

Hudson County Community College

2017 – 2018 Student Handbook

Published by the Division of Student and Educational Services



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**Welcome from the Senior Vice President
for North Hudson Campus & Student and
Educational Services**



I am delighted to welcome you to Hudson County Community College! This handbook was created to provide you with valuable information about the people, programs, and services which support the academic, personal and professional development of all HCCC students. This handbook also introduces you to, or reminds you of, our College community standards. Hudson County is a special place – the diversity of cultures, ethnicities and

traditions of the county are reflected at our College, making the HCCC experience a rich and rewarding one. From enrollment to graduation, *and everything in between*, Student Affairs will be there to support you in your academic endeavors. Take advantage of all of the support services the college has to offer you. Get involved in co-curricular activities – it will make your experience here much more enjoyable and memorable. Finally, let us know how you and we are doing. Take a minute to give us your observations on HCCC and our services and activities.

Your comments and evaluations, provided through email, by telephone, or in person will help us help HCCC become even better for you!

I wish you much success this academic year!

Yours truly,

Paula P. Pando

Paula P. Pando, Ed.D.
Senior Vice President for North Hudson Campus & Student
and Educational Services

About the College

MISSION STATEMENT:

The mission of Hudson County Community College is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered.

Vision Statement:

We continually aspire to make Hudson County Community College such an excellent and innovative urban college that it can be a first-choice option for the students and communities it serves.

Values Statement:

To fulfill the mission and vision of Hudson County Community College, we commit ourselves to these values:

- student success;
- academic excellence and learning support services;
- integrity, ethical behavior, and respect for others;
- celebration of our commonalities and respect for our differences;
- championship of innovation;
- inquiry and data-informed decision making;
- high quality and affordable educational opportunities; and
- responsible stewardship of the resources entrusted to us.



WHAT DOES HUDSON COUNTY COMMUNITY COLLEGE OFFER?

Associate Degree and Certificate Programs

ASSOCIATE IN ARTS (A.A.)

The Associate in Arts degree is awarded to students who successfully complete programs, which emphasize the liberal arts, humanities, fine and/or performing arts, or other subjects, which prepare students for transfer, usually to Bachelor of Arts programs.

ASSOCIATE IN SCIENCE (A.S.)

The Associate in Science degree is awarded to students who successfully complete programs, which emphasize mathematics, the biological sciences, physical sciences, computer sciences or engineering sciences. An A.S. program prepares students for transfer to senior institutions or training in entry-level positions.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

The Associate in Applied Science degree is awarded to students who successfully complete programs, which emphasize preparation in the applied arts and sciences for careers, typically at the technical or paraprofessional level.

ASSOCIATE IN FINE ARTS (A.F.A.)

The Associate in Fine Arts is awarded to students who successfully complete the programs, which emphasize foundations of studio art. Courses introduce and develop an understanding of visual design principles, art history, art theory and contemporary art, which form a foundation for transfer to Bachelor of Arts and Bachelor of Fine Arts programs at senior institutions. Students develop a portfolio of work integral to the transfer process. The program also prepares students for training in entry-level positions.

ACADEMIC CERTIFICATE

The certificate (required 30 credits or more) is awarded to students who complete an approved course sequence, which emphasizes preparation for a career or enhancement of qualifications, usually at the technical or paraprofessional level.

PROFICIENCY CERTIFICATE / CERTIFICATE OF ACHIEVEMENT

The Proficiency Certificate or Certificate of Achievement (requiring 10-15 credits) is a short-term program intended to enhance employment opportunities through a carefully structured short-term course sequence in a specialized field.

LEADERSHIP & GOVERNANCE

Board of Trustees

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Paula P. Pando, Ed.D., *Senior Vice President for North Hudson Campus & Student and Educational Services*
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College Community Standards

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Hudson County Community College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to the individuals by the constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be tolerated.

Within the framework of this commitment, the College grants certain rights to and requires certain responsibilities from each student in the educational community. The statement of rights and responsibilities insures that all students may pursue their educational goals in an environment free from unreasonable constraints. The review and judicial process that supports this statement of rights and responsibilities protects the students' due process.

- The rights listed in this document shall not be construed to deny or lessen other fundamental constitutional guarantees.
- All students shall enjoy the same basic rights and shall be bound by the same responsibility to respect the rights of others.
- Among these basic rights are: freedom of speech; freedom of the press; freedom of assembly; freedom of association; freedom of religion; freedom of political beliefs; freedom from personal force, violence and personal abuse; freedom from unreasonable searches and seizures.
- Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the power to maintain order within the College and to exclude those who are disruptive of the educational process.

PROHIBITED CONDUCT

1. Engaging in any abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals which has the effect of creating a hostile

- environment, disrupts the educational process, or impedes the right or privileges of other members of the College community
2. Demeaning the race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of an individual or individuals
 3. Obstruction or disruption of teaching, learning, research, administration, discipline procedures or other College authorized event
 4. Directly threatening, verbally assaulting or harassing an employee (administrator, faculty, staff), student, or guest(s) of the College
 5. Failing to comply with directives from a College official (e.g., asked to leave a classroom, vacate an area, produce an I.D. card, etc.)
 6. Engaging in any form of gambling while on College premises or at functions sponsored by the College
 7. Inappropriate language, disorderly conduct or lewd, indecent, obscene conduct or expression on campus
 8. Acts of **dishonesty**, including but not limited to the following:
 - a) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - b) Alteration of College records, documents, or identification instruments or the use of the same with the intent to defraud.
 - c) Furnishing false information to any College official, faculty member or office.
 - d) Tampering with the election of any College recognized student organization.
 9. Setting a fire on the campus or campus-related premises without proper authority. Inappropriate use of any combustible, chemical, or flammable substance, which may present a fire hazard, annoyance, threat, or danger to property or person and/or persons on College premises.
 10. Theft, larceny, embezzlement, fraud, or the temporary taking of the property of another or possession of stolen goods without permission.
 11. Theft, sale, and/or possession of stolen books
 12. The intentional making of a false report of a bomb, fire or other emergency in any building, structure, or facility on College premises or College-related premises by means of activating a fire alarm or in any other manner

13. Physical assault, rape or sexual harassment of an employee (administrator, faculty, staff), student, or guest(s) of the College
14. Vandalism, malicious destruction, damage, defacing, or misuse of College, public or private property, including library materials and all computers/equipment
15. Unauthorized occupation, unauthorized entry or unauthorized use of any College facility or College-related facilities or premises
16. Participation in a demonstration, riot or activity that disrupts the normal operations of the College and infringes on the rights of other members of the College community leading or inciting others to disrupt scheduled and/or normal activities within any College building or area.
17. Unauthorized use or possession on the campus of any firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials
18. Violation of the College's smoking policy
19. Use, possession, manufacturing or distribution of any illegal drugs, controlled substances, narcotics or alcoholic beverages or being under the influence of the same.
20. Abuse of the disciplinary process, including but not limited to:
 - a) Failure to obey the summons of the Judicial Board or College official.
 - b) Falsification, distortion, or misrepresentation of information before the Judicial Board.
 - c) Disruption or interference with the orderly conduct of a judicial proceeding.
 - d) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - e) Attempting to influence the impartiality of a member of the Judicial Board prior to, and/or during the course of, a judicial proceeding.
 - f) Harassment (verbal or physical) and/or intimidation of a member of the Judicial Board prior to, during, and/or after a judicial proceeding.
 - g) Failure to comply with the sanction(s) imposed under the Student Conduct Code.
 - h) Influencing or attempting to influence another person to commit an abuse of the judicial system.
 - i) Any other violation of existing local, state or federal law.

The College reserves the right to amend and expand the list of infractions. The College reserves the right to act immediately and to address disciplinary matters through the office of the Senior Vice President for North Hudson Campus & Student and Educational Services.

ANTI-BULLYING POLICY

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Hudson County Community College defines “bullying” as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior immediately should report such conduct to the Office of Student Services, faculty, staff or Security personnel. Complaints of bullying will be investigated promptly and in as impartial and confidential a manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution’s current policies.

The College has a zero tolerance for any forms of cyber-stalking, cyber-bullying or cyber sexual harassment.

STUDENT E-MAIL POLICY

A. Purpose of the Policy

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Hudson County Community College. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within HCCC.

B. Scope

This student e-mail policy provides guidelines regarding the following aspects of e-mail as an official means of communication:

- College use of e-mail;
- Assignment of student e-mail addresses;
- Student use of and responsibilities associated with assigned e-mail addresses; and
- Expectations of e-mail communication between faculty and student and staff and student.

C. Policy

1. College use of e-mail

E-mail is an official means for communication within HCCC. Therefore, the College has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

2. Assignment of student e-mail addresses

Information Technology Services (ITS) will assign all students an official College e-mail address. It is to this official address that the College will send e-mail communications; this official address will be the address listed in the College's Enterprise Directory for that student.

3. Redirecting of e-mail

A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at his or her own risk. The College will not be responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her official College e-mail address.

4. Expectations regarding student use of e-mail

Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with College communications. The campus recommends checking e-mail once a day at a minimum; in recognition, that certain communications may be time-critical.

5. Educational uses of e-mail

Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official e-mail addresses are being accessed and faculty may use e-mail for their courses accordingly.

6. Inappropriate use of student e-mail

Electronic communications whose meaning, transmission or distribution is illegal, unethical, fraudulent, defamatory,

harassing or irresponsible are prohibited. Electronic communications should not contain anything that could not be posted on a bulletin board, seen by unintended viewers or appear in a College publication. Material that may be considered inappropriate, offensive or disrespectful to others should not be sent or received as electronic communications using College facilities.

Actions considered violations of this e-mail policy are as follows:

- Sending unauthorized bulk e-mail messages ("junk mail" or "spam").
- Using e-mail for harassment, whether through language, frequency, content, or size of messages.
- Forwarding or otherwise propagating chain letters and pyramid schemes, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail, such as "mail-bombing," or flooding a user site with very large or numerous pieces of email.
- Forging of sender information other than accountname@hccc.edu or other pre-approved header address.
- Sending e-mail for commercial purposes or personal financial gain.

D. Procedures

The Office of the Senior Vice President for North Hudson Campus & Student and Educational Services will review this policy as needed. Students with questions or comments about this policy should contact this office. The College has the right to remove access to accounts found in violation of this policy.

HUDSON COUNTY COMMUNITY COLLEGE SEXUAL MISCONDUCT POLICY AND PROCEDURES

Hudson County Community College (HCCC) seeks to foster a safe and healthy environment built on mutual respect and trust. At the foundation of the College's mission is the recognition of the equal and inviolable dignity and worth of every person. Sexual Misconduct of any kind is a serious violation of these principles and will not be tolerated in any form.

Sexual Misconduct includes Sexual Exploitation, Sex-Based Harassment, Sexual Assault, Stalking, and Relationship Violence of a sexual nature. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or opposite sex.

Sexual Harassment, including sexual violence, is a form of sex discrimination. Any member of the College community who encourages, aides, assists or participates in any act of Sexual Misconduct against another is in violation of the College disciplinary policies and Title IX.

Violence that is not of a sexual nature is also incompatible with the College's mission and a violation of College policies. Policies and procedures governing incidents of violence that are not of a sexual nature are covered separately.

REPORTING SEXUAL MISCONDUCT

Any member of the College community, who encourages, aides, assists or participates in any act of Sex Discrimination or Sexual Misconduct against another is in violation of the College's conduct policies. All members of the College community and visitors are required to report incidents of Sexual Misconduct to the appropriate Title IX Coordinator or Deputy Coordinator.

Every member of the faculty, administration and staff is obligated by law under Title IX to immediately report to the Title IX Coordinator or the appropriate Deputy Coordinator incidents of or perceived incidents of Sexual Misconduct involving any member of the campus community or third party upon learning of the incident. Even if the alleged victim requests confidentiality of the incident, the employee has a legal and moral obligation to report.

Title IX Coordinators will make every effort to maintain the confidentiality of all parties involved during investigations into alleged Sexual Misconduct. There may be some incidences when confidentiality may not be possible if the safety and security of the accuser or other members of the College community are at risk.

All incidents or perceived incidents of Sexual Misconduct where the accused is an Administrative, Faculty or Staff employee or third party, are to be reported to the College's Title IX Coordinator:

Vivien Ray
Chief Human Resources Officer
81 Sip Avenue
Jersey City NJ 07306
(201) 360-4073

All incidents or perceived incidents of Sexual Misconduct where the accused is a student at the Jersey City campus are to be reported to the Deputy Title IX Coordinator for Students:

Michael Reimer/David D. Clark
Dean/Assistant Dean of Student Services
70 Sip Avenue
Jersey City NJ 07306
(201) 360-4158

All incidents or perceived incidents of Sexual Misconduct where the accused is a student at the North Hudson campus are to be reported to the Deputy Title IX Coordinator for Students:

Yeurys Pujols
Executive Director, North Hudson Campus
4800 Kennedy Boulevard
Union City, NJ
(201) 360-4628

In the event that the incident, policy, or procedure about which a student, employee, faculty member or third party seeks to file a report or complaint creates the appearance of a conflict of interest with any one of the members of the Title IX compliance team, complainants may contact any other member of the team, including the Title IX Coordinator or any Deputy Title IX Coordinator, directly.

HCCC is firmly committed to providing immediate care and support to all accusers. The College will take action to address any and all Sexual Misconduct, prevent its reoccurrence, and address its effects. In accordance with the Federal Campus Sexual Assault Victims' Bill of Rights, the College will ensure that:

- Survivors will be notified of their options to notify law enforcement.
- The accuser and accused will have the same opportunity to have an advisor (e.g., union representative) present during a hearing or other disciplinary proceeding.
- Both the accused and the accuser will be notified of the outcome of a disciplinary proceeding.
- Survivors will be notified of counseling services.
- Survivors will be notified of options for changing academic arrangements.

HCCC will provide counseling to accusers who seek criminal prosecution under New Jersey State Penal Law. Any student charged with such an offense may be prosecuted under New Jersey State

criminal statutes. Any student charged with such an offense may be subject to action under the HCCC's Student Conduct process, which acts independently of any legal proceedings.

Any faculty, administrative, staff employee or third party charged with such an offense may be prosecuted under New Jersey State criminal statutes. Any faculty, administrative, or staff employee charged with such an offense will be subject to the rules and procedures outlined in the Sexual Misconduct Policy and/or provisions of the Employee Handbook or Faculty Handbook, irrespective of collective bargaining agreements, which apply independently of any legal proceedings.

The College is required to report instances of alleged sexual misconduct to criminal authorities without the express consent of the victim, and where a legal obligation mandates such reporting (e.g., if there is suspected assault and/or abuse or neglect of a minor).

Taking into account the wishes of the accuser, the College will pursue disciplinary action in cases of Sexual Misconduct. Sanctions imposed on students for violations of the College's Sexual Misconduct Policy may include, but are not limited to, suspension or expulsion from the College. Sanctions imposed on faculty, administrative or staff employees for violations of the College's Sexual Misconduct Policy include, but are not limited to, suspension or dismissal from the College. The College's disciplinary processes act independently of any legal proceedings and may include adjudication as described in the respective collective bargaining agreement if appropriate.

DEFINITIONS:

Sexual Assault: Any actual or attempted sexual contact with another person without that person's consent (See Consent defined below). Sexual assault includes anal, oral or vaginal penetration, however slight, or any sexual contact by a person upon another person without effective consent. (See Consent defined below). Sexual penetration includes, but is not limited to vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth-to-genital or genital-to-mouth contact.

