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 ace-high 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 50,000 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

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.

With more than 50 organizations to join, you’ll find something exactly right for you. Check out http://portal.middlesexcc.edu
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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 VISION
Middlesex County College puts learning first and measures it’s success only by the success of its students

COLLEGE 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.
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 2015
May 18 ................................................ 4-week, 7-week and 14-week sessions begin
May 19 ................................................ Commencement (no classes)
May 25 ................................................ Memorial Day (no classes)
June 15 ............................................. 4-week summer session begins
July 4 .............................................. Independence Day (no classes)
July 6 ............................................... 7-week session begins
July 13 ............................................... 4-week session begins

FALL 2015
August 31 ...... First Day of Obligation, State of the College, Faculty Meetings
Sept 1 ........................................ Faculty Development Day
Sept 2 ........................................ Change of Program, Advisement by Faculty
Sept 3 ........................................ Change of Program, Advisement by Faculty
Sept 7 ........................................ Labor Day - No Classes
Sept 8 ........................................ Classes Begin - Fall Semester
Oct 12 ........................................ Columbus Day - No Classes
Nov 11 ......................................... Veteran’s Day - No Classes
Nov 26-29 ................................ Thanksgiving - No Classes
Dec 18 ........................................ Last Day of Classes; Last Day of Faculty Obligation
Dec 19 ........................................ Specially Scheduled Final Examinations
Dec 21-22 ........................................ Specially Scheduled Final Examinations
Dec 23 ........................................ Winter Recess Begins
Dec 24-25 ........................................ Holiday - No Classes

WINTeRSeSSion 2016
Dec 28 ........................................ Wintersession Classes Begin
Jan 13 ........................................ Last Day of Wintersession Classes
Jan 13 ........................................ Winter Recess Ends

SpRING 2016
Jan 20-21 ........................................ Change of Program, Advisement by Faculty
Jan 21 ........................................ Change of Program, Advisement by Faculty
Jan 25 ........................................ Classes Begin - Spring Semester
Feb 15 ........................................ President’s Day - No Classes
Mar 5-11 .............................................. Spring Recess - No Classes
Mar 25 ........................................ Holiday - No Classes
Mar 26-27 ........................................ No Classes
May 10 ........................................ No Classes
May 11-13 ........................................ Specially Scheduled Final Examinations
May 16 ............................................... Graduation
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
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” on the top right corner of the home page.**
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 in Chambers Hall 109 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 in Chambers Hall 109

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.

Counseling and Career Services

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

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

Transfer Services
Transfer counseling and advisement staff and professionals are available to assist students planning to continue their education at another institution. The MCC transfer staff maintain regular contact with Admissions Officers and Deans of four-year colleges and universities in New Jersey and out-of-state to obtain current transfer information. Please visit Counseling and Career Services in Edison Hall 100 to schedule an appointment with a transfer counselor if you have any questions.

For more information: www.middlesexcc.edu/transfer-services
Disability Services
The Disability Services Office at MCC 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 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
MCC Tutoring Center
The Middlesex County College 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
Center for Veterans Services
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: The Center for Veterans Services! 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: www2.middlesexcc.edu/services-and-support/disability-services/project-connections

Office of Minority Student Affairs
The Office of Minority Student Affairs provides advice and assistance to students, faculty, staff and administration on issues related to the needs of minority students.

For more information: www2.middlesexcc.edu/services-and-support/minority-student-affairs

Minority Access to the professions Scholars (MApS)
The Minority Access to the Professions Scholars (MAPS) program provides students an opportunity to increase their confidence and competence by participating in activities that facilitate their personal growth and development. As a MAP Scholar you will receive:

• Academic Advising
• Career Planning
• Peer Mentoring
• Leadership Training

For more information: www2.middlesexcc.edu/services-and-support/minority-student-affairs/maps

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: Melissa Platt, NJ STARS Coordinator mplatt@middlesexcc.edu
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.
- A Payment Option Plan is available. This allows you to pay only half of your total charges by the due date and your balance is paid in two subsequent payments during the semester. You must complete a payment plan application to enroll in this option.

