

**2022-2023**  
**STUDENT HANDBOOK**



# PAY ATTENTION

Be aware and attend to the world and the people around you.

# Listen



FOCUS ON OTHERS IN ORDER TO BETTER UNDERSTAND THEIR POINTS OF VIEW.



# BE INCLUSIVE

Welcome all groups of citizens working for the GREATER GOOD of the community.

# DON'T GOSSIP



And don't accept when others choose to do so.

# Show Respect



Honor other people and their opinions, especially in the midst of a disagreement.

LOOK FOR OPPORTUNITIES TO AGREE. DON'T CONTRADICT JUST TO DO SO.



# BE AGREEABLE



# apologize

Be sincere and repair damaged relationships.

# GIVE constructive criticism



WHEN DISAGREEING, STICK TO THE ISSUES AND DON'T MAKE A PERSONAL ATTACK.



Don't shift responsibility and blame onto others; share disagreements publicly.

# TAKE RESPONSIBILITY



OCEAN COUNTY COLLEGE

[go.ocean.edu/civility](http://go.ocean.edu/civility)



A project of the Duluth-Superior Area Community Foundation's Millennium Group. Design donated by H. T. Klatzky & Associates.

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.

Brought to you with the permission of

# Speak your Peace

The Civility Project



# WELCOME TO OCEAN COUNTY COLLEGE



**Dr. Jon H. Larson**  
*College President*

*Education is not preparation for life; education is life itself. – John Dewey*

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, a good job, and a lifetime of success.

Whether you seek to further your education at a four-year university, prepare to get a good or better job, or simply enjoy 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 personal attention that helps you succeed academically, state-of-the-art technology, student clubs, intercollegiate athletic teams, and community service opportunities.

In addition to traditional, on-campus classes, OCC offers many degree and certificate programs through our e-Learning department, utilizing world-class technology that enables students the opportunity to complete coursework in the safety and comfort of their homes. Online students receive the same services as on-site students, including counseling, academic advising, tutoring, and library services, in order to have the tools and guidance necessary for success.

We promote ideals and values that are fundamental to successful scholarship and success in life: skill development, passion for innovation, a welcoming environment, respect for cultural diversity, a climate of civility and courtesy, a supportive family spirit, personal responsibility and integrity, and commitment to excellence.

Two exciting opportunities can directly benefit you at OCC:

- The NJ STARS program provides students graduating in the top 15% of their high school class with free tuition for up to five semesters at Ocean County College.
- The unique Kean Ocean initiative gives you the opportunity 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.

We are 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,

A handwritten signature in blue ink that reads "Jon H. Larson". The signature is written in a cursive, flowing style.

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

*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.*



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

**TOMS RIVER CAMPUS**

Any Campus Phone  
Call Extension 2200

**MOBILE PHONE  
or OFF-CAMPUS**

Call 732-255-0451  
or 732-255-0400, press 8

**ON THE APP**

**PRESS THE BADGE ON THE TOP RIGHT**

**SEC Southern Education Center**

Call Extension 679  
or go to the SEC Information Office

**EMERGENCY & SAFETY ALERTS**

**OCC Students and Employees are encouraged to opt-in to  
OCC's emergency alert system, "Viking Alert".**

Activate Viking Alert through your Ocean Connect account.

**REPORT ALL EMERGENCIES**

to Ocean County College Security

- Always follow instructions provided by emergency personnel, Viking ALERT, and campus officials.
- Stay away from affected areas until given the "all clear" by emergency personnel.
- Whenever possible, assist persons with special needs.
- General facility maintenance problems such as Heat, A/C, Plumbing, etc., call Ext. 4444. (After 4:30p.m. or weekends, call Security.)





# STUDENT HANDBOOK 2022-2023

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### COVER PHOTOS



“Access To Knowledge”  
Nicolaus A. Burr  
College Relations Office



“100 Smiles  
Campaign”  
OCC Students  
OCC Foundation

# COLLEGE AND COUNTY LEADERSHIP

## Ocean County College Board of Trustees\* .....

Jerry J. Dasti, Jr., <i>Chair</i>	Charles Muller	Josephine O'Grady, <i>Student/Alumni Trustee</i>
Linda L. Novak, <i>Vice Chair</i>	Joanne Pehlivanian	John C. Sahradnik, <i>Counsel</i>
Frank J. Dupignac, Jr., <i>Treasurer</i>	Joseph E. Teichman	
Stephan R. Leone, <i>Secretary</i>	Carl V. Thulin, Jr.	
Robert A. Fall	Steven A. Zabarsky	

## Ocean County Board of Commissioners\* .....

John P. Kelly, <i>Director</i>
Virginia E. Haines, <i>Deputy Director / Liaison to Ocean County College</i>
Barbara Jo Crea
Gary Quinn
Joseph H. Vicari

\*at time of publication

# COMMUNICATING WITH OCC

**Mail:** Ocean County College  
College Drive  
P.O. Box 2001  
Toms River, NJ 08754-2001

**Phone:** 732-255-0400  
**Fax:** 732-255-0444  
**Website:** [www.ocean.edu](http://www.ocean.edu)

## On Matters Concerning .... Contact ..... Phone

Academic Advising .....	Advising and Transfer Services .....	732-255-0300
Alumni Affairs .....	Director of Alumni & Advancement .....	732-255-0400 ext.2355
Athletics .....	Athletics Department .....	732-255-0345
Bookstore .....	Manager of Bookstore/Barnes & Noble .....	732-255-0333
Counseling Services .....	Counseling Services .....	732-255-0386
Center for Access & Equality .....	Director of EOF/C4AE .....	732-255-0311
Disability-Related Services .....	Coordinator of Accessibility Services .....	732-255-0456
Distant Learning .....	e-Learning.....	732-255-0514
Enrollment Services .....	The HUB .....	732-255-0482
Educational Opportunity Fund Program .....	Director of EOF/C4AE .....	732-255-0311
Financial Aid .....	Financial Aid Department .....	732-255-0310
Library .....	Library Services .....	732-255-0392
NJ STARS.....	Advising and Transfer Services .....	732-255-0300
Payments .....	The HUB .....	732-255-0482
Registration & Records .....	Registration & Records Office .....	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.....	Dean of Business & Social Science .....	732-255-0400 ext.2210
Testing/Placement .....	Director of Testing .....	732-255-0401
Tuition & Fees .....	Cashier/Billing Office.....	732-255-0324
Tutoring .....	Dean of Academic Services .....	732-255-0456
Veterans Affairs.....	Veteran and Military Resource Center .....	732-255-0400 ext.2371
Workforce & Professional Education WPE Department .....		732-255-0409

# SUMMARY OF SELECT STUDENT POLICIES

## Obligation to Know

Ocean County College students have the responsibility for being fully aware of College policies and regulations. College policies and procedures are listed in this handbook, are available online at [go.ocean.edu/policies](http://go.ocean.edu/policies), and are included in the College catalog. The student handbook is also available online at [www.ocean.edu](http://www.ocean.edu). The College reserves the right to make revisions to publications, policies and procedures at any point in between yearly publications of the student handbook and other publications. Students will be notified via email when changes are made; once changes are posted online, they are in effect.

## 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 cyberstalking, cyberbullying, 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

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 reasonable accommodations for all academic programs and services to qualified students with disabilities. Inquiries regarding reasonable accommodations and services may be directed to Disabilities Services, 732-255-0456 or [accommodations@ocean.edu](mailto:accommodations@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 732-255-0386 or [counselingservices@ocean.edu](mailto:counselingservices@ocean.edu).

## Drug-Free Schools and Campuses Regulations

Ocean County College is committed to promoting the well-being, health and safety of the campus community and to maintaining an environment that promotes the full educational learning experience. OCC encourages responsible choices and behaviors by all members of the campus community, and the respectful and courteous interaction between and among those members. One of the responsible behaviors and choices relates to the use of alcohol and illicit drugs; the use of alcohol and drugs has serious impact on that well-being and interferes with academic success.



# THE HUB: EXPRESS ENROLLMENT SERVICES



**Dr. Sheenah Hartigan**  
*Executive Director of Enrollment Services*



**Dr. Kathleen Mohr**  
*Assistant Director of Enrollment Services*



**Leslie Price**  
*Enrollment Communications Administrator*



**James Campbell**  
*Enrollment and Outreach Coordinator*



**Stacy Yurcho**  
*Enrollment Services Specialist*



**Nicole Wehnke**  
*Enrollment Services Specialist*



**Bridget Davis**  
*Senior Enrollment Services Technician*



**Markie Aronson**  
*Enrollment Services Technician*



**Daniel Carben**  
*Enrollment Services Technician*



**Haley Abruzzese**  
*Enrollment Services Technician*



**Corey Roberts**  
*Enrollment Services Technician*



**Veronica Thomas**  
*Enrollment Services Technician*



**Brett Young**  
*Enrollment Services Technician*



**Melissa Sporer**  
*Enrollment Services Technician*



**Karina Tejada**  
*Enrollment Services Technician*



**Nicola Nelson**  
*Enrollment Services Technician*



**Evan Gonnella**  
*Enrollment Services Technician*

## THE HUB

The mission of the HUB is to quickly and efficiently complete enrollment transactions, to empower students to self-serve through technology, and to support academic success from application through graduation. The HUB provides exemplary customer service to motivate and guide students in every phase of their educational journey in order to achieve their educational aspirations.

<b>Location:</b>	Student Enrollment Building (#9)
<b>Phone:</b>	732-255-0482
<b>Hours:</b>	Mon.–Fri. 8 a.m.–5 p.m. Evening Hours as posted
<b>Email:</b>	<a href="mailto:HUB@ocean.edu">HUB@ocean.edu</a>

- The HUB is Ocean County College's premier one-stop shop for all enrollment and retention service.
- A team of Enrollment Services Technicians, focused on efficient, student-centered customer service, is here to help you with your college questions regarding registration, financial aid, and more!

*Need help with...*

- Advising
- Registration
- Financial Aid
- Enrollment
- Making Payments
- Setting Up Payment Plan



Check in at  first!

### The HUB can assist with:

- Completing an application
- Registering for classes
- Dropping or adding classes
- Using the online portals, including Student Planning, Student Finance and Student Financial Aid Self-Service
- Submitting documents, including financial aid and immunizations
- Learning what documentation is needed for financial aid
- Answering questions on the enrollment process
- Making payments or setting up tuition payment plans ... and more!

## SUCCESS TEAM



**Breanna St. Clair**  
*Academic Coach,  
Title III*



**Calleigh Kearns**  
*Student Success  
Coach*

The Success Team is focused on providing professional support for students from their first term through graduation. In alignment with the HUB's tradition of service excellence, the coaches actively encourage students to engage in their coursework, provide support in order to boost students' academic achievement, and connect students to campus resources.

A team of dedicated Success Coaches is here to support you in your classes. Stop by, call, or email today and experience the friendly, professional guidance offered by the coaches!

<b>Location:</b>	Student Enrollment Building (#9)
<b>Phone:</b>	732-255-0400 ext. 4625
<b>Hours:</b>	Mon.-Fri. 8 a.m.-8 p.m.
<b>Email:</b>	<a href="mailto:Success@ocean.edu">Success@ocean.edu</a>

- Registering for classes
- Using the Learning Management System (LMS)
- Developing action-based plans for academic success
- Exploring and accessing campus services
- Answering questions about coursework



# REGISTRATION & RECORDS OFFICE



**Janine Emma**  
*Registrar*



**Karen Light**  
*Associate Registrar*



**Celeste Jamerson**  
*Registration Services Specialist*



**Bridget Root**  
*Assistant Registrar,  
Systems and Services*



**Cathy Lanzetti**  
*Registration and  
Records Technician*



**Ann Lohrey**  
*Academic Administrator,  
Early College Program*



**Diana Manning**  
*Administrative  
Assistant*



**Suzanne Marquand**  
*Administrative  
Assistant*



**Morgan Murphy**  
*Registration Services  
Specialist*



**Taylor Kirkpatrick**  
*Registration Services  
Specialist*

<b>Location:</b>	Student Enrollment Building (#9)
<b>Phone:</b>	732-255-0304
<b>Hours:</b>	Mon., Tues., Thurs. 8 a.m.-6 p.m. Wed. 8 a.m.-7 p.m. Fri. 8 a.m.-5 p.m.

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, reference checks, etc.

Written consent from the student must be obtained to release any but the following "Directory Information": name, address, telephone, date and place of birth, major field of study, and other similar biographical information. If you do not wish to have this information released, you must notify the Registration and Records Office.

**Change of name, address, telephone:**

It is required that the 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:**

Students are responsible for checking their 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. The College website is updated with information regarding registration for the next semester. You should:

- Review your graduation requirements.
- Review your curriculum using Student Planning.
- Access the schedule of classes online at [www.ocean.edu](http://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](http://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 Registration and Records Office 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. Once an official evaluation is done by this office, 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 (30 academic credits). You must be in a degree program in order to have transfer credits evaluated.*

# ADVISING AND TRANSFER SERVICES



**Anna Regan**  
Executive Director of  
Academic Advising



**Shirley Baker**  
Associate Director of  
Academic Advising



**Michele Connolly**  
Assistant Director of  
Academic Advising



**Jennifer Kipp**  
Academic Advisor/  
Coordinator of  
NJ STARS



**Laura Wills**  
Academic Advisor/  
Coordinator of  
Transfer Advising



**Deeanne Gatta-Salter**  
Academic Advisor/  
Veterans Advisor



**Lauren Humphrey**  
Academic Advisor



**Victoria Cinquegrana**  
Academic Advisor



**Breanna Brown**  
Advising Specialist



**Amanda Rosamilia**  
Academic Advisor



**Lisa Gillar**  
Academic Advisor

<b>Location:</b>	Student Enrollment Building (#9)
<b>Phone:</b>	732-255-0300
<b>Hours:</b>	Mon., Tues., Thurs. 8 a.m.-6 p.m. Wed. 8 a.m.-7 p.m. Fri. 8 a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:advisingoffice@ocean.edu">advisingoffice@ocean.edu</a>

The mission of the Advising and Transfer Services Office is to assist students in accomplishing their academic, career and lifelong learning goals. Advising and Transfer Services strives to support students at all stages of their academic journey, creating a holistic experience that provides students with:

- An introduction to academic programs and course requirements
- Development of an academic plan, with a focus on short- and long-term goals
- Advising for degree completion and preparation for transfer or employment

Degree-seeking students are assigned to an academic advisor. The Advising and Transfer Services Office works closely with all staff and 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

### 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. The Advising and

Transfer Services Office encourages students to use Student Planning to create short- and long-term plans that will help them reach their educational goals. Students can access Student Planning by logging into their Ocean Connect account. For help using Student Planning, students can see their advisor or visit [go.ocean.edu/studentplanning](http://go.ocean.edu/studentplanning).

### Transfer Advising

The majority of OCC graduates transfer to four-year colleges and universities. Advising and Transfer 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](http://go.ocean.edu/transfer), where students will find information on events such as transfer fairs, instant decision days and transfer workshops, tutorials on NJ Transfer, and a timeline for transfer preparation. For more information, please contact Advising and Transfer Services at [advisingoffice@ocean.edu](mailto:advisingoffice@ocean.edu).

### 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 academic coaching, graduation advising, and transfer and career planning. For more information, visit [go.ocean.edu/njstars](http://go.ocean.edu/njstars) or contact STARS Coordinator Jennifer Kipp at 732-255-0400 ext.2933 or email [jkipp@ocean.edu](mailto:jkipp@ocean.edu).





# FINANCIAL AID OFFICE



**Yessika Garcia-Guzman**  
Executive Director of  
Financial Aid



**Robbin Haynes**  
Assistant Director of  
Financial Aid



**Karen Wilson-Wylie**  
Senior Financial Aid  
Advisor



**Keith Bunn**  
Student Affairs  
Information System  
Administrator



**Gordana Campano**  
Senior Financial Aid  
Technician



**Elizabeth Richardson**  
Senior Financial Aid  
Technician



**Angelica Kotsifas**  
Financial Aid Advisor



**Christina Tsoubanakis**  
Financial Aid Technician

<b>Location:</b>	Student Enrollment Building (#9)
<b>Phone:</b>	732-255-0310
<b>Hours:</b>	Mon., Tues., Thurs. 8 a.m.-6 p.m. Wed. 8 a.m.-7 p.m. Fri. 8 a.m.-5 p.m.

multitude of financial aid programs from state and federal government sources. In 2021, 36 percent of the OCC student body received some form of financial assistance.

### Who can apply for financial aid?

Any student enrolled in an approved degree or certificate program at OCC.

### How does someone apply?

A Free Application for Federal Student Aid (FAFSA) must be completed and submitted online at [www.fafsa.gov](http://www.fafsa.gov). Before beginning the FAFSA, students should apply for a U.S. Department of Education Federal Student Aid identification number (FSA ID) at [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov). The

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

FSA ID will allow the student to sign the FAFSA electronically and to correct processed FAFSA information online. When the FAFSA is filed, the student is applying for federal, state, and institutional aid programs.

Ocean County College provides financial assistance to qualified students through various combinations of grants, loans, and part-time employment. Eligibility is determined on an individual basis. Recipients are required to meet program guidelines and maintain good academic standing. Unless otherwise specified, financial aid is awarded on an annual basis and students must reapply each year. All students applying for financial aid must file the Free Application for Federal Student Aid (FAFSA).

For state aid, FAFSA applications to attend Ocean County College must be received by the federal processor no later than September 15 for the fall semester and February 15 for the spring semester. Applications submitted after the above state deadlines are considered late and may result in a loss of state aid. 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. Students should complete their financial aid paperwork in a timely manner to ensure proper application of financial aid funds.

To apply for Ocean County College Foundation scholarships, students must apply online at [go.ocean.edu/scholarships](http://go.ocean.edu/scholarships).

### **Veterans' Educational Benefits**

If you are a veteran, dependent of a deceased or disabled veteran, or active duty military member, you may be eligible to receive monthly educational assistance from the Veterans Administration while enrolled at OCC. The school, certifying officials and students work together to assess individual needs in strategically planning their use of military/veterans' education benefits and/or financial aid programs.

### **Satisfactory Academic Progress**

Federal and state regulations require students who receive financial aid to make satisfactory academic progress (S.A.P.) toward their degree or certificate. Failure to achieve or maintain progress will result in denial of all financial aid until the student attains the minimum standard required. S.A.P. is defined by the federal cumulative grade point average, time frame, and class completion. Students can only receive financial aid for a period of time not to exceed 150% of the credit hour requirements for the degree or certificate. Classes that have been dropped or withdrawn from are included in this time frame.

### **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 \$2,464 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):**

These grants are 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.

#### **Governor's Urban Scholarship (GUS):**

This scholarship is a merit award available to students who rank in the top 5.0 percent of their class and attain a grade point average of at least 3.0 at the end of the junior year in high school, file a FAFSA within established state deadlines, and have a New Jersey Eligibility Index below 10,500.

### **Governor's Industry Vocations Scholarship (NJ-GIVS) for Women and Minorities:**

This scholarship pays up to \$2,000 per year or up to the cost of tuition in an eligible certificate or degree program, less any federal, state or institutional financial aid available. Funding is limited and awards are made on a first-come, first-served basis.

### **New Jersey World Trade Center Scholarship:**

Benefits dependent children and surviving spouses of New Jersey residents who were killed in the terrorist attacks against the United States on September 11, 2001. Scholarship amounts may change based on program funding and the student's other available financial assistance.

### **Law Enforcement Officer Memorial Scholarship (LEOMS):**

Benefits dependent children of New Jersey law enforcement officers killed in the line of duty. This scholarship covers up to the cost of 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](http://www.njgrants.org).

### **Survivor Tuition Benefits Program (STB):**

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](http://www.njgrants.org).

### **New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS):**

New Jersey residents who rank in the top 15.0% of their class at the end of either the junior or senior year of high school may be eligible for the NJ STARS program. NJ STARS awards cover tuition only for up to eighteen college-level credits per semester, for up to five semesters. Students must attend their county college of residence. Additional eligibility criteria can be viewed at [www.njgrants.org](http://www.njgrants.org).

### **New Jersey Dreamers:**

New Jersey's state-funded financial aid for higher education is now available for all

qualifying students, regardless of their immigration status. Graduates of New Jersey high schools who do not have documented immigration status, but who meet other qualifying criteria, are eligible to apply for state-funded financial aid by completing the New Jersey Alternative Financial Aid Application at <https://www.hesaa.org/pages/njalternativeapplication.aspx>.

### **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 Direct 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 Assistance Authority at 1-800-792-8670 or can be applied for online at [www.njgrants.org](http://www.njgrants.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 made up to \$6,895 per year, based on financial need and enrollment status, and are renewable until the student has met their lifetime Pell eligibility limit or has received a bachelor's degree (whichever is achieved first).

### **Iraq and Afghanistan Service Grant:**

Benefits dependent children of members of the United States armed forces who died as a result of military service performed in Iraq or Afghanistan after the events of September 11, 2001. The grant award amount is equal to the maximum Pell grant.

### **Federal Supplemental Educational Opportunity Grant (SEOG):**

For students who demonstrate exceptional financial need and 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 on- 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 (as of January 1, 2022) is \$13.00 on campus and \$14.00 for off-campus students. Note: Any student who wants to work on campus must complete a FAFSA, 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 sophomore students.* For students eligible for the loan subsidy, 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 they cease 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). Students must complete the Entrance Interview and MPN online at [www.studentaid.gov](http://www.studentaid.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.

## CAREER SERVICES



**Maria Galindo**  
Career Services  
Administrative Assistant



**Taylor Dulemba**  
Career Services  
Coordinator

The Career Services mission is to assist students in setting a course to professional success. We offer a number of resources to help you find a career in this changing and growing job market. Students have access to numerous services and tools to meet their professional needs throughout their time at OCC and throughout their chosen vocation. Students can benefit from our:

- One-on-one resume and cover letter writing
- Career counseling
- Industry insight
- Internships and employment opportunities
- Interviewing and networking strategies
- LinkedIn and social media optimization
- Online career assessments such as My Plan
- Handshake: OCC's employment database for students, alumni, and employers

For an appointment or more information, call Career Services at 732-255-0400 ext. 2349, email [careerservices@ocean.edu](mailto:careerservices@ocean.edu) or visit [go.ocean.edu/career](http://go.ocean.edu/career).

**Location:** Administration Building (#1)  
1st Floor

**Phone:** 732-255-0400 ext. 2349

**Hours:** Mon.-Fri. 8 a.m.-5 p.m.

**Email:** [careerservices@ocean.edu](mailto:careerservices@ocean.edu)

# COUNSELING & STUDENT DEVELOPMENT SERVICES



**Kate Pandolpho**  
*Director*



**Susan Ebeling-Witte**  
*Student Intervention Specialist*



**Katie Hueth**  
*Prevention Education Coordinator*



**Kelly Petrolis**  
*Student Intervention Specialist*



**Darra Stack**  
*Student Intervention Specialist*



**Carmen Mora**  
*Coordinator,  
Community & DHP*



**Heather Mayer**  
*Case Manager /  
Mental Health Technician*



**Jessica Richardson**  
*Community Services  
Coach (PT)*

**Location:** Counseling Center Building (#3)  
Room 010

**Contact:** [Counseling Services](#)  
732-255-0386  
[Displaced Homemakers Program](#)  
732-255-0400 ext. 2297

**Hours:** **Office Hours**  
Mon.-Fri. 9 a.m.-5 p.m.

**Counseling Services Available:**  
Mon.-Fri. 9 a.m.-5 p.m.

**Email:** [counselingservices@ocean.edu](mailto:counselingservices@ocean.edu)  
[displacedhomemakers@ocean.edu](mailto:displacedhomemakers@ocean.edu)

The Counseling Center provides comprehensive counseling and other supportive services focused on the psychological and emotional 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
- Recovery; relapse prevention
- Alcohol, substance abuse and other addictions
- Grief and loss
- Eating disorders

**Handling and controlling the impact of:**

- Stress
- Anxiety
- Depression
- Suicide ideation
- Relationships
- Gender identity
- Dealing with anger
- Emotional distress or crisis
- 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

*We are here for you, because YOU matter!*

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 sexual 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 these programs in addition to personal counseling services:**

**Restore Your Score:**

Programs 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. Restore Your Score and Starfish include individual meetings with a counselor, seminars and academic planning. Both programs are designed specifically for students with academic sanctions. Call the Counseling Center at 732-255-0386 for more information.

