

2017
2018

STUDENT HANDBOOK

Sussex
County
COMMUNITY COLLEGE



CAMPUS ACTIVITIES | EVENTS
POLICIES & PROCEDURES
START HERE, GO ANYWHERE!

Schedule

Use this grid to keep track of your schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 to 9:15						
9:25 to 10:40						
10:50 to 12:05				College Hour		
12:15 to 1:30						
1:40 to 2:55						
3:05 to 4:20	Meetings		Meetings			
5:00 to 6:15	6:00-9:40 6:30-9:10 7:00-9:40	6:00-9:40 6:30-9:10 7:00-9:40	6:00-9:40 6:30-9:10 7:00-9:40	6:00-9:40 6:30-9:10 7:00-9:40		

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This handbook contains information we hope will be helpful to you. The front of this handbook presents a listing of activities on campus that you won't want to miss. This section is followed by a calendar which you can use for planning and scheduling purposes. The back of the book contains policies and general campus information.

As the College continues to grow and serve students in new and better ways, each student must make efforts to remain updated on information related to their education. All efforts will be made to keep students informed by email, notices, newsletters and web posts. If you are concerned about a particular policy, please contact our offices, or an advisor, to be certain of the most current policy or procedure. It is the responsibility of the student to stay informed. If you have comments or suggestions for improvements to this handbook, please contact the Vice President of Student Affairs.

SCCC Mission Statement

We transform lives by providing lifelong learning opportunities through high quality academic, career and enrichment programs in an accessible and supportive environment to ensure student success.

Accreditation

On July 1, 2008, SCCC was reaffirmed for accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools. SCCC is licensed by the State of NJ as an Article I community college.



WELCOME MESSAGE FROM THE PRESIDENT

Dear SCCC Student:

Welcome to the 2017-2018 academic year at Sussex County Community College. The entire SCCC family is here to assist you in your educational journey as you pursue your academic goals. Whether you are a first-time-in-college student, or a life-long learner, our faculty and staff are dedicated to providing you with the quality education and the foundation you will need. Whether you are here to earn an associate degree and transfer to a four-year institution or prepare yourself for immediate placement in the workforce, SCCC will prepare you for the next step.

I hope you will take advantage of the many wonderful opportunities that Sussex County Community College has to offer you outside of the classroom as well. We have over 30 clubs, sports teams and many exciting, cultural and personally enriching student events. We believe that learning takes place both inside and outside the classroom. Our student activities and leadership opportunities are premier in the state of New Jersey. You will find that the more you participate in the life of the campus, the more connected you will feel to the SCCC family.

Learning is an exciting journey filled with challenges, rewards, and sometimes, surprises. We join with you as you embark on this journey and wish you the very best at Sussex County Community College.

Best wishes,

A handwritten signature in black ink that reads "Jon H. Connolly". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Jon. H. Connolly, Ph.D.
SCCC President

DEPARTMENT	DIRECT LINES	BUILDING	ROOM
Academic Affairs	(973) 300-2132/2130	Administration Bldg.	B301
Admissions	(973) 300-2223	Administration Bldg.	B204
Art Studio	(973) 300-2228	Art Gallery	
Athletics	(973) 300-2230/2231	Academic & Athletic Bldg.	
Bookstore	(973) 300-2380	Bookstore	
Bursar's Office <i>Billing and Payment Plans</i>	(973) 300-2106/2114	Administration Bldg.	B203
Campus Life Office <i>Campus Events, Clubs</i>	(973) 300-2200	Student Center	D105a
Faculty Area	(973) 300-2165/2166	Administration Bldg.	
Financial Aid	(973) 300-2225/2227	Administration Bldg.	B212
Foundation	(973) 300-2124	Student Center	D320
Front Desk <i>Student ID, Parking Sticker</i>	(973) 300-2100	Administration Bldg.	
Health Sciences	(973) 300-2332	Health Sciences & Performing Arts Center Bldg.	
Learning Center <i>Academic Support, Learning Disabilities, ESOL</i>	(973) 300-2150/2152	Administration Bldg.	C300
Library	(973) 300-2162/2292	Library & Science Bldg.	
Maintenance	(973) 300-2113	Administration Bldg.	B106
Marketing & Public Information	(973) 300-2355	Student Center	D318 & D319
Registrar <i>FERPA, Transcripts, Student Records</i>	(973) 300-2218/2215	Administration Bldg.	B217
Security <i>Parking</i>	(973) 300-2222/2103	Administration Bldg.	Front Desk
Student Advising & Counseling Center <i>Advising, Counseling, Transfer Information, Career/Workforce Referrals</i>	(973) 300-2207	Administration Bldg.	B206
Student Services	(973) 300-2201	Administration Bldg.	B211
Student Gov't Assoc.	(973) 300-2304	Student Center	
Transcript Information	(973) 300-2216	Administration Bldg.	B217
Testing Center	(973) 300-2155	Administration Bldg.	B317
Veteran Services	(973) 300-2109	Student Center	D110b

Sussex County Board of Chosen Freeholders

Carl F. Lazzaro, Freeholder Director
Jonathan M. Rose, Deputy Director
Phillip R. Crabb, Freeholder Member
George F. Graham, Freeholder Member
Sylvia Petillo, Freeholder Member

Sussex County Community College Board of Trustees

Judge Lorraine C. Parker, Chair
Gerard A. Scanlan, Vice Chair
Rachel A. Geraci, Secretary
Dr. Tyler Morgus, Treasurer
Dr. Bernard J. Andrews, Member
Dr. Paul Crowley, Member
William P. Curcio, Member
Maryanne Fox, Member
Dr. Rosalie S. Lamonte, Member
Edward J. Leppert, Member
Michael J. Spekhardt, Sr., Member
Shelby Chapman, Alumni Representative

Administration

Dr. Jon Connolly, SCCC President
Ketan Gandhi, CFO and Vice President of Administrative Services
Dr. Mercedes Aguirre Batty, Chief Academic Officer & Vice President of Academic Affairs
Dr. Kathleen Okay, Vice President of Student Services

Deans

Dominic Carbone, Dean of Program Advancement and New/Strategic Initiatives
Dr. Dina Conde, Dean of Liberal Arts and Sciences
Sherry Fitzgerald, Dean of Applied Arts and Sciences
Cory Homer, Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning

John Kuntz, Associate Dean of Students
Jan Tensen, Associate Dean, Division of Learning Resources

Academic Department Chairpersons

Nancy Gallo, J.D., Business, Law, Math & Computer Sciences
Stacy Golin, Ph.D., Social Sciences
Mike Love, Ph.D., Science
Maureen Murphy-Smolka, M.A., English & Humanities
Joanne Taylor, Ed.D., Technical, Applied & Performing Arts

Academic Program Coordinators

Lydia Clark, M.B.A., Business
Mary DeHart, Ed.D., Math
Nancy Gallo, J.D., Legal Studies
Deborah Lanza, M.A., Foundations for Success
William McGovern, M.A., Criminal Justice/
Fire Science Technology
Julie McWilliams, D.Litt. Art, Photography
Naomi Miller, M.S.W., Human Services
Robert Reeber, M.S., Computer Information Systems
Joanne Taylor, Ed.D., Education (Child Development Specialist)

Program Supervisors

Jason Fruge, Automotive & Welding
Kelly Lisa, Cosmetology

Counselors & Advisors

Kathleen Gallichio, M.S.,
Counselor/Advisor
Jan Jones, M.S.W., LCSW Counselor/
Personal Counselor
Erin Casne, M.A., Transfer Counselor

FULL-TIME FACULTY

Francesco Ancona, Ph.D. and D.Medical Humanities, Professor-English	E-305	(973) 300-2192	fancona@sussex.edu
Melanie Arpaio, M.A., Associate Professor-Psychology	C-015	(973) 300-2146	marpaio@sussex.edu
Anthony Balzano, Ph.D., Professor-Anthropology/Sociology	E-131	(973) 300-2177	abalzano@sussex.edu
Bonnie Brooks, M.B.A., Assistant Professor-Mathematics	C-007	(973) 300-2197	bbrooks@sussex.edu
Barbara Bulford, M.B.A., Assistant Professor-Accounting	E-246	(973) 300-2183	bbulford@sussex.edu
Eleanor Carducci, Ed.D., Professor-English	C-009	(973) 300-2169	ecarducci@sussex.edu
Lydia Clark, M.B.A., Assistant Professor-Business	E-254A	(973) 300-2168	lclark@sussex.edu
Wendy Cooney, M.A., Assistant Professor-Criminal Justice	E-302	(973) 300-2240	wcooney@sussex.edu
Mary DeHart, Ed.D., Professor-Mathematics	C-012	(973) 300-2341	mdehart@sussex.edu
Nancy Gallo, J.D., Professor-Legal Studies	E-132	(973) 300-2181	ngallo@sussex.edu
Stacie Golin, Ph.D., Assistant Professor-Sociology	E-245	(973) 300-2174	sgolin@sussex.edu
Jumana Hablawi, M.S., Instructor-Biology	L-108	(973) 300-2262	jhablawi@sussex.edu
Michael Hughes, M.F.A., Assistant Professor-Art	C-204	(973) 300-2311	mhughes@sussex.edu
Deborah Lanza, M.A., Associate Professor-Psychology	C-014	(973) 300-2753	dlanza@sussex.edu
Robert Larsson, Ph.D., Associate Professor Environmental Studies	L-109	(973) 300-2170	rlarsson@sussex.edu
Jean LeBlanc, M.A., Assistant Professor-English	C-014	(973) 300-2260	jleblanc@sussex.edu
Richard Linden, M.A., Associate Professor-Psychology	E-106	(973) 300-2317	rlinden@sussex.edu
Michael Love, Ph.D., Associate Professor-Chemistry	L-107	(973) 300-2264	mlove@sussex.edu
William McGovern, M.A., Assistant Professor-Criminal Justice	E-303	(973) 300-2182	wmcgovern@sussex.edu
Julie McWilliams, D.Litt., Professor-Art	C-205	(973) 300-2144	jmcwilliams@sussex.edu
Naomi Miller, M.S.W., Professor-Human Services/Psychology	E-104	(973) 300-2190	nmiller@sussex.edu
Maureen Murphy-Smolka, M.A., Associate Professor-English	E-107	(973) 300-2196	msmolka@sussex.edu
Robert Reeber, M.S., Assistant Professor Computer Information Sys.	C-011	(973) 300-2195	rreeber@sussex.edu
Maryann Rubino, J.D., Assistant Professor-Paralegal Studies	E-132B	(973) 300-2321	mrubino@sussex.edu
Peter Schoch, M.S., Associate Professor Physics/Computer Science	L-107	(973) 300-2342	pschoch@sussex.edu
Joanne Taylor, Ed.D., Assistant Professor-Child Development	E-249	(973) 300-2185	jtaylor@sussex.edu
Mary Thompson, Ph.D., Professor-English	C-09	(973) 300-2265	mthompson@sussex.edu
Stella Trikouros, M.A., Assistant Professor Communication/Theater Arts	A-219	(973) 300-2189	strikouros@sussex.edu
Patricia Wagner, Instructor	C-011	(973) 300-2343	pwagner@sussex.edu
William Waite, M.A., Professor-Business	E-201	(973)300-2191	wwaite@sussex.edu

THE POWER OF A DEGREE

Complete your Associate Degree at SCCC and give yourself the edge when you transfer.

Starting your college career at SCCC, graduating with your associate degree and then transferring to a four-year college or university will give you an advantage. You'll save tuition and graduate with little or no debt, be eligible for financial aid or scholarships and benefit from personalized advising and counseling toward your career path.

WHY DEGREE COMPLETION IS IMPORTANT:

- Students will hold a recognized higher education degree or certificate.
- Students will be prepared! People change jobs up to 10 times in their working lives—and when you have a college degree you have an advantage.
- Future labor market will require even more college graduates, economists predict.
- Completion shows future employers or college admissions officials that students are serious about their marketability, education and future.
- Many successful people credit their associate degree as the foundation of their career achievement and the turning point in their lives.

ONLINE TOOLS FOR SUCCESS

STUDENT EMAIL

Students are issued a SCCC student email which is the College's means of communicating with you about College business including financial aid information, priority registration, events and communication with your instructors. Check your student email account regularly.

MY.SUSSEX STUDENT PORTAL

- View grades
- Check your GPA
- Print unofficial SCCC transcripts
- Search for classes/print your schedule
- View and pay your bill

CANVAS: DISTANCE LEARNING

All students enrolled in online and hybrid classes will use Canvas (sussexccc.instructure.com) for communication with your instructor(s). Instructors will also use Canvas for regular courses.

PAY ONLINE AND E-REFUND

Don't wait on line at the Bursar's Office in the beginning of each semester. With a few simple key strokes, you can pay your bill at commerce.cashnet.com/sussexpay.

PATHWAYS 2 PROSPERITY **DEGREE UP**

Now you're here, what's next?

Discover your pathways to educational success and independence with P2 Degree Up. Degree Up creates a strong foundation for success, both at school and home. We offer free tutoring services for HSE exams (GED), placement tests, and a wide array of academic classes. We also provide open study hours, computer access, community connections, volunteer opportunities, as well as a place to connect with fellow SCCC students. We provide extended hours for all services.

Have questions? We assist with childcare, hearing assistance, Canvas and everything in between!

"As a student at Sussex County Community College, I've found Degree Up to be extremely helpful. I use Degree Up as a space within the college where I can go to study as well as utilize the tutoring services that are offered. Degree Up has helped me attain my degree." –SCCC Student

Connect with us!

Academic & Athletic Building - Rooms 101, 102, and 105

Email: degreeup@sussex.edu

Phone: 973-300-2172

Snapchat: p2degreeup

Instagram: @p2degreeup

Facebook: P2 Degree Up

**COLLEGE IS FOR YOU. WE'LL HELP YOU
FIGURE OUT HOW TO MAKE IT WORK!**



YOUR HEALTH MATTERS

The key to success in college and beyond is to live a healthy life. We are committed to providing a healthy learning environment for all students. Look for health-related information, events and resources available online and on campus throughout the year.

Smoke Free Campus

Smoking, which includes electronic smoking devices, and tobacco products are not permitted anywhere on campus including indoors, outdoors, athletic events and social venues.



We hope that you will join us in becoming smoke-free, and not just on campus.

See page 97 for our Smoking Policy.

Drugs and Alcohol Awareness

Alcohol and drug use is prevalent on today's campuses and it's important to know the risks. We offer free evaluations for alcohol and marijuana use online at sussex.edu/studentservices/counseling/drughealthissues.

Did you know?

- Heroin use in Sussex County is a major crisis.
- In the past five years, over 13 recent High School graduates died from heroin-related deaths. Nine of those deaths were from overdoses; three took place in a single year.
- Substance abuse is the #1 public health problem in the US.
- Alcohol or drug abuse can kill you.
- The average college student spends \$900 on alcohol per year, and \$450 on books.

- Alcohol abuse can ruin your grades.
- One night of heavy drinking can impair your abstract thinking abilities for 30 days.

CAMPUS AND COUNTY RESOURCES:

There are a number of resources available on campus and throughout Sussex County to help you or someone you know who may have a drug or alcohol problem.

SCCC Student Advising & Counseling Center

Private and confidential counseling. Ask for Jan Jones. Administration Building, B206, (973) 300-2207

Newton Medical Center for Mental Health

175 High Street, Newton, NJ 07860
(973) 383-1533 (24 hours)

St. Clare's Center for Behavioral Health

20 Walnut Street, Sussex, NJ
Crisis Hotline: (973) 625-0280
(24 hours)

Center for Prevention and Counseling

61 Spring Street, Newton, NJ 07860
(973) 383-4787 • centerforprevention.org

ONLINE RESOURCES:

ncadd.org - NCADD – National Council on Alcoholism and Drug Dependencies, Inc.

addictions.com – (800) 654-0987

aa-intergroup.org – Alcoholics Anonymous

na.org – Narcotics Anonymous

naranonofnj.org – The Nar-Anon Group is for those who have known a feeling of desperation concerning the addiction problem of someone near to you.

TIPS FOR SUCCESS AT SCCC

#1 ATTEND ALL CLASSES

- Education is valuable and it's not cheap. Skipping class is wasting money.
- Your education at SCCC starts in the classroom. **Don't miss class.**
- You can't learn this stuff on your own. Attendance matters. The best way to be prepared is to listen to your professor.

#2 GET ORGANIZED

- **Use Your Syllabus.** Most courses will follow a syllabus, a schedule of what to expect in class. Your syllabi will provide your professor's contact information and often a listing of assignments that are due during semester.
- **Color-code Your Notebooks/Folders.** This will make it easier to find handouts and notes for each class.
- **Connect with Your Classmates.** Exchange cell phone numbers and emails so you have someone to contact with questions about assignments.

#3 USE SCCC RESOURCES

- **Website:** Check out sussex.edu for news and events going on and contact information for campus resources.
- **Student Advising & Counseling Center:** At the Student Advising & Counseling Center you will get help selecting classes to ensure you're on the right path. We also offer career referrals, transfer information, personal counseling and more. All services are free and confidential, by appointment or walk-in.
- **Scholarships:** The SCCC Foundation is committed to helping students succeed. We sponsor several events

during the year to raise money to support student scholarships and college operations. Applications are posted on sussex.edu.

#4 FREE TUTORING OFFERED

Free tutoring is offered in the Library in English, math and science. Times are posted on the website.

#5 UTILIZE THE LIBRARY

The Library has access to many useful resources (on campus and online) as well as helpful, professional staff to aid you in your research and completing your assignments.

#6 GET INVOLVED

There is so much more to SCCC than great classes. College clubs, athletics, theater performances, fine arts programs, lectures, day trips and service learning all add to the total college experience. Get involved!



ACADEMIC CALENDAR 2017-18

FALL 2017 SEMESTER

September 5	Classes Begin; Late Registration begins
November 13–November 22	Priority Registration for Spring
November 22–November 26	Thanksgiving Break - College Closes at 5 pm
November 27	Open Registration begins
December 4	Last day to withdraw with a “W”
December 22	Final day of the semester
December 23–January 1	Winter Break - College Closed

WINTERIM 2018

January 2	Classes begin; Late Registration begins
January 15	Martin Luther King, Jr. Day - College Closed January 16 -19 Online Student Orientation /New & Transfer Students
January 17	Last day to withdraw with a “W”
January 19	Final day of semester

SPRING 2018 SEMESTER

January 22	Classes begin; Late Registration begins
March 19–March 25	Spring Break
April 2–April 13	Priority Registration for Fall
April 16	Open Registration begins
April 23	Last day to withdraw with a “W”
May 11	Final day of semester
May 16	Graduation (Severe Weather Date - 5/18)

SUMMER SESSION I – 2018

May 21	Classes begin; Late Registration begins (Science classes will meet an extra 4 Fridays)
May 28	Memorial Day - College Closed
June 25	Final Day of Semester

SUMMER SESSION II – 2018

Check the website for the Summer II Session schedule.

The College reserves the right to adjust the calendar as conditions necessitate.

For the full Academic Calendar, including add/drop dates & refunds, visit sussex.edu/calendar.



CAMPUS EVENTS

COLLEGE HOUR EVENTS ARE FREE WITH A VALID SCCC ID!

CALENDAR KEY

- PAC Performing Arts Center
Located in the Health Sciences and Performing Arts Center
- SCG Student Center Galleria
Located in the Student Center

- SCT Student Center Theater
Located in the Student Center
- SGA Student Government Association
- TBD To Be Determined
- Dining Room
Located in the Student Center, near the cafeteria

SEPTEMBER

TUESDAY, SEPTEMBER 5

SGA Welcome Table

10:50 am – 12:05 pm | SCG

Pick up your Student Handbook and a free treat from your Student Government Association (SGA). Lost? Stop by and SGA will help you locate your class.

WEDNESDAY, SEPTEMBER 6

Make Your Own Tie-Dye T-Shirts

10:50 am – 12:05 pm | Cafeteria

We'll supply the plain white t-shirts but feel free to bring in white tank tops, leggings, etc. to dye all the colors of the rainbow.

THURSDAY, SEPTEMBER 7

Photo Booth

10:50 am – 12:05 pm | Cafeteria

Start making memories with your friends and faculty members.

THURSDAY, SEPTEMBER 7

Dodgeball

6:00 – 8:00 pm | E-Building Gym

Contact Adventure Club President Jon Heater at jheater1@student.sussex.edu for sign-up details.

FRIDAY, SEPTEMBER 8

Student Tickets (\$20) on sale for the Brooklyn Botanic Gardens trip on 9/29. Tickets can be purchased at the Bursar's Office.



MONDAY, SEPTEMBER 11

Tiki Bar*

10:50 am – 12:05 pm | SCG

Enjoy fresh fruit smoothies.

TUESDAY, SEPTEMBER 12

Mentorship Luncheon

10:50 am – 12:05 pm | Dining Room

Why should you have a mentor at Sussex? Let Professor Melanie Arpaio explain. Lunch included. Free but RSVP required by 9/11 to the Campus Life Office.

WEDNESDAY, SEPTEMBER 13

Veterans Chat & Chew

12:15 am – 1:30 pm | SCT

Meet our student veterans and our new Veterans Coordinator Jonathan Finocchiaro.

THURSDAY, SEPTEMBER 14

Club Advisors & Presidents Luncheon

10:50 am – 12:05 pm | Dining Room

By invitation only for Club Advisors and their student Presidents. Lunch included.

FRIDAY, SEPTEMBER 15

Staff/faculty (\$25) and community (\$35) tickets on sale for the Brooklyn Botanic Gardens trip on 9/29. Tickets can be purchased at the Bursar's window.

FRIDAY, SEPTEMBER 15

Student tickets (\$60) on sale for 10/21 Behind-the-Scenes Tour of Ellis Island. Inclusive of roundtrip charter bus transportation, ferry ticket and private tour. Bring your own lunch. Tickets can be purchased at the Bursar's window.

MONDAY, SEPTEMBER 18

Know Your Constitution

10:50 am – 12:05 pm | SCG

Celebrate Constitution Day by answering a question about our Constitution and receive your choice of political pin.

TUESDAY, SEPTEMBER 19

Sign Up for Habitat for Humanity

Volunteer on Friday, October 6th with this national nonprofit that builds houses for families in need. Limited to 10 students. Transportation and lunch included. RSVP to the Campus Life Office by 10/2.

TUESDAY, SEPTEMBER 20

Impact Teen Drivers

10:50 am – 12:05 pm | SCT

Answer the question "What do you consider lethal?" when behind the wheel. Hosted in partnership with The Center for Prevention.