Sexual Exploitation: Occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, sexual misconduct, or sexual harassment. Examples of sexual exploitation include but are not limited to making public sexual activity with another person without that other person's consent; prostituting another person; nonconsensual video or audio recording of sexual activity; going beyond the boundaries of

consent (such as letting someone hide in the closet to watch you having consensual sex); viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent; and/or knowingly transmitting HIV or an STI (Sexually Transmitted Infection) to another member of the campus community.

Sex-Based Harassment: Includes sexual harassment and gender-based harassment.

Sexual Harassment: Includes unwelcomed conduct of a sexual nature, requests for sexual favors, and other gender-based verbal or physical conduct that is severe, persistent or pervasive enough to unreasonably interfere with an individual's educational experience or living conditions. Sexual harassment also occurs when submission to or rejection of such conduct denies or limits someone's ability to participate in or benefit from any college educational program or activity; or by creating an intimidating, hostile or offensive environment for another person.

Gender-Based Harassment: Includes unwelcomed conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

Hostile Environment: A "hostile environment" exists when sex-based harassment is sufficiently serious to deny or limit the person's ability to participate in or benefit from the College's programs or activities.

A hostile environment can be created by anyone involved in a College's program or activity (e.g., administrators, faculty members, students, and campus visitors).

In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the person who was harassed. However, the College will also need to find that a reasonable person in the person's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for any member of the College community, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment.

Including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected a student's education, an employee's employment and/or a visitor's purpose on campus.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Relationship Abuse: Relationship abuse is sometimes referred to as Intimate-Partner Violence, Domestic Violence or Dating Violence. Relationship Abuse refers to coercive behavior that serves to exercise control and power in an intimate relationship. The coercive and abusive behavior can be physical, sexual, psychological, verbal and/or emotional. Relationship abuse can occur between current or former intimate partners who have dated, lived together, currently reside together, or who otherwise are connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships. Relationship abuse can be a single event or a pattern of abuse. Examples of relationship abuse include, but are not limited to: attempting to cause or causing bodily injury by hitting, slapping, punching, hair-pulling, kicking, sexual assault and/or other forms of unwanted physical contact that cause harm; knowingly restricting the movements of another person; isolating or confining a person for a period of time; controlling or monitoring behavior; being verbally and/or emotionally abusive; and exhibiting extreme possessiveness or jealousy.

Stalking: Any pattern of conduct that has the purpose or effect of producing fear and/or creating an intimidating, hostile or offensive environment. A "pattern of conduct" is defined as two or more times and constitutes a repeated attempt to initiate unwanted, inappropriate and/or threatening interactions with a particular person or group. Examples of stalking behavior include, but are not limited to unwelcome communication that can be face-to-face, phone, text messages, email, voice messages, written messages, gifts, etc. Pursuing and/or following another person or group; surveillance; trespassing; gaining unauthorized access to personal, medical, financial or any other identifying pieces of information without explicit permission; and accessing email, phone or other forms of personal communication in order to follow or monitor another's activity.

Cyberstalking is a non-physical form of stalking and is a violation of this policy. Therefore, using electronic media such as the

internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the Sexual Misconduct Policy.

Consent: With all cases of a sexual nature, consent is granted only when a person freely, actively, and knowingly agrees at the time to participate in a particular sexual act with another person. Consent exists when mutually understandable words and/or actions demonstrate a willingness to participate in a mutually agreed upon activity at every stage of that sexual activity. Either party can verbally or non-verbally withdraw consent at any stage. Consent cannot be assumed from partner silence, manner of dress, or be based on a previous or ongoing sexual relationship.

Incapacity: A person is considered incapable of giving consent if he or she is:

- Under the age of consent, which is 16 in New Jersey state
- Asleep, unconscious, and/or losing and regaining consciousness
- Under threat of physical force or coercion, intimidation, or duress
- Mentally or physically incapacitated, for example by medication, alcohol and/or other drugs. Evidence of physical or mental incapacity will be determined by assessing context clues such as:
 - ▲ A witness or the accused may know how much the other party has consumed
 - ▲ Slurred speech
 - ▲ Bloodshot eyes
 - ▲ The smell of alcohol on the breath
 - ▲ Shaky equilibrium
 - ▲ Vomiting
 - ▲ Outrageous or unusual behavior

Lack of protest does not imply consent. Under no circumstance does a current or previous dating relationship constitute consent.

INVESTIGATIVE AND DISCIPLINARY PROCEDURES INITIAL MEETING

Alleged violations of the College's Sexual Misconduct Policy are to be reported to one of the Title IX Coordinators. These individuals will provide an understanding of this policy and identify forms of support or immediate interventions available to the accuser, including referrals to appropriate law enforcement agencies, referrals for medical

treatment, the College's Counseling Center and other on and off campus resources. A student, faculty member or employee who reports to the College that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of their rights or options.

When possible, the initial meeting may include a discussion of any accommodations that may be appropriate for the accuser's academic schedule, and/or College employment arrangements. If such a discussion is not possible or appropriate during the initial meeting, it will follow as soon thereafter as is possible and appropriate. Available accommodations will be provided to the victim regardless of whether he or she chooses to report the crime to campus police or local law enforcement. Please note, that the College is required by New Jersey State law to report alleged incidents of sexual assault to the appropriate law enforcement agency.

At the initial meeting or as soon thereafter as is possible and appropriate, the accuser will be asked to decide how he/she wants to proceed. The options include pursuing the complaint within the College and/or with local law enforcement or requesting the complaint remain confidential. The appropriate adjudication/grievance process will be implemented, as applicable.

INTERIM MEASURES

In all cases of alleged Sexual Misconduct, regardless of how the accuser wishes to proceed, HCCC will undertake a prompt, fair, and impartial investigation conducted by officials who receive annual training on issues related to sexual misconduct. At the same time, HCCC will take immediate and effective action to support and protect the accuser pending the final outcome of the investigation and hearing, taking into account the desire of the accuser to maintain confidentiality, as applicable. Accordingly, HCCC may impose a no contact order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing.

The College also may take any further protective action if deemed appropriate concerning the interaction of the parties including providing escorts for the accuser to and from HCCC locations, directing appropriate College officials to alter the students' academic schedules, provide a Leave of Absence, and/or alter College employment arrangements.

Title IX requires that when taking such steps to separate the accuser and the accused, HCCC should minimize the burden on the accuser and thus should not, as a matter of course, remove the accuser from his/her classes, or employment while allowing the accused to remain. HCCC will consider how such changes will impact the accused.

Violation(s) of HCCC's directives regarding the protective actions may lead to additional disciplinary proceedings as outlined in the Student Handbook for students, the Employee Manual for all administrative and staff employees, the Faculty Handbook for faculty and, if applicable, the collective bargaining agreement.

ACCUSER REQUESTS CONFIDENTIALITY

If the accuser requests confidentiality, under Title IX, HCCC is still required to investigate and take reasonable action in response to the accuser's request. The accuser should be informed that in such situations that HCCC's ability to take action is likely to be limited. Alleged sexual assault incidences must be reported to the appropriate law enforcement agency whether or not the accuser participates in an investigation.

In such cases, Title IX requires the College to evaluate the accuser's request(s) that the complaint not be adjudicated or remain confidential due to the HCCC's legal and moral obligation to provide a reasonably safe and non-discriminatory environment for all students, faculty, administrative and staff employees. In order to make such an evaluation, HCCC may conduct a preliminary investigation into the alleged Sexual Misconduct and will weigh the accuser's request(s) for confidentiality against the following factors: the seriousness of the alleged Sexual Misconduct, whether there have been other complaints of Sexual Misconduct against the same individual, and the accused's rights to receive information about the allegations if the accused is a student and HCCC maintains such information as an educational record under the Family Education Rights and Privacy Act ([FERPA](#)). An accuser's collective bargaining unit will not be consulted if the accuser requests confidentiality without the accuser's express permission.

The College will inform the accuser if HCCC cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused because the accuser insists on confidentiality or that the complaint not be adjudicated, Title IX requires the College to take prompt and effective action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence. The College reserves the authority to issue a no-contact order and other measures as indicated in this policy.

The Title IX Coordinator, charged with coordinating investigative and disciplinary procedures, will disclose confidential information regarding instances of sexual misconduct only on a need to-know basis. Notwithstanding the HCCC's respect for the accuser's confidentiality, the College will disclose information relating to instances of Sexual Misconduct to appropriate legal authorities where it has a legal obligation to do so.

ACCUSER REQUESTS INFORMAL RESOLUTION

An accuser, who wishes to file an official complaint within the College, but who does not wish to pursue the formal student or faculty, administrative or staff employee conduct process, may request a less formal proceeding, known as Informal Resolution. Informal Resolution is an adjudicative process; it is not mediation.

Informal Resolution provides an opportunity for the accuser to confront the accused in the presence of and facilitated by a Title IX Coordinator, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident and his or her wishes and expectations regarding protection in the future. The accused will have an opportunity to respond.

Both the accuser and the accused may each choose an advisor to accompany them throughout the Informal Resolution process. The advisor may advise the accuser or accused during the Informal Resolution. However, in accordance with applicable Title XI, Clery and VAWA provisions, the advisor may not address the Title Coordinator during the course of the proceedings, question witnesses or participate directly in the Informal Resolution proceedings. When a student is the accuser, the Deputy Coordinator for Students may elect to be assisted by a member of the Sexual Misconduct Hearing Board or a member of the Dean of Student Services staff.

Informal Resolution cannot result in the formal sanctions of suspension or expulsion from the College or the termination of employment of the accused. Informal Resolution may result in imposing protective actions agreed upon by the parties. Without such agreement, the Title IX Coordinator may impose protective actions based on information derived from the proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution. These procedures are in accordance with applicable Title IX, Clery and VAWA provisions effective July 1, 2015.

The accuser may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate the formal HCCC conduct process instead. In such cases, statements or

disclosures made by the parties in the course of the Informal Resolution may be used as evidence in the formal HCCC conduct process. However, the Title IX Coordinator may consider such statements and impose protective actions as deemed necessary until all formal College conduct procedures are completed including the Appeals Process.

In order to promote honest and direct communication, information disclosed during Informal Resolution will remain confidential while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of HCCC. The investigation and Informal Resolution should conclude within sixty (60) days.

ACCUSER REQUESTS COLLEGE ADJUDICATION

If the accuser decides to proceed with the College adjudication, the College will proceed with a full investigation.

ACCUSED AS AN ADMINISTRATOR, FACULTY OR STAFF MEMBER IN COLLEGE ADJUDICATION

In cases where the accused is an administrator, faculty, or staff member, the Sexual Misconduct Policy, the Employee Handbook, Faculty Handbook and if applicable, collective bargaining unit shall govern how the case is investigated and adjudicated. Following the investigation and hearing (if applicable), the Chief Human Resources Officer will issue a document to the accused and the accuser indicating the results of the proceeding. Results will include a finding of *in violation* or *not in violation* of Sexual Misconduct for the accused, the sanctions imposed, if any, and an explanation of the rationale for its determination.

ACCUSED AS A STUDENT IN COLLEGE ADJUDICATION

In cases where the accused is a student, the Sexual Misconduct Policy and the Student Handbook shall govern how the case is investigated and adjudicated. Following the investigation and hearing (if applicable), the Assistant Dean of Student Services (if the accused is a Jersey City campus student) or the Executive Director for the North Hudson Campus (if the accused is a North Hudson Campus student) will issue a document to the accused and the accuser indicating the results of the proceeding. Results will include a finding of in violation or not in violation of Sexual Misconduct for the accused, the sanctions imposed, if any, and an explanation of the rationale for its determination.

RETALIATION

HCCC strictly prohibits retaliation against any person who in good faith brings forth a Sexual Misconduct Policy violation in addition to retaliation against any person because of his or her good faith involvement in an investigation or hearing as part of the complaint process. Encouraging others to retaliate also violates this policy.

Retaliation is any materially adverse action, or threat thereof, against an individual because of the individual's good faith report or complaint of a potential policy violation or his/her good faith participation in an investigation or hearing. Retaliatory acts may include, but are not limited to: adverse changes in employment status or opportunities; adverse academic action; adverse changes to academic, educational and extra-curricular opportunities; harassment; intimidation; acts or comments intended to embarrass the individual; and seeking out or attempting to discover the parties and witnesses involved in a report or complaint process for the purpose of influencing their participation or testimony or taking adverse action against them.

Retaliatory conduct by community members and third parties are prohibited regardless of whether such conduct occurs on or off campus, in person, or through social media, e-mail, or other form of communication. Retaliatory conduct may lead to additional disciplinary proceedings as outlined in the Student, Faculty and Employee Handbooks and applicable collective bargaining agreements. **Anyone who feels they have been retaliated against should report the retaliation to the Title IX Coordinator.**

SEXUAL MISCONDUCT AND RELATIONSHIP ABUSE EDUCATION

HCCC provides Sexual Misconduct and Relationship Abuse primary prevention programs, ongoing prevention and awareness campaigns, and risk-reduction programs to the campus community, and educates about relevant resources.

Through annual training, the College encourages students, faculty, administrative and staff employees to learn about sexual misconduct. The Chief Human Resources Officer, Dean/Assistant Dean of Student Services and Executive Director for the North Hudson Campus are valuable resources for students, faculty, administrative and staff employees who have experienced Sexual Violence or who are interested in learning more about how Sexual Violence affects their campus and the society in which they live.

BYSTANDER INTERVENTION INFORMATION

If someone suspects that another individual may be in a high-risk situation to become a victim of any form of Sexual Misconduct, it is important to decide as a bystander whether there is a safe and reasonable way to intervene effectively.

There is no legal obligation in New Jersey State for a bystander of a potentially violent situation or crime to intervene or act. Bystanders are encouraged to act if there are safe and reasonable ways to intervene and/or discourage people from being uncivil towards each other in an effort to foster a safer environment for everyone.

BYSTANDER TIPS:

- Remind others that “consent” is the difference between sex and sexual assault and that someone can be too intoxicated, or otherwise physically or mentally incapacitated to consent.
- Take the initiative to help others who are not thinking clearly from becoming targets of violence (or) take steps to stop a friend who chooses to use violence.
- Prevent an intoxicated person from going to a private location with a stranger or an acquaintance.
- Do not leave anyone, whether a friend of an acquaintance, alone at a party or a bar.
- Ask anyone, whether an acquaintance or stranger, who is attempting to engage in Sexual Misconduct to stop and leave the location.
- Recognize dating or domestic partners who cause fear or physical pain to their partner and voice your concerns where appropriate; one suggestion is referring the student to the appropriate counselors and a faculty, administrative or staff to Human Resources.
- Contact Campus Security, Human Resources, Dean/Assistant Dean of Student Services, and Executive Director of the North Hudson Campus or another person of authority who can assist.

For information or questions about Bystander Intervention contact:

- Office of Human Resources: (201) 360-4073
- Dean/Assistant Dean of Student Services: (201) 360-4189
- Executive Director North Hudson Campus: (201) 360-4628
- Safety & Security Department (Journal Square Campus): (201) 360-4080
- Safety & Security Department (North Hudson Campus): (201) 360-4777
- Counseling Center: (201) 360-4155

WHAT YOU CAN DO IF YOU HAVE EXPERIENCED SEXUAL ASSAULT?

Hudson County Community College is committed to providing confidential, nonjudgmental and appropriate support services for all sexual assault survivors, regardless of gender, ethnicity, race, sexual orientation, age, ability, immigration status or whether or not they are reluctant to report the crime. It is important to understand that you are not at fault for the assault in any way. No one ever deserves to be assaulted and persons who commit sexual assault do so out of a need to control, dominate, abuse and humiliate.

