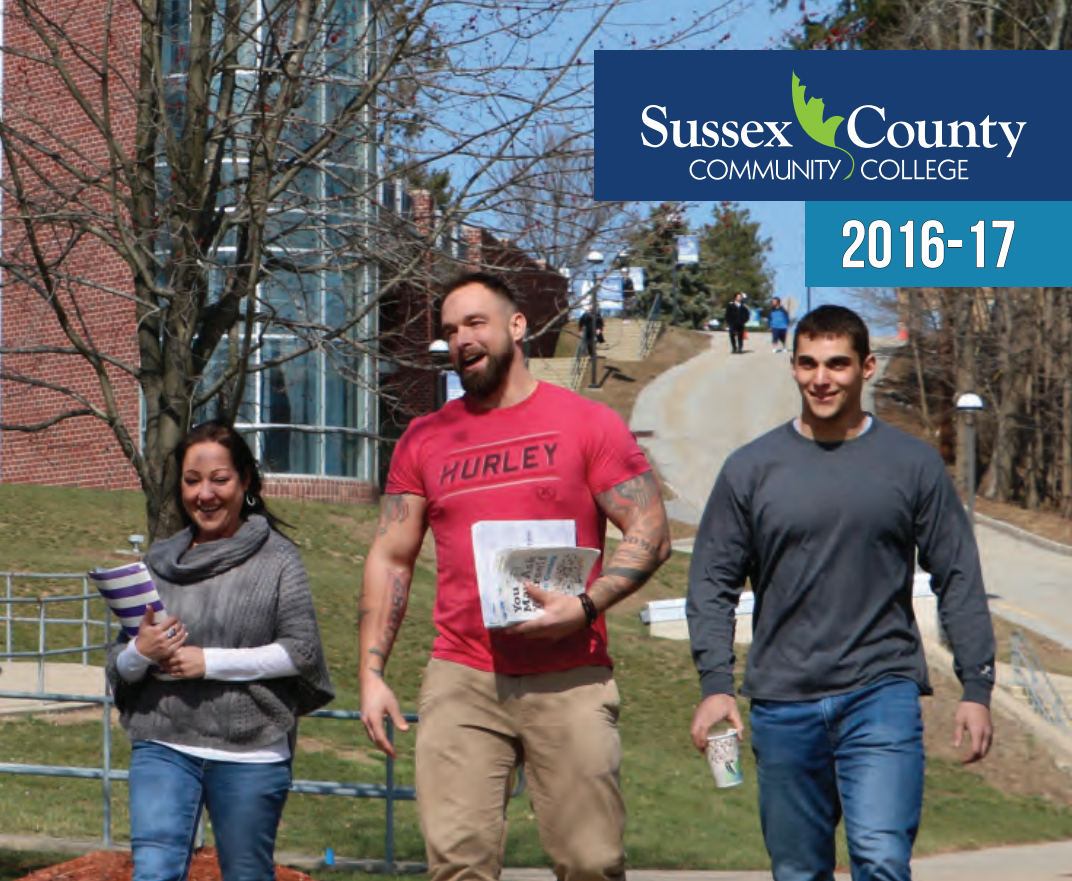


2016-17



EXPERIENCE

COLLEGE

STUDENT  
HANDBOOK



# 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

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Dear SCCC Student:

Welcome to the 2016-2017 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 25 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,

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	Administration Bldg.	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, Tutoring, 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	B318 & B319
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 Affairs	(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**

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George F. Graham, Freeholder Director  
Carl F. Lazzaro, Deputy Director  
Phillip R. Crabb, Freeholder Member  
Johnathan M. Rose, Freeholder Member  
Richard A. Vohden, Freeholder Member

## **Sussex County Community College Board of Trustees**

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Judge Lorraine C. Parker, Chair  
Gerald A. Scanlan, Vice Chair  
Kathleen McNamara, Secretary/Treasurer  
Dr. Bernard J. Andrews, Member  
John Eskilson, Member  
Maryanne Fox, Member  
Rachel A. Geraci, Member  
Dr. Rosalie S. Lamonte, Member  
Edward J. Leppert, Member  
Dr. Tyler Morgus, Member  
Michael J. Spekhardt, Sr., Member  
John Geiger, Alumni Representative

## **Administration**

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Dr. Jon Connolly, Ph.D., SCCC President  
Frank Nocella, B.S., C.P.A., Executive Vice President of Finance, Operations and CFO  
Dr. James Baker, Ph.D., Interim Vice President of Academic Affairs  
Dr. Kathleen Okay, Ed.D., Assistant Vice President of Academic Affairs  
Curtis Biggs, Interim Dean of Student Services & Affairs

## **Deans**

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John Kuntz, Associate Dean of Students  
Jan Tensen, Associate Dean, Division of Learning Resources  
Sherry Fitzgerald, Dean of Instruction, Business, Computer Science, Math, Technical, Applied & Performing Arts & Remote Education

## **Academic Department Chairpersons**

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Naomi Miller, M.S.W., Behavioral and Social Sciences  
Mary DeHart, M.Ed., Math and Computer Science  
Joanne Taylor, Ed.D., Humanities, Communication, and Education  
Maureen Murphy-Smolka, M.A., English  
Dina Conde, Ph.D., Science  
TBA, Business, Legal and Professional Studies

## **Academic Program Coordinators**

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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/Design  
Naomi Miller, M.S.W., Human Services  
Robert Reeber, M.S., Computer Information Systems  
Anthony Selimo, M.A., Communication/Broadcasting Option  
Joanne Taylor, Ed.D., Education (Child Development Specialist)  
TBA, Graphic Design, New Media Communications

## **Counselors & Advisors**

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Kathleen Gallichio, M.S., Counselor/Advisor  
Jan Jones, M.S.W., LCSW Counselor/Personal Counselor  
Scott Scardena, M.Ed., LAC, NCC, 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
Dominic Carbone, Ph.D., Assistant Professor -Psychology	E-246	(973) 300-2329	dcarbone@sussex.edu
Eleanor Carducci, Ed.D., Professor-English	C-09	(973) 300-2169	ecarducci@sussex.edu
Lydia Clark, M.B.A., Assistant Professor-Business	E-254A	(973) 300-2168	lclark@sussex.edu
Dina Conde, Ph.D., Professor-Biology	L-109	(973) 300-2324	dconde@sussex.edu
Wendy Cooney, M.A., Assistant Professor-Criminal Justice	E-303	(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
Barbara Glass, Ed.D., Assistant Professor-Mathematics	D-317	(973) 300-2256	bglass@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	dianza@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 Systems	C-011	(973) 300-2195	rreeber@sussex.edu
Maryann Rubino, J.D., Assistant Professor-Paralegal Studies	E-132	(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 Trikouras, M.A., Assistant Professor-Communication/Theater Arts	A-219	(973) 300-2189	strikouras@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.

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# 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

## **WEBSTUDY: DISTANCE LEARNING**

All students enrolled in online and hybrid classes will use [sussex.webstudy.com](http://sussex.webstudy.com) for communication with your instructor(s). Instructors will also use WebStudy for regular courses.

## **PAY ONLINE AND E-REFUND**

Don't get stuck in the long lines at the Bursar's Office in the beginning of each semester. With a few simple key strokes, you can pay your bill online: [commerce.cashnet.com/sussexpay](http://commerce.cashnet.com/sussexpay)



# CAMPUS 2 CAMPUS

Campus 2 Campus is a partnership between Project Self-Sufficiency and Sussex County Community College, designed to help adult students take the next step towards college and a career.

Services are available at Project Self-Sufficiency to help adult students achieve their goals when considering attending Sussex County Community College.

## SERVICES AVAILABLE:

- Basic Skills Testing
- Test Anxiety Support
- Applications & Financial Aid Forms

- Day & Evening Child Care to Fit Your Family's Budget
- Choosing a Major - Degree Programs
- Certificate Programs to Get You in the Workforce ASAP
- Scholarship Information
- Tours of the PSS & SCCC Campuses

Attend Information Sessions at Project Self-Sufficiency to learn more. Sessions are open to the public, bring a friend!

Call the PSS Case Manager to register or ask questions at 973-940-3500.

Visit <http://projectsselfsufficiency.org> for an up-to-date schedule of sessions.



**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/student-services/counseling/drughealthissues](http://sussex.edu/student-services/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](http://centerforprevention.org)

## ONLINE RESOURCES:

**[ncadd.org](http://ncadd.org)** - NCADD – National Council on Alcoholism and Drug Dependencies, Inc.

**[addictions.com](http://addictions.com)** – (800) 654-0987

**[aa-intergroup.org](http://aa-intergroup.org)** – Alcoholics Anonymous

**[na.org](http://na.org)** – Narcotics Anonymous

**[naranonofnj.org](http://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](http://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](http://sussex.edu).

## #4 FREE TUTORING OFFERED

The Learning Center offers free tutoring in certain subjects. 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!



# SGA OFFICERS 2016-17



From left to right:  
Vice President: Emma Cussatti,  
President: Shelby Chapman, Treasurer: Cassidy Zaruba

## 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

# ACADEMIC CALENDAR 2016-17

## FALL 2016 SEMESTER

September 5

September 6

November 14- November 23

November 23-November 27

November 28

December 2

December 22

December 23-January 2

Labor Day - College Closed

**Classes Begin; Late Registration begins**

Priority Registration for Spring

Thanksgiving Break - College Closes at 5 pm

Open Registration begins

Last day to withdraw with a "W"

Final day of the semester

Winter Break - College Closed

## WINTERIM 2017

January 3

January 16

January 17

January 19

**Classes begin; Late Registration begins**

Martin Luther King, Jr. Day - College Closed

Last day to withdraw with a "W"

Final day of semester

## SPRING 2017 SEMESTER

January 23

March 13- March 19

April 3-April 14

April 17

April 24

May 12

May 17

**Classes begin; Late Registration begins**

Spring Break

Priority Registration for Fall

Open Registration begins

Last day to withdraw with a "W"

Final day of semester

Graduation (Severe Weather Date - 5/18)

## SUMMER SESSION I – 2017

May 22

May 29

July 4

July 7

July 13

**Classes begin; Late Registration begins**

(Science classes will meet an extra 4 Fridays)

Memorial Day - College Closed

4th of July - College Closed

Last day to withdraw with a "W"

Final day of semester

## SUMMER SESSION II – 2017

Schedule coming soon!

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](http://sussex.edu/calendar).

# CAMPUS EVENTS

COLLEGE HOUR EVENTS ARE  
FREE WITH A VALID SCCC ID!