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

**Summer**  
May 4th - Summer 2015 tuition bill payment due  
May 11th - late registration fee of $40.00 for summer 2014 begins

**Fall**  
August 6th - Fall 2015 tuition bill payment due  
August 24th - late registration fee of $40.00 for Fall 2015 begins

**For more information:**  
[www.middlesexcc.edu/tuition](http://www.middlesexcc.edu/tuition)
Financial Aid process Checklist for 2015-2016

This checklist was designed to help students understand the steps required to receive financial aid at Middlesex County College. Please contact the Financial Aid Office if you have questions about this process. We can be reached Monday-Friday, 8:30 a.m. - 4:30 p.m.; Thursday 8:30 a.m. - 6:30 p.m., at 732.548.6000 or by emailing faid@middlesexcc.edu

- Complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) at: www.fafsa.gov after January 1, 2015. Our school code for the FAFSA is 002615. Our PRIORITY deadline is May 1, 2015.
- The Financial Aid Office strongly encourages the use of the IRS data retrieval tool to input parent and student 2014 tax information into the FAFSA.
- For new students, you must create a PIN number at www.pin.gov. For students who are required to input parental information, your parents must also create a PIN. Returning students may access the PIN at www.pin.gov. The PIN serves as your electronic signature for the FAFSA application. Your PIN is also required to complete the Direct Lending electronic Master Promissory Note (eMPN) for those who are requesting loans. Your PIN also provides access to your federal student loan records on the National Student Loan Data System (NSLDS) at www.nslds.ed.gov.
Upon submitting the FAFSA, click on the link that states “start your state application” on the FAFSA confirmation page to answer additional questions required by the state for the Tuition Aid Grant. **The State Application filing Deadline for First-time NJ State Applicants for the Fall is October 1, 2015 and for the Spring is March 1, 2016. Renewal TAG recipients filing deadline is June 1.**

Once the FAFSA is received in the Financial Aid Office, the student may need to submit additional documents. These documents will be posted on Campus Cruiser Web Advisor under “My Documents.” Your application will remain in a pending status until the requested information is received. Once all requested information is received, your file will be reviewed for accuracy and completeness. You will only be contacted at this point if additional information is required.

Once your completed file has been reviewed, you will be notified through your CampusCruiser Email of your financial aid awards. To access your award(s), you will need to log into CampusCruiser and select the Web Advisor tab and scroll down to the Financial Aid menu and select “View and or /Print Financial Aid Award Letter.”

If you are requesting a Federal Direct Student Loan and this is the first Direct Loan you have borrowed with MCC, you are required to complete an electronic Master Promissory Note (eMPN) and entrance loan counseling online at www.studentloans.gov.

- Sign in using your FAFSA pin #
- Select “Manage My Direct Loan” to complete your entrance counseling or MPN
- Complete the MCC 2015-2016 Federal Direct Loan Request Form.
- For MCC returning student borrowers, to request a federal loan, you must complete the MCC 2015-2016 Federal Direct Loan Request Form. You may review your federal loan balances at NSLDS- https://nslds.ed.gov

To view your application status for the NJ Higher education Student Assistance Authority Tuition Aid Grant program, please access: www.njgrants.org.

Once you view your application status for NJ State Aid, additional documents may be required by the state. To submit additional documents requested by the state of NJ, please access https://mappingyourfuture.org/MappingXpress/NJTAGSCANS/. To be considered for the Fall 2015 semester, Tuition Aid Grant (TAG) required information/documentation must be received by the state of NJ on November 15, 2015. For the Spring 2016 semester, documentation must be received by March 15, 2016.

For information about the Middlesex County College Financial Aid Office

Financial Aid funds will be applied directly to your tuition and fees. Any remaining tuition and fees due not covered by financial aid must be paid by the due date to the Student Account Services Office which is located in Chambers Hall, 2nd Floor.

Financial aid may also be used for Bookstore Credit through the Blue Colt Bookstore. To authorize book store credit, log on to Campus Cruiser Web Advisor and select “Financial Aid Bookstore Credit Authorization.