GET TO A SAFE PLACE IMMEDIATELY

You need to find a place where you feel comfortable and safe from harm. This could be your home, a hospital, the police station, a friend's room or your home. If you are on campus and need assistance, you can call Security at (201) 360-4080 (Jersey City) or (201) 360-4777 (North Hudson). If you are off campus, you can call 911.

SEEK MEDICAL ATTENTION AS SOON AS POSSIBLE

Even if you do not want to report the sexual assault to the police, or if it has been a while since the assault, you may still benefit from medical attention. Evidence collection may be possible through a "rape kit" if you have been sexually assaulted in the past 96 hours/4 days. The hospitals listed in this policy have Sexual Assault Nurse Examiner (SANE) programs, which utilize specially trained nurses to collect evidence and administer care. In addition to collecting evidence, health concerns such as sexually transmitted infections (STI), pregnancy, and treatment of injuries will be addressed. It is important to have the evidence collected because, although you may not want to pursue criminal action immediately, you may change your mind in the future.

If you want evidence to be collected at the hospital, do not shower, bathe, douche, wash your hands, brush your teeth, or comb your hair. Even though you may desperately want to clean yourself, you may destroy important evidence if you do so. If you have done any of the things mentioned, it is ok, it may still be possible to find evidence. You are encouraged to bring a change of clothing if you choose to have medical personnel collect evidence.

REPORT THE INCIDENT

The College encourages victims to report all cases of Sexual Misconduct. Reporting an incident to the College is different from legal prosecution. You are not obligated after reporting an incident to cooperate in a criminal investigation; however, the College is obligated to report the incident to appropriate law enforcement agencies.

To report an assault, contact any one of the following Offices:

- Office of Human Resources: (201) 360-4073
- Dean/Assistant Dean of Student Services: (201) 360-4189
- Executive Director North Hudson Campus: (201) 360-4628
- Safety & Security Department (Journal Square Campus): (201) 360-4080
- Safety & Security Department (North Hudson Campus): (201) 360-4777
- Counseling Center: (201) 360-4155

A staff member will meet with you to provide support and immediate interventions, which may include:

- Referrals to appropriate law enforcement agencies.
- Referrals for medical treatment and/or counseling at the Counseling Center, and/ other on and off campus resources.
- Alternative accommodations for College housing, employment arrangements or academics.

ON – CAMPUS RESOURCES

- **Office of Student Services**
70 Sip Avenue
Jersey City, NJ
(201) 360-4158
- **Executive Director North Hudson Campus**
4800 Kennedy Blvd.
Union City NJ
(201) 360-4628
- **Office of Human Resources**
81 Sip Avenue
Jersey City NJ
(201) 360-4073
- **Security and Safety Coordinator - JSQ**
25 Pathside
Jersey City NJ
(201) 360-4080
- **Security and Safety Coordinator – NHC**
4800 Kennedy Blvd.
Union City NJ
(201) 360-4777

OFF – CAMPUS RESOURCES

- **Jersey City Police – West District Office**
576 Communipaw Avenue
Jersey City, NJ 07304
Office: (201) 547-5450
Fax: (201) 547-5077

- **Union City Police Department**
 3715 Palisade Ave.
 Union City, NJ 07087
 Office: (201) 348-5790
 Fax: (201) 319-0456
<http://unioncitypd.org>
- **Jersey City Medical Center**
 355 Grand Street
 Jersey City, NJ 07302
 Office: (201) 915-2000
<http://www.libertyhealth.org>
- **Palisades Medical Center**
 7600 River Road
 North Bergen, NJ, 07047
 Office: (201) 854-5000
<http://www.palisadesmedical.org>
- **Hudson SPEAKS (Supports Prevents Educates
 Advocates to Keep Strong) formerly Hudson County
 Rape Crisis Center
 Christ Hospital and CarePoint Health**
 179 Palisades Avenue
 Jersey City, NJ 07306
 24 Hr. Hotline: (201) 795-5757
 Office: (201) 795-8741 or (201) 795-5816
 Fax: (201) 795-8761 or (201) 418-7017
- **Newark Beth Israel Medical Center**
 (201) Lyons Avenue
 Newark, NJ 07112
 (973) 926-7000
- **Saint Barnabas Medical Center**
 94 Old Short Hills Road
 Livingston, NJ 07039
 (973) 322-5000
- **Mountainside Hospital**
 1 Bay Avenue
 Glen Ridge, NJ 07028
 (973) 429-6000

The Judicial Process

PHILOSOPHY

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to comply with civil laws as well as with College regulations. Student conduct that violates these laws and regulations may result in College disciplinary action. The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are to provide a fair, educational process for accountability of student conduct; to promote the development of individual integrity; to protect the rights of members of the College community; and to uphold the nonacademic rules and regulations of the College.

PROCEDURAL REQUIREMENTS: COMPLAINT AND INITIAL INVESTIGATION

Complaints for alleged violations of the code of conduct may be filed against any student by any member of the College community. The complaint shall be a brief, written statement, citing the provisions of the code allegedly violated and providing a summary of the facts deemed to constitute a violation.

Complaints shall be filed with the Office of Student Services. The Assistant Dean of Student Services or designee shall promptly consider and investigate the complaint.

Following the investigation, the Assistant Dean of Student Services or designee shall determine whether there are sufficient grounds to believe that violation of the code occurred. When the Assistant Dean of Student Services or designee has determined that there are insufficient grounds to believe a violation of the code occurred, the complaint shall be dismissed, and the complainant and the student complained against shall be informed, in writing, of this action. When the Assistant Dean of Student Services or designee has determined that, there are sufficient grounds to believe that a violation of the code occurred, the Assistant Dean of Student Services or designee shall either hold an informal hearing, or refer the case to the Student Judicial Board, depending on the severity of the alleged violations.

RIGHT TO A HEARING

The accused student shall be entitled to an expeditious hearing of the case. In hearings involving more than one accused student, the Case Manager, in his or her discretion, may permit the hearings concerning each student to be conducted separately.

NOTICE AND RESPONSE

All charges shall be presented to the accused student in written form. The right to written notice of the charges will be delivered no less than 72 hours before the hearing, except when faced with the end of a semester. In such cases, the student may waive his or her right to 72 hours' notification in order to expedite the timely conclusion of a pending hearing. All written notices will be mailed to the address of the student as it appears on the official College records. Students are responsible for keeping the office of Enrollment Services informed of a current address.

INFORMAL HEARING

In some cases of student misconduct, a formal hearing may not be necessary. This is most often true when the student admits responsibility and the violation is of a less serious nature. In this case, the student attends an informal hearing with the Case Manager to discuss the incident, the student's involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. This meeting will be followed by an official letter summarizing this discussion. The letter becomes a part of a student's judicial file. Informal actions are not subject to appeal.

JUDICIAL BOARD

In cases where the alleged violation is of such nature that, in the opinion of the case manager, a sanction of suspension or expulsion could be imposed, the matter will be referred to the Judicial Board. This authority and responsibility remains with the case manager, who is kept informed of all proceedings and reviews the determination and recommendations on sanctions. Some matters, such as cases involving student sexual misconduct may be referred to other College forums or offices.

Structure of the Judicial Board

- A. The structure of the Judicial Board consists of trained members of the College community comprised of students, faculty and staff.
- B. The Dean of Student Services as a nonvoting member appoints an administrative chair. The chair is responsible for keeping notes during the hearing, provide written summary of

the reasoning of the Board, and distribute copies of the charges, decisions and recommended sanctions.

Members of the Judicial Board must disqualify themselves from hearing cases arising out of matters directly relating to them or concerning persons about whom they are unduly prejudiced.

EVIDENCE, TESTIMONY AND WITNESSES

The hearing shall be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.

The student shall be entitled to appear in person to present a defense to the judicial body and may call witnesses. The student shall be entitled to refuse to answer questions, or may elect not to appear before the judicial body. Should the student elect not to appear, the hearing shall be held in the student's absence.

The student shall be entitled to ask questions of the judicial body or any witnesses.

RIGHT TO AN ADVISOR

Students may be assisted at hearings by an advisor. The advisor cannot speak for the accused student; the advisor can only advise the student. Students must notify the case manager if they intend to bring an advisor, and must provide the advisor's name 24 hours in advance of the hearing.

BURDEN OF PROOF

After the hearing, the judicial body shall determine, by majority vote (if the judicial body consists of more than one person), whether the student has violated each section of the code of student conduct which the student is charged with violating. The judicial body's determination shall be made on the basis of whether it is "more likely than not" that the accused student violated the code of conduct.

PRIVACY AND RECORDS OF THE PROCEEDINGS

Hearings shall be held in private to protect the confidential nature of the proceedings. There shall be a record, such as a tape recording, of all hearings. The record shall be the property of the College.

THE DECISION

The student shall be advised in writing of the adjudicating body's decision and method of appeal within five school days of the final hearing.

SANCTIONS

Any student found responsible for violating any of the regulations or policies of Hudson County Community College may be subject to one or more of the following sanctions:

- **Verbal Warning**
- **Formal Written Warning**
- **Fines and/or restitution**
- **Mandatory participation in an educational program**
- **Disciplinary Probation:** Such status indicates that any future policy violations may result in more severe sanctions and/or suspension or expulsion from the College.
- **Suspension:** Student is prohibited from enrolling in classes or being on College premises for a specified period of time.
- **Expulsion:** Student is permanently prohibited from enrolling in classes or being on College premises.

EMERGENCY SUSPENSION

If a student's actions pose an immediate threat or danger to any member of the College, the Assistant Dean of Student Services (in consultation with the Dean of Student Services and/or Senior Vice President for North Hudson Campus & Student and Educational Services may immediately suspend or alter the rights of a student pending a Judicial Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional well-being of any individual, including the student, or for reasons relating to the safety and welfare of any College property, or any College function.

APPEALS

The adjudicating body's decision may be appealed, in writing, by the charged student to the Senior Vice President for North Hudson Campus & Student and Educational Services within ten school days of the release of the decision. Appeals should specify the nature of and reasons for the appeal. It may then be heard by the Senior Vice President for North Hudson Campus & Student and Educational Services. Appeals shall be based only upon the following grounds:

- Procedural conduct by the adjudicating body which may have been prejudicial to the accused student;
- The imposition of sanctions that are disproportionate to the offense;
- The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and

that, had it been presented at the initial hearing, would have substantially affected the original decision of the adjudicating body.

On appeal, the original decisions, including sanctions, may be sustained, reversed, or modified. The matter may also be returned to the Conduct Board for reconsideration and further findings of fact or determinations. It is within the discretion of the person handling the appeal to refer the matter to another appropriate College body. Decisions on appeal generally will be released within 21 business days of receipt of the appeal. Decisions on appeal are final.

College Policies, Procedures, and Guidelines

ACADEMIC INTEGRITY POLICY

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate or degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one's work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in more than one course, without discussing this first with instructors.
- Submitting *plagiarized* work. *Plagiarism* is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.

Violations of Academic Integrity

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the College's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. In some cases, serious or repeated instances of academic integrity violations may warrant further disciplinary action.

Violations reported to the Division Dean or Assistant Dean of Student Services

Depending on the severity of the violation(s), the division dean will determine whether further disciplinary action is warranted. The Assistant Dean of Students assists Academic Affairs in maintaining a high level of academic integrity on the campus. The Assistant Dean of Students works with the faculty and division deans to educate students about academic dishonesty and to adjudicate disciplinary cases in which there are suspected violations of college policies. Should a violation of HCCC's academic integrity standards warrant a

disciplinary hearing with the Assistant Dean of Students, sanctions may include suspension, expulsion, or other measures deemed appropriate.

ACADEMIC LABORATORY RULES AND REGULATIONS

By using the Open Computer Labs, you have agreed to follow the Academic Laboratory Rules and Regulations. Labs are staffed with trained Instructional Lab Assistants to help users with the operation of HCCC software and hardware. Students are encouraged to use the computer labs on a walk-in-basis. The Open Lab Schedule is posted in the lab and our website.

The Instructional Lab Assistants in the Open Labs represent the College and are the first line of authority. Their judgments should be respected. The first level of appeal is to the lab coordinator or lab manager. Failure to follow Academic Laboratory Rules and Regulations may result in students being asked to leave the facility. Serious infractions or student misconduct in the HCCC Academic Labs could result in referral of the matter to the Office of Student Affairs.

Technology at HCCC will be used in collaboration with the curriculum. Computers and other technology equipment are tools used as part of the teaching and learning experience process.

In deciding the Academic laboratory rules and regulations, there are two overriding principles: (1) the College's information technology resources exist to support the College's mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community.

- ❖ All computer lab users must show a HCCC photo ID card with the current semester sticker. This can be obtained from Security in either the Jersey City or North Hudson campuses.
- ❖ Students are required to use their HCCC Username and Password to log in to computers at the HCCC computer labs.
- ❖ Students with special needs have priority at designated workstations.
- ❖ All students are welcome to work on projects as groups in labs L419, S217, S514 and N224. However, all computer users must maintain an appropriate and orderly environment, as we need to provide an excellent environment for the rest of our users. If you need a quiet and comfortable space, please use S617 in the STEM Building.
- ❖ The use of cell phones is not permitted in the open labs. All electronic devices must be on silent or vibrate mode. Otherwise,

you are distracting others who are trying to complete their academic assignments.

- ❖ No still or video photography is permitted in the labs.
- ❖ Intentionally viewing, sending, or retrieving information which is pornographic, obscene, sexist, racist, abusive, or harassing is not permitted. Viewers will be asked to stop, and if they persist, will be told to leave the computer lab. Computer labs are monitored.
- ❖ No food, drink, or beverage containers are permitted in the labs. This includes all open and closed containers.
- ❖ Minors and non-computer users are not permitted in the open labs.
- ❖ Pets, (or laboratory animals), skating, and bicycles are not permitted in the labs. Assistive animals (seeing-eye dogs, etc.) are excluded from this rule.
- ❖ Computer workstations and printers in the labs are there to support schoolwork. Priority use of workstations is defined as academic use. Users must relinquish workstations for this purpose upon request. Computer stations and printers are not for general entertainment (games, gambling, etc.) or commercial use.
- ❖ Open Computer Lab printers may not be used to print course materials such as textbooks, handbooks or very large research articles. Printers are not to be used as copy machines. The course-assigned faculty member and academic departments provide the appropriate course material students require when taking their class. Authorization by the instructor is not valid. Do not print any flyers or advertisements unless they are part of your class assignment.
- ❖ Lab Assistants have the authority to cancel any print jobs that do not comply with the lab rules.
- ❖ Only paper supplied by the lab may be placed into lab printers by lab staff.
- ❖ All work should be saved to your personal drives (USB flash drive). We do not supply USB flash drives. Users are advised to save work every five (5) minutes. Computer user files stored on local hard drives are not protected and therefore, subject to modification, erasure. We are not responsible for lost or damaged information. Additionally, it is highly recommended that computer users back-up copies of all information so that they have the information in more than one place.
- ❖ Assistance for individually owned computers and software is not provided.
- ❖ Users should not leave their computer unattended more than five (5) minutes. Unattended computers will be reassigned.
- ❖ Users should not abuse the Open Computer Labs or any equipment. If users have a problem with the equipment or a software application, they should ask the Lab Assistant for help.

- ❖ Lab Assistants are not allowed to provide extensive help with a particular software application. Students may request tutoring from the Tutorial Centers (201) 360-4185 in Journal Square or (201) 360-4623 at the North Hudson Campus.
- ❖ Do not change the configuration of any computer. Do not install screensavers or wallpaper.
- ❖ Users must check their work area before leaving. The lab staff is not responsible for lost, stolen or misplaced objects including personal items and books. Do not leave anything in the Open Computer Lab unattended for any length of time. Sometimes items are found and you may check with the lab supervisors or security.
- ❖ All computer users must prepare to leave the Open Computer Lab ten (10) minutes before closing time and must vacate the Open Computer Lab by closing time.