FRIDAY, SEPTEMBER 22

Leadership Training

9:00 – 11:00 am | SCT

Start the year off right by brushing up your leadership skills. Hosted in partnership with The Center for Prevention. Lunch included. Free but RSVP required by 9/19 to the Campus Life Office.

FRIDAY, SEPTEMBER 22

TIPS University Training

12:00 – 2:30 pm | SCT

Learn how to respond to alcohol-related incidents; at the conclusion of this afternoon workshop, you will be TIPS-certified. Hosted in partnership with The Center for Prevention.

Lunch included (at 11 am). Free but RSVP required by 9/19 to the Campus Life Office.

FRIDAY, SEPTEMBER 22

“Cash in the Attic”

How to Win Big at Auctions

1:00 – 2:30 pm | PAC

Try your hand at bidding at auction – fake money and real prizes are provided at this interactive presentation. Hosted by the Senior Life Center at SCCC.

TUESDAY, SEPTEMBER 26

Open Mic

3:00 – 4:20 pm | SCT

Bring your poetry, short stories, songs or stand-up. Piano is provided. Hosted by Professor Michael Hughes.

WEDNESDAY, SEPTEMBER 27

Meet Your Administration

10:50 am – 12:05 pm | SCT

Meet the executive leadership at SCCC at this monthly drop-in chat session.

THURSDAY, SEPTEMBER 28

Welcome Picnic & Meet-the-Clubs

11:00 am – 1:00 pm

By the Gazebo between C, B and D Buildings

Meet over 30 different student clubs and organizations. Free BBQ lunch for all!

THURSDAY, SEPTEMBER 28

What is Consent?

10:50 am – 12:05 pm | SCT

Play the Sex Ed Trivia Game. Test your knowledge about consent, STI's, contraceptive devices, and the services available in your community. Free condoms. Hosted in partnership with Planned Parenthood of NJ.

THURSDAY, SEPTEMBER 28

Mu Alpha Theta Meeting

10:50 am – 12:05 pm | Dining Room

Interested in joining the mathematics honor society? Hosted by Professor Mary DeHart.

FRIDAY, SEPTEMBER 29

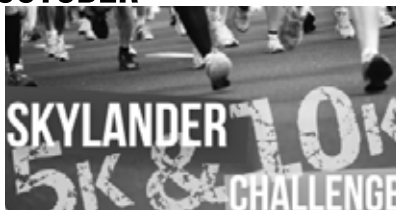
Brooklyn Botanic Gardens Trip

Ticket holders only meet at the Upper Parking Lot at 7:45 am. The bus leaves at 8 am sharp.

FRIDAY, SEPTEMBER 29

Student tickets (\$20) on sale for the 11/18 trip to The Metropolitan Museum of Art, NYC. Tickets can be purchased at the Bursar's window.

OCTOBER



SUNDAY, OCTOBER 1

Skylander 5K & 10 K Challenge

Sunday, October 1, 2017 | SCCC Campus

7:00 am packet pick up. 9:00 am races start

SCCC and area students (K-12): \$15
sussex.edu/skylanderchallenge

TUESDAY, OCTOBER 3

Blood Drive

10:00 am – 7:30 pm | SCT

Give the gift of life by donating blood today. Hosted in partnership with the NY/NJ Blood Center. Free snacks.

THURSDAY, OCTOBER 5

Open SGA Meeting

10:50 am – 12:05 pm | SCT

Meet your new Student Government Association officers. Learn how to use Parliamentary Procedure (“Robert’s Rules”) to conduct your club meetings. Free lunch.

FRIDAY, OCTOBER 6

Habitat for Humanity Volunteer Trip

Approved students meet behind E-Building at 7:30 am. The van leaves at 7:45 am sharp.

FRIDAY, OCTOBER 6

Staff/Faculty tickets (\$70) and Community tickets (\$90) on sale for 10/21 Behind-the-Scenes Tour of Ellis Island. Tickets can be purchased at the Bursar's window.

FRIDAY, OCTOBER 6

Basic Car Repair

2:00 – 4:00 pm | R-Building

Learn basic car repair with Instructor Jason Fruge. Limited to 12 students. Free but RSVP required by 10/2 to the Campus Life Office.



MONDAY, OCTOBER 9

Film Screening: The Hunting Ground

10:50 am – 12:05 pm | SCT

Join us for a screening of the acclaimed documentary The Hunting Ground about campus sexual assault. Hosted in partnership with the Department of Social Science and the SCCC Anti-Violence Project.

WEDNESDAY, OCTOBER 11

Panel Discussion: The Hunting Ground

10:50 am – 12:05 pm | SCT

Discussion with College administrators, counselors and community partners. Hosted in partnership with the Department of Social Science and the SCCC Anti-Violence Project.

WEDNESDAY, OCTOBER 11

Stress Relief with Dr. Eric

10:50 am – 12:05 pm | Dining Room

Sparta Chiropractic and Wellness Center returns with more stress relief tips.

THURSDAY, OCTOBER 12

College Novel Lecture

10:50 am – 12:05 pm | SCT

Hosted by Professor Mary Thompson. Free popcorn.

MONDAY OCTOBER 16-19

Adult Coloring

10:50 am – 12:05 pm | SCG

Relieve mid-term stress with a few minutes of calming coloring. Daily this week.

TUESDAY, OCTOBER 17

Meet Your Administration

10:50 am – 12:05 pm | SCT

Meet the executive leadership at SCCC at this monthly drop-in chat session.

WEDNESDAY, OCTOBER 18

Modern Love

10:50 am – 12:05 pm | SCT

Learn about how healthy relationships in the age of social media. You may submit anonymous questions. Hosted in partnership with Planned Parenthood of NJ.



THURSDAY, OCTOBER 19

Transfer Fair

10:00 am – 1:00 pm | SC Galleria

Discover where your education will take you after graduation!

FRIDAY, OCTOBER 20

Staff/Faculty/Community tickets (\$25) on sale for the 11/18 trip to The Metropolitan Museum of Art, NYC. Tickets can be purchased at the Bursar's Office.

SATURDAY, OCTOBER 21

Behind-the-Scenes Tour of Ellis Island

8:00 am – 3:30 pm

Ticket holders only meet at the Upper Parking Lot at 7:45 am; bus leaves at 8 am sharp. Bring a packed lunch.

TUESDAY, OCTOBER 24

Health Fair

10:00 am – 2:00 pm | SCG

Meet our Health Sciences Department; play interactive health-related games with their students.

WEDNESDAY, OCTOBER 25

Open Mic

3:00 – 4:20 pm | SCT

Bring your poetry, short stories, songs or stand-up. Piano is provided. Hosted by Professor Michael Hughes.

THURSDAY, OCTOBER 26

Laser Tag

10:00 am – 2:00 pm | SCT

Back by popular demand. Test your reaction time against friends and foes.

FRIDAY, OCTOBER 26

Haunted Hayride

7:00 – 9:00 pm | Cafeteria and Galleria

Join community families for a theatrically scary hayride through the back woods of SCCC. Hosted by SGA and SCCC Student Clubs.

FRIDAY, OCTOBER 27

The Truth Behind the Story: Jack the Ripper

1:00 – 2:30 pm | PAC

Author Dr. Mark Vogel's lecture presentation and book signing. Hosted in partnership with The Senior Life Center at SCCC.

TUESDAY, OCTOBER 31

Halloween Costume Contest

10:50 am – 12:05 pm | Cafeteria

Big prizes go to the best costumes, to be decided by audience applause. Hosted by SGA.



NOVEMBER

WEDNESDAY, NOVEMBER 1

#RelationshipGoals

10:50 am – 12:05 pm | SCT

How do you know if he/she/they are right for you? What are your personal values when it comes to sex and relationships? Explore these questions while learning about your own rights and reproductive rights history. You may submit anonymous questions. Hosted with Planned Parenthood of NJ. Free, open to all.

THURSDAY, NOVEMBER 2

Open SGA Meeting

10:50 am – 12:05 pm | SCT

Talk to your student representatives and conduct club business. All clubs must send one representative. Free lunch.

FRIDAY, NOVEMBER 3

Student tickets on sale for our 12/8 Broadway trip to see the legendary Phantom of the Opera. Tickets sell out fast; first come, first served. Tickets can be purchased at the Bursar's Office.

MONDAY, NOVEMBER 6

Resume Writing & Job Search Tips

10:50 am – 12:05 pm | B107

Brush up your resume to get the job you want. Hosted by Counselor Kathi Gallichio.

WEDNESDAY, NOVEMBER 8

Bystander Training

10:50 am – 12:05 pm | SCT

Learn how to safely intervene and de-escalate potentially dangerous situations. Hosted in partnership with DASL.

THURSDAY, NOVEMBER 9

Turkey Bowl

10:50 am – 12:05 pm | Connor Green

Annual flag football tournament hosted by SGA in partnership with Athletics. The winning team gets to take on a staff/faculty team. Stop by the SGA Office to sign up as an individual or a team.

MONDAY, NOVEMBER 13

Golden Wish Tree 2017

Purchase a holiday gift for a local senior citizen in need. Their wishes are located on the tree in the Galleria. All gifts must be turned into the Office of Campus Life (D105a) by Friday, 12/15.

MONDAY, NOVEMBER 13

Meet Your Administration

10:50 am – 12:05 pm | SCT

Meet the executive leadership at SCCC at this monthly drop-in chat session.

WEDNESDAY, NOVEMBER 15

Open Mic

3:00 – 4:20 pm | SCT

Bring your poetry, short stories, songs or stand-up. Piano is provided. Hosted by Professor Michael Hughes.

FRIDAY, NOVEMBER 17

Staff/faculty tickets and Community tickets (prices TBD) on sale for the 12/8 Broadway trip to see Phantom of the Opera. Tickets can be purchased at the Bursar's window.

SATURDAY, NOVEMBER 18

NYC Trip: The Metropolitan Museum of Art

Ticket holders only meet at the Upper Parking Lot at 8:15 am; the bus leaves at 8:30 am sharp. Will return to SCCC by 4:30-5 pm. Chaperoned by Professor Michael Hughes.

MONDAY, NOVEMBER 27

Ambassador Applications Available

Office of Campus Life, D105a

Applications are due Monday, 12/11.

THURSDAY, NOVEMBER 31

World AIDS Day

10:00 am – 2:00 pm

Free, confidential HIV/STI testing conducted in partnership with Zufall Health Center – look for their mobile unit outside the Student Center. First come, first served.

DECEMBER

THURSDAY, DECEMBER 7

Open SGA Meeting

10:50 am – 12:05 pm | SCT

Talk to your student representatives and conduct club business. All clubs must send one representative. Free lunch.

FRIDAY, DECEMBER 8

Spring Ambassador Applications Due

Office of Campus Life, D105a

Interviews will be conducted during the week of December 18th.



FRIDAY, DECEMBER 8

NYC Trip: The Phantom of the Opera

Ticket holders only meet at the Upper Parking Lot. Time TBD.

MONDAY, DECEMBER 11-15

Adult Coloring

10:50 am – 12:05 pm | SCG

Relieve finals stress with a few minutes of calming coloring. Daily this week.

THURSDAY, DECEMBER 14

SGA's Holiday Party

10:50 am – 12:05 pm | Cafeteria

Holiday music, treats, games and prizes. Stay tuned for the annual Ugly Sweater Contest. Hosted by SGA.

THURSDAY, DECEMBER 14

Open Mic

3:00 – 4:20 pm | SCT

Bring your poetry, short stories, songs or stand-up. Piano is provided. Hosted by Professor Michael Hughes.

FRIDAY, DECEMBER 15

Golden Wish Tree 2017

Deadline for drop-off of gifts at the Office of Campus Life, D105a.

FEBRUARY

SATURDAY, FEBRUARY 28

Black Maria Film Festival

7:00 – 9:00 pm | PAC

MARCH

TUESDAY, MARCH 27

Blood Drive

Time TBD | SC Theater

APRIL

FRIDAY, APRIL 6

NYC Trip: Edgar Allen Poe Ghost Walk

TUESDAY, APRIL 17

Earth Day Clean-Up

Meet outside in front of the Library Science Building.

THURSDAY, APRIL 19

Climate Change Forum

10:50 am – 12:05 pm | SC Theater

FRIDAY, APRIL 20

Broadway Trip: My Fair Lady

Time TBD | NYC

MAY

FRIDAY, MAY 4

Starlit Ball

Time and location TBD



DON'T MISS OUT!

**NEW EVENTS WILL BE ADDED
THROUGHOUT THE YEAR.**

**Check your student email for
important college registration
information, plus campus activities
& athletic events!**

2017

SEPTEMBER & OCTOBER

Monday 4

Monday 11

Tuesday 5

Tuesday 12

Wednesday 6

Wednesday 13

Thursday 7

Thursday 14

Friday 8

Friday 15

Saturday 9

Saturday 16

Sunday 10

Sunday 17

Substance Abuse: 159,000 of today's college freshmen will drop out of school next year for alcohol or other drug-related reasons.

Monday 18

Monday 25

Tuesday 19

Tuesday 26

Wednesday 20

Wednesday 27

Thursday 21

Thursday 28

Friday 22

Friday 29

Saturday 23

Saturday 30

Sunday 24

Sunday 1

2017 | OCTOBER

Monday 2

Monday 9

Tuesday 3

Tuesday 10

Wednesday 4

Wednesday 11

Thursday 5

Thursday 12

Friday 6

Friday 13

Saturday 7

Saturday 14

Sunday 8

Sunday 15

Substance Abuse: MYTH: "It's no one else's business how much I drink. I can handle it." FACT: Studies show that one person's drinking habits can affect an average of 5 people.

Monday 16

Monday 23

Tuesday 17

Tuesday 24

Wednesday 18

Wednesday 25

Thursday 19

Thursday 26

Friday 20

Friday 27

Saturday 21

Saturday 28

Sunday 22

Sunday 29

2017

OCTOBER & NOVEMBER

Monday 30

Monday 6

Tuesday 31

Tuesday 7

Wednesday 1

Wednesday 8

Thursday 2

Thursday 9

Friday 3

Friday 10

Saturday 4

Saturday 11

Sunday 5

Sunday 12

Substance Abuse: Mixing alcohol with medications can cause: increased risk for overdose, fainting, changes in blood pressure, difficulty breathing, liver damage, stomach bleeding, blood clots, strokes, heart attacks, increased risk of seizures or death.

Monday 13

Monday 20

Tuesday 14

Tuesday 21

Wednesday 15

Wednesday 22

Thursday 16

Thursday 23

Friday 17

Friday 24

Saturday 18

Saturday 25

Sunday 19

Sunday 26

2017

NOVEMBER & DECEMBER

Monday 27

Monday 4

Tuesday 28

Tuesday 5

Wednesday 29

Wednesday 6

Thursday 30

Thursday 7

Friday 1

Friday 8

Saturday 2

Saturday 9

Sunday 3

Sunday 10

Substance Abuse: Binge drinking can be deadly. The amount of alcohol it takes to cause a person to pass out is dangerously close to the amount that can cause coma and death.

Monday 11

Monday 18

Tuesday 12

Tuesday 19

Wednesday 13

Wednesday 20

Thursday 14

Thursday 21

Friday 15

Friday 22

Saturday 16

Saturday 23

Sunday 17

Sunday 24

2017
2018

DECEMBER & JANUARY

Monday 25

Monday 1

Tuesday 26

Tuesday 2

Wednesday 27

Wednesday 3

Thursday 28

Thursday 4

Friday 29

Friday 5

Saturday 30

Saturday 6

Sunday 31

Sunday 7

Substance Abuse: Prescription Stimulant abuse can cause paranoia, dangerously high body temperatures, and an irregular heartbeat, especially if stimulants are taken in large doses or in ways other than swallowing a pill.

Monday 8

Monday 15

Tuesday 9

Tuesday 16

Wednesday 10

Wednesday 17

Thursday 11

Thursday 18

Friday 12

Friday 19

Saturday 13

Saturday 20

Sunday 14

Sunday 21

2018

JANUARY & FEBRUARY

Monday 22

Monday 29

Tuesday 23

Tuesday 30

Wednesday 24

Wednesday 31

Thursday 25

Thursday 1

Friday 26

Friday 2

Saturday 27

Saturday 3

Sunday 28

Sunday 4

Substance Abuse: Research shows that drivers on marijuana have slower reaction times, impaired judgment, and problems responding to signals and sounds.

Monday 5

Monday 12

Tuesday 6

Tuesday 13

Wednesday 7

Wednesday 14

Thursday 8

Thursday 15

Friday 9

Friday 16

Saturday 10

Saturday 17

Sunday 11

Sunday 18

2018

FEBRUARY & MARCH

Monday 19

Monday 26

Tuesday 20

Tuesday 27

Wednesday 21

Wednesday 28

Thursday 22

Thursday 1

Friday 23

Friday 2

Saturday 24

Saturday 3

Sunday 25

Sunday 4

Substance Abuse: Abusing prescription depressants can cause slurred speech, shallow breathing, fatigue, disorientation, lack of coordination, and seizures (upon withdrawal from chronic abuse).

Monday 5

Monday 12

Tuesday 6

Tuesday 13

Wednesday 7

Wednesday 14

Thursday 8

Thursday 15

Friday 9

Friday 16

Saturday 10

Saturday 17

Sunday 11

Sunday 18

2018

MARCH & APRIL

Monday 19

Monday 26

Tuesday 20

Tuesday 27

Wednesday 21

Wednesday 28

Thursday 22

Thursday 29

Friday 23

Friday 30

Saturday 24

Saturday 31

Sunday 25

Sunday 1

Substance Abuse: Food can slow down the absorption of alcohol into the blood stream, but cannot “sober up” someone who is already intoxicated.

Monday 2

Monday 9

Tuesday 3

Tuesday 10

Wednesday 4

Wednesday 11

Thursday 5

Thursday 12

Friday 6

Friday 13

Saturday 7

Saturday 14

Sunday 8

Sunday 15

2018 | APRIL & MAY

Monday 16

Monday 23

Tuesday 17

Tuesday 24

Wednesday 18

Wednesday 25

Thursday 19

Thursday 26

Friday 20

Friday 27

Saturday 21

Saturday 28

Sunday 22

Sunday 29

Substance Abuse: Alcohol passes directly into the blood stream through the stomach & small intestine...reaching the brain within minutes.

Monday 30

Monday 7

Tuesday 1

Tuesday 8

Wednesday 2

Wednesday 9

Thursday 3

Thursday 10

Friday 4

Friday 11

Saturday 5

Saturday 12

Sunday 6

Sunday 13

2018

MAY & JUNE

Monday 14

Monday 21

Tuesday 15

Tuesday 22

Wednesday 16

Wednesday 23

Thursday 17

Thursday 24

Friday 18

Friday 25

Saturday 19

Saturday 26

Sunday 20

Sunday 27

Substance Abuse: Alcohol consumption by college students is linked to at least 1,825 student deaths and 599,000 unintentional injuries each year.

Monday 28

Monday 4

Tuesday 29

Tuesday 5

Wednesday 30

Wednesday 6

Thursday 31

Thursday 7

Friday 1

Friday 8

Saturday 2

Saturday 9

Sunday 3

Sunday 10

2018

JUNE & JULY

Monday 11

Monday 18

Tuesday 12

Tuesday 19

Wednesday 13

Wednesday 20

Thursday 14

Thursday 21

Friday 15

Friday 22

Saturday 16

Saturday 23

Sunday 17

Sunday 24

Substance Abuse: E-cigarettes are prohibited to use indoors. They are part of the smoke free air act. The law was amended in 2010. NJ was the first state to prohibit use.

Monday 25

Monday 2

Tuesday 26

Tuesday 3

Wednesday 27

Wednesday 4

Thursday 28

Thursday 5

Friday 29

Friday 6

Saturday 30

Saturday 7

Sunday 1

Sunday 8

2018

JULY & AUGUST

Monday 9

Monday 16

Tuesday 10

Tuesday 17

Wednesday 11

Wednesday 18

Thursday 12

Thursday 19

Friday 13

Friday 20

Saturday 14

Saturday 21

Sunday 15

Sunday 22

Substance Abuse: The average student spends about \$900 on alcohol each year. Do you want to know how much cash the average student drops on his or her books? Approximately \$450.

Monday 23

Monday 30

Tuesday 24

Tuesday 31

Wednesday 25

Wednesday 1

Thursday 26

Thursday 2

Friday 27

Friday 3

Saturday 28

Saturday 4

Sunday 29

Sunday 5

2018

AUGUST & SEPTEMBER

Monday 6

Monday 13

Tuesday 7

Tuesday 14

Wednesday 8

Wednesday 15

Thursday 9

Thursday 16

Friday 10

Friday 17

Saturday 11

Saturday 18

Sunday 12

Sunday 19

Substance Abuse: **Myth:** I'm more fun when I drink. **Fact:** No one thinks you're fun when you're slurring or stumbling all over the place. There's a big difference between laughing with someone and at someone.

