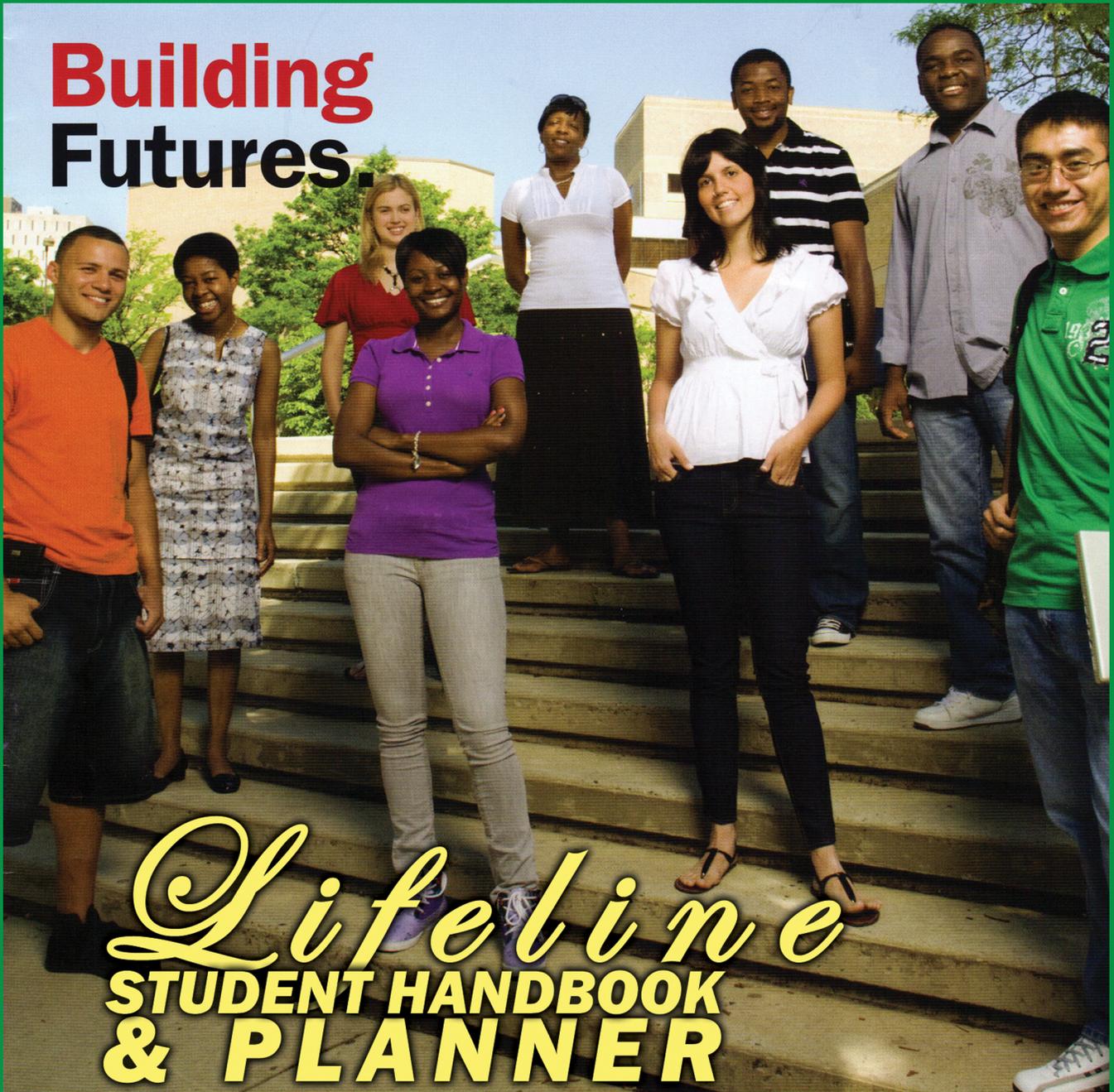


# ESSEX

## County College

**Building  
Futures.**



*Lifeline*  
**STUDENT HANDBOOK  
& PLANNER**

# 2010-2011

	<b>SPRING 2010</b>	
New Year's Day Holiday	College Closed	January 1
<b>First Day of Spring Semester Classes</b>		<b>January 11</b>
<b>First Day of Weekend College Semester Classes</b>		<b>January 15</b>
Last Day to Declare Audit		January 15
Martin Luther King Jr. Birthday	College Closed	January 18
<b>First Day of Late Start Semester Classes</b>		<b>January 29</b>
June 2010 Graduation Degree audits due to the Registrar		February 5
Presidents' Day	College Closed	February 15
Last Day for Removal of "Incomplete" grade for Summer 2009		February 19
Mid-Term Grades Due		March 1
Last Day to Withdraw from Spring Semester Classes		March 19
<b>Spring Holiday (Good Friday)</b>	College Closed	<b>April 2-3</b>
<b>Last Day of Late Start Semester Classes</b>		<b>April 24</b>
<b>Last Day of Weekend College Semester Classes</b>		<b>April 24</b>
<b>Last Day of Spring Semester Classes</b>		<b>April 26</b>
<b>Grades Due</b>		<b>April 28</b>

	<b>SUMMER TERM I 2010</b>	
<b>First Day of Summer I Term Classes</b>		<b>May 30</b>
Last Day to Declare Audit		May 7
Memorial Day	College Closed	May 31
Last Day to Withdraw from Classes		May 28
<b>Commencement</b>		<b>June 6</b>
August 2010 Graduation Degree audits due to the Registrar		June 4
Last Day for Removal of "Incomplete" grade for Fall 2010		June 4
<b>Last Day of Summer I Term Classes</b>		<b>June 21</b>
<b>Grades Due</b>		<b>June 23</b>
Summer Recess	Summer Closing	June 28 - July 2

	<b>SUMMER TERM II 2010</b>	
Independence Day	College Closed	July 4 Observed July 5
<b>First Day of Summer II Term Classes</b>		<b>July 12</b>
Last Day to Declare Audit		July 15
Last Day to Withdraw from Classes		July 29
<b>Last Day of Summer II Term Classes</b>		<b>August 19</b>
<b>Grades Due</b>		<b>August 23</b>
[The College will be closed ten Fridays during July and Aug. 2010 (July 9,16,23,30, 29;Aug 6,13,20,27 & Sept.3)]		
Convocation		August 30
Labor Day	College Closed	September 6
<b>First Day of Fall 2010 Semester Classes</b>		<b>September 7</b>

# Essex County College

# STUDENT HANDBOOK

## Policies and Procedures



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

# CONTENTS

	Pg.
Welcome .....	4
About the College.....	5
Academic Information	
Honors List (Dean's List).....	7
Dean's List for Part-Time Students .....	7
Phi Theta Kappa .....	9
Records Hold .....	9
Academic Irregularity.....	10
Academic Evaluation .....	10
Academic Appeal.....	10
Academic Computer Labs.....	13
The Learning Center.....	13
College Regulations	
Substance Abuse Education, Prevention, and Management for ECC Students .....	14
Student Judicial Procedures .....	15
Academic Integrity.....	17
Disciplinary Process.....	19
Classroom Infraction.....	19
Public Area Infraction.....	22
Code of Conduct.....	23
Judicial Committee .....	26
Secret Societies / Gang Activity .....	27
Student Information	
Campus Security.....	27
Campus Parking.....	28
Identification (ID) Cards .....	29
Fire Regulation.....	29
Sexual Harassment .....	30
Campus Sexual Assault Victims Bill of Rights .....	30
Smoking.....	31
Student Rights and Responsibilities.....	31
Student Organizations/Speakers on Campus .....	31
Written Materials.....	31
Issues .....	31
Children On Campus.....	32

Animals On Campus.....	32
Affirmative Action .....	32
Emergency College Wide Announcements .....	32
Student Health Insurance .....	32
Student Complaints in Academic Affairs.....	33
<b>Support Services</b>	
Counseling Services .....	33
The Libraries of ECC .....	34
Educational Opportunity Fund (EOF).....	35
Wise Women’s Center .....	35
Department of Special Programs.....	36
Student Support Services .....	36
<b>Financial Services</b>	
Financial Aid .....	37
College Awards and Scholarships.....	37
Bursar .....	38
<b>Student Services</b>	
Enrollment Services Express (ESX) .....	40
Student Records .....	41
Essex County Urban Issues Institute .....	41
Career Resource Center.....	42
Transfer Services.....	42
Disability Support Services .....	42
Student and Employee Assistance Program.....	43
Vision Care Technology .....	43
Evening and Weekend Services.....	43
Child Development Center.....	43
Bookstore .....	44
The Africana Institute .....	45
<b>Student Life &amp; Activities Office (SLAO) <i>Main Campus</i> .....</b>	<b>46</b>
Art Gallery.....	47
Student Life & Activities Office <i>West Essex</i> .....	47
SLAO Mission .....	47
SLAO Vision .....	47
SLAO Objectives.....	48

Clara E. Dasher Student Center .....	49
Clubs and Organizations .....	50
Student Publications .....	51
Club Recognition.....	51
Student Eligibility for Extracurricular Activities .....	52
Student Government Association .....	52
Bulletin Boards andPosting Regulations .....	53
Student Lockers .....	54
Student Club Mailboxes .....	54
Activities Fee.....	54
Ticket Sales .....	55
College Hour.....	55
Student Housing .....	56
Physical Education Building / Athletics Department .....	56
Sports .....	56
Physical Education Rules & Regulations .....	57
Physical Education Lockers.....	57
Physical Education Lost and Found.....	57
Fitness Center .....	54
Fitness Center Rules .....	58
Smoking .....	58
Participant Conduct .....	58
Medical Procedures .....	58
School Closing .....	58
Directory .....	59
Maps .....	61

---

# WELCOME

Dear Student,

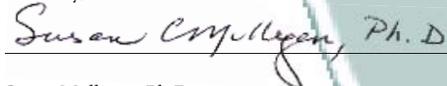
Your decision to attend college represents one of the most significant goals you will ever set. We hope that while you are here with us, you will take advantage of all the opportunities available to you and become an active member of the Essex County College community.

While academic responsibilities are your major priority, we hope a substantial amount of your time will be devoted to extracurricular activities. The social aspect of college life provides a significant opportunity for personal growth. It also provides unique experiences and enjoyment.

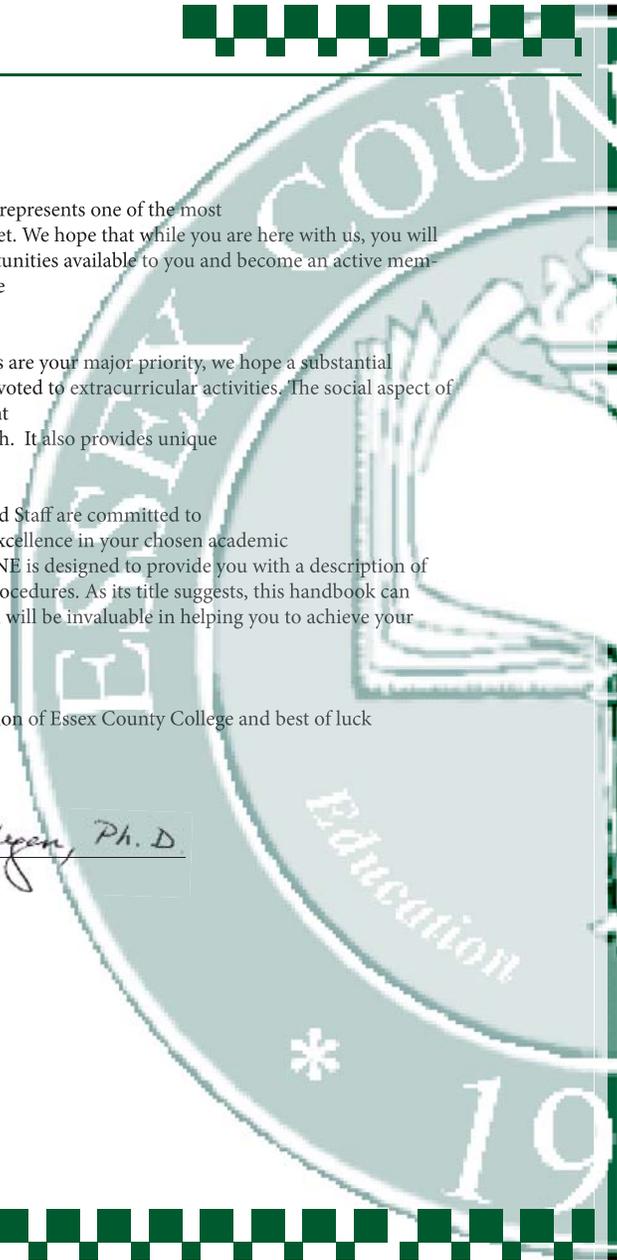
The Faculty, Administration and Staff are committed to assisting you as you strive for excellence in your chosen academic program. Additionally, LIFELINE is designed to provide you with a description of college services, policies and procedures. As its title suggests, this handbook can serve as a survival guide, which will be invaluable in helping you to achieve your goals. Please read it carefully.

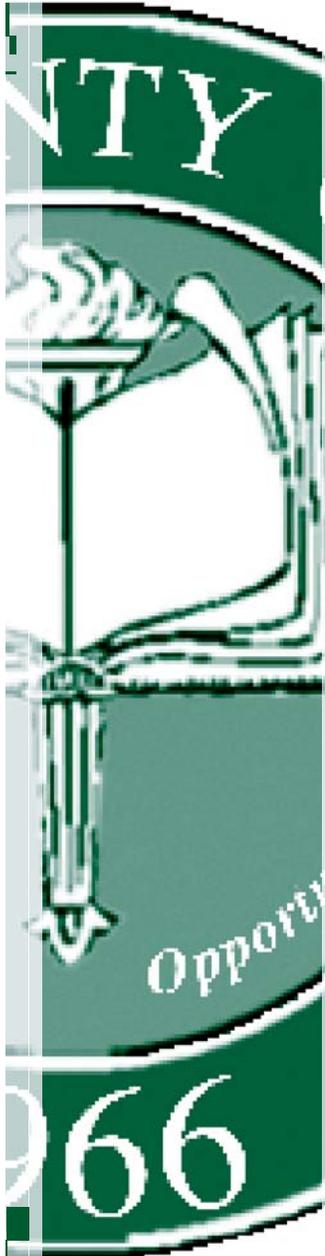
Congratulations on your selection of Essex County College and best of luck throughout the year.

Sincerely,



Susan Mulligan, Ph.D.  
Dean of Student Affairs





## About the Campus

---

Essex County College is a fully accredited two-year community college dedicated to providing its students with a stimulating educational experience. It is a comprehensive, open admissions college, ready to serve all that can demonstrate the potential to achieve.

ECC opened its doors in September 1968 in renovated facilities at Clinton Street, Newark. In April 1976, the College moved to its permanent headquarters at 303 University Avenue. Today, ECC enrolls an estimated 8,000 full and part-time students at a magnificent urban campus in the center of one of the most exciting educational complexes in the metropolitan area and at its West Essex Campus in West Caldwell.

## Main Campus

---

The single, multilevel structure that slopes up the West Market Street hill has been acclaimed “an architectural wonder.” This multilevel “Megastructure” is a versatile facility providing invaluable resources for learning and a unique public forum for lectures, concerts and exhibits. The climate-controlled unit contains more than 502,000 square feet and a three-block-long structural core that opens to all levels and links all sections of the College. Adjacent to the Megastructure is the Physical Education Building and Child Development Center. The Mary B. Burch Theater for the Performing Arts opened at the Newark campus in 1988.

In 1996, Center for Technology building opened its doors to Essex County College. This 36,000 square foot building is home to the students, faculty, and staff for engineering technology and computer science based degrees, certificates and customized training programs.

