



SUCCESS STARTS HERE

A MESSAGE FROM THE PRESIDENT

Howdy,

This Pathfinder Student Handbook is designed to provide you important information in an easy reference format that tips a hat to the College mascot, the Blue Colt.

I am confident that Middlesex County College will continue to be the best for quality, affordable and accessible higher education. Your involvement in your course work and in co-curricular leadership opportunities strengthens you and the College as it has for more than 52,000 alumni.

I look forward to your contribution to success both as a student and future alumnus. Together we build and honor what Middlesex County College means to this community.

Good luck and warm wishes,



Joann La Perla-Morales
President

CHECK IT OFF

This handy to-do list makes it easy for you to be organized and prepared for your first day of class and the rest of the school year.

Attend orientation

- Learn about Middlesex County College
- Get advice
- Register for classes
- Get your I.D.
- Pay your bill
- Buy your books

With more than 50 organizations to join, you'll find something exactly right for you. Check out <http://portal.middlesexcc.edu>

Use the College's resources

- Make friends
- Use CampusCruiser daily
- Pick up a map
- Sign up for the Emergency Notification System
- Study early and often
- Look ahead
- Get in the spirit and get involved
- Have fun
- Paying for college. See page 14 or visit www.middlesexcc.edu/student-account-services/tuition-and-fees/

Introduce yourself to your professor

- Once at Middlesex, meet your professors. Drop by during office hours. Send an email. Get to know them.

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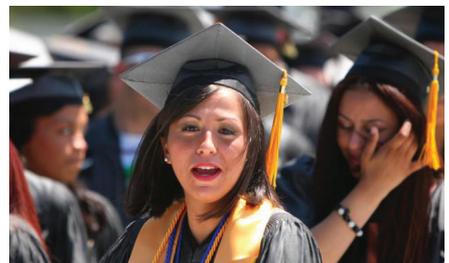
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LET'S GO

Forget everything you think you know about Middlesex County College, because we can tell you that the next year will be like nothing you've imagined.

Your first-year experience begins with selecting your classes, meeting with advisors and setting your course.

Right out of the gate, turn up the volume at the Student Activities Fair, where you meet literally hundreds of fellow Middlesex County College students.

No doubt there is a lot to know. That's what this handbook is for - a nitty-gritty guide about MCC. Resources designed with your success in mind. Where to catch a bus. Vacation breaks. How to pay your tuition and fees. This handbook will be something you want in your backpack at all times.

Committing to MCC is a huge first step, but it's the decisions you make from this day onward that determine success. It's more than just a college. It's your life.

SUCCESS STARTS HERE



COLLEGE MISSION

The mission of Middlesex County College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social and cultural life of the community.

VALUES STATEMENT Excellence

MCC values a rigorous and supportive learning environment

Integrity

MCC prides itself in fostering an honest and respectful institutional culture

Diversity

MCC respects and celebrates acceptance and understanding

Collaboration

MCC promotes a culture of cooperation and engagement

Transparency

MCC embraces authentic and transparent communication

Civility

MCC fosters mutual respect and collegiality

KNOW THE TRACK AHEAD

These dates will be your milestones so pay close attention. Know your academic dates as well as your dates for fun.

ACADEMIC CALENDARS:

SUMMER SESSION 2017

May 15.....Classes Begin - Summer Session
Aug 17..... Last Day of Summer Session Classes

FALL SEMESTER 2017

Aug 28... State of the College; First Day of Faculty Obligation, Faculty Meeting
Aug 29.....Faculty Development Day
Aug 30.....Change of Program, Advisement by Faculty
Aug 31.....Change of Program, Advisement by Faculty
Sep 4..... Labor Day – No Classes
Sep 5..... Fall Semester – Classes Begin
Oct 9..... Columbus Day – College Closed
Nov 10.....Veteran’s Day Observed – College Closed
Nov 23..... Thanksgiving – College Closed
Nov 24.....Holiday – No Classes
Nov 25.....Holiday – No Classes
Dec 15..... Fall Semester – Last Day of Classes
Dec 16..... Specially Scheduled Final Examinations
Dec 18-19..... Specially Scheduled Final Examinations
Dec 21.....Winter Recess Begins
Dec 25-26..... Holiday – College Closed

WINTER SESSION 2017-2018

Dec 27 – 29..... Winter Session Class days
Jan 2-5..... Winter Session Class days
Jan 6..... Winter Session Snow day
Jan 8-12..... Winter Session Class days
Jan 13..... Winter Session Snow day

SPRING SEMESTER 2018

Jan 1..... Holiday – College Closed
Jan 15.....Martin Luther King Jr. Day – College Closed
Jan 17.. Spring Convocation; First Day of Faculty Obligation; Faculty Meetings
Jan 18.....Change of Program, Advisement by Faculty
Jan 19.....Change of Program, Advisement by Faculty
Jan 22..... Spring Semester – Classes Begin
Feb 19.....President’s Day – College Closed
Mar 10-16..... Spring Recess Begins – No Classes
Mar 30..... Holiday – College Closed
Mar 31..... Holiday – College Closed
May 8..... Spring Semester - Last Day of Classes
May 9-11..... Specially Scheduled Final Examinations
May 15..... Last Day of Faculty Obligations
May 22..... Commencement

ACADEMIC CALENDARS:

View the Academic Calendar online at:
www.middlesexcc.edu/academics/academic-calendar/



HELPFUL HINTS

- Remember Important Dates
- When do classes start? When can you add or drop a class without penalty? When are your exams? You must know these dates to manage your academic career successfully. Make this handbook your best friend!

Perth Amboy Center

60 Washington Street
Perth Amboy, NJ 08861

Serving as a bridge between the Perth Amboy community and the College since 1974, the Center has a variety of credit courses in Education, Criminal Justice, Business, Liberal Arts and English as a Second Language. Academic support services include admissions, registration, academic advisement, tutoring, and financial aid counseling.

For more information:
www.middlesexcc.edu/perth-amboy-center

New Brunswick Center

140 New Street
New Brunswick, NJ 08901

The New Brunswick Center serves the greater New Brunswick community. It is guided by the motto “Educate to Elevate” and provides educational opportunities to meet the needs of the diverse community it serves. The Center offers a wide range of programming, including college credit and non-credit courses such as English as a Second Language, computer confidence classes, and a wide selection of courses for the business community.

For more information:
www.middlesexcc.edu/new-brunswick-center

READY TO RUN

You have what it takes to succeed at Middlesex County College. And here's more good news, you have a team of people and a range of resources just for you. Let's start with...



THE BIG 3

1. CampusCruiser

Web services at Middlesex County College are available 24 hours a day, seven days a week through CampusCruiser/WebAdvisor. Use CampusCruiser/WebAdvisor to:

- Pay your tuition
- Search and register for classes
- Change your schedule by adding or dropping classes
- Find out your grades
- Look up your academic advisor
- Review your degree requirements
- Check for registration restrictions
- Request an official copy or print an unofficial copy of your transcript
- Connect to the National Student Clearinghouse to order Proof of Enrollment
- Find out the status of your financial aid
- Look up your transfer credits

Access CampusCruiser/ WebAdvisor anytime from the MCC website, click on “CampusCruiser” under My MCC.



2. Academic Advising Center

Along with the entire campus community, the Academic Advising Center realizes that your success at Middlesex County College is important to your future. Please visit the center on the second floor of West Hall if you have questions about the following issues

- Future scheduling
- Concern about a particular class
- Requirements for your major

Find Your Advisor

Full-Time Student:

(12 or more credits)

Visit WebAdvisor - My Advisor.

