



# UNION COUNTY COLLEGE 2008 - 2009 STUDENT HANDBOOK

CRANFORD ELIZABETH PLAINFIELD SCOTCH PLAINS

UNION  
County College

75<sup>th</sup>  
ANNIVERSARY

# Academic Calendar:



**CRANFORD, NJ**



**ELIZABETH, NJ**



**PLAINFIELD, NJ**



**SCOTCH PLAINS, NJ**

## Fall 2008 ..... Registration Begins May 5, 2008

September 1, Monday ..... Labor Day (College Closed)  
 September 3, Wednesday ..... Fall Semester Classes Begin  
 September 9, Tuesday ..... Last Day To Late Register For Courses Beginning September 3  
 September 10, Tuesday ..... "W" Grade Begins For Courses Beginning September 3  
 September 16, Tuesday ..... Fall Late Start Courses Begin (All Classes End December 12)  
 September 22, Monday ..... Last Day To Late Register For Courses Beginning September 16  
 September 23, Tuesday ..... "W" Grade Begins For Courses Beginning September 16  
 October 21, Tuesday ..... Midsemester  
 October 28, Tuesday ..... Last Day To Withdraw From Fall Courses  
 November 26, Wednesday ..... No Classes  
 November 27 – 30, Thurs – Sun ..... Thanksgiving Recess (College Closed)  
 December 12, Friday ..... Last Day Of Fall Classes  
 December 15, Monday ..... Basic Skills Testing (No Classes Held)  
 December 16, Tuesday ..... Final Exams (16th – 22nd) Sat & Sun Exams Held On 12/13 & 14th.  
 December 23, Tuesday ..... Last Day Of Fall Semester  
 December 25 - 28, Thurs -Sun ..... College Closed  
 December 29, Monday ..... Winter Session Begins/Last Day To Late Register For Winter – Offices Open 8-5pm  
 December 30, Tuesday ..... "W" Grade Begins For Winter Session Courses Offices Closed 12/30/08-1/4/09  
 December 31, Wednesday ..... Classes Held  
 January 1, 2009, Thursday ..... College Closed  
 January 2, 2009, Friday ..... No Winter Session Classes  
 January 5th – 9th, 2009 (Mon – Fri) ..... Classes Held  
 January 5, 2009, Monday ..... Last Day To Withdraw From Winter Session  
 January 14, 2009, Wednesday ..... Last Day Of Winter Session Classes  
 January 15, 2009, Thursday ..... Winter Session Final Exam

College Closed December 25-28, 2008 & January 1-4, 2009  
 Winter Session: Friday, January 16th Make Up Day If Needed

## Spring 2009 ..... Registration Begins November 3, 2008

January 19, Monday ..... Martin Luther King Jr Day (College Closed)  
 January 22, Thursday ..... Spring Semester Classes Begin  
 January 28, Wednesday ..... Last Day To Late Register For Courses Beginning January 22  
 January 29, Thursday ..... "W" Grade Begins For Courses Beginning January 22  
 February 5, Thursday ..... Spring Late Start Courses Begin (All Classes End May 11)  
 February 11, Wednesday ..... Last Day To Late Register For Courses Beginning February 5  
 February 12, Thursday ..... "W" Grade Begins For Courses Beginning February 5  
 February 16, Monday ..... President's Day (College Closed)  
 March 12, Thursday ..... Midsemester  
 March 16 – 22, (Mon – Sun) ..... Spring Recess (No Classes)  
 March 26, Thursday ..... Last Day To Withdraw From Spring Courses  
 April 10 – 12, Fri – Sun ..... Easter Weekend (College Closed)  
 May 7, Thursday ..... Basic Skills Testing (No Classes Held)  
 May 8, Friday ..... Classes Resume  
 May 11, Monday ..... Last Day Of Spring Classes  
 May 12, Tuesday ..... Final Exams Begin (12th-18th) Sat & Sun Exams Held On 5/9 & 10  
 May 18, Monday ..... Awards Night  
 May 19, Tuesday ..... Last Day Of Spring Semester  
 May 20, Wednesday ..... Commencement (No Evening Classes Held)

## Summer 2009 ..... Registration Begins January 26, 2009

May 25, Monday ..... Memorial Day (College Closed)

<b>Classes Begin</b>	<b>Classes End</b>	<b>Final Exams</b>
May 26, Tuesday	July 1, Wednesday	July 2, Thursday
July 7, Tuesday	August 12, Wednesday	August 13, Thursday

\*Multiple Sessions May Be Offered Within Dates

## Fall 2009 ..... Registration Begins May \_\_, 2009



# Message from the College President

Fall, 2008

Dear Students,

## Welcome to Union County College!

You have chosen to attend the oldest 2-year college in the State of New Jersey. During this year it will be celebrating its milestone 75th anniversary with a year-long schedule of celebratory events. Union County College has a distinguished educational tradition and a commitment to student success by providing a nurturing and intellectually stimulating environment.

Our faculty and staff are here to assist you with the same caring and professional manner that has guided more than one million students toward academic achievement. I am particularly proud of the support services at Union County College. These services can provide help in academic advisement, career planning, job placement, transfer, and student development. While you are here, I encourage you to take full advantage of the resources and the programs the College has to offer.

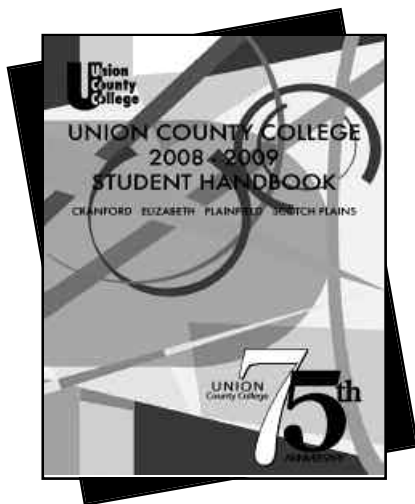
On behalf of faculty and staff, I wish you the very best. I am pleased that you have chosen Union County College as the place in which to pursue your personal and academic SUCCESS, and I look forward to joining you in "*saluting the past and celebrating the future*" of UCC's 75th year.

Sincerely,

A handwritten signature in black ink that reads "Dr. Thomas H. Brown". The signature is written in a cursive, flowing style.

Thomas H. Brown, Ph.D.

President



## On the Cover

The cover of this 2008-09 Union County College Student Handbook was designed by Robert F. Schmatz III, Graphic Design Major, UCC class of '07/'08.

Robert is a student of Professor Robert Yoskowitz. Every year, Professor Yoskowitz challenges his students to design the UCC Student Handbook cover. These students compete to meet Professor Yoskowitz's exacting criteria, and the College is proud to congratulate Robert on his creative solution.

Thank you to all the talented candidates who participated in this creative competition.

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## NOTE:

- All rules, regulations, policies and procedures are subject to change.
- Failure to read this or other College or Schools-of-Nursing publications does not excuse students from rules and regulations in effect at the College. For the most current information, log on to [www.ucc.edu](http://www.ucc.edu). This Student Handbook is also available online at [www.ucc.edu/StudentServices](http://www.ucc.edu/StudentServices)
- The term CAMPUS refers to all property of the College including buildings and grounds.
- Union County College does not discriminate on the basis of race, color, national origin, sex, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.
- This handbook incorporates by reference the provisions of P.L. 2006, c.103 of the Laws of New Jersey (N.J.S.A.37:1-28, etal) pertaining to marriage and civil unions.

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# Office Locations & Telephone Numbers

## College Office Hours

Normal College office hours are 8:30 a.m. through 4:30 p.m. Monday through Friday during the regular fall and spring terms and 8:00 a.m. through 5:00 p.m. Monday through Thursday during the summer terms. Many Student Services offices have extended hours until 7:30 p.m. Monday through Thursday. The Counseling Center and the Assessment Center has additional evening hours. For the most current information, log on to [www.ucc.edu](http://www.ucc.edu) or call the specific Department to confirm the hours of operation.

### CAMPUS SWITCHBOARD TELEPHONE NUMBERS

Cranford Campus... (908) 709-7000  
Elizabeth Campus...(908) 965-6000  
Plainfield Campus...(908) 412-3599



### CRANFORD CAMPUS Academic Learning Center (A.L.C.)

MacKay Library, First Floor  
Contact Persons: Gail Hein  
Telephone: 709-7610  
Jose Paez-Figueroa  
Telephone: 709-7084  
Karen Platt  
Telephone: 709-7528  
Fax: 709-7067

### Academic Testing Center

Nomahegan Building, N-22  
Instant Messenger: placetestucc  
E-Mail: [plcmntest@ucc.edu](mailto:plcmntest@ucc.edu)  
Contact Persons:  
Douglas Greenwood  
Telephone: 709-7538  
E-Mail: [Greenwood@ucc.edu](mailto:Greenwood@ucc.edu)  
Instant Messenger: greenwood

Carol Cieslak (Secretary)  
Telephone: 709-7486  
E-Mail: [Cieslak@ucc.edu](mailto:Cieslak@ucc.edu)  
WisamShahin  
Telephone: 709-7568  
E-Mail: [Shahin@ucc.edu](mailto:Shahin@ucc.edu)  
Instant Messenger: WShahin

### Admissions

MacDonald Hall, First Floor  
Contact Persons:  
JoAnn Davis-Wayne  
Telephone: 709-7127  
E-Mail: [Davis@ucc.edu](mailto:Davis@ucc.edu)  
Instant Messenger: jaducc7127  
Paul Belmonte  
Telephone: 709-7133  
E-Mail: [pbelmonte@ucc.edu](mailto:pbelmonte@ucc.edu)  
Instant Messenger: dubel1994  
Anita Prunty  
Telephone: 709-7121  
E-Mail: [prunty@ucc.edu](mailto:prunty@ucc.edu)  
Instant Messenger: apadmissions  
Telephone: 709-7126

### Bookstore

Campus Center  
Contact Person: Customer Service Manager  
Tracie Thompson  
Telephone: 709-7619

### Counseling Services

Nomahegan Building  
Instant Messenger: Counselocr  
E-Mail: [Counselocr@ucc.edu](mailto:Counselocr@ucc.edu)  
Fax: (908) 709-7110  
Receptionist's Telephone: 709-7525  
TTY: 709-4362  
Contact Persons:  
Paulette Brower-Garrett  
Telephone: 709-7514  
E-Mail: [brower-garrett@ucc.edu](mailto:brower-garrett@ucc.edu)  
Zulema Brown (Secretary)  
Telephone: 709-7075  
E-Mail: [ZBrown@ucc.edu](mailto:ZBrown@ucc.edu)  
Instant Messenger: zeebrown76  
May Kortbaoui  
Telephone: 709-7188  
E-Mail: [Kortbaoui@ucc.edu](mailto:Kortbaoui@ucc.edu)  
Instant Messenger: mkortbaoui  
Howard Krebs  
Telephone: 709-7083  
E-Mail: [Krebs@ucc.edu](mailto:Krebs@ucc.edu)  
Instant Messenger: hwrkd  
Maureen Bekheet  
Telephone: 791-4911  
E-Mail: [Bekheet@ucc.edu](mailto:Bekheet@ucc.edu)  
Elizabeth McLean  
Telephone: 497-4290  
E-Mail: [McClean@ucc.edu](mailto:McClean@ucc.edu)  
Instant Messenger: cslrnclean  
Debora Rivera  
Telephone: 709-7139  
E-Mail: [Derivera@ucc.edu](mailto:Derivera@ucc.edu)  
Instant Messenger: Debora327  
Sonia Vargas  
Telephone: 965-2989  
E-Mail: [SVargas@ucc.edu](mailto:SVargas@ucc.edu)  
Instant Message: vargass041



### Student Assistance Services

Cindy Lampon  
Telephone: 709-7077  
E-Mail: [Lampon@ucc.edu](mailto:Lampon@ucc.edu)  
Instant Messenger: cdlampon  
Cynthia Roman  
Telephone: 709-7103  
E-Mail: [Roman@ucc.edu](mailto:Roman@ucc.edu)  
Instant Messenger: CynthiaRmn  
Ector Quiles  
Telephone: 709-7079  
E-Mail: [Quiles@ucc.edu](mailto:Quiles@ucc.edu)  
Instant Messenger: EQuiles1

### Coordinator of Services for Students with Disabilities

Nomahegan Building  
Counseling Services Department  
Contact Person: Barbara Milne  
Telephone: 709-7164  
TTY: 709-4362  
E-Mail: [Milne@ucc.edu](mailto:Milne@ucc.edu)  
Instant Messenger: milnebd

### Vice President of Student Services

Nomahegan Building  
Contact Person:  
Dr. Ralph Ford  
Telephone: 709-7142  
E-Mail: [Ford@ucc.edu](mailto:Ford@ucc.edu)  
Contact Person: Charita Green  
(Executive Assistant)  
Telephone: 709-7091  
E-Mail: [Green@ucc.edu](mailto:Green@ucc.edu)  
Instant Messenger: green7091  
Fax: 497-4356

### Enrollment Management, Dean of

MacDonald Hall, First Floor  
Contact Person:  
David Sheridan  
Telephone: 908-709-7516  
E-Mail: [Sheridan@ucc.edu](mailto:Sheridan@ucc.edu)  
Monica Nascimento (Secretary)  
Telephone: 709-7572  
E-Mail: [Nascimento@ucc.edu](mailto:Nascimento@ucc.edu)  
Instant Messenger: ancmonica  
TTY: 709-4362

### E.O.F.

Nomahegan Building  
Contact Persons:  
Sharon Johnson  
Telephone: 709-7085  
E-Mail: [Johnson@ucc.edu](mailto:Johnson@ucc.edu)  
Instant Messenger: Johnshaucc  
Stephanie Jackson-Falana  
(Administrative Assistant)  
Telephone: 709-7088  
E-Mail: [Jackson-Falana@ucc.edu](mailto:Jackson-Falana@ucc.edu)  
Karina Cicchino  
Telephone: 709-7086  
E-Mail: [Cicchino@ucc.edu](mailto:Cicchino@ucc.edu)  
Instant Messenger: karinaucc  
Daniella Di Maria  
Telephone: 709-7527  
E-Mail: [DiMaria@ucc.edu](mailto:DiMaria@ucc.edu)  
Mensah Peterson  
Telephone: 709-7087  
E-Mail: [MPeterson@ucc.edu](mailto:MPeterson@ucc.edu)  
Cherrell Smith  
Telephone: 709-7087  
E-Mail: [CSmith@ucc.edu](mailto:CSmith@ucc.edu)  
Instant Messenger: CherrelIEOF

### Evening/Weekend Administrator/Advisor

Counseling Center,  
Nomahegan Building  
Telephone: 709-7525  
Instant Messenger: Counselcr

### Financial Aid Office

McDonald Hall, First Floor- Cranford  
E-Mail: fammail@ucc.edu  
Instant Messenger: CRFinaid  
Contact Persons:  
Evelynne Blatt  
Telephone: 709-7089  
E-Mail: Blatt@ucc.edu  
Instant Messenger: EvelynneUCC  
Jessica Montesdeoca  
Administrative Assistant)  
Telephone: 709-7140  
E-Mail: Montesdeoca@ucc.edu  
Instant Messenger: MontesdeocaUCC  
Teri Boyle  
Telephone: 709-7494  
E-Mail: Boyle@ucc.edu  
Instant Messenger:  
Marvin Alcala  
Telephone: 709-7096  
E-Mail: Alcala@ucc.edu  
Instant Messenger: MarvinATTUCC  
Olga Ricaldi  
Telephone: 709-7469  
E-Mail: ricaldi@ucc.edu  
Instant Messenger: RicaldiUCC  
Antonio Rios  
Telephone: 709-7137  
E-mail: arios@ucc.edu  
Instant Messenger: Antonioucc

### Fitness Center

Campus Center Pavilion, 2nd Floor  
Contact Person: Anita Thomas  
Telephone: 709-7599  
E-Mail: AThomas@ucc.edu  
Instant Messenger: CasFrisThom

### Library

L-203/205  
Contact Person: Andrea MacRitchie  
Telephone: 709-7019  
Circulation  
Telephone: 709-7623  
Reference Number: 709-7620  
TTY/TDD: 709-2050

### Public Safety Office

Nomahegan Building, Room N-31  
Contact Person: William Alder  
Telephone: 709-7152  
Secretary's Telephone: 709-7043

### Records/Registration Office

MacDonald Hall, First Floor  
Contact Persons: Jo Ann Davis-Wayne  
Telephone: 709-7597  
E-Mail: davis@ucc.edu  
Instant Messenger: jadarrucc  
Nora Babos  
Administrative Assistant  
Telephone: 709-7597  
E-Mail: Babos@ucc.edu  
Deadra Holman  
Telephone: 709-7160  
E-Mail: Holman@ucc.edu  
Jenny Guzman Tes  
Telephone: 709-7128  
E-Mail: Guzman@ucc.edu

### Student Accounts Offices

MacDonald Hall, First Floor  
Contact Persons:  
Larry Goldman, Jamie Tsai  
Telephone: 709-7062  
E-Mail: StudentAccts@ucc.edu

### Student Activities/Athletics Office

Campus Center  
Contact Person: Jim McCue  
Telephone: 709-7093  
E-Mail: mccuej@ucc.edu  
Instant Messenger: jimccue56  
Contact Person (Weekend & Evening):  
Joseph Placa  
Telephone: 709-7599  
Millie Kosciuk  
Administrative Assistant  
Telephone: 709-7094  
E-Mail: Kosciuk@ucc.edu

### Student Government Association Office

Campus Center  
Contact Person: Student Government President  
Telephone: 709-7074

### Veterans' Affairs

MacDonald Hall, First Floor  
Contact Person: Paul Belmonte  
Telephone: 709-7133 CR  
965-6054 EC  
E-Mail: pbelmonte@ucc.edu  
Instant Messenger: dubel1994



### ELIZABETH CAMPUS

#### Academic Learning Center (A.L.C.)

Rooms 310-317  
Contact Persons: Jacqueline Leonard  
Telephone: 965-6009  
Lewis Cohen  
Telephone: 965-2350

#### Admissions/Registration

Room 114/115  
Contact Persons: Belinda Garcia  
Telephone: 965-6050  
E-Mail: garcia@ucc.edu  
Instant Messenger: GAR0425  
Sandra Figueroa  
Telephone: 965-6052  
E-Mail: figueroa@ucc.edu  
Instant Messenger: Figu231  
Martha Redondo  
Telephone: 965-5132  
E-mail: redondo@ucc.edu  
Instant Messenger: redondomar1  
Alison Armstrong  
Telephone: 965-6054  
E-mail: armstrong@ucc.edu  
Instant Messenger: ESaliucc

#### Bookstore

Lobby  
Contact Person: Assistant Manager  
Lisa Hunter  
Telephone: 965-6068

#### Coordinator of Student Services

Room 132-C  
Contact Person: Robin Boyd  
Telephone: 965-6039  
E-Mail: boyd@ucc.edu  
Instant Messenger: robinclcd  
Fax: 965-2988  
Guadalupe Gomez, Secretary  
Telephone: 965-6051  
E-Mail: Gomez@ucc.edu  
Instant Messenger: LupeGomez1  
TTY: 355-8825

#### Counseling Services: Advising/Career/Transfer

Instant Messenger: Counselcl  
Rooms 105-107  
Contact Person: Kari Hodack  
Telephone: 965-6065  
E-Mail: Hodack@ucc.edu  
Instant Messenger: karihodack



Heather Keith  
Telephone: 965-6067  
E-Mail: keith@ucc.edu  
Instant Messenger: HmaeKeith

#### E.O.F.

Room 116A  
Contact Person: Cherell Smith  
Telephone: 965-6060  
E-Mail: csmith@ucc.edu  
Instant Messenger: cherellEOF

#### Evening/Weekend Administrator/Advisor

Counseling Services  
Rooms 105-107  
Telephone: 965-6055  
965-6067

#### Financial Aid Office

Room 117  
E-Mail: fammail@ucc.edu  
Instant Messenger: Finaidec  
Contact Persons: Sandra Ellis-Crawford  
Telephone: 965-2342  
E-Mail: sellis@ucc.edu  
Instant Messenger: sandraellis01  
Julia Torres  
Telephone: 965-6064  
E-Mail: torres@ucc.edu  
Instant Messenger: JuliaTorres2  
Mariluz Cardona  
Telephone: 965-6066  
E-Mail: cardona@ucc.edu  
Instant Messenger: CardonaFinAn  
Jessica James  
Telephone: 965-6063  
E-Mail: james@ucc.edu  
Instant Messenger: JessicaJames01  
Ana Wetzel  
Telephone: 965-6062  
E-Mail: martinez@ucc.edu  
Instant Messenger: AnaWetzel

#### Institute for Intensive English

Room 414  
Contact Persons: Howard Pomann  
Telephone: 965-6030  
E-Mail: Pomann@ucc.edu  
Joanna Kubas  
Telephone: 965-6040  
E-Mail: Kubas@ucc.edu  
Lydia Montalvo  
Telephone: 965-6047  
E-Mail: Montalvo@ucc.edu

#### International Student Advisor

Room 114A  
Contact Person:  
Martha Redondo  
Telephone: 659-5132  
E-Mail: Redondo@ucc.edu  
Instant Messenger: redondomar1

#### Library

Lower Level  
Contact Person: Margaret Deng  
Circulation: 965-6076  
Reference: 965-6075

#### Center for Student Success

Centro de ExcelenciaEstudiantil  
Room 132  
Contact Persons:  
Receptionist  
Telephone: 908-965-2987

#### Provost's Office

Contact Person: Dr. Barbara Gaba  
Telephone: 965-6091

#### Public Safety Office

Main Lobby Help Desk  
Contact Person: Officer on Duty  
Telephone: 965-6070

#### Student Accounts Office

Room 116  
Contact Person: Cashier  
Telephone: 965-6058  
E-Mail: StudentAccts@ucc.edu

#### Trinitas School of Nursing

Office: 629-5200  
Admissions: 709-7518  
Web site: www.ucc.edu/go/trinitas

#### Counseling Services: Advising/Career/Transfer

Instant Messenger: Counselpl  
Room 107  
Contact Person: F. Jennifer Cooper  
Telephone: 412-3588  
E-Mail: Cooper@ucc.edu  
Instant Messenger: CooperFJm  
Fax: 754-2798

#### Evening/Weekend Administrator/Advisor

Provost Office  
Telephone: 412-3591

#### Financial Aid Office

Room 108B  
Contact Person: Carmen Quesada  
Telephone: 412-3571  
E-Mail: Quesada@ucc.edu  
Instant Messenger: quesadauc  
Fax: 754-2798

#### Library

Lower Level  
Contact Person: Elsa Bruguier  
Telephone: 412-3546  
Circulation: 412-3545

#### Provost's Office

Contact Person: Dr. Jose Adames  
Telephone: 412-3591

#### Public Safety Office

Main Building Help Desk  
Contact Person: Officer on Duty  
Telephone: 412-3595

#### Student Accounts Office

Room 108A  
Contact Person: Cashier  
Telephone: 412-3585  
E-Mail: StudentAccts@ucc.edu



#### PLAINFIELD CAMPUS Academic Learning Center (A.L.C.)

Library Level  
Contact Person: Sandra Drazinic-Petak  
Telephone: 412-3540

#### Admissions/Registration

Admissions/Registration Office Room 108B  
Contact Person: Danielle Herald  
Telephone: 412-3550  
E-Mail: spencer@ucc.edu  
Instant Messenger: danispencer  
Fax: 754-2798

#### Bookstore

Building 2  
Contact Person: Melissa Acot, Assistant Manager  
Telephone: 412-3560

#### Coordinator of Student Services

Room 108  
Contact Person: Janet Rocco  
Telephone: 412-3580  
E-Mail: Rocco@ucc.edu  
Instant Messenger: janetrocco  
Fax: (908) 754-2798



#### SCOTCH PLAINS CAMPUS Admissions (Registration)

Room 421  
Contact Person: Ted Kelley  
Telephone: 889-2400

# Academic Departments

**Dr. Wallace Smith**  
Vice President for Academic Affairs

DEPARTMENT	CHAIRPERSON	EMAIL	CAMPUS
<b>BIOLOGY &amp; ALLIED HEALTH</b>	W. Dunscombe, Chairperson	Dunscombe@ucc.edu	C
<b>BUSINESS</b>	P. Belmonte, Chairperson	Belmonte@ucc.edu	C
<b>CHEMISTRY</b>	M. Khan, Chairperson	Khan@ucc.edu	C
<b>ECONOMICS/GOVERNMENT/HISTORY/PHILOSOPHY</b>	J. Brophy, Chairperson	Brophy@ucc.edu	C
<b>ENGLISH/FINE ARTS/MODERN LANGUAGES</b>	C. Rubin, Chairperson	Rubin@ucc.edu	C
<b>INSTITUTE FOR INTENSIVE ENGLISH</b>	H. Pomann, Director	Pomann@ucc.edu	E
<b>MATHEMATICS</b>	V. Crisonino, Chairperson	Crisonino@ucc.edu	C
<b>PHYSICS/ENGINEERING TECHNOLOGIES</b>	N. Gilbert, Chairperson	Gilbert@ucc.edu	E
<b>PRACTICAL NURSING</b>	P. Castaldi, Director	Castaldi@ucc.edu	P
<b>PSYCHOLOGY/SOCIOLOGY</b>	A. Signorelli, Chairperson	Signorelli@ucc.edu	C
<b>COOPERATIVE NURSING PROGRAMS:</b>			
<b>Trinitas School of Nursing</b>	Mary E. Kelley	mkelley@ucc.edu	
<b>Muhlenberg Regional Medical Center/ Harold B. &amp; Dorothy A Snyder Schools of Nursing</b>	Dean Judith Mathews	jmathews@solarishs.org	
	Cheryl McCoy, Director Registration & Enrollment	cmcoy@solarishs.org	
	Georgene Byram, Educational Director	GBYRUM@solarishs.org gbyram@solarishs.org	
<b>School of Radiation Therapy</b>	Beverly Nias	bnias@solarishs.org	
<b>School of Medical Sonography</b>	Harry Holdorf	hholdorf@solarishs.org	
<b>School of Nuclear Medicine</b>	Maunesh Soni	Msoni@solarishhs.org	
<b>School of Radiography</b>	Valerie Carlisle	vcarlisle@solarishs.org	

