Dear Student,

Welcome to Mercer County Community College, and congratulations on making the smart decision to pursue your educational goals at MCCC. We are pleased to present you with this Student Handbook, which provides valuable information regarding student rights and responsibilities, and serves as a guide to student services and activities.

I encourage you to familiarize yourself with the contents of the MCCC Student Handbook, and explore everything Mercer has to offer. MCCC is a vibrant, diverse community of faculty, staff, students and alumni who are eager to help you succeed. It is up to you to make the most of it.

On behalf of the faculty, staff, and Board of Trustees, we wish you success in your educational experience at Mercer. I look forward to seeing you on campus.

Sincerely,

Dr. Jianping Wang
President
Mercer County Community College
Welcome to Mercer County Community College!

At Mercer, we don’t just prepare you to graduate, we prepare you to pursue your dreams. Our mission is grounded in the willingness to care for what happens to our students, which is why we do everything we can to help you succeed. MCCC offers high-quality courses, assistance, and support to guide you toward your personal and career goals. At both our West Windsor and Trenton campuses, concerned faculty and staff will make every effort to ensure your success. But the key to that success lies within you.

This handbook provides information about the services, clubs, organizations, activities and opportunities available at Mercer. In addition, as an institution of higher learning, we will not tolerate behavior inappropriate for a college environment where learning and success are valued. The Code of Conduct clearly outlines our expectations and the sanctions applied for failure to comply with it.

Your decision to join us means you are now part of a great community of students and alumni destined for success. On behalf of faculty, staff and the college community, enjoy, work hard, and achieve.

Sincerely,

L. Diane Campbell, Ed.D.
Executive Dean for Student Affairs
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<td>Jianping Wang, Ed.D.</td>
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<td>Eun-Woo Chang, Ph.D.</td>
<td>AD252</td>
<td>3331</td>
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<td>Susan Bowen, Interim</td>
<td>AD251</td>
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<td>Ed Gwazda, Interim</td>
<td>AD250</td>
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<td>L. Diane Campbell, Ed.D.</td>
<td>SC236</td>
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<td>AD208</td>
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<td>Winston Maddox</td>
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<td>Robin Schore, Ph.D.</td>
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<td>(Acting) Dean for Math, Science, Health Professions</td>
<td>Linda Bregstein Scherr, Ph.D.</td>
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<td>Lynn Coopersmith, Ed.D.</td>
<td>MC144</td>
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<td>John Simone, PE105, SC226</td>
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<td>Barbara D. Jefferson</td>
<td>KC216</td>
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<tr>
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<td>Vacant</td>
<td>KC418</td>
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<td>Monica Weaver, KC403</td>
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<td>Dean of Instructional and Institutional Effectiveness</td>
<td>Karen Bearce, Ph.D.</td>
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**West Windsor Campus Offices**

| Academic Learning Center                        | Arlene Stinson, Director   | LB217    | 3525 |
| Academic Student Resources                      | Arlene Stinson, Director   | LB217    | 3525 |
| Accounting                                      | Brian McCloskey            | AD128    | 3275 |
| Admissions                                      | Savita Bambhrota, Director | SC252    | 3795 |
| Advisement & Enrollment Services                | Latonya Ashford Ligon, Ed.D., Director | SC261 | 3292 |
| Athletics                                       | John Simone, Director      | PE105    | 3740 |
| Bookstore                                       | Ellin C. Leder, Manager    | LB201    | 3418 |
| Bursar                                          | Lucia Brown-Joseph         | SC256    | 3404 |
| Business & Community Programs                   | Lynn Coopersmith, Ed.D.    | MC144    | 3241 |
| Career Services                                 | Laurene Jones, Director    | SC202    | 3307 |
| Counseling                                      | Dorothy Gasparro           | SC239    | 3354 |
| Financial Aid                                   | Jason Taylor, Director     | SC215    | 3214 |
| Fitness Center                                  | Michael DeAngelis, Coordinator | PE131  | 3738 |
| International Student Services                  | Savita Bambhrota, Director | SC251    | 3438 |
| Library                                         | Pamela Price, Director     | LB120    | 3562 |
| MercerOnline                                    | Alexandra Salas, Ph.D.     | CM120    | 3315 |
| Programs for Academic Services and Success (PASS) | Barbara D. Jefferson, Assistant Dean | SC227  | 3327 |
| Registration & Student Records                  | Joan Guggenheim, Registrar | SC258    | 3234 |
| Security                                        | Bryon Marshall, Director   | MW102    | 3523 |
| Student Life & Leadership                       | Danielle Garruba, Director | SC113    | 3412 |
| Study Abroad                                    | Andrea Lynch, Director     | BS109    | 3660 |
| Testing Center                                  | Michele Rousseau, Manager  | LB208    | 3299 |
| Transfer Services                               | Laurene Jones, Director    | SC202    | 3307 |
| Veterans Services                               | John Becker, Director      | SC220    | 3240 |

**James Kerney Campus Offices**

<p>| Community Education &amp; Training (ABE/GED/ELI)    | Rakima Stokes, Director    | CC146    | 3138 |
| Bookstore                                      | Ellen C. Leder, manager   | KC230    | 6774 |
| Bursar’s Office                                | Diane Romulus             | KC218    | 3159 |
| Career Training Institute (CTI)                |                             | Tower B  | 3138 |
| Enrollment &amp; Student Services                  | Kimberly Bowser            | KC218    | 3110 |
| Financial Aid                                  | Edward Mooney              | KC218    | 3180 |
| Learning Center                                | Joann Mia, Coordinator     | KC311    | 3151 |
| Security                                       | Samuel Kanig               | KC152    | 3175 |
| Student Activities                             | Terrence Carter            | KC209    | 3166 |
| Testing Center                                 | Joann Mia, Coordinator     | KC311    | 3151 |
| Transfer Services                              | Kimberly Bowser            | KC212    | 3110 |
| NJ Youth Corps                                 | Corvena Francis-Denton,    | KC403    | 3153 |
| Upward Bound                                   | Stacey Denton, Director    | KC317    | 3132 |
| SMILE/GEAR UP                                  | Wayne Murray, Director     | KC129    | 3156 |
| Educational Talent Search                      | Peggy Brown, Director      | KC118    | 3177 |
| Urban Academic Academy                          | Darius Dove, Associate     | KC127    | 3164 |</p>
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TRENTON CAMPUS
North Broad and Academy Streets

WEST WINDSOR CAMPUS
1200 Old Trenton Road

From North or South Via U.S. 1
Exit onto Quakerbridge Road, South 533;
After two miles, left onto Hughes Drive;
Follow Hughes Drive past Mercer County Park
entrance; Campus entrance is on left.

From North or South Via Interstate 95/295
Take Interstate 95 (which becomes Interstate 295)
to Exit 7A, Sloan Ave. E.;
East on Sloan Ave. (becomes Flock Rd.) to end
(Edinburg Rd.);
Left onto Edinburg Rd. to campus entrance
(jughandle right).

From North Via NJ Turnpike
Turnpike Exit 8 at Hightstown onto 33 West;
33 West to 571 in downtown Hightstown;
Right onto 571; Continue on 571 to 535;
Left onto 535 (Old Trenton Road), five miles
to campus entrance on right.

From South Via NJ Turnpike
Turnpike Exit 7A (Interstate 195);
West on I-195 to Exit 5B (first exit off I-195);
North on N.J. 130 to first light (526);
Left onto 526 to first light; Bear left at light,
then take immediate right (still 526);
526 to end, 535 (Old Trenton Rd.);
Left onto 535, two miles to campus entrance
(on right) after Mercer County Park.

From West Via NJ 29
Route 29 (John Fitch Parkway) to Market St.;
Market St. to second traffic light (Broad St.);
Left onto Broad St. to Academy St. (past 3 traffic lights);
Right onto Academy St;
Trenton Campus is on corner of North Broad
and Academy Streets.

From North or South Via NJ Turnpike
Turnpike Exit 7A (Interstate 95);
West on I-95 to NJ 129, West to U.S. 1;
North to Perry St. exit
(See "From Perry Street exit" below).

From North or South Via U.S. 1
U.S. 1 (Trenton Freeway) to Perry St. exit
(See "From Perry Street exit" below).

From South Via Interstate 295
I-295 to NJ 129 West to U.S. 1 North to Perry St. exit
Go to www.mccc.edu for complete information on Fall 2015 courses and sessions.

Please visit www.mccc.edu for most up-to-date calendar.

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**Weekly Priorities**

Go to www.mccc.edu for complete information on Fall 2015 courses and sessions.
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Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.

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|        |        | Kiss Me, Kate
|        |        | 2pm
|        |        | Kelsey Theatre |
| 13     | 14     | 15      |
|        |        | Kiss Me, Kate
|        |        | 2pm
|        |        | Kelsey Theatre |
| 20     | 21     | 22      |
|        |        | The Mousetrap
|        |        | 2pm
<p>|        |        | Kelsey Theatre |
| 27     | 28     | 29      |</p>
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Please visit www.mccc.edu for most up-to-date calendar.
Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.

### Weekly Priorities

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10-week classes and other late-starting classes are offered. Go to website for info.

- **The Mousetrap**
  - 2pm
  - Kelsey Theatre

- **The Secret Garden**
  - 2pm
  - Kelsey Theatre

- **Count Dracula**
  - 2pm
  - Kelsey Theatre

- **10 Week Session Begins**

- **7 Week A Ends**

- **7 Week B Begins**
### NOTES

**7 Week A Grades Due**

**The Secret Garden**
- 8pm
- Kelsey Theatre

**Count Dracula**
- 8pm
- Kelsey Theatre

**October**
Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.

### Weekly Priorities

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**College Closed**

Thanksgiving Day

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**November**

Don’t Forget to Review your Spring ’16 Semester Schedule & Pay Tuition
### Weekly Priorities

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<td></td>
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| "Twas the Night Before Christmas  
2 & 4pm  
Kelsey Theatre |
|        | 6      | 7       |
|        |        | 8       |
|        | 13     | 14      |
| THE NUTCRACKER  
1PM & 4pm  
Kelsey Theatre |
|        | 20     | 21      |
|        |        | 22      |
|        |        | 27      |
|        |        | 28      |
|        |        | 29      |

Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.
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<td>Payment Due for Spring Courses</td>
<td>THE NUTCRACKER 7pm</td>
<td>THE NUTCRACKER 1PM &amp; 4pm</td>
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MCCC offers Winter Session courses

NOTES

December

Christmas

'Twas the Night Before Christmas
7pm
Kelsey Theatre

'Twas the Night Before Christmas
11am
2 & 4pm
Kelsey Theatre

A Very Kelsey Christmas
8PM
Kelsey Theatre

A Very Kelsey Christmas
2PM
Kelsey Theatre

THE NUTCRACKER
7pm
Kelsey Theatre

THE NUTCRACKER
1PM & 4pm
Kelsey Theatre
**Weekly Priorities**

### Check the web site for New Student and TVC Orientations

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<tr>
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<tr>
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<td></td>
<td><strong>Start WS Classroom</strong></td>
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<tr>
<td><strong>August: Osage County</strong></td>
<td><strong>Faculty Return to Campus</strong> (Pre-Class Week)</td>
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<tr>
<td>2pm Kelsey Theatre</td>
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<td><strong>College Closed</strong></td>
<td><strong>Spring Classes Start</strong></td>
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<td><strong>Martin Luther King, Jr. Birthday</strong></td>
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Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.
### NOTES

- **January**
  - **W Deadline for Winter Session**
  - **August: Osage County**
    - 8pm
    - Kelsey Theatre
  - **Arsenic and Old Lace**
    - 8pm
    - Kelsey Theatre
  - **Late Registration Begins**
  - **Winter Session Ends**
  - **August: Osage County**
    - 8pm
    - Kelsey Theatre
  - **Winter Recess—College Closed**
  - **VC Ends**
## Weekly Priorities

Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.

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|        | Zombie Prom  
2pm  
*Kelsey Theatre* | 7 | 8 | 9 |
|        | Room Service  
2pm  
*Kelsey Theatre* | 14 | 15 | 16 |
|        | Zombie Prom  
2pm  
*Kelsey Theatre* | 21 | 22 | 23 |
|        | Addams Family  
2pm  
*Kelsey Theatre* | 28 | 29 |
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## NOTES

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**Spring Break—No Classes**

**Fall 2016**

Registration Opens. (So Does Summer!)
Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.

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<td>5C Starts</td>
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**NOTES**

- **Happy Spring!** Get your copy of the Summer course brochure.
- **August Graduation Deadline**
- **Midsummer Night’s Dream**
  - 8pm
  - Kelsey Theatre
- **Midsummer Night’s Dream**
  - 8pm
  - Kelsey Theatre
- **W Deadline for 15 Week Classes**
- **W Deadline for 10 Week Classes**
- **W Deadline for 7B and 5C**
- **Mary Poppins**
  - 8pm
  - Kelsey Theatre
- **Mary Poppins**
  - 2pm & 4pm
  - Kelsey Theatre
- **Dog Loves Books**
  - 2 & 4pm
  - Kelsey Theatre
- **Mary Poppins**
  - 2pm & 4pm
  - Kelsey Theatre
- **Mary Poppins**
  - 2pm & 4pm
  - Kelsey Theatre
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<th>SUNDAY</th>
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<tr>
<td><strong>Mary Poppins</strong>&lt;br&gt;2pm&lt;br&gt;Kelsey Theatre</td>
<td><strong>Spring Classes End</strong>&lt;br&gt;City of Angels&lt;br&gt;2pm&lt;br&gt;Kelsey Theatre</td>
<td><strong>Spring Finals</strong>&lt;br&gt;Spring Finals&lt;br&gt;Final Grades Due&lt;br&gt;Spring Semester Ends</td>
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<td><strong>City of Angels</strong>&lt;br&gt;2pm&lt;br&gt;Kelsey Theatre</td>
<td><strong>Summer Classes Start</strong>&lt;br&gt;MDE: Dancer Diaries&lt;br&gt;8pm&lt;br&gt;Kelsey Theatre</td>
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**Weekly Priorities**

- **May 2016**
- **SUNDAY**
- **MONDAY**
- **TUESDAY**
### NOTES

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<th>WEDNESDAY</th>
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<td>City of Angels&lt;br&gt;8pm&lt;br&gt;Kelsey Theatre</td>
<td>City of Angels&lt;br&gt;8pm&lt;br&gt;Kelsey Theatre</td>
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<td>City of Angels&lt;br&gt;8pm&lt;br&gt;Kelsey Theatre</td>
<td>Little Red Riding Hood&lt;br&gt;2pm &amp; 4pm&lt;br&gt;Kelsey Theatre</td>
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<td>City of Angels&lt;br&gt;8pm&lt;br&gt;Kelsey Theatre</td>
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<td>11</td>
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<tr>
<td>Final Grades Available Online&lt;br&gt;Late Registration for Summer Sessions</td>
<td>Commencement</td>
<td>MDE: Dancer Diaries&lt;br&gt;8pm&lt;br&gt;Kelsey Theatre</td>
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Summer Sessions are a great time to take classes.
Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.

