

# Essex County College

# Student Handbook



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

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

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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,

Patricia A. Slade  
Associate Dean of Student Life & Development

**No person shall be subjected to discrimination on the basis of race, creed, color, nationality, national origin, ancestry, sex, gender identity or expression, affectional or sexual orientation, disability, liability for service in the Armed Forces of the United States. Any discrimination concern should be brought to the attention of the Chief Compliance Officer/Title IX Coordinator.**

## About the Campus

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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 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 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, 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.

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.

### West Essex Campus

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

Enrollment Services facilitates placement testing as well as the admissions and registration process. Faculty Advisors, Teacher Advisors and a Counselor are available to meet with students to guide them in choosing their major, coursework and transfer options as well as provide career information. The campus also includes a bursar, bookstore, library, and tutoring center.

### Extension Center

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

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

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

303 University Avenue  
Newark, New Jersey  
(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 <http://www.essex.edu/course-catalog/>**

**Program Catalog available at <http://www.essex.edu/program-catalog/>**

## 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 World Wide Web site at: <http://www.essex.edu>

### Main Campus

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

### West Essex Campus

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

# ACADEMIC INFORMATION

## Honors List (Dean's List)

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

## Dean's List for Part-Time Students

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

- A grade point average of 3.50
- A minimum of twelve college credits with no grade lower than "C" and no "I"s.
- The 12- credit block which qualified the student for the Dean's List can be used only once.
- Credits must be earned within one (1) academic year, e.g., academic year 2018/19 for Fall and Spring semesters only.

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

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

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



## Phi Theta Kappa International Honor Society

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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 Degree are eligible to compete for over \$35 million in dedicated scholarship funds at colleges and universities in the United States.

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

- Be 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 attained. Once a student is inducted into the Honor Society, a minimum 3.25 GPA must be maintained.

Students with high expectations eagerly seek membership in Phi Theta Kappa. For further information, contact Professor Lynn Wilson, Room 2177, (973) 877-3213; Professor Sean O'Connell, Room 1141, (973) 877-1926 or Dr. Nidhal Marashi, Room 2168, (973) 877-3370.

## Records Hold

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

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

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

## Academic Irregularity

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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 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.
- (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

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A. ZACHARY YAMBA BUILDING  
3404 A/B

CENTER FOR TECHNOLOGY  
2nd Floor Lab 212

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

## WHO CAN USE COMPUTER LABS?

If you are registered in a credit or non-credit course, you can use *Open Labs* upon presentation of valid Essex 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

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Samantha Roberts, Director  
2nd Floor - (973) 877-3417 or 3440  
E-mail: Holbert@essex.edu

The Learning Center at Essex County College provides students with academic support in the areas of Accounting, Biology, Chemistry, English, English as a Second Language, Math and Physics. Assistance is available to students on an individual basis when available or small group, Monday through Saturday. Schedules are posted in the Center and also on the Essex 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 – 9:30 pm
Saturday	9:00 am – 3:30 pm

Summer Hours	(schedule subject to change)
Monday through Friday	8:30 am – 6:00 pm
Saturday	8:30 am – 4:00 pm

If you need additional assistance, contact the Learning Center at (973) 877-3440

# Student COVID-19 Regulations

In order to ensure a safe and healthy campus environment during the current pandemic our college has established the following student guidelines to help mitigate the spread of COVID-19 on our campus. These guidelines are aligned with CDC guideline and all students are required to follow them while in classrooms, common areas such as hallways, stairways, and restrooms.

## 1. Face Coverings:

Students shall always wear a face covering while on campus to help prevent the spread of disease, except as provided below. Acceptable face coverings include those provided by Essex County College, where available, and an individual's face covering of choice, so long as it meets the applicable CDC and State requirements.

### ***Face coverings must:***

- cover the nose and mouth at all times
- fit snugly but comfortably against the face
- include multiple layers of fabric (if homemade)
- allow for breathing without restriction
- be disposable or be washable and machine dryable without being damaged or changing shape
- remain in place until taken off safely; and not have any exhalation valves or vents

Face shields are not acceptable face coverings.

Anyone who is unable to wear a mask for a medical reason may contact the Office of the Differently-abled to apply for a reasonable accommodation. Unless an accommodation is approved, a student must wear the masks at all times while on campus.

## 2. Social Distancing:

***While on campus, students must practice effective social distancing whenever possible. Social distancing measures include:***

- Maintaining 6-foot distance from other individuals in classrooms, (where possible) and in, common areas such as common areas such as
  - hallways, stairways, and restrooms.
- Desks should be at least 6 feet apart or not moved from the original position
- Gatherings of large groups of students is prohibited in campus buildings to the extent required by law. As a general guide, wherever possible, students should not assemble in groups larger than ten (10) outside of the classroom without explicit permission from Student Affairs. In such gatherings, there must not be any sharing of items or physical contact between students unless there is an emergency.

### 3. Hygiene Measures

***Students must practice appropriate hygiene measures at all times on campus. Hygiene measures include, but are not limited to:***

- Washing your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Coughing or sneezing into a tissue and disposing of used tissues immediately into a trash can. If you don't have a tissue, cough or sneeze into the crook of your elbow, not your hands.
- Avoid touching your eyes, nose, and mouth.
- Properly dispose of soiled masks or gloves.
- Do not shake hands.

### 4. Preventative Health Measures

***Students must not come to campus:***

- If diagnosed or exposed to someone who has been diagnosed with COVID-19 and are required to observe a 14 day quarantine upon diagnosis or exposure;
- Until after a 14 day quarantine has been observed if recently travelled to a location outside of New Jersey that is subject to a travel advisory by the State of New Jersey, the Centers for Disease Control or the United States Department of State; or
- If experiencing symptoms of COVID-19. Students who present with symptoms may be asked to leave campus or may be appropriately isolated at any time.

Students are strongly encouraged (but not required) to take the influenza vaccine.

### 5. Cooperation

Students must cooperate with College staff at all times in implementing safety procedures, including but not limited to: consenting to temperature checks, truthfully answering screening questions upon entry, and following directives relating to social distancing and permissible use of college space and property.

***Failure to comply with these guidelines may result in disciplinary action following the procedures under our Student Code of Conduct.***

# COLLEGE REGULATIONS

## **Substance Abuse Education, Prevention and Management for Essex 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 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 involved personnel.

#### 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 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 Life & Development 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 relative 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

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Essex County College has established itself as an institution of higher learning that welcomes and embraces people from all ethnic, social, religious, and economic backgrounds. The diversity of our college community fosters opportunities for sharing of different ideas and opinions, and not only promotes tolerance – but respect and understanding for others who may be different. These experiences will only enhance the educational process that is being provided, and serve as a catalyst for the development of possible rich, fulfilling lifelong relationships.

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

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

- a. SIMPLE ASSAULT
- b. VERBAL ASSAULT
- c. LARCENY/THEFT
- d. ILLEGAL POSSESSION/SALE AND/OR USE OF CONTROLLED DANGEROUS SUBSTANCE
- e. ILLEGAL POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES
- f. SEXUAL HARASSMENT
  - Sexual misconduct
  - Sexual violence
  - Pornography
- 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 FEDERAL, STATE CRIMINAL OF DISORDERLY PERSON, LAWS OR OF ESSEX COUNTY COLLEGE RULES AND REGULATIONS

## ACADEMIC INTEGRITY

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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 are to be executed collaboratively between Campus Security, Dean of Student Affairs, and appropriate academic department.