Questions/comments regarding the Academic Computer Labs can be directed to: computerlabs@hccc.edu

ADVERTISING AND NOTICES

ALL Posters and Notices placed on Student Activities Bulletin Boards must be brought to the Office of Student Activities for approval. Once approved, the flyer or poster may be placed **only** in designated areas. Posting in spaces other than those designated (bulletin boards) is prohibited. **No posters are allowed on doors, windows, walls, bathrooms, etc. No notices regarding sale of personal items or services will be approved.** This means no book sales, baby-sitting services, or any other outside for-profit organization will be approved for posting.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student records are protected in accordance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Student academic records are maintained in the Registrar's Office. They may be viewed by College officials who have a legitimate educational interest, and by others as authorized by law. In order to protect a student's privacy, student grades and other non-directory information will be released only to the student, and not to family members without written release. For their protection, the student will be required to present valid identification when they request any information relating to their record. For more information, contact the Registrar's Office at (201) 360-4121.

Student Records Policy:

Student records are protected in accordance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA).

Student records will only be released upon written authorization from the student. **Under FERPA, Hudson County Community College may release “directory information” without prior consent of the student. Directory information may include: name, address, telephone listing, electronic mail address, date and place of birth, photographs, field of study, enrollment status (full-/part-time), degrees and awards given, dates of attendance, most recent previous school attended, and grade level. A student who wishes to prevent the disclosure of directory information must submit a written request to the Registrar’s Office no later than the tenth day of the start of each semester. FERPA is applicable to high school students taking courses with HCCC.**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Hudson County Community College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hudson County

Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

GRIEVANCE PROCEDURES

Under present student grievance procedures, students are free to take their concerns to a variety of College and/or student groups to be heard, but certain steps should be followed:

- A.** Complaints related to the academic experience - e.g., instructor methods, grades, class requirements, etc.:
 - 1. Faculty Member
 - 2. Division Associate Dean
 - 3. Dean of Instruction/Arts or Dean of Instruction/Science
 - 4. Senior Vice President for Academic Affairs
 - 5. President
- B.** Complaints related to College employees (faculty/staff) regarding sexual, racial, religious and homophobic harassment:
 - 1. Title IX Coordinator(s)
 - 2. President
- C.** Administrative decisions related to payment (e.g., refunds, outstanding obligations, fees, deferred payments, etc.)
 - 1. Controller
 - 2. Chief Financial Officer
 - 3. President
- D.** Complaints related to support services for students with disabilities:
 - 1. Coordinator of Disability Support Services
 - 2. Director of Advisement and Counseling
 - 3. Assistant Dean of Student Services
 - 4. Dean of Student Services
 - 5. Senior Vice President for North Hudson Campus & Student and Educational Services
 - 6. President
- E.** Security issues (e.g., property damage, thefts, etc.)
 - 1. Director of Security
 - 2. Senior Vice President for North Hudson Campus & Student and Educational Services
 - 3. President

The Student Government Association often serves as an appropriate vehicle for airing student complaints in the first instance, particularly if

such complaints affect a significant portion of the student population. The listing above indicates examples of student grievance procedures. Students are invited to look upon the Student Services Office as a resource for any concern they may have about their enrollment at HCCC. None of the above procedures, or any regulations cited in the Student Handbook, impedes (precludes) students' right to seek recourse through the public or civil courts. Students enjoy the same freedom of speech, peaceful assembly, and the right to petition that any other citizens enjoy, and as members of the College community, they also are subject to the same duties society places on others.

COLLEGE WIDE IDENTIFICATION CARDS

Students are required to carry an official HCCC CWID at all times. Presentation of a CWID may be necessary for fulfillment of certain student services (shuttle service, trips and events, library, computer labs, etc.), and may be required upon entering the College's facilities. Students may obtain a new or replacement CWID at the Security Department, Journal Square Campus, or in Union City, 4800 Kennedy Boulevard.

LEAVE OF ABSENCE

Students may apply for an official leave of absence for up to one academic year. Students granted such a leave may return to HCCC before or at the end of the requested leave period without re-applying for admission. Such students will receive all pre-registration materials and other College information during the period of the official absence. To receive a leave of absence, students must: 1) Be in good academic standing; 2) Obtain from their advisor and division chair, permission and signatures on completed Leave of Absence Request Form; and 3) File the completed form at the Enrollment Services Center.

PETITIONS

Before a petition is circulated, one copy must be filed with the Dean of Student Services. Each copy must bear the name of the student or student organization sponsoring the petition and the topic of the petition.

SOLICITATION

In order to minimize personal inconvenience and interference with College activities, no persons shall sell, solicit, or promote anything, including subscription, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property. Distribution or circulation of leaflets, pamphlets, circulars, cards or other literature is not permitted during working hours or in work areas, unless specifically authorized by the President or the President's designated representative.

STUDENT CORRESPONDENCE

Individual students may not write to anyone in the name of Hudson County Community College unless it is done in an official manner by a student organization or approval from an official office of the College.

STUDENT DEMONSTRATIONS

The philosophy of Hudson County Community College is to encourage freedom in expression of ideas presented in scholarly and law-abiding manner. The intention to hold a demonstration and the names of all its participants must be filed in the Senior Vice President for North Hudson Campus & Student and Educational Services office at least 48 hours in advance of the event. The statement of intention must include: date, time, location, and purpose, approximate number expected to participate, and type of activity involved (e.g., picketing, distributing leaflets, etc.) and the names of three persons responsible for maintaining reasonable order. All demonstrations must observe the following guidelines:

1. All demonstrations must be peaceful and orderly;
2. Demonstrations may not impede the freedom of the College Community to conduct its affairs.

All demonstrations are subject to reasonable Time, Place and Manner restrictions imposed by the Senior Vice President for North Hudson Campus & Student and Educational Services. Violation of the demonstration policy is subject to disciplinary action.

STUDENT LOUNGES

Rules and regulations regarding student conduct in the student lounges can be obtained through the Office of Student Activities or found posted in the various student lounges. Please refer to this conduct code if you have any questions. Anyone found to be in violation of these policies may be subject to disciplinary action. If you have any questions, regarding these policies may call the Assistant Dean of Student Services (201) 360-4189.

Guidelines for Student Lounge Conduct

Hudson County Community College has established itself as an institution of higher learning that welcomes and embraces people from all ethnic, social, religious, and economic backgrounds. The diversity of our College community fosters opportunities for sharing of different ideas and opinions, and not only promotes tolerance, but respect and understanding for others who may be different.

The proper function of these areas is based on the premise that no one activity interferes with another. Thus, as long as your activities do not interfere or impede the activities of others, you are entitled to enjoy yourself.

Student conduct that shows evidence of good intentions, mature consideration for all reasonable and foreseeable consequences, and respect for the rights of others should not conflict with the standards of the College. It is our expectation that HCCC students will abide by the Guidelines of Student Conduct and function as responsible citizens.

- Loud and offensive language will not be tolerated.
- Loud music or video games will not be tolerated.
- Any inappropriate physical contact will not be tolerated.
Dispose of all refuse in the proper receptacle:
“Please Clean up after Yourself.”
- Possession and/or consumption of alcoholic beverages are strictly prohibited.
- Possession and/or use of controlled dangerous substances is strictly prohibited.
- Engaging in any form of gambling is strictly prohibited.
- Respect all College property.

Students must comply with the reasonable request or direction of an HCCC College Official. Failure to comply can result in removal from facilities and exclusion from participation in any events held in any of the lounges.

All lounges close at 10PM unless otherwise noted.

Health and Safety Policies

DRUG AND ALCOHOL FREE ENVIRONMENT

The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use or abuse of alcohol and the illegal use and abuse of drugs impedes students from gaining the full benefit of their learning experience and exposes them to serious illness and health risks. Unauthorized or illegal use and abuse of drugs or alcohol is prohibited at the College. The College declares that it will make every effort to provide its students with an environment that is free of unauthorized use and abuse of alcohol and illegal drugs. Violations of this policy may lead to serious disciplinary action.

ALCOHOL

HCCC is an educational institution committed to maintaining an environment that allows students to fully benefit from their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with the policy approved by the Board of Trustees of HCCC, and in accordance with Public Law 101-226, the College declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The College is committed to promoting the health and positive self-development of its students. The unauthorized use or the abuse of alcohol and drugs inhibit students from attaining the full measure of their learning experience, expose them to serious illnesses and health risks and, therefore, are prohibited. The College wishes to comply with the Drug-Free Workplace Act of 1988, 41 USC-701 et seq., and other relevant substance-abuse laws.

HEALTH RISKS OF SUBSTANCE ABUSE

We live in a drug-oriented society. Drugs have saved lives, greatly reduced human suffering and improved the quality of life. Sometimes drugs are misused or abused. Psychoactive drugs act on the central nervous system. They may increase activity (stimulants), decrease activity (depressants), or cause hallucinations (hallucinogens).

Every drug has multiple effects that depend on the properties of the drug and the dosage taken. When two or more drugs are taken together or in sequence, their effects may be stronger than their additive sum.

The effects of drug use are highly individualized. Drug use or abuse can affect a person's physical, emotional and social health. It can cause accidents, illnesses, drug dependence, overdose and even death. It can

cause legal problems, economic problems, school or work problems, and relationship problems. Drug use and abuse can cause serious harm.

Listed below are some common health effects of alcohol and/or drug use and abuse.

Alcohol

- Accidents
- Blackouts
- Cirrhosis of the liver
- Fetal Alcohol Syndrome (birth defect)
- Gastritis
- Heart disease
- Mouth, throat and liver cancer

Marijuana

- Confusion and distortion of time perception
- Damaged lung tissue
- Decrease in male sexual capacity
- Increased heart rate
- Loss of motivation
- Short-term memory loss
- Tolerance and psychological dependence

Amphetamines

- Acute psychosis
- Death
- Elevated blood pressure
- Insomnia
- Malnutrition
- Nervousness/panic attacks

ALCOHOL AND DRUG RESOURCES AND SERVICES

The Office of the Senior Vice President for North Hudson Campus & Student and Educational Services Staff are available to assist HCCC students with educational information, and referral services for alcohol and drug abuse. Counselors are available to provide students with help in understanding and identifying factors that may point to abuse of alcohol or drugs by themselves, family or friends. Counseling is offered to students who need to take the first step in acknowledging a problem. Counselors provide referrals to treatment programs and support to students as they contact outside agencies.

STANDARDS OF CONDUCT

HCCC's rules and regulations specifically prohibit:

- The consumption, possession, or sale of alcoholic beverages on campus.

- The illegal possession, sale, use or exchange of any drug, narcotic, hallucinogen or similar chemical agent.

Local, state and federal laws that apply to underage consumption and use of drugs and alcohol (including motor vehicle violations) will be fully enforced at HCCC. Examples of maximum penalties for specific offenses are: **Driving while under the influence of alcohol or drugs** - (jurisdiction: State of New Jersey) - the third offense can result in the loss of driver's license for ten years, a \$1,000 fine, and 180 days in jail. **Heroin/cocaine distribution** - (jurisdiction: State of New Jersey) - 1/2 ounce to one ounce can result in a fine of up to \$100,000 and five to ten years in prison.

SMOKING POLICY

Smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the College campus, including in all of its buildings, laboratories, classrooms, private offices, balconies, vestibules, loading docks, and or any other campus property as well as within close proximity to or causing obstruction of any building entrance, covered walkway or ventilation system.

Signs will be posted at each building's entrance and displayed in prominent, visible areas to inform all individuals entering or occupying HCCC property that smoking is prohibited.

Compliance with this policy is the shared responsibility of all Hudson County Community College staff, students, and faculty. The success of this policy will depend on the courtesy, respect, and cooperation of all members of the campus community.

CHILDREN ON CAMPUS POLICY

Hudson County Community College has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children should not be brought to the campus, and may not attend classes with their parent or guardian. There may be occasions when brief visits by children of students may be appropriate.

Children may visit college offices and facilities, **other than classrooms**, for limited periods of time when their parent or guardian is conducting routine business at the college. **Regular repeated visits by children are not permitted.** In no case are children permitted in labs, construction/repair sites, or other areas where potential hazards exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

Campus Locations

JERSEY CITY CAMPUS

70 Sip Avenue
Jersey City, New Jersey 07306
Phone: (201) 714-7100

The College offers classes taught by talented and dedicated faculty in several locations around the county. Classes offered by the College provide the flexibility and diversity needed to address the varied educational needs of a rapidly changing community and workplace. All courses taught at off-campus locations are for HCCC programs. HCCC exercises full academic oversight of all of its programs and grants all college credits, degrees and certificates whether or not classes are taught at on-or off-campus locations.

Facilities at the Jersey City Campus include our Administrative and Student Services Building at 70 Sip Avenue; our new STEM Building at 263 Academy Street; our new Culinary Conference Center at 161 Newkirk Street; the Library Building at 71 Sip Avenue; the Center for Academic and Student Success at 70 Sip Avenue. While offering classrooms and administrative and faculty offices at 870 Bergen Avenue, 83 Sip Avenue, 87 Sip Avenue, and 168 Sip Avenue

Building Locations & Codes *(see map inside front cover)*

- A.** - 70 Sip Avenue
- B.** - 25 Pathside
- C.** - Bookstore, 162 Sip Avenue
- D.** - Classrooms (Science & Mathematics labs) 168 Sip Avenue
- E.** - Culinary Conference Center, 161-169 Newkirk St.
- F.** - Nursing and Allied Health Division, 870 Bergen Avenue
- G.** - 81-87 Sip Avenue
- I.** - 119 Newkirk Street
- J.** - 2 Enos Place
- L.** - Library Building, 71 Sip Avenue
- N.** - North Hudson Campus
- S.** - STEM Building, 263 Academy Street
- X.** - 26 Journal Square

NORTH HUDSON CAMPUS

4800 Kennedy Boulevard
Union City, New Jersey 07087
Phone: (201) 360-4020
Senior Vice President: *Dr. Paula P. Pando*
E-mail: ppando@hccc.edu
Executive Director: *Yeurys Pujols*
Phone: (201) 360-4628
E-mail: ypujols@hccc.edu

Located at 4800 Kennedy Boulevard in Union City, the North Hudson Campus is a complete campus under one roof. The NHC offers a broad range of credit and non-credit courses in a state-of-the-art facility, which includes Smart Classrooms, One-Stop Enrollment Center, Library, Bookstore, Computer Labs and Media Center, Science Labs and Art Studios, Large Common Spaces, Student Lounge with Outdoor Courtyard, and a Rooftop Terrace. The facility was also designed to be ecologically sound with sustainable features throughout. It is also connected to the Light Rail Transit Station (Bergenline Ave. stop) via a glass enclosed pedestrian bridge.

