



# STUDENT HANDBOOK 2014 – 2016



HACKENSACK | MEADOWLANDS | PARAMUS

# STUDENT HANDBOOK 2014 – 2016

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# Welcome to Bergen Community College

## About Bergen

Since its founding in 1965, Bergen Community College has been proud of its mix of tradition and innovation in the process of challenging students to raise questions, examine evidence, validate opinions, make decisions, and communicate ideas effectively. Whether experienced through engaging classroom teaching or through an independent online class, Bergen's faculty and technological resources are top-notch. Bergen's extensive fiber-optic and wireless networks covering the library, the classrooms, the information commons and smart classrooms permit e-mail and the internet to be incorporated into all facets of our curriculum and daily activities.

At Bergen, the 17,000 students from around the world are united in their common pursuit of knowledge and in their participation in and enjoyment of sports, the arts and fun. Bergen is a place where students are encouraged to reach for levels of achievement that they have never attempted before. This is a personal process that can often have profound results because Bergen instills in students the knowledge and the professionalism needed to succeed in the workplace or to go on to earn their bachelor's degree. Applicants—both degree-seeking and non-degree-seeking—must apply for admissions to the College.

## Philosophy

Bergen Community College realizes the need to educate citizens to meet the varied demands of a complex society and to prepare people of all ages to undertake the obligations of citizenship and family life. To this end, the College offers diverse and useful educational experiences.

The variety of programs provides choices and permits flexibility of movement from one curriculum to another, to propel the student toward self-discovery and personal self-realization. High academic standards are maintained so that the student can easily transfer to a four-year college or university or, be prepared for immediate employment.

The college is aware of its obligation to the student body and to the community at large. It serves as a cultural center by offering frequent lectures, symposia, films, and musical and dramatic presentations. The college's proximity to centers of learning and culture such as those in New York City enable it to draw fully on a variety of resources.

The primary emphasis of the faculty is on effective instruction of students. Research and writing directed toward these goals are encouraged. Since the general

welfare of the students is of paramount importance, emphasis on individual advisement and counseling is fundamental to the College's philosophy. Faculty members are selected not only for their academic qualifications and experience, but also for their interest in maintaining close student-teacher relationships that will enable students to develop to their full potential. To enhance this aim, advisement and additional counseling services are centralized under the Vice President of Student Affairs. The Office of Student Life and the faculty guide a broad array of activities such as student government, clubs, societies, and publications. These activities serve to enrich student experiences and provide the maximum opportunity for demonstrated leadership and responsible participation.

The College offers a wide variety of athletic activities such as basketball, baseball, tennis, soccer, golf and intramural sports.

Bergen Community College is committed towards helping students meet the challenge of rapidly changing social, political, economic, and educational thought and to reinforcing the principle that higher education for every citizen in our society is a worthy goal that is within reach.

## Accreditations

Bergen Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104; (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

In addition, three programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP):

- Diagnostic Medical Sonography
- Medical Office Assistant
- Respiratory Therapy

## Vision

As a college of choice, Bergen Community College provides a comfort level that enables students of all abilities to mature as learners and engaged citizens. A leading community college in the nation, the College creates a stimulating, rigorous, and inclusive learning environment. Use of innovative technology enhances learning experiences and widens access to learning media. Community and business leaders value the

College as a reliable partner and principal provider of work force development. Bergen County residents of all ages and backgrounds appreciate the College as the hub of their educational and cultural activities.

### **Mission**

Bergen Community College educates a diverse student population in a supportive and challenging academic environment that fosters civility and respect.

The college offers a comprehensive set of accessible, affordable, high-quality credit and non-credit courses as well as degree and non-degree programs. Bergen provides life-long learning opportunities for all members of the community. The college responds to community needs through work force training and continuing education, and by developing programs for employers.

The Student Handbook, is the major source of information about Bergen Community College (BCC). The handbook is a resource guide, a reference for you to come back to whenever you need it. For example, you may not be concerned now with graduation procedures, financial aid, or where lost and found items are located, but when you need information on these or other topics, this handbook is one of the first places to check. The handbook was created with advice from students, to be source of accurate information about BCC, its services and activities, procedures for getting things done, and people on campus who can assist you.

It is the responsibility of all BCC students to become familiar with the contents of this handbook. The Policies and Regulations section, for instance, contains important College policies covering such concerns as grading, the student conduct system procedures, and much more.

Bergen Community College is more than classes, labs, and exams. It is educational programs, social and athletic events, and many club and organization activities. It is people growing, working, talking and playing together. In short, BCC is a community. While its primary function is educating students, it has like any community, many other functions: governing, and feeding students and maintaining their health and safety.

As a community, BCC offers you many alternatives. You have your choice of many academic majors, activities, and careers. It's your choice, too, whether you want to spend a free hour studying at the library, playing basketball, or just relaxing under a tree. BCC's faculty, administrators, and staff are here to assist you any way we can.

**\*\*Note:** The College reserves the right to make, at any time, whatever changes it deems necessary to the contents of this handbook.

Opportunities in work study, cooperative education, and job placement programs are available to all students regardless of race, color, national origin, sex or disability.

**NOTICE:** While on the grounds of any Bergen Community College location, you may be photographed or videotaped. Your presence at the college will serve as a voluntary grant to Bergen of the right to photograph your image and to own, license, assign and/or use the same (and/or any portion thereof) forever and throughout the world in any manner and/or media including, without limitation, in programming and the advertisement and promotion thereof. You will not receive any payment for such use and waive any right to bring any action in law or equity against the college and its past, present and future officers, agents, representatives, employees, successors and assigns for such use. If you do not agree to the above terms and do not wish to be photographed/taped, please remove yourself from areas where photography/videotaping are taking place.

## MISSION AND VALUES OF THE OFFICE OF STUDENT AFFAIRS

Welcome to Bergen Community College! This 2014-2015 Academic Year Student Handbook has been designed to assist you to provide you with the tools to help you achieve success in your journey as a college student.

This Handbook promises to be much more comprehensive than previous editions. It includes:

- Student-related college policies and procedures,
- A “where to go to?” section,
- Pictures and contact information for key administrators within the Division of Student Affairs,
- A calendar with key events and student activities for the academic year

Please become familiar with all policies and procedures and know that a representative from the Division of Student Affairs will always be available to help and guide you.

Throughout the year, additional activities and events will be programmed and led by student clubs and organizations. In addition, sport events may be changed and/or added as the season progresses. Also, hours of operation may fluctuate to meet the needs of students. Therefore, visit the website for each department listed in this Handbook to get the most-up-to-date information on our programming.

I wish you much success during this academic year—at Bergen you are not alone, we are here with you every step of the way.

Sincerely,



Dr. Naydeen T. González-De Jesús  
Vice President, Student Affairs



**Dr. Naydeen González-De Jesús**

*Vice President of  
Student Affairs*

**Mission:** Educate and empower students to become responsible life-long learners within a global society.

### **Values of Office of Student Affairs:**

1. Student success throughout continued collaboration and assessment.
2. Diversity and mutual respect for all members of the community.
3. Holistic approach to student development-intellectual, physical, mental, spiritual, and emotional.
4. Empowerment through advocacy and guidance.
5. Fiscal integrity to ensure student access to services.

To file a student grievance go to <http://www.bergen.edu/current-students/vp-of-student-affairs> and fill out the “Report a Student Complaint” form. For emergencies please call the Office of Public Safety at 201-447-9200 or by dialing “6” on any Campus phone.

# Behavioral Intervention Team (B.I.T.) “See It Say It”

## Purpose:

Bergen Community College created the Behavioral Intervention Team (B.I.T.) as an intentional and systematic way to assist students of concern, who experience difficulty and to help make Bergen a safer campus. B.I.T. is comprised of a group of campus administrators, faculty, and staff who meet regularly to:

- Review critical campus incidents
- Develop intervention strategies to assist students in crisis
- Develop protocols and proactive ways to address recurring student issues
- Discuss campus trends that impact student safety, services and campus life



This group places a high priority on balancing students' rights to privacy with the College's duty to respond to students experiencing difficulties or expressing at-risk behavior.

## Who are we?

B.I.T. is facilitated by the Dean of Student Support Services and is comprised of the following members:

- Dean of Student Support Services
- Dean of Student Life & Judicial Affairs
- Director of Public Safety
- Director of Office of Specialized Services
- Coordinator of Judicial Affairs and Student Information
- Personal Counselors
- Head College Nurse
- Faculty



## In-Service Presentations

Members of the B.I.T. are available to provide presentations on a variety of topics for faculty, staff, and students including:

- Classroom management
- Dealing with disruptive or dangerous student behavior
- Family Educational Rights and Privacy Act (FERPA) student records and privacy
- Personal safety on campus
- Promoting academic integrity

## Emergency situations:

If you feel your personal safety is threatened or your situation requires immediate intervention for safety reasons, contact Public Safety by dialing “6” on any campus phone or call 201-447-9200.

## What is B.I.T.?

Bergen offers a wide range of services designed to promote student development and success. Despite the availability of these services, many students who are at-risk or in-crisis are often unaware of the support available to them on campus or they may be reluctant to access it.

## Please contact:

**BIT@bergen.edu** Or Call 201-493-3651 between the hours of 11 am to 1 pm Monday through Thursday



**William Corcoran**  
*VP of Facilities,  
 Planning, Operations  
 & Public Safety*

	Pitkin Education Center, Rm. L-154, ext. 6
	(201) 447-9200, Confidential Tips Line (201) 689-7070
	Mon. through Fri. 7:30 a.m. - 10:30 p.m., Sat. 7:30 a.m. - 4:00 p.m., Sun. 12:00 p.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/publicsafety">www.bergen.edu/publicsafety</a>

### Statement of Enforcement Authority on Campus

The Public Safety Department is staffed twenty-four hours a day, seven days a week, 365 days a year. Public Safety Officers provide assistance and protection to persons and property on the Bergen Community College campus. They maintain orderly conditions and take measures required to assure observance of the law. Its employees utilize foot, and vehicle patrols to observe, report and respond to situations or activities which may pose a danger to persons or property. PUBLIC SAFETY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS.

Public Safety Officers respond to all complaints as promptly as possible and if, the Officer or Complainant requires local police assistance; they will notify the Bergen County Police Department. Public Safety Officers have received First Aid and CPR training in addition to instruction in campus security procedures. The College enjoys an excellent working relationship with the Bergen County Police Department, who maintains a substation on campus.

### How to Report a Crime, Emergency Situation, or Violation of Bergen Community College Policies

1. The policies of Bergen Community College, which are enforced by the Public Safety Dept., are made known to students, faculty, and staff through

College publications, including the Emergency Handbook, student handbook and the college webpage.

2. To report a crime, emergency or violation, call Public Safety at 201-447-9200 (or ext. 6 if using an internal BCC phone) or come to the Public Safety Office located on the ground floor of the L wing, Room L-154.
3. Provide a clear description of what the incident was about, who was involved, where it took place, when it took place, and if you know how or why it came about. Be as specific as possible and give your own name and those of other witnesses.
4. IF THE EMERGENCY APPEARS TO BE IMMEDIATELY LIFE OR PUBLIC SAFETY THREATENING, OR INVOLVES THE COMMISSION OF A SERIOUS CRIME, CALL 911. (CALLS FROM INTERNAL BCC PHONES MUST BE MADE BY DIALING 911).

### How Threatening Situations are Handled by Bergen Community College Personnel

If someone commits an act deemed immediately threatening and/or dangerous, certain College administrators, including designated members of the Public Safety Department and On-Call Administrators, can immediately affect an interim suspension from the College. When serious violations of the law occur, the College alerts the Bergen County Police, whose members can affect an arrest. Criminal court charges may then result in addition to campus judicial system proceedings. Students are strongly urged to report crimes and violations of College policy, so they and their fellow students are protected to the maximum extent possible.

### Specific Mechanisms for Reporting Crimes Regular Reporting

Individuals, who wish to report a crime or another matter of concern, including violations of college

policy, should complete a Statement form. These forms are available in the Public Safety Department (L 154). Persons using this form normally will be asked to provide their name and contact information. All reported violations are investigated either by Public Safety personnel, by other appropriate college staff members, by outside law enforcement agencies, or by both working cooperatively. Public Safety Department personnel also fill out Incident Reports when they respond to the location of a crime or other event of concern to the safety and security of the campus.

### **Anonymous Reporting**

**Confidential Tip Line.** If a member of the campus community notices any suspicious/criminal activity or something that appears out of the ordinary, please call the Confidential Tip Line (201-689-7070) and leave a message. Anonymity will be protected.

### **Timely Warning Reports (Cleary Act)**

In the event that a situation arises, on or in the immediate vicinity of Bergen Community College which is considered threatening or a potential threat to the College community, a campus wide TIMELY WARNING will be issued to heighten safety awareness. It will be the judgment of the Director of Public Safety in collaboration with other college officials to determine the appropriate content of the TIMELY WARNING, and the best method(s) for disseminating the information as quickly as possible in a manner which best protects the campus community. The TIMELY WARNING can be sent out via the College's Emergency Notification System which includes text messages, email alerts, alerts on college website, and any other way deemed necessary. The content in the TIMELY WARNING may include a concise statement of the incident and location, any possible connection to previous incidents (if applicable), physical description of the suspect, date and time TIMELY WARNING was released, and any other relevant information needed.

### **Immediate Notification**

In the event of a confirmed immediate and/or imminent threat to the health and safety of the Bergen Community College community (i.e. active shooter, tornado, hazardous material spill, etc.), an IMMEDIATE NOTIFICATION shall be made. The IMMEDIATE NOTIFICATION will be made without delay to the Bergen Community College community via the college's Emergency Notification System which includes text messages, email alerts, alerts on college web site, and recorded messages on cell/home phones, along with the college's internal IPcelerate system(messages through classroom/office phones). The Director of Public Safety, in collaboration with

other College officials will determine the appropriate content of the IMMEDIATE NOTIFICATION and the best method(s) for disseminating the information as quickly as possible. The Director of Public Safety and Authorized College Personnel has the responsibility for issuing notifications through the College's Emergency Notification System.

The Emergency Notification System is a free service which students and staff can register for in order to receive information directly to their email account, and cell/home phones in the event of an emergency or campus closure. Students and staff are able to register for this on the College's web page ([www.bergen.edu](http://www.bergen.edu)).

### **Daily Crime Log: Policies and Access (Cleary Act)**

The Cleary Act requires that the college maintain a daily Public Crime Log covering the most recent 60 day period. BCC's log is located in the Public Safety Office (L 154) and is available for public viewing 24 hours/day 7 days/week, 365 days/year. Persons wishing to view it should simply state their desire to the Desk Officer and ready access will be provided. If someone requests information beyond the 60 day window, it will be provided within 2 business days. The log contains information about the nature of the reported crime, the date and time reported, the date and time it occurred, the general location, and the disposition of the matter by the college. All crimes (not just Cleary-reportable crimes) are entered in to the log. Log entries must be made within two business days of the report being made to the Public Safety Department. There are two exceptions when entries are permanently excluded from the Public Log. One is when the disclosure is prohibited by law, and the other is if the disclosure would jeopardize the confidentiality of the victim. In addition there are four instances when information may be temporarily withheld from the Public Log. This withholding can only take place when there is clear and convincing evidence that the release of information would (1) jeopardize an ongoing investigation; or (2) jeopardize the safety of an individual; or (3) cause a suspect to flee or evade detection; or (4) result in the destruction of evidence. Once the release of the information will no longer likely cause one of these adverse effects, it will be placed in the Public Log. Only law enforcement personnel (not Public Safety Department personnel) can determine following an investigation that a crime is "unfounded" (i.e. did not occur). "Unfounded Crimes", which are very rare, are not included in the annual statistical report.

### **Crime Log**

<http://www.bergen.edu/documents/publicsafety/20XXCrimeLog.pdf>.



### Security Tips

1. Be aware of your surroundings at all times; pay attention to what other people are doing.
2. Always lock your room and vehicle. Keep valuables out of sight.
3. Acknowledge that excessive alcohol consumption decreases your personal safety because your judgment is impaired. Do not compromise your own security.
4. Do not use shortcuts through the woods; stay on the lighted paths. Walk with a friend or in a group.
5. Look out for one another at all times.
6. Vacate all buildings immediately when a fire alarm sounds.
7. Recognize that campus crimes are committed both by members of the College Community and by outsiders.
8. Make prudent judgments in all your interactions with others and report suspicious persons or activities.

Call Public Safety on extension 6 if using internal phones, or dial 201-447-9200 if using outside phone

### Smoking Policy

#### INTRODUCTION

1. The New Jersey State Legislature and the New Jersey Department of Health have found that tobacco smoke is a substantial health hazard to both the smoking and non-smoking public. As such, smoking on Bergen Community College property by any person at any time anywhere is strictly prohibited. The property of the College includes all College vehicles as well as real estate owned by the College.
2. The effect of this policy is to prohibit smoking in all buildings and areas of college property. This entails that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

#### 'SMOKING' DEFINED

For purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe or any other matter of substance that contains tobacco as well as the use of smokeless tobacco, snuff, or similar substance. Electric/electronic cigarettes are included.

#### LEGAL AUTHORITY

This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A26:3D-55et SCQ.

#### SANCTIONS AGAINST VIOLATORS

Any employee who violates this policy shall be subject to appropriate disciplinary action.

Any student who violates the Policy shall be subject to disciplinary measures in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College premises. All violators are also subject to sanctions provided by applicable laws and regulations.

#### SIGNAGE

Signs designating Bergen Community College a smoke free campus will be posted. This policy will also be noticed in appropriate publications of the College.

#### AVAILABLE ASSISTANCE

For any student or personnel of the College who desires to stop smoking, assistance is available through staffs of the Health Services, Wellness Center and Counseling. In addition, there are programs that are provided throughout the semester which are well publicized and are accessible to everyone.

#### Fire emergency

If an actual fire or smoke condition is discovered, the following procedure should be followed:

- R - rescue any staff or students in the immediate area
- A - sound the alarm by activating a pull station
- C - confine the fire by closing any doors
- E - evacuate the remainder of the building
- Notify Public Safety or the Bergen County Police immediately.
- Do not reenter the building(s) until the fire department has determined that it is safe to do so.

#### Hazardous material emergency

In the event of a spill or airborne release of a hazardous material (chlorine, unknown chemical, etc.):

- Notify Public Safety or the Bergen County Police immediately.
- Restrict access to the affected area.
- If case of an evacuation, move unwind from the affected area.

#### Police emergency

In the event of a police emergency, such as:

- Assault, robbery or burglary
- Sexual assault or domestic violence incident
- Kidnapping or abduction
- Suicidal individual
- Active shooter or other violent action
- Weapon possession or use of
- Bomb threat or suspicious item
- Notify Public Safety or the Bergen County Police immediately.
- In the case of an active shooter incident, CODE RED

will be activated, which alerts the community to follow a “modified” lock down procedure.

- The instructions are to “GET OUT, GET DOWN, GET HELP”. If you cannot evacuate safely (get out), secure your immediate area and call Public Safety or the Bergen County Police.

### Medical emergency

Upon any injury or illness requiring immediate medical attention.

- Notify Public Safety or the Bergen County Police immediately.
- Render first aid, if trained to do so until emergency personnel arrive on scene.

### Emergency Closings

In the event that the College will be closed or have a delayed opening, official notification is available from the following sources:

- College Emergency Broadcasting System
- Online: <http://www.bergen.edu> or <http://www.1010WINS.com>
- To sign up for e-mail notifications
- Radio: WCBS/880, WOR/710, 1010 WINS, WVNJ/1160
- TV: Cablevision/ News 12 NJ
- Phone: (201) 447-7100 (recorded message)

### Motor Vehicle

- A. In order to provide adequate parking and safe traffic conditions, the College has developed a Motor Vehicle Plan and Motor Vehicle Regulations. The objectives of the College Motor Vehicle Plan are to define parking areas, to provide for their most effective and convenient use, to limit all parking to those areas, and to control the smooth flow of traffic.
- B. To accomplish these objectives, all College personnel are automatically subject to this Plan and are required to register their motor vehicle, including motorcycles, with the Public Safety Department and are then assigned a parking permit in the form of a decal sticker. Parking stickers, when issued, are to be affixed visibly on the inside of the left rearmost side window. Specific spaces are not assigned. Restricted areas are indicated by signs.
- C. New employees and students are automatically subject to the Plan at the time of employment or registration. This also applies to summer session, evening students and to anyone on campus. Any employee or student may obtain a parking permit by applying to the Public Safety Department, Room L154, Pitkin Education Center.
- D. Parking on the Bergen Community College campus is at the owner’s risk. The College has no responsibility for injury or property damage

sustained on its premises.

- E. Parking and driving anywhere on the College campus is a privilege –not a right. The presence of any vehicle on campus is, in effect, an agreement by the motorist to abide by these regulations. All campus drivers acknowledge, by this agreement that Bergen Community College is in no way liable for personal injury, property damage, or loss of parts or contents of his vehicle.
- F. The Bergen County Police assist the College Public Safety Department in the enforcement of motor vehicle regulations. Anyone bringing a motor vehicle on to the Bergen Community Campus is subject to the rules and regulations of the College and the laws of the State of New Jersey.
- G. Registration of a motor vehicle is not considered complete until a motor vehicle registration form has been completely filled out and filed with the Public Safety Department, and the decal is permanently affixed to the motor vehicle in accordance with existing regulations.  
ONLY ONE DECAL PERMITTED FOR EACH VEHICLE.
- H. Motorbikes, motorcycles, motor scooters:
1. The decal for these vehicles must be mounted on the rear fender.
  2. These vehicles are subject to the same regulations as four-wheel vehicles, except that they are to be parked in specially designated motorcycle areas. Under no circumstances may two-wheeled vehicles be parked or operated on sidewalks, grass areas or any area not authorized for a four-wheeled motor vehicle.
- I. Special decals will be used for:
1. Convertibles
  2. Soft top vehicles
  3. Vehicles with no rear side window
  4. Tinted glass
- These decals are to be placed on the back side of the rear view mirror.
- J. PARKING LOTS
- LOT A Students/Employee parking as designated
  - LOT B Students-visitors-medical
  - LOT C Students
  - LOT W Employees ONLY!
- CDC Parking 10 Minute Drop Off
- K. NOTICE: Handicap Parking as designated in lots B, G, Ender Hall, and Gym is restricted to those vehicles conforming to State Motor Vehicle Laws. Public Safety officers may request display of wallet identification from anyone using handicap parking.
- L. Employee Parking in LOT G starts at the entrance and includes all spaces as designated by signs “EMPLOYEE PARKING ONLY” ON PERIMETER SPACES INCLUDING CENTER ISLE SPACES.

