




PAY ATTEN- TION

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

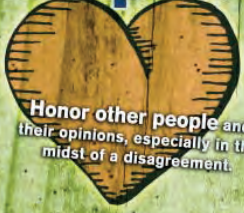
Welcome all groups of citizens working for the GREATER GOOD of the community.

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 AGREE- ABLE



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 RESPON- SIBILITY



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. Pamela Monaco
College President

Welcome to Ocean County College. I am positively thrilled that you have chosen Ocean County College (OCC) as the place to change your life. As you will soon understand, all of us at the College are here because we are dedicated to providing an outstanding experience to every student.

OCC has a simple mission: "Ocean County College empowers diverse learners to achieve their goals while enriching the communities we serve." Everyone has a place at OCC. If you are here to pursue a degree for transfer to a four-year university, to earn a certificate that will open a career field upon completion, to upskill your talents to take advantage of a new opportunity or to earn a promotion, to earn your High School Equivalency (HSE), to learn or improve your English skills, or to take a music or art class for enjoyment—welcome! We support the individual journey you are on, and our faculty, staff, and administration will provide the support and guidance you need to enjoy success.

Reading this, know that despite the individual pathway that defines your educational goals, you are surrounded by people just like you. You share responsibilities beyond going to school. You have a job, you assist others with the care of family or friends, and maybe you are even a tiny bit nervous about being here. Although others may look to you like they are very confident and focused, all of us have our doubts about ourselves and what we must do. That is being a human being. As you get to know your professors, your coaches, the people in counseling or in food services, and your peers, you will discover people truly care about you and your success. OCC prides itself on seeing every person as an individual.

I encourage you to take advantage of the many opportunities available to you. Join a club, or join an athletic team. Take a study away trip, and we will even help you pay for that amazing experience. Attend a performance or lecture in the Grunin Center, including work performed by our student actors or student musicians. Explore the options of an online or HyFlex class that will help you to prioritize being a student while meeting your work or family obligations. Our faculty and advisors will help you design a learning experience that works for your life.

Last spring, the College adopted new values to guide us. Students were actively involved in the process, and we made changes based on student feedback. Our values spell O.C.E.A.N., as these five values guide our actions and behaviors. They are: Opportunity-Focused, Collaborative, Ethical, Accessible, and Nurturing. I hope you will take the time to learn how these are defined and what they mean to you.

I am delighted you are here. Please stop by my office or introduce yourself when you see me on campus or at an event. I want to personally welcome you and get to know you. You are the heart of our college.

With warm regards,

A handwritten signature in dark ink that reads "Pamela Monaco". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Pamela Monaco, 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.

STUDENT HANDBOOK 2025–2026

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COVER PHOTOS



“The sound of success:
Graduates, well done!”
Michael S. Leon



“100 Smiles
Campaign”
OCC Foundation

COLLEGE AND COUNTY LEADERSHIP

Ocean County College Board of Trustees*

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**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

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

Academic Advising	Advising and Transfer Services	(732) 255-0300
Alumni Affairs	Office of Alumni Relations	(732) 255-0400 ext.494
Athletics	Athletics Department	(732) 255-0345
Bookstore	Manager of Bookstore/Barnes & Noble	(732) 255-0333
Counseling Services	Counseling Center	(732) 255-0386
Disability-Related Services	Office of Disability Services	(732) 255-0456
Enrollment Services	The HUB	(732) 255-0482
Educational Opportunity Fund	Director of EOF	(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.....	OCC Foundation	(732) 255-0492
Security (24-hour access)	Security Department	(732) 255-0451
Student Life/Student Center	Student Life Office	(732) 255-0348
Global Education Experiences.....	Dean of Academic Affairs Initiatives	(732) 255-0400 ext.2954
Testing/Placement	Testing Center.....	(732) 255-0401
Tuition & Fees	The HUB	(732) 255-0482
Tutoring	Tutoring Center	(732) 255-0400 ext.2431
Veterans Affairs	Veteran and Military Resource Center	(732) 255-0400 ext.2080
Workforce Education	Workforce Education 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, and are included in the College catalog. The student handbook is also available online at 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. While understanding the constitutionally protected right to freedom of speech in America, being brave enough to call out discriminatory, mean, and/or hurtful speech and action when heard or seen
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.

Notice of Nondiscrimination

Ocean County College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education.

Ocean County College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived: race, religion, hearing status, personal appearance, color, sex, pregnancy or related conditions, political belief or affiliation, source of income, place of business, residence, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, genetic information (including family medical history), veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), domestic violence victim status, height, weight or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, or other human/civil rights agencies. To view the full text of Ocean County College's Nondiscrimination, Equal Opportunity, and Harassment policy (Policy #2410), please visit our policy web page at go.ocean.edu/policies.

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 Disability Services, (732) 255-0456 or accommodations@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.

SUMMARY OF SELECT STUDENT POLICIES

Annual Public Notice (Nondiscrimination)

Ocean County College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education. In accordance with USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d) this notice shall serve to advise students, parents, employees and the general public that all educational programs and activities provided by Ocean County College shall be offered to all students regardless of race, creed, color, national origin, ancestry, age, sex, marital status, veteran's status, religion, affectional or sexual orientation, gender identification and expression, atypical hereditary cellular or blood trait, genetic information, disability or any other characteristic protected under applicable federal, state and local laws.

Ocean County College offers more than 80 degree and certificate programs. The degrees offered include Associate of Arts, Associate of Science, and Associate in Applied Science. During the academic year, Ocean County College shall offer the following educational programs as described in the College catalog and make them available for viewing online in the College catalog. In addition, the College offers courses that will lead to degrees or certificates in Career and Technical Education (CTE) programs; professional certification programs; individual professional development and personal enrichment courses; and enrichment courses for children and teens. Our CTE courses include, but are not limited to the following subject areas:

- Addictions Counseling
- American Sign Language Interpreting
- Business
- Computer Science
- Engineering Technology
- Graphic Design and Broadcast
- Industrial Hygiene and Hazardous Materials
- Nursing
- Social Work

The College will take steps to ensure that the lack of English-language proficiency will not be a barrier to admission and participation in CTE programs. The College is an open access institution. Ocean County College students can register for classes up to and including the last day of the add/drop period in accordance with established registration calendars. Prospective students can apply for admissions online or on paper. SAT exams are not required for admission into academic programs. Placement testing is

not required for degree-seeking students.

The following individuals are designated to coordinate compliance and handle complaints under Title IX and Section 504/ADA.

Eileen Buckle

Title IX and ADA/504 Coordinator
College Drive, Toms River, NJ 08754
(732) 255-0400 ext. 2944
ebuckle@ocean.edu

James Calamia

Assistant Vice President,
Facilities and Title II Administrator
College Drive, Toms River, NJ 08754
(732) 255-0400 ext. 2066

Title IX complaints may be made in person, by phone, by email or postal mail to the Title IX and ADA/504 Coordinator. Title IX complaints may also be submitted online through our Maxient case management system by using our online Title IX Violation Reporting Form.

ADA/504 complaints must contain the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint may be filed in person, by email, postal mail, or by using the College's Harassment, Discrimination (excluding sex-based), ADA/504, and Retaliation Online Complaint Form. A copy of the ADA/504 Grievance Report and Response Procedures may be obtained from the office of the Title IX and ADA/504 Coordinator located in the Library (Building 3), ground floor, room 002.

For a complete review of the College's Nondiscrimination Policy, visit Policy #2410. For a complete review of the College's Title IX information, visit our Title IX page.

To connect with confidential resources, please contact Counseling Services at (732) 255-0400 ext. 2911 or counselingservices@ocean.edu.



THE HUB: EXPRESS ENROLLMENT SERVICES



Dr. Sheenah Hartigan
Assistant
Vice President of
Enrollment Services



Stacy Yurcho
Assistant Director
of Enrollment
Services



Lori Crimmins
Executive Assistant
to Assistant VP of
Enrollment Services



Haley Abruzzese
Assistant Director
of Recruitment



James Campbell
Program Manager,
FIPSE Grant



Nicole Wehnke
Enrollment
Systems
Specialist



Nicola Nelson
Enrollment
Services
Specialist



Calleigh Kearns
Enrollment Services
Advisor, Partnerships
and Outreach



Bridget Davis
Senior Enrollment
Services
Technician



Veronica Thomas
Enrollment Services
Technician



Rachelle Quinn
Enrollment Services
Technician



Olivia Valenta
Enrollment Services
Technician



Jaden Pasos
Enrollment Services
Technician



Alyssa Exner
Enrollment Services
Technician (P/T)



Mariely Quinto Sanchez
Enrollment Services
Technician (P/T)



Lauren Simon
Enrollment Services
Advisor
College Pathways



Carolina Newman
Multilingual
Language Navigator

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.

Location:	Student Enrollment Building (#9)
Phone:	(732) 255-0482
Hours:	Mon., Tues., Thurs. 8 a.m.-6 p.m. Wed. 8 a.m.-7 p.m. Fri. 8 a.m.-5 p.m.
Email:	HUB@ocean.edu

- 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!



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

Location:	Student Enrollment Building (#9)
Phone:	(732) 255-0400 ext. 4625
Hours:	Mon.-Fri. 8 a.m.-8 p.m.
Email:	success@ocean.edu

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!

- 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



Madison Caldwell
Student Success Coach



Sarah Dowdy
Student Success Coach



Jenna Puglisi
Student Success Coach



Megan Thompson
Student Success Coach

REGISTRATION AND RECORDS OFFICE



Janine Emma
Registrar



Karen Light
Associate Registrar



Ann McClave
Associate Registrar



Cathy Lanzetti
*Registration and
Records Technician*



Angelica Kotsifas
*Registration Services
Specialist*



Celeste Jamerson
*Registration Services
Specialist*



Diana Manning
*Administrative
Assistant*



Suzanne Marquand
*Administrative
Assistant*

Location: Student Enrollment Building (#9)

Phone: (732) 255-0304

Hours: Mon., Tues., Thurs.
8 a.m.-6 p.m.
Wed. 8 a.m.-7 p.m.
Fri. 8 a.m.-5 p.m.

Email: registrar@ocean.edu

The Registration and Records Office is responsible for administrative procedures which pertain to the following areas:

- Maintenance of official college records
- Certification of credits for graduation
- Evaluation of transfer records
- Issuance of transcripts

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 who drop courses from the first day of classes up to and including the third day of classes will receive a 100% refund. Students who drop courses from the fourth day of classes up to and including the official, state-authorized count day for the term will be responsible for 50% of the course (s) tuition. After the attendance census date, there is no refund. Students cannot withdraw from classes after the withdrawal deadline. Kindly 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 Letter 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
- Make an appointment with an Academic Advisor or 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 restriction.

A student placed on academic restriction or suspension may appeal the action to the Academic Standards Committee.

Transcripts:

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

Transcript evaluation:

Coursework completed at other colleges must be evaluated by the 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*



Michele Connolly
*Associate Director of
Academic Advising*



Victoria Rod
*Assistant Director of
Academic Advising*



Laura Wills
*Director of
Transfer and
Articulation*



Jennifer Kipp
*Academic Advisor/
Coordinator of
NJ STARS*



Amy Nadybal
*Coordinator of
Transfer Services*



Lisa Gilliar
*Senior Advising
Technician*



Evan Gonnella
*Academic
Advisor*



Brett Young
*Academic
Advisor*



Diane DeFilippo
*Academic
Advisor*



Breanna St. Clair
*Academic
Advisor*

Location:	Student Enrollment Building (#9)
Phone:	(732) 255-0482
Hours:	Mon., Tues., Thurs. 8 a.m.-6 p.m. Wed. 8 a.m.-7 p.m. Fri. 8 a.m.-5 p.m.
Email:	advisingoffice@ocean.edu

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
- Preparation for successful 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, online, or by email
- Referral to appropriate campus offices

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, track degree completion, register for courses, and even see how credits would apply to a different degree program. 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.

Students can also view their Academic Plan in the Student Planning Timeline. The Academic Plan provides students with a suggested order to complete degree requirements and helps students understand their timeline for degree completion. The Academic Plan is customizable based on factors such as course load and terms. For help understanding and adjusting their academic plan, students can see their advisor or visit go.ocean.edu/plan.

Transfer Advising

At OCC, most graduates continue their education at four-year colleges and universities. Advisors work closely with students to align coursework with both transfer and career goals, ensuring a smooth and successful transition. Visit go.ocean.edu/transfer to explore resources, create your personalized transfer timeline, and take advantage of tools like NJ transfer. Throughout the year, students can participate in a variety of events, including: Transfer fairs, college visits, Instant Decision Days, transfer workshops and group advising sessions. Contact Advising and Transfer Services at (732) 255-0400 x2982 for more information.

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 or contact STARS Coordinator Jennifer Kipp at (732) 255-0400 ext. 2933 or email jkipp@ocean.edu.



FINANCIAL AID OFFICE



Robbin Haynes
*Director of
Financial Aid*



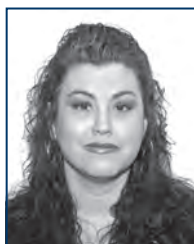
Dorean Shaw
*Assistant Director of
Financial Aid*



Harry Young
*Veterans Benefits and
FA Coordinator*



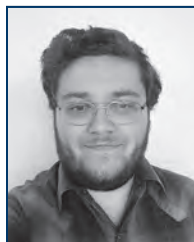
Keith Bunn
*Student Affairs
Information System
Administrator*



Gordana Campo
*Veteran's Benefits and
Financial Aid Advisor*



Alexandria Halloran
*Financial Aid
Processing Specialist*



Gregory Rivera
*Financial Aid
Technician*



Madison Maresca
*Financial Aid
Technician*

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

The Ocean County College Financial Aid Office was established to serve those students who need financial assistance to obtain a college education. The College participates in a multitude of financial aid programs from state

and federal government sources. In 2024, 46% 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.studentaid.gov. Before beginning the FAFSA, students should apply for a U.S. Department of Education Federal Student Aid identification number (FSA ID) at www.studentaid.gov.

The 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.

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 (SAP) 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. SAP 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 \$2,740 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.

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.

**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.

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 accessed online at 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 \$7,395 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 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, 2023) is \$16.00 for all students participating in the program. 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 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 \$400 or more than \$2,000 a year. These grants may be renewable if the student demonstrates need.

