

# Essex County College

## Student Handbook



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

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

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

In case of emergency, please notify:

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

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

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# Welcome

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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, the 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,

Jamil Graham  
Director of Student Life & Activities

"Essex County College does not deny admission to any educational program or activity or deny employment on the basis of any legally protected status or discriminate on the basis of race, ethnic or national origin, citizenship, color, sex/gender, pregnancy or pregnancy-related conditions, age, creed, religion, actual or perceived disability (including persons associated with such a person), arrest and/or conviction record,

military or veteran status, sexual orientation, gender expression and/or identity, an individual's genetic information, domestic violence victim status, familial status or marital status, or any other category protected by law. Essex County College is an affirmative action/equal opportunity employer."

#### **NOTICE OF NON-DISCRIMINATION**

In accordance with the requirements of USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and other federal, state and local laws, Essex County College ("ECC") does not discriminate on the basis of sex, race, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, gender identity, or gender expression.

Essex County College prohibits sex discrimination in any of its services, education programs, and activities that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to Essex County College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

ECC's Title IX Coordinator is:

Nicole Conforti (973) 877-3477 [nconforti@essex.edu](mailto:nconforti@essex.edu)

Essex County College 303 University Ave Newark, NJ 07102

ECC's nondiscrimination policy can be found at <https://www.essex.edu/policies-and-procedures-hr/>, and ECC's resolution processes can be found at <https://www.essex.edu/title-ix/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.essex.edu/title-ix/>.

To make a non-Title IX complaint of discrimination or harassment contact Essex County College's Associate Director of Human Resources.

ECC's Associate Director of Human Resources is:

Karen Bridgett (973) 877-3461 [bridgett@essex.edu](mailto:bridgett@essex.edu) Essex County College 303 University Ave Newark, NJ 0710

#### **Non-Discrimination Policy**

In accordance with the requirements of USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975,

Title IX of the Education Amendments of 1972, and other federal, state and local laws, and in accordance with our values, Essex County College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, disability, or sex, gender identity or expression, in the administration of any of its services, educational programs and activities or in its hiring or employment practices.

Furthermore, the College conforms to all federal and state statutes, executive orders, regulations, guidelines and amendments including but not limited to: New Jersey Law Against Discrimination; Title VI & VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990.

#### **Title IX of the Education Amendments of 1972**

Title IX is a law that prohibits discrimination by students and staff on the basis of sex in educational programs and activities. Examples of the types of discrimination that are covered under Title IX include but are not limited to: quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking; discrimination on the basis of sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation, and gender identity; and failure to provide equal athletic opportunity. 2024 amendments to Title IX are effective August 1, 2024.

The Title IX/504 Coordinator is responsible for overseeing Title IX and the Americans with Disabilities Act (ADA)/Section 504 program compliance for the College.

#### **Reporting Possible violations:**

##### **Title IX/504 Coordinator**

Ms. Nicole Conforti  
Title IX/504 Coordinator  
(973) 877-3477  
[nconforti@essex.edu](mailto:nconforti@essex.edu)

##### **Student Discrimination**

Dr. Keith Kirkland  
Dean of Student Affairs, Student Affairs  
973-877-3070  
[kirkland@essex.edu](mailto:kirkland@essex.edu)

#### **About the College** \_\_\_\_\_

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.

Essex County College 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, Essex County College 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**

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The single, multilevel structure that slopes up the West Market Street hill has been acclaimed an architectural "wonder." The A. Zachary Yamba Building 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 A. Zachary Yamba Building 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, the 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 A. Zachary Yamba Building, 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-lit and secure facility replaces the old 292 vehicle lot.

### **West Essex Campus**

In 1978, Essex County College opened its West Essex Extension Center in West Caldwell, now known as the West Essex Campus to meet the educational and training needs of people who live and work in the western part of the county. Today the West Essex Campus located on Bloomfield Avenue in West Caldwell, offers a wide range of credit courses, customized training programs, a computer institute of non-credit courses, seminar workshops, conferences, and other special programs. The facility includes computer, biology and chemistry laboratories and provides a full range of services to students who wish to complete their degree work.

**Clara E. Dasher Student Center**

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 a fun, safe and relaxing environment to do it all.

**Extension Center**

<b>IRONBOUND COMMUNITY CORP.</b>	<b>TRAINING, INC</b>
432 Lafayette Street	303 University Avenue
Newark, New Jersey 07105	Newark, New Jersey
(Multilingual) (973) 465-0947 (evenings)	(973) 642-2622

**F.O.C.U.S**  
443 Broad Street  
Newark, New Jersey 07102



(Multilingual) (973) 624-2528

### College Mascot

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The WOLVERINE, an animal noted for its strength and ferocity, is the Essex Mascot. **The Official College colors are Green and Gold.**

### College Catalogs

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The Course and Program Catalogs are made available to students so that they may familiarize themselves with information such as curriculum requirements, course descriptions, college fees, etc. Students can access both at the college's website.

Course Catalog available at <https://catalog.essex.edu/>

Program Catalogs available at <https://catalog.essex.edu/programs/>

### Lifeline Student Handbook

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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

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Visit the Essex County College 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

**Dean’s List for Full Time Students**

An Honors List (Dean’s List) is published at the end of each semester and it is reflected on your official transcript. 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 2022/23 for Fall and Spring semesters only.

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

## 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 the 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's 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 AT Essex County College, you must:

- Be currently enrolled in at least six college level credits at Essex County College.
- Have completed 12 college level credits at Essex County College.
- Have a cumulative GPA of 3.60 or higher.
- Have no D's or F's on transcript unless retaken successfully.
- Complete the application process, including payment of a one-time membership fee.
- Submit two letters of recommendation from Essex faculty, staff or administrator.

Students are urged to take advantage of the opportunity to join Phi Theta Kappa as soon as the 3.60 GPA is achieved. 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 Lynn Wilson, Room 2177, (973) 877-3213 or Dr. Nidhal Marashi, Room 2168, (973) 877-3370.

## Records Hold

A "hold" will be placed on the records of any student who fails to complete their obligation to Essex County College 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, is in default of student loans, commits infractions against college regulations, etc., is subject to a records hold.

Such holds may prevent registration, visibility of grades and transcripts or release of diplomas.