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

- a. **Informal** – Infractions that create minor disturbances in the classroom (i.e. challenging professor’s authority, verbal altercation, refusal to comply to classroom rules) should be discussed between the faculty member and student(s) involved. If a student is uncooperative and/or persistent, he/she should be referred to the divisional counselor for consultation and recommended action. Recommended action could include mediation/ conflict resolution counseling facilitated by the Dean of Student Affairs or designee. Repeated offenses 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

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"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

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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

### 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

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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

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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

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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

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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 Associate Dean of Student Life & Development 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 Associate Dean of Student Life & Development. Suspension means that student is not allowed to attend classes until the case is resolved, and if reinstated, he/she is responsible for any work missed during the period.

- a. **Informal action** – Review of the incident by the Associate Dean of Student Life & Development 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 Life & Development 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 Associate Dean of Student Life & Development for final disposition. Written documentation of the recommended action will be provided to the parties involved, with the opportunity for appeal provided.

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

## Essex County College Students are expected to:

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

## Code of Conduct

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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 indoor or outdoors during classroom hours is prohibited.

### IV. DISORDERLY CONDUCT

- A. Behavior, which disrupts the academic pursuits or infringes upon the privacy, rights or privileges of other persons, is prohibited.
- B. No person shall push, strike or physically assault or threaten any member of the faculty, staff, student body or any visitor to the College community. Nor shall any person or persons harass or attempt to harass by banter, ridicule, criticism, humiliation, or any other unreasonable physical or mental techniques to any other member of the college community, individually or collectively.
- C. Drunken misbehavior on college property or in functions sponsored by the college or any recognized college organization is prohibited.
- D. No student shall enter or attempt to enter any activity sponsored by the college without credentials for admission, or in violation of any reasonable qualifications for attendance that is established by the sponsors. At such functions, students must present proper credentials upon request.



- E. Lewd, indecent and obscene conduct and/or expression which provokes or offends another, or which is patently offensive to the prevailing standards of a college community, is prohibited.
- F. No person shall interfere with, or fail to cooperate with, any properly identified college faculty or staff personnel while these persons are in the performance of their duties. The maximum penalty is disciplinary action.

#### V. DRESS

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

#### VI. DRUGS AND NARCOTICS

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

#### VII. COLLEGIATE INTEGRITY

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

#### VIII. FINANCIAL OBLIGATION TO THE COLLEGE

Students are required to meet all financial obligations promptly. A student who is delinquent in his/her financial obligations will not be allowed to register, to transfer his/her grades or to graduate from the college 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 his/her possession, a textbook not his/her own, items of College property, or items belonging to students,

faculty, staff or student groups without proper authorization.

## XII. UNAUTHORIZED ENTRY OR USE OF COLLEGE FACILITIES

No person shall make unauthorized entry/use of/into any college building, office or other facility, nor shall any person remain without authorization in any building after normal closing hours. Upon appropriate notice by college officials, authorization for the use of college facilities may be withdrawn or otherwise restricted.

## XIII. VIOLATIONS OF LAW

The college may institute temporary protective action against any student who is accused or found guilty of any Federal, State or local law, when such a violation indicates that the student's continued presence on campus creates a clear and present likelihood of serious danger to the students, other members of the college, or the educational process of the college.

## XIV. WEAPONS

Students are prohibited from possession of firearms on campus property, except with permission from the 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

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

1. The 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 who are to appear before the Committee shall receive notification within three (3) business days, outlining the charges against them, with the date and time of 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 that may be proposed by the Code of Conduct Committee will include among others: 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)
  - Security (1)
  - 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 are prohibited.

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or property on Essex County College grounds or which disrupt the school or Essex 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 environment and educational objectives of Essex 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 insure that students and the Higher Education Community are made aware of the presence of crime on campus. This statistical information is published in the college newspapers and other periodicals; it can also be obtained upon request. Campus safety is the responsibility of college administrators and students alike. Essex County College's Department of Campus Police/ Security consists of commissioned Police Officers who have full police powers to enforce state statutes, municipal ordinances and college regulations. They are assisted by a security force whose members are stationed at main entrances of the campus, on parking lots and at all strategic campus locations for the protection of students, staff and visitors.

Essex County College Police Officers are always in direct radio contact with Police Headquarters and can quickly respond to emergency situations and calls for assistance. As part of the total campus safety program, the Essex County College Police Department 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 college ID.**

**Remember to think security.**

## Campus Parking

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**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.

## Identification (ID) Cards

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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 ID# on them at all times. Students receiving State Funding must present proof of promised payment from providing agency in order to obtain an ID card.

The student's ID card authorizes him/her access to Essex and to Essex 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 his/her ID card in his/her possession at all times when on property of Essex and must display this card at the request of Essex 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

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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

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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 or off-campus.

### **Sexual Harassment**

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

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

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

Some examples of sexual harassment include:

- Sex-oriented verbal "kidding" 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.

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

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

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

To report a sexual assault:

**Main Campus Police,**  
Room 2250  
(973) 877-3312

**West Essex Campus Police,**  
(973) 877-6577

**Office of Student Affairs,**  
Room 5105  
(973) 877-3071



Syrion Jack, Title IX Coordinator

**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 of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

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 to the police where the offense took place as quickly as possible. Students, staff, faculty, visitors and business partners have the options 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 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).

## Smoking

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### 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 property, including all grounds, playing fields, walkways, roadways,

parking lots, parking garages, and vehicles on college property. The policy applies to all persons on College property, including students, employees, and visitors. Violators are subject to a fine.

## Students Rights and Responsibilities

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

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

## Written Materials

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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 operation. Students

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

### Children On Campus

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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 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.

### Affirmative Action

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

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

### Emergency College-Wide Announcements

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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 general announcement.

**All requests to locate individuals because of emergencies should be referred to Public Safety.**

**(973) 877-3312**

## Student Complaints In Academic Affairs

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### Procedures (steps)

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

1. The student should meet with the faculty member and attempt to resolve the issue.
2. If 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.

# SUPPORT SERVICES

## The Libraries of Essex County College

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Gwendolyn Slaton, Director/Library 3140, Main Campus.

Circulation: (973) 877-3238

Reference: (973) 877-3241

West Essex Campus Library: (973) 877-1883

## Hours

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Day	MLK Library	West Essex Library
Monday - Thursday	8:30 AM - 9 PM	9 AM - 5 PM
Friday	8:30 AM - 4:30 PM	9 AM - 5 PM
Saturday	10 AM - 2 PM	Closed

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

The College maintains two libraries:

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

## General Rules and Regulations:

- No smoking, eating or drinking in any area.
- You must show your Essex ID card for circulating materials, non-print media, periodicals and reserve materials.
- All 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.

## Services

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The libraries maintain carefully selected collections, which have a combined 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 for wireless Internet access.

Patrons must have the appropriate NIC card in their laptop computer.