**Supporting Students in Recovery Program:**

A comprehensive program of resources, peer-support, and professional counseling provided by a Licensed Clinical Alcohol and Drug Counselor available to all students in recovery and their allies. The Recovery Support Program consists of on-campus support, mutual support groups, recovery coaching, access to an on-campus Wellness and Recovery Center, recreational activities, and relapse prevention. To become a part of this program, contact the Counseling Center at 732-255-0386 or [counselingservices@ocean.edu](mailto:counselingservices@ocean.edu).

**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, disability or death of a spouse or partner who was 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.



# SOUTHERN EDUCATION CENTER



**Brian Schillaci**  
*Director*



**Jeff Kurz**  
*Student Services and  
Recruitment Specialist*



**Toni Ann DiPasquale**  
*Academic Advisor  
SEC*



**Jenna McAteer**  
*Academic Advisor  
SEC*

The Southern Education Center (SEC) is a full-service additional location of Ocean County College, conveniently situated for students residing in southern Ocean County.

The SEC offers a wide spectrum of community college opportunities. Classes are offered each semester, with courses scheduled during the day and evening. The bulk of the courses offered at the SEC match popular degree programs, such as the Associate in Arts – Liberal Arts or the Associate in Science – General Education. Others fit specific degree requirements, such as Criminal Justice, Business Administration or Pre-Nursing. Classes are taught by professors who meet the same requirements as those professors instructing on the Toms River campus, while the smaller size of the SEC allows for more personal interaction.

Student Service Advisors at the SEC assist students with all of their needs and questions, from enrolling to commencement. SEC Advisors assist with registration and enrollment, transfer discussions, financial aid support, and student advising. The SEC Student Service Advisors' Office offers walk-in appointments to guide students through many of the college procedures; virtual advising appointments can also be scheduled. Once classes start, most of the supportive service opportunities available on the main campus, such as Disability Services, Career Services, Student Life events, College Librarians, Counseling Services, Financial Aid, Educational Opportunity Fund (EOF) and Student Support Services, academic coaching and tutoring, and transfer guidance are also offered at the SEC. Representatives from Kean Ocean and Stockton University regularly schedule appointments at the SEC for Instant Decision Days.

Through virtual connections, classes can be streamed to the SEC from the main campus, expanding the totality of available courses. Student services such as tutoring, clubs and advising are also extended through virtual platforms to enhance the students' collegiate experience.

For students who live south of Lacey Township in Ocean County, the opportunity for pursuing an associate degree is close to home. A short drive and convenient parking make the commute easier, and convenient evening classes are also available. The wide array of services and classes, and the personal connection to instruction, advising and support services, fully extend all of OCC's opportunities to students in the southern portion of the county.

<b>Location:</b>	195 Cedar Bridge Road Manahawkin, NJ 08050
<b>Phone:</b>	732-255-0400 ext. 679
<b>Fax:</b>	732-255-0525
<b>Email:</b>	<a href="mailto:sec@ocean.edu">sec@ocean.edu</a>
<b>Hours:</b>	<b>Student Services Office:</b> Mon.-Thurs. 8 a.m.-6:30p.m., Fri. 8 a.m.-2 p.m. <b>Building Hours:</b> Mon.-Thurs. 7:30a.m.-10 p.m., Fri. 8 a.m.-2 p.m.





# TITLE III PROJECT



**Dr. Mary Gibson**

*Director*

732-255-0400 ext.2094  
[mgibson@ocean.edu](mailto:mgibson@ocean.edu)

For more information, contact us directly or visit us online at [ocean.edu/student-services/academic-coaching/](http://ocean.edu/student-services/academic-coaching/)

**Locations:** Administration Building (#1)  
Room 134

A federally-funded program to improve and strengthen the academic quality, institutional management and fiscal stability of institutions of higher education.

The objectives of the Title III project at Ocean County College include supporting students in an effort to raise the success rates of STEM courses and increase retention of all degree-seeking students. These objectives to aid students in achieving academic success include, but are not limited to, the use of proven coaching models as well as career exploratory interest inventories.

The Title III Staff is available Monday to Friday by appointments, emails, telephone calls, and walk-ins for:

- One-on-one coaching sessions
- Developing academic success plans
- Time management
- Study skills workshops (e.g., note-taking, how to study, test anxiety)
- Goal-setting
- Career exploration in the field of health science
- Learning style strategies

# VETERAN AND MILITARY RESOURCE CENTER



**Kencis Kleinschmidt**

*Veterans Services  
Coordinator*



As one of Military Times “Best for Vets” Community Colleges of New Jersey, and designated as a Center of Excellence for Veteran Student Success by the U.S. Department of Education, OCC’s Veterans Services provides an enhanced experience for our military service members, veterans, and their families with a dedicated Veteran and Military Resource Center (VMRC).

The VMRC houses a study lounge, social and gaming lounge, and tutoring services with a private computer lab. Military-connected students are encouraged to participate in the many educational, social, and recreational activities offered through the Veteran and Military Resource Center.

The College also offers exclusive academic advising sessions that prioritize personal growth through one-on-one academic/transfer planning in the Advising Center, as well as financial aid counseling for VA Education Chapter benefit literacy in the Financial Aid office. Ocean County College also identifies military liaisons across 13 departments, the first Military Connected Student Support Committee in New Jersey. No question or concern will go unanswered.

<b>Location:</b>	Jon and Judith Larson Student Center Building (#8) 2nd Floor, Room 225
<b>Phone:</b>	732-255-0400 ext. 2080 732-255-0400 ext. 2371
<b>Hours:</b>	Mon.-Fri. 8 a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:veterans@ocean.edu">veterans@ocean.edu</a>

For any military-connected questions, visit the VMRC, located on the second floor of the Larson Student Center (#8), Room 225.

# ATHLETICS



**Ilene Cohen**  
*Executive Director  
of Athletics*



**Tricia Carroll**  
*Assistant  
Athletic Director*



**Darlene LaMonica**  
*Athletic Office  
Coordinator*



**Peter DiStefano**  
*Athletic Trainer /  
Coordinator*



**Kevin Byrne**  
*Coordinator of Sports  
Information and Athletics*



**David Rotan**  
*Athletics Attendant*

<b>Location:</b>	Health and Human Performance Center Building (#29) Room 100
<b>Phone:</b>	732-255-0345
<b>Hours:</b>	Mon.-Fri. 8:30a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:athletics@ocean.edu">athletics@ocean.edu</a>

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 student-athletes with an opportunity to participate in a broad range 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 men and women.

In order to participate in any of the athletic programs, students must meet the eligibility standards set by the NJCAA. For questions regarding NJCAA requirements, contact the Athletic department at [athletics@ocean.edu](mailto:athletics@ocean.edu) or 732-255-0346.

## Sports by Season

**Fall** ..... Cross Country

- Esports
- Soccer
- Tennis (Women's)
- Volleyball (Women's)

**Winter** ..... Basketball

**Spring** ..... Baseball

- Esports
- Golf
- Lacrosse
- Softball
- Tennis (Men's)
- Volleyball (Men's)

## Varsity Athletics Coaching Staff

Cross Country ..... [crosscountry@ocean.edu](mailto:crosscountry@ocean.edu)  
 Esports ..... [occ-e-sports@ocean.edu](mailto:occ-e-sports@ocean.edu)  
 Men's Soccer ..... [msoccer@ocean.edu](mailto:msoccer@ocean.edu)  
 Women's Soccer ..... [wsoccer@ocean.edu](mailto:wsoccer@ocean.edu)  
 Men's Tennis ..... [mtennis@ocean.edu](mailto:mtennis@ocean.edu)  
 Women's Tennis ..... [wtennis@ocean.edu](mailto:wtennis@ocean.edu)  
 Men's Volleyball ..... [mvolleyball@ocean.edu](mailto:mvolleyball@ocean.edu)  
 Women's Volleyball ..... [wvolleyball@ocean.edu](mailto:wvolleyball@ocean.edu)  
 Men's Basketball..... [mbasketball@ocean.edu](mailto:mbasketball@ocean.edu)  
 Women's Basketball .. [wbasketball@ocean.edu](mailto:wbasketball@ocean.edu)  
 Baseball ..... [baseball@ocean.edu](mailto:baseball@ocean.edu)  
 Golf ..... [golf@ocean.edu](mailto:golf@ocean.edu)  
 Softball ..... [softball@ocean.edu](mailto:softball@ocean.edu)  
 Men's Lacrosse ..... [mlacrosse@ocean.edu](mailto:mlacrosse@ocean.edu)  
 Women's Lacrosse..... [wlacrosse@ocean.edu](mailto:wlacrosse@ocean.edu)

## Fitness Room Facilities

Located off the lobby of Building #29, the fitness room is available for workouts Monday-Thursday 7:30 a.m. to 7 p.m. and Friday 7:30 a.m. to 4:30 p.m.

### Requirements to use the OCC fitness room:

- Appropriate attire is required.
- Participants must be a current student, staff, faculty member or administrator of OCC, and have a valid ID to present to an HEHP/ Athletic staff member.

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



## College Mascot

Ocean County College athletic teams are known as the "Vikings."

OCC is a member of the National Junior College Athletic Association, Region XIX, and the Garden State Athletic Conference.



## Social Media

Facebook: Ocean CC Viking Athletics  
 Twitter: @OceanVikings  
 Instagram: Ocean\_CC\_Vikings

## Additional coed/club activities through the OCC Student Life office

- Sailing Program
- Ice Hockey
- Cheerleading
- Judo
- Intramural Program

## Health and Wellness

The Athletic Department encourages 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 open gym sessions, where students have the opportunity to compete in a relaxed environment.



# INTRAMURAL ACTIVITIES



## OCC Fun 'n' Games (Intramural Activities)

Programs are open to all members of the college community. The OCC Fun 'N' Games program is designed to give students the opportunity to participate in individual or team sports at a recreational level. The Athletics and Student Life departments hold open gym, tournaments and games in basketball, outdoor/in-door soccer, flag football, volleyball, tennis, dodgeball, and other activities. Open gym time is scheduled on a semester-by-semester basis, typically in the middle of the day, as available.

Participation in any program 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 OCC Fun 'N' Games, contact the Student Life Office.

### Requirements for participation in Open Gym or OCC Fun 'N' Games programs:

- A current valid OCC ID card.
- Proper attire and footwear.

All activities are coeducational and most are available for participation in both fall and spring semesters.



# HELPING HANDS



**Kate Moreno**  
*Coordinator of  
Student Basic Needs*

Helping Hands provides Ocean County College and Kean Ocean students with non-academic support to help them succeed. Groceries, snacks, drinks, meals, and non-food essentials are available in the pantry to students in need. In addition, Helping Hands provides resources for financial assistance, referrals for housing support, coordinates the Fulfill Mobile Food Pantry visits to OCC, and provides information on the NJ SNAP program.

Find us on the OCC app, Facebook, Instagram, and the OCC website, <https://www.ocean.edu/student-services/helping-hands/>, to get the most up-to-date information on events sponsored by Helping Hands! You can also find information on our partner organizations and ways in which you can assist the pantry in addressing food and basic needs insecurity on our campus.

For assistance when the pantry is closed, email [kmoreno@ocean.edu](mailto:kmoreno@ocean.edu) or call the Student Life Office at 732-255-0348

<b>Location:</b>	Library Building (#3), Ground Floor, Room 017
<b>Phone:</b>	732-255-0400 ext.2205
<b>Hours:</b>	Mon. 9 a.m.-4 p.m. Tues.-Thurs. 9 a.m.-1 p.m.
<b>Email:</b>	<a href="mailto:helpinghands@ocean.edu">helpinghands@ocean.edu</a>



Phi Theta Kappa | Ocean County College

# EDUCATIONAL OPPORTUNITY FUND (EOF)



**Laura F. Rickards**

*Director, Educational Opportunity Fund/  
Center for Access and Equity*



**Ana P. DeNise**

*Assistant Director, Educational Opportunity Fund/  
Center for Access and Equity*



**Michele Gioxaris**  
*Office Coordinator,  
Advisor*



**Theresa Skopkowski**  
*Advisor and  
Academic Coach*



**Melani Kovacs**  
*Advisor and  
Recruitment Specialist*



**Rochelle Blum**  
*Academic Advisor*



**Christine Cassidy**  
*Academic Coach*



**Stuart Martinsen**  
*Academic Coach*



**Paul Sutor**  
*Academic Coach*



**Jonas Weissbrod**  
*Academic Coach*

<b>Location:</b>	Library Building (#3) Room C115
<b>Phone:</b>	732-255-0400 ext. 2026
<b>Hours:</b>	Mon.-Fri 8 a.m.-4:30p.m.
<b>Email:</b>	<a href="mailto:eof@ocean.edu">eof@ocean.edu</a>

Students are evaluated for admittance based upon a history of poverty, academic readiness, potential, and motivation. An interview is required. Students must register full-time (12 credits or more) and complete a Free Application for Federal Student Aid (FAFSA).

**EOF offers:**

- A community of like learners
- A network of support
- Private professional tutoring
- Academic advising
- A financial grant
- Opportunities for growth
- Continued eligibility at a four-year NJ university/college destination
- Comprehensive service and support

All are welcome to apply, regardless of age, race, ethnicity, disability, sexual orientation, or gender identity or expression. EOF enrollment is determined by state funding; apply early. For additional information, contact the EOF Office at 732-255-0400 ext. 2026 or [eof@ocean.edu](mailto:eof@ocean.edu).

**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 41 participating colleges and universities in New Jersey. Ocean County College is one of 19 participating community colleges.

**EOF Mission:**

To provide access to higher education.

# CENTER FOR ACCESS & EQUITY (C4AE)

## Tikkun Olam ~ Repairing the World



### Philosophy

C4AE works to give the voices of others opportunity for expression and recognition. We work to develop understanding of differences, bridge communication and create space for coming together in celebration of likeness.

### Mission

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

### Mission goals

- To initiate, promote, and support programming in the areas of inclusion, social justice, diversity, gender equity, pluralism and access
- To collaborate with like constituencies to develop, promote and support programs aligned with C4AE's mission
- All are welcome regardless of age, race, ethnicity, disability, sexual orientation, gender identity or expression, class, or country of origin. Contact C4AE at 732-255-0400, ext. 2026 for more information.

### Theoretical framework

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

<b>Location:</b>	Library Building (#3) Room C124
<b>Phone:</b>	732-255-0400 ext. 2026
<b>Hours:</b>	Mon.-Fri 8 a.m.-4:30p.m.
<b>Email:</b>	<a href="mailto:oms@ocean.edu">oms@ocean.edu</a>

### 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

# STUDENT SUPPORT SERVICES



**Alison Noone**

*Student Support Services  
Director*



**Helen Konz**

*Student Support Services  
Specialist*



**Briana Cerbone**

*Student Support Services  
Specialist*



**Barbara McCormack**

*Student Support Services  
Academic Coach*

<b>Location:</b>	Russell Building (#7) Room 113
<b>Phone:</b>	732-255-0400 ext. 2135
<b>Hours:</b>	Mon.-Fri. 8:30a.m.-4:30p.m.
<b>Email:</b>	<a href="mailto:studentsupportservices@ocean.edu">studentsupportservices@ocean.edu</a>

The mission of TRIO Student Support Services (SSS) at Ocean County College is to assist first-generation college students, low-income college students and/or college students with disabilities in completing an associate degree and transferring to a four-year institution. The program is funded by the U.S. Department of Education. Each participant is encouraged to meet one-on-one with a professional tutor, discuss personal challenges and find solutions with an academic coach, and review degree requirements and transfer opportunities with an academic advisor. Along with the academic services provided by the program, SSS takes students on cultural enrichment trips, such as to Broadway shows, symphonies, and museums, all free of charge. While every student comes to college with diverse needs and concerns, SSS emboldens students to be self-driven: to identify barriers, seek out solutions, and develop a positive mindset in their journey toward success.

Visit [go.ocean.edu/ssb](http://go.ocean.edu/ssb) to apply today.

Spots are limited!





# DISABILITY SERVICES



**Jamie Arasz Prioli**  
*Adaptive Services  
Specialist*



**Rachelle Bertholf**  
*Disability Services  
Technician*

Ocean County College's Office of Disability Services supports students with a documented disability by providing reasonable accommodations and services to ensure equal access to all programs and activities available through the College's educational and professional offerings. Our goal is to empower, support and guide our diverse student community in achieving, promoting and encouraging independence, self-advocacy and success. We are committed to providing access for all students with documented permanent disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990, as amended in 2008) and applicable state law.

Students with documentation of a learning disability, medical/physical disability, visual or hearing disability, and/or psychological/psychiatric disability may initiate their request for accommodations online at [go.ocean.edu/intake](http://go.ocean.edu/intake). In collaboration with the student, an Accommodation Plan is developed, providing reasonable accommodations to minimize the impact of a disability in the learning environment. The Office of Disability Services reviews supporting documentation and student feedback to determine the student's eligibility and reasonable accommodations on a case-by-case and course-by-course basis. Documentation assists the Disability Services staff to:

- Establish a student's eligibility for accommodation services
- Understand the impact of a student's disability or medical condition(s) in an academic environment
- Determine strategies and reasonable accommodations to facilitate equal access.

For more information, contact the Office of Disability Services at 732-255-0456 or [accommodations@ocean.edu](mailto:accommodations@ocean.edu).

<b>Location:</b>	Library Building (#3) Room 016
<b>Phone:</b>	732-255-0456
<b>Hours:</b>	Mon.-Fri. 8 a.m.-5 p.m. (by appointment only)
<b>Email:</b>	<a href="mailto:accommodations@ocean.edu">accommodations@ocean.edu</a>
<b>Website:</b>	<a href="http://go.ocean.edu/ds">go.ocean.edu/ds</a>



# TESTING CENTER



**Lorie Trachtenberg**  
*Director of Testing*



**Michelle Thompson**  
*Senior Test  
Administration Technician*



**Jacqueline Frezza**  
*Senior Test  
Administration Technician*



**Teresa Salisbury**  
*HSEA Examiner and  
Senior Test Administration  
Technician (PT)*

<b>Location:</b>	Library Building (#3) Ground Floor, Room L014
<b>Phone:</b>	732-255-0401
<b>Fax:</b>	732-255-0496
<b>HSEA:</b>	732-255-0530
<b>Hours:</b>	Mon.-Fri. 8 a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:OCCTesting@ocean.edu">OCCTesting@ocean.edu</a>

Assessment, for those who want to earn a New Jersey high school diploma. In addition, we are a certified testing site for CLEP, Praxis and Praxis Core, ETS ParaPro Assessment, and a Scantron Professional Certification testing center. We also provide testing for NHA, NCCT and other test vendors.

Incoming students who need to fulfill their placement testing requirements for English and/or mathematics make those arrangements with the Testing Center, making us one of their first points of contact and an integral part of their first-year experience at OCC. In addition, we provide placement testing for all students planning to enroll in Pre-Calculus or Calculus.

## Services available at the Testing Center

- Limited make-up testing as approved by OCC faculty for students who miss in-class tests because of extraordinary circumstances. No appointments are necessary, but test takers are welcome to schedule appointments online at [go.ocean.edu/test](http://go.ocean.edu/test) to guarantee seating on a specific date and time.

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. Our diverse, well-trained staff creates a friendly and helpful atmosphere to promote academic and professional satisfaction and achievement.

We belong to the National College Testing Association (NCTA) and subscribe to the NCTA Professional Standards and Guidelines. We are a member of the NCTA Proctoring Network (NPN), and we are an official New Jersey Department of Education jurisdictional testing site for the High School Equivalency

- Accommodation testing for alternative test location and/or testing support for students who require these testing accommodations, in accordance with their Accommodation Plans as developed by Disability Services. If a student with a documented disability needs test accommodations, contact Disability Services at [accommodations@ocean.edu](mailto:accommodations@ocean.edu) at least four weeks prior to scheduling an appointment. This will allow Disability Services the time necessary to create an Accommodation Plan and provide that plan to Testing.
- Placement Testing: For incoming students to provide the College with necessary information about their English language and mathematics skills. These test results will be used to place students into English and mathematics courses appropriate to their level of skill. The Records and Registration Office will review high school and/or college transcripts as well as any PSAT, SAT, ACT, NJSLA or HSEA scores to identify possible exemptions from placement testing.s:
  - **On-Site:** No appointment necessary; done on a first-come, first-seated basis. If you would prefer to make an appointment, register at [go.ocean.edu/test](http://go.ocean.edu/test).
  - **Off-Site with a virtual proctor:** Register at [go.ocean.edu/test](http://go.ocean.edu/test) to request a voucher to schedule remote testing with a virtual proctor.
- Credit by Exam to earn college credit based on prior learning experiences, including, but not limited to: College Level Examination Program (CLEP) tests, DSST (Dantes Subject Standardized Tests), Nursing Career Mobility, and other assessments for Credit by Examination as approved by Ocean County College deans and the Vice President of Academic Affairs.
- Pre-nursing Test of Essential Academic Skills (TEAS) for admission into the Associate Degree-Nursing program and TEAS for Allied Health Fields.
- Praxis Core for students preparing to be teachers.
- Praxis Subject Assessments for teacher certification.
- High School Equivalency Assessments (formerly GED® testing) for members of the community looking to earn a high school equivalency diploma.
- Technology Test-Out to meet the General Education requirements for proficient use of personal computers.
- Music Theory Placement Test for students who want to enroll in Theory of Music (MUSC-181).
- Distance learning test proctoring for students attending virtual colleges or taking online or distance learning courses at other institutions.
- Professional certification testing for students, Workforce and Professional Education programs and for the community at large.



# TUTORING & ACADEMIC SERVICES



**Brianna DeCicco**

*Associate Director of Academic  
and Tutoring Support Services*



**Connor Sampson**

*Assistant Director of  
Operations, Tutoring Center*



**Kim Caballero**

*STEM  
Tutorial Specialist*



**Lorraine Stevenson**

*Administrative Assistant I,  
Academic and Tutoring Support Services*

**Krystle Wilmot**

*Coordinator,  
Tutoring Services*

**Reenie Castellanos**

*Coordinator,  
Academic Support Services*

**Location:** Instructional Building (#5)  
2nd Floor, Room 218

**Website:** [go.ocean.edu/tutoring](http://go.ocean.edu/tutoring)

Academic and Tutoring Support Services provides support in a wide variety of subjects to supplement your coursework. Professional and peer tutors are well-trained and committed to helping students become independent, confident learners as they complete their degrees and enter, or continue in, the workforce. Some tutoring engagements are one-on-one and may require appointments; others may be held in group sessions.

## STEM Center

Assistance is available for students in all areas of mathematics and in certain courses, such as Engineering, with a mathematics component. The STEM Center also supports most physics, biology, chemistry, and computer science courses. Face-to-face and virtual assistance is available. Supplemental materials and solution manuals are available.

Contact: 732-255-0400 ext. 2082

## Writing Center

Writing assistance is available across all disciplines, as well as creative, transfer, and resume writing assistance. Face-to-face and virtual assistance is available. Supplemental materials and writing workshop videos are available for writing skills.

Contact: 732-255-0400 ext. 2083

## General Tutoring Services

General Tutoring Services covers a wide variety of subjects that can vary by semester. Typical subjects include American Sign Language and Economics. For the full list of courses, please visit the General Tutoring Services webpage each semester.

Contact: 732-255-0400 ext. 2341

## SI & PAL

Supplemental Instruction (SI) is a grant-funded academic assistance program for challenging Career and Technical Education (CTE) courses, featuring weekly collaborative study sessions. Regularly scheduled weekly sessions are held in the CTE Supplemental Instruction Center, Instructional Building 5, Room 117. Additional remote and blended sessions are also available.