### Academic Irregularity

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*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

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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

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1. A student desiring to formally appeal for a final grade must 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 written 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 beyond **six months** after the end of the semester in which the grade was awarded.
2. The student must meet with the instructor and review the criterion used to determine the final grade. If the student has not yet done so, the Chair will ask the student to meet with the instructor.
3. If the student and faculty member cannot resolve the grade 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. A meeting with the Chair does 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 party will be asked to address the Committee directly. At the committee Chair's discretion, some discussion may occur.
  - d. The Committee will make a 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.
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- d. If when appropriate, the Dean may identify an 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 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 change the grade.
  - 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\_\_\_\_\_

### **Open Lab Locations**

A. Zachary Yamba Building      3rd Floor – Room 3404 A/B

Center for Technology      2nd Floor Room 212

(973) 877-1908

Email: [academichelpdesk@essex.edu](mailto:academichelpdesk@essex.edu)

Essex County College provides all students with day and evening access to Essex County College 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. Students registered in a credit or non-credit course can use Open Labs upon presenting valid ECC student

identification to the lab staff. Students are required to sign in when using an Open Lab by swiping their student ID into the card reader located at the entrance of each lab.

**WHO CAN USE COMPUTER LABS?**

If you are registered in a credit or non-credit course, you can use *Open Labs* upon presentation of valid Essex County College student identification to the lab staff. 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** \_\_\_\_\_

Ledawn Hall  
2nd Floor - (973) 877-3440  
E-mail: lhall8@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, Physics and more. Assistance is available to students on an individual basis when available or small group, Monday through Saturday. Schedules are posted in the Center, the ECC Mobile app, and on the Essex County College home page in order to accommodate 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 Friday	9:00 am – 8:00 pm (On Campus)
Monday through Friday	9:00 am – 8:00 pm (Online)
Saturday	9:00 am – 2:00 pm (On Campus)

Summer Hours	(schedule subject to change)
Monday through Thursday	9:00 am – 8:00 pm

The tutoring schedule and more information about the Learning Center can be found on the College's website at [www.essex.edu/learning-center/](http://www.essex.edu/learning-center/).

## Lactation Rooms

Lactation Rooms are available for students in the following locations:

First Floor Red Area, Room T-100B

Third Floor, Blue Area, Room T-301B

## College Regulations

### **Substance Abuse Education, Prevention and Management for Essex County College 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. 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. A 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 and prevention.
- B. Resources of the college and the community will be utilized in the educational component.

#### **II. PREVENTATIVE COMPONENT**

- A. The advisory and counseling services of the college and specialized counselors that 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 code of conduct procedures shall be invoked where indicated.
- C. Testing of student athletes for substance abuse shall occur based upon behavioral observations recommendation by 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 positive for drugs will be subject to sanctions stipulated in the code of conduct 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 Essex County College substance abuse regulation will be provided to all students and circulated to college staff via e-mail.
- B. A consent form acknowledging receipt of said regulation shall be signed by all student athletes.
- C. Confidentiality of records, centrally filed in Health Services, shall be maintained by the personnel involved.

#### V. **PROCEDURE**

- A. Students will be notified of the Substance Abuse Prevention, Education and Management Program (SAPEMP) 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 an agreement to conform to the college mandates regarding substance abuse and shall be signed by the student athlete.
- C. An Advisory Committee will convene to develop and implement the educational program. The committee will be co-chaired by the Director of Athletics and a Substance Abuse Counselor and will consist of the following members:
  - 1. Associate 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 each fall and spring semester, 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. The session will be designed to heighten awareness of the symptoms of substance abuse and to ensure understanding of the code of conduct 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 related to non-athletes may be made by Campus Security through the usual code of conduct 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 at the college.
- I. Individuals who have positive results on the urine analysis 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. In the absence of documentation, counseling will be required.
- 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 a Substance Abuse Counselor. Sanctions are listed in the Student Athletes' Handbook. The code of conduct process will bind students referred to the Code of Conduct Review Committee and the sanctions listed therein.
- N. Confidentiality of records shall be maintained at all times by the college personnel.

# Student Code of Conduct 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 the 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, College Regulations, state and federal laws and regulations, 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. SEX-BASED HARASSMENT includes but is not limited to:
  - Sex-based Harassment
    - Quid pro quo
    - Hostile environment
    - Sexual Assault
    - Sexual Violence (dating violence, domestic violence)
    - Stalking
    - Sexual Misconduct
    - Pornography
  - Sex Discrimination includes but is not limited to:
    - Sex Stereotypes

- Sex characteristics
- Pregnancy or related conditions
- Sexual orientation
- Gender identity

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
- Hate crimes
- Fist fighting
- Bullying/Cyber-bullying
- Intoxication

i. REFUSAL TO COMPLY WITH THE REASONABLE REQUEST OR DIRECTION OF AN ESSEX COUNTY COLLEGE OFFICIAL

j. OTHER VIOLATIONS OF STATE AND FEDERAL LAWS AND ESSEX COUNTY COLLEGE RULES AND REGULATIONS

## ACADEMIC INTEGRITY

Essex County College promotes academic excellence and expects its students to be honest, responsible individuals when presenting and submitting 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 is 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 a student is uncooperative and/ or persistent, they should be referred to the counselor’s area for consultation and recommended action. Recommended action could include mediation/ conflict resolution counseling facilitated by the Dean of Student Affairs or designee. Repeated offenses are reported to Campus Security for follow-up and referral to the Code of Conduct 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 code of conduct 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 of Essex County College and is 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

### **Artificial Intelligence Tools Statement**

Artificial Intelligence (AI) resources may only be used if an assignment clearly states that is an acceptable option or if the instructor explicitly permits it in the syllabus. In such cases, you may only use the specific tools identified as acceptable and you must adhere to the College's standards for attribution, validation, and transparency.

This means that you must **(1)** fully document all material that was not generated by you, **(2)** check information generated by AI and take full responsibility for its accuracy, and **(3)** identify where and how you used any AI tools and how they contributed to your work. Assessment may focus on how you improve on and surpass the initial contributions of the AI.

Use of any AI tools without permission is unacceptable and will be considered as an academic integrity violation - an act of plagiarism which can result in the failure of the assignment. If you have any doubts about what is acceptable, please discuss them with the instructor of the class. The institution is actively securing software that detects the use of Artificial Intelligence Tools.

### **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 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) will be followed. Challenges other than a final grade will be heard either by the Academic Integrity Committee or the Code of Conduct Committee based on the nature of the offense.

Infractions involving criminal behavior are managed through the college security department and the student code of conduct 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 code of conduct 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 Director of Student Life and Activities for further review and code of conduct action. Cases referred for code of conduct 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 code of conduct hearing. This action is to be determined by the Director of Student Life and Activities. Suspension means that students are not allowed to attend classes until the case is resolved, and if reinstated, they are responsible for any work missed during the period.

