



2024-2025  
STUDENT HANDBOOK



# PAY ATTENTION

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

# Listen



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



# BE INCLUSIVE

Welcome all groups of citizens working for the **GREATHER GOOD** of the community.

# DON'T GOSSIP



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

# Show Respect

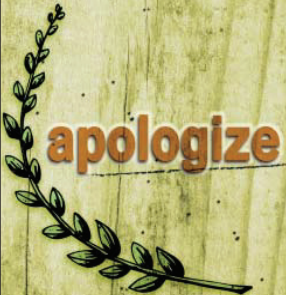


Honor other people and their opinions, especially in the midst of a disagreement.

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



# BE AGREEABLE



# apologize

Be sincere and repair damaged relationships.

# GIVE constructive criticism



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



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

# TAKE RESPONSIBILITY



OCEAN COUNTY COLLEGE

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



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

**This is not a campaign to end disagreements. Rather it is a campaign to improve communication by reminding ourselves of the basic principles of respect.**

Brought to you with the permission of

# Speak your Peace

The **Civility** Project

# WELCOME TO OCEAN COUNTY COLLEGE



**Dr. Pamela Monaco**  
*College President*

Welcome to Ocean County College, New Jersey's first community college. You have made an excellent decision in choosing Ocean County College (OCC), where you will receive a world-class education taught by engaged faculty and enhanced by broad academic and social support opportunities.

Inspired by our six guiding principles, the College is student centered, accessible, innovative, collaborative, courageous, and trustworthy. What does this mean to your learning experience? You are at the center of all we do. At OCC, you will discover a family of caring, dedicated individuals who are invested in your success. We welcome everyone at OCC and pride ourselves on reducing barriers and obstacles to your educational pursuits. We provide opportunities for you in the form of apprenticeships, internships, easy transfer to four-year colleges and universities, and career preparation. In all we do, we treat one another with respect, with dignity, and with a team spirit. These values inform our work, and we will continue to cultivate those traits and skills in you.

We applaud your choice to continue to learn and grow, and we hope you find many programs that stimulate your dreams and desires. Whether your goals are to improve your artistic skills or prepare for a career in medicine, we offer the courses and the pathways to success. We will work with you to take advantage of the many opportunities at OCC: joining a club, participating in sports, serving our communities, or embarking on study abroad. Whether you choose to study on campus, online, or through HyFlex, we offer a robust learning experience. Don't be afraid to try something new or take a risk; that is what college is for! Know that we are here to help you. Your investment in education will give back to you a hundredfold what you put into your time at OCC.

All of us at Ocean County College—the faculty, the staff, the Board of Trustees, and our ever-growing alumni—are thrilled you have chosen us. Please stop by my office or introduce yourself when you see me on campus. 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 black ink that reads "Pamela Monaco". The signature is written in a cursive, flowing style.

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 2024–2025

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### COVER PHOTOS



“What’s Cookin’ ”  
Michael S. Leon



“100 Smiles Campaign”  
OCC Students  
OCC Foundation

# COLLEGE AND COUNTY LEADERSHIP

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

Jerry J. Dasti, Jr., <i>Chair</i>	DiAnne C. Gove	Cheyenne Severin, <i>Student/Alumni Trustee</i>
Linda L. Novak, <i>Vice Chair</i>	Joanne Pehlivanian	John C. Sahrnadnik, <i>Counsel</i>
Frank J. Dupignac, Jr., <i>Treasurer</i>	Joseph E. Teichman	
Stephan R. Leone, <i>Secretary</i>	Steven A. Zabarsky	
Robert A. Fall		

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

Barbara Jo Crea, *Director*  
 Gary Quinn, *Deputy Director*  
 Virginia E. Haines, *Liaison to Ocean County College*  
 John P. Kelly  
 Frank Sadeghi

\*at time of publication

# COMMUNICATING WITH OCC

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

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

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

Academic Advising .....	Advising and Transfer Services .....	732-255-0300
Alumni Affairs .....	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
Center for Access & Equity .....	Director of EOF/C4AE .....	732-255-0311
Disability-Related Services .....	Assistant Director of Disability Services .....	732-255-0456
Enrollment Services .....	The HUB .....	732-255-0482
Educational Opportunity Fund .....	Director of EOF/C4AE .....	732-255-0311
Financial Aid .....	Financial Aid Department .....	732-255-0310
Library .....	Library Services .....	732-255-0392
NJ STARS.....	Advising and Transfer Services .....	732-255-0300
Payments .....	The HUB .....	732-255-0482
Registration & Records .....	Registration & Records Office .....	732-255-0304
Scholarships.....	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 Business & Social Science .....	732-255-0400 ext.2210
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 & Professional Education WPE Department .....		732-255-0409

# SUMMARY OF SELECT STUDENT POLICIES

## Obligation to Know

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

## Civility Statement

Ocean County College defines civility primarily as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work. The Trustees of the College and the College administration set the tone for civil behavior through their professional conduct and through their leadership of the institution. All members of the College community create a positive environment characterized by considerate and principled conduct. While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guideposts:

1. Respect for the work of all persons
2. Courteous discourse (oral, verbal, non-verbal and electronic)
3. Honest interactions and utterances
4. Fair and just treatment
5. Integrity and keeping promises
6. Commitment to the community college philosophy: Access, transfer, career preparation, workforce development, partnering and community outreach
7. Open professional communications
8. Diversity, professionalism and collegiality
9. Free expression of views without meanness or a desire to do harm
10. 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.

## Affirmative Action Policy Statement

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

## Equal Employment Opportunity Policy Statement

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

## Students with Disabilities

Ocean County College complies with The Americans with Disabilities Act (ADA) of 1990, Amendments Act of 2008, and the Rehabilitation Act of 1973, Section 504. OCC provides reasonable accommodations for all academic programs and services to qualified students with disabilities. Inquiries regarding reasonable accommodations and services may be directed to Disability Services, 732-255-0456 or [accommodations@ocean.edu](mailto: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](mailto: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 be in writing, containing 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/gender-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](mailto:counselingservices@ocean.edu).



# THE HUB: EXPRESS ENROLLMENT SERVICES



**Dr. Sheenah Hartigan**  
Assistant  
Vice President of  
Enrollment Services



**Dr. Kathleen Mohr**  
Executive Director  
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



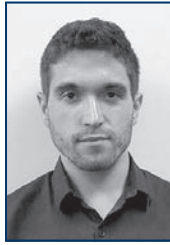
**Bridget Davis**  
Senior Enrollment  
Services  
Technician



**Evan Gonnella**  
Enrollment Services  
Technician



**Daniel Carben**  
Enrollment Services  
Technician



**Brett Young**  
Enrollment Services  
Technician



**Veronica Thomas**  
Enrollment Services  
Technician



**Adalberto Candia-Aguilar**  
Community  
Enrollment Advisor





## THE HUB

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

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

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

*need help with...*

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



Check in at  first!

### The HUB can assist with:

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

## SUCCESS TEAM

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

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



**Breanna St. Clair**  
*Student Success  
Coach*



**Melissa Gutzmore**  
*Student Success  
Coach*



**Jenna Puglisi**  
*Student Success  
Coach*



**Madison Caldwell**  
*Student Success  
Coach*

# REGISTRATION AND RECORDS OFFICE



**Janine Emma**  
*Registrar*



**Karen Light**  
*Associate Registrar*



**Ann McClave**  
*Associate Registrar*



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



**Celeste Jamerson**  
*Registration Services  
Specialist*



**Diana Manning**  
*Administrative  
Assistant*



**Suzanne Marquand**  
*Administrative  
Assistant*



**Morgan Petraglia**  
*Registration Services  
Specialist*

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

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

- Maintenance of official college records
- 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 may adjust their schedules any time prior to the first date of the semester without incurring a fee or penalty. After the semester has begun, students can add courses up to the attendance census date (see your bill/schedule or the College's website for specific attendance census dates for the semester in question). After the attendance census date, no registration of any kind is allowed.

Students will be responsible for 50% of the course(s) tuition when dropped after the semester begins, but before and including the attendance census date. After the attendance census date, there is no refund. Students cannot withdraw from classes after the withdrawal deadline. Check the College website for specific withdrawal deadlines.

### Graduation:

It is necessary to apply to graduate from Ocean County College. The College officially graduates students in January, late May, and again in late August each year. Any student who completes degree requirements significantly in advance of the next scheduled official graduation may request a 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](http://www.ocean.edu)
- Make an appointment with your faculty advisor
- Develop a tentative schedule that you can discuss with your advisor

### Academic sanctions:

Students failing to maintain satisfactory academic standards/progress may be placed on academic 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](http://go.ocean.edu/transcript). Note: Processing during registration periods may be delayed due to unusually high workloads.

### Transcript evaluation:

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

*The maximum allowable credits in transfer are half the total amount of semester hours required for the associate degree for the curriculum chosen (30 academic credits). You must be in a degree program in order to have transfer credits evaluated.*

# ADVISING AND TRANSFER SERVICES



**Anna Regan**  
*Executive Director of  
Academic Advising*



**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*



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



**Lauren Humphrey**  
*Academic  
Advisor*



**Amy Nadybal**  
*Academic  
Advisor*



**Diane DeFilippo**  
*Academic  
Advisor*



**Lisa Gilliar**  
*Senior Advising  
Technician*

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

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

- An introduction to academic programs and course requirements
- Development of an academic plan, with a focus on short- and long-term goals
- 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 and via email to discuss questions and issues
- 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](http://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](http://go.ocean.edu/plan).

### Transfer Advising

Most OCC graduates transfer to four-year colleges and universities. Advisors assist students in aligning their curriculum and courses with their transfer and career goals. Planning early is the best way to ensure successful transfer! Start exploring the transfer process at the Transfer Resource site to access a transfer timeline, information on resources such as NJ Transfer, and events such as transfer fairs, instant decision days and transfer workshops. For more information, please contact Advising and Transfer Services at 732-255-0400 x2982.

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

The NJ STARS program is an initiative created by the State of New Jersey that provides New Jersey's highest-achieving students with free tuition at their home county college. NJ STARS advisors help STARS students get and stay on track through services such as academic coaching, graduation advising, and transfer and career planning. For more information, visit [go.ocean.edu/njstars](http://go.ocean.edu/njstars) or contact STARS Coordinator Jennifer Kipp at 732-255-0400 ext. 2933 or email [jkipp@ocean.edu](mailto:jkipp@ocean.edu).



# FINANCIAL AID OFFICE



**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**  
*Financial Aid  
Advisor*



**Elizabeth Arango**  
*Financial Aid  
Processing Specialist*



**Gregory Rivera**  
*Financial Aid  
Technician*



**Madison Maresca**  
*Financial Aid  
Technician*



**Alexandria Halloran**  
*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.

and federal government sources. In 2022, 39% 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](http://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](http://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](http://go.ocean.edu/scholarships).