**Weekly Priorities**

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Hamlet  
2pm  
*Kelsey Theatre*

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Hamlet  
2pm  
*Kelsey Theatre*

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**Bonnie and Clyde, The Musical**  
2pm  
*Kelsey Theatre*

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<p>| 26 | 27 | 28 |</p>
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<tr>
<th>WEDNESDAY</th>
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</table>
|           |          | **Hamlet**  
|           |          | 8pm     |          |
|           |          | *Kelsey Theatre* |          |
|           |          |          | **Junie B’s Survival Guide**  
|           |          |          | 2pm & 4pm     |
|           |          |          | *Kelsey Theatre* |
|           |          |          | **Hamlet**  
|           |          | 8pm     |          |
|           |          | *Kelsey Theatre* |          |
| **1**     | **2**    | **3**   | **4**    |
|           |          | **Hamlet**  
|           |          | 8pm     |          |
|           |          | *Kelsey Theatre* |          |
| **8**     | **9**    | **10**  | **11**   |
|           |          | **Bonie and Clyde, The Musical**  
|           |          | 8pm     |          |
|           |          | *Kelsey Theatre* |          |
| **15**    | **16**   | **17**  | **18**   |
|           |          |          |          |
| **22**    | **23**   | **24**  | **25**   |
|           |          |          |          |
|           |          |          | **Be sure to register for Fall 2016 classes!** |
### Weekly Priorities

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<tr>
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<td>Independence Day</td>
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<td>College Closed</td>
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<td>6-wk A Grades Due</td>
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Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.
Payment for Fall 2016 classes is due this month.

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<th>WEDNESDAY</th>
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<tr>
<td>6-Week B Begins</td>
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<td>Summer B Begins</td>
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### Weekly Priorities

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<td><strong>Grades Due</strong></td>
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**GYPSY**

2pm  
Helsey Theatre

|        | 28     | 29     | 30     |

Please visit [www.mccc.edu](http://www.mccc.edu) for most up-to-date calendar.
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**NOTES**

**Final Exams**

- August 3rd
- August 4th
- August 5th
- August 6th
- August 10th
- August 11th
- August 12th
- August 13th
- August 17th
- August 18th
- August 19th
- August 20th
- August 24th
- August 25th
- August 26th
- August 27th
- August 31st
Academic Foundations and Developmental Courses

Upon entering Mercer, you should take a College Skills Placement Test unless you have achieved SAT or ACT scores which exempt you from the test. (SAT M=530 R=540; ACT M=21 R=21). The purpose of this test is to determine whether your current skills in reading, writing and mathematics are strong enough for you to be successful in college-level coursework. If you are exempt from the College Skills Placement Test, you will be required to take the College Level Math Placement Test prior to enrollment into college math courses.

If your test results indicate a need to strengthen your academic skills, you will be advised to schedule one or more “Academic Foundations” courses. These are ENG (English) or MAT (mathematics) courses with course code numbers beginning with a zero (0), such as ENG023 or MAT032. You will not be eligible to take many college credit courses until you successfully complete your required academic foundations course(s).

In addition, developmental courses may also be recommended to assist you in improving other areas related to your academic success, such as motivation, study skills, career planning, etc. Most student support courses begin with the letters COL or STU. Refer to the college catalog for further details.

Academic Integrity Policy

Students are expected to study and learn. If you violate the policy you may jeopardize your education. Cheating or plagiarism are not tolerated. Information about the appeal process is in “Students’ Rights and Responsibilities.”

Academic Restart Program

If you previously attended Mercer and had a Grade Point Average (G.P.A.) of less than 2.0, you may apply for an Academic Restart at any time after a period of non-enrollment of at least three (3) years.

If an Academic Restart is approved, all previous MCCC course credits and grades remain on the transcript, but courses taken prior to the period of non-enrollment are no longer counted in your G.P.A. Up to four credit course grades of “C” or better prior to the period of non-enrollment may be counted toward graduation requirements as non-graded courses at the discretion of the responsible dean. The G.P.A. will be reset at zero. A notation on the transcript will designate the point at which the Academic Restart became effective.

You will be allowed only one (1) Academic Restart. Once approved, it is irrevocable. Confer with a counselor or an admissions officer if you have specific questions.

Academic Standing Policy

Good Standing

As you begin your enrollment at Mercer, you will remain on Good Standing if you pass your courses with high enough grades to meet the standards described in the college catalog. You will remain on Good Standing if you pass the courses you take (with high enough grades) to meet the standards described in the college catalog.

Academic Warning, Probation or Dismissal

At the end of any semester, if you do not pass or complete your courses, you will be placed on academic Warning, Probation or Dismissal, in accordance with standards detailed in the college catalog. The number of credits you may take will be restricted to 13-credits for academic

Abbreviations for Campus Buildings

AD - Administration Building  LA - Liberal Arts
BS - Business  LB - Library
CC - Career Center (KC)  MC - Conference Center
CM - Communications  MS - Science and Health Professions
ES - Engineering Systems  MW - Maintenance
ET - Engineering & Technology  PE - Physical Education
FA - Fine Arts  SC - Student Center
HG - Horticulture Greenhouse  TH - Kelsey Theatre
KC - Trenton Campus  WWC - West Windsor Campus
Warning, and 10-credits for academic Probation. Dismissal requires that you take a semester off, and that you develop an approved individual Success Plan before returning.

If you have any questions or concerns about your academic standing, discuss them with an academic advisor or counselor. Withdrawing from classes could affect your academic standing.

Once placed on probation or dismissal, you may appeal to a higher status for good cause.

**Access to Your Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects your educational records, including access and release. You are insured access to your records, rights to their release, and the right of privacy and confidentiality.

You have the right to withhold disclosure of directory information. All external requests for information, including directory information, are referred to the Student Records office. You may sign a release granting access to parents or other significant persons.

**Accounting**

**AD128 - Mon. through Fri. 8:30 a.m. to 4:30 p.m.**

*(Summer hours may vary)*

Tuition and fees are established by the Board of Trustees and are subject to change at any time. You may pay for tuition and fees at the Bursar’s office, SC256, and at the James Kerney Campus, TC218 (within Enrollment Services). There is a fee charged for returned checks for insufficient funds.

Fines for parking tickets are paid at the Bursar’s office, SC256. Transcripts are not released if outstanding fines exist. Approved time sheets for all on-campus student employment are submitted to the Accounting Office, AD128. (See the college Bursar listing for additional information.)

**Advisement (Academic)**

**SC252, ext. 3292**

Academic Advisors help plan your educational program. An assigned faculty member will advise you according to your program of study.

The Advisement Center is located on the second floor of the Student Center. Here you may see an advisor at any time and get answers to your questions. Your professor will advise you after your second semester; don’t hesitate to ask for help. If you are a non-degree student (attending courses for personal or job-related reasons), you may see a counselor, your instructor or visit the Advisement Center for advice on proper course selection.

Students with differing abilities can make special arrangements for academic advisement. You may request an appointment by contacting Special Services, ext. 3517. Additional information is available on our website at www.mccc.edu/admissions_academic.

**Alcohol and Drug Policy**

**SC239, ext. 3354**

Prevention of alcohol and drug abuse is a recognized health-related priority at Mercer. The Counseling office provides information to students and employees about the perils of substance abuse, and offers booklets, pamphlets, videos, referrals, resources, and campus-wide activities to educate the college community.

The college prohibits use or distribution of alcohol or drug substances on college property. Sanctions imposed upon students or employees for violations of the college’s alcohol or drug policy will be determined by the circumstances of each case. Local, state, and federal laws which apply to the purchase, consumption, and abuse of alcohol and/or drugs will be fully enforced by MCCC.

Students and employees interested in obtaining more information, community referrals, or personal and confidential counseling may contact the Counseling department at ext. 3354.

Mercer County Community College is in a DRUG FREE ZONE. Since it is within 1000 feet of the Mercer County Special Services School, the penalties can be even more severe for those who take part in illegal drug and/or alcohol activities. In addition, violators may be subject to criminal prosecution.
Alumni Association
All graduates automatically become members of the MCCC Alumni & Friends Association and receive membership cards at commencement. You may obtain information about the Association from ext. 3607.

American Honors
ET104, ext. 3437
The American Honors Program invites applications from students who seek intellectual challenges and who assume personal responsibility for pursuing their academic goals. The program offers diverse intellectual environments and activities to cultivate in-depth learning and encourage individual inquiry. Students graduating with the American Honors Program Scholar designation find themselves extremely well prepared for successful transfer and career opportunities. View additional details at www.mccc.edu/honors.

Athletics, Fitness and Recreation
PE120, ext. 3778 or athlete@mccc.edu
MCCC athletic programs rank among the finest in the country. Intercollegiate sports include men’s and women’s soccer, men’s and women’s basketball, baseball, softball, men’s and women’s tennis, and women’s cross country.
If you are interested in participating in any of the sports listed, please contact the Athletics department. Mercer athletes are also Mercer scholars who are recognized as much for their scholarship as for athletic triumph.
Admission is free for all MCCC students with a valid Mercer I.D. at any home contest. Contact the Athletics department for all sports schedules or visit the college website.

Attendance Regulations/Absences
Students are expected to attend all classes of every course on their schedules, and to adhere to the attendance policies in your course syllabus. If you cannot avoid an absence, contact your instructor for assignments. Prolonged absences due to illness, injury, or bereavement for an immediate family member should be reported to the office of the Executive Dean for Student Affairs. If for a valid reason you require an excused absence, you may obtain consent from your instructor, provided you fulfill all course requirements. Physician documentation may be required.
Students in the Medical Laboratory Technology, Physical Therapist Assistant, and Radiography programs must arrange with the program coordinator to make up all missed laboratory and clinical hours. Students in nursing courses are required to attend all lecture, recitation, college laboratory, and clinical laboratory sessions.
The college is required by law to make attendance reports on students who are funded by Financial Aid, veteran benefits, Social Security payments and various other federal, state, or private scholarship programs. Mercer County Community College does not have a “cut system.” Students are expected to attend classes regularly. Students are bound by the attendance policies established by their professors in writing in the syllabus. If you do not attend class and your instructor reports you absent, the consequence could be the loss of your financial aid.

Audit
You may audit a course — for a grade of “X” — to acquire information or knowledge without credit or a grade. Normal tuition and fees must be paid. Intention to audit a course must be declared at registration, in writing, on the appropriate audit request form. An audit request will not be approved after you have registered for a course, and you may not change from an audit to a credit basis during the semester. However, you may later repeat an audit course for credit.

ATM Automatic Teller Machines
ATM services are available on the first floor of the West Windsor Campus Student Center in the student dining area of the Cafeteria.

Blood Plan
Students may become members of the MCCC Blood Plan. Mercer holds blood drives on the West Windsor Campus and at the James Kerney Campus twice each semester. A donation of one unit of blood entitles you and your immediate family members to 12 months of coverage. This is a much-needed community service.
Board of Trustees

The Mercer County Community College Board of Trustees — a group of citizens from the local community who govern and establish the policies of the college — meets once a month, usually on the third Thursday, alternating between the West Windsor Campus and James Kerney Campus. The meetings are open to the public.

Bookstore

LB201, ext. 3416 or www.mcccshop.com
KC230, ext. 6774

Getting the right books and materials for your class is important. Each semester, we find out directly from your instructors what materials they want you to have. In many cases, this could mean special course packs, CD’s, study guides, or an online pass code. Most textbooks can be purchased new or used. A large number of our books can also be rented. We also have the class supplies, art supplies, dictionaries, and calculators that you may need for class. In addition to educational materials, we also carry MCCC clothing, gifts, general reading books, cell phones, academically discounted software and more.

Book Return Policy

Returns must be accompanied by the original register receipt within seven days of the start of class or within 48 hours of purchase, whichever is later.

If you drop a course, a refund of 75% of the price may be requested provided the books are completely unmarked. A “drop” slip must be presented. If books are purchased with a credit card, your account will be credited. Returns must be in absolutely new condition. If originally wrapped in plastic, they must be returned that way. Do not write in the book(s).

Building Access

All College facilities and buildings will be closed and secured nightly at 11 p.m. The campus will remain closed throughout the evening, and will reopen at 7 a.m. With the exception of Security personnel, all visitors, guests, students, faculty and staff must leave the college grounds by this time. Exceptions will be considered if approved by a Division Dean after consultation and approval of the head of Security. Violators will be subject to disciplinary action and/or criminal prosecution for trespass.

Bursar

SC256, ext. 3499
Mon. through Thur. 9:00 a.m. to 6:55, Fri. 9:00 a.m. to 4:55 p.m. TC218, ext. 3159
Mon. & Thur. ONLY, 10:00 a.m. to 6:00 p.m.

You may pay tuition and fees at the Bursar’s office located on the second floor of the West Windsor Student Center, and at the Trenton Campus, TC218 (within Enrollment Services) during the hours listed above. You may pay your bill in person using cash, debit card, check, Visa, MasterCard, American Express or Discover. You may pay your bill in full, on the web using any major credit card. There is also a payment plan available to pay your tuition and fees by accessing your student account. Go to www.mycollegepaymentplan.com/mercer or www.mccc.edu.

A fee will be charged for checks returned for insufficient funds. Fines for parking tickets and payment for official transcripts to be sent to other colleges or places of employment are paid at the Bursar’s office. Transcripts are not released if outstanding fines exist. Based on New Jersey State statutes, we cannot accept student charge-backs from other counties after the first two weeks of the semester. (See also Accounting)

Buses

If you wish to get to the college by bus, New Jersey Transit provides services with stops at both the West Windsor Campus and James Kerney Campus. Return trip tickets may be purchased at a reduced cost in the Bookstore, LB201, or TC230.

The bus stop at the West Windsor Campus is at the loop next to the library. The bus stop at the James Kerney Campus is at the Trenton Commons at the corner of Warren and West State streets. Maps and bus schedules are available at the College Reception Center and the Student Activities office at both campuses. The college also offers shuttle bus service between the James Kerney Campus and the West Windsor Campus and also between the Quaker Bridge Mall and the West Windsor Campus. For more information go to www.mccc.edu/student_services_shuttles.
Campus Eatery

The Campus Eatery on the West Windsor Campus is located on the first floor of the Student Center. **BREAKFAST** 7:30 a.m. through 10:30 a.m.; **LUNCH** Monday through Thursday 10:30 a.m. to 6:30 p.m., Friday 7:30 a.m. to 2:30 p.m.

There are also food and drink machines located in the Student Center, Business, Physical Education, Liberal Arts, Engineering Systems, Maintenance, Math and Science, Communications and Theatre buildings. At the James Kerney Campus, the Center City Café, located on the ground floor, serves food prepared by the Culinary Arts Program students of the Career Training Institute.

Career Prep

All students participating in the Career Prep Program are responsible for adhering to the Mercer County Community College Student Code of Conduct as set forth on pages 66-68 of the Student Handbook. Any violations which occur at the college (whether on campus proper or at a designated college site) will be handled in accordance with the Disciplinary Proceedings set forth on pages 68-71 of the MCCC Student Handbook. The Career Services office is located in SC201.

Career Services

SC201, ext. 3397 or careers@mccc.edu
Tower B, 609-570-3138 or careersj@mccc.edu

Career services are offered to students at both the West Windsor Campus (SC201) and the James Kerney Campus (CC146). These offices provide students and alumni assistance with career planning, college major selection, job search, resume writing, and interviewing skills.

Career Planning

www.mccc.edu/careerservices

Career planning or “major” selection usually begins with a counseling session. You make an appointment with a career counselor who can guide you through this process. In addition, there are various career assessment tools available through the career counselors that can help you to identify your career interests. They include Self-Directed Search (SDS), FOCUS and NJCAN (TC).

Cell Phones and Audio Devices

Students are prohibited from playing audio devices in any administrative or instructional areas such as classrooms and their adjoining hallways, the libraries, learning centers, lecture halls, and testing centers. Loud music played in any area of the campus, including the fitness center and theatre, may be considered distracting and disruptive to the academic and cultural environment. Wireless communication devices, such as cell phones — with or without picture/video capabilities — and pagers, must be deactivated while in the areas listed above and during any instructional or cultural event such as classes, lectures, labs and special programs.