Federal Direct Stafford Loan Programs:

The Federal Direct Loan Program provides financial assistance to eligible students to help cover the costs of higher education. **For freshman students, the annual loan limit is \$5,500 for dependent students (with a maximum of \$3,500 subsidized) and \$9,500 for independent students (with a maximum of \$3,500 subsidized). Sophomore students can borrow up to \$6,500 if dependent (with a maximum of \$4,500 subsidized) and \$10,500 if independent (with a maximum of \$4,500 subsidized).** First-time borrowers are required to complete Entrance Counseling at www.studentaid.gov/entrance-counseling to understand their loan responsibilities and must sign a Master Promissory Note (MPN), a legal document outlining the terms of the loan, at www.studentaid.gov/mpn before funds can



be disbursed. To remain eligible for the Federal Direct Loan Program, students must maintain Satisfactory Academic Progress (SAP) as defined by the institution, which includes GPA and completion rate requirements, and must be enrolled at least half-time (typically taking at least 6 credit hours per semester).

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

Location:	Admin Building (#1), Ground Floor, Room 020
Phone:	(732) 255-0400 ext. 2349
Hours:	Mon.-Fri. 8 a.m.-5 p.m.
Email:	careerservices@ocean.edu or visit go.ocean.edu/career



Gay Huggins-Dickey
Director
of Career Services



Maria Galindo
Career Services
Administrative Assistant

OCC's Career Coaching Center is here to help you curate your professional brand with confidence. We offer a range of resources tailored to the current job trends in our area.

- Individual career coaching sessions
- Personalized resume and cover letter assistance
- FREE access to **Focus 2™** to assist with career and major exploration

- Access to local internship and job opportunities
- Job search, interviewing, and networking strategies
- Class, club, and organization presentations
- Information about our job fairs and Employer Spotlight days
- FREE access to **Handshake™**, our online employment hub

COUNSELING CENTER



Katie Mehler
Associate Director



Darra Stack
*Student Intervention
Specialist*



Kelly Petrolis
*Prevention Education
Coordinator*



Nicolette Palazzo
*Counseling Grants
Project Coordinator*



Melissa Gutzmore
*Counseling Support
Coordinator*

Location: Library Building (#3)
Ground Floor, Room 010

Contact: **Counseling Services**
(732) 255-0386

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

Email: counselingservices@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. All services are free and confidential, and provided by professionally licensed counselors and social workers, or graduate student interns under supervision.

In addition to individual counseling, the Counseling Center also offers various groups, events, workshops and trainings throughout the year. Up-to-date information about upcoming events can be found on the website at go.ocean.edu/counseling



DISPLACED HOMEMAKERS



Stacy West
*Program
Coordinator*

Location:	Library Building (#3) Ground Floor, Room 010
Contact:	Displaced Homemakers Program (732) 255-0400 ext. 2004
Hours:	Office Hours Mon.-Fri. 9 a.m.-5 p.m.
Email:	displacedhomemakers@ocean.edu

The Displaced Homemakers program at Ocean County College is an employment readiness initiative dedicated to empowering individuals

impacted by the loss of their primary source of income. Whether due to separation, divorce, widowhood, spousal disability, spousal military deployment, or domestic violence, our program supports those transitioning into the role of head of household. Services include Workforce Development, Academic Advising, Health and Wellness Initiatives, Life Skills, Free Training Resources and Assessment Tools, Financial Awards for Short Term Certificate, Vocational, and Training Programs, Case Management, Legal Support, Community Referrals and Collaboration

Funding is provided by a grant through Division of Children and Families (DCF), Department of Women (DOW) to support both women and men.

The generosity of foundations and private donors enhances activities and offers the potential to expand the number of clients we can serve.

At Ocean County College, we recognize the unique challenges faced by our clients. We are committed to partnering with them to build meaningful educational and career goals that enhance employability and economic self-sufficiency through a comprehensive and holistic approach.



OCC MANAHAWKIN



Jeff Kurz
*Student Services and
Recruitment Specialist*



Jenna McAteer
*Academic Advisor
OCCM*

Location:	195 Cedar Bridge Road Manahawkin, NJ 08050
Phone:	(732) 255-0400 ext. 679
Fax:	(732) 255-0525
Email:	occm@ocean.edu
Hours:	Student Services Office: Mon.-Thurs. 8 a.m.-6:30 p.m., Fri. 8 a.m.-2 p.m. Building Hours: Mon.-Thurs. 7:30 a.m.-9:45 p.m., Fri. 8 a.m.-2 p.m.



Ocean County College Manahawkin (OCCM) is a full-service, additional location of Ocean County College, conveniently situated for students residing in southern Ocean County.

OCCM offers a wide spectrum of community college opportunities. Classes are offered each semester, scheduled both during the day and in the evening. The bulk of the courses offered at OCCM match popular degree programs, such as the Associate in Arts – Liberal Arts or the Associate in Science – General Education. Other courses 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, and the smaller size of OCCM allows for more personal connections.

Student Academic Advisors at OCCM assist students with all of their needs, from enrollment to commencement. OCCM Advisors assist with registration, transfer discussions, financial aid support, and any other student advising questions. The OCCM Student Academic Advisors' Office offers walk-in appointments to guide students through many college procedures; virtual advising appointments can also be scheduled. Support services 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 OCCM. Services such as tutoring and student clubs are also extended through virtual platforms to enhance the college experience. Additionally, representatives from Kean Ocean and Stockton University regularly schedule appointments at OCCM for Instant Decision Days.

For students who live in the southern part of Ocean County, the opportunity for pursuing an associate degree is close to home. A short drive, and convenient parking, support a very easy commute. The wide array of services and classes, as well as a personal connection to instruction, advising, and support services, extend all OCC opportunities to students who attend Ocean County College Manahawkin.

VETERAN AND MILITARY RESOURCE CENTER



Christina Hernandez
VMRC Services
Assistant Director



Jessica Richardson
VMRC Services
Coordinator



Location: Jon and Judith Larson
Student Center Building (#8)
2nd Floor, Room 225

Phone: (732) 255-0400 ext. 2080
(732) 255-0400 ext. 2371

Hours: Mon.-Fri. 8:30 a.m.-4:30 p.m.

Email: veterans@ocean.edu

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



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 with food and drinks, and tutoring services with a private computer lab. Partners from the VA and Ocean County Veteran Service Bureau are available on site; please contact the Center for further information. Military-connected students are encouraged to participate in the many educational, social, and recreational activities offered through the Center.

The College also offers exclusive academic advising sessions that prioritize personal growth through one-on-one academic and transfer planning. Advising is available in both the Advising Center and the Veteran and Military Resource Center (VMRC). Financial aid counseling for VA Education Chapter benefit literacy is offered in the Financial Aid office, and the Veterans Benefits Financial Aid Coordinator is also onsite at the VMRC twice a week to support military-connected students.

Visit the VMRC on the web at www.ocean.edu/student-resources/veteran-military-resource-center-vmrc/



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

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



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 or (732) 255-0345.

Sports by Season

FallCross Country

Esports

Soccer

Volleyball (Women's)

WinterBasketball

SpringBaseball

Esports

Golf

Softball

Tennis

Volleyball (Men's)

Varsity Athletics Coaching Staff

Cross Country	crosscountry@ocean.edu
Esports	occ-e-sports@ocean.edu
Men's Soccer	msoccer@ocean.edu
Women's Soccer	wsoccer@ocean.edu
Men's Tennis	mtennis@ocean.edu
Women's Tennis	wtennis@ocean.edu
Men's Volleyball	mvolleyball@ocean.edu
Women's Volleyball	wvolleyball@ocean.edu
Men's Basketball.....	mbasketball@ocean.edu
Women's Basketball ..	wbasketball@ocean.edu
Baseball	baseball@ocean.edu
Golf	golf@ocean.edu
Softball	softball@ocean.edu



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

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.

Fitness Room Facilities

Located off the lobby of Building #29, the fitness room is available for workouts Monday - Thursday 7:30 a.m. to 6 p.m. and Friday 7:30 a.m. to 4:30 p.m. each semester.

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.



FIRST-GENERATION STUDENTS



Did your parents/guardians receive a four-year degree from a college or university?

If no, you are a member of an exceptional group: The First-Generation Population.

Ocean County College is proud to provide support, services, and events for first-generation students. Our goal is to promote student success through education and experiences that cultivate a sense of belonging on campus. We want to raise awareness about the needs and experiences of first-generation college students while providing them opportunities to connect with one another.

Be on the lookout for special events throughout the year geared specifically for first-generation students. You can also easily identify faculty and staff members who are first-generation because they will have a First-Gen logo on their office door. There are many First-Gen staff members who are excited to be able to share their lived experiences as former first-generation students with you!

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/indoor 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



Michelle Youngs
*Assistant Director
of Student Life*



Rachel Hess
*Helping Hands
Coordinator*

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 for all students who need short- or long-term assistance. Helping Hands also provides resources for financial assistance, referrals for housing support, and information on the NJ SNAP program.

In addition to shopping in person, Helping Hands offers online shopping using PantrySoft. This program gives students the ability to order food online from home and then pick up their order the next time they are on campus.

Visit us on the OCC app, Facebook, Instagram, and the Ocean County College website, go.ocean.edu/helpinghands. You will find information on Helping Hands, 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 helpinghands@ocean.edu or call the Student Life Office at (732) 255-0348

Location:	Library Building (#3), Ground Floor Room 017
Phone:	(732) 255-0400 ext. 2205
Hours:	Mon.-Thurs. 9 a.m.-4:30 p.m.
Email:	helpinghands@ocean.edu

FIPSE GRANT RESOURCES



Jim Campbell
*Project Manager
FIPSE Grant*



Alexandra Payor
*Student Success Coach,
FIPSE Grant*

The FIPSE Grant Student Financial Resource Center's mission is to provide holistic, person-centered supports and resources to promote student persistence and success at Ocean County College. Funded by the three-year FIPSE Grant, services include direct financial support for students and connection with both campus and community supports.

The goal of the FIPSE Grant is to support current students with meeting financial needs in the areas of food security, transportation, technology, health, housing, and childcare. These are areas of the student's life outside of academic support that might make reaching their academic goals, staying in classes, and ultimately graduating, challenging.

The FIPSE Grant is not a continuous funding stream, and is designed to help bridge gaps in funding for students. As a result, the FIPSE Grant Student Financial Resource Center is tasked with providing short-term services that help students reach campus and community resources for long term support. Funding is available through August 2026.

Location:	Student Enrollment Building (#9)
Phone:	(732) 255-0400 ext. 2379 (732) 255-0400 ext. 2965
Hours:	Mon., Tues., Thurs. 8 a.m.-6 p.m. Wed. 8 a.m.-7 p.m., Fri. 8 a.m.-5 p.m.
Email:	jcampbell@ocean.edu apayor@ocean.edu

EDUCATIONAL OPPORTUNITY FUND (EOF)



Laura F. Rickards
Director



Michele Gioxaris
Assistant Director



Jordan Mabe
Recruiter, Advisor



Jennifer Olah
Office Coordinator



Christine Cassidy
Academic Coach



Jonas Weissbrod
Academic Coach



Rochelle Blum
Academic Advisor

Location:	Library Building (#3) Room 124
Phone:	(732) 255-0311
Hours:	Mon.-Fri 8 a.m.-4:30 p.m.
Email:	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.

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
- Academic coaching
- Academic advising
- A financial grant
- Opportunities for growth
- Continued eligibility at a four-year NJ university or college
- 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) 255-0311 or visit go.ocean.edu/eof.





TRIO SCHOLARS



Alison Noone
*Student Support Services
Director*



Helen Konz
*Student Support Services
Coordinator*



Barbara McCormack
*Student Support Services
Academic Coach*

Location:	Administration Building (#1) Room 112
Phone:	(732) 255-0539
Hours:	Mon.-Fri. 8 a.m.-4:30 p.m. Evening & remote by appointment
Email:	studentsupportservices@ocean.edu



Katherine Moreno
*Student Support Services
Technician*



Briana Cerbone
*Student Support Services
Specialist*

The mission of TRIO Scholars 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 our academic advisor. Along with the academic services provided by the program, TRIO Scholars offers a full calendar of engagement activities including cultural enrichment trips,

Broadway shows, campus visits, and more, all free of charge.

TRIO Scholars now also offers grant aid to qualifying participants!

While every student comes to college with diverse needs and concerns, TRIO Scholars 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/ssss to apply today.
Spots are limited!



DISABILITY SERVICES



Jamie Arasz Prioli
*Director, Access and
Disability Services*



Rachelle Frable
*Accessibility Services
Specialist*

Location:	Library Building (#3) Ground Floor Room 016
Phone:	(732) 255-0456
Hours:	Mon.-Fri. 8 a.m.-5 p.m. (by appointment only)
Email:	accommodations@ocean.edu
Website:	go.ocean.edu/ds

Ocean County College's Office of Disability Services supports students with disabilities 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, chronic medical condition perceived as a disability, physical disability, visual or hearing disability, and/or psychological psychiatric disability may initiate their request for accommodations online at go.ocean.edu/intake. Requests for reasonable accommodations are considered on a case-by-case and course-by-course basis. Documentation review and a student interview 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.



TESTING CENTER



Corey Atkinson
*Assistant
Director*



Danielle Condit
*Senior Test
Administrator
Technician*



Melanie Kay
*Senior Test
Administrator
Technician*



Teresa Salisbury
*Senior Test
Administrator
Technician (P/T)*

Location:	Library Building (#3) 1st Floor Room 014 - Check-In/Admin
Phone:	(732) 255-0401
Fax:	(732) 255-0530
HSEA:	Asistencia en español
Hours:	Mon.-Fri. 8 a.m.-5 p.m. Most Tuesdays until 7:30; appointments preferred
Email:	OCCTesting@ocean.edu

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 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, a Measure Learning Professional Certification testing center, and we provide testing for distance learning and other test vendors upon request.

Incoming students who need to fulfill their testing requirements for higher-level mathematics or who would like to take English and/or basic mathematics placement tests to help

them better determine their skill levels for self-guided placement into those classes 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 support all Ocean County high schools by providing their students with additional testing opportunities to qualify for high school graduation.

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. Test takers are strongly encouraged to schedule appointments online at go.ocean.edu/test to guarantee seating on a specific date and time. Appointments are required for all computer-based testing. Test takers are responsible for scheduling their own appointments.
- 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. Students with documented disabilities who need test accommodations should contact Disability Services at accommodations@ocean.edu at least four weeks prior to scheduling any test appointments. This will allow Disability Services the time necessary to create an Accommodation Plan. Students with accommodations are required to show their Plans to the Testing Center for each test.
- Praxis Core for students preparing to be teachers.
- Praxis Subject Assessments for teacher certification.