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

## Information Commons

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**Joanna Romano**, LMSW, Director

**Caroline Beretta**, LPC, Associate Director

**Laura Menture**, Enrollment Specialist

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

## Educational Opportunity Fund (EOF)

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Joanna Romano, LMSW, Director

Caroline Beretta, LPC, Associate Director

Laura Menture, Enrollment Specialist

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 Counselors, Advocacy, Workshops, additional funds and more! EOF is a State of New Jersey Office of the Secretary of Higher Education funded initiative celebrating its 50th year. Essex County College's EOF program is the largest in the state - so contact us to check your eligibility.

Joanna Romano  
romano@essex.edu

Caroline Beretta  
beretta@essex.edu

Laura Menture  
lmenture@essex.edu

**EOF - Get With The Program!**

## High School Initiative Program

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**Marva Mack**, Associate Dean of Pre-College Readiness Programs & Initiatives  
Room 3299, Third Level, Yellow Area

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

Phone: (973) 877-4475

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.

## Gateway to College Program

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**Nikkie Burnett**, Director

Room 3305, Third Level, Yellow Area

Office Hours: Mon. - Fri. 8:30 a.m. - 5:30 p.m.

Phone: (973) 877-3122

nconstan@essex.edu

Gateway is a dual enrollment, alternative high school program. It is scholarship-based and offers a rigid curriculum and program structure to ensure that students receive a quality college foundation and education, while earning their high school diploma. Enrollment is open to anyone between the ages of 16-20, who is currently not enrolled in high school and seeking to attain their high school diploma and resides in Newark, East Orange, or Montclair, New Jersey.

# 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 a 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 responds with haste to investigate all reported violations of copyright infringement through use of its computing resources. This includes reported violations of the Digital Millennium Copyright Act. Reported violations are investigated in conjunction 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 university for students and termination of employment for employees.



# FINANCIAL SERVICES

## Financial Aid

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David Smedley, Director

Patty A. Howard, Assistant Director

Room 3220

(973) 877-3200

## Location and Office Hours

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

Office hours are as follows:

Mon. & Thurs. 9:00 a.m. – 4:30 p.m.

Tues. & Wed. 9:00 a.m. – 5:45 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 April 1
- New Students must file their FAFSA by April 1

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

For information on the types of funds awarded at Essex County College visit our website at [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.

## 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.



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

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

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

At the end of the semester, the student is to send the scholarship donor a letter expressing his/her progress and gratitude. Scholarships are also available for students from each graduating class. Applications may be obtained in the 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

### 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

### West Essex Campus Office Hours:

Mon., Tue., Thurs. & Fri.	8:30 a.m. - 1:00 p.m. & 2:00 p.m. - 4:15 p.m.
Wed. (late night)	11:00 a.m. - 3:00 p.m. & 4:00 p.m. - 6:45 p.m.

(973) 877-6630



### Tuition and Fees

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

### Payment of Fees

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

## Payment Methods:

- Pay in full or enroll in the College's payment plan via the web at [webservices.essex.edu](http://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 or West Essex Campus. Payment in full by check or money order – no cash please. Simply follow the instructions imprinted on the envelope provided to ensure proper credit to your account.
- The Essex payment plan makes paying your tuition bill affordable. Please visit the Bursar's Office for more information.

## Tuition Payment by Personal Check

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

- Students may be voided from all classes.
- Students may be requested to appear before the College Code of Conduct Committee.
- Students should be aware that they could be prosecuted for submitting invalid checks.

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

## Collections

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

## Tuition Chargeback

### Essex County Residents:

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

### Out-of-County Residents:

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

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

# STUDENT SERVICES

## Enrollment Services Express

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**Zee Kassa**, Registrar/Assistant Dean of Student Affairs & Enrollment

**Sonia Rios-Cardoso**, Assistant Director

**Sanja Dizdarevic**, Assistant Director

**Marilyn Henry**, Manager

### Office Hours:

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

Friday 9:00 a.m. – 3:00 p.m.

### Summer Hours:

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

Thursday 9:00 a.m. – 3:00 p.m.

Friday CLOSED

Room 4124

(973) 877-3100

**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://myecc.essex.edu>

**Student E-Mail** - Admitted students are assigned an e-mail account. To access e-mail, students can log on to [myecc.essex.edu](http://myecc.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/enrollment/](http://www.essex.edu/enrollment/)

**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 <https://webservices.essex.edu>

**MyECC Student Portal** - A single point of access to Student Web Mail, Web Registration, Class Schedule, Financial Aid Award Status, Financial Aid Book Voucher, Student Announcements, and signing up for Emergency Text-Message Alerts. Log on to [myecc.essex.edu](http://myecc.essex.edu). For help, please check the **FAQ** (Frequently Asked Questions) link under **Quick Help**. Here, you will find the answers to the most common questions asked about the portal.

More enrollment information is available at [www.essex.edu/enrollment/](http://www.essex.edu/enrollment/)

## 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 on all students who receive financial assistance through the college. The Family Educational Rights and Privacy Act of 1974 governs the access and release of student records. It is the responsibility of the student to notify the college of any changes in address, corrections of Social Security number and/or change in name by completing the appropriate form and submitting it to the Enrollment Services Office.

The college maintains the following records on individual students:

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

Financial Aid Records-Office of Financial Aid

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

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. A student who wishes to inspect or challenge his or her educational records may do so by contacting the Dean of Student Affairs.

### REGULATION 5-8 ACCESS TO STUDENT RECORDS

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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**Dr. S. Aisha Steplight Johnson**, Director of Student Development & Career Services  
Room 4122  
(973) 877-3350

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

**Mrs. Fatima McMahon**, Coordinator of Job Development & Federal Work Study/  
Placement, Internships and Cooperative Education

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

- Career Planning Workshops in the College Success Seminar
- Career Awareness Online Tools such as “Career Coach”
- An Employer Panel
- Resume Writing
- Mock Interviewing
- Posting of listings of full-time and part-time jobs.
- Placement into Federal Work Study Jobs, Internships, and Off-campus Jobs
- Dress for Success for Work
- Job Fair

## Transfer Services

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**Chanda Webb**, Academic Advisor - Transfer Students  
Room 4122  
(973) 877-4472

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, students can come to the Office of Student Development and Counseling to meet with the Academic Advisor—Transfer Students. The Academic Advisor—Transfer Students may assist students with reviewing their course of study in comparison to the requirements of four-year colleges or universities, and scheduling slots in information sessions and Instant Decision Days at Essex with certain local four-year colleges and universities. The Academic Advisor—Transfer Students will also provide general information about the transfer application process and set up Transfer Fairs for graduating Essex students.

## Counseling Services

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Professionally trained counselors are located in the Student Development and Counseling office to provide assistance to students to help them resolve immediate 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.

## Disability Support Services

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**Maria Mercado**, Coordinator

Room 4122 I

(973) 877-3071

(973) 877-6591 (West Essex Campus)

In college, the disability identification process differs significantly from high school. In college, it is the student's responsibility to self disclose and to provide the appropriate documentation of special disability needs to college personnel. 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 three 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

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### 1. PROCEDURE

Grievances by Differently Abled students 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 Services for the Differently Abled (SDA) to determine whether they are submitted within a timely manner and/or whether they contain all required information. SDA 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. SDA 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

4th Floor, Room 4122-I

Phone: 973-877-3071

Email: Mercado@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 SDA 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 SDA. 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 SDA 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 an academic accommodation who believes he or she has been wrongly denied certification of a disability by the college.