## SEPTEMBER

**TUESDAY, SEPTEMBER 6, 2016**

### **SGA Welcome Table**

Welcome Week. Pick up your 2016-17 Student Handbook and a free treat from your Student Government Association.

10:50 am-12:05 pm, Galleria

**WEDNESDAY, SEPTEMBER 7, 2016**

### **SGA Wax Hands**

10:50 am-12:05 pm, Cafeteria

**WEDNESDAY, SEPTEMBER 7, 2016**

### **Voter Registration Table**

Welcome Week. Register to vote in the 2016 Presidential Election! Hosted by the League of Women Voters, a non-partisan political organization focused on voting rights.

10:50 am-12:05 pm, Galleria

**THURSDAY, SEPTEMBER 8, 2016**

### **Inflatable Joust**

10:50 am-2:50 pm, Connor Green  
(or Gym, in inclement weather)

**FRIDAY, SEPTEMBER 9, 2016**

**Student tickets go on sale:  
Eastern State Penitentiary (9/30)**

Bursar, \$25

**TUESDAY, SEPTEMBER 13, 2016**

### **Laser Tag**

10:30 am-4:00 pm, SC Theater

**WEDNESDAY, SEPTEMBER 14, 2016**

### **Dr. Ancona and The Power of Dreams**

10:50 am-12:05 pm, SC Theater

**THURSDAY, SEPTEMBER 15, 2016**

### **Mentorship Breakfast**

Why should you have a mentor at SCCC? Let Professor Melanie Arpaio explain. Free breakfast. Sign up at the Office of Campus Life or

vvanbeek@sussex.edu

8:00 am-9:15 am, Dining Room

**THURSDAY, SEPTEMBER 15, 2016**

### **Club Advisors + Presidents Luncheon**

10:50 am-12:05 pm, Dining Room



**FRIDAY, SEPTEMBER 16, 2016**

### **Student tickets go on sale: American Museum of Natural History (10/7)**

Bursar, \$20

**FRIDAY, SEPTEMBER 16, 2016**

### **Civil Service Test Prep Course**

Prepare for the Civil Service Test with this day-long test prep for only \$99.

Contact Bill McGovern to register

wmcgovern@sussex.edu

9:00 am-3:00 pm, TBD

**FRIDAY, SEPTEMBER 16, 2016**

### **Constitution Day**

9:00 am-5:00 pm, Campus Life Office

**MONDAY, SEPTEMBER 19, 2016**

### **Tools for Academic Success**

Student Ambassador, Phil Andujar, presents you with tips and tricks to access your student portal. Free to all students.

10:50 am-12:05 pm, B304

**MONDAY, SEPTEMBER 20, 2016**

### **Dr. Connolly's Leadership Roundtable**

"How to Conduct Crucial Conversations." Free lunch. Open to all students but sign-ups are required. RSVP at the Office of Campus Life or

vvanbeek@sussex.edu  
10:50 am-12:05 pm, SC Theater

#### **THURSDAY, SEPTEMBER 22, 2016**

##### **The Theory of Why Anyone Does Anything**

Robyn Izquierdo will demonstrate how this way of looking at history explains so many things and how to apply the same formula to the world today.

10:50 am-12:05 pm, Dining Room

#### **THURSDAY, SEPTEMBER 22, 2016**

##### **Civics 101**

Why should you vote? What does it mean to be a citizen in the 21st century? Come to this Foundations for Success class taught by Michael DeVilliers to learn why your vote counts.

12:15 pm-1:30 pm, D307

#### **FRIDAY, SEPTEMBER 23, 2016**

**Staff/faculty/community tickets go on sale: Eastern State Penitentiary (9/30)**  
Bursar, \$30 (staff/faculty) \$35 (community)



#### **FRIDAY, SEPTEMBER 23, 2016**

##### **Habitat for Humanity team build day**

Help build a home for a family in need. RSVP to the Office of Campus Life or vvanbeek@sussex.edu. Maximum of 14 students. Free transportation and lunch.

7:30 am-5:00 pm, Upper Lot

#### **TUESDAY, SEPTEMBER 27, 2016**

##### **National Voter Registration Day**

10:50 am-12:05 pm, Galleria

#### **TUESDAY, SEPTEMBER 27, 2016**

##### **Open Mic**

3:05 pm-4:20 pm, SC Theater

#### **WEDNESDAY, SEPTEMBER 28, 2016**

##### **Memorial Tree Planting for Spenser Trapp**

6 pm-7 pm, Gazebo

#### **THURSDAY, SEPTEMBER 29, 2016**

##### **Welcome Picnic and Meet the Clubs**

10:50 am-1:00 pm, Gazebo

#### **FRIDAY, SEPTEMBER 30, 2016**

**Staff/faculty/community tickets go on sale for American Museum of Natural History trip (10/7)**

Bursar, \$30 (staff/faculty) \$35 (community)

#### **FRIDAY, SEPTEMBER 30, 2016**

##### **Eastern State Penitentiary Trip**

Ticket holders meet at the Upper Parking Lot at 6:45am. The bus leaves at 7am. Expected return to SCCC at 5:30pm.

## **OCTOBER**



#### **SUNDAY, OCTOBER 2, 2016**

##### **9th Annual Skylander Challenge**

7:00 am, SCCC Campus  
sussex.edu/skylanderchallenge

#### **MONDAY, OCTOBER 3, 2016**

##### **Empowerment Series: Tools for Academic Success**

Join Student Ambassador, Phil Andujar, and learn about all the services and resources available to help you succeed at SCCC.  
10:50 am-12:05 pm, Dining Room

#### **TUESDAY, OCTOBER 4, 2016**

##### **Blood Drive**

10:00 am-7:00 pm, Galleria/SC Theater

## WEDNESDAY, OCTOBER 5, 2016

### **Empowerment Series: Resiliency as Self-Care**

Join Student Ambassador Phil Andujar and Student Veteran Jay Christy to explore strategies for resilience and self-awareness. 10:50 am-12:05 pm, SC Theater

## THURSDAY, OCTOBER 6, 2016

### **Open SGA Meeting**

10:50 am-12:05 pm, SC Theater

## FRIDAY, OCTOBER 7, 2016

### **NYC Trip: American Museum of Natural History**

Ticket holders meet at the Upper Parking Lot at 8:30am. The Bus leaves at 8:45am. Expected return to SCCC at 5pm.

## MONDAY, OCTOBER 10, 2016

### **Empowerment Series: Depression in College**

Join Student Ambassador, Phil Andujar, and Counselor, Jan Jones, for a discussion about depression, specific to the college student. 10:50 am-12:05 pm, SC Theater

## TUESDAY, OCTOBER 12, 2016

### **Empowerment Series: Financial Literacy**

Join Student Ambassador, Phil Andujar, and Financial Aid Director, Diane Pienta-Lett, to learn about how to pay for your education. 10:50 am-12:05 pm, SC Theater

## THURSDAY, OCTOBER 13, 2016

### **Station Eleven, College Novel Lecture**

10:50 am-12:05 pm, SC Theater

## FRIDAY, OCTOBER 14, 2016

### **Film Screening + Discussion: "Fight Club" and Toxic Masculinity**

See "Fight Club" on the big screen, then stay for a discussion of the social and psychological themes of the film. Free to all students. Sign-ups are required. RSVP to the Office of Campus Life or [vvanbeek@sussex.ed](mailto:vvanbeek@sussex.ed). Refreshments served. 9:00 am-12 pm, SC Theater

## MONDAY, OCTOBER 17, 2016

### **Empowerment Series: Gender Identity**

Join Student Ambassador, Phil Andujar, as he examines gender identity, social expectations and self-acceptance. 10:50 am-12:05 pm, SC Theater



## TUESDAY, OCTOBER 18, 2016

### **Pizza Taste-Off Fundraiser**

Unique fundraiser sponsored by the Business Club to discover the Best Pizza in Newton, determined by your blind taste-off votes. 10:50 am-12:05 pm, SC Theater, Price TBD

## TUESDAY, OCTOBER 18, 2016

### **Want to Vote for President of the United States?**

Today is the last day you can register to vote in the 2016 Presidential Election. Pick up a voter registration form in the Office of Campus Life from 9:00 am-5:00 pm

## WEDNESDAY, OCTOBER 19, 2016

### **Empowerment Series: Sexual Health and Sexual Assault**

Join Student Ambassador, Phil Andujar, and DASI to learn about sexual health and wellness. Body-positive, LGBTQ+ friendly. 10:50 am-12:05 pm, SC Theater

## WEDNESDAY, OCTOBER 19, 2016

### **Open Mic**

3:05 pm-4:20 pm, SC Theater

## THURSDAY, OCTOBER 20, 2016

### **Fall Transfer Fair**

10:50 am, Location TBD

## THURSDAY, OCTOBER 20, 2016

### **History Club: Gladiator Games**

10:50 am, Location TBD



**THURSDAY, OCTOBER 20, 2016**

**Philosopher's Marketplace:  
Film Screening**

10:50 am-12:05 pm, SC Theater

**FRIDAY, OCTOBER 21, 2016**

**"The Hunting Ground"  
Screening and Workshop**

Hosted by Sociology Professor Dr. Stacie Golin and Gwen Federico from DASI, see a screening of the acclaimed documentary "The Hunting Ground" about campus sexual assault. Round-table discussion with a survivor of campus sexual assault to follow. RSVP at the Office of Campus Life or vvanbeek@sussex.edu. Free to all students. Refreshments.

9:00 am-12:00 pm, SC Theater

**MONDAY, OCTOBER 24, 2016**

**Empowerment Series: The Friend Zone**

Join Student Ambassador Phil Andujar as he explores the dreaded "friend zone" and why it's not such a bad place to be.

10:50 am-12:05 pm, SC Theater

**TUESDAY, OCTOBER 26, 2016**

**Empowerment Series:  
Ted Talks for Success**

Join Student Ambassador Phil Andujar in his final "Empowerment" session as he shows you how to best use Ted Talks for personal success.

10:50 am-12:05 pm, SC Theater



**THURSDAY, OCTOBER 27, 2016**

**SGA's Halloween Costume Contest**

Prizes awarded for the best costumes. Open to all students. Free candy.

10:50 am-12:05 pm, Cafeteria

**FRIDAY, OCTOBER 28, 2016**

**SGA's Haunted Hayride**

7:00 pm-9:00 pm, Cafeteria,  
Open to the Community

**SATURDAY, OCTOBER 29, 2016**

**Open House**

Know a friend who's interested in attending college? Tell them about our Open House!

