

# Hudson County Community College

2020 – 2021 Student Handbook

Published by the Division of Student Affairs and Enrollment



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 MESSAGE FROM THE DIVISION OF STUDENT AFFAIRS AND ENROLLMENT

Dear HCCC Students,

We are delighted to welcome you to the 2020-2021 academic year at Hudson County Community College (HCCC)! With the challenges of COVID-19, this year will be very different but what remains unchanged is our commitment to your success. As we navigate this year together, please stay connected to the College via your HCCC email, the MyHudson Portal, and our [Return to Campus](#) page.

This handbook was created to provide you with valuable information about the people, programs, and services that support the academic, personal, and professional development of all HCCC students. The handbook also introduces you to or reminds you of, our College community standards. HCCC 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, we are here 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 more enjoyable and memorable.

Finally, I want you to know my door is always open and I welcome your feedback, suggestions, and questions about your student experience. You will find my contact information below. On behalf of the entire HCCC community, I wish you much success this academic year!

Yours truly,

Lisa Dougherty  
Vice President for Student Affairs and Enrollment  
[studentaffairs@hccc.edu](mailto:studentaffairs@hccc.edu)  
(201) 360-4160

## ABOUT THE COLLEGE

### MISSION STATEMENT:

The mission of Hudson County Community College is to provide high-quality educational opportunities that promote student success and are accessible, comprehensive, and learning-centered.

### VISION STATEMENT:

We continually aspire to make Hudson County Community College such an excellent and innovative urban college that it can be a first-choice option for the students and communities it serves.

### VALUES STATEMENT:

To fulfill the mission and vision of Hudson County Community College, we commit ourselves to these values:

- student success;
- academic excellence and learning support services;
- integrity, ethical behavior, and respect for others;
- celebration of our commonalities and respect for our differences;
- championship of innovation;
- inquiry and data-informed decision making;
- high quality and affordable educational opportunities; and
- responsible stewardship of the resources entrusted to us



# 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 that emphasize the liberal arts, humanities, fine and/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. An A.S. program prepares students for transfer to senior institutions or training in entry-level positions.

### 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 senior institutions. Students develop a portfolio of work integral to the transfer process. The program also prepares students for training in entry-level positions.

### ACADEMIC CERTIFICATE

The certificate (requiring 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/CERTIFICATE OF ACHIEVEMENT

The Proficiency Certificate or Certificate of Achievement (requiring 10 to 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

### **Board of Trustees**

William J. Netchert, Esq., *Chair*  
Bakari Gerard Lee, Esq., *Vice Chair*  
Karen A. Fahrenholz, *Secretary/Treasurer*  
Joseph V. Doria, Jr., Ed.D.  
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James A. Fife, *Trustee Emeritus*  
Joanne Kosakowski, *Trustee Emeritus*  
Christopher M. Reber, Ph.D., *College President*  
Koral Booth, *Alumni Representative*

### **Officers of the College**

Christopher M. Reber, Ph.D., *College President*  
Eric Friedman, Ph.D., *Executive Vice President, and Provost*  
Nicholas A. Chiaravalloti, J.D., Ed.D. *Vice President for External Affairs and Senior Counsel to the President*  
Lisa A. Dougherty, *Vice President for Student Affairs and Enrollment*  
Darryl Jones, Ph.D., *Associate Vice President for Academic Affairs*  
Anna Krupitskiy, J.D., *Vice President for Human Resources*  
Veronica D'Alessandro-Zeichner, CPA, *Vice President for Business and Finance and Chief Financial Officer*

### **County Executive and Board of Chosen Freeholders**

Thomas A. DeGise, *County Executive*  
Anthony P. Vainieri, *Chairperson*  
William O'Dea, *Vice-Chairperson*  
Anthony L. Romano, *Chair Pro Temp*  
Fanny E. Cedeño  
Albert Cifelli, Esq.  
Kenneth Kopacz  
Caridad Rodriguez  
Joel Torres  
Jerry Walker



## 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. The College Catalog is also available on the College website at <https://www.hccc.edu/adcatalog>.

### 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:

- **HCCC Parking** (20 Jones Street & Enos Place)
- **Bergen Avenue Parking** (871 Bergen Avenue)
- **Impark - Square Ramp** (801 Pavonia Avenue, behind Loews Theatre)
- **Impark** (130 Sip Avenue – across the street from Culinary Conference Center)

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.

### 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, and WCBS 880 AM, television announcements at News 12 New Jersey and Verizon FiOS 1; or visit the College website, MyHudson portal and HCCC's Facebook and Twitter pages.

The College also provides an emergency alert system, which is called Connect-ED, at no charge to students and employees. Rest assured, personal information you enter into the Connect-ED system will be kept confidential. There is also no charge to sign up; however, mobile- service providers may charge a fee for incoming messages, depending upon one's plan. Please visit <http://www.hccc.edu/emergency> for more information.

### SHUTTLE SERVICE

In order to facilitate students' ability to travel between the Jersey City Campus and the North Hudson Campus, a shuttle service is/may be provided on a first-come-first-served basis. The shuttle service between the North Hudson Campus and 70 Sip Avenue is made available during the fall and spring semesters, Monday through Friday, (no service during summer.) 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 70 Sip Avenue, and from North Hudson Campus.

Schedules for the shuttle can be obtained from the Safety and Security Office at 81 Sip Avenue – 1<sup>st</sup> Floor, (during the Coronavirus pandemic, you will need to make a reservation) 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 website at <http://www.hccc.edu>

## CAMPUS LOCATIONS

### JERSEY CITY CAMPUS

70 Sip Avenue  
Jersey City, NJ 07306  
Phone: (201) 714-7100

The facilities at the Jersey City Campus include our Administrative and Student Services Building at 70 Sip Avenue; the Student Center located at 81 Sip Avenue, our STEM Building at 263 Academy Street; our Culinary Conference Center at 161 Newkirk Street; the Library Building at 71 Sip Avenue; and the Center for Academic and Student Success at 70 Sip Avenue. Classrooms and administrative and faculty offices are located at 870 Bergen Avenue, 83 Sip Avenue, 87 Sip Avenue, and 168 Sip Avenue.

### NORTH HUDSON CAMPUS

4800 Kennedy Boulevard  
Union City, New Jersey 07087  
Phone: (201) 360-4020  
Executive Director: *Yeuys Pujols*  
Phone: (201) 360-4628  
E-mail: [ypujols@hccc.edu](mailto:ypujols@hccc.edu)

Located at 4800 Kennedy Boulevard in Union City, the North Hudson Campus is a complete campus under one roof. The NHC offers a broad range of credit and non-credit courses in a state-of-the-art facility, which includes smart classrooms, a one-stop enrollment center, library, bookstore, computer labs and media center, science labs and art studios, large common spaces, student lounge with an 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.

### SECAUCUS CENTER

1 Highway Tech Way  
Secaucus, NJ 07094  
(201) 360-4386  
Executive Director: *Dr. Christopher Conzen*  
Phone: (201) 360-4628  
E-mail: [cconzen@hccc.edu](mailto:cconzen@hccc.edu)

Located at the Frank J. Gargiulo Campus of the Hudson County Schools of Technology, the Secaucus Center provides opportunities for early college, non-matriculated, and matriculated students to take courses for college credit on site. The location has full-time staff members to provide assistance for almost all of the needs of a Hudson County Community College Student, from admission to advisement to registration. The Secaucus Center also provides free and accessible parking on location.

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.

## **BUILDING LOCATIONS & CODES (See Map)**

- A.** 70 Sip Avenue
- C.** Bookstore, 162 Sip Avenue
- D.** Classrooms 168 Sip Avenue
- E.** Culinary Conference Center, 161-169 Newkirk St.
- F.** Nursing and Health Division Sciences, 870 Bergen Avenue
- G.** 81-87 Sip Avenue
- H.** HTS – Secaucus Center, 1 High Tech Way
- I.** 119 Newkirk Street
- J.** 2 Enos Place
- L.** Library Building, 71 Sip Avenue
- N.** North Hudson Campus, 4800 Kennedy Boulevard
- S.** STEM Building, 263 Academy Street
- X.** 26 Journal Square

## **OFF-SITE LOCATIONS**

For your convenience, the College also offers classes at various offsite locations including:

**BHS** – Bayonne High School  
669 Ave. A and 29th St.  
Bayonne, NJ

**UCHS** – Union City High School  
2500 Kennedy Blvd.  
Union City, NJ

## **HOSPITALS**

**JCMC** – Jersey City Medical Center Barnabas Health Systems  
355 Grand Street  
Jersey City, NJ

# 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. The College 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 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 ensures 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 protect the students' due process.

- The rights listed in this document shall not be construed to deny or lessen other fundamental constitutional guarantees.
- All students shall enjoy the same basic rights and shall be bound by the same responsibility to respect the rights of others.
- 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.
- 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 the 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, and 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, 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 emergencies 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/equipment.
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 any 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 any 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 the Judicial Board or College official.
  - b) Falsification, distortion, or misrepresentation of information before the 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 the Judicial Board prior to, and/or during the course of, a judicial proceeding.
  - f) Harassment (verbal or physical) and/or intimidation of a member of the Judicial Board prior to, during, and/or after a judicial proceeding.
  - g) Failure to comply with the sanction(s) imposed under the Student Conduct 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.
  - j) 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 Division of Student Affairs and Enrollment.

## **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 should immediately report such conduct to the Office of Student Services and/or Office of Safety & Security. 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.**

# 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 non-academic rules and regulations of the College.

## **PROCEDURAL REQUIREMENTS: COMPLAINT AND INITIAL INVESTIGATION**

Any member of the College community may file complaints about alleged violations of the code of conduct against any student. 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.

Complaints shall be filed with the Office of Student Services. The Associate Dean of Student Affairs or designee shall promptly consider and investigate the complaint.

Following the investigation, the Associate Dean of Student Affairs or designee shall determine whether there are sufficient grounds to believe that violation of the code occurred. When the Associate Dean of Student Affairs or designee 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 Associate Dean of Student Affairs or designee has determined that there are sufficient grounds to believe that a violation of the code occurred, the Associate Dean of Student Affairs or designee 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 will be delivered 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. An official letter summarizing this discussion will follow this meeting. The letter becomes a part of a student's judicial file. Informal actions are not subject to appeal.

## **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 Judicial Board. This authority and responsibility remain with the case manager, who is kept informed of all proceedings and reviews the determination and recommendations on sanctions. Some matters, such as cases involving student sexual misconduct may be referred to other College forums or offices.

### **Structure of the Judicial Board**

- The structure of the Judicial Board consists of trained members of the College community comprised of students, faculty, and staff.
- The Associate Dean of Student Affairs as a nonvoting member appoints an administrative chair. The chair is responsible for keeping notes during the hearing, provide a written summary of the reasoning of the Board, distribute copies of the charges, decisions, and recommended sanctions.

Members of the 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 AN ADVISOR**

Students may be assisted at hearings by an advisor. The advisor cannot speak for the accused student; the advisor can only advise the student. Students must notify the case manager if they intend to bring an advisor, and must provide the advisor'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 based on 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. 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 or expulsion 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 of Student Affairs (in consultation with the Vice President for Student Affairs and Enrollment) may immediately suspend or alter the rights of a student pending a 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 and Enrollment within ten school days of the release of the decision. Appeals should specify the nature of and reasons for the appeal. The appeal may then be heard by the Vice President for Student Affairs and Enrollment. Appeals shall be based only upon the following grounds:

- Procedural conduct by the adjudicating 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 Conduct 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 business days of receipt of the appeal. Decisions on appeal are final.

## **SEXUAL HARASSMENT AND TITLE IX PROCEDURE**

### **1. WELCOMING AND INCLUSIVE WORKING AND LEARNING ENVIRONMENT**

As set forth in its Policy on Sexual Harassment and Title IX, the College is committed to creating, sustaining a welcoming, inclusive working, and learning environment that is free from sexual harassment and sex-based discrimination for students, faculty, staff, campus visitors, and all members of the College community. The College, through the procedures set forth below, will take all necessary actions when it receives reports of unlawful discrimination and/or sexual harassment. Incidents that do not rise to a Title IX violation may nonetheless be determined to be in violation of College policy.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance. Sexual harassment jeopardizes equal access to education, and may, for example, consist of: a College employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment") and/or conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity. This procedure may be used in furtherance of other forms of sexual misconduct that fall within the definitions outlined below.

### **2. TRAINING AND EDUCATION**

Through regular college-wide training, and proactive measures to build a welcoming and inclusive working and learning environment, the College encourages students, faculty, and staff to learn about sexual harassment. The Title IX Coordinators and Deputy Coordinators are valuable resources for students, faculty and staff who have experienced sexual harassment or who are interested in learning more about how sexual harassment affects their campus and the society in which they live. The College provides sexual harassment, relationship abuse primary prevention programs, and information about useful resources regarding sexual harassment. The College also implements prevention and awareness campaigns and offers programs that intend to reduce the risk non-compliant behavior to the College community.

### **3. REPORTING**

The College strongly encourages students, faculty, and any member of the College community to report any incidents or perceived incidents of sex discrimination, sexual harassment or any other incidents of sexual misconduct to the **Title IX Coordinator(s), Deputy Coordinator(s), or a College official** who will promptly report it to the Title IX team. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person

alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinators. Please note, that the College is required by New Jersey State law to report alleged incidents of sexual assault to the appropriate law enforcement agency.

### **3.1 Reporting Incidents**

All incidents or perceived incidents of sexual misconduct/harassment can be reported by completing an online Care and Concern Form [https://cm.maxient.com/reportingform.php? HudsonCountyCC&layout\\_id=6](https://cm.maxient.com/reportingform.php?HudsonCountyCC&layout_id=6), or can be reported to either of the College's Title IX Coordinators by email, mail, phone call, or in-person. A report may be considered a formal complaint when it is a document or an electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. The formal complaint instead may be signed by the University Title IX Coordinator, but in that case, the University Title IX Coordinator is not a complainant or otherwise a party to the complaint.