- The student must submit a fully completed grievance form to SDA 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 SDA shall together assess the review request and all information necessary to render a written determination.
- Within ten days following receipt of the written decision of the grievance by SDA, if the student disagrees, the student may seek a review by the Dean of Student Affairs.



## Student and Employee Assistance Program

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

The Student and Employee Assistance Program serves all members of the College community pertaining to alcohol or other drug problems, via voluntary, walk-in, or mandated referrals. For those who require treatment at an agency, the referral is made to the appropriate detoxification-rehabilitation or outpatient facility, and/or self-help groups.

## Career Counselors

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<b>James Johnson</b> , Counselor	Room 4122C	(973) 877-3371
<b>Kathlyn Battle</b> , Counselor	Room 4122G	(973) 877-3284
<b>Jennifer Wicker-Buchanan</b> , Technical Assistant	Room 4122	(973) 877-3350

## Vision Care Technology

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**Richard Palumbo**, Program Coordinator  
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 Services

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Virginai Flanigan, Director

Room G302, Physical Education Building

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

(973) 877-3357

The Essex 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

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Anna Carannante, Manager

**Main Campus**

Room 1191

(973) 877-3137

**West Essex Campus**

(973) 877 6636

### Main Campus Bookstore Standard Hours

Monday & Tuesday 9:00 a.m. – 6:30 p.m.

Wednesday – Friday 9:00 a.m. – 4:00 p.m.

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

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

Friday 9:00 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 1:00 p.m.

### West Essex Campus Bookstore Standard Hours

Monday, Wednesday - Friday 9:00 a.m. - 4:00 p.m.

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

(Schedules may be subject to change)

In addition to textbooks and school supplies, the Bookstore carries a generous selection of paperbacks as a supplement to assigned reading materials. Also available are a large variety of imprinted wearing apparel and other gift items bearing the distinctive Essex logo. The Bookstore also offers affordable options of text book 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:

- A 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 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.

# 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

Monday – Friday 9:00 a.m. – 5:00 p.m.

(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)

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

## Urban Issues Institute

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**Margaret Stevens**, Director

Room 4171

(973) 877-3291

The mission of the Urban Issues Institute is to promote intelligent, compassionate and sustainable civic engagement and youth leadership.

The Institute bridges boundaries between academia and the surrounding community by exploring urban issues and helping to provide solutions. We offer a platform for informed yet open dialogue between diverse political, cultural, ethnic, religious and academic constituencies. Therefore, we are inherently an interdisciplinary, praxis-based institute.

The Urban Issues Institute offers municipal government internships every semester in cities throughout Essex County.

# STUDENT LIFE & ACTIVITIES

## MAIN CAMPUS

Jamil Graham, Assistant Director of Student Life and Activities


### LOCATION


Clara E. Dasher Student Center  
 303 University Avenue  
 Newark, NJ, 07102-1798  
 Room 101 - Main Campus

### CONTACT INFO

(973) 877-3208

E-mail: [slao@essex.edu](mailto:slao@essex.edu)

 [facebook.com/ecc.studentlife](https://facebook.com/ecc.studentlife)

 [twitter.com/eccstudentlife](https://twitter.com/eccstudentlife)

### HOURS OF OPERATION

Monday - Thur: 8:00 a.m. - 7:00 p.m.

Friday: 8:00 a.m. - 6:00 p.m.

Saturday: Closed

### SUMMER SESSION I

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

Saturday: Closed

### SUMMER SESSION II

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

Thursday: 8:00 a.m. - 4:30 p.m.

Friday & Saturday: Closed

## WEST ESSEX CAMPUS

Joseph Ott, Program Coordinator of West Essex Student Life & Activities

### LOCATION

730 Bloomfield Avenue  
 West Caldwell, NJ 07006

### CONTACT INFO

(973) 877-6637

E-mail: [slao@essex.edu](mailto:slao@essex.edu)

 [facebook.com/ecc.studentlife](https://facebook.com/ecc.studentlife)

 [twitter.com/eccstudentlife](https://twitter.com/eccstudentlife)

### HOURS OF OPERATION

Monday - Friday: 8:30 a.m. - 4:30 p.m.

Friday - Saturday: Closed

### SUMMER SESSION I

Monday - Friday: 8:30 a.m. - 4:30 p.m.

Saturday: Closed

### SUMMER SESSION II

Monday - Wednesday: 8:30 a.m. - 6:00 p.m.

Thursday: 8:30 a.m. - 4:30 p.m.

Friday & Saturday: Closed



## ABOUT US

*Recognizing that student life plays an important role in supplementing the academic facet of education, the Student Life & Activities Office provides service to students of all levels that facilitate academic success and personal development.*

Through imagination and interrelated projects, the 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 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, 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 (ECCO, the student newspaper, LIFELINE, the student handbook, and activities calendar, etc.), and coordinating the sale of discount tickets to area cultural and sporting events. The office is responsible for the Clara E. Dasher Student Center operations and serves as a clearing house on information regarding local housing and handles judicial affairs.

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

## OUR MISSION

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

## OUR VISION

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

## OBJECTIVES:

- Prepare students for leadership roles within the college, community and work environments.
- Provide leadership opportunities that stimulate, develop, and sustain student involvement by connecting students with each other, the college, and the community.
- Engage students in active learning and provide support services that facilitate their transition through college.
- Provide enriching 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 respects diverse ideas and backgrounds.
- Collaborate with community colleges, professional organizations, students, and the college community to increase effectiveness and promote student success.



In keeping with the theme

**“LEARN IT, FEEL IT, SHOUT IT, LIVE IT AT THE CLARA E. DASHER STUDENT CENTER”,** the student center serves as a central focus for student life. It is located adjacent to the college’s main entrance at the intersection of Martin Luther King Boulevard and West Market Street, an easily accessible and visible area.

Dasher Student Center’s goals include:

- To be a gathering place for the 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 the larger community in which we live.

## PLACES YOU HAVE TO CHECK OUT!

- Informal study lounge where students can read, study, and use college-provided computer stations.
- The Game Room provides four professional sized pool tables, table tennis tables, air hockey, Nintendo Wii, Xbox 360, and board games.
- Café areas that offer the opportunity to study, socialize and relax.
- State-of-the-art TV Room equipped with a 60” screen for viewing the latest videos, or to watch daily show and movies.

**THE DASHER STUDENT CENTER** is the focal point on campus for students and organizations to meet, program events and participate in leisure activities. For example, clubs and performance groups meet in a first-class facility where they can work together. The Dasher Student Center is home to exciting student productions highlighting the talents of students and of the community. This prime location is ideal for in-school and community events. The Dasher Center houses a wide variety of offices and services for student government, clubs and the student newspaper.

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

The center is aptly named after 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 WEST ESSEX CAMPUS STUDENT LOUNGE** is located in a spacious and versatile room with large rectangular windows that offers a pleasant view of the beautiful scenery. The Student Lounge is decorated with comfortable furniture, which includes tables, chairs, giant-screened TV, a stereo system that includes a CD player and a mini-snack bar. The atmosphere is conducive for studying, conversing and socializing. The Student Life & Activities Program Coordinator’s office is also located in the Student Lounge to provide various services to the students (games, movies, social activities, etc). Volley ball and basketball equipment can also be obtained through the Program Coordinator’s office.