OFF-SITE LOCATIONS

For your convenience, the College also offers classes at various offsite locations including:

- BHS** – Bayonne High School
669 Ave. A and 29th St., Bayonne
- DHS** – Dickinson High School
2 Palisade Ave., Jersey City
- KHS** – Kearny High School
336 Devon Street, Kearny
- SPC** – St. Peter’s University
2641 John F. Kennedy Blvd, Jersey City
- UCHS** – Union City High School
2500 Kennedy Blvd., Union City

Hospitals

- JCMC** – Jersey City Medical Center Barnabas Health Systems
355 Grand Street, Jersey City

College Offices & Services

DIVISION OF STUDENT AND EDUCATIONAL SERVICES

4800 Kennedy Blvd., 7th Floor
Union City, NJ 07087
Phone: (201) 360-4020
FAX: (201) 222-8352
Hours: 9:00 am-5:00 pm, Monday-Friday
Senior Vice President: *Dr. Paula P. Pando*
E-mail: ppando@hccc.edu

70 Sip Avenue, 3rd Floor
Jersey City, NJ 07306
Phone: (201) 360-4160
FAX: (201) 653-9479
Hours: 9:00 am-5:00 pm, Monday-Friday
Dean: *Michael Reimer*
E-mail: mreimer@hccc.edu

Phone: (201) 360-4602
FAX: (201) 653-9479
Hours: 9:00 am-5:00 pm, Monday-Friday
Assistant Dean: *Dr. David Clark*
E-mail: dclark@hccc.edu

The Division of Student and Educational Services works to foster the integration of student learning and personal development through the advancement of the quality of campus life and by providing programs and services that assist the students in attaining their personal and educational objectives. The Division is made up of the departments involved in campus life, student and enrollment services and is responsible for maintaining the standards of Hudson County Community College for student behavior.

Students are encouraged to stop by the office and discuss any issue that affects the quality of student life at the College, or any matter that is of general concern to the College community. More information on the Division of Student and Educational Services can be found on the College website.

Enrollment Services Center

70 Sip Avenue, 1st Floor
Phone: (201) 714-7100
FAX: (201) 714-2136
Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am -5:00pm Friday
Dean: *Lisa Dougherty*
E-mail: enrollment@hccc.edu

The Enrollment Services Center houses Admissions and the Registrar and provides services related to enrollment (registration, changes to schedule, verification of enrollment), student records (grades, transcripts, change of address, change of major/minor, course substitutions). Enrollment Services is also the location to apply for graduation. Please call (201) 714-7100 for more information about our services.

Admissions Office

70 Sip Avenue, 1st Floor

Phone: (201) 714-7200

Fax: (201) 714-2136

Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am - 5:00 pm Friday

Director: *Matthew Fessler*

E-mail: admissions@hccc.edu

The Office of Admissions represents the College and promotes the institution within the community while actively recruiting new students and assisting students in the first phase of enrollment. The Office of Admissions also provides an opportunity for prospective students to tour the campus and to speak with Admissions Representatives. If you are interested in learning more about the programs HCCC offers and admissions information, please e-mail admissions@hccc.edu

Transfer Students

Students transferring to HCCC after gaining credits elsewhere are required to submit official transcripts of credits from their other colleges or post-secondary schools. Transcripts must be official and students wishing to have previous credits evaluated toward HCCC degrees are responsible for having transcripts sent to the Office of Enrollment Services. Details on the College's transfer of credit policy can be found on the College's website at: www.hccc.edu/transfer.

Veterans Information

All Veterans' Affairs issues should be referred to the HCCC Veterans Certification Official in the Office of Enrollment Services. The Certification Official assists students who are veterans (or family members of veterans) in the areas of benefits, enrollment certification, and record maintenance. Veteran Affairs is located at 70 Sip Avenue, 1st Floor, and can be reached at (201) 360-4135 or veterans@hccc.edu. Details on Veterans' Services can be found on the College's website at: www.hccc.edu/veterans

Registrar

70 Sip Avenue, 1st Floor

Phone: (201) 360-4121

FAX: (201) 714-2136

Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am - 5:00 pm Friday

Director: *Victoria Orellana*

E-mail: registrar@hccc.edu

The Office of the Registrar, located within Enrollment Services, is the custodian of student academic records and is responsible for the integrity of these records. The office handles all registration and program activities. Maintenance of grades and attendance rosters, grade changes and reporting is done through this office. Upon completion of all degree requirements, this office issues the appropriate diploma representing the degree earned. The Registrar is responsible for dissemination of transcripts and certificates to local, state and federal agencies as well as to employers and others who are entitled to receive this information.

International Student Services

The enrollment of international students at HCCC has been approved by the United States Immigration and Naturalization Service, U.S. Department of Justice. The issuance of I-20 forms is handled through the Office of Enrollment Services (70 Sip Ave, 1st floor). Please contact International Student Services for more information and the deadlines for submission of international student application, (201) 360-4136. *International students who require an I-20 student visa must also complete an International Student Application, which is available as a separate packet.* For more information go to www.hccc.edu/international.

E-mail: internationalstudent@hccc.edu

Testing & Assessment Center

71 Sip Ave., Lower Level

Phone: (201) 360-4191/4192

Hours: Monday-Friday, 9:00 am - 5:00 pm

Check our monthly schedules for daytime and evening testing.

Director: *Darlery Franco*

E-mail: testing@hccc.edu

The Testing & Assessment Center provides various testing services to HCCC students:

College Placement Test (CPT)

Newly admitted students who are not exempt, are required to take a College Placement Test (CPT) prior to course registration. Students

with limited English language proficiency take the English as a Second Language (ESL) Placement Test. The Accuplacer®, the official assessment tool used at HCCC, evaluates students' mastery of four academic skill areas: reading comprehension, writing, arithmetic and elementary algebra. The results of the assessment, in conjunction with student's academic background, goals and interests, are used by academic advisors and counselors to direct students to the appropriate classes. Placement procedures sort entering matriculated students into three main categories: ESL/Bilingual, Academic Foundations and College-Level. Students may qualify for CPT exemption depending on SAT scores and or transfer Credit. For information on exemptions, visit www.hccc.edu/testing.

CLEP

The College-Level Examination Program® (CLEP) gives students the opportunity to receive college credit for what they already know by earning qualifying scores on any of 33 examinations. Students can earn credit for knowledge acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits or internships.

NLN PAX-RN

Nursing majors who plan on applying to HCCC's Nursing program will have to take a pre-admission exam called the National League for Nursing Pre-Admission Examination® (NLN PAX-RN). The PAX-RN is a standardized entrance exam for potential nursing students who seek admittance into nursing schools nationwide. Students are tested in three main areas: verbal skills, mathematics, word problems/applied mathematics, and science; the exam also includes a section on health and first aid.

HOBET

Respiratory Care majors who are program-ready are required to take the Health Occupations Basic Entrance Test® (HOBET). The HOBET measures basic essential skills in the academic content area domains of reading, mathematics, science and English/language usage. Students are tested in four main areas: reading, mathematics, science and English/language usage.

All students must adhere to HCCC's [Academic Integrity Policy](#) when taking any exam or assessment at the Testing Center. For more information on all testing services, visit: www.hccc.edu/testing.

Student Financial Assistance Office

70 Sip Avenue, 2nd Floor
Phone: (201) 360-4200
FAX: (201) 420-4863

Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am - 5:00 pm Friday
Executive Director: *Sylvia Mendoza*
E-mail: financial_aid@hccc.edu

4800 Kennedy Boulevard, 1st Floor
Phone: (201) 360-4214
FAX: (201) 360-4645
Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am - 5:00 pm Friday
E-mail: financial_aid@hccc.edu

The primary purpose of the College's Office of Student Financial Assistance is to provide assistance to those students who, without such aid, would be unable to attend HCCC. Many options exist to help students pay for their college education. Federal and state programs are administered through the office. If you have any questions regarding financial aid, please call (201) 360-4200 and a staff member will be happy to assist you. As new federal and state financial aid regulations are established, the College will make the information available through an addendum to the College Catalog.

Scholarships

HCCC offers a host of merit-based and needs-based scholarships. Some of the scholarships include HCCC Foundation scholarships and Hudson County Government scholarships. For a full listing of available scholarships, visit www.hccc.edu/scholarships. For more information on HCCC Foundation scholarships, contact the Development Office at (201) 360-4006 and for additional information on other scholarship opportunities, students should contact the Student Services Office at (201) 360-4020.

STUDENT SUPPORT SERVICES

Center for Academic & Student Success

70 Sip Avenue, 2nd Floor
Phone: (201) 360-4150
FAX: (201) 714-2106
Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am - 5:00 pm Friday
Director: *Sabrina Magliulo*
E-mail: advising@live.hccc.edu

The rigors of college life often pose considerable challenges for students attending college. There are many formidable challenges facing students as they pursue a college education. Financial burdens, family obligations, student and faculty relationships, occasional self-doubt and insecurity represent additional factors that students must confront. For many students, becoming familiar with a new language

and culture, or dealing with issues of developmental, physiological, or physical disabilities, add to the difficulty of adjusting to college life.

The Center for Academic & Student Success (CASS) enhances and supports the mission of HCCC. It provides the student with access to an integrated, seamless, and holistic system of support services. These services include Academic Counseling; Support Services for Students with Disabilities, and EOF, which helps the student, navigate academic challenges to realize educational goals. As the student looks ahead, beyond HCCC, he/she is assisted by Transfer Services, also a part of CASS. We endeavor to guide students to personal growth and teach academic strategies for lifelong learning in a changing society. Ultimately, through the use of CASS services, students receive valuable tools to achieve success in the classroom and beyond.

Advisement & Counseling

70 Sip Avenue, 2nd Floor

Phone: (201) 360-4150/4152

Fax: (201) 714-7265

Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am - 5:00 pm Friday

In support of the College's mission, the Advisement and Counseling Center provides guidance and support to HCCC students by assisting them with identifying and achieving their educational, career and personal goals. Services include academic advising, major selection, course planning and registration, goal setting, and transfer planning. In addition to the advisement and transfer services, HCCC offers short-term personal counseling by appointment and referrals to community resources to students who may be in need of additional support.

The walk-in center is staffed by counselors and advisors who provide accurate and up to date information about academic programs and college policies. While course registration is a priority for all in the weeks leading to the start of each semester, students are strongly encouraged to meet with staff throughout the academic year to create and update individualized plans to outline their continued path to graduation.

Disability Support Services

70 Sip Avenue, 2nd Floor

Phone: (201) 360-4157

Fax: (201) 714-7265

Hours: 9:00 am-5:00 pm, Monday –Friday

Please call for evening hours.

E-mail: dss@hccc.edu

In compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, Hudson County Community College is committed to providing the necessary accommodations to afford students with disabilities the opportunity to achieve their educational goals.

Students with disabilities must identify themselves to the College by submitting documentation to the Counselor/Coordinator, Disability Support Services (DSS). Documentation provided by students is kept confidential. Only information regarding specific recommendations is released to faculty and only with student permission. Every effort is made to review the documentation of each individual student to determine the appropriate accommodations to provide the optimum learning environment. For a listing of available types of assistance, please refer to the ACCESS Handbook located on the DSS student portal page and the College Catalog.

Career Development

Journal Square Campus

70 Sip Avenue, 3rd Floor

Phone: (201) 360-4184

Fax: (201) 653-9479

Fall & Spring Hours: Monday-Thursday 9:00 a.m. – 6:00 p.m.

Friday 9:00 a.m. – 5:00 p.m.

Summer Hours: Monday-Thursday 8:30 a.m. - 5:30 p.m.

Director: *Aparna Saini*

Email: career@hccc.edu

North Hudson Campus

4800 Kennedy Boulevard – 204 A

Phone: (201) 360-4138

Fall & Spring Hours: Monday, Tuesday, Thursday 9:00 a.m. – 6:00 p.m.

Friday 9:00 a.m. – 5:00 p.m.

Email: career@hccc.edu

The Career Development Center at Hudson County Community College is committed to providing comprehensive and individualized career development opportunities including: Career exploration, writing a cover letter/resume, mock interviewing, personal branding, networking events with industry professionals, and internship and job search assistance. Career Development workshops and events will also help you prepare for the annual job fairs! Our programs and staff strive to empower students and alumni to define and accomplish their personal, academic, and professional goals. Details about Career Development at Hudson County Community College can be found at www.hccc.edu/career

Educational Opportunity Fund Program

2 Enos Place, B-Level

Phone: (201) 360-4180

Fax: (201) 714-7118

Hours: 9:00 am-6:00 pm, Monday-Thursday; 9:00 am - 5:00pm Friday

Director: *Tieka Harris*

E-mail: eof@hccc.edu

For over 50 years, the Educational Opportunity Fund (EOF) Program has provided access to higher education for NJ students from educationally and economically disadvantaged backgrounds. EOF provides support services to assist students in developing the skills needed to successfully navigate and master the transition into college. Students are assigned a personal advisor who will assist them in reaching their academic, career, and personal goals from enrollment through graduation. Support services are inclusive of academic advisement, transfer and career advisement, tutorial services, supplemental instruction, and enrichment workshops. Eligible EOF students also receive an additional financial aid grant ranging from \$100-\$525 per semester.

EOF is not a Financial Aid Entitlement. In order to be eligible for consideration, an applicant must be enrolled full-time, be a resident of New Jersey for at least one year, meet the state's income eligibility criteria, and minimally be placed at Level IV ESL. Interested students must submit a completed EOF application along with all required documents to be eligible for an interview for admission to our program. For more information, visit MyHudson Student Portal>Student>Student Services>Educational Opportunity Fund.

STUDENT LIFE

Office of Student Activities

Phone: (201) 360-4195

FAX: (201) 714-7180

Hours: Monday-Friday 9:00 am - 5:00 pm

Director: *Veronica Gerosimo*

E-mail: OSA@live.hccc.edu

The Office of Student Activities seeks to educate the "whole person" through co-curricular activities that complement a student's academic experience. The office oversees all of the clubs and organizations that offer events on campus, and operates the Student Lounge. In addition, Student Activities offers several exciting events each semester that allow students to interact, unwind, and take advantage of the NYC/metropolitan area. The department also coordinates discounted tickets to cultural and sporting events. To keep abreast of all of the

upcoming events, check out the OSA weekly newsletter, which is sent to student email, Student Activities' bulletin boards, or the Student Activities schedule found at various locations around the College.

Student Activities Policy for Trips and Events

Tickets for trips and events will be sold on a limited basis to students. Ticket limits will be established by the Office of Student Activities to allow as many students the opportunity to experience the event as possible. When tickets are placed on sale, the following procedure is followed – students must present a valid HCCC ID card. Students may purchase the allowed amount per valid HCCC ID, unless otherwise indicated. All tickets are sold on a first-come, first served basis. No tickets will be held for anyone. All ticket sales and purchases are **non-refundable**. **Any violation of rules concerning ticket sales will result in the loss of your privilege to participate in student programs for a period of time determined by the Office of Student Activities.**

Clubs and Organizations

A number of opportunities are available for students to become involved in organizing and leading activities at the College. One of the most popular ways is through the many student clubs. These clubs are supported fiscally by the Student Activities Fee, and since every student pays this fee, every student should take advantage of the opportunity to become involved.

Organized student clubs represent the various interests of the student body including cultural, academic, vocational, and artistic interests. Clubs are organized and run by students and supported by at least one faculty or staff advisor who provides guidance to students in developing ideas and planning activities for the club. Students are strongly encouraged to participate in clubs and organizations to further their development as responsible members and leaders of the College community. New clubs can be formed as new interests are identified. For a detailed list of active clubs/organizations, including the names of advisors and student officers, contact the Assistant Director of Student Activities.

Student Government Association

Student Government Association Office

Phone: (201) 360-4196

E-mail: SGA@hccc.edu

One of the most significant aspects of student life at the College is the Student Government Association (SGA). The Student Government Association is the voice and governing body for Hudson County

Community College students. The SGA consists of an executive board, senators, and a representative from each student club and organization. All enrolled students are members of the SGA. The SGA, through the Executive Board, is responsible for advocating student issues and serving as a communication link between the student body and the College Administration.