- a. **Informal action** – Review of the incident by the Associate 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 Associate Dean of Student Affairs or designee will result in the referral of case to the Code of Conduct 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 Code of Conduct 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 an appeal provided.

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

## **Student Complaints in Academic Affairs** \_\_\_\_\_

### **Procedural 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 a resolution is not reached, the student should make an appointment to meet with the Chairperson of the Division / Department.
3. The issue will be addressed in the Division/Department by the Chairperson.
4. 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.

### **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.

## **Student Grievance Procedure** \_\_\_\_\_

Essex County College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Examples include being treated in a rude or disrespectful manner by a member of the campus community, not receiving an equal opportunity to participate in college offerings or being deprived of any other student rights.

The Office of Student Affairs reserves the right to refer student grievance, complaints and concerns to the appropriate department or College official.

A student who desires to resolve a grievance may initiate the resolution process by the following steps:

### **Procedural Steps**

#### **Informal Process**

1. The informal process must be completed before a formal grievance can be filed. The student is advised to discuss the grievance informally with the person who is the source of the grievance or their supervisor. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by a college administrator or designee: if the source of the complaint is another student, the Director of Student Life & Activities if the course of the complaint is a college employee, either the administrator who directly supervises the employee or the administrator's designee.
2. The administrator may choose to convene the parties involved in an effort to resolve the grievance during the informal process. If the grievance is not resolved at this level the student may initiate the formal grievance procedure.
3. Students will receive a written communication from the Office of Student Affairs at the completion of the informal process.

#### **Formal Grievance Procedure**

A formal Grievance can be initiated after the Informal Process has been completed and the student is not satisfied with the resolution. The formal grievance procedure begins when a written complaint is submitted to the College via the online form found on the college website. The formal grievance will then be routed to the appropriate Administrator in the Office of Student Affairs for investigation. The Administrator or designee shall investigate the complaint, and shall, as necessary, meet with the student and the person(s) who is the source of the grievance. A decision will be made regarding the grievance will be sent in writing to the student.

#### **Appeal**

Should the student desire to appeal the decision of the Administrator or designee, the student may submit a signed written statement of appeal within seven (7) business days of receipt to the Dean of Student Affairs. The Dean will review the appeal, may choose to meet with the student and/or other parties as identified above in the formal process, and respond in writing to the student grievant related the disposition of the appeal within fifteen (15) business days. The determination of the Dean of Student Affairs is final.

## Code of Conduct

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- I. ALCOHOLIC BEVERAGES
  - A. Possession, consumption or furnishing of alcoholic beverages on college property is prohibited. Penalty could result in disciplinary action.
- II. DAMAGE TO PROPERTY
  - A. 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 indoors 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 should 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
  - F. provokes or offends another, or which is patently offensive to the prevailing standards of a college community, is prohibited.
  - G. 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 their 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 their 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 their financial obligations will not be allowed to register, to transfer their grades or to graduate from the college until the financial obligation is met.

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 their possession, a textbook not they 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 Director of Public Safety. The possession or use of any other offensive/defensive weapons, including but not limited to knives, brass knuckles, blackjacks, or 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.**

**Code of Conduct Committee Process**\_\_\_\_\_

The Code of Conduct Process 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 Code of Conduct 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 to appear before the Committee shall receive notification within three business days, outlining the charges against them, with the date and time of the hearing.
- 4. Students appearing before the Code of Conduct 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 code of conduct hearing. The decision shall be based solely upon the evidence.
7. The recommendations proposed by the Code of Conduct Committee will include warning notice, probation, community service work (including work detail assignments), fines, suspension, and/or expulsion. The recommendation of the Code of Conduct 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. Code of Conduct 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)
  - Student Affairs (1)
  - Counseling Representative (1)

### **Secret Societies / Gang Activity**

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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 is 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 Essex County College 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 Essex County College environment and educational objectives of Essex County College 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**, Director of Public Safety  
Room 2250  
(973) 877-1873

The Crime Awareness and Campus Security Act is a reporting and disclosure statute to ensure 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

The College Police Department has the 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 semester. These informative sessions emphasize standards of student conduct, campus safety techniques and crime prevention.

College security policies require that if you witness or become a victim of any criminal

or suspicious activity, or observe a health or accident emergency, you must report the matter immediately to the nearest Security Officer.

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

- Dial Campus Security at (973) 877-3312, if at West Essex 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.

**Do your part to keep our campus safe, carry your Essex County College ID.**

**Remember to think security.**

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### **Campus Parking**

**Fee: \$75 for an Access Key Card.**

Each semester, students can pay a fee of \$75.00 for the parking access key card. 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 card at the Bursar's Office or on-line. Students must then bring a receipt to the Public Safety Office showing payment of parking along with the vehicle registration, insurance and license. Students who 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, have an access key card and a parking decal for the current semester. The only designated parking spaces are for those with disabled parking privileges, all others must park inside the parking deck. Once a student no longer needs to use the parking facilities, that student can return the undamaged access key card to the Public Safety Office where they will receive a memo to take to the Bursar's Office for a reimbursement of \$25.00.

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### **Identification (ID) Cards**

All ID cards are initially issued free of charge 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 Essex County College ID# on them at all times.



Students receiving State Funding must present proof of promised payment from the providing agency in order to obtain an ID card.

The student's ID card authorizes him/her access to Essex County College and to Essex County College facilities, such as: computer labs, library, Student Center, etc. Lost or mutilated cards may be replaced upon payment of a \$10.00 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 for the semester indicated. Validation cannot be done once the semester is over. There is no charge for the validation sticker.

**Each student must have their ID card in their possession at all times when on property of Essex County College and must display this card at the request of Essex County College Police and Security personnel.**

**NO PERSON CAN RECEIVE  
A STUDENT ID CARD IF THEY ARE NOT  
CURRENTLY  
REGISTERED FOR CLASS.**

**ALUMNI & HIGH SCHOOL STUDENTS RECEIVE DIFFERENT ID CARDS**

#### **Fire Regulations** \_\_\_\_\_

Essex County College campus buildings are equipped with fire suppression systems that are monitored 24 hours a day. When activated, the alarm rings at Campus Police Headquarters and is immediately transmitted to the Fire Department. Our systems include smoke detectors, heat sensor technology, fire extinguishers, sprinklers and audible alarm horns. Please visit Student Life & Activities or Public Safety to obtain a "Fire Safety" brochure.