# THE DASHER STUDENT CENTER

[www.facebook.com/Ecc.StudentLife](http://www.facebook.com/Ecc.StudentLife)

# DISCOVER OUR CLUBS & ORGANIZATIONS

"COLLEGE GRADUATION RATES ARE 20% HIGHER AMONG STUDENTS INVOLVE IN CLUBS/ORGANIZATIONS."

- USA TODAY



## special interest & services



Art Club, Fashion Entertainment Board [FEB],  
ECC Cheerleaders, ECC Observer [ECCO], Short Films Club,  
Visual Arts Club, Mu Beta Kappa Fraternal Society,  
Delta Gamma Psi, Gay-Straight Alliance,  
Hip-Hop Student Association, Tae Kwon Do,  
Student Entertainment Club, Glee Club, Political Avenue,  
Study Abroad Club, Helping Hands,  
Writing Club, Drama Club,  
Phi Theta Kappa, Social Society Club



Caribbean International Club, Dominican Student Association,  
International Student Association, Haitian Student Association,  
Christian Fellowship Club

For procedures on clubs or organizations chartering information, please contact the Student Life & Activities Office at (973) 877-3208 at the Main Campus or (973) 877-6637 at the West Essex Campus, Student Lounge. You can also contact us by e-mail at [slao@essex.edu](mailto:slao@essex.edu).

YOUR  
CHOICE.  
YOUR  
CLUB.

# THERE'S A CLUB FOR YOU

[www.essex.edu/studentlife/co/list/](http://www.essex.edu/studentlife/co/list/)



# CLUBS & ORGANIZATIONS

Your studies should be very important to you, but in order to be a successful student, you need to balance academics with a social outlet. A great way to meet both needs is through student clubs and organizations. Student clubs and organizations will provide you with a wide variety of opportunities to become involved on campus and throughout the community. Being a part of a club or organization will provide you with new life experiences, valuable leadership skills and abilities, and opportunities to express creativity and talent.

*There are many reasons why one should join a student organization. Some help you with career, some help you with social skills and some help you with personality development:*

**Networking:** The easy and best way to network with students who have similar interests is joining a student organization. It can help you with your career, hobby or anything that you are passionate about.

**Social Skills:** As a student you want to learn how to talk to other people from different cultures and countries. As an international student, it is your opportunity to build some social skills.

**Professional experience:** If you join professional chapter student organizations, you will get exposed to a lot of professional career and help you build professionally. For instance, if you are marketing major, joining American Marketing Association will help you get a feel of your professional career.

**Personality development:** If you join a student organization, your communication skills will improve because you are interacting with different people. You may learn even more if you are on the executive board. You learn to balance education and organizational work focusing on your goals.

**Leadership Skills:** If you become part of the executive board, you take up the responsibility or challenge to be a leader and you learn what it takes to be a leader. The schools help you by giving you training and instilling those good leadership skills.

**Organization and Management Skills:** Many of us are not familiar with how an organization works and how to manage everything. If you are on the executive board you get to learn how fundraising works, how finances work, how to market for an event, how to work as a team. It helps you in the long run for your job or if you are opening your own business.

**Friendships and Fun:** Life is not just about career and making money. It is about building friendships and having fun. You get a chance to meet people and build good friendships. You will be part of the social activities and will have so much fun.

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 at recognized Essex County College. To apply, an organization must complete



**BE BOLD. JOIN A CLUB.**  
[www.essex.edu/studentlife/co/list/](http://www.essex.edu/studentlife/co/list/)

# STUDENT GOVERNMENT ASSOCIATION

The Student Government Association provides representation in the planning, execution, and evaluation of actions affecting the Essex student body, serves as a means whereby student opinions, views, suggestions, and aspirations may be properly discussed and acted upon.



## THE FUNCTIONS OF THE STUDENT GOVERNMENT ASSOCIATION ARE:

- To maintain a forum for the expression of student views and interests.
- To foster the recognition of student rights and responsibilities.
- To serve the students and act at all times in their best interest.
- To generate student spirit through extracurricular activities.
- To carry out the provisions of the constitution.
- To serve as a liaison between the students, faculty and administration directly under their jurisdiction.
- To promote and enforce guidelines of student conduct.
- To bear responsibility for the expenditure of monies entrusted to it in the student's behalf.

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 Board

### 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.

## VOLUNTEER AS A STUDENT AMBASSADOR

*Student Ambassadors are involved in activities that promote student success, participate with the Enrollment process and New Student Orientation.*

### Successful Candidates must:

- Have a general knowledge of registration, financial aid, bursar payment, web services and campus locations. Ambassadors must have excellent communication skills and be ready to answer students' questions regarding academic and social activities. Ambassadors are enthusiastic, driven and possess conflict resolution skills.
- Serve as a resource person, work closely with Student Life & Activities and Student Development. Will also, manage information desks, student lines, and participate in open House, Orientation, campus tours and special events.



# ENCOURAGING STUDENT LEADERSHIP

[www.essex.edu/studentlife/co/sga/](http://www.essex.edu/studentlife/co/sga/)

## STUDENT PUBLICATIONS

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

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

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

**CLUBS AND ORGANIZATIONS PROCEDURES MANUAL:** This manual outlines Essex County College's administrative policy and procedure in the student programming and club recognition process. It is prepared by the Student Life and Activities Office with the hope that student organizations, officers and advisors will find such a compilation an aid to their work. All clubs and organizations are issued a copy at the beginning of the academic semester.

## CLUB RECOGNITION

Clubs and organizations must submit the official SLAO forms to become a recognized club. A club seeking recognition is required to have 5 or more members to become a chartered club. Student organizations offer the individual another opportunity within the educational process to broaden his/her environment. The purposes and proposed activities of all clubs/organizations shall be clearly related to the educational goals and missions of the college. Recognition of a club/organization grants to that group the right to utilize college facilities, upon approval, and to identify themselves with the college.

### STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students are required to maintain a minimum cumulative GPA of 2.0 to be eligible to participate in any of the college-recognized organizations. Student officers who fail to maintain a 2.5 minimum GPA for any given semester will be required to resign. Students who complete a degree and return for additional coursework can not hold office in any student club organization.



TAKE CONTROL. DRIVE OUR CLUBS.

[www.essex.edu/studentlife/co/list/](http://www.essex.edu/studentlife/co/list/)

## ART GALLERY

The Essex Art Gallery is located in the entrance to the A. Zachary Yamba Building and is committed to making its collection accessible through programs and services for students. In an enriching, cultural and vibrant environment the gallery serves as an exhibit and preservation of modern and contemporary art. Each exhibit is available for sale, unless otherwise indicated by the artist. For information regarding exhibits in the Art Gallery, please contact the Student Life and Activities Office. All exhibition and installation information is subject to change.



## COLLEGE HOUR

During the fall and spring semesters, the College has established a "COLLEGE HOUR" on Tuesdays and Thursdays from 2:25-3:45 p.m. As few classes are scheduled at this time, activities and meetings for clubs / organizations are generally held during this hour. Students are encouraged to watch the bulletin boards carefully for announcements of the various activities held during this free time.

## EVENT TICKET SALES

The first day of ticket sales begins at 12 noon unless otherwise indicated. The first week of ticket sales are reserved for Essex students due to their Student Activities fees. Students must present their validated Student ID to purchase tickets.