- Pre-nursing Test of Essential Academic Skills (TEAS) for admission into the Associate Degree-Nursing program and TEAS for Allied Health Fields.
- 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.
- High School Equivalency Assessments 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.
- Placement testing for any students who want to enroll in higher-level mathematics courses but who may not have the required prerequisites. Also for any students who want to use Placement Tests to help determine their appropriate skill levels for self-guided placement into basic English and mathematics courses.
 - **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. There is no fee for on-site placement testing for OCC students.
 - **Off-Site with a virtual proctor:** Register at go.ocean.edu/test to request a voucher to schedule remote testing with a virtual proctor. The remote proctoring fee is payable by test takers directly to the proctoring company.



TUTORING AND ACADEMIC SERVICES



Brianna Cardinale
*Director of Academic and
Tutoring Support Services*



Krystle Wilmot
*Assistant Director of Academic
and Tutoring Support Services*



Michelle Malara
*Coordinator of Academic and
Tutoring Support Services*



Lorraine Stevenson
*Administrative Assistant I, Academic
and Tutoring Support Services*

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

Website: 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

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 201. 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. The PAL room is located in Instructional Building 5, Room 217. Contact: (732) 255-0400 ext. 2381

OCC FOUNDATION



Kenneth J. Malagiere
Executive Director



Kimberly Malony
Director of Advancement and Community Impact



Julia Zipp
Associate Director, Advancement and Donor Engagement



Lisa Hussain
Advancement and Database Coordinator

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



OCEAN
COUNTY COLLEGE
FOUNDATION

The Ocean County College Foundation assists students in achieving their goals of a college education as well as advancing their careers through workforce and professional education by way of scholarships, grants, and special program support.

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 or qualified certificate program
- Have a cumulative GPA of 2.0 or higher

For further information on deadlines, scholarship policies and eligibility, and to apply online, visit go.ocean.edu/scholarships.



LIBRARY SERVICES



**Donna
Rosinski-Kauz**
*Dean of Library and
Learning Resources*



**Jennifer
Lennon**
*Assistant
Director*



**John
Wallace**
*College
Lecturer II*



**Madison
Akins**
*College
Lecturer II*



**Catherine
Pontoriero**
*Associate
Professor*



Anthony Mezera
*Information Access
Technician*



Alexandra VerHoven
*Manager,
Technical Services*



Malcolm Wagner
*Library Technical
Services Tech*

Location:	Library Building (#3) 1st and 2nd floor
Phone:	Circulation: (732) 255-0392 or (732) 255-0400 ext. 2247, 2151, or 2241 Reference: (732) 255-0400 ext. 2287 Fax: (732) 864-3864
Hours:	Mon.-Fri. 7:45 a.m.-8 p.m. (Closed Saturday and Sunday)

The Ocean County College Library offers a wide variety of materials and personalized assistance to members of the college community in locating and evaluating appropriate resources to satisfy their information needs.

Library Modernization Project

Renovations are complete on the library building. Please help us keep the library clean and welcoming to all.

Lost Item charges

Fees will be charged for lost items. Please see staff at the Access Services Desk for more information.



Research Assistance Available

Librarians are available who can provide individualized research assistance. This includes guidance on discovering materials, using electronic library databases, evaluating resources and more. Librarians are available both on-campus and online via our live chat service Monday-Friday 8 a.m. - 8 p.m.

Who Can Borrow Library Materials?

Students currently registered at OCC or Kean Ocean, as well as OCC faculty and staff may borrow circulating library materials. Please see a staff member for more details. Most circulating materials are located on the second floor of the library. Materials may be checked out at the Access Services Desk on the library's first floor.

In most instances, books can be borrowed for two weeks and renewed once if no other patrons have requested them. Books may be renewed in-person, over the telephone, via the online library chat, or through our online catalog.

Some materials may have circulation restrictions. You will be informed of your item's specific due date at checkout.

All borrowed materials are to be returned to the Access Services Desk.

Technology Available in the Library

PC and Mac computers equipped with a suite of productivity software (Microsoft Word, Excel, PowerPoint, Adobe Creative Cloud, etc.) are available throughout the library. Use of the library's computers is prioritized for academic purposes.

A staffed computer lab is available on the second floor of the library (Room 216). Select computers in the lab offer additional specialized software applications used in CSIT and Engineering courses. Please see one of the library's Information Access Technicians for more information. The computer lab closes fifteen minutes before the library closes each day.

The library also has circulating eReaders and Chromebooks that students can check out on a first-come first-served basis. A podcasting studio is also available for students to reserve throughout each semester. Please see a staff member for more information.

The library also offers both printing and photocopying for a small fee.

Home of the "Quiet Floor"

The entire second floor of the library is designated as a quiet area 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.



Digital Resources and Databases

From the library's website, you can access the OCC Library catalog, research databases, and other valuable resources, such as subject guides and tutorials. Off-campus access is available with your Ocean Connect username and password.

Visit the library website for more information (go.ocean.edu/library).

Patron Conduct

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

Don't leave your personal belongings, such as backpacks, laptops or textbooks, unattended. Security will be called and will remove the items from the library and take them to the Security building.

Don't See What You're Looking For? Try an Interlibrary Loan!

From time to time, students may be interested in borrowing an item that the library does not own. The library offers interlibrary loan services that allow students to request such items from other libraries. Interlibrary loan requests can be submitted via the library's online catalog. Please see a staff member for more information.

Course Reserves

An instructor may place course materials on reserve. These materials are available behind the Access Services Desk and are for in-library use only, unless otherwise specified by the instructor. A valid College ID or other form of identification is required to access in-library items, and will be held as collateral during the loan period.

Group Study Rooms

There are a variety of media-connected study rooms available on both the first and second floors of the library building. Groups have priority use and individuals may be asked to relocate to another area if a group is waiting.

STUDENT LIFE OFFICE



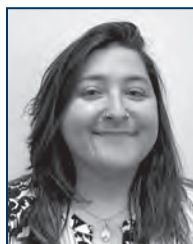
Jennifer Fazio
*Executive Director,
Student Engagement*



Michelle Youngs
*Assistant Director
of Student Life*



Allison Irwin
*Senior Student
Services Technician*



Theo Ponticello
*Student Life
Coordinator*

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

The following administrative services are provided to students:

- Extensive discounted travel to metropolitan area recreational, entertainment, and cultural events and facilities
- The development of a diverse and comprehensive cocurricular program in conjunction with student organizations and academic departments

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
 - Student Life web page
 - College website
 - Campus bulletin boards
 - Viking News (occvikingnews.org)
 - WOCC Radio
 - Channel 20 on Comcast Cable Service
 - TV screens in campus buildings
 - Follow “Ocean County College Student Life” on Facebook, Instagram, TikTok and Twitter
- If you and your friends are interested in starting a new club, contact the Student Life Office at studentlife@ocean.edu.

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 50 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 at www.ocean.edu.

Educational group programs offered throughout the academic year:

- Leadership training
- Intergroup conflict resolution
- Decision-making/problem-solving
- Communications skills development
- Values identification/commitment



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 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 club 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 student life office.

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.



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.

Clubs must utilize our on-campus food service, Pomptonian, for all catering needs. Please email studentlife@ocean.edu at least 1 week in advance with all catering orders.

The Student Life Office is not able to reimburse students, faculty, or staff for purchases made for campus clubs or organizations. Clubs may use the OCC ShopRite card for snacks and beverages for events. All other purchases using club funds must be made by Student Life staff. Please allow at least three weeks for items to go through the approval process and to be delivered to campus.

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 or special event, 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 a PT/FT OCC faculty or staff member on site as a monitor.

Student Life lists events and activities for clubs on the Student Life webpage and on the OCC app. If your club would like an event or activity included, please submit your content to studentlife@ocean.edu.

There are student club work rooms located in the Student Center. They are to be utilized by student groups for club-related work only. Clubs can sign up to use these rooms in the Student Life Office.

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 50 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 a member of the Student Life team at least at least once 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 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

OCC HAS OVER 50 ACTIVE CLUBS ON CAMPUS.

To join a club, students can email the advisor or contact Student Life.



Accounting Club

The purpose of this club is to engage students in the profession of accounting through association with NJ CPA and speakers from local accounting firms.

Advisors: Professor James Hadley

Art Club

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

Advisor: Professor Nat Bard

Associated Students of Ocean County College (ASOCC)

Student Government Association

The Associated Students of Ocean County College exists to further the well-being of the students, to serve as a channel of communication between the students and the administration, and to cooperate closely with the faculty and administration in maintaining academic and social standards of excellence. This body will be authorized by the president of the College to administer, under specific conditions, a number of procedures and regulations pertaining to student life. The philosophy of the Associated Students of Ocean County College is individual integrity and group responsibility.

Advisor: Jennifer Fazio

Chess Club

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

Advisor: Michelle Youngs

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, 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

Community Ambassadors Club

The purpose of this club is to create opportunities for students to build community involvement and raise social awareness to homelessness, healthcare, immigration, and anti-bias/bullying. The club directly responds to the needs of the OCC campus and local community.

Advisor: Jim Campbell

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

Criminal Justice Club

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

Advisors: Professor Stephen Agresti

CRU

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

Advisor: Professor Madison Akins

continued next page



Debate League

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

Advisor: Professor Heather Sciarappa

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 Lynn Kenneally

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

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: TBD

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: Professor Angel Camilo and Theo Ponticello

Fashion Club

The purpose of this club is to cultivate a sense of belonging in individuals throughout the community with mutual interest in self-expression through choice of wardrobe.

Advisors: Professor Stephanie Frattini

FBLA Collegiate (formerly PBL)

The purpose of FBLA Collegiate 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: TBD

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 Jack Kelnhofer

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: TBD

History Club

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

Advisors: Professors Robert Marchie and Dr. Justin Pfeifer

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

Improv & Theater Club

This club provides students with a forum to hone their skills in public speaking and/or in acting, directing, playwriting, and/or improvising.

Advisor: Professor Jason Molloy

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.

Advisor: Michelle Youngs

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.

Advisor: 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 and Professor Edmund Hong

Marketing Club

This club has been created to promote a better understanding of marketing principles, strategies, and applied practices. Students will be able to practice and share their marketing knowledge through planned activities.

Advisors: Professor Laura Paolillo

Math Club

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 Krista Camilo and Julia Kim

Medusa Club

The purpose of this club is to bring awareness and support to sexual abuse and assault survivors as well as provide resources and further connections. This club provides a warm, safe environment and offers a helping hand to those who want it.

Advisor: TBD



Mental and Physical Wellness Club

This club provides opportunities for students to practice meditation and yoga as well as incorporate mental wellness and physical wellness goals into their lives.

Advisor: TBD

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 Mark Farley, Karin Gargone and Brian Gilmore

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 LGBTQIA+ students and their allies.

Advisor: Theo Ponticello

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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

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.

Advisors: Professors Mark Westmoreland and Christopher Ruth

Photography Club

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

Advisors: Ariana Sanchez

Podcast Club

The focus of the Podcast Club is to connect and engage with the students of OCC by relaying information common and uncommon to students, faculty, and staff. Our goal is to build community, bring students and the campus community together, inform, create and publish podcasts, and establish a presence on campus.

Advisor: John Wallace

Psychology Club

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

Advisor: Professors James Indelicato and Kelly Bicking

Science Club

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

Advisor: Professor John McElroy

Seascope 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 to provide greater opportunities for ITP students to network and improve signing skills.

Advisors: Professors Kathy Basilotto and Sandra Piscitelli

Social Work Club

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: Anais Mompoint

Soroptimist International of Toms River Area Sigma Club

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

Advisors: Bridget Everett and Lisa Hussein

Student Athletic Association Committee

The Student Athletic Association Committee (SAAC) is an organized group whose purpose is to open a branch for those who would like to be involved with athletics and to give athletes at our school a voice when it comes to the decisions evolving around our sports. It's a way for athletes to band together to have support for one another and a way for athletes to give back to the community.

Advisor: Peter DiStefano

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 .

Advisors: TBD

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: Professors Mary Sue Gill, Tamila Purpuro, and Linda Simmons

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: Christina Hernandez

Sustainability Club

This club was created to help promote sustainable practices and awareness within the OCC community. There are also networking opportunities with industry professionals for members of this club.

Advisor: Professors Lincoln Simmons and Angel Camilo

Substance Use Disorder Advocates

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: TBD



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.

Advisor: Professor Gary Shaffer

Viking Video Club

The purpose of this club is to record OCC activities on and off campus. The club will also support media requests from other OCC clubs.

Advisor: Mary Granahan

Voces Unidas

The purpose of Voces Unidas is to educate its members and the campus at large about Hispanic/Latino culture and history through programs of education, culture, and community relations.

Advisor: Carolina Newman

Weight Lifting Club

The purpose of this club is to help students with their fitness journey and provide opportunities for students to socialize with others who want to physically and mentally better themselves. This club will help students learn about proper form and nutrition as well as provide resources for those who want to hit physique goals.

Advisor: Professor Mark Westmoreland

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: Professor Lee Kobus

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HONOR SOCIETIES

OCC is proud to be associated with 11

National Honor Societies. Requirements for honor societies can be found on the OCC website.

Alpha Alpha Alpha (Tri-Alpha)

Tri-Alpha is a national honor society that recognizes the achievements of first-generation college students. Our Gamma Psi chapter is only the second New Jersey county college chapter.

Advisor: Laura Rickards

Alpha Beta Gamma

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

Advisor: Katherine Toy

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: Laura Rickards

Delta Alpha Pi

An academic honor society to recognize high-achieving students with disabilities who are attending colleges as undergraduate or graduate students.

Advisor: Jamie Prioli

Lambda Alpha Epsilon

The American Criminal Justice Association Lambda Alpha Epsilon is a national organization that is made up of students and professionals in Criminal Justice. The purpose is to further professionalism in all areas of criminal justice.

Advisor: Professor Patrick Beatty

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.

Advisors: Alison Noone and Calleigh Kearns

Phi Theta Kappa

Phi Theta Kappa is the national honor society of two-year colleges represented at Ocean County College by the Tau Iota Chapter. 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 and Dr. Jennifer Dellner

Psi Beta

Psi Beta is the national honor society in Psychology for community and junior colleges. The purpose of Psi Beta is to stimulate, encourage, and recognize scholarship and interest in psychology.

Advisor: James Indelicato

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 with a 3.0+ GPA may qualify to apply for SALUTE.

Advisor: Christina Hernandez

Sigma Chi Eta (Beta Chapter)

This national honor society recognizes, fosters, and rewards outstanding scholastic achievement and stimulates interest in the field of communication.

Advisors: Professors

Beth Brierley and Gary Shaffer

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

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.

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 Access:

There are several locations on campus that have computers for student use. In addition to the computer lab in the Library, the following locations have 2-4 computers available:

Locations:

- Instructional (Building #5), Room 218
- Larson (Building #8), Room 202
- Gateway (Building #101), Room 101
- OCC Manahawkin Lobby

Hours:

Monday-Friday 8 a.m. - 5 p.m.