9:30 pm-12:00 pm, PAC

**NOVEMBER**

**WEDNESDAY, NOVEMBER 2, 2016**

**Stress Relief with Dr. Eric**

Sparta Chiropractic and Wellness Center returns with more stress relief tips, just in time for mid-terms. Free to all students.

10:50 am-12:05 pm, Dining Room

**THURSDAY, NOVEMBER 3, 2016**

**Open SGA Meeting**

Dr. Connolly's Leadership Roundtable: "The Theory of Optimism". All clubs must send 1 representative. Open to all students, free lunch.

10:50 am-12:05 pm, SC Theater

**FRIDAY, NOVEMBER 4, 2016**

**Bystander Training**

Learn how to safely intervene and diffuse the risk of physical altercations. Hosted by DASI. Free, open to all students. Sign-ups are required. RSVP to the Office of Campus Life or vvanbeek@sussex.edu.

10:00 am-11:15 am, Dining Room

**SATURDAY, NOVEMBER 5, 2016**

**Foundation Scholarship Ball**

6:00 pm, Red Tail Lodge, Mountain Creek  
sussex.edu/foundationball



**TUESDAY, NOVEMBER 8, 2016**

**Election Day Celebration**

Vote at your local polling station then enjoy free cake on campus.

10:50 am-12:05 pm, Galleria

## TUESDAY, NOVEMBER 15, 2016

### Open Mic

3:05 pm-4:20 pm, SC Theater



## THURSDAY, NOVEMBER 10, 2016

### SGA's Turkey Bowl

Annual flag football tournament. Prizes awarded. Visit the SGA Office for individual/team sign-ups.

10:50 am-12:05 pm, Connor Green

## FRIDAY, NOVEMBER 11, 2016

### NYC Museum of Sex tickets go on sale to students (12/9)

Bursar, \$25

## MONDAY, NOVEMBER 14, 2016

### Drunk/Distracted Driving Simulator

Learn first-hand what happens when you text and drive or drink and drive using two different impaired driving simulators. Provided by the N.J. Highway Safety Grant.

10:00 am-4:00 pm, Cafeteria

## MONDAY, NOVEMBER 14, 2016

### Annual Golden Wish Tree

Participate in SCCC's annual tradition by contributing a small gift to a senior citizen in need. Gift wishes can be found on the tree in the Galleria. Gifts collected in the Office of Campus Life through December 6.

## WEDNESDAY, NOVEMBER 16, 2016

### Resume Writing + Job Search Tips

10:50 am-12:05 pm, SC Theater

## MONDAY, NOVEMBER 28, 2016

### Spring 2017 Ambassador Applications available in the Campus Life Office

# DECEMBER

## THURSDAY, DECEMBER 1, 2016

### World AIDS DAY: STI/HIV Testing

10:00 am-2:00 pm, TBD

## THURSDAY, DECEMBER 1, 2016

### Open SGA Meeting

10:50 am-12:05 pm, SC Theater

## FRIDAY, DECEMBER 2, 2016

### Museum of Sex tickets go on sale to staff/faculty/community (12/9)

Bursar, \$30 (staff/faculty) \$35 (community)

## MONDAY, DECEMBER 5, 2016

### Spring 2017 Ambassador Applications Due

9:00 am-5:00 pm, Campus Life

## TUESDAY, DECEMBER 6, 2016

### Last Day: Golden Wish Tree

9:00 am-5:00 pm, Campus Life

## FRIDAY, DECEMBER 9, 2016

### Museum of Sex - NYC Trip

Join Professors Linden and Arpaio at the Museum of Sex to learn about the history, evolution and cultural significance of human sexuality. Additional time to experience the holidays in NYC. Meet in the Upper Parking Lot at 8:30 am. Bus leaves at 8:45 am. Return to SCCC by 5pm.



## THURSDAY, DECEMBER 15, 2016

### SGA's Holiday Party

10:50 am-12:05 pm, Cafeteria

# JANUARY

**JANUARY 23-26, 2017**

## **Welcome Week**

10:50 am-12:05pm

**THURSDAY, JANUARY 26, 2017**

## **Human Trafficking in the 21st Century**

In honor of Human Trafficking Awareness Month, learn about the global challenges faced in ending this practice. Hosted by Durga Tree, an international nonprofit focused on ending modern day slavery. Open to all students.

10:50 am-12:05 pm, SC Theater

# FEBRUARY

**WEDNESDAY, FEBRUARY 1, 2017**

## **Dr. Connolly's Leadership Roundtable**

Learn applicable leadership lessons from the Civil War with SCCC President Dr. Jon Connolly. Open to all students.

10:50 am-12:05 pm, Dining Room



**THURSDAY, FEBRUARY 2, 2017**

## **Meet the Clubs**

10:50 am-12:05 pm, Galleria

**MONDAY, FEBRUARY 6, 2017**

## **The Psychology Behind Vaping**

10:50 am-12:05 pm, Dining Room

**WEDNESDAY, FEBRUARY 8, 2017**

## **The State of Welfare**

10:50 am-12:05 pm, Dining Room

**THURSDAY, FEBRUARY 9, 2017**

## **How to Succeed at Math**

10:50 am-12:05 pm, SC Theater

**THURSDAY, FEBRUARY 16, 2017**

## **All-College Novel Lecture**

10:50 am-12:05 pm, SC Theater



**THURSDAY, FEBRUARY 23, 2017**

## **Spring Transfer Fair**

10:00 am-1:00 pm, Location TBD

**SATURDAY, FEBRUARY 25, 2017**

## **Black Maria Film Festival**

SCCC is proud to host The Black Maria Film Festival, a screening of international, juried independent films. Talk back hosted by Festival Executive Director Jane Steuerwald.

7:00 pm-9:00 pm, PAC Theater, Price TBD

# MARCH

**THURSDAY, MARCH 2, 2017**

## **Open SGA Meeting**

Dr. Connolly's Leadership Roundtable: "Leading from the Middle". All clubs must send 1 representative. Open to all students, free lunch.

10:50 am-12:05 pm, SC Theater

**FRIDAY, MARCH 3, 2017**

## **Media Literacy Workshop (Part I)**

Understand how media shapes our culture by examining representations of class, race, gender, and sexuality. Hosted by DASI. Free. Open to all students. Sign-ups are required. RSVP to the Office of Campus Life or vvanbeek@sussex.edu.

9:00 am-1:00 pm, Dining Room

## WEDNESDAY, MARCH 8, 2017

### The First Storytellers

Explore primal mythologies with Dr. Francesco Ancona, from cave art through Kundalini yoga. Free. Open to all students and community members.

10:50 am-12:05 pm, SC Theater

## FRIDAY, MARCH 10, 2017

### Media Literacy Workshop (Part II)

Understand how media shapes our culture by examining representations of class, race, gender, and sexuality. Hosted by DASI. Free. Open to all students but sign-ups are required. RSVP to the Office of Campus Life or [vvanbeek@sussex.edu](mailto:vvanbeek@sussex.edu).

9:00 am-1:00 pm, Dining Room

## MONDAY, MARCH 20, 2017

**Fall 2017 Student Ambassador applications available in the Campus Life Office**

## MONDAY, MARCH 27, 2017

**Fall 2017 Student Ambassador applications due**

5:00 pm, Campus Life

## TUESDAY, MARCH 28, 2017

### Blood Drive

10:00 am-7:00 pm, SC Theater



## THURSDAY, MARCH 30, 2017

### Free Ice Cream Sundae Day

10:50 am-12:30 pm, Galleria

# APRIL

## THURSDAY, APRIL 6, 2017

### Open SGA Meeting

10:50 am-12:30 pm, SC Theater



## SATURDAY, APRIL 9, 2017

### Ladies' Retreat

9:00 am-8:00 pm, SCCC Campus  
[sussex.edu/ladiesretreat](http://sussex.edu/ladiesretreat)

## WEEK OF APRIL 10

### NYC Broadway Show trip

The show will be announced in the Fall 2016 semester.

## MONDAY, APRIL 10, 2017

**2017-18 SGA applications available in the Campus Life Office**

## TUESDAY, APRIL 18, 2017

### Earth Week

Join in the Bio Club's annual tree planting and campus clean-up efforts. Hosted by Dr. Dina Conde.  
12:15 pm-1:20 pm, In front of L Bldg

## THURSDAY, APRIL 20, 2017

### Climate Change Forum

Discussion forum led by Ag Science, Biology, Botany, and Environmental Science students. Moderated by Dr. Dina Conde, Dr. Lori Colgan and Dr. Robert Larsson.

10:50 am-12:05 pm, SC Theater

## TUESDAY, APRIL 25, 2017

### The Clothesline Project

Annual silent testament to survivors of domestic abuse. Hosted by DASI.

8:30 am-4:30 pm, Connor Green

**SATURDAY, APRIL 29, 2017**

**Spring Open House**

Have a friend who's interested in attending college? Tell them about our Open House!  
9:30 am-12:00 pm, PAC

**TUESDAY, MAY 16, 2017**

**Graduation Breakfast**

Breakfast to be followed by the Graduation Rehearsal.  
9:30 am-11:00 am, Cafeteria/Galleria

**MAY**

**MONDAY, MAY 2, 2016**

**SCCC Skylanders Golf Outing**

7:30 am, Ballyowen Golf Club, Hardyston NJ  
[sussex.edu/golfouting](http://sussex.edu/golfouting)

**THURSDAY, MAY 4, 2017**

**Open SGA Meeting**

10:50 am-12:05 pm, SC Theater

**FRIDAY, MAY 5, 2017**

**Starlit Ball**

Annual end-of-year dance. Theme, pricing and location TBD.  
6:00 pm-10:00 pm



**WEDNESDAY, MAY 17, 2017**

**Graduation**

6:00 pm, Connor Green



**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!

# 2016 | SEPTEMBER

**MONDAY, 8/29** \_\_\_\_\_

**TUESDAY, 8/30** \_\_\_\_\_

**WEDNESDAY, 8/31** \_\_\_\_\_

**THURSDAY 1** \_\_\_\_\_

**FRIDAY 2** \_\_\_\_\_

**SATURDAY 3** \_\_\_\_\_

**SUNDAY 4** \_\_\_\_\_

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

**MONDAY 5** \_\_\_\_\_

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**TUESDAY 6** \_\_\_\_\_

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**WEDNESDAY 7** \_\_\_\_\_

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**THURSDAY 8** \_\_\_\_\_

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# 2016 | SEPTEMBER

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**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. Do you really want to be someone's entertainment?