## STUDENT LOCKERS

Lockers for personal storage is available to students on a first come first serve basis. The lockers are located on the ground level of the Dasher Student Center. The rate for locker rental is \$15.00 per semester. All locks and personal items must be removed from the locker on the last day of the semester. To reserve your locker, stop by the Student Life and Activities Office in the Dasher Student Center, Room 101 and pick up a Locker Registration Form.

## STUDENT HOUSING

While ECC has no formal student housing, the Student Life and Activities Office serves as a clearinghouse and referral for available apartments, rooms and other housing in the local community. Interested students (who have apartments for rent or need to look for apartments) should stop by in the Dasher Student Center, Room 101 and review the off-campus housing book.



VISIT  
US  
ONLINE  
FOR  
MONTHLY  
FREEBIES

[facebook.com/ecc.studentlife](https://facebook.com/ecc.studentlife) 

[twitter.com/eccstudentlife](https://twitter.com/eccstudentlife) 

FREE: MOVIES, EVENT TICKETS, GAMES, WORKSHOPS, TRAINING,  
ROCK CLIMBING, ZUMBA, YOGA GIVEAWAYS + MORE  
PROVIDING DIVERSE PROGRAMS SERVICES FOR THE HOLISTIC DEVELOPMENT OF ESSEX STUDENTS

# PHYSICAL EDUCATION BUILDING/ ATHLETICS DEPARTMENT

**Michael Doughtie**, Director

Room G412

(973) 877-3301

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

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

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

program. All students who are first year college students and full-time in the fall are eligible to participate on the intercollegiate sports teams. Returning full-time students, who have a GPA of 2.5 or better, are also eligible.

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

## Sports

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### Intercollegiate:

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

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

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

### Building Usage:

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

## House Rules and Regulations

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

## Athletic Lockers

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

## Lost and Found

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

# FITNESS CENTER

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

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 is 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 of the Physical Education Building.
- When in doubt, **ASK** Please help us keep weight rooms clean and safe.

## Participant Conduct

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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

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- 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 the event of 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

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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.

64

	<b>Extension</b>	<b>Room</b>
Academic Affairs	4447	5121
<b>Academic Departments</b>		
Bilingual	3450	1107
Biology, Chemistry	3430	2141C
Business Division	3222	3168A
Engineering Tech.	4400	T228
Humanities	3319	1142
Math & Physics	3302	2188
Nursing & Allied Health	1865	200
Social Sciences	3250	3261
Address Change	3111	4124
Alumni Affairs	3063	2183
Athletics	3165	PEB 413
Bookstore – Main Campus	3137	1191
Bookstore – West Essex Campus	6636	WEC
Bursar – Main Campus	3099	4121
Bursar – West Essex Campus	6630	WEC
Career Development	3350	4122
Center for Technology	4400	T228
Child Development Center	3357	PEB 302
Class Rings	3208	D101
Class Schedules	3111	4124
Clubs & Organizations	3064	D101-D
Community & Continuing Education Area	1912	TI-1
Course Changes (Add/Drop)	3111	4124
Degree Audit	3111	4124
Disability Support Services	3186	4122
Discount Tickets	3208	D101
ECCO Student Newspaper	3559	DG03
Educational Opportunity Fund (EOF)	3420	3203
Enrollment Services	3100	4124
Enrollment Services (WEC)	6590	WEC
Extension Programs	1878	4120



	<b>Extension</b>	<b>Room</b>
Facilities	3141	1194
Financial Aid	3200	3220
Financial Aid (WEC)	6591	WEC
Game Room	3206	DG05
Graduation Information	3108	4124
ID Cards	3132	2250
Income Tax Assistance	3297	3294
International Students Information	3154	4123
Jobs, Work Study / Off-Campus	3350	4122
MLK Library	3238	3140
Library (WEC)	1883	WEC
Lost & Found	3132	2250
Major, Change Of	3111	4124
Mary B. Burch Theater	4420	2415
On-Campus Continuing Education	3079	3289
One Stop Center	3011	3284
Parking	3132	2250
Public Safety	3312	2231
Public Safety (WEC)	6577	WEC
Registrar	3111	4124
Scholarships	3208	D101
Student Affairs	3071	5105
Student Assessment Office	3366	4 <sup>th</sup> Level
Student Employment Assistance Program	3350	4122
Student Government Association	3176	D202
Student Housing	3208	D101
Student Life & Activities Office	3208	D101
Student Services	3071	5105
Testing	3360	3200
Transfer	3592	1121
Transcripts	3111	4124
Learning Center	3440	2 <sup>nd</sup> Level
Veterans Affairs	3154	4122B
Vision Care Technology	3367	3403
West Essex Campus	3175	Office
Withdrawal (from all classes)	3111	4124

