the Vice President of Student Affairs, utilizing the sanctions cited in the Student-Faculty Judiciary Council in accordance with its constitution.

**Grievance Procedure (Policy #5230):** Any student who believes he or she has been harmed the interpretation, application or violation of college policies and/or procedures may file a complaint through the Vice President of Student Affairs.

The complaint shall be handled in accordance with appropriate procedure approved by the President.

1. A grievance is a claim by a student that he/she has suffered harm by a member of the college community due to one or more of the following conditions: sex, marital status, race, color, creed, national origin, ancestry, age, disability, sexual orientation, or Vietnam-era veteran.

   In the event that a student believes he/she has the basis for a grievance, he/she shall first informally discuss the grievance with the college employee who is a party to the grievance within seven (7) calendar days of the alleged incident. If the informal discussion with the college employee fails to resolve the complaint, the student grievant may then pursue the informal discussion of the issue with the employee's supervisor.

2. If, as a result of the informal discussion(s), a grievance still exists, the student shall submit the grievance, in writing, within fourteen (14) calendar days from the date of the alleged grievance to the Vice President – level officer in whose functional area of responsibility the alleged grievance took place with a copy to the college employee(s) who is/are a party to the grievance. The Vice President will refer the issue to the Dean-level officer in the area of concern.

   Failure to initiate this procedure within the specified time frame shall negate the student’s right to
grieve.

   The written grievance, signed by the student, shall include:

   a. The nature of the grievance, including as much specificity as possible.

   b. The nature and extent of harm, loss, or inconvenience.

   c. The results of previous discussion with the involved college employee.

   d. The dissatisfaction with previous action. The Vice President-level officer shall then investigate the charges and hold a formal meeting with the grievant, the college employee against whom the grievance is filed, and other parties to the grievance.

   The appropriate Dean shall give a minimum of twenty-four (24) hours notice of such a formal meeting to the principal parties. This meeting shall be held at a time which is mutually convenient for both parties. The employee against whom the grievance is filed shall in such notice be apprised of the specific nature of the complaint.

   The principal parties to the grievance shall have the opportunity to have present a representative of their respective choices at the meeting.

   The appropriate Dean shall respond after his/her investigation of the charges, in writing, to the written grievance within fourteen (14) calendar days of receipt of the grievance. A copy of the response shall also be provided to the college employee(s) who is/are a party to the grievance and the employee's supervisor.

3. If the student feels that he/she has not received a satisfactory settlement of the grievance from the appropriate Dean, he/she may request the Vice President- level officer to hear the complaint. The final appeal may be to the President of the College. The President may review the complaint or, at the President’s discretion, appoint a representative or a Review Committee to do so and make recommendations on the complaint. A review/hearing, if deemed appropriate by the President, shall commence within fourteen (14) calendar days of the date on which the President received the request for the grievant.

   The President’s designated representative or Review Committee shall render its recommendation on the grievance, in writing, to the President within fourteen (14) calendar days of its inception. The parties to the complaint shall be instructed to appear at the review/hearing, if a hearing is held,
and shall be given a minimum notice of twenty-four (24) hours. This hearing shall be held at a time which is mutually convenient for both parties. The principal parties to the grievance shall have the opportunity to have present a representative of their respective choices at the hearing. The President shall render a decision on the grievance within seven (7) calendar days of receipt of the recommendation or the close of the President’s own review. A copy of the President’s decision shall be provided to the student, to the college employee who is party to the grievance, and to the employee’s supervisor.

4. The designated reviewing party at each level of the grievance procedure, beyond the informal first level, shall arrange for orderly presentation of evidence related to the grievened condition. Individuals involved in the complaint shall be notified of the dates, times, and procedures for hearing, if such hearings are held. The number of days held should be considered as maximum, and all reasonable effort should be made to expedite the process. However, the time limits may be extended by mutual consent, if conditions warrant. A grievance may be withdrawn at any level by a grievant. No reprisals shall be taken against any student because he/she initiates or takes part in the grievance process. If remedial action is indicated in the resolution of the grievance, established administrative and operating procedures shall be utilized.

