Hudson County Community College

2014 - 2015 Student Handbook

Published by the Division of Student Affairs

This planner belongs to:

Name: ____________________________________________
Address: __________________________________________
Phone #:___________________________________________
Hudson Email: _____________________________________

In case of emergency, please notify:

Name: ______________________ Phone #:____________________

Hudson County Community College reserves the right to change without notice any of the materials published in this handbook. Revisions and/or updates can be found on the MyHudson Student Portal.
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Welcome from the
North Hudson Higher Education Center
and Vice President for Student Affairs

I am delighted to welcome you to Hudson County Community College! This handbook was created to provide you with valuable information about the people, programs, and services which support the academic, personal and professional development of all HCCC students. This handbook also introduces you to, or reminds you of, our College community standards. Hudson County is a special place – the diversity of cultures, ethnicities and traditions of the county are reflected at our College, making the HCCC experience a rich and rewarding one. From enrollment to graduation, and everything in between, Student Affairs will be there to support you in your academic endeavors. Take advantage of all of the support services the college has to offer you. Get involved in co-curricular activities – it will make your experience here much more enjoyable and memorable.

Finally, let us know how you and we are doing. Take a minute to give us your observations on HCCC and our services and activities. Your comments and evaluations, provided through e-mail, by telephone, or in person will help us help HCCC become even better for you!

I wish you much success this academic year!

Yours truly,

Paula P. Pando

Paula P. Pando, Ed.D.
Vice President for North Hudson Higher Education Center & Student Affairs
MISSION STATEMENT
Hudson County Community College is a comprehensive urban community college. The mission of the College is to offer high quality programs and services which are affordable, accessible, and community-centered. All programs and services are designed to meet the educational needs of a linguistically and ethnically/racially diverse community, and to promote the economic, technological, cultural, social, and civic development of Hudson County and its service areas. The College is committed to equal educational opportunities for traditional and non-traditional students who can benefit from its programs and services without regard to race, ethnic or national origin, religion, age, gender, disability, economic status, or educational background.

PHILOSOPHY
By reason of their voluntary participation in the activities of Hudson County Community College, the individual members of the College community share a basic educational philosophy. Members of the College community subscribe to the fundamental position that a democratic society requires the extension of some form of post-secondary education to virtually every member of the population. In addition, they recognize that educational institutions serve the welfare of the broader society by preparing individuals to play effective roles as citizens and participants in the workforce. Hudson County Community College is predicated on the assumption that there are vast numbers of county residents who are in need of the educational services the College can provide. Hudson County Community College employs innovative and responsive models of educational delivery to satisfy these needs.
WHAT DOES HUDSON COUNTY COMMUNITY COLLEGE OFFER?

Associate Degree and Certificate Programs

ASSOCIATE IN ARTS (A.A.)
The Associate in Arts degree is awarded to students who successfully complete programs which emphasize the liberal arts, humanities, fine or performing arts, or other subjects which prepare students for transfer, usually to Bachelor of Arts programs.

ASSOCIATE IN SCIENCE (A.S.)
The Associate in Science degree is awarded to students who successfully complete programs which emphasize mathematics, the biological sciences, physical sciences, computer sciences or engineering sciences. Such programs are transfer oriented.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
The Associate in Applied Science degree is awarded to students who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or paraprofessional level.

ASSOCIATE IN FINE ARTS (A.F.A.)
The Associate in Fine Arts is awarded to students who successfully complete the programs which emphasize foundations of studio art. Courses introduce and develop an understanding of visual design principles, art history, art theory and contemporary art, which form a foundation for transfer to Bachelor of Arts and Bachelor of Fine Arts programs at four-year institutions. Students develop a portfolio of work integral to the transfer process.

ACADEMIC CERTIFICATE
The certificate (required 30 credits or more) is awarded to students who complete an approved course sequence which emphasizes preparation for a career or enhancement of qualifications, usually at the technical or paraprofessional level.

PROFICIENCY CERTIFICATE
The Proficiency certificate (required 12-15 credits) is a short-term program intended to enhance employment opportunities through a carefully structured short-term course sequence in a specialized field.
LEADERSHIP & GOVERNANCE

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Dr. Eric Friedman, Vice President for Academic Affairs
Dr. Paula P. Pando, Vice President for North Hudson Higher Education Center & Student Affairs
Joseph Sansone, Vice President for Development
Campus Locations

JERSEY CITY CAMPUS
70 Sip Avenue
Jersey City, New Jersey 07306
Phone: (201) 714-7100

The College offers classes taught by talented and dedicated faculty in several locations around the county. Classes offered by the College provide the flexibility and diversity needed to address the varied educational needs of a rapidly changing community and workplace. All courses taught at off-campus locations are for HCCC programs. HCCC exercises full academic oversight of all of its programs and grants all college credits, degrees and certificates whether or not classes are taught at on- or off-campus locations.

Facilities at the Jersey City Campus include our Administrative and Student Services Building at 70 Sip Avenue, our new Culinary Arts Institute/Conference Center at 161 Newkirk Street, the Science Center at 168 Sip Avenue, the Historic Pathside Building at 25 Journal Square, and The Center for Academic and Student Success at 70 Sip Avenue; while offering classrooms and administrative and faculty offices at 870 Bergen Avenue, 83 Sip Avenue, and 87 Sip Avenue.

Building Locations & Codes (see map inside front cover)

A - 70 Sip Avenue
B - Historic Pathside, 25 Journal Square
C - 162 Sip Avenue
D - Science Center, 168 Sip Avenue
E - Culinary Arts Institute/Conference Center, 161-169 Newkirk St.
F - Cundari Center, 870 Bergen Avenue
G - 81-87 Sip Avenue
I – 119 Newkirk Street
J – 2 Enos Place
L - Library & Academic Building, 71 Sip Avenue
N - North Hudson Higher Education Center
W - Welcome Center, 1 PATH Plaza
X - 26 Journal Square
TBA – To be announced

NORTH HUDSON HIGHER EDUCATION CENTER
4800 Kennedy Boulevard
Union City, New Jersey 07087
Phone: (201) 360-4020
Vice President: Dr. Paula P. Pando
E-mail: ppando@hcce.edu
Phone: (201) 360-4628
Director, Enrollment and Student Services: Yenrys Pujols
E-mail: ypujols@hccc.edu

Located at 4800 Kennedy Boulevard in Union City, the North Hudson Higher Education Center is a complete campus under one roof. The NHHEC offers a broad range of credit and non-credit courses in a state-of-the-art facility which includes: Smart Classrooms, One-Stop Enrollment Center, Library, Bookstore, Computer Labs and Media Center, Science Labs and Art Studios, Large Common Spaces, Fitness Room, Student Lounge with Outdoor Courtyard, and a Rooftop Terrace. The facility was also designed to be ecologically sound with sustainable features throughout. It is also connected to the Light Rail Transit Station (Bergenline Ave. stop) via a glass-enclosed pedestrian bridge.

OFF-SITE LOCATIONS
For your convenience, the College also offers classes at various off-site locations including:

**BHS** - Bayonne High School, Ave. A and 29th St., Bayonne
**DHS** – Dickinson High School, 2 Palisade Ave.
**HHS** - Hoboken High School, 9th and Clinton St., Hoboken
**KHS** - Kearny High School, 336 Devon Ave., Kearny
**NJCU** – 2039 Kennedy Boulevard
**SHS** - Secaucus High School, 11 Mill Ridge Road, Secaucus
**SPC** – Saint Peter’s University

**Hospitals**
**BL** - Bayonne Hospital (School of Nursing), 29th Street & Ave. E
**CH** - Christ Hospital (School of Nursing), 1st Floor, 169 Palisade Ave.
**JCMC** - Jersey City Medical Center, 355 Grand Street
The Student Affairs Division works to foster the integration of student learning and personal development through the advancement of the quality of campus life and by providing programs and services that assist the students in attaining their personal and educational objectives. The Division of Student Affairs supervises those departments involved in campus life, student and enrollment services and is responsible for maintaining the standards of Hudson County Community College for student behavior. Students are encouraged to stop by the office and discuss any issue that affects the quality of student life at the College, or any matter that is of general concern to the College community. More information on the Division of Student Affairs can be found on the College website.

ENROLLMENT SERVICES CENTER
70 Sip Avenue, 1st Floor
Phone: (201) 360-4110
FAX: (201) 714-2136
9:00 am-6:00 pm, Monday-Thursday; 9:00 am -5:00pm Friday
Associate Dean: Peter Vida
E-mail: pvida@hccc.edu
The Enrollment Services Center houses Admissions and the Registrar and provides services related to enrollment (registration, changes to schedule, verification of enrollment), student records (grades, transcripts, change of address, change of major/minor, course substitutions). Enrollment Services is also the location to apply for graduation. Please call 201-360-4110 for more information about our services.

Admissions Office
70 Sip Avenue, 1st Floor
Phone (201) 360-4131
Fax (201) 714-2136
9:00 am-6:00 pm, Monday –Thursday; 9:00 am-5:00 pm, Friday
Director: Jose Olivares
E-mail: jolivares@hccc.edu

The Office of Admissions represents the College and promotes the institution within the community while actively recruiting new students and assisting students in the first phase of enrollment. The Office of Admissions also provides an opportunity for prospective students to tour the campus and to speak with Admissions Representatives. For this service, the Office of Admissions has established a group of current students known as the Student Ambassadors. Student Ambassadors are responsible for guiding tours of the campus and providing information at many of the College’s facilities. They also assist with daily appointments and special events (e.g., Open House). If you are interested in the Student Ambassador program or becoming a Student Ambassador, please contact the Office of Admissions.

Transfer Students
Degree students transferring to HCCC after gaining credits elsewhere are required to submit official transcripts of credits from their other colleges or post-secondary schools. Transcripts must be official and students wishing to have previous credits evaluated toward HCCC degrees are responsible for having transcripts sent to the Office of Enrollment Services. Details on the College’s transfer of credit policy can be found on the College’s website at: www.hccc.edu/transfer.

Veterans Information
All Veterans’ Affairs issues should be referred to the HCCC Veterans Certification Official in the Office of Enrollment Services. The Certification Official assists students who are veterans (or family members of veterans) in the areas of benefits, enrollment certification, and record maintenance. Veteran Affairs is located at 70 Sip Avenue, 1st Floor, and can be reached at (201) 360 – 4135 or veterans@hccc.edu. Details on Veterans’ Services can be found on the College’s website at: www.hccc.edu/veterans.

Registrar’s Office
70 Sip Avenue, 1st Floor
Phone: (201) 360 - 4121
FAX: (201) 714 – 2136
Hours: Monday-Thursday, 9:00 am - 6:00 pm and
                  Friday, 9:00 am - 5:00 pm
Registrar: Victoria Orellana
E-mail: vorellana@hccc.edu

The Office of the Registrar, located within Enrollment Services, is the custodian of student academic records and is responsible for the integrity of these records. The office handles all registration and program activities. Maintenance of grades and attendance rosters, grade changes and reporting is done through this office. Upon
completion of all degree requirements, this office issues the appropriate diploma representing the degree earned. The Registrar is responsible for dissemination of transcripts and certificates to local, state and federal agencies as well as to employers and others who are entitled to receive this information.