The college opened its cutting edge, 30,000-square foot Center for Health Sciences in the fall of 2008. This three story facility, connected to the southeast corner of the Megastructure campus in Newark, houses high-tech classrooms and laboratories for the college’s Nursing, Physical Therapist Assistant and Radiography degree programs.

Students now have access to a five-level Parking Deck for 836 vehicles. Opened in 2008, the new deck is located on the site of the former Lot D next to the Physical Education Building. This well lighted and secure facility replaces the old 292 vehicle lot.

The mission of any college is to provide its students with every opportunity to create, learn, and understand, all of which are inherent to the college experience. With the opening of the Clara E. Dasher Student Center in 1999, Essex County College has more than met this mission, with a premiere, state-of-the-art facility that brings together students, faculty, staff, and community members for a true cultural and learning experience. The Clara Dasher Student Center mirrors the strong legacy of the women after whom the building was named. It is one of the centerpieces of our community; a place that seeks to foster relationship building, cross-cultural understanding and self-awareness.

In this new era, it is important not only to keep up with rapid changes but also to continue tradition. The Clara Dasher Student Center provides fun, safe and relaxing environment to do it all.

### West Essex Campus

The Essex County College West Essex Campus is the official branch campus since 1989. It houses classrooms, computer and biology laboratories, a library and a student lounge. Through the West Essex Campus, the College serves the needs of the West Essex community by offering degree programs and a wide range of credit courses including Unified Construction Code certification. It also offers non-credit courses, short-term and customized training programs, and a Summer Youth Program as well as The Adult Learning Center (which includes GED, English as a Second Language and Adult Basic Education). Other workshops such as Employment Readiness, Financial Aid, and the College Admission are also available.

Enrollment Services can test, admit and register students. Faculty Advisors, Teacher Advisors and a Counselor are also available to meet with students to guide them in choosing their major, coursework and transfer options as well as provide career information. Bursar, bookstore, tutoring center and library services are also available.

### Extension Center

#### **IRONBOUND COMMUNITY CORP.**

432 Lafayette Street  
Newark, New Jersey 07105  
(Multilingual)  
(973) 465-0947 (evenings)

#### **F.O.C.U.S.**

443 Broad Street  
Newark, New Jersey 07102  
(Multilingual)  
(973) 624-2528

#### **POLICE ACADEMY**

250 Grove Avenue  
Cedar Grove, New Jersey  
(973) 857-1339

#### **TRAINING, INC.**

303 University Avenue  
Newark, New Jersey  
(973) 642-2622

### College Mascot



The WOLVERINE, an animal noted for its strength and cunning, is the ECC Mascot.

The Official College colors are **GREEN** and **GOLD**.

### College Seal

---



### 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, college fees, 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 Express Center, or various offices throughout the institution.**

### Lifeline Student Handbook

---

This Lifeline Student Handbook is distributed by the Student Life and Activities Office to help students familiarize themselves with the college policies and procedures. However, it is not the official statement of the college's policies and procedures and is subject to change without notice. For more information, please contact the Student Life and Activities Office located in the Clara E. Dasher Student Center, Room 101, (973) 877-3208.

### Web Site

---

Visit the Essex County College World Wide Web site at:  
<http://www.essex.edu>

**Main Campus**  
Essex County College  
303 University Avenue  
Newark, NJ 07102  
(973) 877-3100

**West Essex Campus**  
Essex County College  
730 Bloomfield Avenue  
West Caldwell, NJ 07006  
(973) 877-3175

## ACADEMIC INFORMATION

### Honors List (Dean's List)

---

A Honors List (Dean's List) is published at the end of each semester. Students named to this list must have a grade point average of 3.50 or higher, be a full-time student and have no "I" grades or a grade below "C" for the semester in which the student is named. **Only college-level courses may be counted.**

### Dean's List for Part-Time Students

---

Since Fall 1988, part-time students have had the opportunity to be considered eligible for the Dean's List. The criteria are essentially the same as those for full-time students.

- A grade point average of 3.50
- A minimum of twelve college credits with no grade lower than “C” and no “I”s.
- The 12-credit block which qualified the student for the Dean’s List can be used only once.
- Credits must be earned within one (1) academic year, e.g., academic year 2002/03 for Fall and Spring semesters only.

---

**Only college-level courses may be counted.**

---

The following information that was available in previous versions of the Lifeline is now located in the Essex County College’s Catalog:

- THE GRADING SYSTEM
- GRADE POINTS INTERPRETATION PER CREDIT
- COMMENCEMENT
- ACADEMIC PROGRESS
- FAILURE TO MAKE SATISFACTORY PROGRESS
- REPEATING A COURSE
- ACADEMIC FORGIVENESS
- GRADUATION REQUIREMENTS
- SEMESTER AND TERMS
- ACADEMIC ADVISEMENT
- COURSE CONTENT
- SCHEDULING
- REGISTRATION
- CHANGE OF COURSES (ADD/DROP)
- CLASS ATTENDANCE
- NO-SHOW
- AUDITING A COURSE
- WITHDRAWAL
- REFUNDS
- DECLARATION/CHANGE OF MAJOR
- DIRECTORY INFORMATION
- CREDIT BY EXAMINATION



### Phi Theta Kappa International Honor Society



Phi Theta Kappa is the international honor society for two-year college students.

Phi Theta Kappa has recognized academic achievement of community college students since 1918. Over 1,200 college chapters, including Alpha Theta Theta Chapter at Essex County College, are chartered in all fifty of the United States, as well as in Canada, Germany, Japan, the U.S. territorial possessions and military installations abroad. Membership in Phi Theta Kappa enables students to gain public recognition for their academic achievement and the Society provides opportunities for leadership, scholarship, fellowship and service. Membership can be noted on transcripts, diplomas and job resumes. Phi Theta Kappa students who complete the Associate Degree are eligible to compete for over \$35 million in dedicated scholarship funds at colleges and universities in the United States.

#### To join the Alpha Theta Theta Chapter of Phi Theta Kappa, you must:

- Be enrolled at Essex County College (taking at least six college credits in a semester or three college credits in a term).
- Have completed 12 college credits of course work at Essex County College leading to an Associate Degree (part-time students are eligible).
- Have a cumulative grade point average of 3.60 or higher.
- Complete the application process, including payment of a one-time membership fee.

Students are urged to take advantage of the opportunity to join Phi Theta Kappa as soon as the 3.60 GPA is attained. Once a student is inducted into the Honor Society, a minimum 3.25 GPA must be maintained.

Students with high expectations eagerly seek membership in Phi Theta Kappa. For further information, contact Professor David A. Berry, Room 1125, (973) 877-3204, or Professor Soraida Romero, Room 2164, (973) 877-3304, or at the West Essex Campus, Noreen Moore-Melnick, (973) 877-3019.

### Records Hold

A “hold” will be placed on the records of any student who fails to complete his/her obligation to ECC within the time prescribed.

Any student with an invalid address or who fails to pay tuition costs, return library books, return athletic equipment or other college property, complete financial aid exit interviews, is in default of student loans, commits infractions against College regulations, etc., is subject to a records hold.

Such holds may prevent registration and the posting of grades and transcripts, or may result in the student’s removal from classes or the College.



### Academic Irregularity

---

*Note:* The handling of an academic irregularity is within the discretion of the faculty who may, among other actions, have students removed from classrooms, refer them to counselors or give a failing grade as appropriate.

- No student shall receive assistance, which is not authorized by the instructor in the preparation of any assignment, essay, laboratory report or examination to be submitted as a requirement for an academic course.
- No student shall knowingly give unauthorized assistance to another person in such preparation.
- No person shall sell, give, lend or otherwise furnish to any unauthorized person material, which can be shown to contain the questions/answers to any examinations to be given in any course offered by the College.
- Plagiarism is prohibited. Theses, essays, term papers, tests and other similar requirements must be the work of the student submitting it. Direct quotations must be indicated, ideas of another must be appropriately acknowledged.
- Any person altering, taking, or attempting to take, steal or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, laboratory equipment, roll books, etc., shall be in violation of this regulation.

### Academic Evaluation

---

Students have a right to a fair and objective academic evaluation; however, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Faculty has a responsibility to advise students of course expectations, criteria for grades, and to make themselves available for conferences with individual students who seek counsel and advice regarding their progress in the course.

### Academic Appeal

---

1. A student desiring to formally appeal a final grade will initiate the process by completing a **Grade Appeal** form and submitting it to the appropriate Department or Division Chair. The “reason” for the appeal should be stated with sufficient detail to insure the opportunity for a clear response. The appeal process varies for some majors - for more information please contact the department of your major.
  - (a) The appeal may not be submitted until **one week** after the end of the semester in which the grade was awarded.
  - (b) An appeal may not be submitted later than **six months** after the



- end of the semester in which the grade was awarded.
- 2. If the student has not yet done so, the Chair will ask the student to meet with the instructor to review the criteria used in determining the final grade.
- 3. If the student and faculty member cannot resolve the appeal, the Chair will meet with the student and the instructor within five working days.
  - (a) When appropriate, the Chair may ask a departmental committee to review material (e.g., the final essay in ENG 101) and make a recommendation.
  - (b) The meeting with the Chair will not preclude the student's right to appear before the Grade Appeal Committee.
  - (c) On merit, the Chair may recommend that the instructor request a change of grade or recommend that the student accept the original grade.
- 4. If the student is not satisfied with the resolution suggested by the Chair, the appeal will be forwarded to the Divisional Appeal Committee.
  - (a) The Chair will convene a meeting of the Divisional Appeal Committee within ten working days.
  - (b) The Grade Appeal Committee will be chaired by a faculty member in the Division.
  - (c) The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the committee Chair's discretion, some discussion or dialogue may occur.
  - (d) The Committee will make recommendation to the Division Chair who will notify the student of the Committee's decision within 10 days of the meeting.
- 5. If the student is still unsatisfied with the resolution suggested by the Divisional Committee, the appeal will be forwarded to the appropriate academic Dean.



- 
- (a) The Dean will meet with the student in an attempt to mediate a resolution.
  - (b) Failing to bring the matter to resolution, the Dean will convene a meeting of the College Wide Grade Appeal Committee.
  - (c) In addition to the Dean, the Committee will have six members:
    - i. A faculty member from the department offering the course for which the appeal is being made.
    - ii. A full-time faculty member selected by the student.
    - iii. The Chair of the Academic Standards and Assessment Committee.
    - iv. The Dean of Students or designee.
    - v. A student representative identified by the Dean of Student Affairs to serve as a student advocate.
    - vi. A Division Chair from a department other than that from which the appeal arises.
    - vii. In instances where the course was taught at the branch campus or another off-campus site, a representative from that site may be added to the Committee.
  - (d) When appropriate the Dean may identify a individual outside the institution with appropriate expertise to review material and/or make recommendations.
  - (e) The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the Committee Chair's discretion, some discussion or dialogue may occur.
  - (f) The Grade Appeal Committee will discuss the matter further in private and make one of the following recommendations to the Academic Dean:
    - i. Affirm the grade as appropriate, or
    - ii. Recommend that the instructor request the grade be changed.
  - (g) The Dean will meet with the faculty member and Division Chair to ensure implementation of the Committee's recommendations.
  - (h) The Grade Appeal Committee is the final level of appeal. Decisions



of the Committee will be communicated to both parties by the Dean chairing the Committee.

---

## Academic Computer Labs

### MEGA BUILDING 3rd Floor Labs

3100C  
3100E  
3100G  
4101  
4119

### 4th Floor Labs

### CENTER FOR TECHNOLOGY 2nd Floor Lab 212

ECC provides all students with day and evening access to ECC computers through the Academic Computer Labs designated as *Open Labs*. These labs are intended for students who need to work on class assignments or any college related project or task.

#### WHO CAN USE COMPUTER LABS?

If you are registered in a credit or non-credit course, you can use *Open Labs* upon presentation of a valid ECC student identification to the staff person. You are required to sign in when using an *Open Lab* by swiping your student ID into the card reader this is located at the entrance of each *Open Lab*.

#### The Learning Center

##### Leigh M. Bello-de Castro, Director

2nd Floor - (973) 877-3484 or 3440

E-mail: [BellodeCastro@essex.edu](mailto:BellodeCastro@essex.edu) or [tutoring@essex.edu](mailto:tutoring@essex.edu)

The Learning Center at Essex County College provides students with academic support in the areas of Accounting, Biology, Chemistry, English, English as a Second Language, Math and Physics. Assistance is available to students on an individual basis or small group, Monday through Saturday. Schedules are posted in the Center and also on the ECC home page in order to accom-

modate the needs of both full and part time students. The goal of The Learning Center is to assist students in acquiring and maintaining superior skills and an understanding in their area of study. To achieve this goal, Learning Associates not only provide a new perspective on course material, but they begin to instill the study habits needed to succeed.



---

Hours of Operation	(schedule subject to change)
Monday through Thursday	9:00 a.m. – 9:30 p.m.
Friday	9:00 a.m. – 7:30 p.m.
Saturday	9:00 a.m. – 3:30 p.m.

---

If you need additional assistance, contact the Tutoring Center at (973) 877-3440, e-mail [tutoring@essex.edu](mailto:tutoring@essex.edu) or visit us on the web at [www.essex.edu/student/tutoring](http://www.essex.edu/student/tutoring).

---

## COLLEGE REGULATIONS

### SUBSTANCE ABUSE EDUCATION, PREVENTION AND MANAGEMENT FOR ECC STUDENTS

**Purpose:** To provide an educational, preventive and management program at Essex County College with the goal of promoting a drug free environment for students and the College community. Special references to student athletes are noted throughout this regulation and the attached procedures. Because the college is subject to sanctions based on athletic conference rules, which prohibit the use of certain substances, the adherence to this regulation is of special importance to those who represent the college in the sports arena.

Prohibited substances are any controlled substances prescribed by Federal or State law including but not limited to amphetamines, barbiturates, alcohol, benzodiazepines, cannabis derivatives, cocaine, opiates, methaqualone and PCP.

#### I. EDUCATIONAL COMPONENTS

- A. The Substance Abuse Counselor and the Director of Athletics, in concert with an Advisory Committee, will provide periodic meetings with prospective students, athletes, and the student body at large. These meetings will include in-depth educational presentations regarding substance abuse.
- B. Resources of the college and the community will be utilized in the educational component.

#### II. PREVENTATIVE COMPONENT

- A. The advisory and counseling resources of the college and specialized counselors will provide support services to those persons who request guidance and assistance or who are referred.



### III. MANAGEMENT COMPONENT

- A. Referral for substance abuse counseling will be based on observations and recommendations of coaches, athletic staff members and Campus Security.
- B. Student judicial procedures shall be invoked where indicated.
- C. Testing of student athletes for substance abuse shall occur based on; behavioral observations by and recommendation of athletic personnel who have been trained in pharmacology.
- D. Testing may be repeated if warranted by observation and recommendation of trained staff and/or treatment facilities.
- E. Those students whose repeat testing is possible for drugs will be subject to sanctions stipulated in the judicial procedures of the College. If the students are athletes, additional sanctions may be imposed in accordance with athletic rules and regulations.

### IV. ADMINISTRATION

- A. A statement of the ECC substance abuse regulation will be provided to all students and circulated for college staff.
- B. A consent form acknowledging receipt of said regulation shall be signed by all student athletes.
- C. Confidentiality of records, which shall be centrally filed in Health Services, shall be maintained at all times by the personnel involved.
- D. Prohibited substances are any controlled substance prescribed by Federal or State law including but not limited to amphetamines, barbiturates, alcohol, benzodiazepines, cannabis derivatives, cocaine, opiates, methaqualone, and PCP.

### V. PROCEDURE

- A. Notification of students of the Substance Abuse Prevention, Education and Management Program (SAPEMP) will occur through the orientation process, during athletic recruitment and by inclusion in



---

the Student Handbook, the Student Athletes' Handbook and other college publications.