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2016

# SEPTEMBER/OCTOBER

**MONDAY 26** \_\_\_\_\_  
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**SUNDAY 2** \_\_\_\_\_  
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**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 3** \_\_\_\_\_

**TUESDAY 4** \_\_\_\_\_

**WEDNESDAY 5** \_\_\_\_\_

**THURSDAY 6** \_\_\_\_\_

**FRIDAY 7** \_\_\_\_\_

**SATURDAY 8** \_\_\_\_\_

**SUNDAY 9** \_\_\_\_\_

# 2016 | OCTOBER

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**SUNDAY 16** \_\_\_\_\_  
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**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 17** \_\_\_\_\_  
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2016

# OCTOBER/NOVEMBER

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**SUNDAY 30** \_\_\_\_\_  
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**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 31** \_\_\_\_\_  
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**SUNDAY 6** \_\_\_\_\_  
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# 2016 | NOVEMBER

**MONDAY 7** \_\_\_\_\_

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**THURSDAY 10** \_\_\_\_\_

**FRIDAY 11** \_\_\_\_\_

**SATURDAY 12** \_\_\_\_\_

**SUNDAY 13** \_\_\_\_\_



**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 14** \_\_\_\_\_  
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**TUESDAY 15** \_\_\_\_\_  
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2016

# NOVEMBER/DECEMBER

**MONDAY 21** \_\_\_\_\_

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**SATURDAY 26** \_\_\_\_\_

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**SUNDAY 27** \_\_\_\_\_

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**SUBSTANCE ABUSE:** E-cigarettes are not FDA approved. They are not to be used as a smoking cessation device. No one knows the long term effects on the user.

**MONDAY 28** \_\_\_\_\_  
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**SUNDAY 4** \_\_\_\_\_  
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# 2016 | DECEMBER

**MONDAY 5** \_\_\_\_\_

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**WEDNESDAY 7** \_\_\_\_\_

**THURSDAY 8** \_\_\_\_\_

**FRIDAY 9** \_\_\_\_\_

**SATURDAY 10** \_\_\_\_\_

**SUNDAY 11** \_\_\_\_\_

**SUBSTANCE ABUSE:** Alcohol passes directly into the blood stream through the stomach & small intestine...reaching the brain within minutes.

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**TUESDAY 13** \_\_\_\_\_  
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**SATURDAY 17** \_\_\_\_\_  
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**SUNDAY 18** \_\_\_\_\_  
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# DECEMBER/JANUARY

**MONDAY 19** \_\_\_\_\_  
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**SUNDAY 25** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Food can slow down the absorption of alcohol into the blood stream, but cannot "sober up" someone who is already intoxicated.

**MONDAY 26** \_\_\_\_\_  
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**TUESDAY 27** \_\_\_\_\_  
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**WEDNESDAY 28** \_\_\_\_\_  
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**THURSDAY 29** \_\_\_\_\_  
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**FRIDAY 30** \_\_\_\_\_  
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**SATURDAY 31** \_\_\_\_\_  
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**SUNDAY 1** \_\_\_\_\_  
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# 2017 | JANUARY

**MONDAY 2** \_\_\_\_\_

**TUESDAY 3** \_\_\_\_\_

**WEDNESDAY 4** \_\_\_\_\_

**THURSDAY 5** \_\_\_\_\_

**FRIDAY 6** \_\_\_\_\_

**SATURDAY 7** \_\_\_\_\_

**SUNDAY 8** \_\_\_\_\_



**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 9** \_\_\_\_\_

**TUESDAY 10** \_\_\_\_\_

**WEDNESDAY 11** \_\_\_\_\_

**THURSDAY 12** \_\_\_\_\_

**FRIDAY 13** \_\_\_\_\_

**SATURDAY 14** \_\_\_\_\_

**SUNDAY 15** \_\_\_\_\_

2017 | **JANUARY**

**MONDAY 16** \_\_\_\_\_

**TUESDAY 17** \_\_\_\_\_

**WEDNESDAY 18** \_\_\_\_\_

**THURSDAY 19** \_\_\_\_\_

**FRIDAY 20** \_\_\_\_\_

**SATURDAY 21** \_\_\_\_\_

**SUNDAY 22** \_\_\_\_\_

**SUBSTANCE ABUSE:** Alcohol is the number one date rape drug.

**MONDAY 23** \_\_\_\_\_  
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**TUESDAY 24** \_\_\_\_\_  
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**WEDNESDAY 25** \_\_\_\_\_  
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**THURSDAY 26** \_\_\_\_\_  
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**FRIDAY 27** \_\_\_\_\_  
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**SATURDAY 28** \_\_\_\_\_  
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**SUNDAY 29** \_\_\_\_\_  
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# 2017 | FEBRUARY

**MONDAY 30** \_\_\_\_\_  
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**TUESDAY 31** \_\_\_\_\_  
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**WEDNESDAY 1** \_\_\_\_\_  
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**THURSDAY 2** \_\_\_\_\_  
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**FRIDAY 3** \_\_\_\_\_  
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**SATURDAY 4** \_\_\_\_\_  
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**SUNDAY 5** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Women absorb alcohol into the bloodstream faster because of a relatively higher amount of fatty tissue.

**MONDAY 6** \_\_\_\_\_

**TUESDAY 7** \_\_\_\_\_

**WEDNESDAY 8** \_\_\_\_\_

**THURSDAY 9** \_\_\_\_\_

**FRIDAY 10** \_\_\_\_\_

**SATURDAY 11** \_\_\_\_\_

**SUNDAY 12** \_\_\_\_\_

# 2017 | FEBRUARY

**MONDAY 13** \_\_\_\_\_

**TUESDAY 14** \_\_\_\_\_

**WEDNESDAY 15** \_\_\_\_\_

**THURSDAY 16** \_\_\_\_\_

**FRIDAY 17** \_\_\_\_\_

**SATURDAY 18** \_\_\_\_\_

**SUNDAY 19** \_\_\_\_\_

**SUBSTANCE ABUSE:** Women metabolize alcohol slower than men because of the lack of an enzyme (dehydrogenase) that men possess.

**MONDAY 20** \_\_\_\_\_  
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**TUESDAY 21** \_\_\_\_\_  
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**WEDNESDAY 22** \_\_\_\_\_  
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**THURSDAY 23** \_\_\_\_\_  
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**FRIDAY 24** \_\_\_\_\_  
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**SATURDAY 25** \_\_\_\_\_  
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**SUNDAY 26** \_\_\_\_\_  
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# 2017 | FEBRUARY/MARCH

**MONDAY 27** \_\_\_\_\_  
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**TUESDAY 28** \_\_\_\_\_  
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**WEDNESDAY 1** \_\_\_\_\_  
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**THURSDAY 2** \_\_\_\_\_  
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**FRIDAY 3** \_\_\_\_\_  
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**SATURDAY 4** \_\_\_\_\_  
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**SUNDAY 5** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Abusing prescription depressants can cause slurred speech, shallow breathing, fatigue, disorientation, lack of coordination, and seizures (upon withdrawal from chronic abuse).

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**TUESDAY 7** \_\_\_\_\_  
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**WEDNESDAY 8** \_\_\_\_\_  
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**THURSDAY 9** \_\_\_\_\_  
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**FRIDAY 10** \_\_\_\_\_  
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**SATURDAY 11** \_\_\_\_\_  
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**SUNDAY 12** \_\_\_\_\_  
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# 2017 | MARCH

**MONDAY 13** \_\_\_\_\_

**TUESDAY 14** \_\_\_\_\_

**WEDNESDAY 15** \_\_\_\_\_

**THURSDAY 16** \_\_\_\_\_

**FRIDAY 17** \_\_\_\_\_

**SATURDAY 18** \_\_\_\_\_

**SUNDAY 19** \_\_\_\_\_

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

**MONDAY 20** \_\_\_\_\_  
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**TUESDAY 21** \_\_\_\_\_  
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**WEDNESDAY 22** \_\_\_\_\_  
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**THURSDAY 23** \_\_\_\_\_  
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**FRIDAY 24** \_\_\_\_\_  
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**SATURDAY 25** \_\_\_\_\_  
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**SUNDAY 26** \_\_\_\_\_  
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2017

# MARCH/APRIL

**MONDAY 27** \_\_\_\_\_

**TUESDAY 28** \_\_\_\_\_

**WEDNESDAY 29** \_\_\_\_\_

**THURSDAY 30** \_\_\_\_\_

**FRIDAY 31** \_\_\_\_\_

**SATURDAY 1** \_\_\_\_\_

**SUNDAY 2** \_\_\_\_\_

**SUBSTANCE ABUSE:** **Myth:** The more drunk you get, the better the buzz.  
**Fact:** Although one or two drinks may cause someone to relax, consuming alcohol in excess can lead to injuries, blackouts, coma and possibly death.

**MONDAY 3** \_\_\_\_\_  
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**TUESDAY 4** \_\_\_\_\_  
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**WEDNESDAY 5** \_\_\_\_\_  
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**THURSDAY 6** \_\_\_\_\_  
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**FRIDAY 7** \_\_\_\_\_  
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**SATURDAY 8** \_\_\_\_\_  
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**SUNDAY 9** \_\_\_\_\_  
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2017 | **APRIL**

**MONDAY 10** \_\_\_\_\_  
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**TUESDAY 11** \_\_\_\_\_  
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**WEDNESDAY 12** \_\_\_\_\_  
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**THURSDAY 13** \_\_\_\_\_  
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**FRIDAY 14** \_\_\_\_\_  
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**SATURDAY 15** \_\_\_\_\_  
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**SUNDAY 16** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Both prescription and over-the-counter drugs pose increased risk of health complications (ie. breathing problems that lead to death) when combined with other prescription medications, over-the-counter medicines, illicit drugs, or alcohol.

**MONDAY 17** \_\_\_\_\_  
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**TUESDAY 18** \_\_\_\_\_  
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**WEDNESDAY 19** \_\_\_\_\_  
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**THURSDAY 20** \_\_\_\_\_  
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**FRIDAY 21** \_\_\_\_\_  
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**SATURDAY 22** \_\_\_\_\_  
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**SUNDAY 23** \_\_\_\_\_  
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2017

# APRIL/MAY

**MONDAY 24** \_\_\_\_\_

**TUESDAY 25** \_\_\_\_\_

**WEDNESDAY 26** \_\_\_\_\_

**THURSDAY 27** \_\_\_\_\_

**FRIDAY 28** \_\_\_\_\_

**SATURDAY 29** \_\_\_\_\_

**SUNDAY 30** \_\_\_\_\_



**SUBSTANCE ABUSE:** Tolerance means you may not feel the same effects of alcohol as you continue to use, but your blood alcohol concentration level may remain high.

