



Dear ECC Students,

In keeping with our college's "Student First" initiative, we have prepared this Directory of Student Support Services. Our goal is to provide you with information on direct student support services available to help you through your educational journey here at ECC.

Please review the information. If there are any other services that you may need not listed in this directory please feel free to call me at (973)-877-3070, Monday through Friday between the hours of 8:30am to 4:30pm and Saturdays at (973) 877-3055 from 9:00am to 1:00pm.

Thank you for choosing Essex County College!

Sincerely,

Dr. Keith Kirkland, Dean of Student Affairs

DEPARTMENT	DESCRIPTION OF STUDENT SUPPORT SERVICES	DEPARTMENT LOCATION (Main Campus unless otherwise noted)	OFFICE TELEPHONE/ EMAIL ADDRESS	HOURS OF OPERATION	DAYS OF OPERATION
Athletic Department	Wrap – around services for current and prospective student – athletes	Physical Education Building: Room 413	(973) 877 – 3165	8:30 am – 6:00 pm	Mon. – Fri.
Cafeteria	Food Services	2nd Level, Main Forum	N/A	7:30 am – 7:30 pm	Mon.–Thurs.
				7:30 am – 3:00 pm	Fri.
				7:30 am – 1:00 pm	Sat.
Campus Emergency Notification System	Be notified in a campus emergency or closing due to inclement weather	Campus Police Room 2145 2nd Level, Main Forum	To sign – up, log onto the MyECC portal at: myecc.essex.edu	24 hours	Everyday
Campus Police and Public Safety	Campus Security, parking permits and student identification cards.	Room 2145 2nd Level, Main Forum	(973) 877 – 3325	24 Hours	Everyday
Career Services	Prepares students for internship and job interviews students may go through a mock – interview and networking simulation. The Career Resource Center, career planning presentations for the College Success Seminar, employer tabling recruitment events, employer information panels, and mini – career fairs to prepare students for career opportunities.	Office of Student Development and Counseling Room 4122	(973) 877 – 3350	8:30 am – 4:30 pm	Mon.–Thurs.
				8:30 am – 3:00 pm	Fri.

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Child Development Center	Child Care Services for child ages 3 months to 4 years. Free Preschool for Newark Residents ages 3 & years old.	Physical Education Building: Room G 302	(973) 877 – 3357	Office Hours: 8:00 am – 4:30 pm School hours: 7:30 am – 5:15 pm	Mon. – Fri.
Community College Opportunity Grant	<p>This grant will cover FULL TUITION and approved education fees for 6 – 18 college credits for eligible students after all other state, federal, institutional, and community aid have been applied.</p> <p>Students May Be Eligible If You:</p> <ul style="list-style-type: none"> • Have been a resident of Essex County for one year; • Have an Adjusted Gross Income (AGI) of no more than \$65,000; • Enroll in 6 – 18 college credits for the Fall 2019; and • Complete a FAFSA or NJ Alternative Application 	Enrollment Services 4th Level	Main: (973) 877 – 3100	9:00 am – 4:30 pm 8:30 am – 5:00 pm	Mon. & Thurs. Tues. & Wed.
			West Essex: (973) 877 – 6594	9:00 am – 5:45pm 8:30 am – 7:00 pm 9:00 am – 3:00 pm	Mon., Tues., Fri. Wed. Fri.
Differently – Abled Services	Welcomes students with disabilities into all of the college’s educational programs. If a student has a documented disability, they may be eligible for reasonable accommodations in compliance with college policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law Against discrimination	Office of Student Development and Counseling Room 4122	(973) 877 – 3071	8:00 am – 4:00 pm 8:00 am – 3:00 pm	Mon.– Thurs. Fri.
Enrollment Services	College Admissions, Transcript Evaluations, International Student Admission, Registration, Add/ Drop, Class Withdrawal, Grades posting, Transcripts Issuance, County Chargebacks Issuance, Enrollment & Degree Verification, Veterans Certifications, Student Record Changes, Degree Audits, Graduation Certifications, Commencement Information, and Diploma Issuance.	4th Level, Room 4124	Main: (973) 877 – 3100	9:00 am – 4:30 pm 8:30 am – 5:00 pm 9:00 am – 5:45pm	Mon. & Thurs. Tues. & Wed. Mon., Tues., Fri.
		West Essex Campus South Wing	West Essex: (973) 877 – 6594	8:30 am – 7:00pm 9:00 am – 3:00pm	Wed. Fri.