- B. A consent form for each student athlete indicating that notification of SAPEMP was received. The form will further indicate agreement to conform to the college mandates regarding substance abuse and shall be signed by the student athlete.
- C. An Advisory Committee shall be convened to develop and implement the educational program. The committee will be co-chaired by the Director of Athletics and the Substance Abuse Counselor and will consist of the following members:
1. Dean of Student Affairs or designee
  2. Coach (1)
  3. Administrator (1)
  4. Faculty Member (1)
- D. The SAPEMP Advisory Committee will provide a college-wide meeting during the fall and spring semesters, giving in-depth presentations regarding substance abuse. Attendance at one of the sessions is mandatory for all student athletes and team sessions will be provided prior to the start of each athletic session.
- E. Members of the athletic staff and the Athletic Director will participate in an instruction session led by a qualified Substance Abuse Counselor. Said session will be designed to heighten awareness to the symptoms of substance abuse and to ensure conformity to the judicial procedures of the College.
- F. Members of the athletic staff and/or the Athletic Director may recommend individual counseling for a student athlete based on behavioral observations which may be indicative of substance abuse. Recommendations relative to non-athletes may be made by Campus Security through the usual judicial process.
- G. A urine specimen may be requested by the Athletic Director at the time of infraction. A member of the athletic staff will witness the collection of the specimen.



- H. The urine specimen will be sent for analysis. The athlete will be referred for counseling within the college setting.
- I. Individuals who have positive results on the confirmation test will be interviewed.
- J. Persons testing positive for barbiturates, benzodiazepines or opiates must present documentation from their physicians, if indicated, since these drug classes may be prescribed legally. If this documentation is valid, the individual may be cleared and/or the athlete may continue the sports activity. He or she may be required to submit to a random screen in the future. Counseling will be required in the absence of documentation.
- K. Testing may be repeated if warranted by observation and, upon the recommendation of athletic staff, treatment facilities, or Campus Security.
- L. In the event that an athlete has a repeat positive test, referral to an off campus formal substance abuse program will be made.
- M. Sanctions for violations or prohibited substances by athletes will be at the discretion of the Athletic Director and the Substance Abuse Counselor. Sanctions will be listed in the Student Athletes' Handbook. The judicial process will bind students referred to the Judicial Review Committee and the sanctions listed therein.
- N. Confidentiality of records, shall be maintained at all times by the personnel involved.

---



### Student Judicial Procedures

---

Essex County 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. These experiences will only enhance the educational process that is being provided, and serve as a catalyst for the development of possible rich, fulfilling lifelong relationships.



With any interpersonal process, conflicts occur in a multitude of forms. The Essex County College Code of Student Conduct serves to protect the college community and its property from inappropriate behavior(s) that could result in physical or emotional harm. The college outlines inappropriate behavior(s) and provides steps of disciplinary action for students whose acts violate the standards of conduct set by the institution. It is our expectation that students will abide by the Code of Conduct and function as responsible citizens promoting college spirit, cross-cultural understanding, and academic excellence.

The following outlines the areas of conduct that are considered inappropriate, and subject to disciplinary action:

- a. *SIMPLE ASSAULT*
- b. *VERBAL ASSAULT*
- c. *LARCENY/THEFT*
- d. *ILLEGAL POSSESSION/SALE AND/OR USE OF CONTROLLED DANGEROUS SUBSTANCE*
- e. *ILLEGAL POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES*
- f. *SEXUAL HARASSMENT*
- g. *MISCHIEVOUS CONDUCT*
  - *Defacing, vandalizing and/or destroying property*
  - *Invasion of marked lavatory by opposite sex*
- h. *DISORDERLY CONDUCT*
  - *Disruptive Classroom Conduct*
  - *Disruptive Behavior*
  - *Indecent exposure and /or indulging in sexual activity on campus*
  - *Uncooperative behavior*
  - *Loud and abusive behavior*
  - *Fist fighting*
  - *Intoxication*
- i. *REFUSAL TO COMPLY WITH THE REASONABLE REQUEST OR DIRECTION OF AN ESSEX COUNTY COLLEGE OFFICIAL*
- j. *OTHER VIOLATIONS OF FEDERAL, STATE CRIMINAL OF DISORDERLY PERSON, LAWS OR OF ESSEX COUNTY COLLEGE RULES AND REGULATIONS*



---

## ACADEMIC INTEGRITY

---

Essex County College promotes academic excellence and expects its students to be honest, responsible individuals in presenting class assignments and/or projects that demonstrate their ability to understand and master the subject matter being studied. Any form of academic dishonesty (cheating, unauthorized collaboration on an assignment, plagiarism, stealing of an exam, etc.) is strictly forbidden and will result in serious disciplinary action, including possible expulsion from the institution. All infractions will be handled by the appropriate faculty and academic departments, with input from the divisional counselor, if appropriate.

### Disciplinary Process

The following process is designed to provide an opportunity for fairness and equitable determination of matters involved, and are to be executed collaboratively between Campus Security, Dean of Student Affairs, and appropriate academic department.

**Classroom Infraction** - Any inappropriate behavior demonstrated in class must be handled in a timely manner by the faculty member in charge using the following guidelines:

- a. **Informal** – Infractions that create minor disturbances in the classroom (i.e. challenging professor’s authority, verbal altercation, refusal to comply to classroom rules) should be discussed between the faculty member and student(s) involved. If student is uncooperative and/or persistent, he/she should be referred to the divisional counselor for consultation and recommended action. Recommended action could include mediation/ conflict resolution counseling facilitated by the Dean of Student Affairs or designee. Repeated offenses should be reported to Campus Security for follow-up and referral to the Judicial Committee.
- b. **Formal** – Infractions that create serious disturbances in the classroom (physical altercations, destruction/alteration of property, verbal threats) should be immediately reported to Campus Security and the Dean of Student Affairs for judicial action.

It is critical that such incidents be reported immediately after they occur to the appropriate department, and no faculty member should take it upon himself or herself to resolve the matter. A reporting form is available for documentation.

### Operating Procedure - Student Infractions

---

“Academic Integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow the principles of behavior that enable academic communities to translate ideals into action.” (The Fundamental Values of Academic Integrity. The Center for Academic Integrity. 1999)



---

“The call to promote academic integrity places responsibility upon everyone in the educational community to balance high standards with compassion and concern.” (The Fundamental Values of Academic Integrity. The Center for Academic Integrity. 1999)

### Infractions of Academic Integrity

---

**Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:**

#### Plagiarism

Plagiarism is the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information. The act of plagiarizing, whether willful or inadvertent, is a violation of the academic code of conduct required of students and faculty by Essex County College and is considered to be a serious breach of academic integrity.

Examples of plagiarism include the following:

1. Quoting or paraphrasing from a text, encyclopedia, article, internet site or other source (published or unpublished) without appropriate citation.
2. Utilizing a paper of another, in part or in whole, which is submitted as your original work.

#### Cheating

Cheating is knowingly obtaining or giving unauthorized information on an examination or any OTHER academic assignment.

Examples of cheating include the following:

1. Copying from another’s work and passing off that information as one’s own.
2. Allowing others to copy information from you to pass that off as their own.
3. Using unauthorized materials or information from a text, study aids or notes during an exam or exercise.
4. Communicating in any manner with others during a test with regard to the content of the test or discussing the contents of a test with someone who has not yet taken it.
5. Engaging in any activity to procure information concerning a test or exercise unless it is authorized by the professor.

#### Interference

Interference is any interruption of the academic process that prevents others from the proper engagement in learning or teaching.



Examples of interference include the following:

1. Altering, damaging or removing other's work such as a test, homework, laboratory experiments, computer accounts, library researched materials, etc.
2. Engaging in any rude, intimidating, or threatening behavior, which prevents the teacher from conducting a class or which attempts to extort a grade.
3. Stealing an examination or accessing its contents regardless of format.

### Fraud

Fraud is an act or instance of willful deceit or trickery.

Examples of fraud include the following:

1. Falsifying of records.
2. Falsifying data collected such as that for a scientific experiment or statistical study.
3. Falsifying personal information requested by a college official.
4. Obtaining, purchasing, or selling prepared materials for submission in a course.

### Sanctions for Infractions of Academic Integrity

---

Faculty members have an obligation to educate students with regard to the standards of academic integrity and to report violations of these standards through appropriate channels. The level of the sanction will reflect the severity of the infraction. The sanction will be determined at the discretion of the faculty member involved and is subject to review, discussion, appeal and potential intervention of the Academic Integrity Committee.

Sanctions for infractions of academic integrity include, but are not limited to the following: resubmission of assignment, resubmission of assignment with a higher degree of difficulty or reduction of grade, failure of the assignment, failure in the course, probation, suspension from the College, and expulsion from the College.

### Process for Sanctions and Appeals

---

Whenever there is suspicion of academic dishonesty, the faculty member will arrange to meet with the student to explain and discuss the suspicion of dishonesty and give the student a chance to explain. Should sanctions be imposed, the following process applies:

#### First Level

The instructor meets with the student, the infraction is clarified and the sanction imposed. If the student disputes the infraction committed and/or the sanction to be imposed, the student must make an appointment to meet with the Division Chair. The Division Chair will meet with both parties in an attempt to resolve the dispute.



---

## Second Level

---

Should resolution fail at the First Level and if the student challenges the final grade, the College academic appeal procedures (grade appeal, see Regulation 6-13) should be followed. Challenges that do not encompass a final grade will be heard either by the Academic Integrity Committee or the Judicial Committee based on the nature of the offense.

Infractions involving criminal behavior are managed through the college security department and the student judicial procedures. The most severe sanctions (probation, suspension from the College, and expulsion from the College) cannot be imposed by the instructor alone but can only be imposed as a result of a student judicial procedure.

**Public Area Infraction** – Inappropriate behavior that occurs in any public area of the college (see previous listing) should be handled immediately according to the following procedure:

Incident should be reported to Campus Security for documentation, and to the Dean of Student Affairs for further review and judicial action. Cases referred for judicial action may be handled in the following manner:

Any party involved in an incident that could jeopardize the welfare of members of the college community (physical altercation, possession of weapon, severe verbal threats) is subject to immediate suspension pending review of the case and scheduling of judicial hearing. This action is to be determined by the Dean of Student Affairs. Suspension means that student is not allowed to attend classes until case is resolved, and if reinstated, he/she is responsible for any work missed during the period.

- a. **Informal action** – Review of the incident by the Dean of Student Affairs or designee could result in consultation with necessary parties to discuss behavior, resolution, and appropriate action, if necessary. Written documentation of the incident and action will be filed accordingly.
- b. **Formal action** – Review of the incident by the Dean of Student Affairs or designee will result in the referral of case to the Judicial Committee for hearing and recommended action. At that time, a hearing will be scheduled to review all information regarding the case, including parties involved and any other witnesses. The Judicial Committee will offer recommended disciplinary action to the Dean of Student Affairs for final disposition. Written documentation of the recommended action will be provided to the parties involved, with the opportunity for appeal provided.

**ANY APPEALS SHOULD BE MADE TO THE DEAN OF STUDENT AFFAIRS WITHIN FIVE (5) WORKING DAYS OF RECEIPT OF FORMAL NOTIFICATION.**

---



### Essex County College Students are expected to:

- Attend Class promptly and regularly.
- Be prepared and attentive.
- Use technological devices appropriately.
- Remain in class for the entire period.
- Maintain appropriate appearance and decorum.  
(undergarments shall not be overtly exposed.)
- Respect faculty and fellow classmates.
- Foster an environment conducive for learning.

### Code of Conduct

---

#### I. ALCOHOLIC BEVERAGES

Possession, consumption or furnishing of alcoholic beverages on college property is prohibited. Penalty could result in disciplinary action.

#### II. DAMAGE TO PROPERTY

Malicious damage, defacing or destruction of property belonging to the college or to a member of, or visitor to, the college community is prohibited.

#### III. DISORDERLY ASSEMBLY

- A. No person shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion, which interferes with the normal educational process and operation of the college. This shall not be construed so as to deny any students the right of peaceful assembly.
- B. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities or prevent the normal operation of the college.
- C. The abuse or unauthorized use of sound amplification equipment indoor or outdoors during classroom hours is prohibited.

#### IV. DISORDERLY CONDUCT

- A. Behavior, which disrupts the academic pursuits or infringes upon the privacy, rights or privileges of other persons, is prohibited.
- B. No person shall push, strike or physically assault or threaten any member of the faculty, staff, student body or any visitor to the College community. Nor shall any person or persons harass or attempt to harass by banter, ridicule, criticism, humiliation, or any other unreasonable physical or mental techniques to any other member of the college community, individually or collectively.



- C. Drunken misbehavior on college property or in functions sponsored by the college or any recognized college organization is prohibited.
- D. No student shall enter or attempt to enter any activity sponsored by the college without credentials for admission, or in violation of any reasonable qualifications for attendance that is established by the sponsors. At such functions, students must present proper credentials upon request.
- E. Lewd, indecent and obscene conduct and/or expression which provokes or offends another, or which is patently offensive to the prevailing standards of a college community, is prohibited.
- F. No person shall interfere with, or fail to cooperate with, any properly identified college faculty or staff personnel while these persons are in the performance of their duties. The maximum penalty is disciplinary action.

**V. DRESS**

Shall be primarily a matter of individual judgment; students, however, are encouraged to be neat and clean and to exercise good judgment.

**VI. DRUGS AND NARCOTICS**

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on college property or at college sponsored events.

**VII. COLLEGIATE INTEGRITY**

- A. Each person must complete any college record honestly.
- B. No person shall alter, counterfeit, forge or cause to be altered any record, form, or document used by the college.
- C. No student may loan/borrow his/her ID card and registration number to/from another.

**VIII. FINANCIAL OBLIGATION TO THE COLLEGE**

Students are required to meet all financial obligations promptly. A student who is delinquent in his/her financial obligations will not be allowed to register, to transfer his/her grades or to graduate from the college.

**IX. FIRE SAFETY**

All fire safety regulations must be observed. No person shall tamper with fire safety equipment, set or cause to be set any unauthorized fire in or on college property. The possession or use of explosives on college property is forbidden. Explosives are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation. No person shall make or cause to be made a false fire alarm.



- X. CARD PLAYING AND WAGERING ON CAMPUS**  
Card playing, dominoes, or dice is prohibited in the cafeteria and instructional areas. Any form of gambling or games of chance for money while on campus is prohibited.
- XI. THEFT**  
No person shall take, attempt to take, or keep in his/her possession, a textbook not his/her own, items of College property, or items belonging to students, faculty, staff or student groups without proper authorization.
- XII. UNAUTHORIZED ENTRY OR USE OF COLLEGE FACILITIES**  
No person shall make unauthorized entry/use of/into any college building, office or other facility, nor shall any person remain without authorization in any building after normal closing hours. Upon appropriate notice by college officials, authorization for the use of college facilities may be withdrawn or otherwise restricted.
- XIII. VIOLATIONS OF LAW**  
The college may institute temporary protective action against any student who is accused or found guilty of any Federal, State or local law, when such a violation indicates that the student's continued presence on campus creates a clear and present likelihood of serious danger to the students, other members of the college, or the educational process of the college.
- XIV. WEAPONS**  
Students are prohibited from possession of firearms on campus property, except with permission from the Assistant to the Vice President for Public Safety. The possession or use of any other offensive/defensive weapons, including but not limited to knives, brass knuckles, blackjacks, chemical sprays, is prohibited.
- XV. SALE OF MERCHANDISE**  
The only agencies authorized to sell items on campus are the Bookstore, Cafeteria and Concession Stand. Any others wishing to sell on campus may do so only with the expressed permission of the Student Life and Activities Office. Students may not sell merchandise or services on campus or in any way use the college facilities for private gain.  
**VIOLATORS OF THE AFOREMENTIONED CODES OF CONDUCT ARE SUBJECT TO IMMEDIATE DISCIPLINARY ACTION, WHICH INCLUDES BUT IS NOT LIMITED TO PROBATION, SUSPENSION OR EXPULSION.**



### Judicial Committee Process

---

The Judicial Process is one that allows the college to review incidences of inappropriate behavior and make recommendations for disciplinary action. It is not a legal proceeding and does not require legal representation. Subsequent charges could be filed with local authorities, if necessary.