**MONDAY 1** \_\_\_\_\_  
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**TUESDAY 2** \_\_\_\_\_  
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**WEDNESDAY 3** \_\_\_\_\_  
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**THURSDAY 4** \_\_\_\_\_  
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**FRIDAY 5** \_\_\_\_\_  
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**SATURDAY 6** \_\_\_\_\_  
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**SUNDAY 7** \_\_\_\_\_  
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2017 | **MAY**

**MONDAY 8** \_\_\_\_\_

**TUESDAY 9** \_\_\_\_\_

**WEDNESDAY 10** \_\_\_\_\_

**THURSDAY 11** \_\_\_\_\_

**FRIDAY 12** \_\_\_\_\_

**SATURDAY 13** \_\_\_\_\_

**SUNDAY 14** \_\_\_\_\_

**SUBSTANCE ABUSE:** Drinking impairs judgment which increases the likelihood of doing something that will be later regretted such as unprotected sex, starting a fight, drinking and driving, or property damage.

**MONDAY 15** \_\_\_\_\_  
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**TUESDAY 16** \_\_\_\_\_  
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**WEDNESDAY 17** \_\_\_\_\_  
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**THURSDAY 18** \_\_\_\_\_  
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**FRIDAY 19** \_\_\_\_\_  
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**SATURDAY 20** \_\_\_\_\_  
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**SUNDAY 21** \_\_\_\_\_  
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2017

# MAY/JUNE

**MONDAY 22** \_\_\_\_\_

**TUESDAY 23** \_\_\_\_\_

**WEDNESDAY 24** \_\_\_\_\_

**THURSDAY 25** \_\_\_\_\_

**FRIDAY 26** \_\_\_\_\_

**SATURDAY 27** \_\_\_\_\_

**SUNDAY 28** \_\_\_\_\_

**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 29** \_\_\_\_\_  
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**TUESDAY 30** \_\_\_\_\_  
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**WEDNESDAY 31** \_\_\_\_\_  
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**THURSDAY 1** \_\_\_\_\_  
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**FRIDAY 2** \_\_\_\_\_  
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**SATURDAY 3** \_\_\_\_\_  
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**SUNDAY 4** \_\_\_\_\_  
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2017 | **JUNE**

**MONDAY 5** \_\_\_\_\_  
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**TUESDAY 6** \_\_\_\_\_  
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**WEDNESDAY 7** \_\_\_\_\_  
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**THURSDAY 8** \_\_\_\_\_  
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**FRIDAY 9** \_\_\_\_\_  
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**SATURDAY 10** \_\_\_\_\_  
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**SUNDAY 11** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Drinking increasing amounts to feel a “buzz” is a sign of developing tolerance. Tolerance is a warning sign of developing more serious alcohol problems, such as dependence.

**MONDAY 12** \_\_\_\_\_  
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**TUESDAY 13** \_\_\_\_\_  
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**WEDNESDAY 14** \_\_\_\_\_  
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**THURSDAY 15** \_\_\_\_\_  
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**FRIDAY 16** \_\_\_\_\_  
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**SATURDAY 17** \_\_\_\_\_  
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**SUNDAY 18** \_\_\_\_\_  
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# 2017 | JUNE/JULY

**MONDAY 19** \_\_\_\_\_  
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**TUESDAY 20** \_\_\_\_\_  
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**WEDNESDAY 21** \_\_\_\_\_  
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**THURSDAY 22** \_\_\_\_\_  
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**FRIDAY 23** \_\_\_\_\_  
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**SATURDAY 24** \_\_\_\_\_  
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**SUNDAY 25** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Look around you. Most people underage are not drinking. Research shows that 71 percent of people 12-20 haven't had a drink in the past month.

**MONDAY 26** \_\_\_\_\_  
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**TUESDAY 27** \_\_\_\_\_  
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**WEDNESDAY 28** \_\_\_\_\_  
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**THURSDAY 29** \_\_\_\_\_  
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**FRIDAY 30** \_\_\_\_\_  
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**SATURDAY 1** \_\_\_\_\_  
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**SUNDAY 2** \_\_\_\_\_  
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2017 | JULY

**MONDAY 3** \_\_\_\_\_

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**TUESDAY 4** \_\_\_\_\_

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**WEDNESDAY 5** \_\_\_\_\_

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**THURSDAY 6** \_\_\_\_\_

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**FRIDAY 7** \_\_\_\_\_

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**SATURDAY 8** \_\_\_\_\_

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**SUNDAY 9** \_\_\_\_\_

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**SUBSTANCE ABUSE:** The majority of US adults (70%) either do not drink or always stay within 'low-risk' patterns.

**MONDAY 10** \_\_\_\_\_  
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**TUESDAY 11** \_\_\_\_\_  
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**WEDNESDAY 12** \_\_\_\_\_  
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**THURSDAY 13** \_\_\_\_\_  
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**FRIDAY 14** \_\_\_\_\_  
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**SATURDAY 15** \_\_\_\_\_  
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**SUNDAY 16** \_\_\_\_\_  
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2017 | **JULY**

**MONDAY 17** \_\_\_\_\_  
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**TUESDAY 18** \_\_\_\_\_  
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**WEDNESDAY 19** \_\_\_\_\_  
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**THURSDAY 20** \_\_\_\_\_  
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**FRIDAY 21** \_\_\_\_\_  
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**SATURDAY 22** \_\_\_\_\_  
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**SUNDAY 23** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Research shows that drivers on marijuana have slower reaction times, impaired judgment, and problems responding to signals and sounds.

**MONDAY 24** \_\_\_\_\_  
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**TUESDAY 25** \_\_\_\_\_  
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**WEDNESDAY 26** \_\_\_\_\_  
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**THURSDAY 27** \_\_\_\_\_  
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**SATURDAY 29** \_\_\_\_\_  
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**SUNDAY 30** \_\_\_\_\_  
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2017

# AUGUST

**MONDAY 31** \_\_\_\_\_  
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**WEDNESDAY 2** \_\_\_\_\_  
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**THURSDAY 3** \_\_\_\_\_  
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**FRIDAY 4** \_\_\_\_\_  
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**SATURDAY 5** \_\_\_\_\_  
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**SUNDAY 6** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** Hosting a barbecue or party? Make sure that non-alcoholic beverages are provided for people under 21 and those who choose to abstain. Also, make sure there is substantial food provided.

**MONDAY 7** \_\_\_\_\_  
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**TUESDAY 8** \_\_\_\_\_  
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**WEDNESDAY 9** \_\_\_\_\_  
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**THURSDAY 10** \_\_\_\_\_  
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**SATURDAY 12** \_\_\_\_\_  
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**SUNDAY 13** \_\_\_\_\_  
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2017

# AUGUST

**MONDAY 14** \_\_\_\_\_  
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**THURSDAY 17** \_\_\_\_\_  
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**FRIDAY 18** \_\_\_\_\_  
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**SATURDAY 19** \_\_\_\_\_  
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**SUNDAY 20** \_\_\_\_\_  
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**SUBSTANCE ABUSE:** For people over the age of 21 who choose to drink, spacing drinks and alternating with non-alcoholic beverages keeps your blood alcohol content from getting too high. Have no more than one drink per hour.

**MONDAY 21** \_\_\_\_\_  
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**TUESDAY 22** \_\_\_\_\_  
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**WEDNESDAY 23** \_\_\_\_\_  
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**FRIDAY 25** \_\_\_\_\_  
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**SATURDAY 26** \_\_\_\_\_  
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**SUNDAY 27** \_\_\_\_\_  
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# Skylanders ATHLETICS

John Kuntz, Assistant Dean

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

Home Games are indicated in **BOLD**

## MEN'S SOCCER

DATE	OPPONENT	TIME
8/21/16	Keystone College (Scrimmage)	TBA
8/24/16	Drew University (Scrimmage)	7 pm
8/27/16	Fairleigh Dickinson (Scrimmage)	1 pm
9/1/16	Camden CC**	2 pm
9/8/16	Orange CCC	3:30 pm
9/10/16	Rowan College @ Gloucester County **	12 pm
9/13/16	Brookdale CC**	3:30 pm
<b>9/17/16</b>	<b>Cumberland CC**</b>	<b>1 pm</b>
<b>9/20/16</b>	<b>Raritan Valley CC**</b>	<b>3:30 pm</b>
9/24/16	Middlesex CC**	12 pm
<b>9/27/16</b>	<b>Passaic CCC**</b>	<b>3:30 pm</b>
<b>9/29/16</b>	<b>Northampton CC*</b>	<b>3:30 pm</b>
10/1/16	Ocean CC**	12 pm
<b>10/4/16</b>	<b>Bergen CC**</b>	<b>3:30 pm</b>
10/8/16	Montgomery CCC*	12 pm
<b>10/11/16</b>	<b>Union CC **</b>	<b>3:30 pm</b>
<b>10/13/16</b>	<b>CC of Morris**</b>	<b>3:30 pm</b>
<b>10/15/16</b>	<b>Manor College</b>	<b>12 pm</b>
<b>10/17/16</b>	<b>Globe Inst. of Tech.</b>	<b>3:30 pm</b>
10/22/16	1st Rd Region XIX Tournament	TBA
10/25/16	2nd Rd Region XIX Tournament	TBA
10/29/16	Region XIX Finals	TBA
11/10-12/16	NJCAA National Tournament	TBA

Head Coach: Frank Vernacchio • Asst Coach: Augie Casas

\*Region Contest \*\*Region & GSAC Contest

Home Games are indicated in **BOLD**

## WOMEN'S SOCCER

DATE	OPPONENT	TIME
8/25/16	Keystone College (Scrimmage)	TBA
9/5/16	College of Staten Island (Scrimmage)	3 pm
9/6/16	Ramapo College (Scrimmage)	4 pm
9/6/16	Centenary College (Scrimmage)	3 pm
9/3/16	CC of Rhode Island	12 pm
9/7/16	Lackawanna College*	3:30 pm
<b>9/10/16</b>	<b>Mercer CCC**</b>	<b>12 pm</b>
9/15/16	Brookdale CC	3:30 pm
9/17/16	Ocean CC	12 pm
9/20/16	Essex CC**	3:30 pm
9/22/16	CC of Morris**	3:30 pm
<b>9/24/16</b>	<b>Montgomery CCC</b>	<b>12 pm</b>
9/29/16	Northampton CC	3:30 pm
<b>10/1/16</b>	<b>Rowan College @ Burlington County**</b>	<b>12 pm</b>
10/4/16	Middlesex CC	3:30 pm
<b>10/8/16</b>	<b>Harcum College*</b>	<b>12 pm</b>
<b>10/10/16</b>	<b>Bergen CC</b>	<b>3:30 pm</b>
10/22/16	1st Rd Region Tournament	TBA
10/26/16	2nd Rd Region Tournament	TBA
10/30/16	Region Finals	TBA
11/5-6/16	District Tournament	TBA
11/10-12/16	National Tournament	TBA