Any remaining balance left on your financial aid account after paying for tuition, fees, and books will be refunded to you in the form of a check mailed to your permanent home address. If you have requested a student loan, you have the right to cancel all or portions of any loan proceeds (e.g. Federal Subsidized and Federal Unsubsidized) within 14 days after your student account has been credited.
Student Account Services
The Office of Student Account Services manages financial transactions between students and the College. The office is located on the second floor of Chambers Hall at the Edison Campus. Visit the Office of Student Account Services 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 2015 Withdrawal Dates

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Last Day To Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session A</td>
<td>June 3</td>
</tr>
<tr>
<td>Summer Session C</td>
<td>June 17</td>
</tr>
<tr>
<td>Summer Session F</td>
<td>July 21</td>
</tr>
<tr>
<td>Summer Session B</td>
<td>July 1</td>
</tr>
<tr>
<td>Summer Session D</td>
<td>July 29</td>
</tr>
<tr>
<td>Summer Session E</td>
<td>August 5</td>
</tr>
</tbody>
</table>

For more information:
www.middlesexcc.edu/registrar/summer-2015

Refund/Withdrawal Dates

Regular & Seven-Week Classes (Classes Begin the Week of 9/8/15)

<table>
<thead>
<tr>
<th>Last Day to Withdraw</th>
<th>to Receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>100% Refund</td>
</tr>
<tr>
<td>September 14</td>
<td>75% Refund</td>
</tr>
<tr>
<td>September 21</td>
<td>50% Refund</td>
</tr>
<tr>
<td>After September 21</td>
<td>No Refund</td>
</tr>
<tr>
<td>October 13</td>
<td>Last Day to Withdraw from Seven-Week Courses</td>
</tr>
<tr>
<td>November 13</td>
<td>Last Day to Withdraw from Full Term Courses</td>
</tr>
</tbody>
</table>

Fall II Classes (Classes Begin the Week of 9/28/15)

<table>
<thead>
<tr>
<th>Last Day to Withdraw</th>
<th>to Receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 27</td>
<td>100% Refund</td>
</tr>
<tr>
<td>October 4</td>
<td>75% Refund</td>
</tr>
<tr>
<td>October 11</td>
<td>50% Refund</td>
</tr>
<tr>
<td>After October 11</td>
<td>No Refund</td>
</tr>
<tr>
<td>November 19</td>
<td>Last Day to Withdraw</td>
</tr>
</tbody>
</table>

Seven-Week Classes (Classes Begin the Week of 11/2/15)

<table>
<thead>
<tr>
<th>Last Day to Withdraw</th>
<th>to Receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1</td>
<td>100% Refund</td>
</tr>
<tr>
<td>November 8</td>
<td>75% Refund</td>
</tr>
<tr>
<td>November 15</td>
<td>50% Refund</td>
</tr>
<tr>
<td>After November 15</td>
<td>No Refund</td>
</tr>
<tr>
<td>December 3</td>
<td>Last Day to Withdraw</td>
</tr>
</tbody>
</table>

For more information:
www.middlesexcc.edu/registrar/fall-2015

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.

Blue Colt Bookstore
The Blue Colt 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.bluecoltbookstore.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-store, located on the Edison campus. Students may also browse or make purchases from the online store at: www.bluecoltbookstore.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 Blue Colt 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
When is the first day of class?
Summer 1 starts on Monday May 18, 2015 and Summer 2 starts on Monday June 15, 2015. The fall semester starts on Tuesday, September 8, 2015. 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: Student Activities Office - College Center, Perth Amboy and New Brunswick Centers

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 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 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 Activities 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 Student Accounts office on the second floor of Chambers Hall.
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 South II and make sure your high school transcript has been received by the Admissions Office in Chambers Hall.
• **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, classrooms 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:
  [www2.middlesexcc.edu/campus-life/campus-resources/quo-vadis.html](http://www2.middlesexcc.edu/campus-life/campus-resources/quo-vadis.html)

• **SGAB**
Student Government Association Board 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. SGAB 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.

• **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 Office of Student Activities and College Center in College Center 213. You can also visit [www.middlesexcc.edu/academics/college-catalogs/](http://www.middlesexcc.edu/academics/college-catalogs/), click on the 2015-2016 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 Activities 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.
Office of Student Activities

The Office of Student Activities, 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
- Chemistry Club
- Dietetic Technology
- Educational Opportunity Fund
- English As a Second Language
- Medical Laboratory Technician
- Minority Access to the Professions Scholars
- Phi Theta Kappa
- Physics Society
- Psi Beta Psychology
- 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.
• Adelante
• Asian Student Association
• Spanish Club
• Christian Fellowship
• First World African Nation
• Italian Club
• Korean Student Association
• Muslim Student Association

GROW
(Special Interest, Multi-Media, Student Governance)
From student governance to multimedia organizations, campus life organizations provide an opportunity to stay involved with Middlesex County College and its student body.
• Anime Game Tech
• Art & Photography
• BlueColtRadio (School Radio Station)
• Gay Straight Alliance
• Hip Hop Dance Club
• Martial Arts
• Middlesex Awareness and Drug Education
• Myriad (Literary Journal)
• Political Discussion
• Quo Vadis (School Newspaper)
• Self Defense Club
• Social Committee
• Student Government Association Board
• Veterans and Servicemembers Association
• We Set The Trends

For more information:
www.middlesexcc.edu/student-activities

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:
www2.middlesexcc.edu/campus-life/democracy-house-homepage

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.