1. The Judicial Committee will meet officially as needed in accordance with pending matters.
2. A meeting is official when six (6) members, including the chairperson are present. The Chairperson will only vote in the event of a tie. Documentation of the meeting will be taken and kept confidential.
3. Students who are to appear before the Committee shall receive notification within three (3) business days, outlining the charges against them, and date and time of hearing.
4. Students appearing before the Judicial Committee shall have the right to be assisted in their defense by an advisor of their choice. Legal representation is not necessary, nor warranted.
5. Students shall be given an opportunity to testify and to present evidence and witnesses.
6. All matters upon which the decision may be based must be introduced at the scheduled judicial hearing. The decision shall be based solely upon such evidence.
7. The recommendations that may be proposed by the Judicial Committee will include among others: warning notice, probation, community service work (including work detail assignments), fines, suspension, and/or expulsion. The recommendation of the Judicial Committee shall be final unless appealed to the Dean of Student Affairs, within the prescribed timeline outlined. The Dean's decision shall become final.
8. All actions of expulsion must be reported to the Enrollment Services Express Center and Office of Financial Aid for appropriate documentation.
9. Judicial Committee Members: The Committee shall be appointed by the Dean of Student Affairs for a term of one academic year (September-June) and shall include the Chairperson and representative of the following areas:
  - Student Representatives (2)
  - Community and Continuing Education (1)
  - Faculty Representative (2)
  - Security (1)
  - Student Affairs (1)
  - Counseling Representative (1)



### Secret Societies / Gang Activity

It is the policy of this college that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited.

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or property on Essex County College grounds or which disrupt the school or ECC program environment are harmful to the education process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attributes which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the ECC environment and educational objectives of ECC are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affects the attendance of another student or staff member will be subject to disciplinary action including suspension and expulsion.

## STUDENT INFORMATION

### Campus Security

**Anthony Cromartie, Assistant to  
the Executive Vice President for Public Safety**

Room 2250

(973) 877-3131

The Crime Awareness and Campus Security Act is a reporting and disclosure statute to insure that students and the Higher Education Community are made aware of the presence of crime on campus. This statistical information is published in the college newspapers and other periodicals; it can also be obtained upon request. Campus safety is the responsibility of college administrators and students alike. Essex County College's Department of Campus Police/ Security consists of commissioned Police Officers who have full police powers to enforce state statutes, municipal ordinances and college regulations.

They are assisted by a security force whose members are stationed at main entrances of the campus, on parking lots and at all strategic campus locations for the protection of students, staff and visitors.

Essex County College Police Officers are always in direct radio contact with Police Headquarters and can quickly respond to emergency situations and calls for assistance. As part of the total campus safety program, the Essex County College Police Department also enjoys the services of a Security Officers' division located at the main entrances of the campus and parking lot locations. The Security Officers' division is also in direct



radio contact with Police Headquarters. They are trained to report suspicious and criminal activity and to provide assistance to the college community. Students are kept informed of the status of campus safety on a consistent basis through the student newspaper, ECCO. They are encouraged to read timely brochures and fliers on the subject of campus security and to participate in the workshops and seminars conducted by Campus Police/Security each

If no Security Officer is in the direct vicinity, observe the following steps carefully:

- Dial Campus Police/Security at (973) 877-3312, West Essex Campus Security dial (973) 877-6577
- Be calm and speak clearly.
- Give your name, location and reason for calling.
- Request medical assistance, if needed.
- Answer all questions asked by the Dispatcher.
- Obtain names and addresses of witnesses, when possible.

**Remember to think security.**

**Do your part to keep our campus safe, carry your ECC college ID.**

### Campus Parking

#### Fee: \$25 for an Access Key Card.

There is a one time fee of \$25.00 for the parking access key card which is refundable upon return. Parking is available to students in the parking deck located on W. Market Street adjacent to the Physical Education Building. Students may pay for an access key caard at the Bursar's Office or on-line. Students must then bring a receipt (Public Safety Office) showing payment of parking along with the vehicle registration, insurance and that student's license. Students who

semester. These informative sessions emphasize standards of student conduct, campus safety techniques and crime prevention.

ECC's security policies require that if you witness or become a victim of any criminal or suspicious activity, or of any health or accident emergency, you must report the matter immediately to the nearest Security Officer.

already have an access key card will need to come to the Public Safety Office with proof of vehicle registration and insurance along with their license to reactivate the access key card. All students using the parking deck must be registered for the current semester. All students using the parking deck must have an access key card along with a parking decal for the current semester. The only designated parking spaces are those for whom have disabled parking priviledges, all others must park inside the parking deck.

Once a student no longer needs to use the parking facilities, that student can return the access key card to the Public Safety Office where they will receive a memo to take to the Bursar's Office for reimbursement of the \$25.00 paid for the key card.

### Identification (ID) Cards

All ID cards are issued free of charge the first initial time by the Public Safety Department located on the 2nd Level, main entrance, room 2250. To obtain an ID card, *all students* must show photo identification (ex: Passport, a driver's license, resident card, etc.). It is strongly suggested that all students have their ECC ID# on them at time of transition. Students receiving State Funding must present proof of promised payment from providing agency in order to obtain an ID card. The student's ID card authorizes him/her access to ECC and to ECC facilities, such as: computer labs, library, Student Center, etc. Lost or mutilated cards may be replaced upon payment of a \$6.00 fee payable at the Bursar's Office. Proof of current registration will be required. All requests for waivers must be made to the Dean of Student Affairs.

Students are responsible for having their ID cards validated every semester soon after the end of the previous semester but not before registering for the upcoming semester. Validation stickers are valid during the semester validated for. Validation cannot be done once the semester is over. There is no charge for the validation sticker.

**Each student must have his/her ID card in his/her possession at all times when on property of ECC and must display this card at the request of ECC Police and Security personnel.**

NO PERSON CAN RECEIVE AN ID CARD IF HE/SHE IS **NOT CURRENTLY** REGISTERED FOR CLASS.

### Fire Regulations

**Warning - Failure to understand and comply with the following procedures could cause injury, death or property destruction.**

Fire is an institutional emergency. Everyone can assist in saving lives and property during a fire. The college is equipped with a central fire alarm system directly connected through the Security Alpha Control System to the Newark Fire Department. The alarm boxes are located strategically throughout the building, generally in the vicinity of exits. Each level and section is also equipped with fire extinguishers. During a fire evacua-

tion, do not attempt to use the elevators; the emergency stairways will be clearly marked by sections and signs and placards will direct you to the nearest emergency exit. You should, upon evacuating the building, move far away from the entrance and pathways that lead directly into the building.



## Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, and Title IX of the 1972 Education Amendments. It is also prohibited by the policies of Essex County College and the New Jersey Civil Service Commission.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic program.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or academic standing.
- Such conduct has the purpose or effect of substantially interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile, or offensive work or study environment.

Some examples of sexual harassment include:

- Sex-oriented verbal "kidding" or abuse.
- Subtle pressure for sexual activity.
- Physical contact such as patting, pinching or constant brushing against another person's body.
- Demands for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment status or academic standing.

**Complaints of sexual harassment should be brought to the attention of the College Affirmative Action Officer, Room 5109, 877-3461.**

## Campus Sexual Assault Victim's Bill of Rights

To insure that the needs of sexual harassment victims are met and that colleges and universities in New Jersey create and maintain communities that support human dignity, Essex County College has adopted the Campus Sexual Assault Bill of Rights established by the State of New Jersey.

Brochures defining your rights and the resources provided by the college for victims of sexual harassment are available in the Office of Student Affairs, Room 5105.

To report a sexual assault:

- Main Campus Police, Room 2250, (973) 877-3312.
- West Essex Campus Police, (973) 877-6577
- WISE Women's Center, Room 3276, (973) 877-3395.

Smoking

**Essex County College is a smoke-free environment.**

*Smoking is not permitted in any of the buildings on any of the campuses or extension centers.*

**Students Rights and Responsibilities**

The rights and responsibilities, as defined below, are an integral part of the educational process. Any additional rights or responsibilities may be made known under established procedures during the year as required for the general well being of the student body and college. A student is expected to follow these rules, and the college is expected

to acknowledge the students' rights stated herein and respect his autonomy in these areas. Unfamiliarity with the following is not an excuse for infractions of the regulations. Knowledge of it, on the other hand, can help the student use his/her rights to the fullest and avoid having others infringe on his/her rights.

**Student Organizations-Speakers Campus**

Recognized student organizations are encouraged to invite persons of their choosing to hear his/her ideas/opinions. Organizations are required to follow the procedures for scheduling an activity through the Student Life and Activities Office. The activity must have approval of the majority of the organization and the proposal form should be filed at least

one month in advance. The choice of speakers should be within the resources and the security mandates of the college and community. Organizations are encouraged to utilize persons who will broaden students' horizons in terms of multiculturalism and not lend themselves to divisiveness.

**Written Materials**

Recognized student organizations have the right to publish and distribute written material provided that the material is identified by the name of the student and organization and done in accordance with college regulations. Student publications shall be guaranteed the rights inherent in the concept of "freedom of the press." The Code of Ethics shall protect those

rights and establish and enforce standards of responsible journalism which shall include the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Copies of the code are available in the Student Life and Activities Office.

**Issues**

Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation. Students are

urged to serve on the appropriate college committees as a means of voicing their opinion through the proper channels.



---

### Children On Campus

Students are prohibited from bringing children to the Campus and leaving them unattended while they attend classes or use the library. Students who bring children to class or the library or who leave them unattended elsewhere in the building will be directed to leave their class to attend to their children. After the second time that a student is required to

leave class to attend to children during the same semester, the student will be liable for suspension for the balance of the semester. The Student Judicial Committee will hear all such cases brought to its attention. The student may appeal the decision of the Student Judicial Committee to the Dean of Student Affairs.

---

### Animals On Campus

No animal, other than service animals, is allowed inside a campus building. No animal is allowed on exterior campus

areas unless it is on a leash and under the control of its owner.

---

### Affirmative Action

It is the policy of Essex County College not to discriminate on the basis of race, creed, color, religion, national origin, age, sex, physical handicap or marital status in its educational programs, activities or

employment. Further, the college agrees to adhere to all federal and state statutes, orders, regulations and guidelines concerning equal opportunities.

---

### Emergency College-Wide Announcements

The college-wide public address system is to be used for emergency announcements only; where possible these announcements should be restricted only to those areas where it is necessary. Announcements will be made only when safety precautions are necessary to be dissemi-

nated to the entire college community, for announcements on school closings, for special announcements of importance to the entire college, or when records are not helpful in finding students, and it is determined by the college that the emergency matter warrants general announcement.

All requests to locate individuals because of emergencies should be referred as follows:

- Mon. - Fri. 8:30 a.m. - 5:00 p.m. to the Office of the Dean of Student Affairs, (973) 877-3071.
- Mon. - Fri. 5:00 -10:00 p.m., Saturday, 9:00 a.m. - 1:00 p.m. to the Office of Evening and Weekend Services, (973) 877-3078.

---

### Student Health Insurance

**Micah Mukabi, Assistant to the Dean**

Room 5105  
(973) 877-3471

The State of New Jersey now requires health insurance for all full-time students (12 credits or more). All Essex County College full-time students will automatically be charged a health insurance fee effective September 8, 2009. All Allied Health Program Students are considered full-time.



Full academic year coverage (the start of Fall 2009 through August 31, 2010) will cost you \$30. Full-time students enrolling in the Spring 2010 semester will be subject to an insurance premium of \$25.25 which covers the period, January 11, 2010 - August 31, 2010.

Students who produce documentation indicating existing health coverage within the 20 day waiver period will receive a credit directly to their tuition account.

No refunds or credits can be issued to you once the waiver period has expired and the college has made payment to the insurance company. Since most policies do not pay bills in full, this policy can help you reduce or eliminate the deductibles or co-insurance on your present policy.

### Student Complaints In Academic Affairs

---

#### Procedures (steps)

If a student has an issue with a faculty member (other than a Grade Appeal), the following procedures should be followed.

1. The student should meet with the faculty member and attempt to resolve the issue.
2. If no resolution is reached, the student should make an appointment to meet with the Chairperson of the Division / Department.
3. Evening students will report their complaints to the Evening Coordinator) in the absence of the chairperson). The Evening Coordinator will forward the matter to the chairperson of the division for follow-up and resolution.
4. The issue will be addressed in the Division/Department by the Chairperson.
5. In those cases where the conflict is not resolved, the Chairperson will forward the matter to the office of Academic Affairs-Dean of Faculty for final resolution.

---

## SUPPORT SERVICES



### Counseling Services

---

Professionally trained counselors are

located in each of the academic divisions, to provide assistance to students to help them resolve immediate personal and academic problems. Students who need help planning their educational career, managing their time, setting goals, improving their study habits, transferring to a four-year college, or solving their personal problems are encouraged to see their divisional counselor.



## The Libraries of Essex County College

Gwendolyn Slaton, Director/Library 3140, Main Campus.

Circulation: (973) 877-3238

Reference: (973) 877-3241

Periodicals: (973) 877-3236

West Essex Campus: (973) 877-1883

### Hours

Day	M.L. King Jr. Library	West Essex Library	Police Academy
Monday - Thursday	8 AM - 9 PM	8:30 AM - 8:30 PM	8 AM - 4 PM
Friday	8 AM - 9 PM	9 AM - 5 PM	8 AM - 4 PM
Saturday	8 AM - 3 PM	9 AM - 1 PM	Closed

*Special hours for semester break and summer sessions are posted outside the entrance doors.*

#### The College maintains three libraries:

the Martin Luther King, Jr. Library on the Main Campus in Newark, West Essex Branch Library at the branch campus in West Caldwell and the Police Academy Library in Cedar Grove.

#### General Rules and Regulations:

- No smoking, eating or drinking in any area.
- You must show your Essex ID card for circulating materials, non-print media, periodicals and reserve materials.
- All cell phones and pagers must have their sound turned off.
- The student fine for overdue books is ten (10¢) cents per day for each item.
- The student fine for overdue reserve materials is seventy-five (75¢) cents per hour for each item.
- You will be charged a \$5 service fee for each item lost in addition to the replacement cost of the item.

#### Services

The libraries maintain carefully selected collections, which have a combined total of more than 114,000 volumes, over 500 periodicals and journals and thousands of non-print materials such as videocassettes, filmstrips, DVDs and slides. The stacks are open; there are photocopier machines and microfilm reader/printers; and there is audiovisual hardware for internal use. The M.L. King Jr. Library has a small group study room and is equipped

for wireless Internet access. Patrons must have the appropriate NIC card in their laptop computer.

The library is a member of and active participant in ReBL, the Reciprocal Borrowing Libraries Cooperative in Essex County, the Library Cooperative of the Council of Higher Education in Newark (CHEN), and INFOLINK, the regional library cooperative which serves Essex, Hudson, Union, and Middlesex counties.



## Educational Opportunity Fund (EOF)

---

### **Xiomara Torres, Director**

Room 3209

Mon.-Fri. 8:30 a.m. - 5:00 p.m.

Administrative Offices, (973) 877-3228

Counselors available Mon.-Fri. 8:30 a.m. - 6:00 p.m. (973) 877-3420

The Educational Opportunity Fund Program is designed to provide an opportunity for higher education to disadvantaged New Jersey residents who would not be able to attend college without the special services and financial assistance that are a part of the program. The program is geared toward the student who shows potential, but traditionally has been unable to attend college because of poor high school preparation coupled with a background of historical poverty.