Head Coach: Juan Flores

Assistant Coach: Jennifer Keenan

\* Region Contest \*\*Region & GSAC

Home Games are indicated in **BOLD**

## MEN'S BASKETBALL

DATE	OPPONENT	TIME
11/12/15	Raritan Valley CC	7 pm
11/14/15	Camden CC*	3 pm
<b>11/17/15</b>	<b>Passaic CCC*</b>	<b>7:30 pm</b>
<b>11/19/15</b>	<b>Brookdale CC*</b>	<b>7 pm</b>
11/21/15	Atlantic Cape CC*	2 pm
<b>12/1/15</b>	<b>Bergen CC*</b>	<b>7 pm</b>
<b>12/3/15</b>	<b>Johnson College**</b>	<b>7 pm</b>
<b>12/5/15</b>	<b>Ocean CC*</b>	<b>3 pm</b>
12/8/15	Orange CCC	7 pm
<b>12/10/15</b>	<b>Union CC*</b>	<b>7 pm</b>
<b>12/12/15</b>	<b>Cumberland CC*</b>	<b>3 pm</b>
<b>12/15/15</b>	<b>Middlesex CC*</b>	<b>7 pm</b>
12/17/15	CC of Morris	7 pm
12/19/15	Rowan College @ Gloucester County*	3 pm
<b>1/5/16</b>	<b>Atlantic Cape CC*</b>	<b>7 pm</b>
<b>1/7/16</b>	<b>Lehigh Carbon CC**</b>	<b>7 pm</b>
1/9/16	Brookdale CC*	2 pm
1/14/16	Passaic CCC*	7:30 pm
1/16/16	Ocean CC*	3 pm
1/19/16	Union CC*	6 pm
<b>1/21/16</b>	<b>Luzerne CCC**</b>	<b>7 pm</b>
1/28/16	Luzerne CCC**	8 pm
<b>1/30/16</b>	<b>Camden CC*</b>	<b>3 pm</b>
<b>1/31/16</b>	<b>Rowan College @ Gloucester County*</b>	<b>3 pm</b>
2/2/16	Bergen CC*	7 pm
2/6/16	Cumberland CC*	3 pm
<b>2/9/16</b>	<b>Northampton CC**</b>	<b>7 pm</b>
2/11/16	Middlesex CC*	7 pm
2/20/16	1st Round Region Tournament	TBA
2/23/16	2nd Round Region Tournament	TBA
2/27/16	Semi Final Region Tournament	TBA
2/28/16	Final Region Tournament	TBA
3/10-12/16	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
<b>11/19/15</b>	<b>Brookdale CC*</b>	<b>5 pm</b>
11/21/15	Atlantic Cape CC*	12 pm
<b>12/1/16</b>	<b>Bergen CC*</b>	<b>5 pm</b>
<b>12/5/15</b>	<b>Ocean CC*</b>	<b>1 pm</b>
12/8/15	Orange CCC	5 pm
<b>12/12/15</b>	<b>Cumberland CC*</b>	<b>1 pm</b>
<b>12/15/15</b>	<b>Middlesex CC*</b>	<b>5 pm</b>
12/17/15	CC of Morris	5 pm
12/19/15	Rowan College @ Gloucester County*	1 pm
<b>1/5/16</b>	<b>Atlantic Cape CC*</b>	<b>5 pm</b>
<b>1/7/16</b>	<b>Lehigh Carbon CC**</b>	<b>5 pm</b>
1/9/16	Brookdale CC*	12 pm
1/16/16	Ocean CC*	1 pm
<b>1/21/16</b>	<b>Luzerne CCC**</b>	<b>5 pm</b>
<b>1/23/16</b>	<b>Rowan College @ Gloucester County*</b>	<b>1 pm</b>
1/28/16	Luzerne CCC**	6 pm
<b>1/30/16</b>	<b>Camden County College*</b>	<b>1 pm</b>
<b>1/31/16</b>	<b>Rowan College @ Gloucester County*</b>	<b>3 pm</b>
2/2/16	Bergen CC*	5 pm
2/6/16	Cumberland CC*	1 pm
2/11/16	Middlesex CC*	5 pm
2/13/16	Camden CC*	
2/20/16	1st Round Region Tournament	TBA
2/22/16	2nd Round Region Tournament	TBA
2/27/16	Semi Final Region Tournament	TBA
2/28/16	Final Region Tournament	TBA
3/10-12	National Tournament	TBA

Head Coach: Michael Jones  
Assistant Coach: TBA

\*Region & GSAC Contest \*\*Region Only

Home Games are indicated in **BOLD**

## MEN'S BASEBALL

DATE	OPPONENT	TIME
3/3/17	CC Baltimore County	3:30 pm
3/4/17	CC Baltimore County (DH)	12 pm
3/8-16/17	Spring Break/Florida Trip	
3/19/17	Atlantic Cape CC (DH)	12 pm
3/22/17	Rockland CC	3:30 pm
3/25/17	Mercer CCC** (DH)	12 pm
<b>3/26/17</b>	<b>Williamson College of the Trades (DH)</b>	<b>12 pm</b>
3/28/17	Middlesex CC	3:30 pm
<b>3/30/17</b>	<b>Westchester CC</b>	<b>3:30 pm</b>
<b>4/1/17</b>	<b>DT Owens* (DH)</b>	<b>12 pm</b>
4/2/17	Manor College* (DH)	12 pm
4/5/19	Orange CCC	3:30 pm
<b>4/8/17</b>	<b>Lackawanna College* (DH)</b>	<b>12 pm</b>
4/9/17	Lehigh Carbon CC (DH)	12 pm
4/11/17	Sullivan CCC	3:30 pm
<b>4/12/17</b>	<b>Rockland CC</b>	<b>3:30 pm</b>
4/14/17	Luzerne CCC (DH)	2 pm
4/15/17	Rowan College @ Burlington County** (DH)	12 pm
<b>4/18/17</b>	<b>Sullivan CCC</b>	<b>3:30 pm</b>
<b>4/21/17</b>	<b>Raritan Valley CC** (DH)</b>	<b>2 pm</b>
<b>4/23/17</b>	<b>Valley Forge Military College* (DH)</b>	<b>12 pm</b>
<b>4/25/17</b>	<b>Orange CCC</b>	<b>7 pm</b>
4/29/17	CC of Morris** (DH)	12 pm
<b>5/2/17</b>	<b>Middlesex CC</b>	<b>3:30 pm</b>
5/6-7/17	Region XIX 1st Round	
5/12-14/17	Region XIX Finals	
5/19-21/17	District Tournament	
5/27-6/3/17	National Tournament	

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
3/23/17	Lackawanna College (DH)	3:30 pm
3/26/17	Cumberland CC* (DH)	12 pm
<b>3/28/17</b>	<b>Middlesex CC* (DH)</b>	<b>3:30 pm</b>
4/1/17	Atlantic Cape CC* (DH)	12 pm
4/4/17	Raritan Valley CC (DH)	3:30 pm
<b>4/2/17</b>	<b>Ocean CC* (DH)</b>	<b>12 pm</b>
<b>4/6/17</b>	<b>Northampton CC** (DH)</b>	<b>3:30 pm</b>
<b>4/9/17</b>	<b>Camden CC* (DH)</b>	<b>12 pm</b>
4/13/17	Brookdale CC* (DH)	3:30 pm
<b>4/15/17</b>	<b>Luzerne CCC (DH)</b>	<b>12 pm</b>
4/18/17	CC of Morris (DH)	3:30 pm
<b>4/20/17</b>	<b>Bergen CC* (DH)</b>	<b>3:30 pm</b>
<b>4/22/17</b>	<b>Rowan College @ Gloucester County * (DH)</b>	<b>12 pm</b>
4/29/17	Lehigh Carbon CC** (DH)	12 pm
	1st Round Region Tournament	TBD
5/6-8/17	Regional Finals	TBD
5/18-20/17	Nationals	

Head Coach: TBD

Assistant Coach: TBD

\*Region & GSAC Contest

\*\*Region Only Contest

DH indicates a Double Header

Home Games are indicated in **BOLD**

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# COLLEGE POLICIES AND PROCEDURES

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## TITLE IX AND SECTION 504 COMPLIANCE

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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 and Section 504 compliance may be directed to the Executive Director of Human Resources, Michael Gallegly (or designee), at (973) 300-2306 or by mail at Sussex County Community College, One College Hill Road, Newton, NJ 07860.

## ACADEMIC INFORMATION AND SUPPORT

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### ACADEMIC INTEGRITY

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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

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### ACADEMIC PROBATION

---

Full-time students whose semester grade point average (GPA) falls below a 2.0 after attempting 12 or more credit hours are placed on academic probation. Part-time students whose cumulative GPA falls below 2.0 upon attempting 12 credits and each additional 12 credits thereafter are placed on probation.

For the full-time student, a calculation of GPA for the determination of academic probation is made on a semester basis. For part-time students, the determination of academic probation is made the semester in which the student has completed 12, 24, 36, 48, 60, 72 and 84 credits, based on cumulative grade point average. Students will be notified by the Associate Dean in writing of their probation status. If students pre-registered for a succeeding semester, they will be instructed in that same notification letter to make an appointment in the Student Advising & Counseling Center in a specified period of time. Students failing to follow through with an Advisor may, at the discretion of the Vice President of Academics, have their pre-registration selections cancelled. The Associate Dean will notify the Registrar's Office and the Financial Aid Office of probationary status and associated restrictions. The Registrar's Office will effect a probationary hold on the student's record until otherwise notified.

Students will be required to take a reduced course load, not to exceed 13 credits for full-time students and not to exceed 7 credits for part-time students per semester until their GPA is 2.0 or above.

---

## 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."

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## CHEATING AND PLAGIARISM

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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 Lobby).

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."