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Evening and Weekend Services	All Academic inquires and student support services	Fifth Floor: Office 5103	(973) 877 – 3055	5:00 pm – 7:30 pm 9:00 am – 1:00 pm	Mon – Fri. Sat.
Federal Work Study	Students who have been awarded Financial Aid Federal Work – Study may be placed into an on – campus job. Information about the process is available from the Coordinator of Job Development and Federal Work – Study Placement	Office of Student Development and Counseling Room 4122	(973) 877 – 3266	8:30 am – 4:30 pm 8:30 am – 3:00 pm	Mon –Thurs. Fri.
Fitness Center	The Fitness Center provides equipment and machines for students and staff to exercise.	Physical Education Building: Fitness Center (Located Across from Athletic Office – 413)	(973) 877 – 3300	9:00 am – 6:00 pm 9:00 am – 4:30 pm	Mon.–Thurs. Fri.

FACULTY OFFICE HOURS

Academic advisement and planning can be arranged with faculty by contacting their Academic Departments

Business 3rd Level, Green Area	(973) 877 – 3222	9:00 am – 5:00 pm	Mon. – Fri.
Humanities and ESL 1st Level, Red Area	(973) 877 – 3285	9:00 am – 5:00 pm	Mon. – Fri.
Biology, Chemistry and Physics 2nd Level, Blue Area	(973) 877 – 3430	9:00 am – 5:00 pm	Mon. – Fri.
Math, Engineering Tech and Computer Sciences 2nd Level, Blue Area	(973) 877 – 3302	9:00 am – 5:00 pm	Mon. – Fri.
Social Sciences 3rd Level, Green Area	973) 877 – 3250	9:00 am – 5:00 pm	Mon. – Fri.
Nursing	(973) 877 – 1865	9:00 am – 5:00 pm	Mon. – Fri.
Radiography	(973) 877 – 3293	9:00 am – 5:00 pm	Mon. – Fri.
Physical Therapist Assistant	(973) 877 – 3375	9:00 am – 5:00 pm	Mon. – Fri.
Vision Care Technology	(973) 877 – 3367	9:00 am – 5:00 pm	Mon. – Fri.
Health Science	(973) 877 – 1865	9:00 am – 5:00 pm	Mon. – Fri.



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Food Pantry	Food/Snacks for students in need	Room 1192	(973) 877 – 3365 (973) 877 – 4345	1:00 pm – 4:00 pm 1:00 pm – 4:00 pm Other times by appointment (please call us)	Mon. Thurs. Every Third Sat.
Information Commons	Multi – use space with computer stations, break out – rooms, individual and small group study areas, Classrooms 4202 – 4212, and Bibliographic Instruction Classroom 4213; open to all students, faculty, and staff upon presentation of valid ECC ID cards	4th Level	(973) 877 – 3364 (973) 877 – 3567	8:30 am – 8:30 pm 8:30 am – 4:30 pm 10:00 am – 2pm	Mon.– Thurs. Fri. Sat.
Intramural and Open Gym Activities	Open to all Essex County College students to participate in open soccer and basketball games	Physical Education Building Gymnasium	OPEN GYM (973) 877 – 3300 Intramurals (973) 877 – 1934	Open GYM: 8:30 am – 12:45 pm 8:30 am – 10:30 am 8:30 am – 1:30 pm Intramural: During Spring Term 2:00 pm – 3:00 pm	Mon. Tues – Thurs Fri. Tues & Thur. (College Hour)
LGBTQ Safe Space	Referrals, quiet hours, groups, workshops, hangout space	Dasher Building Café – Room 106	(973) 877 – 3365	11:00 am – 5pm	Mon. – Sat.