### **Veterans' Educational Benefits**

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

### **Satisfactory Academic Progress**

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

### **NEW JERSEY STATE PROGRAMS**

#### **Tuition Aid Grants (TAG):**

Students must attend at least half time and have lived in New Jersey for at least 12 consecutive months before receiving the grant. The amount of the grant is based on the student's need, the cost to attend college, and the funds available for distribution to students. Grants may be awarded up to \$2,924 a year (at time of publication) based on need and enrollment status. They are also subject to change based on state budget appropriations. These grants are renewable and will be based upon satisfactory academic progress and continued eligibility.

#### **Educational Opportunity Fund grants (EOF):**

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

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

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

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

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

**New Jersey**

**World Trade Center Scholarship:**

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

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

Benefits dependent children of New Jersey law enforcement officers killed in the line of duty. This scholarship covers up to the cost of attendance, less other scholarships, grants, benefits and other assistance awarded under NJHESAA statute. Awards are renewable for up to four years. Additional eligibility criteria can be viewed at [www.njgrants.org](http://www.njgrants.org).

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

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

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

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

**New Jersey Dreamers:**

New Jersey's state-funded financial aid for higher education is now available for all qualifying students, regardless of their immigration status. Graduates of New Jersey high schools who do not have documented

immigration status, but who meet other qualifying criteria, are eligible to apply for state-funded financial aid by completing the New Jersey Alternative Financial Aid Application at <https://www.hesaa.org/pages/njalternativeapplication.aspx>.

**NJ CLASS Loan Program:**

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

**FEDERAL PROGRAMS**

**Federal Pell Grant:**

For students who are matriculated in a degree or certificate program. Applicants must be citizens or permanent residents of the United States. Grants are made up to \$6,895 per year, based on financial need and enrollment status, and are renewable until the student has met their lifetime Pell eligibility limit or has received a bachelor's degree (whichever is achieved first).

**Iraq and Afghanistan Service Grant:**

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

**Federal 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 \$200 or more than \$2,000 a year. These grants may be renewable if the student demonstrates need.

### Federal Direct Stafford Loan Programs:

For students who enroll at least half-time (minimum of 6 credits) and are citizens or permanent legal residents of the United States.

***Loan amounts to \$3,500 per year for freshman students and \$4,500 for sophomore students.***

For students eligible for the loan subsidy, the federal government will pay interest until graduation or withdrawal from school, and for the first six months following the date the student drops below half-time status. A student will enter repayment on a loan six months after they cease at least half-time attendance at an eligible school. If ineligible for federal subsidy, the student will be charged interest from the moment the loan is disbursed to the school.

**All students must submit a FAFSA to qualify.**

In addition to the FAFSA, students must



complete a student loan Entrance Interview and a Master Promissory Note (MPN). Students must complete the Entrance Interview and MPN online at [www.studentaid.gov](http://www.studentaid.gov). Students must maintain half-time enrollment (6-credit course load) and a 2.0 GPA to remain eligible for student loan funds.

### Federal Direct PLUS Program:

This credit-based loan program is for parents of eligible dependent students who are enrolled either full- or half-time. The PLUS Loan, when added to the student loan and any other student aid, may not exceed the total cost of education for that academic year.

## CAREER SERVICES

<b>Location:</b>	Admin Building (#1), 1st Floor
<b>Phone:</b>	732-255-0400 ext. 2349
<b>Hours:</b>	Mon.-Fri. 8 a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:careerservices@ocean.edu">careerservices@ocean.edu</a>



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

- Personalized resume and cover letter assistance
- Individual career coaching sessions
- Self-assessments to identify your strengths and values
- Guidance on making informed career decisions
- Access to internship and job opportunities specific to our region
- Interview preparation and networking strategies

- Assistance with job search techniques
- Tips for optimizing your online presence on LinkedIn and social media
- Information about local job fairs and networking events
- In-class workshops designed to enhance your career readiness
- Access to Handshake, our online employment HUB

Contact us at 732-255-0400 ext. 2349, email [careerservices@ocean.edu](mailto:careerservices@ocean.edu) or visit [go.ocean.edu/career](http://go.ocean.edu/career).

# COUNSELING CENTER



**Kate Pandolpho**  
*Director*



**Katie Hueth**  
*Associate Director*



**Kelly Petrolis**  
*Prevention Education  
Coordinator*



**Darra Stack**  
*Student Intervention  
Specialist*



**Carmen Mora**  
*Coordinator,  
Community and DHP*



**Stefanie Caton**  
*Case Manager/Mental  
Health Technician*

<b>Location:</b>	Library Building (#3) Ground Floor Room 010
<b>Contact:</b>	<b>Counseling Services</b> 732-255-0386  <b>Displaced Homemakers Program</b> 732-255-0400 ext. 2297
<b>Hours:</b>	<b>Office Hours</b> Mon.-Fri. 9 a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:counselingservices@ocean.edu">counselingservices@ocean.edu</a>  <a href="mailto:displacedhomemakers@ocean.edu">displacedhomemakers@ocean.edu</a>

The Counseling Center provides comprehensive counseling and other supportive services focused on the psychological and emotional well-being and academic success of our students. Personal, social, and/or emotional concerns often interfere with academic success and learning. Students who have many strengths and resources may still experience difficulties that impact their ability to be successful in their studies and in their lives. These issues may be resolved through confidential, individual counseling sessions, provided by licensed professional counselors, social workers, or graduate student interns.

We focus our attention on you as an individual, and we work collaboratively with you with compassion, empathy and integrity. Our counselors' perspective is to work with you holistically, recognizing all facets of your life. We provide information, referral to and linkage with external resources. Services and activities are provided individually and in group sessions.

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

- Psychological well-being
- Developing coping skills
- Identifying strengths
- Life transitions and changes
- Recovery
- Alcohol, substance use and other addictions
- Grief and loss
- Eating disorders

**Handling and controlling the impact of:**

- Stress
- Anxiety
- Depression
- Suicide ideation
- Relationships
- Gender identity
- Dealing with anger
- Emotional distress or crisis
- Life issues: housing, financial, self sufficiency
- Academics: test anxiety, study skills, time management
- Balancing work/family/school
- Decision-making
- Exploring purpose and meaning
- Goal-setting

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

Our department provides seminars and workshops to increase the knowledge, awareness and prevention of issues such as suicide, alcohol and drug use, and sexual violence, including domestic violence and sexual assault.

All of the department's services and programs are designed to increase students' persistence, academic success and progress to graduation.

**The department administers these programs in addition to personal counseling services:**

**Supporting Students in Recovery Program:**

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

**Displaced Homemakers Program of Ocean County:**

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



# OCC MANAHAWKIN



**Brian Schillaci**  
*Director*

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. Additionally, representatives from Kean Ocean and Stockton University regularly schedule appointments at OCCM for Instant Decision Days.

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

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.



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



**Jenna McAteer**  
*Academic Advisor  
OCCM*

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



# VETERAN AND MILITARY RESOURCE CENTER



**Christina Hernandez**  
VMRC Services  
Assistant Director



**Jessica Richardson**  
VMRC Services  
Coordinator

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

The VMRC houses a study lounge, social and gaming lounge with snacks 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/transfer planning in the Advising Center, as well as financial aid counseling for VA Education Chapter benefit literacy in the Financial Aid office.

Visit the VMRC on the web at [www.ocean.edu/student-services/veteranservices](http://www.ocean.edu/student-services/veteranservices)



<b>Location:</b>	Jon and Judith Larson Student Center Building (#8) 2nd Floor, Room 225
<b>Phone:</b>	732-255-0400 ext. 2080 732-255-0400 ext. 2371
<b>Hours:</b>	Mon.-Fri. 8:30 a.m.-4:30 p.m.
<b>Email:</b>	<a href="mailto:veterans@ocean.edu">veterans@ocean.edu</a>

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



# ATHLETICS



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



**Tricia Carroll**  
*Assistant  
Athletic Director*



**Darlene LaMonica**  
*Athletic Office  
Coordinator*



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



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



**David Rotan**  
*Athletics Attendant*

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



The Ocean County College Intercollegiate Athletic Program offers highly competitive varsity programs. Athletic competition fosters leadership and sportsmanship, as well as social, cultural, and skill development. OCC provides student-athletes with an opportunity to participate in a broad range of intercollegiate sports.

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

In order to participate in any of the athletic programs, students must meet the eligibility standards set by the NJCAA. For questions regarding NJCAA requirements, contact the Athletic department at [athletics@ocean.edu](mailto:athletics@ocean.edu) or 732-255-0345.

## Sports by Season

**Fall**.....Cheerleading  
Cross Country  
Esports  
Soccer  
Volleyball (Women's)

**Winter** .....Basketball

**Spring**.....Baseball  
Cheerleading  
Esports  
Golf  
Softball  
Tennis (Men's)  
Tennis (Women's)  
Volleyball (Men's)

## Varsity Athletics Coaching Staff

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

## 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.

### 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 weekends, with the exception of classes and teams.



## College Mascot

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

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



## Social Media

Facebook: Ocean CC Viking Athletics

Twitter: @OceanVikings

Instagram: Ocean\_CC\_Vikings

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

- Sailing Program
- Ice Hockey
- Judo
- Intramural Program

## Health and Wellness

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



# 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](http://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](mailto:helpinghands@ocean.edu) or call the Student Life Office at 732-255-0348

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

# FIPSE GRANT RESOURCES



**Jim Campbell**  
*Project Manager  
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.

<b>Location:</b>	Student Enrollment Building (#9)
<b>Phone:</b>	732-255-0400 ext. 2379
<b>Hours:</b>	Mon., Tues., Thurs. 8 a.m.-6 p.m. Wed. 8 a.m.-7 p.m., Fri. 8 a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:jcampbell@ocean.edu">jcampbell@ocean.edu</a>

# EDUCATIONAL OPPORTUNITY FUND (EOF)



**Laura F. Rickards**

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



**Michele Gioxaris**  
*Assistant Director  
of EOF and C4AE*



**Jordan Mabe**  
*Recruiter  
EOF Fund*



**Jennifer Olah**  
*Office  
Coordinator*



**Christine Cassidy**  
*Academic Coach*



**Renee Gregory**  
*Academic Coach*



**Jonas Weissbrod**  
*Academic Coach*



**Rochelle Blum**  
*Academic Advisor*

<b>Location:</b>	Library Building (#3) Room 124
<b>Phone:</b>	732-255-0311
<b>Hours:</b>	Mon.-Fri 8 a.m.-4:30 p.m.
<b>Email:</b>	<a href="mailto:eof@ocean.edu">eof@ocean.edu</a>

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

**EOF offers:**

- A community of like learners
- A network of support
- 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 [eof@ocean.edu](mailto:eof@ocean.edu).

**The Educational Opportunity Fund (EOF)** is a state-funded program designed to assist low-income New Jersey residents who are capable and motivated, but lack adequate preparation for college study. EOF supports a wide array of campus-based outreach and support services at 41 participating colleges and universities in New Jersey. Ocean County College is one of 19 participating community colleges.

**EOF Mission:**

To provide access to higher education.