STUDENT PUBLICATIONS

The Orator, Student Newspaper

The student newspaper is the forum in which students express their individual talents in journalism, photography, and art. *The Orator's* strength comes from the student body; therefore, HCCC strongly encourages all students with an interest in journalism to become members of *The Orator* staff.

Reflections

Reflections (student yearbook) is a publication that takes a look back at the year past; particularly the graduating student. Student life is strongly stated within *Reflections*.

Tapestry, Literary Magazine

An outlet for any student who wishes to have their artistic expression, either through the written word, or through the art of painting/drawing, published and referenced by the entire HCCC community.

Clubs and Organization Procedures Manual

This manual outlines Hudson County's administrative policy and procedure in student programming and club recognition process. It is prepared by the Office of Student Activities with the hope that student organizations or officers will find such a compilation an aid to their work. All clubs and organizations are issued a copy at the beginning of the academic semester.

CULTURAL/COMMUNITY EVENTS

Office of Cultural Affairs

71 Sip Ave, 6th Floor

Phone: (201) 360-4176

Director: *Michelle Vitale*

E-mail: culturalaffairs@hccc.edu

DIVISION OF ACADEMIC AFFAIRS

Academic Division Offices

Office of Academic Affairs
Senior Vice President: *Dr. Eric Friedman*
70 Sip Avenue, 4th Floor
Phone: (201) 360-4011
FAX: (201) 635-2425
E-mail: efriedman@hccc.edu

Dean of Instruction/Arts: *Christopher Wahl*
2 Enos Place, J 106
Phone: (201) 360-4031
E-mail : cwahl@hccc.edu

Dean of Instruction/Science: *Dr. John Marlin*
263 Academy Street – Room S204A
Phone: (201) 360-4265
E-mail: jmarlin@hccc.edu

Dean of Non-Traditional Programs: *Ana Chapman-McCausland*
161 Newkirk Street, Rm 504
Phone: (201) 360-4242
E-mail: achapman@hccc.edu

The Office of Academic Affairs oversees the planning, development, organization, administration and operation of not-for-credit and for-credit, academic, career-oriented and transfer programs, courses, activities and personnel.

The programs are organized under seven academic divisions:

- Business, Culinary Arts & Hospitality Management;
- Division of Academic Development & Support Services
- Nursing and Health Sciences
- Humanities
- Social Sciences
- Science, Technology, Engineering & Mathematics (STEM)
- Non-Traditional Programs

Each academic division offers various programs that lead to Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Applied Science degrees or a Certificate. The academic divisions and the programs they offer are listed below:

Business, Culinary Arts, and Hospitality Management Division

Associate Dean: *Paul Dillon*

161 Newkirk Street

Phone: (201) 360-4639

FAX: (201) 795-7641

E-mail: pdillon@hccc.edu

The BCH Division offers A.A.S., A.A. & A.S. degree programs and certificates designed to prepare students for immediate employment and/or transfer opportunities to four-year institutions in Culinary Arts, Business Administration, Accounting, Management and Hospitality Management. There are three specialized degree options in Hospitality Management, Entrepreneurship, Hotel Restaurant Management and Travel and Tourism. There is also an A.A.S degree option in Culinary Arts specializing in Baking and Pastry Arts. The Division offers specialized proficiency certificates in Culinary Arts and one year certificates in both Culinary Arts and Hospitality Management. The Culinary Arts Institute maintains Exemplary Accreditation by the American Culinary Federation Educational Foundation.

Division of Academic Development and Support Services (DADSS)

Associate Dean: *Dr. Pamela Bandyopadhyay*

Phone: (201) 360-4179

FAX: (201) 714-7165

E-mail: pbandyopadhyay@hccc.edu

The division is comprised of the English as a Second Language (ESL)/Bilingual Program, Academic Foundations Math, and the ADJ Academic Support Services Department.

English as a Second Language (ESL)/Bilingual Program

Jersey City Campus

Phone: (201) 360-4362

E-mail: pbandyopadhyay@hccc.edu

English as a Second Language (ESL)/Bilingual Program

North Hudson Campus

4800 Kennedy Boulevard – 7th Floor (N703Q)

Phone: (201) 360-4362

English as a Second Language (ESL) students take courses in one of five levels of Writing and Grammar for Writing, and Reading and Academic Discussion to prepare for academic course work. Placement evaluations are made at the end of each semester, enabling students to continue the ESL studies in the skills areas and levels most appropriate

for them. ESL students who attain sufficient mastery of English (as demonstrated by satisfactory completion of coursework and college placement examination scores) move directly into English language degree courses. While in ESL, students can take some content courses in English or in the bilingual mode taught in Spanish and in English.

Academic Foundations - Mathematics

Phone: (201) 360-5356

Phone: (201) 360-5354

E-Mail: pbandyopadhyay@hccc.edu

HCCC is committed to providing educational opportunities for all students admitted to the College, including students who need to strengthen academic skills in English and/or Mathematics before enrolling in a full schedule of college-level courses. In order to provide access to degree programs for these students, HCCC employs a testing and placement system and a full range of Academic Foundations courses in English and Mathematics to give under-prepared students the opportunity to develop their academic skills.

ADJ Academic Support Services Department

71 Sip Ave. Library – Lower Level

Phone: (201) 360-4187

North Hudson Campus, Rm. N511

Phone: (201) 360-4623

The ADJ Support Services consists of the Writing Center and Tutorial Centers (Jersey City Campus and NHC). The department also includes the Transitional Program that offers Enrichment Programs for continuing students and Bridge Program and Boot Camps for students who place into Academic Foundations English and Mathematics courses. More details in Instructional Support Services Section.

Jersey City Campus Locations:

Tutorial Center

71 Sip Avenue – (L Building) Lower Level

Phone: (201) 360-4187

Email: tc@hccc.edu

Transitional Program

71 Sip Avenue - Lower Level

Phone: (201) 360-4036

Coordinator: *Jenny Bobea*

Email: jbobea@hccc.edu

Writing Center (WC)

2 Enos Place – (J Building) J 204

Phone: (201) 360-4370

WC Coordinator: *TBA*

E-mail: wc@hccc.edu

North Hudson Campus Locations:

Tutorial Center

4800 Kennedy Blvd. – 5th Floor (N511)

Phone: (201) 360-4623

Email: tc@hccc.edu

Writing Center (WC)

4800 Kennedy Boulevard – 7th Floor (N703A)

Phone: (201) 360-4779

E-mail: wc@hccc.edu

Nursing and Health Sciences Division

870 Bergen Avenue, 3rd Floor

Phone: (201) 360-4267

FAX: (201) 420-7674

Associate Dean: *Catherine Sirangelo-Elbadany*

E-mail: csirangelo@hccc.edu

Director of Health Related Programs: *Dr. Sheila Dynan*

Email: sdynan@hccc.edu

The Nursing and Health Sciences Division offers A.S. degree programs designed to prepare students to transfer to four-year institutions, and A.A.S. and certificate programs designed to prepare students for careers immediately upon graduation or to develop technical skills in specialized areas geared towards the health sciences. The faculty members have diverse academic and professional backgrounds including years of practical experience in medical and health related fields.

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street – Room S204A

Phone: (201) 360-4265

FAX: (201) 714-4308

Dean of Instruction/Science: *Dr. John Marlin*

E-mail: jmarlin@hccc.edu

The STEM Division offers A.S. degree programs designed to prepare students to transfer to four-year institutions, and A.A.S. and certificate programs designed to prepare students for entry-level careers upon graduation or to develop technical skills in specialized areas. The faculty members have diverse academic and professional backgrounds including years of practical/industry experience in science, mathematics and technology related fields.

Humanities Division

119 Newkirk Ave, 1st Floor

Phone: (201) 360-4650

FAX: (201) 714-4308

Dean of Instruction/Arts: *Christopher Wahl*

E-mail: cwahl@hccc.edu

The Division encompasses a number of disciplines including Fine Arts, Computer Arts, Liberal Arts, English, Literature, Humanities, Modern Languages, Speech and Theatre Arts. The Division offers A.A. and A.F.A. degree programs transferable to four-year institutions, academic certificate and proficiency certificate programs in preparation for

immediate employment upon graduation, and general education courses required for all degree programs.

Social Sciences Division

71 Sip Avenue, L420
Phone: (201) 360-4751
FAX: (201) 714-4308
Associate Dean: *Dr. Christiane Warren*
E-mail: cwarren@hccc.edu

The Division encompasses a number of disciplines including, Criminal Justice, Human Services, Psychology, Sociology, Early Childhood Education, and History. The Division offers A.A. degree and A.S. programs designed to prepare students for transfer to four-year institutions and/or for entry-level careers. The Division also offers Professional Development certificate programs in preparation for immediate employment upon graduation, and general education courses required for all degree programs.

English Division

81 Sip Ave., 2nd Floor (G213)
Phone: (201) 360-4380
Fax: (201) 714-7132
Director: *Elizabeth Nesius*
Email: aenesius@hccc.edu

The division encompasses the A.A. in Liberal Arts – English Option the college composition sequence, and the Academic Foundations - English program. The English Option is designed to prepare students for transfer to four-year institutions. The division also offers general education courses required for all degree programs.

The Academic Foundations–English program (AFE) offers classes in developmental English to assist students in learning the skills that will provide the foundation for their future college work success. Qualified instructors treat students with the respect they deserve as adults in college and create motivating classroom environments. Classes are designed to meet the particular academic needs of each student. HCCC employs a testing and placement system, and full range of Academic Foundations courses in English to give underprepared students the opportunity to develop academic skills.

Non-Traditional Programs

161 Newkirk Street, Rm 504
Phone: (201) 360-4242
Dean: *Ana Chapman-McCausland*
Email: achapman@hccc.edu

The division oversees the academic/for-credit programs including Evening/Weekend/Off-site, high school partnerships, Learning Enables All Possibilities (LEAP) and online learning courses/programs.

ON-LINE COURSE OFFERINGS

Center for Online Learning

Director: *Dr. Robert Khan*

Phone: (201) 360-4038

Email: col@hccc.edu

The Center for Online Learning (COL) at Hudson County Community College provides students with an alternative to taking an on-campus course. The COL offers online and hybrid courses throughout the academic year in 15-week sessions and accelerated 7-week sessions. This provides students with the opportunity to pursue their studies when and where it is most convenient for them. Each semester, HCCC offers a wide variety of online and hybrid courses. Each modality provides the same quality instruction as a traditional face-to-face course; what distinguishes them from one another is the degree to which instruction is delivered via the internet through the Blackboard learning management system, referred to as *Hudson Online*.

In Online (ONA, ONB, and ONR) courses, all instruction takes place entirely on the internet and no face-to-face classroom instruction is required. For Hybrid (HYA, HYB, and HYR) courses, there is a combination of face-to-face classroom instruction and fully online instruction. A hybrid has at least 50% of the course instruction online, with the remaining course instruction in a face-to-face classroom setting. Face-to-face classroom time requirements may vary between hybrid courses.

Are You Hudson Online Ready?

Is online learning for you? If you are self-motivated, disciplined and comfortable using a computer, online learning may be for you! Review the "[Are You Hudson Online Ready?](#)" section on the COL Portal page and take the free assessment to see if online learning is a good fit for your learning style. If you have, additional questions regarding online learning email the COL at col@hccc.edu

INSTRUCTIONAL SUPPORT SERVICES

Abigail Douglas-Johnson Academic Support/Tutoring Services

Associate Dean: *Dr. Pamela Bandyopadhyay*

E-mail: pbandyopadhyay@hccc.edu

Journal Square Campus

71 Sip Avenue – Lower Level

Phone: (201) 360-4187

Fax: (201) 714-7165

Email: tc@hccc.edu

North Hudson Campus

4800 Kennedy Boulevard – 7th Floor (N703A)

Union City, NJ

Phone: (201) 360-4623

Email: tc@hccc.edu

ADJ Academic Support Services Department

The ADJ Academic Support Services Department consists of the Writing Centers and Tutorial Centers at the Jersey City Campus and North Hudson Campus. The department also includes the Transitional Program that offers Enrichment Programs for continuing students and the Bridge Program and Book Camps for students who place into Academic Foundations English and Mathematics courses.

Writing Center (WC)

Jersey City Campus

2 Enos Place – J 204

Phone: (201) 360-4370

Phone: (201) 360-4377

WC Coordinator: *TBA*

E-mail: wc@hccc.edu

North Hudson Campus

4800 Kennedy Boulevard – 7th Floor (N703A)

Phone: (201) 360-4779

E-mail: wc@hccc.edu

The Writing Center (WC) serves the College community in multiple ways: its primary focus is to provide students with a supportive environment in which to develop their abilities as proficient writers, independent learners, and reflective thinkers. The WC, which includes a computer laboratory, offers support for students in any course requiring writing assignments, including ESL, Academic Foundations, College Composition and other English, Humanities, and Social Science courses. The WC provides walk-in and workshop based

writing tutorials for all enrolled students. Furthermore, the WC strives to inspire faculty initiatives, promote faculty development by hosting Faculty Development Seminars each semester, and support Writing Across the Curriculum (WAC). All of the aforementioned services are offered free to faculty and currently enrolled students. Students and faculty are encouraged to contact the Writing Centers for information regarding our services.

Tutorial Centers

Journal Square Campus

71 Sip Avenue - Lower Level

Phone: (201) 360-4187

Email: tc@hccc.edu

North Hudson Campus

4800 Kennedy Blvd. (N511)

Phone: (201) 360-4623

Email: tc@hccc.edu

Tutoring for individuals and small groups is available at the Tutorial Centers. Trained tutors provide assistance in all subject areas for both walk-in and regularly scheduled students at the various College sites. Tutorial Centers offer students a unique approach to studying with their classmates through small, tutor-led study groups. Sessions are conducted in a relaxed atmosphere immediately following day or before evening classes often in the same classrooms where instruction is conducted. Group tutorials are available daily at all Tutorial Centers in response to student needs.

In order to prepare students for their respective exit exams and final exams, the ADJ Academic Support Services Department offers workshops for ESL IV and V, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra, and some college-level courses during the fall and the spring semesters. In addition, the department offers Summer Enrichment Programs for all levels of ESL, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra. Furthermore, various conversation sessions are offered for the College's non-English speaking students.

Transitional Program

71 Sip Avenue - Lower Level

Phone: (201) 360-4036

Coordinator: *Jenny Bobea*

Email: jbobea@hccc.edu

The department also includes the Transitional Program that offers Enrichment Programs for continuing students and the Bridge Program and Boot Camps for students who place into Academic Foundations English and Mathematics courses. The Summer Enrichment Program is offered for all levels of ESL, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra. **All of the aforementioned services are offered free to currently enrolled students.** Students and faculty are encouraged to contact the department for information regarding our services.

Academic Foundations Mathematics Center

Phone: (201) 360-5356

Email: pbandyopadhyay@hccc.edu

The center provides one-to-one and group tutoring in Basic Mathematics and Algebra. Also available is a self-paced adaptive computer software, “MyMathLab” to help students with homework and strengthen their math skills in preparation for final and exit exams.

HCCC HONORS PROGRAM

Faculty Coordinator: *Jani Decena-White*

Phone: (201) 360-4657

E-mail: honors@hccc.edu

Each semester, Hudson County Community College offers a number of courses, which carry an “Honors Only” designation. In order to register in one of these courses, students must have a 3.25 GPA in their college level courses and will have exited English 101 with a grade of B or better. This academic criteria has been established to guarantee their ability to benefit from the rigor of Honors Program sections. In these courses, students should expect smaller class size, more one-to-one instructor contact, more independent work and assignments of greater complexity and breadth.