**International Student Services**
The enrollment of international students at HCCC has been approved by the United States Immigration and Naturalization Service, U.S. Department of Justice. The issuance of I-20 forms is handled through the Office of Enrollment Services (70 Sip Ave, 1st floor). Please contact International Student Services for more information and the deadlines for submission of international student application. (201) 360 – 4136. **International students who require an I-20 student visa must also complete an International Student Application which is available as a separate packet.** For more information go to: www.hccc.edu/international

**Testing & Assessment Center**
2 Enos Place
Phone: (201) 360 – 4191/4192
Hours: Monday-Friday, 9:00 am -5:00 pm
Check our monthly schedules for daytime and evening testing.

Director: Darley Franco
E-mail: dfranco@hccc.edu

The Testing & Assessment Center provides various testing services to HCCC students:

**College Placement Test (CPT)**
Newly admitted students are required to take a College Placement Test (CPT) prior to course registration. Students with limited English language proficiency take the English as a Second Language (ESL) Placement Test. The Accuplacer®, the official assessment tool used at HCCC, evaluates students’ mastery of four academic skill areas: reading comprehension, writing, arithmetic and elementary algebra. The results of the assessment, in conjunction with student’s academic background, goals and interests, are used by academic advisors and counselors to direct students to the appropriate classes. Placement procedures sort entering matriculated students into three main categories: ESL/Bilingual, Academic Foundations and College-Level. Students may qualify for CPT exemption depending on SAT scores and or transfer Credit.

**CLEP**
The College-Level Examination Program® (CLEP) gives students the opportunity to receive college credit for what they already know by earning qualifying scores on any of 33 examinations. Students can
earn credit for knowledge acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits or internships.

**NLN PAX-RN**

Nursing majors who plan on applying to Christ Hospital School of Nursing will have the take a pre-admission exam called the National League for Nursing Pre-Admission Examination® (NLN PAX-RN). The PAX-RN is a standardized entrance exam for potential nursing students who seek admittance into nursing schools nationwide. Students are tested in three main areas: verbal skills, mathematics, word problems/applied mathematics, and science; the exam also includes a section on health and first aid.

**HOBET**

Respiratory Care majors who are program-ready are required to take the Health Occupations Basic Entrance Test® (HOBET). The HOBET measures basic essential skills in the academic content area domains of Students are tested in four main areas: reading, mathematics, science and English/language usage.

All students must adhere to HCCC’s Academic Integrity Policy when taking any exam or assessment at the Testing Center. For more information on all testing services, visit: [www.hccc.edu/testing](http://www.hccc.edu/testing)

**STUDENT FINANCIAL ASSISTANCE OFFICE**

70 Sip Avenue, 2nd Floor
Phone: (201) 360 - 4200
FAX: (201) 420 – 4863
Hours: 9:00 am-6:00 pm, Monday –Thursday;
9:00 am-5:00 pm, Friday
Jersey City and North Hudson Center
Associate Dean: Pamela Norris Littles
E-mail: plittles@hccc.edu

_Silvia Mendoza, Director_  _Julio Morales, Assistant Director_
E-mail: smendoza@hccc.edu  E-mail: jmorales@hccc.edu

The primary purpose of the College’s Office of Student Financial Assistance is to provide assistance to those students who, without such aid, would be unable to attend HCCC. Many options exist to help students pay for their college education. Federal and state programs are administered through the office.

If you have any questions regarding financial aid, please call 201-360-4200 and a staff member will be happy to assist you. As new federal and state financial aid regulations are established, the College will make the information available through an addendum to the College Catalog.

**SCHOLARSHIPS**
HCCC offers a host of merit-based and needs-based scholarships. Some of the scholarships include HCCC Foundation scholarships and Hudson County Government scholarships. For more information on HCCC Foundation scholarships, contact the Development Office at (201) 360-4006 and for additional information on other scholarship opportunities, students should contact the Student Affairs Office at (201) 360 - 4020.

STUDENT SUPPORT SERVICES
Center for Academic & Student Success
70 Sip Avenue, 2nd Floor
Phone: (201) 360-4150
FAX: (201) 714 – 2106
Hours: 9:00 am-6:00 pm, Monday-Thursday
9:00 am-5:00 pm, Friday
The rigors of college life often pose considerable challenges for students attending college. There are many formidable challenges facing students as they pursue a college education. Financial burdens, family obligations, student and faculty relationships, occasional self-doubt and insecurity represent additional factors that students must confront. For many students, becoming familiar with a new language and culture, or dealing with issues of developmental, physiological, or physical disabilities, add to the difficulty of adjusting to college life.

The Center for Academic & Student Success (CASS) enhances and supports the mission of HCCC. It provides the student with access to an integrated, seamless, and holistic system of support services. These services include Academic Counseling, Support Services for Students with Disabilities, and EOF which help the student navigate academic challenges to realize educational goals. As the student looks ahead, beyond HCCC, he/she is assisted by Career and Transfer Services, also a part of CASS. We endeavor to guide students to personal growth and teach academic strategies for lifelong learning in a changing society. Ultimately, through the use of CASS services, students receive valuable tools to achieve success in the classroom and beyond.

Advisement & Counseling
70 Sip Avenue, 2nd Floor
Phone: (201) 360-4150/4152
Fax: (201) 714 – 7265
Hours: 9:00 am-6:00 pm, Monday-Thursday
9:00 am-5:00 pm, Friday
E-mail: advising@live.hccc.edu

Educational decisions are an important part of each student's planning responsibility. An important function of our program is to
provide accurate information about academic programs and the selection of a college major. Students can comprehensively plan their academic program with Advisement & Counseling services in the Center for Academic & Student Success.

Advising is an ongoing process that assists students in selecting courses that will eventually enable them to realize their life and career goals through education. Related activities may include assessment of the students’ potential for success in given fields of study, and the students’ level of interest in those fields; the monitoring of the students’ progress in current courses; and the continuing communication between advisors and students. Advisors include academic advisors and faculty advisors.

The role of advising in the registration process is of great significance. If assigned to a faculty advisor, students should meet to discuss options before selecting courses. Students can find out who their faculty advisor is by contacting the Center for Advisement & Counseling department or by viewing their student profile on the landing page of the portal.

**Career & Transfer Services**

70 Sip Avenue, 2nd Floor  
Phone: (201) 360-4184  
Fax: (201) 714-7265  
Hours: 9:00 am-5:00 pm, Monday-Friday  
Please call for evening hours.  
Coordinator: Jonathan Kull  
E-mail: jkull@hccc.edu

The mission of the Career & Transfer Services Center (CTS) is to provide integrated services and resources to students seeking to transfer to a four-year institution and/or secure gainful employment upon graduation. The Career & Transfer Services Center assists students interested in pursuing a Bachelor’s degree to map out detailed transfer plans that will ensure transition into four-year programs without loss of credits or duplicated coursework. We have articulation agreements and transfer services established with many colleges and universities.

In addition, this office is committed to guiding students to make a smooth transition from college into the world of work. CTS excitedly provides services and sponsor events to further develop professional skills. Our services place emphasis on individual career advising, developing effective job search skills, in combination with tailored services, to help students and alumni through the career planning process.
Disability Support Services
70 Sip Avenue, 2nd Floor
Phone: (201) 360 - 4157
Fax: (201) 714 – 7265
Hours: 9:00 am-5:00 pm, Monday -Friday
Please call for evening hours.
Counselor/Coordinator: Karine Davis
E-mail: kdavis@hccc.edu

In compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, Hudson County Community College is committed to providing the necessary accommodations to afford students with disabilities the opportunity to achieve their educational goals.

Students with disabilities must identify themselves to the College by submitting documentation to the Counselor/Coordinator, Disability Support Services (DSS). Documentation provided by students is kept confidential. Only information regarding specific recommendations is released to faculty and only with student permission. Every effort is made to review the documentation of each individual student to determine the appropriate accommodations to provide the optimum learning environment. For a listing of available types of assistance, please refer to the ACCESS Handbook located on the DSS student portal page and the College Catalog.

Educational Opportunity Fund Program
25 Journal Square, Room B315
Phone: (201) 360 – 4180
Fax: (201) 714 – 7118
Hours: 9:00 am-6:00 pm, Monday-Thursday
9:00 am-5:00 pm, Friday
Director: Sabrina Magliulo
E-mail: eof@hccc.edu

For over 40 years, the Educational Opportunity Fund (EOF) Program has provided access to higher education for NJ students from educationally and economically disadvantaged backgrounds. EOF provides support services to assist students in developing the skills needed to successfully navigate and master the transition into college. Students are assigned a personal advisor who will assist them in reaching their academic, career, and personal goals from enrollment through graduation. Support services are inclusive of academic advisement, transfer and career advisement, tutorial
services, supplemental instruction, and enrichment workshops. Eligible EOF students also receive an additional financial aid grant ranging from $100-$525 per semester.

EOF is not a financial aid entitlement. In order to be eligible for consideration, an applicant must be enrolled full-time, be a resident of New Jersey for at least one year, meet the state’s income eligibility criteria, and minimally be placed at Level IV ESL. Interested students must submit a completed EOF application along with all required documents to be eligible for an interview for admission to our program. For more information, visit MyHudson Student Portal>Student>Student Services>Educational Opportunity Fund.

STUDENT LIFE
Office of Student Activities
25 Journal Square, 1st Floor, Room 104
Phone: (201) 360 – 4195
FAX: (201) 714 – 7180
Hours: Monday-Friday 9:00 am-5:00 pm
Director of Student Activities: Colleen Dallavalle
E-mail: OSA@live.hccc.edu

HCCC Student Activities
The Office of Student Activities seeks to educate the "whole person" through co-curricular activities that complement a student's academic experience. The office oversees all of the clubs and organizations that offer events on campus, and operates the Student Lounge. In addition, Student Activities offers several exciting events each semester that allow students to interact, unwind, and take advantage of the NYC/metropolitan area. The department also coordinates discounted tickets to cultural and sporting events. To keep abreast of all of the upcoming events, check out the OSA Zone which is sent weekly to student email, Student Activities’ bulletin boards, or the Student Activities schedule found at various locations around the College.

Student Activities Policy for Trips and Events
Tickets for trips and events will be sold on a limited basis to students. Ticket limits will be established by the Office of Student Activities to allow as many students the opportunity to experience the event as possible. When tickets are placed on sale, the following procedure is followed – students must present a valid HCCC ID card. Students may purchase the allowed amount per valid HCCC ID, unless otherwise indicated. All tickets are sold on a first-come, first served basis. No tickets will be held for anyone. All ticket sales and purchases are non-refundable. Any violation of rules concerning ticket sales will result in the loss of your privilege to participate
in student programs for a period of time determined by the Office of Student Activities.

Clubs and Organizations
A number of opportunities are available for students to become involved in organizing and leading activities at the College. One of the most popular ways is through the many student clubs. These clubs are supported fiscally by the Student Activities Fee, and since every student pays this fee, every student should take advantage of the opportunity to become involved.

Organized student clubs represent the various interests of the student body including cultural, academic, vocational, and artistic interests. Clubs are organized and run by students and supported by at least one faculty or staff advisor who provides guidance to students in developing ideas and planning activities for the club.

Students are strongly encouraged to participate in clubs and organizations to further their development as responsible members and leaders of the College community. New clubs can be formed as new interests are identified. For a detailed list of active clubs/organizations, including the names of advisors and student officers, contact the Assistant Director of Student Activities.

Student Government Association
Student Government Association Office
25 Journal Square, 1st Floor, Room 106
Phone: (201) 360 – 4196
E-mail: SGA@hccc.edu

One of the most significant aspects of student life at the College is the Student Government Association (SGA). The Student Government Association is the voice and governing body for Hudson County Community College students. The SGA consists of an executive board, senators, and a representative from each student club and organization. All enrolled students are members of the SGA. The SGA, through the Executive Board, is responsible for advocating student issues and serving as a communication link between the student body and the College Administration.