Monday 20

Monday 27

Tuesday 21

Tuesday 28

Wednesday 22

Wednesday 29

Thursday 23

Thursday 30

Friday 24

Friday 31

Saturday 25

Saturday 1

Sunday 26

Sunday 2



Skylanders ATHLETICS

John Kuntz, Assistant Dean

(973) 300-2230 Fax: (973) 300-2254 jkuntz@sussex.edu

Home Games are indicated in **BOLD**

MEN'S SOCCER

DATE	OPPONENT	TIME
8/21/17	Keystone College (Scrimmage)	TBA
8/22/17 7:00PM	East Stroudsburg University (Scrimmage)	
8/24/17	Drew University (Scrimmage)	7:00PM
9/1/17	Harford CC	2:00PM
9/2/17	CCBC Catonsville	1:00PM
9/5/17	Union CC**	3:30PM
9/7/17	Orange CCC	3:00PM
9/9/17	Manor College	12:00PM
9/12/17	CC of Morris**	3:30PM
9/14/17	Middlesex CC**	3:30PM
9/16/17	Rowan College at Gloucester**	12:00PM
9/19/17	Brookdale CC**	3:30PM
9/21/17	Northampton CC*	3:30PM
9/23/17	Cumberland CC**	12:00PM
9/26/17	Camden CC**	4:00PM
9/28/17	Raritan Valley CC**	3:30PM
10/3/17	Passaic CCC**	3:30PM
10/4/17	Mercer CCC	5:00PM
10/7/17	Ocean CC**	12:00PM
10/10/17	Bergen CC**	3:30PM
10/17/17	Lackawanna College	3:30PM
10/22/17	1st Round Region XIX Tournament	TBA
10/24/17	2nd Round Region XIX Tournament	TBA
10/28/17	Region XIX Final Hosted by CC Morris	TBA
11/19-11/17	NJCAA National Tournament	TBA

Head Coach: Frank Vernacchio

Asst Coaches: Augie Casas & Mike Rath

*Region Contest **Region & GSAC Contest

WOMEN'S SOCCER

DATE	OPPONENT	TIME
8/18/17	Caldwell University (Scrimmage)	11:00AM
8/22/17 5:00PM	East Stroudsburg University (scrimmage)	
9/1/17	Harford CC	12:00PM
9/2/17	CCBC Essex	11:00AM
9/7/17	Lackawanna College*	5:00PM
9/10/17	Monroe CC	12:00PM
9/13/17	Mercer CCC**	4:00PM
9/16/17 12:00PM	Rowan College @ Burlington**	
9/19/17	Middlesex CC	3:30PM
9/21/17	CC of Morris**	3:30PM
9/23/17	CC of Rhode Island	12:00PM
9/28/17	Brookdale CC	3:30PM
10/3/17	Northampton CC	3:30PM
10/7/17	Harcum College*	12:00PM
10/10/17	Essex CC**	3:30PM
10/12/17	Bergen CC	3:30PM
10/14/17	Monroe College	3:00PM
10/16/17	Misericordia University	3:30 PM
10/21/17 TBA	1st Round Region XIX Tournament	
10/25/17	2nd Round Region XIX Tourn.	TBA
TBA	Region XIX Final	TBA
11/4-5/17	District Tournament	TBA
11/9-11/17	National Tournament	TBA

Head Coach: Frank Vernacchio

Asst Coaches: Augie Casas & Mike Rath

* Region Contest **Region & GSAC

MEN'S BASKETBALL

DATE	OPPONENT	TIME
11/11/17	Atlantic Cape CC*	2:00PM
11/14/17	Middlesex CC*	7:00PM
11/16/17	Luzerne CCC**	7:00PM
11/18/17	Camden CC*	2:00PM
11/21/17	Passaic CCC*	7:00PM
11/28/17	Bergen CC*	7:00PM
11/30/17	Lehigh Carbon CC**	7:00PM
12/2/17	Cumberland CC*	12:00PM
12/5/17	Orange CCC	7:00PM
12/7/17	Union CC*	6:00PM
12/16/17 12:00PM	Rowan College @ Gloucester County*	
12/19/17	Brookdale CC*	7:00PM
12/21/17	CC of Morris	7:00PM
1/9/18	Ocean CC*	7:00PM
1/11/18	SUNY Ulster	7:00PM
1/13/18	Atlantic Cape CC*	2:00PM
1/16/18	Middlesex CC*	7:00PM
1/18/18	Luzerne CCC**	7:00PM
1/20/18	Camden CC*	3:00PM
1/23/18	Bergen CC*	7:00PM
1/27/18	Cumberland CC*	12:00PM
1/30/18	Union CC*	7:00PM
2/1/18	Johnson College**	7:00PM
2/3/18	Brookdale CC*	2:00PM
2/8/18	Passaic CCC*	7:30PM
2/10/18	Rowan College@Gloucester County*	12:00PM
2/13/18	Northampton CC**	5:00PM
2/17/18	Ocean CC *	2:00PM
2/24/18	1st Round Region Tournament	TBA
2/27/18	2nd Round Region Tournament	TBA
3/3-4/18	Region XIX Semi Finals & Finals	TBA
3/15-17/18	NJCAA National Tournament	TBA

Head Coach: Randy Jackson
Assistant Coach: Vinny Synol

*Region & GSAC Contest **Region Only

Home Games are indicated in **BOLD**

WOMEN'S BASKETBALL

DATE	OPPONENT	TIME
11/11/17	Atlantic Cape CC*	12:00PM
11/14/17	Middlesex CC*	5:00PM
11/16/17	Luzerne CCC**	5:00PM
11/18/17	Camden CC*	12:00PM
11/21/17	Passaic CCC*	5:00PM
11/28/17	Bergen CC*	5:00PM
11/30/17	Lehigh Carbon CC**	5:00PM
12/2/17	Cumberland CC*	2:00PM
12/5/17	Orange CCC	5:00PM
12/7/17	Montgomery CCC*	7:00PM
12/9/17	Harrisburg Area CC	1:00PM
12/16/17	Rowan College @ Gloucester County*	2:00PM
12/19/17	Brookdale CC*	5:00PM
12/21/17	CC of Morris	5:00PM
1/9/18	Ocean CC*	5:00PM
1/11/18	North Country CC	5:00PM
1/13/18	Atlantic Cape CC*	12:00PM
1/16/18	Middlesex CC*	5:00PM
1/18/18	Luzerne CCC**	5:00PM
1/20/18	Camden CC*	1:00PM
1/23/18	Bergen CC*	5:00PM
1/25/18	Raritan Valley CC	5:00PM
1/27/18	Cumberland CC*	2:00PM
2/3/18	Brookdale CC*	12:00PM
2/8/18	Passaic CCC*	5:30PM
2/10/18	Rowan College @ Gloucester County*	2:00PM
2/13/18	Northampton CC**	7:00PM
2/17/18	Ocean CC*	12:00PM
2/24/18	1st Round Region XIX Tourn.	TBA
2/26/18	2nd Round Region XIX Tourn.	TBA
3/3-4/18	Region XIX Semi Finals and Finals	TBA
3/15-17/18	NJCAA National Tournament	TBA

Head Coach: Kaitlyn Gaffney
Assistant Coach: Joe Dawkins

*Region & GSAC Contest **Region Only

Home Games are indicated in **BOLD**

MEN'S BASEBALL

DATE	OPPONENT	TIME
3/3/17	CC Baltimore County	3:30PM
2/10/18 (DH)	Manhattan CC	12:00PM
2/24/18 (DH)	Mercer CCC**	12:00PM
2/25/18 (DH)	Williamson College	12:00PM
3/31/18 (DH)	Del Tech Owens*	12:00PM
4/3/18	Middlesex CC	3:30PM
4/6/18 (DH)	Lackawanna College*	2:00PM
4/8/18 (DH)	Monroe JV	12:00PM
4/10/18	Orange CCC	4:00PM
4/13/18 (DH)	Luzerne CCC	2:00PM
4/14/18 (DH)	Rowan College @ Burlington County**	12:00PM
4/19/18 (DH)	Raritan Valley CC**	2:00PM
4/22/18 (DH) 12:00PM	Valley Forge Military College*	
4/24/18	Orange CCC (Military Game)	7:00PM
4/28/18	CC of Morris**	12:00PM

Head Coach: Ramadan Mehmedi

Assistant Coach: Kyle Spence

*Region & GSAC Contest

**Region Only Contest

DH indicates a Double Header

Home Games Site: Skylands Stadium

Home Games are indicated in **BOLD**

WOMEN'S SOFTBALL

DATE	OPPONENT	TIME
3/20/18	Bergen CC*	3:30PM
3/24/18	Cumberland CC*	12:00PM
3/28/18	Middlesex CCe*	3:30PM
4/3/18	Raritan Valley CC	3:30PM
4/5/18	Northampton CC**	4:00PM
4/7/18	Ocean CC*	12:00PM
4/8/18	Camden CC*	12:00PM
4/12/18	Brookdale CC*	3:30PM
4/14/18	Orange CCC	12:00PM
4/17/18	CC of Morris	3:30PM
4/19/18	Luzerne CCC	3:30PM
4/21/18	Rowan College @ Gloucester County	12:00PM
4/22/18	Montgomery CCC	12:00PM
4/28/18	Lehigh Carbon CC**	12:00PM
5/1-2/18	1st Round Region XIX Tournament (Best 2 of 3)	
5/5-6/18	Region Finals	
5/17-20/19	NJCAA National Tournament	

Head Coach: AJ Agnor

Assistant Coach: Kelly Appar

*Region & GSAC Contest

**Region Only Contest

ALL games are Double Header

Home Games are indicated in **BOLD**

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COLLEGE POLICIES AND PROCEDURES

TITLE IX AND SECTION 504 COMPLIANCE

Sussex County Community College policies prohibit discrimination on the basis of sex, race, national origin (Title IX) or handicap (Section 504) in its educational programs, activities or employment, and admissions practices.

Inquiries regarding Title IX compliance may be directed to Michael Gallegly, Executive Director of Human Resources, at 973-300-2306, by email at mgallegly@sussex.edu, or by mail at Sussex County Community College, One College Hill Road, Newton NJ 07860.

Inquiries pertaining to Section 504 may be directed to Jan Tensen, Associate Dean of Learning Resources, at (973) 300-2153, by email at jtensen@sussex.edu, or by mail at Sussex County Community College, One College Hill Road, Newton NJ 07860.

ACADEMIC INFORMATION AND SUPPORT

ACADEMIC INTEGRITY

Students are required to perform all of the work specified by the faculty and are responsible for the content and integrity of all academic work submitted, such as papers, reports and examinations.

Examples of violations of the "Rule of Academic Integrity" include a student who:

- Knowingly represent the work of others as his or her own.
- Uses or obtains unauthorized assistance in any academic work. (See Cheating and Plagiarism.)
- Receives or gives assistance to another student during an academic test
- Possesses, buys, sells or uses material in a

matter not authorized by the instructor

- Acts as a substitute for another person during an academic test
- Attempts to influence or change one's academic record inappropriately

ACADEMIC PROGRESS POLICY

1. The purpose of this policy is to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage and work with such students to assist them in taking appropriate action to improve their academic performance and plan for completion.

2. For purposes of this policy, a student is not making satisfactory academic progress if he/she is placed on:

- Academic Warning
- Academic Probation
- Academic Probation 2
- Academic Suspension

These Academic Status levels will be imposed on a student who fails to maintain a semester Grade Point Average of at least 2.0 in accordance with the chart on page 77.

Developmental Progress

A. Developmental Math

1. Students who fail to receive a grade of "C" or better in a developmental mathematics course will be placed on developmental restriction.
2. Students placed on developmental restriction may be limited to a maximum credit load of 13 credits and MUST enroll in the development mathematics course within the next 2 semesters that he/she registers until a passing grade is achieved and in line with the college's policy on number of attempts allowed.

ACADEMIC PERFORMANCE	ACADEMIC STATUS LEVEL	**ACADEMIC CONSEQUENCE
Cumulative GPA below 2.0 after completion of 6 credits	Academic Warning	Limited to no more than 16 credits
Semester GPA below 2.0 after 2 *consecutive semesters	Academic Probation	Limited to no more than 12-13 credits
Semester GPA below 2.0 after 3 *consecutive semesters	Academic Probation 2	Limited to no more than 7 credits
Semester GPA below 2.0 after 4 *consecutive semesters	Academic Suspension	Suspended from taking classes for 1 semester

* Consecutive, as used above, is defined as a student's consecutive semesters of enrollment

** Students who reach any level of "academic consequence," as defined above, shall be subject to the credit limits and procedures to improve academic performance.

B. Developmental English

1. Students who fail to receive a "C" or better in a Developmental English class will be placed on developmental restriction.
2. Students placed on developmental restriction may be limited to a maximum credit load of 13 credits and must enroll in the Developmental English course the next semester he/she registers.
3. Students placed on developmental restriction and who fail to pass a Developmental English course on their second attempt may be limited to a maximum credit load of 7 credits. The credit load MUST include the developmental course.
4. Students failing to attain a grade of "C" or better in Developmental English class on their third attempt, will be limited to enrolling ONLY in that course until it is completed with a grade of "C" or better.

Withdrawals

A. Withdrawal from Developmental Courses

1. A student who received a grade of "W" in a development course (Math or English) MUST enroll in the developmental course in the next semester he/she registers.

B. Withdrawal from a Credit Bearing Course(s)

1. Students withdrawing from at least 50%

of registered credits for two consecutive semesters of attendance MUST meet with a designated Counselor prior to registering for a subsequent semester.

Student Appeals & Reinstatement

A. Student Appeals

1. A student placed on any level of Academic Progress, may appeal that action to the Academic Review Committee by writing to the Associate Dean of Learning Resources who chairs the committee.

B. Return/Reinstatement

1. After one semester on suspension, a student may request reinstatement to the college. A student must file a request for reinstatement in person with a designated Advisor/Counselor. The request for reinstatement will be reviewed by the Academic Review Committee. The student will return on a probationary status and, if dismissed the second time, will not be eligible to register for courses for one year.
2. A student who returns after a break of 4 semesters (fall/spring) or greater will have their prior status of academic probation dismissed. A student who returns after a break of less than four semesters (fall/spring) will remain on the same level of academic probation.

This policy differs from the Financial Aid Satisfactory Academic Progress (FASAP) policy.

ACADEMIC STANDING

To be classified as a student in satisfactory academic standing, any student, whether full or part-time, matriculated or non-matriculated, must maintain a grade point average (GPA) of 2.0 or more. Any student who fails to achieve the minimum grade point average stated above shall be placed on academic probation. An independent calculation regarding probation is made for Financial Aid purposes. Students who receive Financial Aid must achieve Satisfactory Academic Progress (SAP) as communicated by the Financial Aid Office. Please see the section on “Satisfactory Academic Progress.”

CHEATING AND PLAGIARISM

Cheating on examinations, through use of unauthorized aids or inappropriate resources, is forbidden. In addition, plagiarism, or the unattributed use of another's words or ideas, through either direct appropriation or paraphrase, is a serious breach of academic standards. Students have an obligation to exhibit honesty in carrying out their academic assignments.

Consequences for cheating and plagiarism include: written warnings and/or assignment of an “F” grade for the assignment/test, or for the course. If the student is found guilty in more than one case, he/she may be subject to disciplinary actions.

(See also: Academic Integrity)

CLASS ATTENDANCE

Students are expected to attend all classes and to adhere to the written requirements and consequences of nonattendance of each instructor's syllabus. Faculty members are required to keep attendance records. At SCCC, class attendance and academic achievement are recognized as being inter-related. Attendance in class is not used solely as a basis for grade determination; however, lectures, assignments, test and class

participation missed or inadequately made up as a result of class absences will jeopardize the student's grade.

Attendance in an online course is constituted by the student participating in the class, and/or engaging in an academically-related activity. Academically-related activities in an online course include, but are not limited to:

- submitting an academic assignment;
- participating in an examination;
- participating in an online discussion about academic matters; and/or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically-related activities do not include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation.

Attendance procedures are as follows:

1. Faculty are required to state their attendance requirements on their course syllabus.
2. While it is the responsibility of the student to notify the instructor after the student's first absence, the instructor may personally contact the student to discuss the effect of the absence and of possible subsequent absences, on the successful completion of the course absences, on the successful completion of the course.
3. If subsequent absences do occur, it is the student's responsibility to contact the instructor for guidance in completing missed work. The student's responsibility to contact the instructor for guidance in completing missed work.
4. The instructor determines if an absence and if a student may complete the missed assignments. If the absence is not valid, or if work is made up without prior discussion with the instructor, said work may not be accepted.

Class Waiting Time Policy

In circumstances where an instructor fails to

show up for a scheduled class, students must wait in the classroom for the following time period before leaving:

Class Period	75 Minutes	3 Hours
Waiting Time	15 Minutes	20 Minutes

At the end of the waiting period, students should sign an attendance roll and one of the students should take the attendance sheet to the faculty secretary in room C100 or to the Main Desk in the Administration Building (B Building). Students who find it necessary to miss class due to a medical condition may be eligible for a Medical Withdrawal. Please see the section "Refund Policy: Medical Withdrawal."

CLASSROOM BREAK SCHEDULE

Day Classes

All regular day classes meet for the equivalent of 15 weeks. The final exam is scheduled during the final class. Time missed due to inclement weather or other such cause must be made up in a manner determined by the instructor. Some classes may be assigned online activities to satisfy this requirement. All class sessions, including those where unit tests are given, must go the full-time.

One hour and fifteen minute classes have no break.

Two hour and forty minute classes are permitted a ten-minute break.

Four hour classes (e.g. DFH) are permitted a twenty-minute break.

Evening Classes

All evening classes meet for the equivalent of 15 weeks. Time missed due to inclement weather or other such cause must be made up. All class sessions, including those where unit tests are given, must run the full-time. One hour and fifteen minute evening classes have no break.

6:30-9:10 pm classes are permitted a ten-minute break.

7:00-9:40 pm classes are permitted a ten-minute break

6:00-9:40 pm classes are permitted a twenty-minute break.

Saturday Classes

All Saturday classes meet for the equivalent of 14-weeks. Time missed due to inclement weather or other such cause must be made up. All class sessions, including those where unit tests are given, must go the full time.

8:30-11:30 am classes are permitted a fifteen-minute break.

8:30 am-12:25 pm classes are permitted a twenty-minute break.

Schedule Adjustments

Some classes each semester may meet for an extended period of time depending on the calendar or the need to make up class time lost due to inclement weather.

CLEP AND CHALLENGE EXAMINATIONS

See "The Learning Center"

COLLEGE NOVEL

Intervention of Wings, by Sue Monk Kidd
During the 2017-2018 academic year, the College community will read and participate in lectures, discussions and activities related to a college-wide novel.

10/12/17 Student Center Theater
10:50 am–12:05 pm

DEAN'S LIST

Sussex County Community College acknowledges outstanding academic achievement of full-time students on a semester basis and the cumulative achievement of part-time students through the Dean's List designation (fall and spring semesters only).

Eligibility

1. Full-time students earning 12 or more College credits during the fall or spring semesters.

DEGREE AND CERTIFICATE PROGRAMS

Associate in Arts

Liberal Arts - Online

Liberal Arts

- Anthropology
- Communications/Broadcasting
- Communications/Film Studies
- Communications/Journalism
- Elementary/Secondary Education
- English
- History
- Music
- **NEW** Musical Theater
- Political Science
- Pre-Law
- Psychology
- Sociology
- Theater Arts

Associate in Fine Arts

Studio Arts

- Photography
- **NEW** Architecture Design
- **NEW** Art Education
- **NEW** Fashion Design
- **NEW** Interior Design

Associate in Science

Accounting

Business Administration - Online

Business Administration

Criminal Justice

Environmental Studies

NEW Exercise Science

Horticultural Science

Human Services

- Biology
- Chemistry
- Computer Science
- Engineering Science
- Geology
- Information Systems
- Mathematics
- Pre-Medical/Dental
- Pre-Nutrition/Dietetic

Associate in Applied Science

Agricultural Business

Automotive Service Technology

Business Management

- Food & Beverage Management
- Hotel & Restaurant Management

Child Development Specialist

Computer Information Systems

NEW Digital Forensics

NEW Game Development

Criminal Justice Studies

Fire Science Technology

Graphic Design

- 3D Computer Arts
- Illustration
- Social Media Marketing

Health Science

New Media Communications

Nurse Education (with PCCC)

Paralegal Studies

Technical Studies

- Building Construction
- Cosmetology
- **NEW** Culinary Arts
- **NEW** Electronic Music & Recording
- **NEW** Technical Theater

Certificates

Automotive Service Technology

Child Development Specialist

Computer Information Systems

Computerized Accounting

Elder Law Specialist

Fire Science Technology

Paralegal Studies

Web Design

Web Publishing

Health Science Certificates

EMT

Medical Assistant

For Certificates of Achievement and partnership programs, visit sussex.edu.

2. Part-time students having cumulatively

Academic Requirements

1. A semester grade point average of 3.5 for full-time students (based upon earned credit hours).

2. A cumulative grade point average of 3.5 for part-time students (based upon earned clusters of 12 or more credits).

DISABILITIES ASSISTANCE PROGRAM

See "The Learning Center"

GRADE APPEALS

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to instructors and students. The responsibility for determining the final grade of each student rests with the faculty member who has responsibility for teaching the course in which the student is responsible for demonstrating the learning which results in a final grade. A student who feels that the final grade he/she received in the class is unfair is entitled to an appeal. Any student pursuing a grade appeal must follow the procedure outlined below. Students are responsible for taking action within the procedural time line. Faculty secretaries are available to address student questions regarding the procedure. Grade appeals not following this procedure are not eligible for review.

Step One: The student must understand the policy and complete the appropriate form stating the exact nature of the appeal within two weeks from the end of the semester.

Step Two: The instructor must read the appeal, meet with the student and grant or deny the student's request.

Step Three (a): If the professor is an adjunct or part-time instructor, the Department Chair or program coordinator must hear the appeal and attempt to resolve the problem.

If no solution is reached, the appeal may be forwarded to the appropriate Dean whose decision is final.

OR

Step Three (b): If the professor is a full-time instructor, the Dean must hear the appeal and attempt to resolve the problem. The decision of the Dean is considered final.

GRADING SYSTEM

Letter grades are given to students and posted to each student's transcript at the end of each semester. A grade represents an instructor's evaluation of a student's academic performance in a course and is determined by examinations and other criteria established by the College and the individual instructor. All grades are recorded on the individual transcript and remain as such unless revised and/or removed by action following from the College's Student Appeal of Grades Policy. (See Appeal of Grades.)

Grades are posted on the my.sussex.edu portal at the completion of each semester. Report cards are not mailed home.

The College grading system is as follows (see charts on page 81)

Letter grades AI through FNI represent institutional credit. Institutional credits do not count in the grade point average nor do they fulfill graduation requirements.

Students who earn a grade of AI–CI Students who earn a grade of AI–CI in a developmental studies course are eligible to move to the next course in the sequence or to the next level.

**Incomplete

An Incomplete "I" may be given, at the initiation of a student and at the discretion of the faculty, only to students who have completed at least 80% of the required coursework with a grade of "C" or better. No "I" grade may be given without the submission of the signed form. The completion date is determined by the instructor, but in no case may the date exceed February 15th for grades issued in fall and winterim semesters or terms or Sep-

Grades Counted in the Grade Point Average (GPA)

Grade	Interpretation	Points
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Poor	1.0
F	Fail	0.0
FN	Fail no-show	0.0

Grades Not Counted in the Grade Point Average (GPA)

Grade	Interpretation	Points
AI	Excellent	0
BI+	Very Good	0
BI	Good	0
CI+	Above Average	0
CI	Average	0
RI	Repeat	0
FI	Insufficient	0
FNI	Fail no-show	0
II	Incomplete	0
AU	Audit	0
I	Incomplete**	0
IP	In Progress	0
W	Withdrawal	0

How to Calculate your GPA

Course	Credits		Quality		Value of QP	
	Attempted	Credits Attempted	Grade	Points	Earned	GPA
Math	3	3	B	3	9	
Literature	3	3	F*	0	0	
Chemistry	4	4	A	4	16	
History	3	3	B	3	9	
Basic Algebra	0 (3IC**)	0	BI	0	0	
TOTAL	13	13			34	2.61

Grade Point Average = Quality Points Earned (34) divided by Quality Credits Attempted (13) = 2.61

* "F" points are counted as credits attempted but produce "0" quality points

** "IC" courses (Institutional Credits) are counted neither in quality credits attempted nor as quality points.

tember 30th for grades issued in spring and summer semesters. After the deadline, if the "I" has not been changed by the instructor, the original "I" will be recorded as an "F".