Dress standard: Dress and personal appearance should be in good taste, consistent 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.

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:

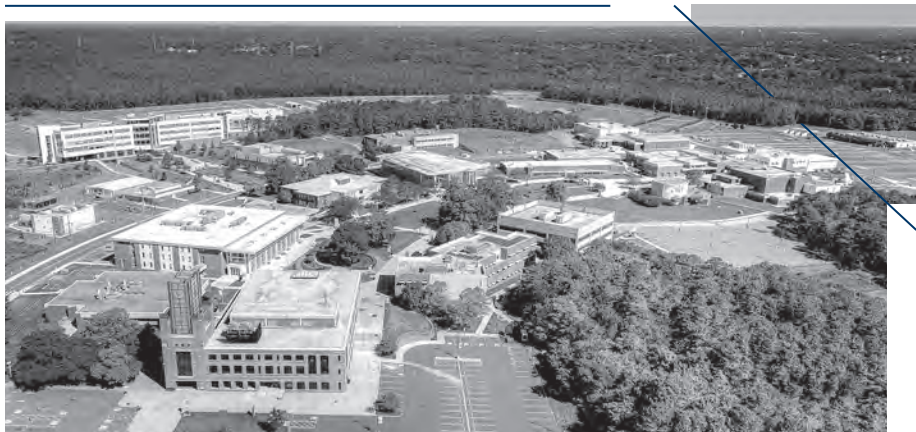
- By 5:30 a.m. to announce closing of the College for a specified period of time
- By 10 a.m. to announce closing of afternoon classes (until 6 p.m.)
- By 2:30 p.m. to announce closing of evening classes (after 6 p.m.)

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.

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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 & Photocopying: Available via Go-Print in the following locations on campus:

Black and White Printing: Available at Instructional Rm 218, Library 1st Floor, Library 2nd Floor, Gateway Student Lounge Rm 101, Larsen Rm 202, and Manahawkin campus. BLACK & WHITE printing costs \$.10/single-sided, and \$.20/double-sided.

Color Printing: Available at Library 2nd Floor, and costs \$.25/single-sided copy.

Photocopying: Available at Gateway Student Lounge Rm 101 and Library 1st Floor, and costs \$.10/copy.

Accepted Forms of Payment: Cash (\$1 bills, quarters, nickels, & dimes), credit/debit card, Apple Pay, and Google Pay.

Technical Assistance: Work Control (732) 255-0400 x4444 M-F 7:30-5

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 Student Life Office.

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, trips, information, and more are available to all full- and part-time students, alumni, and staff. Travel procedures can be found on the Student Life website and on the OCC App.

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/.

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%
- Student drops course prior to the first day of classes: 100%
- Student drops course from the first day of classes up to and including the third day of classes: 100%
- Withdrawal from the fourth 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 further effective communication and better understanding among Students, Faculty, the Administration and the public.

Article I. Name

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

Article II. Precedence

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

Article III. Membership

Membership to ASOCC shall be granted to every full and part time student upon payment of tuition in said semester. To become of a representative member of the Student Senate students should complete the application available online.

Article IV. 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 VP of Student Engagement 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 those individuals which the Senate wishes to recognize for outstanding service to the Senate of ASOCC.
 2. Honorary Membership shall be granted by nomination from the Senate President and passed by a majority vote of the Student Senate.
 3. Honorary membership will be granted for lifetime, and a record of all members shall be kept with the Secretary and in official Senate files.
 4. Honorary members do not gain the right to vote and will receive only recognition in the form of permanent record and a certificate from the Senate for their outstanding commitment.
 5. There shall be no more than three (3) students, one (1) faculty member, one (1) staff member appointed per semester.

STUDENT GOVERNMENT ASSOCIATION



Article V. 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 they 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 their 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.
- Q. Shall have the ability to veto any decision, motion, or resolution passed by the Student Senate, which may be overturned by a 2/3 majority vote held within one business meeting from the veto.

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 they choose to, serve as ex-officio member of all committees and any resulting committees.
- D. Shall coordinate the activities of the various committees.
- E. Shall assume responsibility for the preparation and presentation of Senate budget.
- F. Shall maintain accurate records of all Senate transactions.
- G. Shall prepare and submit a financial report for every regular Senate meeting and whenever else the Senate so designates.
- H. Shall insure the proper custody accountability, receipt and expenditures of all funds directly under

the Senate.

- I. Shall perform such other duties as the President delegates to him/her from time to time.
- J. Shall charge all senators with their duties.

Section 3. The VP of Student Engagement

- A. Shall lead initiatives that promote awareness and student involvement in Student Senate activities.
- B. Shall work closely with Student Senate members to ensure engagement efforts align with overall mission of the Senate.
- C. Shall oversee and maintain the official student ASOCC social media accounts.
- D. Shall lead recruitment efforts for Student Senate.
- E. Shall seek to collect and report student concerns and suggestions relevant to the Student Senate.
- F. Shall be responsible for marketing the Student Senate to the student body.

Section 4. The Secretary

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

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

Article VI. Elections

Section 1. Regular elections shall be held each year according to the following schedule:

- A. By the end of the 15-week spring semester, on the first Thursday in May, 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. By early October, elections will be held to fill the nine (9) Senators-at-Large seats from members of the entering class, ideally first-year students. In addition, elections will be held at that time to fill any vacant posts remaining on the Senate.

Section 2. All members of the ASOCC shall have one (1) vote in the general elections.

Section 3. Candidates for any office may be nominated in any of the following ways:

- A. By the out-going Senate.
- B. By self-nominating and submitting to the Advisor in writing by specified date.
- 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 4. Qualifications for holding office:

- A. Executive Board
 1. Must be a full- or part-time student, currently enrolled.
 2. Candidates for the office should not be found responsible for any violations of the Student Code of Conduct that would lead to any sanctions limiting involvement or participation in the co-curricular program.
 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 (upon start of new academic year which elected for).
- B. Senators
 1. To be eligible for candidacy each person must be a member of the ASOCC.
 2. Candidates for the office should not be found responsible for any violations of the Student Code of Conduct that would lead to any sanctions limiting involvement or participation in the co-curricular program.
 3. All Student Senate members must have and maintain a 2.00 cumulative average to remain in office.

Section 5. Nine (9) 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 and Student Affairs Standards and Policies Committee-Two (2) representatives.
3. Academic Support Committee – Two (2) representatives.
4. Curriculum Committee – One (1) representative.
5. Instruction Committee – no representative.
6. Learning Assessment Committee – Two (2) representatives.

*Standing committees are subject to change based on the current bylaw review process.

Section 6. 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
2. Student Experience Committee
3. Committee for Access and Belonging

Article VII. Meetings

Section 1. The Student Senate shall hold two regular business meetings each month on a day and hour to be determined at the final meeting of the 15-week spring term or the first meeting of the 15-week fall term. Senate meetings shall be held at the College or at such other places as fixed by the majority of a quorum of the Senate. WebEx option to attend remotely will be provided for all meetings.

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
- II. Action on Minutes
- III. Unfinished Business
- IV. New Business
- V. Community comments
 - A. Committee Reports
 1. Standing Committees, if present
 2. Special Committees, if present
 - B. Open comments from all
- VI. Adjourn

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 by email. 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 VIII. 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 resolutions 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 IX. 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 X. Impeachment Procedures

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

Section 2. Grounds for Impeachment

- A. Any member who misses two consecutive meetings, or three meetings within the academic year, without providing a reasonable excuse to the President (or to the Student Senate Advisor in the case of the President) will risk impeachment.
- B. Individual 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 them to hold office will also risk impeachment.

Section 3. Impeachment Proceedings

- A. All impeachment proceedings conducted will be closed to all but involved parties of the Student Senate.
- 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 their 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 their office until such time that the Senate either acquits or convicts them.

Section 4. Proceedings Mediator. When the proceedings are to begin the Student Senate shall choose an impartial, 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 impeached, the Vice President shall assume their 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 impeached, 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 XI. Funding

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Section 1. Activities of the Senate shall be funded from the portion of the College Budget appropriated by the Student Life Committee.

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 XII. Amendments

Section 1. This constitution may be amended by a simple majority vote.

**Article XIII. The College Senate
Functions of the Standing Committees**

1. College Senate

- A. Uphold the Bylaws of the College Senate.
- B. Facilitate transparent operation and communication within all levels of shared governance to encourage open dialogue and exchange of ideas.
- C. Receive agenda items for consideration from standing committees, vice presidents, or the president to be reviewed, and action to be taken.
- D. Recommend to the President's Cabinet additions, deletions, and/or revisions to policies and programs/courses/certifications in the areas of academics and student life.
- E. Act on all agenda items in one of the following ways:
 - a. Senate-approved items will be forwarded to the President's Cabinet for approval.
 - b. Forward to the President's Cabinet without approval along with explanation for not approving.
 - c. Reject and return to originator with an explanation for its rejection.
 - d. Return to the originator with questions or suggestions for further consideration, revision, and re-presentation to the Senate, if warranted.
 - e. Redirect to a more appropriate committee or individual.
 - f. Table to the next meeting.
 - g. Procedures are reviewed and discussed, but not voted on for approval.
 - h. Forward to the President's Cabinet for its recommendation on any submitted agenda item that has been discussed at two consecutive scheduled meetings of the Senate without final action, with the exception of proposals to amend the bylaws.

F. Table agenda items to the next scheduled meeting as unfinished business, if time does not permit review.

G. Act upon any proposals or revisions to amend the bylaws.

H. Facilitate review of the bylaws as needed, at least once every three years.

I. Follow up with standing committees to ensure project progression remains in line with the College's goals and mission statement..

J. When an agenda item is forwarded to the President's Cabinet, the executive secretary will be notified of the status of the item in a timely manner, usually not to exceed 60 days.

K. Create annual report and review the annual reports of the standing committees before its last meeting of the year, and submit reports to the President's Cabinet by the second meeting in September.

L. Review the meeting schedule for the succeeding academic year, and make recommendations to the President's Cabinet at the second meeting in October.

M. Establish an election committee by the first meeting in December of each year.

N. The committee chair of any college-wide non-standing committee, task force, ad hoc, etc., will inform and update the executive committee of its formation, members, and charges. Documentation will be retained by the Senate. Chairs will follow the process described on the governance website.

O. All senators are voting members except *ex officio* members.

P. Should a vote be necessary, each voting member present will have one vote.

Q. Passage will be determined by a simple majority of members present and voting.

R. Uphold standards, maintain consistency, effectiveness, efficiency, and support quality throughout all functions of the Senate.

S. Offer training opportunities as described in Article 6.

T. Review, recommendation, or consideration will not be given to submissions regarding the subject of collective bargaining or any matter within the purview of administration, other than those shared governance matters expressly granted in the Bylaws of the College Senate.

2. Academic and Student Affairs Standards and Policies Committee

A. Review proposals and make recommendations pertaining to additions, deletions, and changes to policies and procedures that relate to academic issues that include, but will not be limited to, admission, readmission, registration, student records, placement testing, advanced standing, course withdrawal, and grades.

- B. Collaborate with Academic Affairs to oversee the Academic Appeals Subcommittee as specified in college policy.
 - a. Review F to W, academic sanctions, academic forgiveness, and academic integrity appeals.
 - b. The subcommittee will be comprised of seven members, five of which serve on the Academic Standards Committee.
 - c. The subcommittee will meet on an as needed basis.
 - C. Serve in an advisory role on related issues at the request of a vice president or the president.
 - D. In accordance with Middle States recommendations, one representative from Academic and Student Affairs Standards and Policies Committee will be elected by the committee to meet with the Board of Trustees Bylaws, Policy, and Curriculum Standing Committee. In the event that no one self-nominates for this role a name will be selected by lottery.
 - E. Review and make recommendations on traffic appeals as related to parking violations issued by campus safety and security.
3. Academic Support Committee
- A. Review and make recommendations for additions, deletions, and changes in existing policies and procedures that relate to academic support to the Academic Standards Committee.
 - B. Review and recommend student enrichment and foundational education proposals, including but not limited to those that enhance tutoring, information literacy, programming for at-risk students and disability services.
 - C. Review and recommend innovations to improve instructional methods in coordination with the Instruction Committee, plan and implement workshops that align with the Academic Master Plan, College Strategic Initiatives, and interests of the college community.
 - D. Serve in an advisory role on educational support-related issues at the request of a vice president or the president.
 - E. Collaborate with Instruction Committee and Academic and Student Affairs to oversee the holistic development of students, including but not limited to advising, early warning interventions, tutoring, information literacy skill development, and counseling.
4. Curriculum Committee
- A. Review proposals for new and revised courses, academic programs, certificate curricula, and make recommendations. Proposals for new and revised courses, academic programs, and certificate curricula will be submitted to the Curriculum Committee by the area school dean.
 - B. Review and make recommendations on the alignment of active courses, academic programs, and certificate curricula with the College's general education goals, Academic Master Plan, and the course proposal form.
 - C. Serve in an advisory role on related issues at the request of a vice president or the President.
 - D. Review proposals and make recommendations for additions, deletions, and changes in requirements for all degrees and certificates.
 - E. In accordance with Middle States recommendations, one representative from Curriculum Committee will be elected by the committee to meet with the Board of Trustees Bylaws, Policy, and Curriculum Standing Committee. In the event that no one self-nominates for this role a name will be selected by lottery.



5. Instruction Committee

- A. Review and make recommendations for additions, deletions, and changes in existing policies and procedures that relate to instruction.
- B. Review and recommend professional development proposals for campus activities that enhance instruction.
- C. Receive reports from and give feedback to the Colloquium Planning Committee.
- D. Academic Affairs Faculty Development Unit should collaborate with the Instruction Committee to review and recommend innovations to improve instructional methods such as use of technology, information literacy, best practices, global awareness, and emerging teaching pedagogies that are aligned with the Academic Master Plan and College Strategic Initiatives. Collaborate on developing workshops that align with the Academic Master Plan, College Strategic Initiatives, Fall and Spring Teaching and Learning Institutes and other professional development opportunities that are of interest to the college community.
- E. Serve in an advisory role on related issues at the request of a vice president or the president.
- F. The chair of this committee will also serve on the Teaching and Learning Technology Committee (TLTC).