Student Publications
The Orator, Student Newspaper
The student newspaper is the forum in which students express their individual talents in journalism, photography, and art. The Orator’s strength comes from the student body; therefore, HCCC strongly encourages all students with an interest in journalism to become members of The Orator staff.

Reflections
Reflections (student yearbook) is a publication that takes a look back at the year past; particularly the graduating student. Student life is strongly stated within Reflections.
Tapestry, Literary Magazine
An outlet for any student who wishes to have their artistic expression, either through the written word, or through the art of painting/drawing, published and referenced by the entire HCCC community.

Clubs and Organization Procedures Manual
This manual outlines Hudson County’s administrative policy and procedure in student programming and club recognition process. It is prepared by the Office of Student Activities with the hope that student organizations or officers will find such a compilation an aid to their work. All clubs and organizations are issued a copy at the beginning of the academic semester.

DIVISION OF ACADEMIC AFFAIRS
Office of Academic Affairs
Vice President: Dr. Eric Friedman
70 Sip Avenue, 4th Floor
Phone: (201) 360 - 4010
FAX: (201) 635-2425
E-mail: efriedman@hccc.edu
Dean of Arts & Sciences: Christopher Wahl
2 Enos Place, J 106
Phone: (201) 360 - 4179
E-mail: Cwahl@hccc.edu
Dean of Non-Traditional Programs: Dr. Jennifer Dudley
2 Enos Place, J 104
Phone: (201) 360 - 5326
E-mail: JDudley@hccc.edu
Associate Dean of Academic Affairs: Dr. Chanida Katkanant
E-mail: ckatkanant@hccc.edu
Director of Conference Center: George Hefelle
Email: ghefelle@hccc.edu

The Office of Academic Affairs oversees the planning, development, organization, administration and operation of not-for-credit and credit career-oriented and transfer programs, courses, activities and personnel.

The programs are organized under four academic divisions: Business, Culinary Arts & Hospitality Management; Division of Academic Development & Support Services; Health, Science & Technology; and Humanities and Social Sciences. Each academic division offers various programs that lead to Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Applied Science degrees or a Certificate. The four academic divisions and the programs they offer are listed below:
Business, Culinary Arts and Hospitality Management
161 Newkirk Street
Phone: (201) 360-4631
FAX (201) 360-4232
Associate Dean: Paul Dillon
E-mail: pdillon@hccc.edu
The BCH Division offers A.A.S., A.A. & A.S. degree programs designed to prepare students for immediate employment and/or transfer opportunities to four-year institutions in Culinary Arts, Business, Accounting, Management and Hospitality Management. There are three specialized degree options in Hospitality Management; Entrepreneurship, Hotel Restaurant Management and Travel and Tourism. The Division offers specialized proficiency certificates and one year certificates in Culinary Arts and Hospitality Management. Also, there is a A.A.S degree option in Culinary Arts specializing in Baking and Pastry Arts. The Culinary Arts Institute maintains Exemplary Accreditation by the American Culinary Federation Educational Foundation.

Division of Academic Development and Support Services (DADSS)
25 Pathside, 3rd Floor
(201) 360-4186
FAX (201) 714-7165
Associate Dean: Dr. Pamela Bandyopadhyay
E-mail: phandyopadhyay@hccc.edu


English As A Second Language (ESL)/Bilingual Program
162 Sip Ave., 2nd Floor/North Hudson Higher Education Center, 7th Floor
Phone: (201) 360-4160/ 4362
Director: Elena Nehrebecki
E-mail: enehrebecki@hccc.edu

English as a Second Language (ESL) students take courses in one of six levels of Writing and Grammar for Writing, and Reading and Academic Discussion to prepare for academic course work. Placement evaluations are made at the end of each semester,
enabling students to continue the ESL studies in the skills areas and levels most appropriate for them. ESL students who attain sufficient mastery of English (as demonstrated by satisfactory completion of coursework and college placement examination scores) move directly into English language degree courses. While in ESL, students can take some basic or college-level bilingual courses taught in Spanish and in English.

**Academic Foundations English**
162 Sip Ave. 2nd Floor
Phone: (201) 360 – 4364
FAX: (201) 714 - 7132
Director: *Elizabeth Nesius*
E-mail: enesius@hccc.edu

**Academic Foundations Mathematics**
162 Sip Avenue, Suite C-116
Phone: (201) 360-5356
Coordinator: Niala Seetahal
Phone: (201) 360-5368
E-mail: nseethal@hccc.edu

Director: *Constance Calandrino*
Email: ccalandrino@hcc.edu

HCCC is committed to providing educational opportunities for all students admitted to the College, including students who need to strengthen academic skills in English and/or Mathematics before enrolling in a full schedule of college-level courses. In order to provide access to degree programs for these students, HCCC employs a testing and placement system and a full range of Academic Foundations courses in English and Mathematics to give under-prepared students the opportunity to develop their academic skills.

**Abegail Douglas-Johnson (ADJ) Academic Support Services Department**
25 Pathside, 3rd Floor- B 312 & 317 and Phone: (201) 360-4185
North Hudson Higher Education Center, Rm. 511 (201) 360-4623

The ADJ Support Services encompasses the Writing Center and Tutorial Centers (Jersey City Campus and NHHEC). See more details in Instructional Support Services Section.

**Allied Health Division**
870 Bergen Avenue, 3rd Floor
Phone: (201) 360 – 4265
The Allied Health Division offers A.S. degree programs designed to prepare students to transfer to four-year institutions, and A.A.S. and certificate programs designed to prepare students for careers immediately upon graduation or to develop technical skills in specialized areas geared towards the health sciences. The faculty members have diverse academic and professional backgrounds including years of practical experience in medical and health related fields.

Science, Technology, Engineering and Mathematics (STEM)
870 Bergen Avenue, 3rd Floor
Phone: (201) 360 – 4031
FAX: (201) 714 – 4308
Associate Dean: TBA
E-mail:
The STEM Division offers A.S. degree programs designed to prepare students to transfer to four-year institutions, and A.A.S. and certificate programs designed to prepare students for science careers immediately upon graduation or to develop technical skills in specialized areas. The faculty members have diverse academic and professional backgrounds including years of practical experience in science, mathematics and technology related fields.

Humanities Division
119 Newkirk Ave, 1st Floor
Phone: (201) 360 – 4031
FAX: (201) 714 – 4308
Interim Associate Dean: Dr. John Marlin
E-mail: mtejada@hccc.edu
The Division encompasses a number of disciplines including Fine Arts, Computer Arts, Liberal Arts, English, Literature, History, Humanities, Modern Languages, Philosophy, Speech and Theatre Arts. The Division offers A.A. and A.F.A. degree programs transferable to four-year institutions, academic certificate and proficiency certificate programs in preparation for immediate employment upon graduation, and general education courses required for all degree programs.

Social Sciences Division
2 Enos Place
Phone: (201) 360 – 4031
FAX: (201) 714 – 4308
Interim Associate Dean: TBA
E-mail: socialsciences@hccc.edu
The Division encompasses a number of disciplines including, Criminal Justice, Human Services, Psychology, Sociology, Early Childhood Education, and History. The Division offers A.A. degree programs transferable to four-year institutions, academic certificate and proficiency certificate programs in preparation for immediate employment upon graduation, and general education courses required for all degree programs.

Online Course Offerings

Center for Distance Education
162 Sip Avenue, Suite C 232
Executive Director, Cory Vigdor
Telephone (201) 360-4038
Email: cvigdor@hccc.edu

Online courses offer students flexibility in completing their degree programs at HCCC. Student taking online courses must be self-directed and able to work independently. All online courses are equivalent to regular courses in content and credits. They are available in 15-week and/or 7-week sessions in Fall, Spring and Summer. Students must own or have access to an internet-connected computer and an HCCC-email address in order to complete their online courses successfully.

Instructional Support Services

Abegail Douglas-Johnson Academic Support/Tutoring Services
Associate Dean: Dr. Pamela Bandyopadhyay
E-mail: phandyopadhyay@hccc.edu

Jersey City Campus
25 Journal Square, B312
Phone: (201) 360-4187
Fax: (201)-714-7165
Email: tc@hccc.edu

North Hudson Higher Education Center
4800 Kennedy Boulevard, Union City, NJ – Room N511
Phone: (201)-360-4623
Email: tc@hccc.edu

Tutoring for individuals and small groups is available at the Tutorial Centers. Trained tutors provide assistance in all subject areas for both walk-in and regularly scheduled students at the various College sites. The Tutorial Centers offer students a unique approach to studying with their classmates through small, tutor-led study groups. Sessions
are conducted in a relaxed atmosphere immediately following day or before evening classes often in the same classrooms where instruction is conducted. Group tutorials are available daily at all tutorial centers in response to student needs.

In order to prepare students for their respective exit exams and final exams, the Tutorial Services Department offers workshops for ESL IV and V, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra, and some college level courses during the Fall and the Spring semesters. In addition, the department offers Summer Enrichment Programs for all levels of ESL, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra. Furthermore, various conversation sessions are offered for the College's non-English speaking students. **All of the aforementioned services are offered free to currently enrolled students.** Students and Faculty are encouraged to contact the department for information regarding our services.

**Writing Center (WC)**

2 Enos Place, J 204  
Phone: (201) 360-4370  
WC Coordinator: Joseph Pascale  
Phone: (201) 360-4377  
E-mail: WC@hccc.edu  
The Writing Center (WC) serves the College community in multiple ways: its primary focus is to provide students with a supportive environment in which to develop their abilities as proficient writers, independent learners, and reflective thinkers. The WC, which includes a computer laboratory, offers support for students in any course requiring writing assignments, including ESL, Academic Foundations, College Composition and other English, Humanities, and Social Science courses. The WC provides walk-in and workshop-based writing tutorials for all enrolled students. Furthermore, the WC strives to inspire faculty initiatives, promote faculty development by hosting Faculty Development Seminars each semester, and support Writing Across the Curriculum (WAC). All of the aforementioned services are offered free to faculty and currently enrolled students. Students and Faculty are encouraged to contact the Writing Center for additional information.

**Academic Foundations Mathematics Center**

162 Sip Avenue, Suite C-116  
Phone: (201) 360-5354  
Director: Constance Calandrino  
Email: ccalandrino@hcc.edu  
The center provides one-to-one and group tutoring in Basic Mathematics and Algebra. Also available is a self-paced adaptive computer software, “MyMathLab” to help students with homework.
and strengthen their math skills in preparation for final and exit exams.

Dean’s List
Full-time degree students who have a G.P.A. of 3.5 or higher and no “F” grades in the current semester are eligible. Part-time degree students earning 12 credits who meet requisite criteria during a calendar year are also eligible for Dean’s List.

HCCC Honors Program
Faculty Coordinator – Jani Decena-White
E-mail: Honors@hccc.edu
Telephone (201) 360-4657

Each semester, Hudson County Community College offers a number of courses which carry an “Honors Only” designation. In order to register in one of these courses, students must meet specified academic criteria established to guarantee their ability to benefit from the rigor of Honors Program sections. In these courses students should expect smaller class size, more one-to-one instructor contact, more independent work, assignments of greater complexity and breadth, and the opportunity to work alongside other students with similarly exceptional initiative and ability.

Members of the College's Honors Program are provided with many unique opportunities. Some of the benefits include: stimulating classes that provide challenging course work and exciting class discussions, the designation of honors courses on students' transcripts, an opportunity to meet, work, and socialize with other honors students, trips to educational locations, and activities and dinners that recognize that scholarship and academic success of the honors students.