# A. Zachary Yamba Building Area Map

## 1st Floor

Bilingual Dept.  
Humanities  
Writing Area  
Tutoring Area  
Essex Room

English

### Red Area

English  
Tutoring  
Center

Writing  
Lab

Humanities

Bilingual

Essex  
Room

### LEGEND



Stairs



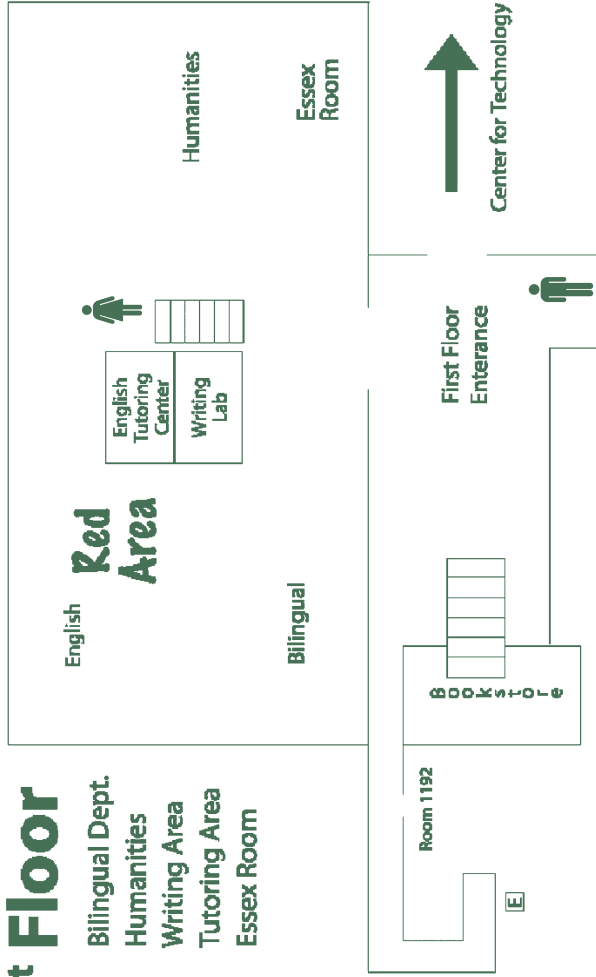
Men's  
Room



Women's  
Room

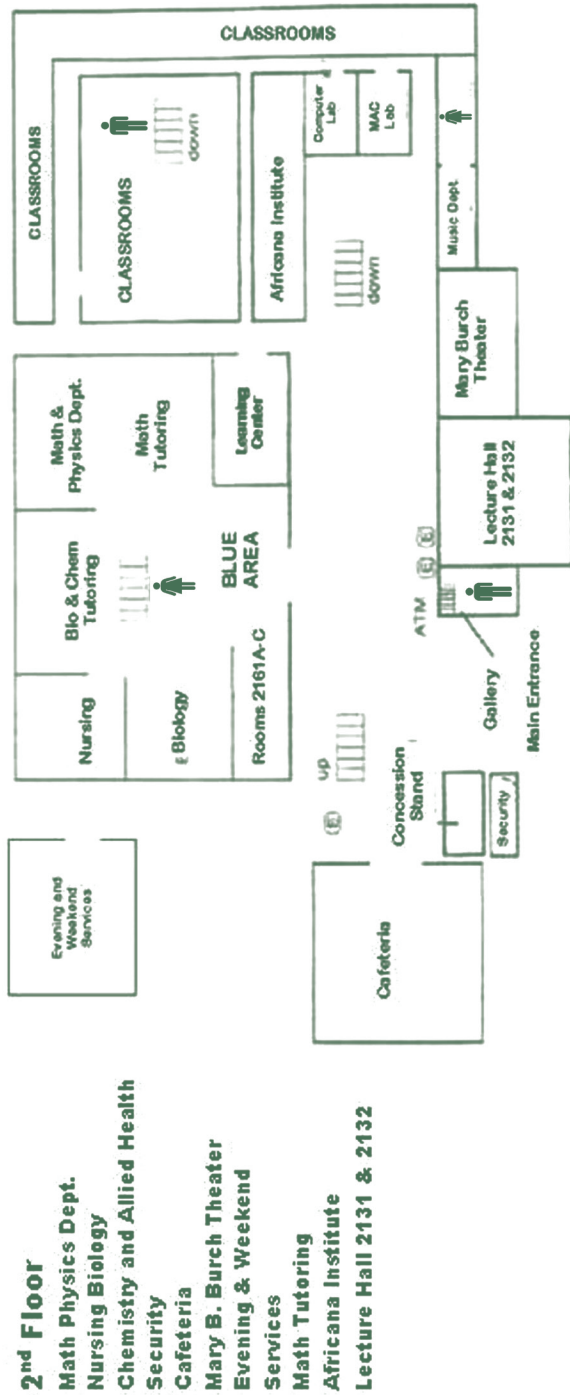


Elevator







Center for Technology

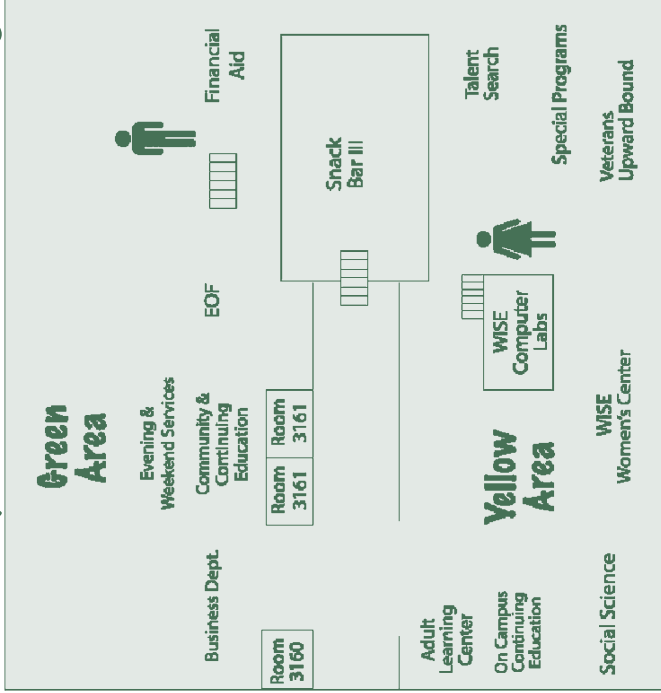
# A. Zachary Yamba Building Area Map



# A. Zachary Yamba Building Area Map

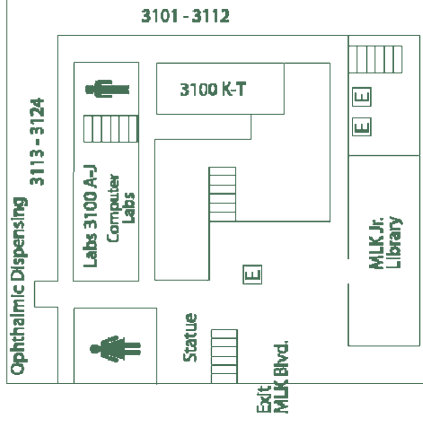
**LEGEND**

-  Stairs
-  Men's Room
-  Women's Room
-  Elevator

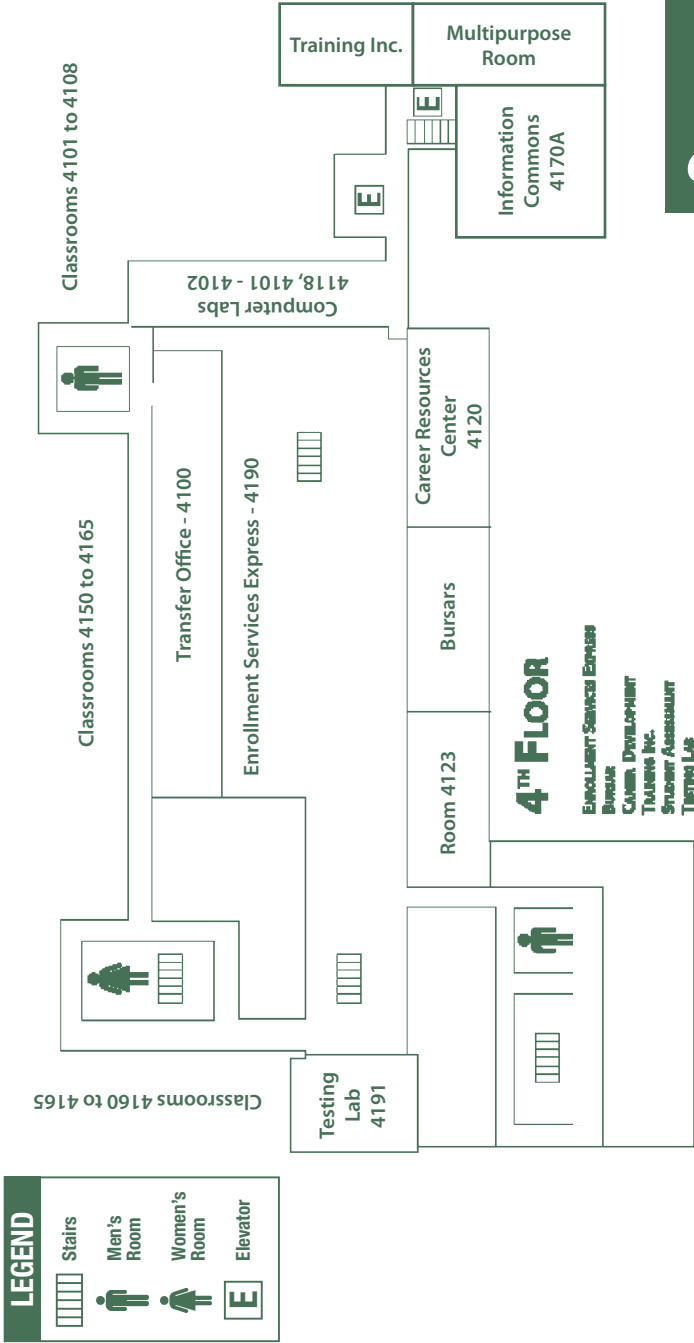


## 3rd Floor

- Financial Aid
- Social Sciences
- Evening & Weekend Sciences
- Special Program
- WISE
- EOE
- Business Dept.
- Talent Search
- MLK Jr. Library
- Computer Labs
- Ophthalmic Dispensing