Peer Assisted Learning (PAL) is an academic support model for courses that have been identified as historically difficult. The program provides academic support to students in these courses by employing model students to attend the course and then facilitate or lead collaborative learning groups outside of regularly scheduled class time. These collaborative learning groups help students master content, learn and integrate study strategies, and improve student persistence.

Contact: 732-255-0400 ext. 2381



# OCC FOUNDATION



**Kenneth J. Malagiere**  
*Executive Director*



**Kimberly Malony**  
*Director of Alumni and Advancement*



**Sherri A. Bray**  
*Assistant Director, Events and Advancement*



**Lisa Hussain**  
*Advancement and Database Specialist*

<b>Location:</b>	Administration Building (#1) 2nd Floor, Room 210
<b>Phone:</b>	732-255-0492
<b>Hours: Virtually or in person</b>	Mon.-Fri. 8 a.m.-5 p.m.
<b>Website:</b>	<a href="http://go.ocean.edu/scholarships">go.ocean.edu/scholarships</a>



**OCEAN**  
COUNTY COLLEGE  
FOUNDATION

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, each year the Foundation awards 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. Scholarship support is available for fall and spring semesters. Graduating awards are also available through the Foundation. Applicants must:

- Be an Ocean County resident.
- Be registered and enrolled in an OCC degree program.
- Have a cumulative GPA of 2.0 or higher.
- Complete a FAFSA for the current academic year.

For further information on deadlines, scholarship policies and eligibility, and to apply online, visit [go.ocean.edu/scholarships](http://go.ocean.edu/scholarships).



# LIBRARY SERVICES



<b>Location:</b>	Library Building (#3), 1st and 2nd floor
<b>Phone:</b>	Circulation: 732-255-0392 or 732-255-0400 ext. 2247, 2151, or 2241 Reference: 732-255-0400 ext. 2287 Fax: 732-864-3864
<b>Hours:</b>	Mon.-Fri. 7:45a.m.-8 p.m. Visit <a href="http://go.ocean.edu/library">go.ocean.edu/library</a> for Saturday hours (Closed Sunday) <i>Hours change during summer.</i>

## Home of the “Quiet Floor”

The entire second floor and the Tower Rooms on the first and second 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. The first floor is a collaborative workspace and people may speak as they work with each other.

## Keep your library card up to date!

A current OCC or Kean identification card serves as your library card. OCC ID cards are issued by the HUB and must be updated each semester. Present your ID to library staff to borrow items and use resources placed on reserve. Your card is not transferable. You will be held responsible for material checked out on your card.

## Welcome to the Library!

The library collections support the Ocean County College and Kean-Ocean curricula. The library is really two libraries in one: the physical collection and the e-resource collection, containing more than 80,000 books, periodicals, DVDs, music CDs, 240,000+ e-books, e-journals, 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, and to faculty and staff of both institutions. The College ID card serves as your library card and must also be presented to use items on reserve.

## Help keep the library clean and welcoming

Food is not permitted in the library. Drinks in closed containers are permitted. Appropriate dress and behavior are also expected. Cell phone use is not permitted.

## Research assistance available

The library chat service and Reference Desk are staffed by professional librarians who provide individualized research assistance and teach information literacy classes on research strategy, including how to use electronic databases and resources, and can help with the use of all 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 (Room 216). These computers may offer additional software. Please see one of our information access technicians 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 checkout. During library hours, return borrowed materials to the Circulation Desk. After hours, return borrowed materials 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

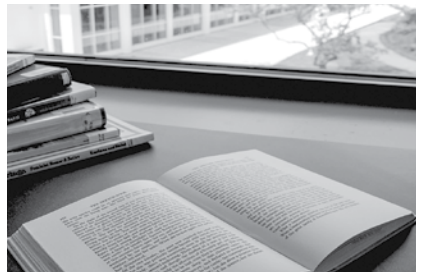
Return overdue items to the Circulation Desk where fines are paid. Overdue fines are 10 cents per day for books, \$1.00 for audio-visual materials, and \$1.00 per day for reserve items. Fines are assessed daily. Charges for lost items and processing fees are available at the Circulation Desk and are posted on the library's website. All library fines must be paid before you can 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.

## Online access to library services

From the library's website homepage, you can access the OCC Library catalog, electronic materials, and other valuable resources, such as research guides and tutorials. Off-campus access to databases is available via Ocean Connect by selecting "Library Services."



Visit the library website for more information about remote services ([go.ocean.edu/library](http://go.ocean.edu/library)).

## 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. Do not leave purses, laptop computers, backpacks, or any valuable personal property unattended.

## Printing/Photocopies

Printing requires the purchase of a refillable GoPrint card. GoPrint cards are available through dispensers located on both the first and second floors. Since this is a reusable card, you can add money to the card as needed. Please see a library staff member for more information. All library computers are connected to networked printers. Standard black and white printers are located on the first and second floors. A color printer is located on the second floor. The library does not support wireless printing.

## Printing fees

Black and white print jobs cost 10 cents per page. Duplex (double-sided) printing jobs cost 15 cents per page. Color printing costs 25 cents per page.

## Photocopies

Photocopiers are available on both the first and second floors. Photocopies cost 10 cents per page. Color photocopying is not available.

## Course reserves

An instructor may place course materials on reserve. These materials are available behind the Circulation Desk and are for library use only, 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 groups have priority use. Individuals may be asked to leave the room if a group is waiting.

# STUDENT LIFE OFFICE



**Jennifer Fazio**  
*Director of  
Student Life*



**Michelle Youngs**  
*Assistant Director  
of Student Life*



**Allison Irwin**  
*Student Services  
Specialist*



**Neal McHale**  
*Student Life  
Coordinator*

<b>Location:</b>	Jon and Judith Larson Student Center Building (#8)
<b>Phone:</b>	732-255-0348
<b>Hours:</b>	Mon.-Fri. 8 a.m.-5 p.m. Evenings: as posted
<b>Email:</b>	<a href="mailto:studentlife@ocean.edu">studentlife@ocean.edu</a>

- Extensive discounted travel to metropolitan area recreational, entertainment, and cultural events and facilities
- The development of a diverse and comprehensive co-curricular program in conjunction with student organizations and academic departments
- A student emergency loan fund for short-term financial assistance, not to exceed \$100 (See Emergency Loan Fund, p. 43)

The Student Life Office is the center of student activity on campus. To help you 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](http://www.ocean.edu).

## Educational group programs offered throughout the academic year:

- Leadership training
- Inter-group conflict resolution
- Decision-making/problem-solving
- Communications skills development
- Values identification/commitment
- Strengths coaching

## The following administrative services are provided to students:

- Discount movie tickets, Six Flags tickets and ski lift tickets

## 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:

- Campus engagement app: search “Ocean County College” in the App Store or Google Play Store
- Monthly campus activities calendar available on the Student Life web page
- College website
- Campus bulletin boards
- Viking News ([occvikingnews.org](http://occvikingnews.org))
- WOCC Radio
- Channel 20 on Comcast Cable Service
- TV screens in campus buildings
- Follow “Ocean County College Student Life” on Facebook, Instagram, and Twitter

If you and your friends are interested in starting a new club, contact the Student Life Office at [studentlife@ocean.edu](mailto:studentlife@ocean.edu).

## Minimum requirements for membership in student organizations

Any full- or part-time student at Ocean County College whose cumulative GPA is at least 2.00 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.

### Club leadership requirements

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

- Students must be currently enrolled for at least 6 credits per semester at OCC.
- Students 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).
- Students should not have academic sanctions or student conduct related sanctions when considering membership or leadership of student organization(s).
- Students must not have 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 Government 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 through cooperation and sharing of talents, skills, and resources, to enjoy the rich diversity of what our co-curricular program provides.

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## A QUICK REFERENCE GUIDE TO STUDENT LIFE OFFICE PROCEDURES

All student activities and club programs are coordinated through the Student Life Office. When in doubt about the use of funds for any program planning, please consult Student Life staff for guidance.

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.

You may request direct purchases or reimbursement from your budget by filling out an Authorization for Payment form. Please allow ten business days to process any reimbursements. All Authorization for Payment forms must be accompanied by a receipt, invoice, or contract. Before purchasing items, please check with the Student Life Office to make sure your purchases are eligible for reimbursement.

To deposit money into your club's account, please fill out a Deposit Receipt form. All money generated must be deposited immediately. Student Fee money may not be used to sponsor fundraising activities. Any gifts, awards, or scholarships may only be generated through fundraising activities.

To schedule a room for a meeting, special event, or to order refreshments from Food Services, please fill out a Room Request form. Since all room requests are done electronically, they must be reserved through the Student Life Office. Student groups are responsible for cleanup and restoration of rooms at the conclusion of the event.

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.

Student Life regularly updates a Campus Happenings Calendar on the Student Life webpage and on the OCC app. If your club would like free announcements/advertising included, please submit your content at least four weeks in advance.

There are student club work rooms located in the Student Center. They are to be utilized by all student groups for club-related work only. Please cooperate and share our resources with one another.

Your club must have a constitution on file. This document is designed to help the organization in times of transition. If you have concerns about the actions of your leaders or club members, please refer to this document first.

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 semester.

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

All executive boards of student clubs should meet with Student Life professional staff at least twice per academic semester.

Most office, art, and publicity supplies can be requested through the Student Life Office. All club publicity must be approved through the Student Life Office.

All students, faculty, staff and guests participating in any department-sponsored trips must complete a Travel Waiver. Minors must have a parent/guardian attend as a chaperone.

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.

# STUDENT CLUBS AND ORGANIZATIONS



## Alpha Alpha Alpha (Tri-Alpha)

A national honor society for first-generation college students.

*Advisor:* Yessika Garcia-Guzman

## Alpha Beta Gamma

A national business honor society established in 1970 to recognize and encourage scholarship among college students in business curricula.

*Advisor:* Professor Katherine Toy

## 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:* Professor Lisa Cecere

## Associated Students of Ocean County College (ASOCC)

### Student Government Association

The Associated Students of Ocean County College exists to further the well-being of 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

## Chess Club

The purpose of this club is to allow students to play chess in an organized club.

*Advisor:* Dr. Maria Steblyanko

## 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.

*Advisor:* Professor Lynn Kenneally

## Club FLI

The purpose of this organization is to celebrate and support the experiences of first-generation and/or low-income students through a variety of cultural, educational, recreational and social programs and leadership activities. This club will increase the sense of belonging through intentional support to students falling into these categories.

*Advisor:* Helen Konz

## 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:* Professor Gerald Cohen

*continued next page*



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

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

### **CRU**

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

*Advisor:* Professor Sam Pinkava

### **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. 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.

*Advisor:* Michelle Youngs

### **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.

### **Debate League**

The purpose of Debate League is to provide a safe and competitive atmosphere where ideas are shared and respected.

### **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:* Professor Nicole Kammer

### **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:* Laura Rickards and Ana DeNise

### **Engineering Club**

Created to enhance and apply the engineering academic curriculum with a focus on, but not limited to, community service and career networking.

*Advisor:* Professor Pamela Bogdan

### **Entrepreneurial Club**

The purpose of the Entrepreneurial Club is to provide further appreciation and opportunities for Ocean County College business and office education students to develop vocational and career-supportive competencies. The club is committed to promoting civic and personal responsibilities throughout the entrepreneur network in the local community. The Entrepreneurial Club seeks to cultivate the entrepreneurial spirit.

*Advisor:* Professor Chris Bottomley

### **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.

*Advisors:* Professors  
Lincoln Simmons and Angel Camilo



### 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:* Professor Scott Molnar

### Habitat for Humanity Campus Chapter

Sponsored by our local Habitat for Humanity affiliate, Northern Ocean Habitat for Humanity, the club will serve the campus and the greater community by encouraging student participation in group activities that develop citizenship and the spirit of service for the improvement of the well-being of our community members.

*Advisor:* Neal McHale

### History Club

This club provides a forum for students interested in the discussion and study of history.

*Advisors:* Professors Robert Marchie, Stephen Downey and Justin Pfeifer

### Health Occupation Students of America (HOSA)

The mission of HOSA is to empower future health professionals to become leaders in the global health community through education, collaboration and experience.

*Advisors:* Professor Scott Farrell & Taylor Dulemba

### Holistic Health & Wellness

Provides opportunities for students to explore the holistic perspective of health options through exposure to techniques and concepts involved with holistic professions.

*Advisor:* Professor Mary-Ellen Rada

### Hospitality Club

The purpose of this club is to bring awareness to the world of hospitality and offer its members engaging experiences through travel and organized tours. To interact within the local hospitality community through volunteer initiatives.

*Advisor:* Professor Sean Bips



### 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 theater. Intramural competitions are held and prizes are awarded for outstanding achievement in public speaking and in theater. Faculty advisors, experienced in professional theater and in public speaking, provide private coaching, free of charge, to members.

*Advisor:* Professor Jason Molloy

### insite

The purpose of *insite* is to create and make public works of art for the Ocean County College community, and to promote and create dialogue and understanding of public art projects.

*Advisor:* Professor 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 among members.

### Jewish Student Union

This club will focus on the Jewish religion and spiritual beliefs practiced by Jewish people around the world. The club's 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.

*Advisors:* Dr. Ali Botein-Furrevig

### Literature Club

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

*Advisors:* Professor Kristyn Stout

### Makers Club

This club has been created to stimulate creativity and cooperation in a productive environment with an emphasis on interdisciplinary exchange of skills.

*Advisors:* Dr. Angel Camilo, Professor Edmund Hong and Professor Helga Paggi

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### **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:* Professors Julia Kim, Frankie Mennicucci and Vicki McMillian

### **Motion Picture Club**

The purpose of this club is to see how film influences American society. Students watch movies and discuss how they ultimately affect our society.

*Advisor:* Professor Jason Molloy

### **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:* Professors Karin Gargone, Mark Farley, Dave Marowitz and Brian Gilmore

### **National Society of Leadership and Success (Sigma Alpha Pi)**

The NSLS is a leadership honor society that provides a life-changing leadership program that helps students achieve personal growth, career success, and empowers them to have a positive impact on their communities. Students are selected for our online chapter based on either academic standing or leadership potential. The NSLS provides a step-by-step program for members to build their leadership skills through self-guided participation online.

*Advisor:* Alison Noone

### **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:* Jennifer Kipp

### **Ocean Pride**

The purpose of this organization is to provide a supportive and educational environment for all LGBTQA+ students and their allies.

*Advisors:* Professor 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.

*Advisors:* 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.

### **Paws for Cause**

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 to enhance the quality of life for animals and people.

*Advisor:* Nicole Howard

### **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:* Professor Ibrahim Moustafa

### **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:* Assistant Dean Carolyn Showalter, Dr. Jennifer Dellner, Professor David Rickert and Professor Paul Rizzo

### 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:* Professors Mark Westmoreland and Christopher Ruth

### Photography Club

The purpose of this organization is to share information on creative photography.

*Advisor:* Professor Rich Fallon

### Psi Beta

Students who qualify for induction into Psi Beta, the National Honor Society in Psychology for community and junior colleges, will be invited to join during the spring semester of every academic year.

*Advisor:* Dr. Margaret Maghan

### The Psychology Club

The Psychology Club stimulates, encourages, and recognizes scholarship and interest in psychology.

*Advisor:* James Indelicato

### 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 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. No sailing experience is necessary to crew.

### 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



### SALUTE (Veteran Honor Society)

SALUTE is the only national honor society in the nation recognizing the scholastic achievements of this generation's greatest veterans. Military active duty or honorably discharged veterans who attend college at a two-year or four-year institution with a 3.0+ GPA may qualify to apply for SALUTE.

*Advisor:* Contact Student Life

### Science Club

This club strives 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 teamwork. It will provide opportunities for intellectual and social growth, academic achievement, recreational activities, and the development of a cultural community.

*Advisors:* Professors Scott Farrell & 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:* Professor Jayanti Tamm

### Sign Language Society (ITP)

Promotes interest and awareness in deaf culture through the use of American Sign Language and provides greater opportunities for ITP students to network and improve signing skills.

*Advisor:* Professor Kathy Basilotto

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**Sigma Kappa Delta (SKD)**

Sigma Kappa Delta is the English honor society for two-year colleges. The society strives to confer distinction for high achievement in English language and literature in undergraduate studies; provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities; foster all aspects of the discipline of English, including literature, language, and writing; promote exemplary character and good fellowship among its members; exhibit high standards of academic excellence; and serve society by fostering literacy.

*Advisors:* Professors David Bordelon and Jayanti Tamm

**OCC Soroptimist International of Toms River Area Sigma Club**

The mission of Soroptimist International is to promote mentorship and volunteerism amongst women and girls attending OCC and throughout the community.

*Advisors:* Bridget Everett and Lisa Hussein

**Social Work Club/Social Work Honor Society**

The Social Work club is organized to bring together students interested in the social work professions in a social and academic atmosphere, and is designed to aid their personal and professional development.

*Advisor:* Dr. Margaret Maghan

**Student Health Advisory Council (SHAC)**

Working in conjunction with the Health Services Department, the Student Health Advisory 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.

*Advisors:* Professor Mary Sue Gill, Mary Ann Kaufmann and Linda Simmons

**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:* Professor Jason Ghibesi

**Student Veterans' Organization (SVO)**

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:* Kencis Kleinschmidt and Professor Paul Rizzo

**Substance Use Disorder Advocates (SUDA)**

The purpose of this organization 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:* Professor Patricia Gianotti

**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. View the news online at [occvikingnews.org](http://occvikingnews.org).

*Advisor:* Professor 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:* Mary Granahan

**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:* Professor Charlotte Langeveld



# HELPFUL INFORMATION FOR STUDENTS



## **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.

**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](http://www.ocean.edu).

**College name (Usage):** 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.

**College seal:** Permission to use the college seal must be obtained from the Office of College Relations.

## **Computer Lab, Academics:**

- Location: Library (Building #3), Room L216
- Hours: Mon. - Thurs. 8 a.m. - 10 p.m.  
Fri. 8 a.m. - 8 p.m.  
Sat. 9 a.m. - 5 p.m.
- 14 WYSE terminals, two Macs and eight PCs are available.
- GoPrint station with black and white and color printers.
- Scanner available.
- Microsoft Office 2016, Adobe Creative Cloud CC 2017, including Photoshop and LightRoom, engineering software including Autodesk AutoCad 2017 & Inventor 2017, MathCAD 15, CSIT software, including NetBeans IDE 8.2, jGRASP, eclipse, Visio 2013, Greenfoot, ChemLab, and QuickBooks 2017 are available.
- Internet Explorer, Mozilla Firefox, and Chrome browsers are available.
- IT Staff will assist anyone having problems with the computer hardware or software, printers, the internet or Canvas. Contact the IT Help Desk at 732-255-0400 ext. 2144

**Dress standard:** Dress and personal appearance should be in good taste, consonant with an adult, professional atmosphere and should reflect students' respect for themselves and for the College. Shoes and shirts must be worn in every campus building.

**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 two 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 seven days overdue: \$5
- Eight 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.

## **Inclement weather emergency closings:**

Classes will be canceled according to the following three announcements:

- By 5:30 a.m. to announce closing of the College for a specified period of time.
- By 10 a.m. to announce closing of afternoon classes (until 6 p.m.).
- By 2:30 p.m. to announce closing of evening classes (after 6 p.m.).

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Emergency closings will be posted first on the College website. 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.

**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.

**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:** Pets are not allowed on campus.

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

**Posters, notices, circulars, literature:**

- 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.
- 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.

- 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.
- Only posters, notices, circulars, and literature which have been approved by the Office of Student Life can be distributed/posted on campus.
- Advertisements, flyers, etc. are not permitted to be placed on motor vehicles parked on campus.

**Printing:** Printing is available via GoPrint and requires the purchase of a reusable debit card. Cards are available at dispensers located in the Library, the Student Center, Gateway Building and the Bookstore. Printing costs 10 cents for black and white, single-sided and 25 cents for color, single-sided. Color printing is available in the Library (2nd floor). Black and white printing is located in Gateway 101, INST 218, LARS 202, Library 102, Library 107, Library 215 and SBEC Lobby.

**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.

**Roller skates, roller blades, skateboards and sleds:** These are not permitted on campus.

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

**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 a.m. to 5 p.m. Evening hours are 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.)

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

**Textbooks and Materials:** The First Day® Complete Program will make it easy to order all of your textbooks and course materials in one convenient place! To participate in this program, all you need to do is register for your fall classes, then look for an email detailing how to order your books and course materials, which are now included in your tuition.

**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).

Students enrolled in three or more credits a term can enroll in a Tuition Payment Plan that divides the tuition and fee payments into equal installments, after pending financial aid and scholarships are considered and the initial deposit is made. All students (3 credits or more) will have a \$30 enrollment fee plus the calculated deposit. Enrollment fees are non-refundable. However, the earlier a student registers and enrolls in the payment plan, the higher the number of payment due dates will be available

Enroll in an affordable Payment Plan today!

Payment Methods:

- Automatic bank payment (ACH)
- Credit card/debit card (additional fee)



Nelnet Customer Service: Need additional assistance? Call 1-800-609-8056. Customer service is available Monday-Friday from 8 a.m. to 10 p.m. and Saturday 9 a.m. to 3 p.m.

Learn more about payment plan deadlines on the After You Register page at ([www.ocean.edu/the-hub/](http://www.ocean.edu/the-hub/)).

**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. It is the responsibility of the student to officially withdraw from classes during the appropriate periods, to enable the possibility of a refund or credit.

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.

# STUDENT GOVERNMENT ASSOCIATION



## 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 on 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.
  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



# STUDENT GOVERNMENT ASSOCIATION



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 life-time, 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.

## Article 5: Duties and Powers of the Student Senate

### 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

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- 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
- 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.

**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.

- 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 #7160, 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

# DISTANCE ONLINE LEARNING



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<b>Phone:</b>	732-255-0514
<b>Email:</b>	<a href="mailto:elarningadmin@ocean.edu">elarningadmin@ocean.edu</a>
<b>Website:</b>	<a href="http://go.ocean.edu/online">go.ocean.edu/online</a>

For students in e-Learning online classes, here is some important information regarding your online experience at OCC.

## When do I log in?

- There are no specific times to log into a course. The e-Learning courses are completely online and asynchronous, which means there is never a set time when you are required to be online with an instructor. You can do the work at any time of day, as long as you meet the weekly deadlines.
- Your instruction will be self-directed. This calls for a good deal of self-discipline, organization, and time management. Always reach out to your instructor immediately through the email function within the course with any concerns or problems you are having.

## TUTORING SERVICES

### Smarthinking Online Tutoring

e-Learning provides Smarthinking online tutoring for all online students. Smarthinking provides expert 24/7 online tutoring on demand, anywhere, from any device, available in over 150 key academic subjects. Smarthinking is accessible from your Canvas course menu by selecting *Smarthinking Online Tutoring*. Smarthinking service provides a two-hour window to schedule your tutoring session. As an OCC student in e-Learning, you can request to add more time to your session.

### OCC Tutoring Services

OCC provides services for online or face-to-face students. Students can find instructions for scheduling tutoring services online at the bottom of the OCC [Tutoring](#) webpage. In-person or virtual professionals and peer tutors are available for tutorial services. For information on how to book an appointment and to access supplemental resources, students are encouraged to join the Canvas courses maintained by OCC Tutoring Services.

Students can also call 732-255-0400 ext. 2082 or use the links below to join the Canvas courses: [Tutoring Service STEM Center](#): [mathservices@ocean.edu](mailto:mathservices@ocean.edu)

[Tutoring Service Writing Center](#): [writingservices@ocean.edu](mailto:writingservices@ocean.edu)

[Tutoring Service General Tutoring Center](#): [generaltutoringservices@ocean.edu](mailto:generaltutoringservices@ocean.edu)

### Active participation policy

- It is recommended that you take an active role in your e-Learning course. Take one of the following three actions within the first three days of class:

- Post to a discussion board (Introduction discussion boards DO count).
- Take a quiz or a test.
- Submit a homework assignment.
- If you wish to drop the course for a 50% refund, you must actively participate prior to the end of the 50% refund deadline Census date.