Part-Time Student:

(11 or less credits)

Visit Academic Advising on the second floor of West Hall

For more information:

www.middlesexcc.edu/academic-advising

3. Registrar

The Registrar provides services related to online and in-person course registration. The Registrar's Office is also responsible for the maintenance of Student Academic Records, including:

- Posting of prior learning credits
- Grade processing and academic record maintenance
- Issuance of academic transcripts & enrollment certifications/verifications
- Updating of personal information
- Review of graduation applications and graduate eligibility determination
- Academic course scheduling

For more information:

www.middlesexcc.edu/registrar

HELPFUL HINTS

Take initiative.

As a college student, you are responsible for keeping track of due dates, test dates, campus events and other important happenings. Check your syllabi, read CampusCruiser announcements & calendar daily, check your email daily, visit your classes' CampusCruiser site to stay in the know.

SADDLE UP

It's no accident so many Blue Colt students successfully make it to the finish line. Check out these solution-focused resources.

Career Services

Students and alumni can access the following services through Career Services:

- Job search assistance including: resume guidance, interview practice and job search strategies
- Job postings on the Career Services website
- Cooperative Education - earn credit while working at a job in your major

For more information:

www.middlesexcc.edu/career

Career Counseling

Professional career counselors help students identify their interests, strengths, weaknesses, research career information, practice decision making, and research employment possibilities. This is accomplished in a friendly, caring and confidential environment.

For more information:

www.middlesexcc.edu/counseling

Transfer Services

Transfer counselors and advisement professionals are available to assist students planning to continue their education at another institution.

The transfer staff maintains regular contact with four-year colleges and universities in New Jersey and out-of-state to obtain current transfer information. Please visit Career and Transfer Services in West Hall to schedule an appointment or if you have any questions.

For more information:

www.middlesexcc.edu/transfer-services

Personal Counseling

Counselors are available to assist you with issues affecting your ability to do your best in the classes that you are taking. Personal counseling services are private and confidential. Students are encouraged to connect with a personal counselor before matters become too much to handle.

For more information:

www.middlesexcc.edu/counseling

Academic Counseling

Academic counseling will introduce you to college resources, help you map out your academic plan, select a major when you're ready, assist in transfer to four-year schools, set goals for yourself and establish or enhance those college level study skills necessary to succeed.

For more information:

www.middlesexcc.edu/counseling/academic-counseling

Disability Services

The Disability Services Office assists students who self-identify to the college as having a disability.

Services include:

- Classroom accommodation forms for faculty
- Adapted testing services for testing accommodations
- Access to the College's Assistive Technology Lab (Johnson Learning Center 221)
- Coordination of note taking support and interpreter services
- Linkages with outside agencies such as Division of Vocational Rehabilitation
- The Project Connections Program for qualified students with learning disabilities

Full policy and procedures available online: www.middlesexcc.edu/disability-services

International Student Services

International Student Counselors help students enter MCC programs and provide resources to help meet the USCIS requirements and regulations for student visa status.

EOF Fund

The Educational Opportunity Fund (EOF) Program provides students with a personal counselor/advisor to help navigate the the higher education environment. Counselors meet with students to provide personal, academic, career and financial aid counseling. Students participate in workshops to enhance their transition into MCC and to a four-year institution or the work world, as well as for academic and personal growth. Participating students are eligible for a financial grant.

For more information:
www.middlesexcc.edu/eof

Library

The Library supports MCC's mission, and is committed to providing personnel, facilities, resources, technology, and services that meet the information and scholarly requisites of the College community, help foster personal and professional development, and inspire lifelong learning.

- Help for my assignments and research papers? Yes. Ask one of our librarians at the Reference Desk for help or schedule an in-depth 1:1 session.
- Places to study, meet, or use computers? Yes. The library has computers, printers, wireless access, and copiers. There are small group study rooms, a silent study room, and individual quiet study carrels.

For more information:
www.middlesexcc.edu/library

Johnson Commons Learning Center

The Johnson Commons Learning Center provides tutoring and on-line supplemental instruction for students enrolled in the following courses:

- ENG 009 and ENG 010
- ENG 121 and ENG 122
- MAT 009 through MAT 014
- RDG 009 and RDG 011

Writing Center

The Writing Center offers tutoring on any writing project to help you improve your writing or to plan.

The Johnson Commons Learning Center and Writing Center are located in the Instructional Resource Center, room 241.

For more information:
www.middlesexcc.edu/tutoring-services/writing-center

Tutoring Center

The Tutoring Center provides free academic support for Middlesex County College Students. Our tutors provide academic support for the following subjects:

- Accounting
- Biology
- Business
- Chemistry
- Computer Science
- Economics
- English
- History
- Math (all levels)
- Physics
- Psychology
- Statistics
- Sociology
- Other subjects are available

The Tutoring Center is located in the Johnson Learning Center, room 240, on the Edison campus

For more information:

www.middlesexcc.edu/tutoring-services

Financial Aid

Financial Aid is assistance in the form of grants, loans and work study. It is provided by federal, state, local or college sources to help students meet college expenses. Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). For further information please visit the Financial Aid website at

For more information:

www.middlesexcc.edu/financial-aid

Testing Center

The Testing Center at MCC offers workshops to help students understand and prepare for the College Placement Test and assists with adapted testing support for testing accommodations and ESL (English as A Second Language) testing.

For more information:

www.middlesexcc.edu/testing-center



GRAB THE REINS

Veterans Services Center

Middlesex County College's veterans and service members have a place on campus where they can get their military entitlements certified, find information on military-specific resources and hang out with fellow veterans: Veterans Services Center. The Veterans and Service members Association, a club for student veterans, is a chapter of the Student Veterans of America. The club meets every other week during the Fall and Spring semesters. All veterans are invited to join, as valuable information is presented at meetings that impact veteran's educational, medical benefits, and career related issues.

For more information:

www.middlesexcc.edu/veterans-services

Project Connections

Project Connections is an academic and counseling support program for students with learning disabilities. It is a competitive admission program and not all students with learning disabilities will be accepted. Although many disabilities may affect learning, only students with a diagnosis of a specific learning disability are eligible.

For more information:

www.middlesexcc.edu/disability-services/project-connections/

NJ STARS

New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) is a program exclusively for New Jersey residents that covers the cost of tuition at New Jersey's 19 community colleges. Students who graduate in the top 15 percent of their high school class may be eligible.

For more information:

www.middlesexcc.edu/admissions/nj-stars/



NITTY GRITTY



Paying Your Bill

(Tuition / Financial Aid)

Your registration is not complete until your bill has been paid. The courses for which you register will be canceled by the college if payment arrangements are not made by the due date. Be sure to check your payment prior to the deadline so you can keep the schedule you have.

- Check the College website or the bottom of your schedule for the due dates each semester.
- The earlier you register, the more time you have to make plans to pay your bill

- Pay online for convenience
- Review your financial aid award online to know if you are eligible for enough aid to cover your full charges.
- Middlesex County College offers a four-installment payment plan to provide a convenient option for payment of tuition. Each of the four payments represents 25% of your semester bill. Enrollment in the plan requires a non-refundable enrollment fee of \$ 25.00 that is added to your first payment. You may enroll in the plan at any time.
- Students can check their Financial Aid Status through the Financial Aid Self Service option on Campus Cruiser via the WebAdvisor tab.

An important part of becoming a college student is understanding your tuition bill payment. You must pay or make payment arrangements by:

Summer

May 2nd - Summer 2017 tuition bill payment due

May 8th - Late registration fee of \$40.00 for summer 2017 begins

Fall

August 3rd - Fall 2017 tuition bill payment due

August 21st - Late registration fee of \$40.00 for Fall 2017 begins

For more information:

www.middlesexcc.edu/tuition

Student Account Services

The Student Account Services office manages financial transactions between students and the College. The office is located in West Hall at the Edison Campus. Visit the Student Account Services office for information on paying your tuition and fees and to purchase bus passes.