### II. GENERAL PARKING REGULATIONS

- A. The entire decal is to be visibly placed on the left, rear side window of the vehicle or special decals on back side of rear view mirror.
- B. The persons to whom permit decals are issued will be held responsible for motor vehicle violations no matter who was using the car. When cars are sold, traded, or otherwise disposed, it is important to remove decals.
- C. Special parking permits for medical situations may be applied for through the College Medical Office. Written documentation from a physician is required. The College reserves the right to check with the physician involved and to void any such permits.
- D. Parking is permitted in designated areas 7:00 a.m. to 11:00 p.m., Monday through Saturday, on campus. Prohibited hours are 11:00 p.m. to 7:00 a.m. Monday through Saturday and all day Sunday. (Permission to park during prohibited hours must be obtained from the Public Safety Department.)
- E. Visitors must park only in white stalls. Parking arrangements for guests and visitors to the campus are the responsibility of the inviting party or activity sponsor.
- F. Cars must park within designated parking space dividers. Lack of regular parking space in an area is not a valid excuse for parking in driveways, restricted areas or any other unmarked locations
- G. If it becomes necessary to leave your vehicle in any manner not permitted by these regulations, an explanatory note must be displayed, visible through the windshield. This should not be construed as a special parking permit. The Public Safety Department must be contacted immediately for instructions.
- H. Motor vehicle registrations are in effect 24-hours-a-day, 52-weeks-a-year.
  - I. Students, even if they may be working for the College, are to park only in student areas.
  - J. Parking is not permitted on grass areas unless authorization or direction is given by the Public Safety Department.

### III. SAFETY REGULATIONS

- A. The speed limit on campus roads is 25 M.P.H. unless otherwise posted, and 5 M.P.H. in parking lots.
- B. All persons driving on campus must obey stop signs and all other signs regulating traffic safety.
- C. Parking within 15 feet of a fire hydrant or anywhere in a posted fire lane or area is prohibited.
- D. Driving or operating a vehicle in a fire lane is considered improper operation of a vehicle.
- E. All persons driving in parking lots and elsewhere must carefully check that their vehicle is driving in the right direction for all ONEWAY roads from entrance to exit.

### IV. EMERGENCY PROCEDURES

- A. All motor vehicle accidents on campus must be reported to the Public Safety Department and the Bergen County Police Department. In case of personal injury, a report must be filed with the College nurse, Health Services Department.
- B. All larcenies, thefts, vandalism or other incidents should be reported before vehicles are moved to the Public Safety Department and subsequently moved to the Bergen County Police Department.
- C. In EMERGENCIES, traffic and parking may be changed by the Public Safety Department to support the needs of the emergency

### V. ENFORCEMENT OF VIOLATIONS

- A. The Public Safety Department enforces the College Motor Vehicle Regulations. A written notice of violation is generally affixed to each car parked in violation of the regulations. In some instances the notice may be mailed directly to the home address of the permit holder or car owner. Questions regarding the issuance of notices of violation should be directed to the Public Safety Department, Room L154.
- B. Fines are imposed for each campus motor vehicle violation. Refer to Section VII for a schedule of the fines. These fines must be paid in person or by mail at the Bursar's Office, Administration Building within 15 days of the issuance. Checks or money orders should be made payable to Bergen Community College. Mail to: Bergen Community College, 400 Paramus Road, Paramus, New Jersey 07652 Please enclose notice of violation when paying by mail.
- C. Failure to pay within the first 15 day period will result in an additional fine of \$10.00.
- D. The College reserves the right to revoke the motor vehicle privilege of anyone who habitually violates the motor vehicle regulations through action of the appropriate officer.
- E. If a person's motor vehicle privilege is revoked, all outstanding fines must still be paid.
- F. If fines are unpaid at the end of a semester, grades, transcripts and diplomas will not be issued. Anyone with unpaid fines will be denied registration at the College until all matters pertaining to fines have been resolved.
- G. "PROHIBITED ACTIVITIES: Due to insurance regulations and the safety of the College community, SKATEBOARDING AND ROLLERBLADING are not permitted on all College properties this includes the Hackensack and Lyndhurst locations".

**Motor Vehicle Fines**

Lack of Parking Decal.....	\$12.00
Parking in Student Area.....	\$12.00
Parking in Staff Area.....	\$12.00
Parking in No Parking Area.....	\$12.00
Improper Parking .....	\$12.00
Unauthorized Overnight Parking .....	\$12.00
Improper Display of Decal.....	\$12.00
Unauthorized Parking in Medical Area .....	\$12.00
Parking in Fire Zone .....	\$30.00
Disregarding Public Safety Officer Signal.....	\$30.00
Unauthorized Parking in Handicapped Area .....	\$30.00
Improper Operation of Vehicle.....	\$15.00
Traveling in Wrong Direction .....	\$30.00
Failure to Stop at "Stop" Signs .....	\$30.00
Careless Speeding or Reckless Driving .....	\$30.00
Other .....	\$30.00

**Smoking Violation Fines**

1st Offense.....	\$25.00
2nd Offense .....	\$50.00
3rd Offense .....	\$100.00

\*\*After you receive your ticket for a third offense you will be charged \$100.00 for each consecutive ticket.

**Appeals**

- A. All appeals must be made in writing.
- B. The Public Safety Department does not have the authority to hear or decide appeals.
- C. Student, faculty staff members who receive notices of violation which they feel are not justified, may direct their appeals to the College Appeals Board which has the power to sustain or dismiss the summons. This appeal is filed through the Public Safety Department.  
The appeal must be filled within 15 days of the date of issuance of the summons.
- D. Violations must be paid before appeals are accepted. If the appeal is granted, a refund will be issued.
- E. Decision of the appeal board will be forwarded by mail.

**Penalties**

- A. The following violations will result in the appropriate officer being notified for possible further disciplinary action:
  1. Speeding
  2. Disregard of stop signs
  3. Careless or reckless driving
  4. Fourth violation
  5. Disrespectful attitude toward any Public Safety Officer
  6. Unpaid violations
- B. The following automatically subjects the violator to disciplinary action by the appropriate College office: Reproducing, defacing, altering or unauthorized transfer of a permit; or falsification of any information given in vehicle registration procedures.
- C. All motor vehicle situations not covered in these regulations will be referred to the appropriate officer for possible disciplinary action.

# STUDENT CODE OF CONDUCT

## I. STUDENT CODE OF CONDUCT

Bergen Community College, in this *Code* will be referred to as the College, is committed to providing a campus environment that is conducive to academic inquiry in the College tradition. Bergen is a comprehensive, teaching College that exists to foster inquiry and public discourse. At Bergen, student members of the community are expected to abide by certain standards of conduct that form the basis of the Student Code of Conduct [this *Code*] and ensure that their visitors do likewise. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. When students fail to adhere to this Code or community standards, appropriate proceedings may be initiated under this Code to address the failure and its consequences

This *Code* is provided to give students a general notice of prohibited conduct. This Code has not been designed to set forth an exhaustive list of misconduct, but to establish behavioral guidelines. It is the responsibility of all students to become familiar with this *Code*.

### Definitions

- **Accused student** - any student who has been accused of an act or misconduct as prohibited by this *Code*.
- **Administrative hearing** - a meeting held by the Dean of Student Life & Judicial Affairs and/or his designee with the charged student.
- **Administration or staff** - any person who currently holds a non-faculty appointment within the College.
- **Business day** - any day when the College offices are open for business.
- **College** - the College and all of its campuses, divisions and programs.
- **College Advisor** - a member of the College community, who is not an attorney and not related to the student going through the process, who has been selected by an accused student or by a complainant to assist him/her in hearings or conferences conducted in accordance with this *Code*.
- **College grounds or premises** - buildings or grounds, used, owned, leased, operated, controlled or supervised by the College.
- **College sponsored activity** - a College sponsored activity means any academic, athletic, co-curricular, extra-curricular or other activity on or off-campus, which is initiated, aided, authorized or supervised by the College.
- **Complainant** - the initiator of the complaint alleging an act or misconduct which may constitute a violation of this *Code*.
- **Hearing Panel** - a group that is comprised of no less than three nor more than five members of the Judicial Board.
- **Judicial Board** - a group of not less than ten nor more than twenty members of the College community who are appointed by the student service specialist or such other person as designated by the Vice President of Student Affairs, which members of the group shall be appointed to a hearing panel to hear judicial referrals relating to alleged violations of the Student Code of Conduct except for alleged violations of the Standards of Academic Integrity.
- **Member of the Judicial Board** - a student or employee of the college that has applied for, been trained by the Dean of Student Life & Judicial Affairs, or such other person designated by the Vice President of Student Affairs, to hear judicial referrals relating to alleged violations of the Student Code of Conduct.
- **Chief Judicial Officer** - the Dean of Student Life & Judicial Affairs or such other person as the Vice President of Student Affairs may designate.
- **Judicial Referral** - the College Judicial System Public Safety Report that includes a description of alleged misconduct and all information pertaining to the event in question.
- **Faculty** - any person who holds a current academic appointment within the College.
- **Member of the College community** - any student, faculty, administrator or staff member of the College or visitor to the College.
- **Pre judicial hearing conference** - a meeting held by the Dean of Student Life & Judicial Affairs and/or his designee with the charged student 48 hours prior to the charged student's scheduled hearing before the Judicial Board to outline the judicial hearing process.
- **Student** - all persons taking courses at the College, full-time, part-time and non-degree pursuing undergraduate, professional studies, or continuing education. This *Code* is in effect without regard to the physical location of the course, at an off-campus site or through distance learning. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered students.
- **Student organization** - a College-recognized group of Bergen students meeting the criteria for group registration or recognition established by the Office of Student Life.
- **Victim** - a member of the College community who alleges that he/she has suffered personal harm or injury as an alleged violation(s) of this *Code*.

## II. AUTHORITY

The Board of Trustees at Bergen Community College has adopted by appropriate resolution the terms and provisions of this Code of Student Conduct and, by the adoption of this Code of Student Conduct, has empowered the employees and Boards referenced herein to enforce the terms and provisions set forth

The College maintains the right to take all necessary and appropriate action to protect the health, safety and welfare of the employees, students and visitors to the College campus community. This *Code* may be applied to conduct that takes place during the time a person is enrolled as a student, including during intra-semester breaks and between semesters. Further, this *Code* applies to members of the College community as defined, whose host may be held accountable for the misconduct of their guests. Sanctions for violations by visitors and guests may include but not be limited to a warning, Campus-Wide No Trespass and referral to the Department of Public Safety and Bergen County Police. Visitors to and guests of the College are also protected by this *Code*, and may initiate grievances for violations of this *Code* committed by members of the College community against them. The College may address misconduct that occurs prior to, but is not reported until after, the graduation of the offending student, as long as the misconduct is reported within six months of its occurrence. Otherwise, there is no time limit on reporting of violations of this *Code*, as long as the offending student is still enrolled at the College. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and Judicial Affairs. The Dean of the Office and/or his/her designee is responsible for overseeing processes related to the implementation of this *Code*.

Students at the College are provided annual notification that explains how they may access this *Code* on the College Web site. The printed document is also available in the Office of Judicial Affairs, (1st Floor of the Pitkin Education Building). Incident reports can be filed with the Office of Public Safety (L-154) and the Office of Judicial Affairs. Students are charged with the responsibility to read and to abide by the provisions of this *Code* and the authority of the student conduct process. This *Code* and the student conduct process apply to the conduct of individual students and College recognized student organizations. Because this *Code* is based on shared values, it sets a range of expectations for the student no matter where or when their conduct may take place. Therefore, this *Code* applies to conduct that takes place on the campus, at College-sponsored events, and off campus, when the administration

determines that the off campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Violations of local ordinance, state or federal law. Included are repeat violations of any local ordinance, state or federal law committed in the municipality where the College is located.
- Actions which may present a danger or threat to the health or safety of him/herself or others.
- Actions which significantly impinge upon the rights, property or achievements of self or others or significantly breach the peace and/or cause social disorder.
- Actions which are detrimental to the educational interests of the College.

## III. VIOLATIONS OF THE LAW AND THIS CODE

Violations of local ordinances, state and federal laws are offenses under this *Code* even where those violations are not explicitly prohibited by this *Code*. Where such offenses occur off campus, the College may institute conduct proceedings that affect a substantial College interest, at the discretion of the Dean of Student Life & Judicial Affairs. The College may institute conduct proceedings against a student charged with violation of federal, state, or local laws without regard to the existence or possibility of civil or criminal legal proceedings. It is the policy of the College typically to pursue the conduct process in a timely manner through its conduct proceedings, rather than to delay campus proceedings for external criminal and/or civil proceedings arising from the same misconduct.

This *Code* also applies to acts which constitutes violations of the law and this *Code*. Any action at the College during the pendency of an administrative, civil or criminal proceedings arising out of the same or other events shall not be the subject to challenge on the ground that criminal charges are pending, dismissed or reduced. The filing of a complaint with the College does not preclude any member of the College community from seeking civil or criminal redress.

## IV. SPECIAL PROVISIONS

### A. Attempted violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this *Code* as if those attempts had been completed.

### B. College as Complainant

As necessary, the College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

### C. False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of this *Code* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### D. Group Violations

When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as joint accused students. In any such action, however, determinations will be made with respect to the involvement of each accused individual.

### E. Amnesty for Victims

The College encourages the reporting of crimes and violations of this *Code* by victims. Sometimes, victims are hesitant to report to college officials because they fear that they may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to College officials. To encourage reporting, the College pursues a policy of offering victims of severe conduct offenses amnesty from policy violations related to the incident.

### F. Good Samaritan

In a community, students are encouraged to help other members of the community who are in need; to be Good Samaritans. When a student has assisted an intoxicated student in procuring campus safety and/or professional medical assistance at Health Services, or any other healthcare facility, neither the intoxicated student nor the individual(s) who assist them will be subject to formal action through the College conduct process for (a) being intoxicated, or (b) having provided that person alcohol. This applies only to first-time, isolated incidents, and does not excuse or protect those who flagrantly or repeatedly violate college alcohol policies.

### G. Parental Notification

The College reserves the right to notify parents/guardians of any student whose conduct is deemed to be in violation of this *Code*. The College reserves the right to notify all law enforcement agencies of any breach the provisions of this *Code* involving alcohol, drugs or any other act that is a danger to the health, safety and well-being of any member of the College community. Bergen Community College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and

Privacy Act (FERPA).

### H. Notification of Outcomes

The outcome of a hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the College observes the legal exceptions as follows:

1. Complainants in sexual misconduct and sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.
2. The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The College will also release this information to the complainant in any of these offenses regardless of the outcome.
3. The College may also release notification of outcomes to any employment agency/entity requesting disciplinary records of the student as long as permission has been granted, in writing, by the student who breached the *Code*.

### I. Defenses

It has become common for students accused of policy violations to try to defend their actions with excuses, such as prescription drug interactions, self-defense, disabilities, etc. The College's policy on defenses is clear. Defending your actions could be admission of a violation of policy. "Yes, we fought, but he started it", still means you had a fight, and that violates this *Code*. Taking someone's property under the influence of an anti-depressant, is still taking someone else's property. While your defense will not excuse your actions, the College will take the legitimacy of your defense into consideration in addressing the proper sanction. If you were not the aggressor in a fight, you may still be sanctioned, but your sanction may be lesser than the sanction of the person who started the fight.

### J. Misconduct Online

Students are advised that behavior online can be the subject to disciplinary action as if such conduct took place face-to-face. Online harassment, bullying, threats or similar conduct, will not be tolerated and any student that violates this policy will be subject to disciplinary action. Students must be aware that social media postings are in the public sphere, and are not private. These postings can subject a student to allegations of conduct violations, if evidence of

policy violations is posted online. The College will take action if and when such information is brought to the attention of the College.

**V. OFFENSES UNDER THIS CODE**

**A. Conduct Demonstrating a Lack of Integrity, Generally**

The College students are required to exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

1. Acts of dishonesty
  - Furnishing false written or oral information to any College official, faculty member or office.
  - Forgery, alteration, destruction or misuse of any College document, record, timesheets or instrument of identification including but not limited to College and College related material such as academic forms, files, transferring, course registration document, records, identification cards or other documents. Students may also be subject to criminal charges in the event a violation of the policy is found.
  - Tampering with the election of any College registered student organization
  - Causing, condoning, or encouraging the completion of any College record, document or form dishonestly
  - Initiating a false report or warning of fire, explosion, bomb threat, or other emergency
  - Deception- concealment or distortion of the truth for the purpose of misleading; duplicity; fraud; cheating.
2. Knowingly presenting a worthless check or forging a money order in payment to the College or to a member of the College community acting in an official capacity, or failure to make satisfactory arrangement for the settling of accounts with the College.
3. Violations of positions of trust or authority within the community;
4. Misuse or unauthorized use of the College or organizational names and images;
5. Theft, attempted theft, robbery, bribery, extortion, misappropriation of funds or property and/or possession of stolen property.
  - Knowingly possessing stolen property
  - Damaging items rented, leased, or placed on the campus at the request of the College
  - Selling or attempting to sell textbooks unless the seller is the owner of the textbook or has the permission of the

owner to do so

- Taking, attempting to take, or keeping items belonging to the College.

**B. Conduct Demonstrating a Lack of Academic Integrity**

Students at Bergen Community College are required to exemplify Academic Integrity in all of their dealings and interactions.

Bergen Community College is committed to academic integrity-the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work.

Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty.

The College recognizes the following general categories of violations of academic integrity.

Behavior that demonstrates a lapse in Academic Integrity includes, but is not limited to:

1. Uses unauthorized assistance in any academic work
  - Copies from another student's work
  - Uses notes, books, electronic devices or other aids of any kind during an exam, when doing so is prohibited.
  - Steals an exam or possesses a stolen copy of any exam
2. Gives unauthorized assistance to another student
  - Completes a graded academic activity or takes an exam for someone else
  - Gives answers to or shares answers with another student before or during an exam or other graded academic activity
  - Shares answers during an exam by using a system of signals
3. Fabricates data in support of an academic assignment
  - Cites sources that do not exist
  - Cites sources that were not used
  - Submits any academic assignment which contains falsified or fabricated data or results
4. Inappropriately or unethically uses technological means to gain academic advantage
  - Inappropriately or unethically acquires material via the internet or by any other means
  - Uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

**Plagiarism**

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is



defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. Plagiarism includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment of their authorship. It also includes materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Examples of plagiarism include instances in which a student:

- Knowingly represents the work of others as his/her own
- Represents previously completed academic work as current
- Submits a paper or other academic work for credit, which includes, words, ideas, data or creative work of others without acknowledging the source
- Uses another author's exact words without enclosing them in quotation marks and citing them appropriately

\*Note: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

### **Sanctions Against a Student for a Classroom Violation**

- The faculty member must report all incidents to the chair of the department
- The faculty member, in consultation with the chair, will determine the course of action to be followed. This may include:
  - Assigning a failing grade on the assignment
  - Assigning a lower final course grade
  - Failing the student in the course
  - Other penalties appropriate to the violation
- The student has the right to appeal the decision of the faculty member by writing to the appropriate Department Head and then to the Academic Vice President.

\*Note: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

5. Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; and (iv) engaging in any other such behavior specifically prohibited by a faculty member in the course syllabus.

### **C. Failure to Adhere to Bergen Community College's Code of Fairness**

The College students are required to honor fairness and strive for fairness in all their dealings and interactions. Behavior that demonstrates a lapse of Fairness includes, but is not limited to:

1. Disruption of College operations, including obstruction of teaching, research, administration, other College activities;
2. Obstruction of freedom of movement by community members or visitors
3. Abuse, interference or failing to comply in the College processes including any hearings under this *Code*;
4. Abuse of the Student Code of Conduct process and procedures, including:
5. Failure to follow the Student Code of Conduct process and procedures;
  - Falsification, distortion, or misrepresentation of information;
  - Failure to provide, destroying or hiding information during an investigation of an alleged policy violation;
  - Attempting to discourage an individual's proper participation in, or use of, the Student Code of Conduct process and procedures;
  - Harassment (verbal or physical) and/or intimidation of a member of the hearing board prior to, during, and/or after a campus conduct proceeding;
  - Failure to comply with the sanction(s) imposed by the judicial board;
  - Failure to respect the dignity and privacy of fellow Bergen community members by disclosing confidential information obtained during participation in a judicial board hearing;
  - Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct.