## Online proctoring

As part of our effort to ensure the academic integrity and transferability of our online courses, a proctoring service will be used for assessments and to verify the identity of the student. Please note that exam proctoring is mandatory for all students in an online course, and exceptions will not be made to excuse students from being proctored.

Students are required to have a working webcam and microphone. Please refer to our website page for [Online Test Proctoring](#).

## How much time do I spend on each online course?

Here are general guidelines for the time you can expect to spend on an online course in a 15-week term (in a 7.5-week term the time doubles!)

- A 3-credit course usually consumes approximately 7-10 hours per week.
- A 5-credit course generally takes approximately 10-15 hours per week.

Remember, these times are approximate. Science courses will be more time-consuming because you must perform the labs in your home. For some classes, this requires the purchase of a lab kit (at an additional expense) and, depending on the type of science course, may require you to store lab specimens. Check the bookstore's website prior to the term. If your course requires a lab kit, you should purchase it before the term begins since they take time to ship.

## Technical Support

- IT Technical Support: OCC provides technical support for students which includes password reset. Students can visit [www.ocean.edu/current-students/ocean-help/](http://www.ocean.edu/current-students/ocean-help/) for technical assistance.
- Honorlock Technical Support: If you experience technical problems with Honorlock, or if you have questions or concerns about privacy, contact Honorlock's technical support team 24/7 at [support@honorlock.com](mailto:support@honorlock.com) or visit [www.honorlock.com/support](http://www.honorlock.com/support) to use the live chat feature or run a system check.
- Canvas Technical Support: The Canvas Support Hotline is available 24 hours a day and can be reached at 1-877-940-0472. You can also access Canvas Support by clicking "Help" in the left navigation bar.

For academic issues in online courses, contact the e-Learning department at [eLearningAdmin@ocean.edu](mailto:eLearningAdmin@ocean.edu).

For more information about Distance Learning courses and a complete list of online programs, visit the e-Learning web pages at [www.ocean.edu](http://www.ocean.edu)

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# ACADEMIC INFORMATION AND REGULATIONS



**Absences:** (*Policy #5163*): Ocean County College recognizes that students must maintain consistent class attendance in order to obtain the maximum benefit from educational opportunities. Class attendance ensures educational growth; ideas and concepts, knowledge, social development, and success are derived from the interaction of students and faculty.

Ocean County College recognizes that students will experience situations in life that may cause them to be absent.

For all teaching personnel who choose to include value for attendance in their course grading scheme, excused absences are considered for the reasons listed below. Classwork and examinations missed due to excused absences must be made up as required by the instructor.

1. Religious obligation or observance over the course of the term when submitted in writing to the instructor during the first week of class.
2. Participation in College-sponsored events or activities, such as intercollegiate athletics or course trips.
3. Active and reserve military training, jury duty and subpoenas.
4. Documented illness.

**Academic Adjustment:** Any student with a documented disability is invited to contact Disability Services 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 all students bear a fundamental responsibility for maintaining the condition of freedom through the exercise of integrity. Therefore, any breach of academic honesty requires a policy and procedure to guide faculty members and students through the adjudication of these offenses.

**Academic Integrity:** (*Policy #5180, Academic Dishonesty*): Violations of Academic Integrity include four categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct.

- **Cheating** is an act of deception by which a student misrepresents their effort or mastery of academic concepts through a dishonest submission of course assignments or assessments.
- **Plagiarism** occurs when a student represents someone else's words, ideas, phrases, sentences or data as one's own work. Copying or paraphrasing text or images without acknowledging the source, for instance, is plagiarism.
- **Fabrication** refers to the use of invented information or the falsification of creative or scholarly works, research, its findings or other results. Listing sources in a bibliography or other report that were not used in the paper or project is an example of fabrication.
- **Academic Misconduct** is any other act of academic dishonesty that does not specifically fall in one of the above categories. Academic misconduct includes assisting another to commit any act of academic dishonesty. Also included is the facilitation of violations of academic integrity and/or the falsification of identity. Students may not share OCC homework and/or assessment questions, answers or assignments.

Students may refer to Procedure #5180 for appeal procedures.

**Academic Standings:** (*Policy #5156*): Degree-seeking students with a cumulative Grade Point Average (GPA) of 2.0 or higher at the end of each fall and spring semester will maintain a designation of Good Standing. Students in good standing are limited to 18 credits in a semester absent special permission for course overload.

Students failing to maintain satisfactory academic progress are assigned a standing of Academic Warning, Academic Probation, Continued Probation, or Academic Suspension. These standings will be imposed on students who fail to maintain a cumulative GPA of at least 2.0. Any student who attempts at least 12 credits in a fall or spring semester with a cumulative GPA below 2.00 ("C" average) will have an academic standing imposed in accordance with the criteria below.

A student wishing to return from Academic Suspension will be assigned the designation of Academic Reinstatement until the completion of one semester, at which time the student will receive the appropriate standing based on the cumulative GPA.

ACADEMIC PERFORMANCE	ACADEMIC PENALTY	ACADEMIC CONSEQUENCE
Cumulative GPA at or above 2.0	Good Standing	Students may register for up to 18 credits in a semester*
Cumulative GPA below 2.0 for one semester	Academic Warning	Can enroll for no more than 16 credits in a semester
Cumulative GPA below 2.0 for two consecutive semesters	Academic Probation	Can enroll for no more than 13 credits in a semester
Cumulative GPA below 2.0 for three consecutive semesters	Continued Probation	Can enroll for no more than 7 credits in a semester
Cumulative GPA below 2.0 for four consecutive semesters	Academic Suspension	One-year suspension from taking credit courses
Returning after Academic Suspension	Academic Reinstatement	Can enroll for no more than 7 credits in a semester

A semester is defined as any enrolled fall or spring term. Regular semesters and accelerated terms are combined for consideration of an enrolled semester. A semester of complete withdrawals will push the penalty to the next term.

**Academic New Beginning:** (Policy #5156):

A student who has exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal for an Academic New Beginning 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 within two semesters of the student's return to Ocean County College. Academic Affairs will submit it to the Academic Standards Committee for review and decision.

Students seeking New Beginning Appeals should consult with the Financial Aid Office about any impact the appeal may have on their financial aid and/or veteran's benefits. Students transferring to other colleges will be bound by the transfer schools' terms and conditions for acceptance of transfer credits.

**Academic Warning Notices:** (Policy #5156):

A professor may send a notice of unsatisfactory progress to a student at any time during the semester in order to advise them of their academic standing in the class.

**Americans with Disabilities Act:**

See related issues under *Academic Adjustments* (p.55), and *Disability Services* (p.27).

**Audit:** (Policy #5154): The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration during the "add" period and if 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.

**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*):

Fully matriculated students can earn credit for what they already know by earning qualifying scores on CLEP tests or through training and educational program evaluations conducted by the National College Credit Recommendation Service (NCCRS), for which OCC has current course equivalencies as recommended by the deans and approved by the Academic Standards Committee.

Credit from unaccredited institutions and/or credit for work and other appropriate life experiences may be granted for appropriate courses on the basis of examination. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate department administrator. A fee shall be assessed for each examination of this type, as indicated in Policy #5300: Tuition/Fee Schedule. Alternatively, students may earn credits through Thomas Edison State University Credit by Exam Program and transfer these to Ocean County College according to College Policy #5128.

**Developmental Probation/Restriction/Suspension:** (*Policy #5156*):

**A. Developmental Probation:** Students who fail to receive a grade of “C” or better in a developmental mathematics course (MATH 011 or MATH 012 or MATH 023) 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.

**B. Developmental Restriction:** Students who fail to receive a grade of “C” or better in a developmental English (ENGL 091 or ENGL 095) will be placed on developmental restriction:

- i. Students placed on developmental restriction are limited to a maximum credit load of 12-13 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 who fail to pass a developmental English course on their second attempt are limited to a maximum credit load of 6-7 semester hours. The credit load must include the needed developmental English course. The remainder of the credit load must be selected from the approved Limited Load

Course List in Procedure 5165, College Skills Assessment Program.

- iii. Students failing to attain a grade of “C” or better in a developmental English course on their third attempt will be limited to enrolling only in that course until it is completed with a grade of “C” or better.

**C. Withdrawal (“W” grade):** Withdrawals from developmental courses will be handled as follows:

- i. 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 they register.
  - b. Will not have the developmental restriction applied.
  - c. Will be limited to a total of 14 semester hours.
- ii. A student receiving a grade of “W” more than once 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.

**Disabilities:** Disability Services in the Center for Student Success works with students to ensure access to academic, resources and facilities. Students must self-identify in order to receive services. All contacts and services are confidential. (See page 23.)

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

GRADE	STANDARD	QUALITY POINTS
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Pass/Below Average	1.0
F	Failure	0.0
T	Transfer	0.0
I	Incomplete	0.0
R	Registered for Audit	n/a
W	Withdrawn	n/a
P	Pass	n/a
*P	Pass (with credit)	n/a
NC	No Credit	n/a

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 affect the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or F has been received are

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defined as “attempted” semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Grades of P, R, T, CR, 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 who 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.

The highest grade shall be applied to the cumulative grade point average and toward total credits. The lower 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.

#### **Graduation Requirements: (Policy #5152)**

1. To qualify as a candidate for the degree of Associate in Arts, Associate in Science, or Associate in Applied Science, a student must have the following:

- a. A minimum of 60 hours of non-remedial credit which must include all courses required in the curriculum elected by the student.
  - b. Waiver of courses requires that an equivalent number of credits must be completed to meet graduation requirements.
2. To qualify as a candidate for an associate degree, a student must have earned at least 60 semester hours of non-remedial credit, or as specified otherwise for certain curricula, and accrued sufficient grade points for a cumulative grade point average of 2.00 (average grade of “C”).
- 3a. A student may transfer a maximum of 30 credit hours at any time during the student’s candidacy for a degree.
- 3b. Service personnel on active duty and their dependents must meet all College degree requirements with the following exceptions.
- A minimum of 24 semester hours of the 60 required must be earned through attendance of classes at Ocean County College.
  - These 24 semester hours may be earned at any time during the student’s candidacy for a degree.
4. The College will confer associate 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
  - After the summer sessions.
    - Deadline to apply: mid-July
    - Actual graduation: last business day of August
5. 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.

- All specific courses required for a 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.

**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 Integrity.*

**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 16, 32, 48 and 64 credit hours, respectively, having a cumulative grade point average of 3.5 or better.

**Religious Holidays:** *See Absences*

**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** (*Policy #5142*) After the registration period and through the course withdrawal deadline date, students may withdraw from a course using the Student Withdrawal Request system located in the College's online administrative systems. A grade of "W" will be recorded on the student's transcript (see exceptions below where a grade of "F" may be recorded).

**Withdrawal from College** (*Policy #5142*)

- All students seeking total withdrawal from the College are encouraged to contact the Academic Advising Office, and the Financial Aid office if they are receiving financial aid, prior to withdrawal.
- A student may withdraw from all courses through the College's online Course Withdrawal system.
- Tuition refunds are in accordance with Policy/Procedure #5144, Withdrawal Refund.
- Tuition refunds for withdrawals due to military reasons are in accordance with Policy/Procedure #5144, Withdrawal Refund



# STUDENT CODE OF CONDUCT



## Student Discipline Policy #5247

Ocean County College students are expected to uphold and abide by the standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of five core values:

- **Integrity** – Ocean County College students exemplify honesty, honor, and a respect for the truth in all of their dealings.
- **Community** – Ocean County College students build and enhance their community.
- **Fairness** – Ocean County College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect** – Ocean County College students exhibit positive regard for each other, for property, and for the community.
- **Responsibility** – Ocean County College students are given and accept a high level of responsibility to self, to others, and to the community.

Ocean County College students bear responsibility for their conduct. When students fail to exemplify the five core values by engaging in any violation of the standards, proceedings will take place as outlined in the Code of Student Conduct. Based on the outcome of the proceedings, the College reserves the right to engage in corrective and/or disciplinary action as outlined in the Code of Student Conduct.

## PROCEDURES

Ocean County College is committed to fostering a campus environment that is conducive to academic inquiry and thoughtful study and discourse through the balance of individual student rights and the best interests of the College community.

The Vice President of Student Affairs is responsible for the oversight of student discipline at Ocean County College and has the authority to implement the procedures contained in the Ocean County College Code of Student Conduct, which is designed to address all student misconduct allegations at the College.

Ocean County College students bear responsibility for their conduct; as such, they should familiarize themselves with the Ocean County College Code of Student Conduct which is also available on our website.



## PREFACE

Ocean County College students are responsible for knowing the information, policies, and procedures outlined in this Code of Student Conduct. Ocean County College reserves the right to make changes to this code as necessary; changes are effective when they are posted online. Students are encouraged to check online at [go.ocean.edu/policies](http://go.ocean.edu/policies) for the updated versions of all Ocean County College policies and procedures.

Nothing contained in this document is intended to conflict with local, state, or federal law.

## SECTION 1: Philosophy Statement

Ocean County College is committed to fostering a campus environment that is conducive to academic inquiry and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the Ocean County College community. This Code of Student Conduct is designed to address all student misconduct excluding gender-based misconduct. Gender-based misconduct is covered by Title IX and addressed by Policy #2410, Sexual Harassment.

A community exists on the basis of shared values and principles. Students of the Ocean County College community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of five core values: integrity, community, fairness, respect, and responsibility.

Student members of the Ocean County College community bear responsibility for their conduct. When students fail to exemplify the five core values by engaging in violation of the rules described in this document, proceedings are undertaken to assert and uphold the Code of Student Conduct.

The student conduct process at Ocean County College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with College policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with community expectations. When students are unable to conform their behavior to community expectations, the student conduct process may determine that the students should no longer share in the privilege of participating in this community.

The student conduct process is quite different from criminal and civil court proceedings. Student conduct procedures and rights are managed with fairness to all but do not include the same protections of due process afforded by the courts. Due process, as defined within this code, assures written notice, a thorough and equitable investigation, and the right to appeal in writing a finding or sanction, or both, based on specific grounds, as outlined in this document. Preponderance of the evidence is the evidence standard for this code. No student will be found in violation of

Ocean County College policy or the Code of Student Conduct without information showing that it is more likely than not that a violation occurred, and sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

## SECTION 2: Definitions

**Advisor:** Any person chosen by a student to assist them throughout the disciplinary processes. The advisor shall not speak on behalf of the student. The parent or legal guardian of a student who is under the age of 18 (a minor) may advocate on behalf of the student during the process. Advisors other than legal guardians or parents are not permitted to speak on behalf of the minor student or involve themselves in the investigation process.

**Anonymous:** To report an incident without identifying the name of the reporting party in order to protect one's identity.

**Appeal:** Refers to a process by which a responding student has requested to have the outcome of a student discipline investigation reconsidered if certain conditions are met (see Appeal Standards for Responding Students).

**Bullying:** Aggressive behavior or intentional harm-doing which is carried out repeatedly and over time in an interpersonal relationship characterized by an imbalance of power.

**Business Day:** A day that the College is open for business even if no classes are scheduled (excluding Saturdays and Sundays).

**College:** Ocean County College and all of its campuses, sites, divisions, and programs.

**College Premises:** All buildings and grounds owned, leased, operated, controlled, and/or supervised by the College.

**College-Sponsored Activity:** Any activity on or off College premises that is specifically initiated or supervised by the College.

**Cyberbullying:** Willful and repeated harm inflicted using computers, cell phones, and other electronic devices.

**Disciplinary Record:** Written documentation of a student disciplinary proceeding created when the Executive Director of Student Services (or designee) finds the student responsible for violating one or more of the policies set forth

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in Section 6 of the Code of Student Conduct or an appeal filed by the student that results in an affirmation of the decision by the Executive Director of Student Services (or designee).

**Distribution:** Sale and/or exchange.

**Harassment:** Conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the ability of an individual to work, study, or participate in the activities of the College.

**OCC Official Method of Communication with Students:** Ocean County College email is the College's primary means of communication with students; all notices, letters, and other items described in this document will be delivered to students via their OCC email addresses. Students are responsible for all communication delivered to their official College email addresses.

**Possession:** The state of having, owning, or controlling something.

**Reporting Party:** When reporting a violation of this code and/or College policy, a reporting party may be a member or non-member of the campus community, including, but not limited to: students, student organizations, faculty, administrators, staff, guests, visitors, vendors, or campers.

**Responding Student:** A student identified by the reporting party as violating this code or policy.

**Sanction:** Penalty for a violation of the Code of Student Conduct and/or College policy which is intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with community expectations.

**Student:** A person to whom an offer of admission has been extended or registration processed for any course or program and thereafter as long as the person has a continuing educational interest in the College.

**Title IX:** Addressed under Ocean County College Policy #2410, Sexual Harassment. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally-funded schools at all levels. If any part of a school district or college receives any federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

### SECTION 3: Jurisdiction

Ocean County College students are provided a copy of the Code of Student Conduct annually in the form of a link on the Ocean County College website. Hard copies are available upon request from the Office of Student Conduct. Students are

responsible for having read and for abiding by the provisions of the Code of Student Conduct.

#### Scope of Jurisdiction

Ocean County College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. These procedures are applicable regardless of the status of a reporting party. A reporting party may be a member or non-member of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, vendors, or campers.

For the purposes of student conduct, Ocean County College considers an individual to be a student when an offer of admission has been extended or registration processed for any credit or non-credit course or program (excluding campers) and thereafter as long as the student has a continuing educational interest in the College. In the case of a student who is enrolled simultaneously at OCC and at an affiliated high school and non-compliance with OCC's Code of Student Conduct is alleged, the OCC Code of Student Conduct will apply for incidents that occur outside of the time when the student is under the supervision of the faculty/staff/administrators of the partner high school.

Ocean County College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, holds may be placed on the students' ability to re-enroll, and/or obtain official transcripts, and/or graduate. All must be satisfied prior to re-enrollment. In the event of serious misconduct committed while still enrolled but reported after the responding party has graduated, Ocean County College may invoke these procedures. Should the responding party (former student) be found responsible, Ocean County College may revoke that student's degree.

The Code of Student Conduct applies to behaviors that take place on the campus, at Ocean County College-sponsored events, and off-campus when the Vice President of Student Affairs, or designee, determines that the off-campus conduct affects a substantial Ocean County College interest. A substantial Ocean County College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of self or others; and/or
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of OCC.
- Any situation in which OCC policy or this code of conduct is violated.





### Protected Speech and Online Behavior

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should be aware that online postings, such as postings on blogs, websites, chats, and social networking sites, are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of a violation is posted online. The College does not regularly search for this information but may act if and when such information is brought to the attention of Ocean County College officials.

Any online postings or other electronic communications by students not on College networks, websites, or between College email accounts, occurring completely outside of the College's control, will be subject to this code only when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment. Remedies for such conduct will be provided, but protected speech cannot be legally subjected to discipline under this code, with one exception – in the case of a true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals.”

### Guests, Visitors, Vendors, and Community Members

Under the Code of Student Conduct, students may be held accountable for the misconduct of guests, visitors, vendors, and community members that the students invite to campus and/or host on campus.

The Code of Student Conduct also applies to students who are a part of all on-site contractual partner agreements including high school bridge, extensions, academy partnerships and dual-credit programs. Students in these programs are subject to the Code of Student Conduct while on Ocean County College's campus when they are not under the supervision of representatives of the partner agency.

## SECTION 4: Violations of the Law

Alleged violations of federal, state, and local

laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the College has jurisdiction, the Ocean County College conduct process will usually move forward, notwithstanding any criminal complaint, or its outcome, that may arise from the same incident.

Students accused of crimes may request to take a leave of absence from Ocean County College until the criminal charges are resolved. In such situations, the voluntary leaves of absence are subject to the following conditions:

- The student must comply with all campus investigative efforts that will not prejudice his/her defense in the criminal trial; and
- The student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- In order to be reinstated to active status, the student must first be subject to, and fully cooperate with, the campus conduct process and must comply with all imposed sanctions.

Ocean County College reserves the right to exercise its authority to impose interim suspension upon notification that a student is facing criminal investigation and/or complaint. Full procedures for interim suspension may be found on page 12 of this document.

### Amnesty for Serious Violations - Reporting Parties and Witnesses

Ocean County College encourages the reporting of incidents of harassment, violations to equal opportunity, discrimination and crimes to College officials. Sometimes, reporting parties or witnesses are hesitant to report or participate as witnesses in the student conduct process because they fear they themselves may be accused of policy or code violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to inform College officials of serious violations and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering reporting parties and witnesses amnesty from minor policy and code violations related to serious conduct violations.

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**For Reporting Parties** – Educational options will be explored, but no conduct proceedings or conduct record will result.

**For Those Who Offer Assistance** – Educational options will be explored, but no conduct proceedings or conduct record will result.

**For Those Who Receive Assistance** – At the discretion of the Executive Director of Student Services, amnesty may also be extended, on a case-by-case basis, to the person receiving assistance.

Abuse of amnesty requests can result in a decision by the Executive Director of Student Services not to extend amnesty to the same person repeatedly.

### **False Allegations**

Deliberately false and/or malicious accusations under this code, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

### **Parental Notification**

Ocean County College reserves the right to notify parents/guardians of students under the age of 21 regarding any health or safety risk, particularly alcohol and other drug violations. If a student is 21 years of age or older, the College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which officials have a need to know about incidents that fall within this procedure, pursuant to the Family Educational Rights and Privacy Act (FERPA).

### **Withdrawal of a Responding Student**

A responding student facing an alleged violation(s) of the Code of Student Conduct is not permitted to withdraw from Ocean County College until the allegation(s) is resolved.

## **SECTION 5: How to Report an Incident**

Individuals and resources are available for the reporting of crimes and policy/code violations, and action will be taken as soon as an incident is reported. Those who are aware of crimes or misconduct are encouraged to report it as quickly as possible:

### **Campus Security**

Building #30  
732-255-0400, extension 2200

### **Office of Student Conduct**

Administration Building (# 1), Room 020  
732-255-0400, extension 2944

Online, using the reporting form posted at [www.ocean.edu/student-services/report-a-concern/](http://www.ocean.edu/student-services/report-a-concern/)

Download the mobile ReportIt app from the App Store or Google Play, or use the desktop ReportIt website located at [www.reportit.com](http://www.reportit.com).

## **SECTION 6: The Rules**

### **Core Values and Behavioral Expectations**

Ocean County College considers the behavior described in the following subsections as inappropriate for the Ocean County College community and in opposition to the core values set forth in Ocean County College Policy #5247. These expectations and rules apply to all students. Ocean County College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following examples of misconduct is subject to the sanctions outlined in Section 8: Overview of the Conduct Process.

**Integrity:** *Ocean County College students exemplify honesty, honor, and a respect for the truth in all of their dealings.*

1. **Falsification.** Knowingly furnishing or possessing false, falsified, fraudulent, or forged materials, documents, accounts, records, identification, or financial instruments, such as transcripts, diplomas, immunization records, doctors' notes, worthless checks, or money orders;
2. **Academic Dishonesty.** Acts of academic dishonesty as outlined in Policy and Procedure #5180, Cheating and Plagiarism;
3. **Unauthorized Access.** Unauthorized access to any Ocean County College building or unauthorized possession, duplication, or use of means of access (e.g., keys, cards) to any College building or failing to timely report a lost College identification card or key;
4. **Collusion.** Action or inaction with another or others to violate the Code of Student Conduct;
5. **Trust.** Violations of positions of trust within the community;



6. **Election Tampering.** Tampering with the election of any Ocean County College-recognized student organization (minor election code violations are addressed by the Associated Students of Ocean County College – the Student Government);
7. **Theft.** Intentional and unauthorized taking or maintaining possession of College property or the personal property of another, including goods, services, and other valuables.