The following items are prohibited:

- Candles/Incense/Open Flames
- Space Heaters
- Any Lamps with Halogen Bulbs
- Multiple Bulb Lamps with Plastic Shades
- Extension Cords/Multi-plug Outlets
- Live Christmas Trees/Wreaths (unless they are set up by the college)

**For fire emergencies, contact Campus Police Headquarters at 973-877-3312.**

## **Bullying**

Essex County College prohibits any acts of harassment, intimidation and bullying. These actions are defined as the following and are included in our student code of conduct:

1. Any gesture, written, verbal or physical act or any electronic communication, whether it be a single incident or series of incidents that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of the institution of higher education or at any function sponsored by the institution that substantially disrupts or interferes with the orderly operation the institution or the rights of other students and that:
  - a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property or
  - b. Has the effect of insulting or demeaning any student or group of students (in such a way as to cause disruption in, or interference with, the orderly operation of the institution of higher education) or
  - c. Creates a hostile educational environment for the student or infringes on the rights of the student at the institution by interfering with a student's education by severely or pervasively causing physical or emotional harm to the student

Disciplinary actions may include warning through expulsion for any student who has violated our student code of conduct as it relates to bullying. This code includes conduct engaged in while attending college classes, functions on-campus or off campus, and functions by college sponsored organizations both on and off-campus.

## **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 state law, College Regulations, and College policies.

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" jokes, 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 office of the Dean of Student Affairs.**

These terms are subject to change.

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### Campus Sexual Assault Victim's Bill of Rights

To ensure 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	West Essex Campus Police	Office of Student Affairs
Room 2250	Room 5105	
(973) 877-6577	(973) 877-3312	(973) 877-3070

**Title IX Coordinator**

Nicole Conforti  
[nconforti@essex.edu](mailto:nconforti@essex.edu)  
(973) 877-3477

**Title IX**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments if 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Essex County College has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. The College's Title IX Coordinator's contact information is as follows:

Nicole Conforti  
Title IX Coordinator  
303 University Avenue, Newark NJ, 07102  
973-877-3477 | [nconforti@essex.edu](mailto:nconforti@essex.edu)

**Violence Against Women Act (V.A.W.A.)**

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to many programs at Essex County College. It also protects any and all students who feel they have been harassed or discriminated against due to their gender. It is important to talk to someone if you believe you were witness to a form of gender discrimination. Witnesses are also protected by Title IX and have a right to file a complaint. While compliance with the law is everyone's responsibility at Essex County College, the Title IX Coordinator listed above has primary responsibility for Title IX compliance.

Violence Against Women Act (V.A.W.A.)

Essex County College adamantly condemns all acts of violence on campus, including sexual assaults, domestic violence, stalking, and dating violence. All incidents of sexual violence, whether reported by a victim or bystander will be immediately reported to the local police department and aggressively investigated by the appropriate College Officials. Sexual offenses (whether forcible or non-forcible), domestic violence, dating violence, and stalking violate the criminal law and College Regulations. Any reported violations will be treated swiftly through legal avenues and/or the pre-established College disciplinary procedures.

If you experience any form of sexual misconduct, domestic, dating violence, stalking, and/or sexual harassment, the College objectives are to end the misconduct, prevent its occurrence and address its effects. In reporting activities that constitute a crime, initial contact should be made with the police where the offense took place as quickly as possible. Students, staff, faculty, visitors and business partners have the option of notifying the Public Safety Department who then will notify local police. To report a violation, contact the Dean of Students or the Title IX/504 Coordinator.

Please see the Student Life & Activities Website for Policies and Procedures on Title IX and V.A.W.A. at [www.essex.edu/studentlife](http://www.essex.edu/studentlife) and <https://www.essex.edu/title-ix/>

**Smoking** \_\_\_\_\_

**Essex County College is a Smoke-Free Campus.**

For the health of our community and to reinforce the College’s commitment to the New Jersey Smoke Free Air Act, smoking is prohibited effective July 1,2011 on Essex County College property, including all grounds, playing fields, walkways, roadways, parking lots, parking garages, and vehicles on college property. The policy applies to all people on college property, including students, employees, and visitors. Violators are subject to a fine.

**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 their 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 understand their rights and avoid having others infringe on their rights.

**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 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**

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

**Children On Campus**

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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 immediately attend to their children. After a second occurrence within the same semester, the student may possibly be suspended for the remainder of the semester. The Student Code of Conduct Committee will hear all such cases brought to its attention. The student may appeal against the decision of the Student Code of Conduct Committee to the Dean of Student Affairs.

**Animals On Campus**

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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.

**Non-Discrimination Policy**

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*In accordance with the requirements of USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and other federal, state and local laws, and in accordance with our values, Essex County College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age,*

*pregnancy, disability, or sex, gender identity or expression, in the administration of any of its services, educational programs and activities or in its hiring or employment practices.*

<https://www.essex.edu/policies-and-procedures-hr/>

#### **ANNUAL PUBLIC NOTICE OF NON-DISCRIMINATION**

In accordance with the requirements of USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and other federal, state and local laws, and in accordance with our values, Essex County College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, disability, or sex, gender identity or expression, in the administration of any of its services, educational programs and activities or in its hiring or employment practices.

<https://www.essex.edu/policies-and-procedures-hr/>

#### **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 disseminated to the entire college community. Some examples include school closings, important special announcements for the college body, or when records are not helpful in locating students. Overall, it is determined by the college that the emergency matter warrants a general announcement.

**All requests to locate individuals because of emergencies should be referred to Public Safety at (973) 877-3312**

# Support Services

## **Martin Luther King Jr. Library/Information Commons**

Main Number: (973) 877-3238

Reference: (973) 877-3241

Hours: Monday – Thursday 8:30 AM – 9:00 PM

Friday 8:30 AM – 4:30 PM

Saturday 10:00 AM – 2:00 PM

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

### **General Rules and Regulations:**

- No smoking, eating or drinking in any area.
- You must show your Essex County College ID card for circulating materials, non-print media, periodicals and reserve materials.
- All electronic devices 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 (50¢) 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.

## **Library**

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The libraries maintain carefully selected collections, which have combined a total of more than 114,000 volumes, over 1100 periodicals-online and hard copy, and thousands of non-print materials such as videocassettes, filmstrips, DVDs and slides. The stacks are open; there are photocopier machines; and there is audiovisual hardware for internal use. The Martin Luther King Jr. Library has a small group study room and is equipped with 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 of the Council of Higher Education in Newark (CHEN), and INFOLINK, the regional library cooperative which serves Essex, Hudson, Union, and Middlesex counties.

More information about the Martin Luther King Jr. Library and additional resources can be found on the College's website at [www.essex.edu/library/](http://www.essex.edu/library/).

\*Library currently under construction. Students will be updated with an opening date.