**Grants are awarded to economically and educationally, disadvantaged students who meet the eligibility criteria:**

- US citizenship or eligible foreign status;
- NJ residency at least 12 months prior to receiving the grant;
- Acceptance into the Essex County College EOF Program;
- Enrolled full-time as matriculated students.

## WISE Women's Center

---

### **Luz Minerva Class, Director**

Room 3276, Third Level, Yellow Area

Monday through Friday - 9:00 a.m. - 5:00 p.m.

Tuesday and Thursday - until 7:00 p.m.

Phone: 877-3395

FAX: 877-3555

E-mail: pirtskhalava@essex.edu

**WISE Women's Center of Essex County College serves women and men** of the College and the Essex County community at-large.

**The focus of the Center is to assist participants with academic, career, economic and personal development issues.** Recruitment and retention are at the foundation of WISE's work with students. WISE provides support and assistance to those who want to seek new skills, broaden their knowledge, explore values, interests and strengths.

The primary goal of the Women's Center is to enhance the quality of life for women and their families and ultimately to contribute to the larger community. **Workshops, training and short-term courses** on relevant issues are offered on a weekly basis.



The Center offers services through the following programs: **Computer Skills, Displaced Homemakers/Urban Women, Department of Family and Children Services**, Effective Parenting, Employment Clinic, Entrepreneurship, Entry/Re-Entry Women, Information and Resource Center, **Life Skills/Career Development, Non-Traditional** Training, Referrals, Special Events, Support Groups, Truancy Alternative and LGBT Group.



### Department of Special Programs

**Betty Foster, Director**

Room 3310

Mon.-Fri. 8:30 a.m. - 3:00 p.m.

(973) 877-3196

New students who are in need of academic assistance or financial support in order to begin **college level studies at ECC may qualify for** tuition-free courses sponsored by the Department of Special Programs. Enrollment is open to economically disadvantaged individuals, first generation college students (neither mother nor father has a bachelor's degree), veterans and disabled students.

Inquiries regarding course offerings and special support services provided may be forwarded to the Director, Department of Special Programs, Third Level, Yellow Area, Room 3310.

### Student Support Services

**Marianne Gibson, Associate Director**

**Room 3299**

(973) 877-3374

Student Support Services is a college sponsored academic program available to entering freshmen. Students in Student Support Services are provided with supportive services designed to develop their potential through higher education. Upon meeting the eligibility criteria, participants may qualify to receive limited tuition assistance, free tutoring, counseling, four-year college tours and educational and cultural enrichment activities.

Students interested in enrollment should contact the Student Support Services program immediately upon admission to the College. Offices are located within Special Programs in the Yellow Area, Third Level, 877-3035.



---



# FINANCIAL SERVICES

## Financial Aid

---

Mildred C. Cofer, Director

Patty A. Howard, Assistant Director  
Room 3220  
(973) 877-3200

### Location and Office Hours

**The Financial Aid Office is located in the Green Area on the Third Floor.**

### Office hours are as follows:

Mon. – Thurs.	9:00 a.m. – 6:30 p.m.
Fri.	11:30 a.m. – 4:30 p.m.

### For Summer II, the Financial Aid

### Office Hours of Operation

### are as follows:

Mon. – Wed.	9:00 a.m. – 6:00 p.m.
Thurs.	11:30 a.m. – 6:00 p.m.
Fri.	CLOSED

**Financial aid is funding to offset** college cost that comes from federal and state sources. The financial aid office at ECC administers several different types of aid for students, including grants, scholarships, and work-study. Financial aid in the form of grants or scholarships does not have to be repaid. Financial aid in the form of work-study must be earned by the student through employment on campus. At ECC, financial aid is awarded to students based on financial need and/or merit. A student may have a combination

of grants, scholarships, and work-study in their financial aid package.

For information on the types of funds awarded at Essex County College visit our website at <http://www.essex.edu/academic/finaid/> or refer to the college catalog. Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA must be completed each academic year by the Priority Processing Date.

### IMPORTANT:

### Our Priority Processing Deadlines for:

- Returning Students must file their FAFSA by April 1
- New Students must file their FAFSA by May 1

## College Awards and Scholarships

To recognize outstanding student achievements, numerous awards are presented throughout the year. A complete description of all awards and their criteria may be found in the scholarship handbook. For further information, contact the Office of the Dean of Student Affairs, Room 5105.

### Scholarships

Students seeking scholarship assistance must adhere to the following procedures:

- Secure applications from the Office of the Dean of Student Affairs, 5th Level, Room 5105.
- Complete applications and attach all necessary documentation and return them to Room 5105 prior to established deadlines. (July 15 for fall semester and December 15 for spring semester).





Scholarship Committee meets and reviews all applications and forwards its recommendations to the Dean of Student Affairs.

Students awarded scholarships will be sent an acknowledgment letter by the Scholarship Committee Chairperson with instructions relative to tuition payment. Students denied scholarships would be sent letters notifying them of the committee's decision.

Students' records will be evaluated at the end of each marking period. Where there is no academic progress demonstrated by the student, the award will be retracted for the following semester/ term.

At the end of the semester, the student is to send the scholarship donor a letter expressing his/her progress and gratitude. Scholarships are also available for students from each graduating class. Applications may be obtained in the Dean of Student Affairs Office after March 1st. Please contact Micah Mukabi at (973) 877-3471 for more information.

## BURSAR

---

**Darlene Miller, Bursar**

**Edmund Akwei, Assistant Bursar**  
Room 4121

**Main Campus Office Hours:**

Mon., Thurs., Fri. 8:30 a.m. - 4:15 p.m.

Tue. & Wed. (late nights) 8:30 a.m. - 6:45 p.m.

(973) 877-3381

**West Caldwell Office Hours:**

Mon., Tue., Thurs. & Fri. 8:30 a.m. - 4:15 p.m.

Wed. (late night) 11 a.m. - 6:45 p.m. (973) 877-6630



### Tuition and Fees

---

A detailed outline of tuition and fees, due dates, payment options and the tuition refund policy guidelines may be found in the course schedule booklet and on webservices.



### Payment of Fees

Checks or money orders should be made payable to Essex County College. Payment should be made at the Bursar's Office, room #4121 at the Newark campus or at the Bursar's Office on the first level at the West Caldwell Campus. Failure to pay the initial payment

#### Payment Methods:

- Pay in full or enroll in the College's deferred payment plan via the web at [webservices.essex.edu](http://webservices.essex.edu). Visa, MasterCard or Discover credit and debit cards accepted.
- Use the mail drop system at the Bursar's Office at the Newark or West Essex Campus. Payment in full by check or money order – no cash please. Simply follow the instructions imprinted on the envelope provided to ensure proper credit to your account.
- The ECC deferred payment plan makes paying your tuition bill affordable. Please visit the Bursar's Office for more information.

### Tuition Payment by Personal Check

Essex County College accepts personal checks for payment of tuition and fees. However, should a check be returned the following procedures will be implemented:

- Students may be voided from all classes.
- Students may be requested to appear before the College Judicial Committee.
- Students should be aware that they could be prosecuted for passing bad checks.

There is a \$35.00 fee assessed for checks returned unpaid to the College and the student will be placed on a cash payment basis for all future registrations.

### Collections

Accounts that remain unpaid after the end of the semester will be reviewed for placement with an outside collection firm. If placed with a collection agency, accounts will be reported to national credit bureaus and may affect your ability to obtain credit in the future.

### Tuition Chargeback

#### Essex County Residents:

An Essex County resident attending an out-of-county, two-year college may be eligible to receive a tuition chargeback provided that the student is enrolled in a matriculated program of study and is taking courses not offered by Essex County College.

#### Out-of-County Residents:

Out-of-county residents may be charged the Essex County resident rate if they obtain a document from their County Treasurer certifying that their county of residence will pay that portion of the tuition normally paid by Essex County for its residential students.

These documents are standard and the procedures are established by law. Further information is available from the Bursar's Office.



# STUDENT SERVICES

## Enrollment Services Express

---

**Zee Kassa, Director**

**Sonia Rios-Cardoso, Assistant Director**

**Linda Caldwell, Assistant Director**

**Alejandrina Cruz, Assistant Registrar**

**Marilyn Henry, Manager of Operations**

Room 4122B – 4<sup>th</sup> Level

Office Hours:

Monday – Thursday 9:00 a.m. – 6:30 p.m.

Friday 11:30 a.m. – 4:30 p.m.

Phone: (973) 877-3100, 3111 E-mail: [ESX@essex.edu](mailto:ESX@essex.edu)

**Summer Hours:**

**Mon. - Wed.**

**9:00 a.m. - 6:00 p.m.**

**Thurs.**

**11:30 a.m. - 6:00 p.m.**

The Enrollment Services Express (ESX) Center provides a one-stop service in admissions, testing, registration, graduation, grades, transcripts, and general financial aid inquiries. Admission applications, catalogs, course schedules, transcript request forms, withdrawal forms, etc. are available at the Center.

**Student ID Number** - Admitted students will be issued an ID Number. This ID number along with other personal information will be used to identify students. ID Number must be used on all student initiated forms. Students can look up their ID number by logging in to <http://myecc.essex.edu>.

**ECC Web Services** - Web services will allow students to apply for admissions, register for classes, pay tuition and check grades via the Internet. Log on to <https://webservices.essex.edu>.

**Web Services PIN** - Students are assigned their initial Personal Identification Number (PIN) after completing their registration. Students should establish their PIN (Password) in Web Services before logging in to “MyECC”.

**“MyECC” Portal** - The Portal is a **single point of access** to *Student E-mail, Registration, Grades, Class Schedule, Financial Aid Information, Campus News, and Student Announcements*. Students can look up their Student ID number, E-mail Address via “MyECC” Portal. Students should establish their PIN (Password) in Web Services before logging in to “MyECC”.

**Student E-mail** - The College provides e-mail accounts for enrolled students. New students will be assigned e-mail account after the first 10 days of the semester. Students can look up their E-mail Address by logging in to “MyECC”. Students are advised to check their e-mail on a regular basis for messages sent from their faculty and/or the College. Log on to <http://myecc.essex.edu>.



## Student Records

---

Essex County College maintains the academic records of all students enrolled in the college. Additionally, financial records are maintained on all students who receive financial assistance through the college. The Family Educational Rights and Privacy Act of 1974 governs

the access and release of such records. It is the responsibility of the student to notify the college of all changes in address, corrections of Social Security number and/or change in name by completing the appropriate form and submitting it to the Registrar's Office.

### **The college maintains the following records on individual students:**

- Application for admission and supporting documents;
- Current address and telephone number; and
- Permanent record of all courses and cumulative grades.

### **Financial Aid Records-Office of Financial Aid**

- Verification of parental and/or student income, if required;
- FAFSA;
- Award letter; and
- Student Aid Report

Access to student records will be given to authorized college personnel with a legitimate educational interest. Information will be released to other agencies and individuals in compliance with the Family Educational Rights and privacy Act (FERPA), a copy of which is posted in

the Office of the Dean of Student Affairs. Directory information may be released without the student's consent. A student who wishes to inspect or challenge his or her educational records may do so by contacting the Dean of Student Affairs.

## Urban Issues Institute

---

**Margaret Stevens, Director**  
Room 4171  
(973) 877-3291

The mission of the Urban Issues Institute is to explore issues that affect the life and opportunities of the people living in urban cities around the world, with special emphasis on Newark and the surrounding communities.

The Institute will host forums and conferences that bring together diverse groups

of people, organizations, policy experts, clergy and other professionals.

We invite students to take advantage of this opportunity learn and influence the development of your community. The Institute also helps to organize the Municipal Government course which is co-taught by current New Jersey mayors.



### Career Resource Center

---

**Pamela Maynard, Director**

Career Counseling

Room 1116

(973) 877-3350

Mon., Thurs., & Fri.: 8:30 a.m. – 5:00 p.m.

Tue. - Wed.: 9:00 a.m. – 7:00 p.m.

Sat.: 10:00 a.m. – 4:00 p.m.

The Career Resource Center assists students and alumni in their career development and vocational options by providing career and vocational counseling and resources for interest assessment, resume preparation, job readiness, interview skills and occupational outlook. The Career Resource Center maintains job posting boards for part/time and full/time employment opportunities

and provides a resume referral service for students registered with the Center. The Center also sponsors Career Fairs for on-campus job recruitment and interview opportunities in addition to providing information for internships.

The Career Resource Center is also responsible for Work/Study placement and the Disability Support Specialists is located in this office.

### Transfer Center

---

**Brenda Groomes, Associate Director**

Transfer/Articulation Programs

Room 1117

(973) 877-3184

This office provides specialized advisement for students who are seeking a transfer to another educational institution or choosing courses appropriate for transfer to a four-year College or University.

Essex County College has signed articulation agreements with Rutgers University, New Jersey Institute of Technology, Montclair State University, Kean University, New Jersey City University and William Paterson University, among others. Stu-

dents graduating from ECC with an A.A., A.S. and some A.A.S. degrees will be able to transfer as full juniors. In addition to helping students determine which college has the major or program which best suit your educational or financial needs, the center can direct you to those institutions which will accept most if not all of your credits earned. More information on transfer services can be obtained from the Transfer Center, Room 4100.

### Disability Support Services

---

**Victor Stolberg, Coordinator**

Room 1124

(973) 877-3186

A student with a “disability” is defined as any student who has or is regarded as having any mental and/or physical condition that substantially impairs or restricts one or more major life activity such as performing normal tasks, walking, seeing, hearing, speaking, breathing, working and learning. This includes, but is not limited to, such dis-

abilities, speech and/or hearing impairment, psychological / emotional disabilities, speech and/or hearing impairment, mobility impairment or specific learning disabilities. This definition also covers students who are asthmatic, recovering alcoholics and drug abusers, cancer patients, as well as those with AIDS and the HIV virus.



Services are requested on a purely voluntary basis. Documentation on the nature of the disability is necessary if a student is to receive

accommodations. The student is responsible for their own accommodation requests and disability-related decisions.

### Student and Employee Assistance Program

---

**Victor Stolberg, Coordinator**

Room 1124

(973) 877-3129

The Student and Employee Assistance Program serves all members of the College community regarding alcohol or other drug problems, via voluntary, walk-in, or mandated referrals. For those

who require treatment at an agency, referral is made to the appropriate detoxification-rehabilitation or outpatient facility, and self-help groups.

### Vision Care Technology

---

**Richard Palumbo, Program Coordinator**

Room 3100B

(973) 877-3367

Students may use the College's eyeglass clinic to have their eyeglasses made, fitted or repaired.

The services are available only to those individuals with a valid college ID.

### Evening/Weekend College Center

---

**Ronald Ross, Director**

2nd Level Phone: (973) 877-3078

Monday - Friday 1:00 p.m. - 9:00 p.m.

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

Sunday 8:00 a.m. - 4:00 p.m.

The mission of the Evening/Weekend College Center is to offer a one-stop, user-friendly environment specifically designed for the evening, weekend and off calendar student populations. The EWCC offers services and programs designed to enhance academic success, improve student life and foster communication amongst students, faculty, administrators and the community. Working closely with Enrollment Services Express Center, Financial Aid, the Bursar, and Student Life & Activi-

ties, EWCC provides activities designed to broaden student appeal, and encourage leadership within the student body. The Evening/Weekend College Center is also responsible for the following College auxiliary services: facilities rental/usage, Mary B. Burch Theatre, graphics, Print Shop, Mailroom, Telecommunications, special events/conferences, vending and serves as the College's Contract Administrator for campus food service. Offer No-Charge NOTARY.

### Child Development Services

---

**Deloris H. Grimsley, Director**

Room G302, Physical Education Building

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

(973) 877-3357



The ECC Child Development Center provides a quality, full-day educational program year round for approximately one hundred (100) pre-school children. The Center offers a progressive program, which emphasizes skill mastery in read-

ing, writing, math literacy and language development. In addition, science, art and music are included in the Center's curriculum. The Child Development Center is located on the first level of the Physical Education Building.