**Community:** *Ocean County College students build and enhance their community.*

8. **Disruptive Behavior.** Substantial disruption of Ocean County College operations, including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus;
9. **Rioting.** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or causes damage and/or destruction of property;
10. **Unauthorized Entry.** Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College building;
11. **Trademark.** Unauthorized use and misuse of Ocean County College or organizational names and images;
12. **Damage and Destruction.** Intentional, reckless, and/or unauthorized damage to or destruction of Ocean County College property or the personal property of another;
13. **IT and Acceptable Use.** Violating the Ocean County College Acceptable Use and Computing Policy, found online at [go.ocean.edu/AcceptableUse](http://go.ocean.edu/AcceptableUse);
14. **Gambling.** Gambling as prohibited by the laws of the State of New Jersey. Gambling may include raffles, lotteries, sports pools, and online betting activities. Additional information may be found in the OCC Student Handbook, “Administrative Information and Policies”;
15. **Weapons.** Possession, use, threat by, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade longer than three inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property. The term “weapon” includes any object or substance that is designed to, or used to, or reasonably can be used to, inflict physical harm, cause injury, or incapacitate;
16. **Tobacco.** Smoking, including “vaping” or use of “e-cigs,” or any tobacco use in any area of campus;
17. **Fire Safety.** Violation of local, state, federal, or campus fire policies, such as:
  - a. Intentionally or recklessly causing a fire which damages Ocean County College or personal property or which causes injury;
  - b. Failure to evacuate a College-controlled building during a fire alarm;
  - c. Improper use of College fire safety equipment; or
  - d. Tampering with or improperly engaging fire alarm or fire detection/control equipment while on College property, which could result in a local fine in addition to Ocean County College sanctions;
18. **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the College;
19. **Animals.** Animals, with the exception of service animals that provide assistance, are not permitted on campus except as permitted by College Policy #2330, Service Animals, or by law.
20. **Wheeled and Recreational Devices.** Skateboards, sleds, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted on the campus mall, inside College buildings, athletic fields, or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities; individuals may be liable for damage to College property caused by these activities.

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**Fairness:** *Ocean County College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.*

21. **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a civil rights grievance proceeding or other protected activity under this code, regardless of the outcome of the initial complaint;
22. **Bystanding/Complicity.**
  - a. Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
  - b. Complicity with or failure of any organized group to appropriately address known or obvious violations of this Code of Student Conduct or law by its members.
23. **Abuse of Conduct Process.** Abuse of, interference with, or failure to comply with College processes, including conduct and academic integrity processes:
  - a. Falsification, distortion, or misrepresentation of information;
  - b. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
  - c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
  - d. Harassment, both verbal and physical, and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
  - e. Failure to comply with the sanction(s) imposed by the campus conduct system;
  - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system;
  - g. Retaliation of any kind, whether against a complainant, survivor, witness, or any participant in the conduct process.

**Respect:** *Ocean County College students exhibit positive regard for each other, for property, and for the community.*

24. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
  25. **Threatening Behaviors:**
    - a. **Threat.** Written or verbal conduct, or gestures, that cause a reasonable expectation of injury or harm to the health or safety of any person or damage to any property.
    - b. **Intimidation.** Threats or acts that cause a reasonable fear of harm in another.
  26. **Bullying and Cyberbullying.** Repeated and/or severe aggressive behaviors, such as bullying and cyberbullying, that intimidate or intentionally harm or control another person physically or emotionally, which are not protected by freedom of expression;
  27. **Hazing.** An act that endangers the mental or physical health or safety of a student, or that 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. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy (see Ocean County College Student Handbook, Administrative Information and Policies);
  28. **Public Exposure.** Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
  29. **Unauthorized Use of Electronic or Other Devices.** Phones, cameras, or any recording devices used to make an audio, video, or photographic record of any person or thing while in the classroom or in any campus location where there is a reasonable expectation of privacy, such as locker rooms, changing rooms, and restrooms.
- Responsibility:** *Ocean County College students are given and accept a high level of responsibility to self, to others and to the community.*
30. **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia, except as expressly permitted by law and Ocean County College Policy #8600, Alcohol and Substance Abuse (see Community Standards for further information);
  31. **Drugs.** Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia, except as expressly permitted by law and the College's Alcohol and Substance Policy #8600 (see Community Standards for further information);



32. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
33. **Failure to Comply.** Failure to comply with the reasonable directives of Ocean County College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
34. **Other Policies.** Violating other published Ocean County College policies or rules, including Ocean County College's Civility Statement;
35. **Health and Safety.** Creation of health and/or safety hazards, such as dangerous pranks, hanging out of or climbing from/on/ in windows, balconies, and roofs;
36. **Violations of Law.** Evidence of violation of local, state, or federal laws, when substantiated through Ocean County College's conduct process.

## SECTION 7: Student Conduct Authority

The President is vested with the authority over student conduct by the Board of Trustees. The President designates the Vice President of Student Affairs to oversee the student conduct process. The Vice President of Student Affairs designates the Executive Director of Student Services and Director of Program Compliance to manage the student conduct process.

## SECTION 8: Overview of the Conduct Process

This overview provides a general awareness of the way in which Ocean County College's campus conduct proceedings work, but it is noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not the same in every situation, although consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Ocean County College rules.

### Notice

When notice is received from any source, such as a reporting party, third party, or through an online communication, Ocean County College may proceed with an investigation.

### Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or



- Were known or should have been known to the membership or its officers.

Investigations of student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually, which will be proportionate to the involvement of each individual and the organization.

### Investigation

#### Notice of Investigation and Alleged Violation

When an investigation is opened by the Executive Director of Student Services or designee, a notice of investigation and a complete Code of Student Conduct will be sent to all parties. In the case of a student who is enrolled simultaneously at OCC and at an affiliated high school being investigated under OCC's Student Code of Conduct, the administration of the affiliated high school may be notified of the investigation and be provided updates as needed. The Executive Director of Student Services, or designee, will appoint investigator(s) to investigate allegations of violations under this code.

### Interim Measures

Under the Code of Student Conduct, the Executive Director of Student Services, or designee, may:

- Take action to provide interim support and remedies to the reporting party and the community, such as no contact orders, counseling, academic support, student financial aid advising, a campus escort, academic or work schedule and assignment accommodations, safety planning, and referral to campus and community support resources.
- Impose restrictions and/or suspend a responding student from the College pending the investigation of alleged violation(s) of the Code of Student Conduct when a responding student is determined to represent a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve Ocean County College property, and/or to prevent disruption of, or interference with, the normal operations of Ocean County College.

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Interim suspensions are imposed until an investigation can be completed, typically within ten business days, pending the results of an investigation of alleged violation(s) of the Code of Student Conduct. The interim suspension may be continued if a danger to the community is posed. The College may be delayed or prevented from conducting its own investigation and resolving the allegation because of an ongoing criminal process. In such cases, the College will only delay its decision until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than ten business days from notice of the incident unless a longer delay is requested in writing by the reporting party to allow the criminal investigation to proceed before the College process.

A student who receives an interim suspension may request a meeting with the Vice President of Student Affairs (for Student Conduct interim suspension), or designee, to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, Ocean County College may still proceed with an investigation.

During an interim suspension, a student may be denied access to the Ocean County College campus, facilities, and/or events. As determined appropriate by the Executive Director of Student Services, or designee, this restriction may include classes and/or all other Ocean County College activities or privileges for which the student might otherwise be eligible. A student's instructor(s), appropriate dean(s), and Campus Security will be notified in writing by the Director of Program Compliance regarding the interim suspension of the student. At the discretion of the aforementioned officials and with the approval of, and in collaboration with, the appropriate dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

### Investigation Procedures

When the Executive Director of Student Services, or designee, determines an investigation is required, the case is forwarded to Student Conduct investigator(s). The Director of Program Compliance or a Student Conduct investigator will.

1. The Director of Program Compliance or a Student Conduct investigator will conduct a

comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated Ocean County College code/policy and to determine the specific violations that should serve as the basis for the complaint.

- a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
2. Prepare the notice of alleged code/policy violation(s) on the basis of the reasonable cause determination, which will be delivered to the reporting party and responding student via OCC's official means of student communication prior to any meetings between the responding student and the investigator(s).
3. Meet with the reporting party to finalize the official statement of complaint, which will be developed by the investigator(s), or designee, as a result of this meeting.
4. Meet with the responding student to finalize the official response to the complaint, which will be developed by the investigator(s), or designee, as a result of this meeting.
5. A reporting party or responding student is permitted to bring an advisor to the meeting. However, the advisor may not interfere with the investigative process. The advisor's presence is to provide support and guidance to the student. The advisor may not speak on behalf of the student nor may the advisor question the investigator. The parent or legal guardian of a student who is under the age of 18 (a minor) may advocate on behalf of their student during the process. Advisors other than legal guardians or parents are not permitted to speak on behalf of the minor student or involve themselves in the investigation process.
6. Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview.
7. Interview all relevant witnesses and summarize the information they are able to share.
8. Obtain all documentary evidence and information that is available.
9. Obtain all physical evidence that is available.

10. Send additional Notice of Alleged Violations to the responding and reporting parties, if additional violations of the Student Code of Conduct are discovered during the course of the investigation.
11. Arrange and have follow-up meetings with any of the parties as deemed necessary based on the information gathered throughout the investigation.
12. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline.
13. Make a finding, based on a preponderance of the evidence (whether a policy/code violation is more likely than not).
14. Present the investigation report and findings to the Executive Director of Student Services.

Responding students or reporting parties may inquire with the Executive Director of Student Services if they have questions about any aspect of the process or would like an update on the status of an investigation. During these conversations, issues of procedure and timelines may be discussed. Any information directly related to the investigation must be addressed with the investigator(s). Ocean County College reserves the right to record all conduct meetings and interviews.

### Finalization of Investigation and Determination of Sanctions

In the event the investigator(s) finds that the responding student is responsible for the violation(s), the case report with the finding will be forwarded to the Executive Director of Student Services to assign sanctions. Sanctions for all cases will be assigned by the Executive Director of Student Services to ensure consistency.

The Executive Director of Student Services will deliver notice of findings and sanctions to all parties.

### Notification of Outcomes

The outcome of a campus investigation is part of the educational record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy/code violation that would constitute a “crime of violence,” Ocean County College will inform the reporting party in writing of the final results of an investigation regardless of whether the College concludes that a violation was committed. Such release of information may only include the name of the alleged student/responding student, the violation committed, and the sanctions assigned (if applicable). Students should be aware that, in the event they pursue a job that requires some kind of security clearance and Ocean County College receives a request from a government agency with a signed release from the student, these records must be released to the requesting government agency. If a student is enrolled simultaneously

at OCC and at an affiliated high school and their case is adjudicated under OCC’s Student Code of Conduct, the administration of the affiliated high school may be notified of the outcome of the investigation.

In cases where Ocean County College determines through the student conduct process that a student violated a policy/code that would constitute a “crime of violence,” the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault Offenses (includes stalking)
3. Burglary
4. Criminal Homicide—Manslaughter by Negligence
5. Criminal Homicide—Murder and Non-Negligent Manslaughter
6. Destruction/Damage/Vandalism of Property
7. Kidnapping/Abduction
8. Robbery
9. Forcible Sex Offences
10. Non-Forcible Sex Offences

### Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

1. **Warning:** An official written notice that the student has violated Ocean County College policies and/or rules and that more severe sanctions will result should the student be involved in other violations while the student is enrolled at the College.
2. **Restitution:** Compensation for damage caused to Ocean County College or any person’s property. This could also include the payment of labor costs and expenses when a student fails to return a reserved space (classroom, conference room) to its proper condition. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Community/Ocean County College Service Requirements:** A student or student organization may be required to complete specific supervised Ocean County College service.
4. **Loss of Privileges:** The student may be denied specified privileges for a designated period of time.
5. **Confiscation of Prohibited Property:** Items whose presence is in violation of Ocean County College policy/code will be confiscated and become the property of the College. Prohibited items may be returned to the owner at the discretion of the Director of Program Compliance and/or Campus Security.

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- 6. Behavioral Requirement:** The student may be required to seek academic counseling, personal counseling, substance abuse screening, write a letter of apology, or other actions.
- 7. Educational Program or Assignment:** Requirement to attend, present, and/or participate in a program or write a research/reflection paper related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- 8. Ocean County College Probation:** The student may be put on official notice that, should further violations of Ocean County College policies/codes occur during a specified probationary period, he/she may face suspension or expulsion. Regular probationary meetings may also be imposed.
- 9. Eligibility Restriction:** The student is deemed “not in good standing” with Ocean County College for a specified period of time. Specific limitations or exceptions may be granted by the Executive Director of Student Services, or designee, such as:
- Ineligibility to hold any office in any student organization recognized by Ocean County College or hold an elected or appointed office at the College.
  - Ineligibility to represent Ocean County College to anyone outside the College community in any way, including participating in the Study Abroad program, attending conferences, or representing Ocean County College at an official function, event, or intercollegiate competition as a player, manager, or student coach.
- 10. Revocation of Driving and Parking Privileges on Campus:** Evidence of reckless or repeated violations of traffic safety or parking regulations on College premises may lead to a revocation of driving and parking privileges on campus.
- 11. Removal from Class:** A student who is disruptive to the learning environment may be removed or withdrawn from a class or transferred to another section of the course.
- 12. Ocean County College Suspension:** A student may be separated from Ocean County College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from Ocean County College property, functions, events, and activities without prior written approval from the Executive Director of Student Services, or designee. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Suspension on the student’s official academic transcript.
- 13. Ocean County College Expulsion:** A student may be permanently separated from Ocean County College, with the student being banned from College property and the student’s presence at any Ocean County College-sponsored activity or event prohibited. Ocean County College will contact local law enforcement to report a person who has been expelled for trespassing if they are found on College property. This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript.
- 14. Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Executive Director of Student Services, or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

- One or more of the sanctions listed above and/or
- Deactivation, de-recognition, or loss of all privileges, including status as an Ocean County College registered group or organization, for a specified period of time.





### Notice of Findings and Sanction(s)

At the conclusion of an investigation, Ocean County College will notify all parties of the findings and sanctions as well as provide a copy of the investigation report. Responding students have the right to accept or reject findings or sanctions within seven business days of their receipt of the notice of findings and sanctions. A responding student may accept the finding and sanction(s) by not responding to the notification and allowing seven business days to pass. A responding student may reject the finding and/or the sanctions only by filing a written appeal within seven business days of receiving official notification of responsibility from the College. This written appeal document must contain all the information that the responding student wants to be considered in his/her appeal of either the finding, the sanction(s), or both.

If Ocean County College's finding is that the responding student is responsible for the violation, the responding student has seven business days after receiving notice of the finding and sanction(s) to either accept or reject the finding, sanction(s), or both, using the methods listed in the first paragraph of this section.

### Finding of Responsibility – Responding Student Accepts Finding and Sanction(s)

- If the responding student accepts the finding and sanction(s) by not filing an appeal within seven business days, Ocean County College considers this an “uncontested allegation.” If accepted, the process ends and the sanction(s) are applied.

### Finding of Responsibility – Responding Student Rejects Finding and/or Sanction(s)

- If the responding student rejects the finding, sanction(s), or both, and files an appeal that meets the standards for filing an appeal within seven business days, Ocean County College will conduct an administrative review of the finding and/or the sanction(s).

### Appeal Standards for Responding Students

Appeals requests from responding students for both findings and sanctions are limited to the following grounds:

1. A procedural, or substantive, error occurred that significantly impacted the outcome of the investigation and determination of sanction(s), such as substantiated bias or a material deviation from established procedures;
2. To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal;
3. The sanctions imposed are substantially disproportionate to the severity of the violation and the responding student's conduct history.

Appeals must be filed in writing with the Vice President of Student Affairs within seven business days of the notice of the outcome of the investigation to the student. In order to file an appeal, a responding student filing an appeal must include the following three elements:

1. Clearly identify the grounds under which the appeal is being filed based on the three reasons identified above;
2. Address the ways in which the circumstances of the case meet the grounds for appeal;
3. Provide a complete summary of the appeal, including all new evidence, if applicable, and any other information that supports the appeal.



It is recommended that these elements of the written appeal are organized as three sections in the document so that reasons and support for the appeal are clear. The Vice President of Student Affairs will review all appeal requests from responding students and determine if the grounds for an appeal are met. No appeal will be forwarded for an administrative review unless there is reasonable cause to believe that the grounds for appeal have been met. Reasonable cause is defined as some credible information to support each element for the appeal, even if that information is merely a credible witness or a reporting party's statement. If the Vice President of Student Affairs determines there is no basis for an appeal, the appeal will be denied and the responding student will be notified of the decision within seven business days. Decisions regarding the merit of an appeal by the Vice President of Student Affairs are final.

If credible support for the appeal is submitted, the Vice President of Student Affairs will forward the appeal for administrative review and will notify the reporting and responding parties within seven business days that the appeal will be sent to the Administrative Review Panel for consideration.

### Composition of the Administrative Review Panel

The Vice President of Student Affairs, or designee, will be responsible for assembling the Administrative Review Panel according to the following guidelines:

1. The membership of the Panel is selected from a pool of at least six students, six faculty/lecturers, and six staff/administrative members appointed and trained for at least three hours annually by the Vice President of Student Affairs.
2. For each appeal, a Panel will be chosen by the Vice President of Student Affairs from the available pool and is usually comprised of one student, one faculty member, and one staff member or administrator. Availability may determine a different composition for the Panel.

3. In a case where grounds for appeal have been met, the Vice President of Student Affairs must form a Panel and schedule a meeting to review the appeal, absent mitigating factors, that occurs within ten business days of the day that the appeal was forwarded to the Administrative Review Panel.

### To serve in the Panel pool, students must:

1. Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0.
2. Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. A serious history of misconduct could disqualify a student for service.

In the event of a resignation from the Panel, the Vice President of Student Affairs will solicit a replacement from the group from which the representative came.

### Administrative Review Panel Procedures

1. The Vice President of Student Affairs will be present in a non-voting capacity to answer policy or procedure questions only and to ensure that policy or procedures are followed.
2. Neither the reporting party nor the responding student (or their representatives) may be present or know the identity of the members of the Administrative Review Panel.
3. Neither the Executive Director of Student Services nor the Director of Program Compliance may be present during the review meeting.
4. The panel must keep all proceedings confidential.
5. Panel members will review:
  - a. The Ocean County College case report and the sanction(s) assigned by the Executive Director of Student Services.
  - b. The appeal materials submitted by the responding student.
6. The Panel will decide if the appeal is approved or denied by simple majority vote.
7. If an appeal is approved, the Panel may:
  - a. Find that the responding student is still responsible but revise the sanction(s). If the Panel chooses this option, the process ends and no further appeals may be filed by any party.
  - b. Reverse the finding of "responsible" and remove the sanction(s). If the Panel chooses this option, the process ends and no further appeals may be filed by any party.

- c. In rare cases where a procedural error cannot be cured by the original investigators, as in cases of bias, the Administrative Review Panel may order a new investigation with a new investigator.
  - d. If a new investigation is ordered, a new investigator will be assigned to the case and will follow the investigation process. If the outcome of this investigation finds the student is responsible for Code violations, a trained administrator from the Administrative Review Panel pool who did not serve on the appeals committee will determine and issue the appropriate sanction(s).
8. If an appeal is denied, the finding and sanction(s) assigned by the College are final and the process ends.
  9. Following the Administrative Review Panel meeting and decision, the Vice President of Student Affairs, absent mitigating factors, has three business days to inform the reporting and responding parties of the panel's decision.
  10. All notes and materials used in the review must be returned to the Vice President of Student Affairs.

### Failure to Complete Conduct Sanctions

All students, as members of the Ocean County College community, are expected to comply with conduct sanctions within the timeframe specified by the Executive Director of Student Services or Administrative Review Panel. A Disciplinary Hold, prohibiting all academic and financial transactions, will be placed on student accounts until sanctions have been fulfilled. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension from Ocean County College. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Executive Director of Student Services.

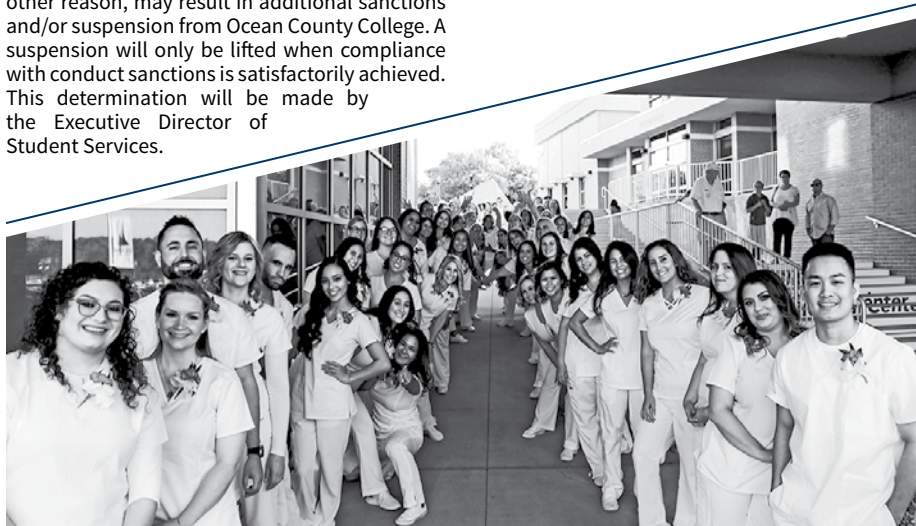


### Section 9. Disciplinary Records

All conduct records are maintained by Ocean County College indefinitely in accordance with New Jersey document retention law.

### Section 10. Approval and Implementation

The policy, procedures and manual for the Code of Student Conduct were approved and implemented on 5/31/2018 by the Ocean County College Board of Trustees. The manual of the Code of Student Conduct was approved by the President's Leadership Team on 5/6/2019 and updated on 5/15/2019 and 6/2/2020.



# FORMAL STUDENT COMPLAINTS

Any student who believes they have been harmed by the interpretation, application or violation of college policies and/or procedures may file a complaint. Staff of the Office of the Vice President of Student Affairs will monitor timing of responses, activity, and prepare reports on activity and any trends in student formal complaints. The complaint shall be handled in accordance with appropriate procedure approved by the president.

## Overview

A formal complaint is a request for the resolution of a problem, conflict, concern, or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding college policies, procedures, services, offices, and staff/faculty behavior and discrimination on the basis of marital status, race, color, creed, national origin, ancestry, age, disability and veteran status. Formal complaints should be filed using OCC's online complaint form.

Complaints that pertain to incidents that involve discrimination on the basis of gender and gender identity, including sexual harassment/sexual assault and rape, are addressed under OCC's Title IX policy and procedures and are handled separately from the processes described herein. Students who wish to report a Title IX-related incident must contact OCC's Title IX coordinator in the OCC Human Resources Office or utilize OCC's online reporting form. More information about Title IX is available at <https://www.ocean.edu/title-ix/>.

## Note:

Formal complaints involving grades where the final course grade is disputed and/or the student believes that the final grade is not indicative of the student's academic performance are addressed by Policy #5154 and are handled separately from the processes described below.

Formal complaints regarding Code of Conduct violations are addressed by the student conduct process which is described in detail in the Student Handbook and are handled separately from the processes described below.

Academic Integrity (Policy #5180), Tuition Refund appeals (Policy #5144), and F to W appeals (Policy #5142) are addressed through their own specific processes.

Anonymous formal complaints are not accepted, since doing so may limit the College's ability to investigate and respond to the formal complaint.

Information concerning the nature,

scope, evaluation and resolution of formal complaints shall be confidential to the greatest extent possible and will be shared only with those persons who need to know.

Ocean County College encourages resolution of formal complaints in an atmosphere of mutual respect. Any form of retaliation for bringing forward a formal complaint will not be tolerated; students who retaliate against anyone related to a formal complaint or the formal complaint process will be subject to sanction via the student Code of Conduct (see Policy #5247). The formal complaint process applies to all students and should be followed in all cases when informal resolution is not sufficient to resolve the issue.

## Formal Complaint Process

The steps in the formal complaint process are: 1. Informal Resolution 2. Formal Complaint 3. Appeal. Students must complete each step in the process before proceeding to the next step. Assistance for students in understanding and navigating the formal complaint process is available from the staff of the Office of Student Life. Contact information for the Office of Student Life is available on the Ocean County College website. Prompt reporting of all formal complaints is critical and necessary, as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the formal complaint is brought forward within 60 College business days of the alleged incident.