### **D. Actions Detrimental to the Bergen Community College Community**

The College students are required to honor and value their community in all their dealings and interactions. Behavior that demonstrates a lapse of Community includes, but is not limited to:

1. Damage to or littering the College grounds and/or properties owned or leased by a registered student organization, including, but not limited to:
  - Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespass;
  - Violating the No Smoking policy;

- Driving motor vehicles on lawn or grounds without permission;
  - Failure to clean up sidewalk chalk;
  - Failure to maintain an organization's facilities and/or surrounding property;
  - Vandalism, the causing of damage to the property of another or to the College;
2. Unauthorized entry or use of the College property including, but not limited to:
    - Unauthorized possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or codes;
  3. Intentional and unauthorized taking of the property of the College or personal property of a member of the College community;
  4. Disruption or obstruction of teaching, research, administration, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises. Examples of this include but are not limited to:
    - Unruly classroom behavior;
    - Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions;
    - Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community;
    - Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
  5. Inappropriate use of College computing resources as stated in Policy on Information Technology, including misuse of the College computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the campus network will be held responsible for any violation of this policy that originates from that computer. Examples of misuse include but are not limited to:
    - Use of computing facilities to send harassing or abusive messages;
    - Use of computing facilities to interfere with the work of other community members;
    - Unauthorized access to a file or personal or group account;
    - Use of computing facilities to interfere with normal operation of the College computer system;
    - Anonymous or forged network news articles or E-mail messages;
  - Disk usage over the allotted limit without prior approval;
  - Unauthorized transfer of a file;
  - Unauthorized use of another individual's identification and password.
  - Making copies of copyrighted computer software when no written authority to copy the software has been granted.
    - Gambling
  6. Constructive or actual possession and/or illegal use of firearms, other potentially dangerous items that may be used as weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as hatchets when used as weapons) and inherently dangerous or explosive materials including fireworks. Boxcutters, if required for class, will be maintained in class by the instructor (as should similarly intended supplies).
  7. Having animals on campus except as may be required for a class, or for use of guide or support dogs.
- E. Actions exhibiting a Lack of Respect for Fellow Students, Property, Faculty and/or Staff**
- Students are required to show respect for each other, for property and for the community in all their dealings. Behavior that demonstrates a lapse of Respect includes, but is not limited to:
1. Assault or attempted assault, which may include hazing, or physical abuse or injury of any individual.
  2. Threat, verbal assault or abuse or physical obstruction of any individual. This includes verbal or physical disruption or obstruction of teaching, research or disciplinary proceedings of any individual, office or authorized College activity. Intimidation (implied threats) or coercion (pressuring another unreasonably until an act is not truly voluntary).
  3. Discriminatory harassment including speech, actions or conduct which has the effect of depriving a member of the community of educational or employment access, enjoyment, benefits or opportunities.
    - For offensive or annoying behavior to rise to a level of code violation, such behavior must have the potential to cause a deprivation of the civil rights of a member of a protected class
    - Protected classes at the College include gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, and pregnancy status.
  4. Bullying- Bullying is prohibited at the College. The State of New Jersey defines bullying as: No

student enrolled in the College shall engage in activities of harassment, intimidation, or bullying which are defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably, perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c. 122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students... "Electronic communication" means a communication transmitted by means of any electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager; Violations may result in college suspension, college expulsion, revocation of admission and/or degree or withholding a degree.

### State of New Jersey's Anti-Bullying Bill of Rights Act

In compliance with the State of New Jersey's "Anti-Bullying Bill of Rights Act", the College will maintain zero-tolerance towards behavior involving harassment, intimidation, and/or bullying of any kind that is directed to students, members of the College community, and/or visitors. Harassment, intimidation and/or bullying includes but is not limited to any gesture, written, verbal or physical act, or any electronic communication that targets another individual and/or that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on or with college property or at any college sponsored function. A reasonable person should know, under the circumstances, that the above identified behavior will have the effect of physically or emotionally harming a student, staff person or visitor or damaging the student, staff person or visitor's property, or placing a student, staff person or visitor in reasonable

fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students, staff person or visitor in such a way as to cause disruption in, or interference with, the orderly operation of the College; or creates a hostile environment for the student, staff person or visitor at the college; or infringes on the rights of the student, staff person or visitor at the college.

*To report any form of bullying, students must contact the Dean of Student Life and Judicial Affairs immediately. Contact information is available by accessing the online staff directory and/or by visiting the Office of Student Life and Judicial Affairs located in Pitkin Building—SC-110 in the Paramus Campus.*

5. Hazing- Behavior that endangers the mental or physical health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to participate. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Violence or threatened violence between those in an intimate relationship to each other.
7. Stalking, defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community with the intent of annoying or alarming that person or placing that person in reasonable fear for his/her safety.
8. Sexual misconduct, including (these violations are all described fully):
  - A. Sexual Harassment
    - unwelcome, gender-based verbal or physical conduct that is,
    - sufficiently severe, pervasive and objectively offensive so that it,
    - unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's education program and/or activities, and is
    - based on power differentials (quid pro quo), that creates a hostile

environment, or retaliation.

*Examples include:* an attempt to coerce an unwilling person into sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

- B. Non-Consensual Sexual Contact
- any intentional sexual touching,
  - however slight,
  - with any object,
  - by one person upon another person,
  - that is without consent and/or by force.
- Sexual Contact Includes:
- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact of a sexual manner, OR
- C. Non-Consensual Sexual Intercourse
- any sexual intercourse
  - however slight,
  - with any object,
  - by one person upon another person
  - that is without consent and/or by force.
- Intercourse includes:
- Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- D. Sexual Exploitation
- Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advance anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- invasion of sexual privacy;
  - prostituting another student;
  - non-consensual video or audio-taping of sexual activity;

- going beyond the boundaries of consent (such as letting your friends hide in the close to watch you having consensual sex);
  - engaging in voyeurism;
  - knowingly transmitting a sexually transmitted disease or Human immunodeficiency virus to another student;
  - exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
  - sexually-based stalking and/or bullying may also be forms of sexual exploitation
- E. Additional applicable definitions:
- Any act of sexual nature, such as but not limited to, sexual harassment, consensual and non-consensual sexual contact and/or intercourse, is not allowed on college premises.
  - or any substance used to incapacitate an individual. For information on rape drugs visit: <http://www.911rape.org/>.
  - Lewd or obscene conduct:
    - Public urination
    - Sexual acts performed in public
    - Surreptitiously taking pictures of another person in a gym, locker room, or restroom
    - Streaking
    - Possession or distribution of pornographic material
    - Possession or distribution of any obscene materials, as defined by the standards of the College community.
9. Inappropriate conduct, which is disorderly, disruptive, or indecent while on campus or at functions sponsored by, or participated in by, the College.
10. Failure to follow procedures for College events held on or off-campus.
11. Verbal assault or abuse to, interference with or noncompliance to campus public safety officer(s) or other College officer(s) while they are acting in performance of their duties on College premises.
12. Failure or refusal to produce a College identification card upon demand by a security officer or other official of the College acting on his/her official capacity or an officer of the law.
13. Violation of any College policy, rule, or regulation published in hard copy or

available electronically on the College website.

14. Smoking in any College building or areas designated as non smoking

### F. **Reckless, Irresponsible and Criminal Conduct**

Students are given and required to accept a high level of responsibility as role models in all their dealings. Behavior that demonstrates a lapse of Responsibility includes, but is not limited to:

1. Intentionally or recklessly causing a fire which damages the College or personal property, or which causes injury to any member of the community.
2. Failure to follow fire safety procedures.
3. Misusing, damaging or tampering with fire safety equipment.
4. Intentionally or recklessly obstructing a fire exit in any College building.
5. Failure to comply with the directions of College officials and/or failure to identify oneself to these persons when requested to do so.
6. Action or inaction by a student in collusion which fails to discourage a known and obvious violation of the College policy or public law; assisting in violation of the College policies or public laws.
7. The knowing failure of any organized group to exercise preventive measures relative to violations of this *Code* by members.
8. Use, possession, manufacture, sale, purchase, transportation, and/or distribution of alcoholic beverages while on College premises. Use, possession, manufacture, sale, purchase, transportation, and/or distribution of narcotics, or other controlled dangerous substances, as well as drug paraphernalia, and/or abuse of prescription medications and drugs. For the purposes of this *Code*, distribution is determined by the quantity of drugs, means and materials for distribution. Please see the full policy on illicit drugs in The Student Handbook.
9. Operating a business. State property or facilities may not be used for personal profit, sale, and/or solicitation. Use of any facilities is prohibited unless participating in a College sanctioned

event. This includes, but is not limited to, the commercialization of rooms, the use of any space for gambling or to solicit students or patrons for private businesses.

### VI. **STATEMENT OF THE RIGHTS OF THE ALLEGED VICTIM**

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators.
- The right to be treated with respect by College officials.
- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a hearing before the judicial board.
- The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities.
- The right to be informed of the outcome and sanction of any hearing before the judicial board involving sexual assault, usually within 24 hours of the end of the hearing.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire.
- The right to be notified of available counseling, mental health or student services for survivors of sexual assault, both on campus and in the community.
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include but are not limited to:
  - Change of an on-campus student to a different on-campus location;
  - Assistance from College support staff in completing the relocation;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options.
- The right not to have irrelevant prior sexual history

- admitted as evidence in a campus hearing.
- The right **not** to have any complaint of sexual assault mediated (as opposed to adjudicated).
- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction.
- The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
- The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the institution.
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).
- The right to preservation of privacy, to the extent possible and allowed by law.
- The right to a hearing closed to the public.
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias.
- The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding.
- The right to give testimony in a hearing before the judicial board by means other than being in the same room with the accused student.
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses.
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
- The right to have the College compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses (including the accused student), and the right to challenge documentary evidence.

- The right to be present for all testimony given and evidence presented before the conduct body.
- The right to a hearing panel comprised of representatives of both genders.
- The right to have the College policies and procedures followed without material deviation.
- The right to be informed in advance of any public release of information regarding the complaint.
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

**VII. STATEMENT OF THE RIGHTS OF THE VICTIM OF SEXUAL ASSAULT (IN ACCORDANCE WITH THE CAMPUS SAVE ACT OF 2014)**

NEW JERSEY CAMPUS  
SEXUAL ASSAULT VICTIM'S  
BILL OF RIGHTS

(PURSUANT TO P.L. 1994 CHAPTER 160)

A College or University in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to ensure that the needs of victims are met and that the Colleges in New Jersey create and maintain communities that support human dignity.

**Bill of Rights**

The following Rights shall be afforded to victims of sexual assault that occur:

- On campus of any public or independent institution of higher education in the state of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or
- When the victim is a student involved in an off-campus sexual assault

### Victims Rights

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity
- To be free from any suggestions that victims are responsible for the commission of crimes against them
- To be free from any pressure from campus personnel to:
  - Report crimes if the victim does not wish to do so
  - Report crimes as lesser offenses than the victim perceives the crime to be
  - Refrain from reporting crimes
  - Refrain from reporting crimes to avoid unwanted personal publicity

### Rights to Resources On and Off Campus

- To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reporting to campus or civil authorities
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling
- To be informed of and assisted in exercising:
  - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
  - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases

### Office of Judicial Affairs

- To be afforded the same access to judicial affairs procedures as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused

### Legal Rights

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
- To receive full and prompt cooperation and assistance of campus personnel in notifying the

proper authorities

- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault

### College Intervention Rights

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailant(s)
- To be notified of the options for and provided assistance in changing academic situations if such changes are reasonably available

### What actions can be taken following sexual assault?

#### Medical

If a sexual assault occurs, it is advisable not to bathe, shower, douche, change clothing, eat, drink, smoke, or urinate. It is advisable to seek medical examination quickly to collect evidence, should the victim wish to take legal action presently or in the future. Immediate medical attention is also important for physical injuries, sexually transmitted diseases and pregnancy. It is also advisable to have an HIV test done separately from the medical exam, at an HIV Testing site, where HIV tests are done confidentially, anonymously, and free of charge.

#### Emotional

Counseling can be obtained to help the victim to deal with the emotions and to regain a feeling of control over one's life.

#### Legal/Disciplinary

Criminal charges can be filed through the municipality where the assault occurred. A college complaint invoking the Bergen Community College Code of Student Conduct can be filled with the Office of Judicial Affairs. Both criminal and college processes may be used simultaneously.

*\*\*In order for the victim to regain a feeling of control over her/his life, it is very important that the victim make the decisions about reporting, medical attention, and counseling. Bergen Community College is committed to making information available so that students can make informed decisions. Talking with someone about the assault does not commit the student to further actions.\*\**

For more information please visit the  
**Violence Intervention Prevention Center**  
online at [www.bergen.edu/vip](http://www.bergen.edu/vip)

## VIII. STATEMENT OF THE RIGHTS OF THE CHARGED STUDENT

- The right to be present at the hearing.
- The right to be informed of the supporting documents against him or her.
- The right to have adequate opportunity to rebut the documentation.
- The right to present documentation on his or her behalf.
- The right to bring to the hearing a maximum of three witnesses who directly observed the incident. Written, signed and dated statements from any additional witnesses will be accepted in advance of the hearing.
- The right to the assistance of an advisor of his or her choice. The advisor may not be an attorney, a member of the student's family or anyone outside the College community. The advisor does not address the hearing panel or speak for the student at any time during the hearing. The advisor and student may confer during the hearing. The advisor's role is to assist the student in understanding and clearly responding to the committee's questions and in making the points related to his or her case. The advisor also may assist the student in preparing his or her opening statement for the hearing. The advisor's intended role should not be solely moral support.
- The Judicial Hearing Panel must conduct the hearing in an impartial manner that shall not be unduly restricted by the legal rules of procedure, evidence and/or discovery.
- If two or more individuals are involved within the same complaint, individual hearings must be permitted when requested by the student.
- If the accused student desires, he or she may submit a written, signed and dated personal statement in advance of the hearing.

## IX. STUDENT CODE OF CONDUCT PROCESS AND PROCEDURES

### Filing A Complaint

A complaint against a student for violations of this Code may be made in writing by anyone who feels this Code has been violated. A complaint should be made as soon as possible following the incident. A Complaint Form is available in the Public Safety Office. The complainant should include as much detail of the alleged violation as possible and to the degree possible include specific references to that part of this Code that pertains to the complaint.

The Student Code of Conduct process is different from criminal and civil court proceedings. Procedures and rights in Student Code of Conduct

proceedings are conducted with fairness to all, but do not include the same process afforded by the Courts.

The complaint should include:

1. Complainant's name, address and telephone number.
2. The name of the person who is being accused of a violation of this Code.
3. The date(s) on which the alleged incident occurred.
4. The place(s) where the alleged incident occurred.
5. A statement describing, in detail, the alleged incident.
6. The name, address and telephone number of any witnesses.

In exceptional circumstances, provisions may be made to protect the identity of reporters and witnesses upon request.

### Initial Investigation

Upon receipt of a complaint or College police report, the Assistant Dean of Student Life & Judicial Affairs will inquire as to the circumstances surrounding the event in question to determine whether there are sufficient grounds to believe that a violation of this Code occurred. The Assistant Dean of Student Life & Judicial Affairs or designee will schedule conferences and obtain a written statement from the complainant, accused student, witnesses and/or other persons directly involved in the incident.

1. Based upon the sufficiency of the complaint or report filed, the Dean of Student Life & Judicial Affairs or designee may investigate the circumstances surrounding the incident in question and determine whether it warrants an administrative hearing with the Dean of Student Life & Judicial Affairs and/or his designee, a hearing before the judicial board or referral to the appropriate student conduct process within the College. If the Dean of Student Life & Judicial Affairs determines the complaint does not warrant further action, the matter will be closed. Such determinations are appropriate where the complained conduct does not violate this Code, and/or when there is insufficient evidence to support a reasonable belief that this Code has been violated.
2. **Interim Suspension**  
Pending the completion of the Dean's investigation and subsequent hearing process, the Dean of Student Life & Judicial Affairs is authorized to place an accused student on interim suspension for reasons related to his or her physical or emotional safety and well-being, to protect the integrity of the



investigation, pending the outcome of a psychological or medical assessment and/or for reasons relating to the safety and well-being of students, faculty, staff, or College property. In some cases, the accused student may be permitted to attend classes but be suspended from all other campus activities. This determination will be made by the Dean of Student Life & Judicial Affairs and/or his designee based upon his/her knowledge of the potential threat posed by the accused student's presence on campus. Whenever such action is taken, a hearing before the judicial board will be convened within ten (10) business days, unless an extension is agreed upon. The hearing process is outlined below. At the time of an interim suspension, a Temporary Campus-Wide Notice of No Trespass may be issued. These documents identify campus locations and events as off limits to the accused student until further notice.

Subject to the availability of the respondent, the Dean of Student Life & Judicial Affairs or designee will conduct a pre judicial hearing conference prior to imposing an interim suspension. If the student is not available, an interim suspension may be imposed for the safety and security of the student or others until such time the accused student becomes available. At the pre judicial hearing conference, the accused student will be given the opportunity to demonstrate to the Dean of Student Life & Judicial Affairs or designee a compelling reason (e.g. mistaken identity) why he/she should not be interim suspended pending a hearing before the judicial board.

### 3. **No-Contact Order**

The Dean of Student Life & Judicial Affairs may impose a limited or campus-wide No-Contact Order between parties to a complaint when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining to all parties the expected behavior including face-to-face contact, correspondence, e-mail, instant message or telephone. Friends and relatives are also prohibited from contact on behalf of either party.

#### **Notification**

1. If the Dean of Student Life & Judicial Affairs or designee determines there is reasonable cause to believe that a violation of this Code has occurred, the accused student will be notified in writing upon receipt of the complaint. The notification time may be longer if necessary to

complete the investigation.

2. This written notice will include:
  - a. The complaint identifying sections of this Code at issue and sanctions that may result;
  - b. A copy of this Code and procedures applicable to the complaint;
  - c. A request that the accused student provide a written explanation of the incident (if no prior statement was obtained); A directive to contact the Office of Judicial Affairs to schedule a Student Conference.

### **Student Conduct Conference**

1. The Dean of Student Life & Judicial Affairs or designee will conduct a prejudicial hearing conference with the accused student.
2. At the prejudicial hearing conference the accused student will:
  - a. Be informed of the information provided to date by the complainant and other persons;
  - b. Be given an opportunity to raise questions and discuss the information;
  - c. Be given the opportunity to admit the allegations and accept responsibility for the violation(s);
  - d. Be given the opportunity to deny the allegations;
  - e. Be informed of the process and possible remedies and sanctions that may result.
3. As a result of the prejudicial hearing conference, the Dean of Student Life & Judicial Affairs or designee may:
  - a. Dismiss the complaint;
  - b. Refer the complaint to the Health and Wellness Office for personal counseling for appropriate follow up including mediation with the complainant;
  - c. Refer the complaint to the appropriate administrative process within the College;
  - d. Resolve the complaint informally or impose a remedy and/or sanction that does not warrant suspension or expulsion;
  - e. If the accused student does not agree with the decision made at the Student Conduct Conference, the student has the right to appeal the decision to the next level administrator within three (3) business days of receipt of the decision letter. The appeal process will be given in writing at the time of the decision letter.
  - f. Determine that a hearing before the judicial board is appropriate. The Dean of Student Life & Judicial Affairs may then refer the matter for a Hearing within ten (10) business days.

**Student Conduct Hearing**

Notification of a hearing before the judicial board will be provided by the Dean of Student Life & Judicial Affairs or designee to the complainant and the accused student by regular mail to the student's campus address or address of record, and email to the student's official @me.bergen.edu account. Delivery is considered to be confirmed when it is sent to the student's account. It is the responsibility of the student to check his/her College email. The notice will include:

- a. The name of the complainant;
- b. The nature of the complaint, including the specific code sections alleged to have been violated, applicable conduct procedures and the sanctions that may result;
- c. The time and place of the hearing. All hearings before the judicial board will be scheduled during regular business hours. (9 a.m. – 5 p.m.);
- d. The right to have witnesses. It is the responsibility of the complainant and the accused student to contact his/her witnesses and arrange for their participation. All student witnesses are required to complete and sign a Family Rights and Privacy Act (FERPA) form. No less than 48 hours prior to the hearing, the complainant and accused student must provide a list of witness names and a statement of their witness' anticipated testimony if a prior statement has not been given to the Assistant Dean;
- e. The right to have an advisor. (The advisor may not be a witness at the hearing or otherwise participate in the hearing.);
- f. The right to present relevant information;
- g. The names of others who will be present at the hearing (if known), including the names of the hearing officers;
- h. Notice that a Document File compiled by the Office of Judicial Affairs with statements from the complainant, accused student and witnesses and any other documentary information will be available to the accused student, the complainant and their advisors for review at least three (3) days prior to the Student Conduct Hearing. An appointment is required to review the Document File. Copies may be made available upon specific request.

Students should note that disciplinary action may be taken, and sanctions may be imposed, if they fail to attend the initial conduct conference or any subsequent hearing. Students who fail to appear after being provided with notice will be deemed to have pled not responsible to the pending charges. A student may submit a written request setting

forth good cause to delay the hearing. Except in emergency situations, no written request for a postponement will be considered unless received at least three (3) business days before the hearing.

**Members Of The Judicial Board**

Hearings before the judicial board for violations of this Code will be conducted by a trained member(s) of the College faculty, staff, or consultant designated by the Office of Judicial Affairs.

**Conduct Of The Hearing**

The hearing panel shall consist of not less than three nor more than five members of the Judicial Board, which panel shall listen to the proofs presented by the Chief Judicial Officer, any documentation submitted by the Chief Judicial Officer, and shall hear the testimony of witnesses, including, but not limited to, the accused. After hearing all of the necessary testimony and reviewing all of the necessary documents, the hearing panel shall determine whether the member of the College community is responsible for the charges alleged against him or her or not responsible. If the determination by the hearing panel is that the person is responsible for the charges against him or her, then the Chief Judicial Officer shall advise the hearing panel of the appropriate sanctions that should be imposed upon the person. The hearing panel shall then determine what sanctions should be imposed after hearing presentation from the Chief Judicial Officer. If the hearing panel finds the person is not responsible, then the matter shall be closed, but the Chief Judicial Officer shall meet with the person to explain the effect of further violations of the Code of Student Conduct.

The hearing will be closed to all members of the campus and outside community except for those directly involved with the complaint. The complainant and the accused student each have the right to be assisted by an advisor of their choice who is not a witness in the complaint. If the victim of the alleged act of misconduct is not the complainant, the Hearing Officer may also allow the victim to attend. An advisor may be present to advise only and may not participate. Advisors who interfere with the proceedings can be excused by the hearing officer. Only persons involved in the hearing process will be permitted in the vicinity of the hearing.