Students who fail to comply with a request from a college official related to the use of such devices may have the device confiscated and held at the Security office until the student’s time of departure from the campus that day.

Center for Continuing Studies, Training & Development

MC154, ext. 3202 or ComEd@mccc.edu

The Center for Continuing Studies offers noncredit courses for adults seeking to enhance their professional skills, to enter a new career or re-enter the workforce, or to expand their personal interests. In addition, youth activities and summer camps appeal to children throughout the community.

A catalog listing the course offerings is mailed to residences in Mercer County prior to the fall, spring, and summer semesters. A separate youth programs catalog listing all summer camp activities is available each January. Customized training and other services for the business community are available through the Center for Training and Development.
Change of Address/Name
SC252, ext. 3228
KC218, ext. 3139
To continue to receive communications from the college, you must inform the Student Records office whenever a change in address, name, telephone number or e-mail address occurs. Documentation supporting the change may be required.

Change of Program of Study
Student Records Office SC252
To change your program, first meet with an academic advisor to discuss the reasons for the change. If after this meeting you still plan to change your curriculum, complete a Change of Program Form. The form can be picked up at the Student Records office or from your academic division. It requires the signature of the dean or administrator of the division in which your new program is based.
If you are undecided about making a change, Career Services may help to match your career goals with an appropriate major.

Chaplain
SC119, ext. 3408
MCCC benefits from the services of a Protestant chaplain who maintains office hours at both campuses. The Chaplain is available to assist you in meeting your personal or spiritual needs. Group fellowship, human development activities, and personal counseling are offered. Office hours are posted on the door at SC 119. At other times, contact Counseling Services in SC213.

Children on Campus
Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the college. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, library, and lounge areas. Children will not be admitted to instructional classrooms while classes are in session without prior approval by the instructor.
Children are not permitted in the Testing Center.

Classroom Environment
Everyone at Mercer is to respect the rights of students to learn without distraction. Instructors may establish reasonable rules of conduct in their course syllabus. You may be asked to leave any class session if you disrupt the learning environment. Please note that disruptive behavior, ranging from “acting out,” engaging in side conversations, and receiving cell phone calls or audible beeper messages that disturb others, will not be condoned.
Cell phones and audible pagers are to be turned off in all academic learning environments (including but not limited to laboratories, testing center, classrooms, library, learning centers, art gallery, theatre, etc.) unless previously approved by the instructor or responsible administrator.
The college strives to create an environment that fosters a sense of community, pride and respect; we are all here to work cooperatively and to learn together.

Clubs and Organizations
SC111, ext. 3435 or garrubad@mccc.edu
CC209, ext. 3166 or cartert@mccc.edu
MCCC clubs and organizations open opportunities to meet and collaborate with other students of similar interests. Getting involved in activities gives students educational experiences, leadership opportunities and the chance to interact with other students and faculty/staff members in an informal setting.
More than 40 clubs offer students the opportunity to explore special interests. Many clubs are directly affiliated with fields of study and augment classroom experiences.
Student Life staff members assist with all aspects of planning and implementing programs. Clubs and organizations operate in conjunction with the Student Life office and a club advisor. For information on joining a club or starting a new one on campus, stop by the Student Life & Leadership office in SC111 or KC209.
College Announcements

- Fliers and notices are to be stapled or tacked to bulletin boards or tripods, and NOT taped to painted walls and windows within doors.
- Fliers and notices are to have a date of removal typed at the bottom of the notice. Individuals and/or organizations are responsible for removal on the specified date.
- Whenever possible, electronic announcements are encouraged. To send an e-mail message to students via MercerMail, email thomasl@mccc.edu

College Governance Council

The College Governance Council affords faculty, administration, and students an opportunity to have input on educational policies, curriculum matters, and academic regulations. Student membership information is available from the Student Life office, SC111.

College Skills Placement Test

(Please check our website for placement test information.)

All new full-time students take the College Skills Placement Test. Part-time students seeking a degree must also take the test once they have accumulated 11 credits. The test covers skill areas in English, reading, and mathematics. It determines initial placement in these and other courses. There is no charge for the initial exam. Additional testing requires a $25 fee. One re-test per applicant is permitted. In certain cases, such as prior education or achievement of a score of 540 in Reading or 530 in Mathematics or higher on the relevant SAT, the test may be waived.

MCCC uses test results for course placement purposes only. They have no bearing on college admission or course grades.

College Success Courses

MCCC offers courses to give you the skills and tools for success. For more information, visit the PASS (Programs for Academic Services and Success) office in SC229.

Computer Labs

(see “Internet Access at MCCC”)

Counseling Services

SC239 ext. 3354, SC223 ext. 3470, SC221 ext. 3563
KC218 ext. 3139, ext. 3470, ext. 3268, ext. 3449

If you need support to clarify emotions or problems, are struggling with daily pressures, are feeling overwhelmed or are experiencing difficulty in interpersonal relationships or life transitions, our professional counseling staff is here for you.

At the west Windsor Campus, counselors are located in the Student Center, and Student Advocates are in the academic division buildings (Business, Arts and Communication located in the ET building, Liberal Arts, Science and Health Professions) in the vicinity of the office of the division dean. At the James Kerney Campus, the counseling services are located on the second floor. Some counselors have special qualifications to assist with personal health, alcohol and drugs, disabilities, parenting, relationships, career choices, college transfer and other issues. They are also familiar with external resource agencies that deal with personal concerns that may be interfering with your successful management of your educational objectives. You are encouraged to confer with these specialists when you encounter difficulties.
Course Syllabus
Every course has a syllabus that explains academic and behavioral guidelines for the course. Be sure to read the course syllabus thoroughly to determine course requirements, grading, attendance requirements, and behavioral expectations.

Participation in Biology, Chemistry, and Physics laboratory courses is permitted provided the student has completed the required prerequisites, is a minimum of 16 years of age, or by the permission of the instructor and the Dean of the academic division.

Credit by Examination/Experience
MCCC will grant credit for prior nontraditional learning experiences which meet college requirements, but you must be matriculated, and the learning experience must be applicable to your degree. You will have to demonstrate knowledge, talent, or skills acquired outside the classroom. This can be accomplished by examination or assessment of appropriate life experience, work experience, or formal learning through military, proprietary, or training programs. If you are a veteran, your military experience and training may be worth college credits. Check with the office of Veterans Services, second floor of the West Windsor Campus Student Center. If you would like to take proficiency exams to receive college credit for certain subjects, contact the Academic Testing Center, LB209. Fees are charged in accordance with credits awarded. For information, contact the Office of Admissions, SC252.

Disability Services
(See Services for Students with Differing Abilities)

Discrimination
The college’s policy on nondiscrimination is found in Statement of Students’ Rights and Responsibilities. If you believe you have been discriminated against, you may file a student grievance (see “Grievance Procedure”) or confer with the college’s Equal Opportunity Officer.

Distinguished Lecture Series
Academic Affairs, ext. 3324
Each semester, the college invites distinguished lecturers to speak on a variety of topics at either the James Kerney Campus or the West Windsor Campus during the “activities period” (noon to 1:15 p.m. Tuesdays, Wednesdays, and Thursdays). These lectures provide enrichment to curriculum offerings, course curricula and class discussions. They are free and open to the public. The Academic Affairs office coordinates and publicizes the lectures.

Electives
An elective is a course that offers you freedom of choice. You may fulfill elective requirements by taking any course (within specific elective categories) that interests you. You must meet the minimum entry requirements for that course. Before choosing any elective, it is important to verify that the course fulfills the elective category. More specific information and advice can be obtained from the college catalog or your academic advisor.

Emergencies and Disturbances
SECURITY - ext. 3503 (WWC), 3175 (JKC)
Universal On-Site: ext. 3200
24-Hour Access Off-Campus: (609) 570-3200

If you see an emergency or disturbance developing on campus, report it immediately to Security. Red emergency phones or call boxes located in the corridors of the West Windsor and James Kerney Campuses, and in the West Windsor student parking lots, provide a direct line to the Security office.

Emergency Closings
www.mccc.edu
M-Alert is also used by MCCC to reach all students, faculty, and staff members with time-sensitive messages. (see “M-Alert”) Information regarding weather delays and closings are sent
through email, phone and text.

**WWFM 89.1**  
**MC Cable TV Channel 80/26/20**  
The best sources of information about college closings are WWFM 89.1, Mercer County Cable Television channel 80/26/20 and the college website, **www.mccc.edu**. Closings or delayed openings will be announced on these sources first. As many institutions may be making similar decisions, we cannot assure that our announcement will be broadcast by other commercial radio stations. You may also try to call the campus. A voice recording will announce closings or delayed openings.

**Faculty**  
Mercer has full-time and part-time faculty with advanced degrees from many universities throughout the United States and foreign countries. Faculty members dedicate their time to teaching, academic advising, and various college services and community activities. Each faculty member keeps office hours. Get to know your teachers and faculty members. They are a tremendous asset to your education at MCCC and are here to assist you.

**Financial Aid**  
**Student Center, SC213, ext. 3210 or finaid@mccc.edu**  
**James Kerney Campus, TC218, ext. 3178, ext. 3180**  
You will be considered for all available financial aid and scholarship programs at Mercer if you file the [Free Application for Federal Student Aid (FAFSA)](http://www.fafsa.gov). No other application is required. The best way to file is online at [www.fafsa.gov](http://www.fafsa.gov). If you need help, the financial aid staff is ready to assist. Use [federal school code 002641](http://www.fafsa.gov) for Mercer.

**Fines**  
Fines are charged for textbook loan infractions, parking violations, and misuse of lockers. You pay library fines at the Library circulation desk; and parking and locker fines at the Bursar’s office. Transcripts are not released if outstanding fines exist. More information is available in the college’s Statement of Student Rights and Responsibilities and appeal processes in the back of this handbook.

**First Aid**  
Each campus is equipped with first aid and defibrillators. Full-time security personnel receive American Red Cross First Aid and CPR training. In case the need for emergency services arises, call Security Services at ext. 3503 or pick up the nearest red phone.

**Fitness Center**  
**PE131, ext. 3738 or fitness@mccc.edu**  
MCCC maintains a fitness center equipped with strength and cardiovascular exercise equipment. First-time users of the center are required to enroll in HPE 171, a five-week course designed to teach you how to use the equipment and to develop a fitness profile. After completion of the course, full-time students may use the fitness center and pool free of charge. Part-time students, after completion of the course, may become a member of the center by purchasing a semester membership for $35 for use of both facilities. For additional information including fitness center and pool hours, contact the Fitness Center.

**Full-Time Study**  
If you are enrolled in a program and are carrying a course load of at least 12 credits per semester, you are a full-time student. To take more than 18 credits a semester, you must obtain special permission from your academic advisor.

**The Gallery**  
**CM Building 2nd floor, ext. 3589 or gallery@mccc.edu**  
The Gallery features artwork of professional artists, prominent local artists, staff, and students. Located on the second floor of the CM Building on the West Windsor Campus, all exhibits and receptions are free and open to the public. Since many volunteers staff the Gallery, hours of operation change each semester. Hours are posted outside the Gallery and announced on the phone answering message. Students are encouraged to volunteer as gallery guides.
Grades

Grades are recorded on your transcript, and will be available on your student portal (My-Mercer) at the end of each semester or session of classes.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Nominal %</th>
<th>Definition</th>
<th>Grade Point Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Superior Achievement</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>93-100</td>
<td>Superior Achievement</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td></td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>Above Average Achievement</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td></td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>Average Achievement</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Minimally Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Academic Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>70-100</td>
<td>Satisfactory</td>
<td>N/A</td>
</tr>
<tr>
<td>NC</td>
<td>0-69</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Audit</td>
<td>N/A</td>
</tr>
<tr>
<td>TR</td>
<td></td>
<td>Credit by Exam or Experience</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal – Student Initiated</td>
<td>N/A</td>
</tr>
<tr>
<td>WI</td>
<td></td>
<td>Withdrawal – Instructor Initiated</td>
<td>N/A</td>
</tr>
<tr>
<td>WA</td>
<td></td>
<td>Withdrawal – Administration Initiated</td>
<td>N/A</td>
</tr>
<tr>
<td>WN</td>
<td></td>
<td>Withdrawal – Never Attended</td>
<td>N/A</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>No Grade Reported by the Instructor</td>
<td>N/A</td>
</tr>
<tr>
<td>CIP</td>
<td></td>
<td>Course Still In Progress</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete – No Credit Earned</td>
<td>N/A</td>
</tr>
</tbody>
</table>

“I” indicates that the instructor is affording the student extra time to earn a grade in the course. The amount of extra time is determined by the instructor, up to a maximum of 16 calendar weeks after grades are submitted. An “I” which has not been resolved within 16 calendar weeks is changed to an F or NC grade, as appropriate to the course. “I” grades are used sparingly and reserved for students who, as the result of some emergency, could not complete a small portion of the course after the withdrawal deadline.

Applicability to courses

Academic Foundations (ENG0-, MAT0-) courses use A through C, NC, X, W, WI, WA, WN, N, CIP and I grades. Other remedial, developmental, and preparatory courses use S, NC, X, W, WI, WA, WN, N, CIP and I. All other credits courses use a through F, X, W, WI, WA, WN, N, CIP and I.

Grade points and averages

Letter grades have grade point values as shown in the chart. Other grades do not count in the grade point average, nor do any grades for Academic Foundations (ENG0-, MAT0-) courses or other remedial, developmental, and preparatory courses.

Repeating courses

Students may repeat courses. The most recent grade is the student’s official grade for the course, except that a grade which does not have grade point value will not replace a grade that does. A student who wishes to take a course for the fourth (or more) time is required to confer with his/her academic advisor or an advisor who teaches the course in question. The fourth enrollment in an ENG0– or MAT0– course requires authorization by the Dean for Liberal Arts.

Withdrawal from courses

To receive a W grade for any course, a student must consult with the course instructor or an appropriate division representative and then withdraw officially before two-thirds of the course has been completed. Withdrawal after this point results in a grade other than W (usually F) unless the Registrar determines that the student was unable to continue due to extraordinary circumstances beyond the student’s control.

The instructor may also withdraw with a WI grade any student who has been absent excessively, at any time before two-thirds of the course has been completed. Withdrawal from courses will not result in any refund of tuition or fees.
Grade Appeals

Any student may initiate an appeal of any course grade or related academic action or decision that affects the student’s standing at the college. The procedure for appealing a course grade, academic action, or decision includes the following steps:

**Initial Steps with Instructor**

1. The student must make an appointment and meet with the instructor involved to discuss the action. The student must bring any relevant material such as a course outline, original copies of papers, lab reports, themes, and examination grades.

2. If the student is unable to resolve the issue with the instructor, the student should make an appointment to discuss the matter with the student advocate in the division from which the class was offered. The student advocate will attempt to resolve the matter.

3. If the student is unable to resolve the issue with the instructor and student advocate, the student must write a formal appeal statement on a Grade Appeal Form describing the exact nature of the appeal. Grade Appeal Forms can be found in each Academic Division office.

4. These forms must be filled out and submitted to the division dean or chairperson of the academic department within 30 working days of the end of the semester or session in which the grade was assigned. In extraordinary cases, extensions may be granted by a division dean or chairperson of an academic department. Accompanying the Grade Appeal Form will be any relevant material to support the appeal.

5. If some relevant materials have not been returned to the student by the instructor, it is the student’s responsibility to request that the instructor give the student a copy of the material. If the instructor is unwilling to give the student the material, the student should contact the student advocate, division dean, or department chairperson to obtain the material.