# CENTER FOR ACCESS AND EQUITY (C4AE)

*Tikkun Olam ~ Repairing the World*



<b>Location:</b>	Library Building (#3) Room 124
<b>Phone:</b>	732-255-0311
<b>Hours:</b>	Mon.-Fri 8 a.m.-4:30p.m.
<b>Email:</b>	<a href="mailto:oms@ocean.edu">oms@ocean.edu</a>

## Philosophy

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

## Mission

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

## Mission goals

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

## Theoretical framework

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

### PLURALISM IS (Eck)

- ✓ **Energetic engagement with diversity**  
Opening up to experiences with others, with people who may appear different from yourself; being in relationships
- ✓ **Active seeking of understanding across lines**  
Reaching across boundaries of difference; being curious, communicating with empathy
- ✓ **Encountering commitments**  
Knowing yourself, being aware of your core values, beliefs, connection to self, and world view
- ✓ **Based upon dialogue**  
Coming together in an experience of discovery

### PLURALISM IS NOT

- Isolation or silence
- The façade of peace or just getting along
- Tolerance without knowing and appreciation
- Ignorance
- Blinding stereotypes
- Fear
- The Melting Pot; losing identity and self
- Needing to agree

# TRIO STUDENT SUPPORT SERVICES



**Alison Noone**  
Student Support Services  
Director



**Helen Konz**  
Student Support Services  
Coordinator



**Barbara McCormack**  
Student Support Services  
Academic Coach

<b>Location:</b>	Russell Building (#7) Room 113
<b>Phone:</b>	732-255-0539
<b>Hours:</b>	Mon.-Fri. 8:30 a.m.-4:30 p.m. Evening & remote by appointment
<b>Email:</b>	<a href="mailto:studentsupportservices@ocean.edu">studentsupportservices@ocean.edu</a>



**Katherine Moreno**  
Student Support Services  
Technician



**Briana Cerbone**  
Student Support Services  
Specialist

The mission of TRIO Student Support Services (SSS) at Ocean County College is to assist first-generation college students, low-income college students and/or college students with disabilities in completing an associate degree and transferring to a four-year institution. The program is funded by the U.S. Department of Education. Each participant is encouraged to meet one-on-one with a professional tutor, discuss personal challenges and find solutions with an academic coach, and review degree requirements and transfer opportunities with our academic advisor. Along with the academic services provided by the program, SSS offers a full calendar of engagement activities including

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

TRIO SSS now also offers Supplemental Aid to qualifying participants!

While every student comes to college with diverse needs and concerns, SSS emboldens students to be self-driven: to identify barriers, seek out solutions, and develop a positive mindset in their journey toward success.

Visit [go.ocean.edu/ssss](http://go.ocean.edu/ssss) to apply today.  
Spots are limited!



# DISABILITY SERVICES



**Jamie Arasz Prioli**  
*Disability Services  
Assistant Director*



**Rachelle Frable**  
*Accessibility Services  
Specialist*

and encouraging independence, self-advocacy and success. We are committed to providing access for all students with documented permanent disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990, as amended in 2008) and applicable state law.

Students with documentation of a learning disability, medical/physical disability, visual or hearing disability, and/or psychological psychiatric disability may initiate their request for accommodations online at [go.ocean.edu/intake](http://go.ocean.edu/intake). 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](mailto:accommodations@ocean.edu).

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

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



# TESTING CENTER



**Lorie Trachtenberg**  
*Director of Testing*



**Jacqueline Frezza**  
*Senior Test  
Administration Technician/  
HSEA Chief Examiner*



**Angelica Kotsifas**  
*Senior Test  
Administration  
Technician*



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

<b>Location:</b>	Library Building (#3) 1st Floor Room 014 - Check-In/Admin
<b>Phone:</b>	732-255-0401
<b>Fax:</b>	732-255-0496
<b>HSEA:</b>	732-255-0530
<b>Hours:</b>	Mon.-Fri. 8 a.m.-5 p.m. Most Tuesdays until 7:30; appointments preferred
<b>Email:</b>	<a href="mailto:OCCTesting@ocean.edu">OCCTesting@ocean.edu</a>

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. No appointments are necessary for paper/pencil make-up tests but test takers are welcome to schedule appointments online at [go.ocean.edu/test](http://go.ocean.edu/test) to guarantee seating on a specific date and time. 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](mailto: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](http://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](http://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**  
*Associate Director of Academic  
and Tutoring Support Services*



**Connor Sampson**  
*Assistant Director of  
Operations, Tutoring Center*



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



**Michelle Malara**  
*Coordinator,  
Academic Support Services*



**Krystle Wilmot**  
*Coordinator,  
Tutoring Services*



**Kim Caballero**  
*STEM  
Tutorial Specialist*

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

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

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

## **STEM Center**

Assistance is available for students in all areas of mathematics and in certain courses, such as Engineering, with a mathematics component. The STEM Center also supports most physics, biology, chemistry, and computer science courses. Face-to-face and virtual assistance is available. Supplemental materials and solution manuals are available. Contact: 732-255-0400 ext. 2082

## **Writing Center**

Writing assistance is available across all disciplines, as well as creative, transfer, and resume writing assistance. Face-to-face and virtual assistance is available.

Supplemental materials and writing workshop videos are available for writing skills. Contact: 732-255-0400 ext. 2083

## **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*



**Sherri A. Bray**  
*Associate Director, Advancement and Donor Engagement*



**Lisa Hussain**  
*Advancement and Database Coordinator*

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



**OCEAN**  
COUNTY COLLEGE  
FOUNDATION

The Ocean County College Foundation 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](http://go.ocean.edu/scholarships).



# LIBRARY SERVICES



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



**John  
Wallace**  
*College  
Lecturer II*



**Madison  
Akins**  
*College  
Lecturer II*



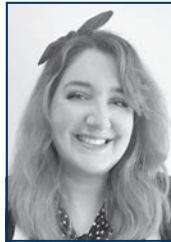
**Anastacia  
McCloskey**  
*College  
Lecturer II*



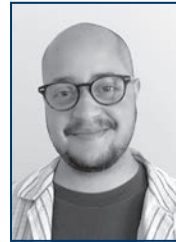
**Catherine  
Pontoriero**  
*Associate  
Professor*



**Anthony Mezera**  
*Information Access  
Technician*



**Alexandra VerHoven**  
*Manager,  
Technical Services*



**Malcolm Wagner**  
*Library Technical  
Services Tech*

<b>Location:</b>	Library Building (#3) 1st and 2nd floor
<b>Phone:</b>	Circulation: 732-255-0392 or 732-255-0400 ext. 2247, 2151, or 2241 Reference: 732-255-0400 ext. 2287 Fax: 732-864-3864
<b>Hours:</b>	Mon.-Fri. 7:45 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](http://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**  
*Director of Student Life*



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



**Allison Irwin**  
*Senior Student Services Technician*



**Theo Ponticello**  
*Student Life Coordinator*

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

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

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

## Minimum requirements for membership in student organizations

Any full- or part-time student at Ocean County College whose cumulative GPA is at least 2.00 is eligible for membership in a chartered club or organization. Active membership status shall be designated to those members whose cumulative grade point average does not fall below 2.00. Inactive status shall be designated by club executive boards to those individuals whose cumulative grade point average falls below a 2.00. Exceptions to this guideline need to be discussed with the Student Life Office in advance of each semester.

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](http://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





### 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 Director of Student Life. The Student Life Committee, composed of faculty, staff, and student representatives, must recommend the final allocation of the Student Life Fee to the Vice President of Student Affairs. Additionally, the Student Life Committee recommends policies concerning all aspects of student organization administration at Ocean County College.

The staff of the Student Life Office implements the policies developed by the Student Life Committee. The Student Life Committee is a standing committee of the college's governing body, the College Senate. This committee is composed of five student representatives from the Student Government and six professional staff members. We are here to help you achieve your goals as student leaders through cooperation and sharing of talents, skills, and resources, to enjoy the rich diversity of what our cocurricular 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.

Each club's yearly budget is for the fiscal year (July 1 through June 30). When you request money from this budget, you need to be certain that there is a corresponding "line item" to support this request.

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 food 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](mailto: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 40 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:* Professors Stephanie Kroeger and James Hadley

## 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:* Professors Patrick Beatty and Stephen Agresti

## CRU

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

*Advisor:* Professor Madison Akins

## Dance Club

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

*Advisor:* TBD

*continued next page*



### **Environmental Club**

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

*Advisors:* Professors Lincoln Simmons and Angel Camilo

### **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:* Professor Ibrahim Moustafa

### **Gamers Club**

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

*Advisor:* Professor Scott Molnar

### **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, Stephen Downey 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

### **Ice Hockey Club**

The purpose of this club is to allow interested OCC students the opportunity to play ice hockey.

*Advisor:* Jon Lazarus

### **Improv & Theater Club**

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

*Advisor:* Professor Jason Molloy

### **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:* Professor Chris Bottomley



### Insite

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

### 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

### 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, Julia Kim, Frankie Mennicucci and Vicki McMillian

### 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:* Stephanie Caton

### 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, Dave Marowitz 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

### 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

### **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:* Professor James Indelicato

### **Sailing Club Team**

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

*Advisor:* Brian Hull

### **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 Mompoin

### **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 ban 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 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

## 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:* Professor Patricia Gianotti

## Viking News (Student Newspaper)

The Viking News is a bi-weekly student newspaper which functions as a channel of communication and exchange among all elements of the college community. View the news online at [occvikingnews.org](http://occvikingnews.org).

*Advisor:* Professor Gary Shaffer

## Viking Video Club

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

*Advisor:* Mary Granahan



## 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

## WOC 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

## HONOR SOCIETIES

OCC is proud to be associated with 12 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, Dr. Jennifer Dellner and Professors David Rickert and Paul Rizzo

### **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

### **Social Work Honor Society**

Students who join the OCC Social Work Honor Society have the option to become affiliated with the National Association of Social Workers – New Jersey chapter (NASW-NJ). For more information, please contact the advisor.

*Advisor:* Anais Mompoin

In addition to the active clubs previously listed, OCC has several clubs that are looking for student leadership. Please contact the Student Life Office if you are interested in restarting one of these clubs.

### **Asian Culture Club**

**Circle K** (Friendship and Service)

### **Creative Writing Club**

### **Democrats and Independents Club**

**Habitat for Humanity** (Campus Chapter)

### **Jewish Student Union**

### **Paralegal Association**

### **Paws for Cause**

### **Photography Club**

### **OCC Republicans**

**S.A.L.S.A. Club** (Latino & Hispanic Culture)

**Students Learning About Politics** (SLAP)

### **Socialist Club**

### **World Religion Club**

# HELPFUL INFORMATION FOR STUDENTS



## **Assistance / emergency telephones:**

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

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

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

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

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

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

## **Computer 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.



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

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

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

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

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

**Printing:** Printing is available via GoPrint and requires the purchase of a reusable debit card. Cards are available at dispensers located in the Library, Instructional 218, Gateway 101, and in the OCC Manahawkin Lobby. GoPrint cards cost \$1.00 and students will receive a card pre-loaded with \$0.50. Cards are refillable at pay stations. Machines accept only cash bills. Printing costs 10 cents for black and white, single-sided and 25 cents for color, single-sided. Color printing is available in the Library Building #3.

**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/](http://www.ocean.edu/the-hub/).



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

The schedule for refund is as follows:

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

Non-attendance does not relieve students of financial responsibility. Students must withdraw from class to be eligible for a refund. It is the responsibility of the student to officially withdraw from classes during the appropriate periods, to enable the possibility of a refund or credit.