Honor Societies
Phi Theta Kappa International Honor Society
Chapter Advisors –
Ted Lai (201) 360-4264
870 Bergen Avenue, F 211, E-mail: tlai@hccc.edu
Dr. Lloyd Kahn (201)360-4276
168 Sip Avenue, D 112, E-mail: lkahn@hccc.edu

Phi Theta Kappa is the international honor society for two-year college students. Phi Theta Kappa has recognized academic achievement at two-year colleges since 1918. Over 1,200 college chapters are chartered in all fifty of the United States, as well as Canada, Germany, and Japan. The Beta Alpha Phi chapter was chartered at Hudson County Community College in 1995.

Phi Theta Kappa provides opportunity for the development of character, leadership and service, for an intellectual climate to exchange ideas and ideals, and for stimulation of interest in continuing academic excellence. Full- and part-time students who have earned 12 degree credits at HCCC with a cumulative grade point
average of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC’s chapter of Phi Theta Kappa.

**Psi Beta**  
Faculty Advisors:  
*Dr. Patrick Moore* (201) 360-4668  
25 Journal Square, Room B206  
E-mail: pmoore@hccc.edu

*Craig McLaughlin* (201) 360-4748  
North Hudson Higher Education Center – N 703J  
E-mail: cmclaughlin@hccc.edu

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges, and it offers its members many benefits. In addition to recognizing outstanding academic performance, Psi Beta provides opportunities for members to learn more about the field, to meet and interact with professionals working in various areas of psychology, to acquire leadership skills, to participate in community service, and to work with peers with similar interests. In order to qualify for Psi Beta membership, students must have a genuine interest in the study of psychology, have a GPA of at least 3.0, a B average or above in psychology courses, and have completed at least 12 semester hours of college credit.

**Library Jersey City Campus**  
25 Journal Square, 1st Floor  
Phone: (201) 360-4360  
Fax (201) 963-0789

**Library North Hudson Higher Education Center**  
4800 Kennedy Blvd., 3rd Floor  
Phone: (201) 360-4605  
E-Mail: library@hccc.edu

Carol Van Houten, Associate Dean, College Libraries  
www.hccclibrary.net

The Libraries at Journal Square and North Hudson Higher Education Center support the research and curricular needs of students and faculty. The Library website, www.hccclibrary.net, serves as a portal to all library resources and services. Books, magazines, journals, and newspapers are available in both print and electronic formats. DVDs may be checked out by students and faculty. Streaming videos and databases can be accessed from home. Textbooks for courses are on reserve and available to students for use in the library. Professional librarians instruct classes in research skills, and provide individualized research assistance to students, staff, and faculty. Computers,
scanners, copiers, and printers are available for student use. A current HCCC ID card is required to borrow all library materials. Visit the Library at www.hccclibrary.net to learn more.

OFFICE OF TECHNOLOGY & INSTRUCTIONAL SUPPORT

Information Technology Services
70 Sip Avenue, 3rd Floor
Phone: (201) 360-4351
Fax: (201) 792-9448
Assistant Chief Information Officer: Russel Taboso
E-mail: rtaboso@hccc.edu

Information Technology Services

The Information Technology Service Department is located at 70 Sip Avenue in Jersey City. The department is led by the Chief Information Officer (CIO), who reports to the Vice President of Administrative Services of Hudson County Community College. The ITS staff is responsible for network support and operations, academic computer labs, telecommunications, web services and PC technical support. The office is also responsible for administrative computing and computer operations, supported by the Ellucian Colleague software products.

The mission and purpose of the Information Technology Services Department (ITS) is to provide technology services and support for faculty, administration, staff and students. With this in mind, it has developed the following Departmental Mission Statement:

ITS Department Mission Statement:

“THE MISSION OF THE INFORMATION TECHNOLOGY SERVICES DEPARTMENT AT HUDSON COUNTY COMMUNITY COLLEGE IS TO PROVIDE STUDENTS, FACULTY AND ADMINISTRATION WITH THE HIGHEST LEVEL OF TECHNOLOGICAL SERVICES, SUPPORT AND CUSTOMER SERVICE.”

Hudson County Community College (HCCC) continues to make considerable investments and advancements in technology deployment and utilization of its technological resources. HCCC has completed and implemented several major initiatives and accomplishments towards achieving its goal in supporting the College’s technological goals. In addition to striving and working
towards staying up to date technologically, it is always providing the highest level of support possible to the College.

**Computer Labs**
70 Sip Avenue, 3rd Floor
Phone: (201) 360-4357
FAX: (201) 792-9448
Academic Lab Manager: Idalia Chicas
E-mail: ichicas@hccc.edu

**Mission Statement:**

“The mission of the Academic Computer Labs is to provide students and faculty with adequate computing facilities and services so they may complete their projects.”

Computer labs are located in Jersey City and at the North Hudson Higher Education Center. Academic Computer Labs provide supported software and hardware for the students, faculty and staff for daily use. All Academic Labs are equipped with educational software*, CD-ROMs, USB connectors, HP printers, MS Office and Internet access. Trained lab assistants are available to assist walk-in students in open labs and sometimes assigned to classes to assist with the use of software and equipment.

* Installation of software should be requested through Track-it and submitted by the respective Department Dean.

**Open Labs Locations:**
- Jersey City: F120 (870 Bergen Avenue 1st Floor) and Welcome Center (1 Path Plaza)
- NHHEC: N224 (4800 Kennedy Blvd 2nd Floor, Union City)

**MAC Open Labs Locations:**

Labs are equipped with all the software used in Art classes where students can complete their assignments. B411 (Jersey City) and N306 (NHHEC) are the two accessible MAC labs for art students. Open Lab hours will vary every semester due to classes scheduled in those rooms.

**ACADEMIC LABORATORY GUIDELINES**

By using the Open Computer Labs, you have agreed to follow the Academic Laboratory rules and regulations. Open Labs are staffed
with trained lab assistants to help users with the operation of HCCC software and hardware. Students are encouraged to use the computer labs on a walk-in-basis. The Open Lab Schedule is posted on bulletin boards and our website.

The Lab Assistants in the Open Labs represent the College and are the first line of authority. Their judgments should be respected. The first level of appeal is the lab supervisors or lab manager. Failure to follow Academic Lab rules and regulations may result in students being asked to leave the facility. Serious infractions or student misconduct in HCCC Academic Labs could result in referral of the matter to the Office of Student Affairs.

Technology at HCCC will be used in collaboration with the curriculum. Computers and other technology equipment are tools used as part of the teaching and learning experience process.

In deciding the Academic laboratory rules and regulations, there are two overriding principles: (1) the College’s information technology resources exist to support the College’s mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community.

- All computer lab users must show a HCCC photo ID card with the current semester sticker. This can be obtained from security in JSQ or NHHEC.
- Students are required to use their HCCC student user name and password to login the HCCC computer labs.
- Students with special needs have priority at designated workstations.
- The computer lab is a study area. Please be quiet so all users may be provided with a quiet, non-distracting atmosphere to work on their assignments.
- No group work or group study permitted. Only one student is permitted at each computer. This is to avoid cheating. Your professor may request lab time for research or special projects.
- The use of cell phones is not permitted in the lab. All electronic devices must be on silent or vibrate mode. Otherwise, you are distracting others who are trying to complete their academic assignments.
- No still or video photography is permitted in the labs.
- Intentionally viewing, sending, or retrieving information which is pornographic, obscene, sexist, racist, abusive, or harassing is not permitted. Viewers will be asked to stop, and if they persist, will be told to leave the computer lab. Computer labs are monitored.
- No food, drink, or beverage containers are permitted in the labs. This includes all open and closed containers.
Minors and non-computer users are not permitted in the lab.

Pets (or laboratory animals), skating, and bicycles are not permitted in the lab. Assistive animals (seeing-eye dogs, etc.) are excluded from this rule.

Computer workstations and printers in the computer labs are there to support schoolwork. Priority use of workstations is defined as Academic use. Users must relinquish workstations for this purpose upon request. Computer stations and printers are not for general entertainment (games, gambling) or commercial use.

Lab printers may not be used to print course materials such as textbooks, handbooks or very large research articles. Printers are not to be used as copy machines. The course-assigned faculty member and academic departments provide the appropriate course material students require when taking their class. Authorization by the instructor is not valid. Do not print any flyers or advertisements unless they are part of your class assignment.

Lab assistants have the authority to cancel any print jobs that do not comply with the lab rules.

Only paper supplied by the lab may be placed into the lab printers by the lab staff.

All work should be saved to a flash drive or CD, if software or hardware permits it. We do not provide external devices for you. Users are advised to save work every 5 (five) minutes. Computer users files are stored on local hard drives and are not protected, and therefore subject to modification, removal, and plagiarism. We are not responsible for lost or damaged information. Additionally, it is highly recommended that computer users make back-up copies of all information, so they will have the information in more than one place.

Assistance for individually owned computers and software is not provided.

Users should not leave their computer unattended more than 5 (five) minutes. Unattended computers will be reassigned.

Users should not abuse the labs or any equipment. If users have a problem with the equipment or a software application, they should ask the lab assistant for help.

Lab Assistants are not allowed to provide extensive help with a particular software application. Students may request tutoring from the Tutorial Centers (201-360-4185) at 25 Journal Square (B312) or (201-360-4623) at the North Hudson Center (N511).

Do not change the configuration of any computer. Do not install screensavers or wallpaper.

Users must check their work area before leaving. The lab staff is not responsible for lost, stolen or misplaced items including student disks, flash drives and books. Do not leave anything in the computer lab unattended for any length of time. Sometimes
items are found and you may check with lab supervisors or security.
Questions/comments regarding the Academics computer labs can be directed to the Academic Lab Manager.

**OFFICE OF FINANCE**

26 Journal Square, 14th Floor  
Phone: (201) 360 - 4042  
FAX: (201) 714-7194  
Controller: Robert Cruz  
E-mail: rcruz@hc.cc.edu  
This division is responsible for the financial and business affairs of the College, including the Bursar, the Controller’s Office, and Budget & Purchasing.

**BURSAR’S OFFICE**

70 Sip Avenue, 1st Floor  
Phone: (201) 360-4100  
Bursar: Romilda Vaccarella  
E-mail: rvaccarella@hc.cc.edu  
Upon registration of classes, the student creates a contract with the College by which HCCC commits to hold class seats for the student. This contract automatically produces a financial obligation to the College. Payment is due on the day of registration. After registering for classes all students should report to the Bursar’s Office to pay all tuition, fees, and other related costs. The College accepts Visa, MasterCard, American Express and Discover in addition to debit cards, cash, checks, and money orders. Payment can also be made by Credit Card by logging onto www.hccc.edu > My Hudson > My Financial Info > Make a Payment or Pay on my Payment Plan. The College offers a Deferred Payment Plan to students enrolled during Fall and Spring semesters. All payment plans must be arranged with the Bursar’s Office. Students may not enter a Payment Plan unless they are prepared to make the first payment. Students who are approved for financial aid may be able to apply their awards towards their tuition and fee charges. However, financial aid may not cover the entire cost of attending College leaving a balance to be paid by the student. **If** financial aid is reduced or cancelled for any reason, **the student will be responsible for making payment to the College.** Obligations from prior semesters must be paid in full before re-registration. The Registrar will not release grades, transcripts, or diplomas until all financial obligations to the College have been cleared.