### Information Commons

Located on the 4<sup>th</sup> floor of the main campus building. Services offered include providing information to students. Information Commons is a place that provides over 100 free computers for students to utilize and printing is offered at 75 pages per week free of charge to current students. Looking for a loaner laptop to complete your classes information commons can assist you with a loaner to help make your time here at Essex County College a little easier.

### Educational Opportunity Fund (EOF)

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**Joanna Romano**, LMSW, Director

**Michael Cresci**, MA, Associate Director

Room 3209, Third Level, Green Area

Mon. – Fri. 8:30 a.m.- 6:00 p.m.

Phone: (973) 877-3231

The Educational Opportunity Fund (EOF) is a college support program for residents of New Jersey who come from a low-income background. EOF provides a full array of services: Tutoring, Computer Lab, Professional Advisors, Advocacy, Workshops, [additional money](#) and more! For those who are new to college, the [EOF Pre-Freshman Summer Program](#) is a great way to learn about college and earn some credits!! Learn more: visit, email or call - Ms. Edyta Niedbal, Eligibility Coordinator – 973-877-3229, [enedbal@essex.edu](mailto:enedbal@essex.edu)

Joanna Romano

[romano@essex.edu](mailto:romano@essex.edu)

Michael Cresci

[mcresci@essex.edu](mailto:mcresci@essex.edu)

#### Pre-College Readiness Programs

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##### Pre-College Readiness Programs & Initiatives

Room 3249, Third Level, Yellow Area

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

Phone: (973) 877-3362

This program is for 9th through 12th grade Essex County high school students. The program helps students improve the skills needed to successfully handle the rigors of college. The program provides the following services within each high school:

- Administers the ACCUPLACER Test to assess students' skills in reading, writing and math computations and to determine their readiness to successfully handle the demands of college coursework;
- Provides students and counselors with feedback from that assessment and recommends actions to improve skills in areas where needed;
- Provides dual-enrollment opportunities where students may enroll in college non credit bearing courses to improve skills where the assessment shows weakness(es), or credit-bearing courses for students whose assessment indicates ability to successfully handle regular college courses;
- Provides a series of student/parent/counselor workshops to familiarize students and parents with the social, behavioral and performance adjustments and expectations of college students.

Through this program, high school students may substantially reduce the need to enroll and pay for non-credit bearing, developmental courses upon entering college, since much of that coursework may be completed while still in high school.

Inquiries and requests for additional information can be obtained by calling or reporting to Room 3299, Third Level, Yellow Area.

## Copyright and Copyright Infringement Violations

All members of the Essex County College (ECC) community are bound by U.S. Copyright Law when using ECC computing resources. An important aspect of copyright law is the fair use doctrine which allows for limited reproduction of copyrighted works for various purposes such as criticism, comment, news reporting, teaching, scholarship, and research.

Copyright law does not permit the unauthorized distribution or sharing of copyrighted materials (e.g. music, movies, software, books, etc.) on computer

networks. In particular, the illegal distribution of copyrighted materials via "peer to peer" file sharing techniques may subject users to criminal and civil penalties.

The Digital Millennium Copyright Act (DMCA), enacted in 1998, criminalizes distribution of technologies intended to circumvent measures that control access to copyrighted works. It also heightens penalties for copyright infringement on the Internet.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Current penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **Essex County College Policies on Copyright**

ECC's College Regulation 2-8 requires all users to abide by copyright and trademark laws relating to the use of computing resources. Users shall not copy, disclose, modify, or transfer copyrighted materials. Exceptions are only granted under the fair use doctrine referenced above.

ECC quickly investigates all reported copyright infringement violations through its computing resources. This includes reported violations of the Digital Millennium Copyright Act. Reported violations are investigated with the Dean of Students Office and/or the Office of Human Resources.

Violation of these policies may result in a range of sanctions beginning with loss of certain computing privileges up to suspension or expulsion from the College for students and termination of employment for employees according to applicable College policies and Collective Bargaining Agreements.

# Financial Services

## Financial Aid

**Patty A. Howard**, 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. – 4:30 p.m.  
Tues. & Wed. 9:00 a.m. – 3:00 p.m.  
Fri. 9:00 a.m. – 3:00 p.m.

For Summer II, the Financial Aid Office Hours

of Operation are as follows:

Mon. – Wed. 9:00 a.m. – 5:45 p.m.  
Thurs. 9:00 a.m. – 4:30 p.m.  
Fri. CLOSED

**IMPORTANT:**  
Our **Priority** Processing  
Deadlines for:

- Returning Students must file their FAFSA® by June 1
- New Students must file their FAFSA® by September 15

Financial aid is funding to offset college costs and comes from federal and state resources. The financial aid office at Essex administers several different types of aid for students, including grants, and work-study. Financial aid in the form of grants 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 Essex County College, financial aid is awarded to students based on financial need and/or merit. A student may be rewarded with a combination of grants and work-study in their financial aid package.

For information on the types of funds awarded at Essex County College visit our website at [www.essex.edu/fa/](http://www.essex.edu/fa/) 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.gov](http://www.fafsa.gov). The FAFSA® must be completed each academic year by the Priority Processing Deadline.

The list of Financial Aid Officers and their assigned population is on the Financial Aid section of the College's website at [www.essex.edu/fa/](http://www.essex.edu/fa/).

## 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, available at the office of Student Life & Activities.

### Scholarships

Students seeking scholarship assistance must adhere to the following procedures:

- Secure applications from the Dasher Student Center, room 101.
- Complete applications and attach all necessary documentation and return them to room 101 by established deadlines.



The 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 will be sent letters notifying them of the committee's decision.

Students' records will be evaluated at the end of each semester. 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 their progress and gratitude. Scholarships are also available for students from each graduating class. Applications may be obtained in the Dasher Student Center, room 101, after March 1st. Please

contact Jamil Graham at (973) 877-3064 for more information.

# Bursar

**Darlene Miller**, Bursar

**Edmund Akwei**, Assistant Bursar Room  
4121

Web Address:

<https://www.essex.edu/bursar-office/>

## Main Campus Office Hours:

Monday & Thursday	8:30 a.m. - 4:15 p.m.
Tue. & Wed. (late nights)	8:30 a.m. - 6:45 p.m.
Friday	8:30 a.m. - 3:00 p.m.

(973) 877-3099



## Tuition and Fees

A detailed outline of tuition and fees, tuition payment due dates, payment options and the tuition refund policy guidelines may be found in the course schedule booklet and on the College's website at [www.essex.edu/bursar](http://www.essex.edu/bursar).