All time frames and procedures outlined herein are subject to change in accordance with relevant provisions of existing collective bargaining agreements. The Division of Student Affairs has primary responsibility for the implementation of this procedure. Any questions and/or concerns relative to the procedure as outlined herein shall be referred to the Vice President of Student Affairs.

Guest Speakers on Campus (Policy #5248.1): Any club/organization recognized by the Office of Student Life must coordinate with that office when inviting a guest speaker or outside person to a club event or meeting. An “Event Proposal” form must be on file for such events.

ID Cards/Library Cards: Student IDs are issued from the Security Office. All students are required to have their pictures taken for OCC ID cards. ID cards must be updated at the beginning of each subsequent semester. You MUST present a current schedule and a photo ID to receive a College ID. The ID cards are necessary for trip sign-up, purchasing tickets through the Office of Student Life, and to borrow books/materials from the library. Replacement ID Cards/Library Cards are $10.

Inclement Weather Emergency Closings: Classes will be canceled according to the following three announcements:

- By 5:30 am to announce closing of the college for a specified period of time;
- By 10:00 am to announce closing of afternoon classes (until 6:00 pm);
- By 2:30 pm to announce closing of evening classes (after 6:00 pm).

The first place an emergency closing will be posted is the college website www.ocean.edu. There will also be a recorded message on the main college phone line, 732-255-0400. In addition to these outlets, local media are expected to announce college closings – but students and staff are urged to sign up for Viking Alerts, which will be sent in the case of any emergency closing.

Medical Absences: In the event of an extended leave of absence from classes due to illness, it is the responsibility of each student to contact the instructor directly.

Messages and Mail: Information for any recognized student organization may be given to the personnel in the Student Life Office.

Outgoing calls by students must be made from public telephones. Families and friends of students are urged not to send personal mail or make routine telephone calls to students at the college.

OCC Email Address for Students: All full- and part-time students are provided an “official” OCC email address. This is a primary means of communication between OCC and you. Students should check their OCC email on a frequent basis to obtain important OCC-related information. For detailed instructions about how to access your college email, read the “Ocean Connect” section on page 42.

Off Campus Offenses: Except for college sponsored off-campus programs, it is the intent of the college to leave disciplinary action with respect to off-campus offenses of students to the civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the persons or property of the college community. In such cases, the college reserves the right to take appropriate action.

The Southern Education Center (SEC) and all OCC sponsored locations are considered on-campus.

Petitions: Before a petition is circulated, one copy must be filed with the Office of Student Life.
Each copy must bear the words, “Ocean County College,” the name of the group or groups sponsoring the petition, and the petition itself.

**Pets are not allowed on campus.**

**Portable stereos are not permitted in any building.**

**Posters, Notices, Circulars, Literature:**

1. Posters and notices may be placed only on bulletin boards assigned by the Office of Student Life. All posters, notices, circulars, and other literature posted or distributed on campus must contain the name and address of the distributing organization or individual.
2. Notices are not to be sent to instructors to read in class. If a group wishes to circulate to the faculty, approval must be received directly from the Vice President of Academic Affairs.
3. Notices for students are to be distributed in a fashion that does not interfere with student passage. Pressure is not to be exerted upon individuals to accept notices. The distribution of notices is in no way to interfere with the regular functioning of the college. The distributors are responsible for policing (cleaning up) the area so that no notices or other distributed materials litter the campus.
4. Only posters, notices, circulars, and literature which have been approved by the Office of Student Life can be distributed/posted on campus.
5. Advertisements, flyers, etc. are not permitted to be placed on motor vehicles parked on campus.

**Publicity:** General publicity concerning the college and college activities is released through the College Relations Department. All information for press and radio must be cleared through that office as well. Student club/organization publicity is handled in conjunction with and approved by the Director of Student Life.

**Recreational Activities:** Informal recreational activities (frisbee throwing, playing hackie sack, football, baseball, etc.) must not pose a danger to the safety and well-being of others, interfere with the movement of others on campus, or disrupt any college curricular or co-curricular program/activity. Disregard of this policy (#5247) may result in verbal or written reprimand, restitution of costs, disciplinary probation, suspension or expulsion. The lounges are an extension of the co-curricular program. Use of this facility requires a valid OCC Identification card.