For more information:

www.middlesexcc.edu/student-account-services

Changing Your Schedule Dropping and Adding Classes Refund Policy

Please visit the website to learn about this policy.

www.middlesexcc.edu/registrar/add-drop

Remember, it is your responsibility to be informed of your rights and responsibilities, as it could affect your tuition charges, grades and academic status.



Summer 2017 Withdrawal Dates

Summer Session	Last Day To Withdraw
Summer Session A	May 31
Summer Session C	June 14
Summer Session F	July 18
Summer Session B	June 27
Summer Session D	July 26
Summer Session E	August 2

For more information:

www.middlesexcc.edu/registrar/register-for-summer-2017

Refund/Withdrawal Dates

Fall 2017 Withdrawal Dates (Classes Begin the Week of 9/05/17)

Last Day to Withdraw:	to Receive:
September 4.....	100 % Refund
September 11.....	75% Refund
September 18.....	50% Refund
After September 18.....	No Refund
October 10	Last Day to Withdraw From Seven-Week Courses
November 9.....	Last Day to Withdraw from Full-Term Courses

Fall II 2017 Withdrawal Dates (Classes Begin the Week of 9/25/17)

Last Day to Withdraw:	to Receive:
September 24.....	100% Refund
October 1	75% Refund
October 8	50% Refund
After October 8.....	No Refund
November 16.....	Last Day to Withdraw

Seven-Week Classes (Classes Begin the Week of 10/30/17)

Last Day to Withdraw:	to Receive:
October 29	100% Refund
November 5.....	75% Refund
November 12.....	50% Refund
After November 12.....	No Refund
November 30.....	Last Day to Withdraw

For more information:

www.middlesexcc.edu/registrar/register-for-fall-2017

HELPFUL HINTS

Pay your tuition on time.

Check the due date printed on your Student Registration Statement and be sure to pay before that date. Otherwise your carefully created schedule is erased and you will need to re-register after you pay. Have a payment plan? Be sure to pay the second and third installments so you are clear to register for next semester.

Buying Your Books

Textbooks and course materials are available for purchase as early as

- April for Summer
- November for Winter
- July for Fall
- December for Spring

HELPFUL HINTS

Buy your books and buy them early.

Getting your books is essential to your academic success. Without your books, you're setting yourself up for failure. If you need assistance, see a counselor.

Bookstore

The Bookstore is the place to obtain all textbooks and course materials, including uniforms, medical equipment, and art and engineering supplies. The Bookstore offers in-store used book buy-back seven times a year and online buy-back year round. For more information, hours of operation or online purchasing, please call 732.906.2540 or go to the bookstore web site at www.middlesexcc/bncollege.com

To use Student Financial Aid (SFA) book credit, please check the College website for actual dates available. Students must show valid MCC ID to use their book credit.

Please **KEEP YOUR RECEIPTS** and do not write in the book(s) until after you have attended your first class. Purchases may be made in the store, located on the Edison campus. Students may also browse or make purchases from the online store at: www.middlesexcc/bncollege.com which is available 24/7.

Refund Policy

You will need your receipt to make all returns or exchanges. You have three days from the date of purchase to return or exchange an item. During the Fall and Spring semesters this time is extended until the 10th day of the semester for textbook and course materials. In addition to required course materials, the Bookstore also offers the following merchandise and services:

- Notebooks and stationary supplies
- College clothing and sportswear
- Snacks & beverages
- Health & beauty aids
- Gifts, cards & souvenirs
- MCC fitness memberships
- Discounted computer software and much more



INSIDE SCOOP

Answers to
Frequently Asked
Questions.



When is the first day of class?

Summer 1 starts on Monday, May 15, 2017 and Summer 2 starts on Monday, June 12, 2017. The fall semester starts on Tuesday, September 5, 2017. Your classes don't meet every day. Pay attention to your schedule and the days your classes meet. The following are "day" abbreviations:

M (Monday) **T** (Tuesday)

W (Wednesday) **TH** (Thursday)

F (Friday) **S** (Saturday)

What will I need on the first day of class?

- Your class schedule so you can find your classes. If lost, your schedule is easily available by accessing the Middlesex County College website: www.middlesexcc.edu. After logging into your CampusCruiser, click the WebAdvisor tab in the upper right hand corner, choose "My Class Schedule," enter the desired term, and click Submit. It's that simple.

- Bring textbooks, notebooks, a pen and your student ID. Save your textbook receipts and don't write in your books until the professor confirms that they are the correct books. ID's can be obtained from West Hall at the Edison Campus.

How long is a semester?

- Fall semester is 14 weeks: early September to mid-December.
- Fall II semester is 12 weeks: late September to mid-December.
- Fall 7-week session I: early September to mid-October.
- Fall 7-week session II: mid-October to mid-December.
- Winter semester is 12 days: end of December to 3rd week of January.
- Spring semester is 14 weeks: late January to early May.
- Spring II semester is 12 weeks: late February to early May.
- Two 7-week Spring sessions.
Spring 7-week session I: late January to mid-March
&
Spring 7-week session II: mid-March to mid-May.
- Summer semester consists of Summer I and II and has several scheduling options ranging from 4-week sessions to 14-week sessions, beginning in mid-May, June and July with some ending in mid-August.

Do professors take attendance?

- Some do, some don't. But you're an adult now and professors treat you like one. The effort you put in, including attending class, will be in direct correlation with your results. Check your syllabi to understand your professor's requirements and whether or not attendance will affect your grade.

How much time should I spend studying?

- A general guideline is about two hours of study time for every hour you spend in class. This is only a guide; you may have to spend more time for some classes and less for others.

Where can I study on campus?

- Check out MCC's amazing library, Tutoring center, Johnson Commons Learning Center and lounge areas.

Who can see my grades and personal information?

- By federal law, access to grades and other college records belongs to the student. So the choice of whether or not to share your grades and personal information with others is all yours. The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the contesting of inaccurate or misleading data.

For more information:

www.middlesexcc.edu/registrar/policies-procedures/ferpa

What if I need help in a class?

- There are many people ready to help. First, talk with your instructor. Don't be nervous; they want to help you. Instructors will meet with you for assistance during their office hours. Be sure to check out the services offered by the Tutoring Center and the Johnson Commons Learning Center.

What if I'm sick?

- **CONTACT YOUR INSTRUCTOR.** For extended illnesses, contact the Division Dean and Health Services coordinator.

For more information:

www.middlesexcc.edu/health-safety

- Follow the directions on your syllabus on how to contact your professor.

If I don't have a car, where can I find a bus schedule?

- Bus schedules are available at the Student Life Office located in College Center, the Blue Colt Bookstore and by accessing the New Jersey Transit website by choosing "NJ Transit Quik-Tik" from the WebAdvisor menu in CampusCruiser.
- Monthly bus passes can be purchased from the Middlesex County College Bookstore.

Common Mistakes to Avoid:

• Missing Class

Bad idea! You can't pass if you're not there! It sends a bad message to your professor ("I don't care about your class") and will make getting a good grade practically impossible. Do not ask your professor, "Did I miss anything important?" All class time is important.

• Being Afraid to Ask Questions

There is no such thing as a stupid question. There is usually at least one other student who may have the same question as you. Asking questions tells your professors that you want to understand what is being taught and promotes class discussion.

• Arriving Late to Class

When you're late, you miss valuable information. Don't underestimate the time it takes to get to campus. Factor in traffic, bad weather, and finding parking.

• Not Knowing Your Professors

It's very important to know the name of your professor and where his or her office is located. What if you miss an assignment? What if you have an emergency and can't make it to class? What if you need help? Know your professors and make sure they know you.

