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 group advising**
- 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 Canvas daily
- Pick up a map
- Sign up for the Emergency Notification System
- Study early and often
- Get in the spirit and get involved
- Have fun
- Paying for college. See page 13 or visit 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 40 student organizations to join, you’ll find something right for you. Check out middlesexcc.edu/student-life/clubs
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<td>List of Resources</td>
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<th>Campus Map</th>
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</table>
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 booklet 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 information will be something you want with you 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 2019
May 13.................................................................Summer Session Begins
Aug 15.................................................................Summer Session Ends

FALL SEMESTER 2019
Aug 26.....State of the College; First Day of Faculty Obligation, Faculty Meeting
Aug 27.................................................................Faculty Development Day
Aug 28.................................................................Change of Program, Advisement by Faculty
Aug 29.................................................................Change of Program, Advisement by Faculty
Sep 2.........................................................................Labor Day – College Closed
Sep 3.........................................................................Fall Semester – Classes Begin
Oct 14........................................................................Columbus Day–College Closed
Nov 11.......................................................................Veteran’s Day Observed – College Closed
Nov 28.......................................................................Thanksgiving – College Closed
Nov 28.......................................................................Holiday – No Classes
Nov 29.......................................................................Holiday – No Classes
Dec 13.......................................................................Fall Semester – Last Day of Classes
Dec 16-18 .................................................................Specially Scheduled Final Examinations
Dec 19.....................................................................Winter Recess Begins
Dec 24-25...................................................................Holiday – College Closed

WINTER SESSION 2019-2020
Dec 26 – 27..............................................................Winter Session Class days
Dec 30-31..............................................................Winter Session Class days
Jan 2-3.....................................................................Winter Session Class days
Jan 4........................................................................Winter Session Snow day
Jan 6-10....................................................................Winter Session Class days
Jan 11......................................................................Winter Session Snow day
Jan 13......................................................................Winter Session Class days

SPRING SEMESTER 2020
Jan 1......................................................................Holiday – College Closed
Jan 15...Spring Convocation; First Day of Faculty Obligation; Faculty Meetings
Jan 16 - 17.................................................................Change of Program, Advisement by Faculty
Jan 20.................................................................Martin Luther King, Jr. Day - College Closed

Jan 21........................................................................Spring Semester – Classes Begin
Feb 17........................................................................President’s Day – College Closed
Mar 7-13.....................................................................Spring Recess – No Classes
April 10.....................................................................Holiday – College Closed
April 11.....................................................................Holiday – No Classes
May 6.......................................................................Spring Semester - Last Day of Classes
May 7-9.......................................................................Specially Scheduled Final Examinations
May 12.......................................................................Last Day of Faculty Obligations
### 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
THE BIG 3

Canvas & WebAdvisor

Canvas is a modern Learning Management System (LMS) connecting MCC students and faculty to online resources, collaboration tools, and course content for face-to-face, hybrid, and fully online courses. Middlesex County College centralizes access to online and network services through a student account called the MCC NetID. Your NetID will provide access to Office 365, the Canvas Learning Management System, and other services. Students can claim their NetID at https://netid.middlesexcc.edu. Students will need their student ID number and birth date to claim their account, and must be a currently enrolled student.

Services offered through WebAdvisor include:

- Look up your academic advisor
- Review your degree requirements
- Check for registration restrictions
- 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

For more information:
www.middlesexcc.edu/mymcc
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](http://www.middlesexcc.edu/academic-advising)

3. **Registration**

Registration provides services related to online and in-person course registration. The Registration 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

For more information:
[www.middlesexcc.edu/registrar](http://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 myMCC announcements & calendar daily, check your my.middlesexcc.edu email daily, visit your classes’ Canvas site to stay in the know.
Civic Engagement and Community Partnerships
Students and alumni can access the following services through the Department of Civic Engagement and Community Partnerships
• 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

Transfer Services
Transfer advisors assist students planning to continue their education at another institution. 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 Transfer Services on the 2nd floor of West Hall to schedule an appointment or drop in with your questions.