**Division Dean’s Review**

6. If the grading instructor is still employed by the college, the division dean’s/chair’s authority is limited to reviewing the case and advising the instructor that a grade change may be in order. If the instructor is no longer employed, the division dean/chair may designate another full-time faculty member in the discipline to act on the appeal. If the division dean/chair acts personally on behalf of a previously employed instructor, any resulting grade change is subject to review by the Academic Integrity Committee and approval by the Vice President for Academic Affairs.

7. The division dean/chair or the dean’s designee shall act on each appeal as quickly as possible, acknowledging receipt of the appeal to both the student and the instructor. Acknowledging the appeal should occur within 10 working days of its receipt, and a written decision should be provided to the student within 20 working days of the appeal’s receipt. This written decision will be forwarded to the chairperson of the Academic Integrity Committee.

**Academic Integrity Committee Review**

8. If the student is not satisfied with the action of the division dean/chair and still wished to pursue the matter, the student must make an appointment to discuss the action with the chairperson of the Academic Integrity Committee within 7 working days of receipt of notification. The college Information Center, the Student Records office, or any academic division office will provide information about contacting the Academic Integrity Committee chairperson.

9. After talking with the student, the instructor, and the division dean/chair or the dean’s designee and receiving all relevant material from the case, the Academic Integrity Committee chairperson will consult with at least three members of the committee in a preliminary hearing to determine whether the case warrants a full hearing with the student and instructor present. The chairperson will notify the student and instructor, in writing, whether or not the committee will hold a full hearing.

**Grade-Appeal Full Hearing**

10. If a hearing is to take place, all parties involved will be notified at least 10 working days in advance. In this notification, the student and instructor are advised of the rules and procedures for the hearing. The 10-day notification period may be waived by the student if a faster hearing is desired.

11. As soon as the student, instructor, the material witnesses, and at least three full-time faculty members who serve as the jury are present at the hearing site, the Academic Integrity Chairperson begins the proceedings and
   a. explains the chosen method to record the hearing.
   b. orally reviews the procedures for the hearing and subsequent appeals.
   c. introduces the student and instructor as well as members of the subcommittee/jury.

12. The student then presents the case including all relevant material in the appeal. All evidence must
be related only to this appeal, or it will not be allowed. The instructor is then invited to respond to the
student’s case. The subcommittee/jury may ask questions of each of the parties involved and may
request additional material at any time during the hearing.

13. Once both of the parties have had the opportunity to present their arguments and the subcommittee/
jury members are satisfied that they have heard and seen all of the available information, the student
and instructor are excused and the sub-committee deliberates to make a decision. The subcommittee
may decide to:
   a. recommend a change to the Vice President for Academic Affairs for final action.
   b. make no change.

Resolution

14. The subcommittee/jury’s decision will be put in writing by the Academic Integrity Committee chair
person and forwarded to the student, the instructor, and the Vice President for Academic Affairs.
Final action in the case must be taken by the Vice President for Academic Affairs.

15. If not satisfied with the Academic Integrity Committee decision, the student may appeal the action,
in a written request, within 7 working days of receipt of notification, directly to the Vice President for
Academic Affairs.

Graduation

Commencement ceremonies are held each year in May. January, May, or August graduates
can attend the May ceremony. If you believe you are eligible for graduation, you must pay the
graduation fee and complete an application at the Student Records office by October 1st for
January graduates, by February 1st for May graduates, and by April 1st for August graduates.
(five years for most programs in Allied Health and Aviation Flight Technology.)

Graduation Requirements

To graduate from your degree or certificate program, you must complete all required and
elective courses listed in the college catalog. Generally, you must earn a C or higher in all
courses critical to your major and your overall grade point average (GPA) in the courses you
have taken to fulfill graduation requirements must be at least 2.00. Also, you must complete
all coursework in your major field within 10 years prior to graduation (five years for programs in
Allied Health and Aviation Flight Technology).

Grievance Procedure

MCCC provides you with an opportunity for grievances concerning programs, services, and
allegations of discrimination. If you believe that the college has failed to provide you with an
entitled service or that a service was inadequate, and if you have been unable to resolve your
concern informally, you may request formal review of the grievance by filing a Student Grievance
filing a Student Grievance for with the office of Student Affairs, SC245.
You may also file a grievance if you disagree with a decision, rule, or regulation of the college
or a staff member, or if you believe that you have been treated in a discriminatory manner.
(see also “Grade Appeals” or “Sexual/Gender Harassment”)

Alpha Mu Gamma

The Kappa Iota chapter of Alpha Mu Gamma is the college’s local chapter of the national
collegiate foreign language honor society. In order to be eligible for membership, a student must
earn a 4.0 average in two different levels of the same foreign language. For information, contact
the faculty advisor, Dr. Steven Richman, LA117.

Phi Theta Kappa

Mercer’s chapter of Phi Theta Kappa, the national academic honor society for students
enrolled in community/junior colleges, extends a membership invitation to all MCCC students
who have demonstrated academic excellence. Through a variety of activities, the Alpha Theta
Gamma chapter seeks to promote scholarship and service, develop leadership, and cultivate
fellowship among community/junior college students. For information, contact the advisors: Ken
Howarth, LA119 ext. 3809 or Dr. Jingrong Huang, MS157 ext. 3429.
Housing
SC111, ext. 3435

While the college does not offer on-site student housing, the Student Life & Leadership office maintains a limited list of available rooms and apartments for rent in the area. Students interested in a rental, or community members with available housing, may contact the Student Life & Leadership office at (609) 570-3435 for more information.

The college serves only as a listing agent; all arrangements must be made between the housing provider and the student. MCCC does not sponsor or recognize any group living arrangements or accommodations and assumes no responsibility for financial obligations or property damages incurred or caused by students.

ID Cards (College Policy #602)
SC101, ext. 3989 or 3513
JKC Security, ext. 3175

A validated, current photo ID card is required for access to all college services and facilities. It is also required for admission to college events and for picking up Financial Aid checks and work-study paychecks.

Students must visibly display a valid MCCC ID at all times on campus. Students who violate the policy will be subject to a fine of $10. If you use fraudulent identification, or permit someone else to use your ID, you are subject to disciplinary action.

New students should secure ID cards from the College Information Center during the first three weeks of classes or as otherwise stated. Keep this ID card; it can be used for an indefinite period of time, but each semester that you are registered it must be validated at the College Information Center on either campus.

To replace a lost ID card, you must pay the replacement fee of $10 at the Bursar’s office and take your receipt of payment to the College Information Center at WWC or JKC Security/Information desk.

Immunization Regulations

The New Jersey State Department of Health requires that all full-time matriculated students provide a valid record of immunization verifying two live doses of Mumps, Measles and Rubella (MMR), and two doses of Hepatitis B, as a means of controlling the spread of communicable diseases. Students will be encouraged to satisfy this requirement during the early registration process. Failure to meet all immunization standards prior to the completion of the initial semester of enrollment will limit future registration to part-time status.

Independent Study

You can complete course requirements outside of the formal classroom and receive credit. You must, however, obtain formal approval for independent study from a willing faculty member. Independent study is not suitable for everyone. You should review the following MCCC guidelines — applied to all requests — before applying for independent study.

1. You must have completed 15 credits with a minimum quality point average of 2.75 to be considered eligible for independent study.
2. You may select no more than one course by independent study during a semester.
3. A maximum of four courses may be taken by independent study in degree programs.
4. Courses by independent study must be sponsored by full-time members of the faculty whenever possible.
5. You may not select more than two courses by independent study under the sponsorship of the same faculty member.

Permission for any exceptions to the above guidelines must be obtained from the appropriate division dean.

Information-Welcome Center

The Information-Welcome Center helps students find the information needed for success while at Mercer County Community College. Our Security Staff and operators are happy to answer your inquiries regarding the campuses, events, services, activities or other questions you may have.
Information Technology Services

The Information Technology Services department maintains all information technology resources at both the West Windsor and James Kerney campuses. This includes more than 1500 computers for student use in a variety of classroom and open access computer labs, numerous software applications including Microsoft Office and specific curricular applications, printing resources in the labs and student MercerMail accounts. The open access labs are located in the West Windsor campus Library and the James Kerney campus Learning Center. Hours of operation for each lab can be found on the MCCC website. Printing resources are available at each open access lab and a print card is required to operate these printers. Print cards are dispensed in the Library and ES105 Building.

The Information Technology Services Help Desk provides support for access to the MyMercer Portal and MercerMail. For assistance, students can e-mail the ITSHelpDesk@student.mccc.edu.

International Students
SC252, ext. 3438 or international@mccc.edu

International students can take advantage of all services available to students at the college. To ease your transition to living and studying in the U.S., the Office of International Student Services can assist with immigration, academic, personal and cultural adjustment concerns. The Office of International Student Services plans special workshops for international students and programs to promote international and cross-cultural understanding on campus. Orientation for new students is held before the start of each semester. Information of interest to international students is available on our website at www.mccc.edu/admissions_international

The International Students Organization provides social activities for students. In addition, the college provides courses in English as a Second Language.

Internet Access at MCCC

Mercer recognizes the importance of the Internet for learning and communication, and makes it available for that primary purpose. Library staff at both campuses can assist with Internet-based research for class assignments. A growing number of courses incorporate Internet use as part of the classroom or laboratory sessions. Some courses focus on the Internet itself as a main topic of study. The Open Lab in the West Windsor and Trenton campus libraries is available for accessing the Internet and completing coursework. Policies on acceptable use of the lab and the Internet are available online at http://www.mccc.edu/student_library_policies_computerlab.shtml and in the lab. Open Lab hours of operation are the same as Library hours.

Printers are available in the open labs, with prints costing 10 cents per page. Note: The printers only accept print cards which are dispensed in the Library and ES Building. You must have a print card in order to print in the open labs.

James Kerney Campus

The James Kerney Campus (TC), located at the corner of North Broad and Academy Streets, is MCCC’s urban campus, especially convenient if you reside or work in downtown Trenton. Many of the courses, programs, and services offered at the West Windsor Campus are also available at the James Kerney Campus.

You may take both day and evening credit courses as well as community education courses at the James Kerney Campus. You may also receive academic, personal, career, and financial counseling.

Adult programs offered at the campus include Adult Basic Education / General Educational Development, Workforce Readiness, Life Skills, Career Training Institute and the English Language Institute. Youth programs include Talent Search, Upward Bound, SMILE and Youth Corps. For more information about the services, activities, or programs offered at the James Kerney Campus, contact the KC Office of Student Services (KC218 ext. 3180).

Jobs — Work Study
workstudy@mccc.edu

Employment on and off campus is available through the federally funded College Work Study program or through a limited number of college-sponsored jobs. After receiving a work study allowance from the Financial Aid office, SC219 or KC218, work study eligible students may inquire about current federal work study openings at Career Services, SC205 or TC218. College-sponsored jobs are available to qualified students regardless of financial need.
Job Search Assistance
SC205, ext. 3397 or CC146, ext. 3188
Career Services provides students with job-seeking tools, including job posting boards at both campuses as well as a job posting website exclusively for MCCC students and alumni (www.collegecentral.com/mccc). Both campuses also conduct “job fairs” and employer recruiting visits. In addition, the James Kerney campus provides job placement assistance through Workforce New Jersey.

Kelsey Theatre
ext. 3566 or kelsey@mccc.edu
Located opposite the gym on the West Windsor Campus, the Kelsey Theatre is an intimate 385-seat venue used for performances, classes, tests, lectures, rehearsals, and meetings. It comes alive as the premiere family theatre in central New Jersey, featuring musicals, comedies, dramas, children’s theatre, dance and music concerts and special events. MCCC students may purchase tickets in person for only $9 (plus $1 service charge) with a current, validated student ID. Students may purchase four tickets at this rate to any show. Contact the Box Office at (609) 570-3333 or order online at www.kelseytheatre.net. All students are urged to become involved with the theatre either as performers or in backstage production. Contact the Theatre office at ext. 3566 to find out about auditions and fun opportunities behind the scenes.

Leave of Absence from the College
Students having no outstanding obligations to the college may apply for leaves of absence for periods not to exceed two years. An application may be obtained from Student Records. It must be reviewed and approved by the dean of your academic division and then returned to Student Records for final approval. If you “drop out” or take an unapproved leave of absence, or if an approved leave of absence expires, you must apply for re-admission to the college.

Learning Centers
West Windsor Academic Learning Center, LB214, ext. 3422
Academic support is available to facilitate student success. The West Windsor Academic Learning Center is open six days per week and tutoring is free of charge. Students do not need to make an appointment, but should consult the schedule available at the Learning Center or online at http://www.mccc.edu/student_services_tutoring.shtml. Tutoring is available for all subjects and specialized assistance is available to build better study skills. A dedicated Science Learning Center (SLC) located in MS211, provides tutoring, laboratory materials, and small group instruction for Biology, Plant Science, Chemistry and Physics. The SLC schedule can be obtained at the West Windsor Academic Learning Center website and is posted outside the SLC, MS211. For information regarding academic support please call (609) 570-3422.

James Kerney Campus Learning Center, KC311, ext. 3151
Located on the James Kerney Campus at 101 North Broad Street in Trenton, the Learning Center provides individual and group tutoring for students enrolled at the college. The center also provides a range of enrichment options through the AIMS network of computers. The Testing Center is also part of the Learning Center. (see “Testing Center”)

Library
www.mccc.edu/students_library
West Windsor LB104, ext. 3561
Dempster Fire Training Center, ext. 3561
James Kerney Campus KC307, ext. 3179
The libraries of Mercer County Community College offer a wide array of services and resources to complement and support academic programs and student learning needs. In addition to the three campus locations, the library has a significant presence online through its website, which provides full information of services, resources, hours, staff and connections to electronic resources.
Reference services are provided in-person, by telephone, e-mail, fax, and instant messaging. E-mail reference is available at all times to fully complement the needs of both on-campus and distance-learning students. A one-credit course, LIB103, is offered each semester to give students a comprehensive introduction to the use of library services and resources to meet academic needs.
Any resources not available in the collection are readily available through interlibrary loan services offered at the library reference desks or online. Collection resources include more than 65,000 books, more than 30,000 electronic books, more than 100 periodicals, and more than 8,000 periodicals available in electronic format accessible from more than 60 databases. In addition, the library has a video/DVD and music CD collection. Streaming video is accessible in the libraries for viewing past Distinguished Lecture Series presentations. To support success, the library maintains a textbook and reserved titles collection.

Together, 70 computers complete with a variety of software including Microsoft Office products, curriculum-specific software applications, and Internet access are available all hours the library is open at any campus. Printers as well as photocopiers are available for a nominal fee. Wi-fi access, a seating area for students to connect personal computers to the college's network, and three group study rooms further accommodate student needs.

Student Remote Access to Electronic Databases
Your valid MCCC ID card allows you access to electronic databases from off-campus by doing the following when prompted: Enter your MCCC e-mail account name but do not type the @mccc.edu on the end. Then enter your last name and press enter research databases. If you have questions, call (609) 570-3561 or e-mail libraryonline@mccc.edu.

Lockers
Coin-operated lockers are available throughout the West Windsor Campus. Supplies and personal items may be stored in lockers during the school day only — not overnight, on weekends, or holidays. Lockers are checked and emptied periodically. Fines are charged for extended use and for loss of a key. Lost keys should be reported to Security. Special lockers are also available for the supplies of art students and others. These lockers are generally assigned. Personal locks may be used, but not left in place overnight or on weekends. The college is not responsible for items stored in lockers.

Lost & Found
ext. 3503
Check the lost and found unit located at Security (ext. 3503) if you should lose any belongings. Unclaimed items are discarded at the end of each semester.

Mascot, College Colors
The college mascot is the Viking and our college colors are green and gold.

