

# MIDDLESEX COUNTY COLLEGE

2009 - 2012 Catalog



## MAIN CAMPUS

2600 Woodbridge Avenue  
P.O. Box 3050  
Edison, New Jersey 08818  
732.548.6000

## NEW BRUNSWICK CENTER

140 New Street  
New Brunswick, NJ 08901  
732.745.8866

## PERTH AMBOY CENTER

60 Washington Street  
Perth Amboy, NJ 08861  
732.324.0700

### Foreword:

The catalog is the contract between the College and the student. This catalog provides information for students, faculty, and administrators regarding the College's policies. Requirements, course offerings, schedules, activities, tuition and fees in this catalog are subject to change without notice at any time at the sole discretion of the administration. Such changes may be of any nature, including but not limited to the elimination of programs, classes, or activities; the relocation or modification of the content of any of the foregoing; and the cancellation of a schedule of classes or other academic activities. Payment of tuition or attendance in any class shall constitute a student's acceptance of the administration's rights as set forth above. The Office of the Registrar prepares the catalog. Any questions about its contents should be directed to the Registrar in Chambers Hall.

The most current information can be found on the MCC website: [www.middlesexcc.edu](http://www.middlesexcc.edu)

Cover design by Abraham Pendon.

# Middlesex County College

## Affirmative Action and Compliance Statement

Middlesex County College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The college will implement this policy to assure that the educational programs, activities, benefits and employment opportunities offered by the college are available to all persons regardless of race, color, national or ethnic origin, ancestry, age, religion, sex, affectional or sexual orientation, marital status, veteran status or disability in accordance with applicable State and Federal laws. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Middlesex County College, Chambers Hall, Edison, New Jersey 08818-3050.

## Diversity Statement

The practice of diversity at Middlesex County College embraces, recognizes, and respects individual perspectives while fostering an environment that reflects the rich and unique composition of our community.

## Accessibility for Persons with Disabilities

Middlesex County College provides reasonable accommodations for qualified individuals with disabilities. The campus facility is accessible to students with mobility impairments. Students requesting information regarding policies and procedures should contact the Counselor for Students with Disabilities at 732.906.2546.

## MIDDLESEX COUNTY BOARD OF CHOSEN FREEHOLDERS

Carol Barrett  
Stephen J. Dalina, *Freeholder Director*  
H. James Polos  
Christopher D. Rafano, *Deputy Director*  
Ronald G. Rios  
Mildred S. Scott  
Blanquita B. Valenti

## MIDDLESEX COUNTY COLLEGE BOARD OF TRUSTEES

Frank T. Antisell, *Manager of Centralized Engineering Services, Verizon*  
Hank Bauer, *Former Vice President for Manufacturing Operations-USA, Bristol-Myers Squibb Company*  
Mark J. Finkelstein, *Treasurer of the Board; Middlesex Regional Educational Services Commission*  
John Mulkerin, *Former President and CEO, First Savings Bank*  
Eileen Palumbo, *Director, Shared Service Benefits, Johnson & Johnson*  
Patrick Piegari, *Middlesex County Superintendent of Schools*  
Dorothy K. Power, *Chairman of the Board; Former Deputy Director, Middlesex County Board of Chosen Freeholders*  
Praful Raja, *President, Diagnostic Specialties*  
Alberto Rivas, *Esquire, Secretary of the Board; Attorney-at-Law, Lite, DePalma, Greenberg & Rivas*  
Robert Sica, *President, New Brunswick Plating, Inc.*  
Thomas Tighe, *Vice Chairman of the Board; Special Representative, Plumbers and Pipefitters Local 9*  
Sally D'Aloisio, *Assistant Secretary*

## MIDDLESEX COUNTY COLLEGE EXECUTIVE COUNCIL

Joann La Perla-Morales, *President*  
Donald R. Drost, Jr., *Executive Director, Facilities Management*  
Ronald C. Goldfarb, *Vice President for Legal and External Affairs*  
Karen L. Hays, *Vice President for Academic and Student Affairs*  
Susan K. Perkins, *Vice President, Finance and Administration*  
Thomas Peterson, *Executive Assistant to the President and Director of Marketing and Public Information*  
Neil S. Sachnoff, *Executive Director, Information Technology*

## ACCREDITATION

The Middle States Association of Colleges and Secondary Schools accredits Middlesex County College. Inquiries may be sent to:  
Commission on Higher Education  
Middle States Association of Colleges and Schools  
3624 Market Street, Philadelphia, PA 19104, 267.284.5000