**OFFICE OF COLLEGE OPERATIONS**

26 Journal Square, 14th Floor  
Phone: (201) 360-4043
FAX: (201) 656-8961
Vice President for College Operations: Frank Mercado
E-mail: fmercado@hccc.edu

The College Operations Division is committed to providing a safe, clean learning and working environment for our students, faculty, staff and the community. The Division is made up of the following departments:

**FACILITIES**
25 Journal Square, Lower Level
Phone: (201) 360-4693
Director: Joseph Torturelli
E-mail: jtorchelli@hccc.edu

In partnership with students, faculty, and staff, we provide a living learning environment supporting academic excellence and community engagement. As innovative professionals, we respond to the needs of the College community with dignity and respect towards all. As a team of highly skilled individuals, we are dedicated to safe, high quality work. We attain this through training, and education in all the construction trades and building codes.

- *Anticipate and respond* - As dependable partners, we listen and learn how our services are used for the educational mission. We are flexible and available to provide service in an organized and timely manner.
- *Dignity and respect* - At the core of our ability to work together is the recognition that each of us has a personal need for self-worth, attained through work that is valued and ideas which are heard.

**MAIL ROOM/COPY CENTER**
25 Journal Square, Lower Level
Phone: (201) 360-4685
Manager: TBA
E-mail: TBA

Our goal is to produce quality goods and services in a timely and cost-effective manner. The Customer Service Center provides faculty and staff with a variety of quality services such as quality printing, stapling and binding services which include but not are limited to newsletters, catalogs, postcards, letterheads, envelopes, ads, and business cards to the Communications Department and College community. We collect and distribute inter-office and outgoing mail, prepare and make copies, maintain and manage department copiers, and provide stationery supplies to College faculty and staff. We strive to ensure that the Mail Room/Copy Center services fulfill our College’s service needs.

**SECURITY**
25 Journal Square, Lower Level
Phone: (201) 360-4080
Director: Rafael Nivar
E-mail: rnivar@hccc.edu

The Security Department exists to serve all people within its jurisdiction with respect, fairness and compassion. Our primary focus is to provide a safe and secure environment that is conducive to the education, employment and daily activities of our community. We maintain a vigilant and proactive approach to security concerns and continually evaluate our security measures to implement improvement. Therefore, “Team Work” on the collective efforts of students and staff in collaboration with local authorities and College security are necessary. The Department provides security services such as: Shuttle Service, Photo IDs, security escort for personal safety, fire safety education, parking information, and lost and found. The main office is located at 25 Journal Square (Pathside/Building B). This office is open from 7:00 a.m. to 11:00 p.m., seven days per week. Our Security dispatch is available 24/7, 365 days a year at (201) 360-4080.

BOOKSTORE (Managed by Follett Higher Education Group)
26 Journal Square
Phone: (201) 360-4390
FAX: (201) 653-0597
Manager: Tom Colban

Hours of operations:
- Monday, 9 a.m. – 7 p.m.
- Tuesday, Wednesday, and Thursday, 9 a.m. – 5 p.m.
- Friday, 9 a.m. – 3 p.m.

North Hudson Higher Education Center
4800 Kennedy Blvd.
Phone: (201) 360-4398

Hours of Operation:
- Monday – Thursday, 10am – 6pm; Friday, 10am – 3pm

OFFICE OF DEVELOPMENT AND FOUNDATION
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Hudson County Community College Foundation is committed to generating financial support for the benefit of Hudson County Community College and its students. To this end, the Foundation will work with the community and College faculty and staff to promote the opportunity for students to attend the College and to participate in its programs. Our vision is that all students should have the opportunity to realize a college education.
COMMUNICATIONS
26 Journal Square, 14th Floor
Phone: (201) 360-4060
FAX (201) 653-0607
Director: Jennifer Christopher
E-mail: jchristopher@hccc.edu or communications@hccc.edu

The Communications Department is responsible for communicating with the College's diverse audiences – prospective students, the general public, alumni and donors (potential and existing) – in a clear, consistent and enjoyable manner. Through press releases, publications, announcements and print, audio and digital advertisements, the Communications Department carefully conveys the College’s vision, enhances its image, and disseminates information about its plans and successes.

The Communications Department is entrusted with maintaining a consistent look and message portrayed in all marketing, advertising and public relations efforts via guidelines on acceptable uses of the College’s name, logo and seal: the logo and seal are to be used with permission on authorized documents, in appropriate size proportions and in authorized colors. Similarly, the Hudson County Community College name may be used only with prior written consent and may not be used for commercial or personal gain. Further information about acceptable uses is available at http://www.hccc.edu/graphicstandards. It also oversees the design, writing and printing of all HCCC major departmental collateral materials, including business cards, signage, brochures, programs and flyers, and coordinates photography services for special events by request.

The Communications Department has established a social media presence for the College on Facebook, Flickr, Twitter, YouTube and Pinterest; these pages are accessible at the College’s main page, www.hccc.edu, or the MyHudson portal, https://myhudson.hccc.edu:
http://www.facebook.com/hcccedu
http://www.flickr.com/photos/hudsonccc
http://pinterest.com/hudsonccc/
http://twitter.com/HudsonCCC
http://youtube.com/user/HudsonCountyCollege

Full social media guidelines are available at the communications page on the college website, www.hccc.edu/socialmedia.
College Community Standards

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Hudson County Community College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to the individuals by the constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be tolerated.

Within the framework of this commitment, the College grants certain rights to and requires certain responsibilities from each student in the educational community. The statement of rights and responsibilities insures that all students may pursue their educational goals in an environment free from unreasonable constraints. The review and judicial process that supports this statement of rights and responsibilities protects the students’ due process.

1. The rights listed in this document shall not be construed to deny or lessen other fundamental constitutional guarantees.
2. All students shall enjoy the same basic rights and shall be bound by the same responsibility to respect the rights of others.
3. Among these basic rights are: freedom of speech; freedom of the press; freedom of assembly; freedom of association; freedom of religion; freedom of political beliefs; freedom from personal force, violence and personal abuse; freedom from unreasonable searches and seizures.
4. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the power to maintain order within the College and to exclude those who are disruptive of the educational process.

PROHIBITED CONDUCT

1. Engaging in any abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals which has the effect of creating a hostile environment, disrupts the educational process, or impedes the right or privileges of other members of the College community.
2. Demeaning the race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of an individual or individuals.
3. Obstruction or disruption of teaching, learning, research, administration, discipline procedures or other College authorized event
4. Directly threatening, verbally assaulting or harassing an employee (administrator, faculty, staff), student, or guest(s) of the College
5. Failing to comply with directives from a College official (e.g., asked to leave a classroom, vacate an area, produce an I.D. card, etc.)
6. Engaging in any form of gambling while on College premises or at functions sponsored by the College
7. Inappropriate language, disorderly conduct or lewd, indecent, obscene conduct or expression on campus
8. Acts of dishonesty, including but not limited to the following:
   a) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
   b) Alteration of College records, documents, or identification instruments or the use of the same with the intent to defraud.
   c) Furnishing false information to any College official, faculty member or office.
   d) Tampering with the election of any College recognized student organization.
9. Setting a fire on the campus or campus-related premises without proper authority. Inappropriate use of any combustible or chemical or flammable substance which may present a fire hazard, annoyance, threat, or danger to property or person and/or persons on College premises.
10. Theft, larceny, embezzlement, fraud, or the temporary taking of the property of another or possession of stolen goods without permission.
11. Theft, sale, and/or possession of stolen books
12. The intentional making of a false report of a bomb, fire or other emergency in any building, structure, or facility on College premises or College-related premises by means of activating a fire alarm or in any other manner
13. Physical assault, rape or sexual harassment of an employee (administrator, faculty, staff), student, or guest(s) of the College
14. Vandalism, malicious destruction, damage, defacing, or misuse of College, public or private property, including library materials and all computers
15. Unauthorized occupation, unauthorized entry or unauthorized use of any College facility or College-related facilities or premises
16. Participation in a demonstration, riot or activity that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any College building or area.

17. Unauthorized use or possession on the campus of firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials.

18. Violation of the College’s smoking policy.

19. Use, possession, manufacturing or distribution of illegal drugs, controlled substances, narcotics or alcoholic beverages or being under the influence of the same.

20. Abuse of the disciplinary process, including but not limited to:
   a) Failure to obey the summons of a Judicial Board or College official.
   b) Falsification, distortion, or misrepresentation of information before a Judicial Board.
   c) Disruption or interference with the orderly conduct of a judicial proceeding.
   d) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
   e) Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
   f) Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a judicial proceeding.
   g) Failure to comply with the sanction(s) imposed under the Student Code.
   h) Influencing or attempting to influence another person to commit an abuse of the judicial system.
   i) Any other violation of existing local, state or federal law.

The College reserves the right to amend and expand the list of infractions. The College reserves the right to act immediately and to address disciplinary matters through the office of the Vice President for Student Affairs.

ANTI-BULLYING POLICY
Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Hudson County Community College defines “bullying” as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/or may disrupt the campus environment.
Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior immediately should report such conduct to the Office of Student Affairs, faculty, staff or Security personnel. Complaints of bullying will be investigated promptly and in as impartial and confidential a manner as possible. Retaliation against any individual reporting such conduct will not be tolerated. Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution’s current policies.

The College has a zero tolerance for any forms of cyber-stalking, cyber-bullying, or cyber sexual harassment.

**STUDENT E-MAIL POLICY**

**A. Purpose of the Policy**

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Hudson County Community College. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within HCCC.

**B. Scope**

This student e-mail policy provides guidelines regarding the following aspects of e-mail as an official means of communication:

- College use of e-mail;
- Assignment of student e-mail addresses;
- Student use of and responsibilities associated with assigned e-mail addresses; and
- Expectations of e-mail communication between faculty and student and staff and student.

**C. Policy**

1. **College use of e-mail**

   E-mail is an official means for communication within HCCC. Therefore, the College has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

2. **Assignment of student e-mail addresses**

   Information Technology Services (ITS) will assign all students an official College e-mail address. It is to this official address that the College will send e-mail communications; this official address will be the address listed in the College’s Enterprise Directory for that student.

3. **Redirecting of e-mail**

   A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @aol.com, @hotmail.com, or an address on a
departmental server), they may do so, but at his or her own risk. The College will not be responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her official College e-mail address.

4. **Expectations regarding student use of e-mail**
   Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with College communications. The campus recommends checking e-mail once a week at a minimum; in recognition that certain communications may be time-critical.

5. **Educational uses of e-mail**
   Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students’ official e-mail addresses are being accessed, and faculty may use e-mail for their courses accordingly.

6. **Inappropriate use of student e-mail**
   Electronic communications whose meaning, transmission or distribution is illegal, unethical, fraudulent, defamatory, harassing or irresponsible are prohibited. Electronic communications should not contain anything that could not be posted on a bulletin board, seen by unintended viewers or appear in a College publication. Material that may be considered inappropriate, offensive or disrespectful to others should not be sent or received as electronic communications using College facilities.

**Actions considered violations of this e-mail policy are as follows:**

- Sending unauthorized bulk e-mail messages ("junk mail" or "spam").
- Using e-mail for harassment, whether through language, frequency, content, or size of messages.
- Forwarding or otherwise propagating chain letters and pyramid schemes, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail, such as “mail-bombing,” or flooding a user site with very large or numerous pieces of email.
- Forging of sender information other than accountname@hccc.edu or other pre-approved header address.
- Sending e-mail for commercial purposes or personal financial gain.