**Roller Skates, Roller Blades, Skateboards, and Sleds** are not permitted on campus.

**Sexual Harassment:** If you have any questions or concerns, trained facilitators are here to help. (Policy #2410 and #2420)

Tracey Donaldson, Title IX Coordinator, Ilene Cohen, Kate Pandolpho, Eileen Buckle & Jacqueline D’Amore serve as Title IX Investigators. Additional information can be found on our website, www.ocean.edu – search: Title IX.

**Smoking is not permitted on campus.** This smoking prohibition extends to smokeless tobacco and electronic vapor emitting devices, as well as the smoking of any substance.

**Snow Days:** See Inclement Weather

**Solicitation:** There will be no solicitation on campus. Promotional activities involving campus events must be pre-approved by the Office of Student Life.

**Student Life Box Office:** The Office of Student Life operates the Student Life Box Office which is open Monday-Friday from 8:00 am to 4:30 pm. Evening hours as posted. Campus program tickets, travel program reservations, half-price Broadway theater coupons, information, and more are available to all full- and part-time students, alumni and staff. (Travel procedures are listed within the monthly Happenings Calendar.)

**Student Life Emergency Loan Fund:** (See Emergency Loan Fund)

**Technology Fee:** All students pay a technology fee per credit hour.

**Assistance/Emergency Telephones:**

Emergency telephones are located strategically throughout the buildings and within the parking lots for access to Campus Security for emergency and general information.

**Textbooks and Materials:** A student may expect to spend an average of $500.00 per semester for textbooks. Students, however, should be alerted to the fact that material and supply costs continued, next page
for some courses may increase this figure significantly. A laboratory or materials fee may, on the average, add $100.00 per semester. Distance Learning Labpacs start at $179 and up. No stock is kept at the Bookstore. Orders are placed for Financial Aid students only.

**Tuition and Fees:** Tuition for a resident of Ocean County will be based on a per credit hour charge multiplied by the number of credits registered for, plus fees. Payment is due upon registration. Failure to pay may result in the student’s scheduled courses being canceled.

The student’s tuition and fees are established by the college’s Board of Trustees and are subject to change at any time. Please see OCC’s website for the current tuition and fee rate.

**Tuition Payment Plan:** Payment to OCC for tuition and fees is normally required to be paid in full at the time of registration. However, we recognize that making payment in full before the semester begins can cause an economic hardship for many students. To remedy this situation, we provide the OCC Tuition Payment Plan (TPP).

The OCC Tuition Payment Plan offers a financial planning option that allows you a line of credit to pay tuition and fees in installments. There are no interest or financial charges, although there is a $50 contract fee for full-time students and $30 contract fee for part-time students to sign up for the program and there are penalty fees for missed or late payments. To participate, you must be registered for three or more credit hours a semester. Register for classes and sign up for the payment plan early to spread your costs out over the maximum number of installments.

Multiple terms cannot be combined into a TPP. A separate TPP needs to be set up for each term.

Brochures on the payment plan can be obtained online and from the following offices: Cashiers and Financial Aid.

**Tuition Refunds:** Students who officially withdraw from courses may be eligible for a percentage refund of tuition and certain fees. If any fees are still owed, your refund will be applied accordingly; if your bill has been paid, you will receive your refund from the college’s business office. No refund will be given for registration fees, tuition deposit, certificate, graduation or Tuition Payment Plan fees. **Official date of withdrawal will be the date the Registration and Records Office receives the completed withdrawal form with all required signatures.**

The schedule for refund is as follows:

- Cancelled by the college ..................100%
- Withdrawal prior to the first day of the semester ..............100%
- Withdrawal from the first day of the semester up to and including the census day of the semester.............50%
- Approved withdrawal after the census day of the semester.............0%

Non-attendance does not relieve students of financial responsibility. Students must withdraw from class to be eligible for a refund.