6. Learning Assessment Committee

- A. Review and make recommendations to the learning assessment plans of the college to assure alignment with the Academic Master Plan and the College Strategic Initiatives.
- B. Review and assess summary course-level learning outcomes data, and convey to academic schools its recommendations for ways to improve teaching and learning. As appropriate, provide recommendations to the Instruction Committee for planning and implementing relevant workshops.
- C. Review program review reports using criteria established by Policy/Procedure #7160, Program Evaluation, including assessment of the viability of programs and certificates.
- D. Review proposals to inactivate or terminate courses, academic programs, and certificate curricula and make recommendations.
- E. Review the Academic Master Plan every three to five years.
- F. Serve in an advisory role on related issues at the request of a vice president or the president.
- G. Review and make recommendations on the Comprehensive Local Needs Assessment (CLNA) process and submission.

EARLY COLLEGE



Tracey Taylor
*Executive Director of
Early College*



Chris Brittain
*Academic Administrator,
Early College*



Elaine Schardien
*Assistant Director of
Educational Resources*



Thomas Gialanella
*Educational
Partnerships Associate*

Location:	Student Enrollment Building (#9)
Phone:	(732) 255-0400 ext. 534
Hours:	Mon.-Fri. 9 a.m.-5 p.m.
Email:	earlycollege@ocean.edu

Early College:

Students can begin to earn college credit while they're still in high school. Classes may be taken at the high school, on campus, or online. Additional information can be found at go.ocean.edu/earlycollege or by emailing earlycollege@ocean.edu.

College Readiness Now Grant:

This grant program is funded by the state of New Jersey to support projects designed to get more students college ready by the time they graduate high school.

The Office of Early College is housed within the Enrollment Services department of the College and focuses on the maintenance and expansion of K-12 relationships both within the county and externally. This dedicated group of professionals can assist with questions relating to:



ONLINE LEARNING

An online course requires students to have a laptop or desktop computer to complete the course learning activities. Online courses cannot be completed exclusively using a mobile device. Please see below for more important information regarding your online experience at OCC.

When do I log in?

- There are no specific times to log into a course. The Distance 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

Online Tutoring

Online tutoring for all online students 24/7/365 days a year. The online tutoring service is on demand, anywhere, from most devices, and available in over 150 key academic subjects. Online tutoring is accessible from your Canvas course menu by selecting *Online Tutoring*.

Active Participation Policy

- It is recommended that you take an active role in your online 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. All students must complete the graded OCC Student Orientation Quiz in the Get Started Module to ensure you are successful in the course. The purpose of the quiz is to assist you with understanding the course requirements and expectations. Students are required to earn 100% on the quiz and will be permitted to retake the quiz as many times as necessary to complete this assessment. This is a proctored quiz that requires a webcam and microphone to complete. Please refer to our website page for [Online Test Proctoring](#).

How much time on each online course?

You should expect to spend approximately 7-10 hours a week on a 3 credit course in the 15 week semester. This will double in a 7.5 week term. 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/ 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 or visit 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.



ACADEMIC DEPARTMENTS

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SCHOOL OF BUSINESS AND SOCIAL SCIENCES

*Business, Social Science, Education,
Student Success Seminar,
Behavioral & Mental Health, Law & Public Safety,
Health & Human Performance*

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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.
5. In accordance with the Americans with Disabilities Act of 1990 (ADA), as amended, disability-related excused absences with proper notification from the Office of Disability Services.

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 Integrity: (Policy #5180, *Academic Dishonesty*): All students of the Ocean County College community are responsible for their

conduct and for the truthful representation of their individual or group work submissions, which may include content and material used in preparing documents and assessments, data, scholarly or creative works, research project data and findings, or other academic research exercises.

- Students are responsible for the complete, accurate, specific, and truthful acknowledgment of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data, which include written or non-written sources.
- Ocean County College students bear responsibility for their academic conduct; as such, they should familiarize themselves with the Ocean County College Academic Integrity Manual, which is also available on the College website.
- Ocean County College students bear responsibility for their academic conduct; as such, they should familiarize themselves with the Ocean County College Academic Integrity Manual, which is also available on the College website.
- Students may refer to the Academic Integrity Manual 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 if they 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 2.0 ("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 Forgiveness: *(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 Academic Forgiveness to have the previously earned grades disregarded in calculating the GPA.

An Academic Forgiveness 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 Academic Forgiveness 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 the student of their academic standing in the class. Students are responsible for monitoring their academic progress. Students may consult with their instructor about their academic progress at any point throughout the term/semester.

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.

Guided Self-Placement:
OCC allows students to use guided self-placement to register for college-level English and math courses.

At Ocean County College, we are committed to providing students with every opportunity to succeed in achieving their goals, both now and in future career settings. We have designed our English and math courses to help students develop important skills such as critical thinking and effective communication. While a student's first college English and math courses should be challenging, current skill levels in

areas such as reading, writing, mathematics, and critical thinking skills will also play a role in a student's success. As a result, selecting the best class is very important. Specific details about the guided self-placement process at OCC can be found on the College website.

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.

Disabilities: Disability Services 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 27)

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 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.

In order to be eligible for a grade of “I” (Incomplete), a student shall have a reasonable chance at passing the course at the time of the request, as deemed by the instructor. The grade of “I” (Incomplete) may be awarded by an instructor if he/she approves a Request for Incomplete form received from the student no later than the day of the final examination. A valid reason for the request must be offered. The faculty member must respond to the student completing the Request for Incomplete Form within five (5) college business days after the student submits the Request. If the instructor approves the request, the instructor must provide a plan and approved deadlines for the completion of the work. Approval of the request will allow up to 30 days from the completion of the term for which the “I” was issued, for the work to be completed and the final grade to be submitted to the Registrar. If the student is enrolled in a course for which the “I” grade course is a pre-requisite, the work for the incomplete course must be made up by the fifth day of the next term or the student will be administratively withdrawn from the higher-level course. When the work is completed, the permanent grade will be recoded by the instructor and a corrected grade report will be prepared. If the work is not completed by the required due date, the grade of “F” will automatically be recorded. Faculty must maintain a record or file of students’ written requests for “I” grades.



continued next page



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 2.0 (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.
6. 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.

7. No less than 18 additional credit hours, including those required, must be earned beyond the number established for the initial degree.
8. The prescribed procedure will be followed in filing an application for a second degree.

Plagiarism: (Policy #5180)

See *Academic Integrity Manual*.

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 12 credits with no grade lower than "C" in a given semester and has achieved a semester grade point average of 3.5 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 15, 30, 45 and 60 credit hours, respectively, having a cumulative grade point average of 3.5 or better and no grade lower than a "C" during each review period.

Religious Holidays: (Policy #5163)

See *Absences*

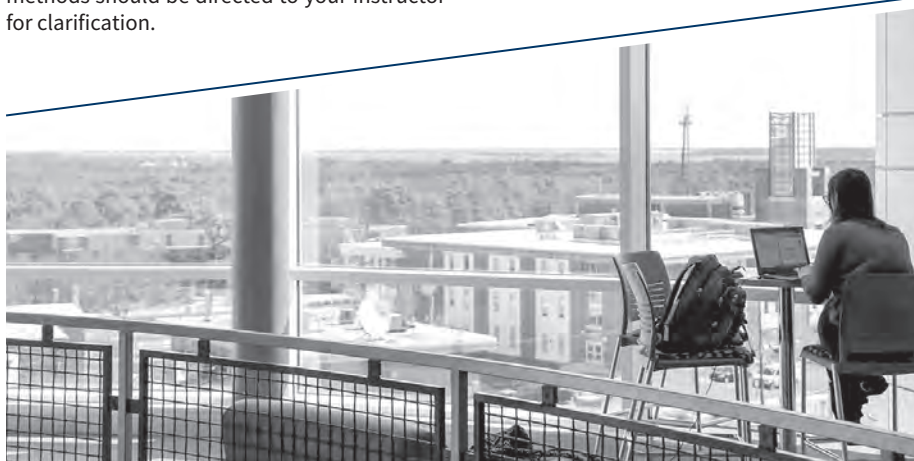
Research Paper Policy: Information about research and source documentation is available on the OCC Library website and at the Writing Center. Questions regarding research methods should be directed to your instructor for clarification.



Withdrawal (Policy #5142) Students may withdraw themselves from any course during the time between the end of the registration period for the term and up to the course withdrawal deadline date for the term. Students who withdraw or are withdrawn are no longer enrolled in the course and a grade of "W" is recorded for the course. (see exceptions below where a grade of "F" may be recorded).

Withdrawal from College (Policy #5142)

1. 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.
2. A student may withdraw from all courses through the College's online Course Withdrawal system
3. Tuition refunds are in accordance with Policy/Procedure #5144.
4. 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 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, Nondiscrimination, Equal Opportunity, and 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 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, Nondiscrimination, Equal Opportunity, and 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.

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 their 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.

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.

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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, ext. 2200

Office of Student Conduct

Administration Building (# 1), Room 101
(732) 255-0400, ext. 2390

Online, using the reporting form posted at
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.

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;
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.**

- Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
- 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:

- Falsification, distortion, or misrepresentation of information;
- Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- 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;
- Failure to comply with the sanction(s) imposed by the campus conduct system;
- Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system;
- 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 Student Conduct 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.

Interim suspensions are imposed until an investigation can be completed, typically within ten business days, pending the results of an investigation

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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 Student Conduct 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 Student Conduct or a Student Conduct investigator will;

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 Student Conduct and/or Campus Security.



- 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:
- a. Ineligibility to hold any office in any student organization recognized by Ocean County College or hold an elected or appointed office at the College.
 - b. 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:

- 1. One or more of the sanctions listed above and/or
- 2. 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 their 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



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 Student Conduct 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.

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

- 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 Service.

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, and veteran status. Formal complaints should be filed using OCC's online complaint form.

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

GED Testing to earn a High School Equivalency diploma 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 GED testing and retesting by appointment only. Please contact the GED Testing Center at (732) 255-0530 to make an appointment or for additional information.



Global Education Experiences

Ocean County College's global education experiences, spanning both national and international destinations, offer students and community members invaluable opportunities for experiential learning. These travel seminars, led by our dedicated faculty members, aim to foster cross cultural understanding and equip attendees with a global perspective. They are usually offered during semester breaks and in the summer.

Recent and upcoming short-term study abroad trips have included Italy, Ireland, Switzerland, and Theatre in London (England).

Students who enroll in and successfully complete our study abroad programs can earn 3-6 college credits.

The OCC Foundation frequently offers partial scholarships for full-time OCC students to participate in OCC-sponsored travel seminars and study abroad experiences. Students should contact the professor leading the travel seminar for information on OCC Foundation scholarships available for that particular global education experience.



Workforce Education

The mission of Workforce Education is to empower individuals and the local community by providing affordable, student-centered, and high-quality workforce and professional development opportunities with clear pathways to success. The workforce education department offers comprehensive career training and educational programs that are located at the main campus in Toms River, the Manahawkin campus, and online. We aim to develop and maintain strong community partnerships as well as serving a lead role in statewide consortium programs that offer sponsored and low-cost training to business, industry, and non-profit organizations. To learn more about our mission and to view our full brochure of courses and programs, visit our web page at go.ocean.edu/wpe. For more information, contact the WPE department at (732) 255-0409 or wpeinfo@ocean.edu.

Adult Education, Civics and Workforce Preparation Program

The Adult Education, Civics and Workforce Preparation Program (AECWP) at Ocean County College provides free, comprehensive services to Ocean County residents, including:

- *High school subject preparation
- *English language acquisition classes
- *Workforce preparation skills development
- *Financial literacy workshops
- *Co-enrollment courses for career and education

The courses are offered throughout the day with morning, afternoon, and evening schedules when available.

For more information, contact (732) 255-0400 ext. 2354 or achievementcenter@ocean.edu



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 or email bbp@ocean.edu.



CAMPUS SAFETY



Location:	Campus Safety Headquarters Building (#30)
Phone:	(732) 255-0451 On campus: ext. 2200
Hours:	24 hours a day, 365 days a year

Campus Safety Staff

Ocean County College's Department of Campus Safety and Security 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 other state and local agencies.

The women and men of the Ocean County College DCSS have the responsibility of protecting life and property on the campus. The department is also responsible for the prevention and detection of crime.

It is the goal of the Ocean County College Department of Campus Safety and Security 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 Department of Campus Safety and Security maintains mobile, bicycle, and foot patrols that cover the entire campus. Our officers are always in radio contact with Campus Safety 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.

Contacting Campus Safety

- 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 Campus Safety 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.
- Found Property: Found items from all over the campus most often are turned over to Campus Safety Headquarters, Building #30. To inquire about lost items, call ext. 2170 or stop in to claim them.

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 incident has been deemed safe. 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 Emergencies

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

- The Campus Safety Headquarters, located at the bottom of Parking Lot #1 (Building 30), is open and staffed 24 hours a day.
- The campus and parking lots are patrolled 24 hours a day.
- Emergency telephones are located throughout the campus and dial directly to the Campus Safety Headquarters.
- The Department of Campus Safety is equipped with call extension "ID" which allows the Department to identify your calling location in the event of an emergency.
- From off-campus, Campus Safety can be reached at (732) 255-0451 or on-campus, ext. 2200, 24 hours a day.

continued next page





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.
- Campus Safety 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 facilities if not working.
- Closed-circuit TV (CCTV) security cameras are deployed throughout the campus. Campus Safety 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. Department directives require our Campus Safety 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. Parking regulations are strictly enforced.

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 Department of Campus Safety and the Toms River Police Department, (732) 349-0150.

Enforcement

- The Department of Campus Safety enforces parking regulations. A parking summons 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 Department of Campus Safety 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 the performance of 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, unloading, 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 Campus Safety Headquarters within 20 calendar days from the issuance of the Summons.

Request forms may be obtained and returned to the Department of Campus Safety. 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 the absence of "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, Student Life Committee, 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

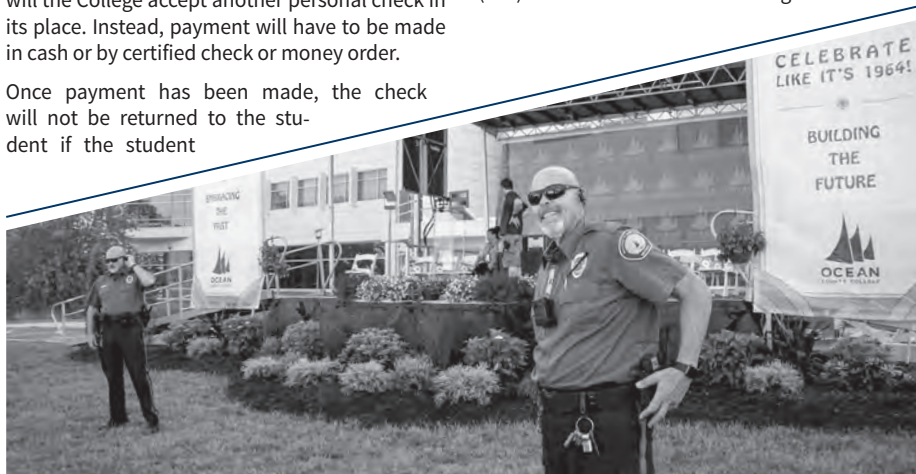


changes their mind about attending. Likewise, the student should not process a stop payment order at their bank. The College will treat a stop payment as a returned check and will apply the \$20 returned check charge.