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

# STUDENT GOVERNMENT ASSOCIATION



## Objectives

The student government exists to promote the following:

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

## College Senate Meetings

The College Senate meets two times per month.

## Associated Student of Ocean County College Preamble

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

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

## Article 1: Name

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

## Article 2: Precedence

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

## Article 3: Membership

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

## Article 4: The Student Senate

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

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

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

**Section 3.** Other members of the Senate shall include

- A. Senatorial Assistants
  1. Any student who runs for a seat on the Senate and is not elected to the desired position of Senatorial Assistant.
  2. Any student who so desires may be recognized by the President for position of Senatorial Assistant.
- B. The advisor to the Senate shall be the Director of Student Life or an appointed Representative.
- C. Honorary Members
  1. Honorary membership shall be granted to those individuals which the Senate wishes to recognize for outstanding service to the Senate of ASOCC.



# STUDENT GOVERNMENT ASSOCIATION



2. Membership (Honorary) shall be granted by appointment from the president and passed by a majority vote of the Senate.
3. Honorary members shall enjoy all rights and privileges of the Senate and ASOCC except the right to vote.
4. Honorary membership will be granted for lifetime, and a record of all members shall be kept with the Secretary and in official Senate files.
5. Honorary members will be invited and receive formal invitation to all formal Senate-sponsored functions.

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

### Section 1. The President

- A. Shall serve as chief executive of the ASOCC
- B. Shall serve as chief executive of the Student Senate
- C. Shall preside over all meetings of the Student Senate
- D. May serve as ex-officio member of all committees
- E. Shall appoint, unless otherwise stipulated in this Constitution, ad 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

### 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 perform such other duties as the President delegates to them from time to time
- F. Shall charge all senators with their duties

### Section 3. The Treasurer

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

### Section 4. The Secretary

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

*continued next page*

- 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.

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

**Article 6: Elections**

**Section 1. Election Committee**

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

**Section 2.** Regular elections shall be held each year according to the following schedule:

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



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

**Section 4.** Candidates for any office may be nominated in any of the following ways:

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

**Section 5.** Qualifications for holding office:

- A. Executive Board
  - 1. Must be a full- or part-time student
  - 2. Candidates for the office must fulfill the requirements listed in the election code as directed by the Election Committee.
  - 3. All Student Senate executive board members must have and maintain a 2.5 cumulative average to remain in office.
  - 4. Must have completed at least 18 credits at the time of entering office.
- B. Senators
  - 1. To be eligible for candidacy each person must be a member of the ASOCC.
  - 2. Candidates for the office must fulfill the requirements listed in the election code as directed by the Election Committee.
  - 3. All Student Senate members must have and maintain a 2.00 cumulative average to remain in office.

**Section 6.** Seventeen (17) members of the ASOCC shall be appointed by the president and approved by the Senate to the following standing committee of the College Senate:

- 1. College Senate - Two (2) representatives.
- 2. Academic Standards Committee – Two (2) representatives.
- 3. Curriculum Committee – One (1) representative.
- 4. Instruction Committee – One (1) representative.
- 5. Student Life Committee- Five (5) representatives. The Treasurer will automatically be a representative appointed to this committee.
- 6. Intercollegiate & Intramural Athletic Committee – Three (3) representatives.
- 7. Learning Assessment Committee – Two (2) representatives.
- 8. Developmental Education Committee – One (1) representative.

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

**Section 7.** Three (3) members of the ASOCC shall be appointed by the president and approved by the Senate to the following Special Committees:

- 1. Global Education Committee – Three (3) representatives.

## Article 7: Meetings

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

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

**Section 3.** The agenda for the Senate meetings will read as follows:

- I. Call to Order/Roll Call
- II. President's Report
- III. Secretary's Report/Approval of Minutes
- IV. Treasurer's Report
- V. Old Business
- VI. New Business
  - A. Committee Reports
    1. Standing Committees
    2. Special Committees
- VII. Other Business
- VIII. Forensic Business
- IX. Adjournment

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

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

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

## Article 8: Duties and Powers of the Senate

**Section 1.** Duties – Any member of the ASOCC may, through the elected representatives of the Senate, introduce to the Student Senate for consideration, those 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 9: Voting Procedures and Standards

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

**Section 2.** Voting

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

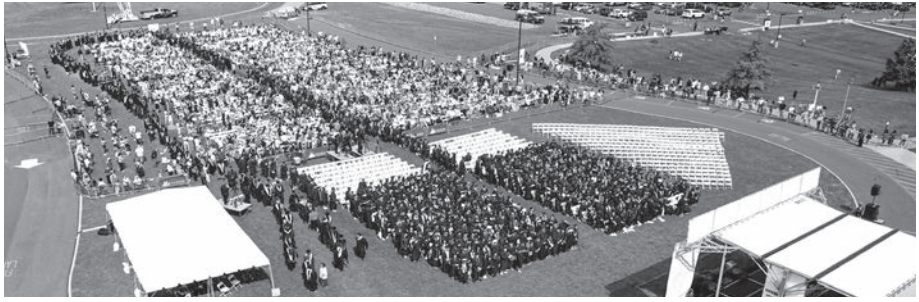
**Section 3.** Procedure – The latest edition of Robert's Rules of Parliamentary Procedure shall be observed and enforced, where applicable, at the official meetings by the parliamentarian.

## Article 10: Impeachment Procedures

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

**Section 2.** Grounds for Impeachment

- A. Anyone who misses two consecutive meetings or three meetings throughout their term of office without a reasonable excuse given to the President will risk impeachment.
- B. Anyone 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.
- 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 convicted, 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 convicted, the regulations guiding the filling of vacancies, (By-Laws, Section 7 of Article X under Impeachment Procedures) shall be followed.

**Section 7. Vacancies**

- A. When, for any reason, a vacancy occurs within the Senate, with the exception of the President's and Vice President's positions, a Senatorial Assistant will be promoted to fill the position.

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

## Article 11: Funding

**Section 1.** Activities of the Student Senate shall be funded from the Student Activities fee.

**Section 2.** All funds pertaining to these activities shall be deposited in the Internal Banking System maintained by the Office of Student Life.

**Section 3.** A yearly budget will be drawn up for the Student Senate by the Executive Board and any interested Senators, and upon approval of the Student Senate, will be submitted to the Student Life Committee for approval.

## Article 12: Amendments

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

## Article 13: The College Senate Functions of the Standing Committees

### 1. College Senate

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

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

2. Academic Standards Committee

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

3. Curriculum Committee

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

4. Instruction Committee

- A. Review and promote innovations in instruction.
- B. Review and recommend methods of improving instruction linked to college strategic plans.
- C. Review and recommend proposals that improve instruction, including funding implications.

- D. Review and promote innovations in information literacy that impact instruction.



- E. Plan and implement programs and/or activities for improving instruction.

- F. Serve in an advisory role on related issues at the request of a Vice President or the President.

5. Committee on Student Life

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

6. Committee on Intercollegiate and Intramural Athletics

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

7. Learning Assessment Committee

- A. Review and recommend learning assessment plans to ensure alignment with the College
- B. Review and recommend policies and procedures for assessment of student committees. Including student learning assessment plans and strategies for credit and developmental courses, certificates and programs, and general education requirements.
- C. Review and assess comprehensive learning outcomes data and make specific recommendations to improve teaching and learning.
- D. Evaluate program review reports using criteria established by Policy/Procedure #7160, including assessment of the viability of programs and certificates.
- E. Review annually the Academic Master Plan.
- F. Serve in an advisory role on related issues at the request of a Vice President or the President.

8. Developmental Education Committee

# EDUCATIONAL RESOURCES & PARTNERSHIPS



**Dr. Meredith Riddle**  
*Dean of Educational Resources*



**Elaine Schardien**  
*Assistant Director of Educational Resources*



**Thomas Gialanella**  
*Educational Partnerships Associate*

<b>Location:</b>	Student Enrollment Building (#9)
<b>Phone:</b>	732-255-0310
<b>Hours:</b>	Mon.-Fri. 9 a.m.-5 p.m.
<b>Email:</b>	<a href="mailto:earlycollege@ocean.edu">earlycollege@ocean.edu</a>

## 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.

## Alternate Route to Teaching:

The New Jersey Department of Education offers this pathway for career changers, recent college graduates, or substitute teachers who wish to pursue a career in education. This program allows individuals to begin teaching while simultaneously completing the necessary coursework and training. It provides a flexible and efficient route to obtaining teacher certification, enabling participants to gain hands-on experience in the classroom while they learn and work toward their standard teaching degree. Information and start dates are available.

The Office of Educational Resources 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:

## 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](http://go.ocean.edu/earlycollege) or by emailing [earlycollege@ocean.edu](mailto:earlycollege@ocean.edu).



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



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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.

## ACADEMIC INFORMATION AND REGULATIONS, cont'd.....

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:** (Policy #5165)  
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.

Students may refer to Procedure #5165 for more information regarding English and math placement.

**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.



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](http://go.ocean.edu/policies) for the updated versions of all Ocean County College policies and procedures. Nothing contained in this document is intended to conflict with local, state, or federal law.

## SECTION 1: Philosophy Statement

Ocean County College is committed to fostering a campus environment that is conducive to academic inquiry and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the Ocean County College community. This Code of Student Conduct is designed to address all student misconduct excluding gender-based misconduct. Gender-based misconduct is covered by Title IX and addressed by Policy #2410, 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 020  
732-255-0400, ext. 2944

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

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

## SECTION 6: The Rules

### Core Values and Behavioral Expectations

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

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

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



7. **Theft.** Intentional and unauthorized taking or maintaining possession of College property or the personal property of another, including goods, services, and other valuables.

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

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

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

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

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

24. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
25. **Threatening Behaviors:**
  - a. **Threat.** Written or verbal conduct, or gestures, that cause a reasonable expectation of injury or harm to the health or safety of any person or damage to any property.
  - b. **Intimidation.** Threats or acts that cause a reasonable fear of harm in another.
26. **Bullying and Cyberbullying.** Repeated and/or severe aggressive behaviors, such as bullying and cyberbullying, that intimidate or intentionally harm or control another person physically or emotionally, which are not protected by freedom of expression;
27. **Hazing.** An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy (see Ocean County College Student Handbook, Administrative Information and Policies);
28. **Public Exposure.** Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
29. **Unauthorized Use of Electronic or Other Devices.** Phones, cameras, or any recording devices used to make an audio, video, or photographic record of any person or thing while in the classroom or in any campus location where there is a reasonable expectation of privacy, such as locker rooms, changing rooms, and restrooms.

**Responsibility:** *Ocean County College students are given and accept a high level of responsibility to self, to others and to the community.*

30. **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia, except as expressly permitted by law and Ocean County College Policy #8600, Alcohol and Substance Abuse (see Community Standards for further information);
31. **Drugs.** Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia, except as expressly permitted by law and the College's Alcohol and Substance Policy #8600 (see Community Standards for further information);

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



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.