Matriculating
SC252, ext. 3228
KC218, ext. 3139
If you are a non-matriculated student and would like to be accepted into a program of study (i.e.: matriculated) to work toward a certificate or degree program, you need to complete an online admissions application. Once the online admissions application is complete you will receive instructions on scheduling yourself to take the College Skills Placement Text. When the results of the test are available, we’ll schedule you for Program Acceptance Counseling (PAC). You’ll meet with a counselor to discuss programs of study, review your academic and career goals and be accepted into a program. The PAC counselor will help you build a schedule of courses and register for your first semester as a matriculated student.

M-Alert — Emergency Notification System
M-Alert enables MCCC administrative and Security personnel to reach all students, faculty, and staff members with time-sensitive announcements via text messaging, phone recording, and e-mail. During unforeseen events, critical situations or emergencies, the college may employ the system to broadcast vital information and provide details on appropriate response. M-Alert helps MCCC provide a safer environment, enhance emergency preparedness, and keep its students and staff better informed.

In order to ensure that M-Alert reaches you, the college must have your current, accurate contact information. IF YOU HAVE CHANGES, contact Enrollment Services promptly.
Additional information regarding M-Alert can be found on the college’s website at www.mccc.edu/m-alert.
MercerMail — Student E-mail
All enrolled credit students receive a Mercer e-mail account. Powered by Google, this e-mail service provides each student with 7 gigabytes of e-mail storage, Google Apps, instant messaging and calendaring capabilities. Information regarding student e-mail account names and access can be found at www.mccc.edu/mercermail.

MercerOnline
www.mccc.edu/merceronline
CM120, ext. 3389 or merceronline@mccc.edu
MercerOnline at Mercer County Community College offers Internet-based distance learning as an alternative approach to “attending” college.
If you are highly motivated and enjoy working independently, virtual learning is the right choice for you. However, virtual learning may not be for you if you need structure, real-time human interaction, or easy results without hard work. These courses take time.
PC literacy and Internet knowledge is strongly recommended. Efficiency in sending e-mail with an attachment, surfing the Net, downloading files, and organizing your work files will help you succeed when taking an online course.
MercerOnline’s course management system is designed to support the wide variety of operating systems and web browsers. We recommend Internet Explorer or Firefox for your PC and Firefox for your Mac. You will also need to subscribe to an Internet Service Provider such as Comcast, Verizon, AOL, or MSN. Word processing software (MS Word) is also required.

Music Organizations
MCCC offers a variety of musical groups: the MCCC Community Band, chorus, jazz band, instrumental ensemble, and the gospel choir. You may participate in some or enroll in others and receive academic credit. Instrumental groups require previous playing experience. For more information, contact the Music Department, CM 157.

MyMercer Student Portal
www.mccc.edu/mymercer
Students can browse courses, register for classes, make payments, explore and monitor financial aid, access MercerMail, view and print class schedules, grades and transcripts, and take advantage of many additional online services and features once logged in to their individual account at the college’s student portal, MyMercer.
Instructions to determine the username and password required for MyMercer log-in are available at www.mccc.edu/mymercer. Students are encouraged to bookmark this MyMercer entry page to stay connected and informed.

Organ Donation
Pamphlets available at College Information Centers on both campuses. (Chapter 62 of Title 18A – NJ Statutes)

Orientation
MCCC offers orientation sessions for new students at the beginning of each semester, acquainting you with services, policies, responsibilities, and rewards of attending MCCC. If you miss the scheduled orientation sessions, stop by the Student Life & Leadership office, SC111 or TC209, to pick up the important information packet prepared for all new students. Special orientations for international students, distance-learning students, PASS and veteran students assist with adjustment tp the first-year experience.

Parking Locations and Procedures
Student parking at the West Windsor Campus is available in the East and West parking lots I and II. Unless given advance authorization and permit by the Security office, use of all other parking areas is prohibited. Parking along curbs, fire zones, and loading/unloading areas is prohibited. Limited free parking is provided for students at the James Kerney Campus. Several parking garages are available in the immediate area.
Campus parking violation tickets carry fines which must be paid within 10 days at the Bursar’s office. Ticket appeals must be made within five days to the office of the Director of Security, located in the Student Center, SC101.
Failure to pay parking fines may result in the towing of your car. The third infraction will result in the vehicle being towed at the owner’s expense. Both will require the student’s appearance before the Student Conduct and Discipline Committee.

Disabled or severely injured students can make arrangements for special parking privileges through the Security office. A doctor’s note is required.

The college is not responsible for damage to or thefts involving vehicles on campus.

**PASS (PROGRAMS FOR ACADEMIC SERVICES AND SUCCESS)**

**SC229, ext. 3423**

Programs for Academic Services and Success (PASS) is a comprehensive academic support services program established to unite the Educational Opportunity Fund program (EOF), and Retention Services into a centralized office that promotes student achievement and persistence. PASS is committed to fostering the academic and social development of MCCC students.

The Retention Services component of PASS offers a First-Year Experience program, Peer-Mentoring, Academic Alert System, and Entering Student Assessment for all incoming and “at-risk” Mercer students. Retention Services also coordinates Academic Status Appeal interviews to assist continuing students in getting “back on track” after they have experienced difficulty meeting academic progress standards. For additional information contact the PASS Program at 609-586-4800 ext. 3423.

The New Jersey state-funded Educational Opportunity Fund (EOF) assists eligible low-income, academically under-prepared residents to attend college. Student Support Services (SSS), funded under federal Title IV, provides academic support for eligible low-income, first-generation students.

Students interested in learning more about the EOF program, or to determine eligibility to apply, should contact the EOF Student Services Coordinator at weatherc@mccc.edu or 609-570-3423. For additional information, contact Assistant Dean of Student Services and EOF Director Barbara Jefferson at jeffersb@mccc.edu or 609-570-3423.

**Pets**

No pets, with the exception of service dogs, are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of an authorized campus activity, the owner must have secured previous approval from the classroom instructor or the Director of Student Life.

**Photocopy Machines**

Photocopy machines for student use are located at both the West Windsor and James Kerney Campus libraries. Copies are 10 cents per page.

**Publications**

**College Catalog**

This official publication of Mercer County Community College includes academic information, course descriptions, and general information about the college. If you are a new full-time student, you will receive a catalog at the time of your program acceptance counseling interview. Keep it where you can refer to it as needed. Catalogs can be obtained at the office of your academic division at the West Windsor Campus or the Office of Enrollment Services at either campus, SC252 or KC218.

**Website**

The college website, www.mccc.edu, provides comprehensive and timely information on Mercer County Community College, of value to students and the greater community. Registering for classes, requesting unofficial transcripts, making payments, and viewing grades are among the online capabilities accessible 24/7.

**College Voice**

The student newspaper is published throughout the academic year under the primary direction of students enrolled in the journalism program. Contact the Office of Student Life & Leadership (SC111) for more information.
Re-admission
If you have been absent from the college for one year and did not complete a Leave of Absence Form, you must re-apply — a process called re-admission. To be re-admitted to the college, your first step is to pick up an application packet at the Admissions office. If you previously attended Mercer but have not enrolled for three consecutive years, you may be eligible for the Academic Restart Program. Your previous academic and financial status will be reviewed. If you have any questions, please contact the Admissions office.

Recreation
PE120, ext. 3741
Recreation facilities at the West Windsor Campus offer many opportunities — swimming, tennis, Fitness Center, and open gym hours. However, community residents must purchase a recreational permit to use the swimming pool. Enrolled students will be asked to present their current, validated MCCC ID. Use of equipment in the Fitness Center is available to full-time students and requires proof of competency. Part-time students must purchase a membership for the Fitness Center at a cost of $35 per semester. Operational hours for all recreational facilities (with the exception of the tennis courts) are posted near the entrance to the facility; or check www.mccc.edu/community-recreation.shtml.

Refund Policy
(see “Tuition Payment and Refund Policy”)

Registration
Please see your advisor before you register!
West Windsor SC252, ext. 3228
Trenton Campus KC218, ext. 3139
Registration is the process by which you sign up for the courses you intend to complete in a given semester. This is accomplished in one of five ways:
1. Early registration allows you to select courses for your next semester before the current semester ends. It is the easiest and best way for you to get the courses you want. Toward the end of each semester there are days set aside to register early. After you have seen an academic advisor, you can register for the courses needed for the next semester.
2. Mail-in registration generally is used by part-time students who select courses from the brochures received in the mail. Mail your tentative schedule and tuition charges to Student Records. Once the materials are processed, you will receive your schedule in the mail.
3. Open registration takes place at set times before each semester at the Student Records office. You must pay for tuition and fees at that time, and you will receive your schedule immediately. Register for noncredit courses at the Continuing Education office prior to the beginning of the class.
4. In-person registration takes place on both campuses for several days near the beginning of each semester. You proceed through various stations until you have chosen your courses, consulted with faculty advisors, paid tuition and fees, and received your schedule.
5. Convenient online registration is available at www.mccc.edu.
6. Fax registration — to (609) 570-3861 — takes place at set times before each semester. Tuition and fees must be paid by credit card.
7. Late registration takes place shortly before each semester. You have a last chance to add courses to your schedule. You may pick up courses, but you must pay schedule change fees or late fees. Divisional approval may be required. (see also “Schedule Changes”) Students with special needs may request special arrangements for registration, which may be either during the regular registration period or by individual appointment. To make such arrangements, contact the Registrar in the Student Records office, SC252.

Repeating a Course
Students may repeat courses. The most recent grade is the student’s official grade for the course, except that a grade which does not have grade point value will not replace a grade that does. A student who wishes to take a course for the fourth (or more) time is required to confer with his/her academic advisor or an advisor who teaches the course in question. If you have already enrolled three times in an academic foundations course without passing it, you may only attempt it a fourth time if you are authorized to do so by the Dean of the appropriate academic department.
Residency
Tuition rates vary according to residency. The college is responsible for verifying student claims of residency. If you report a false address, you are subject to disciplinary action. Consult the Registrar’s office for further information.

Schedule Changes
SC252, KC218
Schedule changes may be made during open and in-person registration prior to the beginning of any semester. After a semester begins, schedule changes are permitted but may require special approval. The only change permitted after the first week is a course withdrawal. (see also “Registration”)

Scholarships
In addition to federal and state financial aid, students should consider applying for scholarships offered through the MCCC Foundation.

The MCCC Foundation, civic groups, professional societies, local corporations, and generous individuals support an array of student scholarships awarded for both the Fall and Spring semesters. Recipients are recognized at annual ceremonies for continuing students in October and graduating students in May.

More information on scholarships is available at www.mccc.edu/scholarships. Students can research the scholarships for which they may be eligible and create a profile in the college’s “M-Scholarships” system (STARS Online). Applications for continuing students are accepted from February 1 to September 15; applications for graduating students are accepted from February 1 to April 1.

Note: Many donors require that students complete the FAFSA application before they can be considered for a scholarship award, regardless of their financial standing.

Security
SC101, ext. 3503; KC152, ext. 3175
Committed to providing a safe campus environment, the Security Department is also responsible for protecting college property and the enforcement of all college regulations, including parking and traffic control.

The Security office at the West Windsor Campus is open 24 hours a day, seven days a week. The James Kerney Campus Security office provides the same services and is open during the normal operating hours of that facility.

Red telephones located at either end of hallways and vestibules throughout the campuses provide direct communication with the Security office and should be used for emergency reasons only. All college property and premises are subject to camera surveillance.

Campus crime statistics are available upon request.

Sexual and Gender Harassment
Mercer County Community College does not condone sexual harassment. Sexual and gender harassment of students or college employees does not support the ideals of higher education or the mission and goals established by the college. Such offensive and abusive behavior has no place in this academic setting and will not be condoned. See policy in “Students’ Rights and Responsibilities.”

Shuttle Service
Mercer County Community College provides free shuttle service daily during fall and spring semesters between the James Kerney and West Windsor Campuses for currently enrolled students, faculty, and staff. A shuttle between the college and the Quaker Bridge Mall will be available in the fall of 2015. Check the college website for shuttle schedules. The shuttle is handicap-accessible. All passengers are required to show a current, validated MCCC I.D. to utilize the shuttle service.

For the safety and comfort of passengers, all persons using the shuttle service must adhere to the following rules:
1. All occupants must remain seated while the vehicle is in motion.
2. Actions that disturb the normal operations of the shuttle service and/or interfere with the rights of other riders are prohibited.
3. No smoking.
4. No eating or drinking.
5. No visitors, children, or infants.
6. No pets (this does not exclude service animals assisting persons with disabilities).
7. No excessive noise.
8. Ear phones are required for use of personal music and/or video devices.
9. No unauthorized stops.

   The maximum number of passengers shall not exceed seating capacity. Seating will occur on a first come, first served basis; this includes necessary equipment and service animals accompanying persons with disabilities. All shuttle schedules are approximate times and are subject to change or revision. Visit www.mccc.edu/welcome_security for schedule.

   The shuttle driver has full authority to address problems that may occur while persons are boarding, on board, or exiting the shuttle. This includes the right to refuse travel to any person who does not comply with the shuttle rules or who is deemed a risk to safety.

   Recommendations, complaints, and general comments are welcomed and should be addressed to the Provost Office (KC403) 570-3160 and the Assistant Dean of Student Services at West Windsor (PE105) 570-3740.

**Smoking Policy**

Mercer County Community College is a smoke-free institution. Smoking – means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling of smoke or vapor from an electronic smoking device. Thus the following restrictions are put into effect:

- Smoking on campus grounds is prohibited
- Smoking is prohibited at all times in college-owned or leased vehicles

This policy applies to all individuals and groups using college space and facilities

**Discipline/Fines**

Any employee or student who willfully violates this policy will be subject to discipline according to established procedures. The discipline will include a fine in the amount of $25 for the first offense, $50 for the second offense, and $100 for each subsequent offense. Visitors who refuse to comply with this policy may be escorted off the premises by Security staff.

**Student Activities Board**

SC111, ext. 3412 / KC209, ext. 3166

The Student Activities Boards at the West Windsor and James Kerney Campuses plan cultural, educational, recreational, and social programs as well as campus-wide events. SAB strives to create a sense of community on campus. (see “Clubs and Organizations”)

**Student Advocates**

LA171 ext. 3268; ET109 ext. 3596; BS135 ext. 3449; MS146 ext. 3470

KC208 ext. 3198

If you need someone to talk with regarding your academic concerns, Student Advocates are available in each of the academic division buildings. You are encouraged to reach out to these experienced specialists when you encounter difficulties. They are committed to helping you achieve your academic, career and personal goals.

**Student Government Association**

SC116, ext. 3428

The Student Government Association (SGA) is the governing body of all students enrolled at the college. Through SGA, students have a voice on campus. SGA meets twice a month on Thursdays at noon. Refer to the Student Activities monthly calendar for date and location information. Meetings are open to everyone.
It is very important to enroll in the right combination of courses each semester, based upon your program's requirements and your personal circumstances. Your academic advisor is available to assist you with your individual planning.

Before the start of any semester or session, you may “drop” any of your courses from your schedule and receive a full refund. This must be done officially, via the Enrollment Services office at either campus.

Once the semester or session has begun, your registration is final. If you wish to remove a course from your schedule, you must “withdraw” from it (see “Withdrawal from Courses”). An exception will normally be granted during the first week if you need to correct an advisement or registration error (such as having enrolled in the wrong math course).

The Office of Special Services provides continuing support to students with documented disabilities. Mercer County Community College is committed to a policy of Equal Opportunity and Affirmative Action. In compliance with the accommodation and accessibility statutes of the Rehabilitation Act of 1973 and the ADA, the college provides access and reasonable accommodations to all qualified individuals with documented disabilities. Various support services have been established to assist students according to their individual needs; these services include academic accommodations, counseling and advisement, tutorial support, study skills support, and technology support.