Satisfactory Academic Standing

To be classified as a student in satisfactory academic standing, any student, whether full-time or part-time, matriculated or non-matriculated, must maintain a grade point average of 2.0 or above.

How to Calculate your Grade Point Average (GPA)

The calculation of a grade point average is a simple mathematical process. Quality points, also known as "points", are divided by the student's attempted credits. The specific credits used for the calculation are known as "quality". The GPA does not round but is truncated at the hundredths decimal point. (See chart on page 54)

GRIEVANCES

Students with a grievance that does NOT involve the appeal of a final grade or a complaint of sexual harassment are to use the steps indicated below to resolve their grievances. (Students interested in appealing a final grade should see "Student Final Grade Appeal Policy" found elsewhere in this Handbook.) If the grievance pertains to a faculty or staff member, students are strongly encouraged to talk to a counselor in the Student Advising & Counseling Center.

Step I: At this level, a student is strongly encouraged to talk to his/her instructor and present the concern(s). It is important that the student clearly communicate his/her concerns directly so that the problem can be addressed at this step. Dissatisfied students may proceed with the grievance in Step II.

Step II: If resolution of the grievance cannot be reached in Step I based on the direction from a counselor, the grievance is presented to the appropriate College administrator, who will hear the student's grievance as well as talk to other parties who may be involved. Dissatisfied students may proceed with the grievance in Step III.

Step III: If resolution of the grievance cannot be reached in Step II, then the grievance is presented in writing to the Chief Academic Officer. The Chief Academic Officer will hear the student's grievance as well as talk to other parties who may be involved. The Chief Academic Officer's decision will be presented to the student and is considered final.

HONOR SOCIETIES

Lambda Epsilon Chi - LEX

Purpose: To recognize students who have demonstrated superior academic performance in an established program of legal studies offered at SCCC.

Advisor: Maryann Rubino, 973-300-2321, mrubino@sussex.edu

Mu Alpha Theta

Purpose: National Honor Society for Mathematics at two year colleges

Advisor: Dr. Mary DeHart, (973) 300-2341, mdehart@sussex.edu

Phi Theta Kappa - PTK

Purpose: To nurture academic excellence through scholarship, leadership, service and fellowship.

Advisor: Stephanie Cooper, 973-300-2292 scooper@sussex.edu

Psi Beta

Purpose: National Honor Society in Psychology for community colleges

Advisor: Melanie Arpaio, 973-300-2146, marpaio@sussex.edu

SALUTE

Purpose: National Honor Society for student veterans

Advisor: Jon Finocchiaro, 973-300-2109, jfinocchiaro@sussex.edu

HYBRID (BLENDED) COURSES

Hybrid courses are typically held on-campus for 50% of the course, while the other half is conducted online via Canvas. Hybrid courses are designed to give the benefits of traditional face-to-face learning and the independence of online learning. Access to

a computer is crucial to success in a hybrid course. For more information, please visit the Student Advising & Counseling Center.

Telecourses consist of video lessons, related reading assignments in a textbook and study guide and on-campus sessions for orientation and examinations. A faculty member individually, through telephone sessions and via email, coordinates all instructional activities and is available to meet with students individually and through telephone sessions. Like directed study courses, Telecourses require more self-discipline and motivation than a classroom course. As a result, they are best for self-directed learners. Telecourses can be viewed on sussex.edu and available at sussex.edu. Telecourses are fully equivalent to courses taught at SCCC and apply to degree requirements in the same way as classroom courses. Courses vary from semester to semester. For more information contact the Academic Affairs Office at (973)-300-2132.

THE LEARNING CENTER AND ACADEMIC SUPPORT

The College's Learning Center is designed to enhance the pursuit of academic excellence for the entire College community. This is accomplished through a variety of special programs and services.

Tutoring - Located in the Library Bldg

Free group tutoring with qualified individuals is available to all students enrolled in writing, math and science. No appointment is necessary as the tutoring labs are available at set times Monday – Thursday on a walk-in basis. The tutoring schedule is posted on the college website: sussex.edu/tutoring.

The Testing Services Center, located in B317/318, administers the following tests:

- The College Placement Test (Accuplacer)
- CLEP (College-Level Examination Program)
- Placement/Challenge Exams for precalculus and computers
- Proctoring for make-up exams in SCCC

courses (for students not participating in DAP)

- Proctoring for online exams and distance learning from other 2 & 4 year colleges
- Various medical certification testing
- High School Equivalency (HSE)
- Pearson Vue Certification Exams (see website for offerings)
- Educational Testing Service (ETS) Praxis Exam
- DSST by Prometric
- ASE certification testing (Automotive Service Excellence)

All SCCC students are eligible for the College Level Examination Program (CLEP) as well as College Challenge Examinations. SCCC will accept a maximum of 50% of the credits required for a degree (AA, AS or AFA) or certificate or up to 39 credits for an AAS degree for credits earned at other institutions, by experiences and/or by examination (CLEP, AP or Challenge) in order to complete requirements for a degree from SCCC. SCCC is a national CLEP Testing Center. Students wishing more information about CLEP should contact the Testing Coordinator at (973) 300-2155. For information about the College Challenge Examination process contact the Student Advising & Counseling Center at (973) 300-2207.

Special Programs

ABE/HSE Study Programs: ABE/HSE Study Programs: Individual and small-group instruction for adults needing to refresh basic skills is provided in writing, reading and math (ABE), as well as additional components in science, social studies and literature for students preparing for the NJ State High School Equivalency (HSE) exams. Day and evening sessions are available. Please call (973) 300-2158 for more information.

English for Speakers of Other Languages (ESOL): ESOL courses are provided to meet the needs of non-native speakers of English who need to improve their English for academic, career, or personal goals. Courses in grammar, writing, reading & vocabulary

development, and conversation are offered in an academic setting at the beginner, intermediate, and advanced levels. The program also offers free life skills “American Language & Civics” classes. For more information, please call (973) 300-2157.

The Disabilities Assistance Program (DAP):

Students who require academic or facilities accommodations to fulfill their higher education goals must make an appointment for intake with the Disabilities Assistance Coordinator by calling (973) 300-2153. It is the student’s responsibility to provide current and comprehensive documentation to support such accommodations.

Requests for scribe (note taker) or sign language interpreting services must be made six weeks prior to the start of each semester to ensure that needed personnel can be scheduled to provide such services by the first week of the semester.

Information pertaining to an individual’s disabilities is considered strictly confidential. For this reason, students interested in seeking accommodations must be aware that it is their responsibility to inform their faculty of their accommodation needs by providing their accommodations memo drafted by the Coordinator at the time of intake. The Coordinator’s role is to mediate when necessary, between the faculty or staff member and the student only after disclosure of a disability has been made by the student to that faculty or staff member.

To address issues or concerns over not receiving requested accommodations, a student should refer to and follow the SCCC ADA Grievance Procedure below. The purpose of this procedure is to provide an internal mechanism for the prompt and equitable resolution of discrimination issues and complaints. Complaints that cannot be mutually resolved over the telephone with the ADA Coordinator must be made in writing and submitted to the ADA Coordinator/ Associate Dean of Learning Resources, SCCC, One College Hill, Newton NJ 07860, jtensen@sussex.edu.

a. In the event of a dispute regarding compliance with applicable laws, college policy, or academic adjustments, the student or faculty member initiating the process shall provide a written statement to the ADA Coordinator/ Associate Dean of Learning Resources, the department chair, and any faculty member or student involved within ten (10) working days of the incident or circumstance.

b. The ADA Coordinator will follow-up by investigating the facts and discussing the problem with all parties involved. Information collected will include: date and time complaint was received, complainant’s name and address, reason for the complaint, parties involved, facilities involved and what the grievant believes to be an acceptable remedy. If a mutually agreeable solution cannot be attained following this investigation within five (5) working days, the grievant will be given a copy of the organization’s ADA Plan and the ADA Coordinator will call a special meeting of the ADA Committee.

c. The ADA Committee will meet to review, evaluate and resolve the complaint and will respond in writing within ten (10) working days. The ADA Committee has the authority to mediate an appropriate course of action in a way that is mutually acceptable to the organization and grievant within limits established by Sussex County Community College. They may issue a resolution to the grieving party that may include a formal apology, a change in the language of a brochure or similar action that does not create an unreasonable hardship.

d. If the grievant does not accept the Committee’s resolution, for any complaint related to classroom-based content and/or assignments, accommodation requests, etc., the grievant may appeal to the Vice President of Academic Affairs (VPAA) in writing within ten (10) working days of receipt of the written decision of the ADA Committee. The VPAA will review the documentation and respond to the grievant within ten (10) working days. The decision of the VPAA is final.

For complaints related to any non-academic ADA compliance matter, the grievant may

appeal to the Vice President of Student Services (VPSS) in writing within ten (10) working days of receipt of the written decision of the ADA Committee. The VPSS will review the documentation and respond to the grievant within ten (10) working days. The decision of the VPSS is final.



LIBRARY

Located: Library & Science Building
Phone: (973) 300-2162/2292

Office Hours:

Monday & Tuesday.....9:00 am–7:00 pm
Wednesday - Friday.....9:00 am–5:00 pm

NOTE: Hours vary. Variations are posted on the Library's web page, Facebook page, and at the entrance.

The Library is the primary resource for research, supporting the educational programs and college curriculum offered at SCCC. The Library acquires, organizes, and maintains a variety of print and non-print materials for individual and classroom use. Reference librarians are professionally trained, teaching-oriented individuals committed to helping students achieve independence and mastery in using library resources and information technology. The Library strives to provide a peaceful, supportive space for teaching, learning, and research.

In the Library, we have a collection of approximately 38,000 items (including videos, DVDs, and periodicals), a number of workstations and laptops that provide access to subscription electronic databases

(most of which are also available remotely), and wireless service. The electronic catalog can be accessed through terminals located throughout the facility as well as remotely (from home or smart device). If SCCC Library does not have or provide access to what you need, the resources of other local and state libraries are available through inter-library loan. A valid SCCC ID card is necessary for most library services.

Inter-library Loan

Requests for books or articles not available at SCCC can be made online via the College Library's website. Students are encouraged to start their research early, as it may take up to two weeks to receive some materials.

Textbooks

The Library does not purchase current copies of texts. Faculty may place materials on academic reserve to assure availability for students. If the title is not on reserve, please contact your professor or the department chair. Reserves may be limited to use within the library or may be allowed to circulate for a short period of time (eg. 2 hours, overnight, one week).

Library Fine Policy

Students will be charged for materials that are overdue, lost, or damaged. Overdue books accrue fines at a rate of 15 cents per day. Other materials (including reserves and inter-library loans) accrue fines at a rate of \$1.00 per day. Having overdue materials or outstanding bills at the end of the semester will result in a hold on grades and/or transcripts. All Library policies are available at the Circulation Desk in print form.

Scholarly Journals and Periodicals

Journals and newspapers are available in the Library and online. A coin operated copy machine is available for student convenience. Subscription resources can be accessed on campus and remotely from the Library's webpage at: sussex.edu/academics/library. The 14-digit barcode number on your SCCC ID card is required for access to many, but not all, of the services or information available.

Printing

Printing costs 10 cents per black and white page and 25 cents per color page.

Quiet Study Rooms

Four quiet study rooms are available for group use by students with valid IDs. Advanced reservations are encouraged. See Circulation Desk staff for assistance.

For further information please see the Library Guidelines, available in the Library and at: <http://sussex.edu/academics/library/guidelines/>.

ONLINE COURSES

Online courses are designed to offer all instruction and traditional course interactions in an online environment via a Learning Management System (LMS).

The College primarily uses Canvas but some online courses may be offered by using another platform.

Like hybrid courses, online courses provide students the benefits of independent learning and a more flexible schedule. Online courses are not successful for every student. It is essential to have the self-discipline required of independent learning. Access to a computer is crucial to success in an online course. Additional information is available in the Student Advising & Counseling Center.

Students should be aware that some online courses require them to report to a designated testing center to complete some proctored midterm and final exams.

PREREQUISITES AND OTHER COURSE REQUISITES

Prerequisite: a course or courses a student must successfully complete before registering for a more advanced course in the same or related subject area. In many cases, a student must pass a prerequisite course with a grade of C or above before enrolling in a subsequent course.

Corequisite: a course or courses a student must take at the same time or have successfully completed in advance when registering for a particular course

Concurrent Requisite: two or more courses a student must take at the same time

REPEAT COURSES

Students may repeat courses in order to improve grade point averages. In a repeated course, the highest grade is calculated in the grade point average and appears on the transcript as “repeated course.”

A course may be repeated twice, i.e., an initial registration plus two repeats for a total of three. Should a student attempt to repeat a course a third time (fourth registration), they will be barred from registration except as noted: Special Topics, Chorus, English for Speakers of Other Languages. Students may appeal this policy in writing to the appropriate Division Dean. In the event a course is retired and a replacement course designated, the repeat logic will apply to the designated replacement course. In the event a course is retired and a replacement course not designated, the student will lose the repeat option. Students on financial aid must check with the Financial Aid Office before repeating a class.

SERVICE LEARNING

Service Learning is a teaching and learning strategy that links classroom learning to service at SCCC and/or in the community. Service Learning is an opportunity to get engaged with the College and/or community, meet the needs of SCCC and/or community constituents by providing needed services and apply what you are learning in the classroom to real life situations. Students who have participated in Service Learning activities report a higher level of interest in their coursework, better retention of the information they are learning – and rewarding service experiences. The skills and experience you gain also look great on a resume, or

included in your application for transfer to a four-year college or university.

A number of faculty members across academic programs at SCCC teach courses that include service learning opportunities for students. Be sure to look for Service Learning courses on your course syllabi.

For more information, contact the Service Learning Faculty Coordinator, Maureen Murphy-Smolka, at (973) 300-2196 or msmolka@sussex.edu.

TECEP

The Thomas Edison State College Examination Program (TECEP) enables students to earn college credit for knowledge gained through work experience. TECEP brochures can be obtained from Thomas Edison College, 101 West State Street, Trenton, New Jersey 08625.

THE UNIVERSITY CENTER

SCCC offers, on its campus, a number of upper level and graduate courses through several New Jersey colleges and universities. These courses allow Sussex County residents to pursue their educational goals close to home. Institutions entering into partnership with SCCC include Felician University. Students should check with the SCCC Student Advising & Counseling Center or a faculty advisor for more information.

STUDENT SERVICES AND STUDENT LIFE

ADMISSIONS

Consideration for admission is given to all high school graduates, home-schooled students or those holding a HSE (formally GED) certificate, or other persons 18 years or older. Consideration will also be given to home-schooled students between 16 and 18 years of age for part-time enrollment. All applicants

must demonstrate the ability to benefit as determined by the College Placement Test or compliance with the SAT and ACT waiver standards.

High school students may participate in the Concurrent Enrollment Program (CEP), Dual Enrollment or Jump Start Program. These programs require the administrative approval of the high school and the College. CEP and Jump Start requires the Placement Test. CEP, Dual Enrollment and Jump Start applicants must have the recommendation of a high school counselor, a minimum of a "B" average and have attained junior year high school status. All applicants under the age of 18 must provide a signed parental consent agreement.

Consideration for conditional admittance may be given to applicants not meeting the guidelines for regular or special admittance programs. All decisions will be on an individual basis and must have the approval of an academic dean and/or vice president.

Sussex County Community College reserves the right (as governed by law) to deny/ revoke admission to any applicant who the College reasonably believes represents a threat to themselves or to the welfare of the academic community or who otherwise does not display the ability to benefit from the educational services or through participation in the educational programs provided by the College.

Admission to the College does not guarantee admission to limited enrollment programs governed by specific standards and separate admissions boards.

ADVISING

An important part of each new student's academic career is meeting with an academic advisor to plan a program of study. Students are strongly encouraged to meet with an advisor throughout their college years to ensure sufficient progress towards a degree or certificate.

ALUMNI ASSOCIATION

As part of the SCCC Foundation the SCCC Alumni Association provides opportunities for alumni and certificate earners from SCCC to continue their relationship with the College after graduation. The Association enlists alumni volunteers to help advocate for and promote College initiatives, as well as offering networking, volunteer and advocacy opportunities. The College also offers alumni continued services such as the use of the library, job board and resume writing help. Alumni are encouraged to visit sussex.edu/alumniandfoundation/alumni/ for information on upcoming fundraisers, special events, volunteer opportunities and meetings.

ATHLETICS

SCCC is a member of the Garden State Athletic Conference (GSAC) and National Junior College Athletic Association (NJCAA-Region XIX). SCCC fields teams in men's basketball, baseball and soccer and women's basketball, softball and soccer. Partial tuition scholarships are offered in baseball and women's soccer. Athletic eligibility is determined by the NJCAA and adopted by the GSAC. SCCC adheres to all rules set forth by the NJCAA and GSAC. The Athletic Office is located in the Academic and Athletic Building (E Building), adjacent to the gymnasium.

Athletes Attendance Regulation

SCCC coaching staff and counselors make every attempt to provide student athletes a schedule that will not conflict with their athletic program schedules. However, occasionally a student athlete will need to miss a class in order to participate in intercollegiate contest(s) and/or to allow travel time to such contest(s). Student athletes, managers and statistician personnel are excused from class to participate in scheduled games and scrimmages. However, it is the responsibility of the student athletes, managers and statistician personnel to inform the instructor(s) prior to

the date they will be absent and to receive and complete any missed assignments during their absence. Student athletes, managers and statistician personnel are not excused from class for any practice sessions. Any student athlete accruing excessive unexcused absences will be subject to the following actions:

First Offense: Associate Dean schedules meeting with instructor, student athlete and mentor to discuss the situation.

Second Offense: One game suspension.

Third Offense: Three game suspension.

Fourth Offense: Dismissal from the team.

Academic performance forms will be distributed to each student athlete's professor or instructor two times each semester.

BOOKSTORE

The SCCC Barnes and Noble Bookstore is located behind the Cafeteria. The Bookstore manager can be reached at (973)-300-2380, or (973)-300-2382 or at sm8089@bncollege.com.

Bookstore Hours of Operation

Monday.....9:00 am–7:00 pm
Tuesday-Thursday.....9:00 am–5:00 pm
Friday.....9:00 am–3:00 pm
Saturday–Sunday.....Closed

Extended Hours of Operation*

Fall (September 5-15, 2017)

Spring (Jan. 2-12, 2017)

*Subject to change

Monday–Thursday.....9:00 am–7:00 pm
Friday.....9:00 am–3:00 pm
Saturday–Sunday.....Closed

Buyback Schedule, check with Bookstore

New and used textbooks may be purchased at the SCCC Barnes and Noble Bookstore or through the Bookstore's website. Some textbooks are available for rent at a reduced cost. A credit card or debit card and state I.D. is required for collateral to secure the rental

at the time of purchase. All rental textbooks will have a sticker dated with the return date. If an exception is required for any reason, please contact the Manager to discuss possible options to return the rental textbook after its due date. Textbook information may be obtained in any of the following ways:

1. The student portal on the college website: sussex.edu;
2. The shelf tags in the bookstore with a college schedule or copy of the course syllabus;
3. The website: sussex.bncollege.com

Textbook pricing is subject to change at any time and is primarily based on publisher pricing. The Bookstore's return policy is posted on their website and is located in the bookstore and is presented to students verbally at the time of purchase and on the back of every customer's receipt. A wide variety of school supplies, electronics, gifts, clothing, food and beverage items and other items are for sale on a daily basis.

The Bookstore operates Monday–Friday and the store hours are posted on the Bookstore and College websites, on the entrance to the store and on the store phone message. The Bookstore has shortened hours during the summer months and can be found on the store's website. Students may also call the Bookstore at (973) 300-2380.

The bookstore conducts buybacks at the end of the Fall and Spring semesters. The hours of the buyback period are conducted 1 hour after the bookstore opens and shuts down one hour before the bookstore closes during normal business hours. Pricing of the potential textbooks are based on the need of the textbook for the following SCCC semester and the current edition status. Please note that damaged textbooks, specific older editions, international and teacher's editions are not acceptable to participate in the buyback.

CAFETERIA

The Cafeteria is located in The Student Center, on the first floor. The cafeteria is open daily during the Fall and Spring semesters, and

with hours posted during the summer. Vending machines are also located in many of our buildings throughout the campus.

CAMPUS LIFE

Campus Life Office

Located: Student Center, D105a

Phone: 973-300-2200

The Campus Life Office hosts student activities ranging from educational seminars to community service projects, recreational events, cultural happenings, theater trips, sporting events and “just for fun” activities.

Campus Life Trips

Campus Life trips, the sale of tickets and special events are sold on a first-come, first-served basis at the Bursar's Office in the Administration Building. Students with a valid SCCC ID card can purchase tickets during the first week of sales (limit 2 tickets). A student can purchase only one (1) ticket at the student price; the second ticket can be purchased at the community price for a guest.

For extremely popular events, a lottery may be implemented to allow the maximum number of participants. Staff/faculty and community members are able to purchase tickets from week two until tickets are sold out. Staff registered for classes must purchase tickets during staff and community dates at regular staff prices. SCCC tickets are NOT transferable or refundable.

CELL PHONES

The use of cell phones in class is prohibited except with the specific approval of the faculty member or in the event of an emergency. The use of cell phones or similar devices capable of sending and receiving messages and/or storing data is prohibited during testing. Electronic devices must not be visible in or around the test area. Students should communicate with their instructor in the event of an emergency requiring the use of their cell phone in class.

Calculators may only be used with the express consent of the faculty member.

CHILDREN ON CAMPUS

Children under the age of 12 are not allowed on campus property at any time unless under the immediate supervision of an adult or are enrolled in some special program being offered and supervised by the College, or its authorized agent.

In order to protect the learning environment for all students, it is essential that children not attend classes. At no time will children be permitted in the laboratories to protect the safety of both students and visitors. Students with children who disrupt the academic environment may be asked to leave.

CLUBS AND ORGANIZATIONS

The College encourages the active formation of and participation in clubs and organizations. Campus clubs will be chartered by the Student Government Association. Clubs are organized by and for students. Forms to start a new club can be obtained in the Campus Life Office in the Student Center D105A. We encourage you to join a club or start a new club. Club bulletin boards are located in the hallway leading to the Student Center Theater. Don't just go to class, GET INVOLVED!

Why should students join a club?

1. Make new friends.
2. Develop leadership skills.
3. Add to your resume.
4. Meet faculty and staff.
5. Serve your community.
6. Enjoy student life.