Every member of the faculty, administration and staff shall immediately report any incidents or perceived incidents of such conduct involving any member of the College community or third party to the Title IX Coordinator(s) or the appropriate Deputy Coordinator upon learning of the incident. Even if the person reporting the incident to a member of the faculty, administration and staff requests confidentiality, the employee has an obligation to report the incident to the Title IX Coordinator(s).

Upon the filing of an incident report of any alleged violations of the College's Sexual Harassment Policy, either from the complainant or a third party, the Title IX Coordinator may take certain measures including reaching out and providing support to the person filing the report, providing supportive and interim measures to the person alleged to have experienced the harassment, and explaining the process to file a formal complaint.

### **3.2 Confidentiality**

The Title IX Coordinator(s) will make every effort to maintain the confidentiality of all parties involved during the inquiry or investigation into allegations of sexual harassment. If a complainant or victim requests confidentiality of name(s), the Title IX Coordinator(s) will weigh that person's request with the College's obligation to provide a safe working and learning environment. Although the College will try to honor those requests, there may be instances where disclosure is necessary in order to ensure the safety and security of the College community. The Title IX Coordinator(s) may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination. Such decisions will be made by the Title IX Coordinator.

### **3.3 Supportive Measures**

Supportive measures will be provided equitably to the complainant and/or the respondent as appropriate. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include:

- counseling;
- extensions of deadlines or other course-related adjustments;
- modifications of work or class schedules;
- campus escort services;
- mutual restrictions on contact between the parties;
- changes in work or housing locations;
- leaves of absence;
- increased security and monitoring of certain areas of the campus; and
- other similar measures that may be required.

The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability to provide the supportive measures.

A student respondent may be removed from the College's education program or activity on an emergency basis. Emergency removal may be undertaken after an individualized safety and risk analysis, and a determination of an immediate threat to the physical health or safety of any student or another individual arising from the allegations of sexual harassment justifying removal. Respondent will be provided a notice and an opportunity to challenge the decision immediately following the removal while respecting all rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, as may be applicable. An employee respondent may be placed on administrative leave during the pendency of the grievance process.

### **3.4 Cooperation with Law Enforcement**

The College is required to report instances of alleged sexual harassment to criminal authorities without the express consent of the complainant, and where a legal obligation mandates such reporting (e.g., if there is suspected assault and/or abuse or neglect of a minor). The College will cooperate with complainants who seek criminal prosecution under New Jersey State Penal Law to the level that is permitted. Additionally, any student respondent under investigation for violating the Sexual Harassment Policy may face disciplinary action under the College's Student Conduct process.

Any faculty, administrative, staff employee or third party against whom a complaint of sexual harassment is filed may also be prosecuted under New Jersey State criminal statutes. Any faculty, administrative, or staff employee charged with such an offense will be subject to the

rules and procedures outlined in the Sexual Harassment Policy and/or provisions of other applicable College policies or procedures, including those outlined in the Employee Handbook or Faculty Handbook as, amended from time to time, irrespective of collective bargaining agreements, which apply independently of any legal proceedings.

## **4. INVESTIGATIVE AND DISCIPLINARY PROCESS**

### **4.1 Written Notice**

Upon the receipt of a formal complaint of sexual harassment and determination of Title IX applicability and jurisdiction, the Title IX Coordinator will provide written notice to all known parties. This notice will include:

- Notice of the College’s grievance process that complies with this section, including any informal resolution process.
- Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview, including.
  - The identities of the parties involved in the incident, if known
  - The conduct allegedly constituting sexual harassment as defined in this policy
  - The date and location of the alleged incident, if known
  - A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
  - Informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence
  - Inform the parties of any provision in the HCCC code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process
  - Provide notice of any additional allegations added after the initial notice to the parties whose identities are known.

### **4.2 Preliminary Determination**

Following the receipt of a formal complaint the Title IX Coordinator will make a preliminary determination as to whether the complaint falls within the purview of the Sexual Harassment Policy and whether, on its face, there appears to be a sufficient basis to conduct a full investigation. The Deputy Title IX Coordinators or properly trained investigators may schedule initial meetings with both the complainant(s) and respondent(s) to make this determination and to ensure that the burden of proof and the burden of gathering evidence that is sufficient to reach a determination regarding responsibility rest on the investigators and not on the parties.

### **4.3 Complaint Dismissal**

A formal complaint may be dismissed prior to a hearing if:

- the conduct alleged in the formal complaint would not constitute sexual harassment or sexual misconduct as defined in this policy even if proved, and/or

- the conduct did not occur in the College’s education program or activity, or
- the conduct did not occur against a person in the United States, or
- at the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the College.

In addition, a complaint may be dismissed if:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; and/or
- the respondent is no longer enrolled or employed by the College; and/or
- specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

A party may appeal the decision to dismiss a complaint as outlined below.

#### **4.4 Investigation**

The Title IX Coordinator will adhere to the following guidelines during the investigatory process:

- Provide that the investigator cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the recipient obtains that party’s voluntary, written consent to do so for a grievance process.
- If a party is not an “eligible student” then the investigator must obtain the voluntary, written consent of a “parent”.
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Implement a policy that does not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding.
  - The advisor is not permitted to speak on behalf of the parties or actively participate in the investigation beyond providing advice directly to the party themselves. Advisors who continuously violate this stipulation may be barred from participating further, upon which the party may select another advisor.

#### **4.5 Investigative Report**

At the conclusion of the investigation, the investigative team will prepare a draft report summarizing the relevant evidence obtained, which shall include 1) assessments of credibility; and 2) recommended sanctions if appropriate.



**4.5.1. Opportunity to Respond:** Prior to completion of the investigative report, the Title IX Coordinator(s) will send to each party and the party's advisor, if any, all evidence obtained that is directly related to the complaint, to review in an electronic format or a hard copy, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source.

The parties will have 10 calendar days to submit a meaningful written response which the investigator will consider prior to completion of the investigative report. Whether included as relevant in the investigation report or not, all evidence will be made available for the parties' inspection and review, and will also be made available at any hearing to give each party the equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

**4.5.2. Final Report:** After giving the parties an opportunity to respond, and taking into consideration any comments received, the investigator may decide to amend the draft report or conduct a further investigation. At least 10 days prior to a hearing (if a hearing is required), or at least 10 days prior to a determination regarding responsibility, the investigator will send to each party and the party's advisor, if any, the draft investigative report in an electronic format or a hard copy, for their review and submission of any formal written response(s) or objections. Any such formal written objections will be added to the final report. The final report shall fairly summarize all relevant evidence.

## 5. COMPLAINT RESOLUTION

### 5.1 Informal Resolution Process

After a formal complaint has been filed, and prior to a written determination of responsibility, upon the voluntary, informed, written consent of all parties (except when the respondent is an employee), the College will offer the opportunity to engage in an informal resolution process. Informal resolution provides an opportunity for the complainant to address the respondent in the presence of a well-trained facilitator, and to communicate his or her feelings and perceptions regarding the alleged incident, the impact of the incident and his or her wishes and expectations regarding protection in the future. The respondent will have an equal opportunity to address any concerns as well.

Both the complainant and the respondent may select an advisor to accompany them throughout the informal resolution process. During the informal resolution stage, the advisor may not speak on behalf of the complainant or respondent, nor question the other parties involved. Informal resolution cannot result in the formal sanctions of suspension or expulsion from the College of the respondent. Informal resolution may result in imposing protective actions agreed upon by the parties. Either party may, at any time prior to the conclusion of the informal resolution, elect to end such proceedings and initiate the formal grievance process instead. In such cases, statements of the parties elicited during the informal resolution process may be used as evidence in the formal grievance process. The Title IX Coordinator may determine that additional supportive measures are necessary until all formal College grievance procedures are completed, including the appeals process.

In order to promote honest and direct communication, information disclosed during informal resolution will remain confidential while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College. The investigation informal resolution process should conclude within sixty (60) days with a written resolution.

## **5.2 Formal Grievance Process and Live Hearing**

Upon the conclusion of the investigation, if the formal complaint is not dismissed or, if attempted, informal resolution did not result in a mutual agreement, the complaint will progress to a formal live hearing. The hearing will be led by a trained individual or individuals (hereafter referred to as the decision maker(s)) separate from the Title IX Coordinators and any individuals involved in the investigation. All parties will have the opportunity to have others present, including an advisor of their choice. If a party does not have an advisor present at the live hearing, the College will provide without fee or charge to that party, a trained advisor, to be determined by the College.

At the request of either party, the College will arrange for the live hearing to occur virtually with the parties located in separate rooms equipped with technology that enables the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Hearings may be conducted with all parties physically present in the same geographic location or all parties, witnesses, and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing will be made available to the parties for inspection and review.

At the live hearing, the parties will have the opportunity to present statements, as well as witnesses and/or evidence that they believe support those statements. Both parties as well as their designated advisor, will be permitted to address statements made by the other party and any witnesses under the following conditions:

- Only relevant cross- examination and other questions may be asked of a party or witness.
- Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- Such questioning at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.



## 6. WRITTEN DETERMINATION AND APPEALS

Within 14 days of the conclusion of formal live hearings, the decision maker(s) will issue a written determination to the parties simultaneously. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the College's Code of Conduct (policies) to the facts.
- A statement of, and rationale for, the result as to each allegation, including:
  - any disciplinary sanctions imposed on the respondent; and
  - whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.

All parties are permitted to file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint or individual allegations on the following basis:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- Other additional bases, as long as applied to the parties equitably.

**Appeals must be received, in writing, by the Title IX Coordinator(s) within one week (7 days) of the date of the notice of dismissal or the determination. Appeals may be submitted by email, mail or in person.**

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## 7. NO RETALIATION

No member of the College community may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX.

Intimidation, threats, coercion, or discrimination, including charges against an individual for other Code of Conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this

part, constitutes retaliation and will not be tolerated. The exercise of rights protected under the First Amendment does not constitute retaliation.

## DEFINITIONS:

**Sexual Harassment:** Unwanted conduct that is based on an individual’s sex, sexual orientation, gender identity, or gender expression and that:

- Conditions the provision of an educational or employment aid, benefit, or service on an individual’s participation in unwelcome sexualconduct (otherwise known as “quid pro quo”);
- A reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity (otherwise known as ‘hostile environment’).

**Complainant:** an individual who is alleged to be, or who alleges themselves to be, the victim of conduct that could constitute sexual harassment. The Complainant may be treated as a party even if the Complainant chooses not to participate in the grievance process.

**Formal Complaint:** A formal complaint means a written and signed document filed by Complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. An investigation may include at a minimum an initial assessment.

**Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. The Respondent is a party for the purposes of this procedure.

**Actual knowledge:** notice of sexual harassment or allegations of sexual harassment to the College’s Title IX Coordinator(s) or any College official who has authority to institute corrective measures on behalf of the College. This would also include personal observation of sexual harassment conduct by an employee.

**Officials with authority:** includes Title IX Coordinator(s) or any College official who has authority to institute corrective measures on behalf of the College. Upon actual knowledge, officials with authority must take immediate and appropriate steps to investigate and take prompt and effective action to stop harassment, prevent its recurrence, and remedy the effects.

**Responsible employees:** an employee who has authority to take action to redress the harassment; has the duty to report harassment or other types of misconduct to appropriate officials; or someone a student could reasonably believe has this authority or responsibility. The College requires all responsible employees to report harassment or discrimination.

**Remedy(ies):** where a determination of responsibility for sexual harassment has been made against the respondent the College may provide remedies to the complainant. The remedy(ies) may be designed to restore or preserve equal access to the College’s educational program or activity. Remedies may include individualized services and supportive measures, and can be disciplinary or punitive, and need not avoid burdening the respondent.

**Standard of Evidence:** the College uses a “preponderance of the evidence” standard for all formal complaints of sexual harassment, which means that the evidence more likely than not supports or does not support the allegations made. The same standard of evidence is used for complaints against students and employees, including faculty.

**Discrimination:** under Title IX, discrimination may include allegations of sex or gender discrimination, or program equity.

**Harassment:** under Title IX, harassment may include quid pro quo, hostile environment, or retaliation.

**Sexual Assault:**

- Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, define as Statutory Rape.
  - Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

**Sexual Exploitation:** Occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, sexual misconduct, or sexual harassment. Examples of sexual exploitation include but are not limited to making public sexual activity with another person without that other person’s consent; prostituting another person; nonconsensual video or audio recording of sexual activity; going beyond the boundaries of consent (such as letting someone hide in the closet to watch you having consensual sex); viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent; and/or knowingly transmitting HIV or an STI (Sexually Transmitted Infection) to another member of the campus community.

**Sex-Based Harassment:** Includes sexual harassment and gender- based harassment.

**Gender-Based Harassment:** Includes unwelcomed conduct of a nonsexual nature based on a person's actual or perceived sex, including behavior based on gender identity, gender expression, and gender nonconforming behavior that creates a hostile environment for the student or employee.

**Quid Pro Quo Sexual Harassment or Request for Sexual Favors:** Unwanted conduct of a sexual nature in which submission to such conduct is made either explicitly or implicitly (or a factor affecting) a term of condition of an individual's education, living environment, employment, or participation in a school activity or program.

**Hostile Environment:** A "hostile environment" exists when sex-based harassment is sufficiently serious to deny or limit the person's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in a College's program or activity (e.g., administrators, faculty members, students, and campus visitors). In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the person who was harassed. However, the College will also need to find that a reasonable person in the person's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the ultimate determination of whether a hostile environment exists for any member of the College community, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected a student's education, an employee's employment and/or a visitor's purpose on campus. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- To be categorized as an incident of Domestic violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress. For the purposes of this definition:
  - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**Cyberstalking:** Is a non-physical form of stalking and is a violation of this policy. Therefore, using electronic media such as the internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the Sexual Harassment Policy.

**Consent:** With all cases of a sexual nature, consent is granted only when a person freely, actively, and knowingly agrees at the time to participate in a particular sexual act with another person. Consent exists when mutually understandable words and/or actions demonstrate a willingness to participate in a mutually agreed upon activity at every stage of that sexual activity. Either party can verbally or non-verbally withdraw consent at any stage. Consent cannot be assumed from partner silence, manner of dress, or be based on a previous or ongoing sexual relationship.