### Other Accreditations include:

The Dental Hygiene Program is accredited by the American Dental Association Commission on Accreditation.  
The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology and the New Jersey Department of Environmental Protection Board of X-Ray Examiners.  
The Respiratory Care Program is accredited by the American Medical Association Commission on Allied Health Education and Accreditation.  
The Nursing program is accredited by the New Jersey Board of Nursing.  
The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W Bryn Mawr, Suite 670 Chicago, IL 60631, 773-714-8880.  
The Dietetic Technology Program is granted accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312.899.0040.  
The Paralegal Studies Program is approved by the American Bar Association.

# Vision, Mission, Goals and Objectives

## VISION

- Middlesex County College puts learning first and measures its success only by the success of its students. All members of the College community contribute to student success.

## MISSION

- The mission of Middlesex County College is to provide access to an affordable, quality education for diverse students and to promote lifelong learning opportunities to strengthen the economic, social and cultural life of the community.

## GOALS

- To offer quality transfer-oriented associate degree programs to students who desire to complete the first two years of a baccalaureate degree program.
- To offer quality, technologically current Associate Degree career curricula and Certificate Programs which prepare students for employment and advancement in their chosen occupations.
- To provide access to education for a diverse population.
- To offer General Education courses which foster an appreciation of knowledge, values and diversity that contribute to the development of intellectual, personal, and social skills.
- To offer community education programs and services which meet students' needs for self-development and occupational advancement and which respond to business, industry, and community needs.
- To offer a comprehensive range of student and learning support services, stressing student development, appropriate placement in courses and curricula, and the promotion of intellectual and social development consistent with the needs of students.
- To offer opportunities which encourage self-awareness, personal growth, successful academic performance, and career development.
- To foster ethics and high standards of conduct among the College community.
- To promote within the College community an understanding of and respect for all people of diverse cultures and diverse abilities.
- To promote open communication within the College as well as with external constituencies.
- To encourage participatory and information-based decision making in the College.
- To encourage students to take an active role in their local, national, and global communities, including an appreciation for social and environmental issues.
- To integrate the use of technology throughout the College to enhance student learning, to facilitate student access to college services, and to improve organizational effectiveness.
- To foster the pursuit of lifelong learning among faculty, staff, and students.
- To enhance and enrich the social, cultural, professional, and recreational life of our communities by offering special events and the use of College facilities.
- To provide a safe, comfortable, and aesthetically pleasing learning and working environment.

## OBJECTIVES

- Maintain the currency of transfer articulation agreements and develop new ones.
- Respond to the changes and requirements of baccalaureate curricula.
- Assess periodically curricular requirements and offerings to ensure that they reflect current job market and transfer needs.
- Provide instructional approaches and student services which accommodate differences in student needs, abilities, and learning styles.
- Assess periodically the educational and employment needs of local employers.
- Develop students' abilities to think critically and to use oral and written language effectively.
- Develop students' abilities to define and solve problems through analytical thinking and by synthesizing knowledge from a variety of sources.
- Develop students' abilities to appreciate, understand, and use technology and library resources effectively.
- Assess periodically community education offerings to ensure that they are responsive to community needs, interests, and priorities.
- Foster within the academic community an understanding of global issues, the needs of diverse populations, and their impact upon a broad variety of disciplines.
- Offer assistance and services to students with special needs, and assure compliance with pertinent legal requirements, such as the Americans with Disabilities Act.
- Allow the community easy access to programs and services of the College by setting policies and tuition rates accordingly.
- Provide counseling and advising services responsive to the educational, career, and personal needs of students.
- Encourage student involvement and leadership through collegiate governance, co-curricular activities, and service learning opportunities.
- Offer special services to meet the needs of the diverse student body.
- Offer developmental programs and support services to meet the College preparatory needs of students.
- Offer job placement services to meet the needs of students and graduates.
- Provide opportunities for students to participate in intercollegiate sports.
- Provide a variety of venues for performing arts and cultural experiences.
- Offer professional development and evaluation programs for faculty, administrators, and staff that are responsive to the needs of the College.
- Maintain a climate of mutual trust and open and candid communication among students, faculty, staff, administrators, and the Board of Trustees.
- Involve faculty, staff, and students in determining College policies affecting them.
- Assess programs and services for improvement and accountability.