An audio recording of the hearing, but not the closed deliberations of the judicial board, will ordinarily be made and kept by the Office of Judicial Affairs. If the recording is not made for any reason, the decision of the Hearing Board will include a summary of the testimony and shall be sufficiently detailed to permit review by the Dean of Student

### Life & Judicial Affairs.

It is expected that participants and advisors will respect the dignity and privacy of Bergen Community members and keep private that which transpires during the hearing, in accordance with federal law.

Student witnesses, when called by the College on behalf of the complainant, the accused student, or the College, are required to participate in the hearing process.

The hearing process will be conducted in the following manner:

- a. All participants and advisors will be introduced to the Board Chair.
- b. The Chair will recite the complaint against the student and all code sections alleged to have been violated.
- c. The accused student will state whether he/she is responsible, not responsible, or responsible with an explanation for the alleged misconduct. Responsible with an explanation means the student admits to the actions, but believes there were circumstances that should be taken into consideration by the Chair in the determination of this complaint.
- d. Statements regarding their respective positions may be given by the complainant and the accused student. The Chair may place reasonable time limitations on the statements.
- e. The College reserves the right to assign a representative of the Office of Judicial Affairs to present the complaint against the respondent.
- f. Relevant records, documents, and written statements may be accepted and considered by the Chair.
- g. The complainant and the accused student may be present throughout the entirety of the proceeding, except for the deliberation phase. The complainant, the accused student and the Office of Judicial Affairs representative will be able to present witnesses, who will be subject to cross examination. Witnesses will be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the College. Witnesses will be asked to remain until the end of the hearing in the event they must be called back for clarification of their testimony. In the event that a witness is unavailable, a signed statement from the witness may be admitted. Any such statements will be shared with the parties prior to the hearing, and the accused student will be given full opportunity to respond to the written statement at the hearing.
- h. Witnesses will appear separately and will leave the hearing room after their testimony is completed. Witnesses are not permitted to leave the vicinity of the hearing room until permission has been granted by the hearing officer, and are instructed not to communicate with other witnesses outside the hearing during the proceedings.
- i. All parties may question each other and the witnesses, and the Chair may direct questions as appropriate to any participant. The complainant and the accused student may present concluding remarks. The Chair may place reasonable time limitations on the statements.
- j. At the conclusion of the hearing the Chair will advise the complainant and the accused student that his/her determination will be given, in writing, to the appropriate parties within ten (10) business days.
- k. The accused student's prior student conduct record will be a factor in determining the appropriate sanction(s).
- l. At the conclusion of the presentation of all of the facts on the charges(s), the Hearing Board will retire for closed deliberations. The Board deliberations will not be recorded or transcribed. The determination of the Board concerning each charge will be supported by a brief written summary of the findings relied upon by the Board. The written summary will be placed in the case file and made available to the respondent.
- m. The complainant will not be notified of the outcome of the hearing EXCEPT in cases of violence or sexual misconduct, once the decision of the hearing officer has been issued.
- n. For each separate offense, the Hearing Officer will determine whether the accused student is responsible or not responsible. The decision will be based upon an evaluation of the information presented and a determination as to whether this Code was more likely than not to have been violated. For each violation, the hearing officer will impose an appropriate remedy and/or sanction.
- o. The rules of evidence applicable to the courts do not apply to Code proceedings of this College community. Fair process applicable to this process is as defined in these procedures.
- p. The Dean or designee may implement changes to these proceedings as needed that do not jeopardize the material fairness owed to the parties to any complaint.

## Remedies And Sanctions

- A. The following remedies and sanctions may be imposed when accused students have been found responsible for violation of this Code. In addition, other remedies and sanctions may be fashioned at the discretion of the hearing officer:
1. **Written Warning**- to the offender that the conduct must stop and any continuation may be a basis for more severe action.
  2. **Probation**- Notice that further violation of this Code may result in expulsion. Also, the decision may place some additional restrictions on membership in student organizations and/or participation in activities or may establish special restitution and service requirements.
  3. **Suspension**- revocation of the privilege of attending the College and using its facilities for a period of not less than one semester and not more than two academic years.
  4. **Facilities Restriction**- Revocation or restriction of privileges for the use of some but not all College facilities
  5. **Expulsion**- Permanent termination of student status and rights to be present on College property and attend/participate in College-sponsored events
  6. **Referral to civil or criminal authorities.**

### Any of the following may accompany a remedy and sanction.

1. Restitution requiring individuals to restore or replace within a specified time, property which has been damaged, defaced, lost or stolen.
  2. Service assignment requiring an individual to perform services for the community or the College
  3. Referral to appropriate psychological or psychiatric service for evaluation, mandated assessment, or other special help.
  4. Fines for drug and alcohol violations as outlined in the Student Handbook.
  5. Campus-Wide Notice of No Trespass will accompany a sanction of suspension or expulsion from the College.
  6. Campus-Wide No Contact Order: The Dean may impose a Campus Wide No-Contact Order between parties to a complaint when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the Campus-Wide No-Contact Order outlining to all parties the expected behavior including face to face contact, correspondence, e-mail, instant message or telephone. Friends and relatives are also not permitted to have any contact on behalf of either party.
- B. Underage students found in violation of the College's Alcohol Policy and/or sanctioned for the possession or distribution of illegal drugs will be subject to the College parental notification policy. (See FERPA Policies and Procedures in the Student Handbook). In addition, the College reserves the right, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), to make public notification of the final results of certain student conduct actions (See FERPA Policy in The Guide). Such notification may include the name of the student offender and the type of violation, but will not disclose the names of any other students who were involved as victims or witnesses without their consent.

## Judicial Board Hearing Appeal Procedures

- A. Where an individual is found responsible for a violation of this Code that may lead to a sanction less serious than suspension or expulsion, the individual can appeal in writing to the Vice President of Student Affairs and/or his designee within three (3) business days of receipt of the Judicial Board's determination. A person will have the right to request a final review based on any of the following grounds:
1. A sanction that is substantially disproportionate to the severity of the violation.
  2. A material deviation from written procedures that jeopardized the fairness of the process.
  3. A demonstrable bias by a member(s) of the Hearing Board.
  4. New information, unavailable at the time of the hearing, that could be outcome determinative.
- B. In the case of suspension or expulsion, the student can appeal in writing to the Vice President of Student Affairs and/or his designee within three (3) business days of the receipt of the judicial board's determination.
- C. In the case of suspension or expulsion, the student will not be permitted to be on campus or attend classes pending the outcome of the appeal unless implementation of the sanction is delayed by the Vice President of Student Affairs and/or his designee due to extraordinary circumstances.

### **Appeal Of Suspension/Expulsion To The Vice President of Student Affairs**

The request for review of an appeal will be considered by the Vice President of Student Affairs and/or his designee to determine whether grounds for an appeal exist. A person will have the right to request an appeal based on any of the following grounds:

1. A sanction that is (substantially) disproportionate to the severity of the violation.
2. A material deviation from written procedures that jeopardized the fairness of the process.
3. A demonstrable bias by a member(s) of the board.
4. New information, unavailable at the time of the hearing, that could be outcome determinative.

### **Request for Appeal to the Vice President of Student Affairs**

1. The Vice President of Student Affairs and/or designee will review the written request for an appeal within five (5) business days of receipt to determine whether there is sufficient basis to grant an appeal. If so, he/she will proceed to hear the appeal, or return the complaint to the original hearing body for reconsideration or rehearing in light of the basis for the appeal.
2. If the Vice President of Student Affairs and/or his designee determines that there is not a sufficient basis to change the decision of the hearing officer, the student will be notified in writing within five (5) business days.
3. Appeals are deferential to the original hearing decision, and are not intended as a rehearing. If the Vice President of Student Affairs and/or his designee hears the appeal, he/she may determine that there is a sufficient basis to change the decision of the hearing officer if there is clear error or compelling justification, only. If so, he/she may reverse, sustain or modify the decision, or change the sanction. Normally, appeals involve a review of the hearing record and appeal request. At the discretion of the Vice President of Student Affairs and/or his designee, the parties, witnesses or written documentation may be interviewed/reviewed as necessary to assure fairness.
4. The decision of the Vice President of Student Affairs and/or his/her designee will be final.

### **FAQ'S:**

1. **What will happen with a student who is constantly disruptive?**  
Relative to the degree and type of disruption caused by the student, he/she may be referred to Personal Counseling (for behavioral/psychological concerns), Health Services (for health issues) or Public Safety (for disciplinary violations).
2. **What if I don't want the student back in my class?**  
An instructor may remove a student for one class; however, removing a student from the class permanently, requires consultation between Faulty member, Department Head and Dean.
3. **What do I do after I remove the student? What form do I fill out?**  
Contact Public Safety and please fill out an Investigation Report Form. Clearly describe the incident with as much detail as possible.
4. **Should I consult with my Department head first?**  
All incidents should be reported immediately to your Department head first to determine if there has been a disciplinary violation and it is necessary to involve the Office of Judicial Affairs.
5. **What is the process of having a student removed from class?**  
Contact Public Safety by dialing 6. Public Safety will then remove the student from your classroom and inform the Office of Judicial Affairs.
6. **When do I call Public Safety?**  
If you feel a student's behavior is dangerous or unacceptable contact Public Safety immediately by dialing 6.
7. **What happens to a student who plagiarizes?**  
Students who plagiarize will be placed into the Plagiarism/Cheating database in the Office of Judicial Affairs. Documentation and verification of plagiarism/cheating must be submitted by the faculty member to the Office of Judicial Affairs.
8. **Can I fail a student who plagiarizes?**  
The faculty member will decide if the student will fail the particular paper/test. A student can be failed for the course, but only upon a consultation with the Department Head.

*\*\*Document was last revised March 2014\*\*.*

# Admissions Offices & International Student Center



**Kate Plessing-Brunetto**

*Managing Director  
of Admissions and  
International Programs*



**Laura Paprotta**

*International Student  
Counselor*

	Pitkin Education Center, Rm. A-115
	(201) 447-3595 and (201) 447-7913
	Mon., Thurs. & Fri. 8:00 a.m. - 5:30 p.m., Tues. & Wed. 8:00 a.m. - 7:00 p.m.
	<a href="http://www.bergen.edu/admissions">www.bergen.edu/admissions</a>

The main functions of the Office of Admissions:

- Recruitment of students to the College
- Admission of students to the College
- Representing the College at Information Fairs, College Nights and various county-wide events
- Campus Tours for visitors to the College

The Office of Admissions simplifies and streamlines the admissions process for you by the following: providing general information about the college and its academic and certificate programs, reviewing applications for both domestic and international prospective students, processing transcripts, providing campus tours, and attending college fairs at local high schools. Bergen maintains an open door policy. This means that most programs are open to anyone with a high school diploma or the equivalent. Some health programs have limited space and specific entrance requirements.

The College is committed to the selection of students without regard to color, age, race, creed, sex, sexual orientation, national origin, ancestry, disability, marital or veteran's status as defined by law.

	Pitkin Education Center, Rm. C-102
	(201) 689-7601
	Mon. through & Fri. 8:30 a.m. - 4:30 p.m.
	<a href="http://www.bergen.edu/isc">www.bergen.edu/isc</a>

The International Student Center provides the following for the F-1 international student population:

- Admission to the College
- Cultural adjustment Counseling
- Academic Counseling
- Data changes and data maintenance
- F-1 international student orientation
- Immigration/USCIS Compliance/F-1 Status Maintenance
- Resources to F-1 international students
- Workshops for Continuing Students
- Workshops for admission & counseling

The International Student Center (ISC) strives to serve as a "home away from home" for international students at Bergen Community College. The office provides support services and immigration and academic counseling to current and prospective international students including (but not limited to) au pairs, asylees, refugees, visitors and non-immigrant visa holders.

The office offers high quality, relevant orientations and workshops on immigration and academic issues facing international students.

International students are welcomed to stop by the ISC for assistance.

# Successful Students...

# 1

Understand degree requirements & review every semester



# 2

Create a Graduation plan. Set goals & stay focused!



# 3

Attend classes, complete assignments and study for exams



# 4

Use the College Services like, Tutoring, Library, Math Lab



# 5

Meet with Faculty Advisors or Academic Counselors every semester to monitor your graduation plan



NOTES:.....

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## Academic Advising



**Dianna O'Connor**  
*Academic Advising  
Coordinator*



**Harikleia Triano**  
*Manager of  
Academic Advising*

### Preparing for Your Advising Appointment

During your meeting with an advisor you will receive help reviewing testing information, looking at your educational goals and evaluating course selections and schedule creation.

Make sure you know the degree you will be completing at Bergen:

- 🍏 CERTIFICATE (COA or CERT)
- 🍏 APPLIED ASSOCIATE of SCIENCE (AAS)
- 🍏 ASSOCIATE of ARTS (AA)
- 🍏 ASSOCIATE of SCIENCE (AS)

### TRANSFER PLANS

- I want to complete an Associate in Arts/Associate in Science Degree and plan to transfer to four-year institution to complete a Bachelor's Degree.
- I want to transfer but do not plan to complete a Degree/ I just want to take some classes.
- I want to transfer but I have not decided when or where.

### OTHER

- I am undecided and/or confused about my educational goals.

### Complete the following:

Using your placement test results, know the English, Mathematics and Algebra classes that are required for you before your appointment.

Use your program evaluation or degree requirements listed in the catalog to choose two or three classes that you would like to take during the upcoming semester.

### CAUTION:

Some courses have prerequisites (a prerequisite is a class that must be successfully completed first) Check the catalog or ask your advisor about your choices.

College is a partnership between the school and the student. The process requires Orientation, Advising, Counseling and on-going educational planning. Student success, academic and personal growth are the primary focus. To accomplish your goals we encourage you to be aware of the responsibilities of the school and students.



College Responsibilities	Student Responsibilities
Publish important information in the catalog, website, college forms, and emails	Obtain and read published materials. Request clarification for anything that is not clear to you
Provide Quality instructions	Attend all classes. Arrive on time. Participate in class discussions
Provide a class syllabus	Prepare for class assignments. Hand in homework by the deadline. Be proactive in your education
Provide support services to assist in the academic development of students	Determine when help is needed and find someone to help you. Ask faculty or staff to direct or refer you
Publish policies, procedures and deadlines	Read published materials. Note due dates and deadlines. Allow time to accurately complete and submit forms
Publish fees and refund dates	Be careful to pay all tuition fees before deadlines and apply for financial assistance if needed
Provide actives, events and services that allow for personal growth of students	Become actively involved in College. Participation enhances the College experiences

**Educational Goals lead to your Career:** Your educational goal is what you hope to achieve while attending Bergen Community College. Your major is your academic or career path that you have selected such as Biology, Accounting, Hospitality, or Nursing. Your major requires completion of selected courses.

## Which one are you in?

<b>Associate of Arts AA</b>	<ul style="list-style-type: none"> <li>• 2-year-degree of general education &amp; major courses</li> <li>• Career and academic focus are on the humanities and social sciences.</li> <li>• Prepares you to transfer to a College/University for a Bachelor's Degree</li> </ul>
<b>Associate of Science AS</b>	<ul style="list-style-type: none"> <li>• 2-year-degree of general education &amp; major courses</li> <li>• Career and academic focus are on Science, Technology, Engineering and Math</li> <li>• Prepares you to transfer to a College/University for a Bachelor's Degree</li> </ul>
<b>Associate of Fine Arts AFA</b>	<ul style="list-style-type: none"> <li>• 2-year-degree of specific courses in the arts such as Art, Music, Dance</li> <li>• May transfer to a specific College/University</li> <li>• Useful to enhance personal artistic abilities and/or start-up business related to the specific artistic trade</li> </ul>
<b>Applied Associate of Science AAS</b>	<ul style="list-style-type: none"> <li>• 2-year-degree preparing you for a Career</li> <li>• Provides you with knowledge and skills in specialized fields</li> <li>• May transfer to specific technical programs</li> </ul>
<b>Certificate CERT/COA</b>	<ul style="list-style-type: none"> <li>• 1 or 2 semester program</li> <li>• Courses taken for specialized career field.</li> <li>• Can be applied to corresponding Associates Degree</li> </ul>

For a consultation at any of our Bergen Community College locations:

**Stop by:** *The Center for Student Success, Pitkin Education Building, A118, Paramus*  
Or call to set up an appointment at other locations

**Meadowlands at (201) 447-7920**  
**Hackensack at (201) 489-1551**





## Athletics and Intramurals



**Jorge Hernandez**  
*Managing Director of  
Athletics*



**Elaine Korinko**  
*Assistant to the Athletic  
Managing Director*

	Pitkin Education Center, Rm. G-201
	(201) 447-7183
	Mon. through Fri. 9:00 a.m. - 5:00 p.m.
	<a href="http://www.ihigh.com/bergenbulldogs">www.ihigh.com/bergenbulldogs</a> <a href="http://bergen.edu/athletics">bergen.edu/athletics</a>

At Bergen Community College we believe that athletics is an integral part of the educational experience. The Athletics Department offers programs that provide students with the opportunity to participate in intercollegiate and intramurals athletics in a wide variety of sports. The Bergen Community College Bulldogs (colors-purple, white and orange) are proud of the fact that many of our student-athletes consistently earn All-American, All-Region, All-Conference, Academic All-Region and/or Academic All-Conference honors.

Student-athletes must maintain 12 credits (full-time status) throughout the season of participation for intercollegiate athletics. Transfer students must produce a transcript from the school(s) they are transferring from. All participants must also produce a copy of their high school diploma or transcript. All prospective student-athletes are required to have the college medical form on file in the Health Services Office before participating in any tryout/practice session and must undergo a physical examination by the college physician before the first scheduled contest of the season.

Bergen Community College is a Division III (non-scholarship) member of the Garden State Athletic Conference (GSAC) and Region XIX (comprised of two-year colleges in New Jersey, Delaware, and Eastern Pennsylvania) of the National Junior College Athletic Association (NJCAA). More information is available online at [www.ihigh.com/bergenbulldogs/](http://www.ihigh.com/bergenbulldogs/)

The BCC athletics department offers varsity intercollegiate programs in the following 13 sports:

**Fall** – Men's Soccer, Women's Soccer, Women's Volleyball, Women's Tennis and Cross County (M&W)

**Winter** – Men's Basketball, Women's Basketball and Wrestling

**Spring** – Baseball, Golf, Softball, Men's Tennis and Track & Field (M&W)

Intramural Sports are available to those students who enjoy competition with a less rigorous schedule. The coed activities are scheduled during student activity hours and are available to all BCC students. Awards are presented to winners in each category at the end of the fall and spring semesters. All participants must have a current college medical form on file with the Health Services Office.