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

Transfer Counseling
Transfer Counselors counsel students in selecting a major/program that will transfer smoothly and assists in identifying and choosing four-year colleges and universities. Counselors have established relationships with 4-year institutions including public, private, and Ivy League
For more information: www.middlesexcc.edu/counseling/transfer-counseling

Career Counseling
Career Counselors counsel students in career exploration and choosing a major and/or career. Career assessments are used to assist in identifying interests and preferences.
For more information: www.middlesexcc.edu/counseling/career-counseling

Personal Counseling
Personal Counselors counsel students in developing more effective coping strategies to handle stressful situations. Counselors help students successfully manage daily pressures, family concerns, relationship issues, substance abuse, depression, anxiety and many other issues. Counselors also handle crisis situations where immediate assistance is required such as suicidality and hospitalizations.
For more information: www.middlesexcc.edu/counseling/personal-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 Adaptive Computer Lab (Johnson Learning Center 243)
• 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
For more information: www.middlesexcc.edu/disability-services

International Student Services
International Student counselors counsel students on obtaining visas, change of status and immigration rules and regulations and assist with cultural and educational adaptation.

Educational Opportunity 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 needs of the College community, help foster personal and professional development, and inspire lifelong learning.
• Get help with assignments and research papers with our librarians at the Reference Desk or in a 1 on 1 session.
• Study, meet, or use computers, printers, the wireless network, and scanners. Small group study rooms, a silent study room, and individual quiet study carrels are available for your use. Attend pop-up and other Library hosted events.
For more information: www.middlesexcc.edu/library

Johnson Commons Learning Center Tutoring
Academic subject tutoring is offered on a drop-in basis, and is provided most days with evening and weekend hours (during the fall and spring semesters) in the following subjects:
• Accounting
• Biology
• Business
• Chemistry
• Computer Science
• Economics
• English
• History
• Math (all levels)
• Physics
• Psychology
• Statistics
• Sociology
• Other subjects are available

Writing Center
The Writing Center is where tutors can guide students through the writing process for any papers by appointment. Visit the Writing Center website or stop by room IRC 241 to view tutoring schedules, resources available, reserve an appointment and more.
For more information: www.middlesexcc.edu/tutoring-services
Testing Center
The Testing Center at Middlesex County College offers free, two hour workshops to help students understand and prepare for the College Placement Test. At the workshop, students will learn about the College Placement Test, what topics and areas are covered by it, and the college’s placement test policies and rules. For more information: www.middlesexcc.edu/testing-center

Financial Aid
Financial Aid is assistance in the form of grants, scholarships, 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) at FAFSA.GOV. For further information please visit the Financial Aid website at For more information: www.middlesexcc.edu/financial-aid
Veterans Services Center

All veterans, service members, and dependents who are considering becoming a Middlesex County College student should contact the Veterans Services Center as early as possible in order to ensure that they will receive the benefits they have earned in a timely fashion. MCC is proud to offer eligible Military Affiliated students the ability to take advantage of priority registration which affords them the opportunity to register one week earlier than new students. Military-affiliated students also can take advantage of the Veterans Study Lounge to study, meet with fellow veteran students and spend time between classes. The Veterans Study Lounge is located in College Center Room 104.

For more information: www.middlesexcc.edu/veterans-services

Project Connections

Project Connections is a selective, comprehensive academic and counseling support for students with specific learning disabilities who are enrolled in mainstream programs at MCC. With appropriate academic and counseling support, many students with specific learning disabilities can meet with success at college.

For more information: www.middlesexcc.edu/disability-services/project-connections/

NJ STARS

The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program is an initiative created by the State of New Jersey that provides New Jersey’s highest achieving students with free tuition at their home county college, if eligible.

For more information: www.middlesexcc.edu/admissions/nj-stars/
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 a fourth 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 their Self-Service account.