## 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.

Payment plans not paid by their scheduled due date will be subject to Penalty for Non-Payment as outlined on the Bursar section of the College's website at [www.essex.edu/bursar-office/](http://www.essex.edu/bursar-office/).

## Student Financial Responsibility Agreement

Each semester Essex County College requires student's acceptance of and signature on the Student Responsibility Agreement (SFRA) before registration. The SFRA can be reviewed at [www.essex.edu/bursar](http://www.essex.edu/bursar).

The Student Financial Responsibility Agreement (SFRA) informs students of their financial responsibilities associated with enrolling for classes and explains the potential consequences that may be taken if a student fails to meet those obligations. For

additional information please go to <https://www.essex.edu/student-responsibility-agreement-sfa/>

ECC Student Financial Responsibility Agreement Form <https://www.essex.edu/wp-content/uploads/2022/08/Student-Financial-Responsibility-Agreement-7-20-2022.pdf>

#### Payment Methods:

- Pay in full or enroll in the College's payment plan via the web at [webservices.essex.edu](https://webservices.essex.edu). Visa, MasterCard, American Express or Discover credit and debit cards are accepted.
- Use the mail drop system at the Bursar's Office at the Newark 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 Essex County College payment plan makes paying your tuition bill affordable. For more information visit [www.essex.edu/bur/](https://www.essex.edu/bur/).

#### 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 requested to appear before the College Code of Conduct Committee.
- Students should be aware that they could be prosecuted for submitting invalid checks.
- A \$40 fee will be charged for checks returned unpaid to the College and the student will be placed on a cash payment basis for all future registrations.
- Tuition Payment Portal instructions:  
<https://www.essex.edu/student-account-center/>

#### Third Party Payments

ECC accepts written documentation from your employer if they are paying your tuition and fees directly to the College. The documentation is considered an authorization of deferment and used in lieu of payment. The ECC Third Party Billing Agreement must be completed and both documents presented to the Bursars Office by the payment due date.

#### **Outside Scholarships**

Outside scholarships are accepted at the Bursars Office. The scholarship check along with the donor scholarship letter must be presented to the Bursars Office by the payment due date.

#### **Collections**

Accounts not paid in-full may be placed on financial hold preventing registration, release of your transcript and/or diploma, and the viewing of grades.

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. Visit the Enrollment Services Office for more information

**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. Chargebacks are to be submitted to the Bursars Office by the semester due date.

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



# Student Services

## Office of Enrollment Services

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**Kenya Wilson**, Director – Enrollment Services/Registrar

**Sanja Dizdarevic**, Assistant Director

Room 4124 (973) 877-3100

### Office Hours:

Monday – Thursday 9:00 a.m. – 4:30 p.m.

Friday 9:00 a.m. – 4:00 p.m.

### Summer Hours:

Monday – Wednesday 9:00 a.m. – 5:45 p.m.

Thursday 9:00 a.m. – 4:00 p.m.

Friday CLOSED

**Services Provided** - College Admissions, Transcript Evaluations, International Student Admission, Registration, Add/Drop, Class Withdrawal, Grades posting, Transcript Issuance, County Chargebacks Issuance, Enrollment & Degree Verifications, Veterans Certifications, Student Record Changes, Degree Audits, Graduation Certifications, Commencement Information, and Diploma Issuance.

**Student ID Number** - Admitted students are issued a Student ID Number. This ID number, along with other personal information, will be used to identify students in the Student Information System. Students are required to present their ID Number if requested. Students can look up their ID Number online. Log on to <http://myvecc.essex.edu>

**Student E-Mail** - Admitted students are assigned an e-mail account. To access e-mail, students can log on to [myportal.essex.edu](http://myportal.essex.edu), Student Web Mail. Students are strongly advised to check their e-mail on a daily basis for messages sent from their faculty and/or college departments.

**Semester/Term Calendar** - A list of important due dates is available at [www.essex.edu/registration](http://www.essex.edu/registration)

**ECC Web Services** - Students can access records and submit online transactions, view course schedules, register and add/drop classes, waitlist for closed classes, view term bill, make payment, withdraw classes, look up grades, view unofficial transcripts, run degree evaluations & more. Log on to [myportal.essex.edu](http://myportal.essex.edu) and click the Webservices tile.

# Single Sign on

## Maintenance of Student Records

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Essex County College maintains the academic records of all students enrolled in the College. Additionally, financial records are maintained of all students who receive financial assistance through the College. The Family Educational Rights and Privacy Act of 1974 governs the access and release of student records. FERPA regulation <https://www.essex.edu/student-records>

### REGULATION 5-8 ACCESS TO STUDENT RECORDS

Access to student records will be given to authorized College officials with 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. FERPA protects personally identifiable information. A student who wishes to inspect or challenge his or her educational records may do so by contacting Enrollment Services. Students may also authorize a parent/guardian or 3<sup>rd</sup> party access to their student record.

College Officials with legitimate educational interest are defined as:

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

# Student Development and Counseling

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The Office of Student Development and Counseling provides Career Services, Counseling, Mental Health Counseling, Disability Services and Transfer Services.

**Dr. S. Aisha Steplight Johnson**, Director of Student Development & Career Services

Room 4122  
(973) 877-3350  
Room 4122  
(973) 877-3350

## Career Services

**Ms. Shirlgandy SaintJean**, Coordinator of Career Resources & Student Development Initiatives

Room 4122  
(973) 877-3350

## Career Services provided by the Office of Student Development and Counseling:

- Career Planning Workshops
- Career Readiness Workshops/Programs
- Career Awareness Online Tools such as Career Coach
- An Employer Panel
- Assistance with Cover Letter Writing
- Mock Interviewing
- Dress for Success for Work
- Mini Job Fairs
- Posting of listings of full-time and part-time jobs
- Posting of listing of Internships
- Placement into Federal Work Study Jobs

## Counseling Services

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**Professor Kathlyn Battle**, Counselor, Room 4122-D, (973) 877-3284

**Professor Victor Stolberg**, Counselor, Room 4122-E, (973) 877-3129

**Professor Ada Torres**, Counselor, Room 4122-H, (973) 877-3004

**Main Number** (973) 877-3350

Professionally trained Counselors are located in the Office of Student Development and Counseling to provide assistance to students to help them resolve personal and academic problems. Students needing assistance in planning their educational career, managing their time, setting goals, improving their study habits or solving their personal problems are highly encouraged to speak with a Counselor.