## FALL 2014 SPORTS SCHEDULE

### Men's Soccer

<b>Tues.</b>	<b>Aug. 26</b>	<b>Dutchess CC (<i>scrimmage</i>)</b>	<b>H</b>	<b>3:30</b>
Sat.	Aug. 30	Herkimer CC Kickoff Classic (vs. Genesee CC)	A	4:00
Sun.	Aug. 31	Herkimer CC Kickoff Classic (vs. Herkimer CC)	A	4:30
<b>Sat.</b>	<b>Sept. 6</b>	<b>*Camden CC</b>	<b>H</b>	<b>12:00</b>
<b>Tues.</b>	<b>Sept. 9</b>	<b>*Raritan Valley CC</b>	<b>H</b>	<b>3:30</b>
<b>Tues.</b>	<b>Sept. 16</b>	<b>Rockland CC</b>	<b>H</b>	<b>3:00</b>
Thurs.	Sept. 18	*Brookdale CC	A	3:30
Sat.	Sept. 20	*Gloucester CC	A	12:00
<b>Thurs.</b>	<b>Sept. 25</b>	<b>*CC of Morris</b>	<b>H</b>	<b>3:30</b>
<b>Sat.</b>	<b>Sept. 27</b>	<b>*Manor College</b>	<b>H</b>	<b>12:00</b>
Tues.	Sept. 30	*Sussex Co. CC	A	3:30
Sat.	Oct. 4	*Cumberland CC	A	12:00
Tues.	Oct. 7	*Middlesex CC	A	3:30
<b>Sat.</b>	<b>Oct. 11</b>	<b>*Ocean CC</b>	<b>H</b>	<b>12:00</b>
<b>Sat.</b>	<b>Oct. 18</b>	<b>*Union CC</b>	<b>H</b>	<b>12:00</b>
<b>Tues.</b>	<b>Oct. 21</b>	<b>Globe Institute of Technology</b>	<b>H</b>	<b>3:30</b>
Sat.	Oct. 25	Reg. 19 DIII Tourn. (1st round)		
Wed.	Oct. 29	Reg. 19 DIII Tourn. (2nd round)		
Sun.	Nov. 2	Reg. 19 DIII Tourn. Finals (at Ocean CC—must qualify)	A	
Thurs.	Nov. 13	NJCAA DIII Nationals	A	
Fri.	Nov. 14	NJCAA DIII Nationals	A	
Sat.	Nov. 15	NJCAA DIII Nationals (at Herkimer CC, NY) ( <i>must qualify</i> )	A	

\*Reg. XIX DIII Opponent

Head Coach: Fredy Herrera  
Asst. Coach: Paul Bancroft

### MEMBER

1. National Junior College Athletics Association
2. Region XIX New Jersey, Delaware, Eastern Pennsylvania
3. Garden State Athletic Conference

CROSS COUNTRY (M&W)

MEN'S SOCCER

WOMEN'S SOCCER

WOMEN'S TENNIS

WOMEN'S VOLLEYBALL

ASST. TO ATHLETIC DIRECTOR

ATHLETIC TRAINER

EQUIPMENT MANAGER

**Ms. Deana Dedovitch**

**Mr. Fredy Herrera**

**Ms. Jolynn Di Ienno**

**Mr. Sal Guillen**

**Ms. Helene Liaci**

**Ms. Elaine Korinko**

**Mr. Hernan Castano**

**Mr. Chris Cioppa**

NICKNAME **Bulldogs**  
SCHOOL COLORS **Purple, White & Orange**

### Women's Soccer

Sat.	Aug. 23	NJ City Univ. ( <i>scrimmage</i> )	A	10:00
Sat.	Aug. 30	Dominican College ( <i>scrimmage</i> )	A	11:00
<b>Tues.</b>	<b>Sept. 2</b>	<b>*Manor College</b>	<b>H</b>	<b>4:00</b>
Sat.	Sept. 6	*Camden CC	A	12:00
<b>Thurs.</b>	<b>Sept. 11</b>	<b>CC of Morris</b>	<b>H</b>	<b>3:30</b>
Sat.	Sept. 13	*Northampton CC	A	12:00
<b>Thurs.</b>	<b>Sept. 18</b>	<b>*Brookdale CC</b>	<b>H</b>	<b>4:00</b>
<b>Sat.</b>	<b>Sept. 20</b>	<b>*Gloucester CC</b>	<b>H</b>	<b>12:00</b>
Thurs.	Sept. 25	*Raritan Valley CC	A	3:30
Sat.	Sept. 27	*Montgomery Co. CC	A	12:00
<b>Tues.</b>	<b>Sept. 30</b>	<b>*Bucks Co. CC</b>	<b>H</b>	<b>4:00</b>
Thurs.	Oct. 2	*Sussex Co. CC	A	3:30
<b>Sat.</b>	<b>Oct. 4</b>	<b>*Cumberland CC</b>	<b>H</b>	<b>12:00</b>
<b>Tues.</b>	<b>Oct. 7</b>	<b>*Middlesex CC</b>	<b>H</b>	<b>4:00</b>
Sat.	Oct. 11	*Ocean CC	A	12:00
Sat.	Oct. 18	*Union CC	A	12:00
Sat.	Oct. 25	Reg. 19 DIII Tourn. (1st round)		
Tues.	Oct. 28	Reg. 19 DIII Tourn. (2nd round)		
Sat.	Nov. 1	Reg. 19 DIII Tourn. Finals (at Ocean CC—must qualify)	A	
Thurs.	Nov. 13	NJCAA DIII Nationals	A	
Fri.	Nov. 14	NJCAA DIII Nationals	A	
Sat.	Nov. 15	NJCAA DIII Nationals (at Ocean CC—must qualify)	A	

\*Reg. XIX DIII Opponent

Head Coach: Jolynn Di Ienno  
Asst. Coach: Jillian Di Ienno

*Game schedules can change due to inclement weather or based on other circumstances. We recommend you check with the Athletics department the day of the game.*

**Women's Volleyball**

Tues.	Aug. 26	Hostos CC ( <i>scrimmage</i> )	A	5:00
<b>Thurs.</b>	<b>Sept. 4</b>	<b>Hostos CC</b>	<b>H</b>	<b>7:00</b>
Sat.	Sept. 6	Lackawanna College Tour.	A	8:00
Thurs.	Sept. 11	*Union CC	A	6:00
<b>Sat.</b>	<b>Sept. 13</b>	<b>*Union CC &amp; CC of Morris</b>	<b>H</b>	<b>12:00</b>
<b>Tues.</b>	<b>Sept. 16</b>	<b>*Middlesex CC</b>	<b>H</b>	<b>7:00</b>
Thurs.	Sept. 18	*Passaic Co. CC	A	7:00
<b>Sat.</b>	<b>Sept. 20</b>	<b>*Lehigh Carbon CC</b>	<b>H</b>	<b>12:00</b>
<b>Tues.</b>	<b>Sept. 23</b>	<b>*Ocean CC</b>	<b>H</b>	<b>7:00</b>
Thurs.	Sept. 25	*Middlesex CC	A	7:00
<b>Sat.</b>	<b>Sept. 27</b>	<b>*Brookdale CC</b>	<b>H</b>	<b>12:00</b>
<b>Tues.</b>	<b>Sept. 30</b>	<b>*Passaic Co. CC</b>	<b>H</b>	<b>7:00</b>
<b>Thurs.</b>	<b>Oct. 2</b>	<b>Raritan Valley CC</b>	<b>H</b>	<b>7:00</b>
Mon.	Oct. 6	Bronx CC	A	7:00
Tues.	Oct. 7	*Ocean CC	A	7:00
Tues.	Oct. 14	*Brookdale CC	A	7:00
Sat.	Oct. 18	Reg. 19/21 DIII Tour. (1st rd.)		
Tues.	Oct. 21	Reg. 19/21 DIII Tour. (2nd rd.)		
Sat.	Oct. 25	Reg. 19/21 DIII Tour. Finals (at Montgomery Co. CC)	A	
Sat.	Nov. 1	District Championship (at Reg. 10 site-must qualify)	A	
Fri.	Nov. 14	NJCAA DIII Nationals	A	
Sat.	Nov. 15	NJCAA DIII Nationals (at Rochester, MN) ( <i>must qualify</i> )	A	

\*Reg. XIX DIII Opponent

Head Coach: Helene Liaci  
Asst. Coach: Charles Bell**Sign up for intramurals in G-201  
(2<sup>nd</sup> floor above gym)**3-on-3 Basketball, 4-on-4 Soccer,  
Ping-Pong, Tennis,  
50-Mile Bike, 25-Mile Swim, 50-Mile Triathlon**Intramurals take place Tues & Thurs  
12:30 to 1:30 p.m. in the Gymnasium****Proper Attire & Medical Clearance Required****Women's Tennis**

<b>Wed.</b>	<b>Mar. 19</b>	<b>Suffolk Co. CC</b>	<b>H</b>	<b>3:00</b>
<b>Sat.</b>	<b>Sept. 6</b>	<b>*Camden CC</b>	<b>H</b>	<b>12:00</b>
<b>Tues.</b>	<b>Sept. 9</b>	<b>*Northampton CC</b>	<b>H</b>	<b>4:00</b>
<b>Wed.</b>	<b>Sept. 10</b>	<b>*Ocean CC</b>	<b>H</b>	<b>3:30</b>
Sat.	Sept. 13	*Brookdale CC	A	12:00
Tues.	Sept. 16	*Mercer CC	A	3:30
<b>Thurs.</b>	<b>Sept. 18</b>	<b>*Brookdale CC</b>	<b>H</b>	<b>3:30</b>
<b>Sat.</b>	<b>Sept. 20</b>	<b>*Rowan Coll. at Gloucester Co.</b>	<b>H</b>	<b>12:00</b>
Tues.	Sept. 23	*Ocean CC	A	3:30
Thurs.	Sept. 25	*CC of Philadelphia	A	3:30
Fri.	Sept. 26	Mercer Co. CC Tournament	A	TBA
Sat.	Sept. 27	Mercer Co. CC Tournament	A	TBA
Fri.	Oct. 3	*Camden CC	A	3:30
Sat.	Oct. 4	*RCGC & Lackawanna College (at Rowan Coll. at Gloucester Co.)	A	11:00
<b>Mon.</b>	<b>Oct. 6</b>	<b>*Mercer Co. CC</b>	<b>H</b>	<b>3:30</b>
Wed.	Oct. 8	*Bucks Co. CC	A	4:00
Fri.	Oct. 10	Reg. 19 DIII Tournament	A	
Sat.	Oct. 11	Reg. 19 DIII Tournament	A	
Sun.	Oct. 12	Reg. 19 DIII Tournament (at Rowan Coll. at Gloucester Co.)	A	
Wed.	Oct. 22	NJCAA DIII Nationals	A	
Thurs.	Oct. 23	NJCAA DIII Nationals	A	
Fri.	Oct. 24	NJCAA DIII Nationals (at Flushing Meadow, NY) ( <i>must qualify</i> )	A	

\*Reg. XIX DIII Opponent





Head Coach: Sal Guillen  
Asst. Coach: Dan Winters**Cross Country**

Fri.	Sept. 5	Ramapo College XC Season Opener (Garret Mountain-Woodland Pk., NJ)	A	4:00
Sat.	Sept. 13	Dukes XC Invitational (at Cumberland CC, NJ)	A	3:30
Sat.	Sept. 20	Osprey Invitational (Richard Stockton College of NJ)	A	10:45
Sun.	Sept. 28	College of Staten Island Invitational (Clove Lakes Pk., Staten Island, NY)	A	TBA
Sat.	Oct. 4	Luzerne Co. CC (PA) Invitational	A	11:00
Sun.	Oct. 12	CCNY Invitational (at Van Cortlandt Park, Bronx, NY)	A	10:00
Sat.	Oct. 18	St. Joseph's College Invitational (Sunken Meadow Park-Kings Pt., NY)	A	TBA
Sat.	Oct. 25	Region XIX Championship Meet (hosted by Essex CC, NJ)	A	TBA
Sat.	Nov. 1	District Championship Meet (hosted by Holyoke CC, MA)	A	TBA
Sat.	Nov. 8	NJCAA National Championship Meet A (hosted by Finger Lakes CC, NY) ( <i>must qualify</i> )	A	TBA

# The Center for Student Success



**Jennifer Reyes**  
*Dean for Student  
Support Services*

	Pitkin Education Center, Rm. A-118
	(201) 447-7211
	Mon. 8:00 a.m. - 5:30 p.m. Tue., Wed., & Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/title5/pages/6030.aspx">www.bergen.edu/title5/pages/6030.aspx</a>

**The Center for Student Success** (Pitkin Education Center, Room A-118; (201) 447-7211) has a staff of Professional Counselors who offer a wide variety of services for students.

**Academic Counselors** assist students in selecting programs of study that are appropriate for their personal and professional goals based on factors such as academic status and history, professional goals, and educational backgrounds. Workshops and literature are provided in the areas of study skills, time management, and test taking.

**Career Counselors, at the Career and Workforce Development Center** are available during the student's college experience, but is especially effective when students explore career options early in their education. Counselors help students develop an understanding of themselves and the world of work; they guide students in selecting an academic program, choosing a career path, and preparing for employment. The Center also offers career assessments. Throughout the year there are many workshops and special events, hosted by the Center, designed to help students to move forward in career and academic development. **Employment Services** are available to students needing a part-time or summer job to pay expenses or a full-time position upon graduation.

**Transfer Counselors** assist students by providing information about the transferability of courses taken at Bergen, articulation agreements with four-year colleges, and the transfer process. In addition, they lead Transfer Workshops, organize College Fairs, and provide transfer resources for the students.

Students are advised to attend a **Transfer Information Session** early in their academic career. These sessions are offered twice a week each semester and deal with the basics of choosing courses and how courses will transfer to other institutions.

Transfer information and resources are available to students both online and at the Center. Also available are guidelines for specific majors detailing course and GPA requirements for direct transfer to the same major at another institution.

Applications and course catalogs for other colleges are available on their Web sites.

For current facts regarding transfer in New Jersey, and links to all the colleges and universities in the state, visit [www.njtransfer.org](http://www.njtransfer.org).

**All information about Transfer and BCCs Articulation Agreements are available online at <http://www.bergen.edu/pages1/pages/4967.aspx>.**

**New Jersey Transfer Articulation Principles**  
The New Jersey President's Council approved the following principles to govern transfer from associate to baccalaureate programs in New Jersey: Students that graduate from a NJ community college with an **A.A. or an A.S. Degree** will be given priority for admission to public four-year colleges. Once admitted, students will have the same status as students who have been attending the four-year college for their first

two years (native students). As graduates of an approved transfer program, students will be given full credit for General Education requirements at the four-year college, and should be able to begin their third year of study. However, if there is a change in major, students may be required to complete additional courses that are required for the new major. Students may receive credit for courses in which they earned "D" grades, unless native students do not receive credit for "D" grades. "D" grades will not be accepted at Rutgers or NJIT. Admission to the major of your choice is also not guaranteed, and may depend on your earning a minimum grade point average and completion of specific courses. Admission to the four-year college is not guaranteed. **These principles do not apply to A.A.S. graduates.**

**Personal Counselors** provide students with a safe and confidential atmosphere where they have an opportunity to talk about their individual concerns. The Personal Counselors will help students understand themselves, explore alternatives, reach a decision, or feel better about coping with problems. When appropriate, a student may be referred to outside agencies.

**Alcohol and Drug Resources and Services**

**Counselors** are available to assist students with education, information, and counseling services for alcohol and drugs. Counselors provide referrals to treatment programs, and support to students as they make the transition to outside agencies. The counselors maintain a list of agencies which provide assistance with drugs and alcohol concerns in the Bergen County area.

**Cooperative Education** is an academic program that provides students the opportunity to apply classroom learning to practical work experiences. Each year several hundred students and employers participate in this experiential learning program that provides students with meaningful and valuable learning as well as an opportunity to obtain specific skills related to career goals. On campus, students continue their usual academic program and participate in a Co-op seminar in which they explore the relationship between academics and day-to-day work situations. Students receive academic credit for successful completion of the Co-op Work Experience.

To be eligible, a student must have fulfilled the prerequisite requirement(s) of the Coop course. Interested students should contact the Transfer and Career Center to meet with a counselor and obtain assistance in locating positions related to their

educational and career goals. For information, <http://www.bergen.edu/coop>

**Service Learning** is academically-based community service. While studying theory and course content in their classes, students have the opportunity to contribute to the community by working in a community-based organization or nonprofit agency. Students participate in Service Learning by choosing this option offered in a number of academic courses each semester and then select an assignment with a community partner organization which corresponds to their course content. Students have worked with social service organizations, government agencies, hospitals, mental health centers, schools and many other organizations and agencies.

**Services for Students with Disabilities**

A wide variety of academic support services are available to students with documented disabilities through the Office of Specialized Services (OSS). If a student has been classified in high school or had a 504 plan, it is highly recommended that the student contact OSS during the College application process. The deadlines for submitting disability documentation are: August 1 for Fall Semesters and December 1 for Spring Semesters and Summer. For further information, please visit the OSS Web site at <http://www.bergen.edu/oss>. Personal information is kept confidential.

Accommodations are provided only through the Office of Specialized Services and must be planned as early as possible. The following academic support services (accommodations) may be provided based on a student's disability documentation:

- Extended test taking time
- Tutoring
- Academic Counseling
- Adaptive Equipment Computer Labs
- Referrals for off campus services
- Student Support Groups
- Sign Language Interpreters
- Note takers
- Educational Support Strategies
- Ongoing psychotherapy or personal attendant services are not provided by the College.

# Student Affairs Online Counseling



**Dr. Naydeen González-De Jesús**

*Vice President of Student Affairs*



**Dianna O'Connor**  
*Academic Advising Coordinator*

	Pitkin Education Center, Rm. A-215
	(201) 879-8969
	Mon. through Fri. 9:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/sao">www.bergen.edu/sao</a>

## Student Affairs Mission

To educate and empower students to become responsible life-long Learners within a global society.

## Values of Student Affairs

1. Student success through continued collaboration and assessment.
2. Diversity and mutual respect for all members of the community.
3. Holistic approach to student development- intellectual, physical, mental, spiritual, and emotional.
4. Empowerment through advocacy and guidance.
5. Fiscal integrity to ensure student access to services.

## SAO purpose;

1. This service is made possible by Perkins Post-Secondary grant, Office of Career and Technical Education through the Department of Education.
2. SAO (Student Affairs Online): Online advisement is available five days a week, from 9a.m. to 5p.m. <http://www.bergen.edu/sao>
3. Online Counseling is a service designed to assist traditional and non-traditional students in receiving a virtual, collegiate education.
4. An online academic counselor identifies opportunities, challenges and consequences of your academic and career decisions.
5. Students receive academic and support services by proactively accessing the BCC Portal and online

tutoring ([smarththinking.com](http://smarththinking.com)). To ensure a successful transition towards graduation, students should check email regularly, meet with the online counselor and a career/transfer counselor to maximize their educational potential.

6. The Academic Counselor serves as a facilitator that assists in the learning process through a course or program planning upon the completion of graduation.
7. The Academic Counselor also provides guidance to students when interpreting BCC's catalog and program evaluation.

Online counseling is a great opportunity for all Bergen Community College students to reach their educational goals and to successfully transition into a 4-year institution or a fulfilling career path.

This service is made possible by the Perkins Post-Secondary Grant Office of Career and Technical Education through the Department of Education. Currently Dianna O'Connor is the contact to facilitate online services for our students.

## Student Requirements

**Admissions** – applying to Bergen Community College is your first step

<http://admissions.bergen.edu/admissions/>

**Testing** – the second step is taking the Accuplacer test  
**Study Link** -<http://www.bergen.edu/pages1/pages/1194.aspx>

**Testing** -<http://www.bergen.edu/pages1/Pages/715.aspx>

**Online Orientation** – being virtually connected with your campus (link to be added) is your fourth step

**Advisement** – the fifth step is meeting with your online counselor, Nadine Phillips.

**Registration** – this sixth step, registering for class(es), can be independently completed via Portal (or by meeting with an academic counselor in the Advising Center, A-118, Paramus campus)

## Advisement

### What is Advisement?

Advising is a developmental process that clarifies academic/career goals and the development of an educational plan.

Advisement provides decision-making skills to assist Bergen Community College students in realizing their maximum educational potential through dialog exchange, with the Online Counselor (or in person).

### The Purpose of Academic Advising

The Academic Counselor serves as a facilitator and therefore, assists in the learning process through a course or program planning upon the completion of graduation. The Academic Counselor provides guidance to students when interpreting BCC's catalog and program evaluation.

## Dental Hygiene Clinic



**Deborah Cook**

*Academic Department  
Chair, Dental Hygiene*

	Pitkin Education Center, Rm. S-327
	(201) 447-7180
	Mon. through & Fri. 8:30 a.m. - 4:30 p.m.
	<a href="http://www.bergen.edu/academics/academic-divisions/departments/dental-hygiene">www.bergen.edu/academics/academic-divisions/departments/dental-hygiene</a>

The Dental Hygiene Clinic in Room S-327 is open to Bergen students and the public, and provides preventative dental care services. The clinic is operated by students in the Dental Hygiene Program under the supervision of licensed dentists and dental hygienists. It is open three days a week in the Fall Semester and five days a week in the spring. For an appointment or information, call (201) 447-7180.

Appointments are Monday, Wednesday, and Friday at 8:30 a.m. or 1:00 p.m. (appointment is 3 1/2 hours in length)

### **Fees:**

Examination and Prophylaxis (cleaning) \$20  
Radiographs: \$5 Bite Wing X-rays and \$15 for Full Mouth X-rays  
Fluoride treatment \$5  
Sealants \$5 per tooth

## Health, Wellness & Personal Counseling



**Barbara Buff**

*College Head Nurse*

	Pitkin Education Center, Rm. HS-100
	(201) 447-9257
	Mon., Tue., Wed., & Thurs. 8:00 a.m. - 7:00 p.m., Friday. 8:00 a.m. - 3:00 p.m.
	<a href="http://www.bergen.edu/hwpc">www.bergen.edu/hwpc</a>

The Center for Health, Wellness & Personal Counseling is committed to serving the needs of the “whole” student. We are located in HS-100 in the Pitkin Education Center on the Paramus campus. The department provides services to address each student’s physical health and psychological well-being. Licensed registered nurses provide medical care and physician referrals. Licensed personal counselors provide short term mental health counseling for the full spectrum of mental health issues, as well as community referrals and on-campus workshops.

Wellness staff hosts numerous workshops and programs open to the wider community each academic year. Recent Wellness offerings have focused on mental health stigma, substance abuse, stress management and violence awareness. Student Peer Educators are trained to assist in the Wellness programs, which also include smoking cessation, ‘take back the night’, and health nutritional choices.

Health Services and Personal Counseling Area:  
(201) 447-9257 (to make an appointment or for information on services)  
Fax: (201) 447-0327  
Wellness Area: (201) 612-5320 (Rm. G-208)

[healthservices@bergen.edu](mailto:healthservices@bergen.edu)  
[personalcounseling@bergen.edu](mailto:personalcounseling@bergen.edu)  
[wellness@bergen.edu](mailto:wellness@bergen.edu)



## Need Child Care?

*Let your child learn while you learn*



Bergen Community College is pleased to offer BCC students quality child care through its Child Development Center.

The CDC is also available to BCC staff, faculty and the community.

Located in Ender Hall, the CDC provides teacher training to students in the Early Childhood curriculum. It is staffed by teachers certified in Early Childhood Education.

### Child Development Center Features:

- Progressive Center Based Curriculum
- Low Teacher to Student Ratio
- Licensed by the Department of Children and Families
- Full- Time, Part- Time or Drop- In Rates
- Low College Student Rates
- Indoor and Outdoor Learning Environments
- A Quality Educational Experience

For further information log on to our website at <http://www.bergen.edu/cdc>  
Or call the BCC Child Development Center at **(201) 447 -7165**.

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# Child Development Center



**Sally Dionisio**

*Manager of Child  
Development Center*

The Child Development Center, located in Ender hall, is a state licensed laboratory preschool for children ages 2 ½ -6 years old. It is available to Bergen students, employees and the community. The center is staffed by certified full time teachers and interns from the Colleges Early Childhood Education Program.

The center is open 11 months a year, from September through the end of Summer Session

II in August. The CDC follows the College's school calendar with respect to days of operation. It is open weekdays from 7:30 am-5:30 pm. Children may be enrolled on a full time, part time or drop in basis.

	Ender Hall
	(201) 447-7165
	Mon, through & Fri. 7:30 a.m. - 5:30 p.m.
	<a href="http://www.bergen.edu/CDC">www.bergen.edu/CDC</a>

Additional programs are available for preschoolers and school aged children up to 13 years of age;

- The "Short Term Program" is for parents who need alternative child care. This program supplements, rather than replaces, your regular child care arrangements during the academic school year.
- The "Nature Camp" is a program that is available during Summer Session I and II.

Pre-registration is required for all programs. For more information log on to <http://www.bergen.edu/CDC/> or call 201-447-7165. To contact the director, please e-mail Sally Dionisio at [sdionisio@bergen.edu](mailto:sdionisio@bergen.edu).