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

**Summer**
- May 2, 2019 - Summer 2019 tuition bill payment due
- May 6, 2019 - Late registration fee of $40.00 for Summer 2019 begins

**Fall**
- August 1, 2019 - Fall 2019 tuition bill payment due
- August 19, 2019 - Late registration fee of $40.00 for Fall 2019 begins

For more information: [www.middlesexcc.edu/tuition](http://www.middlesexcc.edu/tuition)

---

**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.
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.
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 2019 Withdrawal Dates

<table>
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<tr>
<th>Summer Session</th>
<th>Last Day To Withdraw</th>
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<tbody>
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<td>Summer Session A</td>
<td>May 29</td>
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<tr>
<td>Summer Session C</td>
<td>June 12</td>
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<td>Summer Session F</td>
<td>July 16</td>
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<tr>
<td>Summer Session B</td>
<td>June 25</td>
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<tr>
<td>Summer Session D</td>
<td>July 24</td>
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<tr>
<td>Summer Session E</td>
<td>July 31</td>
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For more information:

[www.middlesexcc.edu/registrar/register-for-summer-2019](http://www.middlesexcc.edu/registrar/register-for-summer-2019)

### Refund/Withdrawal Dates

#### Fall 2019 Withdrawal Dates (Classes Begin the Week of 9/03/19)

<table>
<thead>
<tr>
<th>Last Day to Withdraw</th>
<th>to Receive:</th>
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<tbody>
<tr>
<td>September 2</td>
<td>100% Refund</td>
</tr>
<tr>
<td>September 9</td>
<td>75% Refund</td>
</tr>
<tr>
<td>September 16</td>
<td>50% Refund and Last Day to Withdraw Without Receiving a Grade of &quot;W&quot; on Transcript</td>
</tr>
<tr>
<td>After September 16</td>
<td>No Refund and a Grade of &quot;W&quot; Will Appear on Transcript</td>
</tr>
<tr>
<td>October 8</td>
<td>Last Day to Withdraw From Seven-Week Courses</td>
</tr>
<tr>
<td>November 7</td>
<td>Last Day to Withdraw from Full-Term Courses</td>
</tr>
</tbody>
</table>

#### Fall II 2019 Withdrawal Dates (Classes Begin the Week of 9/23/19)

<table>
<thead>
<tr>
<th>Last Day to Withdraw</th>
<th>to Receive:</th>
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<tbody>
<tr>
<td>September 22</td>
<td>100% Refund</td>
</tr>
<tr>
<td>September 29</td>
<td>75% Refund</td>
</tr>
<tr>
<td>October 6</td>
<td>50% Refund and Last Day to Withdraw Without Receiving a Grade of &quot;W&quot; on Transcript</td>
</tr>
<tr>
<td>After October 6</td>
<td>No Refund and a Grade of &quot;W&quot; Will Appear on Transcript</td>
</tr>
<tr>
<td>November 14</td>
<td>Last Day to Withdraw</td>
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</table>

#### 2nd Seven-Week Classes (Classes Begin the Week of 10/21/19)

<table>
<thead>
<tr>
<th>Last Day to Withdraw</th>
<th>to Receive:</th>
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<tbody>
<tr>
<td>October 20</td>
<td>100% Refund</td>
</tr>
<tr>
<td>October 27</td>
<td>75% Refund</td>
</tr>
<tr>
<td>November 3</td>
<td>50% Refund and Last Day to Withdraw Without Receiving a Grade of &quot;W&quot; on Transcript</td>
</tr>
<tr>
<td>After November 3</td>
<td>No Refund and a Grade of &quot;W&quot; Will Appear on Transcript</td>
</tr>
<tr>
<td>November 27</td>
<td>Last Day to Withdraw</td>
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For more information:

[www.middlesexcc.edu/registrar/register-for-fall-2019](http://www.middlesexcc.edu/registrar/register-for-fall-2019)
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

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.

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 at specific times during the year. For more information, hours of operation or online purchasing and refund policies, 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.
When is the first day of class?
Summer 1 starts on Monday, May 13, 2019 and Summer 2 starts on Monday, June 10, 2019. The Fall semester starts on Tuesday, September 3, 2019. 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 WebAdvisor App via myMCC at www.middlesexcc.edu/mymcc

What will I need on the first day of class?
• 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?
• 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 Bookstore and by accessing the New Jersey Transit website.
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 West Hall.
• **Adjunct**
  An adjunct professor is a part-time professor hired on a contractual basis.

• **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**
  College Hours (Tuesday and Thursday 2 to 3:20 p.m.) are times 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.