The first day of class is defined to be the date on which classes officially begin for the semester and not the student’s first class day.

For additional information, refer also to the Ocean County College website, [www.ocean.edu](http://www.ocean.edu).
Family Educational Rights and Privacy Act (FERPA)

FERPA Annual Notification: The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Ocean County College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Ocean County College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Ocean County College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Ocean County College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official includes a person employed by Ocean County College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also includes a volunteer or contractor outside of Ocean County College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Ocean County College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTES

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Disability Services

Disability Services staff work with students with disabilities to develop an Accommodation Plan. An Accommodation Plan allows academic adjustments which minimize the impact of a disability in a learning environment. Students with learning disabilities, medical/physical and psychological/psychiatric disabilities may be eligible for accommodations if they seek services through the Center for Student Success. To access services, a student must: 1) Complete a Student Intake Packet provided by the Center for Student Success 2) Present written documentation of disability 3) Meet with a staff member from Center for Student Success. All shared information and documents are confidential and are not part of a student’s academic record.

Disability Services is located within the Center for Student Success, Library 124. For more information, contact the Center at 732-255-0456.

High School Equivalency Assessment Testing

High School Equivalency Assessment (HSEA), previously known as GED®, is an activity of the Ocean County Board of Chosen Freeholders funded through Ocean County PIC in cooperation with the Ocean County Workforce Investment Board, Ocean County College and the NJ Department of Education Adult Education. Our site is an official NJDOE Jurisdictional Testing Site, and all examiners are State certified.

Candidates who wish to test must meet NJ State eligibility requirements: 16 years of age or older, signed out of school, provide proof of New Jersey residency, and present one valid primary photo ID (such as NJ Motor Vehicle Driver or non-driver id, US Passport) and one secondary ID.

Ocean County College offers HSEA Testing and Retesting by appointment only. Please contact the HSEA Testing Center at 732-255-0530 to make an appointment or for additional information.

Study Abroad/International Education

Students, college faculty and staff, and members of the college community have opportunities to travel to international destinations. These programs are usually offered during semester breaks and summer.

Recent and upcoming short-term study abroad trips have included Theatre in London (England), Middle Eastern Studies Seminar (Morocco), The World of the Maya (Central America/Mexico), History and Culture of Ireland (Ireland), and Battlefields of the World Wars (France). Students who enroll in and successfully complete our study abroad programs can earn at least three college credits.

For more information, contact Dr. Rosann Bar, 732-255-0400 ext. 2210.
Continuing and Professional Education (CPE)

The mission of the Department of Continuing and Professional Education (CPE) is to meet the career training needs of our community, local to our county and world-wide via online learning. We offer comprehensive career training educational programs on campus, at off-campus sites within the community, and online. CPE maintains numerous community partnerships and we are part of a statewide consortium offering training to business, industry, and organizations. The CPE department also offers over 200 kids’ summer programs for ages 3-15. To learn more about our programs and to view our full brochure of courses and programs, visit our web pages at www.ocean.edu/cpe.htm. For additional information, contact the CPE department at 732-255-0409 or cpeinfo@ocean.edu.

Barnegat Bay Partnership

The Barnegat Bay Partnership (BBP) is one of only 28 US EPA-funded National Estuary Programs in the United States, and comprises federal agencies, the state of New Jersey, Ocean County, local municipalities, academic institutions, and nongovernmental organizations working together to help restore, maintain, protect, and enhance the Barnegat Bay ecosystem and its natural resources. Ocean County College is the BBP’s local host program, managing its federal grant funds and providing other valuable services. This ensures that BBP funding can be used primarily for scientific research and education.

The Barnegat Bay Partnership can assist students looking to get involved in college, environmental, and community activities in many ways. BBP staff members are available to work with student clubs and the BBP supports an active volunteer program that works with many environmental groups throughout the watershed. The BBP periodically provides opportunities for work-study students, and even part-time employment.

They have a small library of environmental reference materials including journals, published studies, videos, DVDs, and CDs. The BBP also has materials for loan to educational programs for children. For further information, visit bbp.ocean.edu or contact Karen Walzer, Director, 732-255-0472 or email kwalzer@ocean.edu.
Go to Class.