### Step 1. Informal Resolution

Students must attempt to resolve any concern through a discussion with the Ocean County College employee who is most directly connected with the issue, behavior, procedure or service. In the case of a concern related to the delivery of service, the informal step requires discussion with the individual who delivers that service (e.g., faculty member, staff member, etc.). Should the student be unable to resolve the issue/concern informally, they may choose to file a formal complaint.

### Step 2: Formal complaint

Formal complaints must be filed using OCC's online complaint form. Formal complaints will be forwarded to the appropriate administrator responsible for the individual, process, or department involved. Documentation of the formal complaint should include:

- A detailed description of the issue and any negative impact(s) that resulted.
- The date, time, and place of the event(s)

pertaining to the formal complaint.

- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.

- Specific details regarding the instance(s) of noncompliance with the policy or procedure applicable.

- The results of any previous discussion resulting from attempting an informal resolution.

- All appropriate evidence and documentation related to the complaint.

- A proposed resolution or action.

Following the formal complaint online form submission by a student, formal complaints are forwarded to the departmental leader governing the area for which the complaint is submitted. This may be a department director, a dean, or other administrator. The departmental leader will conduct an impartial and thorough investigation of the incident and respond to the student in writing with findings and a resolution (if applicable) within 15 college business days. Responses are delivered via the student's Ocean County College email address.

### Step 3: Appeal/Due Process

Students dissatisfied with the resolution of the formal complaint by the departmental leader may appeal to the appropriate divisional vice president (or designee). This appeal must be submitted in writing to the office of the divisional vice president who is responsible for the area that pertains to the formal complaint within seven College business days of the departmental leader's notification to the student of the findings and resolution of the formal complaint. The resolution letter will contain directions to guide the student in pursuing an appeal of the decision. In the written appeal, the student must address the grounds for an appeal and provide support for any facts that relate to their point of view. The divisional vice president (or designee) will review all documentation of the incident, the formal complaint, and the resolution by the department leader and respond to the student in writing with findings and a decision within 15 business days. Responses are delivered via the student's Ocean County College email address. The formal complaint process ends with the response to the appeal from the divisional vice president (or designee); no other opportunity for pursuing the complaint is available. Formal complaints that are duplicates of a previously addressed complaint will not be considered.



# FERPA

## 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 Ocean County College 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



# SPECIALIZED PROGRAMS

## High School Equivalency Assessment Testing



High School Equivalency Assessment (HSEA), previously known as GED®, is an activity of the Ocean County Board of Commissioners 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 the following New Jersey state eligibility requirements: age 16 years of age or older, signed out of school, must provide proof of New Jersey residency, and present one valid primary photo ID (such as NJ driver's license or non-driver ID card or U.S. 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 Italy, Theatre in London (England), Middle Eastern Studies Seminar (Morocco), and History and Culture of Ireland (Ireland). 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.

## Barnegat Bay Partnership



The Barnegat Bay Partnership (BBP) is one of only 28 U.S. 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. The BBP is a department of Ocean County College, which manages the program's federal grant funds and provides other valuable services. This ensures that BBP funding can be used primarily for scientific research and education.

The BBP can assist students looking to get involved in college, environmental, and community activities. BBP staff members are available to assist 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.

The BBP has a small library of environmental reference materials (including journals, published studies, videos, DVDs, and CDs), and has educational resource materials available

for loan. The BBP also hosts environmental events on campus. For further information, visit [www.barnegatbaypartnership.org](http://www.barnegatbaypartnership.org) or contact Karen Walzer, Public Outreach Coordinator, at 732-255-0472 or email [kwalzer@ocean.edu](mailto:kwalzer@ocean.edu).

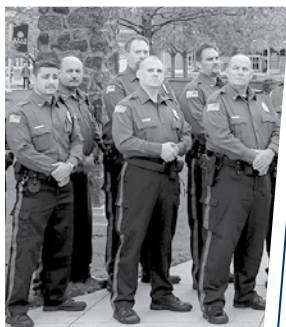
## Workforce and Professional Education (WPE)



The mission of Workforce & Professional Education (WPE) is to empower individuals, as well as local businesses, by providing affordable, student-centered, high-quality vocational and professional development opportunities with clear pathways to success. WPE offers comprehensive career training and educational programs on campus, off-campus, and online. WPE aims to develop and maintain strong community partnerships, and functions as a part of a statewide consortium offering free and low-cost training to business, industry, and non-profit organizations. To learn more about our programs and to view our full brochure of courses and programs, visit our web pages at [go.ocean.edu/wpe](http://go.ocean.edu/wpe). For more information, contact the WPE department at 732-255-0409 or [wpeinfo@ocean.edu](mailto:wpeinfo@ocean.edu).



# CAMPUS SECURITY



<b>Location:</b>	Security Building (#30)
<b>Phone:</b>	732-255-0451 On campus: ext. 2200
<b>Hours:</b>	24 hours a day, 365 days a year

## Security Staff

Ocean County College's Security Department works with the Toms River Police Department to safeguard and serve the college community. Our campus is patrolled 24 hours a day, 365 days a year.

Uniformed officers respond to emergencies, regulate the flow of traffic, and enforce parking regulations and college policies. Our officers are certified in CPR/AED, First Aid, Oxygen and Naloxone Administration, and maintain S.O.R.A. certifications. The officers also receive training through the Ocean County Prosecutor's Office, Ocean County Sheriff's Department and various other state and local agencies.

The Ocean County College Security Department has 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 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.

## ID Cards

Student IDs are issued at the HUB (Building #9). 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.

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

## Pedestrians

- Use caution around areas of construction on campus.
- OCC is a non-smoking campus. Smoking is not allowed anywhere on the campus, including 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 students admission to regular classes; however, admission of children to scientific laboratory type settings is prohibited for safety reasons.

## 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 students and staff 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 will 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.

## Active Shooter Procedures

If faced with an active shooter incident, there are three things you can do that make a difference: **RUN, HIDE, FIGHT.**

**RUN:** When an active shooter is in your vicinity. If there is a way out, and you can get out, **GET OUT!** This is your best option.

**HIDE:** If evacuation is not possible, find a place to hide.

**FIGHT: As a last resort,** and only if your life is in danger.

## Campus Safety, Emergencies

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

- The Security Office, located at the bottom of Parking Lot #1 (Building 30), is open and staffed 24 hours a day.
- There is a motorized patrol of campus and parking lots.
- Emergency telephones are located throughout the campus and dial directly to the Security Office.
- 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.
- Security and the Duty Administrator are equipped with portable two-way radios and are in constant communication with each other.
- From off-campus, Security can be reached at 732-255-0451 or on-campus, ext. 2200, 24 hours a day.

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

- There is a College policy that deals with visitors to the campus and the times they are permitted in buildings.
- Security issues photo ID cards to all faculty/staff.
- Buildings are secured at the conclusion of activities each day.
- Written permission must be obtained by a student from a faculty or staff member to work late in a building.
- Doors and door locks are inspected nightly to ensure proper operation.
- Lights are inspected nightly and reported to maintenance if not working.
- 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 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.

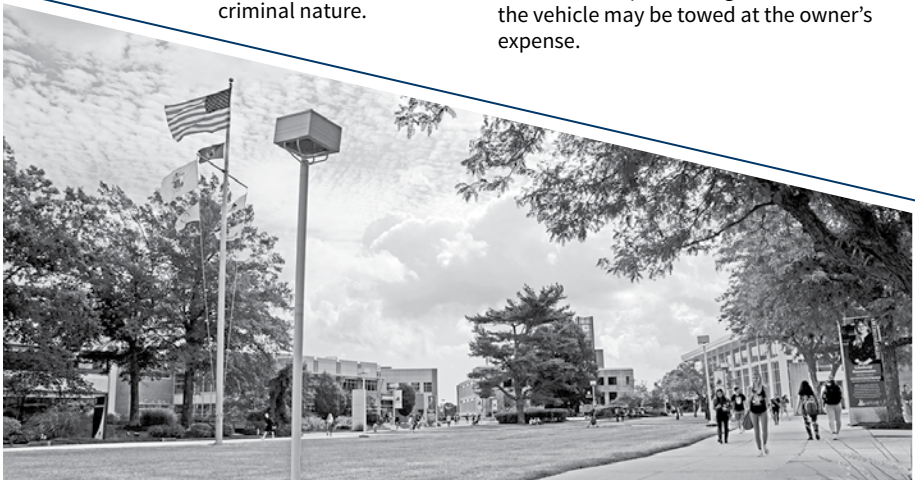
## Parking/Traffic Regulations

Areas are designated as follows:

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

## Enforcement

- The Security Department enforces parking regulations. A written notice of violation(s) is affixed to each vehicle parked in violation of the regulations.
- 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.
- When a blatant parking violation is observed that compromises the safety of property or people, or obstructs traffic and/or prevents facilities from performing their duties, the vehicle may be towed at the owner's expense.



**Fees**

**\$15**

- Occupying more than one parking space.
- Parking in faculty/staff space.

**\$25**

- Parking in “No Parking” zone (Fire, unload-ing, etc.)
- Blocking or impeding traffic.
- Parking in non-designated space.
- Parking in a designated reserved space.
- Disregard of a traffic control device.

**\$100**

- Towing fee.

**\$250**

- 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.*

**Traffic Appeal Procedure**

A summons may be appealed to the Traffic Appeals Committee provided it is made in writing to the Security Office within 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:

- The length of time the vehicle was illegally parked
- Parking on the grass
- Parking in a particular area in the past did not result in being ticketed, or there were no “No Parking” signs
- Other vehicles in the same area were not ticketed
- All parking lots were full
- Parking in the faculty/staff parking lot for any reason when you are a student
- 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 returned checks. 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.

**Emergency & Safety Alerts** OCC students and employees are encouraged to opt-in to OCC’s emergency alert system, “Viking Alert.” Activate your alerts through Ocean Connect or visit [ocean.sendwordnow.com](http://ocean.sendwordnow.com)

**Training Programs** The Security Department will collaborate with students, faculty and staff to provide a safe and secure learning environment. We offer many safety lectures and programs to our community and are available upon request. Contact the Security Office at 732-255-0451 to schedule training.

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## 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:

### Clery Act Summary Report For 2018, 2019, and 2020.

#### Crimes Reported to College Officials or Law Enforcement Agencies

This chart included offenses/incidents that were reported to local law enforcement agencies, campus security and other Campus Security Authorities.

<b>TOMS RIVER CAMPUS</b> College Drive Toms River, NJ 08754	ON-CAMPUS PROPERTY <small>Buildings or Property</small>			NON-CAMPUS PROPERTY <small>Any building owned or controlled by the College in direct support of the institution for educational purposes.</small>			PUBLIC PROPERTY <small>All public property including thoroughfares, streets, sidewalks, and parking facilities adjacent to and accessible from the campus.</small>			TOTAL CRIMES REPORTED		
CRIMINAL OFFENSES	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0	1	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0	0	1	0
ARRESTS	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20
Weapons: Possessions Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	1	0	0	0	0	0	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20
Weapons: Possessions Violations	0	1	0	0	0	0	0	0	0	0	1	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Hate crimes are reported to the Campus Security Department, Campus Officials, and other law enforcement agencies. A hate crime is defined as a crime committed that is intentionally directed at a person or persons selected on the basis of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

**Please note:** these are all activities reported, not necessarily actual incidents.  
 Campus Crime and Security at Postsecondary Education Institutions  
[ope.ed.gov/security](http://ope.ed.gov/security)

Ocean County College's OPE ID Number 00262400



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#### Crimes Reported to College Officials or Law Enforcement Agencies

This chart included offenses/incidents that were reported to local law enforcement agencies, campus security and other Campus Security Authorities.

<b>SOUTHERN EDUCATION CENTER</b> 195 Cedar Bridge Road Manahawkin, NJ 08050	ON-CAMPUS PROPERTY Buildings or Property			NON-CAMPUS Any building owned or controlled by the College in direct support of the institution for Educational purposes.			PUBLIC PROPERTY All public property including thoroughfares, streets, sidewalks, and parking facilities adjacent to and accessible from the campus.			TOTAL CRIMES REPORTED		
	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20
<b>CRIMINAL OFFENSES</b>												
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
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Weapons: Possessions Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Hate crimes are reported to the Campus Security Department, Campus Officials, and other law enforcement agencies. A hate crime is defined as a crime committed that is intentionally directed at a person or persons selected on the basis of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

**Please note:** these are all activities reported, not necessarily actual incidents.  
 Campus Crime and Security at Postsecondary Education Institutions  
[ope.ed.gov/security](http://ope.ed.gov/security)

Ocean County College's OPE ID Number 00262400

# CAMPUS FACILITIES AND SERVICES

## Administration Building (ADMN) #1



(1974) A three-story structure, over 30,000 gross square feet, houses the Office of the President, the Board of Trustees boardroom, and many Administrative offices.

Important Rooms	Floor
College Relations .....	Ground
Purchasing Department.....	Ground
Accounts Payable.....	Ground
Career Services .....	1
Academic Affairs.....	2
Foundation.....	2

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

In designing phase, a new three-story structure will be located adjacent to the Planetarium and replace the existing Administration building. The new building is slightly bigger with 33,000 square feet.



## John C. Bartlett, Jr. Hall (BART) #2



(2009) The Bartlett building is home to computer labs, faculty offices, classrooms, employee and student lounges, and a conference room. This is the first campus building to receive LEED Silver certification, meaning that the building was designed to create a healthy, highly efficient and cost- saving green structure – producing less waste products and more energy efficient.

Important Rooms	Floor
Student Lounge .....	1
Employee Lounge .....	1
Conference Room.....	2
Social Sciences.....	2

Disability Access: From the first and second level entrances. Handicap accessible elevator are available.

## Library Building (LIBR) #3



(1966; renovated 1994) The Library is a three floor building that consists not only of hard copy, audio and visual resources, but an array of essential offices to assist with student success.

Important Offices	Floor
Human Resources .....	Ground
Testing Center .....	Ground
Counseling Services & Displaced Homemakers Program.....	Ground
Helping Hands .....	Ground
Library Circulation/ Reference .....	1
Computer Labs .....	1 & 2
Study Rooms .....	2

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

## Continuing Learning Center (CLCT) #4



(1970; renovation 2014 and 2019) The Continuing Learning Center is a newly renovated building and is home to two new Anatomy and Physiology (A&P) labs which support the increase of student enrollment in the STEM and Continuing Professional Education disciplines. These new labs match the existing A&P labs in the Hering Science Building. The Center houses the WPE department.

Disability Access: Available at the rear of building

## Instructional Building (INST) #5



(1967; renovated 2018) Upon entering, students are introduced to boasting open indoor commons area three stories high. Further in, students and staff will be able to utilize collaboration pods, tutoring rooms, breakout rooms, offices, classrooms and a tiered lecture hall.

Important Offices	Floor
Classroom & Computer Labs.....	1
Lecture Hall .....	1
Classrooms.....	2 & 3
Collaborative Study.....	2 & 3

Disability Access: Available from the south, north (front) and northwest (back) of the building. A handicapped-accessible elevator is available.

**Television Studio (TVS) #6**



(2006; renovated from 1967 Lecture Hall) The building has a 36 seat lecture hall, offices, and a TV Studio which includes a studio control, master control, and editing room. Home base to Ocean TV20, the official channel for OCC and the County of Ocean, broadcasts on Comcast Cable Channel 20 and on Verizon FiOS Channel 24. The studio is used in tandem with the College's Digital Mass Media Degree Programs and community service activities.

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

**W. Kable Russell Building (RUSS) #7**



(1990) The two-story building is located between the TV Studio (originally Lecture Hall) and the College Center. Its 27,070 square feet are devoted to classrooms, faculty and staff offices, and a conference room.

<b>Important Offices</b>	<b>Floor</b>
Student Support Services .....	1
Classrooms.....	1 & 2
e-Learning and Student Abroad.....	2
Conference Room.....	2
Lounges.....	2

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

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



(2016) The Student Center is a 56,000 square foot, two-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.

**Fall/Spring Semesters Bookstore Hours:**

Mon.-Wed. 8:30 a.m.-6 p.m.;  
Thurs. 8:30 a.m.-5 pm.  
Fri. 8:30 a.m.-4 p.m.

**Fall/Spring Semesters Student Life Box Office Hours:**

Mon.-Fri. 8 a.m. - 5 p.m.

**Important Rooms Floor**

Bookstore .....	1
Cafeteria/Dining Hall.....	1
Security Office.....	1
Student Life Box Office .....	1
Lounges.....	2
Student Life Main Office.....	2
Club Rooms.....	2
Conference Rooms.....	2
Veteran & Military Resource Center .	2

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

**Student Enrollment Building (SEB) #9**



(June 2021) The new Student Enrollment Building is 16,000-square-foot building — a one-stop shop for student enrollment services. Serving as an engaging first point of contact to welcome new and returning students, this center will provide a space that is functional and less stressful for students beginning their College career path.

**Offices Include:**

Admissions  
Advising  
Registration & Records  
Financial Aid  
The HUB

**Conference Center (CONF) #10**



(1995; renovated 2021) The building is a one-story building, over 11,000 gross square feet. Previously known as the Bookstore, the building will be converted into a Conference Center composed of a large and small meeting rooms that will provide open seating for informal collaboration and a lounge. The building is also home to the Barnegat Bay Partnership and will have an interactive and passive display in the Center's lobby depicting the importance of preserving New Jersey land and water resources through education and awareness with the assistance from OCC students.



**Grunin Center for the Arts (GRUN) #11A & #11B**



(1972; renovated 2010) The left side of the building houses the Black Box Theater, art rooms, ceramics lab, Academic Offices. To the right houses the main theater, music rooms, Gallery and the Grunin Box Office.

Disability Access: Available from Parking Lot #2 and the main campus leading to the Grunin Theater and the arts enter. Access can be available off the Service Road leading into the arts center side of the building. Handicap accessible elevator are available.

**Performing Arts Academy (PAA) #12**



(2020) The Ocean County College and the Ocean County Vocational Technical School (OCVTS) have partnered to in utilizing the new Performing Arts Academy High School building and associated site improvements on the College's campus. The new building will be shared by both schools. The PAA will occupy the building during the morning and early afternoon hours and the College will occupy the building in the late afternoon and night hours.

Disability Access: Available at the north front, east and west side of the building. Handicap accessible elevator are available.

**Robert J. Novins Planetarium (PLAN) #13**



(1974; renovated 2010) Entering into the atrium, are greeted with news of the astronomy world on 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.

Disability Access: Available from the campus and side of building, between the Planetarium and Grunin Center.

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



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

**Information Technology (OITE) #23**



(1971; renovated 2011) The building houses the technology services that support the administrative and academic functions of the college.

Disability Access: Available from the front and back entrances of the building.

**Instructional Computer Center (ICCT) #22**



(1982) Located behind the Information Technology building, the Center contains a classrooms, a computer training lab, and office spaces.

**Important Rooms**

Cisco Computer Laboratory..... 104A  
Classrooms..... 100 & 101  
IT Training Laboratory ..... 102

Disability Access: Front of the building.

**Technology Building (TECH) #25**



(2004) This two-story building houses computer labs, 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** **Floor**

Lecture Hall ..... 1  
Media Services ..... 1  
Institutional Research..... 1  
Conference Room..... 1 & 2  
Classrooms..... 1 & 2  
Computer Graphics/Photography Lab..... 2  
Computer Science Department..... 2

Disability Access: Available from the front and right side entrances. Handicap accessible elevator are available.



**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	Floor
Lecture Hall .....	1
Science Department.....	1
Classroom Laboratory .....	1 & 2
Laboratory .....	1 & 2
Conference Room.....	2

Disability Access: Available from the right side of the building. Handicap accessible elevator are available.

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



(1966, expanded 1974, Auxiliary Gymnasium 2020) The building houses the main gym and fitness center, locker rooms, and office spaces. Built in 1974, the natatorium closed in 2015, when it became financially unfeasible to withstand the extensive renovations and repairs. The previous pool space on the ground floor was repurposed as a second gymnasium for both OCC and Performing Arts Academy use.

Important Rooms	Floor
Auxiliary Gymnasium .....	Ground
Main Gymnasium .....	1
Fitness Center .....	1
Locker Rooms.....	1

Disability Access: Available from the front of the building. The new gymnasium will be accessible off of parking lot #2.

**Security Building  
(SWC) #30**



(1971, renovated 2020) The existing Security offices was converted to a Crime Laboratory for student's interaction for forensic and criminal justice disciplines. The extension to the building was created for the Security staff and the Emergency Operation Center. In total, the building has grown to 5,120 square feet. Disability Access: Available at front.

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



(2007) The O.C.E.A. N., Inc. Kids Child Development Center is located adjacent to Parking Lot 2 and the tennis course. Disability Access: Available at front.

**Gateway Building  
(GATE) #101**



(2013) A five-story structure, the Gateway building contains 75,000 gross square feet devoted to academic space shared by the Ocean County College and Kean University. This building receive a LEED certification.

Important Rooms	Floor
225 Seat Lecture Hall.....	1
Student Lounge.....	1
Kean Offices.....	1, 2, 3, & 4
OCC Offices.....	2, 3, & 4
Classrooms.....	2, 3, & 4
Laptop Computer Labs .....	2 & 3
Business/Bloomberg Lab .....	3
Conference Room.....	4 & 5

Disability Access: Available from the front, back, and side entrances. Handicap accessible elevator are available.

**Hovnanian Health  
Science Building  
(HOVN) #102**



(2018) A three story structure, the Hovnanian Health Science Building contains 47,803 gross square feet. Adjacent to both Lot #3 and the Gateway building, the building promotes the health sciences and the allied health curricula. The building serves as many as 600 to 800 students and contain a Wellness Center, Exam Rooms, Coding Classroom, CPR Classrooms, CPE Skills Classrooms, Phlebotomy, and Simulation Rooms, debrief room, classrooms and offices.

Important Rooms	Floor
Computer Coding Classroom.....	1
Wellness Center .....	1
Group Fitness Room.....	1
Classrooms.....	1, 2, & 3
Conference Rooms.....	2 & 3
Offices .....	2 & 3
Classroom Laboratory .....	3

**Southern Education  
Center (SEC) Manahawkin**



(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 conference area, and a computer laboratory in addition to student lounges and administrative offices.

# 2022-2023 ACADEMIC CALENDAR

**2022 ACCELERATED TERM 5** Classes begin ..... Wednesday, September 7, 2022  
Last day of classes ..... Thursday, October 27, 2022

## FALL 2022

**2022 FALL SEMESTER** Classes begin ..... Wednesday, September 7, 2022

**2022 FALL QUICK TERM** Classes begin ..... Wednesday, October 12, 2022

**2022 ACCELERATED TERM 6** Classes begin ..... Sunday, October 31, 2022

No classes ..... Wednesday–Friday, Nov. 23-25, 2022

Last day of classes ..... Friday, December 23, 2022

## WINTER INTERSESSION (5-DAY WEEK)

Classes begin ..... Tuesday, January 3, 2023

No classes ..... Tuesday, January 17, 2023

Last day of classes ..... Thursday, January 19, 2023

## SPRING 2023

**2023 ACCELERATED TERM 1** Classes begin ..... Monday, January 23, 2023

No classes ..... Monday, February 20, 2023

Last day of classes ..... Wednesday, March 15, 2023

**2023 SPRING SEMESTER** Classes begin ..... Monday, January 23, 2023

No classes ..... Monday, February 20, 2023

**2023 SPRING QUICK TERM** Classes begin ..... Tuesday, February 28, 2023

**2023 ACCELERATED TERM 2** Classes begin ..... Monday, March 27, 2023

No classes - Spring Break ..... Monday-Sunday, March 20-26, 2023

Last day of classes ..... Monday, May 15, 2023

Commencement ..... Thursday, May 25, 2023

**2023 ACCELERATED TERM 3** Classes begin ..... Monday, May 22, 2023

Last day of classes ..... Thursday, July 13, 2023

## SUMMER 2023

> No classes - Commencement ..... Thursday, May 25, 2023

> No classes (Holiday) ..... Monday, May 29, 2023

> No classes (Holiday) ..... Tuesday, July 4, 2023

**FIRST 5-WEEK/10-WEEK SESSIONS** Classes begin ..... Monday, May 22, 2023

Last day of classes (1st 5-week) ..... Tuesday, June 27, 2023

Last day of classes (10-week) ..... Thursday, August 3, 2023

**SECOND 5-WEEK/6-WEEK SESSIONS** Classes begin ..... Wednesday, June 28, 2023

Last day of classes (2nd 5-week) ..... Thursday, August 3, 2023

Last day of classes (6-week) ..... Wednesday, August 9, 2023

**POST SESSION (FOUR-DAY WEEK)** Classes begin ..... Monday, August 7, 2023

Last day of classes ..... Wednesday, August 30, 2023

**2023 ACCELERATED TERM 4**

Classes begin ..... Friday, July 14, 2023

Last day of classes ..... Saturday, September 2, 2023

## FALL 2023

**2023 FALL SEMESTER** Classes begin ..... Tuesday, September 5, 2023

# COURSE SCHEDULE WORKSHEET

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00–9:15a.m.	8:00–9:15a.m.	8:00–9:15a.m.	8:00–9:15a.m.	8:00–10:40a.m.	8:00–10:40a.m.
9:30–10:45a.m.	9:30–10:45a.m.	9:30–10:45a.m.	9:30–10:45a.m.		
11:00–12:15p.m.	11:00–12:15p.m.	11:00–12:15p.m.	11:00–12:15p.m.	11:00–1:40p.m.	11:00–1:40p.m.
12:30–1:45p.m.	12:30–1:45p.m.	12:30–1:45p.m.	12:30–1:45p.m.		
2:00–3:15p.m.	2:00–3:15p.m.	2:00–3:15p.m.	2:00–3:15p.m.	2:00–4:40p.m.	2:00–3:15p.m.
3:30–4:45p.m.	3:30–4:45p.m.	3:30–4:45p.m.	3:30–4:45p.m.		3:30–4:45p.m.