CULTURAL AFFAIRS

Located: Foundation Office
Phone: (973) 300-2121
Tickets: (973) 300-2106

The Performing Arts Center (PAC) houses a

state-of-the-art theater offering dozens of music, dance, drama and family, international and contemporary productions throughout the year. Programming is also offered on campus at venues including the Connor Green/Pavilion, Student Center Theater and PAC Atrium Gallery. An array of genres and programs; from choral concerts, lectures and awards ceremonies to workshops, dance recitals musicals and plays are produced by various internal SCCC departments as well as external community groups and county businesses. Other events include the SCCC Thursdays on the Green summer concert series, Ladies' Saturday Retreat and the Holiday Show also take place during the year.

To schedule an event or to find out information about shows and performances visit the BOX OFFICE at sussex.edu or call (973) 300-2121.

EMAIL

All registered students will be issued an official SCCC student email. The account details are emailed to the student's personal email at the time of admission and presented in a letter to students upon registration.

All College communication, including messages to and from professors and College staff, will only be sent to the SCCC student email. Staff and faculty are instructed not to respond to emails from commercial accounts (ex. Yahoo, Hotmail, gmail, etc.).

FINANCIAL AID

Located: Administration Bldg., B212
Phone: (973) 300-2225
sussex.edu/financialaid/

Office Hours*:

Monday.....8:00 am–6:30 pm
Tuesday-Friday.....8:00 am–5:00 pm

*During peak enrollment, evening and Saturday hours are added.

Sussex County Community College encourages all students to apply for all forms of

financial aid that may be available. The basic premise of financial aid is that the primary responsibility for meeting the cost of attending a post-secondary institution rests with the family. The primary purpose of student financial aid is to provide economic resources to students who have demonstrated financial need and who would otherwise be unable to pursue a post-secondary education. Students and parents can view financial aid awards as well as documents required to complete their files at my.sussex.edu (My.Sussex Portal). Incomplete files will result in estimated financial aid awards being cancelled. Aid will be reinstated once the requested information is received and reviewed. We encourage all students and parents to visit the financial aid web page at sussex.edu/financialaid for information regarding applying for aid, additional outside scholarships, forms, financial literacy, student loans, etc.

The information reported by a student and/or parents when applying for financial aid is used to calculate an Expected Family Contribution. The Expected Family Contribution (EFC) is the number that is used to determine the student's eligibility for federal student financial aid. This number results from the financial information that is provided in the FAFSA application. SCCC's Financial Aid Office determines a student's cost of attendance, considering charges for tuition and fees, books, estimated costs for supplies, living and traveling expenses, and other miscellaneous education expenses. The student's demonstrated financial need is the difference between the student's cost of attendance and Expected Family Contribution (EFC). Students experiencing difficulty in meeting college expenses are welcome to meet with the Financial Aid Office.

The amount of financial aid a student receives is based on the number of credits in which (s)he enrolls. Adding or removing credits may have an effect on the amount of aid awarded. Withdrawing from or dropping courses within a semester may have a negative effect on a student's eligibility for financial aid. Students are encouraged to come to

the Financial Aid Office for advisement before withdrawing from courses. Students must file the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov early to allow ample time for processing. We recommend that continuing/returning students complete the FAFSA each year after October 1st. All returning students who are NJ residents must complete the FAFSA no later than April 15th in order to qualify for maximum benefits from NJ state aid programs. Failing to file timely may result in having to prepay your bill or to enroll in the College Payment Plan in order to start the semester. A FAFSA must be submitted every academic year in order to receive financial assistance.

Book Voucher Policy

In accordance with Federal Regulations, students with eligible financial aid can receive an advance of the anticipated refund to accommodate their needs for books and necessary supplies. Bookstore Vouchers can be obtained through the Bursar's Office and redeemable at the SCCC Barnes & Noble Bookstore only. You will need to show your valid SCCC student ID card.

File Completion: Your financial aid must be completed before you can obtain a book voucher. If you qualify, you will have a maximum of \$800 at the start of the book sales through the end date of purchase. (Please see the Bursar's Office for these dates). After the 10th day, you can purchase on laptop per year with your financial aid, depending on the amount you have left on your account. A separate laptop voucher is necessary from the Bursar's Office for this purchase.

Please feel free to contact the Bursar's Office at (973) 300-2106 or bursar@sussex.edu with any questions.

Financial Aid Satisfactory Academic Progress (SAP)

In compliance with Final Program Integrity Rules published October 29, 2010, SCCC has adopted a policy concerning the Satisfactory Academic Progress (SAP) requirements for financial aid recipients. Federal and State

regulations impose limits on how long a student may continue to receive Federal and State aid.

A SAP review will be done at the end of each semester/payment period. Summer terms are considered a semester/payment period; therefore SAP will be evaluated at the end of the summer session as well, if the student enrolls and attends summer session(s). The evaluation period will be based on attendance in all prior semester(s) and will include all classes attempted whether federal aid was received or not.

Each student who receives either federal or state assistance (including student/parent loans) must make satisfactory academic progress toward the attainment of his or her degree or certificate as a condition of receiving financial aid.

To be considered making satisfactory academic progress a student must have a 2.0 CGPA (Cumulative Grade Point Average), and complete a certain percentage of their credits (see chart). Students must keep within a maximum time frame which would be limited to no more than 150% of the published length of the program for undergraduate study. Please note that remedial coursework is counted in the cumulative GPA. This is why the cumulative GPA on a student's transcript may not match the cumulative GPA derived from the financial aid calculation.

Credits	Completion Rate
0-12	50%
13-18	60%
19 and greater	67%

Remedial Coursework

Remedial coursework will be excluded from the completion rate but will be included in the GPA calculation. Students may receive financial aid for developmental credits up to a maximum of 30 credit hours. ESOL courses do not count in this 30 credit hour limitation.

Repeated Coursework

If a student receives an F the first time they

take a course and subsequently passes the course with a D, the student may only receive financial aid once to improve their D grade.

Repeated Coursework and Enrollment Status

Repeated courses may include any repetition of the course in a student's enrollment status for a term as long as the student has never passed the course. If the student passes the course, SCCC may include one repetition after passing the course. Any second or subsequent repetition of the passed course may not be included in the student's enrollment status for purposes of Federal and State aid programs.

Transfer Credit

SCCC will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed hours.

Change of Major

Students can change their major twice without affecting their Maximum Time Frame. Students seeking a second degree or with double majors, are monitored like any other students under this policy. SCCC will count credits earned and attempted from a previous major towards a student's maximum time frame. If or when the student exceeds the maximum time frame allowed for their respective programs, students may appeal if they have mitigating circumstances. All transfer hours accepted by SCCC will be included when determining maximum time frame eligibility.

The Financial Aid SAP Process

Warning: Students not making satisfactory academic progress after their first semester will be placed on a Warning status and notified accordingly. During a period of Warning, the student will continue to receive Title IV and State aid automatically for one semester.

No Aid Status (Suspension): If, after the Warning period, the student does not meet SAP standards, the student is placed on financial aid No Aid Status (Suspension)

but has the right to appeal if there were extenuating circumstances. SCCC may choose to reinstate federal and state eligibility based on the appeal.

The Appeals Process: The circumstances under which a student would be permitted to submit an appeal are: death of a relative, injury or illness of the student, or other special circumstances. A student will be required to submit (as part of the appeal process), the completed appeal form, a signed letter indicating why the student failed to make SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. In addition, the student should submit any documentation available to support their extenuating circumstance such as a letter from their doctor, hospital bills, police reports, etc.

An appeal may be approved only if the school has determined that the student will be able to meet SAP standards within the maximum time frame.

Subsequent appeal submissions require prior approval from the Director of Financial Aid. Subsequent appeals cannot be submitted for the same reason as the previous appeal.

Financial Aid Probation: Once the appeal is granted and an academic plan is created, the student is then placed on Financial Aid probation. A student on Financial Aid Probation may receive federal and state funds for one payment period. If after the one semester of Probation the student still does not meet SAP standards, the Financial Aid Office will determine if the student met the terms of his/her academic plan. If the terms of the academic plan are met, the student will be eligible to continue on a Probation status for an additional semester and will again be re-evaluated at the end of the term. During this time the student will continue to receive their financial aid. If the terms of the Academic Plan are not met, the student will lose their financial aid eligibility until the minimum standards of Satisfactory Academic Progress are met.

Academic Plan: Part of the successful appeals process will be the development and acceptance of an Academic Plan. The Academic Plan is set up to help the student meet the standards for academic progress. At the end of the semester of probation, the Financial Aid Office will determine if the student is meeting the minimum standards for Satisfactory Academic Progress.

Regaining Financial Aid Eligibility

- A student who has lost financial aid eligibility may regain eligibility after taking classes at his/her own expense (self-pay) and meeting minimum requirements of 2.0 GPA and a completion rate in accordance with the completion rate chart within the 150% time frame.
- It is the student's responsibility to notify the Financial Aid Office when these conditions have been met.
- All classes (including those taken at other institutions) will be taken into consideration for reinstatement purposes.
- Students who exhaust the 150% time frame and have used their one appeal cannot have financial aid reinstated at SCCC.

Federal Return of Funds Policy

Students who withdraw from the College must do so in writing. Students who stop attending must immediately notify the Financial Aid Office. Financial aid will be prorated according to federal regulations. Refunds to federal aid programs will be accomplished in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV aid programs
7. Other federal sources of aid
8. Other state, private, or institutional aid
9. The student

NJ state aid will be removed if withdrawal occurs during the refund period and if the stu-

How to Keep Financial Aid Eligibility

What Happens	Your Financial Aid Status	What you need to do
If your GPA drops below a 2.0	Warning: You may continue to receive financial aid for one semester	Raise your GPA to a 2.0 or higher.
Or, if your overall completion rate is less than these criteria; Credits Completion Rate 0-12 50% 13-18 60% 19+ 67%	Warning: You may continue to receive financial aid for one semester	Raise your completion rate per the chart to become eligible for financial aid.
After you have exhausted your semester of Warning, if your GPA remains below a 2.0 and/or your overall completion rate is less than the criteria stated above.	Removal of financial aid	You can appeal if you have mitigating circumstances. If your appeal is approved you will need to successfully complete the academic plan associated with your appeal.
If you attempt over 150% of your program of study (major)	Suspended: You are not eligible for financial aid	You can appeal if you have mitigating circumstances. If your appeal is approved you will need to successfully complete 100% of all classes and required to maintain an overall GPA of 2.0 or higher.
If you have completed your semester of probation and have not successfully completed the academic plan associated with your appeal.	You are not eligible for financial aid	You can regain eligibility after taking classes at own expense and meeting minimum requirements of 2.0 GPA and a completion rate in accordance with the chart within the 150% timeframe.

Completion Rate Worksheet:

	Enter your hours	Sample
Total Credit Hours Earned	_____	25
Divided by	/	/
Total Credit Hours Attempted	_____	35
Equals	=	=
Completion Rate	_____	71.4%



dent withdraws from class(es) before state aid is finalized. If the student has been paid with federal funds to cover non-billed educational costs (i.e., transportation), and subsequently withdraws or stops attending, a repayment of federal funds may also be required. Students are encouraged to check the financial aid website for updates to the policy.

IDENTIFICATION CARD (ID) PROCEDURES

Each Sussex County Community College student will be issued a Student Identification Card (ID). Students must have their ID card in their possession at all times. It must be presented as proof of enrollment when requested by college officials. For any transaction at the College, students will be asked to present this ID.

ID Card Procedures

Student ID cards are issued at the reception desk, located in the Administration Building. A receipt of enrollment and photo ID must be presented. An ID card is necessary to use the Library and Learning Center and may also be required for athletic events, intramural games and other campus activities. A \$5 fee will be charged for replacement cards.

LOST AND FOUND

Lost and Found is located in the Administration Building at the reception desk. All items should be delivered to this location for owner identification and retrieval.

ORIENTATION LEADERS

In the fall, Student Orientation Leaders aid in the new student orientations at SCCC. Students interested in applying should contact the Campus Life Office in April. Orientation Leaders receive free leadership training and \$50 in a pay-down card to use in the SCCC Bookstore, cafeteria, or towards their student account.

NOTICES, ANNOUNCEMENTS AND POSTERS

Any notices, announcements, or posters to be posted on college bulletin boards must be submitted to Campus Life, one week before posting and must be approved before actual posting. Posters and notices are limited to specific bulletin boards and may not be placed on doors, walls, windows, stairs, or building exteriors, trees, light posts, etc. The originator of the notice is responsible for removal, immediately following the conclusion of the event. For events happening off-campus or outside vendors/employers wishing to post flyers, the flyers must also be approved at the Campus Life Office in the Student Center. These flyers will be posted in the Student Center only.

ORGAN DONATION NOTIFICATION

The Uniform Anatomical Gift Act allows a consenting individual to donate his/her organs and tissues upon death for the purpose of transplantation or medical research.

If you are 18 years of age or older, you may designate "Organ Donor" on your NJ State driver's license or non-driver ID card.

PETS/ANIMALS ON CAMPUS

Pets and/or other animals are prohibited from all College buildings except for seeing-eye dogs, seeing-eye dogs-in-training and rescue animals-in-training. Pets and/or other animals must be leashed and are prohibited from being left in automobiles, tethered on campus or otherwise endangered. Pet owners or custodians are expected to maintain proper hygiene by removing all waste material.

PHI THETA KAPPA, ALPHA UPSILON PI CHAPTER

SCCC is home to the Alpha Upsilon Pi Chapter of Phi Theta Kappa, the international honor society for two-year and technical colleges. Members are dedicated to the ideals of scholarship, leadership, fellowship and service.

To be eligible for induction, a student must have completed twelve or more college credits at SCCC with a cumulative grade point average of at least 3.5. Candidates must also be currently enrolled at SCCC with three or more credits.

SCCC/EDTV CHANNEL 20

SCCC/EDTV Channel 20 provides the Sussex and Warren County cable television audience served by Service Electric Television of NJ, Inc. and the College community with educational programming. The station offers the community a unique variety of quality educational programming ranging from health issues, politics, art, music, science, history, environmental and teaching/learning issues. The SCCC/EDTV Channel 20 also presents information on College activities, performances and sports. The schedule can be found on the College website.

SMOKE-FREE CAMPUS

The College is a smoke and tobacco-free campus, banning the use of tobacco, e-cigarettes (including vapor devices), and

tobacco products from all campus buildings and facilities. Smoking on campus is only permitted when inside personal vehicles.

Failure for students to comply with the policy will result in fines and/or progressive discipline consistent with the Student Code of Conduct. Failure to comply on the part of visitors will result in visitors being escorted off campus. Students may be ticketed for violations of this policy. Anyone suspected of violating this policy may be asked to present identification to security. Failure to comply may result in further disciplinary action.

STUDENT ADVISING & COUNSELING CENTER

Located: Administration Bldg., B206
Phone: (973) 300-2207

Office Hours*:

Monday.....8:00 am–6:30 pm
Tuesday-Friday.....8:00 am–5:00 pm

(Check the website for summer hours)

*During peak enrollment, evening and Saturday hours are added.

The Student Advising & Counseling Center offers professional counseling services free of charge to all full-time and part-time students. From the moment a new student enrolls in his or her first course, to the day a graduate moves on to a career or transfer college, the Advising & Counseling staff fosters personal growth, educational development and career and life planning. Information on the Center is available at sussex.edu/studentservices.

Students can schedule appointments for advising or counseling sessions at sussex.edu/studentservices. Walk-in sessions are available.

Academic Advising

Advisors are available to assist students in selecting their academic programs and setting academic goals. A student's interests, abilities, academic progress, career objective and transfer intentions are taken into consideration when planning and setting goals.

Students are encouraged to seek advisement throughout their time at SCCC.

Career Services

Students may be referred to career services in the community for resume writing, researching occupations and career development.

Students may review available job listings online at sussex.edu/jobs, or at the Job Board outside of B206.

Transfer Counseling

Transfer information, including transfer agreements, transfer scholarships, transfer fairs and internet access to U.S. college sites, is available in the Student Advising & Counseling Center. Local colleges provide Instant Decision Transfer Days on the SCCC campus. Counselors use NJ Transfer, a web-based articulation system for transfer within NJ. Students should work closely with their counselor to ensure they are following the guidelines of the NJ Statewide Transfer Agreement (njtransfer.org).

Personal Counseling

Short-term personal counseling is available to assist students in addressing non-academic problems that can adversely impact their ability to achieve personal and academic growth. Relationship issues, anxiety, depression, self-esteem, concern over alcohol or drug abuse and abusive situations are examples of the kinds of issues addressed. Referrals to community services or private practitioners may be made. All personal SCCC counseling sessions are confidential and free. Counselors abide by the Code of Ethics for the American Counseling Association and the National Association of Social Workers.

SOAR - Student Orientation, Advising and Registration

New incoming high school students are encouraged to sign up for a SOAR Session. These sessions will assist in getting students ready to attend SCCC.

Scholarships

See Scholarship information on page 92.

STUDENT AMBASSADORS

Applications for the Student Ambassador Program are available in the Campus Life Office, located in the Student Center D105A. Ambassadors are selected based upon their academic performance and commitment to SCCC. Ambassadors serve the College in recruitment and public relations activities, to conduct campus tours and provide assistance at various college events and activities. Ambassadors are awarded work grants for their service to the College.

Applications for spring 2018 positions are available in Campus Life Office, on November 27, 2017 and are due on December 8, 2017. Interviews will be conducted the week of December 18, 2017. Fall 2018 semester applications are available March 19, 2018 and are due March 30, 2018. Interviews will be scheduled during the week of April 2nd.

STUDENT GOVERNMENT ASSOCIATION (SGA)

**Located: Student Center, D112
SGA Officers 2017-2018**

President: Rebecca Cristillo
Vice President: Joshua Ziegler
Public Relations: Jilyssa Stevens

The Student Government Association (SGA) is committed to enriching the campus life at SCCC. Membership in the SGA affords opportunities to develop interests, explore new ideas and meet new people. SCCC students are encouraged to attend the open meetings, scheduled on the first Thursday of every month during College Hour from 10:50 am – 12:05 pm. Check the weekly activities calendar for exact dates and location.

SGA elections are held in late April/early May and applications for office are available in the Campus Life Office D105A, from mid-April 2018. Elections will be held April 30-May 4 2018. Elected Officers receive a work grant equivalent to 6-12 credits.

STUDENT GOVERNMENT ASSOCIATION ELECTION GUIDELINES

1. Students wishing to be considered as candidates for SGA office must submit a petition with signatures of fifteen (15) SCCC students and two (2) faculty members and/or administrators indicating support for the said candidate. Petitions are available in the Campus Life Office. Petitions may be submitted two weeks prior to the election, but no later than one week prior to election. Petitions must be submitted to the SGA advisor.
2. Campaigning may begin once petitions are submitted, but no earlier than two weeks prior to election date. A maximum of 25 signs or posters may be posted in appropriate areas designated by the Office of Campus Life. All campaign signs must be stamped and approved by the Campus Life Office. Candidates are responsible for posting and removing all campaign signs. Signs must be removed on the last day of the election.
3. The election will be held over a five (5) day period, in April or May to allow all students ample opportunity to vote.
4. Students must provide their SCCC ID number when voting. Voting will take place online or in designated areas accessible to all students.

For further election guidelines and voting practices, please visit the Office of Campus Life, D105a. This information will also be found in the Election Application packet.

VETERAN SERVICES

A Veteran Services Coordinator is available to assist veterans and their dependents in the application and processing of requests for veteran benefits. Students who wish to participate in the VA program or need more information are encouraged to contact the Veteran Services Coordinator at 973-300-2109 or the Financial Aid Office at 973-300-2225/2227.

You may also go to the GI Bill website for additional information (<http://www.benefits.va.gov/gibill/>). The Veteran Resource Center, located in the Student Center, provides quiet study space, an opportunity to meet other veterans, and lists valuable veteran social service information. Foundations for Success for Veterans is offered every semester and is a course designed to ease the transition from military to college life. Veterans also have the opportunity to become part of SALUTE, the national honor society for student veterans.

VOTER REGISTRATION

Students interested in voting in the primary or general elections of the State of New Jersey or the Commonwealth of Pennsylvania may pick up mail-in applications in the Registrar's Office, B217. Additional information is available online at njections.org or votespa.com. NJ Voter Registration forms are also available at the information area located outside the Campus Life Office.

WORK STUDY PROGRAM

Sussex County Community College (SCCC) participates in the Federal Work Study Program. To participate in this program, students must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov listing SCCC as college of attendance. Students do not have to qualify for the Federal Pell Grant in order to qualify for the Work Study Program. To be eligible for work study, a student must be enrolled in an eligible degree program and have submitted any information needed to complete his/her file in the Financial Aid Office to participate.

Work study students are processed in the Financial Aid Office and then given an Authorization to Work Form and are referred to Human Resources for placement. For more information about the Work Study Program, please contact Financial Aid at 973-300-2226.

STUDENT RIGHTS AND RESPONSIBILITIES

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the College, an individual joins a community ideally characterized by free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The College places emphasis upon certain values which are essential to its nature as an academic community. Among these are freedom from personal force and violence and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, the administrative processes and activities of the College cannot be ends in themselves, as such functions are vital to the orderly pursuit of the work of all members of the College.

Therefore, interference with members of the College in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the College. Theft or willful destruction of the property of the College or its members must also be considered an unacceptable violation of the rights of individuals or the community as a whole. Physical violence or the threat of same is also considered to be an unacceptable violation of rights.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur.

All students accepted at Sussex County Community College acknowledge with their enrollment an obligation to abide by the College regulations and policies as established by the Board of Trustees, by the faculty and administration of the College.

Students are responsible for their own actions and are expected to maintain the highest standard of conduct at all times and in all places. Each must, of course, respect the rights and privileges of all instructors and other students.

The essential and unavoidable condition of the mutual commitment to personal and academic integrity must be respected at all times and in all situations. Implicit in this mandate is the expectation that all work submitted by the student as his/her own is the result of independent effort. Any attempt to plagiarize or copy another's work, during examinations or in class work, will render the record of the student suspect and may warrant academic penalty or other disciplinary action.

The College reserves the right to dismiss any student whose continued attendance, in the judgment of the administration, is detrimental to the College or its students. Rules and regulations pertaining to student behavior are provided in the Student Code of Conduct which is appended to this statement.