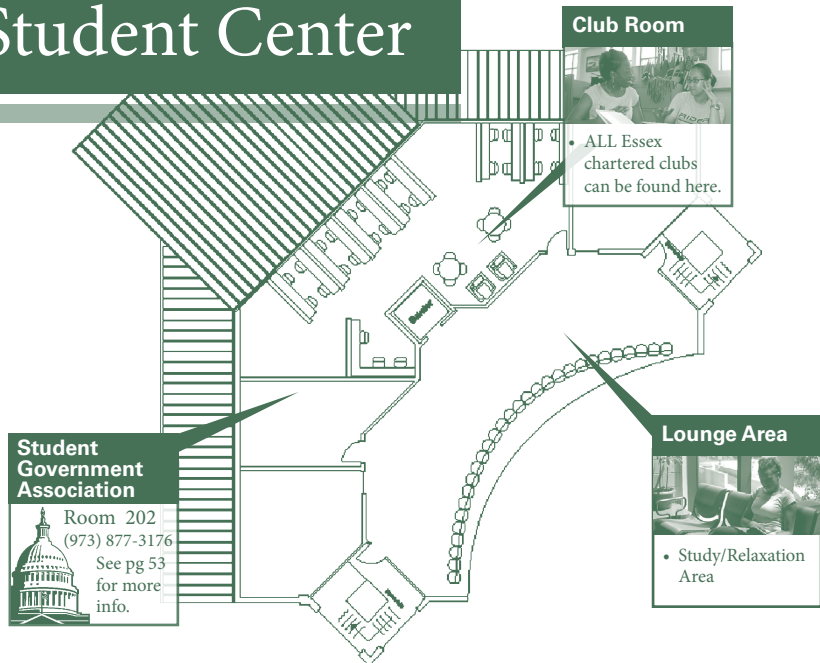


# A. Zachary Yamba Building Area Map

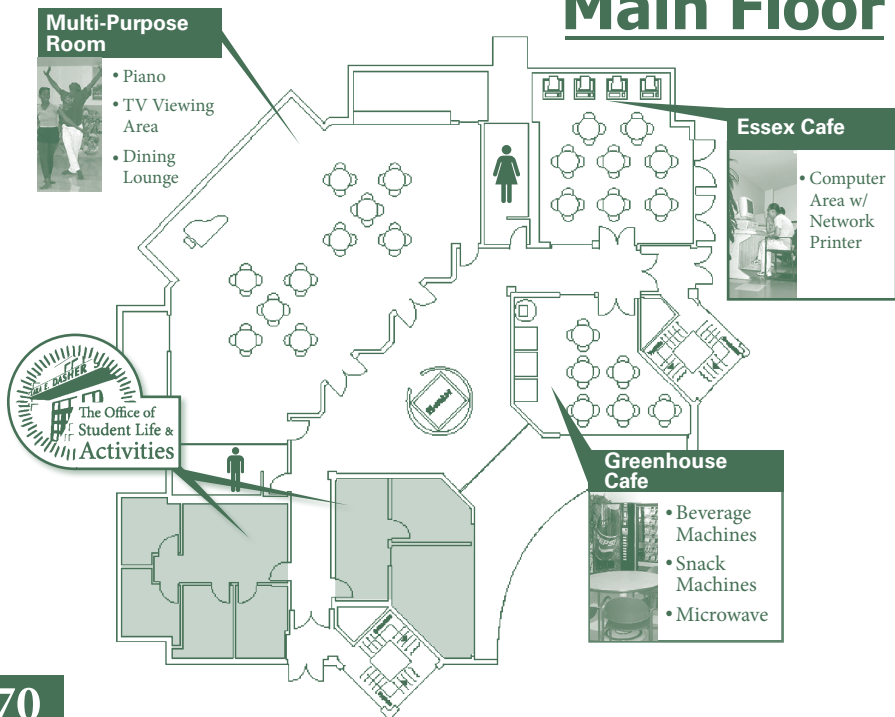


# Clara Dasher Student Center

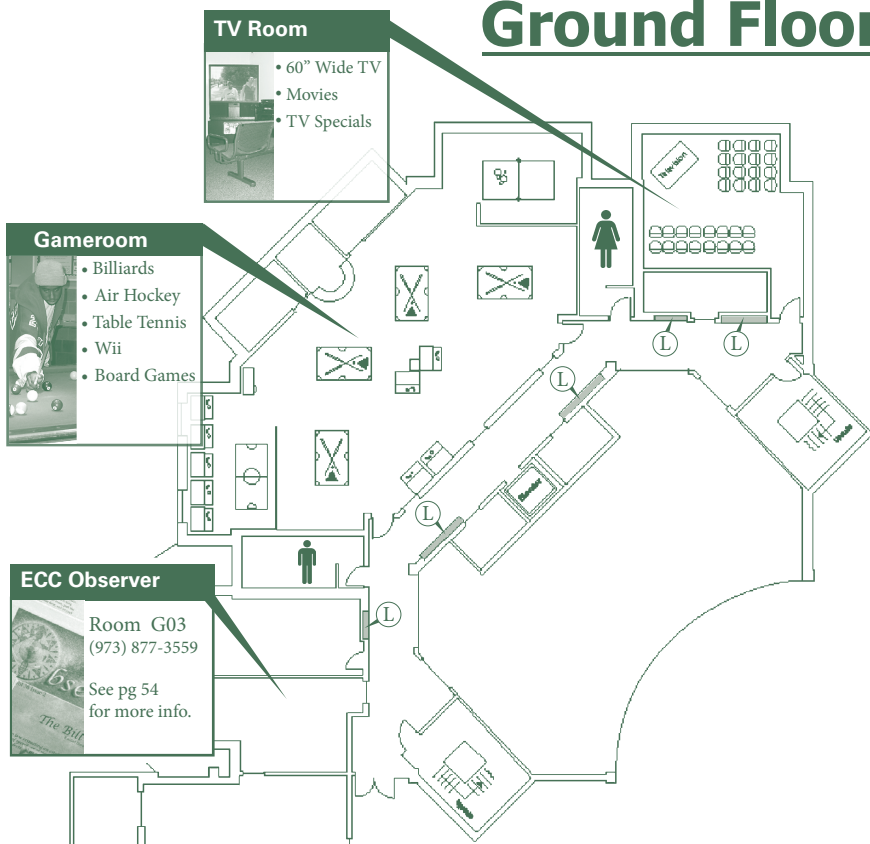
## 2<sup>nd</sup> Floor



## Main Floor



# Ground Floor



## Legend

Piano



Women's Restroom



Pool Table



Air Hockey Machine



Men's Restroom



Table Tennis



Microwave



Lockers



Wii



Computer Terminal



Snack/Drink Machine



Table/Chairs