C = Cranford Campus  
E = Elizabeth Campus  
P = Plainfield Campus

## Academic Department Secretaries Office Locations & Telephone Numbers

DEPARTMENT OFFICE	CRANFORD		ELIZABETH		PLAINFIELD	
	OFFICE	PHONE (709)	OFFICE	PHONE (965)	OFFICE	PHONE (412)
<b>ASL AND DEAF STUDIES</b>					P-203	3578
<b>ASL – ENGLISH INTERPRETING PROGRAM</b>					P-203	3578
<b>BIOLOGY</b>	S-209	7586			P-212	
<b>BUSINESS</b>	S-110	7564				
<b>CHEMISTRY</b>	S-209	7586				
<b>ECONOMICS/GOVERNMENT/ HISTORY/PHILOSOPHY</b>	N2-21	7579				
<b>EDUCATIONAL INTERPRETERS PROFESSIONAL DEVELOPMENT CENTER (EIPDC)</b>					P-205	4935
<b>EMERGENCY MEDICAL SERVICES</b>					P-126	3559
<b>ENGLISH/FINE ARTS</b>	H-131	7595	414	6031/6040		
<b>GERONTOLOGY</b>	H-210	497-4213				
<b>HEALTH TECHNOLOGIES</b>					P-201	3577
<b>MATHEMATICS</b>	N1-1	7163				
<b>MODERN LANGUAGES</b>	N2-21	7579				
<b>NURSING - TRINITAS</b>			505	5200		
<b>NURSING/RADIOGRAPHY M.R.M.C.</b>						908-668-2400
<b>PARAMEDIC</b>					P-125	3551
<b>PHYSICS/EGG TECH.</b>	S-110	7564				
<b>PRACTICAL NURSING</b>					P-210	4947
<b>PSYCHOLOGY/SOCIOLOGY</b>	H-103	7580				





# Academic Programs Chairs/Coordinators

PROGRAM	CHAIR/COORDINATOR	OFFICE	PHONE
Accounting	M. McGowan	C-220	497-4257
Administrative Support	P. Belmonte	N-45	709-7095
American Sign Language and Deaf Studies	E. Forestal	P-203	412-3578
American Sign Language –English Interpreting Program	E. Forestal	P-203	412-3578
American Studies	F. Coppa	N-2-20	709-7560
Architecture	D. Vincente	L-23	709-7026
Biology	W. Dunscombe	S-209	709-7570
Biotechnology/Bio-Terrorism	M. Khan	N-14	709-7119
	P. Salvini-Capasso	S-201	497-4207
Business	M. McGowan	C-220	497-4257
Business Marketing	M. McGowan	C-220	497-4257
Business Management	P. Belmonte	N-45	709-7095
Chemistry	M. Khan	S-101-A	709-7197
Civil/Construction Engineering Technology	J. Xu	E-205	659-5128
Communications	C. Cuttita	H-109	497-4222
Computer Information Systems	P. Rodihan	S101	709-7044
Computer Science	P. Rodihan	S101	709-7044
Computer Science/Engineering	B. Lukaschewsky	H-116	709-7537
Computer Science/Math	P. Rodihan	S101-2	709-7044
Cooperative Program in Professional Nursing (Trinitas)	M. Kelley	E-505	659-5202
Cooperative Program in Professional Nursing (MRMC)	J. Mathews	MRMC	668-2400
Criminal Justice	D. Palmer	N-2-18	709-7566
Deaf - Blind Interpreting	E. Forestal	P-204	412-3578
Dental Assisting	T. Kelley	SP	889-2400
Dental Hygiene	T. Kelley	SP	889-2400
Developmental English	E. Donovan	C-2	709-7497
Developmental Mathematics	L. Milteer	C-2	497-4228
Distance Education	W. Smith	A211	709-7515
Early Childhood Elementary	P. Ragosta	H-113	497-4211
Education	P. Ragosta	H-113	497-4211
Economics	J. Brophy	TBA	709-7191
Educational Interpreter Professional Development Center	C. Williams	P-205	412-4935
Educational Interpreting Program	C. Williams	P-205	412-4935
	E. Forestal	P-205	412-3578
Electronics/Electromechanical Engineering Technology	J. Flynn	E-705	659-5108
Emergency Health Science	J. McCarthy	P-125	412-3551
Emergency Medical Technician	L. Sheldon	P-126	412-3559
Engineering	N. Gilbert	E-705	659-5125
Engineering Management	N. Gilbert	N-11	709-7559
English/Fine Arts/Modern Language/Communications	C. Rubin	H-129	497-4227
English	B. Comeau	H-111	497-4216
English for Speakers of Other Languages	H. Pomann	E-414	965-6030
Environmental Science	N. Gilbert	N-11	709-7559
Fine Arts	A. Nicoli	N-30	497-4261
Fire Science Technology	R. Earl		820-2829
Game Design Development	D. Kubis	L303	497-4343
Gerontology	T. Marx	H-210	497-4213
Government	J. Damerow	N2-17	709-7189
Help Desk	P. Belmonte	S114	709-7095
Hospitality Management	G. Kabak	L303	709-7090

PROGRAM	CHAIR/COORDINATOR	OFFICE	PHONE
History	J. Brophy	TBA	709-7191
Homeland Security	D. Palmer	N2-18	709-7566
Honors Program	J. Shalan	H-115	497-4266
Information Systems Technology	P. Rodihan	S101	709-7044
International Studies	H. Damerow	N-2-17	709-7189
Interpreting Spoken Language	J. Difiore	E-706	965-2345
Liberal Arts/Unspecified	W. Smith	A-211	709-7515
Liberal Studies/Exploring Science & Arts	W. Smith	A-211	709-7515
Manufacturing Engineering Technology	J. Xu	E-205	659-5128
Marketing/Advertising/Design	M. McGowan	C-220	497-4257
Mathematics	V. Crisonino	N1-4	709-7193
Mechanical Engineering Technology	J. Xu	E-205	659-5128
Medical Imaging & Therapeutic Science	G. Byrum	MRMC	668-2844
Medical Sonography	H. Holdorf	MMC	668-2840
Modern Languages	A. Hawley	H-116	497-4223
Nuclear Medicine Technology	G. Byram	MRMC	668-2844
Nursing, Trinitas School of Nursing	M. Kelley	E-506	659-5202
Nursing, Muhlenberg Regional Medical Center	J. Mathews	MRMC	668-2410
Office Professional	P. Belmonte	S114	709-7095
Paralegal Studies	E. Joyce	L303	709-7171
Paramedic	J. McCarthy	P-125	412-3551
Physical Science	N. Gilbert	N-11	709-7559
Physical Therapist Assistant	B. Rothman	P-205	412-3582
Practical Nursing	P. Castaldi	P-210	791-4947
Psychology	A. Signorelli	H-119	497-4226
Psychosocial Rehabilitation & Treatment	T. Kelley	S.P.	889-2400
Public Administration	M. McGowan	C-220	497-4257
Public Policy	F. Coppa	N2-20	709-7560
Radiation Therapy	B. Nias	MRMC	668-2637
Radio	C. Cuttita	H-109	497-4222
Radiography	V. Carlisle	MRMC	668-2966
Respiratory Therapy	T. Kelley	S.P.	889-2400
Restaurant Management	M. McGowan	L-214	497-4257
Sociology	A. Signorelli	H119	497-4226
Sport Management	M. Postiglione	N2-14	709-7198
Urban Studies	F. Coppa	N-2-20	709-7560
Visual Arts	A. Nicoli	N-30	497-4261



# ACADEMIC POLICIES

## Commitment To A Multicultural Perspective

The College recognizes and respects the diversity of its student body. All faculty are encouraged to attend conferences and workshops to increase their sensitivity to intercultural issues and to integrate into their courses an awareness of the contribution that people of diverse backgrounds have made to each field of knowledge.

## Academic Computing Network Use Policy

**I.** The College's computing facility and network connections provide academic and administrative support to the faculty, students and staff of Union County College. Under the federal statutes that govern the use of these resources, Computer Services/Academic Computing is required to ensure that this equipment is used properly. Each user is responsible for all activity originating from his/her account. Misuse of an account will result in the immediate termination of the account upon discovery.

**II. RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS** Union County College expects all members of its community to use electronic communications in a responsible manner. The College may restrict the use of its computers and network systems for electronic communications. Specifically, the College reserves the right to limit access to its networks through College-owned or other computers, and to remove or limit access to material posted on College-owned computers, pursuant to the procedures and standards set forth in the "Union County College Responsible Use Policy." Students who log on to Union County College network systems agree to be bound by the terms of this policy which is available at <http://www.ucc.edu/go/responsibleuse>.

## Academic Evaluation Committee

Questions of dismissal and probation rest with the Academic Evaluation Committee. Students who fail to maintain satisfactory averages will be asked to withdraw or be placed on probation until the end of the next semester. While on probation, students may not hold office in any of the organizations of the College. A student will be asked to withdraw from the College at the end of the probationary period unless the student on probation shows decided improvement at that time. Further details may be found in the College Catalog. Students should consult with a counselor regarding required averages for each semester.

**Academic Overload:** Students who choose to carry more than 18 credits or six courses per semester must secure special written approval for such an additional course load from the Vice President for Academic Affairs.

**Academic Probation:** Full-Time students placed on academic probation may not carry more than 13 credit hours per semester.

Students are expected to maintain a 2.00 grade point average. However, academic evaluation for purposes of honors and probation is made according to the Quality Point Scale which follows and is based upon credit hours attempted.

**Dismissal:** Any UCC student who has been dismissed for academic reasons must wait one semester before seeking readmission. In applying for readmission, the student must adhere to policies set by the Admissions Office. A student may be readmitted to the College only twice after sitting out in accordance with the dismissal action. In special cases this requirement may be waived, but only by the written appeal to and the approval of the Academic Evaluation Committee.

### Satisfactory Academic Progress and Performance (good standing):

The College defines satisfactory academic progress and satisfactory academic performance (good standing) as the maintenance of an appropriate relationship among credits attempted, credits completed, and grades obtained. The specifics of this requirement are spelled out through the use of a matrix (Quality Point Scale) displayed on the adjacent chart.

Grades received in the non-credit preparatory or developmental courses are not included in the computation of averages, but are considered in dismissals or assigning probation by the Academic Evaluation Committee.

No third attempts will be allowed for any mathematics course unless the student involved successfully completes the prerequisite of that course immediately before the third attempt. This applies to F's and W's. Absolutely no fourth attempts will be permitted.

Students who are placed on probation are considered to be maintaining the minimum standard by which the College measures academic progress and performance (good standing), unless and until they are academically dismissed for lack of significant progress in removing themselves from probation.

## Quality Point Scale

Credits Attempted	Dismissal or		Probation in Range	Minimum Acceptable	
	if Q.P. Below	if Q.P. G.P.A.		Q.P.	G.P.A.
1	-	-	-	-	-
2	-	-	-	-	-
3	-	-	-	-	-
4	-	-	-	-	-
5	-	-	-	-	-
6	3	.50	3-5	6	1.00
7	4	.57	4-6	7	1.00
8	5	.63	5-7	8	1.00
9	7	.78	7-9	10	1.11
10	8	.80	8-11	12	1.20
11	9	.82	11-13	14	1.27
12	11	.92	11-15	16	1.33
13	12	.92	12-17	18	1.36
14	13	.93	13-18	19	1.38
15	15	1.00	15-20	21	1.40
16	16	1.00	16-22	23	1.44
17	18	1.06	18-24	25	1.47
18	21	1.17	21-26	27	1.50
19	23	1.21	23-29	30	1.58
20	25	1.25	25-31	32	1.60
21	27	1.29	27-33	34	1.62
22	30	1.36	30-35	36	1.64
23	32	1.39	32-37	38	1.65
24	34	1.42	34-39	40	1.67
25	36	1.44	36-41	42	1.68
26	39	1.50	39-43	44	1.69
27	41	1.52	41-45	46	1.70
28	43	1.54	43-47	48	1.71
29	45	1.55	45-49	50	1.72
30	48	1.60	48-51	52	1.73
31	50	1.61	50-53	54	1.74
32	52	1.63	52-55	56	1.75
33	54	1.64	54-58	59	1.79
34	57	1.68	57-60	61	1.79
35	59	1.69	59-62	63	1.80
36	61	1.69	61-64	65	1.81
37	63	1.70	63-66	67	1.81
38	66	1.74	66-69	70	1.84
39	68	1.74	68-71	72	1.85
40	70	1.75	70-73	74	1.85
41	72	1.76	72-75	76	1.85
42	75	1.79	75-78	79	1.88
43	77	1.79	77-80	81	1.88
44	79	1.80	79-92	83	1.89
45	81	1.80	81-85	86	1.91
46	84	1.83	84-87	88	1.91
47	86	1.83	86-89	90	1.91
48	88	1.83	88-91	92	1.92
49	91	1.86	91-93	94	1.92
50	93	1.86	93-96	97	1.94
51	96	1.88	96-98	99	1.94
52	98	1.88	98-100	100	1.94
53	101	1.91	100-102	103	1.94
54	103	1.91	103-100	106	1.96
55	106	1.93	106-107	108	1.96
56	108	1.93	108-109	110	1.96
57	111	1.95	111-112	113	1.98
58	113	1.95	113-114	115	1.98
59	116	1.97	116-116	117	1.98
60	118	1.97	118-118	119	1.98
61	121	1.98	121-121	122	2.00
62	123	1.98	123-123	124	2.00
63	126	2.00		126	2.00
64	128	2.00		128	2.00
65	130	2.00		130	2.00
66	132	2.00		132	2.00
67	134	2.00		134	2.00
68	136	2.00		136	2.00
69	138	2.00		138	2.00
70	140			140	2.00
71	142			142	2.00
72	144			142	2.00
73	146			146	2.00
74	148			148	2.00
75	150			150	2.00
76	152			152	2.00
77	154			154	2.00
78	156			158	2.00
79	158			158	2.00
80	160			160	2.00
81	162			162	2.00
82	164			164	2.00
83	166			166	2.00
84	168			168	2.00
85	170			170	2.00
86	172			172	2.00
87	174			174	2.00
88	176			176	2.00
89	178			178	2.00
90	180			180	2.00

In all cases, a minimum grade-point average of 2.00 is required for a student to obtain a degree or certificate from the College.

**COURSE WAIVER/SUBSTITUTION:** Any requests for course waivers must be approved by the department involved. Written permission should be sought from the chairperson or coordinator of appropriate program. Such requests are then submitted to the Academic Vice President for approval.

**SOPHOMORE STATUS:** A student who has successfully completed 30 or more credits shall be classified as a sophomore.

**READMISSION TO THE INSTITUTION DOES NOT AUTOMATICALLY MEAN READMISSION TO A PARTICULAR PROGRAM. TO BE READMITTED TO A PROGRAM, THE STUDENT MUST** consult with an Enrollment Specialist in the Admissions Office.

The student must show substantial improvement in the first semester of readmission or face final dismissal.

## Academic Excellence

Only matriculated students will be considered for academic excellence. Students on probation are not eligible for recognition of academic excellence.

Matriculated students carrying 15 credit hours during one semester are eligible for the Academic Vice President's Honors List if they attain an average of 3.00 with no grade lower than "C", and for the President's High Honors List if they achieve an average of 3.50 with no grades lower than "B". Matriculated students carrying 12 credit hours during one semester are eligible for the Academic Vice President's List if they attain an average of 3.25 with no grade lower than "C", and for the President's List if they achieve an average of 3.75 with no grade lower than "B".

Matriculated part-time students will be considered for recognition of academic excellence if they have earned at least 12 quality hours and have attained a cumulative grade-point average of 3.00. Once this minimum is met, part-time students must carry no less than 6 credit hours and attain a semester average of 3.25 with no grade lower than a "C" for the Academic Vice President's List and 3.75 with no grade lower than "B" for the President's List.

### President's List:

CREDITS	QUALITY POINTS	AVERAGE
12	45	3.75
13	48	3.69
14	50	3.57
15 or above	53	3.50

### Academic Vice President's List:

CREDITS	QUALITY POINTS	AVERAGE
12	39	3.25
13	41	3.15
14	43	3.07
15 or above	45	3.00

## Academic Freedom

A faculty member is entitled to freedom in the classroom in discussing a subject, but should be careful not to introduce into the teaching controversial matter which has no relation to the subject.

## Academic Learning Centers

Union County College does not view tutoring as a service provided only to those students struggling in a course. Rather, tutoring is offered to all students seeking to clarify concepts, reinforce points or to review for examinations. Students are encouraged to come to the Academic Learning Centers throughout the semester for assistance.

The Academic Learning Centers offer a wide variety of services and programs for all students. From English to economics, from calculus to chemistry and from statistics to sociology, tutors are available to work with students in almost every subject. This is a free service provided by the institution and is available on a walk-in basis. Additional resources available include microscopes, biology slides and models, VCR's, and mathematics, accounting, biology and physics answer manuals for assistance.

The Academic Learning Centers' computer labs consist of Windows-environment computers. Windows-based software provides some of the latest spreadsheet, database and presentation programs, as well as word processing programs which furnish students with tools to complete almost any project. Students can also access the Internet and their UCC e-mail accounts. Computer Assisted Instruction (CAI) is another essential service offered for selected subjects such as accounting, biology, chemistry, ESL, mathematics, psychology, and others. Computer tutors are available to instruct the new users and to assist others.

The ALC on the Cranford Campus is on the first floor of the MacKay Library; the ALC on

the Plainfield Campus is located on the lower level in the library area; the ALC on the Elizabeth Campus is on the third floor in rooms 311-317. The Academic Learning Centers are open evenings and Saturdays to accommodate all enrolled students. Students should come to the Academic Learning Centers and request the hours available for tutoring in the subjects they select or visit the website, <http://www.ucc.edu/studentservices/alc>. Tutoring is unlimited, open and accessible. Sessions are offered on a subject basis which are usually conducted in a group environment. Students are encouraged to select the tutor who best suits his/her learning style.

## Access To Student Records

Transcripts and other academic records are maintained by the Registrar's Office, Cranford Campus. Disciplinary records are retained in the Office of the Vice President of Student Services, Cranford Campus.

Family Educational Rights and Privacy Act of 1974: sets forth those requirements designed to protect the privacy of students. The Act speaks directly to statutes governing (1) access to student records and (2) the release of such records. The College has drafted policies and procedures which comply with the intent of this legislation. Students are therefore assured of access to those educational records described under the law and are equally protected by their individual right of privacy by limiting the transferability of such records without their consent.

If you desire information on the established policy and procedures relative to this Act, you may direct your inquiries to the Registrar's office or the Vice President of Student Services. A copy of the policy statement is posted on the official "Vice President of Student Services" bulletin board, Elizabeth Campus; the Counseling bulletin board, Nomahegan Building, Cranford Campus; the Main Office (rm 421) bulletin board, Scotch Plains Campus; and in the main waiting room, Plainfield Campus.

It is acknowledged that there may be occasions where students participate in the grading of other students or are involved in faculty research. Students have the option to object to the above.

## Auditing A Course

Students who elect to audit courses must register for the course, pay the regular course tuition and fees and may participate in all course activities. Students who elect to audit courses must secure written permission from the instructor on or within five days of the first class. In no case will the student receive a grade for an audited course. Audit forms must be submitted to the Registrar's Office. No student may change from audit to credit. Audit (AU) is printed on the student's academic record upon completion of the course.

## Challenge Examinations

Challenge examinations are available in some subjects. A student who wishes to challenge a course must receive department chairperson approval before scheduling an examination in a subject area. Students who successfully pass a challenge exam will have this fact recorded on their transcripts with the notation "Challenge Exam" and will receive credit for that course in their programs but no grade. Those wishing to transfer "Challenge Examination" to another college will have to consult the other college for approval. A student may challenge a course by examination only once.

The chairperson of the department should be consulted about the courses which can be challenged by examination. A special fee is charged for all challenge examinations. Please consult with the appropriate Nursing program in regard to its Nursing Challenge Exam Policy.

## Course Repeats

When a student repeats a course, only the higher grade will be averaged in the cumulative average. A student may not repeat a course more than once to improve the grade (including W's effective September 1995) received initially without special permission from the department chairperson or coordinator.

Repeating a course when a "D" or better grade was previously recorded will not earn additional credits for the course. Only the grade-point average may be improved by a higher grade than the original.



## Cranford Campus

Union County College's Cranford Campus is located in a 48-acre area at 1033 Springfield Avenue. It serves more than 6,000 full-time and part-time students in the following programs including: Biology, Business, Criminal Justice, Engineering, Liberal Arts, Physical Science, Liberal Studies, Fire-Science Technology, and the Institute for Intensive English.

The Cranford Campus is comprised of the following:

- **NOMAHEGAN BUILDING** containing classrooms, chemistry and physics laboratories, lecture hall, Counseling Services Center, faculty offices, EOF offices, Public Safety Office and the Office of Continuing Education and Community Services;
- **SCIENCE BUILDING** containing classrooms, biology and geology laboratories, lecture halls, faculty offices and greenhouse; Campus Center containing Gymnasium, Fitness Center, Roy W. Smith Theatre, Athletic and Student Activities offices, SCROLL, SGA offices, Adjunct Faculty Office and Commons Lounge/Cafeteria;
- **MACDONALD HALL** containing administrative and central offices for admissions, student records, registration, financial aid, student accounts and student recruitment;
- **HUMANITIES BUILDING** containing classrooms, lecture halls, faculty offices and Computer Services Center;
- **KENNETH C. MACKAY LIBRARY** containing the Tomasulo Gallery, Academic Learning Center, computer classrooms, Radio Station WCPE, television studio, media center, graphic arts and photography laboratories, and a new third floor of classrooms;
- **WILLIAM MILLER SPERRY OBSERVATORY** containing dome rooms for 10-inch refractor and 24-inch refractor telescopes, meeting room/classroom, library, computer room, mirror-grinding workshop and photography laboratory;
- **ELIZABETH I. KELLOGG GREENHOUSE** The Cranford Campus can be reached via the main entrance on Springfield Avenue and also from Gallows Hill Road. Bus routes No. 58 (Elizabeth, Roselle Park, Kenilworth, and Cranford), No. 59 (Dunellen, Plainfield, Westfield, Cranford Campus [westbound only], Roselle, Elizabeth, Hillside, Newark), No. 65 (Union, Springfield, and Cranford), and No. 66 (Plainfield, Fanwood, Scotch Plains, Westfield, Garwood, Mountainside and Cranford) end their routes at the Cranford Campus.

## Curriculum Change Requests

Students may apply for a change of their curriculum or program only after consultation with a member of the professional counseling staff in the Counseling Center or an enrollment specialist in the Office of Admissions. The required form must be completed and signed by the counselor and student, and then forwarded to the Admissions Office for processing.

A fee may be charged for the second and subsequent curriculum changes.

## Elizabeth Campus

The Elizabeth Campus is located in an eight-story 100,000 square-foot building at 12 West Jersey Street, Elizabeth, which formerly was the headquarters of the Elizabethtown Gas Company. This building has been named for Sidney F. Lessner, a past Chair of the Board of Trustees, who was an advocate of urban campuses in Elizabeth and Plainfield. The Campus contains 30 classrooms, a 219 seat theatre, lecture hall, laboratories for biology, chemistry, physics, computer science, engineering and office-science technologies, a library, academic learning center, student and faculty lounges, and faculty and administrative offices.

The Elizabeth Campus serves about 5,000 students in the following programs including: Business Management, Computer Science/Data Processing, Civil Construction, Manufacturing, Electronics, and Mechanical Engineering Technologies, Electro-mechanical Technology/Computer Science/ Robotics, Office Administration, Trinitas School of Nursing, The Institute for Intensive English, a program of English for Speakers of Other Languages, the Center for Economic and Workforce Development (C.E.W.D.), a program of basic skills and job training for the unemployed and under-employed and Project Centro Hispanico and the Hispanic Support Center, a Title V grant providing counseling, tutoring, faculty mentoring, career development and job placement are also located at this Campus.

The Elizabeth Campus can be reached via Route 1. New Jersey Turnpike, Route 22, and Route 28; also the main line of Conrail-Amtrak runs next to the Campus with the Elizabeth Train Station within one-half block of the Lessner Building. Bus route No. 24, 26, 52, 56, 58, 59, 62 and 112 pass within a block of the campus.

## English For Speakers of Other Languages

Union County College offers a six-level non-degree program of English for Speakers of Other Languages. For enrollment and testing information, see the Placement Testing section.

## Faculty Contact

Faculty offices are located throughout our buildings. During the first week of classes, students should request from each instructor information on faculty office locations, office hours, location of the Departmental secretary, and the telephone number of the Departmental office. Some faculty members may also provide their home telephone numbers for student contact.

Faculty mailboxes are located in the faculty lounge off the main corridor of the Nomahegan building on the Cranford Campus. The name of the faculty member is listed below the opening for mail deposit. At the Elizabeth and Plainfield Campuses messages for faculty can be left with the department secretary who will see that the messages are placed in the proper faculty mailboxes.

## Grading Policy

The faculty has adopted a college-wide grading policy which requires each instructor to give students a written statement regarding the grading policy at the beginning of each academic term. Students who have failed to receive such information prior to the end of the second week of classes should approach the instructor with a special request for a statement outlining the grading policy to be followed.

## Grade-Point Average (G.P.A.)

**A SEMESTER G.P.A.** is calculated as follows:

1. Multiply the semester credits for each course taken in the semester by the letter grade weight to determine the quality points for each course.
2. Total the quality points for all courses taken in the semester.
3. Total the semester credits for all courses taken in the semester.
4. Divide the quality point total by the semester credit total to determine the semester grade point average.

**THE CUMULATIVE GPA** is determined by calculating all credit courses at UCC only:

1. Total the quality points for all courses taken at UCC.
2. Total the number of credits for all courses taken at UCC.
3. Divide the quality point total by the "total number of credits" to determine the cumulative grade point average.

A student's academic standing is based upon the performance in all courses expressed in terms of the "academic average" achieved. In computing this average, the following numerical values are assigned to each letter grade.

GRADE	GRADE POINTS
A	4 points
B+	3.5 points
B	3 points
C+	2.5 points
C	2 points
D+	1.5 points
D	1 point
F	0 points

Numerical quality points are then determined by multiplying the above grade point values by the number of credit hours which a course carries. For example, a 3 credit hour course in which the student receives a B represents 9 quality points earned.