STUDENT SUCCESS COACHES

Success Coaches are assigned to the Academic Center, Divisions and Departments. They built partnerships with the students. They assist students develop skills, behavior and habits that contribute to success in college. Below is a list of their locations and contact information

COACH	DESCRIPTION OF STUDENT SUPPORT SERVICES	DEPARTMENT LOCATION (Main Campus unless otherwise noted)	OFFICE TELEPHONE/ EMAIL ADDRESS	HOURS OF OPERATION	DAYS OF OPERATION
Ms. Solange Amaya	Advisement Center New Student Advisor and assist with Retention/ Forgiveness Program – speaks Spanish	Room 1114	(973) 877 – 3442	9:00 am – 5:00 pm 9:00 am – 5:30 pm 9:00 am – 6:00 pm	Mon. Tues. Wed.
Ms. Karimah Smallwood	Weekend Generalist Success Coach – Advisor and helps with Retention	Room 1114	(973) 877 – 3442	11:30 am – 6:00 pm 9:00 am – 6:00 pm 9:00 am – 2:00 pm 9:00 am – 2:30 pm	Tues. Wed. Fri. Sat.

COACH	DESCRIPTION OF STUDENT SUPPORT SERVICES	DEPARTMENT LOCATION (Main Campus unless otherwise noted)	OFFICE TELEPHONE/ EMAIL ADDRESS	HOURS OF OPERATION	DAYS OF OPERATION
Mr. Yash Gajera	Math Engineering Tech. and Computer Sciences Speaks Hindi, Gujarati and Urdu (Pakistani)	Room 2173	(973) 877 – 3051	9:00 am – 12:30 pm 9:00 am – 11:30 am 9:00 am – 5:30 pm 9:00 am – 4:30 pm	Mon. Tues. Wed. Fri.
Mrs. Wisline Norde	Social Sciences Speaks Creole and French	Room 1122	(973) 877 – 3210	8:30 am – 3:00 pm 8:30 am – 3:00 pm 9:00 am – 3:00 pm 9:00 am – 3:00 pm Schedule will change	Mon. Tues. Wed. Thurs.
Mr. Wed Hernandez	Humanities Division Assist with Retention/Forgiveness Program – speaks Spanish	Not assigned	(973) 877 – 3051	9:00 am – 2:00 pm 9:00 am – 5:30 pm 9:00 am – 12:00 pm 9:00 am – 5:30 pm Schedule will change – will be in humanities in three weeks	Mon. Tues. Wed. Thurs.
Mrs. Baldelit Nunez	New Student –Advisement Center. Speaks Spanish	Room 1122	(973) 877 – 3210	9:00 am – 2:00 pm 9:00 am – 2:00 pm 9:00 am – 2:00 pm 9:00 am – 6:00 pm	Mon. Tues. Wed. Thurs.
Mr. Pedro Garcia (Alex)	New Student – Advisement Center Assist with Forgiveness Program – Speaks Spanish	Room 1125	(973) 877 – 1864	9:00 am – 5:30 pm 9:00 am – 5:30 pm 9:00 am – 5:30 pm	Mon. Tues. Thurs.
Mr. Jonathan Ribeiro	Generalist, New Student Advisement Center Speaks Portuguese	Room 1125	(973) 877 – 1864	8:30 am – 5:00 pm 9:00 am – 6:00 pm 9:00 am – 5:00 pm	Mon. Wed. Thurs.
Ms. Juanita Jones	Generalist, Humanities division specialization Humanities	Room 1153	(973) 877 – 3273	9:00 am – 5:30 pm 9:00 am – 5:30 pm 9:00 am – 5:30 pm	Mon. Tues. Wed.
Ms. Samantha Nieve – Silva	Generalist – West Essex Campus/Advisor. Assist with Retention –Speaks Spanish	Room 4B (WEC)	(973) 877 – 3019	10:00 am – 4:30 pm 10:00 am – 4:30 pm 10:00 am – 4:30 pm 10:00 am – 4:30 pm	Mon. Tues. Wed. Thurs.
Mr. Brian Higgins	Math, Engineering Technology, and Computer Science	Room 2173	(973) 877 – 2173	1:00 pm – 8:30 pm 9:00 am – 6:00 pm 9:00 am – 6:00 pm	Mon. Tues. Thurs.
Ms. Rosemond Ankoma – Forkuo	Biology, Chemistry and Physics. Specialization in General Science	Room 2142	(973) 877 – 4433/3271	2:30 pm – 6:00 pm 8:30 am – 2:00 pm 11:30 am – 4:30 pm 8:30 am – 4:30 pm 8:30 am – 5:00 pm	Mon. Tues. Wed. Thurs. Fri.