**D. Procedures**
The Office of the Vice President for Student Affairs will review this policy as needed. Students with questions or comments about this policy should contact this office. The College has the right to remove access to accounts found in violation of this policy.
The Judicial Process

PHILOSOPHY
Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to comply with civil laws as well as with College regulations. Student conduct that violates these laws and regulations may result in College disciplinary action. The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are to provide a fair, educational process for accountability of student conduct; to promote the development of individual integrity; to protect the rights of members of the College community; and to uphold the nonacademic rules and regulations of the College.

PROCEDURAL REQUIREMENTS:
COMPLAINT AND INITIAL INVESTIGATION
Complaints for alleged violations of the code of conduct may be filed against any student by any member of the College community. The complaint shall be a brief, written statement, citing the provisions of the code allegedly violated and providing a summary of the facts deemed to constitute a violation. Student Misconduct Complaint forms are available on the Student Affairs section of the College’s portal.

Complaints shall be filed with the Office of Student Affairs. The Assistant Dean of Students shall promptly consider and investigate the complaint.

Following the investigation, the Assistant Dean of Students shall determine whether there are sufficient grounds to believe that violation of the code occurred. When the Assistant Dean of Students has determined that there are insufficient grounds to believe a violation of the code occurred, the complaint shall be dismissed, and the complainant and the student complained against shall be informed, in writing, of this action. When the Assistant Dean of Students has determined that there are sufficient grounds to believe that a violation of the code occurred, the Assistant Dean of Students shall either hold an informal hearing, or refer the case to the Student Judicial Board, depending on the severity of the alleged violations.

RIGHT TO A HEARING
The accused student shall be entitled to an expeditious hearing of the case. In hearings involving more than one accused student, the Case Manager, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
NOTICE AND RESPONSE
All charges shall be presented to the accused student in written form. The right to written notice of the charges no less than 72 hours before the hearing, except when faced with the end of a semester. In such cases, the student may waive his or her right to 72 hours’ notification in order to expedite the timely conclusion of a pending hearing. All written notices will be mailed to the address of the student as it appears on the official College records. Students are responsible for keeping the office of Enrollment Services informed of a current address.

INFORMAL HEARING
In some cases of student misconduct, a formal hearing may not be necessary. This is most often true when the student admits responsibility and the violation is of a less serious nature. In this case, the student attends an informal hearing with the Case Manager to discuss the incident, the student’s involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. This meeting will be followed by an official letter summarizing this discussion. The letter becomes a part of a student’s judicial file. Informal actions are not subject to appeal.

STUDENT JUDICIAL BOARD
In cases where the alleged violation is of such nature that, in the opinion of the case manager, a sanction of suspension or expulsion could be imposed, the matter will be referred to the Student Judicial Board. This authority and responsibility remains with the case manager, who is kept informed of all proceedings and reviews the determination and recommendations on sanctions. Some matters involving student conduct may be referred to other College forums or offices.

Structure of the Student Judicial Board
A. The structure of the Student Judicial Board consists of five voting members: two faculty/administrative members and three students.

B. An administrative chair is appointed by the Vice President for Student Affairs as a nonvoting member. The chair is responsible for keeping notes during the hearing, provide written summary of the reasoning of the Board, and distribute copies of the charges, decisions and recommended sanctions.

Members of the Student Judicial Board must disqualify themselves from hearing cases arising out of matters directly relating to them or concerning persons about whom they are unduly prejudiced.

EVIDENCE, TESTIMONY AND WITNESSES
The hearing shall be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.
The student shall be entitled to appear in person to present a defense to the judicial body and may call witnesses. The student shall be entitled to refuse to answer questions, or may elect not to appear before the judicial body. Should the student elect not to appear, the hearing shall be held in the student’s absence.

The student shall be entitled to ask questions of the judicial body or any witnesses.

**RIGHT TO ADVISER**

Students may be assisted at hearings by an adviser. The adviser must be from the College community. The adviser cannot speak for the accused student; the adviser can only advise the student. Students must notify the case manager if they intend to bring an adviser, and must provide the adviser’s name 24 hours in advance of the hearing.

**BURDEN OF PROOF**

After the hearing, the judicial body shall determine, by majority vote (if the judicial body consists of more than one person), whether the student has violated each section of the code of student conduct which the student is charged with violating. The judicial body’s determination shall be made on the basis of whether it is “more likely than not” that the accused student violated the code of conduct.

**PRIVACY AND RECORDS OF THE PROCEEDINGS**

Hearings shall be held in private to protect the confidential nature of the proceedings. There shall be a record, such as a tape recording, of all hearings before the Student Judicial Board. The record shall be the property of the College.

**THE DECISION**

The student shall be advised in writing of the adjudicating body’s decision and method of appeal within five school days of the final hearing.

**SANCTIONS**

Any student found responsible for violating any of the regulations or policies of Hudson County Community College may be subject to one or more of the following sanctions:

- **Verbal Warning**
- **Formal Written Warning**
- **Fines and/or restitution**
- **Mandatory participation in an educational program**
- **Disciplinary Probation**: Such status indicates that any future policy violations may result in more severe sanctions and/or suspension from the College.
- **Suspension**: Student is prohibited from enrolling in classes or being on College premises for a specified period of time.
- **Expulsion**: Student is permanently prohibited from enrolling in classes or being on College premises.

**Emergency Suspension**
If a student's actions pose an immediate threat or danger to any member of the College, the Associate Dean for Student Services (in consultation with the Vice President for Student Affairs) may immediately suspend or alter the rights of a student pending a Student Judicial Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional well-being of any individual, including the student, or for reasons relating to the safety and welfare of any College property, or any College function.

APPEALS
The adjudicating body's decision may be appealed, in writing, by the charged student to the Vice President for Student Affairs within ten school days of the release of the decision. Appeals should specify the nature of and reasons for the appeal. It may then be heard by the Vice President for Student Affairs. Appeals shall be based only upon the following grounds:

- Procedural conduct by the judicial body which may have been prejudicial to the accused student
- The imposition of sanctions that are disproportionate to the offense
- The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and that, had it been presented at the initial hearing, would have substantially affected the original decision of the adjudicating body.

On appeal, the original decisions, including sanctions, may be sustained, reversed, or modified. The matter may also be returned to the Student Judicial Board for reconsideration and further findings of fact or determinations. It is within the discretion of the person handling the appeal to refer the matter to another appropriate College body. Decisions on appeal generally will be released within 21 school days of receipt of the appeal. Decisions on appeal are final.
ACADEMIC INTEGRITY POLICY
Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate or degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one’s work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in more than one course, without discussing this first with instructors.
- Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.

Violations of Academic Integrity
When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the College's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. In some cases, serious or repeated instances of academic integrity violations may warrant further disciplinary action.

Violations reported to the Division Dean or Assistant Dean of Students
Depending on the severity of the violation(s), the division dean will determine whether further disciplinary action is warranted. The Assistant Dean of Students assists Academic Affairs in maintaining a high level of academic integrity on the campus. The Assistant Dean of Students works with the faculty and division deans to educate students about academic dishonesty and to adjudicate disciplinary cases in which there are suspected violations of College policies. Should a violation of HCCC’s academic integrity standards warrant a disciplinary hearing with the Assistant Dean of Students, sanctions may include suspension, expulsion, or other measures deemed appropriate.
ACADEMIC LABORATORY GUIDELINES

By using the Open Computer Labs, you have agreed to follow the Academic Laboratory rules and regulations. Labs are staffed with trained lab assistants to help users with the operation of HCCC software and hardware. Students are encouraged to use the computer labs on a walk-in-basis. The Open Lab Schedule is posted on bulletin boards and our website. The Lab Assistants in the Open Labs represent the College and are the first line of authority. Their judgments should be respected. The first level of appeal is the lab supervisors or lab manager. Failure to follow Academic Lab rules and regulations may result in students being asked to leave the facility. Serious infractions or student misconduct in HCCC Academic Labs could result in referral of the matter to the Office of Student Affairs. Technology at HCCC will be used in collaboration with curriculum. Computers and other technology equipment are tools used as part of the teaching and learning experience process.

In deciding the Academic laboratory rules and regulations, there are two overriding principles: (1) the College’s information technology resources exist to support the College’s mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community.

- All computer lab users must show a HCCC photo ID card with the current semester sticker. This can be obtained from security in JSQ or NHHEC.
- Students are required to use their HCCC student user name and password to login the HCCC computer labs.
- Students with special needs have priority at designated workstations.
- The computer lab is a study area. Please be quiet so all users may be provided with a quiet, non-distracting atmosphere to work on their assignments.
- No group work or group study permitted. Only one student is permitted at each computer. This is to avoid cheating. Your professor may request lab time for research or special projects.
- If you need assistance, raise your hand, and a lab assistant will come to help you. They are wearing identification.
- The use of cell phones and beepers is not permitted in the lab. All electronic devices must be on silent or vibrate mode. Otherwise, you are distracting others who are trying to complete their academic assignments.
- No still or video photography is permitted in the labs.
- Intentionally viewing, sending or retrieving information which is pornographic, obscene, sexist, racist, abusive or harassing is not permitted. Viewers will be asked to stop, and if they persist will be told to leave the computer lab. Computer labs are monitored.
- No food, drink, or beverage containers are permitted in the labs. This includes all open and closed containers.
• Minors and non-computer users are not permitted in the lab.
• Pets (or laboratory animals), skating and bicycles are not permitted in the lab. Assistive animals (seeing eye dogs, etc.) are excluded from this rule.
• Computer workstations and printers in the computer labs are there to support schoolwork. Priority use of workstations is defined as Academic use. Users must relinquish workstations for this purpose upon request. Computer stations and printers are not for general entertainment (games, gambling) or commercial use.
• Lab printers may not be used to print course materials such as textbooks, handbooks or very large research articles. Printers are not to be used as copy machines. The course-assigned faculty member and academic departments provide the appropriate course material students require when taking their class. Authorization by the instructor is not valid. Do not print any flyers or advertisements unless they are part of your class assignment.
• Lab assistants have the authority to cancel any print jobs that do not comply with the lab rules.
• Only paper supplied by the lab may be placed into the lab printers by the lab staff.
• All work should be saved to a flash drive, CD or floppy diskette, when permitted by the software or hardware. We do not have disks, CDs or flash drives available for you. Users are advised to save work every 5 (five) minutes. Computer users’ files stored on local hard drives are not protected and therefore subject to modification, erasure, and plagiarism. We are not responsible for lost or damaged information. Additionally, it is highly recommended that computer users make back-up copies of all information, so they will have the information in more than one place.
• Assistance for individually owned computers and software is not provided.
• Users are not allowed to plug in any electrical devices in the lab.
• Users should not leave their computer unattended more than 5 (five) minutes. Unattended computers will be reassigned.
• Users should not abuse the labs or any equipment. If users have a problem with the equipment or a software application, they should ask the lab assistant for help.
• Lab Assistants are not allowed to provide extensive help with a particular software application. Students may request tutoring from the Tutorial Centers (201-360-4187) at 25 Journal Square (B312) or (201-360-4623) at the North Hudson Center (N511).
• Do not change the configuration of any computer. Do not install screensavers or wallpaper.
• Users must check their work area before leaving. The lab staff is not responsible for lost, stolen or misplaced items including student disks, flash drives and books. Do not leave anything in the computer lab unattended for any length of time. Sometimes items are found and you may check with lab supervisors or security.
Questions/comments regarding the Academic computer labs can be directed to the Academic Lab Manager.