Academic average is determined by dividing the total number of quality points earned by the total number of credits attempted, whether passed or failed. The following table is an illustration of this computation:

COURSE	CREDITS	GRADE AND NUMERICAL VALUE	QUALITY POINTS PER COURSE
History 101	3	C (2)	6
Psychology 101	3	B (3)	9
Biology 111	4	D (1)	4
French 101	3	A (4)	12
English 101	3	B+ (3.5)	10.5
	16		41.5

**TOTAL CREDITS TAKEN:** (quality hours) 16

**TOTAL QUALITY POINTS EARNED:** 41.5

41.5 divided by 16 results in a 2.59 grade point average.

Grades received in the non-credit preparatory or remedial courses are not included in the computation of averages but are computed for the Academic Evaluation Committee.

## Grades

The College uses the following system of grading to indicate on its records the quality of a student's work:

A	....	Excellent
B+	....	Very Good
B	....	Good
C+	....	Above Average (lowest passing grade for nursing courses)
C	....	Satisfactory
D+	....	Below Average (Not recognized for Transfer credit)
D	....	Unsatisfactory (lowest passing grade)
F	....	Failing
I	....	Incomplete*
XF	....	Incomplete changed to failing*
S	....	Satisfactory (for non-credit courses)**
U	....	Unsatisfactory (for non-credit courses)**
UF	....	Unofficial withdrawal (student ceased to attend; calculated as a failing grade)
W	....	Official withdrawal
J	....	Continuing Satisfactory Progress
P	....	Pass
AU	....	Audit
Z	....	No grade submitted

\* An **INCOMPLETE GRADE** may be given in cases of illness or extenuating circumstances acceptable to the **INSTRUCTOR** only if the student has informed the instructor of the circumstances. A grade reported as "Incomplete" at the end of a semester will be permanently recorded as "XF" if the incomplete is not removed within the first six weeks of the next regular semester. It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If the student is unable to contact the instructor, timely notice should then be given to the Department Chairperson.

\*\* By departmental arrangement.

It is the student's responsibility to report an error on a grade report to the Registrar's Office within two weeks of receipt of grade report. Otherwise, it is assumed that the grade report is accurate and will be recorded permanently on the student's report card.

**GRADE CHANGES:** Students seeking grade changes must present their initial appeal to the classroom instructor who awarded the grade. However, grade changes beyond the previous 2 years will not be considered. Thereafter, it is the instructor's prerogative to determine whether there is justification for a grade change. If a change is approved, the instructor must secure the required grade change forms from the Registrar's Office, complete them, and forward them to the appropriate administrative offices in order for the grade change to be officially recorded on the student's record.

**GRADE INFORMATION:** Grades will typically be mailed to students two weeks after the last scheduled exams. Instructors are not obligated to provide grade information in advance of this and setting policies for obtaining earlier grade information is strictly at their discretion. Faculty are not permitted to post grades by Social Security number; faculty and staff cannot offer information over the telephone. Students eligible to use E-Services may retrieve grades on-line.

## Graduation Requirements

It is the student's responsibility to become acquainted with the requirements for the Associates Degrees, Diplomas and Certificates as outlined in the College Catalog. The Associate Degree is not conferred upon a student who has withdrawn from College unless all program requirements have been met.

Applications for graduation must be filed with the Registrar's Office three months prior to the expected completion date and a \$60.00 non-refundable graduation fee must be paid to Student Accounts on any campus.

The filing dates for graduation are as follows:

**November 1 for January Graduation**  
**February 1 for May Graduation\***  
**July 1 for October Graduation**

\*Commencement Ceremony

Students making application must be matriculated and have a minimum cumulative grade point average of 2.00 or that which is required by major with all course requirements satisfied. Health Technology, Nursing and UMDNJ/UCC programs requirements vary. Consult the program advisor.

## Identification Cards (ID Cards)

Each student will be mailed an identification card following registration which must be validated upon registration for all subsequent semesters including summer sessions. The ID Card should be carried at all times and presented upon request. It also serves as the student activity card and the College library card.

The condition and retention of this card are the students responsibility. Any defacing of the card shall invalidate it as a means of identification. In the event of incorrect data, invalidation or loss, the student will be issued a replacement. Replacement forms can be obtained in the Registration Office on all Union County College campuses, and also, at the Library and the main switchboard, MacDonald Hall, Cranford Campus. Replacement Fee is \$5.00.

Students may obtain temporary Library cards at the libraries on all Union County College campuses.

Validation of Identification Cards are available at the following locations:

Cranford Campus	.....	Library, Student Activities Office Counseling Services
Elizabeth Campus	.....	Library, Room 114
Plainfield Campus	.....	Library, Room 108

Students in the Practical Nursing and Allied Health programs on the Plainfield Campus will be issued a photo ID badge for use in the clinical setting. Students will receive information on the dates and times that ID badges will be printed. A \$10 fee will be applied to the first course in each of the programs that require the photo ID. A replacement fee of \$10 will be charged for lost or stolen ID badges.

## Immunization Requirement

The State of New Jersey requires all full-time students born after December 31, 1957 to be immunized against measles, Mumps, Rubella, and Hepatitis B or prove that they meet one of the exemption requirements or provide doctors verification. Immunization Forms are available in the Admissions Office on all campuses. All students enrolled in Health, Technology, Nursing and UMDNJ/UCC Programs are to contact their program coordinator to ascertain if a physical examination is required for that program.

## Libraries

The Union County College Libraries are comprised of the Kenneth Campbell MacKay Library at Cranford, the Elizabeth I. Kellogg Library at Elizabeth, and the Plainfield Campus Library. With over 125,000 volumes in the combined collections, the libraries also subscribe to approximately 500 print journals, magazines, and newspapers. Close to 30,000 full-text periodicals are available from our 50 online subscription databases.

The Libraries' Web page ([www.ucc.edu/library](http://www.ucc.edu/library)), is the place to start for various information resources. These include the online catalog, subscription databases and other useful links – hours, virtual tours, staff information, study guides, subject resources – many accessible from on and off campus. E-mail and voice-mail reference is available for on campus and distance learners.

The Libraries have an active Information Literacy program. At the main library in Cranford, library instruction is conducted in a state of the art library instruction room providing students with hands-on training in the use of electronic library resources. Reference librarians are available at all campuses to assist students. The newly renovated MacKay Library has a 38 computer Information Commons for integrated library services.

A valid UCC student identification card must be presented to borrow materials from the libraries. Books circulate for 28 days; music CDs, videos, recorded books and DVDs circulate for 7 days.

### MACKAY LIBRARY, CRANFORD CAMPUS

MacKay Library serves as the main library at the College, with over 100,000 volumes and over 300 journal and newspaper subscriptions. Back files of select journals and newspapers, including The New York Times and The Star-Ledger, are kept on microfilm. Film, DVD, CD, microfilm and photocopy machines are available. Students can relax in our comfortable seating areas and browse current periodicals and new books. A collection of award-winning children's books (the Stock Collection) is available for the children of students, staff, and faculty.

### ELIZABETH AND PLAINFIELD CAMPUS LIBRARIES

The Kellogg Library is located on the lower level of the Elizabeth campus building. The Plainfield Campus Library is located on the lower level of Building #1 on the Plainfield campus. Each of these libraries houses over 10,000 volumes and approximately 75 periodical subscriptions. These collections are tailored to support the curriculum offered on each campus.

The UCC Libraries is considered one system and all UCC students have access to the full holdings and electronic resources of Union County College's 3 libraries. Books and periodical articles from other campuses are delivered weekdays.



Placement Test. Students without math proficiency proof, but with transfer credit for one semester of college English, must take the math part of the new College Placement Test. A student who has DECLARED a UCC program of study which requires the study of mathematics for college credit (for example, Engineering, Business, Biology), must have completed a college-level math course for exemption from the math part of the College Placement Test.

(E) Effective 2008, any student who presents an SAT (Scholastic Achievement Test from the College Board) scores of at least 540 in the Critical Reading and 530 in Math will be exempt from the College Placement Test. The College will use the score for writing separately. The developmental writing requirement will be waived for those who score at least 500 on the SAT writing after taking the College Placement Test.

However, the College may require additional categories of students to be tested. The college will deny registration to students who refuse to take the placement test without an appropriate waiver.

Students whose test results show a need for special course work in reading, writing and mathematics will be required to enroll in those courses. Students whose English skills are weak because English is not their native language are required to take English for Speakers of Other Languages training before they can be enrolled in credit or non-credit bearing courses. When testing establishes the need for such training, students must take the prescribed work before they can be enrolled in credit work. The College reserves the right to deny registration to such students if they refuse to follow these requirements. Students who have taken an approved College Placement Test within the last two years at another New Jersey institution are required to present evidence of their scores if they wish to be exempted from testing. A retest in reading and math only is available for students on a one-time basis if their score is close to the proficiency standard.

## Matriculation Classification

High School Graduates, High School Equivalency Diploma recipients (GED) or students meeting SAT requirements may be eligible for matriculation.

All students must be matriculated, (accepted into an appropriate degree, certificate or diploma program) to graduate. Students must be matriculated to receive any Financial Aid, Veterans Benefits or be considered for International F1 visa status. Current students must have a G.P.A. of 2.0 in order to matriculate in a degree, certificate, or diploma program. Forms are available in the Admissions Office on all campuses.

Matriculation: A matriculated student must complete a minimum of 30 credits in residence at Union County College in order to be eligible to graduate with an Associates Degree and half of the total number of credits for a Certificate/Diploma program.

## Physical Therapist Assistant Program

Admission to the PTA program is competitive and requires completion of a second application process. The PTA applications are available from the Admissions offices on all three campuses after June 15th.

Once accepted into the PTA program, all PTA courses must be completed in sequence with a grade of C+ or greater. If the student fails or withdraws from a PTA course, he/she will not be allowed to continue in the PTA program. The student must request program re-entry from the Program Director. All policies for re-entry are described in the PTA program handbook.

## Placement Testing

After admission to the College and before enrolling for classes, placement testing is mandatory to evaluate certain academic skills. (Students whose native language is not English must take an English for Speakers of Other Languages test in lieu of the College Placement Test). This service assists the student in the transition from high school to college. A major goal of this testing is the recognition and remedy of weakness in reading, writing and mathematics.

### UNION COUNTY COLLEGE REQUIRES THAT THE FOLLOWING STUDENTS TAKE THE TEST:

- (A) Full-time and part-time freshmen entering Union County College.
- (B) Students who have not already taken the test but who register for a course that would result in the accumulation of 12 or more credits.
- (C) Full-time and part-time transfer students who have received Union County College transfer credit for one semester of college English (for example, ENG 101) must take the reading part of the College Placement Test unless there is evidence of college level reading proficiency.
- (D) All transfer students must demonstrate proficiency in basic skills math through old approved test scores or satisfactory completion of developmental courses in arithmetic and elementary algebra to receive exemption from the math part of the College

## Plainfield Campus

The Plainfield Campus is located at 232 E. Second Street between East Second and East Third Street, and Church Street and Roosevelt Avenue. It consists of two major buildings: a 28,000 square foot structure and a 12,000 square foot building. They contain 14 classrooms, eight biology, computer and health laboratories, Novell Computer Lab, American Sign Language, Paramedics and Emergency Medical Technician Lab, Multi-Purpose Room, lecture hall, library, Academic Learning Center, student lounge/dining room, bookstore, and faculty and administrative offices.

The Plainfield Campus serves over 1,000 students and hosts the following specialized programs: American Sign Language and Deaf Studies, American Sign Language-English Interpreting, Educational Interpreter Professional Development Center, Emergency Health Science, Emergency Medical Technician, Paramedic Program, Practical Nursing, and Physical Therapist Assistant. In addition, courses in the English for Speakers of Other Languages Program and other programs are offered on the Plainfield Campus.

## Program Change (Refer to "Curriculum Change Requests")

### Registration For Courses

Registration, the process by which an admitted student enrolls for courses and pays tuition and fees, must be completed each semester in accordance with instructions issued by the Registrar before a student may attend classes. The registered student receives a validated class schedule which is the permit to enter class sections listed and an identification card which also are mailed to first-time students after the start of classes. The identification card also serves as a library card which must be validated each semester by continuing students. The College cannot guarantee the assignment of a particular instructor as listed on the master schedule.

**Students after having registered either by mail, FAX, online or in person and then decide not to attend the ensuing semester must drop/withdraw officially in writing or with a counselor/advisor. Check Student Accounts for refund policy.**

**Students may register each semester on any Campus for courses offered college-wide.**

Health Tech, Nursing and UMDNJ/UCC students must consult the program advisor in regard to schedule changes. Registration for all courses must take place according to the procedures outlined by the specific program.

Students should keep student copies of all official letters and forms and receipts from the College. Start a file folder or large envelope for all UCC correspondence. It is especially important to keep Book Store receipts separate from your books in the event of theft.

**Students who have not settled all financial obligations incurred at the College for a previous semester will be prohibited from registering for the next semester until such outstanding debts are satisfied. Prior semester balances must be paid in cash.**

## Schedule Changes

Limitations on section size make it impossible for every student to arrange a schedule which will meet personal convenience in every instance. The student's academic obligations must take precedence over personal commitments including part-time jobs. Students may **drop/add** a scheduled class(es) prior to the 6th day of the semester by meeting with a counselor/advisor to complete the appropriate forms. There may be a charge for schedule changes (check with Student Accounts for details).

EOF, Health Technologies, Nursing and UMDNJ/UCC students must meet with their respective advisors.

## Scotch Plains Campus

The Scotch Plains Campus of Union County College is located at 1776 Raritan Road. The University of Medicine and Dentistry of New Jersey and Union County College jointly operate a Regional Health Education Center in the Health Technologies Building at this Campus. The Union County Vocational-Technical School, the John H. Stamler Police Academy, the Magnet High School, Academy for Information Technology and the Academy for Health Sciences are also located at this site.

The Scotch Plains Campus is accessible from Routes 1-9, 22, 27 and 28. Bus Route 112, serving Elizabeth, Linden, Clark, and Scotch Plains, terminates at the Scotch Plains Campus.

## Transcripts From UCC

An official Union County College transcript is a copy of the student's academic record, which may be issued at any time during and following attendance at the College, showing all subjects completed. Requests for transcripts must be made in writing by the student and submitted to the Registrar's Office or Student Accounts office with payment.

During the semester, the Registrar's Office mails official transcripts upon receipt between 3-5 working days. At the end of a semester, however, it may take at least three or four weeks to obtain final grades for issuing official transcripts.

Transcripts cost \$10.00 per copy (official and student copy). Students are not entitled to transcripts unless all financial obligations to the College have been met. Counseling and advising reports are available on the spot but will not replace an official transcript.

## Transfer-Credit Information

### TRANSCRIPTS ARE EVALUATED BY REQUEST ONLY.

A student may transfer to Union County College from another institution with an honorable dismissal.

Up to 32 credit hours of advanced standing toward the Associate degree may be granted for courses which correspond in subject matter to courses offered at Union County College or are standard arts and science subjects. Students entering one of the cooperative nursing programs at Union County College may be granted up to 22 college credits of advanced standing toward the Associate degree. For advanced standing into a certificate or diploma program, the amount of credit allowed to be transferred in will be less.

Nursing school courses completed prior to admission are evaluated by the nursing school to which the student makes application for admission.

Students who have previously been awarded a Bachelor's degree may receive up to 40 transfer credits towards an unrelated Associate degree program. Current students wishing to take courses at other institutions for transfer back to Union County College toward their degree program must first obtain approval from the Admissions Office located on any campus. In any courses offered for transfer credit, grades not lower than a "C" or its equivalent (2.0) must have been earned.

Credit for courses accepted from another institution or certificate credits will not be considered in computing the cumulative grade-point average at Union County College.

### ADVANCE PLACEMENT/CLEP WITH TRANSFER CREDIT

Union County College recognizes CLEP scores and will allow credit in many subject areas when the scores meet the CLEP requirements. Not more than 32 credit hours will be accepted under this program. Credit will not be given where there is evidence of previous academic work. In addition, Union County College will give advanced placement credit to students achieving a grade of '3' or higher on Advanced Placement Tests from the College Board. Each of the Colleges' academic departments will decide which Union County College courses are comparable to the specific Advanced Placement Test. For further information, contact the Admissions Offices' Enrollment Specialists at, 908-709-7596.

## Tuition & Fees

Tuition and Fees are subject to change as are the policies connected with them. Students should obtain the most current copy of the tuition and fee schedule from the Office of Student Accounts for ready reference.

## Office of Student Accounts Guidelines:

### PAYMENT POLICIES

As part of the registration process, all students are required to stop at the Office of Student Accounts to settle their account. Tuition, course fees, and other related costs should be paid on the day registration takes place. Students who do not settle their accounts will have their schedules voided. A \$40 re-registration fee is assessed to all students who register after being voided for nonpayment.

### How to Pay

The College accepts Visa, MasterCard, and Discover in addition to cash, check, and money order. The appropriate college forms should accompany payment.

- Payment of a prior semester balance must be in cash, certified check, or money order.
- For credit card payments where the cardholder is someone other than the student, a written statement must be provided by the cardholder authorizing student use of the card for payment to Union County College.
- The College offers a Deferred Payment Plan to qualified students enrolled in six or more credits during Fall and Spring semesters. Deferred payments are not available for Winter and Summer sessions.
- The College reserves the right to require payment in cash when circumstances so warrant.

### Outstanding Balances

- Payment of outstanding balances is due at the time of registration.
- Financial Aid may not cover the entire cost of attending College leaving a balance to be paid by the student on the day of registration. In addition, students will be responsible for making payment to the College in the event that any Financial Aid award is revised or cancelled.
- Students participating in the Federal Subsidized, Unsubsidized or PLUS Stafford Loan programs should be aware that some banks charge an origination fee of up to 3%. These fees are deducted from the loan proceeds and should be taken into consideration in order to avoid an outstanding balance.
- All accounts with outstanding balances are subject to a \$35 monthly late fee until the balance is paid in full. Students who fail to pay their outstanding balance may be turned over to a collection agency and will be responsible for the added cost of collection, court costs, and legal fees. The cost of collection can add as much as 35% to 40% to the amount already owed and will result in the disruption of your credit worthiness when the collection agency reports the delinquent account to national credit bureaus.

## TUITION FEE PER CREDIT HOUR BASIS

Residency for tuition purposes shall be determined as of the first day of the semester.

**UNION COUNTY RESIDENTS** A 12-month residency in New Jersey and current residency in Union County is required by students to qualify for the in-county rate. Visa students who live in the County qualify for in-county rates. Visa students who live out of the County may apply for a special waiver. . . . . 90.00

### UNION COUNTY RESIDENTS - SENIOR CITIZENS

A 12-month residency in New Jersey, and 65 years of age or over are required to qualify for the Senior Citizen rate.  
Non-refundable processing fee. . . . . 15.00

**OUT OF COUNTY RESIDENTS** . . . . . 180.00

### NON-REFUNDABLE GENERAL AND SPECIAL FEES

Application Fee (one time payment)	35.00
Assessment of Prior Learning Fee (per credit hour)	
County Residents	45.00
Out of County Residents	90.00
Athletic/Wellness Fee (per credit hour)	2.50
CHEL 106-300 Lab Kit Deposit – After return of kit the fee will be applied against outstanding balance or refunded	100.00
Course Change Fee	45.00
Deferred Payment Plan Fee	35.00
General Fee (per credit hour)	14.50
Graduation Fee	60.00
Hospitalization Fee - Required for students with 12 or more credit hours (See section on Hospitalization Fee.)	27.50
I.D. Replacement Fee	5.00

Late Payment Fee (Charged per month until balance is paid in full)	.35.00
Late Registration Fee (Opening day of semester and thereafter)	.50.00
Muhlenberg Regional Medical Center School of Nursing, Medical Imaging and Therapeutic Sciences should be contacted for the latest fee schedule	
Distance Education Support Fee	30.00
Parking Fee Per Year (September through August)	50.00
PNU Background check fee charge on PNU 190	35.00
PNU Student Health Fee charged on PNU 190	25.00
PNU Student Testing Fee charged on PNU 190, 191, 210, & 211	50.00
Registration Fee International Students	250.00
Replacement Diploma	30.00
Re-Registration Fee	40.00
Return Check Fee	40.00
Security Enhancement Fee	\$1.00 per credit hour
Schedule Reinstatement Fee	75.00
Technology Fee (per credit hour)	9.00
Telecourse Fee	45.00
Transcript Fee	10.00
Trinitas Clinical Fee Per Credit	490.00
Trinitas Convocation Fee	100.00
Trinitas Library Fee	75.00
Trinitas NCLEX Review/Testing Fee (one time fee)	300.00
Trinitas Student Health Fee	75.00
UMDNJ Courses: Students should contact UMDNJ for the latest tuition and fee schedule.	
Unemployed Persons Registration Fee	20.00
Video Course Rental Deposit - Refundable after tape return or Applied against outstanding balance	50.00

**THE COLLEGE RESERVES THE RIGHT TO REVISE ITS CHARGES IF CIRCUMSTANCES SO WARRANT.**

**• Application Fee**

A onetime fee of \$35 is charged when submitting an Application-for-Admission form to the Office of Admissions. The fee is not refundable and cannot be applied to any other charge.

**• Athletics/Wellness Fee**

A fee of \$2.50 per credit hour entitles students to utilize the facilities of the Fitness Center for each semester that the fee is paid.

**• Deferred Payment Plan**

Students who register for six or more credit hours during Fall and Spring semesters may be eligible to participate in the College Deferred Payment Plan. There is a \$35 fee to participate in the Plan. In most cases, students will need to pay at least 50% of their charges, plus the \$35 fee at time of registration **AND** sign a promissory note to pay the remaining balance no later than 30 days after the start of the semester. Students must report, in person, to the Office of Student Accounts at any of our three campuses to participate in the plan. We do not currently accept deferred payments over the Web or by mail.

Students who fail to make full payment by the date specified on the promissory note will be charged a late fee of \$35 per month until the balance is paid. Once a late fee has been added to an account, the student is no longer eligible to participate in the Plan.

There is no Deferred Payment Plan available for Winter and Summer sessions.

**• Hospitalization Fee**

New Jersey Public Law 1989 Chapter 1, requires all students who are enrolled full-time in public colleges to carry health insurance that provides basic hospitalization coverage.

All full time (12 or more credit hours) students are assessed a \$27.50 Hospitalization Insurance Fee per semester. The College policy is offered through T. L. Groseclose Associates. Detailed brochures explaining the benefits covered under the Group Student Accident and Sickness Insurance Program can be obtained at the Office of Student Accounts. Additional information may be obtained by calling T. L. Groseclose Associates at (609) 279-1500. UCC students enrolled in the student insurance plan can use the website, HYPERLINK "<http://www.studentplanscenter.com>" [www.studentplanscenter.com](http://www.studentplanscenter.com). The insurance brochure, ID card, and forms are available at this site.

**If you are covered under another policy, and do not wish to be included in the College plan, you must submit an Insurance Waiver form to the Office of Student Accounts during the first 30 days of the semester. Thereafter, no Insurance Waivers will be accepted. Students must complete an Insurance Waiver for each semester that Hospitalization coverage is not desired.**

Students withdrawing prior to the start of class will not be covered under the plan and will be credited the premium paid. It is the student's responsibility to notify the Office of Student Accounts, in addition to all other appropriate areas of the College, of the student's withdrawal. (Should there be a balance due on the student's account, the refund will be applied against the outstanding balance.)

**• Parking Fee**

An annual parking fee of \$50 will be added to your bill. Parking permits are valid for an academic year (September 1 through the following August 31). There is no proration of the fee for enrollment for part of a year. If you do not wish to purchase a parking permit, you may request to waive the charge at the Office of Student Accounts during the first 30 days of the Fall and Spring semesters or during the first week of summer semesters. Thereafter, no parking waivers will be accepted. Students must request a waiver for each year that parking is not desired.

**• Penalty Fees**

**Late Payment Fee** - A \$35 per month Late Payment Fee will be assessed to all students who fail to pay their account in full by the first bill due date of the semester. Additionally, students will not be eligible for future deferred payment plan participation.

**Late Registration Fee** - A \$50 Late Registration Fee will be assessed to all students who register on the first day of the semester and thereafter.

**Re-registration Fee** - A \$40 Re-registration Fee will be assessed to all students who re-register after being voided for non-payment.

**Return Check Fee** - A \$40 Return Check Fee will be assessed to all students when the bank returns a check. Students will be required to pay their balances in cash, certified check or money order once a Returned Check Fee has been charged to their account.

**Student Schedule Reinstatement Fee** - A \$75 Schedule Reinstatement Fee will be assessed to all students who seek to have their schedules reinstated after the official college withdrawal date. Students must provide the appropriate documentation for re-admittance required by the Registrar and must pay all tuition, fees and related costs for the semester in addition to the Schedule Reinstatement Fee.

**• Registration Fee For International Students**

A fee of \$250 will be assessed to International students seeking to obtain an INS Form I-20 Certificate of Eligibility for Non-Immigrant (F1) Student Status from Union County College. This is a non-refundable registration fee but will be applied toward the first semester tuition upon successfully obtaining the INS Form I-20.

**• Transcript Fee**

Transcripts cost \$10.00 per copy. Transcripts will not be issued unless all financial obligations to the College have been met.

**• Refund Policy**

Refunds are made on tuition and course fees only and take approximately six weeks to be processed and checks to be drawn. Note that refunds for payments made by credit card will be credited to the card from which the payment was made.

Refund amounts are determined by the date shown on the student's official withdrawal form. A student is not eligible for a refund unless the withdrawal process is complete and the proper form is completed.

"Withdrawn" or "W" grades are not eligible for refunds and students are responsible for payment for these courses.

Students are financially responsible for all semester tuition and fee charges incurred despite their non-attendance. Students should adhere to the college policy regarding dropping or withdrawing.

Balances in excess of charges, including deposits, held at the time of withdrawal will be applied to outstanding charges. Any overpayment of tuition or fees will be refunded. Financial aid program payments applied to charges are subject to recalculation in accordance with Federal and State regulations. Refunds will be made in accordance with the Federal refund allocation schedule.

**WITHDRAWALS PRIOR TO THE START OF CLASS:**

Students who officially withdraw prior to the first day of a semester will be credited for 100% of Tuition and Course fees only. Students remain responsible for payment of the General, Athletic/Wellness, Technology and any other applicable fees.