• **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.
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
- Association of Middlesex County College Nursing Students
- Biology Society
- Dietetic Technology
- Educational Opportunity Fund
- English As a Second Language
- Phi Theta Kappa
- Psi Beta
- 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  
- 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](http://www.middlesexcc.edu/student-life)  

**Democracy House**  
Middlesex County College’s Democracy House is the center for civic engagement community service 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](http://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.-2:30 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.-8:00 p.m.  
Fri.: 8:00 a.m.-2:00 p.m.  
Starbucks is closed during Winter, Summer and in between sessions.  
For more information:  
[www.middlesexcc.edu/campus-life/dining-services](http://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 Derrick Johnson, Athletic Director, at 732.906.2559 or dajohnson@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 (Men’s and Women’s)
Volleyball (Women’s)

Winter Sports:
Basketball (Men’s and Women’s)
Wrestling (Men’s)

Spring Sports:
Track and Field (Men’s and Women’s)
Baseball (Men’s)
Golf (Men’s and Women’s)
Softball (Women’s)
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 at the Student Life Office or by calling New Jersey Transit at 973.275.5555 from 6 a.m. until midnight, or 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 Affairs Office
Vice President for 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)
- E-Learning

Center IV (C4)
- Advancement Services Office
- Grants Office
- Development Office
- Marketing Communications Office

College Center (CC)
- Cafeteria
- Corral
- Food Services
- Fraternal Order of Police Officers
- Hospitality, Culinary Arts and Dietetics
- Off-Campus University
  - Felician College
  - New Jersey City University
  - Rutgers University
  - Kean University
- Quo Vadis (Student Newspaper)
- Radio Station (WMCC)
- Student Life Office
- Student Government Association
- The Terrace
- Veterans Study Lounge

Crabel 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
- Counseling Services
- 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 Program
- 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
- Nursing Department Office
- Radiography
Library (LI)
Study Rooms

Main Hall (MH)
Chemistry Labs
Classrooms
Environmental Science Labs

Mill Gate (MG)
Health & Safety Office

North Hall (NH)
American Federation of State, County & Municipal Employees Office
American Federation of Teachers Office
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

South Hall (SH)
Chemistry Labs Classrooms
Environmental Science Labs
Natural Sciences Department

West Hall (WE)
Academic Advising
Admissions & Recruitment
Career Training Center
Civic Engagement and Community Partnerships
Enrollment Management
Executive Dean for Enrollment and Student Support Services
Financial Aid
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
Health & Safety
The Department of Health and Safety offer services to all MCC students, faculty, and staff. The office is staffed by a registered nurse and clerical assistant. Emergency first aid is provided by the campus police.

- Nursing assessment of health problems and referrals as needed.
- Health counseling to assist in coping with health problems and to help promote healthier life-styles.
- First aid/urgent care that may help reduce serious complications.
- Immunization offered “at cost” to current students.
- Sanitary supplies are available at the Health & Safety Office.
- Health information brochures are available.
- Campus Nurse
  - Services include first aid procedures, assessment of immunization records and some routine health maintenance assistance. Visit the Health and Safety department each semester for the campus nurse schedule.

For more information:
www.middlesexcc.edu/health-safety

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 more information:
www.middlesexcc.edu/dental-hygiene/patient-information/general-clinic-information/

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

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 an appropriate learning environment for ages 2-6 years. A full-day kindergarten is also offered.

For more information:
www.middlesexcc.edu/child-care
STAY SAFE

Police & Safety Department
The campus police are a duly sworn law enforcement agency whose officers are empowered to act upon NJ statutes. In addition to protecting the campus community, they offer battery jump-starts, escorts, lockout assists, first aid services and visitor information.
For more information: www.middlesexcc.edu/campus-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.
For more information: www.middlesexcc.edu/blog/emergency-communications

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.

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

• Bookstore
  www.middlesexcc.bncollege.com
  732.906.2539
  732.906.2540

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

• Civic Engagement and Community Partnerships
  www.middlesexcc.edu/career
  732.906.2595
  career-services@middlesexcc.edu

• Counseling 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

• eLearning
  www.middlesexcc.edu/elearning/
  732.906.2520
  elearning@middlesexcc.edu

• 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/tutoring-services/learning-center
  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/student-account-services
  732.906.2572

• Student Life
  www.middlesexcc.edu/student-life
  732.906.2569

• Testing Center
  www.middlesexcc.edu/testing-center
  732.906.2508
  testing_tutoring@middlesexcc.edu