**Incapacity:** A person is considered incapable of giving consent if he or she is:

- Under the age of consent, which is 16 in New Jersey state
- Asleep, unconscious, and/or losing and regaining consciousness
- Under threat of physical force or coercion, intimidation, or duress
- Mentally or physically incapacitated, for example by medication, alcohol and/or other drugs. Evidence of physical or mental incapacity will be determined by assessing context clues such as:
  - A witness or the accused may know how much the other party has consumed
  - Slurred speech

- Bloodshot eyes
- The smell of alcohol on the breath
- Shaky equilibrium
- Vomiting
- Outrageous or unusual behavior.

Lack of protest does not imply consent. Under no circumstance does a current or previous dating relationship constitute consent.

## **PRIMARY CONTACTS:**

**All incidents or perceived incidents of sexual misconduct/harassment can be reported by completing an online Care and Concern Form [https://cm.maxient.com/reportingform.php?HudsonCountyCC&layout\\_id=6](https://cm.maxient.com/reportingform.php?HudsonCountyCC&layout_id=6), or can be reported to either of the College’s Title IX Coordinators by email, mail, phone call, or in-person.**

A staff member will meet with you to provide support and immediate interventions, which may include:

- Referrals to appropriate law enforcement agencies.
- Referrals for medical treatment and/or counseling at the Counseling Center, and/other on and off campus resources
- Alternative accommodations for employment arrangements or academics

Anna Krupitskiy, J.D., LL.M., SHRM-SCP  
 Vice President for Human Resources  
 70 Sip Avenue – 3<sup>rd</sup> Floor, Human Resources  
 Jersey City NJ 07306  
 (201) 360-4071  
[akrupitskiy@hccc.edu](mailto:akrupitskiy@hccc.edu)

Lisa Dougherty, MHRM  
 Vice President for Student Affairs and Enrollment  
 70 Sip Avenue – 1<sup>st</sup> Floor  
 Jersey City, NJ 07306  
 (201) 360-4111  
[ldougherty@hccc.edu](mailto:ldougherty@hccc.edu)

**In addition, incidents or perceived incidents of Sexual Harassment may also be reported to any of the College’s Deputy Title IX Coordinators:**

David D. Clark, Ph.D.  
 Associate Dean of Student Affairs  
 81 Sip Avenue – 2<sup>nd</sup> Floor – Student Life and Leadership  
 Jersey City NJ 07306  
 (201) 360-4189  
[dclark@hccc.edu](mailto:dclark@hccc.edu)

Yeurys Pujols, M.A.  
Executive Director of North Hudson Campus  
4800 Kennedy Boulevard – 7<sup>th</sup> Floor, Academic Affairs  
Union City, NJ 07087  
(201) 360-4628  
[ypujols@hccc.edu](mailto:ypujols@hccc.edu)

Christopher Conzen, Ed.D.  
Executive Director of the Secaucus Center  
1 High Tech Way  
Secaucus, NJ 07094  
(201) 360-4386  
[cconzen@hccc.edu](mailto:cconzen@hccc.edu)

John Quigley, B.A.  
Executive Director of Safety and Security  
81 Sip Avenue – 2<sup>nd</sup> Floor  
Jersey City, NJ 07306  
(201) 360-4081  
[jquigley@hccc.edu](mailto:jquigley@hccc.edu)

In the event that the incident, policy, or procedure about which a student, employee, faculty member or third party seeks to file a report or complaint creates the appearance of a conflict of interest with any one of the members of the Title IX compliance team, complainants may contact any other member of the team directly.

## ON-CAMPUS RESOURCES

- **Office of Student Services**  
81 Sip Avenue – 2<sup>nd</sup> Floor  
Jersey City, NJ 07306  
(201) 360-4602
- **Executive Director North Hudson Campus**  
4800 Kennedy Blvd. – 7<sup>th</sup> Floor  
Union City, NJ 07087  
(201) 360-4628
- **Executive Director of Secaucus Center**  
1 High Tech Way  
Secaucus, NJ 07094  
(201) 360-4386
- **Office of Human Resources**  
70 Sip Avenue – 3<sup>rd</sup> Floor  
Jersey City NJ 07306  
(201) 360-4073

- **Safety and Safety Coordinator - JSQ**  
81 Sip Avenue – 2<sup>nd</sup> Floor  
Jersey City NJ 07306  
(201) 360-4080
- **Safety and Safety Coordinator – NHC**  
4800 Kennedy Blvd. – 2<sup>nd</sup> Floor  
Union City NJ 07087  
(201) 360-4777

## OFF-CAMPUS RESOURCES

- **Jersey City Police – West District Office**  
576 Communipaw Avenue  
Jersey City, NJ 07304  
Office: (201) 547-5450  
Fax: (201) 547-5077
- **Union City Police Department**  
3715 Palisade Ave.  
Union City, NJ 07087  
Office: (201) 348-5790  
Fax: (201) 319-0456  
<http://unioncitypd.org>
- **Jersey City Medical Center**  
355 Grand Street  
Jersey City, NJ 07302  
Office: (201) 915-2000  
<http://www.libertyhealth.org>
- **Palisades Medical Center**  
7600 River Road  
North Bergen, NJ, 07047  
Office: (201) 854-5000  
<http://www.palisadesmedical.org>
- **Hudson SPEAKS**  
**(Supports Prevents Educates Advocates to Keep Strong)**  
**Formerly Hudson County Rape Crisis Center**  
**Christ Hospital and CarePoint Health**  
179 Palisades Avenue  
Jersey City, NJ 07306  
24 Hr. Hotline: (201) 795-5757  
Office: (201) 795-8741 or (201) 795-5816  
Fax: (201) 795-8761 or (201) 418-7017



- **Newark Beth Israel Medical Center**  
(201) Lyons Avenue  
Newark, NJ 07112  
(973) 926-7000
- **Saint Barnabas Medical Center**  
94 Old Short Hills Road  
Livingston, NJ 07039  
(973) 322-5000
- **Mountainside Hospital**  
1 Bay Avenue  
Glen Ridge, NJ 07028  
(973) 429-6000

# COLLEGE POLICIES, PROCEDURES, AND GUIDELINES

## 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 through 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 ASSOCIATE DEAN OF STUDENT AFFAIRS

Depending on the severity of the violation(s), the division dean will determine whether further disciplinary action is warranted. The Associate Dean of Student Affairs assists Academic Affairs in maintaining a high level of academic integrity on the campus. The Associate Dean of Student Affairs 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 Associate Dean of Student Affairs, sanctions may include suspension, expulsion, or other measures deemed appropriate.

## 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 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 the prior consent of the student. Directory information may include name, address, telephone listing, electronic mail address, date and place of birth, photographs, the 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 students certain rights with respect to their education records. These rights include:

- 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 another 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.
- 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 to be 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.
- 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.
- 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

## 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

#### 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.
- 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.
- Redirecting of e-mail
- A student may have an 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.
- Expectations regarding student use of the 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 day at a minimum; in recognition, that certain communications may be time-critical.
- 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.

- 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](mailto:accountname@hccc.edu) or other pre-approved header address.
- Sending an e-mail for commercial purposes or personal financial gain.

#### **D. Procedures**

The Office of the Information Technology Services 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.

## **STUDENT 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., (refer students to catalog for grade appeal procedure):
  1. Faculty Member
  2. Division Associate Dean
  3. Dean of Instruction
  4. Executive Vice President and Provost
  5. President
- B.** Complaints related to College employees (faculty/staff) regarding sexual, racial, religious, and homophobic harassment:
  1. Title IX Coordinator(s)
  2. President

C. Administrative decisions related to payment (e.g., refunds, outstanding obligations, fees, deferred payments, etc.)

1. Controller
2. Vice President for Business and Finance/CFO
3. President

D. Complaints related to support services for students with disabilities:

1. Coordinator of Accessibility Support Services
2. Associate Dean of Student Success
3. Associate Dean of Student Affairs
4. Vice President for Student Affairs and Enrollment
5. President

E. Security issues (e.g., property damage, thefts, etc.)

1. Executive Director of Security & Security
2. Vice President for Student Affairs and Enrollment
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 Services 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, impedes (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 card (Campus Wide Identification) at all times while on campus. Presentation of a CWID card may be necessary for the fulfillment of certain student services (shuttle service, trips, and events, library, computer labs, etc.), and is required upon entering all College's facilities. Students may obtain a new or replacement (fees apply) CWID card at the Safety & Security Department, Journal Square Campus (201) 360-4080, or at the North Hudson Campus in Union City 4800 Kennedy Boulevard, (201) 360- 4777.

\*\*\* Documents needed to obtain a CWID card are a state-issued ID and current valid class schedule. Mobile schedules must be real-time access to Canvas. Still-photos will not be accepted. \*\*\*

## ADVERTISING AND NOTICES

**ALL Posters and Notices not created by the HCCC Department of Communication** and placed on non-departmental Bulletin Boards must be brought to the Office of Student Life & Leadership 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,**

**windows, walls, bathrooms, etc. No notices regarding the sale of personal items or services will be approved.** This means no book sales, babysitting services, or any other outside for-profit organization will be approved for posting.

## **PETITIONS**

Before a petition can be circulated, one copy must be filed with the Vice President for Student Affairs and Enrollment. 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 the expression of ideas presented in a 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 and Enrollment office at least 48 hours in advance of the event. The statement of intention must include: date, time, location, and purpose, an approximate number expected to participate, and 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:

- All demonstrations must be peaceful and orderly;
- 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 and Enrollment. Violation of the demonstration policy is subject to disciplinary action.

## **STUDENT LOUNGES**

Rules and regulations regarding student conduct in the student lounges can be found below and 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. If you have any questions, regarding these policies may call the Associate Dean of Student Affairs (201) 360-4062.

## **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 with 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 10:00 PM unless otherwise noted.**



## HEALTH AND WELLNESS 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 are 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
- \* A 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 Enrollment 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 an 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.

## SMOKING POLICY

Smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the College campus, including in all of its buildings, laboratories, classrooms, private offices, balconies, vestibules, loading docks, and or any other campus property as well as within close proximity to or causing obstruction of any building entrance, covered walkway or ventilation system.

Signs will be posted at each building's entrance and displayed in prominent, visible areas to inform all individuals entering or occupying HCCC property that smoking is prohibited.

Compliance with this policy is the shared responsibility of all Hudson County Community College staff, students, and faculty. The success of this policy will depend on the courtesy, respect, and cooperation of all members of the campus community.

## CHILDREN ON CAMPUS POLICY

Hudson County Community College has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children should not be brought to the campus, and may not attend classes with their parents or guardian. There may be occasions when brief visits by children of students may be appropriate.

Children, along with their parent or guardian, may visit college offices and facilities, **other than classrooms**, for limited periods of time when their parent or guardian is conducting routine business at the college. **Regular repeated visits by children are not permitted.** In no case are children permitted in classrooms, labs, construction/repair sites, or other areas where potential hazards exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

## DIVISION OF STUDENT AFFAIRS AND ENROLLMENT

70 Sip Avenue – 1<sup>st</sup> Floor  
Jersey City, NJ 07306  
Phone: (201) 360-4160  
FAX: (201) 653-9479  
Hours: 9:00 am-5:00 pm, Monday-Friday  
Vice President for Student Affairs and Enrollment: *Lisa Dougherty*  
E-mail: [studentaffairs@hccc.edu](mailto:studentaffairs@hccc.edu)

81 Sip Avenue – 2<sup>nd</sup> Floor  
Jersey City, NJ 07306  
Phone: (201) 360-4602  
FAX: (201) 653-9479  
Hours: 9:00 am-5:00 pm, Monday-Friday  
Associate Dean of Student Affairs: *Dr. David Clark*  
E-mail: [studentservices@hccc.edu](mailto:studentservices@hccc.edu)

4800 Kennedy Blvd. – 1<sup>st</sup> Floor  
Union City, NJ 07087  
Phone: (201) 360-4020  
FAX: (201) 222-8352  
Hours: 9:00 am-5:00 pm, Monday-Friday

The Division of Student Affairs and Enrollment 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 is made up of the departments involved in campus life, student and enrollment services, and is responsible for maintaining the standards of Hudson County Community College for student behavior.

The mission of the Division of Student Affairs and Enrollment is to empower students throughout their educational journey by providing inclusive and holistic support services that lead to personal, social and academic success.

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 and Enrollment can be found on the College website.

### ENROLLMENT SERVICES

70 Sip Avenue, 1<sup>st</sup> Floor  
Phone: (201) 714-7200  
FAX: (201) 714-2136  
Hours: 9:00 am - 6:00 pm, Monday-Thursday  
          9:00 am - 5:00 pm Friday  
Associate Dean: *Matthew Fessler*  
E-mail: [enrollment@hccc.edu](mailto:enrollment@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) 714-7200 for more information about our services.

## **ADMISSIONS OFFICE**

70 Sip Avenue, 1<sup>st</sup> Floor

Phone: (201) 714-7200

Fax: (201) 714-2136

Hours: 9:00 am - 6:00 pm, Monday-Thursday

9:00 am - 5:00 pm Friday

E-mail: [admissions@hccc.edu](mailto:admissions@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. If you are interested in learning more about the programs HCCC offers and admissions information, please e-mail [admissions@hccc.edu](mailto:admissions@hccc.edu).

## **TRANSFER STUDENTS**

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](http://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, 1<sup>st</sup> Floor, and can be reached at (201) 360-4135 or [veterans@hccc.edu](mailto:veterans@hccc.edu).