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Ms. Rebecca Jean – Baptiste	Social Science Speaks Creole and French	Room 3265	(973) 877 – 1876	9:00 am – 5:30 pm 9:00 am – 3:30 pm 9:00 am – 3:30 pm 9:00 am – 3:30 pm	Mon. Tues. Wed. Thurs.
Mrs. Frednane Cheriscat (Abbey)	New Student Generalist – Advisement Center Speaks Creole and French	Not assigned		9:00 am – 3:30 pm 9:00 am – 5:30 pm 9:00 am – 5:30 pm	Mon. Tues. Wed.
Mr. Leroy John	Business Division Assists with CSS 101	Room 3180	(973) 877 – 3326	8:30 am – 5:30 pm 8:30 am – 5:30 pm 8:30 am – 5:30 pm 8:30 am – 5:30 pm	Tues. Wed. Thurs. Fri.

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Transportation	How to obtain NJ Transit Discount Bus tickets/Pass	Dasher Student Center	(973) 877 – 3208	8:30 am – 6:00 pm	Student Life & Activities
The Learning Center – Tutoring	Free tutoring to current Essex County College students: small groups, drop – in tutoring, no appointments necessary; mid – term and final review workshops; Move – Up Workshops; Summer Bridge	2nd level, main forum	(973) 877 – 3440 (Main) (973) 877 – 3211	8:30 am – 8:30 pm 8:30 am – 3:30 pm	Mon. – Fri. Sat.
Transfer Services	Essex County College students are encouraged by the Office of Student Development and Counseling to “Begin With the End In Mind” so that once they complete their academic degree program at Essex, they are already informed and prepared to successfully make a smooth transition to a 4 – year college.	Office of Student Development and Counseling Room 4122	(973) 877 – 4472	9:00 am – 5:00 pm	Transfer Services
Title IX	Title IX of the Education Amendments of 1972 Title IX (Nine) is a law that prohibits discrimination on the basis of sex in educational programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment (including non – physical acts) or sexual violence such as rape, sexual assault, and sexual coercion by students or staff.	Student Initiated Complaints – Clara Dasher Student Center	(973) 877 – 3209	8:30 am – 4:30 pm	Mon. – Fri.
		Employee Initiated Complaints	(973) 877 – 3461	8:30 am – 4:30 pm	Mon. – Fri.

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Veteran Affairs	Certification of VA benefits	Office of Student Development and Counseling Room 4122	(973) 877 – 3154	9:00 am – 5:00 pm 9:00 am – 3:00 pm	Mon.–Thurs. Fri.
Wellness Center	Individual & Group Counseling Workshops, Trainings & Game Break	Room 5103	(973) 877 – 3365	9:00 am – 5:00 pm 10:00 am – 6:00 pm 9:00 am – 3:00 pm	Mon – Wed Thurs. Fri.

WEST ESSEX CAMPUS STUDENT SUPPORT SERVICES

Dean's Office	Advisement, Resolutions and additional support	Dean's Office 4A	(973) 877 – 1912	8:30 am – 4:30 pm or by appointment Contact bellodecastro@essex.edu	Mon. – Fri.
Counseling Services	Advisement, counseling support	Academic Programs:	(973) 877 – 3004	9:00 am – 5:00 pm	Mon. – Fri.
Student Life & Activities	<ul style="list-style-type: none"> • Clubs & Organizations • Scholarships • Orientation • Leadership Development 	West Essex Student Lounge/Cafeteria	(973) 877 – 6637	8:30 am – 4:30 pm	Mon. – Fri.
Tutoring	Academic support	Academic Resource Center	(973) 877 – 3004	9:00 am – 6:30 pm	Mon. – Fri.
Cafeteria	Food Services/Mini Mart (credit card or app only)	Cafeteria/Student Lounge	(973) 877 – 6637	7:00 am – 10:00 pm 7:00 am – 3:00 pm	Mon. – Fri. Sat
Student Development and Counseling	Differently – Abled Support Services. Learning Accommodation Letters.	Admin. 1:	(973) 877 – 6591	8:30 am to 4:30 pm	Tues
Financial Aid	Awards funds from Federal and State Resources.	Faculty Center: Phyllis Walker	(973) 877 – 6626	10:00 am – 1:00 pm 2:30 pm – 4:00 pm 10:00 am – 2:00 pm	Mon Tues