Ask Questions.

Take Notes. For every 1 hour you spend in class, you need to spend a minimum of 2-3 hours studying outside of class!

Learn to Stay Healthy.

Use the College Library.

Learn to Use Social Media Wisely

Get to Know Your Professor.

Visit Your Faculty/Academic Advisor.

See a Counselor to Resolve your Personal, Career, and Academic Issues.

Be Aware of Your Surroundings.

Get Involved.

Use Student Support Services.

Learn to Manage your Time.
Fall Semester 2017

Classes begin .................................................. Wednesday, September 6, 2017
Fall 2017 Quick Term Classes begin .................. Wednesday, October 11, 2017
No Classes (holiday) ........................................... Friday, November 24, 2017
Last Day of Classes ............................................ Friday, December 22, 2017

Winter Intersession 2018 (Five-Day Week)

Classes begin .................................................. Tuesday, January 2, 2018
No Classes ....................................................... Monday, January 15, 2018
Last Day of Classes ............................................ Thursday, January 18, 2018

Spring Semester 2018

Classes begin .................................................. Monday, January 22, 2018
No Classes ....................................................... Monday, February 19, 2018
Spring 2017 Quick Term Classes begin ............. Tuesday, February 27, 2018
No Classes - Spring Break ............................... Monday, March 19 - Sunday, March 25
Last Day of Classes ............................................ Monday, May 14, 2018
Commencement ............................................. Thursday, May 24, 2018

Summer Semester 2018

No Classes - Commencement ............................. Thursday, May 24, 2018
No Classes (Holiday) ......................................... Monday, May 28, 2018
No Classes (Holiday) ......................................... Wednesday, July 4, 2018

FIRST FIVE-WEEK/TEN-WEEK SESSIONS

Classes Begin .................................................. Monday, May 21, 2018
Last Day of Classes (1st 5-week) ..................... Tuesday, June 26, 2018
Last Day of Classes (10-week) ......................... Wednesday, August 1, 2018

SECOND FIVE-WEEK/SIX-WEEK SESSIONS

Classes Begin .................................................. Wednesday, June 27, 2018
Last Day of Classes (2nd 5-week) ..................... Wednesday, August 1, 2018
Last Day of Classes (6-week) ......................... Wednesday, August 8, 2018

POST SESSION (FOUR-DAY WEEK)

Classes Begin .................................................. Monday, August 6, 2018
Last Day of Classes ......................................... Wednesday, August 29, 2018

Fall Semester 2018

Classes begin .................................................. Wednesday, September 5, 2018
### COURSE SCHEDULE WORKSHEET

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Remember that for every hour in class, you need to plan a minimum of 2 hours study time outside of class. 15 credit hours = 30 hours of study time.

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FALL SEMESTER CLASSES

Keep track of your classes and your instructor’s contact information:

Class: ___________________________________ Room# __________________
Instructor: ___________________________ Office: ______________________
Email/phone: __________________________ Hours: ____________________

Class: ___________________________________ Room# __________________
Instructor: ___________________________ Office: ______________________
Phone: _______________________________ Hours: ____________________

Class: ___________________________________ Room# __________________
Instructor: ___________________________ Office: ______________________
Phone: _______________________________ Hours: ____________________

Class: ___________________________________ Room# __________________
Instructor: ___________________________ Office: ______________________
Phone: _______________________________ Hours: ____________________

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Instructor: ___________________________ Office: ______________________
Phone: _______________________________ Hours: ____________________

Class: ___________________________________ Room# __________________
Instructor: ___________________________ Office: ______________________
Phone: _______________________________ Hours: ____________________
We are what we repeatedly do. Excellence, then, is not an act, but a habit.