Furthermore, Sussex County Community College respects the rights of students in its firm commitment to a policy of Equal Opportunity and Affirmative Action and will implement this policy to assure that the benefits, services, activities, programs and employment opportunities offered by this institution are available to all persons regardless of race, religion, color, national origin, ancestry, sex, handicap, marital or veteran status and in accordance with state and federal laws: Title VI, Title VII, Civil Rights Act of 1964; Executive order 11246, as amended; Title IX, Educational Amendments of 1972; section 503 and 504, Rehabilitation Act of 1973, as amended; Veterans Assistance Act of 1972 as amended.

Sussex County Community College also respects the rights of students in its firm commitment to the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) which gives students the right to inspect educational records maintained about them by the College, the right to a hearing to challenge the contents of these records and the right to make explanation

for challenged information. The College will maintain the confidentiality of student records except with respect to those special cases noted in the legislation.

Finally, all students at Sussex County Community College have attendant financial rights and responsibilities.

Students have the following financial rights:

1. To know what financial aid programs are available at the school;
2. To know the deadlines for submitting applications for each of the financial aid programs;
3. To know how financial aid is distributed; how distribution decisions are made and the basis for these decisions;
4. To know how the financial need was determined, including how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in student budgets;
5. To know what resources (such as parental contribution, other financial aid, student's assets, etc.) were considered in the calculation of their needs;
6. To know how much of the financial need as determined by the institution has been met;
7. To request an explanation of the various programs in the student aid package;
8. To know the school's refund policy;
9. To know what portion of the financial aid received must be repaid and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time available to repay the loan and when repayment begins;
10. To know how the school determines whether students are making satisfactory progress and what happens if they are not.

Students have the following responsibilities:

1. To complete all application forms accurately and submit them on time to the appropriate office.
2. To provide correct information. In most instances misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. To return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which the application was submitted;
4. To read and understand all forms they are asked to sign;
5. To accept responsibility for all agreements they sign;
6. To perform the work agreed upon when accepting a college work-study award;
7. To be aware of and comply with deadlines for application or reapplication for aid;
8. To be aware of the school's refund procedures;
9. To consider this information carefully before deciding to attend a school. All schools must provide information to prospective students about the schools' programs and performance.

ANTI-BULLYING BILL OF RIGHTS ACT

Sussex County Community College prohibits harassment, intimidation, or bullying. Students violating this policy will be subject to disciplinary action (see Student Code of Conduct and Due Process). A definition of harassment, intimidation, or bullying that at a minimum includes any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or

perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of the institution of higher education or at any function sponsored by the College.

BIAS INCIDENTS

Unlawful acts upon persons or property, committed on the basis of race, creed, color, ethnicity, sexual orientation, or religion, seriously undermine the harmony and quality of life of the entire College community. Bias incidents, as they are termed, are extensively investigated by the College in conjunction with the local police bias department and the County Prosecutor's Office. All members of the College community are to report such incidents promptly to the Vice President of Student Services at (973) 300-2257, in person, or by completing an Incident Report.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION STATEMENT

Sussex County Community College is an Affirmative Action/Equal Opportunity institution and employer dedicated to equality of opportunity for all persons in all areas of its operation. SCCC affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in operation of its programs and activities (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities and college-sponsored extra-curricular activities). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of

the Rehabilitation Act of 1973 as amended (which prohibits discrimination against otherwise qualified handicapped people) and other applicable laws and regulations.

The Affirmative Action Officer at SCCC is the Executive Director of Human Resources (or designee). The office is located on the third floor of the Student Center and can be reached at (973) 300-2306. The Executive Director of Human Resources (or designee) is responsible for Affirmative Action compliance in all matters pertaining to College personnel, students and student life. The Associate Dean of Learning Resources is located in the College Learning Center. The Dean can be reached at (973) 300-2153 and is available to meet anywhere on campus with handicapped individuals who have special access and/or accommodation requirements.

HIV/AIDS STATEMENT

In accord with Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Titles I and II of the regulations implementing the Americans with Disabilities Act (42 USC 12101 et seq.) and the New Jersey Law Against Discrimination (N.J.S.A. 10:5-4), Sussex County Community College will not discriminate against anyone on the basis of HIV status. No one will be denied admission, employment, promotion in employment, housing, access to facilities, or fair treatment on the basis of HIV status, nor will the institution tolerate any form of discrimination or harassment.

All offices, departments, agencies and members of Sussex County Community College are required to comply with federal and state laws protecting patient/client confidentiality and the confidentiality of medical records and HIV/AIDS test results.

Sussex County Community College recognizes that no one has the "right to know" information regarding another person's HIV status, regardless of the circumstances or the person requesting such information, e.g., administrators, personal representatives, professors, student. Implementation of Center for Disease Control (CDC) universal precautions

and OSHA standards governing blood borne pathogens should be sufficient to protect all members of the Sussex County Community College community from potential HIV/AIDS infection resulting from bleeding accidents.

Members of Sussex County Community College should be advised that violation of federal and state statutes protecting confidentiality may result in fines, liability and anti-discrimination suits. In the absence of a cure, the first response to the HIV epidemic must be education. Sussex County Community College recognizes its responsibility and is committed to providing HIV/AIDS education to all members of its community. In acknowledging the dignity and intrinsic value of every member of the Sussex County Community College Community, SCCC encourages all its members to educate themselves and their peers concerning HIV/AIDS, to become actively involved in supporting and participating in HIV/AIDS prevention education and awareness activities and to join in supporting persons living with HIV/AIDS.

SEXUAL HARASSMENT

Sexual harassment is illegal. Both state and federal law prohibit harassment of any employee, student, agent or member of the College community by any executive, superior, employee, student or visitor on the basis of sex or gender. Sexual harassment is defined under federal law as: "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating

an intimidating, hostile, or offensive working environment." 29CFR Sec. 1604.11 (a)

Any employee or student who sexually harasses another employee, student, agent, or member of the College community will be subject to disciplinary action, up to and including termination of employment, consistent with terms of collective bargaining agreements, as applicable, or expulsion of the student.

The purpose of this policy is to ensure a positive work and learning environment for all employees and students free from the effects of sexual harassment which may produce a hostile, unproductive work environment.

Consensual Relationships

This policy also prohibits consensual amorous relationships or physically intimate relationships between a faculty or staff member and a student whenever the faculty or staff member is in a position of professional or supervisory responsibility with respect to the student. This includes, but is not limited to, faculty and student, staff and student, coach and player and supervisor and student worker.

SOCIAL NETWORKING

SCCC maintains an official presence on social networking sites including Facebook and Twitter.

If an SCCC student group wishes to create a group page for their group to be linked to the official College Facebook page, they should contact the Marketing Department to make sure they comply with the terms of agreement. The College does not take any responsibility for pages developed by others.

Existing policies governing student, employee and faculty behavior apply to the Official College Facebook page and other social networking pages. The College takes no responsibility for content developed by non-employees.

In the spirit of maintaining a positive environment for our site visitors, the College reserves

the right to remove any comments or posts from official college-sponsored pages that are inappropriate, inflammatory or damaging to Sussex County Community College or any individual.

The following types of content are prohibited from SCCC social networking sites:

- Derogatory language or demeaning statements about or threats to any third party.
- Inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, violence or any other inappropriate behavior or language.
- Content that violates state or federal law.
- Partisan political activity.
- Online gambling.
- Plagiarized material.
- Information/images that is obscene or untrue.
- Content that harasses third parties.
- Selling goods or services for personal financial profit.
- Personal social relationships unrelated to SCCC business.

STUDENT CODE OF CONDUCT & DUE PROCESS

Sussex County Community College seeks to provide a safe and secure environment, through the promulgation of a student code that respects and protects the rights and welfare of its members and one which is conducive to the pursuit of education. The College reserves the right to suspend or dismiss students for failure to conform to its rules and regulations or for conduct detrimental to the best interest of the College community.

In exercising this right, the College may subject students to disciplinary action for failure

to comply with college policy when attending college functions either on-campus or off-campus, or functions of college-chartered organizations or college-sponsored events conducted either on-campus or off-campus.

Students may be subject to discipline for on or off-campus violations of law. When such actions represent a threat to the welfare of the College community they shall also be subject to campus discipline. The dismissal of criminal charges will not necessarily result in the College's dismissal of campus charges and sanctions.

A. Misconduct:

Violation of the following code may result in disciplinary action (up to and including dismissal.) This list is not intended to be exhaustive and the College reserves the right to take disciplinary action in any circumstance where it reasonably believes it necessary for the best interest of the College community.

1. Academic cheating or plagiarism
2. Possession of firearms, fireworks, explosives, or any other material or weapon or weapon replica considered deadly or dangerous
3. Furnishing false information to the College including forgery, alteration, or misuse of college documents, timesheets, records or identification
4. Disruptive or disorderly behavior in the classroom, on campus, or at a college-related function
5. Physical violence or the threat of physical violence
6. Sexual harassment or other forms of harassment
7. Cyberbullying
8. Stalking
9. Assault and/or battery
10. Manufacture, possession, sale or use of controlled or illegal substances, including alcohol, unless expressly permitted by the college officials or law permitted by the college officials or law

11. Destruction, damage, or misuse of public or private property
12. Illegal entry and/or occupation of college property
13. Theft, larceny, embezzlement of public or private property, including issuance of bad checks
14. Unauthorized use of computers or software
15. Obscene conduct
16. Failure to comply with reasonable direction of college officials in performing their duties
17. Violation of other college policies or regulations, or violation of federal, state or local laws
18. Using the college name for soliciting funds or other activities without prior permission
19. Acting or speaking, including in assembly, on campus which disrupts the normal functions of the College or its authorized activities its authorized activities
20. Violation of campus parking rules
21. Theft, modifications and/or vandalizing of electronic data or unauthorized entry of databases
22. Violation of disciplinary sanctions
23. Consumption of food or drink in prohibited areas prohibited locations
24. Aiding or abetting another in an action that would incur college discipline that would incur college discipline
25. Smoking or use of tobacco products
26. Failure to wear footwear in college buildings
27. Disruption or interference with the orderly conduct of a disciplinary proceeding

B. Reporting Misconduct

1. Charges for violations of the student code may be initiated by a campus community member (faculty, student, staff and administrator) or by an on-campus visitor via the College Incident Report form available at the Office of Student Services. Retaliation against

the person reporting the violation is strictly forbidden and will result in disciplinary action.

2. Code violations are to be filed within the semester of occurrence in writing with the Associate Dean of Students for Judicial Affairs, hereafter referred to as the Associate Dean, or designee who will review the complaint and make a determination to dismiss or proceed with disciplinary action. If the determination is to proceed, the Associate Dean will notify the student in writing of the charges no more than 21 days from the original complaint.

3. If the Associate Dean, in consultation with the Vice President of Student Services, determines that the matter is primarily related to academic integrity, including, but not limited to, cheating and plagiarism, the matter will be referred by the VPSS to the appropriate Division dean for further investigation and determination of outcomes. In unique cases, the VPSS and VPAA can decide together if the matter, while primarily academic in nature, should nonetheless follow the formal Student Conduct process, overseen by the Associate Dean of Students for Judicial Affairs.

C. Associate Dean's Preliminary Hearing

The Associate Dean will convene a hearing with the student in those cases where an alleged violation would carry a penalty no greater than a written or verbal warning.

1. The student shall have the right to plead his/her innocence and to present evidence or witnesses to that end.

2. The student shall have the right to seek the assistance of another student, faculty, or staff member in the representation of his/her defense. A student may not be represented by legal counsel.

3. The Associate Dean will render either a verbal decision at the hearing or a written decision no later than five days thereafter.

4. Warnings, if issued, will stipulate specific beginning and ending dates.

D. Selecting a Judicial Process

In those cases where an alleged violation

would carry a penalty greater than a warning, that is probation, restitution, community service, suspension, or dismissal, the Associate Dean or designee will offer the accused the option of selecting an Associate Dean's Judicial Committee or to select a Campus Standards Judicial Board. The Associate Dean may in some cases deny the request for an Associate Dean's Judicial Board when such a process would, in the opinion of the Associate Dean, not be in the best interest of the student or the College community.

E. Campus Standards Judicial

1. The Campus Standards Judicial process will be available to students during the fall and spring semesters. Violations of the code during winterim and summer semesters will be adjudicated through the Associate Dean's Judicial process.

2. Should a student select a Campus Standards Judicial Board, the Associate Dean will appoint a Standards Board consisting of one student, one faculty and up to two Student Services staff members. The Associate Dean will also serve on this Board and preside over the Judicial Board. In cases involving alleged dating violence, domestic violence, sexual harassment/assault or stalking, the Campus Standards Judicial Board will be made up of one faculty member, up to two Student Services staff members and the Associate Dean.

3. The student shall have the same rights and be subject to the same timetable as stipulated for the Associate Dean's Judicial Board.

4. With the conclusion of the process, the Standards Board shall render a decision and recommendations to the Associate Dean.

5. Should the Standards Board reasonably substantiate the guilt of the accused, the Associate Dean will apply sanction(s) as appropriate to the offense and within the confines of the sanctions contained herein. All such actions will stipulate beginning and ending dates of the sanction. The Associate Dean may at his/her discretion stipulate that the disciplinary records associated with some

violations be expunged in accordance with a timetable determined by the Associate Dean.

F. Failure to Appear

Judicials will meet at the scheduled time. The failure of a student to appear after proper notification shall not be cause for the postponement of the Judicial Board; the Judicial Board shall proceed and render judgment. Judgment shall be based on the facts ascertained.

G. Sanctions

Sanctions will include, but are not limited to, oral and written warnings, probation, probation with a limitation of college activities, restitution, community service, suspension and dismissal.

H. Appeals

In those cases where the Associate Dean renders a formal disciplinary decision, the student shall have the right to appeal the decision to the Vice President of Academic & Student Services. All such appeals must be in writing and filed within five calendar days of the notification of action, that is warning, probation, suspension, dismissal, or other sanction. In those cases where a designee of the Associate Dean has rendered a decision, appeals will be filed in writing to the Associate Dean within five calendar days of the action. All appeals will be responded to in writing within ten calendar days. The decision of the Vice President of Academic & Student Services, Associate Dean, or designee shall be final. The student shall not have the right of an in-person appeal.

I. Expedient Authority

1. Interim suspension: In the event a behavior represents, in the judgment of the Associate Dean, a danger to the campus community, the Associate Dean may suspend a student and declare the student persona non grata from the campus pending the convening of the Campus Standards Board. The student will in all cases be entitled to a hearing.

2. Removal from class: Should a faculty member determine that a student's behavior in a particular class is disruptive

such that the normal purpose of the class cannot be fulfilled, then the faculty member may direct that the student leave the class. Should the student refuse the directive to leave, the faculty member may call security to have the student removed from class. At the conclusion of the class, the faculty member will file a written report with the Associate Dean who will schedule a meeting with the student. The student may not return to class until he/she has met with the Associate Dean. Should mediation not be successful the Associate Dean will initiate a judicial process as appropriate to the circumstances.

J. Off-Campus Jurisdiction

Violations of municipal, state, or federal laws, if committed off campus, shall be the subject of college disciplinary action when, in the judgment of the Associate Dean, it represents a danger to life, welfare, or property of members of the College community. The Associate Dean may choose to impose an interim suspension and a declaration of persona non grata pending the outcome of criminal process; however, the student shall be provided the opportunity to participate in the campus standards process subsequent to the finalization of the criminal process.

K. Refunds

Students suspended, dismissed or who otherwise withdraw as the result of a disciplinary process, shall not be eligible for a refund based upon such events unless the event occurs within the published refund period.

Student/Faculty Expectations Building a Sense of Community... Understanding the Expectations

SCCC believes that excellence in the teaching/learning experience is the cornerstone of student growth and development. As the classroom is the usual venue for these experiences, the following "guiding principles" have been developed in an effort to provide support for the ongoing endeavors of classroom management. The goal is to help faculty achieve the utmost satisfaction in the teaching process and to establish an atmosphere that promotes the highest level of learning possible for every student.

Student Expectations COLLEGIALITY AND RESPECT

Professors...

- Treat all students fairly and with respect.
- Provide constructive criticism of student work; not criticism of the student.
- Model the highest professional & personal ethics.

THE CLASSROOM ENVIRONMENT

Professors...

- Provide students with a detailed course syllabus during the first class meeting.
- Explain & enforce policies in the course syllabus, regarding attendance, assignment criteria, & classroom conduct.
- Are prepared & punctual for each class.

THE TEACHING/LEARNING PROCESS

Professors...

- Are knowledgeable of course subject matter & provide opportunities for learning to take place.
- Keep regularly scheduled office hours to meet with students.
- Grade assignments & exams in a timely fashion, as determined by the instructor.
- Provide students the opportunity to review and discuss their grades and classroom performance.

Professor Expectations COLLEGIALITY AND RESPECT

Students...

- Treat professor & classmates with respect.
- Engage in inquisitive, intellectual dialogue with the professor and other students.
- Exercise the highest academic and personal ethics.

THE CLASSROOM ENVIRONMENT

Students...

- Are responsible for knowing all course

policies, as outlined in the course syllabus.

- Abide by the policies explained in the course syllabus regarding attendance, assignment criteria & classroom conduct.
- Are prepared & punctual for each class.

THE TEACHING/LEARNING PROCESS

Students...

- Are active learners & full partners in the teaching-learning process.
- Make appointments with professors to review & discuss their grades and classroom performance.
- Submit assignments & take exams on scheduled due dates.
- Ask for feedback on their work or clarification of grades and assignments as needed.

STUDENT COMPUTER USE INTEGRITY POLICY

The computer facilities at Sussex County Community College are to be used for learning and this demands that every student adhere to basic ethical principles and behavior as well as the additional restrictions and conditions below:

1. Students may not attempt to manipulate the computer system (hacking) or otherwise disrupt services or affect the normal operations of computer systems in any way.
2. Students may not use the college network, email, or other means of electronic communications to give any program(s), assignment(s) or test answer(s) to another person or student.
3. Students are prohibited from duplicating software or documentation. Privately owned or non-standardized software may not be installed on any College computer.
4. Students shall not attempt to gain unauthorized access to any computer, network file server, email account, or Internet site.

5. Students shall have no expectation of privacy regarding computer files, email, or Internet usage. The College reserves the right to monitor all computer files, email and Internet use without prior notice to the student.

6. The College may restrict or discontinue access to some or all internet and or network resources at any time without prior notice.

7. The College prohibits the use of computers, email, Internet access, or any other electronic communication system in ways that are disruptive, offensive or harmful to others, i.e., sexually explicit messages, cartoons and jokes.

This misuse shall also include, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything which may be construed as harassment, disrespect of others or may lead to the creation of a hostile educational environment.

8. The College maintains a zero tolerance policy for cyber-bullying, including email, text messaging, or any other form of electronic communications.

9. Students are responsible for any defacement or willful damage to college equipment, i.e., computer monitor, keyboard, mouse, furniture, chair, printer, projector, Smartboard, screen, VCR/DVD, etc.

EMPLOYEE AND STUDENT PROGRAM TO PREVENT ILLICIT USE OF DRUGS AND ABUSE OF ALCOHOL

Sussex County Community College is an educational institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. The College is committed to the premise that its students and employees shall learn and work in a drug and alcohol free environment. Sussex County Community College in no way will condone the illicit use of alcohol and drugs by either its employees or its students and

will not foster or promote any such activity. In accordance with the policy approved by the Board of Trustees of Sussex County Community College on (initially adopted: February 20, 1990; revised: August 28, 1990 and May 24, 2016) and in accordance with public Law 101-226, the College declares that it will make every effort to provide its students and employees 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 wellness and positive self-development of its students and employees. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students and employees from attaining the benefit of their learning and/or work experience, expose them to serious illness and health risks and therefore, are prohibited.

The College will impose disciplinary sanctions on students and employees that may include expulsion or termination of employment and referral for prosecution for violations of the standard of conduct. Such disciplinary sanctions may include the completion of a rehabilitation program.

I. Standards of Employee Conduct

Authorization for the possession, consumption or distribution of alcoholic beverages on College premises or at any College function, meeting or event requires written permission (10 business days before the event/purchase) by the College President.

College employees, including student employees, are prohibited from reporting to work and/or from operating or using any College equipment, machinery or vehicle while under the influence of alcohol or controlled substances.

II. Sanctions for Violation of Employee Standards of Conduct

Any employee found to be in possession of an unauthorized controlled substance may be initially suspended without pay for a period not to exceed fifteen (15) days during which an investigation will be conducted. A recom-

mendation for suspension shall made by the employee's supervisor, the Executive Director of Human Resources and the President.

Local, state and federal laws which apply to unlawful possession, use or distribution of illicit drugs or alcohol will be enforced and nothing herein shall be construed so as to prevent College officials from referring any matter to local law enforcement agencies.

Any employee who is legitimately suspected to be under the influence of alcohol or a controlled substance during work hours shall be immediately suspended from their duties with pay. The College may require that the employee undergo testing for the usage of controlled dangerous substances, including alcohol, to ascertain whether the employee is, in fact, under the influence of such substances. Physical examinations and testing shall be completed at a facility designated by the College. The College shall bear the cost of such tests. In the event that the test(s) result in a positive finding, the employee may be suspended for up to fifteen (15) days without pay.

If an officer or employee is convicted of or pleads guilty to a violation of any criminal drug statute, occurring in or related to the workplace, he/she must notify the Executive Director of Human Resources and his/her immediate supervisor, in writing, of said conviction no later than five (5) days after such conviction. The College is required by and mandated under the Drug Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F, to report any conviction for violation of a criminal drug law in or related to its workplace, of which it has been notified, to the federal government within ten (10) days of receiving notice of said conviction. The College shall take one of the following actions with respect to any employee convicted of a violation of a criminal drug statute occurring in or related to the workplace within thirty (30) days thereof: (1) take appropriate personnel action against such employee, up to and including termination; or 2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program

approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Employees are encouraged to report to the Executive Director of Human Resources or the Director/Supervisor to whom they report any knowledge or evidence which is directly or indirectly related to the possession or sale of drugs anywhere on the College campus or at any time during a College-related activity.

III. Standards of Student Conduct

In order to provide for the maximum comfort, convenience and well-being of the total College community, certain standards of behavior have been established at Sussex County Community College. Upon admission to the College, all students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner that reflects pride in themselves and the College. Such actions as academic dishonesty, abuse of property and possession of alcoholic beverages or illegal drugs are in violation of the College's standards and are cause for disciplinary action. In the Student Code of Conduct, II. A. 9, "the manufacture, possession, sale or use of controlled or illegal substances, including alcohol..." is a specific violation of student conduct at Sussex County Community College.