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## CLASSROOM BREAK SCHEDULE

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### 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.

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## CLEP AND CHALLENGE EXAMINATIONS

---

See "The Learning Center"

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## COLLEGE NOVEL

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*Station Eleven*, by Emily St. John Mandel

During the 2016-2017 academic year, the College community will read and participate in lectures, discussions and activities related to a college-wide novel.

**10/13/16 & 02/16/17**  
**Student Center Theater**  
**10:50 am–12:05 pm**



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## DEGREE AND CERTIFICATE PROGRAMS

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### Associate in Arts

**NEW** Liberal Arts - Online

Liberal Arts

Liberal Arts Options:

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

### Associate in Fine Arts

Studio Arts

Studio Arts Options:

- Photography

### Associate in Science

Accounting

**NEW** Business Administration - Online

Business Administration

Criminal Justice

Environmental Studies

Horticultural Science

Human Services

Science/Mathematics Options:

- 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

Business Management Options:

- **NEW** Hotel/Restaurant Mgmt

Child Development Specialist

Computer Information Systems

Criminal Justice Studies

Fire Science Technology

Graphic Design

Graphic Design Options:

- 3D Computer Arts
- Illustration
- Social Media Marketing

Health Science

New Media Communications

Nurse Education (with PCCC)

Paralegal Studies

Technical Studies

Technology Studies Options:

- **NEW** Cosmetology
- **NEW** Electronic Music

### Certificates

Automotive Service Technology

Child Development Specialist

Computer Information Systems

Computerized Accounting

Elder Law Specialist

Fire Science Technology

Paralegal Studies

Web Design

Web Publishing

---

For Certificates of Achievement and partnership programs, visit [sussex.edu](http://sussex.edu)

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## DEAN'S LIST

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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.
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).

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## DISABILITIES ASSISTANCE PROGRAM

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See "The Learning Center"

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## GRADE APPEALS

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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.

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## GRADING SYSTEM

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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 A through FNI represent

## **Grades Counted in the Grade Point Average (GPA)**

<b>Grade</b>	<b>Interpretation</b>	<b>Points</b>
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)**

<b>Grade</b>	<b>Interpretation</b>	<b>Points</b>
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

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 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 winter semesters or terms or September 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

## 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	
<b>TOTAL</b>	<b>13</b>	<b>13</b>			<b>34</b>	<b>2.62</b>

**Grade Point Average = Quality Points Earned (34) divided by Quality Credits Attempted (13) = 2.62**

\* "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.

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 82)

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## GRIEVANCES

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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.

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## HONOR SOCIETIES

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### 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: Academic Affairs, 973-300-2257

## **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: Michael DeVilliers, 973-300-2109, mdevilliers@sussex.edu

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## **HYBRID (BLENDED) COURSES**

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Hybrid courses are typically held on-campus for 50% of the course, while the other half is conducted online via WebStudy. 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.

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## **THE LEARNING CENTER AND ACADEMIC SUPPORT**

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**Located: Administration Bldg., B300**  
**Phone: (973) 300-2150**

### **Office Hours:**

Monday & Friday.....8:30 am–4:30 pm

Tuesday - Thursday.....8:30 am–6:30 pm

(check the website for summer hours)

NOTE: These Learning Center hours are only in effect while classes are in session. Daytime hours are maintained between sessions.

The College's Learning Center, also comprised of the Testing 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**

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](http://sussex.edu/tutoring)

### **Testing Services 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 Prometrics

### **Special Programs**

ABE/HSE Study Programs: ABE/HSE Study Programs: Small-group self-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. Courses in grammar, writing, conversation and reading are available in beginner, intermediate and advanced levels for students to pursue academic, career or personal goals. The program also offers free “American Language & Civics” classes. The program phone number is (973) 300-2157.

The Disabilities Assistance Program (DAP) provides services for students with disabilities. It is the students’ responsibility to renew their association with DAP each semester. Students may contact the Disabilities Assistance Coordinator at (973) 300-2153 for more information. Students in DAP must sign a new policy statement each semester by stopping into the front desk of the Learning Center (B300).

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

Accommodation requests such as provision of a scribe (note taker) or sign language interpreting services require approval from the DAP Coordinator and submission of documentation that supports the accommodation request if not previously submitted at the time of initial intake/enrollment into DAP. The Sign Language Interpreter and/or Scribe request form is available at DAP office in the Learning Center and also posted on the webpage with instructions: <http://sussex.edu/academics/learningcenter/disabilities/>.

Request forms must be filled out and submitted 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. Compliance with this procedure is critical and unless followed may result in a delay in the start of the service at the beginning of the semester.

To address issues or concerns over not receiving requested accommodations, grievances must be made in writing to the Disabilities Assistance Coordinator within ten working days of the incident or circumstances.

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 personal needs in terms of either academic or facilities arrangements. The Disabilities Assistance Program Coordinator’s role is to mediate, when necessary, between the faculty or staff member and student only after disclosure of a disability has been made by the student to that faculty or staff member.

Students should be aware that when seeking accommodations in a program of study jointly shared by SCCC and another campus, for example, the SCCC-PCCC Nursing Program students must disclose their disability status directly to the second college

for further review and evaluation. Students can contact the SCCC Office for Disability Services for contact information for other colleges in question. Please note that it is the student's responsibility to contact the outside institution.

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.

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## LIBRARY

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**Located: Library & Science Building**

**Phone: (973) 300-2162/2292**

**Office Hours:**

Monday–Thursday.....9:00 am–7:00 pm

Friday.....9:00 am–5:00 pm

NOTE: Hours vary. Variations are posted on the Library's webpage, 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](http://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. Student ID cards have a magnetic strip on the back for printing on campus.

### 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.

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## ONLINE COURSES

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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 WebStudy 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.

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## PREREQUISITES AND OTHER COURSE REQUISITES

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Prerequisite: a course or courses a student must successfully complete before register-

ing 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

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## REPEAT COURSES

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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 Dean of Students. 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.

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## SERVICE LEARNING

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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 [mamolka@sussex.edu](mailto:mamolka@sussex.edu).

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## TECEP

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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.

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## THE UNIVERSITY CENTER

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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, Seton Hall University and New Jersey City University. Students should check with the SCCC Student Advising & Counseling Center or a faculty advisor for more information.

# STUDENT AFFAIRS AND STUDENT LIFE

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## ADMISSIONS

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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) or Jump Start Program. These programs require the administrative approval of the high school and the College, as well as the College Placement Test. CEP 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.

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## ADVISING

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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.

New students and the majority of continuing students with fewer than 24 credits are assigned to the Student Advising & Counseling Center (B206). Students with more than 24 credits are assigned to faculty advisors. Faculty advisors are available only through the thirteen week of fall and spring semesters. After that time, students assigned to faculty advisors should seek advisement in the Student Advising & Counseling Center.

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## ALUMNI ASSOCIATION

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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/](http://sussex.edu/alumniandfoundation/alumni/) for information on upcoming fundraisers, special events, volunteer opportunities and meetings.

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## ATHLETICS

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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.

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## BOOKSTORE

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The SCCC Barnes and Noble Bookstore is located in V Building, 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 6-16, 2016)

Spring (Jan. 3-13, 2017)

\*Subject to change

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

### Buyback Schedule

Fall (Nov. 24, 2016 – Dec. 23, 2016)

Spring (Apr. 20, 2017 – May 18, 2017)

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](http://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](http://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.

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## CAFETERIA

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The Cafeteria is located in The Student Center, D Building, 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.

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## CAMPUS LIFE

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### 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 and the sale of tickets for trips and special events are sold on a first-come, first-served basis at the Bursar's Office. Students possessing 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.

To purchase tickets, visit the Bursar's Office in the Administration Building.

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## **CELL PHONES**

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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.

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## **CENTER FOR DIVERSITY AND EQUALITY**

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The Center for Diversity and Equality has been formed at SCCC to serve all members

of the College community. The Center's mission is to provide a safe and inclusive space for programs that foster respect, tolerance, wellness and education. The Center for Diversity and Equality values the diversity of all human beings. For more information about the Center, please call (973) 300-2783. The Center is located in the Student Center.

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## **CHILDREN ON CAMPUS**

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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.

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## **CLUBS AND ORGANIZATIONS**

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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 I 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.

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## CULTURAL AFFAIRS

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**Located: Foundation Office**

**Phone: (973) 300-2121**

**Tickets: (973) 300-2106**

The Office of Institutional Advancement oversees the Performing Arts Center (PAC) and Cultural Affairs which houses a state-of-the-art theater offering dozens of music, dance, drama and family, international and contemporary productions throughout the year. Cultural Affairs 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 Foundation's Thursdays on the Green summer concert series, Annual Ladies Saturday Retreat Comedy Show and the Annual Holiday Show.

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

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## EMAIL

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All registered students will be issued an official SCCC student email. The account details are emailed to the student's personal email, presented in a letter to students upon registration, at new student orientation and early in the semester.

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.).

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## FINANCIAL AID

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**Located: Administration Bldg., B212**

**Phone: (973) 300-2225**

**[sussex.edu/financialaid/](http://sussex.edu/financialaid/)**

**Office Hours\*:**

Monday.....8:00am–6:30pm

Tuesday-Friday.....8:00am–5:00pm

\*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](http://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](http://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](http://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 \$800.00 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](mailto: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 student 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.

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## **IDENTIFICATION CARD (ID) PROCEDURES**

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Each Sussex County Community College student will be issued a Student Identifica-



## 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; <b>Credits      Completion Rate</b> 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)	<b>Suspended:</b> 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%

tion 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.

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### **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, intramurals and other campus activities. A \$5 fee will be charged for replacement cards.

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### **LOST AND FOUND**

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

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### **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.

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### **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.

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### **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.

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### **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.

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### **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.

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## SCCC/EDTV CHANNEL 20

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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.

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## SMOKE-FREE CAMPUS

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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.

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## STUDENT ADVISING & COUNSELING CENTER

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**Located: Administration Bldg., B206**

**Phone: (973) 300-2207**

**Office Hours\*:**

Monday–Thursday.....8:00 am–6:30 pm

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/studentaffairs](http://sussex.edu/studentaffairs).

Students can schedule appointments for advising or counseling sessions at [sussex.edu/student services](http://sussex.edu/student services). 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](http://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](http://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.

### **Scholarships**

See Scholarship information on page 118.