– Aristotle
### SEPTEMBER 2017

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**Phases of the Moon:**
- 🌙 New Moon
- 🌚 First Quarter
- ☾ Full Moon
- 🌙 Third Quarter
September 2017

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October 2017

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**SEPTEMBER**

3  Sunday

4  Monday  Labor Day

5  Tuesday  Be Late for Something Day

Last day to drop classes for 100% refund of tuition and fees

6  Wednesday  Fight Procrastination Day

Fall Semester Classes Begin

7  Thursday

8  Friday

9  Saturday

“Education is not the filling of a pail but the lighting of a fire.”

– William Butler Yeats
Teachers open the door. You enter by yourself.

– Chinese proverb

Sunday

Monday

Tuesday

Wednesday

Roald Dahl Day

Thursday

Friday

Saturday
Don't limit yourself. Many people limit themselves to what they think they can do.
You can go as far as your mind lets you. What you believe, you can achieve.

– Mary Kay Ash

---

**SEPTEMBER**

**17** Sunday

**18** Monday

**19** Tuesday  *International Talk Like a Pirate Day*

Last day to drop Fall classes for 50% refund of tuition and fees; No registration of any kind or refund of tuition and fees after this date

**20** Wednesday

**21** Thursday

**22** Friday

**23** Saturday

Ocean County College
The miracle is this – the more we share, the more we have.

– Leonard Nimoy
OCTOBER

1 Sunday

2 Monday

3 Tuesday

4 Wednesday	Taco Day

5 Thursday

6 Friday

7 Saturday

October 2017

S M T W R F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

November 2017

S M T W R F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

Dreams don’t work unless you do.
– John C. Maxwell

2017–2018 Student Handbook
The whole purpose of education is to turn mirrors into windows.

– Sydney J. Harris

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OCTOBER 2017

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November 2017

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- Sunday

9 Monday Columbus Day
also, Leif Erikson Day

10 Tuesday

11 Wednesday
Fall Quick-Term: Classes Begin

12 Thursday

13 Friday

14 Saturday
Do not go where the path may lead, go instead where there is no path and leave a trail.

– Ralph Waldo Emerson
Do not let the reasons for your challenges become the excuses for your failure.

– Laura Frith

OCTOBER

22 Sunday

23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

Mid-Semester

28 Saturday
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<td>Daylight Saving Time ends (clocks “back”)</td>
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Learn from yesterday, live for today, hope for tomorrow.

– Albert Einstein
November 2017

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12 Sunday

13 Monday World Kindness Day

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

"Tomorrow is a mystery. Today is a gift. That is why it is called the present." - Eleanor Roosevelt

NOTES 2016–2017 Student Handbook 147
## NOVEMBER

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### Thanksgiving Day

No Classes

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November 2017

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As knowledge increases, wonder deepens.

– Charles Morgan
November 2017

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December 2017

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Attitude is a little thing that makes a big difference.

– Winston Churchill
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**DECEMBER 2017**

- **Sunday, December 3**: First Sunday Advent (Catholic)
- **Monday, December 4**: International Human Rights Day
- **Tuesday, December 5**: First day of Chanukah (Jewish)
- **Wednesday, December 6**: Pearl Harbor Remembrance Day
- **Thursday, December 7**: December Solstice (First Day of Winter)
- **Friday, December 8**: Fall Semesters: Last Day of Classes
- **Saturday, December 9**: New Year’s Eve
- **Sunday, December 10**: Christmas Day
- **Monday, December 11**: Kwanzaa Begins
- **Tuesday, December 12**: Last day of Chanukah (Jewish)
- **Wednesday, December 13**: December Solstice (First Day of Winter)
- **Thursday, December 14**: Winter Intercession Classes Begin (8 am)
- **Friday, December 15**: Winter Intercession Classes Begin (8 am)
- **Saturday, December 16**: Winter Intercession Classes Begin (8 am)
Not everything that counts can be counted, and not everything that can be counted counts.

– Albert Einstein

DECEMBER

3 Sunday

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

January 2018

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**DECEMBER**

Share your knowledge. It is a way to achieve immortality.
- Dalai Lama XIV
DECEMBER

17 Sunday

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

22 Friday

Fall Semesters: Last Day of Classes

23 Saturday

Live as if you were to die tomorrow. Learn as if you were to live forever.
— Mahatma Gandhi
Our greatest glory is not in never failing, but in rising up every time we fall.