• Neglecting Reading and Homework Assignments

Consistently managing your class work guarantees success. Once you fall behind, it's hard to catch up! Need help? Check out the Counseling Center, Library, Tutoring Center and work with your instructor.

• Cramming

The amount of material covered on the typical college exam is more than you would imagine! Manage your study time wisely in order to avoid cramming. Don't wait until the last minute. You'll be stressed out and your grade will not reflect your true abilities.

• Taking Too Many Credits

Pace yourself. Adjusting to college takes time. Speak with a counselor, academic advisor, or an instructor to create a plan that works for you.

• Neglecting to Submit All Documents

Don't forget to bring your immunization records to health services in Mill Gate and make sure your high school transcript has been received by the Admissions Office in Chambers Hall.



TALK THE TALK

A handy translator
of Middlesex
County College
terms.

- **Adjunct**

An adjunct professor is a part-time professor hired on a contractual basis.

- **Book Buy-Back**

The Bookstore offers in-store used book buy-back seven times a year and on-line buy-back year round.

- **CampusCruiser**

CampusCruiser allows students access to course listings and descriptions, class assignments, chat rooms, message boards and clubs. CampusCruiser also provides the gateway to the services of Web Advisor.

- **College Center**

To provide all members of the College community with a place to gather, relax, socialize or study, the College Center offers many facilities and services such as galleries, cafeterias, and more.

- **College Hour**

Departments and divisions meet for co-curricular programs and other meetings and activities are held during the College Hours (Monday 11 a.m. to 12:20 p.m. and Thursday 2 to 3 p.m.) a time when no formal classes are scheduled with limited exceptions.

- **Democracy House**

Middlesex County College's Democracy House is the Service Learning and Civic Engagement Center on campus. With its dedicated students, strong relationships to faculty, and partnerships with local nonprofits, Democracy House does its part to address community needs and integrate real life experiences into learning.

- **Drop / Add**

Students may add and drop courses through CampusCruiser/ WebAdvisor.

- **FERPA**

The Family Educational Rights and Privacy Act of 1974 protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the contesting of inaccurate or misleading data.

- **M, T, W, TH, F, S**

Abbreviations for the days of the week. You will find these abbreviations on your class schedule.

- **NB**

The New Brunswick Center is located at:
140 New Street
New Brunswick, New Jersey 08901
732.745.8866

- **PA Center**

The Perth Amboy Center is located at:

60 Washington Street
Perth Amboy, NJ 08861

- **PTK**

Phi Theta Kappa is the international honor society of two-year colleges.

- **Quo Vadis**

Quo Vadis is the MCC Student newspaper.

For more information:

www.quovadisnewspaper.com

- **SGA**

Student Government Association serves as a liaison for students, to the administration and the faculty of Middlesex County College and advocates for issues that enhance the educational, social and career development of MCC students. SGA develops, encourages and implements cultural, educational, recreational, and social activities at the College.

- **SSD**

Student Success Development Courses. A set of courses designed to enhance students' skills to be successful in college.

- **Student Account Services**

The Student Account Services office manages financial transactions between students and the College. The office is located in West Hall at the Edison Campus. Visit the Student Account Services office for information on paying your tuition and fees.

- **Syllabus**

An outline or a summary of the main points of a class. Each professor will distribute a summary on the first day of class.

- **The Code of Student Conduct (The Code)**

In order to provide for the maximum safety and well-being of the College community, including guests, certain standards of behavior have been established at Middlesex County College. Conduct that adversely affects a student's responsible membership in the academic community may result in appropriate disciplinary action. The College will not tolerate disruptive behavior, violence or physical interference with the rights of any member of our college community.

For more information

Visit the Student Life office in College Center 213. You can also visit

www.middlesexcc.edu/academics/college-catalogs/,

click on the current eCatalog and choose Code of Student Conduct under the Student's Rights and Responsibilities tab.

- **The Fair**

At the beginning of each semester, there is a huge Student Life Fair where you will get the chance to sign up for any clubs or organizations on campus that interest you.

- **White Lines**

White lines designate student parking spots. Staff and faculty parking spots are designated by Green lines.

HAVE SOME FUN

Student Life Office

The Student Life office, located on the main floor of the College Center, plans and implements a full program of social, cultural and recreational activities to enhance the student educational experience at MCC.

The Office is responsible for allocating monies from student fees, monitoring expenditures, procuring equipment, making room reservations, purchasing supplies, duplicating material, and providing other support services for student organizations, faculty and staff.

ACHIEVE (Academic Clubs)

Natural extensions of classroom learning, academic clubs range from campus-based groups to local chapters of national organizations and allow its members to pursue their intellectual curiosity in a variety of disciplines.

- Advocates for Students with Learning Differences
- Alpha Mu Gamma
- American Sign Language
- Association of Middlesex County College Nursing Students
- Biology Society
- Dietetic Technology
- Educational Opportunity Fund
- English As a Second Language
- Medical Laboratory Technician
- Phi Theta Kappa
- Psi Beta Psychology
- Science, Technology, Engineering and Mathematics (STEM)
- Student Association of Radiographers



BELONG

(Diversity Clubs)

With an emphasis on fine arts, cultural groups host and participate in campus concerts and other cultural activities.

- African Diaspora Alliance
- Asian Student Association
- Spanish Club
- Italian Club
- Muslim Student Association

GROW

(Special Interest, Multi-Media, Student Governance)

From student governance to multi-media organizations, campus life organizations provide an opportunity to stay involved with Middlesex County College and its student body

- Art & Photography
- Blue Colt Radio (School Radio Station)
- Gay Straight Alliance
- Geek Index
- Martial Arts
- Quo Vadis (School Newspaper)
- Self Defense Club
- Student Government Association
- Veterans and Servicemembers Association
- We Set The Trends

For more information:

www.middlesexcc.edu/student-life

Democracy House

Middlesex County College's Democracy House is the Service Learning and Civic Engagement Center on campus. With its dedicated students, strong relationships to faculty, and partnerships with local nonprofits, Democracy House does its part to address community needs and integrate real life experiences into learning.

For more information:

www.middlesexcc.edu/democracy-house/

Where Can I Get Something To Eat?

The Winner's Circle, the dining area for the main campus, is located on the main level of the College Center. A wide selection of food and beverages is available with easy access to self serve entrees and a salad bar as well as prepared sandwiches and beverages that can easily be grabbed for those on the go.

- Breakfast includes bagels, Danish, egg sandwiches, and make your own Belgian waffles.
- Lunch and dinner include grilled sandwiches, burgers, chicken and hotdogs or a hot entrée with 2 sides.
- Special menu items are offered daily.

Cafeteria A offers made-to-order pizza, deli sandwiches, wraps and soups.

Winner's Circle Semester hours are:

Mon. - Thurs.: 7:30 a.m.- 5:00 p.m.

Fri.: 7:30 a.m.-2:00 p.m.

Winter, Summer & in between sessions:

Mon. - Fri.: 8:00 a.m.-2:00 p.m.

Starbucks offers bagels, breakfast sandwiches, beverages and packaged goods to go.

Main Hall Lobby

Mon. - Thurs.: 8:00 a.m.-7:30 p.m.

Fri.: 8:00 a.m.-2:00 p.m.

For more information:

www.middlesexcc.edu/campus-life/dining-services/

The Physical Education Center

The Physical Education Center features collegiate-sized basketball courts, a weight room, swimming and diving complex, a dance studio, and racquetball courts. The weight room has a state-of-the-art treadmill, computerized exercise bikes, and Stairmasters.

For more information:

www.middlesexcc.edu/athletics

Sports

Middlesex County College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region XIX and the Garden State Athletic Conference (GSAC) in all sports.