Details on Veterans' Services can be found on the College's website at [www.hccc.edu/veterans](http://www.hccc.edu/veterans)

## **REGISTRAR**

70 Sip Avenue, 1<sup>st</sup> Floor

Phone: (201) 360-4121

FAX: (201) 714-2136

Hours: 9:00 am - 6:00 pm, Monday-Thursday

9:00 am - 5:00 pm Friday

Registrar: *Victoria Orellana*

E-mail: [registrar@hccc.edu](mailto:registrar@hccc.edu)

The Registrar's Office is located within Enrollment Services. The Registrar's Office is the custodian of student academic records and is responsible for the integrity of these records. The Registrar's

Office maintains grades; processes grade changes, schedules space, and time for classes. Upon completion of all degree requirements, this office issues the appropriate diploma representing the degree earned. The Registrar is responsible for the 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.

For more information, go to [www.hccc.edu/registrar](http://www.hccc.edu/registrar)

E-mail: [registrar@hccc.edu](mailto:registrar@hccc.edu)

## **INTERNATIONAL STUDENT SERVICES**

The United States Immigration and Naturalization Service, U.S. Department of Justice have approved the enrollment of international students at HCCC. The issuance of I-20 forms is handled through the Office of Enrollment Services (70 Sip Ave, 1<sup>st</sup> 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](http://www.hccc.edu/international)

E-mail: [internationalstudent@hccc.edu](mailto:internationalstudent@hccc.edu)

## **TESTING AND ASSESSMENT CENTER**

71 Sip Ave., Lower Level

Phone: (201) 360-4190

Fall & Spring Hours: Monday-Friday 9:00 a.m. - 5:00 p.m.

Summer Hours: Monday-Thursday 8:30 a.m. - 5:30 p.m.

Assistant Dean: *Darlery Franco*

E-mail: [testing@hccc.edu](mailto:testing@hccc.edu)

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

### **College Placement Test (CPT)**

Newly admitted students may be required to take a College Placement Test (CPT) prior to course registration. Accuplacer is the official assessment tool used at HCCC to determine college-readiness in English and Math. Students are encouraged to visit the Testing & Assessment website to review daytime/evening schedules, study resources, and CPT exemption criteria. [www.hccc.edu/testing](http://www.hccc.edu/testing)

### **CLEP**

As part of HCCC's transfer policy, 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**

The NLN PAX is a standardized entrance exam for students who are applying to HCCC's Nursing RN or PN programs. Students are tested in three main areas: Verbal skills, Math, Word problems/Applied mathematics, and Science.

## **ATI TEAS**

The ATI TEAS is a standardized entrance exam for students who are applying to HCCC's Radiography, EMT, or Paramedic Science programs. Students are tested in four main areas: Reading, Math, 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

## **FINANCIAL AID OFFICE**

Journal Square Campus  
70 Sip Avenue, 2<sup>nd</sup> 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  
Associate Dean: *Sylvia Mendoza*  
E-mail: [financial\\_aid@hccc.edu](mailto:financial_aid@hccc.edu)

North Hudson Campus  
4800 Kennedy Boulevard, 1<sup>st</sup> Floor  
Phone: (201) 360-4214  
FAX: (201) 360-4645  
Hours: 9:00 am - 6:00 pm, Monday-Thursday  
          9:00 am - 5:00 pm Friday  
E-mail: [financial\\_aid@hccc.edu](mailto:financial_aid@hccc.edu)

The primary purpose of the College's Financial Aid Office 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 a full listing of available scholarships, visit [www.hccc.edu/scholarships](http://www.hccc.edu/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 (201) 360-4022 or email [scholarships@hccc.edu](mailto:scholarships@hccc.edu).



## **HUDSON HELPS AT HCCC**

Office of Student Services  
70 Sip Avenue, 3<sup>rd</sup> Floor  
Jersey City, NJ 07306  
Phone: (201) 360-4602  
Fax: (201) 360-7180  
E-mail: [HUDSONHELPS@HCCC.EDU](mailto:HUDSONHELPS@HCCC.EDU)

“Alone, we can do so little; Together, we can do so much” – Helen Keller.

The mission of Hudson Helps is to provide thoughtful, caring, and comprehensive information on access to services, programs, and resources that will assist in addressing basic needs beyond the classroom, ultimately resulting in greater student success.

Hudson Helps seeks to provide a thorough list of services, programs, and resources that address many basic needs of our HCCC community members beyond the classroom.

## **ADDRESSING FOOD INSECURITY AT HCCC**

### **HCCC Food Pantries**

The United States Government Accountability Offices (GAO) recently conducted research and found that increasing evidence indicates that some college students are experiencing food insecurity, which could significantly affect their academic success in a negative way.

Hudson County Community College established food pantries on both campuses to address hunger and food insecurity that may exist among the campus population. We welcome the opportunity to work with volunteers throughout the year. Volunteers will receive and distribute donations, sort food items, check for expiration dates, discard expired items, and keep the pantry area clean and organized.

The HCCC Food Pantries are located in the lower level at 2 Enos Place (Journal Square Campus, Room J002, (201) 360-4109) and 4800 Kennedy Blvd, Room N513A (North Hudson Campus, (201) 360-4709). Please check the website at <https://myHUDSON.HCCC.EDU/Hudson-Helps> for hours of operation and other useful food pantry information.

## **NEW JERSEY SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM (SNAP) BENEFITS FOR COLLEGE STUDENTS**

### **What is NJ SNAP?**

Sometimes people feel they should not need help putting food on the table, but sometimes making ends meet is a struggle. If you are not sure how or if you can pay for your next meal or next week's groceries, NJ SNAP may be able to help.

NJ SNAP, formerly Food Stamps, is New Jersey's Supplemental Nutrition Assistance Program that can help low-income families buy the groceries they need to eat healthier.

### **Do I qualify for NJ SNAP?**

Are you a student, age 18 to 49 enrolled at least half-time in a college, university, community college, or business, technical, trade, or vocational school that requires a high school diploma?

If so, you may be eligible for food assistance through New Jersey's Supplemental Nutrition Assistance Program (SNAP). SNAP is a federal program that can help individuals and families with low-incomes buy the groceries they need to eat more healthy. Eligibility depends on several factors like income, household size, resources, etc.

In addition to income eligibility factors, students also must fit other requirements. For additional information on NJ SNAP and detailed requirements, please visit [www.NJHELPS.org](http://www.NJHELPS.org).

### **Transportation Discounts**

Full-Time HCCC Students: Enjoy A 25% Discount on NJ Transit Monthly Passes. The partnership between Hudson County Community College and NJ TRANSIT that gives students more transportation options and opportunities has begun! Full-Time Hudson County Community College students are eligible to receive a rail, bus, or light rail monthly pass at 25% off the regular monthly pass price when they enroll online through NJ TRANSIT's Quik-Tik program. For more information, please visit: <https://myhudson.hccc.edu/student-activities/njtransit/Pages/default.aspx>

### **Community Service and Service Learning**

Community Service and Service Learning opportunities at HCCC seek to develop the whole person in preparation for a lifetime of learning, leadership, civic responsibility, and service to others in a diverse and global society. Service-learning provides an opportunity for students to contribute their time and energy to community tasks while also reflecting on that experience in the context of academic work and intentional learning goals. The Office of Student Life and Leadership offers various projects throughout the year for community service and volunteer work. Visit [www.hccc.edu/tickets](http://www.hccc.edu/tickets) to sign up for Community Service and Service Learning opportunities!

## **COMPREHENSIVE COUNTY AND STATE RESOURCES**

### **Hudson County and State Resource Guides**

The College has collected and produced a repository of specific services outside of academic assistance that we currently provide. We have collected various resource guides throughout Hudson County and the state of New Jersey that provide a list of mental health, homelessness, childcare, alcoholism, and drug treatment as well as other health-related resources.

Please check the website at <https://myhudson.hccc.edu/hudson-helps> for a detailed list of resources.

- Hudson County Alliance to End Homelessness
- Hudson County Resource Guide for Homeless Veterans
- Hudson County Resources to Prevent and End Homelessness
- Hudson County Childcare Resources
- Hudson County Community Agencies Resource Guide
- State of New Jersey Department of Human Services
- NJHelps.org
- Immigration Information

### **Emergency Assistance**

Unexpected emergencies may arise in the midst of educational endeavors. Hudson County Community College is committed to assisting in alleviating any unnecessary burdens that could potentially disrupt a student's academic and student success. For additional information on possible alternatives to assist in the event of an emergency, please email us at [HUDSONHELPS@HCCC.EDU](mailto:HUDSONHELPS@HCCC.EDU) or dial 201-360-4602.

### **CENTER FOR ACADEMIC & STUDENT SUCCESS (C.A.S.S.)**

70 Sip Avenue, 2<sup>nd</sup> 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

Associate Dean: *Dr. Sheila Dynan*

E-mail: [advising@live.hccc.edu](mailto:advising@live.hccc.edu)

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 resolve. 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 (C.A.S.S.) enhances and supports the mission of H.C.C.C. It provides the student with access to an integrated, seamless, and holistic system of support services. These services include Academic Advising, Support Services for Students with Disabilities, and Career Development, which help the student navigate academic challenges to realize educational goals. We endeavor to guide students to personal growth and teach academic strategies for lifelong learning in a changing society. Ultimately, through the use of C.A.S.S. services, students receive valuable tools to achieve success in the classroom and beyond.

### **ADVISEMENT & TRANSFER**

70 Sip Avenue, 2<sup>nd</sup> 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

In support of the College's mission, the Advisement and Academic and Transfer Services provide guidance and Support to H.C.C.C. students by assisting them with identifying and achieving their educational, career, and personal goals. Services include academic advising, major selection, course planning and registration, goal setting, and transfer planning.

Academic Counselors and advisors provide accurate and up to date information about academic programs and college policies. While course registration is a priority for all in the weeks leading to the start of each semester, students are strongly encouraged to meet with staff throughout the academic

year to create and update individualized plans to outline their continued path to graduation. Students may walk-in or make appointments. Appointments may also be made for electronic meetings. Group registrations are also available, especially during Peak Registration times.

## **MENTAL HEALTH COUNSELING & WELLNESS**

70 Sip Avenue, 2<sup>nd</sup> Floor

(201) 360-4229

Hours of operation: Monday – Friday 9:00 am – 5:00 pm

(with flexibility for evening appointments via Telehealth)

Associate Director: *Doreen Marie Pontius, M.S.W., L.C.S.W.*

[Dpontius-molos@hccc.edu](mailto:Dpontius-molos@hccc.edu)

<https://www.hccc.edu/mental-health-counseling-wellness-c>

<https://www.instagram.com/hcccmmentalhealthcounseling/?hl=en>

<https://involved.hccc.edu/organization/mentalhealthcounselingandwellness>

In support of the college mission, Mental Health Counseling & Wellness is here to help you with obstacles that might impact your academic goals. We embrace diversity, acknowledge that you are all unique and special. We will treat everyone with respect and dignity. Due to Coronavirus M.H.C.W., we are presently remote to better serve all students. We are offering free Telehealth supportive therapy to all H.C.C.C. students, which will be provided by a Licensed Mental Health Professional. If there is an emergency, we will help connect you with your local community provider. If you are worried about a friend or you need to Support yourself, please complete the General Care and Concern Form. Someone should be in contact within 24 hours.

M.H.C.W. will also be providing support groups, collaborating with local community providers for wellness checks and other events. As an H.C.C.C. student, you will also have access to a 24-hour A.P. called Talk campus. It is a global peer support community that will provide support at any time of the day. Bilingual assistance is also available through Talk Campus.

## **ACCESSIBILITY SERVICES**

70 Sip Avenue, 2<sup>nd</sup> Floor

Phone: (201) 360-4157

Fax: (201) 714-7265

Hours: 9:00 am-5:00 pm, Monday –Friday

(Please contact us for North Hudson and evening hours)

Director: *Jacqueline Safont*

Coordinator: *Karine Davis*

E-mail: [as@hccc.edu](mailto:as@hccc.edu)

In compliance with the Americans with Disabilities Act (ADA) of 1990 as amended in 2008 and Section 504 of the Rehabilitation Act of 1973 (Section 504), Hudson County Community College is committed to providing reasonable accommodations to students with disabilities.

Students with disabilities must self-identify to the College by submitting documentation to the Office of Accessibility Services (AS). Documentation provided by students is kept confidential. Once the documentation is reviewed and the student completes the initial meeting, eligibility for

accommodations is determined. AS prepares the Accommodation Letter and emails it to the student at their HCCC email address, prior to the beginning of the semester or as soon as their eligibility has been determined if requesting accommodations after the semester has already begun. It is the responsibility of the student to provide a copy of their Accommodation Letter to all their professors and to discuss the implementation of the accommodations.

## **CAREER SERVICES**

Phone: 201 360–4184

Director: *Victoria Marino*

Email: [career@hccc.edu](mailto:career@hccc.edu)

Fall & Spring Hours: Monday through Friday 9 AM – 5 PM

Summer Hours: Monday through Thursday 9 AM – 5 PM

\*Evening and weekend sessions available by request; please email us and ask! We'll make it happen.

Services are offered remotely via video conference, phone, email, and chat. Please log into CareerSpark to schedule appointments, review local employers, apply to jobs, practice interview skills, get resume feedback, and chat with us! <https://hccc-csm.symplicity.com/students/>

Whether you realize it or not – enrolling in college means you are already on your career journey. Hudson County Community College serves a diverse group of unique individuals in different stages of their career: from career exploration to career readiness to career management. Career Services is passionate about supporting all students and alumni in being competitive candidates in the Hudson County workforce. If you are unsure about what you want to study, we will help you explore your passions, skills, and interests to identify a major. If you want a job, we will teach you how to create a resume and cover letter, apply to jobs and successfully interview with employers. If you have never worked before and want the experience we will help you access internship, volunteer, and entry-level opportunities to enhance your employability. If you have experience but want to advance your career, we will help you negotiate pay, enhance your leadership skills, and research companies that align with your values and skills. In a world where people get jobs because it's "who you know" – Career Services is a part of your network, which increases your professional relationships. Visit us at <https://myhudson.hccc.edu/career-services>.