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.

5:00–6:15p.m.	5:00–6:15p.m.	5:00–6:15p.m.	5:00–6:15p.m.	5:00–6:15p.m.	
6:30–7:45p.m.	6:30–7:45p.m.	6:30–7:45p.m.	6:30–7:45p.m.	6:30–7:45p.m.	
8:00–9:15p.m.	8:00–9:15p.m.	8:00–9:15p.m.	8:00–9:15p.m.	8:00–9:15p.m.	
9:30–10:45p.m.	9:30–10:45p.m.	9:30–10:45p.m.	9:30–10:45p.m.	9:30–10:45p.m.	



Grade	Standard	Quality Points	Grade	Standard	Quality Points
A	Excellent	4.0	T	Transfer	0.0
B+	Very Good	3.5	I	Incomplete	0.0
B	Good	3.0	R	Registered for Audit	0.0
C+	Above Average	2.5	W	Withdrawn	0.0
C	Average	2.0	P	Pass	0.0
D	Passing - Below Average	1.0	*P	Pass (with credit)	0.0
F	Failure	0.0	NC	No Credit	0.0

# SEPTEMBER

## September 2022

S	M	T	W	R	F	S
28	29	30	31	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	1

## October 2022

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

**5** *Monday*

**Labor Day**

Fall 2022: Last day to drop classes for 100% refund of tuition and registration

**6** *Tuesday*

*Fight Procrastination Day*

**7** *Wednesday*

Fall 2022 Semester: First day of classes

Fall 2022 Accelerated Term 5: First day of classes

**8** *Thursday*

**9** *Friday*

**10** *Saturday*



**11** *Sunday*

**Patriot Day**

*National Grandparents' Day*

“Be patient with yourself. Self-growth is tender; it's holy ground. There's no greater investment.”

– Stephen Covey



# SEPTEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 Labor Day	6	7 Fall 2022 Semester: Classes begin	8	9	10
11 Patriot Day National Grandparents' Day	12	13	14	15 First Day of Hispanic Heritage Month	16 POW/MIA Day	17 Constitution Day and Citizenship Day
18 Air Force Birthday	19	20	21	22 Autumnal Equinox (First Day of Autumn)	23 Native American Day	24
25 Rosh Hashanah (Jewish)	26 Navratri (Hindu)	27 Rosh Hashanah Ends (Jewish)	28	29	30	1
2	3	4	5	6	7	8

## Phases of the Moon

- New Moon
- ◐ First Quarter
- ◯ Full Moon
- ◑ Third Quarter

# SEPTEMBER

## September 2022

S	M	T	W	R	F	S
28	29	30	31	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	1

## October 2022

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

**12** *Monday*

**13** *Tuesday*

**Roald Dahl Day**

**14** *Wednesday*

**15** *Thursday*

**16** *Friday*

**17** *Saturday*



**18** *Sunday*

**“**You must expect great things of yourself before you can do them.**”**  
– Michael Jordan

# SEPTEMBER

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

**20** *Tuesday*

**21** *Wednesday*

**22** *Thursday*

**23** *Friday*

**24** *Saturday*

**25** *Sunday* ●

## September 2022

S	M	T	W	R	F	S
28	29	30	31	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	1

## October 2022

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

“The best and most beautiful things in the world cannot be seen or even touched--they must be felt with the heart.”  
– Helen Keller

# SEP | OCT 2022

## September 2022

S	M	T	W	R	F	S
28	29	30	31	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	1

## October 2022

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

**26** *Monday*

**27** *Tuesday*

**28** *Wednesday*

*Ask a Stupid Question Day*

**29** *Thursday*

**30** *Friday*

**1** *Saturday*

**2** *Sunday*



“We know what we are, but know not what we may be.”  
– William Shakespeare



# OCTOBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 <i>Child Health Day</i>	4 <i>Yom Kippur</i> <i>Feast of St. Francis (Catholic)</i>	5 <i>U.N. World Teachers' Day</i>	6	7 <i>The Prophet's Birthday (Muslim)</i>	8
9	10 <b>Columbus Day</b> <b>Indigenous Peoples' Day</b> <i>World Mental Health Day</i>	11	12 <b>Fall Quick-Term: Classes begin</b>	13 <i>Navy Birthday</i>	14	15
16 <i>Bosses' Day</i>	17	18	19	20	21	22 <b>Mid-Semester</b>
23	24 <i>Diwali/ Deepavali (Hindu)</i>	25	26	27 <b>Last Day of Accelerated Term 5 Classes</b>	28	29
30	31 <b>Accelerated Term 6: Classes begin</b> <i>Halloween</i>	1 <i>First Day of American Indian Heritage Month</i>	2	3	4	5

# OCTOBER 2022

## October 2022

S	M	T	W	R	F	S
25	26	27	28	29	30	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 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

**3** *Monday*

**4** *Tuesday*

*Taco Day*

**5** *Wednesday*

**6** *Thursday*

**7** *Friday*

**8** *Saturday*

**9** *Sunday*

*Leif Erikson Day*



“ I alone cannot change the world,  
but I can cast a stone across the water to create many ripples.”  
- Mother Teresa

# OCTOBER

**10** *Monday*

**Columbus Day**

**11** *Tuesday*

**12** *Wednesday*

**Fall Quick-Term: First day of classes**

**13** *Thursday*

**14** *Friday*

**15** *Saturday*

**16** *Sunday*

**Bosses' Day**

## October 2022

S	M	T	W	R	F	S
25	26	27	28	29	30	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 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

“ Try to be a rainbow in someone's cloud.”  
— Maya Angelou

# OCTOBER

## October 2022

S	M	T	W	R	F	S
25	26	27	28	29	30	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 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

**17** *Monday*



**18** *Tuesday*

**19** *Wednesday*

**20** *Thursday*

**21** *Friday*

**22** *Saturday*

Mid-Semester

**23** *Sunday*

“ Don't let the fear of losing be greater than the excitement of winning. ”  
--Robert Kiyosaki

# OCTOBER

**24** *Monday*

**25** *Tuesday*

**26** *Wednesday*

**27** *Thursday*

2022 Accelerated Term 5: Last day of classes

**28** *Friday*

**29** *Saturday*

**30** *Sunday*

## October 2022

S	M	T	W	R	F	S
25	26	27	28	29	30	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 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

“ Success usually comes to those who are too busy looking for it. ”  
– Henry David Thoreau



# OCT | NOV 2022

## October 2022

S	M	T	W	R	F	S
25	26	27	28	29	30	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 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

**31** *Monday*

**Halloween**

2022 Accelerated Term 6: First day of classes

**1** *Tuesday*



**2** *Wednesday*

**3** *Thursday*

**4** *Friday*

**5** *Saturday*

**6** *Sunday* **Daylight Savings Time Ends** (set clocks back)

**“** If you are working on something that you really care about, you don't have to be pushed. The vision pulls you. **”**

– Steve Jobs

# NOVEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>30</b>	<b>31</b>	<b>1</b> <i>First Day of American Indian Heritage Month</i>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b> <b>Daylight Savings Time Ends</b> <i>(clocks "back")</i>	<b>7</b>	<b>8</b> <b>Election Day</b>	<b>9</b>	<b>10</b> <i>World Science Day Marine Corps Birthday</i>	<b>11</b> <b>Veterans' Day</b>	<b>12</b>
<b>13</b> <i>World Kindness Day</i>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>  <i>Last day to withdraw from classes for a "W"</i>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> <i>No classes</i>	<b>24</b> <b>Thanksgiving Day</b> <i>No classes</i>	<b>25</b> <i>Native American Heritage Day</i>	<b>26</b>
<b>27</b> <i>First Sunday Advent (Catholic)</i>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

# NOVEMBER

## November 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

**7** *Monday*

**8** *Tuesday*

**Election Day** ○

**9** *Wednesday*

**10** *Thursday*

**World Science Day**

**11** *Friday*

**Veterans' Day**

**12** *Saturday*

**World Kindness Day**

**13** *Sunday*

“Education is the most powerful weapon  
which you can use to change the world.”

– Nelson Mandela

# NOVEMBER

**14** *Monday*

**15** *Tuesday*

**16** *Wednesday*



**17** *Thursday*

**18** *Friday*

**19** *Saturday*

**20** *Sunday*

## November 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

**“**Just one small positive thought in the morning  
can change your whole day.**”**  
– Dalai Lama

# NOVEMBER

## November 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

**21** *Monday*

**22** *Tuesday*

**23** *Wednesday*

No classes

**24** *Thursday*

Thanksgiving Day

No classes

**25** *Friday*

No classes

**26** *Saturday*

**27** *Sunday*

“When you arise in the morning think of what a privilege it is to be alive,  
to think, to enjoy, to love...”

– Marcus Aurelius



# NOV | DEC 2022

**28** *Monday*

**29** *Tuesday*

**30** *Wednesday*

**1** *Thursday*

**2** *Friday*

**3** *Saturday*

*Make a Gift Day*

**4** *Sunday*

## November 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

“Don't look at your feet to see if you are doing it right. Just dance.”  
— Anne Lamott

# DECEMBER

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

## January 2023

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	1	2	3	4

**5** *Monday*

**6** *Tuesday*

**7** *Wednesday*

*Letter Writing Day* ○

**8** *Thursday*

**9** *Friday*

*Christmas Card Day*

*Lost and Found Day*

**10** *Saturday*

**11** *Sunday*

“Rivers know this: there is no hurry. We shall get there some day.”  
—A.A. Milne

# DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 <i>Rosa Parks Day</i>	2	3
4	5	6 <i>St. Nicholas Day (Catholic)</i>	7 <i>Pearl Harbor Day</i>	8	9 <i>World Genocide Commemoration Day</i>	10 <i>Int'l Human Rights Day</i>
11	12	13 <i>National Guard Birthday</i>	14	15 <i>Bill of Rights Day</i>	16	17 <i>Pan American Aviation Day - Wright Brothers Day</i>
18 <i>First day of Chanukah (Jewish)</i>	19	20	21 <i>December Solstice (First Day of Winter)</i>	22	23 <i>Fall Semesters: Last day of classes</i>	24 <i>Christmas Eve</i>
25 <i>Christmas Day</i>	26 <i>Last day of Chanukah (Jewish) Kwanzaa Begins</i>	27	28	29 <i>New Year's Day</i>	30	31 <i>New Year's Eve</i>
1 <i>New Year's Day</i>	2	3	4	5	6	7

# DECEMBER

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

## January 2023

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	1	2	3	4

**12** *Monday*

**13** *Tuesday*

**14** *Wednesday*

**15** *Thursday*

**16** *Friday*



**17** *Saturday*

*Ugly Sweater Day*

**18** *Sunday*

**First Day of Chanukah**

**“**Courage doesn't always roar. Sometimes courage is a quiet voice at the end of the day saying, "I will try again tomorrow."**”**  
— Mary Anne Radmacher

# DECEMBER

**19** *Monday*

**20** *Tuesday*

**21** *Wednesday*

**22** *Thursday*

**23** *Friday*

Fall Semesters: Last day of classes

**24** *Saturday*

**25** *Sunday*

**Christmas Day**

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

## January 2023

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	1	2	3	4

“I will not lose, for even in defeat, there's a valuable lesson learned, so it evens up for me.”  
- Jay-Z



# DEC 2022 | JAN 2023

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

## January 2023

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	1	2	3	4

**26** *Monday*

**27** *Tuesday*

**28** *Wednesday*

*Card Playing Day*

**29** *Thursday*



**30** *Friday*

**31** *Saturday*

*No Interruptions Day*

*Make Up Your Mind Day*

**1** *Sunday*

**New Year's Day**

“Worry is a misuse of imagination.”  
– Unknown

# JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31 New Year's Eve
1 New Year's Day Kwanzaa Ends	2	3	4	5	6 Epiphany Day (Christian)	7 Orthodox Christmas Day
8	9	10	11	12	13	14 Orthodox New Year
15	16 Martin Luther King, Jr. Day	17	18	19	20	21
22 Spring 2023 Last Day to drop classes 100% refund Chinese New Yr	23 Spring 2023 Semester: - Classes begin	24	25	26	27	28
29	30	31	1	2	3	4

# COURSE SCHEDULE WORKSHEET

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00–9:15a.m.	8:00–9:15a.m.	8:00–9:15a.m.	8:00–9:15a.m.	8:00–10:40a.m.	8:00–10:40a.m.
9:30–10:45a.m.	9:30–10:45a.m.	9:30–10:45a.m.	9:30–10:45a.m.		
11:00–12:15p.m.	11:00–12:15p.m.	11:00–12:15p.m.	11:00–12:15p.m.	11:00–1:40p.m.	11:00–1:40p.m.
12:30–1:45p.m.	12:30–1:45p.m.	12:30–1:45p.m.	12:30–1:45p.m.		
2:00–3:15p.m.	2:00–3:15p.m.	2:00–3:15p.m.	2:00–3:15p.m.	2:00–4:40p.m.	2:00–3:15p.m.
3:30–4:45p.m.	3:30–4:45p.m.	3:30–4:45p.m.	3:30–4:45p.m.		3:30–4:45p.m.

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.

5:00–6:15p.m.	5:00–6:15p.m.	5:00–6:15p.m.	5:00–6:15p.m.	5:00–6:15p.m.	
6:30–7:45p.m.	6:30–7:45p.m.	6:30–7:45p.m.	6:30–7:45p.m.	6:30–7:45p.m.	
8:00–9:15p.m.	8:00–9:15p.m.	8:00–9:15p.m.	8:00–9:15p.m.	8:00–9:15p.m.	
9:30–10:45p.m.	9:30–10:45p.m.	9:30–10:45p.m.	9:30–10:45p.m.	9:30–10:45p.m.	



Grade	Standard	Quality Points	Grade	Standard.....	Quality Points
A	Excellent.....	4.0	T	Transfer .....	0.0
B+	Very Good.....	3.5	I	Incomplete .....	0.0
B	Good.....	3.0	R	Registered for Audit .....	0.0
C+	Above Average.....	2.5	W	Withdrawn.....	0.0
C	Average.....	2.0	P	Pass.....	0.0
D	Passing - Below Average.....	1.0	*P	Pass (with credit) .....	0.0
F	Failure.....	0.0	NC	No Credit .....	0.0

# CONTACTS

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Name:

Home:

Cell:

Work:

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Name:

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Work:

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Fax:

# JANUARY 2023

## January 2023

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	1	2	3	4

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

**2** *Monday*

**3** *Tuesday*

*Festival of Sleep Day*

**4** *Wednesday*

**5** *Thursday*

**6** *Friday*



**7** *Saturday*

**8** *Sunday*

*Earth's Rotation Day*

**“** I will never look back, darling. It distracts you from the now. **”**  
– Edna Mode



# JANUARY

**9** *Monday*

**10** *Tuesday*

*Cut Your Energy Costs Day*

**11** *Wednesday*

**12** *Thursday*

**13** *Friday*

*Make Your Dreams Come True Day*

**14** *Saturday*

*Organize Your Home Day*



**15** *Sunday*

*Soup Swap Day*

## January 2023

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	1	2	3	4

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

“A year from now you will wish you had started today.”

- Unknown

# JANUARY

## January 2023

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	1	2	3	4

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

**16** *Monday*

**Martin Luther King, Jr. Day**

**17** *Tuesday*

**18** *Wednesday*

**19** *Thursday*

**20** *Friday*

**21** *Saturday*

**22** *Sunday* **Chinese New Year (Year of the Rabbit)**

Spring 2023 Semester: Last day to drop classes for 100% refund of tuition and fees

**“** *I do not try to dance better than anyone else.  
I only try to dance better than myself.* **”**  
—Arianna Huffington

# JANUARY

**23** *Monday*

Spring 2023 Semester: First day of classes

**24** *Tuesday*

*Compliment Day*

**25** *Wednesday*

*Opposite Day*

**26** *Thursday*

*Spouses' Day*

**27** *Friday*

*Chocolate Cake Day*

**28** *Saturday*



**29** *Sunday*

## January 2023

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	1	2	3	4

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

**“If you don't risk anything, you risk even more.”**  
— Erica Jong

# JAN | FEB 2023

## January 2023

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	1	2	3	4

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

**30** *Monday*

**31** *Tuesday*

**1** *Wednesday*

**Black History Month**

**2** *Thursday*

**Groundhog Day**

**3** *Friday*

**4** *Saturday*

**Eat Ice Cream for Breakfast Day**

**5** *Sunday*



“Our greatest glory is not in never falling,  
but in rising every time we fall.”  
- Confucius

# FEBRUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 <i>Black History Month</i> ..... <i>National Freedom Day</i>	2 <i>Groundhog Day</i>	3 <i>National Wear Red Day</i>	4
5 <i>Tu Bishvat/ Tu B'Shevat (Jewish)</i>	6	7	8	9	10	11
12 <i>Lincoln's Birthday</i> ..... <i>Super Bowl Sunday</i>	13	14 <i>Valentine's Day</i>	15	16	17	18 <i>Isra and Mi'raj (Muslim)</i>
19	20 <b>Presidents' Day</b> <b>No classes</b>	21 <i>Shrove Tuesday - Mardi Gras (Christian)</i>	22	23 <i>Ash Wednesday (Christian)</i>	24	25
26	27	28 <b>Spring Quick Term: Classes begin</b>	1	2	3	4
5	6	7	8	9	10	11



# FEBRUARY

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

**6** *Monday*

**7** *Tuesday*

*Send a Card to a Friend Day*

**8** *Wednesday*

**9** *Thursday*

**10** *Friday*

**11** *Saturday*

**12** *Sunday*

*Super Bowl Sunday*

“It’s fine to celebrate success but  
it is more important to heed the lessons of failure.”  
– Bill Gates

# FEBRUARY

**13** *Monday*



**14** *Tuesday*

**Valentine's Day**

**15** *Wednesday*

**16** *Thursday*

**17** *Friday*

**Random Act of Kindness Day**

**18** *Saturday*

**19** *Sunday*

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

“Start where you are. Use what you have. Do what you can.”

—Arthur Ashe

# FEBRUARY

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

**20** *Monday*

Presidents' Day ●

No classes

**21** *Tuesday*

**22** *Wednesday*

*Be Humble Day*

**23** *Thursday*

**24** *Friday*

**25** *Saturday*

**26** *Sunday*

“Never let success get to your head and  
never let failure get to your heart.”  
– Drake

# FEB | MAR 2023

**27** *Monday*



## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

**28** *Tuesday*

Spring Quick-Term: Classes begin

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

**1** *Wednesday*

Women's History Month

**2** *Thursday*

Read Across America Day

**3** *Friday*

Employee Appreciation Day

**4** *Saturday*

**5** *Sunday*

“Never give up on a dream just because of the time it will take to accomplish it. The time will pass anyway.”  
– Earl Nightingale

# MARCH

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

## April 2023

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

**6** *Monday*

**7** *Tuesday*



**8** *Wednesday*

*Proofreading Day*

**9** *Thursday*

**10** *Friday*

**11** *Saturday*

**12** *Sunday*

“For the great doesn't happen through impulse alone,  
and is a succession of little things that are brought together.”  
– Vincent van Gogh

# MARCH 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	1 <i>Women's History Month</i>	2 <i>2023 Spring Quick Term: Class begins</i>	3 <i>Employee Appreciation Day</i>	4
5	6 <i>Purim (Jewish)</i>	7 <i>Holi (Hindu)</i>	8 <i>International Women's Day</i>	9	10	11
12 <i>Daylight Savings Time starts (clocks "ahead")</i>	13	14 <i>Pi Day (IT)</i>	15 <i>Accelerated 1: Classes End</i>	16	17 <i>St. Patrick's Day (Christian)</i>	18
19	20 <i>Vernal Equinox (First Day of Spring)</i>	21 <i>World Poetry Day</i>	22 <i>Beginning of Ramadan (Islamic)</i>	23	24	25
No Classes - Spring Break						
26 — Break —	27 <i>2023 Accelerated 2 Term: Classes begin</i>	28	29	30	31	1
2	3	4	5	6	7	8



# MARCH

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

## April 2023

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

**13** *Monday*

**14** *Tuesday*

*Pi Day* 🌑

**15** *Wednesday*

2023 Accelerated Term 1: Last day of classes

**16** *Thursday*

**17** *Friday*

*St. Patrick's Day*

**18** *Saturday*

*Awkward Moments Day*

**19** *Sunday*

“The two most important days in your life are the day you’re born and the day you find out why.”  
– Mark Twain

# MARCH

**20** *Monday*

*World Storytelling Day*

No classes: Spring Break

**21** *Tuesday*

No classes: Spring Break

**22** *Wednesday*

**Ramadan**

No classes: Spring Break

**23** *Thursday*

*Puppy Day*

No classes: Spring Break

**24** *Friday*

No classes: Spring Break

**25** *Saturday*

No classes: Spring Break

**26** *Sunday*

No classes: Spring Break

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

## April 2023

S	M	T	W	R	F	S
26	27	28	29	30	31	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

**“** The best way out is always through. **”**  
— Robert Frost

# MAR | APR 2023

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

## April 2023

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

**27** Monday

2023 Accelerated Term 2: First day of classes

**28** Tuesday 

**29** Wednesday

**30** Thursday

Take a Walk in the Park Day

**31** Friday

**1** Saturday

April Fools' Day

**2** Sunday

“ If there is no struggle, there is no progress. ”  
– Frederick Douglass

# APRIL 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1  <i>April Fools' Day</i>
2  <i>Palm Sunday (Catholic)</i>	3	4	5  <i>Passover (Jewish)</i>	6	7  <i>Good Friday (Catholic)</i>	8
9  <i>Easter Sunday (Catholic)</i>	10  <i>Easter Monday (Catholic)</i>	11	12	13  <i>Last day of Passover (Jewish)</i>	14	15  <i>Tax Day</i>
16  <i>Orthodox Easter (Catholic)</i>	17  <i>Yom HaShoah (Holocaust Remembrance Day)</i>	18	19	20	21  <i>Eid-al-Fitr Ramadan (Islamic)</i>	22  <i>Earth Day</i>
23	24	25	26	27  <i>Take Your Sons and Daughters to Work Day</i>	28	29
30	1	2	3	4	5	6

# APRIL

## April 2023

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

## May 2023

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

**3** *Monday*

**4** *Tuesday*

**5** *Wednesday*

Passover

**6** *Thursday*



**7** *Friday*

**8** *Saturday*

**9** *Sunday*

Easter Sunday

“When I believe in something, I’m like a dog with a bone.”  
–Melissa McCarthy

# APRIL

**10** *Monday*

*Siblings Day*

**11** *Tuesday*

**12** *Wednesday*

**13** *Thursday*

**Passover (Last Day)** 🌙

**14** *Friday*

**15** *Saturday*

*Record Store Day*

**16** *Sunday*

## April 2023

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

## May 2023

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

“Keep your eyes on the stars, and your feet on the ground.”  
— Theodore Roosevelt



# APRIL

## April 2023

S	M	T	W	R	F	S
26	27	28	29	30	31	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

## May 2023

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

**17** *Monday*

*Haiku Poetry Day*

**18** *Tuesday*

**19** *Wednesday*

*Wear Pajamas to Work Day*

**20** *Thursday*

**21** *Friday*

**22** *Saturday*

*Earth Day*

**23** *Sunday*

“Act as if what you do makes a difference. It does.”  
– William James

# APRIL

**24** *Monday*

**25** *Tuesday*

**26** *Wednesday* *Administrative Professionals' Day*

**27** *Thursday* *Take Your Daughters and Sons to Work Day* 🌙

**28** *Friday*

**29** *Saturday*

**30** *Sunday*

## April 2023

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

## May 2023

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

🗣️ You are never too old to set another goal or to dream a new dream. 🗣️

— C.S. Lewis

# MAY

## May 2023

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

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

**1** *Monday*

**2** *Tuesday*

**3** *Wednesday*

*World Press Freedom Day*

**4** *Thursday*

**Student Life Spring Day**

**5** *Friday*



**6** *Saturday*

*National Nurses' Day*

**7** *Sunday*

“Some people look for a beautiful place. Others make a place beautiful.”