#### Evening Child Care

According to the number of interested evening students, child care services are available during the Fall and Spring Semesters, Monday through Thursday, from 5:15 p.m. - 9:45 p.m. Children between the ages of 2 to 12 are eligible for enrollment.

## BOOKSTORE

---

**Marva Rudder, Director**

**Main Campus**

Room 1191  
(973) 877-3137

**West Essex Campus** (973) 877 6636

#### Bookstore Standard Hours

**Daily:** Monday & Tuesday 9:00 a.m. — 6:45 p.m.  
Wednesday - Friday 9:00 a.m. — 4:15 p.m.

**Evenings:** *For the first two (2) weeks of each semester only*

Monday – Thursday 9:00 a.m. - 7:30 p.m.  
Fridays 9:00 a.m. - 6:00 p.m.  
Saturday 9:00 a.m. - 1:00 p.m.

#### West Essex Campus Bookstore Standard Hours

Monday, Wednesday - Friday 9:00 a.m. - 4:15 p.m.  
Tuesday 11:00 a.m. - 6:45 p.m.

In addition to textbooks and school supplies, the Bookstore carries a generous selection of paperbacks as a supplement to assigned reading materials. Also available are a large variety of imprinted wearing apparel and other gift items bearing the distinctive ECC crest.

**Textbook Return Policy:** Required textbooks may be returned for full credit the first two (2) weeks of the beginning of the semester in which purchased, provided:

- You have a validated cash register receipt.
- Book has not been marked in any manner and the plastic wrapping has not been removed. Do not write in a book until you are positive you are going to use it.

Refunds will not be given on used books, non-required paperbacks or special orders. No refunds will be made without a cash register receipt, or after the second week of the school term. Defective books will be replaced without charge within four (4) weeks of purchase, within the particular semester.



**Buy Back Policy for All Unwanted Texts:** The Bookstore will purchase current editions of all used textbooks at the highest possible prices.

- During in-store buyback as advertised and,
- Online at <http://www.essex.edu/bookstore> when the in-store buyback is not in progress.
- Students must fill out a buyback form and have a current ECC ID card.

**Special Orders:** A special order will be taken on any book or software with a fifty-percent (50%) deposit. Special orders cannot be taken on paperbacks, which are mass-produced.

**Credit Card / Check:** The college bookstore will accept your personal check, Visa, MasterCard, Discover card and American Express in payment for books or merchandise under the following conditions:

- It is your own personal check or that of your parent or benefactor.
- Check is approved by Bookstore Manager.
- It is your own Credit/Debit Card.
- You present your student identification card.

### The Africana Institute

*Revitalizing, Reconnecting, and Strengthening African Cultural, Social and Intellectual Heritage*

**Dr. Akil Kokayi Khalfani, Director**

Africana Institute, Room 2100  
Monday – Friday 9:00 a.m. – 5:00 p.m.  
(973) 877-3140

The Africana Institute is our center for the exploration and critical examination of the global African experience. We invite all students to join in the development and participation of a wide variety of academic, cultural and social programs, which range from the diverse experiences of people of African descent from Africa, the Americas, the Caribbean Islands and beyond.

The Institute provides research opportunities and resources for students and the community. World renowned African

and African diaspora scholars, performers, activists and others will visit ECC for lectures, workshops, exhibits, and performances. Be sure to participate in these wonderful and exciting opportunities.

Travel with us to Ghana in July 2010. For updates on all of our programs visit us online: [www.essex.edu/ai](http://www.essex.edu/ai).

Ngena! (Zulu for “come in”). The doors are open! Come make our home your home.



## STUDENT LIFE & ACTIVITIES

*Where students are number one...making connections through  
culture, communication and creativity.*



### Main Campus

**Patricia Slade, Director**

#### Office of Student Life and Activities

#### Clara E. Dasher Student Center

303 University Avenue

Newark, NJ, 07102-1798

Room 101 - Main Campus

(973) 877-3208

E-mail: slao@essex.edu

#### Hours of Operation

Monday - Friday: 8:00 a.m. - 8:00 p.m.

Saturday : Closed

#### Summer Sessions

Monday - Thursday: 8:00 a.m. - 6:00 p.m.

Friday - Saturday: Closed

The Student Life and Activities Office is located in the Clara Dasher Student Center, Room 101 Main Campus and the Student Lounge, West Essex Campus. Recognizing that student life plays an important role in supplementing the academic facet of education, the Student Life and Activities Office provides service to students of all levels that facilitate academic success and personal development.

Through imagination and interrelated projects, the Student Life and Activities Office enhances the educational process by creating an environment that supports a student's intellectual, personal and social growth. The Student Life and Activities Office plays a key role in a student's ECC experience and provides a link between academics and services on campus. The office coordinates all major student activities for the college community and emphasizes civic engagement

and responsibility, supervises clubs and organizations. Other areas of responsibility include planning events of social events of mutual interest to students and faculty to improve their interrelationships, disseminates information through student publications (ECCO, the student newspaper, LIFELINE, the student handbook, and activities calendar, etc.), and coordinates the sales of discount tickets to area cultural and sporting events, the office is responsible for the Clara E. Dasher Student Center operations and serves as a clearinghouse on information regarding local housing and handles judicial affairs.

Students are encouraged and invited to organize and/or join any of the various clubs and organizations including the Student Government Association. General procedures, functions and policies of these activities are detailed in the Clubs and Organizations Procedures Manual.



### The Art Gallery

The ECC Art Gallery is located in the entrance to the Mega Structure Building and is committed to making its collection accessible through programs and services for students. In an enriching, cultural and vibrant environment the gallery serves as an exhibit and preservation of modern and contemporary art. Each exhibit is avail-

able for sale, unless otherwise indicated by the artist. For information regarding exhibits in the Art Gallery, please contact the Student Life and Activities Office. All exhibition and installation information is subject to change. The ECC Art gallery opens 10:00 a.m. - 5:00 p.m. daily.

### West Essex Campus

730 Bloomfield Avenue  
West Caldwell, NJ. 07006

Monday – Friday: 8:30 a.m. – 6:00 p.m.

(973) 877-6637

E-mail: slao@essex.edu

The West Essex Campus Student Lounge is located in a spacious and versatile room with large rectangular windows that offers a pleasant view of the beautiful scenery. The Student Lounge is decorated with comfortable furniture, which includes tables, chairs, giant-screened TV, a stereo system that includes a CD player and a mini-snack bar. The atmosphere is con-

ducive for studying, conversing and socializing. The Student Life and Activities Program Coordinator's office is also located in the Student Lounge to provide various services to the students (games, movies, social activities, etc). Volley ball and basketball equipment can also be obtained through the Program Coordinator's office.

### our mission:

Student Life & Activities is committed to providing diverse programs and services that will contribute to the holistic development of students and enhance their educational experiences.

### our vision:

Student Life and Activities will act as a catalyst for student development and encourage student leadership through social, cultural, recreational and volunteer opportunities.



## objectives:

- Prepare students for leadership roles within the college, community and work environments.
- Provide leadership opportunities that stimulate, develop, and sustain student involvement by connecting students with each other, the college, and the community.
- Engage students in active learning and provide support services that facilitate their transition through college.
- Provide enrich student experiences by extending learning beyond the classroom.
- Evaluate and respond to the changing needs of the student population, and advocate for changes.
- Develop campus wide traditions, community development opportunities and instructional programs.
- Promote an open and civil campus community that honors and respect diverse ideas and backgrounds.
- Collaborate with community colleges, professional organizations, students, and the college community to increase effectiveness and promote student success.



Clara E. Dasher Student Center



Essex County College (ECC) is proud of its newest facility, the Clara E. Dasher Student Center (CDSC). In keeping with the theme *Learn it, feel it, shout it, live it at CDSC!*, the student center serves as a central focus for student life, it is located adjacent to the college's main entrance at the intersection of Martin Luther King Boulevard and West Market Street, an easily accessible and visible area.

Dasher Student Center's goals include:

- To be a gathering place for the ECC community through informal socializing and studying.
- To provide cultural, recreational, and leadership activities along with skills development and social interaction.
- To promote collegiality and school spirit in a friendly and relaxed environment.
- To offer activities that give a sense of community and pride to the members of the Essex County College and the larger community in which we live.

The staff of SLAO manage the day-to-day operations of the Dasher Student Center. The Center brings together student life and activities in one building, an invaluable way to form bonds between the many groups at Essex County College. It is the focal point on campus for students and organizations to meet, program events and participate in leisure activities. For example, clubs and performance groups meet in a first-class facility where they can work together. The Dasher Student Center is home to exciting student productions highlighting the talents of students and of the community. This prime location is ideal for in-school and community events. The Dasher Center houses a wide variety of offices and services for student government, clubs and the student newspaper.

The Dasher Student Center fosters a family atmosphere, promoting a feeling of togetherness that can only benefit the student body at Essex County College. The Center offers more than a place for formal meetings of groups, it is also a spot where students can find their own place within the college.

The center is aptly named after ECC's beloved friend and former trustee/chairperson, Clara E. Dasher. Long recognized as an ardent champion for human and civil rights and for her work and interaction at the community level, Ms. Dasher's name on this center serves an inspiration and memoir of her role as a student advocate.

The Dasher Student Center Includes:

- Informal study lounge where students can read, study, and use college-provided computer stations.
- State-of-the-art TV Room equipped with a 60" screen for viewing the latest videos, or to watch daily show and movies.
- The Game Room provides four professional sized pool tables, table tennis tables, air hockey and a Wii.
- Café areas that offer the opportunity to study, socialize and relax.

### Scheduling Meetings and Activities

All activities planned, developed and approved by a Chartered Club/ Organization on campus must be approved by, and coordinated through the Student Life and Activities Office. No student organization or any individual member of any organization is to conduct any activities or request servicing of an

activity without the written approval of the majority of the executive board and of the organization.

All requests by Student Organizations for any departmental services must receive prior approval from the Office of Student Life and Activities.

### Clubs and Organizations

Forming a club at ECC is a privilege that cannot be extended without careful thought. Students organizing a club will be allowed to use the college name, facilities and funds, therefore before this privilege is granted, the following questions must be answered regarding the objectives of a new club:

New clubs and organizations may register for recognition each fall semester *during the months of September and October*. All students wishing to start a new club must follow the steps listed in the clubs and organizations procedures manual to be officially recognized Essex County College. To apply, an organization must complete the proper documentation provided by the Office of Student Life and Activities.

- Is there a real need for the club on campus? Is there another club that serves the same purpose and objectives?
- How will the club result in constructive social development (character development) of its members?
- Are enough people (student and faculty) available and willing to work so those difficult problems usually encountered in starting a new club can be overcome?
- Are facilities available in the community or on campus to adequately fulfill the basic needs and goals of the club?
- Will your club be discriminatory or exclusionary in student participation?
- Will your club policies or programs be governed or dictated by an off campus interest or organization?
- Will the objectives and purpose of the club benefit all the students of ECC?

### Official ECC Clubs and Organizations:

The following is a *partial* list of clubs and student organizations that you may want to join.

For procedures on clubs or organizations chartering information, please contact the Student Life & Activities Office at (973) 877-3064 at the Main Campus or (973) 877-6657 at the West Essex Campus, Student Lounge. You can also contact us by e-mail at [slao@essex.edu](mailto:slao@essex.edu).



- Fashion Entertainment Board
- Newman Club
- Cari-Club
- Haitian Student Association
- Dominican Student Association
- Christian Fellowship
- ECC African Student Association
- MSA
- Latin Student Union
- Short Films Club
- Student Nursing
- Physical Therapy Assistants Jr's & Sr's.
- Phi Theta Kappa
- EOF
- Math & Physics Club
- TESC
- Radiology
- Student Support Services
- ECC Forensics and Debate Society

### Student Publications

---

**Student Newspaper:** Named the Essex County College Observer (ECCO), the student newspaper was established to provide a means for communication for and by the students. ECCO publishes news of interest to the college community. Opportunities are available in all areas of newspaper work, and students are encouraged to join the editorial staff. Applications are available in Dasher Student Center, Room G03.

**Lifeline Student Handbook:** Published by ECC, this is the official college student handbook. The purpose of *Lifeline* is to provide important information on the regulations, services and student life offered by the College. Students are responsible for being fully acquainted with the handbook and rules and organizations.

**Activity Brochure:** The purpose of these publications is to inform students of the activities that are taking place throughout the institution. Students may obtain a copy at the Student Life and Activities Office.

**Clubs and Organizations Procedures Manual:** This manual outlines Essex County College's administrative policy and procedure in student programming and club recognition process. It is prepared by the Student Life and Activities Office with the hope that student organizations or officers and advisors 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.

**Literary Magazine:** Named *Expressions*, this is a collection of student art and literature, published each semester. It contains poetry, short stories featured articles, photography and art. Students are encouraged to apply in the Dasher Student Center, Room 101.

### Club Recognition

---

The club agrees to accept such regulations and administrative procedures that may be necessary to protect the essential functions of teaching/ learning at the college to allow an equitable sharing of time and space, to insure the reasonable health and safety of the community, and to uphold statutes and regulations of the college. Recognition shall be denied if there is a substantial likelihood that the proposed organization will interfere or conflict with the educational process of the College.



Clubs and organizations must submit the official SLAO forms to become a recognized club. A club seeking recognition is required to have 5 or more members to become a chartered club. Student organizations offer the individual another opportunity within the educational process to broaden his/her environment.

The purposes and proposed activities of all clubs/organizations shall be clearly related to the educational goals and missions of the college. Recognition of a club/organization grants to that group the right to utilize college facilities and to identify themselves with the college.

### Student Eligibility for Extracurricular Activities

Students are required to maintain a minimum cumulative GPA of 2.0 to be eligible to participate in any of the college-recognized organizations. Student officers who fail to maintain a

2.5 minimum GPA for any given semester will be required to resign. Students who complete a degree and return for additional coursework can not hold office in any student club or organization.

### Student Government Association

---

The Purpose of the Student Government Association will be:

- To maintain a forum for the expression of student views and interests.
- To foster the recognition of student rights and responsibilities.
- To serve the students and act at all times in their best interest.
- To generate student spirit through extracurricular activities.
- To carry out the provisions of the constitution.
- To serve as a liaison between the students, faculty and administration directly under their jurisdiction.
- To promote and enforce guidelines of student conduct.
- To bear responsibility for the expenditure of monies entrusted to it in the student's behalf.
- To make recommendations to the Student Affairs Council concerning student rules and regulations, student conduct, student clubs/organizations, or any other matter that concerns the student body.
- To make recommendations to the Academic Affairs Council concerning student rules and regulations as they pertain to academic matters.
- To make recommendations to the Executive Cabinet of the College on any matter concerning students which falls

### Authority and Powers

The Student Government Association, chosen through popular elections by the student body of Essex County College, serves as the official agent of the student body of Essex County College in the presentation of student opinion on matters affecting student welfare.

The Student Government Association is established under the policies and regulations of Essex County College. The SGA is responsible for administering its programs and monies in compliance with the rules and regulations prescribed by the College. In the absence of an SGA, an Inter-Club Council will manage the affairs of the Student Government.



### SGA Membership

---

The SGA executive leadership is comprised of 11 students:

President, Vice President, Treasurer,  
Secretary, and Seven (7) Senators.

#### Qualifications Needed to Run for a Position on the SGA

##### *Executive Officers:*

- Must have a Grade Point Average of 3.0 or higher.
- Must have completed twelve (12) college-level credits.
- Must be a full-time student.
- Must demonstrate intent to remain enrolled at ECC during term of office and maintain the aforementioned organizational purpose.

##### Senators:

- Must be registered for at least six (6) credits at ECC.
- Must have a cumulative GPA of 2.5 or higher.