## SECTION 7: Student Conduct Authority

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

## SECTION 8:

### Overview of the Conduct Process

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

#### Notice

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

#### Group Violations

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

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

#### 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 Program Compliance regarding the interim suspension of the student. At the discretion of the aforementioned officials and with the approval of, and in collaboration with, the appropriate dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

### Investigation Procedures

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

1. Conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated Ocean County College code/policy and to

determine the specific violations that should serve as the basis for the complaint.

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

additional violations of the Student Code of Conduct are discovered during the course of the investigation.

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

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

### Finalization of Investigation and Determination of Sanctions

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

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

### Notification of Outcomes

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

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

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

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

### Conduct Sanctions

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

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

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- 6. Behavioral Requirement:** The student may be required to seek academic counseling, personal counseling, substance abuse screening, write a letter of apology, or other actions.
- 7. Educational Program or Assignment:** Requirement to attend, present, and/or participate in a program or write a research/reflection paper related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- 8. Ocean County College Probation:** The student may be put on official notice that, should further violations of Ocean County College policies/codes occur during a specified probationary period, he/she may face suspension or expulsion. Regular probationary meetings may also be imposed.
- 9. Eligibility Restriction:** The student is deemed “not in good standing” with Ocean County College for a specified period of time. Specific limitations or exceptions may be granted by the Executive Director of Student Services, or designee, such as:
- Ineligibility to hold any office in any student organization recognized by Ocean County College or hold an elected or appointed office at the College.
  - Ineligibility to represent Ocean County College to anyone outside the College community in any way, including participating in the Study Abroad program, attending conferences, or representing Ocean County College at an official function, event, or intercollegiate competition as a player, manager, or student coach.
- 10. Revocation of Driving and Parking Privileges on Campus:** Evidence of reckless or repeated violations of traffic safety or parking regulations on College premises may lead to a revocation of driving and parking privileges on campus.
- 11. Removal from Class:** A student who is

disruptive to the learning environment may be removed or withdrawn from a class or transferred to another section of the course.

- 12. Ocean County College Suspension:** A student may be separated from Ocean County College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from Ocean County College property, functions, events, and activities without prior written approval from the Executive Director of Student Services, or designee. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Suspension on the student’s official academic transcript.
- 13. Ocean County College Expulsion:** A student may be permanently separated from Ocean County College, with the student being banned from College property and the student’s presence at any Ocean County College-sponsored activity or event prohibited. Ocean County College will contact local law enforcement to report a person who has been expelled for trespassing if they are found on College property. This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript.
- 14. Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Executive Director of Student Services, or designee.

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

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





**Notice of Findings and Sanction(s)**

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



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

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

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

### Administrative Review Panel Procedures

1. The Vice President of Student Affairs will be present in a non-voting capacity to answer policy or procedure questions only and to ensure that policy or procedures are followed.
2. Neither the reporting party nor the responding student (or their representatives) may be present or know the identity of the members of the Administrative Review Panel.
3. Neither the Executive Director of Student Services nor the Director of Program Compliance may be present during the review meeting.
4. The panel must keep all proceedings confidential.
5. Panel members will review:
  - a. The Ocean County College case report and the sanction(s) assigned by the Executive Director of Student Services.
  - b. The appeal materials submitted by the responding student.
6. The Panel will decide if the appeal is approved or denied by simple majority vote.
7. If an appeal is approved, the Panel may:
  - a. Find that the responding student is still responsible but revise the sanction(s). If the Panel chooses this option, the process ends and no further appeals may be filed by any party.
  - b. Reverse the finding of “responsible” and remove the sanction(s). If the Panel chooses this option, the process ends and no further appeals may be filed by any party.
  - c. In rare cases where a procedural error cannot be cured by the original investigators, as in cases of bias, the Administrative Review Panel may order a new investigation with a new investigator.
  - d. If a new investigation is ordered, a new investigator will be assigned to the case and will follow the investigation process.

grounds for appeal have been met. Reasonable cause is defined as some credible information to support each element for the appeal, even if that information is merely a credible witness or a reporting party’s statement. If the Vice President of Student Affairs determines there is no basis for an appeal, the appeal will be denied and the responding student will be notified of the decision within seven business days. Decisions regarding the merit of an appeal by the Vice President of Student Affairs are final.

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

### Composition of the Administrative Review Panel

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

1. The membership of the Panel is selected from a pool of at least six students, six faculty/lecturers, and six staff/administrative members appointed and trained for at least three hours annually by the Vice President of Student Affairs.
2. For each appeal, a Panel will be chosen by the Vice President of Student Affairs from the available pool and is usually comprised of one student, one faculty member, and one staff member or administrator. Availability may determine a different composition for the Panel.
3. In a case where grounds for appeal have been met, the Vice President of Student Affairs must form a Panel and schedule a meeting to review the appeal, absent mitigating factors, that occurs within ten business days of the day that the appeal was forwarded to the Administrative Review Panel.

If the outcome of this investigation finds the student is responsible for Code violations, a trained administrator from the Administrative Review Panel pool who did not serve on the appeals committee will determine and issue the appropriate sanction(s).

8. If an appeal is denied, the finding and sanction(s) assigned by the College are final and the process ends.
9. Following the Administrative Review Panel meeting and decision, the Vice President of Student Affairs, absent mitigating factors, has three business days to inform the reporting and responding parties of the panel's decision.
10. All notes and materials used in the review must be returned to the Vice President of Student Affairs.

### Failure to Complete Conduct Sanctions

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



### Section 9. Disciplinary Records

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

### Section 10. Approval and Implementation

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



# FORMAL STUDENT COMPLAINTS

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

## Overview

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

Complaints that pertain to incidents that involve discrimination on the basis of disability are addressed under Policy 2410, Nondiscrimination, Equal Opportunity, and Harassment and are handled separately from the processes described herein. Students who wish to report an ADA/504 violation must contact OCC's ADA/504 coordinator in the Human Resources office or utilize OCC's online reporting form. More information about the College's responsibilities under ADA/504 is available at [www.ocean.edu/admission\\_and\\_aid/nondiscrimination/](http://www.ocean.edu/admission_and_aid/nondiscrimination/).

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

## Note:

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

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

Academic Integrity (Policy #5180), Tuition

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

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

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

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

## Formal Complaint Process

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

### Step 1: Informal Resolution

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

### Step 2: Formal complaint

Formal complaints must be filed using OCC's online complaint form. Formal complaints will be forwarded to the appropriate administrator responsible for the individual, process, or department

involved. Documentation of the formal complaint should include:

- A detailed description of the issue and any negative impact(s) that resulted.
- The date, time, and place of the event(s) pertaining to the formal complaint.
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.
- Specific details regarding the instance(s) of noncompliance with the policy or procedure applicable.
- The results of any previous discussion resulting from attempting an informal resolution.
- All appropriate evidence and documentation related to the complaint.
- A proposed resolution or action.

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

### Step 3: Appeal/Due Process

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

## 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.



### Barnegat Bay Partnership

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

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

The BBP has a small library of environmental reference materials (including journals, published studies, videos, DVDs, and CDs), and has educational resource materials available for loan. The BBP also hosts environmental events on campus. For further information, visit [www.barnegatbaypartnership.org](http://www.barnegatbaypartnership.org) or email [bbp@ocean.edu](mailto:bbp@ocean.edu).



### Workforce and Professional Education (WPE)

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



# CAMPUS SAFETY



<b>Location:</b>	Campus Safety Headquarters Building (#30)
<b>Phone:</b>	732-255-0451 On campus: ext. 2200
<b>Hours:</b>	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

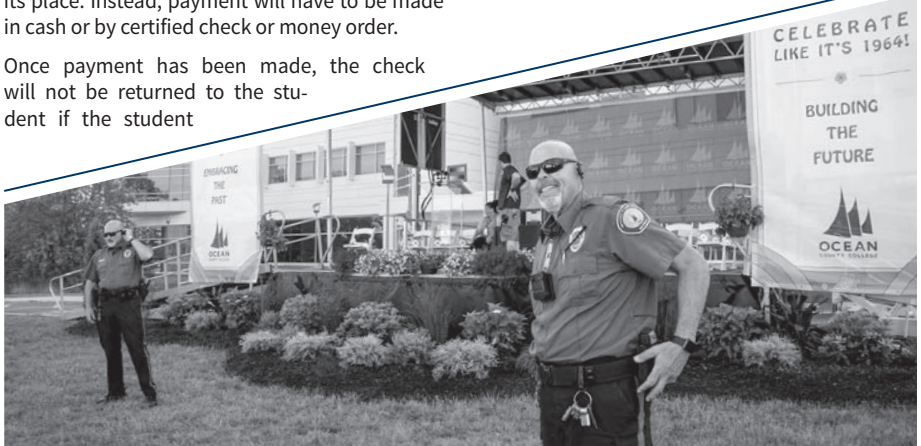


changes their mind about attending. Likewise, the student should not process a stop payment order at their bank. The College will treat a stop payment as a returned check and will apply the \$20 returned check charge.

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](http://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.

<b>TOMS RIVER CAMPUS</b> College Drive Toms River, NJ 08754	ON-CAMPUS PROPERTY			NON-CAMPUS			PUBLIC PROPERTY			TOTAL CRIMES REPORTED		
	Buildings or Property			Any building owned or controlled by the College in direct support of the institution for educational purposes.			All public property including thoroughfares, streets, sidewalks, and parking facilities adjacent to and accessible from the campus.					
	'21	'22	'23	'21	'22	'23	'21	'22	'23	'21	'22	'23
<b>CRIMINAL OFFENSES</b>												
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Total)	1	0	0	0	0	0	0	0	0	1	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	0	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>												
Domestic Violence	0	1	0	0	0	0	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0	0	1	0
<b>ARRESTS</b>												
Weapons: Possessions Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	1	0	0	0	0	0	0	0	0	1
Liquor Law Violations	1	0	0	0	0	0	0	0	0	1	0	0
<b>DISCIPLINARY REFERRALS</b>												
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
<b>HATE CRIMES</b>												
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
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](https://ope.ed.gov/security)

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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		
	'21	'22	'23	'21	'22	'23	'21	'22	'23	'21	'22	'23
<b>CRIMINAL OFFENSES</b>												
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Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>												
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
<b>DISCIPLINARY REFERRALS</b>												
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
<b>HATE CRIMES</b>												
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
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](https://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.

<b>Important Rooms</b>	<b>Floor</b>
College Relations.....	Ground
Purchasing Department.....	Ground
Accounts Payable.....	Ground
Career 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 2025.



## 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.

<b>Important Rooms</b>	<b>Floor</b>
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.

<b>Important Offices</b>	<b>Floor</b>
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 will complete a full modernization of the interior spaces by 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.

<b>Important Offices</b>	<b>Floor</b>
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 building is located between the TV studio (originally Lecture Hall) and the Student Center. Its 27,070 square feet are devoted to classrooms, faculty and staff offices, and a conference room.

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

**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, art rooms, ceramics lab, Academic Offices. To the right houses the main theater, music rooms, 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, a computer training lab, and office spaces.

**Important Rooms**

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

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**

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.

<b>Important Rooms</b>	<b>Floor</b>
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.

<b>Important Rooms</b>	<b>Floor</b>
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 court. 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.