If anyone has any questions about the athletic programs, contact Carey Monkowski, Assistant Athletic Director, at 732.906.2559 or cmonkowski@middlesexcc.edu.

Department of Intercollegiate Athletics

Middlesex County College Intercollegiate Athletic Department offers 11 highly competitive varsity programs.

Fall Sports:

Soccer (Men's and Women's)
Cross Country (Coed)
Volleyball (Women's)

Winter Sports:

Basketball (Men's and Women's)
Wrestling (Men's)

Spring Sports:

Track and Field (Coed)
Baseball (Men's)
Golf (Coed)
Softball (Women's)



GETTING AROUND

It's easy to get around campus. All you need is the map in this handbook.

Need help getting to and from campus?

NJ Transit provides bus transportation to MCC's Edison campus. The 814 route (New Brunswick) and the 813 route (Perth Amboy) serve the Edison campus.

Schedules are available in the College Center Student Life Office, by calling 973.275.5555 from 6 a.m. until midnight, or to download from the NJ Transit at www.njtransit.com. Monthly bus passes are available at the Bookstore.

Parking On Campus

All full-time and part-time students should park in the white-lined areas. Student parking is designated in the following areas only: Parking Lot 1, 1A, 2, 4, 6 and 6A.

Parking Areas

Students White-striped stalls
Faculty & Staff Green-striped stalls
Disabled Persons ... Blue-striped stalls

For more information:

www.middlesexcc.edu/campus-police/parking-on-campus/

What's Inside Campus Buildings

Bookstore (BC)

Bookstore

Billy Johnson Hall (BH)

Classrooms
Engineering Technologies Department
Engineering Technology Labs
Machine Shop
Physics Labs
School Relations Office

Chambers Hall (CH)

Accounts Payable
Accounts Receivable
Business Office
Controller
Human Resources
President's Office
Vice President for Academic & Student Affairs Office
Vice President for Finance & Administration Office
Vice President of Institutional Advancement Office
Payroll
Purchasing

Center I (C1)

CELT (Center for Enrichment of Learning & Teaching)
Institutional Research Office

Center II (C2)

Mathematics Department

Center III (C3)

Information Technology Support
Services

Center IV (C4)

Advancement Services Office
Alumni Relations Office
Grants Development Office
Marketing Communications Office

College Center (CC)

Cafeteria
Corral
Food Services
Fraternal Order of Police Officers
Hospitality, Culinary Arts and Dietetics
Information Desk
Quo Vadis (Student Newspaper)
Radio Station (WMCC)
Student Life Office
Student Government Association
The Terrace

Crabiel Hall (CB)

Classrooms
Computer Labs
Culinary Demo Lab
Meeting Rooms
Dean of Continuing Education Office

East Hall Annex (EX)

Printing & Communications Support

Edison Hall (ED)

Accounting, Business & Legal Studies
Child Care Center
Classrooms
Cooperative Education & Experiential
Learning
Counseling Center
Music
Retail Laboratory

Facilities Management (FM)

Custodial
Engineering
Facilities Management
Grounds
Maintenance
Warehouse/Receiving

The Gateway (GW)

Affirmative Action Office
Campus Information
Parking & Traffic Information
Police & Safety Office

Instructional Resource Center (IR)

Classrooms
Computer Labs
ESL / Languages and Cultures (English
as a Second Language)
Johnson Commons Learning Center
Language Lab

Johnson Learning Center (JL)

Classrooms
Computer Labs
Computer Science & Information
Technology Department
Educational Opportunity Fund
Information Technology Department
Media Services Department
Project Connections Office
Testing Center
Tutoring Center
Visual Performing & Media Arts Labs

L'Hommedieu Hall (LH)

Biology Labs
Classrooms
Dean of Arts & Sciences Office
Dental Hygiene Department
Dr. Sidney Danzis Dental Hygiene Clinic
Medical Laboratory Technology
Department
Natural Sciences Department
Nursing Department Office
Radiography

Library (LI)

Study Rooms

Main Hall (MH)

Chemistry Labs

Classrooms

Environmental Science Labs

Natural Sciences Department

Mill Gate (MG)

Health & Safety Office

North Hall (NH)

American Federation of State, County &
Municipal Employees Office

American Federation of Teachers Office

Off-Campus University

Services / Felician College and New

Jersey City University / Georgian Court
University

Dean of Professional Studies Office

Psychosocial Rehabilitation Office

Performing Arts Center (PA)

Box Office

Costume Shop

Studio Theatre

Studio Theatre Art Gallery

Theatre

Theatre Shop

Visual, Performing & Media Arts

Department Office

Physical Education Center (PE)

Classrooms

Coaches Offices

Dance Studio

Physical Education, Recreation & Dance

Fitness Center

Intercollegiate Athletics

Main Gymnasium/Lockers

Racquetball Courts

Swimming Pool Complex

Training Room

Wrestling/Exercise Room

Raritan Hall (RH)

Genocide and the Holocaust Center

Adjunct Faculty Center

Classrooms

College Assembly Office

Democracy House: Center for Civic
Engagement

English

History & Social Sciences

West Hall (WH)

Academic Advising

Admissions & Recruitment

Career and Transfer Services

Career Training Center

Dean of Enrollment Management

Dean of Student Affairs

Enrollment Management

Financial Aid

Northern NJ Health Professions

Pathways Consortium Grant Office

Project SPAN

Registration

Scholarships

Student Account Services

Student Affairs

Veteran Services

111 Hof Road

Middlesex County College Foundation

Development and Alumni Relations
Office

Perth Amboy Center

60 Washington Street

Perth Amboy, NJ 08861

For more information:

www.middlesexcc.edu/

perth-amboy-center

New Brunswick Center

140 New Street

New Brunswick, NJ 08901

For more information:

www.middlesexcc.edu/

new-brunswick-center

STAY SAFE & STAY HEALTHY

Quick. What's one of the best ways to succeed at Middlesex County College? The answer may surprise you - Good Health

Health Services

The Health office is open from 8 a.m. to 4 p.m. daily. A registered nurse is on duty 21 hours per week to assist with health-related concerns. Services provided include emergency first aid, health counseling referrals, athletic physicals and assistance with management of common health problems. Some full-time students may be subject to immunization requirements and may need to produce evidence of various immunizations. Please contact the Health Services Office or email immunizations@middlesexcc.edu for current requirements.

Dental Clinic

The Dr. Sidney Danzis Dental Hygiene Clinic, located on the first floor of L'Hommedieu Hall, offers dental services to the College community, their friends and relatives. A nominal fee is charged. For information on hours, appointments and more, visit www.middlesexcc.edu/dental-hygiene/patient-information/general-clinic-information/ Or call 732.906.2536

Counseling Services

Professional Counselors can assist you with developing more effective coping strategies to handle stressful situations. For example, counselors can help you successfully manage daily pressures, family problems, relationship issues, substance abuse, depression, anxiety and many other issues. Counseling services are private and confidential.

For more information:

www.middlesexcc.edu/counseling

Campus Nurse

A registered nurse is on duty three days per week during the day when classes are in session, on Monday and Thursday evenings during the Fall semester and Monday evenings during the Spring semester. Services include first aid procedures, assessment of immunization records and some routine health maintenance assistance.

For more information:

www.middlesexcc.edu/health-safety

Child Care Center

Professional child care services are provided at MCC for children of students, faculty and staff, and for children of families in the community. The center is open year-round and provides a stimulating environment for children and frees parents from constant child-care responsibilities to engage in educational programs and career development. A full-day kindergarten is also offered.

For more information:

www.middlesexcc.edu/child-care

BREATHE EASY

Middlesex County College has joined hundreds of Colleges nationwide in prohibiting smoking on campus. The College prohibits use of any tobacco, nicotine or related product (including e-cigarettes) in any campus building, College vehicle or while outdoors. The only exception is in personal vehicles.