**WITHDRAWALS AFTER THE START OF CLASS:  
Fall/Spring - Regular and Late Start Semesters**

For official withdrawals after the start of the semester, credit will be issued as follows:

- Withdrawal from the first day of the semester through the fifth day will result in a 50% credit of Tuition and Course Fees only. Students are still responsible for pay-



ment of the General, Athletic/Wellness, Technology and any other applicable fees in addition to 50% of the Tuition and Course Fee.

- No refund of tuition or any fees will be available for withdrawals after the fifth day of the semester.

### Winter, Summer and Mini Semesters

For official withdrawals after the start of the semester, credit will be issued as follows:

- Withdrawal from the first day of the semester through the third day will result in a 50% credit of Tuition and Course Fees only. Students are still responsible for payment of the General, Athletic/Wellness, Technology and any other applicable fees in addition to 50% of the Tuition and Course Fee.
- No refund of tuition or any fees will be available for withdrawals after the third day of the semester.

### FEDERAL FINANCIAL AID RECIPIENTS

Federal Regulations require that Federal financial aid recipients be subject to a reduction of their financial aid if they withdraw or stop attending all classes before completing 60 percent of any given semester.

**All financial aid recipients are responsible for the costs incurred for tuition, fees, books and related costs should their financial aid be revised or cancelled for any reason.**

Students who fail to pay an outstanding balance resulting from a change in their financial aid may be turned over to a collection agency and will be responsible for the added cost of collection, court costs and legal fees. The cost of Collection can add as much as 35% to 40% to the amount already owed and will result in the disruption of your credit worthiness when the collection agency reports the delinquent account to national credit bureaus.

### • Book Allowance

Available for the first four weeks of Fall/Spring semesters, and for the first two weeks of Summer semesters.

The Book Allowance Program is offered as an aid to assist students with the cost of textbooks and essential course related supplies. Students should be financially prepared for out of pocket expenditures when their maximum Book Allowance has been reached.

If your Financial Aid award (exclusive of any loan programs, college work study or federal work study) is greater than the tuition and fee charges for the semester, you may be eligible for a book allowance.

Book Allowance purchases are charged against the student's financial aid. Purchases over the amount of the book allowance are the responsibility of the student.

In the event Financial Aid is reduced or cancelled, all book allowance purchases are the responsibility of the student.

**The following are not eligible to participate in the book allowance program but may be covered under a Book Voucher program.**

- Women's Basketball team members.
- Kellogg Nursing Program Scholarship Recipients.
- Trade Act and Workforce Development participants.

Freeholder Scholarship recipients are not eligible for the book allowance program or book vouchers.

### • Charge Backs

Students have 30 days from the first day of the regular semester to submit chargeback certificates from their county of residence. Upon receipt, students will be charged the In-county tuition rate.

### • Employer, Outside Agency, Organization or Scholarship Tuition Assistance Plans

Prior to registration, students should have the specifics of their Employer, Outside Agency, Organization or Scholarship Tuition Assistance Plan reviewed by the Office of Student Accounts to insure that the plan meets College guidelines.

Students are required to complete and sign a Statement of Responsibility for Financial Obligations at the Office of Student Accounts.

All balances should be paid in full prior to registering for subsequent semesters.

Should the employer or other outside agency, organization or scholarship fail to pay in a timely fashion, the student will be responsible for the cost of attending Union County College.

If the student's bill continues to go unpaid, a hold will be placed on the student's account preventing registration as well as the issuance of transcripts, Letters of Recommendation and grade reports.

If the account is sent to collection, the student will be responsible for the principal as well as the cost of collection. The cost of Collection can add as much as 35% to 40% to the amount already owed and will result in the disruption of your credit worthiness when the collection agency reports the delinquent account to national credit bureaus.

### • Abbott Scholars - NJ Professional Development

Students whose tuition and fees will be covered under the Abbott Scholarship from New Jersey Professional Development must have the appropriate authorization at time of registration.

### • National Guard Waivers

Students desiring to utilize the National Guard Waiver are required to complete the appropriate application for Financial Aid. (Contact the Financial Aid Department for additional details.) Students who are eligible for aid must exhaust all such aid prior to utilizing a National Guard Waiver.

All students must submit the appropriate forms at the time of registration including verification that they have filed for Financial Aid.

The National Guard Waiver covers the cost of **Tuition only** up to a maximum of 16 credits. Students are responsible for the payment of all other fees at time of registration.

### • Senior Citizens

New Jersey residents 65 years of age or older may enroll at Union County College without the payment of any Tuition charges in regularly scheduled courses provided that classroom space is available.

A Registration Fee of \$15 is charged per semester in addition to a \$50 annual Parking Fee if a Parking Decal is purchased.

Students may register on the last day of the Add/Drop period for the semester. Students who register prior to the designated date **MAY NOT** apply the Senior Citizens Waiver towards the cost of such courses.

### • Trade Act Program

Attendance at Union County College under the Trade Act Program requires that the student present at time of registration a Letter of Introduction and Enrollment Agreement from the State of New Jersey Department of Labor.

In addition, a completed contract (NAFTA-7 (R-9-96)) must be on file with Union County College Grants Department.

Students participating in this program may register at any time. The program may cover Tuition, Course, General, Athletic/Wellness, Technology and Parking Fees.

### • Unemployment Waivers

Students desiring to utilize the Unemployment Waiver are required to complete the appropriate application for Financial Aid. (Contact the Financial Aid Department for additional details.) Students who are eligible for financial aid must exhaust all such aid prior to utilizing an Unemployment Waiver.

All students must submit the appropriate forms at the time of registration including verification that they have filed for Financial Aid.

Financial aid will first be applied against tuition, general fees, technology fees and athletic/wellness fees. If any aid remains, it will be applied to the fees that are the responsibility of the student.

Students will be allowed to register on a space available basis on the last day of the Add/Drop period for the session/semester. Students who register prior to the designated date **MAY NOT APPLY** the Unemployment Waiver towards the cost of such courses.

**The Unemployment Waiver covers tuition as well as general, technology and athletic/wellness fees. Students are responsible for payment of all other costs at time of registration.**

### • Volunteer Tuition Waiver Program (Chapter 145)

The Volunteer Tuition Waiver Program requires that students provide verification of service performed such as a completed Municipal Certification for Active Members of volunteer Fire Company, First Aid or Rescue Squad.

Students desiring to utilize the Chapter 145 Waiver shall complete the appropriate application for Financial Aid. Students who are eligible for aid must exhaust all such aid prior to utilizing the Chapter 145 waiver.

Students will be allowed to register for classes on a space available basis on the last

day of the Add/Drop period for the session/semester. Students who register prior to the designated date MAY NOT APPLY the Chapter 145 waiver towards the cost of such courses.

**This program covers the cost of Tuition only** and is available for active members of a volunteer Fire Company or Rescue Squad and their dependent children and spouse. Individuals will receive a tuition credit of up to \$600, not to exceed a maximum of \$2,400 over 4-year period per family. **Students are responsible for the payment of all applicable charges at time of registration.**

**• Web Registration**

Students who select their courses over the Web (UCC e-services) are expected to make immediate payment using the “Account Summary/Credit Card Payment” screen. For classes to be held, payment must be received by 4:30 p.m. the following day. There is a \$40 fee for re-registering after being voided for non-payment. Deferred payment arrangements must be made, in person, at the Office of Student Accounts.

**• Workforce NJ Development Program**

Students utilizing this program should plan on registering well in advance of the start of the semester to insure that their contract is in place.

Students must have the appropriate forms and a fully executed contract at time of registration.

The program may cover Tuition, Course Fee, General Fee, Athletic/Wellness Fee, Technology Fee, and Parking Fee. The cost to complete the program of study may not be fully covered under this program and student should be aware of program limitations.

**• Outstanding Obligations**

Delinquent students are those who fail to return College materials on loan or assignment to them or fail to make payment on parking tickets, library fines or other College fees and fines.

A “Hold” will be placed on the student’s account and student will not be allowed to receive grades, letters of recommendation, transcripts and will not be permitted to register for subsequent semesters until such debts are settled.

In the case of those academically eligible to graduate, conferment of the degree will be withheld.

The student is liable for the full retail-price replacement of any materials which cannot be returned because of loss or damage.

Students who fail to pay their outstanding balance may be turned over to a collection agency and will be responsible for the added cost of collection, court costs and legal fees. The cost of Collection can add as much as 35% to 40% to the amount that the student already owes and will result in the disruption of your credit worthiness when the collection agency reports the delinquent account to national credit bureaus.

**• Office of Student Accounts - Hours of Operation**

	<b>CRANFORD</b>	<b>ELIZABETH</b>	<b>PLAINFIELD</b>
<b>Monday</b>	8:30am-7:30pm	8:30am-4:30pm	11:30am-7:30pm
<b>Tuesday</b>	8:30am-7:30pm	11:30am-7:30pm	Closed
<b>Wednesday</b>	8:30am-7:30pm	11:30am-7:30pm	Closed
<b>Thursday</b>	8:30am-7:30pm	8:30am-4:30pm	8:30am-4:30pm
<b>Friday</b>	8:30am-4:30pm	Closed	Closed

Additional office hours will be posted for registration periods.  
Summer hours are subject to change.

**• Night Depository Drop Boxes**

Night Depository Drop Boxes for payments can be used when the Office of Student Accounts is closed or to expedite the payment process. The Drop Boxes are found on all three of our campuses.

**CRANFORD** - Located in MacDonald Hall lobby.

**ELIZABETH** - Located in the Student Services area room #116

**PLAINFIELD** - Located in the hallway outside of the Student Services area.

Instructions for use and all pertinent forms are located in the adjacent racks. Do not deposit cash. All payments will be processed on the next business day, and receipts will be mailed to students.

Transcripts and letters of recommendation will not be released and registration for subsequent semesters will not be permitted until all financial obligations to the College have been cleared.

**COURSE FEES:**

ACC	021, 212, 290	25.00
ACC	103, 104, 203, 205, 211	15.00
ACC	210	50.00
ADM	140	20.00
ADM	101, 103, 104, 116, 119, 121, 122, 123, 131, 132, 204, 213, 214, 220, 250, 290, 293	25.00
ADM	203	50.00
ARC	101, 102, 105, 201, 202	50.00
ARC	205, 206, 210, 214, 215, 216, 217, 224, 225, 295	25.00
ASL	101, 102, 103, 104, 108, 201, 202, 210	15.00
AST	101, 102	30.00
AUT	100, 101, 102, 103, 121, 122, 131, 201, 202, 203, 223, 232, 233	240.00
BIO	001, 091	15.00
BIO	002, 100, 113	20.00
BIO	117, 143, 154, 157	35.00
BIO	102, 104, 105, 106, 108, 133, 140, 204, 207, 208, 241	40.00
BIO	101, 103, 111, 112, 114, 115, 116, 118, 151, 152, 153, 155	45.00
BIO	290	25.00
BUS	101, 105	10.00
BUS	137, 200, 201, 202, 208	50.00
BUS	290	25.00
CHE	104	30.00
CHE	005, 101, 102, 105, 111, 112	35.00
CHE	108, 204	25.00
CHE	106, 113, 114, 290	30.00
CHE	201, 202, 203, 211, 212	50.00
CHE	103	55.00
CHN	101, 102	10.00
CIM	103, 218, 228	50.00
CIS	100, 101, 102, 103, 113, 115, 116, 120, 124, 126, 130, 132, 201, 202, 211	25.00
CIS	106, 140	10.00
CIS	111, 204, 205, 207, 210	20.00
CIT	011, 108, 201, 202, 203, 212, 290, 295	25.00
COM	105	20.00
COM	107, 109, 206, 214, 215, 216	25.00
CRJ	103	25.00
CSC	021, 100, 101, 102, 111, 121, 124, 126, 165, 213, 215, 217, 221, 223, 225, 231, 285, 290	25.00
DBI	201, 210	15.00
DBI	205	20.00
EET	011, 022, 101, 102, 111, 211, 213	50.00
EGG	005, 106, 111, 112, 201	25.00
EGG	203, 205, 206, 207	50.00
ELG	101	25.00
EHS	200, 201, 202, 203, 204, 205, 206	20.00
ELT	103, 117, 165, 211, 212, 214, 215, 217, 220, 221, 250, 251, 264, 266, 287	50.00
ELT	290	25.00
EMT	105, 290	25.00
EMT	103, 104, 201, 202, 204, 213	50.00
EMTA	101	40.00
ENG	087, 088, 089, 098, 099	10.00
ENG	025	15.00
ENG	101, 102, 111, 112, 122	25.00
ENG	284 Section 300	35.00
ESL	(per semester)	20.00
ESL	082, 083, 084 (per semester)	5.00
FHR	101, 102, 103, 104	138.50
FIA	101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 115, 116, 121, 202, 203, 204, 209, 210	20.00
FIA	223	25.00
FMG	100, 101, 102	415.50
FRE	101, 102, 105, 106, 111, 112, 121, 122	10.00
GDP	101, 110, 115, 201, 210, 215	20.00
GER	101, 102, 105, 106, 111, 112, 121, 122	10.00
GEY	101, 102, 121	35.00
GOV	105	10.00
HIS	101, 102	10.00
HUD	102, 103, 104, 105, 106, 108	10.00

HUD	215	15.00
HUD	216	20.00
IDH	140	10.00
IDH	100,101,102,103,104	20.00
IDH	203, 212	25.00
IDH	261	10.00
INT	101, 102	30.00
ITA	101, 102, 105, 106, 111, 112, 121, 122	10.00
LGL	101	25.00
LGL	110, 111	10.00
LGL	215	20.00
MAT	001, 002, 012, 025, 026, 055, 066, 100, 129, 133, 141, 142, 145, 155, 161, 162, 241, 261	10.00
MAT	011, 015, 016, 022, 113, 117, 119, 125, 126, 127, 146, 171, 172, 246, 265, 271, 272	15.00
MAT	128	50.00
MAT	228	25.00
MAT	267	30.00
MDA	113, 114, 214, 215	20.00
MET	011, 265, 290	25.00
MET	106, 203, 208	50.00
MET	103, 109, 113, 207, 209, 212, 213, 219	75.00
MRT	116, 117, 205	25.00
MRT	113	50.00
MST	101, 105, 106	20.00
MST	102	45.00
MST	103	10.00
MST	104, 108	30.00
MST	107	60.00
NURE	131, 132, 231	3,800.00
NURE	232	4,750.00
NURE	250	2,850.00
NURE	260, 270, 280, 290	1,425.00
OTA	116, 210	45.00
OTA	120	115.00
OTA	121	95.00
OTA	195, 222	70.00
OTA	221, 291, 292	120.00
OTA	293, 294	60.00
PED	101	5.00
PHY	005	10.00
PHY	201	20.00
PHY	001, 125	25.00
PHY	105, 111, 112, 201, 202	50.00
PHY	102, 121, 122	30.00
PHYL	101	30.00
PMD	106, 107, 108, 109	225.00
PNU	190	275.00
PNU	191	550.00
PNU	210	495.00
PNU	211	660.00
PSY	101, 102, 205, 206, 207, 208, 211	10.00
PSY	271	50.00
PTA	115, 140, 221	45.00
PTA	130	101.00
PTA	218, 220	70.00
PTA	224	159.00
RTT	105, 206, 210	50.00
RTT	114, 214, 215	151.00
RTT	320	45.00
SOC	101, 102	10.00
SOC	271, 273	50.00
SPA	101, 102, 105, 106, 111, 112, 121, 122	10.00
TRN	101	30.00
UCC	101	10.00

TELECOURSES (sections 077, 078, 177, 277) . . . . . 45.00

UMDNJ Courses: Students should contact UMDNJ for the last tuition and fee schedule.

## Tutoring (REFER TO ACADEMIC LEARNING CENTER)

A student is encouraged to seek tutoring to support the classroom experience. Tutoring at UCC is not restricted only to those experiencing difficulty; a student is always welcome to come for assistance. Instructors are available for assistance during their office hours.

## Visiting Students

Students who are currently enrolled at another college or university may enroll at Union County College with written approval from their home institution. The home institution must submit in writing the preparedness of the student to enroll in specified courses at Union County College and that the courses are approved for the student's program of study.

"Visiting Student" forms are also available at the Admissions office on all three UCC campuses.

## Withdrawals: FROM CLASS

A student who withdraws from class during the first five days of class will not have those courses recorded on a permanent record.

A student who withdraws from classes between the sixth day of the semester and the end of the eighth week, providing there is no violation of academic integrity, will have that withdrawal recorded as a W as long as all appropriate forms have been filed. In order to assist students, College policy requires that students withdrawing from class any time before the end of eight weeks must have a counselor's signature on the withdrawal slip.

Students requesting a late withdrawal (a grade of W) after the last official posted date to withdraw and before the first date of the official final examination period will have a grade of F recorded on their transcripts unless a late withdrawal form is submitted and approved by the professor(s). Students requesting late withdrawals should submit a written statement of special appeal based on extraordinary circumstance with supporting documentation from a physician, employer, attorney, military official, etc. to the appropriate professor(s) for approval or disapproval. Students requesting a late withdrawal from a lab science course must get the approval and signature of both professors. If the professor(s) approves the late withdrawal, the form must then be sent by the professor(s) to the Registrar (who will forward a copy to the Vice President for Academic Affairs, the department chair, and the student). Please be reminded that the statement of personal reasons for appeal will be treated confidentially. Please note: this form for one course only; students requesting withdrawal from the college must follow the policies as posted in the current Student Handbook and College Catalog.

Request for late withdrawals after the final grades have been assigned by the instructor will be treated under Grade Change Policy.

Note that some courses do not run for the traditional 15 or 16-week semester. In all such cases, withdrawal without penalty can only be accomplished prior to the dates posted. Refer to the posted withdrawal dates each semester used by the Registrar's office.

A student should also be advised that withdrawal from a required Developmental course must be approved by the Coordinator of the Developmental program (English/Mathematics) or faculty and constitutes a failure to fulfill the requirements established by the Academic Evaluation Committee.

ALL STUDENTS ON FINANCIAL AID, RECEIVING VETERANS' BENEFITS, international F1 status, EOF AND/OR ATHLETICS MUST CLEAR WITH THOSE OFFICES BEFORE ANY WITHDRAWALS ARE MADE.

## Withdrawals: FROM COLLEGE

Withdrawal from all courses in which a student is enrolled in a given semester constitutes a withdrawal from College.

To withdraw from College, a student must meet with a counselor for the exit interview and completion of the official withdrawal process.

No student may withdraw from the College in good standing without consulting a counselor/advisor and completing a drop form stating the reason for withdrawing. Unless this form has been completed by the student and the counselor/ advisor prior to leaving the College, the withdrawal is considered "unapproved" and will result in a final grade of UF/F in all classes. The official withdrawal date is that on which the counselor/advisor signs the withdrawal form.

No official withdrawal from classes or College can be completed by telephone. Withdrawal requests must immediately be followed by the faxing or mailing of a brief statement including the reason for withdrawal and the signature of the registered student. The student's current ID card and schedule should be enclosed if available. Refund and withdrawal eligibility will be based upon the postmarked date on the envelope or fax. This correspondence should be addressed to the Registrar's Office.

# STUDENT LIFE

## Alumni Affairs

The Office of Alumni Affairs, located at 995 Springfield Avenue in the Foundation House, Cranford Campus, is open Monday through Friday from 8:30 a.m. to 4:30 p.m. A newsletter, "About Union", is mailed three times a year to alumni and friends of the College.

Call (908) 709-7505 or stop by for membership forms for the UCC Alumni Association which sponsors social and educational events. Any graduate, or former student with 30 or more credits, is encouraged to join the Alumni Association which meets at 7:00 p.m. on the second Tuesday of every month between September and June. The purpose of this nonprofit organization is to "advance the mission of Union County College by maintaining a continuing relationship between the College and the community."

Dues are \$15.00 for 3 years; members have library privileges at all campus libraries, and may join the Fitness Center at an alumni rate. The Alumni Association is governed by a 15-member Board of Directors.

## Bookstore

Bookstores are located in the Campus Center at the Cranford Campus, on the ground level at the Elizabeth Campus, and in Building Number Two at the Plainfield Campus. Special hours are posted each semester. The stores carry a full line of required textbooks, supplementary reading books, dictionaries, foreign-language aids, dissecting kits, supplies and other various needs.

## Bookstore Hours:

### FALL AND SPRING

**CRANFORD-FALL** Monday-Thursday, 8:00 a.m.-6:00 p.m.  
Friday, 9:00 a.m.-2:00 p.m.

**CRANFORD-SPRING** Monday-Thursday, 8:00 a.m.-6:00 p.m.  
Friday, 9:00 a.m.-2:00 p.m.

**ELIZABETH** Monday - Thursday, 9:00 a.m.-6:00 p.m.  
Friday, 9:00 a.m.-2:00 p.m.

**PLAINFIELD** Monday-Thursday, 9:00 a.m.-5:00 p.m.  
Friday, 9:00 a.m.-2:00 p.m.

Hours are extended for the first two weeks of classes in the Fall and Spring and the first week of classes in the Summer.

## Book-Refund Policy

You must have your original cash register receipt to receive a refund. The following also applies:

- 1) Unmarked, if purchased new.
- 2) Returned within specified time.
- 3) Any shrink wrapped textbooks must be returned with the shrink wrap fully intact.
- 4) Merchandise must be returned to the campus where purchased.

Merchandise and books may be returned for full credit up to 15 calendar days from first day of classes and second day return period after that date.

Note: All textbook sales are final during the months of December and May.

The following are not returnable:

- 1) Magazines, newspapers, periodicals, study guides, outlines, examination booklets, programmed materials, computer software.
- 2) Special order and sales merchandise.
- 3) Opened packages of merchandise.

Personal checks may be written for the amount of the purchase within these criteria:

- 1) Contain address, telephone number, student Identification Card, and driver's license number of the person whose name appears on the check.
- 2) Payable to Follett's Bookstore (Cranford.), Inc.
- 3) No starter checks.

Please note that banks charge a significant penalty on all returned checks, which are transferred to the check writer. Please be sure that your check is covered.

Credit Cards: Discover, MasterCard, VISA, and Amex are accepted for bookstore purchases.



**BOOKSTORE TEXTBOOK BUY-BACK POLICY** In the best interest of our students, we advise that **textbooks be sold the week of final examinations** in order to get the maximum money for the books. This is when the bookstores are buying for their own use for the following semester. Up to 50% is paid on all textbook editions which have been adopted for the next term.

As an additional Bookstore service, non-adopted textbooks which are current editions and in good condition will be purchased at the current wholesale value based upon a national college-textbook market guide throughout the year.

Old editions have value only on your library shelf and cannot be resold. The average life of a textbook is about three years. The closer a book gets to this point, the less value it has. Workbooks must be free of writing and complete in order to sell.

## Bus Service

- Rt. 22 Noboken, Jersey City, Union City, Bergenline Avenue Station, West New York, Guttenberg, North Bergen
- Rt. 25 Maplewood, Irvington, Newark
- Rt. 26 Elizabeth, Union, Hillside, Irvington, Kean University
- Rt. 52 Springfield, Union, Elizabeth, Kean University, Union Rail Station, Elizabeth Rail Station
- Rt. 56/57 Cranford, Roselle, Winfield, Linden, Elizabeth
- Rt. 58 Cranford, Kenilworth, Roselle Park, Elizabeth
- Rt. 59 Dunellen, Plainfield, Scotch Plains, Westfield, Garwood, Cranford Campus (Westbound Only), Roselle, Elizabeth, Hillside, Newark
- Rt. 62 Perth Amboy, Edison, Woodbridge, Carteret, Woodbridge Center Mall, Iselin, Rahway, Linden, Elizabeth, Newark International Airport, Newark, Roselle
- Rt. 65/66 Somerville, Bound Brook, Dunellen, New Market, Plainfield, Scotch Plains, Mountainside, Springfield, Union, Hillside, Newark, Middlesex, North Plainfield
- Rt. 70 Florham Park, Livingston, Livingston Mall, Summit Station, Millburn Station, Short Hills Mall, Newark Penn Station, Newark Light Rail, Summit, Springfield, Millburn, Maplewood, Irvington, Newark
- Rt. 112 Scotch Plains, Clark, Roselle, Elizabeth, New York
- Rt. 113 Dunellen, Plainfield, Scotch Plains, Fanwood, Westfield, Garwood, Cranford, Roselle Park, Hillside
- Rt. 114/117 Bridgewater, Somerville, Bound Brook, Dunellen, Plainfield, Scotch Plains, Mountainside, Springfield, Union, Hillside, New York
- Rt. 115 Rahway, Linden, Elizabeth, New York, Avenel

Students and Union County College employees should contact the College's N.J. Transit Coordinator for bus and rail schedules at (908)709-7518.

Please refer to New Jersey Transit's web site, [www.njtransit.com](http://www.njtransit.com) for the most current information.

## Campus Center REGULATIONS:

The Campus Center will remain open Monday through Thursday, 8:00 a.m. until 8:00 p.m. and Friday from 8:00 a.m. until 4:30 p.m. Specific areas include the Scroll office, the Student Government Association office, and the Gym. The Student Activities/Athletics Office will offer extended hours when necessary.

Rules and regulations for the Campus Center are the same as those listed under "Conduct".

The use of the gymnasium and its related physical facilities is restricted to those holding a current College Identification Card.



### FITNESS CENTER:

The Fitness Center is located on the second floor of the Campus Center on the Cranford Campus. The Center includes cardiovascular machines, circuit training equipment, free weights, an aerobics studio, and locker rooms. Students may use the Fitness Center after presenting a photo I.D. and a **current class schedule**. Fitness Center hours for September through May are Monday through Friday 8:30 a.m.-10:00 p.m. and Saturday 9:00 a.m.-7:00 p.m. Summer hours are Monday through Thursday 8:00 a.m.-10:00 p.m. and Friday 9:00 a.m.-6:00 p.m.

### GYM:

The gym is located on the first floor of the Campus Center. The following regulations apply to the use of the gym:

1. Only currently enrolled Identification Card holding students may use the facilities.
2. Smoking, food, or beverages are not permitted in the gym.
3. Sneakers must be worn while taking part in physical activities.
4. Equipment will be issued upon presentation of Identification Card only.
5. Violations will result in disciplinary action.

### USE OF FACILITIES:

All student and Student Government Association club organization requests for corridor space, rooms and equipment are to be facilitated through the Director of Student Activities/Athletics who will notify the Scheduling Office and Maintenance.