- Ralph Waldo Emerson
December 2017

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New Year’s Day

Winter Intersession Classes Begin

—Unknown

“If it matters to you, you will find a way. If it doesn’t you will find an excuse.”
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# COURSE SCHEDULE WORKSHEET

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Remember that for every hour in class, you need to plan a minimum of 2 hours study time outside of class. 15 credit hours = 30 hours of study time.

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<th>Grade</th>
<th>Standard</th>
<th>Quality Points</th>
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<td>A</td>
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<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
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<td>B</td>
<td>Good</td>
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<td>C+</td>
<td>Above Average</td>
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<td>C</td>
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### SPRING SEMESTER CLASSES

Keep track of your classes and your instructor’s contact information:

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<th>Instructor</th>
<th>Office</th>
<th>Email/phone</th>
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Treat people as if they were what they ought to be and you help them become what they are capable of becoming.

- Goethe
January 2018

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

February 2018

S M T W R F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28

That first step in faith, you don’t have to see the whole staircase.
– Dr. Martin Luther King, Jr.
Sunday

Last day to drop classes for 100% refund of tuition and fees

Monday

Spring Semester Classes Begin

Tuesday


Wednesday


Thursday

Friday

Saturday
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January 2018

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Optimism is the faith that leads to achievement, nothing can be done without hope and confidence.

– Helen Keller

28 Sunday

29 Monday

30 Tuesday

31 Wednesday

1 Thursday

2 Friday

Groundhog Day

Last day to drop Spring classes for 50% refund of tuition and fees; No registration of any kind or refund of tuition and fees after this date

3 Saturday

NOTES
Don’t follow your dreams; chase them. – Richard Dumb
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11 Sunday

12 Monday

13 Tuesday

14 Wednesday  
**Valentine’s Day**

15 Thursday

16 Friday

17 Saturday  
**Random Act of Kindness Day**

*Good things come to people who wait, but better things come to those who go out and get them.*

–Anonymous
# February 2018

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<tr>
<th>Sunday</th>
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<th>Presidents’ Day</th>
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- **Sunday, February 18**: No Classes
- **Monday, February 19**: Presidents’ Day
- **Tuesday, February 20**: No Classes
- **Wednesday, February 21**: No Classes
- **Thursday, February 22**: No Classes
- **Friday, February 23**: No Classes
- **Saturday, February 24**: No Classes

---

**Success is walking from failure to failure with no loss of enthusiasm.** — Winston Churchill

---

2017–2018 Student Handbook 105
FEB/MAR 2018

25  Sunday

26  Monday

27  Tuesday

Spring Quick-Term: Classes Begin

28  Wednesday

1  Thursday

2  Friday

3  Saturday

"Just when the caterpillar thought the world was ending, he turned into a butterfly." - Proverb
### MARCH 2018

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**Spring Quick-Term: Classes Begin**

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**International Women’s Day**

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**Daylight Savings Time starts (clocks “ahead”)**

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**No Classes – Spring Break**

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**Vernal Equinox (First Day of Spring)**

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2017–2018 Student Handbook 107
Whenever you see a successful person you only see the public glories, never the private sacrifices to reach them. — Vaibhav Shah

- Vaibhav Shah
Service to others is the rent you pay for your room here on earth.

– Mohammed Ali
I believe that the only courage anybody ever needs is the courage to follow your own dreams.

– Oprah Winfrey

NOTES

2016–2017 Student Handbook 147
25 Sunday
No Classes – Spring Break

26 Monday

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

31 Saturday

Innovation distinguishes between a leader and a follower.
– Steve Jobs

March 2018

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April 2018

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People often say that motivation doesn’t last. Well, neither does bathing—that’s why we recommend it daily.

– Zig Ziglar

## APRIL

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What you do speaks so loudly that I cannot hear what you say.