Students are encouraged to contact the Office of Special Services as soon as they decide to attend MCCC. Information about special services is available on the MCCC website at www.mccc.edu/student_services_needs.shtml.

Available to all MCCC students, facilities and services include a Nursing Resource Center, counseling, quiet-study areas, and computers.

The MCCC Study Abroad program provides students with the opportunity to broaden their global exposure by traveling to other countries. MCCC students and faculty engage with the international community through cultural immersion experiences which help prepare participants to be successful world citizens.

The Study Abroad program includes short-term, faculty-led study tours and independent semester abroad opportunities. Students and faculty have traveled to Western Europe, Central America, and Africa. Most abroad experiences happen during spring and summer break. Students, faculty, staff, and community members are all welcome to attend most study abroad experiences.

Information about exact programs is available on our website at www.mccc.edu/studyabroad.

Your success at MCCC — how well and how much you learn — will significantly depend upon your study skills. If you need help improving your study skills, you may see your counselor, seek help at the Academic Skills Center, or enroll in a Student Development course or an Academic Skills course.

The College expects all members of the community to use computing and information technology resources in a responsible manner, demonstrating respect for intellectual property, ownership of information, system security mechanisms and individuals’ right to privacy and freedom from intimidation and harassment.

Preserving the access to information resources is a community effort that requires each individual to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:
- Use only those computing and information technology resources for which you have authorization. User accounts and passwords should not be shared.
- Use computing and information resources only for their intended purposes.
- Protect the access and integrity of computing and technology resources.
- Abide by applicable laws (federal, state, and local) and college policies such as those for e-mail, cellular telephones and employee laptop computers, and respect the copyright and intellectual property rights of others.
- Respect the privacy and personal rights of others.

**Testing Centers**

**LB209, ext. 3295 or wwtesting@mccc.edu**

**KC311, ext. 3151 or jkctesting@mccc.edu**

The Academic Testing Centers provide a variety of testing services. These include day, evening, and Saturday hours for course examinations and placement testing. Also available at West Windsor are CLEP and DANTES proficiency examinations for college credit and proctoring services for distance learning examinations. Some tests require an appointment and test fees.

Please visit [www.mccc.edu/student_services_testing.shtml](http://www.mccc.edu/student_services_testing.shtml) for more information.

A current, validated MCCC Student ID is required to take tests at either center.

Special assistance is available for any visually-impaired student or other disabled student. Please contact the Office of Special Services at ext. 3422 for more information.

**Tickets**

Tickets for events sponsored by clubs and organizations are available in the Student Life Office, SC111, at the West Windsor Campus or at the Office of Student Services, KC218, at the Trenton Campus.

Tickets for cultural events at Kelsey Theatre are available at the theatre’s box office, (609) 570-3333. Tickets for events held at the Trenton Campus are available in KC218. Valid MCCC IDs are required for purchase.

**Title IX**

The college seeks to maintain a safe environment for all that is free of discrimination on the basis of gender or sex. Unwelcome sexual advances, gender bias or sexual violence is prohibited. For more information regarding Title IX or to file a complaint, see page 65.

**Transcripts**

A transcript is a copy of your academic record at MCCC. An official copy is sent to other schools (allow two weeks for delivery) upon your request at the cost of $5 per transcript. Transcript request forms can be obtained at Student Records, SC252 or KC218, at the Bursar’s window, and at [www.mccc.edu/student_services_forms.shtml](http://www.mccc.edu/student_services_forms.shtml). At any time, you may obtain an unofficial transcript through the MyMercer student portal.

**Transfer Services**

**SC201, ext. 3397 or transfer@mccc.edu**

Transfer planning is an essential part of student success and students are encouraged to begin the planning process as early as their first semester at MCCC, if not sooner. Students visit the Transfer Office for a variety of reasons such as assistance in selecting a four-year institution, choosing courses that will transfer and guidance on how to use [www.njtransfer.org](http://www.njtransfer.org). Students can also meet with a transfer counselor to learn about special programs available degree holders, such as the dual-admissions programs which guarantee admission to selected four-year institutions.

Be alert to the emails you will receive about the many transfer workshops that we offer. In addition, mercer has a comprehensive transfer website which includes transfer agreements and deadline dates for admission to four-year colleges as well as all kinds of information you will need to plan your transfer. The website can be found at [www.mccc.edu/student_services_transfer_out.shtml](http://www.mccc.edu/student_services_transfer_out.shtml). MCCC students sometimes also choose to continue their studies for a bachelor degree through MCCC’s University Center. More information about this can be found on the link to University Center on the transfer website.
Transfer of Credits into Mercer
Student Records Office, ext. 3236

Many students use transfer credits earned at other accredited colleges to complete some of their program requirements for a Mercer degree or certificate. In most programs, transfer credits and/or credits awarded by other nontraditional means may be applied, except that a minimum of 15 credits, including those for at least two sophomore-level courses in the major, must be earned at Mercer. Only courses in which a grade of C or better was earned are eligible for transfer credits.

To have credits from another college reviewed for transfer, the student must request that college to send an official transcript of his or her coursework to Mercer’s Enrollment Services office. Foreign transcripts will require, at the student’s expense, translation and evaluation by an approved outside agency. Approved transfer credits are entered on the student’s transcript only after the student has been accepted in their chosen degree program and is enrolled in classes at Mercer.

(see also “Credit by Examination/Experience”)

Tuition Payment and Refund Policy

Full refunds are available only for classes dropped before the first day of the associated term. Deadlines for partial refund eligibility differ according to term length, as follows:

- 15-week terms: 50% refunds are available for classes dropped within the first seven days of the associated term (NOT the class start date).
- Terms shorter than 15 weeks: 50% refunds are available for classes dropped within the first two days of the associated term (NOT the class start date).

A course dropped anytime after refund eligibility for that course ends will be processed as a withdrawal (see “Withdrawal from Courses”). No refund of tuition or fees will be made to a student who is withdrawn from a course by an instructor due to non-attendance or who is dismissed from the college for cause.

Please be aware that dropped classes or withdrawals can cause adjustments to any financial aid awards, resulting in a balance being due to the college for tuition.

Refund Appeal Procedure

A request for a refund must be in writing and submitted with written documentation to the Executive Dean for Student Affairs by the end of the semester for which the charge was incurred.

Tuition appeals will generally be approved for the following reasons as long as the appropriate written supporting documentation is provided:

- Extended hospitalization/incapacitation of the student – documented by a physician’s statement or other medical support. Pre-existing conditions are not justifiable. This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund.
- Death of the student’s immediate family member with certification. Immediate family defined as: father, mother, stepfather, stepmother, spouse, domestic partner, sibling, stepbrother, stepsister, or child.
- Job transfers outside of Mercer County area documented by employer.
- Military deployment outside of Mercer County area documented by commanding officer.
- Error in academic advising by MCCC personnel resulting in inappropriate course enrollment substantiated by College personnel.
- Inability to gain access to required instructional resources.
- Administrative difficulties with internships, placements or practicums with supporting materials from placement official.

Tuition appeals will not normally be approved in the following instances:

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, ability, and/or time management.
- Lack of knowledge of College policies and procedures as published in the Catalog, Student Handbook, Schedule of Classes brochure, and on the MCCC website.
- Dissatisfaction with academic progress in course.
- Dissatisfaction with course content or instruction. Academic issues must be addressed to the division administrator or designee.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Nonqualification, late application, or loss of eligibility for financial aid or scholarships.
- Non-receipt of mail due to obsolete address on file with the Student Records office.
- Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class (e.g., lack of child care, work schedule/hours changed, vacation).
- Incarceration in a civilian or military facility.
**Tutoring Services**
(see “Learning Centers”)

**University Center at Mercer**
**On-site Advanced Degree Programs**
Extending beyond opportunities for associate degrees, Mercer County Community College maintains agreements with other New Jersey institutions of higher education (Fairleigh Dickinson University, Felician College, Rutgers University, William Paterson University) to allow students to earn bachelor’s and even master’s degrees at MCCC’s West Windsor campus. For more detailed information on the various degree programs available, visit www.mccc.edu/student_services_transfer_on-site.shtml.

**Veterans Services**
**SC220, ext. 3240 or vets@mccc.edu**
Students at MCCC could be eligible for a variety of financial assistance, including but not limited to, Department of Veterans Affairs GI Bill benefits, NJ National Guard Tuition Waivers, US Army Tuition Assistance, US Air Force Tuition Assistance, US Navy Tuition Assistance, USMC Tuition Assistance, US Coast Guard Tuition Assistance, and MyCAA.
The goal of the Mercer County Community College Veterans Services Office is to ensure that veteran, military, and dependent students are successful at MCCC, are able to take full advantage of the broad range of educational and cultural activities offered by MCCC, and able to share their diverse experiences with the college community.
MCCC Veterans Services provides assistance, information and processing military and veteran education benefits to counseling, career assistance, disability assistance, and housing assistance among many other issues.

**Military and Veteran Education Benefits**
Students using any veteran or military education benefits MUST complete an MCCC Request for Certification form (Located with the MCCC Veterans Services Office) EACH SEMESTER they want to use their benefits. If a student does not fill out the MCCC Request for Certification form, then the MCCC Veterans Services Office will not process the student’s benefits for that semester.
Any schedule changes (i.e.: adding/dropping courses) should be reported immediately to the MCCC Veterans Services Office, as these changes may create financial repercussions that will affect the student.

**Trenton Vet Center**
Mercer County Community College has forged a partnership with the Trenton Vet Center (located on the Ewing Twp. border) to expand the services the college offers to military veterans. Students can access services at the Vet Center through referrals. Services include counseling, outreach and referrals to community agencies.

**Violence Against Women Act (VAWA)**
Prohibits sexual and relationship violence. Students may seek help and protection services from counselors and community organizations. Assault, dating violence, stalking or harassment will not be condoned at the college. Other help is available at AWARE: Partners in the Prevention of Violence (609) 394-7000, and the New Jersey Coalition of Battered Women (NJBW) 1-800-572-SAFE (7233).

**Viking 89 Student Radio Station - sc109**
The all-student radio station, Viking 89, is broadcast on the West Windsor Campus at 107.7 FM. The student staff provides musical entertainment and important announcements during the traditional fall and spring academic semesters.

**Visitors to Campus**
The College is host to many organizations and community activities throughout the year. Visitors who do not have an appointment with a specific campus official shall first report to the Security office where a visitor pass will be issued. This visitor pass must be displayed at all times while on campus.
Visitors/guests will not be permitted to enter classrooms where instruction is being provided without prior approval by the classroom instructor.
Volunteers
If you would like to volunteer your services to certain departments on campus, contact the
director of that department. Your assistance will be greatly appreciated. You can volunteer to assist
with admissions recruitment, community education programs, student activities, The Gallery, the
Theatre or almost any area on campus. It could prove to be a very worthwhile experience!

Website – www.mccc.edu
Along with comprehensive information, many college services are accessible via the Mercer
County Community College website, www.mccc.edu, designed for convenient access at any time.
The website is updated daily with the latest news and announcements such as college closings or
schedule changes. Additionally, you will be able to interact with the site to perform functions such
as registering for classes, checking grades, and accessing online course materials.

Withdrawal from Courses - SC252, ext. 3228 / TC218, ext. 3139
After the start of the semester or session, if you decide to stop attending a course, you should
formally withdraw from it by submitting the appropriate form to the Student Records office at either
campus. Tuition and fees will not be refunded. Withdrawal from a course does not necessarily
release the student from any academic integrity violation consequences.

Withdrawal — Instructor Initiated
An instructor may withdraw you if you have been excessively absent from class. You may appeal
this action to the instructor. If you are withdrawn under this provision, you will not be entitled to
any refund of tuition and it may jeopardize your financial aid.

WWFM The Classical Network/JazzOn2/Viking 89 Radio
WWFM is a broadcast service of Mercer County Community College with three distinct broad-
cast services. The Classical Network is a professionally-staffed classical network that serves
regions of New Jersey and Pennsylvania, New York City, and the Philadelphia area. The Classical
Network does offer student internships and work study opportunities. JazzOn2 operates on
four of the network’s HD2 channels (digital radio can offer multiple channels of programming,
much like digital television), programming straight-ahead jazz programs. Local volunteer hosting
and producing opportunities are available for students who know and appreciate jazz. Viking
89 Radio is operated by MCCC broadcasting students and members of the MCCC radio club. It
broadcasts regionally on WWFM's HD3 channel. All three services also simulcast their program-
ing on the Internet.
I. Purpose
At MCCC, we expect students to behave appropriately for college life. While the college community is committed to acknowledging and respecting the rights of each student, students have responsibilities that they must own to function well as students.

II. Access to Higher Education
While the College maintains an open admissions policy, making educational programs accessible to all who can benefit, and invests in special efforts to enroll students who otherwise might not aspire to higher education, the College ensures students equal access to all college programs, facilities, and events regardless of their race, color, religion, disability that is unrelated to job or program requirements, national origin, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, political views, or any other characteristic protected by law. All acts denying students equal access to College programs are strictly prohibited and will not be condoned.

III. Rights and Responsibilities in the Classroom
A. Protection of Academic Freedom
Academic freedom is essential to the free search for knowledge and truth. The statement defines the freedom of the faculty member to openly discuss all relevant subject content in the classroom, the student’s right to learn and their freedom in the classroom to discuss relevant subjects. Guided by the essential principles of academic freedom, the professor in the classroom and in conference encourages free discussion, inquiry, and expression.

B. Protection of Freedom of Expression
Students are free to disagree with data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the defined content of any course of study for which they are registered as specified in the course syllabus or outline.

C. Other Classroom Rights and Responsibilities
1. In a learning community, students have a right to:
   • Learn in a safe environment that is conducive to the free flow of knowledge;
   • High-quality teaching from knowledgeable and well-qualified instructors;
   • Civil, respectful and fair treatment in the classroom and throughout the College; and
   • The right to be free from sexual and gender harassment as expressed in policy #930.

2. Students Must:
   • Comply with course requirements specified by the professor in the syllabus or outline;
   • Arrive at class on time and prepared to learn;
   • Completely turn off cell phones in class, the Academic Testing Center, the library or other study areas;
   • Comply with Academic Integrity Policy #210;
   • Respect others including professors, college staff, and fellow students;
   • Seek assistance from their professors, student advocates, tutors or others when experiencing difficulty with your learning experience.
   • Visibly display their current, validated MCCC ID at all times for access to all college services and facilities;
   • Be appropriately dressed for an academic learning environment and in compliance with safety concerns in labs, the greenhouse and other special hands-on learning areas;
   • Refrain from disruptive behavior.

D. Academic Integrity and Performance
ACADEMIC INTEGRITY refers to the “integral” quality of the search for knowledge which a
student undertakes. The work a student produces, therefore, ought to be wholly his or hers; it should result completely from the student’s own efforts.
1. An academic institution is committed to guiding each student in his or her search for knowledge. That search must be the student’s own and no one else’s.
2. Students are required to perform all work specified by the faculty. They are responsible for the content and integrity of all academic work submitted such as papers, reports, and examinations. When that work has been influenced in any way by the work of others, such influences must be documented or credited according to accepted practices.
3. Students are responsible for maintaining established standards of academic performance with some uniformity for each course section in which they are registered. However, through the orderly procedures of the college, students will have protection against prejudiced or capricious evaluation.
4. Students are expected to attend all classes for every course and are not to absent themselves except for illness or other serious cause. It is the prerogative of each faculty member to excuse absences for valid reasons, should he/she feel that any student may satisfactorily fulfill all course requirements.