Club/Organization leaders reserving rooms for student activities will be directly responsible to the Director of Student Activities/Athletics. It should be understood that the privilege pertaining to control and operation of the student activity rooms carries with it distinct responsibilities in both the proper operation and maintenance of a satisfactory decorum. If, in the opinion of the Director of Student Activities/Athletics, these privileges are abused, they may be revoked.

All scheduling of outside activities sponsored by a College organization in the Commons/Campus Center should be approved by the Scheduling Officer. Dances, plays, gym nights, meetings, concerts, art shows, etc. utilizing the Campus Center/Commons facilities are required to consult with the Director of Student Activities/Athletics pertaining to police protection, parking facilities, time limits and chaperones.

### PUBLIC SAFETY PROTECTION:

Security Personnel are present at all times but more may be added at the discretion of the Director of Student Activities/Athletics and the Director of Security. When deemed necessary, local police will be in attendance.

### CHAPERONES:

One chaperone must be present at all times. The Director of Student Activities/Athletics should be notified at least 48 hours in advance of the name. The chaperone must be a member of the faculty or administration.

### TIME LIMITS:

The Director of Student Activities/Athletics will set time limitations and work in conjunction with sponsoring groups concerning time limitations on the use of facilities.

## Catalog

Every student must be familiar with College rules and regulations as stated in the official Catalog. It furnishes information such as curricular requirements, course descriptions, College fees, etc. The Catalog constitutes the contract between the student and the College, and every student is held responsible for knowing its contents.

The Catalog is an important document and may be required for course descriptions when you transfer. Keep your Catalog until the end of your college career.

Sections of the Catalog can be made available in an alternate format upon request to the Coordinator of Services for Students with Disabilities.

## Clubs/Organizations

There are many clubs and organizations at the College to meet the needs and interests of students. The following are presently approved and funded by the S.G.A.:

Architecture Club  
Art Society  
Asian Students' Association/Mixed Martial Arts  
Black Student Heritage Club  
Business Management Organization  
Catholic Student Organization  
Cheerleading Club  
Cultural and Educational Programs Advisory Committee (CEPAC)  
DANSE  
Foreign Student Voice  
Greek Revolution  
Haitian Student Association  
History Club  
International Cultural Exchange (I.C.E.)  
Jewish Students' Club  
Outing Club  
Paralegal Club  
Product Of My Environment  
The Scroll (Student Newspaper)  
The Sheaf (Literary Magazine)  
La Sociedad Hispanica de UCC  
Student Interpreters Group Network  
Student Volunteer Organization (S.V.O.)  
Tennis Club  
UCC Christian Fellowship  
U.C.C.R. 88.1 FM (College Radio Station)  
World Language Club



### PROCEDURE FOR ESTABLISHING STUDENT CLUBS:

A student club/organization becomes recognized at Union County College after being approved by the College following recommendation by the Student Government Association.

A group of students (minimum ten) seeking to form a club/organization at Union County College shall submit a petition to the Student Government Association expressing their intention.

The following articles should be submitted with any petition:

1. A statement of purpose.
2. A copy of the constitution and by-laws.
3. A list of current officers and the faculty advisor.
4. If a national organization, a copy of the national organization's constitution and by-laws.
5. A budget request.

## Counseling Services

Counseling Services offers support services to Union County College students and the members of the Union County College Community.

A program of academic advising is available for students days and evenings. After placement testing, new students meet with a counselor or faculty advisor depending on their major. Advising is conducted on Cranford, Elizabeth, and Plainfield campuses and provides the student with assistance in registration, choice of major and general orientation to college life. Counselors assist students with redirection advising, resolution of scholastic difficulties, recommendation for tutoring and offer special workshops. Athletic Advising is provided to students involved in intercollegiate sports.

Union County College is committed to helping students explore and plan careers that will enrich their lives both personally and professionally. Services include a computerized approach to occupational exploration, a personalized vocational-testing program designed for those who are uncertain about their educational or career direction with individual follow-up career-counseling sessions. Workshops are held during the semester on conducting a job search, resume writing and employment-interviewing techniques. Employment postings are available for students seeking full-time or part-time employment. Graduating students seeking full-time employment are encouraged to register with the UCC Resume Referral Bank which matches student's resume with employer opportunities. Employment Development/Placement Services is located within Counseling Services on each campus.

Students with physical or learning disabilities are advised to contact the Coordinator of Services for Students with Disabilities for assistance in developing appropriate personalized educational strategy utilizing all available resources at the College.

Transfer Services are provided to students beginning in their freshman year. Services include assistance in enrolling in one of the Dual/Joint Degree Programs which are "Guaranteed Admissions Programs." Students may contact Transfer Services to discuss transferable programs of study. Students enrolled in the Union County College-Rutgers University Dual Degree Program receive guidance in planning their educational program at UCC. Transfer Workshops and Transfer Fairs are offered for students. In the Transfer Center, students may perform computerized college and scholarship searches as well as access Artsys and NJTransfer websites. Students are provided with Transfer Scholarship information, Transfer Guides, 4-Year College Guides, Admissions Applications and Catalogs and assistance with the transfer process.

Students are encouraged to meet with a counselor for assistance with academic-advising, career-planning, job placement, transfer and student-development needs.

The **STUDENT ASSISTANCE COUNSELOR** offers short-term personal counseling including assessment, referral and general information regarding personal concerns and substance abuse issues.

Local referrals to **COMMUNITY AGENCIES** include:

### PERSONAL COUNSELING

Trinitas Hospital	.....	908-994-7556
Family Resource Center	.....	908-276-2244
UCPC Behavioral Healthcare		
Plainfield	.....	908-756-6870
Union	.....	908-686-0560

### COMMUNITY RESOURCES

Alcohol & Drug Info	.....	732-381-4100
Legal Services	.....	908-354-4340
NJ HIV Hotline	.....	1-800-624-2377
NJ Support Group Info	.....	1-800-367-6274

### CRISIS INTERVENTION - 24 HOUR HOTLINE

Trinitas Hospital	.....	908-351-6684
Muhlenberg Medical Center	.....	908-668-2599
Mobile Community Outreach	.....	908-668-2599
Battered Women's Hotline	.....	908-355-4357
Rape Crisis Center	.....	908-233-7273
Contact We Care, Inc (Hotline)	.....	908-490-1900

Please go to "<http://www.ucc.edu/student services/counseling services/student assistance>" for the most for the most current information regarding community agencies.

Security is to be notified immediately upon observance of physical injury/illness, emotional disturbance or violent confrontation on all Union County College Campuses.



## EOF

The Educational Opportunity Fund serves students who meet financial aid and academic eligibility guidelines. A comprehensive system of supportive services including a freshman orientation program, counseling, tutoring, study skills, instruction and financial aid is offered to students through combined federal and state funding. Academic achievement and skills improvement are major concerns of the EOF program. The academic success of students is the program's number one priority.



## E-Services – UCC online E-Services

UCC's e-services provide students, faculty and staff with online access to course schedules, descriptions, registration, schedules, transcripts, grades, tuition/payment and financial aid information. Instructions for use of e-services is contained in class schedule books, posted in the Counseling Center areas and listed on the College's web site at [www.ucc.edu](http://www.ucc.edu), click on e-services. The instructions for registration and course grade retrieval are listed.

## Elizabeth Y.M.C.A.

By special arrangement through the UCC Student Government Association, Elizabeth students may use the athletic facilities at the Elizabeth Y.M.C.A., Spring and Fall semesters only, Monday through Friday during the hours of 5:30a.m. - 9:00 p.m., Saturday 9:00 a.m. - 5:00 p.m., Sunday 9:00 a.m. - 5:00 p.m. Current Student Identification Card is required.

## Evening/Weekend Students

Counseling Services, Admissions and Registration make available to evening and weekend college students a full range of academic and career services including admissions counseling, registration assistance, education planning, transfer counseling and job placement assistance. Evening office hours are 4:30 p.m. - 7:30 p.m., Monday through Thursday.

Additional information may be obtained by contacting Evening or Weekend Directors or the UCC Information Hotline 709-7500. The weekend College coordinator is Malcolm McGowan, 709-7496.

## FINANCIAL AID

### APPLICATION PROCEDURES

Students must complete a Free Application for Federal Student Aid (FAFSA) to apply for financial aid, making certain to authorize release of the information to Union County College, code 002643. Returning students will be sent a renewal reminder e-mail or letter from the U.S. Department of Education notifying them that they must reapply for financial aid.

Students may submit the completed FAFSA or Renewal FAFSA electronically over the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students will need a Personal Identification Number (PIN) to electronically sign their FAFSA. If a student is a dependent student, their parents should also apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov) now so that they can electronically sign their FAFSA.

After the FAFSA processing is complete, students will receive a Student Aid Report (SAR). The SAR must be reviewed for accuracy. If corrections are necessary or if the college choice must be corrected to Union County College, the student must make all appropriate revisions, sign and submit the SAR to the Financial Aid Office or the Federal processor. Documentation to verify the accuracy of the corrections must be submitted with the SAR. Financial Aid staff members will electronically submit the corrections to the Federal

Financial Aid processor. For questions regarding the status of the FAFSA or to request a duplicate SAR, please call the Pell Grant Programs at 1-800-433-3243. Muhlenberg students should submit the SAR to the Muhlenberg School of Nursing Director of Financial Aid. Their telephone numbers is 908-668-2408.

If the student's application is selected for verification, the student will have to complete a Federal Verification Worksheet, must attach his/her and spouses signed Federal Income Tax Return (Form 1040, Form 1040A, or Form 1040EZ) along with all W-2s, and bring these forms to the Financial Aid Office. If the student is a dependent student for financial aid purposes, the student must attach a signed copy of his/her parents' entire Federal Income Tax Return (Form 1040, Form 1040A, or Form 1040EZ) along with all W-2s, and bring these forms to the Financial Aid Office. Copies of all documents submitted to the Financial Aid Office become the property of Union County College.

Once all application materials are reviewed by the Financial Aid Office, the student will be notified if the Financial Aid Office needs additional information or the student will receive a Financial Aid Award Notification letter.

The student will receive a Student Eligibility Notice (SEN) from the New Jersey Higher Education Assistance Authority. This is a notification of state aid eligibility. This is not official until the student's file has been reviewed and approved by the Financial Aid Office. Union County College must be indicated on the SEN as the college the student is attending. Students may go to [www.hesaa.org](http://www.hesaa.org) to submit state grant school changes electronically if needed. Students may call the state at 1-800-792-8670 if they have questions regarding New Jersey State Aid eligibility.

Both full-time and part-time students are eligible to apply for financial aid. For financial aid purposes, a full-time student is one who is registered for at least 12 credits per semester; a part-time student is one who is registered for fewer than 12 credits per semester. Financial aid awards are adjusted according to the number of credits for which the student is registered per semester.

Students may call or visit Financial Aid Offices on the Cranford, Elizabeth or Plainfield campuses to receive additional information on Financial Aid Information Sessions, the application process, or student eligibility.

Financial aid forms are available online at [www.ucc.edu/FinancialInformation/FinancialAidForms.htm](http://www.ucc.edu/FinancialInformation/FinancialAidForms.htm) for students to view, print, and complete as needed.

<b>CRANFORD CAMPUS</b>	<b>ELIZABETH CAMPUS</b>	<b>PLAINFIELD CAMPUS</b>
1033 Springfield Ave. Cranford, NJ 07016 (908) 709-7137	12 W. Jersey St. Elizabeth, NJ 07202 (908) 965-6063	232 East Second St. Plainfield, NJ 07060 (908) 412-3571

#### **APPLICATION DEADLINE DATES**

To insure full consideration for all sources of funds available, students should adhere to the preferred filing deadlines:

Fall Semester - May 1  
Spring Semester - September 1

Certain funds are available on a limited basis; therefore, it is in the student's best interest to apply as early as possible. Union County College recognizes that students make late applications due to circumstances beyond their control. The College will give full consideration to all applications received after the dates indicated previously, in accordance with availability of financial aid funds and the student's eligibility for funds.

#### **ELIGIBILITY**

To be eligible for Federal and State financial aid programs, students must meet the following minimum requirements:

- Must be a U.S. citizen or an eligible non citizen.
- Have a valid Social Security Number.
- Have a High School Diploma or a General Education Development (GED) Diploma, or the student must pass an independently administered test approved by the U.S. Department of Education.
- Register with Selective Service (if required).
- Be enrolled as a degree/certificate student in an eligible academic program.
- Must not be in default on a previously awarded student loan, or owe a refund on a previously awarded grant.
- Make satisfactory academic progress (according to Union County College standards).
- Demonstrate financial need.

#### **CLASS ATTENDANCE**

Students seeking or receiving financial aid (grants, loans, work-study and scholarships) are required to attend and successfully complete all of their classes. Please read the Financial Aid Section regarding "Satisfactory Academic Progress Policy for Student Financial Aid, Treatment of Title IV Programs Due to Total Withdrawal and Unofficial Withdrawals."

#### **ABILITY TO BENEFIT**

Students who do not have a high school or General Education Diploma (GED) and are seeking financial aid must take the Ability to Benefit (ATB) test. Contact the UCC Assessment Center for further information.

#### **TYPES OF AID AVAILABLE: Federal**

**FEDERAL PELL GRANT:** The actual amount of the grant is determined by the Federal government based on data provided on the student's financial aid application and enrollment status. All students who meet the eligibility requirements for the Pell grant program will have the award applied directly to his/her account when a determination of the accuracy of the data on the Student Aid Report (SAR) has been completed by the Financial Aid Office staff.

**FEDERAL SEOG:** Federal Pell Grant eligible applicants with the highest financial need are awarded Federal SEOG on a funds available basis. The award will be applied directly to the student's account.

**FEDERAL ACADEMIC COMPETITIVENESS GRANT (ACG):** This grant is available to Pell Grant recipients who have completed a federally designated academically rigorous programs of study in high school, are United States citizens, are enrolled as full-time students, and graduated from high school since January 1, 2006. In addition to the Pell Grant amount, up to \$750.00 will be awarded to eligible first-year (0-24 earned credits) ACG students and up to \$1,300 to second-year (25 or more earned credits) ACG students.

**FEDERAL WORK-STUDY:** Institutional work-study applications are distributed to all students who meet the eligibility requirements and indicate an interest in on-campus or off-campus community service jobs. Applications are reviewed on an as-received basis for available positions, and every effort is made to match the student's skill level with the skills required for each position. Job placement is not guaranteed.

The dollar amount of the work-study award indicated on the Financial Aid Notice represents the maximum amount the student can earn for the enrollment period. The hourly rate for work performed is determined based on the skill level required and the student's length of service in a particular job.

Earnings for work performed are paid directly to the student through the College payroll processing system. It is the student's responsibility to submit time sheets according to the schedule distributed to all student employees and supervisors to ensure timely processing of paychecks. The paycheck is routinely mailed to the student's home address unless the student makes other arrangements with the Payroll Department.

Prior to the start of employment, students who meet all eligibility requirements must:

- Contact the Student Employment Coordinator to complete W-2, I-9 Verification and Institutional Oaths of Allegiance/ Office forms.
- Attend an interview with the prospective supervisor.
- If hired, arrange a work schedule. Students cannot work more than 20 hours per week while classes are in session; 40 hours per week when classes are not in session. Hours may vary depending on the availability of funding.
- Complete, along with the supervisor, a Work-Study Referral form which indicates the work schedule, hourly rate, and maximum allowable earnings.

The student is required to contact the supervisor when the student cannot report to work as scheduled. All student employees are subject to an annual performance evaluation completed by the supervisor and maintained in the student's financial aid file.

**FEDERAL STAFFORD LOAN (SUBSIDIZED AND UNSUBSIDIZED):** This loan is made to students by a lender such as a bank, credit union, or savings and loan association. Previous borrowers must continue to borrow through the same lender. These loans are approved by a **guarantee agency**. Students must complete a separate loan application. Loan applications will be certified for all students who meet the eligibility requirements. The amount listed on the Financial Aid Award Notice is the anticipated amount of the loan approval.

After the loan is approved, the lender sends the loan proceeds each semester to Union County College Student Accounts Office based on the disbursement dates indicated on the loan application. Funds from this loan program will be credited directly to the student's account after the student has had entrance counseling and enrolled for a minimum of 6 credits per semester.

The Federal Government pays interest on the Subsidized Stafford loan while the student is enrolled on at least a half-time basis and during the six-month grace period prior to repayment. The student is responsible for the interest on the Unsubsidized Stafford loan while in school and during the six-month grace period. The interest rate on this loan is variable. Repayment on this loan begins 6 months after the student ceases to be enrolled in college at least half-time or completes his/her program of study. Exit counseling is required for all borrowers before the borrower ceases at least half-time enrollment.

An on-line Master Promissory Note (MPN) is required for all new loan borrowers.

Students are required to access the MPN at [www.ucc.edu/FinancialInformation](http://www.ucc.edu/FinancialInformation). Former borrowers with the same lender can use the serialized Master Promissory Multi-Year Feature. On-line Entrance Interviews are required for all new loan borrowers. Students must complete and submit their Entrance Interview at [www.ucc.edu/Financial/FinancialInformation](http://www.ucc.edu/Financial/FinancialInformation).

**FEDERAL PLUS LOAN:** This loan is for parents of undergraduate dependent students. The PLUS loan is made to the parent by a participating lender. The parent and student must complete the PLUS Loan Application and submit it to the Financial Aid Office for completion. Loan applications will be certified for all applicants who meet the eligibility requirements.

The parent may apply for a PLUS loan for the total cost of education minus any financial aid assistance received. The interest rate is fixed at 8.5% on the Federal PLUS Loan. The lender, as well as the guarantee agency, must approve this loan before it is disbursed. The PLUS loan will be applied directly to the student's account.

Complete information regarding loan repayment is available in the Financial Aid Office.

**PERKINS LOANS:** Union County College does not participate in the Federal Perkins Loan Program (FPL).

**LOAN DEFAULT MANAGEMENT PROGRAM:** All student loan applicants must have at least a 2.0 GPA to request and/or receive a student loan.

**CANCELLATION/REDUCTION OF LOAN AND/OR SCHOLARSHIP ELIGIBILITY DUE TO AN EXCESS IN INTERNAL/EXTERNAL FUNDING:** Student loans may be cancelled or reduced in the event of excess in internal/external sources of financial aid such as grants, loans, scholarships, employer waiver, tuition waiver, workforce development program waiver, etc.



## State of New Jersey

**TUITION AID GRANT (TAG), EDUCATIONAL OPPORTUNITY GRANT (EOF), E.J. BLOUSTEIN DISTINGUISHED SCHOLARSHIP, NEW JERSEY STUDENT TUITION ASSISTANCE REWARD SCHOLARSHIP (NJSTARS) AND URBAN SCHOLARSHIP:** The actual amount of these state awards is determined by the NJ Higher Education Student Assistance Authority and is indicated on the official Student Eligibility Notice (SEN) sent to students by that agency. If the SEN does not indicate Union County College as the college to be attended, the student must make the correction according to the directions provided on the SEN.

**NJ CLASS PROGRAM:** A loan program through the NJ Higher Education Student Assistance Authority, whereby students and/or parents of dependent students may apply for loans up to the cost of attendance minus other assistance. Students must file a FAFSA to be considered for NJCLASS. Credit approval and proof of ability to repay is required. Co-signers are allowed. Three payment options allow for repayment of interest and principal, interest only, or capitalization of interest. For more information on this loan program or to apply, please go to [www.hesaa.org](http://www.hesaa.org) or call 1-800-792-8670.

## UNION COUNTY COLLEGE SCHOLARSHIPS SPECIAL FUNDING FOR FIRST AND SECOND YEAR STUDENTS

All students seeking participation in the following programs must apply annual for financial aid using the **Free Applications for Federal Student Aid** ([www.fafsa.ed.gov](http://www.fafsa.ed.gov) – FAFSAs are also available at your nearest UCC Student Financial Aid Office (while supplies last), high school guidance counselor office, or public library), complete, sign and date the required application form, and attach a complete copy of their **HIGH SCHOOL TRANSCRIPT** to verify high school average, and/or SAT scores, and/or class rank, and/or rigorous academic program. **All other required documents must be sent to : Union County College, Director of Financial Aid, 1033 Springfield Avenue, Cranford, NJ 07016.**

The Financial Aid Office must first review and evaluate all applicants' financial aid file for federal and state grants before the following funds may be granted. Students may receive a combination of grants and/or scholarships simultaneously to cover the cost of tuition and fees (less any applicable restrictions). These resources are contingent upon funds availability.

**NEW JERSEY STUDENT TUITION ASSISTANCE REWARD SCHOLARSHIP (NJ STARS)** – Students must be permanent New Jersey residents who graduated in the top twenty (20%) of their high school class, and enroll in at least 12 college level credits per semester at a New Jersey community college. Students will receive a scholarship amount (for up to 15 credits) covering their tuition and course-related fees (some payment restrictions apply to remedial coursework and non-related course fees) for five (5) consecutive fall/spring semesters. Renewal (before 3rd payment is granted) is based on students maintaining at least a 3.0 GPA and enrolling full time per semester. \*FAFSA is required.

**UNION COUNTY FREEHOLDER SCHOLARS PROGRAM** – The Union County Board of Chosen Freeholders has established a four (4) payment scholars program for students who are Union County residents, have at least a minimum of 3.0 (or "B") cumulative high school average, and annual family income of \$75,000 or less. Recipients are awarded a scholarship covering their tuition and fees up to \$1,500 per semester at Union County College for four (4) consecutive fall/spring semesters. It is renewable for full time students who maintain at least a 3.0 GPA. \*FAFSA is required. This scholarship is contingent upon availability of funds.

### UNION COUNTY COLLEGE FOUNDATION SCHOLARS PROGRAM

A number of scholarships are available to Union County College students from both internal and external sources. The Financial Aid Department advertises both internal and outside scholarships. UCC students review these on the department's website at <http://www.edu/FinancialInformation> and via UCC e-mail. A list of scholarships available through the UCC Foundation from both generous private donors and institutional sources may be found at <https://www.ucc.foundation.org/scholdonors.htm>. Please review these websites for the most current information.

## Satisfactory Academic Progress Policy for Student Financial Aid

All students must be making satisfactory academic progress at UCC to establish and retain eligibility for student financial aid. UCC monitors satisfactory academic progress once a year, after the spring semester. The student's entire academic history must be considered when determining the academic progress status. The following standards explain the components to the Financial Aid Satisfactory Academic Progress Policy.

### QUANTITATIVE MEASURE:

Students must complete a minimum number of credits toward graduation requirements each academic year in which they are enrolled at Union County College. The quantitative measurement for academic progress compares the credits attempted to credits passed. To calculate credits completed, all courses taken by the student will be counted. Below is the minimum academic progress chart that full-time students must adhere to:

### MINIMUM PROGRESS

End of Full-Time Semester enrolled	1	2	3	4	5	6
Credits Completed	0	12	24	36	48	64

For semesters of less than full-time enrollment, the progression is based on the below proportions applied to the full-time chart:

Full-time (12 or more credits)	1.0 semester
Three-quarter time (9-11 credits)	.75 semester
Half-time (6-8 credits)	.50 semester
Less than half-time (1-5 credits)	.25 semester

Students taking Remedial and/or English as a Second Language (ESL) courses must follow the progression of the quantitative chart indicated above. Even though students do not earn college credits toward graduation for Remedial and/or ESL courses, students receive pass or fail grades for these courses. Remedial and ESL courses are evaluated for academic progress by reviewing Remedial/ESL coursework passed for appeal.



## MAXIMUM TIME-FRAME FOR COMPLETION

The maximum time-frame a student may attend and continue aid eligibility cannot exceed 150 percent of the published length of the student's academic program measured in academic years. For example, the published length of a two-year program is four semesters. Therefore, 6 semesters equals 150 percent. When the student's enrollment exceeds the 150 percent point, the student is no longer eligible for financial aid. Readmitted students must meet the same requirements as students who have remained enrolled based on the total number of semesters attended at UCC. Part-time attendance is prorated and explained under "minimum progress."

All credits the student attempts count toward the 150 percent time frame requirement, even if the student changes major. If a student is pursuing two programs simultaneously, the program requiring the most credits to complete will be used to measure the maximum time frame for completion. If the student has earned a degree at UCC and pursues a subsequent degree, all courses taken toward both degrees will be calculated to measure maximum time frame.

## QUALITATIVE MEASURE:

### EFFECT OF WITHDRAWALS, INCOMPLETE COURSES, REPEATED COURSES ON FINANCIAL AID

If a student withdraws from course(s) after the first week of classes during a given semester, the course credits are included in the count of courses attempted. An incomplete course counts as credits attempted, but is not included in the GPA and credits completed until the incomplete grade changes to a passing or failing grade. A repeated course is counted toward progression even if it replaces a previous course for which the student received no credit.

## BASIC SKILLS CREDITS

Students may receive federal financial aid for up to thirty (30) remedial/developmental course credits. Students who have taken eighteen (18) or more remedial credits will be continuously evaluated for compliance.

## PROCEDURES FOR APPEALING

Students not meeting the minimum standards for Satisfactory Academic Progress are ineligible for federal, state aid and institutional financial aid (this includes grants, scholarships, work and loans). However, students may appeal to the Financial Aid Appeals Committee for reinstatement. Appeal requests must provide an explanation of the circumstances that contributed to the student's failure to meet the minimum academic progress standards and a realistic academic plan for improvement. It is recommended that students meet with an academic counselor to develop an academic plan of action prior to submitting an appeal.

Within an academic year, students may appeal for either or both semesters. If the fall semester appeal is denied, students may re-appeal for the following spring semester based on factors related to academic improvement or personal development during the prior semester.

If the Financial Aid Appeals Committee approves the appeal, the student's financial aid eligibility is reinstated for the applicable payment periods. For example, if the appeal is approved in the fall semester, the student regains eligibility for both fall and spring semesters. Approval in the spring semester, however, restricts eligibility to that semester only. Students receive their appeal results in writing. The decision of the Financial Aid Appeals Committee is final.

Students have an opportunity to take summer courses to help make up credits not earned during the academic year or to raise their GPAs. Even though summer credits attempted and earned are included in the calculation of satisfactory academic progress (quantitative, maximum time frame for completion, and qualitative), there is no appeal process for summer financial aid. With the exception of NJ EOF Summer Grant, students who are not meeting the minimum standards for Satisfactory Academic Progress may not receive financial aid for summer terms.