STAY SAFE

Police & Safety Department

The primary mission of the Department is to protect the life and property of the College community and to ensure that individual freedoms are protected. The department is open 24 hours a day / 7 days a week.

For more information:

www.middlesexcc.edu/police

Emergency Notification System

Get Connected - Communication is Key in an Emergency. Should an emergency arise at Middlesex County College, letting students, faculty and staff know about it, and what they should do, is paramount in keeping everyone safe. The College has developed the Emergency Notification System to do that. Sign up is free and easy.

Sign up at

www.middlesexcc.edu/blog/emergency-notification-system/



HELPFUL HINTS

Lost and Found Property

The Police Department is responsible for the handling of all lost and found property. Inquiries regarding lost property can be made 24 hours a day, 7 days a week.

QUICK RESOURCE GUIDE



- **Academic Advising Center**
www.middlesexcc.edu/academic-advising/
732.906.2596
advising@middlesexcc.edu
- **Bookstore**
www.middlesexcc.edu/bncollege.com
732.906.2539
732.906.2540
- **Career Services**
www.middlesexcc.edu/career-services
732.906.2595
career-services@middlesexcc.edu
- **Child Care Center**
www.middlesexcc.edu/child-care
732.906.2542
- **Counseling**
www.middlesexcc.edu/counseling
732.906.2546
counseling@middlesexcc.edu
- **Disability Services**
www.middlesexcc.edu/disability-services
732.906.2546
- **Educational Opportunity Fund**
www.middlesexcc.edu/education-opportunity-fund/
732.906.2544
- **Financial Aid**
www.middlesexcc.edu/financial-aid/
732.906.2520
faid@middlesexcc.edu

- **Health & Safety**
www.middlesexcc.edu/health-safety
 732.906.2530
- **Johnson Commons Learning Center**
www.middlesexcc.edu/johnson-commons-learning-center.html
 732.548.6000 ext. 3222
- **Library**
www.middlesexcc.edu/library
 732.906.2561
- **New Student Orientation**
www.middlesexcc.edu/admissions/orientation/
 732.548.6000 ext. 3824
- **Physical Education Center**
www.middlesexcc.edu/athletics/
 732.906.2558
- **Police**
www.middlesexcc.edu/campus-police
 732.906.2500
- **Project Connections**
www.middlesexcc.edu/disability-services/project-connections/
 732.906.2507
- **Registration Office**
www.middlesexcc.edu/registrar/
 732.906.2523
registration@middlesexcc.edu
- **Student Account Services Office**
www.middlesexcc.edu/services-and-support/student-account-services.html
 732.906.2572
- **Student Life**
www.middlesexcc.edu/campus-life/student-activities-homepage.html
 732.906.2569
- **Testing Center**
www.middlesexcc.edu/testing-center
 732.906.2508
testing_tutoring@middlesexcc.edu
- **Tutoring**
www.middlesexcc.edu/tutoring-services/
 732.906.2631
- **Veterans Services**
www.middlesexcc.edu/veterans-services/
 732.906.7770
 732.548.6000, ext. 3370
vets@middlesexcc.edu

ACADEMIC ORGANIZATIONAL STRUCTURE



Arts and Sciences Division

To contact the departments listed below, please call 732.548.6000 and request the extension listed for that department.

Dean's Office

Dr. Linda Scherr, Dean
L'Hommedieu Hall, Room 208
732.906.2533

Theresa Orosz, Assistant Dean
L'Hommedieu Hall, Room 212
732.906.2533

Adrian Halton, Administrative Assistant
L'Hommedieu Hall, Room 212
732.906.2533

English

Raritan Hall, Room 237

732.906.2591

Michael Nester, Chairperson
mnester@middlesexcc.edu

Tracey Esser, Dept. Assistant
Extension 3059

Rebecca Lescano, Dept. Secretary
Extension 2591

Academic Programs

Liberal Arts English, AA
Liberal Arts Journalism, AA
Liberal Arts Writing, AA
Liberal Arts Cinema Studies, AA
Developmental Reading and Writing –
Non-Degree

ESL/Languages and Culture

IRC, Room 205

732.906.2529

Gary Abbott, Chairperson
gabbott@middlesexcc.edu

Denise Crawford, Dept. Assistant
Extension 2529

Richard Roy, Associate Chair
roy@middlesexcc.edu
IR, Room 205

Academic Programs

ESL - Non-degree
Liberal Arts – Modern Language, AA

Additional courses:

American Sign Language



History and Social Sciences

Raritan Hall, Room 127

732.906.2590

Dr. Timothy Hack, Chairperson

THack@middlesexcc.edu

Judy Robinson, Dept. Assistant
Extension 3077

Paolo Justiniano, Dept. Secretary
Extension 3504

Academic Programs

Addiction Studies Certificate
Criminal Justice, Corrections
Administration, AS/Certificate
Criminal Justice – Police Science, AS
Education Transfer, AS
Liberal Arts African-American Studies,
AA
Liberal Arts Education, AA
Liberal Arts Genocide & Holocaust, AA
Liberal Arts Global Studies, AA
Liberal Arts History, AA
Liberal Arts Philosophy, AA
Liberal Arts Political Science, AA
Liberal Arts Psychology, AA
Liberal Arts Social and Rehabilitation
Services, AA
Liberal Arts Social Sciences, AA
Liberal Arts Sociology, AA

Liberal Arts General

L'Hommedieu Hall, Room 212

Dr. Linda Scherr, Dean

lscherr@middlesexcc.edu

732.906.2533

Dr. Theresa Orosz, Assistant Dean

torosz@middlesexcc.edu

732.906.2533

Academic Programs

Liberal Arts General, AA

Mathematics

Center II

732.906.2585

Dr. Don Groninger, Chairperson
dgroninger@middlesexcc.edu

Daniel Colaneri, Associate Chair
dcolaneri@middlesexcc.edu

Nancy Fazekas, Dept. Assistant
Extension 3727

Julie Cosentino, Dept. Secretary
Extension 2585

Academic Programs

Mathematics Science Transfer, AS
Developmental Mathematics –
Non-Degree

Natural Sciences Department

L'Hommedieu Hall, Room 118

732.906.2592

Main Hall, Room 216

732.906.2587

Dr. Parag Muley, Chairperson
LH 118

pmuley@middlesexcc.edu

Wanda Young, Dept. Assistant
Extension 3364

Jamilah Baker, Dept. Assistant
Extension 3305

Academic Programs

Earth Science – Science Transfer, AS
Fire Science Technology, AAS
Physics – Science Transfer, AS
Process Technology, AAS
Biology – Science Transfer, AS
Biology Pre-Professional – Science
Transfer, AS
Biotechnology, AS
Chemistry Option – Science Transfer, AS

Physical Education, Recreation and Dance

**Physical Education Center,
Room B100**

732.906.2558

Mr. Robert Wisniewski, Chairperson
rwisniewski@middlesexcc.edu

Gabriela Jurick, Dept. Assistant
Extension 3714

Academic Programs

Liberal Arts Dance, AA

Liberal Arts Physical Education/
Recreation, AA

Visual, Performing and Media Arts

College Center, Room 343

732.906.2589

Ms. Annie Hogan, Chairperson
ahogan@middlesexcc.edu

Amanda Lyons, Dept. Assistant
Extension 3411

Academic Programs

Fine Arts Art Option, AFA

Fine Arts Music Option, AFA

Fine Arts Theatre, AFA

Liberal Arts Communication, AA

Liberal Arts Music, AA

Liberal Arts Theatre, AA

Liberal Arts Visual Arts, AA

Media Arts and Design Advertising

Graphic Arts & Design, AAS

Media Arts and Design Commercial

Professional Photography, AAS

Professional Studies Division

To contact the departments listed below, please call 732.548.6000 and request the extension listed for that department.