– Hazrat Inayat Khan

# MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>30</b>	<b>1</b> <i>Asian Pacific American Heritage Month</i>	<b>2</b>	<b>3</b>	<b>4</b> <i>Student Life Spring Picnic</i>	<b>5</b> <i>Cinco de Mayo</i>	<b>6</b>
<b>7</b>	<b>8</b> <i>Lag BaOmer (Jewish)</i>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b> <i>Mother's Day</i>	<b>15</b> <b>Spring 2023 Semester: Last day of classes</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> <i>Armed Forces Day</i>
<b>21</b>	<b>22</b> <i>Summer Classes begin Accelerated Term 3: Classes begin</i>	<b>23</b> <i>Nurses' Pinning Ceremony</i>	<b>24</b> <i>Student Awards Ceremony</i>	<b>25</b> <i>Commencement No classes</i>	<b>26</b>	<b>27</b>
<b>28</b> <i>Pentecost Day (Christian)</i>	<b>29</b> <b>Memorial Day</b> <i>No classes</i>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

# MAY

## May 2023

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

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

**8** *Monday*

**9** *Tuesday*

**10** *Wednesday*

*Clean Up Your Room Day*

**11** *Thursday*

**12** *Friday*



**13** *Saturday*

**14** *Sunday*

**Mother's Day**

**“** We must be willing to let go of the life we planned so as to have the life that is waiting for us. **”**

– Joseph Campbell

# MAY

**15**

*Monday*

*Chocolate Chip Day*

Spring 2023 Semester: Last day of classes

2023 Accelerated Term 2: Last day of classes

**16**

*Tuesday*

**17**

*Wednesday*

**18**

*Thursday*

**19**

*Friday*

*Pizza Party Day* ●

**20**

*Saturday*

**21**

*Sunday*

## May 2023

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

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

“If I cannot do great things, I can do small things in a great way.”

— Martin Luther King, Jr.



# MAY

## May 2023

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

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

**22** *Monday*

2023 Accelerated Term 3: First day of classes

2023 Summer Session: First day of classes

**23** *Tuesday*

Nurses' Pinning Ceremony

**24** *Wednesday*

*Scavenger Hunt Day*

Student Awards Ceremony

**25** *Thursday*

Commencement: No classes

**26** *Friday*

**27** *Saturday*



**28** *Sunday*

**“**You are enough just as you are.**”**  
– Meghan Markle

# MAY | JUN 2023

**29** *Monday*

**Memorial Day**

No classes

**30** *Tuesday*

**31** *Wednesday*

**1** *Thursday*

**2** *Friday*

**Leave Office Early Day**

**3** *Saturday*



**4** *Sunday*

## May 2023

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

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

“The bad news is time flies.  
The good news is you're the pilot.”  
– Michael Altschuler

# JUNE 2023

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

## July 2023

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

**5** *Monday*

**6** *Tuesday*

**7** *Wednesday*

**8** *Thursday*

*Best Friends' Day*

**9** *Friday*

**10** *Saturday*



**11** *Sunday*

“By acting bravely we become brave; not the other way ‘round.”  
– Unknown

# JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 <i>LGBTQ+ Pride Month</i>	2	3
4 <i>Trinity Sunday (Christian)</i>	5	6 <i>D-Day</i>	7	8 <i>World Oceans Day</i>	9	10
11	12	13	14 <i>Flag Day Army Birthday</i>	15	16 <i>Juneteenth</i>	17 <i>Bunker Hill Day</i>
18 <i>Father's Day</i>	19	20	21 <i>June Solstice (First Day of Summer)</i>	22	23	24
26	27	27 First 5 Week Session: Last day of classes	28 Second 5 & 6 Week Sessions: Classes begin	29 <i>Eid-al-Adha (Islamic)</i>	30	1
2	3	4	5	6	7	8

# JUNE

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

## July 2023

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

**12** *Monday*

**13** *Tuesday*

**14** *Wednesday*

*Flag Day*

**15** *Thursday*

**16** *Friday*

**17** *Saturday*

*Eat Your Vegetables Day*

**18** *Sunday*

**Father's Day** ●

“Opportunities multiply as they are seized.”  
— Sun Tsu

# JUNE

**19** *Monday*

**20** *Tuesday*

**21** *Wednesday*

**22** *Thursday*

**23** *Friday*

*Take Your Dog to Work Day*

**24** *Saturday*

**25** *Sunday*

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

## July 2023

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

“We only get to play this game one time, one life.”

– Gary Vaynerchuk



# JUN | JUL 2023

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

## July 2023

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

**26** *Monday*



**27** *Tuesday*

*Helen Keller Day*

1st 5 Week Session: Last day of classes

**28** *Wednesday*

2023 Second 5-Week/6-Week Sessions Begin

**29** *Thursday*

**30** *Friday*

**1** *Saturday*

*International Joke Day*

**2** *Sunday*

“We are not here merely to make a living. We are here to enrich the world.”

— Woodrow Wilson

# JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4 Independence Day No classes	5	6	7	8
9	10	11 National Maritime Day	12	13 Accelerated Term 3: Last day of classes	14 Bastille Day Accelerated Term 4: Classes begin	15
16	17	18	19	20	21	22
23 Parents' Day	24	25	26 Tisha B'Av (Jewish)	27 National Korean War Veterans Armistice Day Ashura (Islamic)	28	29 Yawm Ashura (Islamic)
30	31	1	2	3	4	5

# JULY

## July 2023

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

## August 2023

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

**3** *Monday*



**4** *Tuesday*

*Independence Day*

No classes

**5** *Wednesday*

**6** *Thursday*

*World Kissing Day*

**7** *Friday*

**8** *Saturday*

**9** *Sunday*



“Be kind, for everyone you meet is fighting a hard battle.”

– Plato

# JULY

**10** *Monday*

**11** *Tuesday*

**12** *Wednesday*

**13** *Thursday* *Embrace Your Geekness Day*

2023 Accelerated Term 3: Last day of classes

**14** *Friday*

2023 Accelerated Term 4: First day of classes

**15** *Saturday*

**16** *Sunday*

*Ice Cream Day*

## July 2023

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

## August 2023

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

“ Learning to unlearn is the highest form of learning. ”  
— Buddhist proverb

# JULY

## July 2023

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

## August 2023

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

**17** *Monday*



**18** *Tuesday*

**19** *Wednesday*

**20** *Thursday*

*Space Exploration Day*

**21** *Friday*

**22** *Saturday*

**23** *Sunday*

*Parents' Day*

“What you get by achieving your goals is not as important as what you become by achieving your goals.”  
- Zig Ziglar

# JULY

**24** *Monday*

**25** *Tuesday*



**26** *Wednesday*

*Uncle and Aunt Day*

**27** *Thursday*

**28** *Friday*

**29** *Saturday*

**30** *Sunday*

## July 2023

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

## August 2023

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

“ You do not find the happy life. You make it. ”  
– Camilla Eyring Kimball

# JUL | AUG 2023

## August 2023

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

## September 2023

S	M	T	W	R	F	S
27	28	29	30	31	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** *Monday* *Uncommon Musical Instrument Day*

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**1** *Tuesday* *Girlfriends' Day*

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**2** *Wednesday*

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**3** *Thursday*

1st 10-Week & 2nd 5-Week Terms: Last day of classes

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**4** *Friday*

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**5** *Saturday*

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**6** *Sunday* *Sisters' Day*

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“ Sometimes you will never know the value of a moment, until it becomes a memory. ”

– Dr. Seuss



# AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3 1st 10-Week & 2nd 5-Week Sessions: Last day of classes	4	5
6	7 <i>Purple Heart Day</i> Post Session (4 Day Week): Classes	8	9 Second 6 Week Session: Last day of classes	10	11	12
13	14	15	16	17	18	19
20	21 <i>Senior Citizens' Day</i>	22	23	24	25	26 <i>Women's Equality Day</i>
27	28	29	30 Post Session (4 Day Week): Last day of classes	31	1	2
3	4	5	6	7	8	9

# AUGUST

## August 2023

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

## September 2023

S	M	T	W	R	F	S
27	28	29	30	31	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

**7** *Monday*

Post-Session (Four Day Week): First day of classes

**8** *Tuesday*



**9** *Wednesday*

*Book Lovers' Day*

2023 Second 6 Week Session: Last day of classes

**10** *Thursday*



**11** *Friday*

*Son and Daughter Day*

**12** *Saturday*

**13** *Sunday*

*Left Handers' Day*

 The most wasted of days is one without laughter.   
— E.E. Cummings

# AUGUST

**14** *Monday*

**15** *Tuesday*

**16** *Wednesday*

**17** *Thursday*

**18** *Friday*

**19** *Saturday*

**20** *Sunday*

## August 2023

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

## September 2023

S	M	T	W	R	F	S
27	28	29	30	31	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

**“** You must do the things you think you cannot do. **”**  
– Eleanor Roosevelt

# AUGUST

## August 2023

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

## September 2023

S	M	T	W	R	F	S
27	28	29	30	31	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

**21** *Monday*

**22** *Tuesday*

**23** *Wednesday*

**24** *Thursday*



**25** *Friday*

*Kiss and Make Up Day*

**26** *Saturday*

**27** *Sunday*

“Let us make our future now, and let us make our dreams tomorrow’s reality.”  
— Malala Yousafzai

# AUG | SEP 2023

**28** *Monday*

*Bow Tie Day*

**29** *Tuesday*

**30** *Wednesday*



Post Session (Four Day Week): Last day of classes

**31** *Thursday*

*Eat Outside Day*

**1** *Friday*

**2** *Saturday*

2023 Accelerated 4 Term: Last day of classes

**3** *Sunday*

## August 2023

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

## September 2023

S	M	T	W	R	F	S
27	28	29	30	31	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

“Don't wait. The time will never be just right.”  
— Napoleon Hill

# SEPTEMBER

## August 2023

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

## September 2023

S	M	T	W	R	F	S
27	28	29	30	31	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

**4** *Monday*

Labor Day

**5** *Tuesday*

Fall 2023 Semester: First day of classes

**6** *Wednesday*

Fight Procrastination Day 🌙

**7** *Thursday*

**8** *Friday*

**9** *Saturday*

**10** *Sunday*

**11** *Monday*

Patriot Day

**12** *Tuesday*

Video Games Day

**13** *Wednesday*

**14** *Thursday*

**15** *Friday*

**16** *Saturday*

**17** *Sunday*

“A champion is defined not by their wins but by how they can recover when they fall.”  
– Serena Williams

# SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 Accelerated Term 4: Last day of classes	2
3	4 Labor Day	5 Fall 2023 Semester: Classes begin	6	7	8	9
10 National Grandparents' Day	11 Patriot Day	12	13	14	15 National POW/ MIA Day Rosh Hashanah (Jewish)	16
17 Constitution Day and Citizenship Day	18 Air Force Birthday	19	20	21	22 Native American Day	23 Autumnal Equinox (First Day of Autumn)
24 Yom Kippur (Jewish)	25	26	27	28	29	30
1	2	3	4	5	6	7

**Phases  
of the  
Moon:**

- New Moon
- ◐ First Quarter
- ◯ Full Moon
- ◑ Third Quarter



## TRAVEL DIRECTIONS TO OCEAN COUNTY COLLEGE

**Main Campus • College Drive, Toms River, NJ 08754 • Phone: 732-255-0400**

**From North:** Garden State Parkway to Exit 89. Follow signs for Route 70 East/Airport Road. Left on Route 70 East. Continue 1/3-mile, turn Right on Shorrock Street. Road curves left and becomes Beaverson Blvd; continue to end. Turn Right on Brick Blvd. (Route 549 South), continue 2.5-miles, turn Right on College Drive (Lake and OCC Monument on right).

**From South:** Garden State Parkway to Exit 82. Route 37 East towards Toms River/Seaside Heights. Continue approx. 1 mile (2 traffic lights). Use the jughandle at the intersection to turn Left onto Route 549 North. Continue 3 miles, use the jughandle to turn Left onto College Drive. Local Access Road from the West: Route 9 to Church Road, east. Continue 1.5 miles. Turn Right onto H. George Buckwald Drive. This access road ends at College Drive near Lot #2.

**From West:** Route 70 to Lakehurst; at second traffic circle. Right onto Route 37 East to Toms River/Seaside Heights. Continue 7 miles. Use the jughandle at the intersection to turn Left onto Route 549 North. Continue 3 miles, use the jughandle to turn Left onto College Drive.

### TRAVEL DIRECTIONS TO SOUTHERN EDUCATION CENTER

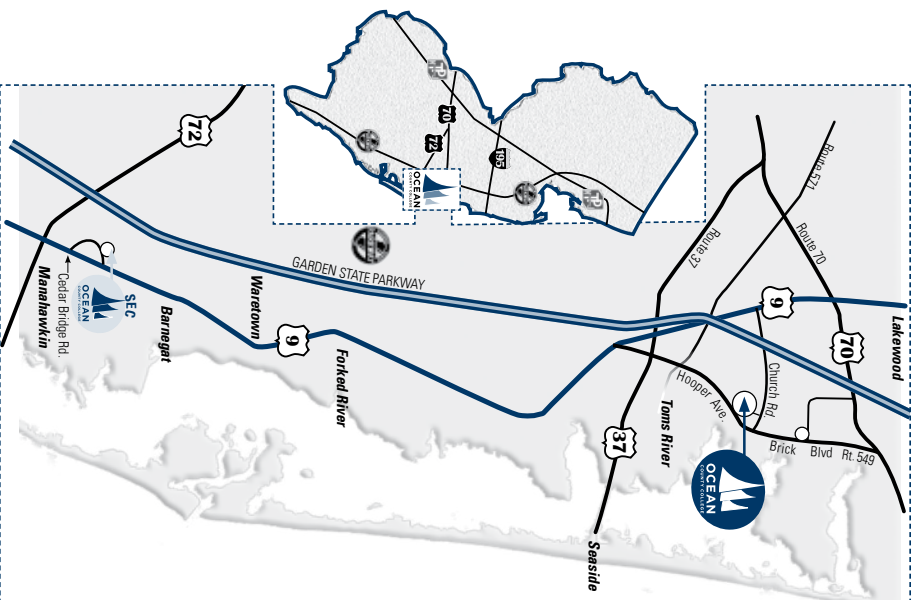
**(SEC) • 195 Cedar Bridge Road, Manahawkin, NJ 08050 • Phone: 609-978-2077**

**LOCAL DIRECTIONS:** Route 72 East past the Stafford Square Shopping Center in Manahawkin. Follow signs to Route 9 North (jughandle exit on right). Turn Left at the second traffic light onto Cedar Bridge Road. Continue past the Southern Regional School District Buildings; the Ocean County College Southern Education Center is ahead on left.

**From West:** Take Route 72 East. Follow LOCAL directions.

From Philadelphia Area: Route 295 to Exit 34, Route 70 East. Continue approx. 21 miles. At traffic circle, turn Right onto Route 72 East. Continue approx 23 miles. Follow LOCAL directions.

**From North or South:** Garden State Parkway to Exit 63, Route 72 East – Manahawkin/Long Beach Island. Follow LOCAL directions.



## KEY: BUILDINGS & LOCATIONS

- 1 Administration Building ..... (ADMIN)
- 2 John C. Bartlett, Jr. Hall ..... (BART)
- 3 Library ..... (LIBR)
- 4 Continuing Learning Center ..... (CLCT)
- 5 Instructional Building ..... (INST)
- 6 TV Studio ..... (TVS)
- 7 W. Kable Russell Building ..... (RUSS)
- 8 Jon & Judith Larson Student Center ..... (LARS)
- 9 Student Enrollment Building ..... (SEB)
- 10 Conference Center ..... (CONF)
- 11 Grunin Center A & B ..... (GRUN)
- 12 Performing Arts Academy ..... (PAA)
- 13 Robert J. Novins Planetarium ..... (PLAN)
- 21 Green Energy Combined Cooling, Heating and Power Plant ..... (CHP)
- 22 Instructional Computer Center ..... (ICCT)
- 23 Information Technology ..... (IOTE)
- 25 Technology Building ..... (TECH)
- 27 William T. Hering Science Bldg ..... (HER)
- 29 Health & Human Perf. Center ..... (HPEC)
- 30 SECURITY ..... (SWC)
- 40 OCEAN, Inc. Kids Child Dev. Ctr ..... (KIDS)
- 65 Maintenance Building ..... (MIB)
- 66 Facilities Management Bldg. .... (FMB)
- 67 Administrative Support Building ..... (ADSB)

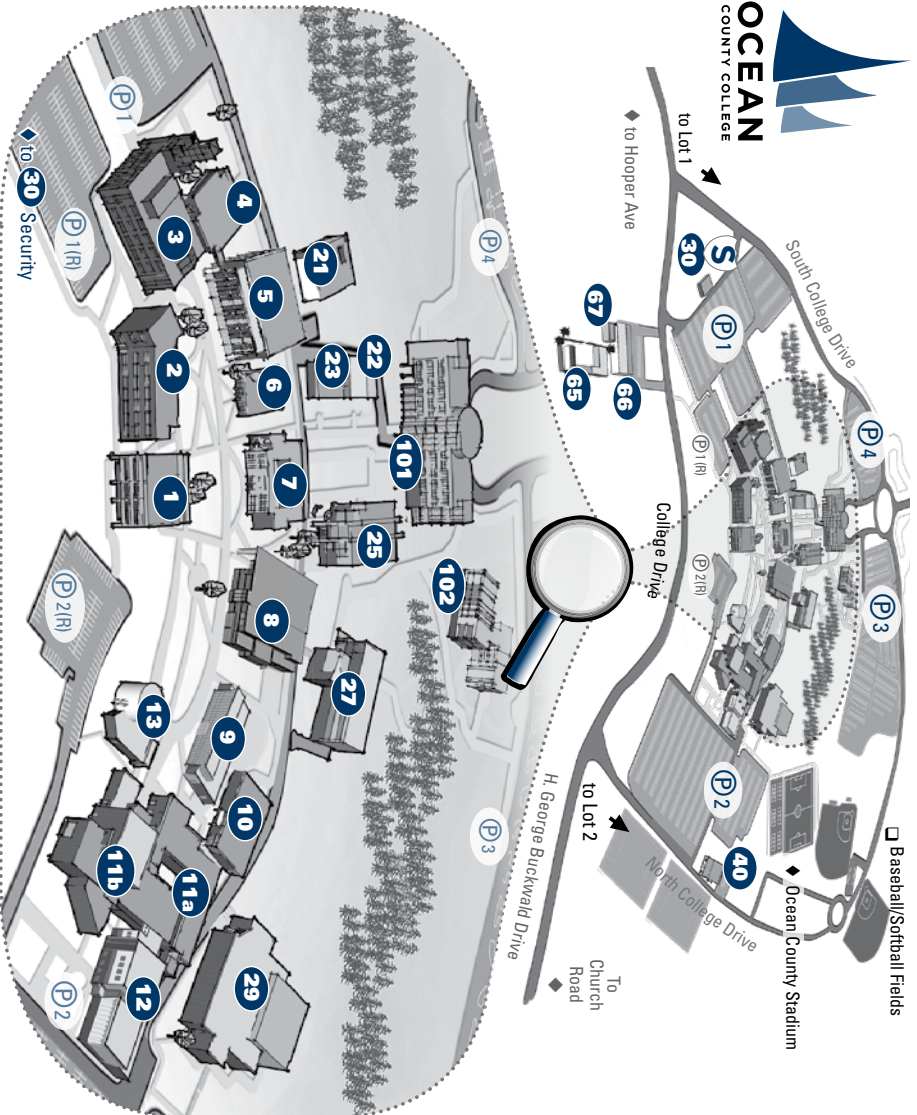
### Upper Campus

- 101 Gateway Building ..... (GATE)
- 102 H. Hevnanian Health Sciences Building ..... (HONV)

### KEY: PARKING

- Lower Campus    P1 = Lot 1    P2 = Lot 2  
 Upper Campus    P3 = Lot 3    P4 = Lot 4
- Reserved Parking**    P1(R)    P2(R)  
*All Parking Lots also have designated Reserved and Handicapped areas.*

For more about Campus Buildings, see pg. 84



# 2022 - 2023

## January 2022

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

## February 2022

S	M	T	W	R	F	S
30	31	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	1	2	3	4	5

## March 2022

S	M	T	W	R	F	S
27	28	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	1	2

## April 2022

S	M	T	W	R	F	S
27	28	29	30	31	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

## May 2022

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	1	2	3	4

## June 2022

S	M	T	W	R	F	S
29	30	31	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	1	2

## July 2022

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

## August 2022

S	M	T	W	R	F	S
31	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	1	2	3

## September 2022

S	M	T	W	R	F	S
28	29	30	31	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	1

## October 2022

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

## November 2022

S	M	T	W	R	F	S
30	31	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	1	2	3

## December 2022

S	M	T	W	R	F	S
27	28	29	30	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

## January 2023

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	1	2	3	4

## February 2023

S	M	T	W	R	F	S
29	30	31	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	1	2	3	4

## March 2023

S	M	T	W	R	F	S
26	27	28	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	1

## April 2023

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

## May 2023

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

## June 2023

S	M	T	W	R	F	S
28	29	30	31	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	1

## July 2023

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

## August 2023

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

## September 2023

S	M	T	W	R	F	S
27	28	29	30	31	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

## October 2023

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	1	2	3	4

## November 2023

S	M	T	W	R	F	S
29	30	31	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	1	2

## December 2023

S	M	T	W	R	F	S
26	27	28	29	30	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

## IN CASE OF EMERGENCY or EMOTIONAL DISTRESS SITUATION

- TOMS RIVER CAMPUS call ext. 2200
- MOBILE PHONE or OFF-CAMPUS: 732-255-0400, press 8
- SEC call ext. 679 or go to the SEC Information Office



## 2022-2023 STUDENT HANDBOOK

**Ocean County College students are responsible for knowing the information, policies, and procedures outlined.**

Ocean County College reserves the right to make changes to the information in the student handbook as necessary; changes are effective when they are posted online. Nothing contained in this document is intended to conflict with local, state or federal law. Students are encouraged to check online at [go.ocean.edu/policies](https://go.ocean.edu/policies) for the updated versions of all policies and procedures.





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Whether you have a question, a story to tell or looking for a new friendship, you'll find it all in your campus community.



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COUNTY COLLEGE