E. Violations of Academic Integrity
A student will be guilty of violating ACADEMIC INTEGRITY if he/she (a) knowingly represents work of others as his/her own, (b) uses or obtains unauthorized assistance in the execution of any academic work, or (c) gives fraudulent assistance to another student.

The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:
1. Uses or obtains unauthorized assistance in any academic work.
   • copying from another student’s exam.
   • using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
   • stealing an exam or possessing a stolen copy of an exam.
2. Gives fraudulent assistance to another student.
   • completing a graded academic activity or taking an exam for someone else.
   • giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
   • sharing answers during an exam by using a system of signals.
3. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
   • submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
   • using another author’s words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
   • presenting another individual’s work as one’s own.
   • submitting the same paper or academic assignment to another class without the permission of the instructor.
4. Inappropriately or unethically uses technological means to gain academic advantage.
   • inappropriate or unethically acquiring material via the Internet or by any other means.
   • using any electronic or hidden devices for communication during an exam.
5. Fabricates data in support of an academic assignment.
   • falsifying bibliographic entries.
   • submitting any academic assignment which contains falsified or fabricated data or results.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY
For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chairperson of the Academic Integrity Committee of the violation and the penalty imposed. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed by the course instructor. The student shall have the right to a hearing before the AIC or a designated AIC Subcommittee. Withdrawal from a course does not necessarily release the student from any academic integrity violation consequences.
The student has a right to appeal the decision of the instructor or the Academic Integrity Committee (AIC).

F. Judicial Procedures Governing Violations of Academic Integrity

Any student charged with a violation of academic integrity will be notified of the violation in the manner described below. Any action after notification must be initiated by the student charged with the violation and will move forward in accordance with these procedures.

Discovery
1. Upon discovery of a probable violation of Academic Integrity by a student, the instructor shall, within 7 working days, contact the student, make known the accusations, confiscate or gather evidence of the act, if any, inform the student of the academic penalties which will be imposed as a result of the violation, and report the violation to the Academic Integrity Committee. The instructor must make a reasonable attempt to notify the student of the AIC report and the penalty to be applied. If unable to contact the student, the instructor should document all attempts to do so.
2. Upon discovery of a probable violation of Academic Integrity while a student is under the supervision of someone other than his/her assigned instructor, the supervising witness shall make known to the student the observed violation and inform the student that the violation will be reported to the assigned instructor who will proceed in the manner aforementioned in the previous paragraph.
3. Upon discovery of a probable violation of Academic Integrity involving the fraudulent assistance by a person not enrolled in a class for which assistance is given, the faculty, staff, or student observing such violation will immediately report such incident to the chairperson of the Academic Integrity Committee.

Academic Integrity Committee Action and Student Appeals
4. First-time alleged violations of Academic Integrity adjudged to be particularly serious by the chairperson of the Academic Integrity Committee shall be referred to an Academic Integrity Subcommittee for review and/or determination.
5. When two (or more) violations of Academic Integrity are reported on a student, the student may be required to appear before an Academic Integrity Subcommittee. The student will be contacted by the chairperson of the committee within thirty (30) calendar days of the last reported incident to arrange the hearing.
6. A student charged with a violation of Academic Integrity will have a period not to exceed thirty (30) calendar days from the date of the incident in which to inform the chairperson of the Academic Integrity Committee, in writing, of his/her intention to appeal the imposed action. The Student Records office or any academic division office will provide information about contacting the Academic Integrity Committee chairperson.

Hearing Procedures
7. After talking with the student and the instructor, and reviewing all relevant material from the case, the Academic Integrity Committee chairperson will consult with members of the committee in a preliminary hearing to determine whether the case warrants a full hearing with the student and instructor present. The chairperson will notify the student and instructor, in writing, whether or not the committee will hold a full hearing.
8. If a hearing is to take place, all parties involved will be notified at least 10 working days in advance. In this notification, the student and instructor are advised of the rules and procedures for the hearing.
9. The student appearing at a hearing will have the right to be assisted by MCCC college advisors of his/her choice.
10. The burden of proof shall rest upon the individual or individuals bringing charges against the accused student.
11. At the hearing, the student will be given an opportunity to testify and to present competent evidence and witnesses on his/her behalf. The student and/or his/her advisers will be allowed to hear and question their accuser(s) and adverse witnesses. In no case will statements be considered against the accused at the hearing unless he/she has been advised of their content and of the names of those who made them. The accused shall have the opportunity to examine the evidence and to rebut unfavorable inferences which might otherwise be drawn.
12. The Academic Integrity Subcommittee’s decision in each case will be based solely on the evidence introduced at the hearing. The subcommittee’s decision will be put in writing by the Academic Integrity Committee chairperson and forwarded to the student, the instructor, and the Vice President for Academic Affairs.

13. A student who fails to appear for a required scheduled hearing before the Academic Integrity Subcommittee is considered on disciplinary suspension until such time as he/she appears before the subcommittee.

**Hearing Decisions and Outcomes**

14. A student found guilty, after due process, of violating the college Academic Integrity policy shall retain the penalty originally determined by the instructor. The Academic Integrity Committee shall have responsibility for determining all penalties for cases of fraudulent assistance by a person not enrolled in the class for which assistance is given.

15. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee.

16. Records of hearings and of all cases will be kept by the chairperson of the Academic Integrity Committee.

17. If not satisfied with the Academic Integrity Committee decision, the student may appeal the action, in a written request, within 7 working days of receipt of notification, directly to the Vice President for Academic Affairs.

18. The vice president examines only the material presented in the hearing, including the Academic Integrity Committee decision, and makes a final judgment. If new information surfaces after the Academic Integrity Committee hears the case and before the vice president renders a final judgment, the Vice President for Academic Affairs may not consider the new information but may request that the case be re-heard by the Academic Integrity Committee with the new information included.

19. Decisions of the vice president may be appealed in a written request, within 7 calendar days of receipt of notification, directly to the president, whose decision is final.
IV. Student Rights Under FERPA

A. Protection Against Improper Disclosure

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors, and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a Student Request to Inspect and Review Education Records form that identifies the record(s) they wish to inspect. The College Registrar 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, the Registrar 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. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should submit a Request to Amend or Remove Education Records form to the Registrar, 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 Registrar 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, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit 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 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-5920
   (202) 260-3887

DIRECTORY INFORMATION PUBLIC NOTICE

The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

* Name
* Dates/Semesters of attendance
* Major field of study
* Degrees and awards received
* Previous institution(s) attended
* Participation in officially recognized sports and activities
* Weight and height of members of athletic teams

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Student Records office prior to three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect.

Mercer County Community College forwards education records to other institutions that have requested the records, and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment.

The College assumes that failure on the part of any student to request specifically the withholding of categories of Directory Information indicates approval for disclosure.

In student affairs, the following standards will be maintained:
V. STUDENT AFFAIRS

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests.

1. Every student club or organization, privileged to use the college name, must have a constitution compatible with the philosophy of the college and with local, state, and federal laws and must have a faculty advisor and an appropriate program.

Social and service student organizations shall be chartered when such organizations subscribe to the principle of nondiscriminatory open membership. Such organizations will not be affiliated either directly or indirectly with any national organization except in the case of recognized national service and/or scholastic societies. The college will not sponsor or recognize any group living arrangement or accommodation.

These chartered organizations may serve as the nucleus for social and/or scholastic activities at the college, and as such will be eligible to receive support from student activities funds and to use college facilities.

2. The membership, policies, and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the Mercer County Community College community.

3. At Mercer County Community College, faculty advisors are required for student organizations, and each organization is free to choose its own advisor, except the student newspaper, other student publications, the Student Government Association, and the Student Activities Board.

Advisors to these groups are assigned at the discretion of the Executive Dean for Student Affairs. Institutional recognition will be withheld or withdrawn by the Student Government Association, as an agent for the college, for the inability of a student organization to secure an advisor. Faculty advisors have full responsibility and authority to supervise, evaluate, and monitor student group activities and to withhold approval of any such activity which is deemed to be detrimental to the best interest of the students and/or the college. Faculty advisors are required to be present at any events sponsored by the organization which they advise when safety and liability are factors.

4. Student organizations desiring to be chartered are required to submit to the Student Government Association and to the Student Life & Leadership office, a statement of purpose, criteria for membership, a written constitution, evidence of a faculty advisor, a current list of officers and at least 10 members.

The Student Government Association must formally approve these documents before an organization will be considered to be chartered. Chartered organizations will be accorded the use of meeting places and must obtain approval for a specific activity other than a regularly scheduled meeting.

5. Clubs and organizations are not permitted to have bank accounts outside the college. Also, they may not have sources of income other than college agencies (Student Activities, Student Government Association, Student Life & Leadership Board). Dues, sales, raffles, and fund raising of any kind are prohibited, except as approved by the Student Government Association and authorized by the Associate Dean for Student Academic Support Services. The Student Government Association may fund expenses of clubs such as national association dues, stationery, equipment, etc. The Student Activities Board may fund events such as dances, trips, lectures, and other one-time happenings.

6. Informal groups desiring to become student organizations may, in some cases, be granted provisional organizational status. This is for a short period of time at the discretion of the Director of Student Life & Leadership. This simple but essential process enables aspiring groups to use facilities for organizational purposes. Organizations with provisional status are not eligible to receive funds.

7. All campus organizations are open to all students without regard to race, creed, ethnic group, or sex.

8. Requests by groups which desire to become recognized clubs or organizations shall be submitted to the Student Life & Leadership office for presentations to the Student Government Association. The request of any group which is denied may be appealed to the Student Life & Leadership Budget Council.

9. Student Government Association may remove the charter of any student organization which is not maintaining the rules through which it was granted recognition.

10. Membership in any student club or organization is limited to enrolled students.

11. All student organizations must select their own advisors who must be members of the faculty or staff and are subject to the approval of the Executive Dean for Student Affairs. Advisors who receive payment from the college are assigned by the Executive Dean for Student Affairs.
B. Freedom of Inquiry and Expression
1. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately.
2. They are free to support causes by orderly means which do not disrupt the regular and essential activities and operations of the institution. In doing so, they should make clear to the academic and the larger community that in their public expressions or demonstrations, students, or student organizations speak only for themselves, not as representatives of the college.
3. Officially chartered student groups are allowed to invite and hear persons of their own choosing. Routine procedures required by the college before a guest speaker is invited to appear on campus are designed to assure that there is orderly scheduling of facilities and adequate preparation for the event and that there is not violation of the law. It should be made clear to the academic and the larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
4. Procedures on guest speakers invited by student groups:
   - The Director of Student Life & Leadership must be notified in writing at least three weeks in advance in order to ensure adequate facilities.
   - The Director of Student Life & Leadership shall schedule a room or facility and make other necessary arrangements for the event. These will include, but not be limited to, informing the College Publications and Information Services office, the Security department, the Physical Plant department, and any other pertinent college office of the scheduled event.

C. Student Participation in Institutional Government
1. As constituents of the academic community, MCCC students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has clearly defined means to participate in the formulation and the application of institutional policy by participating in college-wide committees affecting academic and student affairs. The role of the Student Government Association and its general and specific responsibilities are explicit, and the actions of the Student Government Association within the areas of its jurisdiction, as defined in its constitution, may be reviewed by the Student Life Committee in an advisory capacity.

D. Student Publications/Media
1. Student publications and the student press/media are vital to establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration among the members of the campus community.
2. In the delegation of editorial responsibility to students, the college provides sufficient editorial freedom and financial support for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression. However, the faculty advisor and students involved have primary personal legal responsibility for the operation and content of these publications.
3. The student press, editors, and staff shall be guided by the following principles of responsible journalism:
   - to provide full, objective reporting of developments of interest to the campus community, presenting faithful coverage of all sides of any significant controversy;
   - to provide a ready forum for all elements of campus opinion allowing for adequate coverage of views contrary to that of the newspaper. All such material will be clearly labeled and distinguished from objective news;
   - to avoid libel, undocumented allegations, unfounded attacks on personal integrity, use of techniques of harassment and innuendo, and intentional inaccuracies in reporting and to safeguard both the author and the college, all copy will be submitted to and read by the editor(s)-in-chief and the faculty advisor before publication.
4. Allegations of violations of the above principles of responsible journalism may be brought for consideration and recommendations before the Student Life & Leadership Budget Council. Said committee shall be composed of the faculty advisors of the various campus student publications, an equal number of student representatives, and the chairperson the Student Life & Leadership Budget Council. The subcommittee will consider disposition of cases on which there is a clear intentional breach of the above principles.
5. Editors and staff of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content.

6. All college-published and financed student publications shall explicitly state on the editorial page or title page that the opinions expressed therein are not necessarily those of the college.

7. Upon recommendation by the Student Life & Leadership Budget Council, the Executive Dean for Student Affairs shall establish the student publications/media organizations.

8. The Executive Dean for Student Affairs shall appoint or reappoint the advisor for the year, after consultation with the dean to whom the individual reports.

9. After consultation with the students involved, the advisor may recommend, if necessary, new or revised operating procedures for the organization for approval by the Executive Dean for Student Affairs. These operating procedures must contain at a minimum:
   - membership and participation guidelines
   - selection process for officers/managers
   - duties for basic operations
   - principles and procedures to insure responsible practices

VI. TITLE IX

Mercer County Community College prohibits discrimination and ensures students equal access to all college programs, facilities and events regardless of race, color, religion, disability, national origin, age, gender, affection, sexual orientation, marital status, familial status, service in the Armed Forces of the United States, political views, or any other characteristics protected by law. The College protects students from discrimination on the basis of gender in educational programs and activities as required by the Title IX of the Educational Amendments of 1972. Included are sexual harassment, sexual assault and violence. The College further seeks to provide a safe environment for all. Sexual harassment, sexual misconduct, assault, rape and other violence is prohibited and will not be condoned.

What Does Title IX Mean?
• Gender discrimination, sexual harassment and sexual violence are prohibited;
• There can be no retaliation;
• Students must be supported;
• The College must take steps to investigate and resolve the situation, end the violence, and work to prevent recurrences;
• Fairness must be exercised in all college programs and activities.

How Do You File A Complaint?
If you are a victim of gender discrimination, sexual harassment, sexual assault or violence, you may file a report with the primary Title IX Coordinator who is the Executive Director of Human Resources and Policy Compliance. Once disclosed, sexual violence and assault incidences will be reported to the Office of College Safety and the local police department. Harassment may be reported to a counselor, an advisor, or any employee of choice. Sexual harassment can be verbal, non-verbal or physical. Students may file a formal or informal complaint with the Title IX Coordinator and/or Security office. Reports may be informal if you would like to work toward a resolution or formal which may include a hearing and disciplinary action. Students filing reports are protected from retaliation.

You may speak with one or more of the following people for assistance:

Jose Fernandez, AD254 ext. 3635
Marge Archer, LA171 ext. 3268
Dorothy Gasparro, SC239 ext. 3354
Martha Gunning, SC221 ext. 3563
Barbara Jefferson, SC227 ext. 3327
Cynthia Matyas, MS146 ext. 3596
Dee Smith-Johns, BS135 ext. 3449
Fred Weiner, SC223 ext. 3470

Online: http://www.mccc.edu/pdf/title-ix.pdf
VII. STUDENT CODE OF CONDUCT

Purpose
To maintain a campus environment that is conductive to learning, protects the College’s educational purposes, maintains reasonable order on campus, and protects the rights of all members of the college community.

Policy Statement
Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution and suitable to members of the academic community. This obligation extends to conduct on either college campus or at any other location as part of any college sponsored activity.