# Calendars & General Information

## SUMMER SESSION 2009

May	18	1 <sup>st</sup> 4-Week Summer I Session <b>A</b> begins
		1 <sup>st</sup> 7-Week Summer I Session <b>C</b> begins
		14-Week Summer II Session <b>F</b> begins
	21	No Classes (Graduation)
	25	Memorial Day – No Classes
	26	Classes Resume
June	11	1 <sup>st</sup> 4-Week Summer I Session <b>A</b> ends
	15	2 <sup>nd</sup> 4-Week Summer I Session <b>B</b> begins
July	2	1 <sup>st</sup> 7-Week Summer I Session <b>C</b> ends
	3 & 4	No Classes
	6	2 <sup>nd</sup> 7-Week Summer II Session <b>E</b> begins
	9	2 <sup>nd</sup> 4-Week Summer I Session <b>B</b> ends
	13	3 <sup>rd</sup> 4-Week Summer II Session <b>D</b> begins
August	6	3 <sup>rd</sup> 4-Week Summer II Session <b>D</b> ends
	20	2 <sup>nd</sup> 7-Week Summer II Session <b>E</b> ends
	20	14-Week Summer II Session <b>F</b> ends

## FALL 2009

August	31	First Day of Obligation, State of the College, Faculty Meetings
September	1	Faculty Development Day, Mandatory Day for Faculty
	2	Change of Program, Advisement by Faculty
	3	Change of Program, Advisement by Faculty
	7	Labor Day – No Classes
	8	Classes Begin – Fall Semester
October	12	Columbus Day – No Classes
November	11	Veterans Day – No Classes
	26 -29	Thanksgiving – No Classes
December	18	Last Day of Classes; Last Day of Faculty Obligation
	18, 19, 21	Specially Scheduled Final Examinations
	23	Winter Recess Begins
	24, 25	Holiday – No Classes

## WINTERSESSION 2010

December	28	Wintersession Classes Begin (December 28, 29, 30, 31, January 4, 5, 6, 7, 8, 11, 12, 13)
January	1	No Classes
	2 & 9	Wintersession Snow Days
	13	Last Day of Wintersession Classes
	18	Winter Recess Ends

## SPRING 2010

January	18	Martin Luther King Jr. Day
	19	Faculty Meetings; First Day of Faculty Obligation
	20	Change of Program, Advisement by Faculty
	21	Change of Program, Advisement by Faculty
	25	Classes Begin – Spring Semester
February	15	Presidents' Day – No Classes
March	13	Spring Recess Begins – No Classes
	20	Weekend Classes Resume
	22	Regular Classes Resume
April	2	Good Friday – No Classes
	3, 4	No Classes
May	11	Last day of Classes
	12, 13, 14	Specially Scheduled Final Examinations
	14	Last day of Faculty Obligation
	20	Graduation – No Classes

## SUMMER SESSION 2010

May	17	1 <sup>st</sup> 4-Week Summer I Session <b>A</b> begins
		1 <sup>st</sup> 7-Week Summer I Session <b>C</b> begins
		14-Week Summer II Session <b>F</b> begins
		No Classes (Graduation)
		Memorial Day – No Classes
June	1	Classes Resume
	10	1 <sup>st</sup> 4-Week Summer I Session <b>A</b> ends
	14	2 <sup>nd</sup> 4-Week Summer I Session <b>B</b> begins
July	1	1 <sup>st</sup> 7-Week Summer I Session <b>C</b> ends
	5	No Classes
	6	2 <sup>nd</sup> 7-Week Summer II Session <b>E</b> begins
	8	2 <sup>nd</sup> 4-Week Summer I Session <b>B</b> ends
	12	3 <sup>rd</sup> 4-Week Summer II Session <b>D</b> begins
August	4	3 <sup>rd</sup> 4-Week Summer II Session <b>D</b> ends
	19	2 <sup>nd</sup> 7-Week Summer II Session <b>E</b> ends
	19	14-Week Summer II Session <b>F</b> ends