**Note:** *Elections are held during the first two weeks in April each year.*

### Bulletin Boards and Posting Regulations

---

The Student Life and Activities Office is responsible for posting on Essex County College's bulletin boards and easels. All materials intended for bulletin board posting must be brought to the Student Life and Activities Office for approval, individual stamping and posting. Materials cannot be posted on the walls or doors of the Megastructure and is restricted exclusively to the bulletin boards, easels and glass enclosed bulletin boards.

All groups and organizations are required to complete a "posting / advertising approval" form prior to the approval process.

#### Acceptable and Unacceptable Materials:

- Advertising flyers of a sexually explicit or offensive nature are not sanctioned under the college policy and will not be posted.
- Advertising flyers and posters of a commercial nature are posted after careful review and approved by the Student Life and Activities Office's professional staff.
- Acceptable materials include posters and flyers from ECC offices and departments, community agencies, nonprofit organizations and personal ads from ECC students and staff, such as ads for sale of books, cars and other personal items.
- Personal ads from ECC students and staff, such as ads for the sale of books, rooms for rent, cars and other personal items will be placed on our book catalogue.



- Handwritten fliers will **NOT** be accepted for posting .
- Flyers will be removed one day after the meeting/event. If the flyer does not contain a certain date of meeting/event, the flyer will be removed fourteen (14) days from the date of posting.
- All publicity materials are subject to approval by one of the professional staff of the Student Life and Activities Office **and will posted by the part-timer/work studies.**
- **Any posted materials that do not comply with the above regulations and do not bear the Student Life and Activities Office Stamp WILL BE REMOVED.**
- Views expressed on flyers on posters are not necessarily those of the Student Life and Activities Office.

### Student Lockers

---

Lockers for personal storage is available to students on a first come first serve basis. The lockers are located on the ground level of the Dasher Student Center. The rate for locker rental is \$15.00 per semester. All locks and personal

items must be removed from the locker on the last day of the semester. To reserve your locker, stop by the Student Life and Activities Office in the Dasher Student Center, Room 101 and pick up a Locker Registration Form.

### Club Mailboxes

---

Mailboxes are maintained in the Student Life and Activities Office, Dasher Student Center, Room 101 for all registered and active student clubs/organiza-

tions. Facilities are not available for the general student body to receive mail at ECC.

### Activities Fee

---

A college education expands beyond classroom experiences, meaningful cultural and social activities as well as growth opportunities are provided for each student. ECC students are charged an activity fee every semester and/or term. The student fees are utilized for non-academic related events, which are regulated under the direct authority of the Dean of Student Affairs. This student fee are used to support the extracurricular activities presented by the Athletics Department and Student Life and Activities Office, the Student Gov-

ernment Association and Essex County College Observer. The use of the activity fee by student organizations requires the approval of the Director of Student Life and Activities and the Dean of Student Affairs. The activity fee cannot be used to support and/or sponsor activities, which are of a discriminatory nature in which participation is based on color, race or ethnic background. *The activity fee can not be used to support or sponsor activities that receive academic credit. Please consult the ECC catalog for a listing of recent fees and changes.*



## Ticket Sales

The first day of ticket sales begins at 12 noon unless otherwise indicated. The first week of ticket sales are reserved for ECC students due to their Student Activities fees. Students must present their validated Student ID prior to signing vouchers, and boarding buses. Ticket Excursion Vouchers are available on the dates and times indicated in the program series brochure and at the Student Life & Activities Office in the Clara E. Dasher Student Center, Room 101 at the Main Campus or the Student Lounge at the West Essex Campus. All signed vouchers must be paid in full at

the Bursar's Office. An accompanying receipt must be returned to the Student Life and Activities Office within 24 hours or the ticket purchase will become null and void. Though cash and all major credit cards are accepted at the Bursar's Office; personal checks are not. Any tickets remaining after student sales will be made available to faculty, staff and public on the Monday following unless otherwise stated. An adult must accompany minors at all excursions and events. *An adult must accompany minors at all excursions and events.*

### When tickets are placed on sale, the following procedure will be enforced:

- Student must present a valid ECC ID card.
- Students may purchase two (2) tickets per valid ECC student ID, unless otherwise indicated.
- All tickets are sold on a first-come, first-served basis. No deposits are accepted nor will tickets be held for anyone. All ticket sales and purchases are *non-refundable*.

### Note:

Student Life and Activities Office ticket policy and program series is subject to change. The Office of Student Life & Activities is not responsible for cancellations and postponement of performers due to inclement weather conditions.

## College Hour

During the fall and spring semesters, the College has established a "COLLEGE HOUR" on Tuesdays and Thursdays from 2:25-3:45 p.m. As few classes are scheduled at this time, activities and meetings for clubs / organizations

are generally held during this hour. Students are encouraged to watch the bulletin boards carefully for announcements of the various activities held during this free time.



## Student Housing

---

While ECC has no formal student housing, the Student Life and Activities Office serves as a clearinghouse and referral for available apartments, rooms and other housing in the local community. Interested students (who have

apartments for rent or need to look for apartments) should stop by in the Dasher Student Center, Room 101 and review the off-campus housing book.

# PHYSICAL EDUCATION BUILDING / ATHLETICS DEPARTMENT

**Melvin Knight, Director**

Room 414

(973) 877-3301

Monday-Friday: 8:00 a.m. - 8:00 p.m.

Essex County College's Physical Education Building—located on West Market Street between Martin Luther King, Jr. Blvd. and Wickliffe Street—contains a 2,000-seat gymnasium offering three full-court basketball areas, regulation volleyball and badminton, two one-wall paddleball and racquetball courts, and a new fitness center. The facility also has a dance studio, ample lockers with showers available, a sauna and the Child Development Center is located on the lower level of the Physical Education Building.

The Athletic Department is a member of the National Junior College Athletic Association and the Garden State Athletic Conference. Athletics is an integral part of the College's activities program. All

students who are first year college students and full-time in the fall are eligible to participate on the intercollegiate sports teams. Returning full-time students, who have a GPA of 2.0 or better, are also eligible.

Known as the "Wolverines," Essex County College student-athletes have brought great distinction to our community by virtue of their individual and team skills. Student-athletes in cross country, men's and women's basketball, soccer, indoor and outdoor track, have garnered such honors as All-Garden State Athletic Conference, All-Region 19 and All-America. Various trophies and awards may be viewed in several areas in the Physical Education Building.

## Sports

---

### Intercollegiate:

At the present time, Essex County College intercollegiate sports teams include:

- Fall: Men's and Women's Soccer
- Fall/Spring: Men's and Women's Basketball and Men's and Women's Indoor Track and Field
- Spring: Men's and Women's Outdoor Track and Field

Students wishing to try out for any of these intercollegiate teams must complete an athletic profile form available at the Athletic Office, located in the Physical Education Building.



**Building Usage:**

- I. Any student, staff, faculty and administrator with a valid ECC identification card is welcomed.
- II. Alumni who wish to use the facility must receive alumni identification from the Development/Foundation Office.

**House Rules and Regulations**

- Clothing that is sold as gym wear is required.
- Non-marking, rubber-soled athletic footwear is required on all activity surfaces. No bare or stocking feet.
- All participants must wear shirts.
- The facility is not responsible for lost or stolen valuables.
- “Dunking” basketballs or hanging on the rims or nets is not permitted.
- Bags and clothing are not allowed on the Gym floor weight rooms or corridor.

**Athletic Lockers**

---

- There are lockers available in the Physical Education Building and participants are encouraged to bring their own locks and toiletries. All lockers must be cleared and locks removed by the end of the workout session of that same day. Any locks left on overnight are subject for disconnection by the staff of the Physical Education Building.
- Staff members of the Physical Education building are not responsible for items left in the locker room.

**Lost and Found**

---

All lost and found items will be kept in the building for a two-week period. Items must be clearly identified for claim.

**FITNESS CENTER**

---

The fitness center, which opened in September 2000, welcomes students, faculty, and staff of Essex County College. It contains exercise equipment that can help you build strength and endurance. The fitness center can also help you improve your cardiovascular system, which is an important part of being healthy in this Millennium.



**Fitness Center Rules**

- Proper clothing is required in fitness center. Shirts must be worn while using the machines. Pants with belts or buckles are prohibited.
- Bags and clothing are not permitted in the fitness center or the gymnasium floor.
- Orientation and instruction is required before starting an exercise program.
- All equipment must be returned to proper place.
- Benches must be wiped clean after completing a set.
- If anything is broken or loose, please report it to any staff member of the Physical Education Building.
- When in doubt, **ASK**.
- Please help us keep weight rooms clean and safe.

**Smoking**

---

The State law forbids smoking in public areas. Smoking is not permitted in the Physical Education Building.

**Participant Conduct**

---

All students and members are expected to adhere to the Rules and Regulations of the Recreation and Fitness Center. Failure to abide by or violation of the printed rules will result in suspension of privileges and/or disciplinary action.

**Medical Procedures**

---

- A complete medical examination is recommended for all individuals prior to beginning a vigorous workout program.
- ECC accepts no responsibility for ill health or injury sustained while participating in a program.
- All medical and/or ambulance expenses are the responsibility of the person receiving the services.

**SCHOOL CLOSING**

---

Apart from national holidays, Essex County College will be in full operation every scheduled class day. When severe weather warrants closing of the College, such announcements will be made on the following radio stations:

WOR—710 AM          WCBS—88 AM          WNJR—1430 AM

Or you may call the Main Switchboard (973) 877-3000 or Security (973) 877-3312.



DIRECTORY

All extension numbers listed are prefaced with the number 877 when calling from outside the College. The College's main number is (973) 877-3000.

	EXT.	RM.
Academic Affairs	3062	5106
Academic Departments		
Bilingual	3450	1170
Biology, Chemistry	3430	2141C
Business Division	3222	3204
Engineering Tech.	4400	T228
Humanities	3320	1125
Math & Physics	2188	3302
Nursing & Allied Health	2141	1868
Social Sciences	3261	3250
Activities Calendar	3208	C101
Address Change	3111	4122
Alumni Association	4438	6115
Athletics	3165	PEB 413
Bookstore – Main Campus	3137	1191
Bookstore – West Essex Campus	877-6636	WEC
Bursar – Main Campus	3099	4121
Bursar – West Essex Campus	877-6630	WEC
Career Development	3350	4120
Catalogs, Other Colleges		
Center for Technology	4400	T228
Child Development Center	3357	PEB 302
Class Rings	3208	D101-C
Class Schedules	3111	4122A
Clubs & Organizations	3064	D101-D
Community & Continuing Education Area	3400	5116
Concession Stand	1919	2 <sup>nd</sup> Level
Concession Stand - WEC	1920	WEC
Course Changes (Add/Drop)	3111	4122A
Degree Audit	3111	2 <sup>nd</sup> Level
Disability Support Services	3129	1124
Discount Tickets	3208	D101
ECCO Student Newspaper	3559	DG03
ECCOLOG	3064	D101-C
Educational Opportunity Fund (EOF)	3228	3217
Enrollment Services	3100	4th Level
Enrollment Services (WEC)	6590	WEC
Evening & Weekend Services	3162	2 <sup>nd</sup> Level
Excursion Series	3208	D101
Extension Centers	3439	3414



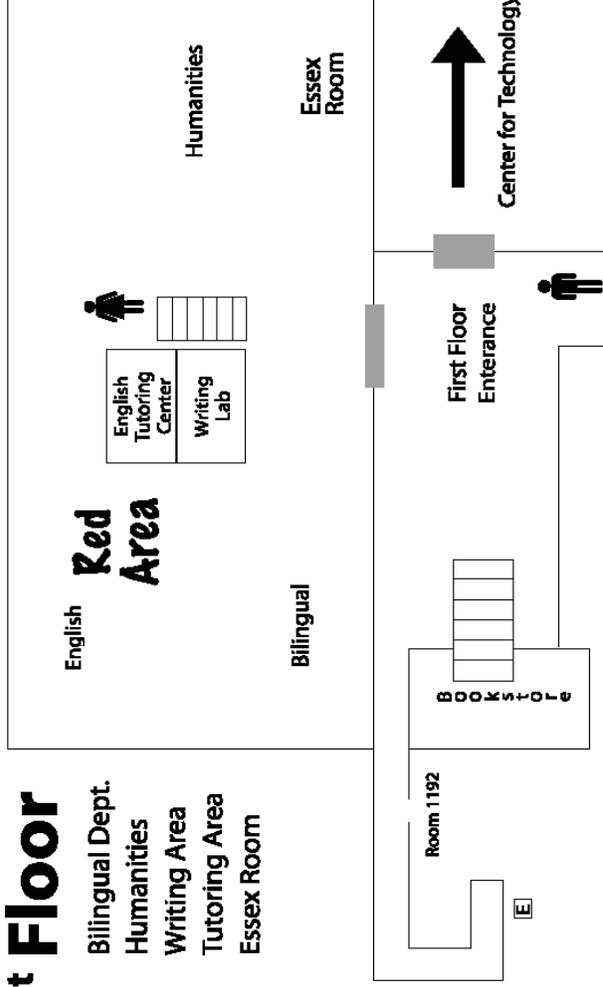
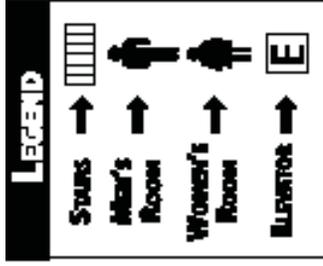
	Ext.	Rm.
Facilities	3146	1194
Financial Aid	3200	3220
Financial Aid (WEC)	6591	WEC
Foreign Students Information	3100	4190
Game Room	3206	DG05
Graduation Information	3108	4122A
Graduation Photos	3064	D101-C
ID Cards	3131	2250
Income Tax Assistance	3222	3186
Jobs, Work Study	3325	3222
Jobs, Off-Campus (full/part-time)	3350	4120
Library-M.L.K. Jr.	3238	3140
Library (WEC)	1883	WEC
Lost & Found	3131	2250
Major, Change of	3111	4th Level
Mary B. Burch Theater	4420	2415
On-Campus		
Continuing Education	3436	2 <sup>nd</sup> Level
One Stop Center	3011	3284
Parking	3131	2250
Registrar	3111	4th Level
Scholarships	3071	5105
Security	3312	2250
Security (WEC)	6577	WEC
Special Programs	3265	3310
Student Affairs	3071	5105
Student Assessment Office	3366	4th Level
Student Employment		
Assistance Program	3129	1124
Student Government Association	3176	D202
Student Housing	3208	D107
Student Life & Activities Office	3208	D101
Testing	3093	4th Level
Testing (WEC)	6637	WEC
Mary B. Burch Theater Tickets	4420	2145
Transcripts	3111	4122-A
Tutoring Center/Writing Center	3440	1100
Veterans Affairs	3154	4190
Vision Care Technology	3367	3123
West Essex Campus	3175	Office
Who's Who Among		
Students Applications	3208	D101-D
Withdrawal (from all classes)	3111	4th Level
WISE Women's Center	3395	3276