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## **STUDENT AMBASSADORS**

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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 2017 positions are available in Campus Life Office, on November 28, 2016 and are due on December 5, 2016. Interviews will be conducted the week of December 12, 2016. Fall 2017 semester applications are available March 20, 2017 and are due March 29, 2017. Interviews will be scheduled during the week of April 3rd.

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## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

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**Located: Student Center, D112**

**Phone (973) 300-2304**

**SGA Officers 2016-2017**

President: Shelby Chapman

Vice President: Emma Cussatti

Treasurer: Cassidy Zaruba

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. All enrolled 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 April 10-21. Elections will be held May 1-5 2017. Elected Officers receive a work grant equivalent to 6-12 credits.

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## **STUDENT GOVERNMENT ASSOCIATION ELECTION GUIDELINES**

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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 show their SCCC ID card and sign in before voting. Voting will take place online or in designated areas accessible to all students

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## VETERAN SERVICES

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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.

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## VOTER REGISTRATION

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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 [njelections.org](http://njelections.org) or [votespa.com](http://votespa.com). NJ Voter Registration forms are also

available at the information area located outside the Campus Life Office.

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## WORK STUDY PROGRAM

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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](http://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 at least 6 credits, maintain a 2.0 GPA, 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.

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## STUDENT RIGHTS AND RESPONSIBILITIES

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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

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## **ANTI-BULLYING BILL OF RIGHTS ACT**

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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.

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## **BIAS INCIDENTS**

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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 Academic & Student Affairs at (973) 300-2131, in person, or by completing an Incident Report.

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## **EQUAL OPPORTUNITY / AFFIRMATIVE ACTION STATEMENT**

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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 extracurricular 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 person-

nel, 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.

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## **HIV/AIDS STATEMENT**

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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.

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## SEXUAL HARASSMENT

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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.

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## SOCIAL NETWORKING

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

If an SCCC student group wishes to create a fan page for their group to be linked to the official College fan 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 College's Facebook 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 wall postings 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.

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**STUDENT CODE OF CONDUCT & DUE PROCESS**

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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 Office of Student Affairs. 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.

## **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 Affairs 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 Affairs 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 Affairs. 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 Affairs, 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.

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## **STUDENT COMPUTER USE INTEGRITY POLICY**

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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.

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

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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 recommendation 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 procedure 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 Affairs (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 winter term (see the Academic Calendar for the exact dates each semester). Students must complete an official Drop/Add Form, meet his or her advisor 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 posed 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.

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## AUDITING CLASSES

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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.

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## CHANGE OF ADDRESS/NAME

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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/](http://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.

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## CLASSIFICATION OF STUDENTS

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

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

Part-time: A student carrying less than 9 credits per semester.

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## CONFIDENTIALITY OF STUDENT RECORDS

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

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## DECLARATION OF MAJOR/ CHANGE OF MAJOR

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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 in the Registrar's Office, B217, or online.

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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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.

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## GRADUATION

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### 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](http://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 grades, transcripts or a diploma until such obligations have been satisfied. Outstanding obligations may also prevent a student from registering for classes.

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## GRADUATION/TRANSFER DISCLOSURE

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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 Gradu-

ation Rate for first-time, full-time students entering the fall 2011 semester was 27.2% and the Transfer Rate was 24.6%.

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## IMMUNIZATION REQUIREMENTS

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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.

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## MATRICULATED STUDENTS

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

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## REGISTRATION/ REGISTRAR'S OFFICE

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**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 intake interviews for new students, academic advisement, scheduling and billing.) Registration is held daily and students may register through the first week of class. 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](http://my.sussex.edu) portal.

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## RESIDENCY REQUIREMENT

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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.

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## TRANSCRIPTS

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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.

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## TRANSFER CREDIT PROCEDURE

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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.

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## WITHDRAWAL FROM CLASSES

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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 Refund Policy) 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.

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## PAYMENT

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### BURSAR'S OFFICE

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**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.

All student related billing can be paid online or at the Bursar's Office located in the main lobby of the "B" building. If students wish to have someone else listed on the FERPA form, they must complete a separate form in the Bursar, Advisement, Registrar and Financial Aid Offices.

**FERPA**

Family Educational Right and Privacy Act (FERPA) forms are available in the Bursar's Office if a student wishes to have someone else listed on their account.

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### PAYMENT PLAN

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An interest-free Payment Plan is available to students for the spring and fall semesters only. Winterim and summer semesters must be paid in full at the time of registration. This option is provided by an outside agency and a \$35 fee will be charged for this service. This service is done online through [sussex.edu](http://sussex.edu), [payment/billing](http://payment/billing). Any questions, please call the Bursar's Office at (973) 300-2106 or [bursar@sussex.edu](mailto:bursar@sussex.edu).

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### PAY ONLINE & E-REFUND

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Pay online using your school assigned ID# and password. You can pay your bill at [sussex.edu](http://sussex.edu), [payment/billing](http://payment/billing) link. This is where you sign up for your refunds through E-refund. Your refund will go directly back into your bank account and you don't have to wait for a check in the mail.

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### REFUND POLICY – TUITION AND FEES

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Students who 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 schedule listed below provided the withdrawal procedure has been followed. (See Withdrawal from Classes)

Students may file a 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](mailto: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.

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### REFUND POLICY – MEDICAL WITHDRAWAL

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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 go to the Registrar's Office (B217) for the most updated policy and procedures.

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## REFUND POLICY — NO SHOWS

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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 mail.

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 \$50.00 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.

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## SCHOLARSHIPS

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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](http://sussex.edu/scholarships).





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## TUITION AND FEES\*

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SCCC can help you get a quality education without putting you in debt. A full-time student at SCCC will pay about \$5000 per year. Earning your first two years of credit at SCCC can cost less than just one year at a public or private institution. That leaves you more money for your next step. Plus, more than 48% of students receive financial aid assistance 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:

- 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);
- paid enrollment warrants the course being conducted;
- sufficient space is available in the class; and
- 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.....	\$1875.00
Nursing II Lab Fee.....	\$1875.00
Nursing III Lab Fee.....	\$1875.00
Nursing IV Lab Fee.....	\$1840.00
Nursing IV Seminar Lab Fee.....	\$245.00
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](http://sussex.edu) for up-to-date information.

## 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 security 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 in the Office of Student Affairs, D110b; in the Student Center and/or from the security desk located in the main lobby of the Administration Building. The form is also available online at [www.sussex.edu/currentstudents/](http://www.sussex.edu/currentstudents/)

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

Campus security will respond to all complaints. 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 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](http://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.

[http://www.dasi.org/what\\_we\\_do\\_sexual\\_assault.php](http://www.dasi.org/what_we_do_sexual_assault.php)

### **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 Student Engagement/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

William Fichter, Interim Director of Campus Safety and Security, Security Desk, B Building Lobby (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, B Building Lobby (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](http://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.

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## EMERGENCY AUTOMOBILE SERVICE

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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.

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## EMERGENCY CLOSING/ DELAYED OPENINGS

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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](http://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.

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## EMERGENCY COMMUNICATIONS

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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.



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. Alertus is used to override computer displays across the SCCC network with critical 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 or to the Office of Student Affairs at (973) 300-2200 in D110b.

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## FIRE ALARMS/EMERGENCY EVACUATION

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### EMERGENCY NOTIFICATION PROGRAM

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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). Instructions to register cell phones for emergency text messages are available on the college website at sussex.edu.

Additional messages related to campus events and registration information is available for students who wish to "opt in" to specific distribution lists. RAVE does not

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.

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## **MEGAN'S LAW REQUIREMENTS**

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**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)

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## **PARKING**

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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.

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

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

**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.

## EVACUATION

Step	Action	Notes
1	At the sounds of the fire alarm, immediately evacuate the building: <ul style="list-style-type: none"> <li>• If you are supervising students, instruct them to take their car keys, stay together, and assemble at the predetermined location.</li> <li>• Only use stairways for emergency evacuation. Avoid using elevators.</li> </ul>	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"> <li>• Determine if everyone was evacuated by taking attendance and comparing it to the class start attendance.</li> <li>• Report the names of missing students to the Emergency Supervisor along with his or her last known location.</li> <li>• Do not attempt to re-enter the building until instructed to do so by the Emergency Supervisor a designee.</li> </ul>	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"> <li>• Relocate the individual to an Area of Rescue Assistance on landing of closest stairwell.</li> <li>• Notify the college personnel of the persons' location.</li> </ul>	Emergency Personnel will evacuate the disabled person.
4	If circumstances prevent you from evacuating the building: <ul style="list-style-type: none"> <li>• Remain in your room and close the door</li> <li>• Call 2222 (973-300-2222 from an outside line) and report your location to security.</li> </ul>	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	

## EMERGENCY PHONE NUMBERS

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

## 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. • Turn off lights and all electric and gas appliances.	• Do not admit anyone into the room once the door is locked.
2	Move to a safe corner of the room. • To reduce visibility and take shelter under desks, tables or heavy furniture. • Keep away from windows. • If you have students, verify attendance.	• 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 • "ALL CLEAR" will be announced by the Emergency Supervisor or his designee.	• Designee could be law enforcement, fire personnel or security.

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 overnight parking is permitted.

### **Visitor Parking**

Visitor parking is provided on the lower campus in Lot 2. Visitors must register at the security 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 Sussex County Community 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 always yield to pedestrians in crosswalks.

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 security 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 pro-

gram 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 security 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.

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## **WEAPONS**

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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.



Sussex  County  
COMMUNITY COLLEGE



## SCCC CAMPUS MAP

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

### **A. Health Sciences and Performing Arts:**

Health Sciences, Performing Arts Center,  
Teen Arts Office

### **B. Administration Building:**

Academic Affairs, Admissions, Business Office,  
Classrooms, Executive Offices, Financial Aid,  
Learning Center, Receptionist, Registrar,  
Student Advising & Counseling Center,  
Testing Center

### **C. Art Gallery** - Art Studios, Classrooms, Faculty Offices

### **D. Student Center:**

Cafeteria, Campus Life, Classrooms,  
Faculty Offices, Foundation, Galleria,  
Game Room, Human Resources,  
Marketing and Public Information,  
Student Center Theater, Veteran's Center

### **E. Academic & Athletics Building:**

Athletics, Business Learning Center,  
Broadcasting/Channel 20 Studios,  
Classrooms, Continuing Education,  
Galleria, Faculty Offices, Graphic Arts Lab,  
Gymnasium

### **H. Horton Mansion**

### **L. Library and Science Building:**

Classrooms, Library, Faculty Offices,  
Science Labs

### **R. University Center** - Classrooms

### **V. Barnes & Noble College Bookstore**

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.