• Transfer Service
  www.middlesexcc.edu/transfer-services
  732.906.2595
  epajauis@middlesexcc.edu

• Tutoring
  www.middlesexcc.edu/tutoring-services

• Veterans Services
  www.middlesexcc.edu/veterans-services/
  732.906.7770
  732.548.6000, ext. 3370
  vets@middlesexcc.edu
PURPOSE

The purpose of the Code of Student Conduct is to communicate the expectations that Middlesex County College (MCC) has of students, and to educate and guide students to understand their responsibility for appropriate behavior and respect for others in the MCC Community. MCC is dedicated to the advancement of learning, to student retention and success, and also to the development of responsible personal and social conduct. The maintenance of discipline in the MCC setting is intended to support a civil environment conducive to learning and inquiry.

Student Affairs staff members work in partnership with faculty and academic administrators to support this goal.

This Code is provided to give students a general notice of prohibited conduct. This Code has not been designed to set forth an exhaustive list of misconduct, but to establish behavioral guidelines. It is the responsibility of all students to become familiar with this Code.

DEFINITIONS

The following terms as used in the code are defined as follows:

1. Administration or staff – any person who currently hold a non-faculty appointment within Middlesex County College.

2. Business Day – any day when the College offices are open for business.

3. Code – means the Student Code of Conduct including the stated expectation for student behavior and procedures through which the department of Student Affairs addresses student misconduct.

4. College – means Middlesex County College and all of its centers, or other locations on which it operates.

5. College Advisor – a member of the College community, who is not an attorney and is not related to the student going through the process, who has been selected by a student respondent or by a Complainant to assist him/her in the hearings or conferences conducted in accordance with the Code.

6. College grounds or premises – building or grounds used, owned, leased, operated, controlled or supervised by the College.

7. Complainant – the initiator of the complaint alleging an act or misconduct which may constitute a violation of the Code.

8. Faculty – any person who holds a current academic appointment within the College.

9. Member of the College Community – any student, faculty, administrator or staff member of the College or visitor to the College.

10. Student – all persons taking courses at the College, without regard to the physical location of the course, including off campus sites or through distance learning.

11. Respondent – any student who has been accused of an act or misconduct as prohibited by the Code.

12. Student Conduct Hearing Panel – appointed members of the College community appointed to hear conduct referrals relating to alleged violations of the Student Code of Conduct, except for alleged violations of the Standards of Academic Integrity.

13. Student Conference – a fact-finding meeting held by the Student Life Coordinator and the Respondent.
VIOLATIONS

1. Unauthorized use or possession on the campus of weapons, ammunition, explosives,

2. Threatening, harassing or inflicting bodily harm or physical abuse or injury to the person

3. Harassment, intimidation or bullying to the person of a fellow student of the College. Harassment, intimidation or bullying is defined by the New Jersey Anti-Bullying Bill of Rights Act as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of the College or at any function sponsored by the College that substantially disrupts or interferes with the orderly operation of the institution 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; or
   
   c. creates a hostile educational environment for the student 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 (e.g., cell phones, headphones, 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. The soliciting of 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 bullhorns.

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 fraternities or sororities or any other clubs or organization not sponsored by the College 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, and 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 Procedures
HOW TO FILE A COMPLAINT
Any student, faculty member, staff member, or College administrator may file a complaint against a student alleging a violation of the Code. A complaint shall be submitted in writing promptly after the occurrence or discovery of the alleged infraction(s).

Reporting Forms may be obtained in the Student Life Office, located in College Center, room 213.
THE COMPLAINT PROCESS
All complaints are referred to the Dean of Student Affairs for investigation/ and or possible resolution.

Upon receipt of the written complaint, or information prompting the initiation of the disciplinary process, the Dean of Student Affairs or designee will evaluate whether the circumstances merit disciplinary action based on the nature of the charges. Generally, the student charged with the violation will be informed of the nature and scope of the complaint. The source of information may be kept confidential, if the Dean of Student Affairs or designee determines, in his or her discretion, that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules.

THE FACT FINDING PROCESS
The Dean of Student Affairs or his/ her designee will gather information from all relevant parties involved and endeavor to complete the investigation within thirty (30) calendar days of receiving the complaint.