## **EDUCATIONAL OPPORTUNITY FUND PROGRAM (EOF)**

2 Enos Place - Room J008

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: *Jose Lowe*

E-mail: [eof@hccc.edu](mailto:eof@hccc.edu)

For over 50 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. EOF 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, mentoring, and enrichment workshops. During the summer, EOF offers first-time, full-time college freshmen an intensive summer program that aides to exit developmental courses and enter degree earning classes in the fall semester.

While EOF is NOT a financial aid entitlement, eligible EOF students also receive an additional financial aid grant ranging from \$100-\$600 per semester. In order to be eligible for consideration, an HCCC student must be enrolled full-time (minimum of 12 credits), be a resident of New Jersey for at least one year prior to enrollment, meet the state's income eligibility criteria (as defined by the NJ Office of the Secretary of Higher Education). Interested students must complete an EOF application and interview as part of the selection process.

## **OFFICE OF STUDENT LIFE & LEADERSHIP**

81 Sip Avenue, Suite 212

Phone: (201) 360-4195

FAX: (201) 714-7180

Hours: Monday-Friday 9:00 am - 5:00 pm

Assistant Dean: *Veronica Gerosimo*

E-mail: [studentlife@hccc.edu](mailto:studentlife@hccc.edu)

Student Life & Leadership (SLL) seeks to educate and engage the whole student through co-curricular activities that complement and enhance the academic experience. SLL offers over 250 exciting events each year, allowing students to interact, unwind, and take advantage of the NYC/metropolitan area, offering trips and discounted tickets to cultural and sporting events and Broadway shows. Tickets for events can be found at [www.hccc.edu/tickets](http://www.hccc.edu/tickets), with descriptions and policies located within each event.

The office also oversees all clubs and organizations, provides leadership development and community services opportunities, and operates the Student Lounges. Get *Involved* by logging onto [involved.hccc.edu](http://involved.hccc.edu), HCCC's Student Engagement Platform, where you can join clubs, find events and track your involvement. Additional ways to stay informed about upcoming events and opportunities by checking out the Student Life Weekly e-newsletter, which is sent to student e-mail, campus bulletin boards, or the Student Life Guide found at various locations around the College.

## **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. The Student Activity Fee supports these clubs fiscally, 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 complete list of current clubs and organizations, visit [involved.hccc.edu/organizations](http://involved.hccc.edu/organizations).

## **STUDENT GOVERNMENT ASSOCIATION**

Student Government Association Office

Phone: (201) 360-4196

E-mail: [sga@hccc.edu](mailto: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 Executive Committee consists of an Executive Board and Senators. The SGA also oversees the Inter-Club Council, where a representative from each student club and organization comes together to discuss programs, collaborations, and other campus topics. 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.

### **Crossroads, 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. The Office of Student Activities with the hope that student organizations or officers will find such a compilation an aid to their work prepares it. All clubs and organizations are issued a copy at the beginning of the academic semester and can be found on the MyHudson Portal.



## DIVISION OF ACADEMIC AFFAIRS

### OFFICE OF ACADEMIC AFFAIRS

70 Sip Avenue, 4<sup>th</sup> Floor

Phone: (201) 360-4287

FAX: (201) 635-2425

Vice President for Academic Affairs: *Dr. Darryl Jones*

E-mail: [djones@hccc.edu](mailto:djones@hccc.edu)

70 Sip Avenue, 4<sup>th</sup> Floor

Phone: (201) 360-4011

FAX: (201) 635-2425

Associate Dean for Academic Affairs: *Heather Devries*

E-mail: [hdevries@hccc.edu](mailto:hdevries@hccc.edu)

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

The programs are organized under seven academic divisions:

- Business, Culinary Arts & Hospitality Management;
- Division of Academic Development & Support Services
- Nursing and Health Sciences
- Humanities and Social Sciences
- English and ESL
- Science, Technology, Engineering & Mathematics (STEM)
- Continuing Education and Workforce Department

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 academic divisions and the programs they offer are listed below:

### BUSINESS, CULINARY ARTS, AND HOSPITALITY MANAGEMENT DIVISION

161 Newkirk Street – 2<sup>nd</sup> Floor

Phone: (201) 360-4639

FAX: (201) 795-7641

Acting Associate Dean: *Ara Karakashian*

E-mail: [akarakashian@hccc.edu](mailto:akarakashian@hccc.edu)

The BCH Division offers A.A.S., A.A. & A.S. degree programs and certificates designed to prepare students for immediate employment and/or transfer opportunities to four-year institutions in Culinary Arts, Business Administration, Accounting, Management, and Hospitality Management. There are three specialized degree options in Hospitality Management, Entrepreneurship, Hotel Restaurant Management, and Travel and Tourism. There is also an A.A.S degree option in Culinary Arts

specializing in Baking and Pastry Arts. The Division offers specialized proficiency certificates in Culinary Arts and one-year certificates in both Culinary Arts and Hospitality Management. The Culinary Arts Institute maintains Exemplary Accreditation by the American Culinary Federation Educational Foundation.

## **NURSING AND HEALTH SCIENCES DIVISION**

870 Bergen Avenue, 3<sup>rd</sup> Floor

Phone: (201) 360-4338

FAX: (201) 420-7674

Associate Dean: *Catherine Sirangelo-Elbadany*

E-mail: [healthprograms@hccc.edu](mailto:healthprograms@hccc.edu)

The Nursing and Health Sciences 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) DIVISION**

263 Academy Street – Room S204A

Phone: (201) 360-4265

FAX: (201) 714-4308

Associate Dean: *Dr. Burl Yearwood*

E-mail: [byearwood@hccc.edu](mailto:byearwood@hccc.edu)

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 entry-level careers upon graduation or to develop technical skills in specialized areas. The faculty members have diverse academic and professional backgrounds including years of practical/industry experience in science, mathematics, and technology-related fields.

## **HUMANITIES AND SOCIAL SCIENCES DIVISION**

71 Sip Avenue, L420

Phone: (201) 360-4750

FAX: (201) 714-4753

Associate Dean: *Dr. Alison Wakefield*

E-mail: [awakefield@hccc.edu](mailto:awakefield@hccc.edu)

The Humanities Division encompasses a number of disciplines including Fine Arts, Computer Arts, Liberal Arts, Humanities, Modern Languages, 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.

The Social Sciences Division encompasses a number of disciplines including, Criminal Justice, Human Services, Psychology, Sociology, Elementary/Secondary Education, Early Childhood Education, and

History. The division offers A.A. degree and A.S. programs designed to prepare students for transfer to four-year institutions and/or for entry-level careers. The division also offers Professional Development certificate programs in preparation for immediate employment upon graduation, and general education courses required for all degree programs.

## **ENGLISH AND ESL DIVISION**

119 Newkirk Avenue, 1<sup>st</sup> Floor

Phone: (201) 360-4650

FAX: (201) 714-4308

Associate Dean: *Jenny Bobea*

E-mail: [jbobea@hccc.edu](mailto:jbobea@hccc.edu)

The division encompasses the A.A. in Liberal Arts – English Option the college composition sequence, and the Academic Foundations - English program. The English Option is designed to prepare students for transfer to four-year institutions. The division also offers general education courses required for all degree programs.

The Academic Foundations–English program (AFE) offers classes in developmental English to assist students in learning the skills that will provide the foundation for their future college work success. Qualified instructors treat students with the respect they deserve as adults in college and create motivating classroom environments. Classes are designed to meet the particular academic needs of each student. HCCC employs a testing and placement system, and a full range of Academic Foundations courses in English to give underprepared students the opportunity to develop academic skills.

The division is comprised of English as a Second Language (ESL)/Bilingual Program, Academic Foundations Math, and the ADJ Academic Support Services Department.

### **English As A Second Language (ESL)/Bilingual Program**

Jersey City Campus

119 Newkirk Ave

Phone: (201) 360-4362

### **English As A Second Language (ESL)/Bilingual Program**

North Hudson Campus

4800 Kennedy Boulevard – 7<sup>th</sup> Floor (N703Q)

Phone: (201) 360-4362

English as a Second Language (ESL) students take courses in one of five 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 content courses in English or in the bilingual mode taught in Spanish and in English.

## **INSTRUCTIONAL SUPPORT SERVICES**

Abigail Douglas-Johnson Academic Support/Tutoring Services

Associate Dean: *Dr. Pamela Bandyopadhyay*

Phone: (201) 360-4186

E-mail: [pbandyopadhyay@hccc.edu](mailto:pbandyopadhyay@hccc.edu)

## **ADJ ACADEMIC SUPPORT SERVICES DEPARTMENT**

The ADJ Academic Support Services Department is comprised of four centers: The Tutorial Center, the Writing Center, the Academic Foundations Math Center, and the Academic Support Center. Each location provides free academic support designed to help students become autonomous and efficient learners. Tutors and students work collaboratively in one-on-one, small group, and workshop settings to reinforce course material, develop confidence, and foster independence. In addition to in-center tutoring, In-Class Tutoring provides students with an embedded tutor in and out of the classroom, who works collaboratively with the professor, and is dedicated to that one class. Academic workshops are also offered throughout the academic year to supplement what students are learning in their courses, and online tutoring is available through Smarthinking to all enrolled students. The department also includes the Transitional Program, which offers Enrichment Programs, Accelerated Programs, and the Bridge Program for new and continuing students.

Each center offers the option to either walk-in or create an appointment ahead of time using WCOOnline (<https://hccc.mywconline.com>). WCOOnline is accessible to students at their convenience on their phone, tablet, or personal computer. We also offer and encourage students to take advantage of creating recurring weekly appointments to maintain consistent tutoring sessions. During the fall and spring semesters, all four centers on both campuses are open Monday through Friday, 10:00 am - 7:00 pm and Saturday, 10:00 am - 3:00 pm (Academic Foundations Math Center is closed on Saturdays).

### **Academic Support Center**

4800 Kennedy Boulevard – Room N704

Phone: (201) 360-4779

E-mail: [nhtc@hccc.edu](mailto:nhtc@hccc.edu)

Head Tutor: *Natalia Vazquez-Bodkin*

Phone: (201) 360-4623

Email: [nvazquez-bodkin@hccc.edu](mailto:nvazquez-bodkin@hccc.edu)

The Academic Support Center (The former Tutorial Center and Writing Center) encompasses the STEM Lab and the Writing Lab.

### **Writing Center (WC)**

2 Enos Place – J 204

Phone: (201) 360-4370

E-mail: [wc@hccc.edu](mailto:wc@hccc.edu)

WC Coordinator: *Kenny Fabara*  
Phone: (201) 360-4377  
E-mail: [kfabara@hccc.edu](mailto:kfabara@hccc.edu)

The Writing Center provides tutoring centered on the writing process at any given stage, including, but not limited to, brainstorming and outlining effective research strategies, and proper formatting and citation.

### **Tutorial Center**

71 Sip Avenue - Lower Level  
Phone: (201) 360-4187  
Email: [tc@hccc.edu](mailto:tc@hccc.edu)

The Tutorial Center offers tutoring for English, Humanities, STEM, and Business courses.

### **Transitional Opportunity Program (T.O.P)**

71 Sip Avenue - Lower Level of the Gabert Library Building  
Phone: (201) 360-4036  
Email: [transitionalprogram@hccc.edu](mailto:transitionalprogram@hccc.edu)

The Transitional Opportunity Program provides faster college accessibility for new students who place into developmental courses and continuing students who have difficulty exiting the developmental or ESL sequences. It accomplishes this by offering no-cost, alternative programs to improve placement test scores, bring students to college-ready level, and save financial aid dollars for college credit courses.

The Transitional Opportunity Program offers current students Enrichment Programs for all levels of ESL, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra. The Summer Bridge Program and Accelerated Programs are offered to help high school and new students who place into Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra classes make the transition to college-level classes. At the end of the program, students are provided an opportunity to retake the level test, exit exams, or Accuplacer.

All of the aforementioned services are offered free to currently enrolled students. Students and faculty are encouraged to contact the department for information regarding services.

### **Academic Foundations Mathematics Center**

263 Academy Street – S514  
Phone: (201) 360-5356  
Email: [afmathcenter@hccc.edu](mailto:afmathcenter@hccc.edu)

The AF Math Center is available on a walk-in basis only to all students taking Basic Math, Basic Algebra, and College Algebra. Review workshops for basic math and basic algebra are offered twice a week.

### **Online Tutoring (Smarthinking)**

Smarthinking is an Online Tutoring service made available to students through the online portal learning management system (LMS) Canvas, at no extra cost, giving students direct access to support services.

Smarthinking offers the following features:

- **Work with a Tutor or Career Coach:** Connect with a live tutor on-demand
- **Submit my Writing or Career Documents:** Send an essay or career document for review
- **Submit a Question:** Ask a question to be answered offline usually within 24 hours
- **Review my Sessions and Submissions:** Review previous online tutoring sessions
- **Study Aids:** access to 1,500 mathematics tutorials, math resources, an accounting study guide, a Writer's Handbook, and more

### **In-Class Tutoring**

Academic Coaches work with students individually and in groups during classes, providing them the unique opportunity to help and guide each student to develop an individualized academic plan.

The SI Leaders are assigned to the Academic Foundations Math Accelerated Learning Program (ALP) classes. Based on the material that is covered in class and suggestions from the faculty, SI Leaders hold sessions to review the material so students can gain a deeper understanding of course content.

### **Academic Workshops**

The ADJ Academic Support Services Department offers a variety of workshops aimed to provide academic supplemental instruction:

#### **MyMathLab Graphing Workshop**

This workshop is designed to focus on the proper use of the graphing tools on MyMathLab. Taught by a faculty member, students walk through examples and are given additional practice problems to ensure understanding. It is available to Basic Algebra and College Algebra students.

#### **Style Guide Power Trio Workshop**

This workshop series focuses on MLA format, APA format, and addresses issues that surround plagiarism.

- **MLA Workshop:** From the Header to the Works Cited page, this workshop will guide you through the necessities of the Modern Language Association (MLA) format.
- **APA Workshop:** Learn the essentials of the American Psychological Association (APA) format from the Title page to the Reference list.
- **Plagiarism Workshop:** The workshop will highlight effective strategies and techniques to help students avoid plagiarism and incorporate proper style guide citations.