Winner’s Circle Semester hours are:
Mon. - Thurs.: 7:30 a.m.- 6:30 p.m.
Fri.: 7:30 a.m.-2:30 p.m.

Winter, Summer & in between sessions:
Mon. - Fri.: 7:30 a.m.-2:30 p.m.

For more information:
www2.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 Activities 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 Blue Colt 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
Visitors.................. Yellow-striped stalls
Disabled Persons ... Blue-striped stalls

For more information: www2.middlesexcc.edu/campus-life/campus-resources/campus-police/parking.html

What’s Inside Campus Buildings

Blue Colt Bookstore (BC)
Bookstore
Retail Services Corporation

Billy Johnson Hall (BH)
Classrooms
Dean of Student Affairs
Engineering Technologies Department
Engineering Technology Labs
Machine Shop
Physics Labs
School Relations

Chambers Hall (CH)
Academic Advising Center
Accounts Payable
Accounts Receivable
Admissions and Recruitment
Business Office
Center for Veterans Services
Controller
Dean of Enrollment Management
Finance
Grants and Grants Accounting
New Student Orientation
Office of the President
Office of Vice President for Academic & Student Affairs
Office of Vice President for Finance & Administration
Office of Vice President of Institutional Advancement
Open College Program
Payroll
Purchasing
Registrar
Student Account Services

Center I (C1)
CELT (Center for Enrichment of Learning & Teaching)
Research & Planning

Center II (C2)
Mathematics Department
Center III (C3)
Information Technology Support Services

Center IV (C4)
Alumni Association
Marketing Communications

College Center (CC)
Cafeteria
Classrooms
College Center Programming Board
Corral Restaurant
Food Services
Fraternal Order of Police Officers
Gallery
Hospitality, Culinary Arts and Dietetics Department
Information Area
Open Computer Lab
Quo Vadis (Student Newspaper)
Radio Station (WMCC)
Student Activities

Crabel Hall (CB)
Classrooms
Computer Labs
Culinary Demo Lab
Meeting Rooms
Office of the Dean of Corporate and Community Education

east Hall (eA)
Faculty Offices
Financial Aid / Scholarship Office

east Hall Annex (eX)
Printing & Communications Support

edison Hall (eD)
Accounting, Business & Legal Studies
Child Care Center
Classrooms
Cooperative Education & Internships
Counseling & Career Services
Counseling for Students with Special Needs (including Students with Disabilities)
International Student Advising
Job Placement
Music
Retail Laboratory
Transfer Counseling

Facilities Management (FM)
Custodial
Engineering
Facilities Management
Grounds
Maintenance
Warehouse/Receiving

The Gateway (GW)
Affirmative Action Office
Campus Information
Human Resources
Parking & Traffic Information
Police & Safety

Instructional Resource Center (IR)
Classrooms
Computer Labs
Johnson Commons Learning Center
Language Lab

Johnson Learning Center (JL)
Classrooms
Computer Labs
Computer Science & Information Technology Department
ESL/ Languages and Culture Department
Instructional Design and Media Services
Information Technology Department
Media Production Studio
Minority Student Affairs
Project Connections
Testing
Tutoring
Visual Performing & Media Arts Labs
Educational Opportunity Fund

L’Hommedieu Hall (LH)
Biology Labs
Classrooms
Dental Auxiliaries Education Department
Dr. Sidney Danzis Dental Hygiene Clinic
Medical Laboratory
Natural Sciences
Nursing
Office of the Dean of Arts & Sciences
Radiography Education
Respiratory Care
Library (LI)
Library

Main Hall (MH)
Chemistry Labs
Classrooms
Environmental Science Labs
Natural Sciences Department Office