Members of the College's Honors Program are provided with many unique opportunities. In addition to stimulating classes that provide challenging course work and exciting class discussions, there are opportunities to meet, work, and socialize alongside faculty and other students with similarly exceptional initiative and ability. Students receive honors designations on their transcripts and honors certificates,

and they participate in activities that recognize their scholarship and success.

HONOR SOCIETIES

Phi Theta Kappa International Honor Society

Phone: (201) 360-4264

Chapter Advisor: *Ted Lai*

E-mail: tlai@hccc.edu

Phi Theta Kappa is the international honor society for two-year college students. Phi Theta Kappa has recognized academic achievement at two-year colleges since 1918. Over 1,200 college chapters are chartered in all fifty of the United States, as well as Canada, Germany, and Japan. The Beta Alpha Phi Chapter was chartered at Hudson County Community College in 1995. Phi Theta Kappa provides opportunity for the development of character, leadership and service, for an intellectual climate to exchange ideas and ideals, and for stimulation of interest in continuing academic excellence. Full- and part-time students who have earned 12-degree credits at HCCC with a cumulative grade point average of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

Psi Beta

Phone: (201) 360-4734

Faculty Advisors: *Salvador E. Cuellar*

E-mail: scuellar@hccc.edu

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges, and it offers its members many benefits. In addition to recognizing outstanding academic performance, Psi Beta provides opportunities for members to learn more about the field, to meet and interact with professionals working in various areas of psychology, to acquire leadership skills, to participate in community service, and to work with peers with similar interests. In order to qualify for Psi Beta membership, students must have a genuine interest in the study of psychology, have a GPA of at least 3.25, a B average or above in psychology courses, and have completed at least 12 semester hours of college credit.

Sigma Kappa Delta

North Hudson Campus - Room N703 J

Phone: (201) 360-4738

Faculty Advisor: *Alison Bach*

E-mail: abach@hccc.edu

Sigma Kappa Delta is the English Honor Society for Two-Year Colleges. It was founded in 1996 at Cottey College. With over 100 active chapters located in the United States, approximately 2,500 members are inducted annually. Sigma Kappa Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate studies. Members plan and participate in literary events, acquire leadership skills, and promote literacy and love of reading in the community. To qualify for membership, students must have completed at least twelve college credits with a GPA of 3.0 in general scholarship and at least one college-level course in English language and literature (excluding developmental courses) with no grade lower than B in all such courses.

Dean's List

Full-time degree students who have a G.P.A. of 3.5 or higher and no "F" grades in the current semester are eligible. Part-time degree students earning 12 credits who meet requisite criteria during a calendar year are also eligible for Dean's List.

LIBRARIES

Jersey City Campus

71 Sip Avenue, 1st and 2nd floors

Phone: (201) 360-4360

Fax: (201) 963-0789

E-mail : library@hccc.edu

College Libraries www.hccclibrary.net

North Hudson Campus

4800 Kennedy Blvd., 3rd Floor

Phone: (201) 360-4605

The Libraries at Journal Square and North Hudson Campuses support the research and curricular needs of students and faculty. The Library website, www.hccclibrary.net, is a guide to our resources and services. Books and DVDs may be borrowed. Online resources can be accessed on campus and off campus. Group study rooms are available for student use. Textbooks for courses are on reserve and available to students in both libraries. Librarians are available to instruct classes and provide individualized research help. Computers, scanners, iPads, and printers are available for student use. A current HCCC ID card is required to borrow all library materials. The Library hosts many arts and crafts events in our Makerspace. The Library at Journal Square is also home to the Liberty Café. Visit the Library at www.hccclibrary.net to learn more.

INFORMATION TECHNOLOGY SERVICES

Information Technology Services

70 Sip Avenue, 3rd Floor

Phone: (201) 360-4310

Fax: (201) 792-9448

Chief Information Officer: *Vincent Salamone*

E-mail: vsalamone@hccc.edu

Assistant Chief Information Officer: *Russel Taboso*

E-mail: rtaboso@hccc.edu

Information Technology Services

The Information Technology Service Department is located at 70 Sip Avenue in Jersey City. The department is led by the Chief Information Officer (CIO), who reports to the Senior Vice President for North Hudson Campus & Student and Educational Services. The ITS staff is responsible for network support and operations, academic computer labs, telecommunications, web services and PC technical support. The office is also responsible for administrative computing and computer operations, supported by the Ellucian Colleague software products.

ITS Department Mission Statement:

“The mission of the Information Technology Services Department at Hudson Community College is to provide students, faculty, and administration with the highest level of Technological services, support, and customer service.”

Hudson County Community College (HCCC) continues to make considerable investments and advancements in technology deployment and utilization of its technological resources. HCCC has completed and implemented several major initiatives and accomplishments towards achieving its goal in supporting the College’s technological goals. In addition to striving and working towards staying up to date technologically, it is always providing the highest level of support possible to the College.

Academic Computer Labs

70 Sip Avenue, 3rd Floor

Phone: (201) 360-4356

FAX: (201) 792-9448

Academic Lab Manager: *Diana Perez*

E-mail: dperez@hccc.edu

Mission Statement:

“The mission of the Academic Computer Labs is to provide students and faculty with adequate computing facilities and services so they may complete their projects.”

Computer labs are located at the Jersey City and North Hudson campuses. The Academic Computer Labs provide supported software and hardware for the students, faculty and staff for daily use. All Academic Computer Labs are equipped with educational software*, USB connectors, HP printers, scanners, iMacs, MS Office and Internet access. Trained lab assistants are available to assist walk-in students in Open Computer Labs and occasionally assigned to classes to assist with the use of software and equipment.

* *Installation of software should be requested by respective Department Dean through the ITS Track-It ticketing system.*

Computer Open Labs Locations:

Open Computer Labs are equipped with educational software, CD-ROMs, USB connectors, HP printers, scanners, iMacs, MS Office and Internet access for all computer lab users:

- Jersey City: S217, S514 and S617, STEM Building (282 Academy Street)
- Jersey City: L419 (71 Sip Avenue, Library 4th Floor) – Great for work groups or projects.
- North Hudson Campus: N224 (4800 Kennedy Blvd., 2nd Floor) – Great for work groups or projects.

MAC Open Labs Locations:

Mac Open Labs are equipped with all the software used by art classes. Students may use these Mac Open Labs to complete their assignments. Lab hours will vary every semester due to classes scheduled in these rooms:

- Jersey City: L514 (71 Sip Ave. Library 5th Floor)
- North Hudson Campus: N224 (4800 Kennedy Blvd. 2nd Fl.)

Academic Laboratory Rules and Regulations

By using the Open Computer Labs, you have agreed to follow the Academic Laboratory Rules and Regulations. Labs are staffed with trained Instructional Lab Assistants to help users with the operation of HCCC software and hardware. Students are encouraged to use the computer labs on a walk-in-basis. The Open Lab Schedule is posted in the lab and our website.

The Instructional Lab Assistants in the Open Labs represent the College and are the first line of authority. Their judgments should be respected. The first level of appeal is to the lab coordinator or lab manager. Failure to follow Academic Laboratory Rules and Regulations may result in students being asked to leave the facility. Serious infractions or student misconduct in the HCCC Academic

Labs could result in referral of the matter to the Office of Student Services.

Technology at HCCC will be used in collaboration with the curriculum. Computers and other technology equipment are tools used as part of the teaching and learning experience process.

In deciding the Academic laboratory rules and regulations, there are two overriding principles: (1) the College's information technology resources exist to support the College's mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community.

- ❖ All computer lab users must show a HCCC photo ID card with the current semester sticker. This can be obtained from Security in either the Jersey City or North Hudson campuses.
- ❖ Students are required to use their HCCC Username and Password to log in to computers at the HCCC computer labs.
- ❖ Students with special needs have priority at designated workstations.
- ❖ All students are welcome to work on projects as groups in labs L419, S217, S514 and N224. However, all computer users must maintain an appropriate and orderly environment, as we need to provide an excellent environment for the rest of our users. If you need a quiet and comfortable space, please use S617 in the STEM Building.
- ❖ The use of cell phones is not permitted in the open labs. All electronic devices must be on silent or vibrate mode. Otherwise, you are distracting others who are trying to complete their academic assignments.
- ❖ No still or video photography is permitted in the labs.
- ❖ Intentionally viewing, sending, or retrieving information which is pornographic, obscene, sexist, racist, abusive, or harassing is not permitted. Viewers will be asked to stop, and if they persist, will be told to leave the computer lab. Computer labs are monitored.
- ❖ No food, drink, or beverage containers are permitted in the labs. This includes all open and closed containers.
- ❖ Minors and non-computer users are not permitted in the open labs.
- ❖ Pets, (or laboratory animals), skating, and bicycles are not permitted in the labs. Assistive animals (seeing-eye dogs, etc.) are excluded from this rule.
- ❖ Computer workstations and printers in the labs are there to support schoolwork. Priority use of workstations is defined as academic use. Users must relinquish workstations for this purpose upon request. Computer stations and printers are not for general entertainment (games, gambling, etc.) or commercial use.

- ❖ Open Computer Lab printers may not be used to print course materials such as textbooks, handbooks or very large research articles. Printers are not to be used as copy machines. The course-assigned faculty member and academic departments provide the appropriate course material students require when taking their class. Authorization by the instructor is not valid.
- ❖ Do not print any flyers or advertisements unless they are part of your class assignment.
- ❖ Lab Assistants have the authority to cancel any print jobs that do not comply with the lab rules.
- ❖ Only paper supplied by the lab may be placed into lab printers by lab staff.
- ❖ All work should be saved to your personal drives (USB flash drive). We do not supply USB flash drives. Users are advised to save work every five (5) minutes. Computer user files stored on local hard drives are not protected and therefore, subject to modification, erasure. We are not responsible for lost or damaged information. Additionally, it is highly recommended that computer users back-up copies of all information so that they have the information in more than one place.
- ❖ Assistance for individually owned computers and software is not provided.
- ❖ Users should not leave their computer unattended more than five (5) minutes. Unattended computers will be reassigned.
- ❖ Users should not abuse the Open Computer Labs or any equipment. If users have a problem with the equipment or a software application, they should ask the Lab Assistant for help.
- ❖ Lab Assistants are not allowed to provide extensive help with a particular software application. Students may request tutoring from the Tutorial Centers (201) 360-4185) in Journal Square or (201) 360-4623) at the North Hudson Campus.
- ❖ Do not change the configuration of any computer. Do not install screensavers or wallpaper.
- ❖ Users must check their work area before leaving. The lab staff is not responsible for lost, stolen or misplaced objects including personal items and books. Do not leave anything in the Open Computer Lab unattended for any length of time. Sometimes items are found and you may check with the lab supervisors or security.
- ❖ All computer users must prepare to leave the Open Computer Lab ten (10) minutes before closing time and must vacate the Open Computer Lab by closing time.

Questions/comments regarding the Academic Computer Labs can be directed to: computerlabs@hccc.edu

New Student Accounts – Questions & Answers:

Can I log in to my account immediately after I register?

No. If this is your first semester as a HCCC student, and you just registered for class, you will need to wait up to 48 hours before you will be able to log into the HCCC MyHudson portal.

Returning Students

If you are a returning student and have not logged in within the last 245 days, your password has expired. To reset your password, visit <http://www.hccc.edu/its/reset-my-password> or call (855) 699-0733.

How do I reset my password?

If you are not able to log in, you can reset your password by visiting <http://www.hccc.edu/its/reset-my-password> or call (855) 699-0733.

Where do I get a Student ID?

Student IDs are provided by contacting Safety and Security Department.

Having problems connecting?

Support is available for problems accessing the HCCC network, College e-mail accounts and the MyHudson portal. If you encounter any issues, please contact the ITS Help Desk.

Website: <http://www.hccc.edu/its/helpdesk>

E-mail: itshelp@hccc.edu

Phone: Journal Square Campus: (201) 360-4310

North Hudson Campus: (201) 360-4309

Office of Finance

26 Journal Square, 14th Floor

Phone: (201) 360-4043/4044

FAX: (201) 656-8961

Chief Financial Officer: *Veronica Zeichner-D'Alessandro*

E-mail: vzeichner@hccc.edu

Phone: (201) 360-4045

Controller: *Geoffrey Sims*

Email: gsims@hccc.edu

Phone: (201) 360-4051

Assistant Controller: *Dayneesa McMillan*

Email: dnmcmillan@hccc.edu

This division is responsible for the financial and business affairs of the College, including the Bursar, the Controller's Office, and Budget & Purchasing.

Bursar's Office

70 Sip Avenue, 1st Floor
Phone: (201) 360-4106
FAX: (201) 795-3105
Bursar: *Leslie Lang*
E-mail: bursar@hccc.edu

Jersey City Campus Office:

70 Sip Avenue, 1st Floor
Phone: (201) 360-4100
FAX: (201) 795-3105
Portal Page: <https://myhudson.hccc.edu/bursar>

North Hudson Campus Office:

4800 Kennedy Boulevard – 1st Floor
Phone: (201) 360-4735
FAX: (201) 360-4737
Portal Page: <https://myhudson.hccc.edu/bursar>

Upon registration of classes, the student creates a contract with the College by which HCCC commits to hold class seats for the student. This contract automatically produces a financial obligation to the College. Payment is due on the day of registration. After registering for classes all students should report to the Bursar's Office to pay all tuition, fees, and other related costs. The College accepts Visa, MasterCard, American Express and Discover in addition to debit cards, cash, checks, and money orders. Payment can also be made by Credit Card by logging onto www.hccc.edu > My Hudson > My Financial Info > Make a Payment or Pay on my Payment Plan.

The College offers a Deferred Payment Plan to students enrolled during Fall and Spring semesters. All payment plans must be arranged with the Bursar's Office. Students may not enter a Payment Plan unless they are prepared to make the first payment. Students who are approved for financial aid may be able to apply their awards towards their tuition and fee charges. However, financial aid may not cover the entire cost of attending College leaving a balance to be paid by the student. **If financial aid is reduced or cancelled for any reason, the student will be responsible for making payment to the College.** Obligations from prior semesters must be paid in full before re-registration. The Registrar will not release grades, transcripts, or diplomas until all financial obligations to the College have been cleared.

Purchasing Department

26 Journal Square, 14th floor

Phone: (201) 360-4047

Director of Contracts & Procurement: *Marvin Smith*

Email: msmith@hccc.edu

Human Resource Department

81-83 Sip Avenue, Mezzanine Level

Phone: (201) 360-4073

Chief Human Resources Officer: *Vivien Ray*

Email: vray@hccc.edu

The Human Resources Department is committed to serving the mission of Hudson County Community College by providing leadership and guidance in the development, implementation and administration of Human Resources policies, practices and programs.

The Human Resources Department is dedicated to working strategically with the diverse College community in identifying and responding to its changing needs. The Department is a resource for the College and will work as a team through our shared strengths to provide the highest quality of customer service, while maintaining the highest standards of integrity, leadership, innovation, knowledge, efficiency, honesty and respect.

The Human Resources Services cover:

- Recruitment and orientation of employees
- Compliance with local, state and federal laws
- Implementation and administration of benefit plans including health and pension
- Establishment and maintenance of accurate employee records
- Professional Staff Development

Facilities, Engineering and Construction Department

Phone : (201) 360-4099

Executive Director: *Ilya Ashmyan*

E-mail: iashmyan@hccc.edu

In partnership with students, faculty, and staff, we provide a learning environment supporting academic excellence and community engagement. As innovative professionals, we respond to the needs of the College community with dignity and respect towards all. As a team of highly skilled individuals, we are dedicated to safe, high quality work. We attain this through training, and education in all the construction trades and building codes.