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

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



REPORTING OF CRIME STATISTICS

With the passing of the Student-Right-to-Know and Campus Security Act by Congress, the Ocean County College DCSS will report statistics on the following violent crimes:

Clery Act Summary and Hate Crimes Report For 2021, 2022 and 2023

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.

TOMS RIVER CAMPUS College Drive Toms River, NJ 08754	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		
CRIMINAL OFFENSES	'22	'23	'24	'22	'23	'24	'22	'23	'24	'22	'23	'24
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
VAWA OFFENSES	'22	'23	'24	'22	'23	'24	'22	'23	'24	'22	'23	'24
Domestic Violence	1	0	0	0	0	0	0	0	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0	1	0	0
ARRESTS	'22	'23	'24	'22	'23	'24	'22	'23	'24	'22	'23	'24
Weapons: Possessions Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	1	0	0	0	0	0	0	0	0	1	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	'22	'23	'24	'22	'23	'24	'22	'23	'24	'22	'23	'24
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	'22	'23	'24	'22	'23	'24	'22	'23	'24	'22	'23	'24
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
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0

Hate crimes are reported to the DCSS, 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. To learn more and search statistics yourself, visit the Campus Crime and

Security at Postsecondary Education Institutions home page at ope.ed.gov/security

REPORTING OF CRIME STATISTICS

With the passing of the Student-Right-to-Know and Campus Security Act by Congress, the Ocean County College DCSS will report statistics on the following violent crimes:

Clergy Act Summary and Hate Crimes Report For 2021, 2022 and 2023

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.

OCEAN COUNTY COLLEGE MANAHAWKIN 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		
	'22	'23	'24	'22	'23	'24	'22	'23	'24	'22	'23	'24
CRIMINAL OFFENSES												
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
VAWA OFFENSES												
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
ARRESTS												
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
DISCIPLINARY REFERRALS												
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												
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
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0

Hate crimes are reported to the DCSS, 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. To learn more and search statistics yourself, visit the Campus Crime and Security at Postsecondary Education Institutions home page at ope.ed.gov/security

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
Accounts Payable.....	Ground
Career Services.....	Ground
Purchasing Department.....	Ground
College Relations.....	1
Displaced Homemakers.....	1
Student Support Services.....	1
Academic Affairs.....	2
Foundation.....	2

Accessible Entrance: An accessible ramp is located at the front entrance of the building and electric doors are located in the front and lower level side entrances. An accessible elevator is available.

In the design phase, a new building will be located adjacent to the Planetarium and replace the existing Administration building. The new building will begin construction in 2026.

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

Accessible Entrance: From the first and second level entrances. An accessible elevator is available.

Library Building (LIBR) #3



(1966; renovated 1994 and 2024) 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

Accessible Entrance: An accessible ramp is located near the clock tower in the front of the building and electric doors are located in the front and rear. An accessible elevator is located next to the near lobby. The library full modernization of the interior spaces was completed the fall of 2024.

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.

Accessible Entrance: Available at the rear of building.

Instructional Building (INST) #5



(1967; renovated 2018) Upon entering, students are introduced to an open indoor commons area three stories high. Further in, students and staff are 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

Accessible Entrance: Available from the south, north (front) and northwest (back) of the building. An 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.

Accessible Entrance: An accessible ramp is located on the left side of the building with access to the TV studio. An accessible entrance to the Lecture Hall is at the front of the building.

W. Kable Russell Building (RUSS) #7



(1990) The two-story, 27,070 square foot building is located between the TV studio (originally Lecture Hall) and the Student Center. The Vocational Technical (VOTECH) School's Pre-Nursing program is run from this building. VOTCH will be occupying 100% of this building in 2025-2026.

Important Offices **Floor**
VOTECH Pre-Nursing..... 1

Accessible Entrance: Accessible entrances are located in the front and back of the building. 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

Accessible Entrance: Available from the service road and the campus mall via both main entrances. An accessible elevator is available in the main section of the building, just behind the coffee shop.

Student Enrollment Building (SEB) #9



(2021) An approximately 16,000-square foot building serving as a one-stop shop student enrollment service center. An engaging first point of contact to welcome new and returning students, this center provides 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

Accessible Entrance: Available from the service road and the campus mall via both main entrances.

Conference Center (CONF) #10



(1995; renovated 2021)
The Conference Center is a one-story building, over 11,000 gross square feet. Formerly the campus bookstore, the building is now composed of large and small meeting rooms with open seating for informal collaboration and a lounge. The building is also home to the Barnegat Bay Partnership.

Accessible Entrance: Available from the main entrance campus mall, and in the rear of the building by the accessible parking area.



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



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

Accessible Entrance: Available from Parking Lot #2 and the main campus leading to the Grunin Theater and the arts center. Access is available off the Service Road leading into the arts center side of the building. Accessible elevators are available.

Grunin Performing Arts Academy (GPAA) #12



(2020) Ocean County College and the Ocean County Vocational Technical School (OCVTS) have partnered in utilizing the Grunin Performing Arts Academy High School building and associated site improvements on the College's campus. The building is shared by both schools. The GPAA occupies the building during the morning and early afternoon hours and the College has the opportunity to utilize the building in the late afternoon and night hours.

Accessible Entrance: Available at the north front, east and west side of the building. Accessible elevators are available.

Robert J. Novins Planetarium (PLAN) #13



(1974; renovated 2010) Entering into the atrium, patrons 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.

Accessible Entrance: 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) This central plant provides cooling and heating to various buildings via energy efficient chillers and boilers.

Information Technology (OITE) #23



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

Accessible Entrance: 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 classrooms, and office spaces.

Accessible Entrance: Available from the 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

Accessible Entrance: Available from the front and right side entrances. An accessible elevator is 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

Accessible Entrance: Available from the upper campus, the 2nd floor, and the right side of the building. An accessible elevator is 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 with stand 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

Accessible Entrance: Available from the front of the building. The new gymnasium is accessible from parking lot #2.

Security Welcome Center (SWC) #30



(1971, renovated 2020) Campus Safety & Security/Emergency Operation Center and the Crime Laboratory share the building's 5,210 square feet. The Crime Lab is for forensic and criminal justice disciplines. Accessible Entrance: 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. Accessible Entrance: Available at front.

Gateway Building (GATE) #101



(2013) A five-story structure, the Gateway building contains 87,565 gross square feet devoted to academic space shared by Ocean County College and Kean University. This building received 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

Accessible Entrance: Available from the front, back, and side entrances. An accessible elevator is 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 the health sciences and the allied health curricula. The building contains a Wellness Center, Exam Rooms, Coding Classroom, CPR Classrooms, CPE Skills Classrooms, Phlebotomy, 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

Accessible Entrance: Available from the front, back, and side entrances. An accessible elevator is available.

Ocean County College Manahawkin (OCCM)



(2000) Located in Manahawkin, the OCCM building 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 OCCM building consists of classrooms, a conference area, and a computer laboratory in addition to student lounges and administrative offices.

Accessible Entrance: Available from the front entrance.

2025-2026 ACADEMIC CALENDAR

2025 ACCELERATED TERM 5 Classes begin Wednesday, September 3, 2025
 Last day of classes Thursday, October 23, 2025

FALL 2025

2025 FALL SEMESTER Classes begin Wednesday, September 3, 2025

2025 FALL QUICK TERM Classes begin Wednesday, October 8, 2025

2025 ACCELERATED TERM 6 Classes begin Monday, October 27, 2025

No classes..... Wednesday–Friday, Nov. 26–28, 2025

Last day of classes Friday, December 19, 2025

WINTER INTERSESSION (5-DAY WEEK)

Classes begin Friday, January 2, 2026

Last day of classes Friday, January 16, 2026

SPRING 2026

2026 ACCELERATED TERM 1 Classes begin Wednesday, January 21, 2026

No classes..... Monday, February 16, 2026

Last day of classes Friday, March 13, 2026

2026 SPRING SEMESTER Classes begin..... Wednesday, January 21, 2026

No classes..... Monday, February 16, 2026

No classes - Spring Break Monday-Sunday, March 16–22, 2026

2026 SPRING QUICK TERM Classes begin Wednesday, February 25, 2026

2026 ACCELERATED TERM 2 Classes begin Monday, March 23, 2026

Last day of classes Wednesday, May 13, 2026

Commencement Thursday, May 21, 2026

2026 ACCELERATED TERM 3 Classes begin Monday, May 18, 2026

Last day of classes Thursday, July 9, 2026

SUMMER 2026

No classes - Commencement..... Thursday, May 21, 2026

No classes (Holiday) Monday, May 25, 2026

No classes (Holiday) Friday, July 3, 2026

FIRST 5-WEEK/10-WEEK SESSIONS Classes begin Monday, May 18, 2026

Last day of classes (1st 5-week) Tuesday, June 23, 2026

Last day of classes (10-week) Tuesday, July 28, 2026

SECOND 5-WEEK/6-WEEK SESSIONS Classes begin..... Wednesday, June 24, 2026

Last day of classes (2nd 5-week)..... Tuesday, July 28, 2026

Last day of classes (6-week) Tuesday, August 4, 2026

POST SESSION (FOUR-DAY WEEK) Classes begin Monday, August 3, 2026

Last day of classes Wednesday, August 26, 2026

2026 ACCELERATED TERM 4

Classes begin Friday, July 10, 2026

No Classes Thursday, August 27, 2026

Last day of classes Saturday, August 29, 2026

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 2025

September 2025						
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	1	2	3	4

October 2025						
S	M	T	W	R	F	S
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	1

3 *Wednesday*

Fall 2025 Semester: First Day of Classes

Fall 2025 Accelerated Term 5: First Day of Classes

4 *Thursday*

5 *Friday*

6 *Saturday*

Fight Procrastination Day

7 *Sunday*

National Grandparents' Day

8 *Monday*

9 *Tuesday*

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

SEPTEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
31	1 Labor Day	2	3 Fall 2025 Semester Classes and Accelerated Term 5 Classes Begin	4	5 The Prophet Mawlid Birthday (Muslim)	6
7 National Grandparents' Day	8	9	10	11 Patriot Day	12	13
14	15 Hispanic Heritage Month	16	17 Constitution Day and Citizenship Day	18 Air Force Birthday	19 POW/MIA Day	20
21	22 Autumnal Equinox (First Day of Autumn) Rosh Hashanah Begins (Jewish)	23	24 Rosh Hashanah Ends (Jewish)	25	26 Native American Day	27
28	29	30	1	2	3	4

Phases of the Moon

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

SEPTEMBER 2025

September 2025						
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	1	2	3	4

October 2025						
S	M	T	W	R	F	S
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	1

10 *Wednesday*

11 *Thursday*

Patriot Day

12 *Friday*

13 *Saturday*

Roald Dahl Day

14 *Sunday*



15 *Monday*

16 *Tuesday*

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

SEPTEMBER 2025

17 *Wednesday*

September 2025						
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	1	2	3	4

18 *Thursday*

October 2025						
S	M	T	W	R	F	S
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	1

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

20 *Saturday*

21 *Sunday*

22 *Monday*

23 *Tuesday*

“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 2025

September 2025

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	1	2	3	4

October 2025

S	M	T	W	R	F	S
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	1

24 *Wednesday*

25 *Thursday*

26 *Friday*

27 *Saturday*



28 *Sunday*

Ask a Stupid Question Day

29 *Monday*



30 *Tuesday*

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

OCTOBER 2025

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

Phases of the Moon

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

OCTOBER 2025

October 2025

S	M	T	W	R	F	S
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	1

November 2025

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

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

– Mother Teresa

1 *Wednesday*

2 *Thursday*

3 *Friday*

4 *Saturday*

5 *Sunday*

6 *Monday*

7 *Tuesday*

Taco Day ○

OCTOBER 2025

8 *Wednesday*

Fall Quick-Term: First Day of Classes

9 *Thursday*

Leif Erikson Day

10 *Friday*

11 *Saturday*

12 *Sunday*



13 *Monday* *Columbus Day / Indigenous People's Day*

14 *Tuesday*

October 2025

S	M	T	W	R	F	S
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	1

November 2025

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
30						

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

OCTOBER 2025

October 2025

S	M	T	W	R	F	S
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	1

November 2025

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 30	24	25	26	27	28	29

15 *Wednesday*

16 *Thursday*

Bosses' Day

World Food Day

17 *Friday*

Mid-Semester

18 *Saturday*

19 *Sunday*

20 *Monday*

21 *Tuesday*



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

OCTOBER 2025

22 *Wednesday*

October 2025

S	M	T	W	R	F	S
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	1

23 *Thursday*

2025 Accelerated Term 5: Last Day of Classes

November 2025

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 ³⁰	24	25	26	27	28	29

24 *Friday*

25 *Saturday*

26 *Sunday*

27 *Monday*

2025 Accelerated Term 6: First Day of Classes

28 *Tuesday*

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

OCT | NOV 2025

October 2025						
S	M	T	W	R	F	S
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	1

November 2025						
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 30	24	25	26	27	28	29

29

Wednesday

30

Thursday

31

Friday

Halloween

1

Saturday

2

Sunday

Daylight Savings Time Ends
(set clocks back "Fall back")

3

Monday

4

Tuesday

Election Day

“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 2025

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

Phases of the Moon

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

NOVEMBER 2025

November 2025

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 30	24	25	26	27	28	29

December 2025

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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

5 *Wednesday*



6 *Thursday*

7 *Friday*

8 *Saturday*

9 *Sunday*

10 *Monday*

World Science Day



11 *Tuesday*

Veterans' Day

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

– Nelson Mandela

NOVEMBER 2025

12 *Wednesday*

November 2025						
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 30	24	25	26	27	28	29

13 *Thursday*

World Kindness Day

December 2025						
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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

14 *Friday*

15 *Saturday*

16 *Sunday*

17 *Monday*

18 *Tuesday*

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

NOVEMBER 2025

November 2025

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 30	24	25	26	27	28	29

December 2025

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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

19 *Wednesday*

20 *Thursday*

21 *Friday*

22 *Saturday*

23 *Sunday*

24 *Monday*

25 *Tuesday*

“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 2025

26 *Wednesday*

No Classes

27 *Thursday*

Thanksgiving Day

No Classes

28 *Friday*



No Classes

29 *Saturday*

30 *Sunday*

1 *Monday*

2 *Tuesday*

November 2025

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
30						

December 2025

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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