#### **Honors Guide to Designing a Poster Presentation Workshop**

These workshops are designed to assist students with the process of their end-of-semester poster presentations based on their research papers. This interactive workshop offers students assistance in choosing the most important aspects of their papers to include in their poster presentations. General guidelines for designing an effective poster presentation are reviewed.

### **Anonymous Honors Poster Presentation Critique Workshop**

This workshop is offered to Honors students who desire feedback from their peers and administrative/faculty facilitator before submitting their poster presentations to be reviewed college-wide.

### **College Composition I Writing Workshops**

This workshop offers a focused approach to an in-depth examination of specific parts of the writing process. The workshops offer support, practice, and reinforcement to coincide with what students are learning in their classes.

### **Typing Workshops**

This workshop teaches the basics of touch typing. Students will learn to type quickly and accurately.

### **ESL Workshops (Level 0-4)**

These workshops reinforce grammar and writing rules for students who are second language learners in levels 0-4.

### **Exit Exam Prep Workshops**

Exit Exam Prep Workshops (intensive preparation) are designed to help students brush up on key concepts that are fundamental in the courses that require exit exams. These workshops focus on core knowledge areas essential for academic success within specific subjects.

## **HCCC HONORS PROGRAM**

71 Sip Avenue – Lower Level

Jersey City, NJ

Phone: (201) 360-4249

Interim Honors Coordinator: *Kyle Woolley*

E-mail: [honors@hccc.edu](mailto:honors@hccc.edu)

Each semester, Hudson County Community College offers a number of courses that 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 a smaller class size, more one-to-one instructor contact, assignments of greater complexity and breadth, and the opportunity to work alongside other students with similarly exceptional initiative and ability. Honors students are required to complete a capstone project for every Honors course, attend the Honors Showcase at the end of the semester, and participate in college-wide as well as Honors Program sponsored events.

Members of the College’s Honors Program are provided with many unique opportunities. Some of the benefits include the designation of Honors courses on students’ transcripts, access to the private Honors Lounge, an opportunity to meet, work, and socialize with other Honors students, stimulating smaller classes that provide challenging course work and exciting class discussions, and milestone recognition upon completion of three and five Honors courses. Honors students also have leadership opportunities through participation in the Honors Newsletter and the Honors Student Council as well as numerous events sponsored by the Honors Program and partner 4-year universities.

To find out more, visit [www.hccc.edu/honorsprogram](http://www.hccc.edu/honorsprogram)



## **HONOR SOCIETIES**

### **Chi Alpha Epsilon (XAE)**

Chapter Advisor: *Jose Lowe*

E-mail: [jlowe@hccc.edu](mailto:jlowe@hccc.edu)

Chi Alpha Epsilon (XAE) is the national honor society for opportunity program students. The HCCC XAE Delta Nu chapter was chartered in May 2009. XAE was formed to recognize the academic achievement of students admitted to colleges and universities through non-traditional criteria/opportunity programs, such as HCCC's Educational Opportunity Fund program. Dr. Elbert M. Saddler, Ph.D., founded Chi Alpha Epsilon in 1989 at West Chester University of Pennsylvania, and there are now over 110 chapters in the United States. A private initiation ceremony includes a certificate, cord, and ritual materials for each inductee. The public pinning portion of the XAE induction takes place immediately after the private ceremony. Eligible students must be full-time and hold a 3.0 cumulative GPA for two consecutive semesters.

### **Dean's List**

Associate Dean: *Dr. Pamela Bandyopadhyay*

E-mail: [pbandyopadhyay@hccc.edu](mailto:pbandyopadhyay@hccc.edu)

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. Students with a grade of "P" on their records shall be evaluated after the period allowed for completion of course work. Part-time degree students earning 12 credits who meet requisite criteria during a calendar year are also eligible for the Dean's List.

### **National Society of Leadership Success (NSLS)**

Chapter Advisor: *Veronica Gerosimo*

E-mail: [vgerosimo@hccc.edu](mailto:vgerosimo@hccc.edu)

National Society of Leadership and Success (NSLS) is the nation's largest leadership honor society. NSLS aims to build leaders of tomorrow by helping people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. HCCC's chapter of NSLS was founded in December 2013. Eligible students must have completed at least 12 semester hours of college credit, passed CSS-100, and have a minimum GPA of 2.5.

### **Phi Theta Kappa (PTK)**

Chapter Advisor: *Theodore Lai*

E-mail: [tlai@hccc.edu](mailto:tlai@hccc.edu)

Phi Theta Kappa (PTK) is the internationally acclaimed honor society for students in community and junior colleges. The organization provides members with opportunities to develop character, leadership, and service, to exchange ideas and ideals, and to stimulate interest in continuing to achieve academic excellence. There are scholarship opportunities for members continuing at HCCC and for members preparing to transfer to four-year colleges. Approximately 800 four-year colleges have Phi Theta Kappa scholarships. Beta Alpha Phi, HCCC's Chapter of Phi Theta Kappa, was established at

Hudson County Community College in 1995. There are scholarship opportunities for members continuing at HCCC and for members preparing to transfer to four-year colleges. Full and part-time students who have completed at least 12 semester hours of college credit at HCCC with a cumulative GPA of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

### **Psi Beta**

Phone: (201) 360-4734

Faculty Advisors: *Salvador E. Cuellar*

E-mail: [scuellar@hccc.edu](mailto:scuellar@hccc.edu)

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges. Membership offers 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, acquire leadership skills, 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 3.25, a B average or above in psychology courses, and have completed at least 12 semester hours of college credit.

### **SALUTE**

Chapter Advisor: *Willie Malone*

E-mail: [wmalone@hccc.edu](mailto:wmalone@hccc.edu)

SALUTE is the first national honor society established for recognizing high achieving student veterans and military in two-year and four-year institutions of higher education. Offering the unique opportunity of a four-tier system, the honor society encourages students to improve their GPA with the opportunity to move to higher tiers within the society during their academic careers, earning more opportunities for a scholarship as they advance. Eligible veteran students much have earned at least 12 semester hours of college credits and at have least a 3.0 GPA.

### **Sigma Kappa Delta (SKD)**

Chapter Advisor: *Alison Bach*

E-mail: [abach@hccc.edu](mailto:abach@hccc.edu)

Sigma Kappa Delta (SKD) is the National English Honor Society for Two-Year Colleges. The society recognizes outstanding academic achievement and promotes the study of English literature and language. Members organize and participate in literary events and fundraising activities and are eligible for scholarships and awards. To be eligible for membership, students must have completed at least 12 college credits with a GPA of 3.0 in general scholarship and at least one college-level course in English language and literature (excluding developmental courses) with no grade lower than "B" in all such courses.

## **CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

161 Newkirk Street, Rm 504  
Jersey City, NJ  
Phone: (201) 360-4242  
Dean: *Lori Margolin*  
Email: [lmargolin@hccc.edu](mailto:lmargolin@hccc.edu)

The division oversees the Center for Business & Industry, Continuing Education, and the academic/for-credit off-site programs in Bayonne, Kearny, Union City, and Harrison as well as the Culinary Conference Center.

## **HUDSON ON-LINE**

Center for Online Learning  
71 Sip Avenue, 6<sup>th</sup> Floor  
Jersey City, NJ  
Phone: (201) 360-4033  
Executive Director: *Archana Bhandari*  
Email: [col@hccc.edu](mailto:col@hccc.edu)

### **Welcome To Online Learning**

Hudson County Community College provides students with an alternative to traditional on-campus courses in the form of online and hybrid courses. You can complete a whole degree or choose to do any single course online.

In online courses, instruction takes place entirely on the internet and there is no face-to-face classroom instruction; in the college course listings, online sections are indicated as ONA, ONB, or ONR. In hybrid courses, there is a combination of required face-to-face time (in a classroom or laboratory) and online instruction; hybrid sections are designated as HYA, HYB, or HYR. The Center for Online Learning leads the online course development at HCCC.

Thinking of going remote or online during COVID-19? Browse your options here  
<http://hccc.edu/COL/CurrentCourseTypes/>

### **About Online and Hybrid Classes:**

You can complete your educational goals conveniently from home. Online classes provide lots of flexibility and the ability to learn at your own pace within certain parameters. Hybrid classes are a mix of online and on-site classes. They provide some flexibility and the ability to learn at your own pace while still meeting face-to-face.

### **Variety of Class Types Available:**

Courses can be 7 Weeks, 12 Weeks, or 15 Weeks long. You can accelerate your learning or take your time. Classes are available in different formats suitable for learning the subject.

### **Academic Support at Your Fingertips:**

Hudson Online provides professional online tutoring on demand at any time. Online tutoring is available on request inside the course. Having trouble with an assignment? Just schedule an appointment and work with someone one-on-one.

### **Technical Support Available 24 hours**

Technical support is available all day long, every day. We use Canvas as our platform for delivering our online courses. Canvas support is available online and by phone any time you get stuck technically. Chat, call (833-685-8350) or email [support@instructure.com](mailto:support@instructure.com) for immediate help! We provide an online Orientation to Online Learning and Workshops. HCCC also offers online advising through Zoom. Advisors help with academic planning. Students can make an online appointment with advisors via email at [advising@hccc.edu](mailto:advising@hccc.edu).

### **Financial Tips:**

For fully online programs, we offer in-state tuition no matter where you are and are well below the average college costs per credit. Financial Aid is available for online students. <https://myhudson.hccc.edu/fa>

### **Mobile-Friendly Platform**

Canvas provides a mobile student app you can download at:

[iOS](#)

[Android](#)

### **Is Online Learning For You?**

Online learners need to be organized, self-motivated, and disciplined. You need access to and be comfortable using a computer. You need to be comfortable asking questions and reaching out for help when you need it. Students in HCCC online courses are well-supported for success, including around-the-clock technical assistance by phone or chat, and online tutorial services.

### **Technology Requirements**

To have a good online course experience, you will need:

- Access to a decent computer or laptop
- High-speed internet
- Webcam (usually built into newer laptops, for some courses)
- A headset/mic (for some courses such as speech)

### **Fully Online Programs**

Hudson Online now offers 4 fully online degrees. Whether you are a certified professional looking to advance or a potential 4-yr college student, you can fulfill your goals at a reasonable cost and conveniently online at HCCC.

### **Accounting A.S.**

The two-year transfer-oriented A.S. in Accounting provides the first step towards professional licensure and certification in both public and private sector accounting. The program is designed for students seeking a four-year Accounting degree that meets eligibility requirements for the CPA or CMA exam. The degree also provides a solid background for junior-level entry into the accounting workplace.

### **Health Sciences A.A.S.**

Are you already a certified/licensed healthcare professional? Looking for an opportunity to advance? Step up and earn an associate degree in Health Sciences with HCCC Online. To get more information on this online program email [healthprograms@hccc.edu](mailto:healthprograms@hccc.edu).

### **History (Liberal Arts) A.A.**

This program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in history or related subjects.

### **Liberal Arts (General) A.A**

This program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC.

### **Criminal Justice A.S.**

Get prepared for successful careers in a variety of positions in federal, state, and local law enforcement agencies as police, corrections, court officers, security officers, or a number of administrative positions.

### **Business Administration A.S.**

Graduates of this degree are also qualified for entry-level administrative and management positions. The program provides business knowledge and skills as the foundation for more specialized and/or advanced study.

For course descriptions, go to [www.hccc.edu/adcatalog](http://www.hccc.edu/adcatalog). Please note that not all course choices are available online currently.

To find available fully online courses, go to the Course Catalog using the Online Course Link. This will show you a list of all online courses available. Choose your semester on the left. You can add other filters such as Subject. For more information please contact [col@hccc.edu](mailto:col@hccc.edu).

For course descriptions go to: [www.hccc.edu/adcatalog](http://www.hccc.edu/adcatalog)

To find available hybrid courses go to the Course Catalog using the Hybrid Course Link.

*If you have questions regarding online learning, contact us at the Center for Online Learning via email [col@hccc.edu](mailto:col@hccc.edu) or phone at 201-360-4038.*

## **HUDSON ON-LINE POLICIES 2020**

### **Course Content**

Students are responsible for checking all course content in a timely manner.

### **Attendance**

Attendance is recorded for online courses. Good attendance is a requirement for providing financial aid to students. In an online course, students are recorded as present for the week if they have posted to a graded discussion or submitted an assignment or quiz; simply logging in is not sufficient.

## Academic Integrity

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 through 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.

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.

## Netiquette

- Online etiquette ("netiquette") is extremely important and it is imperative that we respect one another at all times. Students should keep in mind the following when posting to discussion boards and communicating with classmates and Instructors.
- Never write discussion posts IN CAPITAL LETTERS.
- On the Internet, writing in caps may be considered equivalent to yelling at someone.
- Use of profanity is never acceptable in an academic environment.
- The online course environment is not a place to send junk mail or chain letters to classmates.
- Please only communicate with your Instructor or classmates on course issues.
- Remember that a "tone" can be misinterpreted in e-mail because the recipient does not get the benefit of viewing body language; therefore, avoid sarcasm.
- Keep in mind that once an e-mail is sent, what you have said is in writing forever. Flaming is the expression of extreme emotion or opinion in an e-mail or class posting.
- Flaming has occurred when anyone in a course, Instructor or student, is being verbally abusive in discussions or in an e-mail.
- If students find themselves in this type of situation, they should e-mail their Instructor directly with their concerns. Students who are guilty of flaming may be removed from their courses.

## TECHNOLOGY

### Hudson Online Technology Requirements

To have a good online course experience, you will need:

- Access to a desktop computer or laptop
- High speed internet
- Webcam (usually built in to newer laptops, for some courses)
- A headset/mic (for some courses such as speech)

You can inquire about a loaner Chromebook through the HCCC Coronavirus Concern Form; [https://cm.maxient.com/reportingform.php?HudsonCountyCC&layout\\_id=5](https://cm.maxient.com/reportingform.php?HudsonCountyCC&layout_id=5). We know that these uncertain times have brought some unforeseen challenges and roadblocks that were simply not ever anticipated. We here at HCCC are doing all that we can to make your remote and online experience as seamless as possible. We are pleased to be able to offer you a loaner Chromebook to assist you with completing your academic requirements during this transitional period.