### **Mental Health Counseling Services**

#### **Professor Cassandra Johnson**

Room 4122-G

(973) 877-3184

Students can come to the Office of Student Development and Counseling to Chat with a Mental Health Counselor who is a Licensed Social Worker or to get assistance from a Peer. Help is available for students who are dealing with depression, stress, anxiety, suicidal thoughts, grief and loss, family difficulties, eating disorders, post-traumatic stress disorder (PTSD), Domestic Violence/Intimate Partner Violence, or pandemic related stress, or who just need a listening ear.

### **Student Disability Services**

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#### **Maria Mercado**, Disability Services Coordinator

Room 4122-I

(973) 877-3071

In college, the disability identification process differs significantly from high school. In college, it is the student's responsibility to self-disclose a disability and to provide the appropriate documentation of special disability needs to Disability Services. A "person with a disability" includes "any person who (i) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (ii) has a record of such an impairment, or (iii) is regarded as having such impairment."

A "qualified person with a disability" who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution's programs and activities, is eligible under Section 504 of the Rehabilitation Act and Americans with Disabilities Act, to receive reasonable accommodations. As defined by law, if a student has self-identified a disability and wishes to seek

accommodations, appropriate documentation less than two years old must be submitted.

All documentation must verify the disability, functional limitations and the need for accommodations. Students must meet all requirements and institutional standards for all classes.

**Grievance Procedure**

1. PROCEDURE

Grievances by students with Disabilities must be filed in written form within 30 days of the specific event or action precipitating the student's complaint(s). As an initial matter, all grievances shall be reviewed by Disabilities Services to determine whether they are submitted within a timely manner and/or whether they contain all required information. Disability Services will not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance and any attempts at prior remedies. To facilitate a clear and prompt resolution, a grievance, once initiated, shall not be expanded beyond the issues presented in the student's initial complaint. Disability Services reserves the right to redirect a grievance to the proper grievance procedure or any other appropriate review procedure.

2. DESIGNATION OF RESPONSIBLE EMPLOYEE

Consistent with federal law, Essex County College has designated employees to coordinate its efforts to comply with and carry out its responsibilities, including an investigation of any complaint communicated alleging its noncompliance. The names, office address and telephone number of these employees is indicated below:

**Maria Mercado**, Coordinator, Disability Services  
The Office of Student Development and Counseling  
Room 4122  
Phone: 973-877-3071  
Email: [Mercado@essex.edu](mailto:Mercado@essex.edu)

**Nicole Conforti, Section 504 Coordinator**  
Office of the General Counsel Room 5119  
Phone: 973-877-3477  
Email: [nconforti@essex.edu](mailto:nconforti@essex.edu)

3. INFORMAL GRIEVANCE PROCESS

As a prerequisite to initiating the formal grievance procedure, an Essex County College student shall first attempt to resolve the issue directly with the faculty member or staff

member(s) involved. Second, it is also expected that the student has addressed his or her complaint informally by meeting with a representative of Disability Services and/or a department chairperson. When a student files a formal grievance, he or she will be asked to summarize the effort that has been made to resolve this issue informally both with the faculty or staff member involved as well as with a designee of Disability Services. If the grievance is not resolved informally, then the student shall have the right to invoke the appropriate formal grievance procedure.

#### 4. FORMAL GRIEVANCE PROCEDURE

A documented student with a disability, as defined by the ADA and the Rehabilitation Act, shall have the right to request the Director of the Office of Student Development and Counseling and/or Disability Services to review alleged denial of any requested accommodation or service by fully complying with procedures detailed below. This provision shall also apply to a student requesting academic accommodation who believes he or she has been wrongly denied.

- The student must submit a fully completed grievance form to Disability Services within 30 days of the alleged denial of accommodations or services.
- A timely review request will not be considered to have been filed unless it includes all of the required information. The student is solely responsible for supplying all required information on the grievance request form.
- The Director of the Office of Student Development and Counseling and Disability Services shall together assess the review request and all information necessary to render a written determination.
- Within ten days following receipt of the written decision about the grievance by Disability Services, if the student disagrees, the student may seek a review by the Dean of Student Affairs.

Revised May 24, 2022

**Transfer Services**

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Room 4122  
(973) 877-3350

It is best for students to "Begin with the end in mind." It is to a student's advantage to complete a certificate or degree while at Essex County College before transferring. When students are preparing for graduation from Essex County College, students can come to the Office of Student Development and Counseling to get assistance with reviewing their course of study in comparison to the requirements of four-year colleges or universities, and scheduling slots in information sessions an Instant Decision Days at Essex County College with certain local four-year colleges and universities. The Office provides general information about the transfer application process and sets up Transfer Fairs for graduating Essex County College students.

**Vision Care Technology**

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Room 3403  
(973) 877-3367

Students may use the College's eyeglass clinic to have their eyeglasses made, fitted or repaired. The services are only available to individuals with a valid college ID. Clinic hours are posted on the office window.

**Child Development Center**

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**Virginia Flanigan**, Director  
Room G302, Physical Education Building  
Mon.-Fri. 7:30 a.m.- 5:00 p.m.  
(973) 877-3357

The Essex County College Child Development Center provides a quality, full-day educational program year round for approximately one hundred (100) pre-school children (ages 3 months - 4 years old). The Center offers a progressive program, which emphasizes skill mastery in reading, 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.

# Campus Store

Information regarding the Campus Store will be updated as soon as possible.

**Main Campus**

Room 1191

## **Main Campus Bookstore Standard Hours (TBD)**

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 many imprinted apparel and other gift items bearing the distinctive Essex County College logo. The bookstore also offers affordable options of textbook rentals and eBooks.

**Textbook Return Policy:** Refunds are given within the first two weeks of the fall and spring semesters and the first week of the summer I and II terms, with the following conditions:

- Sales receipt must be presented.
- Textbooks must be in excellent condition.
- Sealed/wrapped textbooks should not be broken.
- Credit/debit card used in original transaction must be presented for returns.

Refunds after the periods stated above, and before mid-term are available under the following conditions:

- Class cancellation
- Total withdrawal
- Proof of Purchase

Refunds will not be given on used books, non-required paperbacks or special orders. No refunds will be given 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>.
- Students must fill out a buyback form and have a current Essex County College 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 Campus Book Store is NOT an entity of Essex County College**

## Global Awareness

### **The Africana Institute**

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

**Akil Kokayi Khalfani**, Director

Room 2100

(973) 877-3219

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 Essex for lectures, workshops, exhibits, and performances. Be sure to participate in these wonderful and exciting opportunities. 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 ~

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**Jamil D. Graham**, Director

Clara E. Dasher Student Center

303 University Ave.

Newark, NJ 07102-1798

### Hours of Operation

Monday – Friday: 8:30 AM – 5:00 PM

Saturday: Closed

### Summer Sessions

Monday – Wednesday: 8:30 AM – 6:00 PM

Thursday: 8:30 AM – 4:30 PM

Friday – Saturday: Closed

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### About Us

Recognizing that student life plays an important role in supplementing the academic facet of education, the student life and activities office provides services to students of all levels that facilitate academic success and personal development.