– Ralph Waldo Emerson

April 2018

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22 23 24 25 26 27 28
29 30

May 2018

S M T W R F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

11 What you do speaks so loudly that I cannot hear what you say.

– Ralph Waldo Emerson
# April 2018

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**International Juggler’s Day**

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*The road to success and the road to failure are almost exactly the same.*

- Colin R. Davis
### April 2018

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**NOTES**

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Success is a lousy teacher. It seduces smart people into thinking they can’t lose.

— Bill Gates

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Ocean County College
# May 2018

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<td>Student Life Spring Picnic</td>
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<td>Student Life Spring Dinner Dance</td>
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<td>Spring Semester Last Day of Classes</td>
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<td>Ramadan begins (Islamic)</td>
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<td>Armed Forces Day</td>
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### Notes
- Mother’s Day
- Ramadan begins (Islamic)
- Armed Forces Day
April 2018

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29 Sunday

30 Monday

1 Tuesday

2 Wednesday

3 Thursday World Press Freedom Day

4 Friday

5 Saturday

Two roads diverged in a wood and I took the one less traveled by, and that made all the difference.

- Robert Frost
May 2018

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

June 2018

It is the first responsibility of every citizen to question authority.

-Benjamin Franklin
You may have to fight a battle more than once to win it.

– Margaret Thatcher
20 Sunday

21 Monday
Summer Session Classes Begin

22 Tuesday
Nurses Pinning Ceremony

23 Wednesday
Awards Ceremony

24 Thursday
Commencement – No Classes

25 Friday

26 Saturday

"Freedom can only exist in a society of knowledge; without it, men are incapable of knowing their rights."
- Dr. Benjamin Rush
Be so good they can’t ignore you.
– Steve Martin
You have brains in your head. You have feet in your shoes. 
You can steer yourself in any direction you choose. 

– Dr. Seuss

July 2018
S M T W R F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

June 2018
S M T W R F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

3 Sunday

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday
Failure is the condiment that gives success its flavor.
—Truman Capote

April 2018

Sunday 10
Monday 11
Tuesday 12
Wednesday 13
Thursday 14
Friday 15
Saturday 16

June 2018

Sunday 10
Monday 11
Tuesday 12
Wednesday 13
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Friday 15
Saturday 16

July 2018

Sunday 1
Monday 2
Tuesday 3
Wednesday 4
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**JUNE**

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“Whatever you are, be a good one.”
—Abraham Lincoln
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**July**

1. **Sunday**

2. **Monday**
   - No Classes

3. **Tuesday**

4. **Wednesday**
   - Independence Day

5. **Thursday**

6. **Friday**
   - No Classes

7. **Saturday**

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*When the power of love overcomes the love of power, the world will know peace.*

- Jimi Hendrix

128  Ocean County College
### July 2018

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To accomplish great things, we must not only act, but also dream, not only plan, but also believe.

- Anatole France
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You've got to get up every morning with determination if you're going to go to bed with satisfaction. - George Lorimer
You must expect great things of yourself before you can do them.

- Michael Jordan
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**JUL | AUG 2018**

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*Learning is not a spectator sport.*

– D. Blocher
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Experience: that most brutal of teachers. But you learn, my God do you learn. — C.S. Lewis

AUGUST

August 2018

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The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as long as we live.

– Mortimer Adler

NOTES
2016–2017 Student Handbook 147
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*The most successful people are those who are good at Plan B.*

– James Yorke
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TRAVEL DIRECTIONS TO OCEAN COUNTY COLLEGE
Main Campus • College Drive, Toms River, NJ 08754 • Phone: 732-255-0400

TRAVEL DIRECTIONS TO SOUTHERN EDUCATION CENTER
SEC • 195 Cedar Bridge Road, Manahawkin, NJ 08050 • Phone: 609-947-2077

NOTES
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IN CASE OF EMERGENCY or EMOTIONAL DISTRESS SITUATION

- TOMS RIVER CAMPUS call Ext. 2200
- EXTERNAL CALLS: 732-255-0400, press 1
- SEC call Ext. 679 or go to the SEC Information Office
This is not a campaign to end disagreements. Rather it is a campaign to improve communication by reminding ourselves of the basic principles of respect.