# Educational Opportunity Fund Program



**Sonia Brown**  
*Coordinator*  
*E.O.F.*



**Jill Rivera**  
*Assistant Coordinator*  
*E.O.F.*

	Pitkin Education Center, Rm. C-100
	(201) 447-7139
	Mon. - Thurs. 8:00 a.m. - 5:30 p.m. Tue., Wed. & Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/pages1/pages/4655.aspx">www.bergen.edu/pages1/pages/4655.aspx</a>

The program assists students by:

- Providing individualized
  - Counseling and personal support
  - Academic advising and registration
- Assisting students with
  - The financial aid process
- Facilitating
  - The transition to four-year institutions
- Identifying
  - Students needs and make referrals to internal and external resources
- Providing follow-up services to ensure the academic success of students

The Educational Opportunity Fund Program was instituted by the New Jersey state legislature in 1968 for the purpose of helping economically and educationally disadvantaged students obtain a college education. Students who are accepted into the program are provided with a grant and comprehensive support services designed to enhance their college experience and to insure the success of each participant. In addition to the grant, students accepted into the program have access to a number of support services including tutoring and counseling.

Permanent tutoring is offered in all courses through the Learning Assistance Center. Personal, academic

and career counseling are available in both individual and group settings. Additionally, the counseling staff, working together with the financial aid office facilitates the delivery of information and the processing of financial aid for the students.

## Summer Program

All students who are deemed eligible for admission to the EOF program and who are entering into a Degree or Certificate program for the first time are encouraged to attend a six-week summer program immediately prior to the fall semester of the freshman year. The summer program helps students smoothly transition to the College environment, and also focuses on academic preparations for the fall semester. The program features orientation presentations and the opportunity to take developmental courses.

All students must exhibit evidence of financial need and an educational background indicating a need for improvement in basic skills. In order to determine financial eligibility please refer to:

[http://www.state.nj.us/highereducation/EOF/EOF\\_Eligibility.htm](http://www.state.nj.us/highereducation/EOF/EOF_Eligibility.htm) or  
<http://www.bergen.edu/pages1/pages/4655.aspx>

Since the EOF program is not an entitlement program, initial EOF eligibility is determined on the basis of both economic and educational criteria. Because a student or a student's family currently falls within the income criteria does not make the student automatically eligible for EOF. Although students may qualify for the program, admission criteria give priority to first-time freshmen and to EOF transfer students in good standing from another EOF program.

Those interested in the Educational Opportunity Fund Program should contact the EOF Office in Room C-100, call (201) 447-7139, or E-Mail: [eofoffice@bergen.edu](mailto:eofoffice@bergen.edu).

## Food Services



**Susan Rubin**  
*Manager of  
 Food Services*






**John Ozturk**  
*Executive Chef*

Beginning with the Fall Semester through the Spring Semester the cafeteria provides a variety of menu options including the following stations: Subway, Nathan's, Panini, Wrap, Tex Mex, and an Entrée station which includes a main Entrée, Pasta, Vegan and Soup; a Bakery corner and Jersey Farm Fresh Salad Bar.

This Fall we are introducing our new Chopsticks menu and Go Mo Express for advance text ordering and easy pick up. If you are in a rush, please visit our Grab & Go for fast fresh (made daily) sushi, salads, sandwiches, wraps, panini, yogurt parfaits, fruit cups, and desserts. Daily menu selections are posted on Facebook at Gourmet Dining at Bergen Community College.

Food Service is available in four locations at the College. The main cafeteria is located on the second floor of the Pitkin Education Center. Dunkin' Donuts and Bergen Pizza are located on the first floor adjacent to the Student Center. The Cyber Café which serves all grab & go items as well as extensive made-to-order coffee and espresso drinks is located in Ender Hall. Hours of operation are detailed below:

	Pitkin Education Center
	(201) 447-9251
	<p><b>Main Cafeteria</b>          (2nd floor, Pitkin Education Center)          Monday – Thursday: 7:30 a.m. to 6:00 p.m.          Friday: 7:30 a.m. to 3:00 p.m.          Saturday: Closed</p> <p><b>Dunkin' Donuts</b>          (1st floor, Pitkin Education Center)          Monday – Friday: 7:30 a.m. to 8:00 p.m.          Saturday: 7:30 a.m. to 1:00 p.m.</p> <p><b>Pizzeria</b>          (1st Floor, Pitkin Education Center)          Monday – Friday: 10:30 a.m. to 8:00 p.m.          Saturday: 10:30 a.m. to 1:00 p.m.</p> <p><b>Cyber Café</b>          (Ender Hall)          Monday – Thursday: 7:30 a.m. to 8:00 p.m.          Friday: 7:30 a.m. to 3:00 p.m.</p>

When classes are not in session and during summer sessions, all food service outlets observe reduced hours of operation and offerings.

## Funding Opportunities

The Bergen Community College Foundation provides numerous funding opportunities each year. Here's a quick reminder of the types of funding you can qualify for!

- General Scholarship Application**  
You can pick up the application in Room L-340 or print it from the scholarships webpage at [www.Bergen.edu/scholarships](http://www.Bergen.edu/scholarships)
  
- The Securing Our Future Essay Contest** is an essay contest that provides awards for up to 15 students each fall.
  
- Merit Scholarships:** This annual scholarship is awarded in June, based on available funding and approved by the BCC Foundation Board of Directors.
  
- Speech Competition** – This competition, which consists of presenting a 6-minute speech, occurs in April each year.

For Information about BCC Foundation Scholarships and to find out if you qualify, Visit [www.bergen.edu/scholarships](http://www.bergen.edu/scholarships) or contact: Nicole Rivera, Scholarship Administrator at [nrivera1@bergen.edu](mailto:nrivera1@bergen.edu) or by phone at 201-447-7117

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**Laurie Francis**  
Executive Director  
BCC Foundation



**Nicole Rivera**  
Scholarship  
Administrator



**Joseph Cavaluzzi**  
Managing Director  
Office of Alumni Affairs



**Diana Tofel**  
Executive Secretary  
Office of Alumni Affairs

	Pitkin Education Center, Rm. L-340
	(201) 447-7117
	Mon. through Fri. 8:00 a.m. - 5:30 p.m.
	<a href="http://www.bergen.edu/foundation">www.bergen.edu/foundation</a>

	Pitkin Education Center, Rm. A-336A
	(201) 879-8952
	Mon. through Fri. 8:30 a.m. - 4:30 p.m.
	<a href="http://www.bergen.edu/alumninetwork">www.bergen.edu/alumninetwork</a>

Each year, the Bergen Community College Foundation awards scholarships to students continuing their studies at Bergen Community College and graduation awards that recognize the success of our students upon graduation. Over the course of the last three years, the BCC Foundation has awarded over \$1,000,000 to deserving BCC students. The Foundation also hosts the Securing Our Future Scholarship Essay Contest each fall. A total of twelve (12) awards ranging in value from \$500 to \$2,500 are awarded to currently enrolled students who are judged to have submitted the top essays in the contest. To find out more about scholarship opportunities, please contact **Nicole Rivera**, Scholarship Administrator, at the BCC Foundation, Room L-340, Monday-Friday 8:00 am-5:30 pm, at 201-447-7117, by email at [nrivera1@bergen.edu](mailto:nrivera1@bergen.edu).

For more information, call or write the Foundation Alumni Network at the College, L-340, (201) 447-7117.

### Office of Alumni Affairs and the Alumni Network

The Bergen Community College Office of Alumni Affairs is an independent department that manages the Alumni Network in support of the mission and vision of the College. The Office of Alumni Affairs promotes ideas, leadership, partnerships and participation in College programs and events to advance relationships among alumni, current students, faculty, staff, the administration and the Bergen County Community. In addition to accessing extensive benefits and services through the College, the Alumni Network links past and future Bergen graduates through opportunities to meet and just have fun. Alumni Network benefits and services include:

- Use of college facilities including the library, pool, computer labs, and athletic facilities
- Special career services including employment skills workshops, job listings, and assistance with resume writing
- A variety of social activities including seminars, receptions, and special trips

In addition to managing the Alumni Network, the alumni office currently is building a new alumni website, developing an alumni mentoring and lecture program; helping to establish affinity groups of alumni, expanding the alumni benefits program, and planning new alumni events and activities on-and off-campus.

# The Henry and Edith Cerullo Learning Assistance Center



**Khairia Fazal**

*Managing Director of  
Learning Assistance*



**Margaret Maria Roidi**

*Manager  
The Cerullo Learning  
Assistance Center*



**Marilyn Pongracz**

*English Language  
Resource Center  
Supervisor*



**David Hamoui**

*BCC Meadowlands  
Testing and Tutorial  
Supervisor*

## Mission Statement

The Cerullo Learning Assistance Center (CLAC) is committed to providing quality academic support accessible to all Bergen Community College (BCC) students. The CLAC comprises the Tutoring Center, Math Walk-In Center, Writing Center, English Language Resource Center, and the Tutoring Center at the Meadowlands Campus; all centers offer various avenues of tutorial assistance to address the diverse needs of our student population. A dedicated and trained staff of Peer and Professional Tutors work together in an nurturing environment to foster independent learning while guiding students through their educational journey at BCC.

The Cerullo Learning Assistance Center (CLAC) comprises the Tutoring Center, Math Walk-In Center, Writing Center, the English Language Resource Center, and the Tutoring Center at the Meadowlands Campus. Peer and Professional Tutors are employed in all divisions of the CLAC.

	Pitkin Education Center, Rm. L-125
	(201) 447-7489
	Mon. - Thurs. 9:00 a.m. - 8:00 p.m. Fri. 10:00 a.m. - 5:00 p.m. Sat. 10:00 a.m. - 4:00 p.m.
	<a href="http://www.bergen.edu/tutoring">www.bergen.edu/tutoring</a>





## Tutoring Center

The center offers free tutorial support services to currently enrolled BCC students: one-on-one appointments, drop-in assistance, math walk-in, writing walk-in, reading comprehension, supplemental instruction (SI), in-class tutoring, in-lab tutoring, study groups, permanent appointments, Online Tutoring: SMARTHINKING, workshops, and intercultural conversation partners (ICP).

	Pitkin Education Center, Rm. A-113
	(201) 447-7489
	Mon. - Thurs. 9:00 a.m. - 8:00 p.m. Fri. 10:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/current-students/tutoring/tutoringcenter">www.bergen.edu/current-students/tutoring/tutoringcenter</a>

## Math Walk-In Center (MWIN)

The Math Walk-In Center (MWIN), located in room A-113, provides students with an opportunity to receive quick assistance with assignments on MyMathLab, homework, or study for an exam. Students can also obtain practice worksheets or cumulative reviews for finals and proficiency tests, reinforce learned concepts and apply them to solve problems. The MWIN offers tutorial assistance from Basic Mathematics to Calculus I and, upon tutor availability, Contemporary Mathematics, Statistics, Finite Mathematics as well as Chemistry, Physics, Biology and Computer Science.

	Pitkin Education Center, Rm. L-125
	(201) 447-7489
	Mon. - Thurs. 9:00 a.m. - 8:00 p.m. Fri. 10:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/current-students/tutoring/math-walk-in-center">www.bergen.edu/current-students/tutoring/math-walk-in-center</a>




### Writing Center (WWIN)

The WWIN, located in room L-125, is designed to help students improve their writing. Individualized tutorials in all facets of the writing process including the development of ideas, organization, and editing are available to all currently enrolled students. The center also offers instruction in grammar, study skills, writing across the curriculum and all levels of EBS, composition and literature. Students can receive assistance in written assignments, including research papers, in all content areas. Additionally, faculty can receive assistance in developing writing assignments for their classes or for their own professional projects, such as grant proposals, dissertations, or publications.

	Ender Hall, Rm. E-156
	(201) 612-5292
	Mon. 9:30 a.m. - 6:00 p.m. Tues., - Thurs. 9:30 a.m. - 7:30 p.m. Fri. 9:30 a.m. - 3:00 p.m.
	<a href="http://www.bergen.edu/owl">www.bergen.edu/owl</a>

### English Language Resource Center (ELRC)

The ELRC, located in Ender Hall room E-156, provides help to students whose native language is not English. Students receive assistance in becoming proficient in English through individual tutoring, multimedia computer programs, and a lending library of books, audio CD's, and DVD's. The ELRC also offers English-as-a-Second Language (ESL) conversation groups and specialized language skill workshops. The telephone number is (201) 612-5292.

	BCC at the Meadowlands, Rm. LYN-202
	(201) 493-4096
	Mon., & Thurs. 9:00 a.m. - 4:30 p.m. Tues. 9:00 a.m. - 5:00 p.m. Wed. 10:00 a.m. - 6:00 p.m. Fr. 9:00 a.m. - 4:00 p.m.
	<a href="http://www.bergen.edu/elrc">www.bergen.edu/elrc</a>

### Office of Testing & Tutoring at the Meadowlands Testing

The purpose of the testing center is to administer and proctor tests on behalf of faculty. The services include: Make-up examination/retest, Special Accommodations Testing for students registered with the Office of Specialized Services such as extended time calculator use, etc).

### Tutoring

Students may utilize the center for Mathematics, English, Writing, and Humanities for one-on-one appointments and walk-in assistance.



## Judith K. Winn School of Honors



**Maria H. Makowiecka**  
*Director of the Judith K.  
Winn School of Honors*

	Paramus Road, Paramus, Rm. HH-3
	(201) 493-3567
	Mon. through Fri. 9:00 a.m. - 5:00 p.m.,
	<a href="http://www.bergen.edu/honors">www.bergen.edu/honors</a>

The Judith K. Winn School of Honors is an academic program offering courses for all qualifying students, incoming freshmen, transfer and continuing students who meet ONE of the following criteria:

- Combined SAT score of 1700 or higher
- Accuplacer score of 275 or higher in English
- College GPA of 3.4 or higher
- A professor's or a counselor's recommendation for a Director's consideration
- For Honors Mathematics, a minimum MTH SAT score of 600 OR MTH Placement exam 90-120

Advantages of the School of Honors include:

- Smaller, highly interactive and challenging classes
- Highly motivated peers and experienced faculty
- Field Trips to four-year universities
- Transfer seminars
- Honors credits recorded on your transcript
- Honors Diploma
- Honors Awards

The new Honors Hall offices include an Honors Student Lounge with computers and WiFi. For further information, please contact the Director, Dr. Maria H. Makowiecka at [mmakowiecka@bergen.edu](mailto:mmakowiecka@bergen.edu), or Wendy Dodge at [wdodge@bergen.edu](mailto:wdodge@bergen.edu), or call (201) 493-3567 FAQ's at <http://www.bergen.edu/honors>.

## Sidney Silverman Library



**Amy Beth**  
*Dean of Library Services*

	Pitkin Education Center, Rm. L-226
	(201) 447-7970
	Mon. through & Fri. 7:40 a.m. - 10:30 p.m. Sat. 9:00 a.m. - 4:30 p.m.
	<a href="http://www.bergen.edu/library">www.bergen.edu/library</a>

### Library for Student Use

We provide computers throughout the Library with priority given to Bergen Community College students engaged in course-related work. The Library has workstations equipped with special software for students with limited vision or learning disabilities. Wireless access to the Internet is also available in the Library. If you need media equipment for a class, Media Services staff will assist you. Photocopiers are available in the Copy Room on the Main Floor. Copiers accept copy cards only—no coins or bills. A reusable copy card may be purchased in the copy room.

At the Library you can find the study spot that is right for you. Whether you need to study in a quiet place or to work in a group, the Library has the study spaces to accommodate you. The Library has rooms for silent study, group study, and media viewing, as well as other study areas on both floors. The Reading Room is a great place to stop between classes to read the newspaper or the latest magazines in a comfortable setting.

Out of courtesy to your fellow students, cell phone ringers must be turned off. While eating is not permitted in the Library, beverages in closed containers are allowed.


# Bookstore



**Dave Bourdette**  
*Bookstore Manager*



**Bernadette Mania**  
*Textbook Manager*

	Pitkin Education Center, Rm. C-108
	(201) 447-7174
	Mon., Tue., Wed., & Thurs. 9:00 a.m. - 7:00 p.m., Fri. 9:00 a.m. - 3:00 p.m.
	<a href="http://www.bergen.bkstr.com">www.bergen.bkstr.com</a>

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Come to the bookstore for all your campus needs! Required textbooks, notebooks, & supplies may be purchased at the bookstore or by visiting [www.bergenstore.com](http://www.bergenstore.com). For courses offered at the Meadowlands campus, please visit [www.bccmeadowlandsbkstr.com](http://www.bccmeadowlandsbkstr.com). Shop 24/7 at [www.bergenstore.com](http://www.bergenstore.com) and [www.bccmeadowlandsbkstr.com](http://www.bccmeadowlandsbkstr.com) and see our endless aisle of rental, used, new, and digital textbooks. Stop by the store or visit [www.bergenstore.com](http://www.bergenstore.com) and [www.bccmeadowlandsbkstr.com](http://www.bccmeadowlandsbkstr.com) for clothing, book bags, gift items and all your BCC regalia! Free in-store pickup available (please allow 48-72 business hours for processing.)

Our Meadowlands location is on the main floor of the campus building. You can reach us by phone at 201.301.9701, email: [bccmeadowlands@bkstr.com](mailto:bccmeadowlands@bkstr.com), or by visiting our website at [www.bccmeadowlands.bkstr.com](http://www.bccmeadowlands.bkstr.com) 24/7. The Store Manager is Lynn Kassover. Store hours vary depending on the time of year. Please visit [www.bccmeadowlandsbkstr.com](http://www.bccmeadowlandsbkstr.com) for current store hours.

Visa, Master Card, American Express and Discover are accepted. Card and card holder must be present for purchases.

# One Stop Shop Financial Aid



**Sharon Audet**  
*Executive Director*



**Patricia Pappas-Juliano**  
*Assistant Director*

	Pitkin Education Center, Rm. L-123
	(201) 447-7148
	Mon., Thurs. & Fri. 8:00 a.m. - 5:30 p.m., Tues. & Wed. 8:00 a.m. - 7:00 p.m.
	<a href="http://www.bergen.edu/financialaid">www.bergen.edu/financialaid</a>

	1280 Wall Street, Lyndhurst
	(201) 447-7148
	Mon. 8:00 a.m. - 5:30 p.m. Tue., - Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/financialaid">www.bergen.edu/financialaid</a>

The Bergen Community College Office of Financial Aid seeks to provide high quality service that consistently exceeds the expectations of students in pursuit of their academic goals.

Our primary objective is to assist students and families in planning for and meeting expenses associated with attendance at Bergen Community College. We focus on establishing aid eligibility, awarding scholarships, grants, loans, and employment to eligible students, and providing financial aid counseling to students and families for the resolution of problems associated with financing an education. We serve as the primary advocate for students and families, assisting them in securing necessary financial resources.

We are committed to providing exemplary service to our students, families, the BCC community, and the community at large. We believe our talented staff will make the difference and help us realize our vision.

The college is committed to assisting prospective or current students with financial need through the Financial Aid Office. Grants and scholarships constitute gift aid and do not have to be repaid. Loans represent another type of financial aid which needs to be repaid. Work-study is money paid to a student for work performed. For more information on federal and/or state loans and scholarships, students should visit the financial aid office in person.

All students must be making satisfactory academic progress at Bergen Community College to establish and retain eligibility for student financial aid. The student's entire academic history must be considered when determining the academic progress status.

## Types of Financial Aid

Grants and Scholarships are gift aid that do not have to be repaid and are the most desirable form of aid. Information regarding scholarships for Bergen Community College students may be obtained through the Office of the Vice President for Student Services located in Room A-128B, or by calling (201) 447-7491.

Financial Aid programs available for eligible students include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work/Study
- Federal Family Education Loan Program (Stafford & Plus)
- New Jersey Class Loan
- New Jersey Distinguished Scholars
- New Jersey Educational Opportunity Fund
- New Jersey Garden State Scholars
- New Jersey Pilot (Part-Time Tuition Aid Grant)
- NJ STARS (Student Tuition Assistance Reward Scholarship)
- New Jersey Tuition Aid Grant
- New Jersey Urban Scholars

- Private and Institutional Scholarships
  - Veterans' Administration Educational Benefits
- Work/Study is money paid to a student for work performed.
- Loans are funds given to a student that must be repaid.

**Qualifications for Financial Aid**

In order to be considered for all the federal and state aid programs students must:

1. Be accepted as a degree-seeking student by the Office of Admissions and Registration.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) @ [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This is the application document used for determining eligibility for both federal and state financial aid programs. Please list Bergen Community College's Title IV code (004736) in the section "What Colleges Do You Plan To Attend?" Electronic signatures hold the same legal status as written signatures, students and parents applying for aid may sign their FAFSA on the Web applications by using their PIN Numbers. This will allow the process to be completed online and receive a quick return. Each student and parent must request a pin # @ <http://www.pin.ed.gov> and can be requested as early as the student's senior year in high school.
3. Meet the standards of Academic Progress as set by the College to conform with federal and state regulations. A copy of the standards is available at the Financial Aid Office.
4. Register for classes and meet the required enrollment status for each Financial Aid program. Most state and federal financial aid programs require a minimum of 6 college credits for eligibility. Enrollment status is determined by the students' official enrollment after the change of registration period is over during the first week of classes for each semester.\* Please refer to the following table for enrollment status:

Full Time	12 credits or more
Three Quarter Time	9-11 credits
Half Time	6-8 credits
Less than Half Time	1-5 credits

5. Eligible non-citizens must submit a copy of their Alien Registration card.
6. Provide any other documents as requested. Application Deadlines for Financial Aid Students interested in receiving financial assistance, including student loans, should file an application and must submit all required documentation by the following deadlines:

- |  |             |
|--|-------------|
| Fall Applicants, Continuing Students** | May 1       |
| Fall Applicants, New Students          | July 1      |
| Spring Only Applicants                 | November 15 |
- \* Loan recipients must be enrolled in at least 6 credits and maintain enrollment before loan funds will be disbursed.
- \*\* For Continuing Students applying for State of New Jersey Aid, the State requires the FAFSA form to be submitted prior to June 1.