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

DECEMBER 2025

December 2025						
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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

January 2026						
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	31

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

3 Wednesday Make a Gift Day

4 Thursday ○

5 Friday

6 Saturday

7 Sunday Letter Writing Day

8 Monday

9 Tuesday Christmas Card Day

DECEMBER 2025

23		30	First Sunday Advent (Catholic)	1	8	7		14	First day of Chanukah (Jewish) Pan American Day	21	22	29	28
24		1	Rosa Parks Day	2	9	10	International Human Rights Day	15	Bill of Rights First day of Chanukah (Jewish)	23	30	31	
25		3		4	11	12		17	Aviation Day - Wright Brothers Day	24	31		New Year's Eve
26		5		11	12	13	National Guard Birthday	18		25		1	New Year's Day Kwanzaa Ends
27		6	St. Nicholas Day (Catholic)	12	13	14		19	Fall Semesters: Last Day of Classes	26	27	2	
28		7		14	15	16		20	Kwanzaa Begins	27	28	3	

DECEMBER 2025

December 2025						
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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

January 2026						
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	31

“ 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

10 Wednesday

11 Thursday



12 Friday

Lost and Found Day

13 Saturday

14 Sunday

First Day of Chanukah

15 Monday

16 Tuesday

DECEMBER 2025

17 *Wednesday*

December 2025						
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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

18 *Thursday*

January 2026						
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	31

19 *Friday*

Ugly Sweater Day ●

Fall Semesters: Last Day of Classes

20 *Saturday*

21 *Sunday*

22 *Monday*

23 *Tuesday*

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

DECEMBER 2025

December 2025						
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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

January 2026						
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	31

24

Wednesday

Christmas Eve

25

Thursday

Christmas Day

26

Friday

27

Saturday

28

Sunday

Card Playing Day

29

Monday

30

Tuesday

New Year's Eve

“Worry is a misuse of imagination.”
– Unknown

JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	31 New Year's Eve	1 New Year's Day	2 Winter Intercession Class Begins	3
4	5	6 Epiphany Day (Christian)	7 Orthodox Christmas Day	8	9	10
11	12	13	14 Orthodox New Year	15	16 Winter Intercession Classes End	17
18	19 Martin Luther King, Jr. Day No classes	20	21 Spring 2026 Semester Classes and Accelerated Term 1 Begin	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Phases of the Moon

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

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



Name:	Home:
	Cell:
	Work:
Email:	Fax:

Name:	Home:
	Cell:
	Work:
Email:	Fax:

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	Cell:
	Work:
Email:	Fax:

DEC | JAN 2025

January 2026

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	31

February 2026

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
1	2	3	4	5	6	7

31 *Wednesday*

New Year's Eve

Make Up Your Mind Day

No Interruptions Day

1 *Thursday*

New Year's Day

2 *Friday*

Winter 2026 Intersession: First day of classes

3 *Saturday*

Festival of Sleep Day



4 *Sunday*

5 *Monday*

6 *Tuesday*

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

JANUARY 2026

7

Wednesday

8

Thursday

Earth's Rotation Day

9

Friday

10

Saturday

Cut Your Energy Costs Day

11

Sunday

12

Monday

13

Tuesday

Make Your Dreams Come True Day

January 2026						
S	M	T	W	T	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	31

February 2026						
S	M	T	W	T	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
1	2	3	4	5	6	7

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

– Unknown

JANUARY 2026

January 2026

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	31

February 2026

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
1	2	3	4	5	6	7

14 *Wednesday*

Organize Your Home Day

15 *Thursday*

16 *Friday*

Winter 2026 Intercession: Last Day of Classes

17 *Saturday*

Soup Swap Day



18 *Sunday*

19 *Monday*

Martin Luther King, Jr. Day

20 *Tuesday*

“I do not try to dance better than anyone else.
I only try to dance better than myself.”

– Arianna Huffington

JANUARY 2026

21 *Wednesday*

Spring 2026 Semester: First Day of Classes

2026 Accelerated Term 1: First Day of Classes

22 *Thursday*

23 *Friday*

24 *Saturday*

Compliment Day

25 *Sunday*

Opposite Day

26 *Monday*

Spouses' Day



27 *Tuesday*

Chocolate Cake Day

January 2026

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	31

February 2026

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
1	2	3	4	5	6	7

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

JAN | FEB 2026

January 2026

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	31

February 2026

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
1	2	3	4	5	6	7

28 *Wednesday*

29 *Thursday*

30 *Friday*

31 *Saturday*

1 *Sunday*

Black History Month



2 *Monday*

Groundhog Day

3 *Tuesday*

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

– Confucius

FEBRUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
1 <i>Tu Bishvat/ Tu B'Shevat Begins (Jewish)</i>	2 <i>Groundhog Day</i>	3	4	5	6 <i>National Wear Red Day</i>	7
8 <i>Super Bowl Sunday</i>	9	10	11	12 <i>Lincoln's Birthday</i>	13	14 <i>Valentine's Day</i>
15	16 <i>Presidents' Day No classes</i>	17 <i>Chinese New Year (Fire Horse) Shrove Tuesday (Mardi Gras) Ramadan</i>	18 <i>Ash Wednesday (Christian)</i>	19	20	21
22	23	24	25 <i>Spring Quick Term: Classes Begin</i>	26	27	28
1	2	3	4	5	6	7

Phases of the Moon

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

FEBRUARY 2026

February 2026

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
1	2	3	4	5	6	7

March 2026

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

4 *Wednesday*

5 *Thursday*

6 *Friday*

7 *Saturday*

Eat Ice Cream for Breakfast Day

Send a Card to a Friend Day

8 *Sunday*

Super Bowl Sunday

9 *Monday*



10 *Tuesday*

“It's fine to celebrate success but
it is more important to heed the lessons of failure.”

– Bill Gates

FEBRUARY 2026

11 *Wednesday*

February 2026						
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
1	2	3	4	5	6	7

12 *Thursday*

March 2026						
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

13 *Friday*

14 *Saturday*

Valentine's Day

15 *Sunday*

16 *Monday*

Presidents' Day

No Classes

17 *Tuesday* Chinese New Year (Year of the Fire Horse) ●

Shrove Tuesday (Mardi Gras)

Ramadan (Begins)

Random Act of Kindness Day

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

– Arthur Ashe

FEBRUARY 2026

February 2026

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
1	2	3	4	5	6	7

March 2026

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

18 *Wednesday*

19 *Thursday*

20 *Friday*

21 *Saturday*

22 *Sunday*

Be Humble Day

23 *Monday*

24 *Tuesday*



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

FEB | MAR 2026

25 Wednesday

Spring Quick-Term: Classes Begin

26 Thursday

27 Friday

28 Saturday

1 Sunday

Women's History Month

2 Monday

Read Across America Day

3 Tuesday



February 2026						
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
1	2	3	4	5	6	7

March 2026						
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

“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 2026

March 2026						
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

April 2026						
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

4 *Wednesday*

5 *Thursday*

6 *Friday* *Employee Appreciation Day*

7 *Saturday*

8 *Sunday* *Daylight Savings Time Starts (clocks "ahead")*

Proofreading Day

9 *Monday*

10 *Tuesday*

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

MARCH 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	27
1 Women's History Month	2 Tu B'shvat/ Tu B'Shevat Ends (Jewish) Purim (Jewish)	3	4 Holi (Hindu)	5	6 Employee Appreciation Day	7
8 International Women's Day Daylight Savings Time Starts (clocks "ahead")	9	10	11	12	13 2026 Accel'd 1 Term: Classes En	14
15	16	17	18	19	20	21
	No Classes – Spring Break					
		Saint Patrick's Day		Eid-al-Fitr Ramadan	Vernal Equinox (First Day of Spring)	World Poetry Day
22 — Break —	23 2026 Accelerated 2 Term: Classes Begin	24	25	26	27	28
29 Palm Sunday (Catholic)	30	31	1 April Fools' Day	2	3	4

Phases of the Moon

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

MARCH 2026

March 2026						
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

April 2026						
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

11 *Wednesday*



12 *Thursday*

13 *Friday*

2026 Accelerated Term 1: Last Day of Classes

14 *Saturday*

Pi Day

15 *Sunday*

16 *Monday*

No Classes: Spring Break

17 *Tuesday*

St. Patrick's Day

No Classes: Spring Break

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

– Mark Twain

MARCH 2026

18

Wednesday

Awkward Moments Day



No Classes: Spring Break

19

Thursday

No Classes: Spring Break

20

Friday

World Storytelling Day

No Classes: Spring Break

21

Saturday

World Poetry Day

No Classes: Spring Break

22

Sunday

No Classes: Spring Break

23

Monday

Puppy Day

2026 Accelerated Term 2: First Day of Classes

24

Tuesday

March 2026

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

April 2026

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

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

MARCH 2026

March 2026						
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

April 2026						
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

25 *Wednesday* 

26 *Thursday*

27 *Friday*

28 *Saturday*

29 *Sunday*

30 *Monday* *Take a Walk in the Park Day*

31 *Tuesday*

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

APRIL 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23 2026 Accelerated 2 Term: Classes Begin	24	25	26	27	28
29	30	31	1 April Fools' Day Passover Begins (Jewish)	2	3 Good Friday (Catholic)	4
5 Easter Sunday (Catholic)	6	7	8	9 Passover Ends (Jewish)	10	11
12	13 Yom HaShoah (Holocaust Remembrance Day) Begins	14 Yom HaShoah (Holocaust Remembrance Day) Ends	15 Tax Day	16	17	18
19	20	21	22 Earth Day	23 Take Your Sons and Daughters to Work Day	24	25
26	27	28	29	30	1	2

Phases of the Moon

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

APRIL 2026

April 2026

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

May 2026

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 31	25	26	27	28	29	30

1 *Wednesday*

Passover (Begins)

April Fools' Day

2 *Thursday*



3 *Friday*

4 *Saturday*

5 *Sunday*

Easter Sunday

6 *Monday*

7 *Tuesday*

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

APRIL 2026

8 Wednesday

9 Thursday

Passover (Ends) 🌙

10 Friday

Siblings Day

11 Saturday

12 Sunday

13 Monday

14 Tuesday

April 2026						
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

May 2026						
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 31	25	26	27	28	29	30

👁️ Keep your eyes on the stars, and your feet on the ground. 🗣️
– Theodore Roosevelt

APRIL 2026

April 2026

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

May 2026

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
31						

15 *Wednesday*

16 *Thursday*

Wear Pajamas to Work Day

17 *Friday*

Haiku Poetry Day

18 *Saturday*

Record Store Day

19 *Sunday*

20 *Monday*

21 *Tuesday*

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

APRIL 2026

22 Wednesday

Earth Day

Administrative Professionals' Day

23 Thursday

Take Daughters and Sons to Work Day

24 Friday



25 Saturday

26 Sunday

27 Monday

28 Tuesday

April 2026

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

May 2026

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
31						

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

- C.S. Lewis

APR | MAY 2026

May 2026

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 31	25	26	27	28	29	30

June 2026

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	1	2	3	4

“Some people look for a beautiful place. Others make a place beautiful.”
– Hazrat Inayat Khan

29 *Wednesday*

30 *Thursday*

1 *Friday* **Asian American & Pacific Islander Heritage Month**

2 *Saturday*

3 *Sunday* **World Press Freedom Day**

4 *Monday*

5 *Tuesday*

MAY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Student Life Spring Day	2
3	4 Lag BaOmer (Jewish)	5 Cinco de Mayo	6	7	8	9
10 Mother's Day	11	12	13 Spring 2026 Semester: Last Classes Accel'd Term 2 Last Classes	14	15	16 Armed Forces Day
17	18 Summer Classes Accelerated Term 3: Classes Athletics Awards Ceremony	19 Student Awards Ceremony	20 Nurses' Pinning Ceremony	21 Commencement No Classes	22	23
24 Pentecost Day (Christian)	25 Memorial Day No classes	26 Eid al-Adha (Islamic)	27	28	29	30
31 Trinity Sunday (Christian)	1	2	3	4	5	6

Phases of the Moon

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

MAY 2026

May 2026						
S	M	T	W	T	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
31						

June 2026						
S	M	T	W	T	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	1	2	3	4

6	Wednesday	National Nurses' Day

7	Thursday	

8	Friday	

9	Saturday	☾

10	Sunday	Mother's Day Clean Up Your Room Day

11	Monday	

12	Tuesday	

“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 2026

13 Wednesday

2026 Spring Semester: Last Day of Classes

2026 Accelerated Term 2: Last Day of Classes

14 Thursday

15 Friday

Pizza Party Day

Chocolate Chip Day

16 Saturday

17 Sunday

18 Monday

Athletics Awards Ceremony

2026 Accelerated Term 3: First Day of Classes

2026 Summer Session: First Day of Classes

19 Tuesday

Student Awards (Scholarship) Ceremony

May 2026

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
31						

June 2026

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	1	2	3	4

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

- Martin Luther King, Jr.