### Technology Issues

If a student has technology issues, it is the student's responsibility to contact their Instructors and inform them of the situation. This, however, is not a valid excuse for not participating in a discussion or submitting an assignment on time. Students are advised to have technology back-up plans in the event of this occurring. Please note that if students meet the qualifications they can apply for a loaner computer.

## HUDSON COUNTY COMMUNITY COLLEGE CLASSROOM RECORDING POLICY

### Student Classroom Recording Policy

- Hudson County Community College prohibits the audio-visual recording, transmission, and distribution of classroom sessions. Classes may only be recorded with the advance written permission of the instructor. The Hudson County Community College classroom recording policy must be listed in all syllabi.
- All classroom recordings can only be used for academic purposes by students enrolled in that class. Recordings may not be shared, reproduced, or uploaded to public websites or other mediums, and these recordings may contain copyrighted material and are prohibited from any form of commercial use.
- All students and guests must be informed that the class may be recorded. Due to issues related to privacy and the possible inhibition of student participation, instructors should be mindful of the effects of permitting classroom recording.
- Instructors should retain electronic or paper copies of their written consent to grant classroom recordings.
- Students must destroy their recordings at the end of the semester.
- Students who are granted permission to record their class by the office of Disability Support Services should inform the instructor beforehand and are subject to the policies outlined in this document.
- Violation of this policy is subject to disciplinary action listed under the code of conduct as included in the Student Handbook. Instructor Classroom Recording Policy



- Instructors may record their classes as long as students are informed in writing in advance that recording will take place. Instructors may distribute their own lectures, but this must be limited to the lecture portion of the class. Recordings of student presentations or activities may be used in the class if the students are notified in advance of the recording. Recordings of student presentations or activities may not be distributed in any way without the advance written consent of the students.

*If you have questions regarding online learning, contact us at the Center for Online Learning via email [col@hccc.edu](mailto:col@hccc.edu) or phone 201-360-4038.*

## **INFORMATION TECHNOLOGY SERVICES**

### **Information Technology Services**

70 Sip Avenue, 3<sup>rd</sup> Floor

Phone: (201) 360-4310

Fax: (201) 792-9448

Chief Information Officer: *Patricia Clay*

E-mail: [pclay@hccc.edu](mailto:pclay@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 Senior Vice President for North Hudson Campus & Student and Educational Services. 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.

### **ITS Department Mission Statement:**

**“The mission of the Information Technology Services Department at Hudson 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.

### **Academic Computer Labs**

70 Sip Avenue, 3<sup>rd</sup> Floor

Phone: (201) 360-4356

FAX: (201) 792-9448

Academic Lab Manager: *Diana Perez*

E-mail: [dperez@hccc.edu](mailto:dperez@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 at the Jersey City and North Hudson campuses. The Academic Computer Labs provide supported software and hardware for the students, faculty, and staff for daily use. All Academic Computer Labs, are equipped with educational software\*, USB connectors, HP printers, scanners, iMacs, MS Office, and Internet access. Trained lab assistants are available to assist walk-in students in Open Computer Labs and occasionally assigned to classes to assist with the use of software and equipment.

*Installation of software should be requested by the respective Department Dean through the ITS Track-It ticketing system.*

### **Computer Open Labs Locations:**

Open Computer Labs are equipped with educational software, CD- ROMs, USB connectors, HP printers, scanners, iMacs, MS Office, and Internet access for all computer lab users:

- Jersey City: S217, STEM Building (282 Academy Street)
- Jersey City: L419 (71 Sip Avenue, Library 4<sup>th</sup> Floor) – Great for workgroups or projects.
- North Hudson Campus: N224 (4800 Kennedy Blvd., 2<sup>nd</sup> Floor) – Great for workgroups or projects.

### **MAC Open Labs Locations:**

Mac Open Labs are equipped with all the software used by art classes. Students may use these Mac Open Labs to complete their assignments. Lab hours will vary every semester due to classes scheduled in these rooms:

- Jersey City: L514 (71 Sip Ave. Library 5<sup>th</sup> Floor)
- North Hudson Campus: N306 (4800 Kennedy Blvd. 2<sup>nd</sup> Fl.)

### **Academic Laboratory Rules and Regulations**

By using the Open Computer Labs, you have agreed to follow the Academic Laboratory Rules and Regulations. Labs are staffed with trained Instructional 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 in the lab and on our website.

The Instructional 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 to the lab coordinator or lab manager. Failure to follow Academic Laboratory Rules and Regulations may result in students being asked to leave the facility. Serious infractions or student misconduct in the HCCC Academic Labs could result in a referral of the matter to the Office of Student Services.

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 an HCCC photo ID card with the current semester sticker. This can be obtained from Safety & Security in either the Jersey City or North Hudson campuses.
- Students are required to use their HCCC Username and Password to log in to computers at the HCCC computer labs.
- Students with special needs have priority at designated workstations.
- All students are welcome to work on projects as groups in labs L419, S217, and N224. However, all computer users must maintain an appropriate and orderly environment, as we need to provide an excellent environment for the rest of our users.
- The use of cell phones is not permitted in the open labs. 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 that 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 open labs.
- Pets, (or laboratory animals), skating, and bicycles are not permitted in the labs. **Assistive animals (seeing-eye dogs, etc.) are excluded from this rule.**
- Computer workstations and printers in the 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, etc.) or commercial use.
- Open Computer 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 lab printers by lab staff.
- All work should be saved to your personal drives (USB flash drive). We do not supply USB flash drives. Users are advised to save work every five (5) minutes. Computer user files stored on local hard drives are not protected and therefore, subject to modification, erasure. We are not responsible for lost or damaged information. Additionally, it is highly recommended that computer users back-up copies of all information so that they have the information in more than one place.
- Assistance for individually owned computers and software is not provided.
- Users should not leave their computers unattended for more than five (5) minutes. Unattended computers will be reassigned.

- Users should save all work to a personal drive (USB flash drive, One Drive, or other cloud storage.). We do not supply flash drives. Users are advised to save work every five (5) minutes. Computer user files stored on local hard drives are not protected and therefore subject to modification and erasure. We are not responsible for lost or damaged information. Additionally, we highly recommended that computer users make backup copies so that they will have their data in more than one place.
- 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 in Journal Square or (201) 360-4623 at the North Hudson Campus.
- 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 objects including personal items and books. Do not leave anything in the Open Computer Lab unattended for any length of time. Sometimes items are found and you may check with the lab supervisors or security.
- All computer users must prepare to leave the Open Computer Lab ten (10) minutes before closing time and must vacate the Open Computer Lab by closing time.

Questions/comments regarding the Academic Computer Labs can be directed to [computerlabs@hccc.edu](mailto:computerlabs@hccc.edu)

### **New Student Accounts – Questions & Answers:**

Can I log in to my account immediately after I register?

Yes. After you apply, you have access to your HCCC email as well as your portal page.

### **Returning Students**

If you are a returning student and have not logged in within the last 245 days, your password has expired. To reset your password, visit <http://www.hccc.edu/its/reset-my-password> or call (855) 699-0733.

### **How do I reset my password?**

If you are not able to log in, you can reset your password by visiting <http://www.hccc.edu/its/reset-my-password> or call (855) 699-0733.

### **Where do I get a Student ID?**

Student IDs are provided by contacting the Safety and Security Department.

### **Having problems connecting?**

Support is available for problems accessing the HCCC network, College e-mail accounts, and the MyHudson portal. If you encounter any issues, please contact the ITS Help Desk.

Website: <http://www.hccc.edu/its/helpdesk> E-mail: [itshelp@hccc.edu](mailto:itshelp@hccc.edu)

Phone: Journal Square Campus: (201) 360-4310

North Hudson Campus: (201) 360-4309

## **CULTURAL/COMMUNITY EVENTS**

### **Office of Cultural Affairs**

71 Sip Ave, 6th Floor

Phone: (201) 360-4182

Director: *Michelle Vitale*

Email: [gallery@hccc.edu](mailto:gallery@hccc.edu)

The HCCC Department of Cultural Affairs (DOCA) celebrates diversity year-round with a variety of programs and exhibitions which are held at Dineen Hull Gallery. DOCA's mission is to provide supplementary programs to stimulate awareness of the arts and foster creativity. Our goal is to transcend the understanding of visual and performing arts by closing the distance between the experience of art and everyday life in the community we serve.

DOCA hosts several exhibitions in the College's nearly 3,000 square foot gallery and welcomes thousands of guests each semester. The biannual student art exhibition features graduating Computer Arts and Studio Arts majors, *Teacher as Artist* exhibits (displayed in both College Libraries) celebrate the creativity of Hudson County educators, and pop-up exhibitions held in the 6<sup>th</sup> floor atrium allow DOCA to partner with and highlight various HCCC academic departments. Featured exhibitions include *Out on Broadway: A Visual Legacy*, *Hip Hop Utopia*, and *Urban Crossroads*.

The gallery exhibitions expose students to local and international artists of various disciplines and provide educational programming that is relevant to the constituents of Hudson County. Through the DOCA Docent Program students learn the daily operations of running a gallery while shadowing our staff, they interact with artists and learn all aspects of running multidisciplinary programs and art exhibitions. Additional DOCA programs include Art Café, Collectors Club, Gallery Tours, and HCCC Spotlights. The department's past programs have included New Jersey Symphony Orchestra's presentation of classic Bollywood music, Indie Female Filmmakers Screenings presented by Tribeca Film Festival star Delaney Buffet, a variety of NJPAC satellite educational presentations, the Ladybugs jazz performance and broadcast with WBGO and community artist residencies with Thinking in Full Color and Jersey City Writers. All programs are FREE and open to the public.

## **COLLEGE LIBRARIES**

### **Jersey City Campus**

71 Sip Avenue, 1<sup>st</sup> & 2<sup>nd</sup> Floors

Phone: (201) 360-4360

Fax: (201) 963-0789

Dean: *Jennie Pu*

E-mail: [library@hccc.edu](mailto:library@hccc.edu)

College Libraries [www.hccclibrary.net](http://www.hccclibrary.net)

### **North Hudson Campus**

4800 Kennedy Blvd., 3<sup>rd</sup> Floor

Phone: (201) 360-4605

The Libraries on the Journal Square and North Hudson Campuses support the research and curricular needs of students and faculty. The Libraries' website, [www.hccclibrary.net](http://www.hccclibrary.net), is a guide to our resources and services. A current HCCC ID card is required to borrow library materials. Online resources can

be accessed either on or off-campus with the proper id and password. Group study rooms are available for student use. Textbooks for most courses are on reserve and available to students in either library. Librarians are available to instruct classes and provide individualized research help. Computers, scanners, printers, and charging stations are available for student use. A current HCCC ID card is required to borrow all library materials. The Library hosts many events and workshops in our Makerspace which is equipped with 3D printers, Virtual Reality headsets, and art materials. The Library at Journal Square is also home to the Liberty Café. Visit the Library at [www.hccclibrary.net](http://www.hccclibrary.net) to learn more.

## DIVISION OF FINANCE

### OFFICE OF FINANCE

26 Journal Square, 14<sup>th</sup> Floor

Phone: (201) 360-4043/4044

FAX: (201) 656-8961

Vice President for Business and Finance/CFO: *Veronica Zeichner-D'Alessandro*

E-mail: [vzeichner@hccc.edu](mailto:vzeichner@hccc.edu)

Phone: (201) 360-4045

Controller: *Geoffrey Sims*

Email: [gsims@hccc.edu](mailto:gsims@hccc.edu)

This division is responsible for the financial and business affairs of the College, including the Student Accounts/Bursar, the Controller's Office, and Budget & Purchasing.

### STUDENT ACCOUNTS/BURSAR'S OFFICE

70 Sip Avenue, 1<sup>st</sup> Floor

Phone: (201) 360-4106

FAX: (201) 795-3105

Director of Student Accounts/Bursar: *Leslie Lang*

E-mail: [bursar@hccc.edu](mailto:bursar@hccc.edu)

#### Jersey City Campus Office:

70 Sip Avenue, 1<sup>st</sup> Floor

Phone: (201) 360-4100

FAX: (201) 795-3105

Portal Page: <https://myhudson.hccc.edu/bursar>

Public Page: <https://www.hccc.edu/tuition>

#### North Hudson Campus Office:

4800 Kennedy Boulevard – 1<sup>st</sup> Floor

Phone: (201) 360-4735

FAX: (201) 360-4737

Portal Page: <https://myhudson.hccc.edu/bursar>

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 deadlines are posted online via <https://myhudson.hccc.edu/bursar> and <https://www.hccc.edu/tuition>. The College accepts Visa, MasterCard, American Express, and Discover in addition to debit cards, cash, checks, and money orders. Payment can be made over the phone, in-person, and online by logging onto <https://libertylink.hccc.edu/Student> >Student Finance> Make a Payment.

A Deferred Payment Plan is offered to HCCC students, for the current Fall and Spring semesters, to assist in the payment of tuition and fees and to secure classes for the semester. There is a \$25.00



(Non-Refundable) Deferred Payment Fee per semester to cover the cost of administering this program. Students may arrange Deferred Payment Plans online via the following link: <https://libertylink.hccc.edu/Student> >Student Finance> Make a Payment> Create Payment Plan or with either of the Bursar Offices. Students must be prepared to make their first payment before the payment plan becomes active. There are no payment plans available for Summer semesters, Winter Sessions, or past due balances.

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 canceled for any reason, the student will be responsible for making payment to the College.** Obligations from prior semesters must be paid before re-registration. The Registrar will not release grades, transcripts, or diplomas until all financial obligations to the College have been cleared.