Once a student's financial aid file is complete, it will be reviewed by a financial aid counselor. An award notice will be sent to the student indicating what aid programs have been awarded. If a student wishes to use financial aid funds for the payment of a tuition bill, it is advised the student wait to receive an award letter before registering for classes.

The application process can take up to several weeks; therefore, students are urged to file the FAFSA and submit required documents within the requested timeframe.

**Return of Federal Student Financial Aid Funds when a Student Withdraws from All Classes During a Semester**

The new federal requirements for return of Student Financial Aid Awards prescribe a statutory schedule to determine the amount of Student Financial Aid Program funds a student has earned when the student ceases attendance based on the period of time the student was in attendance.

Up through the 60% point in each payment period (semester) a pro rata schedule is used to determine how much Student Financial Aid Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Student Financial Aid Program funds. If a student receiving federal financial aid withdraws from all classes before completing 60% of the semester, a calculation is performed to determine if a portion of the financial aid received must be returned.

The amount of Student Financial Aid Program assistance earned is the percentage of Student Financial Aid Program assistance that has been earned multiplied by the total amount of Student Financial Aid Program assistance that was disbursed (and that could have been disbursed) for the payment period as of the day the student withdrew.

- The percentage earned is one of the following:
- If the day the student withdrew occurs after the

## One Stop Shop Financial Aid, cont'd

student has completed 60% of the payment period, the percentage earned is 100%.

- If the day the student withdrew occurs on or before the student completed 60% of the payment period for which the assistance was awarded, the percentage earned is equal to the percentage of the payment period for which assistance was awarded that was completed. That is, if a student completed 30% of the semester, the student earned 30% of the assistance he or she was originally scheduled to receive.

The percentage of the payment period completed is the total number of calendar days in the payment period for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

If the student receives less Student Financial Aid Program assistance than the amount earned, the school must comply with the procedures for late disbursement specified by the U.S. Department of Education in regulations.

The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of the U.S. Department of Education.

### Satisfactory Academic Progress Standards

The College is required to establish satisfactory academic progress standards for its federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational program continue to receive financial aid. Whether a student is considered to be making satisfactory academic progress depends on successful completion of college level courses (credit hours), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study.

Students **must** meet all of the requirements shown below.

### Completion Requirement for students in a Degree program:

**Total number of credits attempted**  
**Completion requirement**

#### • **Qualitative:**

This measure is set by the college and is referred to as

Academic Standing. This means that students must maintain good academic standing, based on maintaining a certain cumulative grade point average (GPA) for all credits attempted.

#### **Qualitative Measure Table**

Credit Hours Attempted	Minimum GPA
1 -11	No Minimum
12-23	1.70
24-35	1.80
36-47	1.90
48 or more	2.00

#### • **Quantitative:**

Students must successfully earn minimal numbers of college level credits for each term of attendance at Bergen Community College. Measurement is conducted at the close of each semester (including summer terms) and it is referred to as "pace". The quantitative component measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted. Students at BCC are required to have attempted a minimum of 67% of all credits attempted after 48 credits attempted.

#### **Quantitative "Pace" Measure Table**

Credit Hours Attempted	Minimum Percentage
1-11	No Minimum
12-23	50%
24-35	60%
36-47	65%
48 or more	67%

### For all Certificate programs:

#### • **Qualitative:**

Students enrolled in a Financial Aid eligible Certificate Program must meet the following Qualitative standards:

#### **Qualitative Measure Table**

Credit Hours Attempted	Minimum GPA
1 -11	No Minimum
12-23	1.70
24-34	1.80
35 or higher	2.00

#### • **Quantitative:**

Students enrolled in a Financial Aid eligible Certificate Program must meet the following Qualitative standards:

#### **Quantitative "Pace" Measure Table**

Credit Hours Attempted	Minimum Percentage
1-11	No Minimum
12-23	50%
24-34	50%
35 or higher	67%

Students at BCC are required to have completed a minimum of 67% of all credits attempted after 29 credits attempted.

### • **Max Timeframe:**

Students must complete their academic program of study within 150% of the published length of the program (measured in credit hours).

**Note:** Students who do not complete their Certificate or Associate Degree requirements within the maximum time frame stated above will lose eligibility for Federal and state aid. However, under special circumstances, students who have exceeded max time frame may be allowed to appeal **their last semester** prior to graduation **only one time**.

### • **Max Timeframe for all AA, AS, AAS Degrees:**

Students enrolled in a Financial Aid eligible Associate Degree Program are allowed a maximum time frame of 90 college level credits attempted to complete their program. Under Financial Aid rules, students are allowed to change their academic program only twice.

### • **Max Timeframe for all for all Certificate Programs:**

Students enrolled in a Financial Aid eligible Certificate Program are allowed a maximum timeframe of 43 college level credits attempted to complete their program.

### • **Remedial Coursework**

For students who are required to take remedial coursework, **a maximum of 30 remedial credits** are allowed in addition for a total number attempted to complete their certificate or academic program.

Attempted credit hours are defined as the hours for which the student is enrolled and charged on the census date (the 10th day of enrollment) of the semester. Earned or completed hours are defined as the hours for which the student has earned a grade of A, B, C or D. Withdrawals, incompletes, and failures are considered attempted credits, but cannot be considered earned credits. Audit courses are not considered attempted or earned. Remedial courses and repeated courses are included in the calculation of attempted and earned college level credit. Please note: a student may repeat a course only twice.

**Evaluation of Academic Progress** - A financial aid recipient's academic progress is evaluated at the end of the each semester. At that time, a student will either be in good standing, be placed on financial aid warning status, financial aid probation, or suspension. To remain in good standing, the student must meet all

three progress requirements (completion rate, GPA, and maximum time frame). Students who are placed on warning, probation or suspension will be notified by the Office of Financial Aid.

### • **Satisfactory Academic Progress Statuses**

#### • **Satisfactory Status**

Student meets the Satisfactory Academic Progress requirements as outlined above.

#### • **Warning Status**

Students who fail to meet satisfactory academic progress requirements will be placed on financial aid warning for the subsequent semester. To avoid having their aid suspended, students must resolve any and all deficiencies by the end of that semester. Warning status will not prevent the students from receiving financial aid. The warning semester is intended to inform students of potential academic problems that will result in loss of financial aid and provide time for corrective action.

#### • **Probation Status**

Students who fail to meet satisfactory academic requirements by the end of the warning period will be placed in a rejected status and will not be eligible to receive financial aid. A Standards of Academic Progress Notification and Appeal Form will be sent to the students. Students may submit the Appeal Form and once reviewed by the Financial Aid Appeals Committee, if approved, will be placed in probation status and will receive financial aid for one additional semester. Appeal Forms must be submitted to the Office of Financial Aid by the advertised deadline date.

#### • **Denial/Suspension Status**

Students who fail to meet satisfactory academic requirements by the end of the probation period will be placed in a denial status and will not be eligible to receive financial aid. Students will be responsible for full tuition and fees for subsequent semesters of attendance. Upon completion of the denial semester, students are encouraged to submit an Appeal Form to determine if all deficiencies have been resolved and are eligible for reinstatement of their financial aid. An Appeal Form may be picked up and submitted to the Office of Financial Aid at the end of the semester. **Extenuating circumstances that may be considered include medical problems and illness or death in the family as well as certain other types of catastrophic events.**

The Committee will review the appeal and contact the student within 15-20 days of complete appeal

submission. If the student finds the Committee's decision unsatisfactory, the student may appeal to the Director of Financial Aid for further review. The decision of the Director of Financial Aid will be final. Please note that failure to meet Financial Aid Satisfactory Academic Progress standards does not preclude a student from enrolling in subsequent semesters provided the student meets the academic requirements of the College.

### • **Long-range Academic Plan**

**Effective spring 2013:** Students placed on Financial Aid Probation prior to the 2013SP will be evaluated against the new BCC SAP standards at the end of the probation period. If the result of the SAP calculation is **Unsatisfactory**, the student will be placed on an **Unsatisfactory** SAP status for subsequent semesters of enrollment. For students who after being on Probation prior to 2013SP **AND** if mathematically impossible to achieve minimum SAP standards at the conclusion of one payment period (the mathematical impossibility may be related to GPA, pace, or both), **in cases where one payment period is not sufficient for a student to meet minimum SAP standards**, the student performance for the 'probation' term will be reviewed on a case by case basis and at the BCC's Financial Aid discretion the student will be considered to be placed on a long-range academic plan and **if all classes are passed with a semester GPA of 2.0, progress is demonstrated by the student at the end of the probation period.** The student will remain on probation for the following term and aid will be reinstated for subsequent payment period. The long-range academic plan will have appropriate checkpoints and to be achieved by the student. Student's performance will be evaluated at the end of each payment period to determine minimum SAP requirements agreed on the long-range academic plan are being met to be eligible for Title IV or state aid for subsequent terms. **Students, who failed** by not passing with a semester GPA of 2.0 **after** being on Financial Aid Probation, **will be placed on Financial Aid Denial/Suspension and will not be eligible to receive aid and will not be allowed to appeal for subsequent semester** as indicated in section 2.8 of this policy.

• **Students receiving financial aid are allowed to change his/her academic program only ONCE.**

### • **Notification**

Students not in academic compliance will be notified after each semester via email of their Satisfactory Academic Progress.

### **Federal Work Study**

Each year student aides work on-campus in a wide variety of positions such as tutors, computer support, media technicians, laboratory assistants, receptionists, and student ambassadors. The College Work Study program is located in the Cooperative Education and Career Development Center (Room A-123) and assists both Federal Work-Study (FWS) students and student aides with departments needing student employees.

Federal Work-Study is a federally funded program. Students who are united states citizens or permanent resident aliens may apply and be awarded federal work-study that is based on financial need. Federal Work Study students may then earn up to the award specified by the financial aid office in its award letter for the academic year. To be eligible students must file a Free Application for Federal Student Aid (FAFSA). The financial aid office will notify all eligible students of FWS award and will monitor their earnings. Students are referred to the College Work Study program for employment based upon student interests and skills as well as position availability.

Federal Work-Study recipients who can provide their own transportation are invited to explore off-campus opportunities at community service agencies. These positions (up to twenty hours weekly) can prove to be personally enriching while providing exposure to professional contacts that may be beneficial in furthering career goals. Off campus job opportunities at community service agencies can be arranged by visiting the cooperative education and career development center. For information call (201) 447-7171, <http://www.bergen.edu/coop> or visit the center located in Room A-123.

# One Stop Shop Registration



**Jaqueline Ottey**  
*Managing Director  
of Registration and  
Student Records*



**Nadine Phillips**  
*Assistant Director  
Registration and  
One-Stop Shop Mgr.*

	Pitkin Education Center, Rm. A-129
	(201) 447-7218
	Mon. 8:00 a.m. - 5:30 p.m. Tue. - Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/registration">www.bergen.edu/registration</a>

## Registration

A course schedule is published each semester that provides all necessary course information, the academic calendar, deadlines for the next semester, registration forms and policy.

## Priority Registration

Currently enrolled students are given priority over all new students at the start of each semester's registration period. Students who have earned the most credits will be invited to register first. Returning students may call the Office of Enrollment Services to request a priority registration date based on their completed credits.

## Ongoing Registration

After the priority registration period, all students will be permitted to register. Two to three weeks before the semester starts, students may encounter long registration lines and a high proportion of closed course sections. Payment of tuition and fees in full is expected at the time of registration.

## Special Registration

Waivers will be accepted and applied only if the student registers on the designated date(s). If a student registers prior to the designated date(s), waivers will not be accepted; in these instances, the student will be responsible for all tuition/fees.

## Late and/or Change of Registration

Through the first week of classes late and change of registration will be accepted. There is a \$10 fee for each occurrence, if applicable.

## Web Registration Via Web Advisor

Web Advisor is a web interface that allows students to register online and access their records at the College. Web Advisor accounts are available for all students enrolled in credit programs. Most students have already been issued a web advisor user name and password and may begin using web advisor immediately by logging in. Otherwise, eligible students may sign up for a web advisor account online by visiting <http://go.bergen.edu> and selecting web advisor for students > I'm new to web advisor. For more information, please go to <http://go.bergen.edu>. A valid e-mail address on file with the College is required to use Web Advisor.

## Cancellation of Classes

The college reserves the right to cancel a class for which there is insufficient enrollment or to make changes in prerequisites, instructor assignments, course descriptions, credits, and scheduled offerings in the academic year as it may deem necessary for the proper and efficient functioning of the College. Should a course be cancelled by the College, students enrolled will be given the opportunity to enroll for other courses in which seats remain. Those choosing not to enroll will receive a full refund.

## Student Responsibility

Students will be held responsible for reading all pertinent information in college publications regarding withdrawals, course drops, college deadlines, and tuition refunds. Students are responsible for compliance with the rules and regulations as stated in college publications. Students



## One Stop Shop Registration, cont'd

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who have holds or violations on their records will not be permitted to register for classes, receive final semester or session grades, or obtain copies of their academic transcripts or other college records.

### Academic Calendar

Students are responsible for referring to the official Academic Calendar and complying with the dates and procedures contained therein. The calendar is published in each semester's Registration Booklet.

### COURSE LOAD AND RESTRICTIONS

#### Full-time Students

A full-time program consists of 12 to 18 credit hours of course work per semester.

#### Part-time Students

A part-time program consists of 1 to 11 credit hours of course work per semester during the fall or spring semesters.

#### Summer Session Students

All students are restricted to a maximum of 8 credit hours during Summer Sessions I and II. Credits for eleven-week summer courses count into the 8-credit limit for each summer session.

#### Graduation Requirements

To be eligible for graduation, a student must be degree-seeking and have completed the courses required for their specific program with a grade point average of 2.00 or better. The student must also satisfy any remedial requirements resulting from the Basic Skills Placement Test. It is the student's responsibility to submit an Application for Degree in accordance with the deadline dates published in the Academic Calendar.

#### INCOMING TRANSFER CREDIT

1. You must be enrolled in a degree program
2. Fulfill all admission requirements
3. Forward all official high school transcripts (or GED test scores), and official college transcripts from every institution attended, to the Admissions Office, Bergen Community College, 400 Paramus Road, Room A-123, Paramus, NJ 07652. Official AP test scores should be sent to the Registration Office, Room A-128.

The transfer evaluator will evaluate the College transcript and credit will be posted to the student's account. Students will be able to access and view their academic record online on Webadvisor at <http://go.bergen.edu> > log in > webadvisor for students > academic profile > program evaluation.

Bergen Community College will accept credit for courses

taken in accredited programs at regionally accredited colleges and universities provided that the course content is compatible and the course is applicable to the specified program of study. Only courses that have received a grade of "C" or above are accepted for transfer. Transfer credits are not included in computing the grade point average and are recorded as a "TR" grade. It is the student's responsibility to provide all the transcripts and documents needed to evaluate any previous educational experience in a timely manner.

No more than 45 transferred credits shall be applied toward an associate degree and no more than 18 transferred credits shall be applied toward a certificate. These credits may be compiled from a prior Bergen Community College degree/certificate, transfer credits from other institutions, proficiency and/or CLEP examinations. The balance of credits required for any degree or certificate must be earned through actual course enrollment at Bergen Community College.

#### Graduation residency policy

Students must be enrolled in the semester in which the degree will be conferred. Exceptions are made on a case by case basis for those students who complete their degree requirements elsewhere for up to 2 courses and up to 5 years from the last date of attendance. Students must abide by the transfer admissions policy as stated above.





#### Request to take courses at other institutions

Degree-seeking students desiring to take a course or courses at another institution must obtain the form entitled "request permission to take a course at another institution" at the office of Enrollment Services, Room A-129, or from the Bergen Community College web site at: <http://www.bergen.edu/forms>, and have it completed and signed by the appropriate department head.

# One Stop Shop Student Accounts & Payments



**Caroline Ofodile**  
*Manager of  
Administrative Services*

	Pitkin Education Center, Rm. L-127
	(201) 447-7105
	Mon. 8:00 a.m. - 5:30 p.m. Tue. - Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/bursar">www.bergen.edu/bursar</a>

## Payment Options:

■ **Online Payment:** Payment in full can be made online at the BCC portal([my.bergen.edu](http://my.bergen.edu)) with MasterCard, Visa, Discover and American Express.

- **Pay in Full in Person** – Visit the Bursar's Office (Room L 127) in the Pitkin Education Center at Bergen's main campus in Paramus to pay by:
- Cash.
  - Visa, MasterCard, American Express, Discover or Debit Card.
  - Check or money order.

## ■ TO PAY BY MAIL

Mail Check or Money Order for the full amount to:  
Bursar's Office(L127)  
Bergen Community College  
400 Paramus Road  
Paramus, New Jersey 07652-1595

## ■ PAYMENT PLANS (Fall and Spring terms only)

Enroll in the interest free payment plan at [tuitionpay.salliemae.com/Bergen](http://tuitionpay.salliemae.com/Bergen) to spread out your payment and secure your semester schedule.

## ■ STOP PAYMENT

Students who issue a Stop Payment authorization against checks payable to the College will be charged a fee \$30.00.

## ■ BILLING/PAYMENT PROBLEMS

Call (201) 447-7105 or E-mail [bursarsoffice@bergen.edu](mailto:bursarsoffice@bergen.edu)

## Refund:

Refunds are based on the official start date of each semester and the date the student officially withdraws from class.

- 100% Up until the end of the first week of the semester
- 50% between the start of the second week and the end of second week of the semester \*
- 25% Between the start of the third week and the end of the third week of the semester \*
- 0 After the end of the third week of the semester \*

\*The actual dates are published in the Registration Booklet each semester.

## TUITION / FEES

Tuitions and Fees information is available online at [www.bergen.edu/bursar](http://www.bergen.edu/bursar)

# What Can I Do with My Portal Account?

- ✓ Access my Bergen email
- ✓ Access my Moodle
- ✓ Look up my class schedule
- ✓ Access WebAdvisor

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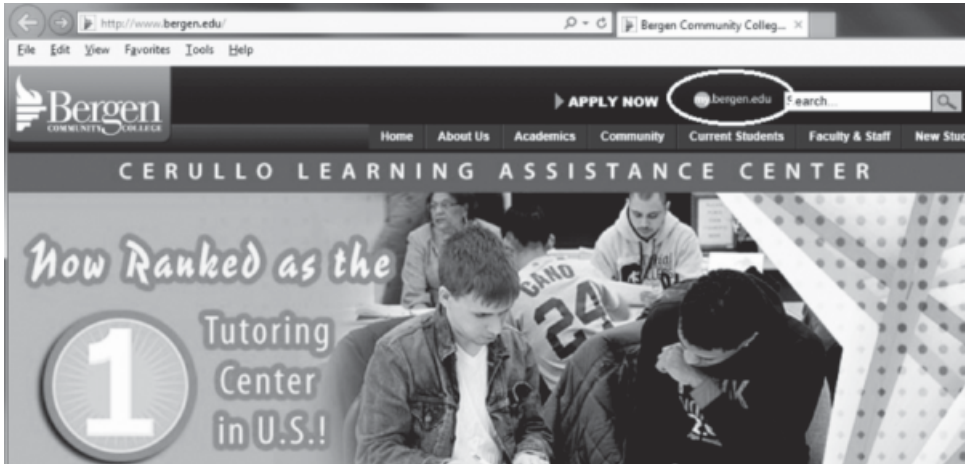
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# How to use my Portal Account

My.bergen.edu portal is the single web address for accessing E-mail, Moodle, class schedules, and Web Advisor. Additional documentation can be found at [www.bergen.edu/portalhelp](http://www.bergen.edu/portalhelp) or by clicking the link for **Portal Help** on the my.bergen.edu Portal login page.

## How to get to your my.bergen.edu Portal

My.bergen.edu Portal can be accessed either by going directly to the login page <https://my.bergen.edu> or by clicking the **my.bergen.edu** link, shown circled below, on the Bergen Community College home page at <http://my.bergen.edu>.



## Logging into Portal

1. Click on the **my.bergen.edu** link at the top of the Bergen Community College homepage at <http://www.bergen.edu> or go directly to the Portal at <https://my.bergen.edu>.
2. This will bring you to the Portal login page.

[Forgot My Password!](#) [What's My Bergen Username](#)  
[Portal Help](#)

3. Enter your **Bergen User Name** and **Password**, and click **Log On**.
4. If you are prompted to change your password, enter your **Old** (or initial) **Password**, your **New Password**, and then **Confirm** your **New Password**.

**Your new password must be a minimum of 8 characters long with an UPPER case letter, a lower case letter, and a number. Your password cannot be any of your previous 6 passwords, and cannot contain any part of your name or Bergen User Name.**

5. Click **Change Password**, and you will now have access to the Portal.
6. If your password is not working, click **Forgot My Password** under the Portal login screen, and then click **Reset Password**. Follow the prompts to reset your password.

If you need assistance, the IT Help Desk is located in Paramus across from Public Safety in the L-wing. You can also contact the IT Help Desk by email at [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu), or call (201) 447-7109.

### What's my Bergen User Name?

1. To find your user name, click on **What's My Bergen Username** on the Portal login screen.
2. Enter your **Last Name** and either your **social security number**, or your **Student ID number** and click **Submit**.

#### What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

\* = Required

Last Name\*

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SSN

OR

Colleague ID

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**SUBMIT**

3. Your **Bergen User Name** will be displayed in the top left corner of the screen.
4. If you receive the following error, the information entered does not match what is in the system, or you are not in the system.

**With the information you provided we could not uniquely identify you. Please check the data you entered.**

5. If you are certain you have entered the required information correctly, and you are still getting this message, you will not be able to login the Portal. Contact the IT Help Desk for assistance.