1. After the investigation of a complaint is completed the Dean of Student Affairs may determine that:
   a. No grounds or insufficient grounds exist to conclude that a violation occurred and dismiss the complaint; or
   b. Grounds exist to conclude that a violation may have occurred.

2. The Vice President of Academic and Student Affairs or designee may make exceptions, and exclude a student from classes or MCC property if he or she determines that the student’s presence on campus is likely to interfere with MCC’s orderly operation or create a significant risk to the health or safety of students, faculty, staff or MCC property.

3. If the Dean of Student Affairs determines that no grounds or insufficient grounds exist to conclude that a violation occurred and dismisses the complaint, a written notice of determination shall be provided to the student.

4. If the Dean of Student Affairs determines that grounds exist to conclude that a violation may have occurred, a Student Conference with the Student Life Coordinator will be arranged.

5. After the Student Conference, if the Dean of Student Affairs determines that the allegations are serious enough that if the student were to found responsible, the sanction could include suspension or dismissal from the College, a hearing before the Student Conduct Panel may be held.

6. If the complaint relates to conduct involving a violation of the College’s Sexual Harassment and Sexual Misconduct Policy and if found responsible could result in suspension or dismissal from the College, the matter will be referred to the College’s Title IX Coordinator.

7. If the Dean of Student Affairs determines to hold a Student Conduct Hearing, the Student Life Coordinator will notify the student in writing or by e-mail at least seven (7) business days prior to the Hearing.

8. Prior to the Student Conduct Hearing, the Student Life Coordinator shall prepare a written summary of the complaint and the violation(s). Copies of this information shall be provided to the student prior to the hearing.

9. The Dean of Student Affairs will inform the student that the Student Life Coordinator is available to assist the student with the understanding and following the procedures set forth in the Code.

10. The student may also have an advisor/support person present at the Student Conduct Conference or Student Conduct Hearing, but this person will be an observer only in any meeting or hearing.
The student may withdraw from MCC of his or her own volition at any time during the disciplinary process. The disciplinary sanctions may still be imposed, if the student withdraws from MCC before the disciplinary process, or elects not to participate in disciplinary proceedings.

**THE STUDENT CONFERENCE**

1. A written notice will be provided to the student via regular U.S. Mail, College e-mail or personal delivery. The notice shall include the following:
   a. The date, time and location of the Student Conference
   b. Website link to the Code
   c. A summary of the complaint and violation(s)
2. The Student Conference allows the student to meet with the Student Life Coordinator to respond to the complaint.
3. If the student does not appear for the Student Conference, the Dean of Student Affairs or his/her designee may proceed to make a decision based on the information gathered during the fact-finding.
4. Following the Student Conference, the Dean of Student Affairs or designee will decide whether the student violated the Code.
5. If the Dean of Student Affairs determines that the student violated the Code, he or she will schedule a Student Hearing.

**COMPOSITION OF THE STUDENT CONDUCT HEARING PANEL**

A Student Conduct Hearing Panel shall consist of two (2) faculty or two (2) staff members, two (2) students. All members of the Panel are selected annually by the Vice President of Academic and Student Affairs. A sufficient number of persons shall be selected so that a panel may be established promptly to consider a complaint. One member of the Panel will be designated by the Vice President of Academic and Student Affairs to serve as the chairperson. A simple majority of the members of the Hearing Panel shall constitute a quorum.

**STUDENT CONDUCT PANEL HEARING PROCESS**

1. The Panel Chair will schedule a date and time for the hearing, taking into consideration the class schedule of the accused student and the availability of the Hearing Panel members. If possible, the hearing should take place within thirty (30) calendar days following the referral of the complaint to the Dean of Student Affairs.
2. The student will be provided a written notice sent via U.S. mail, College e-mail or personal delivery which included the following:
   - The date, time and location of the hearing
   - Copy of the Code or an internet link to the Code
   - Summary of the complaint and violation(s)
This notice shall be provided at least seven (7) business days prior to the hearing.
3. For a hearing to take place, a minimum of one (1) student, one (1) faculty or (1) staff member, and the Chairperson of the Student Conduct Hearing Panel must be present.
4. All hearings will be conducted at the Gateway Building unless the Dean of Student Affairs determines otherwise.
5. The Student Life Coordinator will arrange for the presentation of information at the hearing including any prior determinations of violations of the Code by the student. The Hearing Panel members and the student will be permitted to inspect all documents and other information.
6. All records are maintained by the Student Life Office.
7. If the student does not appear for the hearing, the Student Conduct Panel may receive a verbal summary of the complaint and violations from the Dean of Student Affairs. The Student Conduct Hearing panel may proceed to make a decision based on the information presented during the hearing.
8. At the conclusion of the hearing the Student Conduct Hearing Panel will decide, by majority vote, outside the presence of the student and any non-members, whether the student violated the Code. The decision will be based on a preponderance of the evidence.