MAY 2026

May 2026

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 31	25	26	27	28	29	30

June 2026

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	1	2	3	4

20 *Wednesday*

Nurses' Pinning Ceremony

21 *Thursday*

Commencement: No Classes

22 *Friday*

23 *Saturday*



24 *Sunday*

Scavenger Hunt Day

25 *Monday*

Memorial Day

No Classes

26 *Tuesday*

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

MAY | JUN 2026

27 *Wednesday*

28 *Thursday*

29 *Friday*

30 *Saturday*

31 *Sunday*

1 *Monday*

LGBTQIA2S+ Pride Month

2 *Tuesday*

Leave Office Early Day

May 2026

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 31	25	26	27	28	29	30

June 2026

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	1	2	3	4

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

JUNE 2026

June 2026						
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	1	2	3	4

July 2026						
S	M	T	W	R	F	S
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	1

3 *Wednesday*

4 *Thursday*

5 *Friday*

6 *Saturday*

7 *Sunday*

8 *Monday*

Best Friends' Day 🌙

World Oceans Day

9 *Tuesday*

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

JUNE 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
31	1 <i>LGBTQIA2S+ Pride Month</i>	2	3	4	5	6 <i>D-Day</i>
7 <i>World Oceans Day</i>	8	9	10	11	12	13
14 <i>Flag Day Army Birthday</i>	15	16	17 <i>Bunker Hill Day</i>	18	19 <i>Juneteenth</i>	20
21 <i>June Solstice (First Day of Summer) Father's Day</i>	22	23 <i>First 5 Week Session: Last Day of Classes</i>	24 <i>Second 5 & 6 Week Sessions: Classes Begin</i>	25	26 <i>Yawm Ashura (Islamic)</i>	27
28	29	30	1	2	3	4

Phases of the Moon

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

JUNE 2026

June 2026						
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	1	2	3	4

July 2026						
S	M	T	W	R	F	S
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	1

10 *Wednesday*

11 *Thursday*

12 *Friday*

13 *Saturday*

14 *Sunday*

Flag Day ●

15 *Monday*

16 *Tuesday*

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

JUNE 2026

17 *Wednesday*

Eat Your Vegetables Day

June 2026						
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	1	2	3	4

18 *Thursday*

July 2026						
S	M	T	W	R	F	S
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	1

19 *Friday*

20 *Saturday*

21 *Sunday*

Father's Day 🌑

22 *Monday*

23 *Tuesday*

1st 5 Week Session: Last Day of Classes

“We only get to play this game one time, one life.”
– Gary Vaynerchuk

JUNE 2026

June 2026

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	1	2	3	4

July 2026

S	M	T	W	R	F	S
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	1

“We are not here merely to make a living. We are here to enrich the world.”
- Woodrow Wilson

24 *Wednesday*

2026 Second 5-Week/6-Week Sessions Begin

25 *Thursday*

26 *Friday*

Take Your Dog to Work Day

27 *Saturday*

Helen Keller Day

28 *Sunday*

29 *Monday*



30 *Tuesday*

JULY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24 First 5 Week Session: Last Day of Classes	25 Second 5 & 6 Week Sessions: Classes Begin	26	27
28	29	30	1	2	3	4 Independence Day No classes
5	6	7	8	9 Accelerated Term 3: Last Day of Classes	10 Accelerated Term 4: First Day of Classes	11 National Maritime Day
12	13	14 Bastille Day	15	16	17	18
19	20	21	22 Tisha B'Av (Jewish)	23	24	25
26 Parents' Day	27 Korean War Veterans Armistice Day	28 1st 10-Week & 2nd 5-Week Sessions: Last Day of Classes	29	30	31	1

Phases of the Moon

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

JUNE | JULY 2026

July 2026

S	M	T	W	R	F	S
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	1

August 2026

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
30	31					

1

Wednesday

International Joke Day

2

Thursday

3

Friday

4

Saturday

Independence Day

5

Sunday

6

Monday

World Kissing Day

7

Tuesday



“Be kind, for everyone you meet is fighting a hard battle.”

– Plato

JULY 2026

8 Wednesday

9 Thursday

2026 Accelerated Term 3: Last Day of Classes

10 Friday

2026 Accelerated Term 4: First Day of Classes

11 Saturday

12 Sunday

13 Monday

Embrace Your Geekness Day

14 Tuesday

July 2026

S	M	T	W	R	F	S
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	1

August 2026

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
30	31					

“ Learning to unlearn is the highest form of learning. ”

— Buddhist proverb

JULY 2026

July 2026

S	M	T	W	R	F	S
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	1

August 2026

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
30	31					

15 *Wednesday*

16 *Thursday*

17 *Friday*

18 *Saturday*

19 *Sunday*

National Ice Cream Day

20 *Monday*

Space Exploration Day



21 *Tuesday*

“What you get by achieving your goals is not as important as what you become by achieving your goals.”
- Zig Ziglar

JULY 2026

22 Wednesday

23 Thursday

24 Friday

25 Saturday

26 Sunday

27 Monday

28 Tuesday

1st 10-Week & 2nd 5-Week Terms: Last Day of Classes

July 2026						
S	M	T	W	R	F	S
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	1

August 2026						
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
30	31					

“You do not find the happy life. You make it.”
– Camilla Eyring Kimball

JUL | AUG 2026

August 2026

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
30	31					

September 2026

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

29 *Wednesday*



30 *Thursday*

31 *Friday*

Uncommon Musical Instrument Day

1 *Saturday*

Girlfriends' Day

2 *Sunday*

Sisters' Day

3 *Monday*

Post-Session (Four Day Week): First Day of Classes

4 *Tuesday*

2026 Second 6 Week Session: Last Day of Classes

“ Sometimes you will never know the value of a moment,
until it becomes a memory. ”

– Dr. Seuss

AUGUST 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 Post Session (4 Day Week): First Day of Classes	4 2nd 6 Week Session: Last Day of Classes	5	6	7 Purple Heart Day	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Senior Citizens' Day	22
23	24	25	26 Post Session (4 Day Wk): Last Day Women's Equality Day	27 No Classes	28	29 Accelerated Term 4: Last Day of Classes
30	31	1 Labor Day	2	3	4	5

Phases of the Moon

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

AUGUST 2026

August 2026

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
30	31					

September 2026

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

5 *Wednesday*



6 *Thursday*

7 *Friday*

Purple Heart Day

8 *Saturday*

9 *Sunday*

Book Lovers' Day

10 *Monday*

11 *Tuesday*

Son and Daughter Day

“The most wasted of days is one without laughter.”
— E.E. Cummings

AUGUST 2026

12 *Wednesday*

August 2026

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
30	31					

13 *Thursday*

Left Handers' Day

September 2026

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

14 *Friday*

15 *Saturday*

16 *Sunday*

17 *Monday*

18 *Tuesday*

“ You must do the things you think you cannot do. ”
– Eleanor Roosevelt

AUGUST 2026

August 2026

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
30	31					

September 2026

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

19 *Wednesday*



20 *Thursday*



21 *Friday*

22 *Saturday*

23 *Sunday*

24 *Monday*

25 *Tuesday*

Kiss and Make Up Day

“Let us make our future now, and let us make our dreams tomorrow's reality.”
— Malala Yousafzai

AUG | SEP 2026

26 Wednesday

Post Session (Four Day Week): Last Day of Classes

27 Thursday

No Classes

28 Friday

Bow Tie Day ○

29 Saturday

2026 Accelerated 4 Term: Last Day of Classes

30 Sunday

31 Monday

Eat Outside Day

1 Tuesday

August 2026

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
30	31					

September 2026

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

“Don't wait. The time will never be just right.”
- Napoleon Hill

Phases of the Moon:

- New Moon
- First Quarter
- Full Moon
- Third Quarter

EMERGENCY INFORMATION



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

TOMS RIVER CAMPUS

Any Campus Phone
Call Ext. 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

Ocean County College Manahawkin (OCCM)

Call Ext. 679
or go to the OCCM 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 Department of Campus Safety

- 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 Campus Safety.)



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.

DIRECTIONS TO OCEAN COUNTY COLLEGE MANAHAWKIN

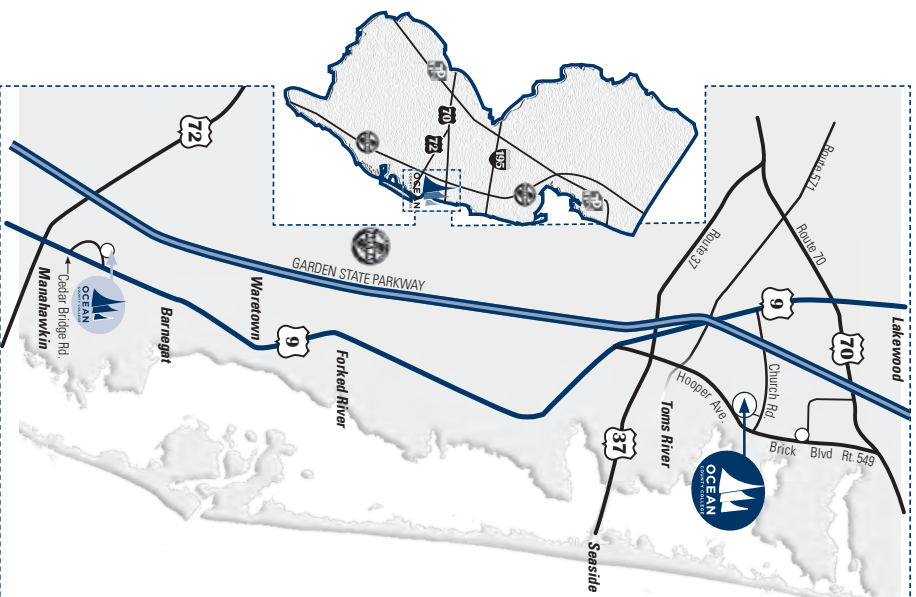
(OCCM) • 195 Cedar Bridge Road, Manahawkin, NJ 08050 • Phone: 609-978-2077

LOCAL Directions: Route 72 East past the Stafford Square Shopping Center in Manahawkin. Follow signs to Route 9 North (jug handle 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 Manahawkin (OCCM) 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 and 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. Novits Planerium (PLAN)
 - 21 Green Energy Combined Cooling, Heating and Power Plant (CHP)
 - 22 Informational Computer Center (ICCT)
 - 23 Information Technology Building (ITE)
 - 25 Technology Building (TECH)
 - 27 William T. Hieing Science Building (HIEH)
 - 29 Health and Human Performance Center (HPEC)
 - 30 SECURITY (SWC)
 - 40 O.C.E.A.N., Inc. Child Development Center (KIDS)
 - 65 Maintenance Building (MB)
 - 66 Facilities Management Building (FMB)
 - 67 Administrative Support Building (ADSB)
 - 68 Facilities Storage Building (BAND)
- Upper Campus**
- 101 Gateway Building (GATE)
 - 102 H. Hovmanian Health Sciences Building (HOVN)
- General Parking**
- Ⓟ 1 = Lot 1 Ⓟ 2 = Lot 2
 - Ⓟ 3 = Lot 3 Ⓟ 4 = Lot 4
- Reserved Parking Ⓟ 1(R) Ⓟ 2(R)
- Dashed dot lines for Handicapped access.
- All parking lots also have designated Reserved and Handicapped areas.



West College Drive (to N. Bay Ave)

South College Drive

to Lot 1

to Hooper Ave

College Drive

to Lot 2

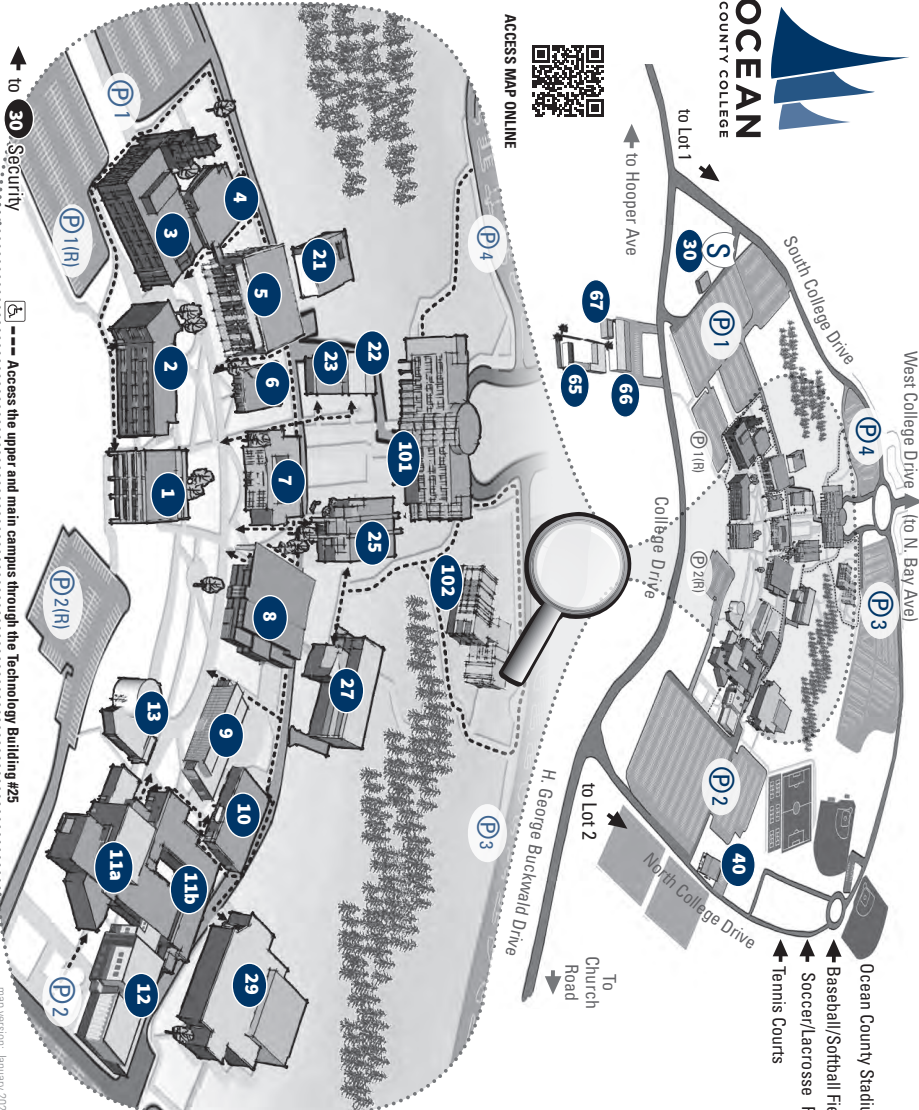
H. George Buckwald Drive

To Church Road

Ocean County Stadium
Baseball/Softball Fields
Soccer/Lacrosse Field
Tennis Courts



ACCESS MAP ONLINE



2025 – 2026

January 2025

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	31	1

February 2025

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	1

March 2025

S	M	T	W	R	F	S
23	24	25	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

April 2025

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

May 2025

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

June 2025

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	1	2	3	4	1

July 2025

S	M	T	W	R	F	S
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	1	2

August 2025

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

September 2025

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	1	2	3	4

October 2025

S	M	T	W	R	F	S
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	1

November 2025

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

December 2025

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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

January 2026

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	31

February 2026

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
1	2	3	4	5	6	7

March 2026

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

April 2026

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

May 2026

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

June 2026

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	1	2	3	4

July 2026

S	M	T	W	R	F	S
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	1

August 2026

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

September 2026

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

October 2026

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

November 2026

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	1	2	3	4	5

December 2026

S	M	T	W	R	F	S
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	1	2

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- MOBILE PHONE or OFF-CAMPUS: (732) 255-0400, press 8
- OCCM call ext. 679 or go to the OCCM Information Office



2025–2026 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 for the updated versions of all policies and procedures.



Our Campus in the palm of your hand.

Download the Ocean County College App

 App Store

 Google Play

ocean.campusapp.com



Your Campus

Quickly discover what you're looking for. Campus maps, services, course information and more are just a tap away.



Your Community

Whether you have a question, a story to tell or looking for a new friendship, you'll find it all in your campus community.



Your Way

Customize your app to the way you want it. With favorites and your personalized schedule, this app will be unique to you.



OCEAN
COUNTY COLLEGE