## PURCHASING DEPARTMENT

26 Journal Square, 14<sup>th</sup> Floor

Phone: (201) 360-4047

Director of Contracts & Procurement: *Jeff Roberson, Jr.*

Email: [jrobersonjr@hccc.edu](mailto:jrobersonjr@hccc.edu)

## FACILITIES, ENGINEERING, AND CONSTRUCTION DEPARTMENT

81 Sip Avenue – Basement

Phone: (201) 360-4099

Executive Director: *Ilya Ashmyan*

E-mail: [iaashmyan@hccc.edu](mailto:iaashmyan@hccc.edu)

In partnership with students, faculty, and staff, we provide a 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.

## **SAFETY & SECURITY**

81 Sip Avenue – 1<sup>st</sup> & 2<sup>nd</sup> Floors

Phone: (201) 360-4080

Executive Director: *John Quigley*

E-mail: [jquigley@hccc.edu](mailto:jquigley@hccc.edu)

The Safety & 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.

This office is open from 7:00 a.m. to 10:30 p.m., seven days per week, with the exception of college scheduled closings in observance of all recognized holidays and summer hours. However, our Security dispatch is available 24/7, 365 days a year at (201) 360-4080.

## **MAILROOM/COPY CENTER**

162 Sip Avenue, 1<sup>st</sup> Floor

Phone: (201) 360-4690

Customer Service Coordinator: *Gilda Darias-Hershberger*

E-mail: [gdarias@hccc.edu](mailto:gdarias@hccc.edu)

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 are not limited to newsletters, catalogs, postcards, letterheads, envelopes, ads, to the Communications Department and College community. We collect and distribute inter-office and outgoing mail, prepare and make copies, 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.

## **BOOKSTORE (Managed by Follett Higher Education Group)**

### **Jersey City Campus**

162 Sip Avenue – Store Front

Phone: (201) 360-4390

FAX: (201) 653-0597

Manager: *Eric Martin*

Hours of Operations:

Monday: 9 am – 7 pm

Tuesday, Wednesday, and Thursday: 9 am. – 5 pm

Friday: 9 am – 3 pm

## HUMAN RESOURCES DEPARTMENT

70 Sip Avenue – 3<sup>rd</sup> Floor

Phone: (201) 360-4071

Vice President for Human Resources: *Anna Krupitskiy*

E-mail: [akruptiskiy@hccc.edu](mailto:akruptiskiy@hccc.edu)

The Human Resources Department is committed to serving the mission of Hudson County Community College by providing leadership and guidance in the development, implementation, and administration of Human Resources policies, practices, and programs.

The Human Resources Department is dedicated to working strategically with the diverse College community in identifying and responding to its changing needs. The Department is a resource for the College and will work as a team through our shared strengths to provide the highest quality of customer service while maintaining the highest standards of integrity, leadership, innovation, knowledge, efficiency, honesty, and respect.

### Human Resources Services covers:

- Recruitment and orientation of employees
- Compliance with local, state, and federal laws
- Implementation and administration of benefit plans including health and pension
- Establishment and maintenance of accurate employee records
- Professional Staff Development

## EQUAL OPPORTUNITY STATEMENT

Hudson County Community College (HCCC) is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, lifestyle, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons.

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.

## ADVANCEMENT, COMMUNICATIONS & EXTERNAL AFFAIRS

### OFFICE OF ADVANCEMENT AND COMMUNICATIONS

70 Sip Avenue, 4<sup>th</sup> Floor

Phone: (201) 360-4009

FAX: (201) 656-1799

Vice President for External Affairs and Senior Counsel to the President:

*Nicholas Chiaravalloti, J.D., Ed.D.*

E-mail: [nchiaravalloti@hccc.edu](mailto:nchiaravalloti@hccc.edu)

Phone: (201) 360-4004

Assistant to the Vice President for Planning and Development: *Mirta Sanchez*

E-mail: [msanchez@hccc.edu](mailto:msanchez@hccc.edu)

The 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.

### OFFICE OF EXTERNAL AFFAIRS AND SENIOR COUNSEL TO THE PRESIDENT

70 Sip Avenue 4<sup>th</sup> Floor

Phone: (201) 360-4022

Vice President of External Affairs and Senior Counsel to the President:

*Nicholas Chiaravalloti, J.D., Ed.D.*

E-mail: [nchiaravalloti@hccc.edu](mailto:nchiaravalloti@hccc.edu)

Phone: (201) 360-4009

Administrative Assistant to Vice President: *Alexa Riano*

E-mail: [ariano@hccc.edu](mailto:ariano@hccc.edu)

The Office of External Affairs and Senior Counsel to the President serves as liaison with federal, state, and local officials and the community at large and provides executive and administrative direction for the College's legal affairs, and leadership for the development, support, and execution of Presidential priorities.

The Vice President plans and directs the College's policies and objectives for government and local community relations. The Office of External Affairs monitors federal, state, and local legislation that could impact college operations; represents and promotes the College; and facilitates collaborative relationships with a variety of external stakeholders.

## COMMUNICATIONS

162 Sip Avenue – 2<sup>nd</sup> Floor

Phone: (201) 360-4060

FAX (201) 653-0607

Director: *Jennifer Christopher*

E-mail: [jchristopher@hccc.edu](mailto:jchristopher@hccc.edu) & [communications@hccc.edu](mailto: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, Instagram, and Pinterest; these pages are accessible at the College's main page, [www.hccc.edu](http://www.hccc.edu), or the MyHudson portal:

<https://myhudson.hccc.edu>

<http://www.facebook.com/hccc.edu>

<http://www.flickr.com/photos/hudsonccc>

<http://instagram.com/hcccofficial/>

<http://www.linkedin.com/school/hudson-county-community-college/>

<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](http://www.hccc.edu/socialmedia).

## APPENDIX HCCC QUICK REFERENCE GUIDE

Information On	Department	Location/Building	Extension (201 360 Exchange unless otherwise noted)
Absence Due to Illness/Death in Family	Instructor or Division Dean	Academic Office	----
Absence from Examinations	Instructor	Faculty Office	----
Academic Advising	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JC – 4150 NHC – 4627
Academic Calendar	Academic Affairs	70 Sip Ave., 4 <sup>th</sup> Fl. (A)	4010
Academic Policies & Procedures	Academic Affairs	70 Sip Ave., 4 <sup>th</sup> Fl. (A)	4010
Accidents	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Activities	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	JC – 4195 NHC - 4653
Adding/ Dropping Classes	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JC – 4150 NHC – 4627
Address Change	Registrar/Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4121
Admissions	Admissions	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4110
Alcohol/Substance Abuse	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A)	JC – 4150 JC – 4152
Alumni Association & Relations	Development	70 Sip Ave., 4 <sup>th</sup> Fl. (A)	4004
Archives	Library	71 Sip Ave. (L)	4360
Audio Visual Equipment	Library	71 Sip Ave. (L)	4360
Books and Supplies	College Bookstore	162 Sip Ave. (C)	4393
Bulletin Boards - Approval to Post	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4195
Career Planning	Career Services	70 Sip Ave., 3 <sup>rd</sup> Fl. (A)	4184
Change Major or Session	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JC – 4150 NHC - 4627
Clubs and Organizations	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4197
Commencement Information	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	JC – 4195 NHC - 4653
Complaints (Judicial) Against Students	Associate Dean of Student Affairs	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4189
Computer Labs	ITS - Please visit: <a href="http://www.hccc.edu/its/computer-labs">http://www.hccc.edu/its/computer-labs</a>	Various Locations	JC – 4356 NHC – 4625
Copy Machines	Mailroom	168 Sip Ave., 1 <sup>st</sup> Fl. (D)	4685
Courses Taken at Other Schools	Transfer Evaluator	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4148
Cultural Events	Cultural Affairs	71 Sip Ave., 6 <sup>th</sup> Fl. (L)	4176
Diploma Distribution	Registrar	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4110

Information On	Department	Location/Building	Extension (201 360 Exchange unless otherwise noted)
Disabled Student Concerns	Accessibility Support Services	70 Sip Ave., 2 <sup>nd</sup> Fl. (A)	4157
Educational Opportunity Fund	EOF	2 Enos Place, Lower Level (J)	4180
Email Issues	ITS	70 Sip Ave., 3 <sup>rd</sup> Fl. (A)	4310
Emergencies (24 Hours)	Safety & Security	All College Buildings	<b>911</b> JSQ – 4080 NHC – 4777
Emergency Closing of Campuses	<b>911; Tune to Radio Stations: WINS 1010AM; WCBS 880AM; &amp; WADO 1280AM (Spanish) TV: News 12 NJ, Verizon FiOS 1; or call (201) 714-7100; HCCC Website and Portal, Facebook, Twitter</b>		
Employment- Internships/Post Graduation	Career Services	70 Sip Ave., 3 <sup>rd</sup> Fl. (A)	4184
Employment - F/T - On-Campus Listings	Human Resources	70 Sip Ave., 3 <sup>rd</sup> Fl. (A)	4070
Financial Aid	Financial Aid Office	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JSQ – 4200 NHC - 4212
Food Pantry	Student Affairs	JSQ - J002 (J) NHC - N513A (N)	JSQ – 4109 NHC - 4709
Going to 4 year School & Obtaining Scholarship	Transfer Services	70 Sip Ave., 2 <sup>nd</sup> Fl. (A)	----
Grade Appeal	Instructor/Division Dean	Faculty Office	----
Graduation Date, Deadline, and Requirements	Registrar/Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4110
Health/Immunization Records	Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4110
Honors Program	Academic Affairs	71 Sip Ave., LL (L)	4041
Identification Cards	Safety & Security	JSQ – 1 <sup>st</sup> Fl. (G) NHC - 2 <sup>nd</sup> Fl. (N)	JSQ – 4080 NHC - 4777
Illness (on-campus)	Safety & Security	All College Buildings	JSQ – 4080 JSQ – 4084 NHC - 4777
Incidents	Safety & Security	All College Buildings	JSQ – 4080 JSQ – 4084 NHC - 4777
Incomplete Grade	Instructor	Faculty Office	----
Judicial Affairs	Associate Dean of Student Affairs	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4602
Leadership Opportunities	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4195
Learning Communities	Academic Affairs	70 Sip Ave., 4 <sup>th</sup> Fl. (A)	4012
Leave of Absence	Advisement & Counseling	70 Sip Ave. 2 <sup>nd</sup> Fl. (A)	JC – 4150 JC – 4152



Information On	Department	Location/Building	Extension (201 360 Exchange unless otherwise noted)
Enrollment Verification	Registrar/Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4121
Library Hours	Library	JSQ - (L) NHC - (N)	JC – 4360 NHC - 4605
Literary Magazine: (Tapestry)	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4195
Loans/Verification	Financial Aid Office	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JSQ – 4200 NHC - 4212
Lost and Found	Safety & Security	81 Sip Ave., 1 <sup>st</sup> Fl. (G)	JC – 4080 JC - 4084
Mail Services	Mailroom	168 Sip Ave., 1 <sup>st</sup> Fl. (D)	4685
Make-up Exams	Instructor	Faculty Office	----
Maintenance	Facilities	168 Sip Ave, 2 <sup>nd</sup> Fl. (D)	4686
Matriculation Requirements	Advisement & Counseling	70 Sip Ave. 2 <sup>nd</sup> Fl. (A)	JC – 4150 JC - 4152
MyHudson Portal	Technology & Instructional Support Services	70 Sip Ave., Lower Level (A)	4310
Name Change	Registrar/Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4121
Network Services (Technology) - Helpdesk	Technology & Instructional Support Services	70 Sip Ave., Lower Level (A)	4310
Newspaper: (The Orator)	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4195
North Hudson Campus	Student Services	4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	4600
Photocopying	Library	71 Sip Ave. (L)	4360
President's Office	President's Office	70 Sip Ave., 4 <sup>th</sup> Fl. (A)	4004
Probation (Academic)	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A)	JC – 4150 JC - 4152
Program Changes	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A)	JC – 4150 JC - 4152
Registration	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JC – 4150 NHC - 4627
Room/Area Reservations	Facilities	81 Sip. Ave., Basement (G)	4686
Secaucus Center	Executive Director	1 High Tech Way, Secaucus, NJ 07094 (HTS)	4386
Schedule Changes	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JC – 4150 NHC - 4627
Scholarships	Development	70 Sip Ave., 4 <sup>th</sup> Fl. (A)	4004
Security 24 Hours	Safety & Security	All College Buildings	JC – 4080 JC – 4084 NHC - 4777
Sexual Assault/Sexual Harassment	Student Affairs	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4602

<b>Information On</b>	<b>Department</b>	<b>Location/Building</b>	<b>Extension (201 360 Exchange unless otherwise noted)</b>
Student Employment	On-Campus: Financial Aid Office Off-Campus: Career Services	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 70 Sip Ave., 3 <sup>rd</sup> Fl. (A)	FA – 4200 CD – 4184
Student Organization Information	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4195
TAG Certification	Financial Aid Office	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) NHC - 1 <sup>st</sup> Fl. (N)	JC – 4200 NHC - 4212
Transcript Request	Registrar/Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4121
Transfer Credits/ Information	Registrar/Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4148
Tuition Payment Information	Bursar	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	JC – 4102 JC – 4103 JC - 4104
Tuition Reimbursement	Bursar	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	JC – 4102 JC – 4103 JC - 4104
Tutoring Services	Tutoring Program	71 Sip Ave., Lower Level (L)	4187
Unfair Treatment in Course	Instructor/Division Dean	Academic Office	---
Veteran's Information	Enrollment Services	70 Sip Ave., 1 <sup>st</sup> Fl. (A)	4135
Web (Home) Page	Communications	162 Sip Ave., 2 <sup>nd</sup> Fl. (C)	4060
Withdrawal from College	Advisement & Counseling	70 Sip Ave., 2 <sup>nd</sup> Fl. (A) 4800 Kennedy Blvd., 1 <sup>st</sup> Fl. (N)	JC – 4150 NHC - 4627
Work-Study	Financial Aid Office	70 Sip Ave., 2 <sup>nd</sup> Fl. (A)	JC – 4110 JC - 4200
Yearbook (Reflections)	Student Life & Leadership	81 Sip Ave., 2 <sup>nd</sup> Fl. (G)	4195