Anticipate and respond – As dependable partners, we listen and learn how our services are used for the educational mission. We are flexible and available to provide service in an organized and timely manner.

Dignity and respect – At the core of our ability to work together is the recognition that each of us has a personal need for self-worth, attained through work that is valued and ideas, which are heard.

Mail Room/Copy Center

Phone: (201) 360-4690

Customer Service Coordinator: *Gilda Darias-Hersbberger*

E-mail: gdarias@hccc.edu

Our goal is to produce quality goods and services in a timely and cost-effective manner. The Customer Service Center provides faculty and staff with a variety of quality services such as quality printing, stapling and binding services, which include but not are limited to newsletters, catalogs, postcards, letterheads, envelopes, ads, and business cards to the Communications Department and College community. We collect and distribute inter-office and outgoing mail, prepare and make copies, and provide stationery supplies to College faculty and staff. We strive to ensure that the Mail Room/Copy Center services fulfill our College's service needs.

Safety & Security

25 Pathside

Phone: (201) 360-4080

Director: *Rafael Nivar*

E-mail: rnivar@hccc.edu

The Safety & Security Department exists to serve all people within its jurisdiction with respect, fairness and compassion. Our primary focus is to provide a safe and secure environment that is conducive to the education, employment and daily activities of our community. We maintain a vigilant and proactive approach to security concerns and continually evaluate our security measures to implement improvement. Therefore, "Team Work" on the collective efforts of students and staff in collaboration with local authorities and College security are necessary. The Department provides security services such as: Shuttle Service, Photo IDs, security escort for personal safety, fire safety education, parking information, and lost and found.

This office is open from 7:00 a.m. to 11:00 p.m., seven days per week, with the exception on college scheduled closings in observance of all recognized holidays and summer hours. However, our Security dispatch is available 24/7, 365 days a year at (201) 360-4080.

Bookstore (Managed by Follett Higher Education Group)

Jersey City Campus

162 Sip Avenue

Phone: (201) 360-4390

FAX: (201) 653-0597

Manager: *Eric Martin*

Hours of Operations:

Monday, 9a.m – 7 p.m.

Tuesday, Wednesday, and Thursday 9 a.m. – 5 p.m.

Friday, 10 a.m. – 3 p.m.

North Hudson Campus

4800 Kennedy Blvd.

Phone: (201) 360-4398

Hours of Operation:

Monday – Thursday, 10am – 6pm; Friday, 10am – 3pm

OFFICE OF DEVELOPMENT AND FOUNDATION

70 Sip Avenue, 4th Floor

Phone: (201) 360-4006

FAX: (201) 656-1799

Vice President: *Joseph Sansone*

E-mail: jsansone@hccc.edu

Phone : (201) 360-4004

Events Planner : *Mirta Sanchez*

E-mail : msanchez@hccc.edu

Hudson County Community College Foundation is committed to generating financial support for the benefit of Hudson County Community College and its students. To this end, the Foundation will work with the community and College faculty and staff to promote the opportunity for students to attend the College and to participate in its programs. Our vision is that *all* students should have the opportunity to realize a college education.

Communications

26 Journal Square, 14th Floor

Phone: (201) 360-4060

FAX (201) 653-0607

Director: *Jennifer Christopher*

E-mail: jchristopher@hccc.edu

communications@hccc.edu

The Communications Department is responsible for communicating with the College's diverse audiences – prospective students, the general public, alumni and donors (potential and existing) – in a clear, consistent and enjoyable manner. Through press releases, publications, announcements and print, audio and digital advertisements, the Communications Department carefully conveys the College's vision, enhances its image, and disseminates information about its plans and successes.

The Communications Department is entrusted with maintaining a consistent look and message portrayed in all marketing, advertising and public relations efforts via guidelines on acceptable uses of the College's name, logo and seal: the logo and seal are to be used with permission on authorized documents, in appropriate size proportions and in authorized colors. Similarly, the Hudson County Community College name may be used only with prior written consent and may not be used for commercial or personal gain. Further information about acceptable uses is available at <http://www.hccc.edu/graphicstandards>. It also oversees the design, writing and printing of all HCCC major departmental collateral materials, including business cards, signage, brochures, programs and flyers, and coordinates photography services for special events by request.

The Communications Department has established a social media presence for the College on Facebook, Flickr, Twitter, YouTube, Instagram and Pinterest; these pages are accessible at the College's main page, www.hccc.edu, or the MyHudson portal:

<https://myhudson.hccc.edu>

<http://www.facebook.com/hccc.edu>

<http://www.flickr.com/photos/hudsonccc>

<http://instagram.com/hcccofficial/>

<http://pinterest.com/hudsonccc/>

<http://twitter.com/HudsonCCC>

<http://youtube.com/user/HudsonCountyCollege>

Full social media guidelines are available at the communications page on the college website, www.hccc.edu/socialmedi.

General Information

COLLEGE CATALOG

Copies of the College Catalog are made available to students so that they may familiarize themselves with information such as curriculum requirements, course descriptions, complete policies and procedures, etc. It is the responsibility of the student to familiarize him/herself with the College Catalog. Students may pick up a copy of the College Catalog in the Enrollment Services Center at Jersey City, and the Enrollment Center at the North Hudson Campus, or at various offices throughout the institution.

PARKING

The College does not have student parking lots. There are, however, several paid parking lots in the Journal Square area, which offer discounted rates at the following Journal Square locations:

- **Welcome Parking** (20 Jones Street & Enos Place)
- **Bergen Avenue Parking** (871 Bergen Avenue)
- **Impark - Square Ramp** (801 Pavonia Avenue, behind Loews Theatre)
- **Impark** (130 Sip Avenue – across the street from Culinary Conference Center)

For a detailed list and more information on discounted rates, please visit the Front Information Desk inside each College building on the Journal Square campus and in the College's newsletter.

SCHOOL CLOSINGS

For school closings during inclement weather, call (201) 714-7100 (**Press 1**) and listen for radio announcements on WINS 1010 AM, WADO 1280 AM, WVNJ 1160 AM, WCBS 880 AM, and WOR 710 AM; television announcements at WNBC – TV and News 12 New Jersey; or visit the College website, MyHudson portal and HCCC's Facebook and Twitter pages.

The College also provides an emergency-alert system which is called Connect-ED, at no charge to students and employees. Rest assured, personal information you enter into the Connect-ED system will be kept confidential. There is also no charge to sign up; however, mobile-service providers may charge a fee for incoming messages, depending upon one's plan. Please visit <http://www.hccc.edu/emergency> for more information.

SHUTTLE SERVICE

In order to facilitate students' ability to travel between the Jersey City Campus, the North Hudson Campus, and the College's off-site locations, a shuttle service is provided. The shuttle service between the North Hudson Campus and 70 Sip Avenue, is made available during the fall and spring semesters, Monday through Friday. The shuttle service is available to HCCC students, staff and faculty with a current HCCC ID. The shuttle departs from Sip Ave., directly in front of the entrance to 70 Sip Avenue, and from North Hudson Campus.

Schedules for the shuttle can be obtained from the Safety and Security Office at 70 Sip Avenue, and is posted at various locations throughout the College and in the College's social media, portal, website and newsletter. The Safety and Security Office can be reached at (201) 360-4080. **The shuttle makes absolutely no unscheduled stops.**

WEB SITE

Visit the Hudson County Community College World Wide Web Site at <http://www.hccc.edu>

Equal Opportunity Statement

Hudson County Community College (HCCC) is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles affirmative action in the recruitment, admission, and retention of students and in the recruitment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statues and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, lifestyle, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, 81 Sip Avenue - Mezzanine, Jersey City, New Jersey 07306.

Appendix HCCC Quick Reference Guide

<i>Information On</i>	<i>Office/ Location</i>	<i>Building</i>	<i>Extension (201 360 Exchange unless otherwise noted)</i>
Absence Due to Illness/Death in Family	Instructor or Division Dean	Academic Office	----
Absence from Examinations	Instructor	Faculty Office	----
Academic Advising	Advisement & Counseling	70 Sip Ave. (A)	JC – 4150 NHC – 4627
Academic Calendar	Academic Affairs	70 Sip Ave. (A)	4010
Academic Policies & Procedures	Academic Affairs	70 Sip Ave. (A)	4010
Accidents	Safety & Security		JC – 4080 NHC – 4777
Activities	Student Activities		JC – 4195 NHC – 4653
Adding/Dropping Classes	Center for Academic Student Success/ Enrollment Services	70 Sip Ave. (A)	JC – 4150 JC – 4152
Address Change	Registrar	70 Sip Ave. (A)	4121
Admissions	Admissions	70 Sip Ave. (A)	4110
Alcohol/ Substance Abuse	Advisement & Counseling	70 Sip Ave (A)	JC – 4150 JC – 4152
Alumni Assoc./ Relations	Development	70 Sip Ave. (A)	4004
Archives	Library		4360
Audio Visual Equipment	Library		4360
Books and Supplies	College Bookstore	162 Sip Ave. (C)	4393
Bulletin Boards - Approval to Post	Student Activities		4195
Career Planning	Career Development	70 Sip Ave. (A)	4184
Change Major or Session	Center for Academic Success/Enrollment Services	70 Sip Ave. (A)	JC – 4150 JC – 4152 JC – 4110
Clubs and Organizations	Office of Student Activities		4197
Commencement Information	Office of Student Activities		JC – 4195 NHC – 4653
Complaints (Judicial) Against Students	Student Services	70 Sip Ave. (A)	4189

Computer Labs	ITS - Please visit: http://www.hccc.edu/its/computer-labs	Various Locations	JC – 4356 NHC – 4625
Copy Machines	Library	71 Sip Ave. (L)	4360
Courses Taken at Other Schools	Transfer Evaluator	70 Sip Ave. (A)	4148
Cultural Events	Cultural Affairs	71 Sip Ave. (L)	4176
Diploma Distribution	Enrollment Services	70 Sip Ave (A)	4110
Disabled Student Concerns	Disability Support Services	70 Sip Ave., 2 nd Floor (A)	4157
Educational Opportunity Fund	E.O.F.	2 Enos Place, Lower Level (J)	4180
Email Issues	I.T.S.	70 Sip Ave. (A)	4310
Emergencies (24 Hours)	Security	25 Pathside	911 JC – 4080 NHC – 4777
Emergency Closing of Campuses	911; Tune to Radio Stations: WINS 1010AM; WVNJ 1160AM; WCBS 880AM; & WADO 1280AM (Spanish) TY: WNBC-TV, News 12 NJ or call (201) 714-7100; HCCC Website and Portal, Facebook, Twitter		
Employment- Internships/Post Graduation	Career Development	70 Sip Ave. (A)	4184
Employment - F/T - On Campus Listings	Human Resources	81 Sip Ave., Mezzanine (G)	4070
Financial Aid	Student Financial Assistance	70 Sip Ave., 2 nd Floor (A)	JC – 4200 NHC – 4212
Going to 4 year School & Obtaining Scholarship	Transfer Services	70 Sip Ave., 2 nd Floor (A)	----
Grade Appeal	Instructor/ Division Dean	Faculty Office	----
Graduation Date, Deadline, and Requirements	Enrollment Services	70 Sip Ave. (A)	4110
Grievance Procedures	Student Services	70 Sip Ave., 3 rd Floor (A)	4602
Health/ Immunization Records	Enrollment Services	70 Sip Ave. (A)	4110
Honors Program	Academic Affairs	70 Sip Ave. (A)	4010
Identification Cards	Security	25 Pathside	JC – 4080 NHC – 4777
Illness (on-campus)	Security		JC – 4080 JC – 4084
Incidents	Security		JC – 4080 JC – 4084

Incomplete Grade	Instructor	Faculty Office	----
Judicial Affairs	Assistant Dean of Students	70 Sip Ave. (A)	4602
Leadership Opportunities	Student Activities		4195
Learning Communities	Academic Affairs	70 Sip Ave. (A)	4012
Leave of Absence	Advisement & Counseling	70 Sip Ave. (A)	JC – 4150 JC – 4152
Letter Request/ Verification	Registrar	70 Sip Ave. (A)	4121
Library Hours	Library	71 Sip Ave (L); North Hudson Campus (N)	JC – 4360 NHC – 4605
Literary Magazine: (Tapestry)	Student Activities		4195
Loans/ Verification	Student Financial Assistance	70 Sip Ave. 2 nd Floor (A)	4200
Lost and Found	Security	25 Pathside	JC – 4080 JC – 4084
Mail Services	Mailroom		4685
Make-up Exams	Instructor	Faculty Office	----
Maintenance	Facilities	70 Sip Ave. (A)	4686
Matriculation Requirements	Advisement & Counseling	70 Sip Ave. (A)	JC – 4150 JC – 4152
MyHudson Portal	Technology & Instructional Support Services	70 Sip Ave., 3 rd Floor (A)	4310
Name Change	Registrar	70 Sip Ave. (A)	4121
Network Services (Technology) - Helpdesk	Technology & Instructional Support Services	70 Sip Ave., 3 rd Floor (A)	4310
Newspaper: (The Orator)	Student Activities		4195
North Hudson Campus	Student Services	4800 Kennedy Blvd., Union City (N)	4600
Photocopying	Library	71 Sip Ave. (L)	4360
President's Office	Fourth Floor	70 Sip Ave. (A)	4004
Probation (Academic)	Advisement & Counseling	70 Sip Ave. (A)	JC – 4150 JC – 4152
Program Changes	Center for Academic Student Success/ Enrollment Services	70 Sip Ave. (A)	JC – 4150 JC – 4152

Registration	Center for Academic Student Success/ Enrollment Services	70 Sip Ave. (A)	JC – 4150 JC – 4152 JC – 4110
Room/Area Reservations	Facilities		4686
Schedule Changes	CASS/Enrollment Services	70 Sip Ave. (A)	JC – 4150 JC – 4152 JC – 4110
Scholarships	Development	70 Sip Ave. (A)	4004
Security 24 Hours	Security		JC – 4080 JC – 4084
Sexual Assault/ Sexual Harassment	Student Affairs	70 Sip Ave. 3 rd Floor (A)	4020
Student Employment:	On Campus: Student Financial Assistance	70 Sip Ave., 2 nd Floor (A)	FA – 4200
	Off Campus: Career Development	70 Sip Ave., 3 rd Floor (A)	CD – 4184
Student Organization Information	Student Activities		4195
TAG Certification	Student Financial Assistance	70 Sip Ave. (A)	JC – 4200 NHC – 4212
Transcript Request	Enrollment Services	70 Sip Ave. (A)	4121
Transfer Credits/ Information	Enrollment Services	70 Sip Ave. (A)	4148
Tuition Payment Information	Bursar	70 Sip Ave. (A)	JC – 4102 JC – 4103 JC – 4104
Tuition Reimbursement	Bursar	70 Sip Ave. (A)	JC – 4102 JC – 4103 JC – 4104
Tutoring Services	Tutoring Program	71 Sip Ave., Lower Level (L)	4187
Unfair Treatment in Course	Instructor/Division Dean	Academic Office	----
Verification of Enrollment & Attendance	Enrollment Services	70 Sip Ave. (A)	4121
Veteran's Information	Enrollment Services	70 Sip Ave., 1 st Floor (A)	4135
Web (Home) Page	Communications	26 Journal Sq.	4060
Withdrawal from College	CASS/Enrollment Services	70 Sip Ave., 2 nd Floor (A)	JC – 4150 JC – 4110
Work Study	Student Financial Assistance	70 Sip Ave. (A)	4200
Yearbook (Reflections)	Student Activities		4195