ADVERTISING AND NOTICES

ALL Posters and Notices placed on Student Activities Bulletin Boards must be brought to the Office of Student Activities for approval. Once approved, the flyer or poster may be placed only in designated areas. Posting in spaces other than those designated (bulletin boards) is prohibited. No posters are allowed on doors, walls, bathrooms, etc. No notices regarding sale of personal items or services will be approved. This means no book sales, baby-sitting services, or any other outside for-profit organization will be approved for posting.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student records are protected in accordance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Student academic records are maintained in the Registrar’s Office. They may be viewed by College officials who have a legitimate educational interest, and by others as authorized by law. In order to protect a student’s privacy, student grades and other non-directory information will be released only to the student, and not to family members without written release. For their protection, the student will be required to present valid identification when they request any information relating to their record. For more information contact the Registrar’s Office at 201-360-4121.

Student Records Policy

Student records are protected in accordance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Student records will only be released upon written authorization from the student. Under FERPA, Hudson County Community College may release “directory information” without prior consent of the student. Directory information may include: name, address, telephone listing, electronic mail address, date and place of birth, photographs, field of study, enrollment status (full-/part-time), degrees and awards given, dates of attendance, most recent previous school attended, and grade level. A student who wishes to prevent the disclosure of directory information must submit a written request to the Registrar’s Office no later than the tenth day of the start of each semester. FERPA is applicable to high school students taking courses with HCCC.

The Family Educational Rights and Privacy Act (FERPA) afford 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.) These rights include:
1. The right to inspect and review the student's education records within 45 days after the day Hudson County Community College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, 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 the school decides not to amend the record as requested, the school 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 the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hudson County Community 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
GRIEVANCE PROCEDURES
Under present student grievance procedures, students are free to take their concerns to a variety of College and/or student groups to be heard, but certain steps should be followed:

A. Complaints related to the academic experience - e.g., instructor methods, grades, class requirements, etc.:
   1) Faculty Member
   2) Division Dean
   3) Vice President for Academic Affairs
   4) President

B. Complaints related to College employees (faculty/staff) regarding sexual, racial, religious and homophobic harassment:
   1) Office of Vice President for Student Affairs
   2) Affirmative Action Officer (Human Resources)
   3) President

C. Administrative decisions related to College regulations (e.g., refunds, outstanding obligations, fees, deferred payments, etc.):
   1) Appropriate Dean or Director
   2) Vice President for Student Affairs
   3) President

D. Complaints related to the Student Activities program:
   1) Assistant Dean of Students
   2) Vice President for Student Affairs
   3) President

E. Complaints related to support services for students with disabilities:
   1) Coordinator of Disability Support Services
   2) Director of Advisement and Counseling
   3) Associate Dean for Student Services
   4) Vice President for Student Affairs
   5) President

F. Security issues (e.g., property damage, thefts, etc.):
   1) Director of Security
   2) Vice President for College Operations
   3) President

The Student Government Association often serves as an appropriate vehicle for airing student complaints in the first instance, particularly if such complaints affect a significant portion of the student population. The listing above indicates examples of student grievance procedures. Students are invited to look upon the Student Affairs Office as a resource for any concern they may have about their enrollment at HCCC. None of the above procedures, or any regulations cited in the Student Handbook, impede (precludes) students’ right to seek recourse through the public or civil courts. Students enjoy the same freedom of speech, peaceful assembly, and the right to petition that any other citizens enjoy, and as members of
the College community, they also are subject to the same duties society places on others.

**COLLEGE WIDE IDENTIFICATION CARDS**

Students are required to carry an official HCCC CWID at all times. Presentation of an CWID may be necessary for fulfillment of certain student services (shuttle service, trips and events, library, computer labs, etc.), and may be required upon entering the College’s facilities. Students may obtain a new or replacement CWID at the Security Department, 25 Journal Square, Lower Level, during the following hours: Monday – Friday 8 am-10 pm, first three Saturdays of the semester 8am-10pm or in Union City, 4800 Kennedy Boulevard on Wednesday & Thursday from 10:00 am – 2:00 pm (days) or 4:30 pm – 7:00 pm (evenings).

**LEAVE OF ABSENCE**

Students may apply for an official leave of absence for up to one academic year. Students granted such a leave may return to HCCC before or at the end of the requested leave period without re-applying for admission. Such students will receive all pre-registration materials and other College information during the period of the official absence. To receive a leave of absence, students must: 1) Be in good academic standing; 2) Obtain from their advisor and division chair, permission and signatures on completed Leave of Absence Request Form; and 3) File the completed form at the Enrollment Services Center.

**PETITIONS**

Before a petition is circulated, one copy must be filed with the Assistant Dean of Students. Each copy must bear the name of the student or student organization sponsoring the petition, and the topic of the petition.

**SOLICITATION**

In order to minimize personal inconvenience and interference with College activities, no persons shall sell, solicit, or promote anything, including subscription, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property. Distribution or circulation of leaflets, pamphlets, circulars, cards or other literature is not permitted during working hours or in work areas, unless specifically authorized by the President or the President’s designated representative.

**STUDENT CORRESPONDENCE**

Individual students may not write to anyone in the name of Hudson County Community College unless it is done in an official manner by a student organization or approval from an official office of the College.

**STUDENT DEMONSTRATIONS**

The philosophy of Hudson County Community College is to encourage freedom in expression of ideas presented in scholarly and
law-abiding manner. The intention to hold a demonstration and the names of all its participants must be filed in the Vice President for Student Affairs' office at least 48 hours in advance of the event. The statement of intention must include: date, time, location, purpose, approximate number expected to participate, type of activity involved (e.g., picketing, distributing leaflets, etc.) and the names of three persons responsible for maintaining reasonable order. All demonstrations must observe the following guidelines:

1. All demonstrations must be peaceful and orderly;
2. Demonstrations may not impede the freedom of the College Community to conduct its affairs.
All demonstrations are subject to reasonable Time, Place and Manner restrictions imposed by the Vice President for Student Affairs. Violation of the demonstration policy is subject to disciplinary action.

**STUDENT LOUNGE**

Rules and regulations regarding student conduct in the student lounges can be obtained through the Office of Student Activities or found posted in the various student lounges. Please refer to this conduct code if you have any questions. Anyone found to be in violation of these policies may be subject to disciplinary action. Any questions regarding these policies may call the Assistant Dean of Students (201) 360-4199 or visit the office at 25 Journal Square, 1st Floor.

**Guidelines for Student Lounge Conduct**

Hudson County Community College has established itself as an institution of higher learning that welcomes and embraces people from all ethnic, social, religious, and economic backgrounds. The diversity of our College community fosters opportunities for sharing of different ideas and opinions, and not only promotes tolerance, but respect and understanding for others who may be different.

The proper function of these areas is based on the premise that no one activity interferes with another. Thus, as long as your activities do not interfere or impede the activities of others, you are entitled to enjoy yourself.

Student conduct that shows evidence of good intentions, mature consideration for all reasonable and foreseeable consequences, and respect for the rights of others should not conflict with the standards of the College. It is our expectation that HCCC students will abide by the Guidelines of Student Conduct and function as responsible citizens.

Loud and offensive language will not be tolerated.
Loud music or video games will not be tolerated.
Any inappropriate physical contact will not be tolerated.
Dispose of all refuse in the proper receptacle: “Please Clean up after Yourself.”
Possession and/or consumption of alcoholic beverages are strictly prohibited.
Possession and/or use of controlled dangerous substances is strictly prohibited.
Engaging in any form of gambling is strictly prohibited.
Respect all College property.
Students must comply with the reasonable request or direction of an HCCC College Official. Failure to comply can result in removal from facilities and exclusion from participation in any events held in any of the lounges.
All lounges close at 10PM unless otherwise noted.
Health and Safety Policies

DRUG AND ALCOHOL FREE ENVIRONMENT
The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use or abuse of alcohol and the illegal use and abuse of drugs impedes students from gaining the full benefit of their learning experience and exposes them to serious illness and health risks. Unauthorized or illegal use and abuse of drugs or alcohol is prohibited at the College. The College declares that it will make every effort to provide its students with an environment that is free of unauthorized use and abuse of alcohol and illegal drugs. Violations of this policy may lead to serious disciplinary action.

ALCOHOL
HCCC is an educational institution committed to maintaining an environment that allows students to fully benefit from their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with the policy approved by the Board of Trustees of HCCC, and in accordance with Public Law 101-226, the College declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs. The College is committed to promoting the health and positive self-development of its students. The unauthorized use or the abuse of alcohol and drugs inhibit students from attaining the full measure of their learning experience, expose them to serious illnesses and health risks and, therefore, are prohibited. The College wishes to comply with the Drug-Free Workplace Act of 1988, 41 USC-701 et seq., and other relevant substance-abuse laws.

HEALTH RISKS OF SUBSTANCE ABUSE
We live in a drug-oriented society. Drugs have saved lives, greatly reduced human suffering and improved the quality of life. Sometimes drugs are misused or abused. Psychoactive drugs act on the central nervous system. They may increase activity (stimulants), decrease activity (depressants), or cause hallucinations (hallucinogens). Every drug has multiple effects that depend on the properties of the drug and the dosage taken. When two or more drugs are taken together or in sequence, their effects may be stronger than their additive sum.

The effects of drug use are highly individualized. Drug use or abuse can affect a person’s physical, emotional and social health. It can cause accidents, illnesses, drug dependence, overdose and even death. It can cause legal problems, economic problems, school or work problems, and relationship problems. Drug use and abuse can cause serious harm.
Listed below are some common health effects of alcohol and/or drug use and abuse.

**Alcohol**
- Accidents
- Blackouts
- Cirrhosis of the liver
- Fetal Alcohol Syndrome (birth defect)
- Gastritis
- Heart disease
- Mouth, throat and liver cancer

**Marijuana**
- Confusion and distortion of time perception
- Damaged lung tissue
- Decrease in male sexual capacity
- Increased heart rate
- Loss of motivation
- Short-term memory loss
- Tolerance and psychological dependence

**Amphetamines**
- Acute psychosis
- Death
- Elevated blood pressure
- Insomnia
- Malnutrition
- Nervousness/panic attacks

**ALCOHOL AND DRUG RESOURCES AND SERVICES**
The Office of the Vice President for Student Affairs and Student Services Staff are available to assist HCCC students with educational information, and referral services for alcohol and drug abuse. Counselors are available to provide students with help in understanding and identifying factors that may point to abuse of alcohol or drugs by themselves, family or friends. Counseling is offered to students who need to take the first step in acknowledging a problem. Counselors provide referrals to treatment programs and support to students as they contact outside agencies.

**STANDARDS OF CONDUCT**
HCCC’s rules and regulations specifically prohibit:
- The consumption, possession, or sale of alcoholic beverages on campus.
- The illegal possession, sale, use or exchange of any drug, narcotic, hallucinogen or similar chemical agent.
Local, state and federal laws that apply to underage consumption and use of drugs and alcohol (including motor vehicle violations) will be fully enforced at HCCC. Examples of maximum penalties for specific offenses are:
Driving while under the influence of alcohol or drugs - (jurisdiction: State of New Jersey) - the third offense can result in the loss of driver's license for ten years, a $1,000 fine, and 180 days in jail.

Heroin/cocaine distribution - (jurisdiction: State of New Jersey) - 1/2 ounce to one ounce can result in a fine of up to $100,000 and five to ten years in prison.

SEXUAL HARASSMENT AND CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS POLICY
The Sexual Harassment policy adopted by the HCCC Board of Trustees in January 1990, states: “No member of the College Community shall engage in sexual harassment.” For the purposes of this policy, sexual harassment is defined as, but not limited to, unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Pursuant to Public Law 1994 Chapter 160, the Campus “Sexual Assault Victim’s Bill of Rights” was adopted in 1995 by the New Jersey Commission on Higher Education and lists the rights to be afforded to victims of sexual assault. The companion document to the “Bill of Rights” is the College’s policy on Sexual Harassment.