Mill Gate (MG)
Health & Safety

North Hall (NH)
American Federation of State, County & Municipal Employees Office
American Federation of Teachers Office
Division of Off-Campus University Services / Felician College and New Jersey City University
Office of the Dean of Professional Studies
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
Health, Physical Education, Recreation & Dance Department Office
Fitness Center
Intercollegiate Athletics
Main Gymnasium/Lockers
Racquetball Courts
Swimming Pool Complex
Training Room
Wrestling/Exercise Room

Raritan Hall (RH)
Holocaust Center
Adjunct Faculty Center
Classrooms
College Assembly Office
Democracy House: Center for Civic Engagement
English Department Office
History & Social Science Department Office

West Hall (WH)
Career Training Center
Northern NJ Health Professions Pathways Consortium Grant Office
Project SPAN

111 Hof Road
Middlesex County College Foundation Office of Development and Alumni Relations

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 www2.middlesexcc.edu/academics/academic-departments/dental-auxiliaries/patient-information/general-clinic-information.html 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.
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 smoking tobacco in any campus building, College vehicle or while outdoors. The only exception is in personal vehicles.

**STAY SAFe**

**Department of police & Safety**

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/new-emergency-notification-system-sign-up-required/

**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.
• Academic Advising Center
  www.middlesexcc.edu/academic-advising/
  732.906.2596
  advising@middlesexcc.edu

• Blue Colt Bookstore
  www.bluecoltbookstore.com
  732.906.2539
  732.906.2540

• Office of Student Account Services
  www.middlesexcc.edu/services-and-support/student-account-services.html
  732.906.2572

• Campus police
  www.middlesexcc.edu/campus-police
  732.906.2500

• Career Services
  www.middlesexcc.edu/career-services
  732.906.2595
  career-services@middlesexcc.edu

• Child Care
  www.middlesexcc.edu/child-care
  732.906.2542

• Counseling & Career Services
  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

- Minority Student Affairs
  www.middlesexcc.edu/services-and-support/minority-student-affairs.html
  732.906.2532

- New Student Orientation
  www.middlesexcc.edu/admissions/orientation/
  732.548.6000 ext. 3824

- physical education Center
  www.middlesexcc.edu/wp/athletics/
  732.906.2558

- Registrar’s Office
  www.middlesexcc.edu/registrar/
  732.906.2523
  registration@middlesexcc.edu

- project Connections
  www2.middlesexcc.edu/services-and-support/disability-services/project-connections.html
  732.906.2507

- Student Activities
  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
  www2.middlesexcc.edu/tutoring-services
  732.906.2631

- Veterans Services
  www.middlesexcc.edu/wp/veterans
  732.906.7770
  732.548.6000, ext. 3370
  vets@middlesexcc.edu
Division of Arts and Sciences

Dean David Edwards
Assistant Dean Theresa Orosz

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

Dean’s Office
David Edwards, 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

Department of Natural Sciences
L’Hommedieu Hall, Room 118
732.906.2592

Main Hall, Room 216
732.906.2587

Dr. Parag Muley, Chairperson
LH 118
pmuley@middlesexcc.edu

Dr. Phalguni Ghosh, Assoc. Chair
MH 216
pghosh@middlesexcc.edu

Wanda Young, Dept. Assistant
Extension 3364

Jamila Baker, Dept. Assistant
Extension 3305

Academic programs
Earth Science – Science Transfer, AS
Fire Science Technology, AAS
Physics – Science Transfer, AS
Process Technology, AAS
Biology Option – Science Transfer, AS
Biology Pre-Professional Option – Science Transfer, AS
Biotechnology, AS
Chemistry Option – Science Transfer, AS
english
Raritan Hall, Room 237
732.906.2591
Mr. 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

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Health physical education,
Recreation and Dance
physical education Center,
Room B100
732.906.2558
Mr. Robert Wisniewski, Chair
Gabriela Jurick, Dept. Assistant
Extension 3714

Academic programs
Liberal Arts - Dance, AA
Liberal Arts - Physical Education/
Recreation, AA

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eSL/Languages and Culture
IRC, Room 205
732.906.2529
Mr. Gary Abbott, Chairperson
gabbott@middlesexcc.edu
Denise Crawford, Dept. Assistant
Extension 2529

Academic programs
ESL - Non-degree
Liberal Arts - Modern Language, AA

Additional courses:
American Sign Language

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eSL Department, Instructional
Resource Center
732.906.2597
732.906.2529
Mr. Richard Roy, Associate Chair
IR, Room 205