The College alcohol policy specifies the following standards of conduct:

1. All persons desiring admittance to any social event where alcoholic beverages are dispensed shall be required to show documentation of his/her identity, age and College affiliation in the presence of the licensee or designee of the College prior to admission. All persons meeting said admission requirement will be identified for the service of alcoholic beverages. Such identification will be made obvious to the licensee or designee of the College.
2. Each Sussex County Community College student member is permitted the admission of one guest, not affiliated with the College, provided said guest complies with the proce-

cedure described in number 1 above. The host is responsible for the respective guest's conduct at all times according to the Student Code of Conduct.

3. Persons exhibiting any signs of intoxication will not be granted admission to the function.
4. Minors not affiliated with Sussex County Community College will not be granted admission to the function.
5. In accordance with the Municipal Code of the town of Newton, members of the campus community who are minors are allowed on the premises where alcoholic beverages are served, but are not allowed to be served or consume alcoholic beverages. Any member of the campus community who is a minor will be admitted to the social event, but will not receive identification and will not be recognized for the services of alcoholic beverages.
6. Students bearing alcoholic beverages, purchased privately, will not be granted admission to the social event.

IV. Sanctions for Violation of Standards of Student Conduct

The College's Student Code of Conduct specifies that, "The College reserves the right to suspend or dismiss students for failure to conform to its rules and regulations or for conduct detrimental to the best interest of others. In exercising this right, the College may subject students to disciplinary action..."

Specified sanctions are noted below:

- A. Warning: Oral or written expression that a student is in violation of the Code of Conduct;
- B. Social Probation: Exclusion of individual students or student groups from participating in college activities for a specific period of time;
- C. Interim Suspension: Exclusion from classes and/or other college activities for a specific period of time (not to exceed 15 days) pending final determination of an alleged violation, to be evoked when the student's

or group's presence on campus represents a clear and present danger to the student, the group or others;

D. Suspension: Exclusion from classes and other college activities for a specific period of time;

E. Expulsion: Permanent exclusion from classes and college activities.

For chartered student organizations serving alcohol at campus social events, the Senior Vice President of Academic and Student Services (or his designee) has jurisdiction over sanctions for organizational misconduct as follows:

A. Review cases of organizational misconduct at events serving alcoholic beverages.

B. Designation of appropriate disciplinary action.

V. Applicable Legal Sanctions – Local, State and Federal Law

Local, state and federal laws which apply to underage consumption and use of drugs and alcohol (including motor vehicle violations) will be fully enforced at Sussex County Community College.

REGISTRATION

ADDING AND DROPPING COURSES

Courses may be added only through the first five days of the fall and spring semesters and dropped through the first ten days of the fall and spring semesters, or equivalent time for a summer, short term, and winterim term (see the Academic Calendar for the exact dates each semester). Students can add and drop courses through the student portal until the end of the 100% refund period or they must complete an official Drop/Add Form and submit this form to the Registrar's Office. Dropped courses are removed from the transcript and thus do not count towards enrollment, financial aid, deferrals, health insurance and athletic eligibility.

Drop/Add days are pro-rated for sessions less

than a full fall or spring semester.

Students who neglect to follow official procedures and who stop attending classes will be assigned the grade of "FN" at the end of the semester or term. To avoid unnecessary costs and penalties, students are advised to discuss all Drop/Add procedures with their advisor. Students may withdraw from a class during the published withdrawal period but withdrawal procedures must be strictly followed. No refunds are available past the posted refund policy deadline.

Students receiving financial aid must stop in the Financial Aid Office to determine if the drop/withdrawal will have any effect on aid.

AUDITING CLASSES

Students may choose to enroll in a course on an audit basis with the understanding that neither a grade nor credits can be assigned to the course(s) selected for audit. Audit status must be declared in the Registrar's Office by the tenth day of the semester (see the Academic Calendar for the exact dates each semester). Students attempting to audit a course shall have satisfied all prerequisite requirements for that course on a credit basis unless they obtain a prerequisite waiver from the appropriate division dean or department chair. In those cases where no prerequisite is required, students requesting to audit a course must have obtained a satisfactory score on the appropriate Placement Test or present a one-course waiver from the Student Advising & Counseling Center exempting them from the Placement Test for the course selected for audit.

All standard tuition and fees are charged for the courses audited. Senior citizens registering for credit courses on an audit basis will be charged tuition according to New Jersey statutory law. Students may not change from credit to audit or from audit to credit status after the tenth day of the semester. Audited courses appear on the student's transcript with a grade of "AU" and do not satisfy prerequisite requirements or indicate mastery of the subject material.

Additionally, courses taken on an audit basis are not approved for veterans' training, financial aid, or tuition waivers (with the exception of SCCC employees electing to audit a class as part of the standard tuition waiver benefit). Forms requesting a change from credit to audit status and vice versa are available in the Registrar's Office.

Faculty members in charge of the course being audited shall be responsible for determining the extent to which auditing students participate in class assignments and other activities.

CHANGE OF ADDRESS/NAME

To affect a change in address/name or email, a student must complete a Change of Address/Name Form. Forms are available at sussex.edu/student-services/registrar/forms/ or at the Registrar's Office in the Administration Building, B217. To affect a change of name, the Registrar's Office must be provided with a marriage license, court order, social security card or other legal document which substantiates the change. Changes of address from out-of-county to in-county require documentation to prove the in-county address such as a driver's license, lease, tax document or a voter registration card. All documentation needs to be presented by the tenth day of the semester (see Academic Calendar for the exact date each semester) in order for the tuition to be changed for the current semester.

CLASSIFICATION OF STUDENTS

Full-time: A student carrying 12 or more credits per semester.

3/4-time: A student carrying 9–11 credits per semester.

Half-time: A student carrying 6-8 credits per semester.

Part-time: A student carrying 1-5 credits per semester.

CONFIDENTIALITY OF STUDENT RECORDS

See Family Educational Rights and Privacy Act of 1974 (FERPA).

DECLARATION OF MAJOR/ CHANGE OF MAJOR

Students are best advised to select a major at the point of admission; however, a student may select a major or change a major at any point by filing a Declaration/Change of Major form. Students receiving financial aid must have their form approved by the Financial Aid Office. Forms are available at sussex.edu/student-services/registrar/forms/ or at the Registrar's Office in the Administration Building, B217.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annually, Sussex County Community College informs students of the FERPA Act of 1974, as amended. This Act was designed to protect the privacy of educational records. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The College 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 Registrar, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student should submit a written request to the College official responsible for the record,

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. SCCC has designated certain information in the education records of its students as directory information for the purposes of FERPA. Directory information will be released at the discretion of the College and without the consent of the student unless the student informs the Office of the Registrar in writing within the first ten class days that any or all such information about him or her is not to be made public without his or her written consent.

The following is considered directory information at SCCC: name, address, college email address, major, sports participation, height and weight of the sports team members, dates of attendance, full or part-time enrollment status and degrees, honors and awards received. Information will be made available to the parents of a student only when written permission is received from the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sussex 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 20202-4605

Copies of a more detailed policy statement may be obtained at the Registrar's Office.

GRADUATION

GRADUATION IS NOT AUTOMATIC!

Students anticipating graduation **MUST** file a graduation application (whether or not you are planning on participating in the commencement ceremony) available at the Registrar's Office or on sussex.edu. There is a fee of \$50 for a single application. For multiple, simultaneous degree/certificate applications, an additional \$10 for each is charged.

There are three graduation dates per year, January, May and August. Only one commencement ceremony is conducted and that is held in May. The deadlines to apply for graduation are:

- January – December 1st
- May – March 1st
- August – July 1st (Students wishing to participate in the May ceremony must apply by March 1st.)

Students are strongly urged to file their application early in the preceding semester.

Students filing early will have a documented review of their credentials and any outstanding course work to guide them through the registration process.

Graduation Requirements:

- Students are subject to the academic requirements set forth in the catalog/check sheet in use during the year they entered the College. When a student declares or changes their program/major the requirements of the program/major that are in effect at that time will apply, as set forth in the College Catalog.
- Students will be invited to the May commencement ceremony of the year they apply. Students who apply late may miss the opportunity to participate in the May commencement ceremony. Students participating in the May ceremony will become graduates upon successful completion of all program requirements.
- Degree candidates are required to satisfy

all prerequisites courses.

- You must complete all required course work with no less than a cumulative 2.0 average.
- You must fulfill all graduation requirements including the Foundations for Success and the Capstone Course for their program.
- Students should check with their respective advisors or the Advising & Counseling Center to determine specific responsibilities.

Students with outstanding obligations to the College will not receive transcripts or a diploma until such obligations have been satisfied. Outstanding obligations may also prevent a student from registering for classes.

GRADUATION/TRANSFER DISCLOSURE

Federal law requires that each institution of higher education report to its applicants and



students the degree completion/transfer rate of the previously entering freshman classes. (A freshman class is defined as new, full-time degree or certificate students). The Graduation Rate for first-time, full-time students entering the fall 2011 semester was 27.2% and the Transfer Rate was 24.6%.

IMMUNIZATION REQUIREMENTS

New Jersey State law requires that all full-time community college students and all four-year college students provide proof (immunization certificates required) of two doses of measles vaccine, one dose of mumps vaccine and one dose of rubella vaccine (MMR). Students born prior to 1957 are exempt from these requirements and need only to submit proof of age.

Hepatitis B Vaccine

New Jersey State law also requires that all new, full-time, degree-seeking students enrolling at a public or private institution of higher education in this state shall be vaccinated for Hepatitis B (Three [3] doses).

Students whose religious principles prohibit injections may request a religious exemption; an essay of explanation is required. Students may request a medical exemption if the vaccine is medically contraindicated; a statement by a licensed physician is required. Full-time, matriculated students who have not fulfilled all requirements may be barred from full-time registration after their first semester. For more information, please contact the Registrar's Office at (973) 300-2218.

MATRICULATED STUDENTS

Matriculated students are those students who have declared a major and are pursuing courses towards their degree.

REGISTRATION/ REGISTRAR'S OFFICE

Located: Administration Building, B217
Phone: (973) 300-2218/2215

Office Hours:

Monday.....8:00 am–6:30 pm
Tuesday-Friday.....8:00 am–5:00 pm

The Registrar's Office handles registration, add/drops, withdrawals, grades, transcripts, enrollment certifications, graduation, transfer credit evaluations and immunization records.

Registration is the specified time period prior to each semester reserved for students to select their course(s).

Registration is held preceding the fall, winterim, spring and summer semesters. (The process involves academic advisement, scheduling and billing.) Registration is held daily and students may register through the add period of classes (see Academic Calendar for the exact date each semester). A priority registration is scheduled during the fall and spring semesters to allow current students

the opportunity for early registration (see the Academic Calendar for Priority Registration dates). Returning students are advised to take advantage of the priority registration opportunity. Students meeting specific requirements may be granted permission by their advisor/counselor to register online through the my.sussex.edu portal.

RESIDENCY REQUIREMENT

In order to qualify for in-county status regarding tuition charges, a student is required to present evidence of his/her permanent Sussex County residence at the time of application, or as soon as possible if the move in-county occurs after applying. Residency status is made in the Registrar's Office, B217.

TRANSCRIPTS

A transcript is the official record of a student's academic performance. Students may request official transcripts to be sent to other institutions, for scholarships and to employers. Students may also request an unofficial transcript for their personal use. Students can also access their records and print out an

unofficial transcript through the password-protected my.sussex.edu portal.

The first request for an official transcript is free of charge and subsequent requests are \$5.00 each. All requests must be in writing and must include the student's name, SCCC identification number or social security number and signature, as well as the complete name and address of the institution to receive the transcript. Transcripts cannot be faxed. Students should plan on three (3) working days for processing since transcripts are not available on demand. However, no transcripts will be sent for any student with an outstanding obligation to the College.

Normally, official transcripts are sent directly from the Registrar's Office to the other college. SCCC may provide, under special circumstances, an official transcript in a sealed envelope marked "Official transcript, issued in a sealed envelope, void if the seal is broken," provided the name of the receiving institution is submitted with the request.

TRANSFER CREDIT PROCEDURE

Students seeking transfer credit should follow the procedure outlined below:

1. A student wishing to transfer credits to SCCC must submit an Application for Admission, have official transcripts from previous colleges sent directly to the Registrar's Office, and be registered for classes. Upon registration an official evaluation will be done and a report will be sent to their SCCC student email.
2. SCCC will accept a maximum of 50% of the credits required for a degree (AA, AS or AFA) or certificate or up to 39 credits for an AAS degree for credits earned at other institutions, by experiences and/or by examination (CLEP or Challenge) in order to complete requirements for a degree from SCCC. If science and computer courses are older than eight (8) years, students will be required to repeat them. (For the PCCC Nursing Program there is a five-year limit

on sciences, from the date of the course completion.)

3. These credits will be entered in the Credits Earned column of the transcript and will not affect a student's quality-point average.
4. Transfer credits earned at other institutions are entered on the transcript only after a student has been accepted and matriculated in a curriculum.
5. A minimum grade of "C" or its equivalent is required for transfer credit to be applicable to a student's certificate or associate degree curriculum.
6. Special accredited courses and other training will be evaluated (i.e. Ponsi, banking, ACE, military) on an individual basis.
7. International students must have their foreign transcripts translated and evaluated into US equivalents by a National Association of Credential Evaluation Services (NACES) member.

Please see the Registrar's Office for the complete Transfer Credit policy.

WITHDRAWAL FROM CLASSES

A student planning to withdraw/drop from SCCC classes must do so in writing. Any student who does not withdraw/drop in writing before the posted refund calendar dates (see Academic Calendar for the exact date each semester) will be liable for payment of full tuition and fees. Failure to attend class does not constitute an official withdrawal. Students may email from their Sussex email account or withdraw by mail or fax with a request bearing an original signature. The postmark on such written notification will be used to determine percentage of refund, if any. Full payment of tuition and fees and an "FN" grade may result if written notification is not provided to the Registrar's Office.

Withdrawal Forms are available in the Student Advising & Counseling Center and must be filed in the Registrar's Office.

TUITION AND FEES*

SCCC is proud to provide a quality education at a fraction of the cost of most four year public and private institutions. A full-time student at SCCC will pay approximately \$6,750.00 while earning 30 credit hours per year. Spending your first two years at SCCC will save you thousands on your education by costing less than one year at a four year institution. In addition to tuition savings, more than 48% of our students receive financial aid including grants, loans and/or scholarships.

Tuition

Sussex County Residents.....	\$140.00 per credit
Out-of-County, NJ Residents.....	\$210.00 per credit
Monroe, Pike & Wayne Counties (PA).....	\$210.00 per credit
Orange County (NY).....	\$210.00 per credit
Veterans.....	\$140.00 per credit
Other Out-of-State Residents/International Students.....	\$280.00 per credit

Auditing Classes same as regular fees.

Sussex County residents 65 years and older are entitled to free tuition for eligible college level courses offered by SCCC. The one time application fee (\$25)* is required. All college fees are paid by the applicant at time of registration.

Free tuition for senior citizens is offered with the following conditions:

- a) the class must be eligible for the senior citizen free tuition (some limited enrollment courses such as labs or field experience courses will not be eligible);
- b) paid enrollment warrants the course being conducted;
- c) sufficient space is available in the class; and
- d) registration for the course must occur only during the final two business days before the start of the semester. Applicants who opt to register earlier are not eligible for free tuition. Applicants may take the course for college credit or may choose to audit the course.

Applicants must register in person during the specified registration time period (the final two days before the start of the register), and must present proof of eligibility at the time of registration. Applicants may seek advising assistance from the Student Advising & Counseling Center, but must register at Office of the Registrar.

Fees

General Fee.....	\$40.00 per credit
Student Services Fee.....	\$20.00 per credit
Technology Fee.....	\$25.00 per credit
Application Fee.....	\$25.00 one time**
Course Materials Fee.....	\$3.00 per course
Graduation Fee.....	\$50.00 one time

Late Payment Fee.....	\$50.00
Online Course Fee.....	\$100.00 per course
Returned Check Fee.....	\$50.00
Transcript Fee (first one is free).....	\$5.00 per request

A student may request an official transcript from the Registrar's Office. Students are entitled to their first transcript without charge. The fee is required in advance for each additional transcript.

Lab and Course Fees

3 Credit Course.....	\$140.00
4 Credit Course.....	\$186.00
5 Credit Course.....	\$232.00

Passaic County Community College Nursing Fees

Nursing I Lab Fee.....	\$1960.00
Nursing II Lab Fee.....	\$1960.00
Nursing III Lab Fee.....	\$1960.00
Nursing IV Lab Fee.....	\$1960.00
Nursing IV Seminar Lab Fee.....	\$260.00
Nursing Clinical Fee.....	\$1250.00

*Subject to change **Fee will be waived for a limited time

Please note: Students will not be able to continue their education and/or receive grades or transcripts unless their financial obligations have been satisfied. Tuition and fees are subject to change. Additional lab and course fees may apply, please reference sussex.edu for up-to-date information.



PAYMENT

BURSAR'S OFFICE

Located: Administration Bldg., B203

Phone: (973) 300-2106

Office Hours*:

Monday.....8:00 am–6:30 pm

Tuesday - Friday.....8:00 am–5:00 pm

*During peak enrollment, evening and Saturday hours are added.

*During summer months please check the website for our hours.

Bursar's team is available to assist you with any billing related questions. If students wish someone else to be authorized to inquire about billing information and assistance on their behalf, Family Educational Right and Privacy Act (FERPA) forms must be completed and signed. Forms are available at the Bursar's Office.

PAYMENT PLAN

Best way to manage and budget your tuition payments is to utilize our Interest-Free Payment Plan. It is offered for Fall, Spring and Summer Semesters. Winterim semester tuition must be paid in full at the time of registration. There is \$35.00 initiation fee to enroll in our Interest-Free Payment Plan. Sign up online or at the Bursar's Office.

PAY ONLINE & E-REFUND

For your convenience tuition can be paid online at sussex.edu, Payment/Billing link. Sign up for E-Refund to expedite the refund generation and have it deposited directly into your bank account.

REFUND POLICY – TUITION AND FEES

Students who drop/withdraw from classes, in which they have been officially registered,

offered by SCCC or one of its contracting institutions, shall be eligible for a refund in accordance with the posted refund dates (see Academic Calendar for the exact date each semester) provided the withdrawal procedure has been followed. (See Withdrawal from Classes).

Students may file a Drop/Add/Withdrawal Form (available in the Student Advising & Counseling Center) at the Registrar's Office or in writing via their student email to registrar@sussex.edu. Requests must include student's name, SCCC ID number, semester, course and the student's signature.

Please see academic calendar for refund and withdraw dates.

REFUND POLICY – MEDICAL WITHDRAWAL

Students who withdraw from all classes due to severe medical circumstances may qualify for a 50% tuition credit (fees not included) or a 50% cancellation of tuition debt (fees not included). Financial aid students should contact the Financial Aid Office to review the impact on their aid. Please inquire the Registrar's Office (B217) for the most updated policy and procedures.

REFUND POLICY – NO SHOWS

Students who are "No Shows" (defined as not attending class throughout the first ten days of a semester, or equivalent time for a shorter term, as indicated by the faculty on the tenth day or equivalent roster), will be dropped from the class. This drop will be the same as a student-initiated drop and will not appear on the student's transcript. The student will be notified via email.

A dropped class may affect the enrollment status of a student (i.e. dropping from full-time to part-time). A student who fails to notify the College of non-attendance will be charged a \$50 per course Administrative Withdrawal fee.

Reinstatement to a class from which a student has been dropped as a "No Show" will require the student to state in writing and sign that they are attending the course and the faculty member to acknowledge, in writing and to sign, that the student is attending the course.

These acknowledgements may be on the same or different pages but must be submitted to the Registrar's Office by the date indicated on the "No Show" notification letter from the Registrar.

SCHOLARSHIPS

The SCCC Foundation awards more than \$130,000 each year in scholarships to over 200 deserving students. Both annual and endowed scholarships from hundreds of generous donors offer funding support to help SCCC students bridge the gap between tuition and financial aid. Scholarships are offered and awarded twice annually, each spring and each fall semester, and may cover items such as tuition, fees and books. Scholarships range from \$250-\$2,000. For more information about different scholarships and funding support available, students can visit the SCCC Foundation, the Office of Advisement and Counseling, the Office of Financial Aid, or the Office of Veteran Services, or visit the website at sussex.edu/scholarships.

CAMPUS SAFETY & SECURITY

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY AND CRIMES STATISTICS ACT

Your safety at Sussex County Community College is one of our top priorities. The College has received top honors from the School Alliance Insurance Fund for our commitment to student safety. You can be sure that whether day or night, SCCC remains a safe and comfortable place to be.

Campus safety is managed by the Campus Security Department and is staffed 24 hours a day, 7 days a week, all year. Its officers utilize foot and vehicle patrols to observe and report situations or activities which may pose a danger to persons or property. The campus Main Desk is in the front lobby of the Administration Building. They can be reached at (973)-300-2222.

Please be advised that the Campus Security Officers are not armed and do not have police powers, but they will assist you by responding to all complaints and emergencies on campus. If warranted, Security shall contact emergency services for Police, Fire, or EMS Response. Security Officers have received First Aid, CPR and AED training in addition to instruction in campus public safety procedures. These security officers report to the Director of Campus Safety and Security who may be reached at (973) 300-2104.

The College has a cooperative relationship with Newton Police Department, in which their officers periodically patrol the campus roadways and parking facilities, maintaining public order, crime prevention, and providing for the enforcement of local and state laws.

Campus Access

The campus is closed from 10 pm to 6 am, except for approved special events. Building accessibility is permitted only during normal business hours unless otherwise approved by a college administrator.

Regulations

Any incident regarding safety or security on the Sussex County Community College campus should be reported on an Incident Report Form. These forms are available from the security desk located in the main lobby of the Administration Building. The form is also available online at www.sussex.edu/currentstudents/.

For emergencies or criminal activities, please dial (973) 300-2222.

Campus security will respond to all com-

plaints. All reports of crime will be fully recorded, investigated and reported in accordance with the definitions used in the Uniform Crime Reporting Systems of the Department of Justice, Federal Bureau of Investigation.

Timely Warnings

Sussex County Community College will issue Timely Warnings to alert the campus community to certain crimes that are reported to campus security authorities or local police agencies, and are considered by SCCC to represent a threat to students and employees. The College President, or his/her designee, will make the decision and all emergency notifications will be used. Timely Warnings should not include the victims' name(s).

Crime Tips

If you would like to report a crime tip and remain anonymous, you can take advantage of Newton Police Department's Text-A-Tip program. No one will know the identity of the text tipster. The technology routes messages through a server that encrypts cell phone numbers before they get to police. The technology also allows investigators to securely reply back to the cell phone without compromising the tipster's identity. Texting a tip is easy:

Send Text Message tips to: CRIMES (274-637). Use the key word: NEWTON

For example, text "NEWTON John Doe is selling drugs at describe location or vehicle" to CRIMES (274-637). In addition, the Sussex County Sheriff's Office maintains a confidential "Crime Stoppers" hotline which can be reached at (973) 300-CRIME (2746). These services are for reporting tips to aid in investigations, not for reporting crimes in progress. To report a crime in progress, call 911.