Dean's Office

Dr. Jeffrey Herron, Dean

North Hall, Room 205

732.906.2502

Theresa O'Reilly, Assistant Dean

North Hall, Room 203

732.906.2502

Kathleen Hogue, Administrative
Assistant

North Hall, Room 203

732.906.2502

Business and Computer Science

Dr. Jeffrey Herron, Chairperson
Extension 2594

Academic Programs

Accounting, AAS/COA

Forensic Accounting and Fraud

Examination, COA

Business Administration-designed for
transfer, AS

Event Planning Management,
Certificate

Fashion Merchandising and Retail
Management, AAS

Liberal Arts – Business, AA
Management, AAS

Management Support Services,
Certificate

Marketing, AAS

Paralegal Studies, AAS/Certificate/COA

Small Business Management/
Entrepreneurial Studies, AAS/
Certificate/COA

Allied Health Pre-Professional

Dr. Jeffrey Herron, Dean
North Hall, Room 205
jherron@middlesexcc.edu
Extension 2502

Academic Programs

Allied Health Pre-Professional, AS
Certificate
Public Health, AS

Business and Computer Science

Dr. Jeffrey Herron, Chairperson
North Hall, Room 205
732.906.2502

Academic Programs

Business Information Systems, AS
Computer and Information Systems,
AAS
Computer Programming, Certificate
Computer Science Transfer, AS
Java and Web Programming, COA
Java Programming, COA
Network Administration and Support,
AAS
Network Administration, Certificate

Dental Hygiene

Michelle Roman, Chairperson
L'Hommedieu Hall, Room 147A
mroman@middlesexcc.edu
Extension 2536

Academic Programs

Dental Hygiene, AAS

Engineering Technologies

Mr. Thom Sabol, Chairperson
Billy Johnson Hall, Room 202D
tsabol@middlesexcc.edu
Extension 2586

Academic Programs

Automotive Technology, AAS
Civil Engineering Technology, AAS/
Certificate
Computer Aided Drafting, COA
Electrical Engineering Technology, AAS/
Certificate
Engineering Science, AS
Mechanical Engineering Technology,
AAS
Surveying Engineering Technology, AAS
Technical Studies, AAS

Hospitality, Culinary Arts and Dietetics

Ms. Mary-Pat Maciolek, Chairperson
College Center, Room 185
mmaciolek@middlesexcc.edu
Extension 2538

Academic Programs

Baking and Pastry Arts, COA
Culinary Arts, Certificate
Dietetic Technology, AAS
Dietetics, AS
Hospitality Management Culinary
Arts, AAS

Medical Laboratory Technology

Dr. Jeffrey Herron, Chairperson
L'Hommedieu Hall, , Room 221
jherron@middlesexcc.edu
Extension 2581

Academic Programs

Health Science, AAS

Nursing

Ms. Nancy Berger, Director
L'Hommedieu Hall, Room 225
nberger@middlesexcc.edu
Extension 4660

Academic Programs

Nursing, AS

Psychosocial Rehabilitation

Mr. Peter Basto
Program Director
North Hall, Room 213
peter.m.basto@rutgers.edu
908.889.2431

Dr. Jeffrey Herron
jherron@middlesexcc.edu
North Hall, Room 203
Extension 2502

Academic Programs

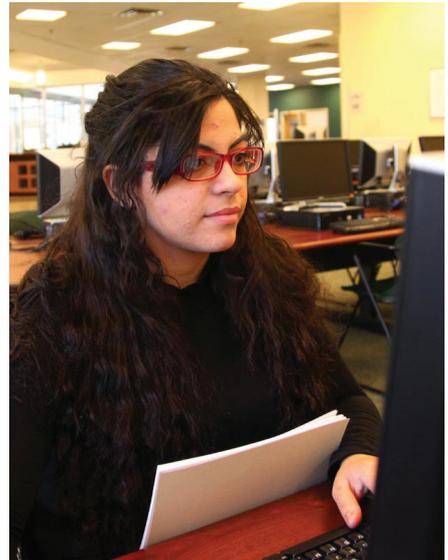
Psychosocial Rehabilitation and
Treatment – Rutgers SHRP,AS

Radiography Education

Mr James Ferrell, Chairperson
L'Hommedieu Hall, Room 172
jferrell@middlesexcc.edu
Extension 2583

Academic Programs

Radiography Education – Career
Track, AAS
Radiography Education – Transfer
Track, AAS



CODE OF STUDENT CONDUCT

In order to provide for the maximum safety and well-being of the total college community, including guests, certain standards of behavior have been established at Middlesex County College. Upon admission to the College, all students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner that reflects pride in themselves and the College. These standards of conduct will apply to students engaging in College sponsored activities both on and off-campus.

Conduct that adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action. The College will not tolerate deliberately disruptive behavior, violence, or physical interference with the rights of any member of our college community.

The Code of Student Conduct outlines behavior deemed unacceptable at Middlesex County College. Infractions of the Code include, but are not limited to, the actions listed below.

Prohibited Conduct

1. Unauthorized use or possession on the campus of weapons, ammunition, explosives, fireworks, or other dangerous substances or materials.
2. Threatening, harassing, or inflicting bodily harm or physical abuse or injury to the person of a fellow student, faculty or staff member, administrative officer or guest of the College.
3. Harassment, intimidation or bullying to the person of a fellow student of the College. Harassment, intimidation or bullying is defined as any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of the College or at any function sponsored by the College that substantially disrupts or interferes with the orderly operation of the College or the rights of other students and that:
 - a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
 - b. Has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College; or
 - c. Creates a hostile educational environment for the student at the College; or
 - d. Infringes on the rights of the student at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
4. Obstruction or disruption of teaching, learning, research, administration, discipline procedures or other College authorized event. Disruptions of teaching and learning which may include tardiness, offensive language or behavior, noise and improper use of personal communication devices (eg: cell phones, headphones, pagers, PDAs and laptops).
5. All forms of academic dishonesty, including but not limited to cheating, copyright infringement, facilitating academic dishonesty and plagiarism or assisting others to engage in those activities.
6. The failure to report any action or plan of dishonesty whether knowledge of such act or plan is obtained directly or indirectly.

7. Soliciting or assisting another to do any act which would subject a student to probation, suspension or expulsion.
8. Unauthorized distribution, use, or possession of any substance constituting a "controlled dangerous substance" within the meaning of the New Jersey Controlled Dangerous Substance Act, N.J.S.A. 24:21-1 et seq., or any illegal drug, on College property or at College sponsored activities.
9. Failure to comply with the College's policy on smoking.
10. Illegal gambling on College property.
11. Any charge relating to the violation of any of the criminal statutes of the State of New Jersey, which violation occurs either on the campus, at off campus sponsored events or directly affects the College community. The College will cooperate fully with any law enforcement agency investigating such violations.
12. Falsification, alteration or withholding information related to records or documents maintained by the College.
13. Theft, misappropriation, vandalism, non-accidental damage, grossly negligent damage or arson to any College property or private property of a fellow student, faculty or staff member, administrative officer or guest of the College.
14. Failure to present student identification to a College employee in response to a request.
15. Unauthorized entry into any secured building or facility, obstructing access to any campus building or facility, the unauthorized use or occupation of any classroom, public or common indoor areas, recreational or athletic facility, faculty office or any other components of the College's physical plant or property.
16. Failure to register the dissemination of printed material or unauthorized display of posters and advertising material.
17. Abusive or unauthorized use and operation of outdoor and indoor sound systems, public address systems sound tracks, or bull horns.
18. Unauthorized consumption and/or unauthorized possession of alcoholic beverages on campus.
19. Failure, after a warning, to wear adequate clothing and foot covering while attending classes or utilizing any campus facility.
20. Consumption of food and beverages outside of authorized areas unless authorization has been given by a faculty member, staff or administrator.
21. Soliciting or assisting another to do any act which would subject that student to any sanction within the Code of Student Conduct.
22. A failure to abide by the "acceptable use policies for computers."
23. It is the policy of this College that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. Organizations that initiate, advocate or promote activities which threaten the safety or well-being of persons or property on College grounds, which disrupt the program environment or are harmful to the education process are prohibited. Activities involving initiations, hazing, intimidation, and/or related actions of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student causing and/or participating in activities which intimidate or adversely affects the attendance of another student or staff member will be subject to disciplinary action.
24. Engaging or the soliciting of any activity which would interfere with the normal operation of the College.