Students are encouraged to report any incident of sexual harassment or assault to the Director of Advisement and Counseling. However, this does not preclude you from reporting an incident to any appropriate member of the College community, including any Administrative or Academic Officer, e.g., College Vice Presidents, Deans, Directors, or other direct Supervisors. Our objective is to provide a safe, confidential and appropriate place for victims to report and discuss their concerns.

You may obtain a copy of the College’s Sexual Harassment Policy from the Vice President for Student Affairs’ Office at 70 Sip Avenue, Jersey City.

Campus Sexual Assault Victim’s Bill of Rights
Introduction
A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college or university community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance. The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long-lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to ensure
that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

**Bill of Rights**
The following Rights shall be accorded to victims of sexual assaults that occur:

- on the campus of any public or independent institution of higher education in the state of New Jersey, and
- where the victim or alleged perpetrator is a student at the institution, and/or
- when the victim is a student involved in an off-campus sexual assault.

**Human Dignity Rights**
- to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
- to have any allegations of sexual assault treated seriously; the right to be treated with dignity to be free from any suggestion that victims are responsible for the commission of crimes against them
- to be free from any pressure from campus personnel to:
  - report crimes if the victim does not wish to do so
  - report crimes as lesser offenses than the victim perceives the crime to be
  - refrain from reporting crimes to avoid unwanted personal publicity.

**Rights to Resources On and Off Campus**
- to be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities
- to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling
- to be informed of and assisted in exercising:
  - any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
  - any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

**Campus Judicial Rights**
- to be afforded the same access to legal assistance as the accused
- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused
Legal Rights
- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
- to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- to receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights
- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants
- to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates
- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate where necessary to ensure implementation
- Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document

Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.


**SMOKE-FREE ENVIRONMENT**
Smoking is not permitted in any HCCC facilities. This policy has been adopted to comply with NJ Public Law 1989, Chapter 96, concerning the regulation of smoking in buildings operated by schools, colleges, universities, and professional training schools. Students who fail to obey the policy may be subject to disciplinary action by the Office of the Vice President for Student Affairs.
General Information

COLLEGE CATALOG
Copies of the College Catalog are made available to students so that they may familiarize themselves with information such as curriculum requirements, course descriptions, complete policies and procedures, etc. It is the responsibility of the student to familiarize him/herself with the College Catalog. Students may pick up a copy of the College Catalog in the Enrollment Services Center, the Enrollment Center at the North Hudson Higher Education Center, or at various offices throughout the institution.

PARKING
The College does not have student parking lots. There are, however, several paid parking lots in the Journal Square area which offer discounted rates at the following Journal Square locations:

- **Welcome Parking** (20 Jones Street & Enos Place, 88 Sip Ave.)
- **Bergen Avenue Parking** (871 Bergen Avenue)
- **Impark - Square Ramp** (801 Pavonia Avenue, behind Loews Theatre)
- **Impark** (130 Sip Avenue – across the street from Culinary Arts institute)

For a detailed list and more information on discounted rates, please visit the Front Information Desk inside each College building on the Journal Square campus and in the College’s newsletter.

SCHOOL CLOSINGS
For school closings during inclement weather, call 201-714-7100 (press #1) and listen for radio announcements on WINS 1010 AM, WADO 1280 AM, WVNJ 1160 AM, WCBS 880 AM, and WOR 710 AM; television announcements at WNBC – TV and News 12 New Jersey; or visit the College website, MyHudsonportal and HCCC’s Facebook and Twitter pages.

SHUTTLE SERVICE
In order to facilitate students’ ability to travel between the Jersey City Campus, the North Hudson Higher Education Center, and the College’s off-site locations, a shuttle service is provided. The shuttle service between the North Hudson Higher Education Center and 25 Journal Square is made available during the fall and spring semesters, Monday through Friday. In the evening, the shuttle will stop at Dickinson High School while traveling to and from 25 Journal Square. Additional evening shuttle service is provided from 25 Journal Square to Saint Peter’s College. The shuttle service is available to HCCC students, staff and faculty with a current HCCC ID. The shuttle departs from Sip Ave., directly in front of the entrance to 25 Journal Square and from North Hudson Higher Education Center.
Schedules for the shuttle can be obtained from the Safety and Security Office at 25 Journal Square, Lower Level, and is posted at various locations throughout the College and in the College’s social media, portal, website and newsletter. The Safety and Security Office can be reached at (201) 360-4080. **The shuttle makes absolutely no unscheduled stops.**

**WEB SITE**
Visit the Hudson County Community College World Wide Web Site at: [http://www.hecc.edu](http://www.hecc.edu)

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**Equal Opportunity Statement**

Hudson County Community College (HCCC) is committed to a policy of equal opportunity and non-discrimination against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, gender, sexual orientation, age, marital status, veteran status, or disability unrelated to job or program requirements.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, 70 Sip Avenue, Jersey City, New Jersey 07306.
### Appendix I. HCCC Quick Reference Guide

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<td>4080/4084</td>
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<tr>
<td>Lost and Found</td>
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<td>Make-up Exams</td>
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<td>Maintenance</td>
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<td>Matriculation Requirements</td>
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<td>Newspaper (The Orator)</td>
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<tr>
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<td>Center for Academic Student Success /Enrollment Services</td>
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<td>Service</td>
<td>Office/Location</td>
<td>Building</td>
<td>Extension</td>
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<td>Student Employment:</td>
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<td>70 Sip Ave., 2nd Floor</td>
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<td>Student Financial Assistance</td>
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<td>Off Campus:</td>
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<td>Career &amp; Transfer Resource Center</td>
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<td>TAG Certification</td>
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<td>Information On...</td>
<td>Office/Location</td>
<td>Building</td>
<td>Extension</td>
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<td>Transcript Request</td>
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<td>Transfer Credits/ Information</td>
<td>Enrollment Services</td>
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<td>Tuition Payment Information</td>
<td>Bursar</td>
<td>70 Sip Ave</td>
<td>4102/4103/4104</td>
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<td>Tuition Reimbursement</td>
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<td>4187</td>
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<td>Unfair Treatment in Course</td>
<td>Instructor/ Division Dean</td>
<td>Academic Office</td>
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<td>Verification of Enrollment &amp; Attendance</td>
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<td>Veteran's Information</td>
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<td>Web (Home) Page</td>
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<td>Yearbook (Reflections)</td>
<td>Student Activities</td>
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### Appendix II.

#### FALL 2014 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th><strong>Registration – Add/Drop Date</strong></th>
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</thead>
<tbody>
<tr>
<td>In-Person Registration</td>
<td>April 2 - Aug. 27</td>
</tr>
<tr>
<td>Late Registration</td>
<td>Aug. 28 – Sept. 2</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>Sept 3- Sept. 10</td>
</tr>
<tr>
<td>Last day to Add/Drop at Bayonne &amp; Kearny</td>
<td>Sept. 16</td>
</tr>
<tr>
<td>Convocation</td>
<td>Sept. 24</td>
</tr>
<tr>
<td>Spring 2015 Registration begins</td>
<td>Nov. 1</td>
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<table>
<thead>
<tr>
<th><strong>Classes Begin</strong></th>
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</thead>
<tbody>
<tr>
<td>Math/Algebra Express classes</td>
<td>Aug. 19- Aug. 22</td>
</tr>
<tr>
<td>Classes begin at HCCC at Journal Square &amp; NHC Campus</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Culinary Day classes Begin</td>
<td>Sept. 6</td>
</tr>
<tr>
<td>Culinary Evening classes begin</td>
<td>Sept. 8</td>
</tr>
<tr>
<td>Classes in Bayonne &amp; Kearny begin</td>
<td>Sept. 9</td>
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<table>
<thead>
<tr>
<th><strong>Last day to Withdraw from a course and receive a W grade</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Last day to complete official withdrawal</td>
<td>Nov. 13</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Classes End/ Exam Dates</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Mid-Term exams</td>
<td>Oct. 18– Oct. 24</td>
</tr>
<tr>
<td>Last day to submit Mid-term advisory grades</td>
<td>Oct. 29</td>
</tr>
<tr>
<td>Last classes and/ or Final exams</td>
<td>Dec. 13 – Dec. 19</td>
</tr>
<tr>
<td>Last day to submit Final grades</td>
<td>Dec. 24</td>
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<table>
<thead>
<tr>
<th><strong>Classes in Session</strong></th>
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<tr>
<td>Columbus Day</td>
<td>Oct. 13</td>
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<tr>
<td>Election Day</td>
<td>Nov. 4</td>
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<tr>
<td>Veterans’ Day</td>
<td>Nov. 11</td>
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<table>
<thead>
<tr>
<th><strong>No Classes</strong></th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>Aug. 30 –Sept. 1</td>
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<tr>
<td>No evening classes</td>
<td>Nov. 26</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Nov. 27 – Nov. 30</td>
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</table>

**Note:** The College reserves the right to modify the calendar.
## Appendix III.
### SPRING 2015 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Registration – Add/Drop Dates</th>
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<tr>
<td>In-Person Registration</td>
<td>Nov. 01 - Jan 26</td>
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<tr>
<td>Late Registration</td>
<td>Jan. 22 – Jan. 24</td>
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<tr>
<td>Add/Drop Period</td>
<td>Jan. 26 – Feb. 2</td>
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<tr>
<td>Last day to Add/Drop at Off-Site Centers</td>
<td>Feb. 10</td>
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<tr>
<td>Summer &amp; Fall 2015 Registration begin</td>
<td>April 6</td>
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<table>
<thead>
<tr>
<th>Classes Begin</th>
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<tr>
<td>Winter Intersession</td>
<td>Jan. 05 – Jan. 20</td>
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<tr>
<td>Classes begin at HCCC at Journal Square &amp; NHC Campus</td>
<td>Jan. 26</td>
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</tr>
<tr>
<td>Culinary Day classes begin</td>
<td>Jan. 25</td>
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</tr>
<tr>
<td>Culinary Evening classes begin</td>
<td>Jan. 26</td>
<td></td>
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<tr>
<td>Classes in Bayonne &amp; Kearny begin</td>
<td>Feb. 3</td>
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<table>
<thead>
<tr>
<th>Last day to Withdraw from a course and receive a W grade</th>
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<tbody>
<tr>
<td>Last day to complete official withdrawal</td>
<td>April 09</td>
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<table>
<thead>
<tr>
<th>Classes End/ Exam Dates</th>
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<tbody>
<tr>
<td>Mid-Term exam</td>
<td>March 16 - March 22</td>
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<tr>
<td>Last day to submit Mid-term advisory grades</td>
<td>March 25</td>
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<tr>
<td>Last classes and/ or Final exams</td>
<td>May 12 – May 18</td>
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<td>Last day to submit Final grades</td>
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<table>
<thead>
<tr>
<th>No Classes</th>
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<tr>
<td>Martin Luther King</td>
<td>Jan. 19</td>
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<tr>
<td>Presidents' Day</td>
<td>Feb. 16</td>
<td></td>
</tr>
<tr>
<td>Spring Break/Easter Recess</td>
<td>March 30 – April 5</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>May 21</td>
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<tr>
<td>Memorial Day</td>
<td>May 25</td>
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<tr>
<td>Graduation for the Class of 2015</td>
<td>May 21</td>
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</table>

**Note:** The College reserves the right to modify the calendar.