## DEADLINES TO APPEAL

The deadline to appeal for combined fall and spring semesters is November 1, and the deadline to appeal for the spring semester is April 1.

## TREATMENT OF TITLE IV PROGRAMS DUE TO TOTAL WITHDRAWAL (PELL, SEOG AND LOANS)

Students receiving federal financial aid, who completely terminate enrollment or stop attending all classes during a term for which payment has been received before completing more than 60 percent of the enrollment period, are subject to specific federal regulations.

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of federal aid earned is determined by multiplying the total federal aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of federal aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the College and the student according to the portion of disbursed aid that could have been used to cover College charges and the portion that could have been disbursed directly to the student once College charges were covered. Union County College will distribute the unearned aid back to the federal programs as specified by law. The student will be billed for the amount the student owes to the federal programs and any amount due to the College resulting from the return of federal funds used to cover College charges.

## UNOFFICIAL WITHDRAWALS

UCC must establish whether federal financial aid recipients whose term record show zero (0) earned credits because of F, UF, and/or W grades have unofficially withdrawn from the College. If so, the student's federal student aid is considered unearned and could result in a cancellation or reduction of federal aid for the award period. Should it become necessary to cease attendance in all courses, it is in the aid recipient's best interest to use the official withdrawal procedure through the Registrar's Office.

## Food Services (Cafeteria)

On the Cranford, Elizabeth, and Plainfield Campuses, the College food service is operated by Corporate Chefs, Inc. A variety of hot meals, sandwiches, desserts, salads, snacks and beverages is available.

<b>HOURS OF OPERATION:</b>	Mon. -Thurs.	7:30 a.m.-8:00 p.m.
	Friday	7:30 a.m.-2:00 p.m.
	Saturday	7:30 a.m.-12:00 noon

Hours during breaks and summer sessions are adjusted to fit the College schedule.

Catering or other special requests and any questions can be addressed to Food Service Director at the Cranford Campus, 709-7688.

## Honor Societies

**CHI ALPHA EPSILON** The Psi Chapter of the Chi Alpha Epsilon Academic Honor Society is a national honor society for students in the Educational Opportunity Fund Program. Students are eligible for membership if they have achieved a high standard of academic performance demonstrated by holding a cumulative G.P.A. of 3.0 or better for two consecutive semesters as full-time matriculated students or as a graduating final cumulative average.

**PHI THETA KAPPA** Students who achieve outstanding scholastic records and demonstrate qualities of good citizenship receive recognition through admission into Phi Theta Kappa. Phi Theta Kappa is the National Honor Society that promotes Scholarship, Leadership, Fellowship, and Service among students of two-year colleges

Iota Xi is the chapter of Phi Theta Kappa at Union County College.

In order to be eligible, a student must have earned 12 transferable college credits completed at Union County College with at least a 3.6 GPA. Since Iota Xi is part of a national honor society, it must adhere to the guidelines set by the National Phi Theta Kappa headquarters.

If you have any questions concerning admission to Phi Theta Kappa, please contact the chapter advisor, Professor Nicole Stokes-DuPass in room N-7 on the Cranford Campus (908-709-4342).

**TAU ALPHA PI** The Omicron Beta Chapter of the Tau Alpha Pi National Honor Society is a national honor society for students in the engineering-technology programs. Students are eligible for membership if they are in the top four percent of their class.

Mu Alpha Theta Students with an interest and ability in mathematics are recognized through admission to Mu Alpha Theta. Mu Alpha Theta is a national honor society which promotes scholarship in mathematics at two-year colleges. Members of the Union County College Chapter enjoy a variety of field trips to companies/institutions of scientific and general interest (e.g., Exxon, Hewlett-Packard, Princeton University, Fusion Labs). Requirements for admission are 3.5 average in any mathematics courses at the Math 143 or higher level and an overall 3.0 cumulative average. (Students are eligible after one semester).

**PSI BETA** This is a national honor society that is affiliated with the American Psychological Association. Its purpose is to promote and encourage both general scholarship and an interest in psychology as a profession. The organization provides learning experiences related to various aspects of psychology through workshops, conferences, in-person and video presentations and the like. Community service is also emphasized.





## Intercollegiate Athletics

Union County College is a member of the Garden State Athletic Conference and Region XIX of the National Junior College Athletic Association. At the present time, the College has six intercollegiate sports: men's basketball, co-ed golf, men's soccer, women's basketball, men's baseball and women's volleyball.

The majority of the College's opponents are community colleges in the tri-state area, although teams do compete with 4-year junior varsity teams.

- A. In order for an entering Freshman to be eligible for intercollegiate athletics, he or she must:
  1. Have graduated from a secondary school or hold an equivalency certificate;
  2. Carry 12 hours;
  3. Attend any Union County College Campus.
- B. In order for a student who has attended the College one or more semesters to be eligible for intercollegiate athletics, he or she must:
  1. In the second semester have completed 12 hours with a 1.75 G.P.A. and register for 12 hours.
  2. In the second year of competition, must have completed 24 hours with a 2.00 G.P.A. and register for 12 hours;
  3. In the second semester of the second year of competition, must have completed 36 hours with a 2.0 G.P.A. and register for 12 hours;
  4. Fulfill all additional requirements.
- C. In order for a transfer student to be eligible for intercollegiate athletics, he or she must:
  1. In the second semester, have completed 12 hours with a 1.75 G.P.A. and register for 12 hours;
  2. In the second year of competition, must have completed 24 hours with a 2.00 G.P.A. and register for 12 hours;
  3. In the second semester of the second year of competition, must have completed 36 hours with a 2.0 G.P.A. and register for 12 hours;
  4. Fulfill all additional requirements;
  5. Serve the necessary probation period if circumstances warrant.
  6. Provide official transcripts from previous college.
- D. A student out of college for 18 months is immediately eligible regardless of previous college experience if he or she has never participated in college athletics.
- E. Questions concerning intercollegiate athletic eligibility should be addressed to the Director of Student Activities/Athletics.
- F. An athlete is limited to two seasons of competition for each sport.
- G. Part-time student eligibility:
  1. Must never have been a full-time student (12 semester hours or more);
  2. Must have completed 12 semester hours with a G.P.A. of 2.0;
  3. Must be presently enrolled for a minimum of 6 semester hours but no more than 11 semester hours.

Union County College provides a comprehensive athletic-counseling program which includes academic, personal, career, and transfer counseling. Student athletes are monitored closely to ensure academic progress.

Athletic-team candidates are required to have a physical examination which is offered by the Athletic Department. This includes a brief medical history, blood pressure, pulse, height, weight and examination by the consulting physician. Athletic team candidates have the option of utilizing their own personal physician in fulfilling this requirement.

## Insurance – Accident

Student accident insurance is provided by the College for all full-time and part-time students while on campus. Insurance is also provided for students participating in or attending school sponsored activities (on and off-campus), including supervised travel directly and uninterrupted to and from such activities during the regular school term.

The College Accident Insurance Plan is written as a "Partial Excess Plan". This means that if you are injured at the College or in a College-sponsored activity, you must first file through your own insurance plan before filing with the College plan. If there is a balance due after your insurance company makes payment, then you should submit all bills and receipts to the College plan.

The insurance form must be completed by the student (or parent) and then by the treating physician or dentist. It is the student's (or parent's) responsibility to see that the completed claim form reaches the insurance company within the following time limits:

30 days -	First treatment must begin within 30 days;
90 days -	Claim form must be filed within 90 days of injury;
1 year -	The basic student policy provides benefits for treatment for one year following injury.

UCC students enrolled in the student insurance plan can use the website, [www.studentplanscenter.com](http://www.studentplanscenter.com). This site has a copy of the insurance brochure, identification card, and forms. The claim form and all other bills, correspondence, etc. should be submitted to:

### T.L. GROSECLOSE ASSOCIATES

190 Tamarack Circle, Skillman, New Jersey, 08558  
(609) 279-1500

Any charges you may incur for medical services which are NOT paid in full or in part by insurance must be paid by you. It is not the responsibility of the College to pay the balance.

## International Students

International Students must obtain an International Student Packet from the Admissions Office. International students from many countries are enrolled at the college. Housing and financial aid, however, are not provided by Union County College. All International Student Packets are due by deadline dates. Admission is not guaranteed since approval is based on INS decisions.

## The L.I.F.E. Center Learning Is For Ever

The L.I.F.E. Center provides free, college-level courses to senior citizens residing in Union County who are 65 years of age or older. The courses selected from the Union County College Catalog are given off-campus at convenient locations throughout the county. The classes are taught by Union County College full-time or adjunct faculty (908-497-4216).

## Lockers

On the Cranford Campus, 32 lockers are available for students with disabilities in the Nomahegan building. These lockers are assigned by the Public Safety Office. The College assumes no responsibility for loss of items from the student lockers.

### INSPECTION AND SEARCH OF COLLEGE LOCKERS

College student lockers are the property of Union County College. Students may not use this property as a depository for any substance or object which is prohibited by law or College policy or which constitutes a threat to the health, safety, or welfare of any member of the College community utilizing this campus. In emergency situations which constitute a threat to the safety, health or welfare of the College community, lockers will be searched. A legal basis for such action was established by the New Jersey Supreme Court in August, 1983. "...when a school official has reasonable grounds to believe that a student possesses evidence of illegal activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence." (Pg. 17, N.J.v. Engerud.) **The College assumes no responsibility for personal student property placed in lockers.**

## Lost and Found

The Student Activities Office in the Campus Center in Cranford and the Public Safety Help Desks on the Elizabeth and Plainfield Campuses serve as the College Lost and Found areas.

## Notaries Public Cranford Campus:

JoAnn Davis-Wayne

MacDonald Hall, Registrar's Office

## Orientation

Union County College's Orientation Program is the College's primary means of orienting new students to UCC's values and of welcoming them to the college. During this event, students and family members are provided with relevant academic information as well as tools, support services information, and strategies for college success. New students complete the tasks of registering for classes, meeting with other students, discovering their career path, and networking with returning students, faculty and staff. Additionally, new students will find a host of information that will help equip them to make informed decisions.

## Plainfield Y.M.C.A.

By special arrangement through the UCC Student Government Association, Plainfield students may use the athletic facilities at the Plainfield Y.M.C.A. Spring and Fall Semesters only, Monday through Friday during the hours of 6:00 a.m. and 10:00 p.m., Saturday 6:00 a.m. - 6:00 p.m., and Sunday 6:00 a.m. - 3:00 p.m. Current Student Identification Card and photo ID is required.

## Public Transportation Refer to Bus Service, Rail Service

## Publications & Communication Committee

The Publications and Communications Committee shall consist of: a representative of Student Government, Assistant Dean Enrollment Management/ Counseling Services and/or the Director of Student Activities/Athletics; English Department Communication Program Coordinator, editors-in-chief and managers of recognized student publications and communications media; and a full-time student selected at large by the Student Government.

The purpose of the Publications and Communications Committee shall be to oversee the operations of student publications and communications media and advise the Student Government of violations of policy. They also have the power to suspend any publications and communications media for violating existing policy until a hearing can be held.

## Rail Service

### Northeast Corridor Line -

Trenton, Hamilton, Princeton Jct., Jersey Ave., New Brunswick, Edison, Metuchen, Metro Park, Rahway, Linden, Elizabeth, North Elizabeth, Newark Liberty International Airport, Newark Penn Station, Secaucus Junction, Penn Station New York

### North Jersey Coast Line -

Bay Head, Pt. Pleasant, Manasquan, Spring Lake, Belmar, Bradley Beach, Asbury Park, Allenhurst, Elberon, Long Branch, Monmouth Park (seasonal), Little Silver, Red bank, Middletown, Hazlet, Aberdeen-Matawan, South Amboy, Woodbridge, Avenel, Rahway, Linden, Elizabeth, North Elizabeth, Newark Penn Station, Secaucus Junction, Penn Station New York

### Raritan Valley Line -

High Bridge, Annandale, Lebanon, White House, North Branch, Raritan, Somerville, Bridgewater, Bound Brook, Dunellen, Plainfield, Netherwood, Fanwood, Westfield, Garwood, Cranford, Roselle Park, Union, Newark, New York Penn Station

Students and Union County College employees should contact the College's N.J. Transit Coordinator for bus and rail schedules at (908)709-7518.

## Reference Letters

College officials, faculty and counselors will gladly assist students who need to complete letters of personal character reference and/or recommendations required for transfer applications to undergraduate programs. The students shall be responsible for furnishing pre-addressed and stamped envelopes to those College officials from whom such references are requested.



## Service Key - Point System

An extra-curricular program is supported by the Student Activity Fund under the general administration of the Student Activities Office. Participation in the activities listed under clubs/organizations is a vital part of college life. Under the supervision of the Student Government Association, points are awarded for participation in these activities toward the earning of the College Service Key. You may receive the College Service Key once while enrolled at Union County College.

Points may be accumulated over a two-year period in the following manner:

1. A person must have a total of ten points in order to obtain a key.
2. No more than five points may be accumulated in one organization in any one year.
3. Officers receive one-half (1/2) point per semester.
4. Attendance at 80% of meetings receives one-half (1/2) point per semester.
5. Committee members who function the whole term receive one-half (1/2) point per semester.
6. Service rendered by non-members of an organization in running a particular activity receive one-half (1/2) point per semester.
7. Out-of-town meetings receive one-half (1/2) point per semester.
8. Intercollegiate sports with 80% attendance receive one (1) point per sport.
9. Club members receive one-half (1/2) point per semester.

## Smoking

All Union County College buildings are smoke-free. Violators are subject to prosecution and fines per the New Jersey Smoke Free Air Act.

## Student Activities

The Student Activities Department is committed to providing a complete range of social, cultural, educational and recreational activities and programs to benefit the student body and, where applicable, the outside community. The Director of Student Activities/Athletics, the Student Government Association officers and representatives and clubs and organizations work cooperatively to provide diversified programs on all three campuses: Cranford, Elizabeth and Plainfield.

Leadership development workshops are an integral part of the Student Activities program. Throughout the year, opportunities for leadership and self-governance are provided for students through participation in college clubs and organizations.

## Student Government

The purpose of the Student Government is to promote group activities to further the educational, social, and physical welfare of the students at Union County College through social, recreational, and cultural activities, and to act as an intermediary for the student body in dealings with the College administration and to participate in the governance of Union County College.

The Student Government meetings are open to all members of the student body. Check bulletin boards for date, time and place of meetings.

All organizations and activities sponsored by the Student Government are open to all full-time and part-time students. Valid student ID Card may be required for admission to college activities.

Call 908-709-7074 for more information on activities and programs.

### MEMBERS:

- There will be five (5) selected representatives to the Student Government who will be eligible for tuition reimbursement.
- Representatives must be students of Union County College, carrying a minimum of six (6) credits, maintain a minimum GPA of 2.0 and not be on any form of probation.
- The representatives of the Student Government shall be the voting body.
- Term of office for representatives of the Student Government begins the first day of July and ends on the last day of June.
- Students running for office must obtain petitions of nomination from the Office of Student Activities.
- No candidate shall have his/her name placed on the official roster of petitions unless his/her nomination petition was personally submitted to the Office of Student Activities in the form of a Petition for Nomination.
- Petitions must be submitted on or before the second Monday of April by 7:00 p.m. The selection of representatives will be made no later than the first Monday in May. All candidates will be notified immediately. Selection shall be made by the current Student Government representatives by secret ballot after review of petitions.
- No individual may serve on Student Government for more than three (3) full terms.

## Services for Students with Disabilities

Union County College provides equal access to programs, activities, awards and related benefits of its educational programs for students without discrimination on the basis of disabling conditions.

Union County College believes in a total educational experience and, as such, mainstreams students with disabilities into its regular programs and activities and adapts the programs and methods of teaching, evaluation and services delivery to meet the individualized needs of the student. Students are encouraged to participate in the diverse activities of the College community.

It is the responsibility of the student to identify him/herself and request assistance from the Coordinator of Services for Students with Disabilities. The Coordinator of Services for Students with Disabilities coordinates services for students with permanent disabilities including assistance in registration, advisement, parking, referrals, adapted classroom activities and other special needs. All offices, departments, programs and personnel of the College cooperate to ensure an equally accessible educational environment. A pamphlet outlining the services available as well as large print materials and access maps are available from the Coordinator of Services for Students with Disabilities. The College adapts teaching and evaluation techniques to accommodate a student's special needs. The College does not provide specialized tutors or personal assistants for students. If a student experiences difficulty because a class, program, or service is housed in a facility that is inaccessible, the Coordinator of Services for Students with Disabilities should be contacted to facilitate the relocation of that class, program or service to an accessible area.

The Coordinator of Services for Students with Disabilities may involve the instructor, department chairperson/program coordinator and/or appropriate College officer when a problem arises concerning a specific classroom activity or course requirement. At the beginning of each semester, the student should contact the Coordinator of Services for Students with Disabilities to notify the student's instructors of the special considerations required by a student with a disability via the Faculty Accommodation Alert Form. This cooperation enhances the probability of the student's success in a course.

To ensure the safety of all students, the College requests that students with disabilities file their schedules with the Campus Public Safety Department each term. This information will be used only in the event of a fire or other natural disaster.

In the event that the student, the Coordinator of Services for Students with Disabilities and the faculty member involved cannot agree upon an appropriate modification, the matter should be referred to the appropriate department chairperson. The decision of the chairperson, if not acceptable to any of the parties mentioned above, can be appealed to the Vice President for Academic Affairs whose decision shall be final in such cases.

General questions pertaining to accessibility and accommodations for students should be directed to the Coordinator of Services for Students with Disabilities, Nomahegan Building, Room N2-6, (908)709-7164.

**INTERPRETING SERVICES FOR DEAF AND HARD OF HEARING** Students in need of sign language interpreting services should contact the Coordinator of Services for Students with Disabilities, Nomahegan Building, Room N2-6, (908)709-7164.

**PARATRANSIT:** The Union County Paratransit Unit is able to assist those students with disabilities to be transported to and from the College. The system operates from 7:00 a.m. until 10:00 p.m. weekdays and provides service from all over the county. For further information, please contact the Office on the Handicapped at 908-241-8300 between 8:30 a.m. and 4:30 p.m. weekdays.

## Veterans' Affairs

For specific information concerning veterans' benefits, contact the College Admissions Office. The Office maintains a majority of the specific V.A. forms that are commonly required. Veterans are requested to contact the Office at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester-hour loads. Failure to do so may result in termination of VA benefits. Additional information and forms may be obtained through the Veterans Administration Regional Office, 20 Washington Place, Newark, N.J. 07102.



## Visitors

Throughout the year the College is host to many organizations and community activities. Many visitors come here to view our campuses and buildings. Visitors should be greeted in a courteous manner and assisted in every way possible. Visitors on campus need to be familiarized with the policies related to their presence. Each campus has established rules regarding visitors.

Temporary automobile parking permits are available in the Public Safety Office at each campus.

## Who's Who Among Students At UCC

Special recognition is accorded to matriculated students who have:

- 1) earned a minimum of 36 credits at the College;
- 2) achieved a preferred grade-point average of 3.00;
- 3) made notable contributions to, or participated in, extracurricular activities on campus;
- 4) demonstrated service to their local community, and
- 5) evidenced personal and professional ethics of high standing. No student may receive this award more than once.



# Student Regulations

## Alcohol & Other Drugs of Abuse

The possession, use, or distribution of alcohol and other drugs of abuse is prohibited on school property at all times.

### DEALING WITH PERSONS UNDER THE INFLUENCE OF ALCOHOL AND OTHER DRUGS

When an individual is identified as being under the influence of alcohol and other drugs on any of Union County College's campuses, the primary objective is to protect both the individual and the persons who might come into contact with the individual from physical harm. The secondary objective is the protection of property and to provide professional assistance to the individual.

When an individual under the influence is identified, the identifier is to call the Public Safety Office at 908-709-7152. The identifier should attempt to retain contact with the person until a Public Safety Officer arrives and assumes responsibility for the individual.

The officer will assess the individual's condition, establish identification and seek alternate transportation for this person by contacting a relative or friend. Should the intoxicated individual decline to give both the keys to his/her vehicle and the name and phone number of a friend or relative who can provide transportation for him/her, the officer is to contact the Vice President of Student Services or designee. At the same time, the Public Safety Office will immediately seek to identify the person's vehicle and immobilize it.

The contacted Vice President or designee will offer the individual the alternative to cooperate with the precautionary procedures that the College has or to call the police. Failing to receive cooperation, the local police will immediately be called. Once the police have been contacted, the matter then becomes their responsibility to decide whether or not the individual is qualified to drive his or her vehicle from the campus.

## AT "OFF" CAMPUS STUDENT ACTIVITY FUNCTIONS:

1. Alcohol and other drugs may not be purchased, transported, used, served, or distributed at any Union County College function.
2. The purchase or use of alcohol at those events where same is available is prohibited; i.e., sporting events, concerts, conventions, etc.
3. UCC students shall be responsible for guests' conduct at all times; this will include liability for all damages caused by guests.
4. Any persons who in the judgement of management and/or designated College official(s), exhibit indications of intoxication will not be permitted admission to the event.
5. Any persons who in the judgement of management and/or designated College official(s) exhibit indications of intoxication or act in a disorderly manner, will be asked to leave the event.

## Attendance Policy

Students are required to attend all classes, laboratories and clinical sessions for which they are registered. Students are graded according to course objectives and requirements established and distributed by instructors. While attendance alone cannot be used as a criteria for academic evaluation in any courses, the instructors have the prerogative to give or decline opportunities for making up work missed due to absence.

Excessive absence may result in lowering of a student's grade. It is defined as, with the exception of medically-excused absence and religious holidays, more than three cuts in classes that meet three times each week or more than two cuts in those that meet twice per week. Instructors should be notified of extracurricular absences prior to missing classes. The application of this policy is left to the individual instructors who at the beginning of each semester will announce the specific requirements of the course.

Athletic events involving UCC student athletes are a legitimate reason to miss class. Faculty members are encouraged to assist the students in making up missed classroom assignments.

An instructor may use the quality of class participation in determining student grades, if that has been specified as a requirement of the course at the beginning of the term.

If you are subject to extended absences (3 or more consecutive days) due to illness, death in the family, or legal commitment, you are required to notify the academic department secretary.

**ESL, Practical Nursing, MPMC and TRINITAS students are required to adhere to special ESL, Practical Nursing, MPMC and TRINITAS attendance policies.**

## Bulletin Boards/Display Cases

The purpose of all bulletin boards at Union County College is to convey college-related information in a timely and concise manner to interested parties.

The originating organization, academic department, administrative department or person is responsible to ensure that the information to be dispensed delivers the appropriate message.

Bulletin boards will be correctly and uniformly labeled. Each bulletin board will be monitored to make sure that it is used for its designated purpose and the material displayed on student and general boards must have the approval of the Office of Student Activities.

## OVERSIGHT RESPONSIBILITY:

### CRANFORD

Student and General Bulletin Boards - Director, Student Activities/Athletics  
Academic Bulletin Boards - Department Chairperson/Coordinator  
Administrative Bulletin Boards-Departmental Director/Coordinator  
Directories/Announcement Boards - Vice President of Student Services.

### ELIZABETH

Student and General Bulletin Boards - Coordinator, Student Services  
Academic Bulletin Boards - Department Chairperson/Coordinator  
Administrative Bulletin Boards - Departmental Director/Coordinator  
Directories/Announcement Boards - Campus Provost.

### PLAINFIELD

Student and General Bulletin Boards - Coordinator, Student Services  
Academic Bulletin Boards - Department Chairperson/Coordinator  
Administrative Bulletin Boards - Department Director/Coordinator  
Directories/Announcement Boards - Campus Provost.

### REQUESTS FOR BULLETIN BOARD

**CRANFORD** - Vice President of Student Services  
**ELIZABETH** - Campus Provost  
**PLAINFIELD** - Campus Provost  
**SCOTCH PLAINS** - Associate Dean

## Campus Closing Hours

The College campuses officially close at 11:00 p.m. on any evening when classes are scheduled. The Security force is under order to see that the premises are cleared shortly after that time. Without special advance authorization, it is expected that all students and faculty will leave the College premises by 11:00 p.m.

## Children On Campus

Children, especially those under 12 years of age, are not authorized on campus property at any time unless they are under the immediate supervision of a parent/guardian or enrolled in some special program being offered and supervised by the College. They are prohibited from entering the gymnasium and fitness center.

It remains the prerogative of faculty to permit enrolled students with children admission to regular classroom activities. However, admission of children to computer and scientific laboratory-type settings, gymnasium, and fitness center is prohibited for safety reasons.

## Conduct

There are expectations of personal responsibility that are necessary for the College to fulfill its' higher education mission. These expectations are stated in the form of required behavior that protects the rights of individuals and the rights of groups within the mission, goals, and objectives of the College. The enrollment of a student at the College is a voluntary entrance into the academic community and with such entrance the student voluntarily assumes obligations of performance and behavior imposed by the College relevant to its lawful missions, processes and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law.

The following principles are part of the collective expectation of students who chose to attend the College:

**CIVILITY** – Members of a college community interact with others in a courteous manner.

**ETHICAL BEHAVIOR** – There is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy and achievement.

**MORALITY** – Members of a college community commit to the ideals of appropriate conduct. This lifestyle seeks to harm no one.

**RESPECT** – Members of a college community should hold one another in high regard.

When the conduct of any member of the college community falls outside the bounds of appropriate behavior, that member can expect the community to hold them responsible.

It is understood that a regulation concerning every possible act of misconduct cannot be stated. However, the following policies and procedures serve as a guide to students' rights and responsibilities.

### **BEHAVIOR FOR WHICH STUDENTS SHALL BE SUBJECT TO DISCIPLINARY ACTION**

1. Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any instructor or person having authority over him or her, or of the use of profanity or obscene language, or defacing any College property shall be liable to punishment including suspension or expulsion from the College
2. A threat to personal safety or well-being of self or to that of other students. When a faculty or staff member has reason to believe that a student is or may become a threat to personal safety or well-being of self, other students, or staff, that faculty or staff member should immediately notify the Office of the Vice President of Student Services. Failure of the student to cooperate may result in disciplinary action and/or expulsion from the College. An immediate threat to personal safety should be reported directly to the Public Safety Office.
3. Students are responsible for the behavior of guests, friends and relatives that accompany them on campus. The parent or guardian of any minor student who shall injure any College property shall be liable for damages for the amount of the injury to be collected by the Board of Trustees in any court of competent jurisdiction together with the cost of the suit.
4. Violations of applicable laws will be referred for prosecution for violations.
5. The use of electronic communications (cell phones, etc.) which interfere with the academic learning environment, College programs, and the rights of other individuals.
6. Students who fail to return College materials on loan or assignment to them or fail to make payment on parking tickets or other College fees or fines will be placed on a delinquency list which will block transcripts, conferment of a degree, and registrations until such debts are resolved.
7. Dissent and demonstration that obstructs, bars or interferes with the orderly operation of the College. Individuals who are not part of the College community who participates in demonstrations on UCC campuses may be treated as a trespasser, subject to the penalties pertaining thereto. The College Communications Office should be contacted for authorization and location of demonstrations (908 709-7501). The following guidelines apply to the matter of dissent and demonstrations:
  - a. The academic program of the College must be kept unhampered and open to all.
  - b. Free discussion and inquiry are invited at all times

in matters affecting the welfare of any part of the College community.