9. If the Student Conduct Hearing Panel determines that the student violated the Code, it will recommend a sanction up to and including dismissal.

10. The decision of the Student Conduct Hearing Panel will be put in writing and be provided to the student via regular U.S. Mail, College e-mail, or personal delivery. With a copy to the Vice President of Academic and Student Affairs. The decision will be considered to be delivered one day after it is placed in the regular U.S. mail to the student’s last known address on file with the College, a read receipt is received from the e-mail, or when it is personally delivered to the student.

**DISCIPLINARY SANCTIONS**
The 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 extracurricular College activities for a period not to exceed 1 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 separation 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 SUSPENSION OR DISMISSAL**
The Vice President of Academic and Student Affairs or his/her representative shall have the authority and responsibility to assure the well-being of the College community and to ensure the College’s ability to carry out its mission. To provide for this environment, any act or threat which, in the opinion of the Vice President of Academic and Student Affairs endangers any individual, or which results in terrorizing any member of the College community or guest may warrant immediate suspension or dismissal. Similarly, any act which may result in the disruption of College activities or inciting others to disrupt College activities or interference with the right of any member of the College from performing assigned duties or attending class may also warrant immediate suspension or dismissal. A suspension shall remain in effect until the Vice President of Academic and Student Affairs determines that the presence of the accused does not pose a threat to any member of the College community.

**CODE OF STUDENT CONDUCT APPEAL PROCESS**
The following process applies if the student wants to appeal the decision made following the Student Conduct Hearing:

1. The student must deliver a written letter of appeal to the Vice President of Academic and Student Affairs. The letter of the appeal must set forth why the student believes the decision or sanction should be overturned or modified, based on one or more of the grounds set forth below. The letter of appeal must be postmarked, e-mailed or hand delivered within ten (10) business days after the decision of the Student Conduct Hearing Panel was delivered to the student.
2. Appeals are limited to the following grounds:
   a. Whether there was a procedural error that resulted in material or prejudice to the party filing the appeal. Deviations from the designated procedures in the Code will not be a basis for sustaining an appeal unless material harm or prejudice results.
   b. Whether the sanction is grossly disproportionate for the conduct violation, considering the relevant aggravating and/or mitigating factors.
   c. Whether the discovery of substantial new information not available at the time of the Student Conduct Hearing that, upon consideration by the hearing body or administrator, would have reasonably affected the results of the hearing.

3. The Vice President of Academic and Student Affairs will review all materials submitted by the student and the College file on the matter. He or she may, but is not required to 1) review the recording of the Hearing Panel; 2) interview the student and/or other persons who may have information relevant to the appeal.

4. If the student submitted substantial new information not available at the time of the Student Conduct Hearing, the Dean of Student Affairs will receive a copy of the new information and may present a response or additional information related to the student’s information. The student will receive a copy of or be present for the presentation of any such new information or response from the Dean of Student Affairs.

5. The Vice President of Academic and Student Affairs will determine whether the decision of the Student Conduct Hearing Panel will be upheld, whether there should be a reduced sanction, or whether the case should be remanded to the Dean of Student Affairs or Hearing Panel for an additional conference or hearing. The Vice President of Academic and Student Affairs will issue the decision within ten (10) business days of the date of the receipt of the students appeal letter if possible.

6. The decision of the Vice President of Academic and Student Affairs will be put in writing and a copy will be provided to the student via regular U. S. mail, College e-mail, or personal delivery.

7. The decision of the Vice President of Academic and Student Affairs (or designee) shall be final.

8. At the conclusion of the appeal process, all records of the proceedings will be returned to the Dean of Student Affairs and Coordinator of Student Life for retention in accordance with College policy.