<b>Important Rooms</b>	<b>Floor</b>
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 and contains a Wellness Center, Exam Rooms, Coding Classroom, CPR Classrooms, CPE Skills Classrooms, Phlebotomy, Simulation Rooms, debrief room, classrooms and offices.

<b>Important Rooms</b>	<b>Floor</b>
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.

# 2024-2025 ACADEMIC CALENDAR

**2024 ACCELERATED TERM 5** Classes begin ..... Wednesday, September 4, 2024  
Last day of classes ..... Thursday, October 24, 2024

## FALL 2024

**2024 FALL SEMESTER** Classes begin ..... Wednesday, September 4, 2024

**2024 FALL QUICK TERM** Classes begin ..... Wednesday, October 9, 2024

**2024 ACCELERATED TERM 6** Classes begin ..... Monday, October 28, 2024

No classes ..... Wednesday–Friday, Nov. 27-29, 2024

Last day of classes ..... Friday, December 20, 2024

## WINTER INTERSESSION (5-DAY WEEK)

Classes begin ..... Thursday, January 2, 2025

Last day of classes ..... Friday, January 17, 2025

## SPRING 2025

**2025 ACCELERATED TERM 1** Classes begin ..... Wednesday, January 22, 2025

No classes ..... Monday, February 17, 2025

Last day of classes ..... Friday, March 14, 2025

**2025 SPRING SEMESTER** Classes begin ..... Wednesday, January 22, 2025

No classes ..... Monday, February 17, 2025

No classes - Spring Break ..... Monday-Sunday, March 17-23, 2025

**2025 SPRING QUICK TERM** Classes begin ..... Wednesday, February 26, 2025

**2025 ACCELERATED TERM 2** Classes begin ..... Monday, March 24, 2025

Last day of classes ..... Wednesday, May 14, 2025

Commencement ..... Wednesday, May 21, 2025

**2025 ACCELERATED TERM 3** Classes begin ..... Monday, May 19, 2025

Last day of classes ..... Thursday, July 10, 2025

## SUMMER 2025

No classes - Commencement ..... Wednesday, May 21, 2025

No classes (Holiday) ..... Monday, May 26, 2025

No classes (Holiday) ..... Friday, July 4, 2025

**FIRST 5-WEEK/10-WEEK SESSIONS** Classes begin ..... Monday, May 19, 2025

Last day of classes (1st 5-week) ..... Tuesday, June 24, 2025

Last day of classes (10-week) ..... Tuesday, July 29, 2025

**SECOND 5-WEEK/6-WEEK SESSIONS** Classes begin ..... Wednesday, June 25, 2025

Last day of classes (2nd 5-week) ..... Tuesday, July 29, 2025

Last day of classes (6-week) ..... Tuesday, August 5, 2025

**POST SESSION (FOUR-DAY WEEK)** Classes begin ..... Monday, August 4, 2025

Last day of classes ..... Wednesday, August 27, 2025

**2025 ACCELERATED TERM 4**

Classes begin ..... Friday, July 11, 2025

No Classes ..... Thursday, August 28, 2025

Last day of classes ..... Saturday, August 30, 2025

## FALL 2025

**2025 FALL SEMESTER** Classes begin ..... Wednesday, September 3, 2025

# 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 2024

## September 2024

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

## October 2024

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

**4** *Wednesday*

Fall 2024 Semester: First Day of Classes

Fall 2024 Accelerated Term 5: First Day of Classes

**5** *Thursday*

**6** *Friday*

*Fight Procrastination Day*

**7** *Saturday*

**8** *Sunday*

*National Grandparents' Day*

**9** *Monday*

**10** *Tuesday*

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

# SEPTEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
1	2 Labor Day	3	4 Fall 2024 Semester Classes and Accelerated Term 5 Classes begin	5	6	7
8 National Grandparents' Day	9	10	11 Patriot Day	12	13	14
15 Hispanic Heritage Month	16 The Prophet Mawlid Birthday (Muslim)	17 Constitution Day and Citizenship Day	18 Air Force Birthday	19	20 POW/MIA Day	21
22 Autumnal Equinox (First Day of Autumn)	23	24	25	26	27 Native American Day	28
29	30	1	2	3	4	5

## Phases of the Moon

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

# SEPTEMBER 2024

## September 2024

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

## October 2024

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

**11** *Wednesday*

Patriot Day 

**12** *Thursday*

**13** *Friday*

Roald Dahl Day

**14** *Saturday*

**15** *Sunday*

**16** *Monday*

**17** *Tuesday*



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

# SEPTEMBER 2024

**18** *Wednesday*

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

**20** *Friday*

**21** *Saturday*

**22** *Sunday*

**23** *Monday*

**24** *Tuesday*



## September 2024

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

## October 2024

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

“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 2024

## September 2024

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

## October 2024

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

**25** *Wednesday*

**26** *Thursday*

**27** *Friday*

**28** *Saturday*

*Ask a Stupid Question Day*

**29** *Sunday*

**30** *Monday*

**1** *Tuesday*

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



# OCTOBER 2024

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

## Phases of the Moon

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

# OCTOBER 2024

## October 2024

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

## November 2024

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

**2** *Wednesday*



**3** *Thursday*

**4** *Friday*

*Taco Day*

**5** *Saturday*

**6** *Sunday*

**7** *Monday*

**8** *Tuesday*

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

– Mother Teresa

# OCTOBER 2024

**9** *Wednesday*

*Leif Erikson Day*

Fall Quick-Term: First Day of Classes

**10** *Thursday*



**11** *Friday*

**12** *Saturday*

**13** *Sunday*

**14** *Monday*

*Columbus Day*

**15** *Tuesday*

## October 2024

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

## November 2024

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

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

# OCTOBER 2024

## October 2024

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

## November 2024

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

**16** *Wednesday*

*Bosses' Day*

*World Food Day*

**17** *Thursday*



**18** *Friday*

*Mid-Semester*

**19** *Saturday*

**20** *Sunday*

**21** *Monday*

**22** *Tuesday*

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

--Robert Kiyosaki

# OCTOBER 2024

**23** *Wednesday*

**24** *Thursday*

2024 Accelerated Term 5: Last Day of Classes

**25** *Friday*

**26** *Saturday*

**27** *Sunday*

**28** *Monday*

2024 Accelerated Term 6: First Day of Classes

**29** *Tuesday*

## October 2024

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

## November 2024

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

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

# OCT | NOV 2024

## October 2024

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

## November 2024

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

**30** *Wednesday*

**31** *Thursday*

Halloween

**1** *Friday*

**2** *Saturday*

**3** *Sunday*

Daylight Savings Time Ends

*(set clocks back)*

**4** *Monday*

**5** *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 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3 Daylight Savings Time Ends (clocks "back")	4	5 Election Day	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	27 No Classes	28 Thanksgiving Day No classes	29 Native American Heritage Day No Classes	30
1 First Day of American Indian Heritage Month	2	3	4	5	6	7

## Phases of the Moon

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

# NOVEMBER 2024

## November 2024

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

## December 2024

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

**6** *Wednesday*

**7** *Thursday*

**8** *Friday*

**9** *Saturday*

**10** *Sunday*

*World Science Day*

**11** *Monday*

*Veterans' Day*

**12** *Tuesday*

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

– Nelson Mandela



# NOVEMBER 2024

**13** *Wednesday*

*World Kindness Day*

**14** *Thursday*

**15** *Friday*



**16** *Saturday*

**17** *Sunday*

**18** *Monday*

**19** *Tuesday*

## November 2024

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

## December 2024

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

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

# NOVEMBER 2024

## November 2024

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

## December 2024

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

**20** *Wednesday*

**21** *Thursday*

**22** *Friday*



**23** *Saturday*

**24** *Sunday*

**25** *Monday*

**26** *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 2024

**27** *Wednesday*

No Classes

**28** *Thursday*

**Thanksgiving Day**

No Classes

**29** *Friday*

No Classes

**30** *Saturday*

**1** *Sunday*

**2** *Monday*

**3** *Tuesday*

**Make a Gift Day**

## November 2024

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

## December 2024

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

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

# DECEMBER 2024

## December 2024

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

## 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

**4** *Wednesday*

**5** *Thursday*

**6** *Friday*

**7** *Saturday*

*Letter Writing Day*

**8** *Sunday*



**9** *Monday*

*Christmas Card Day*

**10** *Tuesday*

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

—A.A. Milne

# DECEMBER 2024

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

## Phases of the Moon

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

# DECEMBER 2024

## December 2024

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

## 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

**11** *Wednesday*

**12** *Thursday*

**13** *Friday*

*Lost and Found Day*

**14** *Saturday*

**15** *Sunday*



**16** *Monday*

**17** *Tuesday*

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

– Mary Anne Radmacher

# DECEMBER 2024

**18** *Wednesday*

**19** *Thursday*

**20** *Friday*

*Ugly Sweater Day*

Fall Semesters: Last Day of Classes

**21** *Saturday*

**22** *Sunday*



**23** *Monday*

**24** *Tuesday*

*Christmas Eve*

## December 2024

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

## 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

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

# DECEMBER 2024

## December 2024

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

## 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

**25** *Wednesday*

**Christmas Day**

**First Day of Chanukah**

**26** *Thursday*

**27** *Friday*

**No Interruptions Day**

**28** *Saturday*

**Card Playing Day**

**29** *Sunday*

**30** *Monday*

**31** *Tuesday*

**New Year's Eve**

**Make Up Your Mind Day**

“Worry is a misuse of imagination.”  
– Unknown



# JANUARY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	31 New Year's Eve	1 New Year's Day	2 Winter Intercession Class Begins Last day of Chanukah (Jewish)	3	4
5	6 Epiphany Day (Christian)	7 Orthodox Christmas Day	8	9	10	11
12	13	14 Orthodox New Year	15	16	17 Winter Intercession Classes End	18
19	20 Martin Luther King, Jr. Day No classes	21	22 Spring 2025 Semester Classes and Accelerated Term 1 Begin	23	24	25
26	27	28	29 Chinese New Year (Year of the Snake)	30	31	1
2	3	4	5	6	7	8

## 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

# CONTACTS

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Name:

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Name:

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Work:

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Fax:

# JANUARY 2025

## 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

**1** *Wednesday*

*New Year's Day*

**2** *Thursday*

*Last Day of Chanukah*

*Winter 2025 Intersession: First day of classes*

**3** *Friday*

*Festival of Sleep Day*

**4** *Saturday*

**5** *Sunday*

**6** *Monday*



**7** *Tuesday*

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

# JANUARY 2025

**8** *Wednesday*

*Earth's Rotation Day*

**9** *Thursday*

**10** *Friday*

*Cut Your Energy Costs Day*

**11** *Saturday*

**12** *Sunday*

**13** *Monday*

*Make Your Dreams Come True Day* ○

**14** *Tuesday*

*Organize Your Home Day*

## 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

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

- Unknown

# JANUARY 2025

## 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

**15** *Wednesday*

**16** *Thursday*

**17** *Friday*

Winter 2025 Intersession: Last Day of Classes

**18** *Saturday*

*Soup Swap Day*

**19** *Sunday*

**20** *Monday*

Martin Luther King, Jr. Day

**21** *Tuesday*



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

# JANUARY 2025

**22** *Wednesday*

Spring 2025 Semester: First Day of Classes

2025 Accelerated Term 1: First Day of Classes

**23** *Thursday*

**24** *Friday*

*Compliment Day*

**25** *Saturday*

*Opposite Day*

**26** *Sunday*

*Spouses' Day*

**27** *Monday*

*Chocolate Cake Day*

**28** *Tuesday*

## 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

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

# JAN | FEB 2025

## 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

**29** *Wednesday* Chinese New Year (Year of the Snake) ●

**30** *Thursday*

**31** *Friday*

**1** *Saturday*

**Black History Month**

*Eat Ice Cream for Breakfast Day*

**2** *Sunday*

**Groundhog Day**

**3** *Monday*

**4** *Tuesday*

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



# FEBRUARY 2025

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

## Phases of the Moon

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

# FEBRUARY 2025

## 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

**5** *Wednesday*



**6** *Thursday*

**7** *Friday*

*Send a Card to a Friend Day*

**8** *Saturday*

**9** *Sunday*

*Super Bowl Sunday*

**10** *Monday*

**11** *Tuesday*

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

– Bill Gates

# FEBRUARY 2025

**12** *Wednesday*



## 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

**13** *Thursday*

## 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

**14** *Friday*

**Valentine's Day**

**15** *Saturday*

**16** *Sunday*

**17** *Monday*

**Presidents' Day**

No Classes

**Random Act of Kindness Day**

**18** *Tuesday*

Start where you are. Use what you have. Do what you can. —

—Arthur Ashe

# FEBRUARY 2025

## 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

**19** *Wednesday*

**20** *Thursday*



**21** *Friday*

**22** *Saturday*

*Be Humble Day*

**23** *Sunday*

**24** *Monday*

**25** *Tuesday*

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

– Drake

# FEB | MAR 2025

**26** *Wednesday*

Spring Quick-Term: Classes Begin

**27** *Thursday*

**28** *Friday*

Ramadan ●

**1** *Saturday*

Women's History Month

**2** *Sunday*

Read Across America Day

**3** *Monday*

**4** *Tuesday*

## 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

“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 2025

## 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
30	31					

## 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

**5** *Wednesday*

**6** *Thursday*



**7** *Friday*

*Employee Appreciation Day*

**8** *Saturday*

*Proofreading Day*

**9** *Sunday*

**10** *Monday*

**11** *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 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	1 <i>Women's History Month</i> <i>Beginning of Ramadan (Islamic)</i>
2	3	4 <i>Shrove Tuesday - Mardi Gras (Christian)</i>	5 <i>Ash Wednesday (Christian)</i>	6	7 <i>Employee Appreciation Day</i>	8 <i>International Women's Day</i>
9 <i>Daylight Savings Time starts (clocks "ahead")</i>	10	11	12	13	14 <i>2025 Accel'd 1 Term: Classes End</i> <i>Purim (Jewish)</i> <i>Holi (Hindu)</i>	15
16	17 <i>Saint Patrick's Day</i>	18	19	20 <i>Vernal Equinox (First Day of Spring)</i>	21 <i>World Poetry Day</i>	22
No Classes – Spring Break						
— Break —	24 <i>2025 Accelerated 2 Term: Classes Begin</i>	25	26	27	28	29
30	31 <i>Eid-al-Fitr Ramadan (Islamic)</i>	1 <i>April Fools' Day</i>	2	3	4	5

## Phases of the Moon

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

# MARCH 2025

## 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
30	31					

## 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

**12** *Wednesday*

**13** *Thursday*

**14** *Friday*

*Pi Day* ○

2025 Accelerated Term 1: Last Day of Classes

**15** *Saturday*

**16** *Sunday*

**17** *Monday*

*St. Patrick's Day*

No Classes: Spring Break

**18** *Tuesday*

*Awkward Moments 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 2025

**19** *Wednesday*

No Classes: Spring Break

**20** *Thursday*

*World Storytelling Day*

No Classes: Spring Break

**21** *Friday*

No Classes: Spring Break

**22** *Saturday*



No Classes: Spring Break

**23** *Sunday*

*Puppy Day*

No Classes: Spring Break

**24** *Monday*

2025 Accelerated Term 2: First Day of Classes

**25** *Tuesday*

## 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
30	31					

## 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

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

# MARCH 2025

## 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
30	31					

## 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

**26** *Wednesday*

**27** *Thursday*

**28** *Friday*

**29** *Saturday*

**30** *Sunday*

*Take a Walk in the Park Day*

**31** *Monday*

**1** *Tuesday*

*April Fools' Day*

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

# APRIL 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24 2025 Accelerated 2 Term: Classes Begin	25	26	27	28	29
30	31 <i>Eid-al-Fitr Ramadan (Islamic)</i>	1 <i>April Fools' Day</i>	2	3	4	5
6	7	8	9	10	11	12 <i>Passover (Jewish)</i>
13 <i>Palm Sunday (Catholic)</i>	14	15 <i>Tax Day</i>	16	17	18 <i>Good Friday (Catholic)</i>	19
20 <i>Last day of Passover (Jewish) ..... Easter Sunday (Catholic)</i>	21	22 <i>Earth Day</i>	23 <i>Yom HaShoah (Holocaust Remembrance Day)</i>	24 <i>Take Your Sons and Daughters to Work Day</i>	25	26
27	28	29	30	1	2	3

## Phases of the Moon

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

# APRIL 2025

## 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

**2** *Wednesday*

**3** *Thursday*

**4** *Friday*

**5** *Saturday*



**6** *Sunday*

**7** *Monday*

**8** *Tuesday*

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

# APRIL 2025

**9** *Wednesday*

## 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

**10** *Thursday*

*Siblings Day*

## 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

**11** *Friday*

**12** *Saturday*

*Passover*

**13** *Sunday*



**14** *Monday*

**15** *Tuesday*

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

# APRIL 2025

## 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

**16** *Wednesday* *Wear Pajamas to Work Day*

**17** *Thursday* *Haiku Poetry Day*

**18** *Friday*

**19** *Saturday* *Record Store Day*

**20** *Sunday* *Easter Sunday*

*Passover (Last Day)*

**21** *Monday*



**22** *Tuesday* *Earth Day*

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

# APRIL 2025

**23** *Wednesday*      *Administrative Professionals' Day*

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**24** *Thursday*      *Take Daughters and Sons to Work Day*

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**25** *Friday*

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**26** *Saturday*

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**27** *Sunday* ●

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**28** *Monday*

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**29** *Tuesday*

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## 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

“ You are never too old to set another goal or to dream a new dream. ”  
— C.S. Lewis

# APR | MAY 2025

## 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

**30** *Wednesday*

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**1** *Thursday* **Student Life Spring Day**

**Asian American and Pacific Islander Heritage Month**

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**2** *Friday*

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**3** *Saturday* **World Press Freedom Day**

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**4** *Sunday*



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**5** *Monday*

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**6** *Tuesday* **National Nurses' Day**

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



# MAY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 Student Life Spring Day	2	3
4	5 Cinco de Mayo	6	7	8	9	10
11 Mother's Day	12	13	14 Spring 2025 Semester: Last Classes Accel'd Term 2 Last Classes	15 Lag BaOmer (Jewish)	16	17 Armed Forces Day
18	19 Summer Classes Begin Accelerated Term 3: Classes Begin	20 Student Awards and Nurses' Pinning Ceremonies	21 Commencement No Classes	22	23	24
25 Trinity Sunday (Christian)	26 Memorial Day No classes	27	28	29	30	31
3	4	5	6	7	8	9

## Phases of the Moon

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

# MAY 2025

## 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

**7** *Wednesday*

**8** *Thursday*

**9** *Friday*

**10** *Saturday*

*Clean Up Your Room Day*

**11** *Sunday*

*Mother's Day*

**12** *Monday*



**13** *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 2025

**14** *Wednesday*

2025 Spring Semester: Last Day of Classes

2025 Accelerated Term 2: Last Day of Classes

**15** *Thursday*

*Chocolate Chip Day*

**16** *Friday*

*Pizza Party Day*

**17** *Saturday*

**18** *Sunday*

**19** *Monday*

2025 Accelerated Term 3: First Day of Classes

2025 Summer Session: First Day of Classes

**20** *Tuesday*



Nurses' Pinning Ceremony

Student Awards Ceremony

## 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

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

– Martin Luther King, Jr.

# MAY 2025

## 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

**21** *Wednesday*

Commencement: No Classes

**22** *Thursday*

**23** *Friday*

**24** *Saturday*

*Scavenger Hunt Day*

**25** *Sunday*

**26** *Monday*

*Memorial Day*

No Classes

**27** *Tuesday*



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

# MAY | JUN 2025

**28** *Wednesday*

**29** *Thursday*

**30** *Friday*

**31** *Saturday*

**1** *Sunday*

*LGBTQIA2S+ Pride Month*

**2** *Monday*

*Leave Office Early Day*

**3** *Tuesday*



## 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

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

# JUNE 2025

## 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

**4** *Wednesday*

**5** *Thursday*

**6** *Friday*

**7** *Saturday*

**8** *Sunday*

*Best Friends' Day*

**9** *Monday*

**10** *Tuesday*

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

# JUNE 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
1 <i>LGBTQIA2S+ Pride Month</i>	2	3	4	5	6 <i>D-Day (80th Anniversary) Eid al-Adha (Islamic)</i>	7
8 <i>World Oceans Day Pentecost Day (Christian)</i>	9	10	11	12	13	14 <i>Flag Day Army Birthday</i>
15 <i>Father's Day</i>	16	17 <i>Bunker Hill Day</i>	18	19 <i>Juneteenth</i>	20 <i>June Solstice (First Day of Summer)</i>	21
22	23	24 <i>First 5 Week Session: Last Day of Classes</i>	25 <i>Second 5 &amp; 6 Week Sessions: Classes Begin</i>	26	27	28
29	30	1	2	3	4	5

## Phases of the Moon

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

# JUNE 2025

## 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

**11** *Wednesday*



**12** *Thursday*

**13** *Friday*

**14** *Saturday*

*Flag Day*

**15** *Sunday*

*Father's Day*

**16** *Monday*

**17** *Tuesday*

*Eat Your Vegetables Day*

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



# JUNE 2025

**18** *Wednesday*



## 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

**19** *Thursday*

## 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

**20** *Friday*

*Take Your Dog to Work Day*

**21** *Saturday*

**22** *Sunday*

**23** *Monday*

**24** *Tuesday*

1st 5 Week Session: Last Day of Classes

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

# JUNE 2025

## 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

**25** *Wednesday*



2025 Second 5-Week/6-Week Sessions Begin

**26** *Thursday*

**27** *Friday*

*Helen Keller Day*

**28** *Saturday*

**29** *Sunday*

**30** *Monday*

**1** *Tuesday*

*International Joke Day*

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

— Woodrow Wilson

# JULY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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 Yawm Ashura (Islamic)
6	7	8	9	10 Accelerated Term 3: Last Day of Classes	11 National Maritime Day Accelerated Term 4: First Day of Classes	12
13	14 Bastille Day	15	16	17	18	19
20	21	22	23	24	25	26
27 Korean War Veterans Armistice Day Parents' Day	28	29 1st 10-Week & 2nd 5-Week Sessions: Last Day of Classes	30	31	1	2