Through imagination and interrelated projects, Student Life & Activities Office enhances the educational process by creating an environment that supports a student's intellectual, personal and social growth. The Student Life & Activities Office plays a key role in the student's Essex 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 and supervises clubs and organizations. Other areas of responsibility include planning, social events of mutual interest to students and faculty to improve their interrelationships, disseminating information through student publications and coordinating the sale of discount tickets to area cultural and sporting events. The office is responsible for the Clara Dasher Student Center operations and handles the college's Code of Conduct affairs.

Students are encouraged and invited to organize and/or join any of the various clubs or organizations, including the student government association. General procedures, functions, and policies of these activities of detailed in the clubs and organizations procedures manual.

**Our Mission**

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

**Our Vision**

Student Life & 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 involvement by connecting students with each other, the college, and the community.

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 Essex 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 social events of mutual interest to students and faculty to improve their interrelationships. The office is responsible for the Clara E. Dasher Student Center operations and handles Code of Conduct 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 and are available in the Clara E. Dasher Student Center.

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.

Dasher Student Center's goals include:

- To be a gathering place for the Essex 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 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 serves as the home to 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 Essex'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 as 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.
- A Music Room where the Music Club rehearses for campus wide performances.
- A Podcast Studio where students record and broadcast podcasts of their own creation.
- The Game Room provides four professional-sized pool tables, table tennis tables, air hockey and other games for student use.
- Café areas that offer students the chance to study or participate in an event.

### **Clubs & Organizations**

Forming a club at Essex 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.

For procedures on clubs or organizations chartering information, please contact the Student Life & Activities Office at (973) 877-3208 or us by e-mail at [sscantli@essex.edu](mailto:sscantli@essex.edu).

A full listing of all Clubs and Organizations available for students to join can be found on boards around the main campus, the ECC Mobile App or in the office of Student Life & Activities.

# SGA

## 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 always serve the students and act 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 money 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 directly under their jurisdiction.
- To promote and enforce guidelines of student conduct.

**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 opinions 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 Essex during term of office and maintain the aforementioned organizational purpose.

**Senators:**

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

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



# Cleo Hill Sr. Physical Education Building/ Athletics Department

**David Tomkins**, Director

Room G412

(973) 877-3301

Monday-Friday: TBA

Essex County College's Cleo Hill Sr. 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-American. Various trophies and awards may be viewed in the main hallway of the Physical Education Building when entering from lot D on campus.

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 Cross Country
- Winter: 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 Essex identification card is welcome.
- II. Alumni who wish to use the facility must receive alumni identification from the Alumni Office.
  - 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 to removal 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 delivered to the Public Safety Office.

# Fitness Center

Monday - Friday: 8:00 a.m. - 6:00p.m. (Hours are subject to change without prior notice)

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 the 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 are required before starting an exercise program.
- All equipment must be returned to its proper place.
- Benches must be wiped clean after completing a set.
- If anything is broken or loose, please report it to any staff member in the Physical Education Building.
- When in doubt, **ASK** Please help us keep weight rooms clean and safe.

## 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.
- Essex 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

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

## Campus Emergency Alert Notification System

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The Campus Emergency Alert Notification System is a comprehensive notification system that alerts the campus community in the event of an emergency.

### How to Register Your Cell Phone for Emergency Alert Notifications:

- Log onto the MyECC portal at: <http://myecc.essex.edu>. The portal is located at the bottom of the page.
- Enter your area code, then enter your 7-digit cell phone number
- Select your cell phone provider from the drop-down menu
- Select "Subscribe"
- Then click on the "Submit" button

### How Does It Work?

In case of an immediate emergency, the campus public address system will alert the campus community to check one of the following for important information and/or instructions.

- Your phone, voice or text message (enrollment in the Emergency Alert Notification System required)
- [www.essex.edu](http://www.essex.edu) and the campus alert page of the website
- The Campus Police Department at 973-877-3312 or 877-3135
- Closed circuit TV screens in various high trafficked areas of campus buildings.

The public address system audible alarm will only sound in a real and immediate threat. For other emergencies, such as weather emergencies or class cancellations,

the siren will not sound, but all other communications channels will provide information.

# 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.	Room
Dean of Academic Affairs	3506	5121
Dean of Student Affairs	3550	5105
Public Safety Main Number	3183	2250
Academic Departments		
Biology, Chemistry & Physics	3430	2141C
Business Division	3222	3168A
Humanities and Bilingual Studies	3285	Outside 1142
Math, Engr., Tech & Computer Science	3302	2188
Nursing & Allied Health	1865	200
Social Sciences	3250	3261
Address Change	3111	4124
Alumni Affairs	3278	4120A
Athletics Main	3165	PEB 413
Bookstore – Main Campus	3137	1191
Bursar – Main Campus	3099	4121
Bursar – West Essex Campus	1918	121A
Career Resource Center	3350	4122
Child Development Center	3357	PEB 302

Class Rings (Student Life & Activities)	3208	D107
Clubs & Organizations	6577	D101
Community & Continuing Education	3255	5116
Counseling	3350	4122
Course Changes (Add/Drop)	3111	4124
Degree Audit	3111	4124
Disability Services	3029	4122Q
Educational Opportunity Fund (EOF)	3420	Outside 3202
Enrollment Services	3100	4124
Enrollment Services (WEC)	1920	WEC Room 121C
Extension Programs	3363	3240
Facilities	3141	1194
Financial Aid	3200	3220
Financial Aid (WEC)	1921	WEC Room 121D
Game Room	3206	DG05
Graduation Information	3100	4124
ID Cards	3183	2145
Income Tax Assistance	3092	TI-28
International Students Information	3100	4124
MLK Library	3238	3140
Major, Change Of	3100	4124
Mary B. Burch Theater	4422	2133
On-Campus Continuing Education	3079	Outside 3289
Parking	3183	2145 Front Desk
Public Safety	3183	2250
Public Safety (WEC)	1916	WEC Room 120
Student Affairs	3550	5105
Student Government Association	3176	4122

Student Life & Activities Office	3208	D101
Student Services	3208	D101
Testing	3481	4152
Transfer Services for Graduating Students	3350	4122
Transcripts	3592	1121
Learning Center	3440	104
Vision Care Technology	3367	3403