Prohibited Conduct
An individual, a group of individuals, or a student organization may be charged with any violations of this Code. In cases where a violation is committed by an individual member of a student group or organization, the entire group or organization may be held responsible. In addition to the individual member, when those members not directly involved participated in the activity by encouraging, witnessing, or condoning the act in any manner, they too may be held responsible and charged with a breach of the Student Code of Conduct. The following conduct shall be subject to disciplinary action:

A. Academic Dishonesty
(See pages 56 – 59.)

B. Alcohol Violations
Possession, consumption, dispensing, selling or supplying of alcoholic beverages on property that is owned, operated, or maintained by the College, or at any other location as part of any college-sponsored activity. (See OMB 651.)

C. Bullying/Cyber Bullying
1. Bullying is any gesture or behavior that is determined to be harmful or cruel to an individual or group. These actions can be written, verbal, graphic or physical and are reasonably perceived as being motivated either by an actual or perceived characteristic, such as age, race, color, religion, ancestry, national origin, gender, affection or sexual orientation, gender identity and expression; or a mental, physical or sensory disability or impairment, nationality, sex; or by association with an social or academic group or individual; by any other distinguishing characteristic including the individual that is considered average, common, conventional, or ordinary by societal and cultural forms.
2. Cyber-bullying involves sending or posting harmful or cruel text or images using the Internet (e.g., instant messaging, e-mails, chat rooms, and social networking sites) or other digital communication devices such as cell phones. It can involve stalking, threats, harassment, impersonation, humiliation, trickery and exclusion. Such behavior is considered bullying whether it takes place on or off college property while participating in any college function, in a college vehicle or while using any college owned computing and information technology resources.

D. Computer Misuse
1. Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data.
2. Use of computing facilities or equipment to send sexually explicit, harassing or abusive messages.
3. Any other act in violation of law and/or college policies and guidelines regulating computer-related use.

E. Discrimination by Student Organizations
Selecting its membership upon the basis of restrictive clauses involving race, religion, color, national origin, gender, age, sexual orientation or disability unless said selection is specifically allowed by law.

F. Disruptive Conduct
1. Actions that impair, interfere with, or obstruct the normal operations of the College and or interfere with the rights of other members of the college community or visitors.
2. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member’s or instructor’s role to carry out the normal academic or educational functions of his or her class. Actions that may cause disruption in the classroom include, but are not limited to, making or receiving phone calls and the
use of text messaging while class is in progress; playing loud audio devices; persistent unapproved lateness; and any other action prohibited under this Code.

3. Participating in, leading or inciting others to disrupt authorized scheduled campus activities, events and programs.

4. Intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

5. Solicitation on campus without prior approval from appropriate college officials.

**G. Drugs**

1. Any legally prohibited possession, use, distribution, delivery, or sale of narcotics, prescription drugs or other controlled substances.

2. Any legally prohibited possession or use of drug paraphernalia.

**H. Gang and other Criminal Activity**

Solicitation, recruiting, and other activities which may lead to joining or actively participating in gang or other criminal activities.

**I. Failure to Comply**

1. Failure to comply with a lawful order of a college official, including a campus security officer, in the performance of his or her duty.

2. Failure to comply with the sanctions rendered during the student judicial process.

**J. Falsification /Fraud/False Testimony**

1. Furnishing false information to the College, including false reporting of campus emergencies, knowingly making false accusations or giving false testimony during the disciplinary process.

2. Misuse, alteration or forgery of any college related documents, records, identification, keys, access codes or property.

**K. Fire and Safety**

1. Damage to, removal of, or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment.

2. Intentional or reckless burning or setting fire to any building or piece of property owned or controlled by the College.

**L. Gambling**

Gambling or participating in games of chance on campus for money or other things of value, except as provided by law.

**M. Hazing**

Any act that does not contribute to the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, and/or which demeans, degrades, or disgraces any person regardless of location, intent or consent of participants that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization.

**N. Physical Abuse and Endangerment**

1. Physical violence or attempted physical violence toward another person or group.

2. Threat of physical violence against another person or group.

3. Any action that endangers the health, safety or welfare of a person or group.

4. Attempt to harm, or actual harm to, oneself.

**O. Property/Facilities/Services**

1. Theft of college property or property of a member of, or visitor to, the College.

2. Damage, destruction, or defacement of college property or property of a member of the College or visitor.

3. Wrongful appropriation of college property or property of a member of the College or visitor.

4. Unauthorized possession and/or use of college property or property of a member of the College or visitor, including knowingly being in possession of stolen goods.

5. Unauthorized entry into college facilities, including, but not limited to, buildings, classrooms, hallways, entryways, conference rooms, and campus grounds.

6. Use of operation of rollerblades, skates, skateboards, bicycles, and similar items inside college facilities or other prohibited areas.

**P. Sexual Misconduct/Sexual Harassment**

1. Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent.

2. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or
gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.

3. Unwelcome acts of sexual nature that denies or limits a student’s ability to participate in or benefit from a school’s education program.

4. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.

5. Physical acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be incapable to give consent due to an intellectual or other disability. These acts include rape, sexual assault, sexual battery and sexual coercion.

Q. Other Harassment/Stalking

1. Non-sexual conduct that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group.

2. Non-sexual conduct that threatens, intimidates, humiliates, or otherwise harms another person or group.

3. Stalking, defined as purposely and repeatedly following another person, and engaging in a course of conduct or making a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury.

R. Weapons/Firearms/Explosives

Possession, storage or use on campus of firearms, pellet guns, paintball guns, gunpowder, ammunition, explosives, firecrackers, incendiary devices, or other articles or substances which could endanger health or safety.

Commission of Prohibited Conduct

If you violate the Student Code, you may be subject to disciplinary proceedings as detailed in the procedures and guidelines established by the Executive Dean for Student Affairs. Disciplinary proceedings are instituted only for violations of standards of conduct published in advance.

Whether committing acts prohibited by the Code of Conduct or encouraging or condoning others to break the code of conduct, students will be punished to the same degree. Culpability is not diminished for violations of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances.

Violations of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and or welfare of campus community members may subject the student to disciplinary proceedings. Students are responsible for compliance with all college policies and procedures.

VIII. DISCIPLINARY PROCEEDINGS:
DECISIONS AND PENALTIES
(other than those dealing with the rules of Academic Integrity)

A. Principles Governing Disciplinary Practices

1. All of the rules and regulations governing campus conduct and discipline are applicable in the classroom. While faculty members will deal with such classroom problems as may arise, individual cases may be referred to the Student Conduct and Discipline Committee or Academic Standards Committee for adjudication.

2. In developing responsible student conduct, disciplinary proceedings play a role secondary to providing an example, counseling, guidance, and admonition. At the same time, the college has a duty, and the disciplinary powers, to protect its educational mission through the setting of standards of scholarship and conduct for its students and through the regulation of the use of institutional facilities. In circumstances in which the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties.

3. The college’s administration of discipline is intended to guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdiction of judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the students’ rights to appeal a decision, are clearly formulated and communicated in advance.

4. In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the college not be arbitrary in its actions, and that there be provision for appeal of a decision.
The college’s safeguards in such proceedings are designed to achieve the objective of procedural fair play.

5. The college provides students with opportunities to express concerns in the form of written grievances regarding programs, services, and allegations of discrimination. A grievance is a student complaint and request for a specific remedy, i.e.:
- A student’s belief that the college has failed to provide an entitled service.
- A student’s belief that a service was inadequate.
- A student’s disagreement/complaint with a decision, rule, or regulation promulgated by the college or college employee.
- A student’s belief that he/she has been treated in an illegally discriminatory manner.

6. The Student Conduct and Discipline Committee shall have the right and responsibility to recommend to the administration revisions in student conduct standards, as well as proposed fines for violations of certain college rules of conduct, such as those involving smoking, drinking, overdue library materials, parking and traffic violations, to be administered by the college.

B. Judicial Procedures

1. Any member of the college community may bring charges against a student involving alleged violations of college regulations and standards of conduct. Violations of federal, state or local laws should be reported immediately to security for referral to appropriate legal authorities.

2. Violations of college regulations and standards of conduct should be submitted promptly in a detailed report, including the names of available witnesses, to the Executive Dean for Student Affairs. The dean shall determine the manner in which charges are heard. In instances where the health, safety or welfare of other persons are at risk, the dean may act unilaterally to suspend, expel or otherwise discipline a student. In other instances, the dean will refer the matter to the Student Conduct and Discipline Committee.

3. The student will be informed by certified mail or by hand delivery of the reasons for a disciplinary hearing at least one week prior to such hearing, except in cases of immediate suspension by the Executive Dean for Student Affairs (as above).

4. If the student does not wish to argue the charges, the Chairperson of the Student Conduct and Discipline Committee will impose disciplinary measures and penalties subject to the approval of the Student Conduct and Discipline Committee.

5. A hearing in all cases, except those involving the RULES OF ACADEMIC INTEGRITY, shall be conducted by the Student Conduct and Discipline Committee. Any member of the Committee, including officers of the college, who is personally involved in a particular case shall disqualify himself/herself from serving on the Committee.

6. The disciplinary hearing process is informal. Rules of evidence and other legal standards shall not apply. No participant will be permitted to use an attorney during the proceedings. A student may have a faculty or staff member present to assist in the process.

7. The student appearing before either of the committees will have the right to be assisted by College advisors of his/her choice. The college is not responsible for providing legal representation for the student.

8. The burden of proof shall rest upon the individual or individuals bringing charges, or upon the college where charges have been brought by an administrative official on behalf of the college.

9. The student will be given an opportunity to testify and to present evidence and witnesses on his/her behalf. He/she and his/her advisors will be allowed to hear and question adverse witnesses. In no case will the committees consider statements against the accused unless he/she has been advised of their content and of the names of those who made them. The accused shall have the opportunity to examine the evidence and to rebut unfavorable inferences which might otherwise be drawn.

10. All matters on which the decision may be based must be introduced into evidence at the proceedings before the committee, and later, upon the appeal process. The decision will be based solely upon such matter.

11. A record of the hearings will be made.

12. A student who fails to appear for a scheduled hearing before the Student Conduct and Discipline Committee or the Academic Standards Committee is considered on disciplinary suspension until such time as he/she appears before the committee.

13. Students placed on disciplinary suspension shall not receive financial aid, scholarships, or payment for college employment.

14. A student’s disciplinary status remains in effect during the appeal process.
C. Status of Student Pending Final Action

1. No change in the status of the student will be made until judicial procedures are completed except in cases of accusations of violations of public law or where violations of student conduct regulations seriously interfere with or threaten to interfere with the functioning of the college. In such cases, the Executive Dean for Student Affairs or his/her designee may suspend the accused pending the outcome of judicial proceedings.

   a. Students involved in incidents or code of conduct violations at off-campus facilities during internships, clinical settings and externship studies may be subject to suspension or removal from the site prior to, during, or after the college judicial process. Additionally, the timeline for a hearing may deviate from the judicial process chart on page 72.

   b. A student removed from an off-campus facility during the semester may not be relocated to another facility in the same semester. This may result in the student being unable to complete the term in progress and begin a new internship, clinical or externship in the subsequent semester pending the outcome of the college judicial process.

2. When possible and when not confronted with an emergency, a student subject to suspension under the preceding paragraph shall be given the reasons for the suspension and a notice of an opportunity for a hearing before the administrative officer on that suspension. Should the student waive his/her right to a hearing and admit guilt, the appropriate dean will determine the punitive action within five academic days.

3. In the event that a student so accused is suspended and has requested a hearing, a student conduct and discipline committee must act within ten academic days to hear his/her case.

Sanctions:
The College Disciplinarian or Student Conduct and Discipline Committee upon finding a student guilty of a violation of the college's code of rules and conduct may recommend or mandate that the student/s fulfill one or more of the following: monetary repayment of goods or damages, educational sensitivity activities, community service, and/or counseling. Additionally, the College Disciplinarian or Student Conduct and Discipline Committee may impose any one or more of the penalties described below.

a. Disciplinary Warning
   The violation and penalty will be recorded in the files of the Office of the Executive Dean for Student Affairs, but not recorded on records or transcripts.

b. Disciplinary Probation
   1. This penalty will be given for a stated period of time.
   2. A student’s further misconduct during this period of disciplinary probation, if adjudged as a violation of the codes of campus conduct, may lead to the penalty of disciplinary suspension or expulsion.
   3. The student shall, while on disciplinary probation, be forbidden from participation in all extracurricular activities.

c. Disciplinary Suspension
   1. This penalty may be given for a stated period of time or an indefinite period of time. The student must petition for readmission at the conclusion of the stated period or after one year.
   2. The student is prohibited immediately from attending classes, participating in extracurricular activities, or using college facilities, but has access to counseling, and should be made aware of the availability of counseling and other referral services.
   3. Notices will be sent to each faculty member in whose courses the student is enrolled.
   4. The violation and penalty will be recorded in the files of the Office of the Executive Dean for Student Affairs.
   5. If deemed necessary by the college, and prior to a petition for readmission, a medical or psychiatric evaluation may be required.

d. Disciplinary Expulsion
   1. This penalty calls for a permanent separation of the student from the college and its facilities.
   2. All of the actions re notices taken under “disciplinary probation” will be taken.
   3. Readmission will not be considered at any time.
   4. The violation and penalty will be recorded in the files of the Office of the Executive Dean for Student Affairs and on the student’s permanent record.
   5. The Student Conduct and Discipline Committee or the appeals process, may condition their imposition of penalties on a student’s making restitution either in kind or in the form of
services in an appropriate activity.
6. Multiple or successive violations of codes of conduct may appropriately be taken into consider-
eration when determining penalties only if introduced as evidence at the proceedings.
7. In cases involving misconduct in serious or repeated misuse of college facilities or services,
a student may be prohibited from further use of such facilities of services for a specified
period of time.

IX. AMENDING THE STATEMENT
1. Proposals to amend or to change this Statement may be initiated by any of the appropriate
college committees: the Student Government Association, the College Governance Council,
or the administration by placing any proposed amendment before the Student Life
Committee.
2. Proposed amendments which are submitted to and discussed by the Student Life Committee
will then be forwarded to the College Governance Council and to the Student Government
Association. The Senate and the Student Government Association shall review the proposed
amendment and suggest possible revisions of the amendment to the Student Life Commit-
tee.
3. The Student Life Committee will consider the suggested revisions and incorporate them if
appropriate. The proposed amendment, together with the committee's recommendation, will
be forwarded to the president.
4. The Board of Trustees will review recommendations submitted to it and will either approve,
approve with modifications, or disapprove such amendments. The Board reserves the right
to make such changes in college policies, by-laws, codes, rules and regulations as it deems
necessary and proper in carrying out its legal responsibilities for the conduct and management
of the college.
APPENDIX INFORMATION

The following information is on file in the offices of the Director of Student Life and the Executive Dean for Student Affairs to provide convenient access for students:

1. The Statement of Student’s Rights and Responsibilities.
2. The By-Laws of College Governance which define the structures and duties of the Student Conduct and Discipline Committee and the Academic Standards Committee.
3. The rules of Academic Integrity.
5. Applicable Federal and New Jersey State Laws.
6. College Procedures:
   a) FHB 337 Grievance Regarding Instructional Services
   b) #553 Planning and Supervision of Student Sponsored Programs and Events
   c) #554 Student Publications and Media Organizations
   d) #555 Use of Student Center Facilities
   e) #556 Establishment and Operation of Student Clubs and Organizations
   f) #557 Fund Raising by Student and Alumni/Alumnae Organizations
   g) #561 Student Grievances
   h) #563 Student Disciplinary Action
   i) #566 Control of Bulletin Boards
   j) #653 I.D. Cards
   k) #663 Appeal of Academic Decisions
   l) #560 Sexual & Gender Harassment Complaints