Academic programs
ESL - Non-degree
Liberal Arts - Modern Language, AA

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History and Social Science
Raritan Hall, Room 127
732.906.2590
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 Option, AS
Education Transfer
LiberalArts-African-AmericanStudies,AA
Liberal Arts - Early Childhood
Education, AA
Liberal Arts - Education, AA
Liberal Arts - Genocide & Holocaust, AA
Liberal Arts - Global Studies
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
Teacher Aide - Certificate
Liberal Arts - General  
L’Hommedieu Hall, Room 212  
David Edwards, Dean  
732.906.2533  

**Academic programs**  
Liberal Arts - General, AA  

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Mathematics  
Center II  
732.906.2585  
Dr. Don Groninger, Chairperson  
dgroninger@middlesexcc.edu  
Ron Foley, Associate Chairperson  
RFoley@middlesexcc.edu  
Nancy Fazekas, Dept. Assistant  
Extension 3727  
Julie Cosentino, Dept. Secretary  
Extension 2585  

**Academic programs**  
Mathematics Science Transfer, AS  
Developmental Mathematics – Non-Degree  

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Visual, performing and Media Arts  
College Center, Room 343  
732.906.2589  
Annie Hogan, Chairperson  
AHogan@middlesexcc.edu  
Amanda Lyons, Dept. Assistant  
Extension 3411  

**Academic programs**  
Fine Arts - Art Option, ART.AFA  
Fine Arts - Music Option, MUS.AFA  
Fine Arts - Theatre, THE.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  

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Division of professional Studies  

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

**Dean’s Office**  
Jeffrey Herron, Dean  
North Hall, Room 205  
732.906.2502  
Kathleen Hogue, Administrative Assistant  
North Hall, Room 203  
732.906.2502  

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Accounting, Business and Legal Studies  
Professor Nancy Bailey, Chairperson  
Edison Hall, Room 121  
nbailey@middlesexcc.edu  
Extension 2594  

**Academic programs**  
Accounting (AAS and 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 and COA)  
Small Business Management/Entrepreneurial Studies (AAS, Certificate and COA)  

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Allied Health pre-professional
Assistant Dean Jeffrey Herron
North Hall, Room 205
jherron@middlesexcc.edu
Extension 2502

Academic programs
Allied Health Pre-Professional (AS and Certificate)
Public Health (AS)

Computer Science and Information Technology
Dr. Peter Farrett, Chairperson
Johnson Learning Center, Room 203
pfarrett@middlesexcc.edu
Extension 2526

Academic programs
Computer and Information Systems - (AAS)
Computer Help Desk Administration (COA)
Computer Programming (Certificate)
Computer Science transfer (AS)
Information Systems Security (COA)
Java and Web Programming (COA)
Java Programming (COA)
Microsoft® Visual Studio.NET Programming (COA)
Network Administration and Support (AAS)
Network Administration (Certificate)
Windows/PC Support (COA)

Dental Hygiene
Professor Claire Pean, Chairperson
L'Hommedieu Hall, Room 147A
Cpean@middlesexcc.edu
Extension 2536

Academic programs
Dental Hygiene (AAS)

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

Academic programs
Automotive Technology (AAS)
Civil Engineering Technology (AAS and 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
Professor 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)
HRI-Culinary Arts Management option (AAS)
HRI-Hotel-Motel Management option (AAS)
HRI-Restaurant/Foodservice Management option (AAS)
Hotel Operations (COA)
Restaurant Operations (COA)
Medical Laboratory Technology
Professor Stephen Larkin, Chairperson
L’Hommedieu Hall, Room 221
slarkin@middlesexcc.edu
Extension 2581

Academic programs
Health Science (AAS)
Medical Laboratory Technology (AAS)

Radiography education
Professor 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)

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

Academic programs
Nursing (AS)

Psychosocial Rehabilitation
Professor Peter Basto, Program Director
North Hall, Room 213
peter.M.Basto@rutgers.edu
908.889.2431

Or
Dean Jeffrey Herron
Jherron@middlesexcc.edu
North Hall, Room 203
Extension 2502

Academic programs
Psychosocial Rehabilitation and Treatment - Rutgers SHRP (AS)

Respiratory Care
Dr. Albert Heuer
Heuer@shrp.rutgers.edu
973.972.2418

Or
Dean Jeffrey Herron
Jherron@middlesexcc.edu
North Hall, Room 203
Extension 2502

Academic programs
Respiratory Care UMDNJ (AS)