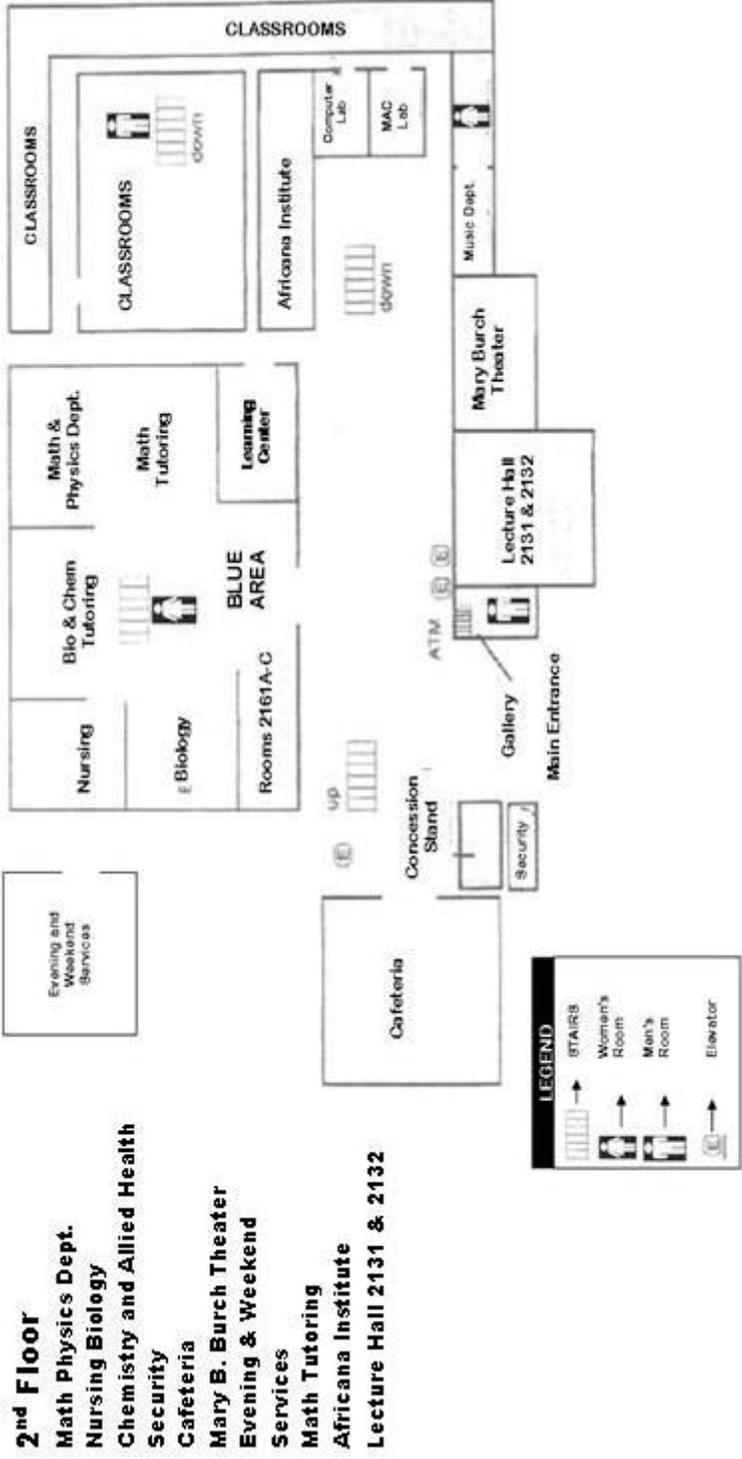
# Megastructure Area Map

## 1st Floor

Bilingual Dept.  
Humanities  
Writing Area  
Tutoring Area  
Essex Room

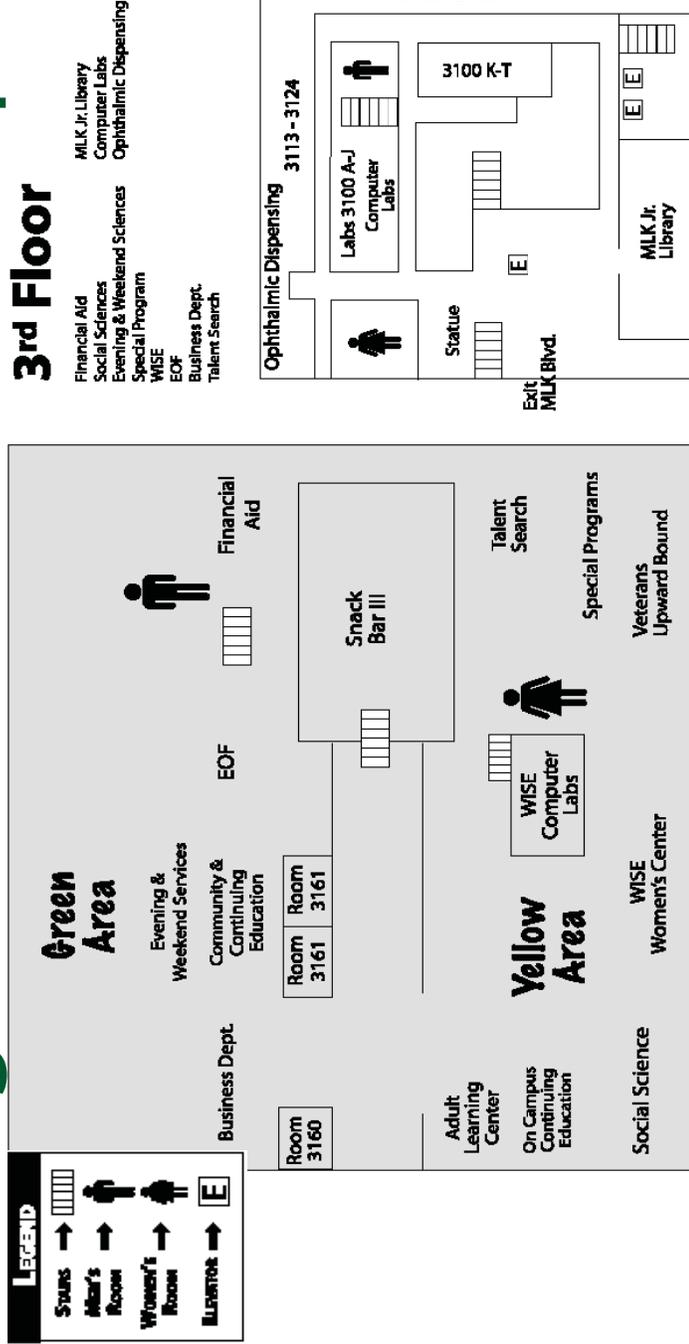


# Megastructure Area Map

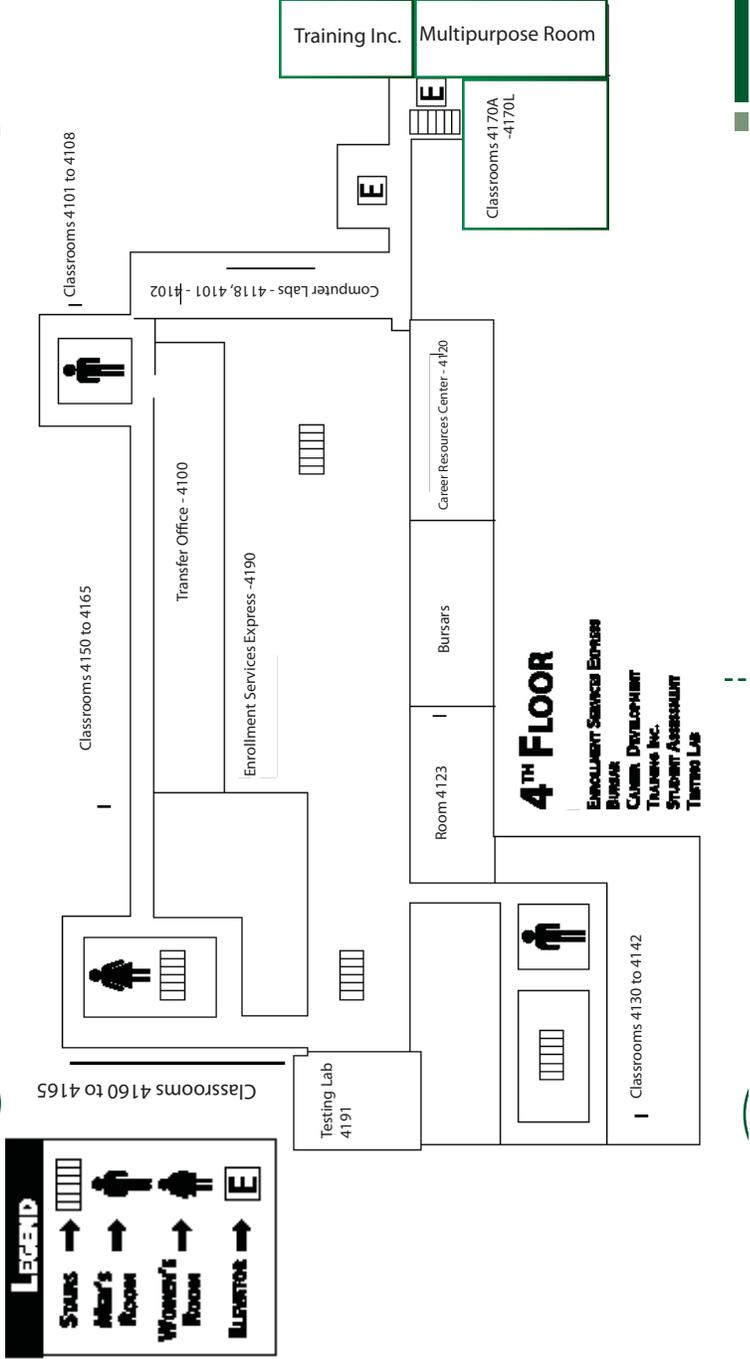


- 2nd FLOOR**
- Math Physics Dept.**
- Nursing Biology**
- Chemistry and Allied Health**
- Security**
- Cafeteria**
- Mary B. Burch Theater**
- Evening & Weekend Services**
- Math Tutoring**
- Africana Institute**
- Lecture Hall 2131 & 2132**

# Megastructure Area Map



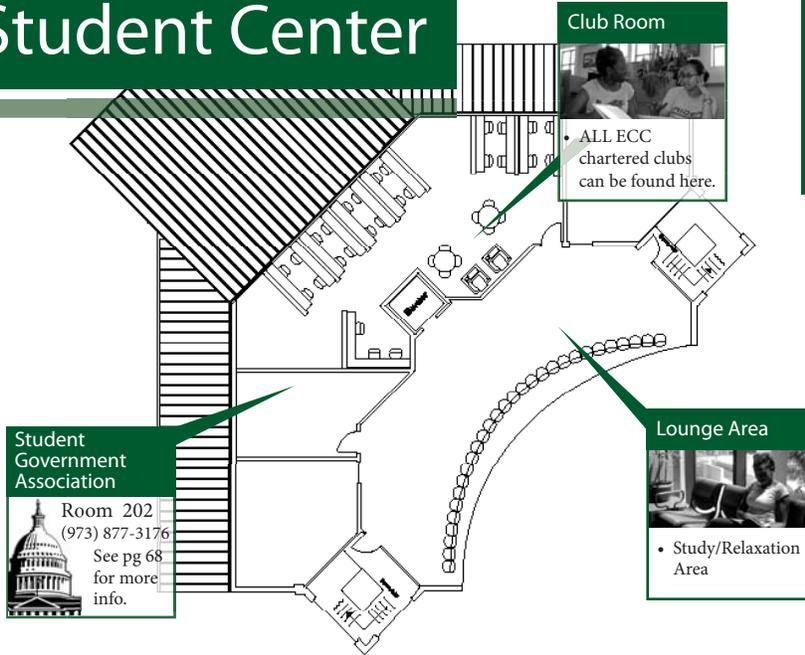
# Megastructure Area Map



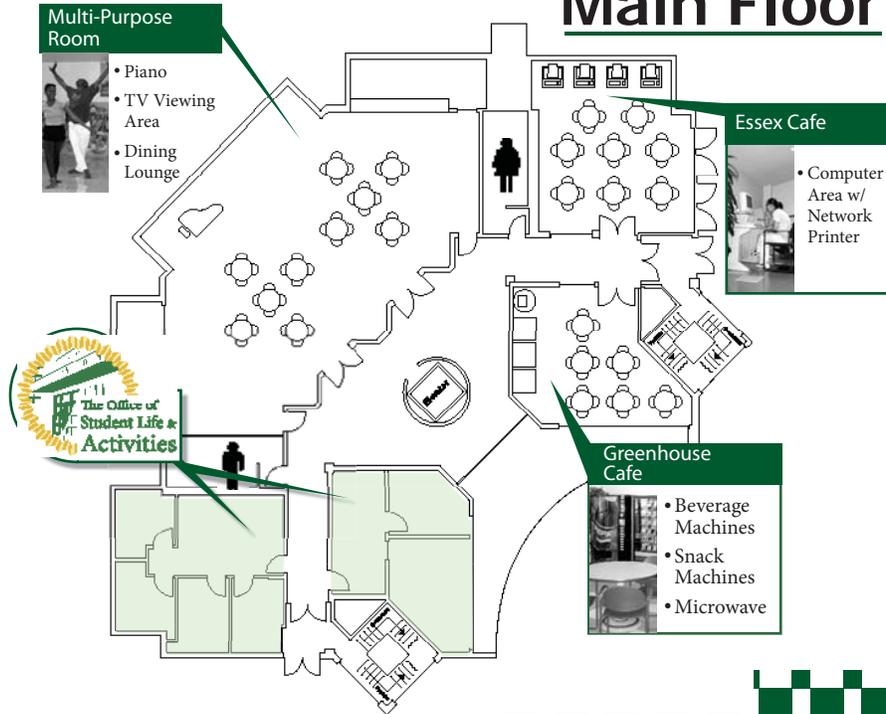
# Clara Dasher Student Center

## 2<sup>nd</sup> Floor

65



## Main Floor



**FALL 2010**

<b>Convocation</b>		<b>August 30</b>
Last Day to Declare Audit		September 10
Labor Day	<b>College Closed</b>	September 6
<b>First Day of Fall Semester Classes</b>		<b>September 7</b>
<b>First Day of Weekend College Semester Classes</b>		<b>September 10</b>
<b>First Day of Late Start Semester Classes</b>		<b>September 24</b>
December 2010 Graduation-Degree audits due to the Registrar		September 24
Columbus Day	<b>No Classes</b>	October 11
Last Day for Removal of "Incomplete" grade for Spring 2009		October 22
Mid-Term Grades Due		November 1
Last Day to Withdraw from Fall Semester Classes		November 12
Thanksgiving Holiday	<b>College Closed</b>	November 25, 26
	<b>No Classes</b>	November 27
<b>Last Day of Late Start Semester Classes</b>		<b>December 18</b>
<b>Last Day of Weekend College Semester Classes</b>		<b>December 19</b>
<b>Last Day of Fall Semester Classes</b>		<b>December 20</b>
<b>Grades Due</b>		<b>December 22</b>
Holiday (Christmas) Recess	<b>No Classes</b>	Dec. 21 to Jan. 3
	<b>College Closed</b>	December 23-24
<b>First Day of Winter Intersession 2010 Classes</b>		<b>December 26</b>
<b>Last Day to Withdraw from Winter Intersession</b>		January 3
<b>Last Day of Classes for Winter Intersession</b>		January 6
<b>Grades Due to the Registrar (Winter Intersession)</b>		January 7

**SPRING 2011**

New Year's Day Holiday	<b>College Closed</b>	January 1
<b>First Day of Spring Semester Classes</b>		<b>January 10</b>
<b>First Day of Weekend College Semester Classes</b>		<b>January 14</b>
Last Day to Declare Audit		January 14
Martin Luther King Jr. Birthday	<b>College Closed</b>	January 17
<b>First Day of Late Start Semester Classes</b>		<b>January 28</b>
June 2011 Graduation Degree audits due to the Registrar		February 4
Presidents' Day	<b>College Closed</b>	February 21
Last Day for Removal of "Incomplete" grade for Summer 2010		February 18
Mid-Term Grades Due		March 4
Last Day to Withdraw from Spring Semester Classes		March 11
<b>Spring Holiday (Good Friday)</b>	<b>College Closed</b>	<b>April 22</b>
	<b>No Classes</b>	April 23
<b>Last Day of Late Start Semester Classes</b>		<b>April 15</b>
<b>Last Day of Weekend College Semester Classes</b>		<b>April 16</b>
<b>Last Day of Spring Semester Classes</b>		<b>April 25</b>
<b>Grades Due</b>		<b>April 27</b>



[www.essex.edu](http://www.essex.edu)