Disciplinary Sanctions

The various penalties for the commission of a violation are listed below. Upon a finding, or plea, of guilt, for any violation, one or more of the listed sanctions may be imposed independently or cumulatively.

- a. **Warning:** Notice, orally or in writing, that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.
- b. **Probation:**
 1. Exclusion from participation in privileged or extracurricular College activities for a period not to exceed one year.
 2. Fine, restitution, and/or community service not to exceed 50 hours and/or counseling services as may be required.
- c. **Disciplinary Suspension:** Temporary exclusion from the College for a period of time not to exceed two years.
- d. **Expulsion:** Permanent exclusion from the College for all programs, academic or extracurricular.

Administrative Action

The Vice President for Academic and Student Affairs (VPA&SA) or his or her representative shall have the authority and responsibility to secure the well-being of the College community and to enhance the College's ability to carry out its mission. Seeking to ensure this environment, in addition to any action brought under the Code of Student Conduct, any act or threat which, in the opinion of the VPA&SA, endangers any individual, any act which may result in the disruption of College activities or interfere with the right of any member of the College from performing assigned duties or attending class or which results in terrorizing any member of the College community or guests may warrant immediate suspension from classes and expulsion from all College properties and sites.

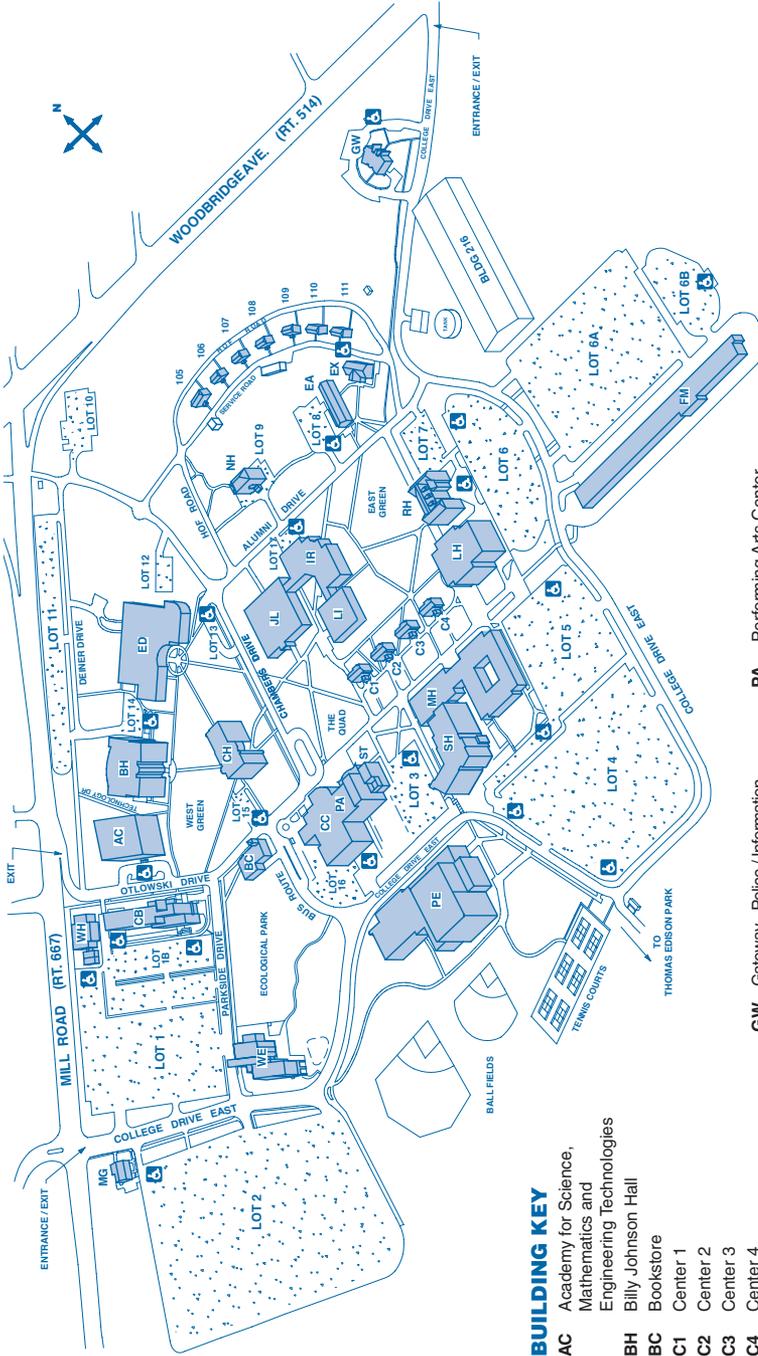
The VPA&SA shall schedule a hearing within three business days of such suspension for the purpose of determining whether or not the suspension should be ended, extended or result in a dismissal of the student. At the hearing, the student (who shall be permitted on campus for the limited purpose of attending the hearing) shall be afforded an opportunity to be heard and to produce witnesses. The student may request another student to act as his or her spokesperson or advisor (but not legal counsel) at the hearing. The VPA&SA shall request any person deemed relevant to appear in person, or by written statement, at the hearing and may consider such documents as are appropriate.

The VPA&SA shall preside over the hearing and it will be conducted in a manner designed to elicit as much information as possible. Formal rules of evidence shall not apply but all testimony, documents, and proofs considered shall be relevant to the issue being considered. A decision will be rendered by the VPA&SA within 48 hours after the completion of the hearing. That decision will be final.

Disciplinary Procedures

Detailed information on procedures for filing complaints, hearings, the Judicial Board and appeals are available in the Student Life office.

CAMPUS MAP



BUILDING KEY

- AC** Academy for Science, Mathematics and Engineering Technologies
- BH** Billy Johnson Hall
- BC** Bookstore
- C1** Center 1
- C2** Center 2
- C3** Center 3
- C4** Center 4
- CH** Chambers Hall
- CB** Crabiel Hall
- CC** College Center
- EA** East Hall
- ED** East Hall Annex
- EX** Edison Hall
- FM** Facilities Management
- GW** Gateway - Police / Information
- IR** Instructional Resource Center
- JL** Johnson Learning Center
- LH** L'Hommedieu Hall
- LI** Library
- MG** Mill Gate
- MH** Main Hall
- NH** North Hall
- PA** Performing Arts Center
- PE** Physical Education Center
- RH** Raritan Hall
- SH** South Hall
- ST** Studio Theatre
- WE** West Hall
- WH** West Hall Annex
- 111** MCC Foundation

PARKING LOTS

- Students - 1, 2, 4, 6, 6A
- Faculty / Staff - 1B, 5, 6B, 7, 8, 9, 10, 11, 16
- Visitors - 3, 15
- Disabled - All Lots
- Child Care Center - 12