- c. Dissent on the part of any person or group is to be expected, for it is unlikely that everyone will be in agreement at any one time.
  - d. Any method of dissent which is disruptive of the free exercise of academic freedom on the part of any segment of the College community would be an infringement of the rights of all. Such disruptions would be treated as a serious offense.
8. Academic Integrity (plagiarism, cheating). There is the expectation that students will present as their own work only that which they have done themselves. The College will not condone academic dishonesty at any time, whether it be plagiarizing (the act of representing someone else's ideas as your own) or cheating by any means during a test, an examination or in any work intended to be done independently.
  9. Sexual assault. The legal term used in New Jersey to refer to nonconsensual sexual contact. The College defines sexual assault (including, but not limited to, rape) as committing any of the following sexual offenses.
    - a. Any sexual physical contact that involves the threat or use of force or violence or any other form of coercion or intimidation.
    - b. Any sexual physical contact with a person who is unable to consent due to incapacity or impairment (including, but not limited to being asleep or under the influence of alcohol or drugs).
  10. Harassment and/or intimidation – Engaging in conduct that interferes with a student's right to an environment which allows him/her to enjoy the full benefits of his/her academic experience. Harassment is any physical or verbal behavior that intentionally demeans another person's race, sex, color, sexual orientation, national origin, ancestry, or age. It also includes any unwelcome sexual advances, requests for sexual favors, or any other inappropriate verbal or physical conduct of a sexual nature. This also covers harassment or intimidation of persons involved in a College disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities.
  11. The face-to-face use of "fighting words" by students to harass any person(s) on college property or on other property to which the Student Conduct Code applies is prohibited. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are in the context used and as a matter of common knowledge inherently likely to provoke an immediate violent reaction, whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability or other personal characteristics.
  12. Disruptive classroom behavior, as determined by the instructor, may cause an instructor to take reasonable disciplinary action, such as directing the student to leave the classroom immediately and report to instructor's office for a private review of the incident before the student is permitted to return to the next class session. If further disciplinary action is required, the initial reviewing process shall be through the Vice President of Student Services' Office. Students may be prohibited from attending classes prior to this review. Examples of classroom disruption includes the following:
    - Making loud and distracting noises.
    - Allowing cell phones to ring or answering cell phones or allowing them to beep.
    - Exhibiting erratic, irrational behavior.
    - Persisting in speaking without being recognized.
    - Leaving and entering the classroom without authorization.
    - Making physical threats or verbal insults to the faculty member or other students.
  13. Hazing is prohibited in any form by the College. No authorized student organization may use such an activity as a form of initiation rite or require it as a condition of organizational membership or affiliation.
  14. Failure to comply with a directive from a College official: i.e. leave a classroom, vacate an area, produce an ID Card, report to the Vice President of Student Services' Office.
  15. Physical Assault, directed to an employee (administrator, faculty, staff) or student of the College.
  16. Direct threat, verbal assault or harassment directed to an employee (administrator, faculty, staff) or student of the College.
  17. Obstructing, barring, harassing or interfering with teaching, administration or any other activity of the College.
  18. Unauthorized entry to or use of College facilities.
  19. Theft, possession or sale of stolen property, damage or defacing property of the College or the College community or a College visitor.
  20. Gambling.
  21. Inappropriate (profane) language, disorderly conduct or lewd, indecent, or obscene conduct or expression on the College campuses.
  22. Bomb threats, false fire alarms, terrorist threats, arson or attempted arson, inciting or participating in a riot, possession or use of a weapon, or endangering the health or safety of others.
  23. Use of College as a home address.
  24. Knowingly giving false information to the College or to a College official.
  25. Continued prohibited behavior or flagrant violations of College's rules and regulations.
  26. Unauthorized use of computing services.
  27. Allowing any other student (registered or not) or any other person to use your ID Card for any reason.
  28. Violation of academic network/UCC net computing use policy.
  29. Any criminal conduct resulting in an off campus arrest.
  30. The recording of a College employee, hearing, or meeting.
  31. Violation of federal, state or local laws where the Colleges' interests as an academic community are distinct and clearly involved.
  32. Violation of the terms of any disciplinary sanction imposed in accordance with the code.

The above list is not exclusive of the acts or conduct which result in censure, restitution, probation, suspension or expulsion of students.



## STUDENT DISCIPLINARY PROCESS

### Student Code of Conduct other than Academic Integrity

#### STEP 1: REVIEW PROCESS

The initial reviewing process shall be completed by a designee of the Vice President of Student Services, a designated Disciplinary Conference Officer. The Disciplinary Conference Officer shall hold a disciplinary conference with the student and make a decision based on the preponderance of evidence. Written statements from the student and other interested parties will be reviewed. Students may be prohibited from remaining on campus or attending classes prior to this review. Student grievances related to parties involved shall be handled as part of the grievance process as outlined in the Grievance Process. The student will be afforded the following:

1. Written notification of the charges sent by certified mail to the student address of record or by verbal notification by the Public Safety Office when appropriate.
2. Sufficient notice of the time and place of a disciplinary conference.
3. The right to have an advisor present.
4. The right to a translator/sign language interpreter/note taker, if necessary.
5. The right to view pertinent documents.
6. The right to be informed of the outcome of any disciplinary conference.

#### STEP 2: DISCIPLINARY CONFERENCE

A disciplinary conference will be held between the designated Disciplinary Conference Officer and the student. A Public Safety Officer may also be present. The student will have the opportunity to dispute the facts and to have a representative present during the conference. The advisor may not participate in the conference. At no time will such advisor be permitted to speak for the student. The advisor is only present to advise the student. The designee may render a decision immediately at the conclusion of the conference or no later than ten working days after the conference. The student shall be afforded written notification of the decision and disciplinary action, if any, sent by certified mail to the student address of record. The student will be advised of her/his opportunity to appeal the decision through the Appeal Process which includes a formal Hearing.

#### STEP 3: APPEAL PROCESS

The student may appeal through a formal Hearing by notifying the Disciplinary Conference Officer, in writing, within ten working days of notification of the decision. Additional time may be granted for good cause. All efforts will be made to hold the hearing within ten working days. The student shall have the right to be assisted in the appeal by a personally-chosen advisor. The advisor may not participate in the proceedings. At no time will such advisor be permitted to speak for the student. The advisor is only present to advise the student. The student shall be given an opportunity to testify and present evidence and witnesses. Witnesses are required to provide a statement, in writing, prior to the proceedings. The student shall also be given an opportunity to hear and question adverse witnesses. The Hearing will be held by a college representative who was not involved in the disciplinary conference. The burden of proof shall rest on those bringing the charge. The Hearing Officer may dismiss findings of the Disciplinary Conference Officer, decrease the penalty imposed by the Disciplinary Conference Officer, or increase the penalty imposed by the Disciplinary Conference Officer based on the evidence. Decisions of the Hearing Officer shall be final.



### Student Code of Conduct Involving Academic Integrity

#### STEP 1: A faculty member may take the following actions based on a finding of a violation of academic integrity (plagiarism, cheating).

1. A grade of "F" for the work in question.
2. Lowering of the final grade for the course.
3. Requiring makeup work for the work in question.
4. A grade of "F" for the course.

#### STEP 2: A faculty member may recommend censure, probation, suspension, expulsion to the appropriate Academic Department Chair.

The initial review process shall be completed by the Department Chair. The Department Chair shall hold a disciplinary conference with the student and make a decision based on the preponderance of evidence. Written statements from the student and other interested parties will be reviewed. Student grievances related to parties involved shall be handled as part of the grievance process as outlined in the Grievance Process. The student will be afforded the following:

1. Written notification of the charges sent by certified mail to the student address of record or by verbal notification by the Public Safety Office when appropriate.
2. Sufficient notice of the time and place of a disciplinary conference or of a formal hearing where appropriate.
3. The right to have an advisor present.
4. The right to a translator/sign language interpreter/note taker, if necessary.
5. The right to view pertinent documents.
6. The right of confrontation of adverse witnesses during a formal hearing.
7. The right to be informed of the outcome of any disciplinary conference or formal hearing.
8. The right to a formal hearing.

#### STEP 3: A disciplinary conference will be held between the designee of the Vice President of Academic Affairs and the student.

The student will have the opportunity to dispute the facts and to have a representative to give him/her advise during the conference. The advisor may not participate in the conference. At no time will such advisor be permitted to speak for the student. The advisor is only present to advise the student. The designee may render a decision immediately at the conclusion of the conference or no later than ten working days after the conference. The student shall be afforded written notification of the decision and disciplinary action, if any, sent by certified mail to the student address of record. The student will be advised of her/his opportunity to appeal the decision through a formal Hearing.

#### STEP 4: The student may appeal through a formal Hearing by notifying the Disciplinary Conference Officer, in writing, within ten working days of notification of the decision.

Additional time may be granted for good cause. All efforts will be made to hold the hearing within ten working days. The student shall have the right to be assisted in the appeal by a personally-chosen advisor. The advisor may not participate in the proceedings. At no time will such advisor be permitted to speak for the student. The advisor is only present to advise the student. The student shall be given an opportunity to testify and present evidence and witnesses. Witnesses are required to provide a statement, in writing, prior to the proceedings. The student shall also be given an opportunity to hear and question adverse witnesses. The Hearing will be held by a college representative who was not involved in the disciplinary conference. The burden of proof shall rest on those bringing the charge. The Hearing Officer may dismiss findings of the Disciplinary Conference Officer, decrease the penalty imposed by the Disciplinary Conference Officer, or increase the penalty imposed by the Disciplinary Conference Officer based on the evidence. Decisions of the Hearing Officer shall be final.

### Possible Student Disciplinary Actions

#### The penalties may include any of the following:

1. Censure – A written reprimand which becomes a part of the student's file and includes the possibility of more severe disciplinary sanctions in the event of the finding of a subsequent violation of a College regulation.
2. Change of course section and instructor.
3. Withdrawal from class.
4. Withdrawal from a program.
5. Restitution – A monetary penalty to the College to cover the costs of replacing physical property intentionally damaged or stolen by any student or damaged through the gross negligence of the student.
6. Probation for up to two semesters. A condition where a student is permitted to remain enrolled only upon condition that he or she comply with all rules or regulations or with other standards of conduct which the student is directed to observe for the duration of the period of the probation and which may include loss of student privileges, except those of attending classes and writing examinations. Violations of probationary conditions shall be cause for extension of the probation for more than two additional semesters or for suspension or expulsion from the College. Probation may have additional requirements such as community service, counseling, etc.
7. Suspension for up to two years. A condition where a student is denied the right of attendance at the College for up to two years.
8. Expulsion from the College. A condition where a student is dismissed from the College. The Vice President of Student Services must approve an expulsion from the College for Code of Conduct violations other than Academic Integrity. The Vice President for Academic Affairs must approve any expulsion from the College for Code of Conduct Violations involving Academic Integrity.

#### Affiliated Institutions

Students in affiliated institutional programs or courses should refer to the respective Student Handbooks regarding Student Code of Conduct, course guidelines and procedures.

## STUDENT RIGHTS

The College's goal is to provide a quality education experience for all students. The College grants certain rights and requires certain responsibilities from each student in order to fulfill this commitment.

Student rights and responsibilities insure that every student may pursue his/her educational goals in an environment free from unreasonable constraints.

### I. IN THE CLASSROOM

#### A. Right to Freedom of Expression

Each student is free to take reasoned and reasonable exception-without-interference to data and views presented in any course and free from arbitrary dismissal from that course. It shall be understood that part of any course content may involve development of the ability to express scholarly opinions. It shall also involve development of motivation to learn, guidance in independent study and encouragement of the student to develop to the fullest potential. The student's responsibility is to exercise freedom of expression within orderly procedures consistent with the situation and in a manner that reflects thought, scholarly analysis and knowledge of the course material.

#### B. Right to Adequate Instruction

Each student has the right to be instructed by a professor who presents course material relevant to the discipline and maintains established standards for academic performance. Moreover, each student has a right to professors who are adequately prepared for class and accessible for individual conferences. It is the responsibility of the student to profit from adequate instruction, seeking individual help when needed and preparing before class so that the nature of the material presented may be fully understood.

If an instructor does not report to a classroom at the scheduled start time, students are obligated to remain in the classroom for 15 minutes before leaving unless officially notified otherwise.

#### C. Right to Proper Academic Evaluation

Each student has the right to be evaluated entirely upon the basis of academic performance and not on opinion or conduct or matters not related to academic standards. This right shall be guaranteed by orderly, clearly-defined procedures. Each student has the right to see and have the evaluated material explained so that the student can know pertinent strong and weak points. It is the student's responsibility to know the basis for evaluation and to understand the procedures.

### II. STUDENT RECORDS AND DISCLOSURE

A. UCC has a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. Academic and disciplinary records are separate and the conditions of access for each are separate. Transcripts of academic records shall contain only information about academic status. Data from academic, disciplinary, and counseling files shall not be available to unauthorized persons on campus or to any person off-campus without the express consent of the student involved except under legal compulsion.

B. Academic records and recommendations are on file at the College. No records shall be kept which reflect the political activities or political beliefs of students. Administrative staff and student services officers shall respect confidential information about students which they acquire in the course of their work.

C. Information about student views, beliefs, and political association which professors acquire in their course of their work as instructors, advisors and counselors

should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge of consent of the student.



### III. RIGHTS AND OBLIGATIONS

A. Except for reasons related to the safety of students, faculty, staff or College property, College sanctions against individuals accused of violations of local, state or federal laws shall not be applied until the individual is convicted of such violation.

B. The College shall define its own regulations as clearly as possible and publish them in a form that is accessible to students. It is the responsibility of the student to be familiar with College regulations. The jurisdiction of College judicial officials, the disciplinary procedures, including the student's right to appeal a decision, shall be clearly formulated and communicated in advance. The student shall be as free as possible from imposed limitations that have no direct relevance to education.

C. An individual accused of a breach of College regulations shall be informed of the rights by a College official and presumed innocent until proven guilty. The accusing party shall have the burden of proving such guilt. No form of harassment shall be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

D. Except under emergency circumstances, the personal possessions of students shall not be searched unless appropriate authorization has been obtained. The student shall be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search shall be followed.

E. The College has the responsibility for establishing adequate judicial procedures for students accused of infractions. The accused has the right to challenge the impartiality of the judicial agent. The judicial process shall be such that students have the right to appeal disciplinary and academic-integrity actions (dismissal) deemed unwarranted. The decision of the appeal court shall be final.

F. A student accused of violating College regulations has the right to seek the aid of any member of the College community to establish their defense.

G. Sanctions shall be fairly and impartially applied and not in violation of the student's right to proper academic evaluation.

H. Union County College is committed to creating an environment free from all forms of harassment, exploitation, or intimidation.

Harassment is defined under "Behavior for Which Students Shall Be Subject to Disciplinary Action." Harassment creates an intimidating, hostile, or demeaning environment and can affect all aspects of a

student's life. It can threaten a student's sense of well being and impair a student's ability to attain academic goals. Harassment should not be ignored. It does not have to be tolerated.

A consensual amorous relationship between a faculty or staff member and a student does not necessarily involve sexual harassment or sexual misconduct. However, the College's educational responsibilities to its students are potentially compromised in all such cases by the likelihood or even the appearance of a conflict of interest. Consequently, this policy prohibits consensual amorous relationships between a faculty or staff member and a student whenever the faculty or staff member is in a position of professional or supervisory responsibility with respect to the student. A faculty or staff member has a professional or supervisory responsibility when she or he is currently in a position to make or influence a decision or to confer or withhold a benefit relating to the student's education, employment or campus-sponsored activity. This includes, but is not limited to, staff and student, faculty and student, coach and player, supervisor and student worker, and counselor and counselee relationships.

While this policy does not prohibit a consensual amorous relationship between a faculty or staff member and a student in the absence of a current professional or supervisory responsibility with respect to the student, the College strongly discourages such relationships. It is, therefore, established according to this policy that any faculty or staff member enters at peril into such amorous relationships with a student.

Furthermore, with respect to amorous relations in particular, what might appear to be consensual even to the parties involved, may in fact not be so. On this basis, any amorous relations between a supervisor and a subordinate is prohibited.

Any student who feels that he/she is a victim of harassment should take the following steps:

- Keep a detailed written record documenting as precisely as possible what happened, when it took place, who was involved, and the names of witnesses, if possible.
- Confide in someone you feel comfortable with to discuss your situation.
- Whatever you do, don't keep it to yourself. Seek help or information from one of the College personnel listed below:

Cranford Campus:  
Office of Vice President of Student Services.

Elizabeth Campus:  
Coordinator of Student Services.

Plainfield Campus:  
Coordinator of Student Services.

### IV. OFF-CAMPUS FREEDOM OF STUDENTS

A. Exercise the Rights of Citizenship - UCC students are both citizens and members of the academic community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly and the right of petition that other citizens enjoy and, as members of the College community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials shall insure that institutional powers are not employed to inhibit such intellectual and personal development of students.

B. Activities of students may upon occasion result in violation of law. In such case, College officials shall be prepared to apprise students of their rights. Students



who violate the law may incur penalties prescribed by civil authorities. College authority shall not be used merely to duplicate the function of civil laws. The special authority of the College shall be asserted when the College's interests as an academic community are distinct and clearly involved. The student who concurrently violates a College regulation in the course of such off-campus activity (such as regulations related to class attendance) shall be subject to no greater penalty than would normally be imposed for such violation of College regulation. College action shall be independent of community pressure.

## V. ON-CAMPUS FREEDOM OF STUDENTS

Student Services maintains certain regulations and standards in order to preserve individual student rights. These regulations/standards include the following:

- A.** Care shall be taken in the establishment and organization of campus groups so that basic rights, freedoms and responsibilities of students will be preserved.
- B.** Student organizations shall submit a clear statement of purpose, criteria for membership, rules of procedures, an approved faculty/staff advisor, a list of officers and a minimum membership list as a condition of institutional recognition.
- C.** Student organization membership shall not be restricted by race, religion or nationality. Student organization members shall have the authority to determine organization policy that is consistent with the regulations of the College.
- D.** Each student organization is free to choose its own adviser. Advisers shall offer advice and guidance but not control the policies of the organization.
- E.** College students and student organizations shall have the right to examine and discuss all question of interest to them, to express opinions and to support causes by orderly means. They may organize public demonstrations and utilize the right of petition. Students do not have the right to deprive others of the opportunity to speak or be heard, to invade the privacy of others, to damage the property of others, to disrupt the regular and essential operation of the College or to interfere with the rights of others.
- F.** Students shall have the right of and responsibility for participating in the formulation and application of College policy through the UCC Student Government Association, College policy committees or other accepted College procedures. The role of the Student Government and both its general and specific responsibilities shall be made explicit and the actions of the Student Government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures. The procedure for determining College policy shall be defined and made accessible to students in written form.
- G.** Student organizations shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the College before a guest speaker is invited to appear on campus shall be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate for an academic community. The College control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.
- H.** Student publications and the student press are valuable vehicles in establishing and maintaining an atmos-

phere of free and responsible discussion and of intellectual exploration on the campus. College authorities have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation and the limitations on external control of their operation.

The editorial freedom of student editors and managers entails corollary responsibilities governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. The following regulations are provided to safeguard the editorial freedom of student publications:

1. Student publications and the student press shall be free of censorship and advance approval of copy. Editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications and the student press shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy and content.
3. The Editorial Board responsible for the appointment of editors and managers shall be the agency responsible for removal. A Publications Committee, composed of faculty, staff and students, shall have ultimate jurisdiction over all student publications if and when questions of responsible journalism arise.
4. All College published and financed student publications shall explicitly state on the editorial page that the opinions there express not necessarily those of the College or the student body.

### Affiliated Institutions

Students enrolled in courses taught by Affiliated Institutions (i.e. Trinity and Muhlenburg) should refer to their respected guidelines concerning grievances and appeals procedures.

## GRIEVANCE PROCESS

Students are free to take their concerns to a variety of College groups to be heard within a reasonable time period. The responsible person will make an effort to respond within ten working days after each step in the grievance process listed below: All grievances and responses are in writing.

- a) **Grievance** related to student offenses and infractions of College regulations:
  - 1st recourse – Director of Counseling on Cranford Campus, Coordinators of Student Services on Elizabeth and Plainfield Campuses.
  - 2nd recourse – Vice President of Student Services or designee.
- b) **Grievance** related to academic experience, academic integrity, instructor methodology, grades, class requirements, etc:
  - 1st recourse – Classroom Instructor
  - 2nd recourse – Department Chair
  - 3rd recourse – Vice President of Academic Affairs or designee
- c) **Grievance** related to College employees (faculty/staff) including sexual assaults, sexual, racial, gender, cultural, age, homophobic harassment, physical assault, and harassment.
  - 1st recourse – Department Head
  - 2nd recourse – Division Head or designee

For assistance in identifying the appropriate College official, students may contact the Office of the Vice President of Student Services or the Coordinators for Student Services on the Elizabeth and Plainfield Campuses.

d) **Grievances** related to Administrative decisions such as College regulations.

- 1st recourse – Department Head
- 2nd recourse – Division Head

For assistance in identifying the appropriate College official, students may contact the Office of the Vice President of Student Services or the Coordinators for Student Services on the Elizabeth and Plainfield Campuses.

e) **Grievances** related to the student activities program including intercollegiate athletics.

- 1st recourse – Director of Student Activities/Athletics
- 2nd recourse – Office of Vice President of Student Services or designee.

In some instances, student activities grievances will be referred to the Student Government Association which sponsors many student activities.

f) **Grievances** related to Public Safety issues – property damage, thefts, parking violations.

- 1st recourse – Director of Public Safety
- 2nd recourse – Vice President of Student Services or designee.

g) **Grievances** related to the Family Educational Rights and Privacy Acts.

- 1st recourse – Director of Admissions/Records/Registration
- 2nd recourse – Dean of Enrollment Management

h) **Grievances** related to services for students with disabilities:

- 1st recourse – Coordinator of Students with Disabilities
- 2nd recourse – Director of Counseling
- 3rd recourse – Vice President of Student Services or designee.

### Affiliated Institutions

Students in the affiliated institutional programs or courses have the right to grieve certain decisions through the procedures described in the respective Student Handbooks. Course grades and decisions by the hospitals' clinical staff for affiliated institutions must be appealed through the procedures prescribed by the affiliated institutions.



## Dress Code

Students shall be required to dress in a manner that does not endanger their health or safety, the health and safety of other students, or create disorder. Practical Nursing and MRMC Schools of Nursing Medical Imaging & Therapeutic Sciences maintain a specific uniform dress code for students participating in clinicals. Please contact the Programs.

## Emergencies

### CRANFORD CAMPUS

MTWTHF: Room N-31

(908) 709-7152 or

Dial Campus Operator Until 4:00 p.m.

After 4:00 p.m. and weekends call (908) 709-0268

### ELIZABETH CAMPUS

MTWTHF: Lobby Desk 8:00 a.m. - 11:00p.m.

(908)965-6070

Public Safety in Basement (908) 965-6071

for Police or Ambulance call - 911

### PLAINFIELD CAMPUS

MTWTHF: Lobby area

Public Safety 7:00a.m. - 11:00p.m.

(908) 412-3595

Plainfield Police- 911

### SCOTCH PLAINS CAMPUS

MTWTHFS: Lobby area

Public Safety 7:00a.m. - 9:00p.m.

(908)889-2485

Scotch Plains Police-911

## Emergency Closing Announcements

In case Union County College cancels or delays operations due to weather or other emergencies, the Department of Marketing and College Communications will inform the following media of the closing:

• **RADIO** - WINS 1010 AM, WMTR/WDHA 1250 AM, WCTC/WTGQ-WCTC 1450 AM, New Jersey 101.5 FM;

• **INTERNET** - www.wmtram.com, New Jersey 101.5 FM, www.nj1015.com, and www.1010wins.com/schoolclosings/;

• **TELEVISION** - News 12 New Jersey.

When an Emergency Closing is declared, an announcement will be display prominently on the UCC homepage.

## Emergency Evacuation Plan

The college with the cooperation of local Fire Departments has developed an Emergency Evacuation Plan which will take effect immediately. Please become familiar with these procedures. Faculty/staff and students are to cooperate and follow the directions of the Campus Public Safety Officers and rescue personnel.

- Know the locations of emergency telephones. These units are self-dialing to the Public Safety Office, wait for the tone and speak.
- Know the location of two exits from your area.
- Know the location of fire extinguishers in your area. These units are normally activated by simply pulling out the security pin, and squeezing the handles.
- Be aware of persons in your section who would have difficulty during an evacuation.
- Be aware of any rooms where an alarm may not be heard as loudly, including bathrooms and photographic dark-rooms.

## On Discovering a Fire

- Remove any person from immediate danger.
- If you observe fire, smoke or any evidence of fire, activate the fire pull station.
- Faculty/staff, close all the windows of the room in which you are located. Make certain all persons have left the room.
- **PARTICULAR ATTENTION MUST BE GIVEN TO THE EVACUATION OF HANDICAPPED PERSONS.** Go to the nearest exit and leave the building.
- Stay at least fifty feet from the evacuated building. Allow easy access for Public Safety Personnel and emergency apparatus.
- Custodial personnel will check to insure that the building has been emptied, windows and doors are closed, fire doors at corridors are closed and will then leave the building by nearest exit.

## Hearing The Alarm

- Students in classrooms and laboratories will be advised by their instructors to evacuate.
- Evacuate using the nearest stairs.
- Alert all persons in your area.
- Time permitting, carry appropriate clothing for outside assembly.
- Feel the door knob before opening any door. If it is hot DO NOT open the door.