## CONTACT INFORMATION

Office	Building	E-Mail	Telephone
Academic Advising Center .....	Chambers Hall.....	advising@middlesexcc.edu .....	732.906.2596
Admissions and Recruitment Office .....	Chambers Hall.....	admissions@middlesexcc.edu .....	732.906.4243
Bursar .....	Chambers Hall.....	bursar@middlesexcc.edu.....	732.906.2572
Corporate and Community Education .....	West Hall 203 .....	community_ed@middlesexcc.edu .....	732.906.2556
Counseling and Career Services.....	Edison Hall.....	counseling@middlesexcc.edu .....	732.906.2546
Financial Aid Office.....	South I .....	financial_aid@middlesexcc.edu.....	732.906.2520
Health Services .....	South II.....	jdimaio@middlesexcc.edu.....	732.906.2530
The Institute .....	Instructional Resource Center 205 ...	the_institute@middlesexcc.edu .....	732.906.4681
Physical Education Department .....	Physical Education Center .....	rwisniewski@middlesexcc.edu.....	732.906.2558
Office of the Registrar.....	Chambers Hall.....	registration@middlesexcc.edu.....	732.906.2523
Testing Center .....	Johnson Learning Center 229 .....	testing_tutoring@middlesexcc.edu.....	732.906.2508

# The College in Brief

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## COLLEGE GOVERNANCE

Students may participate in college governance via the College Assembly, its task forces, and the Academic Divisional Councils. Academic policy, student life, and college affairs are all areas in which students have a voice in the decision-making process.

## COLLEGE ASSEMBLY

The College Assembly is the College-wide body of students, faculty, staff and administrators charged to make recommendations to the president regarding academic, student and other College affairs. Students, chairs/directors and faculty members of the assembly are nominated and elected through the divisional councils and appointed by the chair of the Assembly.

*Students interested in participating in the Assembly should contact the Assembly chair (through the Office of the Assembly, Raritan Hall Room 122, 732.906.4239, or ext. 4239 from a campus phone), the chair of his or her divisional council or the division dean. The assembly meets on the first Thursday in October, November, December, February, March, April and May.*

## TASK FORCES

Task Forces are committees of the College Assembly established to address specific issues. The standing task forces of the College Assembly include: Academic Standards, Accessibility for Persons with Disabilities, Bylaws, Campus Diversity, Campus Life, Community Concerns, Curriculum, and Educational Resources. The assembly also recommends the appointment of students to the Retail Services Corporation, Alcohol Review Board, Judicial Board and Traffic Appeals Board. Students interested in participating in any of these task forces or other organizations should contact the chair of their divisional council or their division dean. Student elections for these governance positions are held annually in February by the respective divisions.

## COLLEGE ACTIVITY HOURS

### College Hour

The College Hours are times when meetings of student clubs, the College Assembly, as well as other meetings and activities, are scheduled. Generally, no formal classes are scheduled at these times: Monday from 11:15 a.m. to 12:10 p.m. and Thursday from 2 to 3:20 p.m.

## ALUMNI ASSOCIATION

All graduates of degree or certificate programs at the College, and students who have completed 60 credits, are automatically members of the Alumni Association, an organization uniting more than 40,000 Middlesex County College alumni throughout the world.

The organization coordinates social functions and association meetings. The Association's newsletter provides members with news about their classmates and developments at the College.

An Alumni Scholarship Fund has been developed for dependents of Middlesex County College alumni. Applications are available through the Middlesex County College Office of Alumni Affairs. Governed by a Board of Trustees comprising members elected by the alumni, the Alumni Association's day-to-day activities are conducted by the Office of Alumni Affairs in the Marketing & Public Information Department. For further information, e-mail: [alumni@middlesexcc.edu](mailto:alumni@middlesexcc.edu).

## MCC FOUNDATION

The Middlesex County College Foundation was formed in 1966 to raise private support for the College and its students. The Foundation's mission is "to help students open doors to their futures with financial aid, scholarships and educational resources." The Foundation seeks to inspire the community and invest in the academic and career goals of students, which in turn empowers them to become community leaders.

Over the years, the Foundation has provided \$8.3 million in scholarships, financial aid and grants benefiting 11,400 students. In 1984, the Foundation established an endowment fund to provide a perpetual source of scholarship support. The endowment now stands at \$9 million. Approximately 650 students receive financial support from Foundation efforts annually.

The Foundation believes in the value of making an affordable, accessible and quality education available to the community. It has the strong support of more than 60 dedicated members of its Board of Directors and Trustees. It also invites alumni, individuals, small businesses, corporations and foundations to join in supporting its mission.

The Foundation also holds two fund raising events annually: the Scholarship Ball and the Scholarship Golf Classic. Proceeds from these events along with other generous private contributions make it possible for the Foundation to provide needed assistance to an increasing number of deserving MCC students annually.