Campus Awareness

Campus security precautions and crime statistics can be obtained from on our website at: <http://sussex.edu/aboutus/campussafety/clery/> in compliance with the federal 1990 Students Right to Know Act, this report is

made available to prospective students and employees, as well as current students and employees at SCCC.

Alcoholic Beverages and Illegal Drugs

Sussex County Community College is committed to the premise that its students and employees shall learn and work in a drug and alcohol free environment. Sussex County Community College in no way will condone the illicit use of alcohol and drugs by either its employees or its students and will not foster or promote any such activity. In accordance with the policy approved by the Board of Trustees of Sussex County Community College (initially adopted: February 20, 1990, revised: August 28, 1990) and in accordance with public Law 101-226, the College declares that it will make every effort to provide its students and employees 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 wellness and positive self-development of its students and employees. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students and employees from attaining the benefit of their learning and/or work experience, expose them to serious illness and health risks and therefore, are prohibited. The College will impose disciplinary sanctions on students and employees that may include expulsion or termination of employment and referral for prosecution for violations of the standard of conduct. Such disciplinary sanctions may include the completion of a rehabilitation program. More detailed information and College policies can be found at the end of this handbook under "Employee and Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol."

Registered Sex Offender Information

Information on registered sex offenders may be obtained from the Sussex County Prosecutors Office, Megan's Law Unit at (973) 383-1570 or at www.NJSP.org. See also "Megan's Law Requirements".

Sexual Assault

Sussex County Community College will not tolerate sexual assault in any form. Where there is probable cause to believe that college regulations prohibiting sexual assault have been violated, the College will pursue strong disciplinary action through its student conduct and due process procedures. This discipline includes the possibility of suspension or dismissal from the College. An individual charged with sexual assault can be prosecuted under New Jersey criminal statutes and disciplined under Sussex County Community College's institutional policies. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action.

What is Sexual Assault?

The Federal Government defines "sexual assault" to mean any kind of non-consensual violence including but not limited to rape, acquaintance rape, domestic violence, dating violence and stalking. Rape and acquaintance rape are defined as acts of non-consensual sexual penetration. The other acts are defined as follows:

"Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

"Domestic violence" means asserted violence misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic violence or family violence law, or anyone else protected under domestic or family violence law.

"Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional stress.

What is Consent?

Consent in this policy means a clear YES to the specific act in question. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself,

cannot be interpreted as consent. Consent to one form of sexual activity cannot imply consent to future sexual acts. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Campus Awareness Programs

SCCC provides educational programs related to awareness and prevention of sexual assault. Annually, the Student Advising & Counseling Center provides workshops on prevention and the Office of Campus Life provides workshops on safety and health and wellness. A number of workshops and seminars, documentaries and film series, and survivor panels are held on campus in collaboration with Domestic Abuse and Sexual Assault Intervention Services (DASI) of Sussex County and with the Center for Prevention and Counseling of Newton NJ. Presentations for faculty and staff on sexual violence and trauma are scheduled. The Clothesline Project, a domestic violence awareness program, is held every April in the Student Center.

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

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and

long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur:

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

Human Dignity Rights

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

Rights to Resources On and Off Campus

- to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.

- to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling,
- to be informed of and assisted in exercising:
 - a) any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy.
 - b) any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- to be afforded the same access to legal assistance as the accused.
- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported,
- to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities,
- to full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailant,
- to be notified of the options for

and provided assistance in changing academic and living situations if such changes are reasonably available.

What To Do If You Are a Victim of Sexual Assault

First, you should get to a place of safety. Next, get necessary medical treatment. A DASI Confidential Sexual Violence Advocate can be with you during medical and legal proceedings. Call (973) 875-1211 for an advocate or to activate the Sussex County Sexual Assault Response Team (SART).

According to the DASI.org website, it is important that you:

- Do not change your clothing
- Do not bathe, shower or douche
- Do not urinate, if possible
- Do not drink, eat or smoke
- Place additional evidence (such as clothing or bedding) in a paper bag

Physical Examination and Medical Treatment

A complete physical examination is very important. Victims of sexual assault may not be aware of external and internal injuries that may require treatment. Early medical attention is necessary to test for, and possibly prevent sexually transmitted diseases or infections. If left untreated, sexually transmitted infections/venereal diseases may result in serious health problems. Early medical attention is necessary to test for and receive treatment to prevent unwanted pregnancy.

Follow-up care is very important to ensure that injuries have healed properly and that sexually transmitted infections are treated appropriately. Tests for infections and pregnancy must be repeated.

Campus Crime Statistics

For campus crime statistics, a copy of the Annual Security Report can be obtained from our website at: <http://sussex.edu/aboutus/campusafety/clery/>.

Evidence Collection

A forensic kit is typically used within 5 days to collect evidence from the victim's body (the earlier the better). This evidence can be used in prosecuting the offender. The victim may have the forensic kit done anonymously and the evidence can be held for 90 days. There is no cost associated with the forensic evidence collection and initial treatment.

How to File a Complaint

There are multiple places for students to report allegations of sexual assault both on and off campus. Reports of sexual assault can be made to any of the following:

On Campus: The Office of Campus Life, D105A (973) 300-2200

Michael Gallegly, Executive Director of Human Resources, D313 (973) 300-2306

John Kuntz, Director of Athletics and Associate Dean of Student Services, (973) 300-2252

Todd Poltersdorf, Director of Admissions, B204 (973) 300-2253 (for Confidential Campus Support)

Director of Facilities and Campus Operations, D313 (973) 300-2357

Security Desk, Administration Bldg (973) 300-2222

Off Campus: Newton Police Department (973) 383-2525

New Jersey State Police, Sussex Barracks (973) 383-1515

Resources

The following resources exist on campus and in the community for reporting allegations of sexual assault and obtaining appropriate medical treatment and counseling support services:

On-Campus: The Student Advising & Counseling Center, B206 (973) 300-2209

SCCC Campus Security, Administration Bldg. (973)300-2222

Off-Campus: Domestic Abuse and Sexual Assault Intervention Services (DASI) 24hr Hotline (973) 875-1211

Sussex County Sexual Assault Response Team (SART) 24hr Hotline (973) 875-1211

Sussex County Prosecutor's Office Sex Crimes Unit (973) 300-1570

Warren County Domestic Abuse and Sexual Assault Crisis Center (908) 453-4121

Morris County Morris CARES, 24hr Hotline (973) 829-0587

Pike County, PA Safe Haven, Inc., 24hr Hotline (570) 296-4357

Monroe County, NY Crisis Center, 24hr Hotline Toll-free 1-800-832-1200

NJ Statewide Domestic Violence Hotline 1-800-572-SAFE

NJ Statewide Sexual Violence Hotline 1-800-601-7200

NJ Statewide Human Trafficking Hotline 1-877-986-7543

Rape, Abuse, Incest National Network (RAINN) 1-800-656-4673 www.rainn.org

Information packets on the Bill of Rights and access to resources for assistance are available in the Office of Student Affairs, Student Advising & Counseling Center, Athletic Office, Human Resources and the Office of Campus Safety and Security.

EMERGENCY AUTOMOBILE SERVICE

The College does not assume the responsibility for the cost of any emergency service assistance. Payment for services rendered is the responsibility of the individual receiving the service, not the College.

Students experiencing automotive emergencies may contact Campus Security at 973-300-2222 for assistance contacting an emergency service provider.

EMERGENCY CLOSING/ DELAYED OPENINGS

Delayed openings or campus closings, due to emergency situations or severe weather, are communicated in the following ways:

RAVE Text Alert (see the Emergency Notification Program Section)

Call: (973) 300-2100 • Visit sussex.edu
WNNJ (103.7 FM) • WSUS (102.3 FM)

In the event of a delayed opening, a class that would have an hour or more of class time left will still meet. All classes held at extension sites (i.e. high schools) will be closed for evening SCCC classes if the extension site was closed during the day for snow or emergency. Online class activities will take place as scheduled even when the main campus is closed due to inclement weather. Students in online courses should understand that assignments should be submitted online at the scheduled time, even in instances where the main campus is closed due to inclement weather.

EMERGENCY COMMUNICATIONS

The College has established a Security Dispatch Center and installed auto-dialing emergency phones connected directly to the Center. The interior phones are located in corridors and other common areas, and the exterior phones are located on "Blue Light" posts located in Lots 1, 5, and 9.

To report an emergency or request emergency assistance:

- Call 911, or Press the red EMERGENCY button on any emergency phone to be automatically connected to the Security Dispatcher or
- Call SECURITY DISPATCH Main Desk at extension 2222.

EMERGENCY NOTIFICATION PROGRAM

SCCC utilizes a broadcast alerting service, RAVE Alert, to communicate timely information to students, faculty, staff and other members of the campus community. Rave sends mobile text alerts, email and/or recorded voice messages to participating students, faculty and staff.

All RAVE subscribers will receive emergency broadcast messages. All registered SCCC

students are strongly encouraged to enroll in RAVE with their official SCCC email address (student.sussex.edu). Visit sussex.edu for instructions to register cell phones for emergency text messages.

RAVE does not charge subscribers to receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details.

In addition to Rave, SCCC also uses Alertus Desktop which is used to override computer displays across the SCCC network with criti-

cal alert messages. In an emergency, targeted client computers are overridden with a full screen alert containing an Emergency Alert notification. The message will advise recipients of the emergency and instruct them on what procedures they should employ to safeguard themselves.

Students with safety and security concerns, not of immediate concern, should report them to the Director of Campus Safety, Security & Campus Operations at (973) 300-2357.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Step	Action	Notes
1	Run – Evacuate	<ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible
2	Hide – Lockdown	<ul style="list-style-type: none"> • Hide in an area out of the shooter's view • Block entry to your hiding place and lock the doors • Silence your cell phone and/or pager
3	Fight – Take Action	<ul style="list-style-type: none"> • As a last resort and only when your life is in imminent danger • Attempt to incapacitate the shooter • Act with physical aggression and throw items at the active shooter

When it is safe to do so, call 9-1-1.

In active shooter situations, the fire alarms may be activated. Remember that the active shooter threat is the primary threat. When in lockdown you should only evacuate when there are visible signs of fire.

EMERGENCY PHONE NUMBERS

Person	Phone Number
Security	<ul style="list-style-type: none"> • Yellow phones in hallways / blue phones in parking lots connect directly to Security • 973-300-2222 • 973-300-2103
Receptionist	• 973-300-2104
Campus Caretaker	• 826-268-3026
School Closing	• 973-300-2366
Newton Police Fire/Ambulance	• 911 or 973-383-2525

EVACUATION

Step	Action	Notes
1	At the sounds of the fire alarm, immediately evacuate the building: <ul style="list-style-type: none"> • If you are supervising students, instruct them to take their car keys, stay together, and assemble at the predetermined location. • Only use stairways for emergency evacuation. Avoid using elevators. 	Take attendance at the start of class, take the roster when you evacuate to the Evacuation Assembly Area.
2	Assemble in the designated Evacuation Assembly Area: <ul style="list-style-type: none"> • Determine if everyone was evacuated by taking attendance and comparing it to the class start attendance. • Report the names of missing students to the Emergency Supervisor along with his or her last known location. • Do not attempt to re-enter the building until instructed to do so by the Emergency Supervisor or a designee. 	If occupants are not permitted to re-enter the building, they may use their automobile to leave the campus.
3	If a physically challenged occupant is unable to exit the building: <ul style="list-style-type: none"> • Relocate the individual to an Area of Rescue Assistance on landing of closest stairwell. • Notify the college personnel of the persons' location. 	Emergency Personnel will evacuate the disabled person.
4	If circumstances prevent you from evacuating the building: <ul style="list-style-type: none"> • Remain in your room and close the door • Call 2222 (973-300-2222 from an outside line) and report your location to security. 	The receptionist can call for assistance via two way radio.

CALL FOR ASSISTANCE

Step	Action	Notes
1	Call 911	If in your judgment the situation warrants such action, call 911 first then notify security to alert the First Response Team.
2	Call Security 973-300-2222 973-300-2103	Using the yellow emergency call box at the ends of each hallway or the blue phones located in parking lots. Security will alert the First Response Team via two-way radio of the need for assistance in your area. Security/receptionist will alert 911 of the emergency situation and have professional assistance dispatched to the campus.
3	Be prepared to state: 1. Location of the Emergency 2. Nature of the Emergency 3. Your Name	
4	Stay with any victim(s) until help arrives, but only if you can safely do so without endangering yourself	

LOCK-DOWN

A lockdown order may be issued for a variety of emergencies, such as an active threat of violence on campus or criminal activity in the area

Step	Action	Notes
1	Lock doors and windows, close shades. <ul style="list-style-type: none"> • Turn off lights and all electric and gas appliances. 	<ul style="list-style-type: none"> • Do not admit anyone into the room once the door is locked.
2	Move to a safe corner of the room. <ul style="list-style-type: none"> • To reduce visibility and take shelter under desks, tables or heavy furniture. • Keep away from windows. • If you have students, verify attendance. 	<ul style="list-style-type: none"> • The safest area will be different in each room. The optimal location is out of the line of sight of someone outside of the room.
3	Remain in position <ul style="list-style-type: none"> • "ALL CLEAR" will be announced by the Emergency Supervisor or his designee. 	<ul style="list-style-type: none"> • Designee could be law enforcement, fire personnel or security.

FIRE ALARMS/EMERGENCY EVACUATION

All SCCC buildings are equipped with fire alarms. In the event of fire or smoke conditions, or any other situation which requires evacuation of the buildings, the fire alarm will sound and the local fire department will respond.

At the sound of the fire alarm all faculty, staff and students are required to evacuate the building. A non-audible fire warning system has been installed in the Student Center to alert those who are deaf or hearing impaired that a fire warning has been issued. The system features a flashing blue strobe light which signals the need to evacuate the building.

The Student Center also has established emergency rescue areas for those who need assistance exiting the building. Those

individuals should proceed to the emergency rescue areas located on their floor where emergency personnel will provide assistance.

If an emergency on the SCCC campus requires the use of evacuation procedures, it is necessary that the College have information about individuals who may need assistance during such an event.

If a student has any condition that may endanger themselves or others in an emergency they should call the SCCC Learning Center, (973) 300-2150 or the Disabilities Assistance Coordinator at 973-300-2153, to be sure that you are included in the security information. This information will be strictly confidential and will be made available only to those who need it during an emergency.

MEGAN'S LAW REQUIREMENTS

ATTENTION: All Persons Previously Convicted of Sex Related Offenses



This is to inform you that, due to amendments to the New Jersey Megan's Law statutes, you may, under penalty of law, be required to register your presence in Sussex County regardless of where or when your conviction occurred.

In addition to all other Megan's Law requirements, if the following circumstances apply to you, please contact your local police department.

1. You are enrolled in any public or private educational institution of this state, including any secondary school, trade or professional school, institution of higher learning or post-secondary school on a full-time or part-time basis, or
2. You are employed or carry on a vocation in any public or private educational institution of this state, including any secondary school, trade or professional school, institution of higher learning or post-secondary school on a full-time or part-time basis, with or without compensation, for more than 14 consecutive days or for an aggregate period exceeding 30 days in a calendar year.

Please contact your own attorney, the local police department, Sussex Station of the New Jersey State Police or the Sussex County Prosecutor's Office to determine whether you must register. (Published at the request of the County Prosecutor)

PARKING

Sussex County Community College provides parking for students, faculty and staff in marked parking lots for convenient access to buildings on both the upper and lower campuses. Parking is provided free of charge, however students, faculty and staff park at their own risk and are required to have a parking decal displayed.

Parking Regulations are strictly enforced by College Security and supported by Newton Police Department and summonses will be issued for violations. All students, faculty and staff planning to have a vehicle on campus



must register for a parking sticker at the Administrative Building's Security Desk in the front lobby. A separate parking sticker is required for each vehicle. The sticker does not guarantee or reserve a parking space. Parking is on a "first come" basis. The College is not responsible for lost or stolen items or damage to vehicles. Be sure to lock your vehicle and place any packages or valuables in the trunk or out of sight.

Traffic Parking Regulations and Procedures

1. Students: Vehicle registration with the College is required each academic year, July to June. The decal sticker must be displayed no later than the tenth day following the commencement of classes. The decal must be displayed on the driver side corner of the rear window. Motorcycles must affix decal on the front fork opposite state inspection sticker. Vehicles that are sold or traded or disposed of by other means must remove the sticker. Vehicles may be registered:

- a) at the security desk located in the Administration Building, B Building

2. Students, faculty and staff must park in designated white striped general parking spaces ONLY. There is no parking on the grass. All other parking spaces marked with yellow stripes are reserved. Parking in reserved parking spaces, including visitors parking without proper clearance, will result in a ticket

3. Handicap parking is available in Lots 1, 2, 3, 5, 6, 7, 8 and 10 and is reserved for anyone with a valid, state issued handicap license plate or permit.

a) Handicap parking spaces are marked in accordance with all applicable codes and ordinances.

b) Handicap spaces are protected by law; violators will receive tickets from the municipal authorities.

4. Fire Lanes are legally protected and vital to the safety of the College community. Vehicles parked in fire lanes will be subject to towing, at the owner's expense, by the local fire authorities or at the discretion of the College.

5. Parking tickets will be issued for rule infractions and will be assessed fines of \$10 and \$35 (excludes handicap spaces, Security will refer violations to municipal authority for enforcement.) Fines are to be paid within 14 days at the Bursar's Office in the main front lobby of the Administration Building. Failure to pay parking tickets will result in a "parking hold" which will prohibit registration until the fine is paid.

6. Repeated parking offenses will subject students to discipline as prescribed by the Student Code of Conduct.

7. Students may appeal parking offenses in writing to the Facilities Office Coordinator, Sussex County Community College: One College Hill Road, Newton, NJ 07860.

Appeals may also be left in the care of the receptionist at the security desk. Appeals must be made within 14 days of the issuance of the ticket. Students will be notified in writing as to the status of their appeal.

8. All vehicles must be removed by the time the College closes each day. No over-night parking is permitted.

Visitor Parking

Visitor parking is provided on the lower campus in Lot 2. Visitors must register at the Main Desk in the Administration Building. At

no time are students, faculty or staff permitted to park in the Visitor Parking.

Traffic Regulations

1. The speed limit at the College is 15 mph unless otherwise posted. This regulation is strictly enforced and is for the safety of all.

2. Pedestrians have the right-of-way at all times. Motorists should yield to pedestrians.

3. All persons operating a vehicle on campus must obey stop signs and all other signs regulating traffic safety.

4. All vehicle accidents occurring on campus must be reported to the security desk in the Administration Building and the Newton Police Department. In the case of bodily injury, the incident should also be reported on a College Incident Report, which can be obtained at the Main Desk or in the Office of Student Affairs, D110b.

On-Campus Safety Escort Program

If you need Campus Security to escort you to or from your car, or to another building/location on campus, you may request this from any security officer on patrol, or call our direct, non-emergency number at (973) 300-2222 (extension 2222 from a phone on campus).

You may also use the black non-emergency info button on the Emergency Code Blue units located in our parking areas. Please be advised that you are under no obligation to advise us why you are requesting this service. The On-Campus Safety Escort program is available to the entire College community (students, faculty, staff and visitors) that would like to have an officer escort them to/from a campus building/location for any reason.

Please keep in mind that this service is for campus and not off-campus property. The response time may vary based on the program demand and the availability of campus security officers.

Campus Safety Precautions

Sussex County Community College strives to maintain an atmosphere in which each student can grow and become a responsible member of society. Part of that process includes taking responsibility for your own actions, learning to ensure your own personal safety and the safety of your belongings. In today's society, everyone is a potential victim of crime.

There is no absolute protection against crime, but the Office of Student Affairs would like to offer some warnings and precautions that you can take to help you avoid becoming a victim.

1. Never leave handbags, wallets, jewelry or other valuables unattended in classrooms, lavatories, offices, etc.
2. When walking at night, walk near curbs. Use the best lighted route. Try not to walk alone; use the "buddy" system.
3. If you notice unusual behavior, report it to the Main Desk in the Administration Building.

4. When you walk to your vehicle, have your keys ready in your hand so you will not have to stand outside your car looking for them.

5. Lock the doors as soon as you get into the vehicle and keep them locked.

6. If you are a victim of a crime, notify Campus Security immediately at (973) 300-2222, who in turn, will notify the Newton Police Department (973) 383-2525.

WEAPONS

Weapons, ammunition, fireworks, and other explosives are prohibited on College property, or at any other location where the College offers courses or sponsors events.

This policy does not apply to active law enforcement personnel whose authority and/or requirement to carry firearms is regulated by a federal, state, or local law enforcement agency. We request that law enforcement personnel contact Security and advise them of their presence on campus.







SCCC CAMPUS MAP

One College Hill Road, Newton, NJ 07860 • 973-300-2100 • sussex.edu

- | | |
|--|---|
| <p>A. Health Sciences and Performing Arts
Health Sciences, Performing Arts Center,</p> <p>B. Administration Building
Academic Affairs, Admissions, Bursar, Classrooms, Executive Offices, Financial Aid, Learning Center, Receptionist, Registrar, Student Advising & Counseling Center, Testing Center</p> <p>C. Art Gallery
Art Studios, Classrooms, Faculty Offices</p> <p>D. Student Center
Broadcasting/Channel 20 Studios, Cafeteria, Campus Life, Classrooms, Faculty Offices, Foundation, Galleria, Game Room, Human Resources, Marketing and Public Information, Student Center Theater, Veteran's Center</p> | <p>E. Academic & Athletics Building
Athletics, Business Learning Center, Classrooms, Continuing Education, Galleria, Faculty Offices, Fitness Center, Graphic Arts Lab, Gymnasium</p> <p>H. Horton Mansion</p> <p>L. Library and Science Building
Classrooms, Library, Faculty Offices, Science Labs</p> <p>R. University Center
Classrooms</p> <p>V. Barnes & Noble College Bookstore</p> |
|--|---|

Parking lots are patrolled and parking stickers are required. There is no fee for a parking sticker. Cars without stickers may be removed at the owner's expense. Stickers may be picked up at the Reception Desk located in the Administrative Bldg.

Parking is patrolled and all parking regulations are enforced. Park only in designated areas. Do not park in fire lanes. **DO NOT PARK IN REAR OF BUILDINGS.** Cars parked in restricted areas may be towed at owner's expense.