The IT Help Desk is located in Paramus across from Public Safety in the L-wing. You can also contact the IT Help Desk by email at [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu), or call (201) 447-7109.

### What's my Password?

1. If you are logging in for the first time, your initial password is:  
  
The first two letters of your last name, with the first letter UPPERCASE, followed by the last 6 numbers of your Student ID number (do not include the leading zero).

For example:

Last name **Smith** and student ID# **0123456**

Initial password = **Sm123456**

2. If you forgot your password, click **Forgot My Password** under the Portal login screen, or go to <https://pm.bergen.edu> to access the Bergen Password Manager.



3. Click **Reset Password**.
4. Enter your **Bergen User Name**. The Domain is already filled in with the correct domain, **ADMIN\_NT**. Click **Next**.  
  
If you receive an error stating that you are not enrolled [in the Bergen Password Manager], you will not be able to reset your password. Contact the IT Help Desk for assistance.
5. Answer 3 random secret questions. Click **Next**.
6. Type your **new password**, and then type it again to confirm. Click **Proceed**.

**Your new password must be a minimum of 8 characters long with an UPPER case letter, a lower case letter, and a number. Your password cannot be any of your previous 6 passwords, and cannot contain any part of your name or Bergen User Name.**

# Office of Specialized Services



**Tracy Rand**  
Managing Director  
OSS

	Pitkin Education Center, Rm. L-115
	(201) 612-5269
	Mon. 8:00 a.m. - 5:30 p.m. Tue. - Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/oss">www.bergen.edu/oss</a>

The Office of Specialized Services (OSS) provides reasonable accommodations and supports to ensure equal access and opportunity for students with disabilities to participate in college programs, activities and services. Students who would like to request accommodations, or anyone who has questions regarding the services provided should contact OSS as early as possible during the admissions process to ensure timely delivery of services. The suggested semester deadline dates for documentation submission are as follows:

**August 1-Fall semester**  
**December 1-Spring semester**

Documentation is evaluated in order to establish eligibility and to determine appropriate accommodations and/or adjustments for each student. Students are contacted by mail to confirm eligibility status or to request additional documentation to support their request for accommodations. Services are individualized and tailored to meet the needs of each student and may include one or more of the following accommodations:

Extended time testing	Interpreters
Preferential Seating	C-Print
Peer Notetakers	Assistive Technology
Calculator Usage	Tutoring
Reader/Scribe	Use of Tape Recorder
Individual Registration Assistance	

## General Guidelines

### Documentation is necessary to establish and support the need for accommodations.

- Documentation should include the following:
- All documentation/testing must be current. This means testing has been conducted within the past five years
  - Diagnostic statement identifying the specific disability
  - A description of diagnostic tests and or criteria used. Test results (standardized test scores) and a narrative should also be included
  - Credentials of diagnosing physician/professional
  - Show functional impact of limitation of the disability on learning or other major life activity and the degree to which it impacts the individual
  - Statement indicating medications, treatments or any AT devices currently prescribed or used
  - Description of any accommodations used at secondary or post-secondary level

Please submit copies of all relevant documentation to:  
**The Office of Specialized Services**  
**400 Paramus Road, Room L-115, Paramus, NJ 07652.**  
You will receive a letter confirming receipt of your documentation.

## Deaf Services

Deaf Services works collaboratively with the Office of Specialized Services and faculty of Bergen Community College in creating an inclusive barrier free environment where students with hearing loss can be successful. Deaf Services arranges highly skilled sign language interpreters to ensure access to a range of educational opportunities at the college. Deaf Services also has a variety of resources available for hearing students, faculty, staff and the college community a large on topics related to deafness and the Deaf Community. Our staff works to create an environment where students have opportunities for academic achievement and success.

## Contact Information:

Deaf Services  
Bergen Community College  
400 Paramus Road, Paramus, NJ 07652  
Room L122B, Pitkin Education Center  
Email: [Deafservices@bergen.edu](mailto:Deafservices@bergen.edu)  
Website: [www.bergen.edu/ccde](http://www.bergen.edu/ccde)

## Office Hours:

Days: Mondays - Fridays  
Time: 9:00 p.m. - 5:00 p.m.

## BCC at the Meadowlands



**Linda Emr**  
*Dean*



**Magali Muniz**  
*Managing Director  
Student Services*

	1280 Wall Street West, Lyndhurst
	(201) 447-7920
	Mon. through Fri. 7:00 a.m. - 11:00 p.m.
	<a href="http://www.bergen.edu/meadowlands">www.bergen.edu/meadowlands</a>

In 2008, Bergen Community College at the Meadowlands opened its doors at 1280 Wall Street West in Lyndhurst. Highlighting our modern, five floor complex includes student affairs, bookstore, cafeteria, seven computer labs, two brand new, state-of-the-art science labs, a full-service library, tutoring and testing center, and forty new classrooms, a conference training center, many with a panoramic view of the Meadowlands and the New York City skyline. The mission is to provide a complete range of academic and job training services designed to prepare students for a smooth transition to a four year university or right into the region's service-sector economy. Included on site is a unique support service, the Meadowlands Regional Accelerator that is committed to helping entrepreneurial ventures develop into successful businesses.

Bergen at the Meadowlands offers a full slate of credit classes, professional development and continuing education classes, English as a Second Language classes and other events throughout the year – including winter and summer sessions. We are open Monday – Friday 7:00 am – 11:00 pm. For more information on the Meadowlands location, please visit <http://www.bergen.edu/meadowlands> or call our Welcome Desk at 201-447-7920.

## BCC at Hackensack

### *The Philip Ciarco, Jr. Learning Center*



**Sandra M. Sroka**  
*Dean*



**Denise Liguori**  
*Dean of Student Affairs*

	355 Main St., Hackensack
	(201) 447-1551
	Mon. - Fri. 8:30 a.m. - 9:00 p.m. Sat. 8:30 a.m. - 6:00 p.m.
	<a href="http://www.bergen.edu/ciarco">www.bergen.edu/ciarco</a>





The Philip Ciarco, Jr. Learning Center, was founded by Bergen Community College in 1970 to provide educational and counseling services for adults who have not completed a formal high school education or who are interested in studying English as a Second Language. Since then, many thousands of adults have enrolled at the Hackensack location. A significant number of these adults have gone on to college or other post-secondary training, while many have enrolled to improve their quality of life through language acquisition or through the development of workplace skills for employment or job advancement.

The Ciarco Center offers a variety of courses both on and off site for adults who wish to enhance their education. Through the concept of individualized instruction, adults who have not completed their education can enroll in the school's programs at any level of ability and move from that point to the achievement of their goals. The programs at the school are scheduled to enable adults to enroll at various nontraditional times, regardless of whether they are seeking English Language acquisition, GED preparation, basic remediation, preparation for college admission or transfer to college a degree program.

For further information, call the Ciarco Learning Center at 201-489-1551 or visit our web site at [www.bergen.edu/ciarco](http://www.bergen.edu/ciarco) or contact the Ciarco department of student affairs at 201-301-1708 email [Studentservices@bergen.edu](mailto:Studentservices@bergen.edu).



**Amparo Codding**  
*Dean of Humanities*

	Pitkin Education Center, Rm. A-304
	(201) 447-7133
	Mon., Thurs. & Fri. 8:00 a.m. - 5:30 p.m., Tues. & Wed. 8:00 a.m. - 7:00 p.m.
	<a href="http://www.bergen.edu/studyabroad">www.bergen.edu/studyabroad</a>

## STUDY ABROAD

Study abroad experiences range from a summer, to a semester or an academic year. The programs are, for the most part, designed for undergraduate credit. It is recommended for students who still have between 6 – 15 credits of general education electives in Humanities and/or Social Sciences. Academic studies may include the language and culture of the host country, as well as business, art, the European Union, service-oriented work experiences and more. Study abroad programs are designed for cultural immersion and many sites offer a chance to live with a family in the host country. You must have completed one semester of college level courses at Bergen, be a full-time student (for semester programs), and have a minimum 2.5 GPA. Certain programs require a 3.0 average.

Financial aid may be used for study abroad programs. It is a good idea to apply early. Early application allows the Financial Aid office to complete the review of eligibility for financial aid and to get all of the paperwork done. Be sure to apply no later than fifteen weeks prior to departure. Special scholarships are also available for students demonstrating financial need but they have very early application deadlines. Inquire and apply early!

## What to know if you want to Study Abroad?





- Completion of at least one term of college-level courses at BCC.
- Full-time status with good academic standing. Part-time students will be considered.
- Minimum 2.5 G.P.A. Certain programs require a 3.0 average
- Highly recommended for students who need to fulfill Humanities and Social Science electives
- Must plan study abroad option at least one semester in advance.
- Must plan accordingly to secure funding for program costs, airfare and other expenses.

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# Office of Testing Services

**Corey L. Atkinson**  
*Manager of  
Testing Services*

	Pitkin Education Center, Rm. S-127
	(201) 447-7202
	Mon. through Fri. 9:00 a.m. - 5:00 p.m.,
	<a href="http://www.bergen.edu/testing">www.bergen.edu/testing</a>

The Office of Testing Services (OTS) located in Room S-127, offers a variety of testing services. Among the tests administered are the English and Mathematics Basic Skills Tests; the Levels of the American Language Program Test (ALP); Challenge, Proficiency, and Credit-By-Examination tests in a number of subject areas; instructional make-up tests; online course tests; and special accommodation tests.

## Challenge Testing

Due to a variety of circumstances students may not perform to the best of their abilities on the Basic Skills Placement Test. To reassess basic skills proficiency, Challenge Tests are offered in English, Computation, and Algebra. Challenge Tests are offered periodically throughout the semester. A copy of Challenge Test policies and procedures with a current schedule of test dates may be obtained in person from the Office of Testing Services, Room S-127 or on the OTS website, [www.bergen.edu/testing](http://www.bergen.edu/testing).

## Proficiency Testing

Proficiency tests are offered as a means of placement for a variety of college-level courses. Successful scores on proficiency tests allow students to register for a higher level course within the same discipline sequence. However, a successful proficiency test carries no course credit. Proficiency test registration forms can be obtained from the Office of Testing Services, Room S-127. There is a \$30 fee for each

proficiency test taken. Review the test materials that are available on the OTS website, [www.bergen.edu/testing](http://www.bergen.edu/testing) and the test is administered by appointment.

## Credit-By-Examination

The Office of Testing Services administers credit-by-examination (CBE) for college-level courses. In order to receive college credit for a particular course, a student must earn a passing grade on specific subject examinations. Upon successful completion of an examination, the student will pay a \$15 per-credit fee and will receive a CBE grade. The CBE grade is not included in attempted credits but is included in earned credits. The CBE grade is not computed in a student's cumulative grade point average.

CBE registration forms may be obtained at the Office of Testing Services, Room S-127. There is a \$30 fee for each test.

## College Level Examination Program

Bergen Community College students may earn college credit for learning achieved outside formal college courses through the College Level Examination Program (CLEP). Further information may be obtained at the OTS in room S-127 or in the BCC college catalog.

## Accommodations for Testing

Students with disabilities who have presented appropriate documentation to the Office of Specialized Services and who are deemed eligible, may be afforded testing accommodations through the Office of Testing Services. Students are asked to present an official accommodation form in order to receive these services. All information will be kept confidential.





## Instructional Makeup Testing

The Office of Testing Services administers makeup tests as a service for students who, for compelling and exceptional reasons, have missed a scheduled classroom examination. Students must receive prior permission from and make arrangements with their course instructors to take these examinations under specific conditions in the Office of Testing Services, Room S-127.

## World Language Testing

The College awards credit for World Languages through the New York University Proficiency Testing in Foreign Languages Program, and the College Level Examination Program (CLEP). For information on any of these testing options, visit the Office of Testing Services, Room S-127.

## The Food Exchange

	Pitkin Education Center, Rm. B-105
	(201) 879-7223
	Mon. through Fri. 8:30 a.m. - 6:30 p.m.
	<a href="http://www.bergen.edu/">www.bergen.edu/</a>

**CFA Hours:** Tuesday 9 am -1 pm/Thursday 2 pm-6 pm

**Lisa Pitz,** CFA Pantry Coordinator

**Student Xchange hours:** M-F 8:30-6:30 pm

**X-Change number:** 201-879-7223

**Email:** [xchange@bergen.edu](mailto:xchange@bergen.edu)

Appointments by referral; **Aretha McMillan** and counseling staff will refer students to CFA intake. This program is available to students, staff, and faculty.

Students who live at home with their parents/guardians who need assistance for their family will be referred to the appropriate CFA site.

### Screening and intake process:

Proper BCC identification, social security card and proof of income will be necessary to receive food package. If student does not have a proof of income at initial visit, they may receive a package, but must bring all needed documentation for future assistance. To receive a family package, student must also provide names and social security numbers for each of their dependent children receiving assistance.

Income eligibility to receive food assistance is 300% of federal poverty level.

1. Aretha McMillan and counselors will refer students to Lisa Pitz of CFA
2. Lisa Pitz will set appointments with students on either Tuesdays or Thursdays
3. At appointment, intake form will be completed and necessary documentation obtained

Student will receive initial food package and be assessed for additional needs (e.g. food stamps, WIC, rental assistance, etc). If services other than food package are needed, student and/or their family will be referred to an appropriate CFA site for further assistance.

All rental or utility assistance cases will be handled at the appropriate CFA site.

All student information will be kept confidential in a locked file cabinet in the Student Exchange Center.

## Violence Intervention & Prevention VIP

Studying in college can be overwhelming especially when added to everyday life issues. Our goal at Bergen Community College is to help students benefit fully from the college experience by supporting personal, social and emotional well-being. Whatever challenges you might be experiencing, know that there is someone at Bergen Community College to listen and help. The college even offers on-line counseling so you may speak to a counselor from the privacy of your own home. Please visit (Website).

**The Violence Intervention and Prevention (VIP) Center** is a program at Bergen Community College that addresses the issues of domestic and dating violence, sexual assault, and stalking. While the College is one of the safest college campuses in the country, based on crime statistics, it is important to recognize that college age women, in general, are in one of the highest risk groups for violence. VIP offers advocacy and counseling services to students, faculty and staff who have been affected in the past or are currently being affected by these issues. Visit their website at <http://bccviolenceprevention.com/>

*If you have been a victim of a personal crime by a stranger or acquaintance that involved a physical, armed or sexually aggressive confrontation, we encourage you to seek support.*





Visit Violence Intervention Prevention new website for all available services

<http://bccviolenceprevention.com/>





**Violet Surdyka**  
*Interim Coordinator  
 for Veterans and  
 Military Affairs*

	Pitkin Education Center, Rm. L-113
	(201) 447-7211
	Mon. through & Fri. 8:30 a.m. - 4:30 p.m.
	<a href="http://www.bergen.edu/current-students/veterans-center/community-services-for-veterans">www.bergen.edu/current-students/veterans-center/community-services-for-veterans</a>

### **Welcome to the Office of Veteran and Military Affairs!**

The Office of Veterans and Military Affairs is focused on providing support to our Veteran students in reaching their educational goals as well as creating a smooth transition from military life to student life. Here, at the Office of Veterans and Military Affairs, we provide a comprehensive understanding of the VA education benefits to the returning Veteran students. If you are a veteran, dependent of a deceased or disabled veteran, or active duty military member, you may be eligible to receive monthly educational assistance from the Veterans Administration while enrolled at BCC. We acknowledge all of the Veteran students' sacrifices in serving our country and keeping us safe, and we are ready and proud to serve them on their educational journey here at Bergen Community College.

You have served our nation, allow us to serve you!

### **Applying for Veteran Education Benefits**

The Office of Veteran and Military Affairs will provides comprehensive assistance to the Veteran student in applying for his/her education benefits (Montgomery G.I. Bill under Chapter 33-Post 9/11 G.I. Bill, Chapter 30-The Montgomery G.I. Bill, Chapter 31-Voc Rehab, 35-Dependants of Military Personnel and Veterans, 1606-Selected Reserve, 32-VEAP and NJ National Guard) as well as a transfer of benefits from a previous educational institution. If you have questions regarding your eligibility or the current status of your educational benefits you may contact 1-888-GIBILL1 or e-mailing the VA at [www.gibill.va.gov](http://www.gibill.va.gov).

### **Basic Breakdown of VA Education Benefits**

#### **Chapter 30-The Montgomery G.I. Bill**

Veterans are entitled to 36 months of training under Chapter 30, to be used within ten years of honorable discharge from active duty.

Eligibility is based on:

- Entering the active military after June 30, 1985
- Serving continuously for three years
- Contributing \$100 per month for the first 12 months of active duty

#### **Chapter 31-Voc Rehab**

Any Veteran with a disability rating from the Department of Veterans Affairs of 20% or more is entitled to apply for Vocational Rehabilitation. Voc Rehab provides payment of tuition, fees, books and required supplies along with a monthly subsistence allowance.

### **Chapter 32-Veteran Education Assistance Program (VEAP)**

VEAP is available if you first entered active duty between January 1, 1977, and June 30, 1985, and you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the government. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses.

### **Chapter 33-Post 9/11 G.I. Bill**

The Post - 9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001.

Post-9/11 GI Bill benefits are payable for training pursued on or after August 1, 2009.

No payments can be made under this program for training pursued before that date.

You may be eligible if:

- Served at least 90 aggregate days on active duty after September 10, 2001 and you are still on active duty or were honorably discharged from active duty.
- Released from active duty and placed on the retired list or temporary disability retired list.
- Released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve.
- Released from active duty for further service in a reserve component of the Armed Forces.

You may also be eligible if you were honorably discharged from active duty for a service-connected disability and you served 30 continuous days after September 10, 2001. If, on August 1, 2009, you are eligible for one of these programs and you qualify for the Post-9/11 GI Bill, you may make an irrevocable election to receive benefits under the Post-9/11 GI Bill.

Note: Once you elect to receive benefits under the Post-9/11 GI Bill, you will no longer be eligible to receive benefits under the program from which you elected the Post-9/11 GI Bill

### **Chapter 35-Dependants of Military Personnel and Veterans**

Children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability are eligible for benefits under Chapter 35 of the Montgomery GI Bill. Children must be between 18 and 26 years of age. Spouses must use the benefit within ten years of becoming eligible.

#### **1606-Selected Reserve**

Effective July 1, 1985, members of the selected reserve of the U.S. Armed Forces may be eligible for 36 months of training under Chapter 1606 educational assistance, to be used within ten years of the date of eligibility on the "Notice of Basic Eligibility" (NOBE). The Unit Commander will provide a NOBE. Veterans must bring in this NOBE and fill out an application for GI Bill benefits.

#### **NJ National Guard**

Available to members of the New Jersey National Guard, this program requires students to produce a Commander's Certificate each semester, and to file for all available State and Federal Financial Aid for each academic year. National Guard members must apply for chapter 33 benefits if eligible.

#### **Applying for Veteran Education Benefits**

The Office of Veteran and Military Affairs will serve as liaison between the Veteran student and the Department of Veterans Affairs while the student attends Bergen Community College. All BCC military and veteran students must apply for the VA Education Benefits using the online application, Veterans On-Line Application (VONAPP). This application can be found on the VA Education Benefits page

<http://www.benefits.va.gov/gibill/apply.asp>

Once the application has been submitted (please print the document before submitting it) the student will need to provide a copy of the VONAPP to the Office of Veteran and Military Affairs along with their DD214 (member 4) and their Certificate of Eligibility. Only then can the student be certified for their classes.

If you have further questions in regards to the certification process please reach out to the Veterans Coordinator at 201-447-7997 or via email at [vsurdyka@bergen.edu](mailto:vsurdyka@bergen.edu).

# The Office of Student Life



**Greg Fenkart**

*Coordinator of Student Development*



**Juhi Bhatt**

*Coordinator of Judicial Affairs & CTE Counselor*

	Pitkin Education Center, Rm. SC-110
	(201) 447-7215
	Mon. 8:00 a.m. - 5:30 p.m. Tue., Wed., & Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 5:00 p.m.
	<a href="http://www.bergen.edu/studentlife">www.bergen.edu/studentlife</a>

The Office of Student Life provides and promotes campus programming that is representative of the student population and is consistent with the mission of the College and the Division of Student Affairs. The programs enhance student success, enrich the College experience, and help encourage a sense of community while providing opportunities for leadership and personal development. Students at Bergen are encouraged to participate in Student Government, 50+ student clubs and organizations, and athletics.

## Student Government Association (SGA)

The SGA is the student governing body at Bergen Community College. It is comprised of an Executive Board of the President, Vice President, Treasurer and Chief of Staff, as well as a general membership of club representatives and senators. They serve as a link between the student body and the College administration. Elections of the Executive Board of the Student Government Association are held in April and the elected officers start their terms at the end of the spring semester.

## Student Activities Board

The Student Activities Board (SAB) plans and provides programming for an active social environment for Bergen Community College students. Programs offered include musical events, lectures, dances, movies, and other on-campus entertainment.

Students wishing to participate in SAB should contact the Office of Student Life at (201) 447-7215.

## Student Clubs

Students at Bergen Community College are encouraged to enrich their college experience through participation in a variety of activities including Student Government, Student Activities Board, and a rich array of clubs and organizations. There are many active clubs on campus that appeal to a variety of student interests. To find out how to become involved in these clubs, call the Office of Student Life at (201) 447-7215. An updated list of active club can be obtained in SC-110 each semester.

## How do I join a Club?

- Check the bulletin boards around campus for information about club meeting times.
- Ask about the club at the Student Life Office.
- Sign up with the group at the club day held, at the beginning of each semester
- Follow up with the groups you've chosen.

Don't give up! New members are always welcome.

## How Do I Form a New Club?

Bergen Community College also provides you with the opportunity to start new student clubs. Before a new organization can be officially recognized the club must have an advisor, a constitution, a membership list, and a club leadership roster (president, secretary, treasurer, etc.). Assistance in preparing this paperwork can be obtained from the staff in the Office of Student Life.