## If You Are NOT Able To Leave

- If you cannot leave a room, seal the cracks around the door with towels or any materials. Call the Public Safety Office if possible and let them know your location. If unable to make outside contact, open the window a few inches to allow fresh air and hang an object out of the window to alert the Fire Department of your location.
- If unable to get out of a room KEEP LOW TO THE FLOOR.

## Exiting in an Emergency

- Do NOT use the elevators, only handicapped persons may use the elevators in the event of an emergency.
- Leave the building using the nearest exit.
- When using a stairwell to evacuate, stay to the right, remaining close to the wall to allow the Fire Department to get to the fire door.
- If an exit is blocked by either fire or smoke, go to another exit.

Once again, please become familiar with this Evacuation Plan and the areas which you are scheduled to occupy. Your safety and the safety of others may depend on it.

**NO PERSONNEL MAY RE-ENTER THE BUILDING UNTIL THE EMERGENCY HAS BEEN CLEARED BY THE FIRE DEPARTMENT OR THE PUBLIC SAFETY OFFICE.**

## UCC Alert

UCCALERT is a new communication system that will allow the College to send time-sensitive notifications by telephone, e-mail and/or text message. The UCCALERT service will help us to provide a safer environment, enhance emergency preparedness and keep our staff and students better informed. UCCALERT will only be used in extreme emergencies. You have the option to opt in to the service. For additional information regarding UCC ALERT please refer to <http://www.ucc.edu/UCCALERT>.

## Facility Usage

The mission of Union County College is to serve the higher education needs of Union County residents. Its campuses, equipment and facilities ("The Facilities") are for the principal purpose of providing educational resources for the faculty, students and staff of The College ("The Principal Users"). Other persons may use The Facilities of the College for related purposes, subject to the following rules:

1. No one is to use The Facilities in a manner which interferes with or impedes the use by The Principal Users.
2. Persons who are not The Principal Users may apply to Executive Director of Marketing and Communications for use of The Facilities.
3. Persons who are not The Principal Users must use The Facilities only in designated areas and during designated times.
4. Any person creating or maintaining a disturbance or nuisance on College premises must leave the premises when requested to do so.
5. Loitering on the premises, or use of The Facilities for other than educational or College related purposes is prohibited.
6. Any person who shall enter upon The Facilities for any purpose other than an educational purpose or College related purpose, without prior authorization or any person who fails or refuses to leave The Facilities when requested to do so, will be deemed a trespasser.

Union County College is committed to protecting the environment. College users should follow water quality regulations and place litter in trash receptacles, not feed the wildlife, keep hazardous materials and motor oil out of the storm drains, clean up after their pets and dispose of yard waste properly.

## Musical Instruments, Radios, Tape Decks

Musical instruments, electrical or otherwise, are permitted only in the Theater and the Commons at the discretion of the Student Activities Office. The playing of instruments, including portable radios, CD players, tape decks & boom boxes is prohibited on campus.

## Pets

No pets - with the exception of service dogs - are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of a special activity, authorization to have them on campus must be previously acquired from the Vice President of Student Services or the designated authority of that Office.



## Petitions

The Director of Student Activities/Athletics will review all student petitions and will facilitate, if required, necessary corridor space and equipment.

## Photographs Taken By College

Union County College may, from time to time, arrange for the taking of photographs or videos on the various campuses. It is the right of the College to do so. Photos so taken are the property of the College and individuals depicted therein are not entitled to compensation or to restrict publication thereof.

## Public Safety

The Public Safety Department has the following responsibilities:

- 1) Protect the lives and safety of all individuals within the College environment.
- 2) Safeguard College and personal property from theft, damage, vandalism, or misuse.
- 3) Prevent or control crime on campus.
- 4) Investigate crime on campus, apprehending offenders when possible and recovering stolen property.
- 5) Preserve peace and resolve conflicts on campus.
- 6) Provide an immediate response to emergencies and to all persons requiring aid on campus.
- 7) Enforce College policies, rules, and procedures.
- 8) Advance cooperative relationships within the College community and contribute to its public-relations program.

Illness or injuries, due to accidents which are incurred on campus or during a College-connected activity, are to be reported immediately to the Public Safety Office on the campus being attended. If it is not possible to make an immediate report, one should be made before 48 hours have elapsed. All students are covered under the College's student accident insurance plan.

## Safety on Campus

All students are urged not to linger in lightly traveled areas of the buildings or campus grounds after regular closing hours. If you must complete assignments in remote areas where the campus is in minimum use, you should exercise the following safety precautions:

- 1) find at least one other well-known person with whom to work with;
- 2) leave the area in pairs or as a group;
- 3) alert Public Safety in advance that you will be using the area and ask Public Safety to spot check during your work period and escort you to your car if necessary;
- 4) leave the building by common exit that may be closest to the area where you parked your car;
- 5) if you are waiting for a ride after dark, agree upon a well-lighted pick-up spot, and
- 6) if you are subjected to harassment or observe someone behaving in a suspicious manner that may jeopardize your safety, report the situation immediately to Public Safety or your instructor.

These are a few simple rules that may prevent the occurrence of an unfortunate situation. Most importantly, you should make yourself familiar with the campus buildings, exits and general location of the Public Safety Office. Please be reminded that you should carry your ID Card with you at all times.

We are an "open" campus. Stay alert and exercise prudence to insure your personal safety at all times.

Should any student, faculty/staff member, or any visitor on the campus become the victim of any crime, report the incident to the Public Safety Office immediately. The following crimes which are reported to the Public Safety Office will immediately be reported to the local Police so that they can conduct an investigation:

- Homicide, including Murder or Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses - Non-Forcible
- Sex Offenses - Forcible
- Robbery
- Aggravated Assault
- Burglary
- Theft
- Arson
- Simple Assault
- Vandalism
- Drug-Abuse Violations
- Weapons Possession

**Campus crime statistics will be furnished upon request and are distributed to all applicants. Additional information is published in the Public Safety Guide distributed by the Public Safety Office.**

Crime statistics may also be obtained via the world-wide web directly from the U.S. Department of Education/Office of Post Secondary Education at the following website: [www.ope.ed.gov/security/](http://www.ope.ed.gov/security/)

## Solicitation

Regulations governing solicitation (including commercial sales, fund-raising, and distribution of literature) by off-campus individuals or organizations are as follows:

No individual or organization may distribute literature, advertise, or otherwise solicit customers, seek donations, or make sales on campus without the express authorization of the Executive Director of Marketing and Communications.

**COMMERCIAL SALES** - The Office of the Executive Director of Marketing and Communications may grant permission for solicitations and sales by off-campus business concerns only when specifically requested to do so by a recognized College student, faculty, or employee organization. Such permission, when granted, will be subject to such limitations as the Executive Director of Marketing and Communications may prescribe.

**CHARITABLE, POLITICAL, OR RELIGIOUS SOLICITATION** - As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, individuals acting on behalf of candidates for public office or of bona fide political or religious organizations may obtain permission to sell or distribute their political or religious literature under the following guidelines:

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations, and who wish to seek permission to distribute and/or sell political and religious literature on campus should apply to the Office of the Executive Director of Marketing and Communications between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

2. Sites where political and religious literature may be sold or distributed are:

**CRANFORD** - Commons area  
**ELIZABETH** - Entrance Lobby area  
**PLAINFIELD** - Street Entrance Lobby area

3. Permission for the sale or distribution of political and religious literature may be granted only for the hours between 8:30 a.m. and 4:30 p.m., Monday through Friday.
4. The number of persons who, at any one time, will be permitted to sell or distribute literature for any particular candidate or group is limited to one or two at any given location, and to five or six on the campus as a whole.
5. The number of occasions at which candidates or groups will be permitted to sell or distribute literature will be limited normally to once a semester. In special situations, such as an approaching election, more frequent visits may be permitted.
6. The total number of people distributing or selling literature at any one location on campus will be limited. When several groups wish to distribute literature at a particular location, in accordance with general College policy, preference in use of campus facilities will be given to members of the College community. In acting on requests from members of outside political or religious groups and representatives of candidates, individuals who are sponsored by members of the College community will be permitted.
7. Harassment of members of the College community by those selling or distributing literature or sale or distribution outside of the hours or locations for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature by those involved.
8. Decisions regarding requests under these guidelines will need to take into account both any special circumstances that may relate to College activities and the burden that permission to sell or distribute political or religious literature may place on the College's security forces and administrative staffs.



# Motor Vehicle Regulations

## College Vehicles (USE OF BY STUDENTS)

Student usage of College vehicles shall be permitted only in conjunction with recognized College programs.

The Director of Student Activities/Athletics shall approve all requests for student usage of College vehicles relating to functions coordinated by the office of Student Activities/Athletics. All other student usage shall be approved by the appropriate department head or their designee.

Approved requests, including the itinerary, shall be forwarded to the Office of the Director of Physical Plant for final approval of the reservation. This Office records the itinerary of the driver, estimated time of departure and return, etc.

Advisor(s), staff member(s) or student(s) approved by the appropriate office shall be permitted to drive a College vehicle provided they possess a valid NJ Drivers license and present their license to the Business Office for a Motor Vehicle Record check two (2) weeks prior to the anticipated use of a vehicle.

## Parking

A valid and properly displayed **parking permit** is required for all vehicles to park on College property. Students choosing not to park on College property do not have to purchase a permit. Refer to individual campus listings for times and places to obtain a parking permit. The Public Safety Office is located in Room N-31, or you may call (908) 709-7152. **BOTH, a valid vehicle registration and a receipt from the Student Accounts Office, showing that payment for parking has taken place, MUST BE PRESENTED at the time of application for a permit. Students in the open enrollment CEVD program will receive, upon satisfying the above requirements, a six month permit to be issued from the ELIZABETH CAMPUS ONLY.** Vehicles with a temporary DMV (Division of Motor Vehicles) registration may obtain a temporary parking pass from the Public Safety Office.

Please note, that the College does not assume responsibility for parking tickets or for reimbursements for city parking. **Handicapped parking permits** may be obtained at the Public Safety Office. The State issued handicapped parking permit and/or license plates by themselves **DO NOT** entitle persons to the use of handicapped parking on College property. To obtain a handicapped parking permit a regular DECAL must first be purchased (as described herein). **In addition**, to qualify a person must have one of the following:

- A state issued handicapped license plate  
or
- A state issued handicapped vehicle DMV dashboard display card (acquired via the local police department and Division of Motor Vehicles (DMV))

**It is NOT ACCEPTABLE to present a doctor's note stating the extent of the disability. Whether a temporary or a permanent medical condition, the applicant must present one of the above shown.**

## Violations

Failure to comply with the following regulations will result in a summons:

- Failure to obtain, improper display or an obsolete parking permit or parking pass.
- Parked Illegally: Handicapped  
Fire Zone  
Faculty/Staff Administration  
Visitors  
No parking area  
Improperly parked
- Vehicles may be towed off Campus or booted for the following reasons:  
No parking permit  
Unauthorized overnight parking  
Parked Illegally: Handicapped Area  
Fire Zone  
Faculty/Staff Area  
No Parking Area  
Obstructing traffic  
Ticket Scofflaw (two or more summonses)

Students violating any of the parking regulations on any Union County College campus will be ticketed and drivers or vehicle owners will be subject to fine. Fines must be paid in order to obtain transcripts, graduate, receive statement of honorable discharge, letters of recommendation, verification of status or to register for the next semester. Any student not meeting the above obligations will face disciplinary action by the Vice President of Student Services.

## Payment of Fines

Fines may be paid by mail or in person at the Office of Student Accounts on each respective campus. If paying in person, Union County College accepts Visa, MasterCard, and Discover credit cards in addition to cash and checks. If mailing payment, checks should be made payable to Union County College, include the student's identification number on the check, and be mailed to the Attention of the Office of Student Accounts, Union County College, 1033 Springfield Avenue, Cranford, NJ 07016.

## Appeals

In cases where a student receives a summons for a violation that he or she feels is unjustified, a "Parking Ticket Appeals Form" must be filed and submitted to the Director of Public Safety, (along with a copy of the ticket in question). Forms are available at the Public Safety Desks at Elizabeth and Plainfield, and Room N-31 at the Cranford campus. The Director is the designated person authorized by the college to sustain or dismiss the summons.

### The procedure for appealing is as follows:

File by mail or in person with the Department of Public Safety within (5) school days from the summons date the "Parking Ticket Appeals Form" and include a statement of the reasons why the summons is thought to be unjust. The Director will rule on the ticket and advise the student of the outcome.

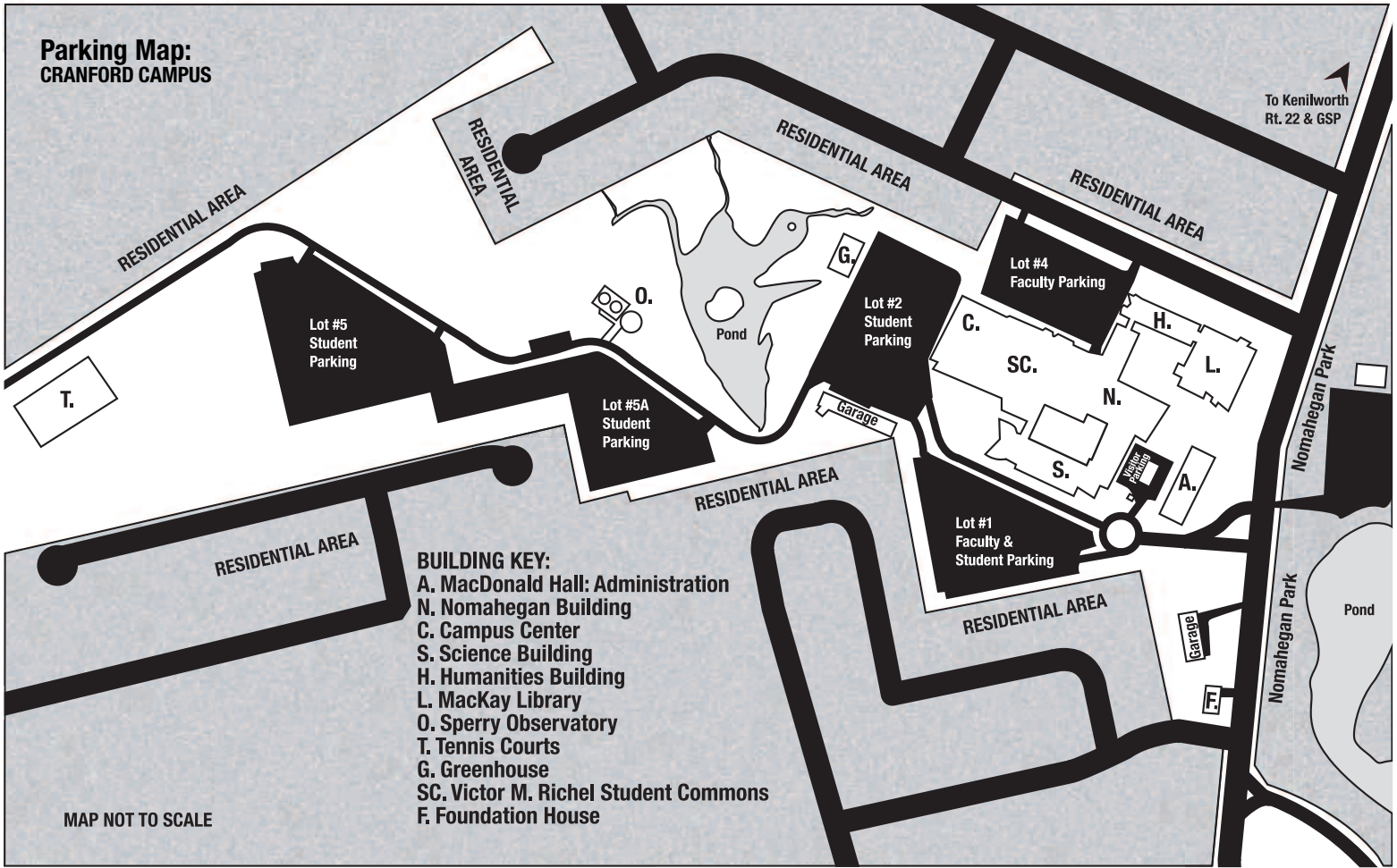
It is your responsibility to notify the Public Safety Office if your vehicle is disabled on any campus or if you request to park overnight. Any vehicles parked over 48 hours may be towed away at owner's expense. The College is not responsible for any damage, loss or theft of or to any vehicle left on campus. Public Safety telephone numbers are as follows:

**Cranford** (908) 709-7152  
**Elizabeth** (908) 965-6070  
**Plainfield** (908) 412-3595

The College campuses officially close at 11:00 p.m. any evening when classes are scheduled. The Public Safety Office is under orders to see that the premises are cleared shortly after that time. Without advance authorization, it is expected that all students and faculty will leave the College premises by 11:00 p.m.

Parking Rules and Regulations are subject to change depending on any unforeseen emergencies. These changes will be made after consultation with the Vice President of Student Services and the Director of Public Safety.

**Parking Map:  
CRANFORD CAMPUS**



**BUILDING KEY:**  
**A.** MacDonald Hall: Administration  
**N.** Nomahegan Building  
**C.** Campus Center  
**S.** Science Building  
**H.** Humanities Building  
**L.** MacKay Library  
**O.** Sperry Observatory  
**T.** Tennis Courts  
**G.** Greenhouse  
**SC.** Victor M. Richel Student Commons  
**F.** Foundation House

**Parking  
CRANFORD CAMPUS**

- a) Parking Permits may be obtained at the Public Safety Office located in the Nomahegan Building Room N-31.
- b) Handicapped parking spaces are available in parking lots #1, 2, and 4 in the blue striped stalls.
- c) Students are permitted to park in the white striped parking stalls in lots 2, 5A, and 5B between 7:00 a.m. and 11:00 p.m. After 4:30 p.m., students are additionally permitted to park in the WHITE striped stalls only in lots 1 and 4.
- d) Faculty/Staff parking is located in lots 1 and 4 between 7:00 a.m. and 11:00 p.m. After 4:30 p.m. parking for Faculty/Staff remains in those parking lots, in the YELLOW striped stalls.
- e) Administration and Visitor parking is located in parking lot #1 A (between MacDonald Hall and the Nomahegan Building).
- f) Motorcycle parking is available in parking Lot #1 in the yellow slashed triangles at the end of each row.

**ELIZABETH CAMPUS**

- a) Parking Permits may be obtained at the Public Safety Desk located in the main lobby.
- b) Student parking is available in the Central Parking Deck with allocated spaces for UCC. Parking is permitted between 7 a.m. and 11 p.m.
- c) Faculty/Staff parking is located in Lot # 5, the Central Parking Deck, and the rear of the Lessner Building. Parking is permitted between 7 a.m. and 11 p.m.
- d) Handicapped parking is available in the rear of the Lessner Building. Additional handicapped parking will be provided upon presentation of a valid request.

**NOTES:**

- 1 Elizabeth City Police enforce parking regulations and issue City Summons for most violations.
- 2 Central Parking is a private corporation; a valid decal/permit must be presented at the gatehouse before departing, or payment will be required at their established rates.
- 3 Central Parking will keep the West Grand Street entrance/exit open during normal hours. The Union Street entrance/exit may additionally be open at their discretion.

**PLAINFIELD CAMPUS**

- a) Parking Permits may be obtained at the Public Safety Desk located in the main lobby.
- b) Students are permitted to park in the white striped stalls located in parking lots # 1 and 2.
- c) Faculty/Staff parking is located in the yellow striped stalls in lot #1.
- d) Handicapped parking spaces are available in lot #1 in the blue striped stalls.

**SCOTCH PLAINS CAMPUS**

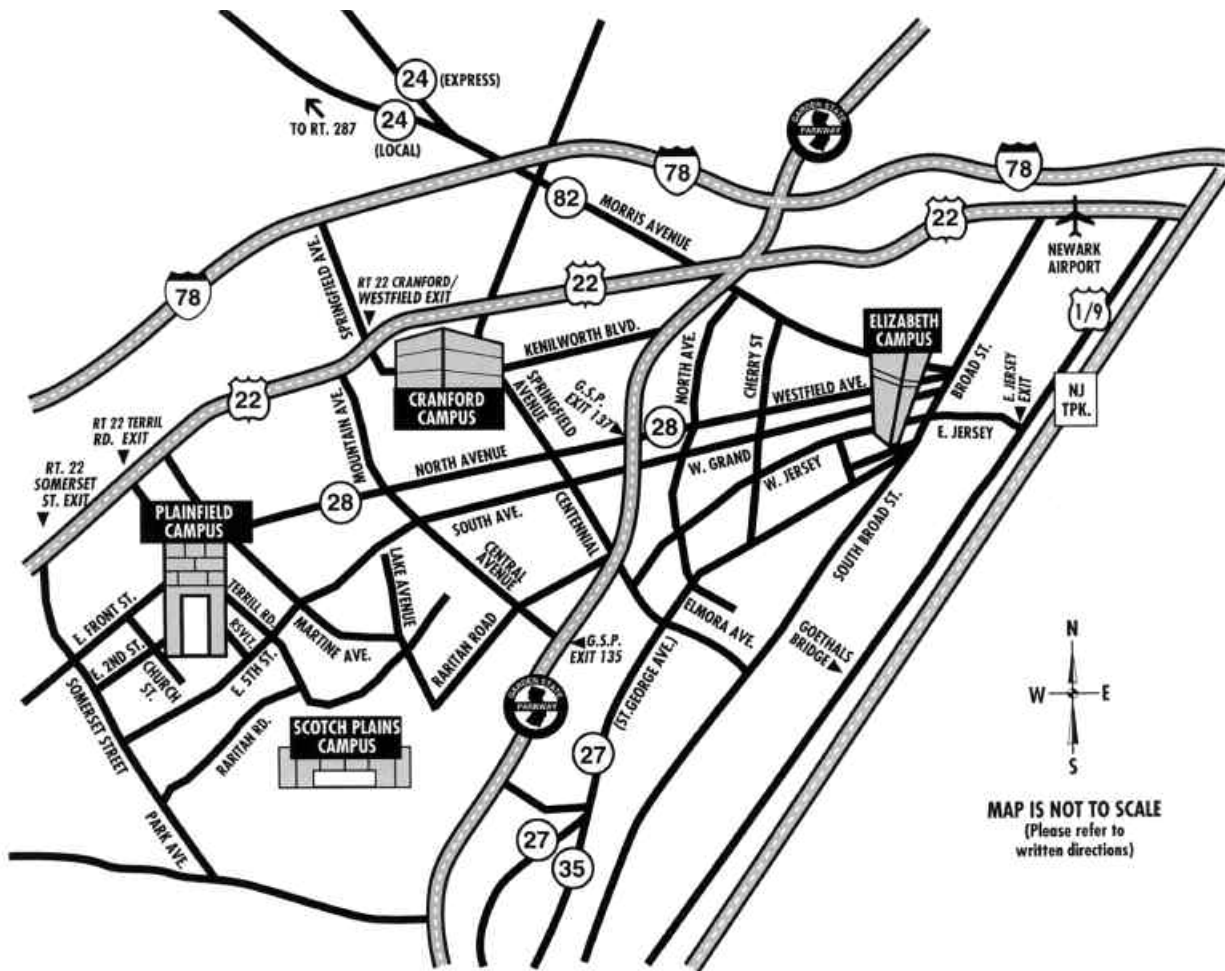
Union County College Parking Permits are acceptable for parking at the Scotch Plains Campus



**FOR CURRENT CAMPUS MAPS,  
Please visit the public safety office**

**FOR CURRENT CAMPUS MAPS,  
Please visit the public safety office**

## CAMPUSES: Overview Map & Directions



### Cranford Campus

1033 Springfield Avenue, Cranford, NJ 07016-1599  
(908) 709-7000

- **FROM THE GARDEN STATE PARKWAY:** Exit 137 to Westfield Ave. (Rt. 28). Turn right and take North Ave. (West) to Springfield Ave. (just past the 2nd light) and turn right. The College is 3/4 of a mile on the left.
- **FROM RT. 22 (EAST OR WEST):** Exit at Cranford/ Westfield (Springfield Ave.) and proceed towards Cranford. At the fourth light, turn right, continue on Springfield Ave. for two blocks. The College is on the right.

### Elizabeth Campus

12 West Jersey St., Elizabeth, NJ 07202-2314  
(908) 965-6000

- **FROM THE GARDEN STATE PARKWAY:** Exit 137 to Westfield Ave. (Rt. 28) east to Elmora Ave. Make a right onto Elmora Ave. and go three blocks and make a left onto West Jersey St. The College is four blocks on the right.
- **FROM THE NJ TURNPIKE:** Exit at 13A. Take Route 1&9 South to East Jersey Street. Make a right on East Jersey Street. Cross Broad Street. The College is one block ahead on the left.

### Plainfield Campus

232 East Second St., Plainfield, NJ 07060-1308  
(908) 412-3599

- **FROM THE GARDEN STATE PARKWAY, NJ TURNPIKE AND RT. 22:** Take Rt. 22 to the Somerset St. Exit in North Plainfield. Take Somerset Street towards Plainfield where it becomes Park Ave. Take Park Ave., and turn left onto Second St. The College is on the right, three blocks from Park Ave. OR Exit Route 22 at the Terrill Road exit in Scotch Plains. Proceed two lights south of Rt. 22. to 2nd Street, turn right and follow 2nd Street to the College.

### Scotch Plains Campus\*

1700 Raritan Road, Scotch Plains, NJ 07076  
(908) 889-2400

- **FROM THE GARDEN STATE PARKWAY:** Exit 135 onto Central Avenue towards Westfield. At the first light, make a left onto Raritan Road and go to Lake Ave. Make a right onto Lake Ave. and go to the second light and make a left onto "another" Raritan Road. The College is 1/2 mile on the left. \*(See note below)
- **FROM RT. 22:** Exit at Terrill Road. Continue for about 3 miles, where it will turn into Raritan Road. Stay on Raritan Road 1/2 mile. The College is on the right.
- Please enter Scotch Plains Campus complex from driveway entrance to the Union County Vocational and Technical School. The Police Academy is located in the back of the complex and to the right. The Magnet School is to the left immediately after entering the complex.



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**Failure to read this or any College or School of Nursing Publications does not excuse students from rules and regulations in effect at the College.**