## Phases of the Moon

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

# JULY 2025

## 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
31						

**2** *Wednesday*



**3** *Thursday*

**4** *Friday*

**Independence Day**

No Classes

**5** *Saturday*

**6** *Sunday*

**World Kissing Day**

**7** *Monday*

**8** *Tuesday*

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

– Plato

# JULY 2025

**9** *Wednesday*

**10** *Thursday*

2025 Accelerated Term 3: Last Day of Classes

**11** *Friday*

2025 Accelerated Term 4: First Day of Classes

**12** *Saturday*

**13** *Sunday*

*Embrace Your Geekness Day*

**14** *Monday*

**15** *Tuesday*

## 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
31						

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

# JULY 2025

## 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
31						

**16** *Wednesday*

**17** *Thursday*

**18** *Friday*



**19** *Saturday*

**20** *Sunday*

*Space Exploration Day*

*National Ice Cream Day*

**21** *Monday*

**22** *Tuesday*

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

# JULY 2025

**23** *Wednesday*

**24** *Thursday*

**25** *Friday*

**26** *Saturday*

*Uncle and Aunt Day*

**27** *Sunday*

*Parents' Day*

**28** *Monday*

**29** *Tuesday*

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

## 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
31						

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

# JUL | AUG 2025

## 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
31						

## 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

**30** *Wednesday*

**31** *Thursday* *Uncommon Musical Instrument Day*

**1** *Friday* *Girlfriends' Day* 🌙

**2** *Saturday*

**3** *Sunday* *Sisters' Day*

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

**5** *Tuesday*  
2025 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 2025

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

## Phases of the Moon

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

# AUGUST 2025

## 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
31						

## 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

**6** *Wednesday*

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**7** *Thursday*

*Purple Heart Day*

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**8** *Friday*

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**9** *Saturday*

*Book Lovers' Day*



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**10** *Sunday*

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**11** *Monday*

*Son and Daughter Day*

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**12** *Tuesday*

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

# AUGUST 2025

**13** *Wednesday*

*Left Hander's Day*

**14** *Thursday*

**15** *Friday*

**16** *Saturday*



**17** *Sunday*

**18** *Monday*

**19** *Tuesday*

## 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
31						

## 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

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

# AUGUST 2025

## 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
31						

## 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

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

**20** *Wednesday*

**21** *Thursday*

**22** *Friday*

**23** *Saturday*

**24** *Sunday*

**25** *Monday*

*Kiss and Make Up Day*

**26** *Tuesday*

# AUG | SEP 2025

**27** *Wednesday*

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

**28** *Thursday*

*Bow Tie Day*

No Classes

**29** *Friday*

**30** *Saturday*

2025 Accelerated 4 Term: Last Day of Classes

**31** *Sunday*

*Eat Outside Day* 🌙

**1** *Monday*

**2** *Tuesday*

## 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
31						

## 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

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

# 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 Begin	4	5	6
7 National Grandparents' Day	8	9	10	11 Patriot Day	12	13
14	15	16	17 Constitution Day and Citizenship Day	18 Air Force Birthday	19 National POW/MIA Day	20
21	22 Autumnal Equinox (First Day of Autumn)	23	24	25 Rosh Hashanah Kaf-Tet B'Elul (Jewish)	26 Native American Day	27
28	29	30	1	2	3	4

## 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

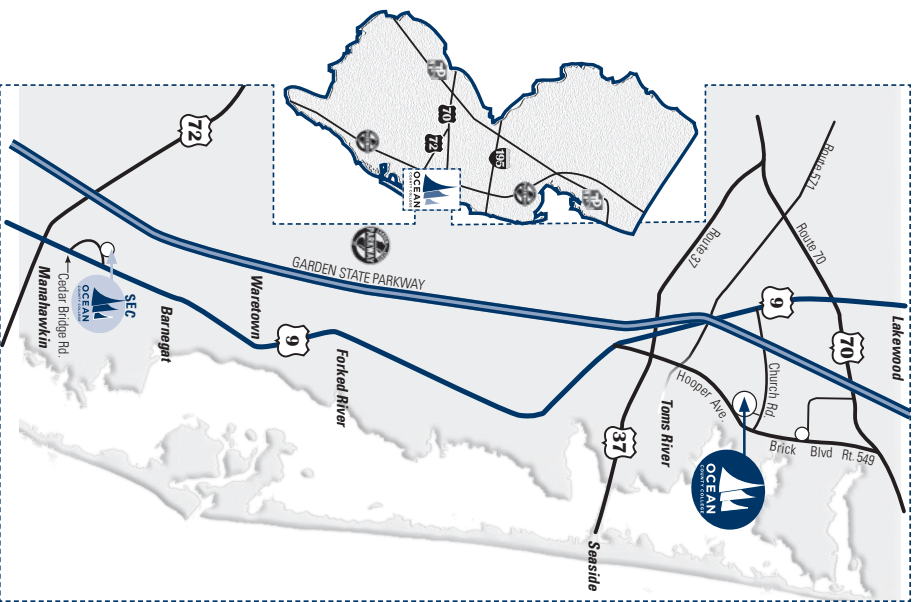
**(OCCM) • 195 Cedar Bridge Road, Manahawkin, NJ 08050 • Phone: 609-978-2077**

**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.

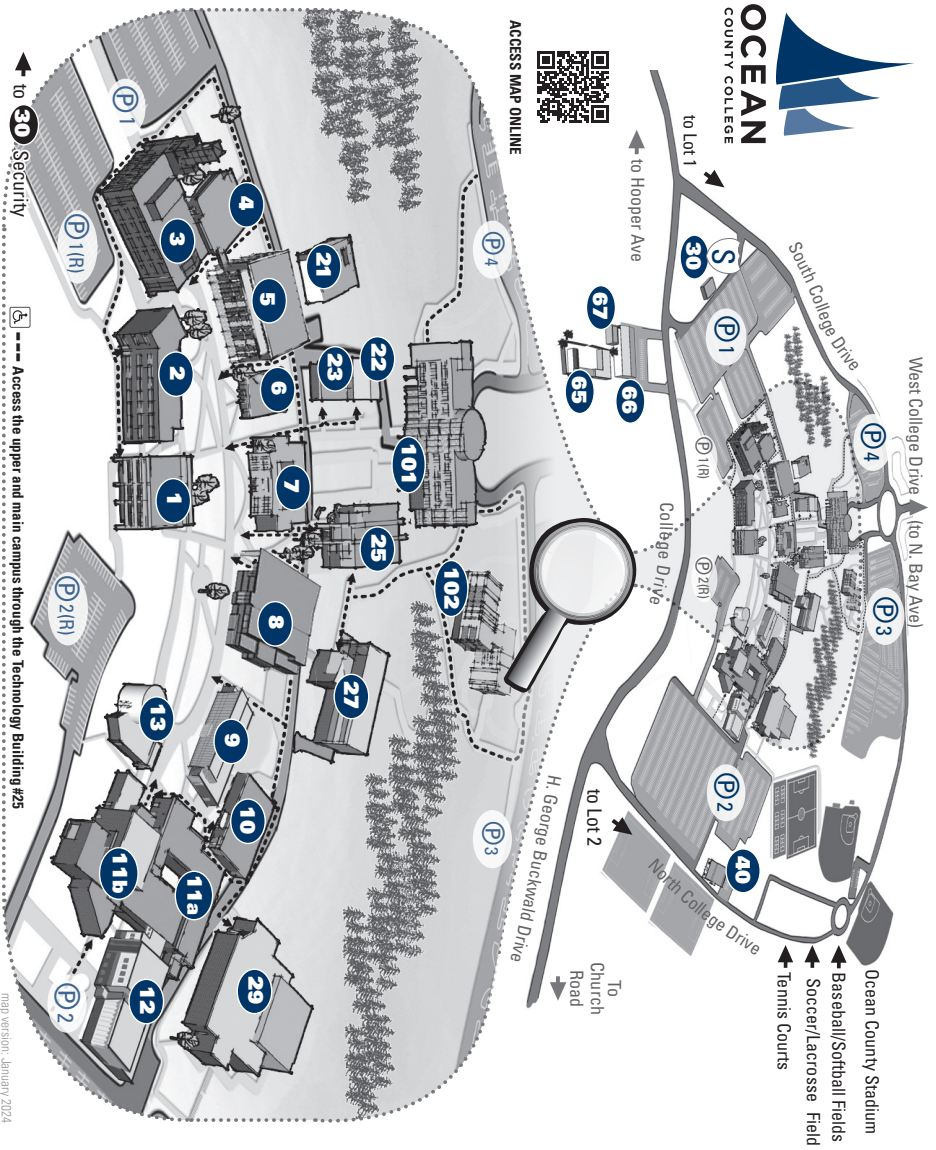
**From North or South:** Garden State Parkway to Exit 63, Route 72 East – Manahawkin/Long Beach Island. Follow **LOCAL** directions.





**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 Gravin Center A & B (GRUN)
  - 12 Performing Arts Academy (PAA)
  - 13 Robert J. Novris Planetarium (PLAN)
  - 21 Green Energy Combined Cooling, Heating and Power Plant (CHP)
  - 22 Instructional Computer Center (ICCT)
  - 23 Information Technology (ITE)
  - 25 Technology Building (TECH)
  - 27 William T. Hering Science Building (HERI)
  - 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. Hovnanian Health Sciences Building (HOVN)
- General Parking**
- Ⓟ 1 = Lot 1    Ⓟ 2 = Lot 2
  - Ⓟ 3 = Lot 3    Ⓟ 4 = Lot 4
- Reserved Parking Ⓟ 1(R) Ⓟ 2(R)  
 All parking lots also have designated Reserved and Handicapped areas.



# 2024 – 2025

## January 2024

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

## February 2024

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	1	2

## March 2024

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

## April 2024

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

## May 2024

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

## June 2024

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

## July 2024

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

## August 2024

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

## September 2024

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

## October 2024

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

## November 2024

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

## December 2024

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

## 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
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	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
<sup>24</sup> / <sub>31</sub>	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
<sup>23</sup> / <sub>30</sub>	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

### IN CASE OF EMERGENCY or EMOTIONAL DISTRESS SITUATION

- **TOMS RIVER CAMPUS** call ext. 2200
- **MOBILE PHONE or OFF-CAMPUS:** 732-255-0400, press 8
- **OCCM** call ext. 679 or go to the OCCM Information Office



## 2024–2025 STUDENT HANDBOOK

Ocean County College students are responsible for knowing the information, policies, and procedures outlined.

Ocean County College reserves the right to make changes to the information in the student handbook as necessary; changes are effective when they are posted online. Nothing contained in this document is intended to conflict with local, state or federal law. Students are encouraged to check online at [go.ocean.edu/policies](https://go.ocean.edu/policies) for the updated versions of all policies and procedures.



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COUNTY COLLEGE

